



Shire of
Nannup
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Agenda

**Council Meeting to be held
on Thursday 25 February 2016
Commencing at 4.15pm**

A g e n d a

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

4.1 **RESPONSES TO QUESTIONS TAKEN ON NOTICE**

4.1.1 **Mr Len Gilchrist, Lot 35 Blackwood River Drive, Nannup**

The following question was taken on notice at the Ordinary Council meeting of 28 January 2106. Mr Gilchrist was provided with a response from the CEO on 1 February 2016. The response from the Shire is recorded accordingly:-

Question:

During the deliberations for the 2015 Citizen of the Year, did Cr Longmore, or did he not, publically state that he would resign from Council if his spouse did not receive the Citizen of the Year Award;

and if in the affirmative,

Why wasn't the matter notified to the Minister for Local Government at the time. Surely this must be a breach of Council's own Code of Conduct and probably a breach of the Local Government itself?

Response:

As you are aware, the process for the selection of the Shire of Nannup's Australia Day Citizen of the Year Award is referred to Council's Australia Day Advisory Committee where the Committee assess the nominations via set selection criteria, which has been supplied to you previously. The Minutes of the Australia Day Advisory Committee are then presented to Council for adoption with these Minutes remaining confidential for obvious reasons. The Minutes

were presented to Council at its November 2015 Ordinary meeting for adoption.

Prior to adopting the Australia Day Advisory Committee Minutes at the November meeting, Council resolved to go "Into Committee" to further discuss the nominations received and evidence of this is contained within the Minutes of that meeting, which is attached for your information. The discussions behind closed doors is confidential, however the final decision to adopt the Minutes is in the open session of the meeting and this is also evidenced in the attachment.

Therefore, there is not the requirement for Council to disclose the discussions that took place behind closed doors, but if it assists you in your query, I can categorically state that Cr Longmore made no such statements to resigning his position from Council during the discussions behind closed doors.

In relation to the second part of your question, as the processes of meeting procedure was adhered to, there was no requirement to refer the matter to the Minister for Local Government and there was certainly no breaches of Council's Code of Conduct in relation to this matter.

I would hope that you now allow this matter to rest as ongoing rumour and innuendo merely belittles this important community achievement award, especially to the person that ultimately received the Citizen of the Year Award.

4.1.2 Mrs Pat Twiss, 37 Kearney Street, Nannup

The following question was taken on notice at the Ordinary Council meeting of 28 January 2106. Mrs Twiss was provided with a response from the CEO on 4 February 2016. The response from the Shire is recorded accordingly:-

Question:

I, together with other residents, are concerned at the state of the roads at the bottom of the Bridgetown hill, especially around the lake and would these be considered appropriate for fire access and fire breaks? Also there is a significant blackberry infestation in this area and whose responsibility is this?

Response:

At the meeting the Shire President responded by indicating that it appeared that you were referring to private land, which Council has no control over as to the standard of the road however, the President took it on notice that Council would respond in a formal manner in respect to your question as to whether the roads were acceptable as fire breaks.

Prior to the commencement of the fire season Council engages a contractor to assess compliance by landholders in the provision of fire breaks. The land we understand that you were referring to was the Mount Folly area and this was assessed. A letter was forwarded to the land owner in question regarding external fire breaks but it was considered that internal fire breaks were appropriate for the access of fire units in case of emergency. The land owner had constructed some new breaks which was pleasing and we continue to work with the owner to ensure compliance is met. In saying that, the topography of Mount Folly makes it difficult to access all areas but it is considered that essential services can access important areas for fire prevention.

With regards to the blackberry infestation, the control of these weeds is the responsibility of the land owner. The Western Australian Department of Agriculture and Food's website has a comprehensive section on noxious plants and it details eradication methods for landowners to follow.

- 5. APPLICATIONS FOR LEAVE OF ABSENCE**
- 6. PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 7. DECLARATIONS OF INTEREST**

The Shire President will read out any declarations received relating to financial, proximity or impartiality interests and ask for any further declarations to be made.

Members should make any declarations at the start of the meeting but may declare an interest before the resolution of any agenda item.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1.1 January 2016 Ordinary Council Meeting

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 28 January 2016 be confirmed as a true and correct record.

8.1.2 Annual Meeting of Electors

That the Minutes of the Annual Electors Meeting held on Thursday, 18 February 2016 be confirmed as a true and correct record.

9. MINUTES OF COUNCIL COMMITTEES

9.1.1 Bush Fires Advisory Committee Minutes

That the Minutes of the Bush Fires Advisory Committee meeting held on Monday, 1 February 2016 be received.

9.1.2 Audit Advisory Committee Minutes

That the Minutes of the Shire of Nannup Audit Advisory Committee held in Council Chambers on Thursday, 18 February 2016 be confirmed as a true and correct record.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

12. REPORTS OF OFFICERS

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

13.1 OFFICERS

13.2 ELECTED MEMBERS

**14. MEETING CLOSED TO THE PUBLIC
(Confidential Items)**

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

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DEPARTMENT

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE
PUBLIC**

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

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

17. CLOSURE OF MEETING

CEO DEPARTMENT

AGENDA NUMBER:	12.1
SUBJECT:	Annual Performance Appraisal – Chief Executive Officer
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Peter Clarke
FILE REFERENCE:	Personal File
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	15 February 2016

BACKGROUND:

In accordance with Section 5.38 of the *Local Government Act 1995* and the Chief Executive Officer's Contract of Employment, it is a requirement for Council to undertake an annual Performance Appraisal.

The CEO completes the first year of his 3 year Contract of Employment on Thursday, 3 March 2016.

COMMENT:

Clause 4 of the Contract of Employment states the processes for the conduct of the Appraisal which is detailed below:-

Clause 4.1 Adherence to Performance Criteria

The Officer agrees with the Council that the Officer must, in performing the Officer's obligations under this agreement, use every reasonable endeavour to achieve the agreed Performance Criteria Indicators as detailed in Annexure 2 of the Contract.

4.2 Performance Reviews

The Officer's performance pursuant to this Agreement will be reviewed by the Council annually during the term and more frequently if the Council or the Officer perceives that there is a need to do so. The Council must give the Officer at least 14 days notice in writing that a performance review is to be conducted.

4.3 Conduct of Performance Review

Any performance review will be conducted by the Council itself or on behalf by an independent facilitator mutually agreed between the Council and the Officer.

4.4 Procedure

A performance review conducted under this Clause 4 shall take the format of the following procedure:

- (a) as soon as practicable after receipt of notice pursuant to Clause 4.2, the Officer will prepare a report assessing the Officer's own performance of the Officer's obligations under this document measured against the Performance Criteria;
- (b) the Officer will present his report to the Council, and be available for interview;
- (c) within one month of the conclusion of the performance review the Council shall prepare a report, in consultation with the Officer, to be signed by both the Council and the Officer, with such a report to include:
 - (i) any conclusions about the Officer's performance during the period the subject of the performance review;
 - (ii) any proposal by either party to vary the Performance Criteria as a consequence of the performance review and any comments by the Officer on any such proposal;
 - (iii) any directions or recommendation made to the Officer in relation to future performance by the Officer of the Officer's obligations under this document; and
 - (iv) details of the extent, if any, to which the Officer disagrees with any statement in the report.

The CEO has prepared a report to Council in accordance with Clause 4.1 of the Contract and will forward same to Councillors prior to the Performance Review being conducted.

STATUTORY ENVIRONMENT:

Section 5.38 of the *Local Government Act 1995* relating to annual reviews of certain employees' performances states the following:-

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

RECOMMENDATION:

That Council conducts an annual review of the CEO's performance in accordance with Section 5.38 of the *Local Government Act 1995* and Clause 4 of the CEO's Contract of Employment and for this to be undertaken prior to the March 2016 Ordinary Meeting to allow an appropriate Report to be presented to Council on the Review process.

VOTING REQUIREMENTS: Simple Majority

AGENDA NUMBER:	12.2
SUBJECT:	Compliance Audit Return 2015
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Department of Local Government and Communities
FILE REFERENCE:	ADM 14
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	15 February 2016
ATTACHMENT:	12.2.1 - 2015 Annual Compliance Audit Return

BACKGROUND:

Council is required by section 14 of the Local Government Audit Regulations 1996 to complete a Compliance Audit Return each year covering the period 1 January to 31 December. The Compliance Audit Return is to be:

1. Presented to Council at a meeting of the Council.
2. Adopted by the Council.
3. The adoption recorded in the minutes of the meeting at which it is adopted.
4. Signed by the Shire President and Chief Executive Officer and returned to the Department of Local Government with a copy of the Council minutes of the meeting at which it was received.
5. Submitted to the Department for Local Government by 31 March each year.

The Return must also be reviewed by the Audit Committee prior to its adoption by Council.

COMMENT:

The Annual Compliance Audit Return contains 87 questions of which:

- 56 were complied with;
- 31 were not applicable to the Shire of Nannup during the year under review.

There were no areas of non-compliance detected.

As per the *Local Government Audit Regulations 1996*, the Return was submitted to the Audit Advisory Committee meeting for review, which was held on Thursday, 18 February 2016.

STATUTORY ENVIRONMENT:

Section 14 of the *Local Government Audit Regulations 1996*

- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

RECOMMENDATION:

That Council adopts the Local Government Compliance Audit Report for the Shire of Nannup for the period 1 January 2015 to the 31 December 2015, and authorises the Shire President and CEO to sign and submit the report to the Department of Local Government as required.

VOTING REQUIREMENTS: Absolute Majority.

AGENDA NUMBER:	12.3
SUBJECT:	Nannup Music Festival - Annual Funding Assistance Request
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Nannup Music Club Inc.
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	15 February 2016

BACKGROUND:

Ms Deanne Shade, Chairperson of the Nannup Music Club Inc., writes to Council as a follow-up to the Club's Expression of Interest for the old Kindergarten building and recent discussions with the Shire President and CEO regarding the Club's current budget situation.

Ms Shade advises that the Music Festival provides substantial income revenue for the town and community members. Feedback from local businesses indicates that over the Festival weekend business is magnified substantially. Local accommodation is booked out well in advance, hospitality businesses are extremely busy and the cultural opportunities on offer for all ages are a much needed experience for the local community. The Music Club and Festival also bring about opportunities for employment and volunteering experience for locals.

Ms Shade indicates that pending the decision of Council regarding their EOI for the Kindergarten building, the Club acknowledges that regardless of the outcome, they will be expected to honour the current rental agreement and understand this is an important revenue stream for the Shire.

Ms Shade advises that in order for the Nannup Music Festival to remain viable, the Club is requesting more in-kind and monetary support from the Shire of Nannup. Current financial forecasts indicate that the Club will make no profit for the 2016 Festival with the Club being forced to eat into their savings which may result in the Festival no longer continuing into the future.

The Nannup Music Club trusts that Council considers the funding proposals for the benefit of the community and its members and hopes that the Club will continue to work closely with Council to achieve the best possible outcomes for all concerned.

COMMENT:

The Nannup Music Club has advised that they would like Council to consider the following in relation to ongoing support:-

- Continuation of the \$20,000 financial contribution;
- The Music Club honouring the agreement to pay \$12,000 rent for their existing premises; and
- The remaining \$18,800* in costs normally paid to the Shire of Nannup be provided by way of in-kind support.

The Nannup Music Club has provided the following breakdown of their costs paid to the Shire of Nannup associated with the conduct of the Festival:-

Nannup Shire – Costs for Nannup Music Festival:

1. Venue Hire	\$ 1000*
2. Support Costs	\$17800*
3. Camping Licence	\$ 100
	\$18900

Admin Shire Expenses:

1. Rent	\$11000
2. Shed Rent	\$ 500
3. Shed Donation	\$ 500
	\$12000

Camping:

1. Hire of Rec Centre	\$ 500
2. Camping Fees	\$ 91
3. Camping fees	\$ 550
	\$ 1141

Paid to Shire Total: \$ 32041 without GST

The Nannup Music Club Inc., has advised that the ability to source grant funds has diminished considerably since the inception of the Festival. The following grant funds that the Club originally received no longer exist:-

- Healthways **\$5,000** (was between \$15,000 and \$25,000 in 2013)
- Festival Australia **\$10,000**
- National Program for Excellence in Arts **\$10,000**
- Department of Culture and Arts **\$27,000**
- Australia Council **\$50,000**

The above totals **\$102,000** of funding that can no longer be sourced due to Governments withdrawing these programs or changing criteria.

The Club was successful however in obtaining a **\$5,000** every year for 4 years via a New Country Arts grant program.

The Club has also indicated that they are not the only Festival facing difficulty in the above regard and it has also been advised that the Bridgetown Blues and Fairbridge Festivals are also under threat due to a lack of grant funding.

The Music Club increased their ticket prices for the 2016 event which has helped them balance things slightly but they are eating into their reserve funds. The Club has advised that the increase in ticket prices will cover the 2016 Festival and whilst the Club will look at fundraising after the 2016 Festival, it will not cover future events. The Club has advised that they will continue to apply for any grant funding opportunities but they are limited.

The Nannup Music Festival is a major event on Nannup's annual calendar and attracts many visitors to the Shire and benefits the local economy significantly. To see such an established and successful event struggle financially through no fault of the Music Club is concerning.

The following proposal put forward by the Club to assist it in staging Festivals beyond 2016 does mean that Council will forego \$17,800 in annual income but this could be considered as a small contribution in order to keep the Festival viable.

- Continuation of the \$20,000 financial contribution;
- The Music Club honouring the agreement to pay \$12,000 rent for their existing premises; and
- The remaining \$18,800 in costs normally paid to the Shire of Nannup be provided by way of in-kind support.

Council will commence its 2016/2017 Budget planning in late March/early April 2016 and it should know whether it could accommodate covering the request for in-kind works during this process. Until then, it is suggested that Council acknowledges the request received and advises the Nannup Music Club accordingly.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:
Subject to 2016/2017 Budget deliberations.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community Leadership - Strategy 5.1, Lead, Listen, Advocate, Represent and Provide and Support Existing and Emerging Community Groups.

RECOMMENDATION:

That Council:-

1. Acknowledges the request received from the Nannup Music Club Inc., seeking Council support in providing in-kind works as opposed to charging for same for the conduct of the annual Nannup Music Festival and advises that consideration will be given in the 2016/2017 Budget deliberations for this level of financial support however, no guarantees can be given at this stage.
2. The Nannup Music Club submits its total Balance Sheet at the conclusion of the 2016 Festival in order that Council can assess its current financial position with the view to consideration of additional financial support for the 2017 event.

VOTING REQUIREMENTS: Simple Majority

AGENDA NUMBER:	12.4
SUBJECT:	Proposed Dog Exercise Areas
LOCATION/ADDRESS:	Nannup Town Site
NAME OF APPLICANT:	
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	15 February 2016

BACKGROUND:

At the January 2016 Ordinary meeting of Council the following was resolved in respect to proposed Dog Exercise areas.

16007 GILBERT/SLATER

That following consideration of the submissions received in respect into proposed Designated Dog Exercise Areas within the Nannup town site, Council identifies the following land to be "Specified Areas" for the purpose of exercising dogs off the lead in accordance with Section 3(A) of the Dog Act 1976:-

- *"The Public Transport Authority of WA land leased to the Shire of Nannup that commences 60 metres south of the Foreshore Park toilets and which runs parallel to the River terminating at the old Railway Shed; and*
- *"Reserve 42287 being the Old Girl Guides Hall area vested in Council for the purpose of Recreation".*

In relation to the Specified PTA Area, this is to remain in force until the termination/renewal of the Lease in 2024. In allocating the Specified Areas, Council advertises same in the local "Telegraph" newspaper and erects appropriate signage at various locations along the route

AMENDMENT TO THE AMENDMENT:

MELLEMA/LONGMORE

That the intent of the Amendment be supported however in relation to "Reserve 42287" being supported as a Specified Area, this matter lay on the table until further consultation is undertaken with landholders in the vicinity of the Reserve.

COMMENT:

Following the January Ordinary meeting the CEO contacted Councillors on Monday, 1 February to advise that Reserve 42287 was located outside of the Nannup town site boundary and as the *Dog Act 1976* does not provide for

Specified Areas that fall outside of a town site boundary, Reserve 42287 can be utilised for this purpose.

STATUTORY ENVIRONMENT:

Section 31 of the *Dog Act 1976* Relation to Control of Dogs in Certain Public Places

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community Leadership - Strategy 5.1, Lead, Listen, Advocate, Represent and Provide

RECOMMENDATION:

That as Reserve 42287 is located outside of the Nannup town site boundary, it does not apply to Specified Areas in accordance with the *Dog Act 1976* and therefore, the following Designated Dog Exercise Area in the Nannup town site nominated at the January 2016 Ordinary meeting be reconfirmed as follows:-

“The Public Transport Authority of WA land leased to the Shire of Nannup that commences 60 metres south of the Foreshore Park toilets and which runs parallel to the River terminating at the old Railway Shed”.

VOTING REQUIREMENTS: Simple Majority

AGENDA NUMBER:	12.5
SUBJECT:	Nannup Kindergarten Building – Expressions of Interest (EOI) for Proposed Usage
LOCATION/ADDRESS:	Reserve 29142 “Civic Centre Purposes” - Adam Street, Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 35
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	16 February 2016

BACKGROUND:

At the January 2016 Ordinary Council meeting the EOI's received for use of the vacated Nannup Kindergarten Building were presented to Council. Based on a number of factors relating to the proposed usage of the three applicants, the following was resolved by Council.

16011 DEAN/MELLEMA

That Council authorises the CEO to further negotiate with the Nannup Music Club, the Nannup Men's Shed Group and Ms Evans regarding their particular EOI's to determine the type of infrastructure proposed to be erected on site and intended modifications to the building to ascertain whether this meets local Heritage and Planning requirements. Following these negotiations, the CEO is to report back to Council on his findings in order for a decision to be made on the future use of the building.

CARRIED (8/0)

COMMENT:

During the course of the month the CEO has met with the three applicants to discuss their EOI's.

- **Mrs Rosemary Evans – Proposed Life Skills Centre**

Whilst Mrs Evans would like to pursue a Life Skills Centre in the future, she indicated that the timing is not right and many other factors/investigations need to be undertaken and therefore, indicated that she would not be pursuing the use of the Kindergarten Building.

- ***Nannup Music Club – Proposed Alternate Offices***

The Music Club advised that the main reason that they were seeking alternative premises was related to storage and the lack of it at their current location. The Music Club did advise that if other options could be found for storage of their equipment etc., they would re-consider their EOI.

In discussions with the Manager for Infrastructure it has been agreed that if the Music Club sourced a sea-container for storage it could be located at the Shire Depot on the proviso that it would be for storage of the Club's equipment from year to year and there would not be continual access to the container.

Based on the above agreement, the Music Club will remain at their current location, which in the opinion of the CEO is the preferred option as the Club has a higher profile in this location.

- ***Nannup Men's Shed – Proposed Interim Base for Men Shed Activities***

The CEO met with representatives of the Nannup Men's Shed to discuss their EOI. The Men's Shed formed in December 2014 and have been searching for a suitable premises but unfortunately nothing suitable has been found, or costs have prohibited possible options.

The Men's Shed consider that the old Kindergarten Building would be suitable for their operations in the short term until suitable premises are obtained. It would also provide them with a base to strengthen their membership and undertake community activities and promote Men's health. The CEO did stress that normal Men's Shed activities would be limited at this site as the building's facilities are somewhat limited in this regard.

The CEO raised possible rental arrangements however, only being a fledgling organisation and with minimal finances, the Men's Shed would be seeking a peppercorn rental on the premises.

STATUTORY ENVIRONMENT:

Section 3.58 of the *Local Government Act*, relating to leasing premises and Section 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* relating to exemptions to disposal of property.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Annual revenue for rental of the premises would be lost as the Men's Shed are seeking a Peppercorn rental.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community Leadership - Strategy 5.1, Lead, Listen, Advocate, Represent and Provide and Support Existing and Emerging Community Groups.

RECOMMENDATION:

That based on the negotiations with those that submitted Expressions of Interest for use of the old Kindergarten Building, and the withdrawal of two of the Interests, Council grants use of the facility to the Nannup Men's Shed for a period of 24 months at a Peppercorn rental and that an Occupancy Agreement be prepared to set parameters regarding use of the building.

VOTING REQUIREMENTS: Simple Majority

AGENDA NUMBER:	12.6
SUBJECT:	Busselton-Margaret River Airport (BMRA) – Request for Letter of Support
LOCATION/ADDRESS:	
NAME OF APPLICANT:	City of Busselton
FILE REFERENCE:	ADM 32
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	16 February 2016

BACKGROUND:

The Director of Community and Commercial Services with the City of Busselton has written to Council to advise that the City is preparing an application to the National Stronger Regions Fund (NSRF) – Round 3 to further develop BMRA airside infrastructure to enable international freight services to South East Asia. While the focus of this application is for international air freight services it is expected, in turn, to encourage international Regular Passenger Transport (RPT) services in the medium term.

The City advises that in support of the application, it is working with the South West Development Commission and regional producers to quantify the level of supply to support a sustainable regular service. The City is also working with air freight services providers to further explore such opportunities in anticipation that a level of support can be provided to the City's application.

To ensure a robust application the City would like to include confirmation of support from a range of key stakeholders across business, industry and government. Therefore the Director seeks Council assistance by returning a letter of support for a regular international freight service at the BMRA.

COMMENT:

Applications for Round 3 of the NSRF close in mid-March and the City of Busselton would appreciate a letter of support prior to closure.

It is considered that regular international freight services at the BMRA, particularly to South East Asia would be advantageous to business and industry in the South West region and could open up additional industry if the regular service was available.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Economy - Strategy 2.1, Encourage and Support more Industry, Businesses and Employment.

RECOMMENDATION:

That Council provides a letter of support to the City of Busselton for their funding application to the National Stronger Regions Fund to further develop the Busselton-Margaret River Airport airside infrastructure to enable international freight services to South East Asia.

VOTING REQUIREMENTS: Simple Majority

FINANCE & ADMINISTRATION

AGENDA NUMBER:	12.7
SUBJECT:	Budget Review 2015/16
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	14 February 2015
Attachments:	12.7.1 – Budget Amendments 12.7.2 – Nannup Recreation Centre Reconciliation to 31 January 2016 12.7.3 – Main Street Upgrade Reconciliation to 31 January 2016

SUMMARY:

As per the Financial Management Regulations 1996 Section 33A a review of a Local Governments annual budget must be completed between 1 January and 31 March each year. The following item allows the Shire of Nannup to reach compliance within this area.

There are some variances expected from the original estimates of the Budget which was adopted at the June 2015 Ordinary Council Meeting. These are largely as a result of timely and prudent savings by officers. Although there are overspends identified and shown within Attachment 12.7.1, these are covered by identified underspends also shown within the same attachment.

Based on the current financial information that is available it is anticipated that for the 2015/16 financial year the Shire of Nannup may finish this year as initially reported within the Financial Budget adopted at the June 2015 meeting.

COMMENT:

The statutory requirement for the budgetary review is relatively limited and simply requires the Council to evaluate the likely position at the end of the current financial year. The information supplied below attempts to identify where variances are expected to occur as a result of current movements of spending and revenue streams.

Anticipated Outturn for 2015/16

Councillors will see from the budget monitoring reported within the February 2016 Council meeting that as at 31 January 2016 it is expected that there will be nil movement overall to the budget as a result of over and underspends identified. This is the product of careful monitoring within all areas which will see the outturn for the year predicted to meet expectations. Movements of note within the schedules are shown below:

Capital Income/Reserve Contributions

1. Expenditure on the Recreation Centre has resulted in funding required exceeding income identified. As per previous Council resolutions, these overspends will now require an Asset Management Contribution to cover the remaining costs. Shown at Attachment 12.7.2 is the total cost for the project with the final costing for the project within the 2015/16 financial year being \$1,205,344. Total income for the 2015/16 year for this project was \$1,045,884. This has resulted in an overspend of \$159,460.

As per Council Resolution 9268 below from the October 2015, this overspend was previously reported and the following resolution carried:

9268 DEAN/GILBERT

That Council:

1. *Receives the September 2015 progress report for the Nannup Recreation and Community Precinct Project.*
2. *Endorses the transfer of up to \$159,500.00+GST from the Asset Management Reserve account, for the Nannup Recreation Centre Project.*

Request the Chief Executive Officer to provide the Council with a detailed report and exact amount to be transferred once the final amount is known.

CARRIED BY ABSOLUTE MAJORITY 5/2

2. Plant Reserve contribution – Within the 2015/16 budget there was an allocation from this reserve to cover the three identified pieces of plant due for replacement. Once quotes were received the contribution required to fund the changeover from old to new has reduced resulting in a \$47,500 reduction required. However as this is a direct contribution for replacement there is no effect shown within the budget, only within the balance of the Plant reserve account.
3. Mowen Road Income – At the time of budget preparations this income was not known. Overall the impact on the budget for 2015/16 will be a nil effect

with all monies received being spent within the period. Total grant income received \$150,000.

Capital Expenditure

1. Caravan Park Upgrade – As part of the agreement reached in the leasing out process of the caravan park the Shire of Nannup agreed to fund various capital works to bring the Caravan Park up to regulation. This agreement required a contribution of \$20,000 to be forwarded to the lessees from the Shire of Nannup. At the October 2015 Ordinary Meeting of Council it was proposed:

The inclusion of \$20,000 in the 2015/16 budget of unauthorised expenditure:

- \$17,000 from anticipated savings due to staff reductions
- \$3,000 from Main Street Reserve.

Resolution 9300 from that meeting resolved:

9300 LONGMORE/GILBERT

That as per Recommendation 9121 from the January 2015 Council Meeting the amount of \$20,000 be paid to the lessees of the Caravan Park to cover costs associated with the building of the ablution block and removal of the asbestos shed.

This unforeseen budgeted amount will be taken into consideration as part of the budget review in February 2016.

CARRIED 8/0

No reserve funding will be required.

2. Administration Door upgrade – Grant funding of \$39,773 was sourced through WALGA within this year for installation of electronic doors at the Shire of Nannup offices. This funding is to assist residents to easily access facilities and services located within the building. Total cost of replacing the doors required a Shire of Nannup contribution of 5,000. Council resolved at the November 2015 to approve the grant and therefore make the contribution required.

9319 STEER/MELLEMA

That Council endorse the actions of the Chief Executive Officer in accepting the Community Infrastructure Program grant of \$43,750.00 from the Western Australian Local Government Authority.

That Council contributes \$5,000.00 towards this project from the Asset Management Reserve.

CARRIED BY ABSOLUTE MAJORITY 7/0

3. Purchase of laneway – Arrangements are now well underway for the purchase of the laneway namely Lot 66 –Linking Walter Street to Adam Street. As per Resolution 16009 at the January meeting the total cost for this variation to the budget is estimated to be \$1,000 plus works in kind.

16009 SLATER/STEER

That Council agrees to undertake in-kind works at the Nannup Catholic Church site by undertaking the scope of works for improved access and construction of a designated gravel parking area to facilitate the transfer of Lot 66 from the Catholic Church to the Shire of Nannup. Council also agrees to reasonable and proper costs of and incidental to the preparation and conveyance of the laneway to the Shire including stamp duty, and any other fees or charges associated with the transfer of land.

CARRIED (8/0)

4. Recreation Centre Upgrade – The cost of this project and the further contribution required is shown within the Capital Income section of this Agenda item.
5. Refurbishment of the Community Space – This project was run in tandem with the Recreation Centre upgrade. As a result of the Sportsman's club vacating this room the opportunity to refurbish and create a valuable meeting space was realised. Total cost of these works which have included a new kitchenette being installed, ceilings, doors and carpets replaced air-conditioning installed, new ramps built into the sporting facility and a general clean up throughout the whole recreation centre. This has resulted in an unbudgeted \$50,000 being spent. These costs are covered as a result of savings within the budget in other areas.
6. Transport - Mowen Road – Grant income has been sourced for final works to this road. Implications to the budget are nil as all works completed are covered by grant income received.
7. Main Street Upgrade – Stage one of this project has now been completed under budget. There are a few outstanding items to be completed and accounted for one of which is a disputed transaction for hire of traffic management. Quotes were obtained prior to engagement and used as the basis for budgeting within this area however a change of staff within the traffic management organisation has resulted in additional costs being added to our account. These costs are not seen as credible and so are being disputed. Further meetings between all parties will hopefully resolve this dispute. Attachment 12.7.3 shows a breakdown of spending on this project to date as well as anticipated final position of a surplus of between

66,655 and \$26,655 depending on the outcome from the disputed transactions. This can be held within the remaining Main Street reserve for stage two of this project.

Operating Income:

1. **General Purpose** - Decreases in this schedule are expected with reductions in Department of Transport transactions by \$5,000, possibly as a result of people utilising the internet option of payment. Decreases in investment income of 50,000 is also expected. This decrease in interest revenue is attributed to lower amounts of grant funding held and lowering interest rates overall.
2. **Governance** – Hire fees for the Shirley Humble room are not expected to meet expectations. At this point in time they are only at 10% of estimation. Given that the total income realised from this area of revenue is only \$500 per annum this is not expected to be of great consequence.
3. **Law & Order** – Animal registrations are expected to differ from budget expectations. Dog registrations have already exceeded expectations with an additional \$2,500 expected from this area. Cat registrations however are lower with the outcome expected to be reduced revenue of \$700.

The Community Emergency Services Officer position is expected to have a variation this financial year. The current financial arrangement is a 70:30 split between DFES and the Shire of Nannup as opposed to the historical split of 80:20. Looking at expenses for this financial year this will result in a decrease in income from DFES of \$2,800.

Ranger Infringement's issued – This will exceed budgeted revenue. It is as a result of more dog related issues this year requiring court appearances. Total excess revenue expected will be \$1,500 over budget.

4. **Health** – This year a general licence fee was introduced within this schedule. Additional Income is expected to be over budget by \$6,000.
5. **Education and Welfare** – The Seniors grant included within the 15/16 budget has not been sourced. Loss of revenue from this area is \$2,000 under budget.
6. **Housing** – Rental income for the year is lower than expectation as a result of staff houses remaining unrented for a period of the year. All properties are now fully leased. Total loss of earning is expected to be \$8,000.
7. **Community Amenities** – All variations within this schedule have resulted in increased income and relate to waste management. Overall an increase of \$6,400.
8. **Economic Services** – As previously reported the income received as part of the lease agreement of the caravan park is higher than anticipated. Overall an increase of \$3,000.
9. **Recreation & Culture** – Community Sheds income of \$600.

10. Transport – Sale of materials has resulted in an increase of \$1,000.

Operating Expenses:

1. Governance – There has been both over and underspends within this area. Overspends relate to donations to fire affected areas as per Council resolution 16006 shown below:

16006 FRASER/MELLEMA

That Council donates \$1,000 each to the Shires of Esperance, Waroona and Harvey to assist them in the recovery phase following the recent devastating bush fires and that to compensate for the overspend on the 2015/2016 Budgeted amount for donations, this be addressed during the 2015/2016 Budget Review.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Further overspends are expected as a result of a requirement to complete a financial management review; A higher reliance on external support for IT related issues incurred this year will require an additional \$5,000 contribution and increased costs associated with postage, advertising and vehicle costs may see a \$6,000 overspend.

Underspends have been noted and are expected with employee costs as a direct result of the restructure currently being trialled expected to yield a \$10,000 saving, and by the community strategic plan being a desktop only exercise this year saving \$4,000.

2. Law & Order – Savings are expected with the maintenance of the firebreaks by \$5,000 overspends are noted with equipment purchases for the new ranger position \$6,000.
3. Health – A small overspend with water testing.
4. Education & Welfare – There is a significant saving of \$20,000 expected as a result of not replacing the youth officer which is offset to a portion by an overspend within the heritage trail expenditure \$3,200.
5. Community Amenities – The largest saving at this stage of the financial year is anticipated as a result of less reliance on Town Planning consultancy with savings expected of \$60,000. Savings are also expected within the cemetery operations \$5,000.
6. Recreation & Culture – Spending to our Parks & Gardens are less than expected with savings of \$16,000 anticipated and as previously noted there is an overspend to maintenance at the Old Roads Building by \$4,000.
7. Transport – Savings are expected within maintenance at the Depot to the sum of \$3,000.

Long Term Financial Position

The Long Term Financial Plan (LTFP) was formally adopted by Council at the June 2013 Council meeting. Identified within this document was the fact that despite the Shire of Nannup having a history of prudent financial management and of making difficult decisions when the need arises, this stability is being threatened by a projected reduction in capital grants that are supporting ongoing revenue expenditure.

The predominance of capital grant income as a main contributor to overall council income has reduced with the completion of capital projects since the initial LTFP was prepared. This reduction in capital grants continues to put pressure on the other income streams, the most significant of which remains the rate income as the balancing point between expenditure and shortfall. The reason for this pressure and the resulting shortfall experienced that remains after capital projects are finished is that fixed overheads and other operational costs remain, regardless of current work projects being operational or capital, and these costs must now be borne from other sources i.e. rate income. Built into budgets going forward has been an increase in the level of overheads assigned to both wages and plant and this increase in overheads requires funding from the rate income. Within the 2016/17 budget it is anticipated that the level of overheads required will remain constant and will therefore not require additional rate income over and above those already in place. However should the shortfall be significant there is still the option to use funds held within the Rates Equalisation Reserve.

A full review of the Long Term Financial Plan will be completed within the coming weeks and reported back to Council within the budgetary process for 2016/17.

Asset Management Plan

The Asset Management Plan (AMP) was formally adopted by Council at the June 2013 Council meeting. Within this document it was acknowledged that the replacement value of all Council owned buildings is \$17,378,000. This figure will be revised over the coming months to reflect valuations currently being arranged to take place within March/April this year. As per statutory requirements, all assets need to be revalued within a three year period. The majority of our land and buildings were last revalued within the 2014/15 financial year. The AMP is currently in the process of being updated to reflect these new valuations. Within the current financial year a revaluation will be completed on our roads networks.

Based on the current AMP, over the next ten years the costs associated with maintenance and repairs to these assets is estimated to be \$1,811,343. This will require an annual revenue contribution of \$181,134. Due to the level of capital expenditure that was identified within this period, for this year that contribution was lowered to \$130,000.

Sustainability of Reserves

The Council maintains a number of reserves to meet recurrent capital expenditure requirements and other liabilities, such as long service leave. The budgeted position of these reserves is as follows prior to the budget review:

Reserve	Opening Bal 1.7.15 \$	Budgeted Additions \$	Budgeted Payments \$	Variations To Reserve Funds \$	Closing Bal 30.6.16 \$
Long Service Leave	189,395	27,400	(19,500)		216,795
Plant	506,991	112,300	(292,000)		327,291
Recreation Centre	151,080		(151,080)		0
Office Equipment	50,669	15,100			65,769
Main Street Upgrade	956,416	4,500	(832,000)	26,655	155,571
Land Fill Site	41,140	10,200			51,340
Gravel Pit	20,000	20,000			40,000
Emergency Management	53,298				53,298
Aged Housing	21,322				21,322
Asset Management	420,020	132,500	(20,000)	(164,460)	368,060
Rate Equalization	100,000	2,500	(50,000)		52,500
Total	2,510,331	324,500	(1,295,080)	(137,804)	1,351,946

The above table is reflective of additions and payments agreed as part of the budgetary process completed in June 2015. Dependent on Council resolution at today's meeting these amounts may change marginally. Overall, Council's reserve funds represent a strong and sustainable position going forward.

Risks

The Council's immediate financial position is relatively strong but this must be considered in the light of limited information on future expenditure needs and the impact that these would have on the rate liability.

The initial work on the Long Term Financial Plan will need to be revisited and updated to address this issue. This will be reported to Council at the March meeting.

The impact from Council's decision to lease out the running of the Brockman Street and Riversbend caravan parks has resulted in a decrease in risk associated with the expenditure of this facility. The lease agreement is based around a 20 year lease with income being 5% of estimated turnover each year due July 1. This

will then be compared to audited statements at the close of each year and adjustments made where necessary. Based on the fact that expenditure for this facility has now been dramatically reduced to cover only insurance this change in the running of this facility reduces the risk dramatically.

Other risks identified at last year's budget review have been mitigated and the underlying financial position remains strong.

Conclusions

Despite the numerous variations shown within this budget review there is no expected variance between the actual and the estimated outturn for 2015/16.

Once the budget is amended to include the unanticipated spending shown on Attachment 12.7.1, based on the performance in the first six months of 2015/16 it is projected that the budgetary position predicted will remain.

The Long Term Financial Plan will be updated and refined to inform the 2016/17 budget and to comply with the requirements of the Integrated Planning Framework within the near future. And the Asset Management Plan will be revised to reflect current trends identified within the revaluation.

The overall reserve position is strong and supports Council's decision to ensure that it is in a good position to address potential capital projects identified by the community.

The work to complete the 2016/17 budget will commence within the following period and Officers anticipate that with the inclusion of the various workshops arranged over the coming months that Council will be in a position to make an informed decision relating to the budget by the June 2016 Council meeting. This will enable officers to implement the budget and raise rates at the beginning of the 2016/17 financial year. This should place Council in a strong financial position moving forward.

STATUTORY ENVIRONMENT:

Sub-section 2A of the Regulations requires the Council to:

- (a) Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) Consider the local government's financial position as at the date of the review; and
- (c) Review the outcomes for the end of that financial year that are forecast in the budget.

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: That the budget raised for the 2015/16 financial year remains consistent with current spending and it is anticipated that the end of year position will be a balanced as per initial budget.

STRATEGIC IMPLICATIONS: None

RECOMMENDATION:

That Council endorses all variances shown within this report and attachments as part of the annual Budget Review for the 2015/16 financial year required to remain compliant with statutory obligations.

VOTING REQUIREMENTS: Absolute Majority.

AGENDA NUMBER:	12.8
SUBJECT:	Budget Monitoring – January 2016
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	15 February 2016
ATTACHMENTS:	12.8.1 – Financial Statements for the period ending 31 January 2016 12.8.2 – Table Showing Detailed Variances for January 2016

BACKGROUND:

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$5,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.8.1.

Whilst this has resulted in all variances of 10% being identified and reported, it only focuses attention on the performance to the month in question and not the likely outturn at the end of the year.

Monthly reporting draws on the flexibility allowed in the Financial Management Regulations to draw attention to likely under and overspends at the end of the year.

COMMENT:

As part of Council's statutory compliance an annual review of the financial budget has now been completed and is contained as a separate item within the agenda. These trends will continue to be monitored throughout the year with only new variances reported each month. For detailed explanations about these variances please refer to Agenda Item 12.7 – Budget Review.

Attachment 12.8.2 provides detailed breakdowns of income and expenditure incurred within the period 1 July 2015 and 31 January 2016 and the associated annual budgets. These are broken down into four columns. The annual budget

within the schedule, the budgeted year to date figures, actual spend to date and variance between budgeted year to date and actual.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

It is recommended that the Monthly Financial Statements for the periods ending 31 January 2016 be received.

VOTING REQUIREMENTS: Simple Majority

AGENDA NUMBER:	12.9
SUBJECT:	Budget Workshop Timetable 2016
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	16 February 2016

BACKGROUND:

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

As part of our obligation to produce an operating budget that will allow Council to meet financial needs for the upcoming year, workshops between Officers and Councillors are conducted. Through this process we are able to look at the areas of concern for Councillors and works anticipated by Officers as well as ensuring that necessary costings have been identified and included in the budget going forward.

COMMENT:

The timetable for compiling the 2016/17 budget is set out below. Last year's timetable completed was considered exhaustive in ensuring that Councillors are up to speed with the processes completed in order to arrive at the end figure required to be raised from rates. For the 2016/17 year it is therefore proposed to decrease the number of workshops required. The actual timetable is shown below however should additional workshops be required these can be built in to the timetable on an 'as needs' basis. It is anticipated that the complete budget process including the Rate in the Dollar workshops should be completed by the end of May to allow the adoption of the financial budget for the 2016/17 year to be included within the June 2016 Ordinary meeting of Council.

Councillors are also encouraged to come in and see Officers if they have any areas of concern or have questions relating to the budget process overall.

Shire of Nannup
Ordinary Council Meeting Agenda: 25 February 2016

Financial Workshop Schedule - 2016/17 Year		
Activity	Date	Description
LTFP Presentation	24/03/2016	First presentation to Councillors, broad overview of LTFP implications. This workshop will be within the information session preceeding Council Meeting.
First Officer workshop	8/03/2016	
Second Officer workshop	15/03/2016	
Road Inspection	23/03/2016	
First Formal Councillor Base Budget Workshop	5/04/2016	First workshop for Councillors allowing Councillors to go over budget considerations put forward from officers.
Second Formal Councillor Base Budget Workshop	19/04/2016	2nd workshop following on from any queries raised within 1st workshop
First Rate in the Dollar workshop - Councillor level	3/05/2016	It is anticipated that budget considerations will have been finalised ready for Council meeting in June and this meeting will be looking at preferred Rate in the Dollar options for the 2016/17 year.
Second Rate in the Dollar workshop	17/05/2016	If required second rate in the dollar workshop
Rate in Dollar and Budget for 2016/17 brought to Council - Special Meeting of Council	16/06/2016	
Formal Statements - 2016/17 Budget	23/06/2016	

	Officer workshops
	Councillor Workshops/Roadtrip
	Council Meetings

STATUTORY ENVIRONMENT: Local Government Act 1995 Part 6

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: 2016/17 Budget

STRATEGIC IMPLICATIONS: This budget (once completed) will form the basis for the Long Term Financial Plan.

RECOMMENDATION:

That the timetable for the budget workshops be noted and diarised for the upcoming period.

VOTING REQUIREMENTS: Simple Majority

AGENDA NUMBER:	12.10
SUBJECT:	Monthly Accounts for Payment - January 2016
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	16 February 2016
ATTACHMENTS:	12.10.1 – Accounts for Payment – January 2016 12.10.2 – Credit Card Transactions – Dec 2015 & Jan 2016

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 31 January 2016 as detailed hereunder and noted on the attached schedule, are submitted to Council.

COMMENT:

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

There is currently one corporate credit card in use. A breakdown of this expenditure in the monthly financial report is required to comply with financial regulations. This breakdown is included within the attachments.

Municipal Account

Accounts paid by EFT	7946 - 8011	\$261,942.80
Accounts paid by cheque	19955 - 19973	\$8,515.65
Accounts paid by Direct Debit	DD9499-1 to DD9499-7	\$8,524.00

Sub Total Municipal Account	<u>\$278,982.45</u>
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Trust Account

Accounts paid by EFT	\$0.00
Accounts Paid by cheque	<u>\$0.00</u>
SubTotal Trust Account	<u>\$0.00</u>
Total Payments	<u>\$278,982.45</u>

STATUTORY ENVIRONMENT: LG (Financial Management) Regulation 13

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS: None.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$278,982.45 in the attached schedule be endorsed.

VOTING REQUIREMENTS: Simple Majority



Agenda Attachments

Item	Attach	Title
12.2	1	2015 Annual Compliance Audit Return
12.7	1	Budget Amendments
	2	Nannup Recreation Centre Reconciliation to 31 January 2016
	3	Main Street Upgrade Reconciliation to 31 January 2016
12.8	1	Financial Statements for the period ending 31 January 2016
	2	Table Showing Detailed Variances for January 2016
12.10	1	Accounts for Payment – January 2016
	2	Credit Card Transactions – Dec 2015 & Jan 2016

MINUTES

Shire of Nannup – Annual Meeting of Electors Meeting held on 18 February 2016

CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 4 were confirmed by
Council on Thursday, 25 February 2016 as a true and accurate record.

.....
Cr Tony Dean
SHIRE PRESIDENT

MINUTES

1. Attendance and Apologies

The Shire President welcomed members of the public and declared the meeting open at 5.00pm.

Attending:

Cr Dean – Shire President
Cr Mellema – Deputy Shire President
Crs Gilbert, Longmore, Slater, Steer, Fraser and Stevenson.

P Clarke – Chief Executive Officer
T Bishop – Manager Corporate Services
C Wade – Manager Infrastructure

Electors Attendance Register
Ms Julie Kay

Apologies:
Nil

2. CONFIRMATION OF PREVIOUS MINUTES

LONGMORE/STEER

That the Minutes of the Annual Electors Meeting held on 12 February 2015 be confirmed as true and correct record.

CARRIED

3. ADOPTION OF THE ANNAUL REPORT AND FINANCIAL STATEMENTS FOR THE 2014/2015 FINANCIAL YEAR

STEER/SLATER

That the Shire of Nannup Annual Report and Financial Statements for 2014/15 Financial year be received and adopted.

CARRIED

4. ADOPTION OF THE 2014/2015 AUDITOR'S REPORT

LONGMORE/STEVENSON

That Auditor's Report for the 2014/2015 Financial Year be received and adopted.

CARRIED

5. ADOPTION OF THE SHIRE PRESIDENTS REPORT

DEAN/MS KAY

That the Shire President's Report for the 2014/2015 Financial Year be received and adopted.

CARRIED

6. ADOPTION OF THE CHIEF EXECUTIVE OFFICERS REPORT

STEER/LONGMORE

That the Chief Executive Officer's Report for the 2014/2015 Financial Year be received and adopted.

CARRIED

7. GENERAL BUSINESS OR OTHER BUSINESS AT THE DISCRETION OF THE SHIRE PRESIDENT OR AS APPROVED BY THE ELECTORS PRESENT:-

7.1.1 Other Business – Questions on Notice
Nil

7.1.2 Other Business – Questions from the floor

Ms Julie Kay – Grange Road and Adam Street Intersection

Ms Kay expressed her concern as to the above intersection and that it is quite dangerous and there needs to be consideration of improving the visibility for vehicles accessing both streets and possibly the removal of vegetation would assist in this regard.

The Manager for Infrastructure responded:

Council has no future works planned for this intersection however, Council could consider inspecting the area during its annual road inspection with the view to listing works on its 2016/2017 road programme.

8. Meeting Closure

There being no further business to discuss the Shire President thanked everyone for their attendance and declared the meeting closed at 5.12pm

SHIRE OF NANNUP BUSHFIRE ADVISORY COMMITTEE MINUTES

1ST FEBRUARY 2016

AGENDA ITEMS

- 1.0 DECLARATION OPENING**
- 2.0 ATTENDANCE / APOLOGIES**
 - 2.1 Attendance**
 - 2.2 Apologies**
- 3.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
 - 4.1 Bushfire Advisory Committee Minutes: 4th August 2014**
- 5.0 MATTERS ARISING FROM PREVIOUS MINUTES**
 - 5.1 FCO Boundaries**
 - 5.2 Terms of Reference**
 - 5.3 Brigades Wish List**
 - 5.4 000 Call Out List**
 - 5.5 ESL Administration**
- 6.0 REPORTS FROM SHIRE OFFICERS AND DELEGATES**
 - 6.1 Chief Bush Fire Control Officer**
 - 6.2 Deputy Chief Fire Control Officer**
 - 6.3 Community Emergency Services Officer/Training Coordinator**
 - 6.4 Brigade's FCO Report**
 - 6.5 Department of Fire and Emergency Services**
 - 6.6 Volunteer Fire and Rescue Service**
 - 6.7 Department of Parks and Wildlife**
 - 6.8 State Emergency Service**
- 7.0 GENERAL BUSINESS**
- 8.0 DATE FOR NEXT MEETING PROPOSED**
- 9.0 CLOSURE OF MEETING**

BUSHFIRE ADVISORY COMMITTEE MINUTES

1.0 DECLARATIONS – CS declared the meeting open at 19:31hrs (7:31pm)

2.0 ATTENDANCE

(CS) Cate Stevenson	(Councillor & Chairperson)
(PF) Patricia Fraser	(Councillor)
(RM) Robin Mellema	(Nannup Brook FCO & Chief BFCO)
(AK) Ashley Kidd	(Deputy Chief BFCO)
(JP) John Patman	(DarradupFCO)
(GB) Gerald Brown	(Cundinup FCO)
(VL) Vic Lorkiewicz	(East Nannup FCO)
(PL) Paul Lamers	(North Nannup FCO)
(MC) Malcolm Cole	(Carlotta FCO)
(JD) John Dunnet	(Scott River FCO)
(DM) Danny Mosconi	(DFES LSW District Officer)
(MS) Mark Scott	(Balingup Road FCO)
(RB) Rob Bootsma	(CESO)
(PC) Peter Clarke	(CEO)
(EH) Ed Hatherley	(DPaW Blackwood)
(JB) Jeff Bennett	(DPaW Donnelly)

APOLOGIES

(CW) Chris Wade	(Deputy CBFCO & Infrastructure Manager)
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3.0 QUESTION TIME FOR THE PUBLIC QUESTION

CS used this opportunity to introduced herself to DPaW EH and JF and asked if everyone else at the table knew the DPaW representatives. All knew JB and EH stated he knew most FCO's and provided a brief summary of his role and the previous representative Steve Mills ongoing support with communities and the valuable contribution volunteer firefighters provide DPaW with their prescribed burning program.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Bushfire Advisory Committee Minutes: 2nd November 2015

Moved –JP
Seconded –MS

Carried

5.0 MATTERS ARISING FROM PREVIOUS MINUTES

- 5.1 FCO Boundaries – CS asked FCO's are their boundaries defined and mutually agreed. VL informed the committee the Balingup Road FCO and East Nannup FCO boundaries have been confirmed and agreed. VL also stated that Folley Road from Dunnet Road going east onto Formation Road until the Tanjanerup Block. The boundary then heads south to Brockman Highway.
MC said that the Read's property at Loc 12582 would get their fire permits from VL but the Reads were members of Carlotta Brigade.
- 5.2 Terms of Reference – CS informed the committee several changes have been made to the ToR. Could all members please look at the ToR and get back to RB for any changes to be documented to be sent out in draft form to be finalized for next BFAC meeting.
- 5.3 Brigades Equipment/Operational List – CS informed the members that most brigades provided their lists. RB stated he has not received all lists and could they please send them in. RM said will end of February be okay RB agreed. This will assist with the last quarter of the financial year to procure items from the list with the remaining ESL monies.
- 5.4 000 Call Out List – RM explained some 000 call out members have been deleted to remove the confusion with recipients receiving a call or redialing the 000 ComCen number causing problems with all other call out recipients. During the Waroona/Harvey Fire the 000 call out number was repeatedly redialed on several occasions. RM and Chris Wade decided to reduce the 000 call out to FCO's, Captains etc.
- 5.5 ESL Administration – RB explained not all brigade utilities and services readdressed their invoices to the shire address. This is causing unnecessary delay with payments with brigades sending the invoices electronically or by mail or in person. Most utilities have been readdressed but only small amount have not changed the invoice address to the shire. Could all brigades with any utilities e.g. Electricity, Internet, Water change the invoice address to PO Box 11 Nannup WA 6275. All Telstra invoices have been changed, this was achieved by Telstra at the regional level through Boyd Brown – Regional Manager.

6.0 REPORTS

- 6.1 Chief BFCO – Report attached
- 6.2 Deputy Chief BFCO – Report attached
Ashley informed the committee he stated at the last BFAC meeting in November 2015 that he would provide a summary of the joint ROAC meeting held at Bunbury DFES Regional Office.

6.3 CESO/Training Coordinator – Report attached

6.4 Brigade FCO's

- 6.4.1 Balingup Road FCO – MS said several lightning strikes in the Lewana area in the western part of Donnybrook/Balingup shire and the eastern part of Balingup Road area was tracked using the FireWatch internet system. MS found the FireWatch very useful for tracking the lightning strikes.
- 6.4.2 Carlotta FCO – None, other than the incident with the bikies in town that the chief attended on his own. MC was concerned for the safety of the Chief.
- 6.4.3 Cundinup FCO - None
- 6.4.4 Darradup FCO – JP said Darradup Brigade hosted the RUI and that most brigades attended. There were 50 firefighters that participated and the feedback is it was very informative and thank the organisers. Darradup BFB attended the Donnybrook and Waroona Fires. Music in the vines is on again this year on the 6 February 2016 and numbers suggest 200/250 attending.
- 6.4.5 East Nannup FCO – VL asked about the Telstra towers in Nannup where are they to be located? VL understood one location was at Tank 7 Hill, he also stated that at the Carlotta Tower location is a better option and how could this committee make enquiries to Telstra with some local input. CS invited PC to respond as the CEO of the shire and discussions with Telstra and councilors had occurred to the locations of the proposed communication towers. It was also pointed out that extensive site preferences were provided from communication reports. The proposed locations were known and coordinates provided to the shire. PC said he would get that information for VL. The communication towers were a long term project.
- 6.4.6 Nannup Brook FCO – report attached
- 6.4.7 North Nannup FCO – None.
- 6.4.8 Peerabeelup FCO – Absent from meeting.
- 6.4.9 Scott River FCO – JD asked about the work John Carter did regarding the Bushfire Risk Planning and mitigation work in the Scott River Coastal Plain. RB informed JD Chris Lloyd is the new BRP Coordinator and will follow on with the work John Carter finished off with. RB informed JD he would contact Chris Lloyd and ask about the Scott River Coastal Plain.

6.5 DFES – Report attached

6.6 VFRS – Absent from meeting

6.7 DPaW – Report provided (Donnelly)

EH from DPaW Blackwood gave a verbal report indicating that DPaW had received \$20M dollars over the next 4-5 years for mitigation programs and works from the Royalties for Region funding arrangements. EH explained the work performed to date with strategic burns completed to tie in the previous burns and overall plan to reduce the risks around Nannup communities and Donnelly Holiday Village. The Nannup area and surrounds are high risk due to the state forest proximity and high fuel loads. DPaW are confident by the end of their 4 year program to have a good mosaic prescribed burning program that would reduce fuels significantly. DPaW are very appreciative with the ongoing assistance with volunteer firefighters and hope this to continue and provide a good relationship with each other.

6.8 SES – Absent from meeting

CS asked that the reports be accepted and that someone move and second the acceptance of the reports

Moved – MS
Seconded - MC

Carried

7.0 GENERAL BUSINESS

MS stated the two incidents; Dickson power pole and the bikie fire in town incidents should have had Police involvement for safety reasons and that it is their jurisdiction.

RM tried contacting Simon Bickers (Police Sergeant) but the phone message informed he was on annual leave and RM did not have James Byrne mobile number. The call was transferred to a standby Police station. RM said the phone call to Simon Bickers occurred during his mobilization and that he was aware of an incident in the eastern states of Ambulance Officers being physically assaulted performing their duties from a call out. All members agreed to have two firefighters attending when the information was unusual or there was more than a fire reported and that any public disturbance was reported the Police are to be confirmed in attendance with firefighters assisting with the fire.

8.0 DATE FOR NEXT MEETING – 1st February 2016 @ 1930 hrs (7:30pm)

9.0 CLOSURE OF MEETING – 21.29 hrs (9:29pm)

Shire of Nannup
CESO
BFAC Report

- 7-11 Rural Urban Interface (RUI) exercise in Jalbarragup. Danny Mosconi, Andy Thompson, Greg Hamlyn and I presented the RUI at the Darradup BFB with approximately 50 firefighters from most brigades attending. The exercise provided the firefighters an understanding of determining the conditions for a method to access properties prior to and during a fire event. Property triage was developed to assist firefighters their awareness of the property layout and defend ability. Further RUI will be planned for other similar communities in the Shire of Nannup with information sheets.
- 13-11 Fire Watch was presented at the Nannup CRC for all internet users to gain access to fire information. This initiative was provided by Landgate to communities and distributed through Community Resource Centres.
- 6-12 Nannup Brook hosted their community awareness day with Steph Green providing a display stand and brochures for community members explaining the various methods to obtain information during an incident. This included the numerous handouts to assist anyone to developing a plan and manage their actions. The day included numerous events to keep the children and adults entertained and educated. A sausage sizzle with hot and cold drinks was provided. Despite the weather the day and effort was a great success.
- 23-12 Smoke sighting at Iffley Road from DFES LSW Manjimup and could I attend to provide a report. I contacted Robin Mellema and we mobilised to Iffley Road area off Vasse Highway. Reports were smoke could be seen from the Highway. We eventually found the smoke from a previous DPaW prescribed burn approximately 500 metres east of Vasse Highway next to Iffley Road. A Marri tree had fallen over leaving burning limbs and leaves on the previously burnt ground, with 5 metres of remaining tree smoking. We put out the flames and smoke with foam with a complete black out. DPaW crew used their chainsaw to fell the remaining tree.
- 24-12 to 7-01
I was On Call with DFES LSW over this period, attending to several fires;
Donnybrook Fire north of township on a ridge around an effluent dam.
Greenbushes Fire north of township at Hay Road adjacent to farmland and State Forest.
Waroona/Harvey Fires on Thursday nightshift at the Wagerup Refinery and remaining days at the Harvey Control Point at the Brunswick showgrounds with the Incident Control Vehicle (ICV).
- 25-01 Heavy rains caused some flooding and concern for tourists and campers along the Blackwood River. The water surge was the biggest problem with the substantial rains experienced upstream. The Blackwood River peaked on Monday 25-01 at around mid/late afternoon with waters rising significantly downstream at the new Jalbarragup Bridge and Darradup monitoring station.

26-01 DFES LSW RDC contacted me at home to inform of the rapid rising waters and possible risks to campers. DPaW were patrolling known camping locations along the river to inform campers of the dangers. I sent a text to CEO, Chief BFCO, Darradup FCO and LEMC chairperson explaining the situation. Tony Dean provided some information with river levels.

Rob Bootsma

**Shire of Nannup
Training Officer
BFAC Report**

- 4-12 East Nannup BFB training session regarding general discussion with protocols and mobilization. Provided some details with radio talk and radio protocols, also some mapping information with reading the Emergency Services Directory (ESD).
- 5-12 Bulk Water Tanker 12.2 training in Augusta Margaret River with 6 fire fighters. AMR firefighting members trained on this appliance amount to approximately 30. This ensures that the AMR BWT 12.2 deployment within LSW to incidents when required.
The Nannup Mill fire the AMR BWT 12.2 was utilized with these trained crews.
- 9-12 Carlotta BFB WAERN training was carried out at their station with 13 firefighters. The session provided firefighters using WAERN radio's in a relaxed environment. All firefighters worked through the exercises asking questions and resolving issues. The members stated this should be a refresher prior to the fire season to enable confidence in using the WAERN radios. This will be planned for the future with the brigade.
- 16-12 Ground Controller refresher course at Augusta Margaret River SES for theory followed a practical session at AMR air strip. Danny Mosconi provided training for current Ground Controllers.
- 20-01 Carlotta BFB map reading with firefighters. The morning provided firefighters the various grid reference methods and the use of the Emergency Services Directory (ESD).
Fire brigade members were able to differentiate the different references with finding information in the ESD and understand their uses. Practical activities were exercised to remove any confusion and allow firefighters the confidents to map read and use the WAERN radio for Eastings and Northings.
- 25-01 The Nannup BFS 2016 Training Calendar has been completed with courses available. Additional courses can be organized from brigades and fire fighter interest. The DFES LSW Calendar 2016 is also available for interested

firefighters. Other Shires will develop their own Training Calendars and they will soon be available.

Any firefighting wanting to participate in a course could they please approach their Brigade Captain, Training Officer or FCO to fill out a Nomination Form with the course details and signed by one of the executive officers and then sent to me.

Rob Bootsma

**DFES LSW
District Officer
BFAC Report**

Thank you to those that attended Waroona to assist. Fantastic effort by LSW volunteers given risk we had in own region. Much has been said in media and social media about management of the fire - Euan Ferguson has been appointed by State Government to head the review of the fire. More information on General Circular in intranet.

RUI drill 7th November - excellent attendance and some productive learnings. Attended by 2 x DPaW officers also. Key points:

- ☐ Importance of operations structure;
- ☐ Familiarity of WAERN radios (CESM training);
- ☐ Assessment of structures (defendable / not defendable)
- ☐ LACES

Structural Protection Trailer. Series of sprinklers, hoses, portable pumps and collar tanks available to be used for structural protection under certain circumstances.

Nannup Music Festival - March. Meeting 3/2 to discuss planning

Donnelly River Village - RUI Response Plan: Rob Bootsma and Danny Mosconi met on site 1/2. Rob to create a response plan for local brigades to use.

New Regional Training Calendar - process: Course Application, send to CESM to manage.

Solar Arrays: Presentation provided at meeting. Also available on DFES portal or via Rob Bootsma

Danny Mosconi

**LOWER SOUTH WEST REGIONAL OPERATIONS ADVISORY
COMMITTEE**

MEETING – 22 OCTOBER 2015

**SUMMARY OF POTENTIALLY IMPORTANT
CONSIDERATIONS AFFECTING
NANNUP SHIRE OPERATIONS**

Date: December 2015

Author: Ashley Kidd
Deputy CBFCO

1.0 INTRODUCTION

A joint South West / Lower South West Regional Operations Advisory Committee (ROAC) meeting was held in the DFES regional office in Bunbury on 22 October 2015. This meeting was attended by Rob Bootsma and Ashley Kidd from Nannup.

The agenda for this meeting was extensive and varied and a record of the full contents of the discussions are contained within the minutes of the meeting that are now available in draft format if required. Attachments to this document are not yet available. This document represents the authors understanding of a few of the issues discussed during this meeting that may have implications on the operations of volunteers within the Nannup Shire.

2.0 CREW PROTECTION PROJECT – KIM HUTCHISON

Kim provided a review of the status of this project currently underway to make all appliances safer and compliant. The implementation commenced in the Albany area and will progress up the west coast. This work is being performed in Perth by Future Fleet and a replacement appliance is provided while this work is being undertaken. Appliances due or overdue for replacement will not have this remediation work performed. It is expected that this work will take two to three years to complete.

- To date, fire burn over blankets have been installed in all appliances in the state and fire radiant heat curtains in most.
- During upgrading plastic fittings are being replaced with metal. Electrical cables are being guarded and all other critical areas are being lagged to protect against fire.
- 285 appliances within the state are overweight. This problem generally arises with the front axles and can be overcome by upgrading these axles or by reclassifying the vehicle. A large percentage of the problems arise with 2.4 units. In extreme cases where other measures cannot be implemented, the vehicle may go in as a 2.4 and be returned as a 1.4. It was reported that this is more of a licencing rather than a dangerous situation. Some of this weight issue is caused by additions made to the appliance such as the installation of an extra pump or fridges.
- In cab air systems are being installed to provide oxygen to each occupant if needed in a burn over situation. It will provide oxygen for 45 – 60 minutes.

- The inclusion of the additional crew protection facilities, fire blankets, radiant heat curtains, and Oxy3000 units, may result in the reduction of a crew size from a 6 person to a five person crew.
- QR codes are being installed on all vehicles returned to service. These vehicles will also have all documentation included.
- Although not in Kim's area, he advised that it is anticipated that last years and this year's build will be caught up by the end of this year.

3.0 VOLUNTEER ATTENDANCE REGISTRATION

A system is being introduced to record all volunteers who attend all fires throughout the state. This introduction is to assist in identifying the cause, treating, and improving practices in case of future health issues arising with volunteers. The maintenance of these records is a local government responsibility and the information will be gathered from incident reports, attendance records, and by any other means available. Local government will pass this information to DEFES. It will include attendance at both prescribed and protective burns. It will be a system introduced for future attendances and will not include historical records.

4.0 REPORTS BY CHIEF BUSH FIRE CONTROL OFFICERS

All Chiefs at the meeting presented a report to the delegates. These will be available when the minutes are finally distributed.



Ashley Kidd
Deputy CBFCO

MINUTES

Shire of Nannup - Audit Advisory Committee Meeting held on 18 February 2016

CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 8 were confirmed by
Council on Thursday, 25 February 2016 as a true and accurate record.

.....
Tony Dean
SHIRE PRESIDENT

MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The meeting was declared opened by the Shire President at 3.30pm.

PRESENT:

Shire President: Cr A Dean

Deputy Shire President: Cr R Mellema

Councillors: C Gilbert, R Longmore, N Steer, A Slater, C Stevenson and P Fraser

Peter Clarke – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

Chris Wade – Manager Infrastructure

VISITORS: Ms Maria Cavallo – AMD Chartered Accountants – Shire of Nannup Auditor

APOLOGIES: Nil

2. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

LONGMORE/STEVENSON

That the Minutes of the Audit Advisory Committee Meeting of the Shire of Nannup held in Council Chambers on 22 January 2015 be confirmed as a true and correct record.

CARRIED (8/0)

3. REPORTS OF OFFICERS

AGENDA NUMBER:	9.1
SUBJECT:	Acceptance of Shire of Nannup Annual Report 2014/15
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 17
AUTHOR:	Tracie Bishop – Manager Corporate Services

REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	7 January 2015
ATTACHMENTS:	9.1.1 – Annual Report 2014/15 is included as a separate document with this Agenda 9.1.2 – Auditor's Management Report 30 June 2015

BACKGROUND:

The Terms of Reference of the Audit Advisory Committee define its objectives as:

- Review the Audit Management Report of the local authority.
- Make recommendations to Council on the appointment of the Auditor.
- Review the effectiveness of the Council's governance arrangements.

Mr Tim Partridge, from the Council's auditors, will be present to outline the audit process undertaken in the development of the financial report, the management report and the audit recommendations.

COMMENT:

The Annual Report for the Shire of Nannup for the financial year 2014/15 was included within the January 2016 Ordinary Meeting of Council. It contains all statutory information required, including the audited Annual Financial Statements for the year under review.

The Local Government (Audit) Regulations 1996 require the Chief Executive Officer to carry out a review at least biennially of the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

As this was included within the 2014/15 Annual Report we are not required to review until 2016. An updated review will be completed within the current year in order for compliance within these regulations to be met.

STATUTORY ENVIRONMENT:

Section 7.12A of the Local Government Act 1995 deals with the duties of Local Government with respect to audits as follows:

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —

- (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
- (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

Regulation 16(c) of the Local Government (Audit) Regulations 1996 requires the Audit Committee to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —

- (i) report to the council the results of that review; and
- (ii) give a copy of the CEO's report to the council.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

SUSPENSION OF STANDING ORDERS

STEER/STEVENSON

That this Committee Suspends Standing Orders to allow Ms Cavallo, Council's Auditor to provide a report on the Annual Financial Statements and Management Report presented by AMD Chartered Accountants.

CARRIED (8/0)

PRESENTATION BY COUNCIL AUDITOR

Ms Cavallo extended apologies from Mr Tim Partridge, who would normally attend this meeting, but was unable to due to other commitments. Ms Cavallo advised that both Mr Partridge and herself were the appointed Auditors for the Shire of Nannup.

Ms Cavallo outlined the purpose of the Independent Auditors Report to the Electors of the Shire of Nannup as outlined in the Annual Report and advised that the Audit was carried out in accordance with Australian Accounting Standards as required by the *Local Government Act 1995* and the *Local Government (Financial Management)*

Regulations 1996. The purpose of the requirement to meet with Council's Audit Committee is also a statutory requirement to enable Councillors to discuss matters relating to the conduct of the Audit.

Ms Cavallo outlined the procedures taken to for the overall audit, which included an Interim Audit prior to 30 June 2015 followed by the Final Audit post 30 June when financial statements were completed.

Ms Cavallo further advised that the Auditors were required to present two (2) Reports to Council, those being:-

- The Independent Auditors Report contained within the Annual Report and the Financial Statements for the Shire of Nannup; and
- The Management Report which provided Councillors and staff with recommendations to improve financial management operations and reporting mechanisms.

Ms Cavallo then proceeded to address the Audit recommendations provided, indicating that their findings indicated that action was warranted to improve financial controls. Ms Cavallo advised that Council staff had provided comments in relation to these recommendations which were indicated in the Report.

All in all, Ms Cavallo advised that there were no major adverse findings and that the Shire of Nannup's financial controls and management was of a high standard and congratulated Council staff on the presentation of the Annual Financial Reports.

The Shire President thanked Ms Cavallo for her in-depth presentation and offered Councillors the opportunity to ask questions in relation to her presentation.

RECOMMENDATION:

That Council accept the audited Annual Financial Statements for the Shire of Nannup, including the Review of Corporate Governance, for the financial year 2014/15.

VOTING REQUIREMENTS: Simple Majority.

STEER/LONGMORE

That Council accept the audited Annual Financial Statements for the Shire of Nannup, including the Review of Corporate Governance, for the financial year 2014/15.

CARRIED (8/0)

RESUMPTION OF STANDING ORDERS

STEER/MELLEMA

That Council resumes Standing Orders.

CARRIED (8/0)

AGENDA NUMBER:	9.2
SUBJECT:	Compliance Audit Return 2015
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 14
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	7 January 2016
ATTACHMENT:	9.2.1 – Completed 2014 Compliance Audit Return

BACKGROUND:

Council is required by section 14 of the Local Government Audit Regulations 1996 to complete a Compliance Audit Return each year covering the period 1 January to 31 December. The Compliance Audit Return is to be:

1. Presented to Council at a meeting of the Council.
2. Adopted by the Council.
3. The adoption recorded in the minutes of the meeting at which it is adopted.
4. Signed by the Shire President and Chief Executive Officer and returned to the Department of Local Government with a copy of the Council minutes of the meeting at which it was received.
5. Submitted to the Department for Local Government by 31 March each year.

The return must also be reviewed by the Audit Committee prior to its adoption by Council.

COMMENT:

The Annual Compliance Audit Return contains 78 questions of which:

- 50 were complied with;
- 27 were not applicable to the Shire of Nannup during the year under review; and
- 1 area of non-compliance.

The area of non-compliance related to the receipt of the auditor's report. The statutory deadline for the receipt of the report is 31 December but the report was not received until 7 January 2015. Although the audit was scheduled to take place in mid October officers agreed at the request of the auditor to delay the audit until mid November, to allow them to accommodate other clients.

There were a number of audit queries that needed to be resolved following the audit and the final amendments were submitted to the auditor on the afternoon of Friday 19 December. Unfortunately the auditors had closed for their Christmas break prior to receiving the final amendments and were not able to issue the final report until after the Christmas and New Year holidays.

STATUTORY ENVIRONMENT: Local Government Audit Regulations 1996.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

SUSPENSION OF STANDING ORDERS

STEVENSON/SLATER

That this Committee Suspends Standing Orders to allow discussion on the Annual Compliance Audit Return.

CARRIED (8/0)

ANNUAL COMPLIANCE AUDIT RETURN (CAR)

The CEO advised that the CAR is required to be completed annually in accordance with the *Local Government Audit Regulations 1996* and must be presented to the Audit Committee for review and presentation to full Council for adoption. The CEO advised that it would be presented to the Ordinary Meeting of Council to be held on Thursday, 25 February 2016.

The CEO advised, as per the above Report, that during the conduct of the internal Compliance Audit, staff did not detect any area of non-compliance to the particular areas addressed within the CAR.

The Shire President then offered Councillors the opportunity to raise questions in relation to the Return presented.

RESUMPTION OF STANDING ORDERS

STEVENSON/SLATER

That Council resumes Standing Orders.

CARRIED (8/0)

RECOMMENDATION:

That the Audit Advisory Committee accept the Local Government Compliance Audit Report for the Shire of Nannup for the period 1 January 2015 to the 31 December 2015 and submits the report to Council for adoption.

VOTING REQUIREMENTS: Simple Majority

LONGMORE/FRASER

That the Audit Advisory Committee accept the Local Government Compliance Audit Report for the Shire of Nannup for the period 1 January 2015 to the 31 December 2015 and submits the report to Council for adoption.

CARRIED (8/0)

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

Nil

5. CLOSURE OF MEETING

There being no further business to discuss the Shire President declared the meeting closed at 4.13pm.



Nannup - Compliance Audit Return 2015

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Peter Clarke
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Peter Clarke
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Peter Clarke
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Peter Clarke
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Peter Clarke

Delegation of Power / Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Peter Clarke
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Peter Clarke
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Peter Clarke
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Peter Clarke
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	N/A	Council did review its Delegations Register in the year under review but there were no delegations to Committees previously.	Peter Clarke
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Peter Clarke



7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	Peter Clarke
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes	Peter Clarke
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Peter Clarke
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	Peter Clarke
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes	Peter Clarke
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes	Peter Clarke
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	Peter Clarke

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Peter Clarke
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Peter Clarke
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Peter Clarke
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Peter Clarke
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Peter Clarke
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Peter Clarke
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Peter Clarke
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/President in the case of the CEO's return) on all occasions, give written	Yes		Peter Clarke



		acknowledgment of having received the return.			
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Peter Clarke
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Peter Clarke
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Peter Clarke
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Peter Clarke
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Peter Clarke
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Peter Clarke
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Peter Clarke
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Peter Clarke

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Peter Clarke
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Peter Clarke



Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Peter Clarke

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Tracie Bishop
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Tracie Bishop
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Tracie Bishop
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Tracie Bishop
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Tracie Bishop
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Tracie Bishop
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Tracie Bishop
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Tracie Bishop
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to	No		Tracie Bishop



		be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.		
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	Tracie Bishop
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes	Tracie Bishop
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Tracie Bishop
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Tracie Bishop
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes	Tracie Bishop

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Peter Clarke
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Peter Clarke
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Peter Clarke
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Peter Clarke
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Peter Clarke

**Official Conduct**

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Peter Clarke
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes	Register maintained but no complaints received within review period.	Peter Clarke
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Peter Clarke
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Peter Clarke
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Peter Clarke
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Peter Clarke



Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Peter Clarke
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Peter Clarke
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Peter Clarke
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Peter Clarke
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Peter Clarke
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Peter Clarke
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Peter Clarke
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Peter Clarke
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Peter Clarke
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Peter Clarke
11	F&G Reg 21 & 22	Did the local governments' advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Peter Clarke
12	F&G Reg 23(1)	Did the local government reject the	N/A		Peter Clarke



		expressions of interest that were not submitted at the place and within the time specified in the notice.		
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	Peter Clarke
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A	Peter Clarke
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	Peter Clarke
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	Peter Clarke
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	Peter Clarke
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	Peter Clarke
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	Peter Clarke
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	Peter Clarke
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A	Peter Clarke
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A	Peter Clarke



23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Peter Clarke
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	Peter Clarke
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Peter Clarke

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Nannup

Signed CEO, Nannup

Shire of Nannup					
NOTES TO THE BUDGET REVIEW REPORT					
For the Period Ended 31st January 2016					
BUDGET AMENDMENTS					
Budget since budget adoption: Surplus/(Deficit)					
GL Account Code		Description	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash
			\$	\$	\$
		Capital Income			
		Reserve Changes			
	Res	Transfer from Asset Management Fund		164,460	
	Res	Plant Reserve - change over price less than anticipated			(47,500)
		Capital Income			
	Non Op	Grant income non budget - automatic doors		39,773	
	Non Op	Mowen Road		150,000	
		Capital Expenditure			
140240.6	Cap Ex	Caravan Park Upgrade			(20,000)
250,2.98	Cap Ex	Administration Doors			(44,773)
153,3.98	Cap Ex	Purchase of land - laneway			(1,000)
697,2.98	Cap Ex	Purchase of Plant		47,500	
125740	Cap Ex	Recreation Centre Upgrade			(159,460)
124430	Cap Ex	Refurbishment of Community Space			(50,000)
131700	Cap Ex	Mowen Road			(150,000)
		Profit & Loss			
	P&L	Plant & Machinery	(18,745)		
	P&L	Governance	16,140		
		Operating Income			
		General Purpose			
100110					
148720	F&C	Decrease in DOT Commission received			(5,000)
148730	Invest	Decrease in investment income			(25,000)
148830	Invest	Decrease in investment income			(25,000)
		Governance			
103630	F&C	Hire fees reduction - Shirely Humble Room			(500)
		Law & Order			
107730	F&C	Infringements Issues - firebreaks			(500)
108330	F&C	Dog Registrations - higher takeup		2,500	
	F&C	Cat Registrations - lower takeup			(700)
107040	Op Grant	CESO DPES Grant 70:30 split			(2,800)
108430	F&C	Ranger Infringements		1,500	
		Health			
113830	F&C	General license fees		6,000	
		Education & Welfare			
116530	Op Grant	Seniors Activities			(2,000)
		Housing			
117230	F&C	Lease fees - staff fluctuations resulted in houses remaining empty for period			(8,000)
		Community Amenities			
118030	F&C	Mobile Bin Charges - more bins in circulation		3,000	
118130	F&C	Tip Fees		2,400	
118050	F&C	Recycling Bin Charges - more bins in circulation		1,000	
		Economic Services			
139330	F&C	Caravan Park Lease Income		3,000	
		Recreation & Culture			
	F&C	Rental of Community Sheds - no included in original budget		600	
		Transport			
142630	F&C	Sale of materials - slight increase		1,000	
		Operating Expenses			
		Governance			
105320	M&C	Donations to fire affected regions			(3,000)
101120	M&C	Election expenses		700	
104620	M&C	Financial Management Systems Review			(7,000)
101220	M&C	Strategic Community Planning - desktop only this year		4,000	
102720	Emp	Administration salaries - decrease in staff numbers		10,000	
		Computer maintenance costs - installation of server/internet issues			(5,000)
103720	M&C	Increase postal fees			(1,000)
104120	M&C	Accommodation and vehicle costs			(2,000)
104320	M&C	Advertising costs higher than anticipated - centralised cost			(3,000)
		Law & Order			
106520	M&C	Maintenance of firebreaks - savings made		5,000	
106320	M&C	CESO fuel expenses			(2,600)
108020	M&C	Rangers expenses			(6,000)
		Health			
113930	M&C	Water testing expenses - not included in original budget			(200)
		Education & Welfare			
110650	M&C	Heritage Trail Expenditure			(3,200)
116420	Emp	Salaries & Wages - reduction in staff - Youth Officer		20,000	
		Community Amenities			
121320	M&C	Town Planning Services		60,000	
123020	M&C	Cemetery Operations & Maintenance		5,000	
		Recreation & Culture			
124720	M&C	Old Roads Building maintenance costs			(4,000)
126420	M&C	Public Parks & Gardens		16,000	
		Transport			
132120	M&C	Depot Maintenance		3,000	
		Economic Services			
139320	M&C	Caravan Park Maintenance - agreed maintenance prior to lease need to be completed			(4,000)
		Other Property & Services			
149820	M&C	Fuel underspend		20,000	
168020	M&C	Parts & External works		15,000	
176720	M&C	Recruitment expenses		2,000	
Amended Budget Cash Position as per Council Resolution			(2,605)	583,433	(583,233)

Nannup Recreation Centre - Function Room

Budgetted Expenditure		Actual Expenses	
<u>Recreation Centre</u>		COA: 125740	
125740	Construction R4R Regional CLGF funded		
125740	Reserve Funded	\$	151,000
125740	Construction DSR funded	\$	105,000
125740	LotteryWest includes Fit out	\$	300,000
125740	Golf Club Contribution	\$	200,000
	Natural Resilience Funded	\$	110,590
	SWDC Funded	\$	144,294
125740	C Gilbert	\$	35,000
125740	Professional Fees	\$	-
125740	Changing rooms roof	\$	-
Total Land & Buildings		\$	1,045,884
		\$	1,205,344

Budgeted Income

Grants - Non Operating

125530	LEEP Grant		
125530	C Gilbert	-\$	20,000
125530	LotteryWest Grant	-\$	300,000
125530	Natural Disaaster Resillience	-\$	110,590
125530	SWDC	-\$	144,294
125530	Disability Services Commission		
125530	Golf Club Contribution - Loan & Contributes	-\$	200,000
125530	Department of Sport & Rec	-\$	105,000

Total Grants - Non Operating	-\$ 879,884
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Transfers from Reserves

Transfer from reserve - rec centre	-\$	151,000
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Carried Fwd 14/15

C Gilbert	-\$	15,000
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Total Income:	-\$	1,045,884	-\$	1,045,884
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Net Results Income - Expenses	\$	-	\$	159,460
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Main Street Upgrade

	paid to date:	
creditors	\$	840,838.98
payroll	\$	64,006.49
	\$	<u>904,845.47</u>
Disputed		
Contraflow	\$	40,000.00
Outstanding		
Bike racks	\$	6,000.00
Misc	\$	1,000.00
Wages	\$	3,500.00
	\$	<u>955,345.47</u>
Income:		
Main Roads	-\$	150,000.00
Reserves	-\$	832,000.00
	-\$	<u>982,000.00</u>
Surplus:	-\$	26,654.53

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	2015/16	2015/16	2015/16	Variances	
	Y-T-D Actual	Y-T-D	Budget	Y-T-D	Budget to
<u>Operating</u>		Budget	Budget	Actual	
	\$	\$	\$	%	\$
Revenues/Sources					
Governance	50	292	500	83%	242
General Purpose Funding	476,518	465,660	798,274	(2%)	(10,858)
Law, Order, Public Safety	144,949	109,052	186,947	(33%)	(35,897)
Health	8,136	1,593	2,730	(411%)	(6,544)
Education and Welfare	21,945	31,401	53,830	30%	9,456
Housing	11,216	20,624	35,356	46%	9,409
Community Amenities	156,479	87,996	150,851	(78%)	(68,482)
Recreation and Culture	636,633	530,057	908,669	(20%)	(106,576)
Transport	920,360	701,750	1,203,000	(31%)	(218,610)
Economic Services	171,792	102,667	176,000	(67%)	(69,125)
Other Property and Services	9,696	17,500	30,000	45%	7,804
	<u>2,557,773</u>	<u>2,068,592</u>	<u>3,546,157</u>	<u>24%</u>	<u>(489,182)</u>
(Expenses)/(Applications)					
Governance	(526,347)	(157,701)	(270,344)	234%	368,646
General Purpose Funding	(81,949)	(97,621)	(167,350)	(16%)	(15,672)
Law, Order, Public Safety	(249,541)	(266,513)	(456,879)	(6%)	(16,972)
Health	(29,971)	(40,226)	(68,959)	(25%)	(10,255)
Education and Welfare	(113,531)	(125,923)	(215,868)	(10%)	(12,392)
Housing	(14,919)	(30,907)	(52,983)	(52%)	(15,988)
Community Amenities	(177,451)	(290,180)	(497,451)	(39%)	(112,729)
Recreation & Culture	(229,461)	(324,556)	(556,381)	(29%)	(95,095)
Transport	(498,189)	(1,417,625)	(2,430,213)	(65%)	(919,435)
Economic Services	(128,780)	(87,217)	(149,516)	48%	41,563
Other Property and Services	65,028	(101,282)	(173,626)	(164%)	(166,310)
	<u>(1,985,111)</u>	<u>(2,939,749)</u>	<u>(5,039,569)</u>	<u>(32%)</u>	<u>(954,638)</u>
Adjustments for Non-Cash					
(Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	(14,545)	(23,042)	(39,500)	(37%)	(8,497)
Depreciation on Assets	0	1,195,746	2,049,850	(100%)	1,195,746
Capital Revenue and (Expenditure)					
Purchase Land and Buildings	(1,242,300)	(634,016)	(1,086,884)	96%	608,284
Purchase Infrastructure Assets	(1,380,814)	(1,462,744)	(2,507,561)	(6%)	(81,930)
Purchase Plant and Equipment - Roads	0	0	0		
Purchase Plant and Equipment - Parks	(449,797)	(326,818)	(560,259)	38%	122,979
Purchase Furniture and Equipment	(2,135)	0	0	0%	2,135
Proceeds from Disposal of Assets	115,170	106,750	183,000	8%	(8,420)
Repayment of Debentures	(39,141)	(44,878)	(76,933)	(13%)	(5,737)
Proceeds from New Debentures	0	0	0	0%	0
Leave Provisions	884	114,867	196,915	(99%)	113,983
Accruals	(10,425)	4,251	7,287	(345%)	14,676
Self Supporting Loan Principal Income	8,387	8,493	14,560	(1%)	106
Transfers (to)/from Reserves	(34,149)	261,581	448,425	(113%)	295,730
	<u>0</u>	<u>0</u>	<u>0</u>		
ADD Net Current Assets July 1 B/Fwd	498,450	811,045	1,390,362		
LESS Net Current Assets Year to Date	(526,907)	0	0		
Amount Raised from Rates	<u>(1,450,846)</u>	<u>(859,921)</u>	<u>(1,474,151)</u>		

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	2015/16 Actual \$	Brought Forward 01-July-2015 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	(106,853)	963,700
Cash - Restricted	197,514	167,325
Cash - Reserves	2,538,888	2,510,330
Receivables	551,359	260,980
Inventories	6,240	6,240
	<u>3,187,148</u>	<u>3,908,576</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(977,653)</u>	<u>(732,471)</u>
	2,209,495	3,176,105
Less: Cash - Reserves - Restricted	(2,736,402)	(2,677,656)
NET CURRENT ASSET POSITION	<u><u>(526,907)</u></u>	<u><u>498,450</u></u>

Prog	Programme Description	COA	Description	Original Budget	Budgeted YTD	YTD Actual	Variance (\$)	Explanation
03	General Purpose Funding							
0011			RATES LEVIED ALL AREAS	\$1,450,946.00		\$1,451,609.82	-\$763.82	Revaluational Impact. Slight increase in revenue as result
0061			NON-PAYMENT PENALTY	\$12,000.00		\$11,002.51	-\$9,997.49	May exceed budget expectations.
0091			EQUALISATION GRANT	\$800,000.00	\$466,666.67	\$259,114.17	\$540,885.83	Timing issues will be fully received
0261			INSTANTANEOUS INTEREST	\$4,500.00	\$2,625.00	\$4,569.42	-\$1,944.42	Will be monitored and adjusted at budget review
0291			LOCAL ROAD GRANT	\$500,000.00	\$291,666.67	\$106,018.00	\$1,983,681.67	Timing issues will be fully received
0361			INSTANTANEOUS ADMINISTRATION	\$5,500.00	\$2,275.00	\$3,590.00	-\$1,305.00	Expected to meet budget expectations
0422			RECOVERABLE EXPENSES	\$10,000.00	\$5,833.33	\$10,972.87	\$5,139.54	Will be monitored and adjusted at budget review
0472			RATING VALUATIONS	\$32,350.00	\$18,870.83	\$1,946.94	\$16,923.89	Timing issues will be fully expended
0523			DEPT OF TRAN. COMMISSION	\$24,000.00	\$14,000.00	\$10,355.51	\$9,644.49	Expected to be under received by \$5,000
0533			SUNDARY INCOME	\$19,600.00	\$11,433.33	\$29,107.06	-\$17,668.73	Exceeded budget, will be evaluated and adjusted at budget review
0573			EXPENSES RECOVERED (I)	\$10,000.00	\$5,833.33	\$2,539.44	\$5,293.89	Will be monitored and adjusted at budget review
0594			ST JOHN'S CONTRIBUTIONS	\$0.00	\$0.00	\$340.18	-\$340.18	Nil effect on budget
4802			WRITE OFFS	\$100.00	\$58.33	\$0.00	-\$58.33	Timing issues will be fully expended
4872			D.O.T. LICENSING EXPENSES	\$18,156.00	\$10,591.00	\$15,273.55	\$4,682.55	Expected to meet budget expectations
4873			INTEREST ON INVESTMENTS - GENERAL	\$30,000.00	\$17,500.00	\$2,610.73	\$14,889.27	Under allocation expected loss of income of \$25,000
4883			INTEREST ON INVESTMENTS - RTR	\$30,000.00	\$17,500.00	\$3,342.12	\$15,157.88	Under allocation expected loss of income of \$25,000
04	Governance							
0112			ELECTION & POLL EXPENSES	\$2,500.00	\$1,458.33	\$1,775.14	-\$316.81	Fully expended. Savings made
0122			STRATEGIC/COMMUNITY PLANNING	\$4,000.00	\$2,353.58	\$0.00	-\$2,353.58	Fully savings expected. Desktop exercise only this year. Nil expense
0142			REFRESHMENTS & FUNCTIONS - COUNCIL	\$15,205.00	\$8,869.58	\$9,854.19	-\$15,399.61	Expected to meet budget expectations
0162			GRANTS	\$27,700.00	\$16,158.33	\$24,681.82	\$8,523.49	Will be monitored and adjusted at budget review
0172			COUNCILLOR ALLOWANCES	\$35,200.00	\$21,116.67	\$20,158.96	-\$9,057.71	Timing issues will be fully expended
0182			SUBSCRIPTIONS	\$25,547.00	\$14,902.42	\$21,145.50	\$6,243.08	Expected to meet budget expectations
0192			CONFERENCE EXPENSES	\$4,100.00	\$2,391.67	\$2,960.91	-\$569.24	Timing issues will be fully expended
0202			INSURANCE	\$16,662.00	\$9,719.50	\$4,791.12	-\$4,928.38	Will be offset by overspend in other schedules
0242			A/LEAVE EXP ADMIN	\$36,331.00	\$21,193.08	\$0.00	-\$21,193.08	Timing issues will be fully expended
0272			SALARIES (ADM)	\$414,224.00	\$241,690.67	\$232,440.95	-\$9,199.72	Savings anticipated. Will be included within budget review
0282			SUPERANNUATION	\$43,686.00	\$25,489.33	\$27,319.67	\$1,830.34	Savings anticipated. Will be included within budget review
0292			INSURANCE	\$18,032.00	\$10,518.67	\$17,853.33	\$7,334.66	Timing issues will be fully expended
0312			FURN & EQUIP MINOR	\$2,000.00	\$1,166.67	\$1,937.93	-\$771.26	Purchase of desk not budgeted for. Overspend will be offset via building maintenance
0352			TRANSFER TO LSL RESERVE	\$25,000.00	\$14,583.33	\$0.00	-\$14,583.33	Timing issues will be fully expended
0353			CONTRIBUTION TO ASSET MANAGEMENT RESERVE	\$30,000.00	\$75,833.33	\$0.00	-\$75,833.33	Timing issues will be fully expended
0354			TRANSFER TO EQUIPMENT RESERVE	\$15,000.00	\$8,750.00	\$0.00	-\$8,750.00	Timing issues will be fully expended
0362			BUILDING & GDN'S OPER&MTCE	\$66,355.00	\$38,707.08	\$18,950.45	-\$19,756.63	Will be monitored and adjusted within budget review
0363			HIRE FEES - SHIRLEY HUMBLE ROOM	\$500.00	\$291.67	\$0.00	-\$291.67	Reduction in income expected
0372			COMPUTER MAINTENANCE	\$41,887.00	\$24,439.92	\$51,544.27	\$7,104.35	Will be monitored - IT costs higher than anticipated
0382			PRINTING & STATIONERY	\$18,085.00	\$9,388.75	\$10,787.23	\$1,398.48	Expected to meet budget expectations
0392			TELEPHONE	\$14,125.00	\$8,239.58	\$5,480.03	-\$1,748.57	Will be monitored - expected to meet budget
0402			EQUIPMENT REPAIR & MTCE	\$9,150.00	\$1,857.50	\$2,540.44	\$702.94	Will be monitored - expected to meet budget
0412			POSTAGE	\$4,400.00	\$2,566.67	\$2,157.64	-\$409.03	Will be monitored - overspend anticipated as result of increased cost of postage.
0432			ACCOMMODATION AND TRAVEL	\$6,000.00	\$3,500.00	\$5,890.50	\$2,390.50	Will be monitored and reviewed within budget review
0442			BANK CHARGES	\$6,450.00	\$3,762.50	\$4,614.81	\$852.31	Timing issues will be fully expended
0452			ADVERTISING	\$4,825.00	\$2,814.58	\$3,795.96	\$981.38	Will be offset by recruitment expenses. Overspend anticipated.
0462			AUDIT FEES	\$11,330.00	\$6,609.17	\$11,057.00	\$4,447.83	Overspend expected due to Financial reviews not budgeted for.
0482			LEGAL EXPENSES	\$1,000.00	\$583.33	\$701.18	\$117.85	Timing issues will be fully expended
0492			STAFF TRAINING EXPENSES	\$9,000.00	\$5,250.00	\$4,244.98	-\$1,005.02	Timing issues will be fully expended
0502			SUNDARY EXPENSES	\$300.00	\$175.00	\$261.23	\$86.23	Timing issues will be fully expended
0515			TRANSFER FROM ASSET MANAGEMENT RESERVE	\$20,000.00	\$11,666.67	\$34,148.81	\$45,815.48	Higher transfer required overspend - Rec Centre & automatic doors at Admin Building
0532			DONATIONS	\$1,000.00	\$583.33	\$95.00	-\$488.33	Timing issues will be fully expended
0542			LSL EXPENSE ADMIN	\$6,351.00	\$3,704.75	\$0.00	-\$3,704.75	Timing issues will be fully expended
0544			VEHICLES & PLANT GENERAL ADMIN	\$63,000.00	\$36,750.00	\$31,394.23	-\$3,355.77	Timing issues will be fully expended
0555			CONTRIBUTION FROM RATE EQUALISATION RESERVE	\$50,000.00	\$29,166.67	\$0.00	-\$29,166.67	Timing issues will be fully expended
0612			RECRUITMENT EXPENSES	\$9,000.00	\$3,072.20	\$3,072.20	\$1,322.20	Timing issues will be fully expended
0652			PROF/LOSS SALE OF ASSETS	\$15,700.00	\$9,154.88	\$7,401.64	-\$1,746.69	Timing issues will be fully expended
8053			INCOME SALE OF ASSETS	\$30,000.00	\$17,500.00	\$0.00	\$17,500.00	Timing issues will be fully expended
9042			DEPRECIATION COUNCILLORS	\$843.00	\$491.75	\$0.00	-\$491.75	Timing issues will be fully expended
9052			DEPRECIATION ADMIN BUILDINGS	\$29,528.00	\$17,225.25	\$1,952.42	-\$15,272.83	Timing issues will be fully expended

Prog	Programme Description	COA	Description	Original Budget	Budgeted YTD	YTD Actual	Variance (\$)	Explanation
05	Law, Order, Public Safety							
05		0602	ASSISTANCE TO BFB'S	\$29,928.00	\$17,458.00	\$0.00	\$17,458.00	Timing issues will be fully expended
05		0622	FIREBREAK INSPECTIONS	\$10,000.00	\$5,833.33	\$9,990.00	\$4,156.67	Means budget expectations
05		0632	CESO MOTOR VEHICLE RUNNING EXPENSES	\$11,396.00	\$6,648.83	\$7,488.79	\$899.46	Higher expenses incurred adjusted at review
05		0642	INSURANCE - BUILDINGS & VEHICLES	\$29,529.00	\$17,225.25	\$27,779.00	\$10,553.75	Timing issues will be fully expended
05		0652	MAINTENANCE OF FIRE BREAKS	\$12,211.00	\$7,123.08	\$1,910.72	\$5,212.30	Savings expected of \$5000
05		0659	STRATEGIC FIREBREAK - COCKATOO VALLEY (INCOME)	\$2,500.00	\$1,458.33	\$0.00	\$1,458.33	Timing issues will be fully expended
05		0662	MINOR PLANT & EQUIPMENT < \$1200	\$500.00	\$291.67	\$367.29	\$3,375.62	Covered within Operating Grant. Over alloc will see reductions in other areas
05		0703	FESA LEVY DFES	\$44,091.00	\$55,510.40	\$55,510.40	\$4,962.88	Timing issues will be fully expended
05		0704	DFES GRANT FOR CISM	\$79,796.00	\$48,545.81	\$0.00	\$46,547.67	Expected to not meet budget expectations, 70:30 split
05		0712	MANAGEMENT SALARIES - FIRE BREAK INSPECTIONS	\$33,346.00	\$19,451.83	\$16,111.29	\$13,940.14	Timing issues will be fully expended
05		0724	FIREBREAKS SUPERANNUATION	\$3,276.00	\$1,911.00	\$1,534.65	\$376.15	Timing issues will be fully expended
05		0725	FIREBREAKS ANNUAL LEAVE EXPENSE	\$2,722.00	\$1,587.83	\$0.00	\$1,134.17	Timing issues will be fully expended
05		0726	FIREBREAKS LSL EXPENSE	\$985.00	\$574.58	\$0.00	\$410.42	Timing issues will be fully expended
05		0721	BRIGADE TRAINING	\$0.00	\$0.00	\$4,484.55	\$4,484.55	Funded via ESL Operating Grant
05		0722	COMMUNITY EMERGENCY SERVICES OFFICER	\$80,447.00	\$46,927.42	\$45,182.21	\$3,745.21	Timing issues will be fully expended
05		0725	BUSHFIRE COORDINATOR EXPENSES	\$50,000.00	\$29,166.67	\$13,209.24	\$15,987.83	Bushfire grant carried fwd
05		0731	CESO SUPERANNUATION	\$7,569.00	\$4,415.75	\$3,983.04	\$412.31	Timing issues will be fully expended
05		0732	FMO ANNUAL LEAVE	\$6,291.00	\$3,669.75	\$0.00	\$2,621.25	Timing issues will be fully expended
05		0742	CESO UNIFORMS	\$500.00	\$291.67	\$0.00	\$208.33	Timing issues will be fully expended
05		0755	CESM TRAINING	\$1,200.00	\$700.00	\$0.00	\$500.00	Timing issues will be fully expended
05		0762	MTCCE PLANT & EQUIPMENT	\$1,500.00	\$875.00	\$2,018.93	\$1,143.93	Covered within Operating Grant. Over alloc will see reductions in other areas
05		0773	FINES	\$500.00	\$291.67	\$0.00	\$208.33	Will exceed budget
05		0801	ANIMAL CONTROL SALARIES	\$7,644.00	\$4,459.00	\$6,234.95	\$3,775.95	Reclassification of position - will be closely monitored
05		0802	RANGERS EXPENSES	\$6,500.00	\$3,791.67	\$13,122.30	\$9,330.63	Will be monitored - expected to exceed budget and adjusted at review
05		0803	ANIMAL CONTROL SUPERANNUATION	\$612.00	\$475.67	\$884.25	\$410.58	Reclassification of position - will be closely monitored
05		0804	ANIMAL CONTROL ANNUAL LEAVE EXPENSE	\$675.00	\$393.75	\$0.00	\$281.25	Reclassification of position - will be closely monitored
05		0805	ANIMAL CONTROL LSL EXPENSE	\$244.00	\$142.33	\$0.00	\$101.67	Reclassification of position - will be closely monitored
05		0832	MAINTENANCE OF BRIGADE VEHICLES	\$16,394.00	\$9,563.17	\$13,553.52	\$3,990.35	Timing issues will be fully expended
05		0833	DOG REGISTRATION FEES	\$1,500.00	\$291.67	\$4,813.50	\$3,313.50	Surplus identified
05		0834	CAT REGISTRATION FEES	\$500.00	\$291.67	\$134.14	\$137.13	Will be monitored and adjusted at budget review
05		0842	MTCCE LAND & BUILDINGS	\$1,500.00	\$875.00	\$1,308.92	\$433.92	Will be monitored - expected to meet budget
05		0843	FINES AND PENALTIES	\$100.00	\$59.17	\$490.86	\$391.69	Income above expectation
05		0852	CLOTHING & ACCESSORIES	\$500.00	\$291.67	\$8,934.57	\$8,642.90	Funded via ESL Operating Grant
05		0862	UTILITIES RATES & TAXES	\$1,800.00	\$1,050.00	\$3,203.65	\$2,153.65	Funded via ESL Operating Grant
05		0872	OTHER GOODS & SERVICES	\$5,000.00	\$2,916.67	\$16,355.58	\$13,438.91	Funded via ESL Operating Grant
05		0905	SES UTILITIES RATES & TAXES	\$2,800.00	\$1,633.33	\$1,407.55	\$235.78	Funded via ESL Operating Grant
05		0922	SES INSURANCE	\$1,064.00	\$620.67	\$909.93	\$289.26	Funded via ESL Operating Grant
05		0925	SES MINOR PLANT & EQUIPMENT <\$1200	\$0.00	\$0.00	\$914.08	\$914.08	Funded via ESL Operating Grant
05		0935	SES MAINT OF PLANT & EQUIPMENT	\$0.00	\$0.00	\$106.77	\$106.77	Funded via ESL Operating Grant
05		0942	EMERGENCY RESPONSE	\$1,000.00	\$583.33	\$0.00	\$416.67	Timing issues will be fully expended
05		0955	SES MAINT OF LAND & BUILDINGS	\$0.00	\$0.00	\$480.00	\$480.00	Funded via ESL Operating Grant
05		0963	FESA LEVY SES	\$13,400.00	\$7,816.67	\$6,700.00	\$1,116.67	Funded via ESL Operating Grant
05		0975	SES OTHER GOODS & SERVICES	\$5,296.00	\$3,054.33	\$1,239.38	\$1,814.45	Funded via ESL Operating Grant
05		9062	DEPRECIATION FIRE PREVENTION	\$116,658.00	\$68,050.50	\$28,268.91	\$88,397.59	Funded via ESL Operating Grant

Prog	Programme Description	COA	Description	Original Budget	Budgeted YTD	YTD Actual	Variance (\$)	Explanation
07	Health							
07		1242	INSURANCE	\$100.00	\$58.33	\$103.85	\$45.52	slight over budgetary spend/offset by insurance in other areas.
07		1252	A/LEAVE EMP HEALTH	\$1,669.00	\$973.58	\$0.00	-\$675.58	Timing issues will be fully expended
07		1262	HEALTH INSPECTION	\$49,658.00	\$28,967.17	\$22,744.79	-\$6,222.38	Timing issues will be fully expended
07		1272	LSL EXPENSE HEALTH	\$604.00	\$352.33	\$0.00	-\$352.33	Timing issues will be fully expended
07		1282	SUPERANNUATION	\$2,008.00	\$1,171.33	\$679.50	-\$491.83	Timing issues will be fully expended
07		1322	HEALTH ADMIN EXPENSES	\$2,050.00	\$1,195.83	\$450.00	-\$745.83	Timing issues will be fully expended
07		1353	SEPTIC TANK APPLICATION FEE	-\$1,365.00	-\$796.25	-\$536.35	\$259.90	Timing issues will be fully expended
07		1383	GENERAL LICENSE FEES	-\$1,365.00	-\$796.25	-\$759.94	-\$603.69	New Annual fee not included in budget will be adjusted at review
07		1393	WATER TESTING FEES	\$0.00	\$0.00	\$72.57	\$72.57	Expenditure not included within original budget. Will be adjusted at review
08	Education & Welfare							
08		0992	PRE-SCHOOLS MTC	\$7,274.00	\$4,243.17	\$3,511.79	-\$731.38	Timing issues will be fully expended
08		0993	RENTAL INCOME - PROGS	-\$6,930.00	-\$4,042.50	-\$6,946.00	-\$2,903.50	Met budgetary expectations
08		1022	FAMILY FUN DAY EXPENSES	\$1,100.00	\$641.67	\$1,147.28	\$95.61	Overpend will be balanced by YAC own source funds at end of year
08		1024	COMMUNITY EVENTS SUPPORT	\$10,000.00	\$5,833.33	\$0.00	-\$5,833.33	Timing issues will be fully expended
08		1063	KIDS SPORT - EXPENDITURE	\$35,000.00	\$20,416.67	\$12,498.79	-\$7,817.88	Timing issues will be fully expended
08		1065	HERITAGE TRAIL	\$0.00	\$0.00	\$4,409.62	\$4,409.62	Will be offset to a degree by Lotterywest grant. Overspend of \$3,200 expected
08		1074	COMMUNITY SHEDS EXPENDITURE	\$0.00	\$0.00	\$519.25	\$519.25	Will be offset by income from lease of sheds
08		1123	COMMUNITY DEVELOPMENT GRANTS	-\$750.00	-\$457.50	-\$53,526.33	-\$53,088.88	Grant Opportunities not known at budget time. Will be fully expended no budgetary movement expected
08		1124	KIDS SPORT - INCOME	-\$80,000.00	-\$46,666.67	\$0.00	\$46,666.67	Timing issues will be fully expended
08		1132	YOUTH PROGRAMS AND PLANNING	\$5,000.00	\$2,916.67	\$10,657.14	\$7,740.47	Timing issues will be fully expended
08		1143	YOUTH ADVISORY COUNCIL INCOME	\$0.00	\$0.00	-\$282.46	-\$282.46	Income used to offset spend within this area.
08		1153	SCHOOL HOLIDAY PROGRAMS CONTRIBUTIONS	-\$2,650.00	-\$1,195.83	-\$200.89	\$994.94	Timing issues will be fully expended
08		1163	FAMILY FUN DAY INCOME	-\$2,000.00	-\$1,166.67	\$0.00	\$1,166.67	Timing issues will be fully expended
08		1173	CONTRIBUTIONS - COMMUNITY BUS	\$0.00	\$0.00	-\$972.73	-\$972.73	Nil effect on budget. Income used to offset spending.
08		1612	SENIORS ACTIVITIES	\$2,100.00	\$1,225.00	\$2,000.00	\$775.00	Will be overspend as a result of grant income not received. Offset by Community Development Officer expenditure below.
08		1613	COMMUNITY BUS PROJECT	\$0.00	\$0.00	\$20,094.36	\$20,094.36	Self funded - no impact from rate income
08		1616	CULTURAL PLAN	\$5,000.00	\$2,916.67	\$25.00	-\$2,891.67	Timing issues will be fully expended
08		1642	COMMUNITY DEV OFFICER	\$95,170.00	\$55,515.83	\$36,444.94	-\$19,070.89	savings as result of Youth Officer position no longer
08		1643	CDO SUPERANNUATION	\$6,316.00	\$3,685.50	\$4,310.69	\$1,125.19	Will be monitored
08		1645	CDO ADVERTISING & PROMOTION	\$4,287.00	\$2,500.75	\$2,020.00	-\$480.75	Timing issues will be fully expended
08		1647	CDO TRAINING	\$5,590.00	\$3,208.33	\$4,679.09	\$1,470.76	Timing issues will be fully expended
08		1653	GRANTS - SENIORS	-\$2,100.00	-\$1,225.00	\$0.00	\$1,225.00	No grant received.
08		9092	DEPRECIATION EDUCATION	\$15,587.00	\$9,092.42	\$0.00	-\$9,092.42	Timing issues will be fully expended
09	Housing							
09		1712	STAFF HOUSING MAINTENANCE	\$23,070.00	\$13,457.50	\$9,137.93	-\$4,319.57	Timing issues will be fully expended
09		1713	LEASED PROPERTY EXPENSES	\$0.00	\$0.00	\$71.08	\$71.08	New Expenditure will be monitored closely
09		1723	RENTAL	-\$36,356.00	-\$20,624.33	-\$11,215.63	\$9,408.70	Properties not fully leased - income lower
09		9232	DEPRECIATION STAFF HOUSING	\$17,500.00	\$10,208.33	\$0.00	-\$10,208.33	Timing issues will be fully expended

Prog	Programme Description	COA	Description	Original Budget	Budgeted YTD	YTD Actual	Variance (5)	Explanation
10	Community Amenities							
1032			LOAN 37 INTEREST	\$34.00	\$19.83	\$0.00	\$19.83	Timing issues will be fully expended
1084			SELF SUPPORTING LOAN INCOME INTEREST	\$5,516.00	\$4,911.63	\$4,911.63	\$644.37	Timing issues will be fully expended
1762			DOMESTIC COLLECTION	\$40,000.00	\$23,333.33	\$16,642.98	\$23,357.02	Timing issues will be fully expended
1765			RECYCLING COLLECTION	\$40,000.00	\$23,333.33	\$17,697.12	\$22,302.88	Timing issues will be fully expended
1772			RUBBISH SITE CONTRACT	\$17,119.00	\$68,319.42	\$50,085.95	\$18,233.47	Timing issues will be fully expended
1809			MOBILE BIN CHARGES	\$3,170.00	\$2,515.94	\$2,515.94	\$654.06	Estimation lower than actual
1805			RECYCLING CHARGES	\$3,425.00	\$2,197.52	\$2,197.52	\$1,227.48	Estimation lower than actual
1813			TIP FEES	\$5,000.00	\$3,900.00	\$3,900.00	\$1,100.00	Income exceeds expectation
1817			WARR INCOME	\$1,949.00	\$2,111.88	\$2,111.88	\$162.88	Estimation lower than actual
1824			STREET BIN PICKUPS	\$14,763.00	\$9,611.75	\$10,509.07	\$1,897.32	Timing issues will be fully expended
1832			TRANSFER TO LAND FILL SITE RESERVE	\$10,000.00	\$5,833.33	\$0.00	\$5,833.33	Timing issues will be fully expended
2132			TOWN PLANNING SERVICES	\$122,781.00	\$71,622.25	\$28,414.76	\$43,207.49	Expenses expected to be lower than anticipated. Fully savings will be reviewed and adjustment made
2142			PLANNING ADMIN EXPENSES	\$9,926.00	\$5,790.17	\$1,285.59	\$4,504.58	Timing issues will be fully expended
2152			LSL EXPENSE	\$1,568.00	\$914.67	\$0.00	\$914.67	Timing issues will be fully expended
2162			SUPERANNUATION	\$5,212.00	\$3,040.33	\$2,038.35	\$3,173.65	Timing issues will be fully expended
2172			TOWN PLANNING SCHEME	\$7,500.00	\$4,375.00	\$0.00	\$4,375.00	Timing issues will be fully expended
2192			ANNUAL LEAVE EXPENSE	\$4,332.00	\$2,327.00	\$0.00	\$2,327.00	Timing issues will be fully expended
2212			LPS AMENDMENT EXPENSES	\$1,500.00	\$875.00	\$285.57	\$600.43	Timing issues will be fully expended
2253			PLANNING FEES	\$6,300.00	\$3,675.00	\$3,675.00	\$2,625.00	Budget already met. Slight surplus anticipated
2302			CEMETERY OPER & MTCE-AP	\$14,332.00	\$8,360.33	\$5,311.62	\$3,020.71	Savings identified. Included within budget review
2322			PUBLIC CONVENIENCES	\$42,009.00	\$25,030.25	\$21,164.14	\$20,865.11	Timing issues will be fully expended
2362			INTEREST REPAYMENTS - LOAN 37	\$5,546.12	\$3,235.24	\$3,218.86	\$2,327.26	Timing issues will be fully expended
2373			CEMETERY FEES	\$3,300.00	\$1,925.00	\$3,141.80	\$2,173.20	Estimation lower than actual
9262			DEPRECIATION EXPENSE REFUSE	\$4,475.00	\$2,610.42	\$0.00	\$2,610.42	Timing issues will be fully expended
9312			DEPRECIATION PUBLIC TOILETS	\$8,993.00	\$5,245.92	\$0.00	\$5,245.92	Timing issues will be fully expended
11	Recreation And Culture							
1732			COMMUNITY HOUSE	\$1,365.00	\$795.25	\$900.14	\$103.89	Timing issues will be fully expended
2422			TOWN HALL	\$11,041.00	\$6,440.58	\$6,379.63	\$60.95	Will be closely monitored. May exceed budget
2432			RECREATION CENTRE	\$37,965.78	\$22,145.71	\$20,992.35	\$1,153.36	Timing issues will be fully expended
2442			COMMUNITY MEETING ROOM	\$3,591.00	\$2,094.75	\$49,974.95	\$47,880.20	Will be closely monitored. May exceed budget
2443			TRANSFER FROM RESERVE	\$207,000.00	\$120,750.00	\$0.00	\$120,750.00	Timing issues will be fully expended
2459			GRANTS	\$879,325.00	\$512,395.58	\$584,294.00	\$295,030.52	Timing issues will be fully expended
2462			LESSER HALL (SUPPER ROOM)	\$1,464.00	\$854.00	\$936.79	\$82.79	Timing issues will be fully expended
2472			OLD ROADS BOARD BUILDING	\$1,532.00	\$893.67	\$4,261.72	\$3,368.05	Overspend anticipated
2482			BOWLING CLUB	\$2,998.00	\$1,748.83	\$2,505.37	\$756.54	Timing issues will be fully expended
2492			CUNDINUP HALL	\$625.00	\$364.58	\$544.65	\$180.07	Timing issues will be fully expended
2502			CARLOTTA HALL	\$513.00	\$299.25	\$435.72	\$136.47	Timing issues will be fully expended
2576			LEASE INCOME - COMMUNITY CENTRE	\$5,070.00	\$2,957.50	\$2,535.00	\$2,535.00	Timing issues will be fully expended
2577			LEASE INCOME SUPPER ROOM	\$11,050.00	\$6,445.83	\$11,077.63	\$4,631.80	Met budget expectations
2642			PUBLIC PARKS GDNS & RESE	\$269,441.00	\$157,175.92	\$95,461.94	\$61,713.98	Savings identified adjusted at Budget Review
2842			PUBLIC ART MAINTENANCE	\$8,908.00	\$5,196.33	\$5,061.88	\$2,136.45	Timing issues will be fully expended
2902			SALARIES (LIB)	\$15,839.00	\$9,239.42	\$6,859.63	\$2,379.79	Savings expected - change in staffing levels
2922			LIBRARY OFFICE EXPENSES	\$8,910.00	\$5,197.50	\$1,490.61	\$3,706.89	Timing issues will be fully expended
2932			WRITE OFF OF DEBTS	\$200.00	\$116.67	\$0.00	\$116.67	Timing issues will be fully expended
2993			LOST BOOK CHARGE	\$200.00	\$116.67	\$0.00	\$116.67	Timing issues will be fully expended
3123			HISTORY OF NANNUP INCOME	\$300.00	\$175.00	\$217.23	\$82.77	Timing issues will be fully expended
7043			REC CENTRE HIRE FEES	\$8,500.00	\$4,958.33	\$4,182.95	\$4,317.05	Timing issues will be fully expended
7059			TOWN HALL HIRE	\$6,500.00	\$3,791.67	\$3,993.67	\$2,506.33	Expected to meet budgetary expectations
7432			FORESHORE PARK	\$11,623.00	\$6,780.08	\$5,760.14	\$1,019.94	Expected to meet budgetary expectations
9242			DEPRECIATION COMMUNITY HOUSE	\$1,875.00	\$1,095.75	\$0.00	\$1,095.75	Timing issues will be fully expended
9292			DEPRECIATION COMMUNITY SHEDS	\$3,125.00	\$1,822.92	\$0.00	\$1,302.08	Timing issues will be fully expended
9302			DEPRECIATION CARLOTTA HALL	\$1,850.00	\$1,079.17	\$0.00	\$1,079.17	Timing issues will be fully expended
9322			DEPRECIATION REC CENTRE	\$42,341.00	\$24,688.92	\$0.00	\$17,652.08	Timing issues will be fully expended
9332			DEPRECIATION TOWN HALL	\$26,150.00	\$15,254.17	\$0.00	\$10,895.83	Timing issues will be fully expended
9342			DEPRECIATION PARKS & GARDENS	\$35,738.00	\$20,858.83	\$556.02	\$34,881.77	Timing issues will be fully expended
9362			DEPRECIATION OLD ROADS BOARD	\$1,625.00	\$947.92	\$0.00	\$677.08	Timing issues will be fully expended
9392			DEPRECIATION CUNDINUP HALL	\$425.00	\$247.92	\$0.00	\$177.08	Timing issues will be fully expended

Prog	Programme Description	COA	Description	Original Budget	Budgeted YTD	YTD Actual	Variance (\$)	Explanation
12	Transport							
12		3160	BRIDGE MAINTENANCE	\$95,926.00	\$21,190.17	\$4,538.62	\$16,651.55	Timing issues will be fully expended
12		3212	DEPOT OFFICE MTCE	\$41,402.00	\$24,151.17	\$24,151.17	\$17,250.83	Savings identified
12		3221	MRO DIRECT GRANTS	\$99,000.00	\$54,250.00	\$139,400.00	\$85,150.00	Timing issues will be fully received
12		3230	CROSSOVERS	\$5,000.00	\$2,916.67	\$2,916.67	\$2,083.33	Timing issues will be fully expended
12		3231	REGIONAL ROAD GROUP GRANTS	\$999,000.00	\$228,666.67	\$152,000.00	\$76,666.67	Timing issues will be fully received
12		3240	TRAFFIC SIGNS & CONTROL	\$5,000.00	\$2,916.67	\$3,905.65	\$988.98	Timing issues will be fully expended
12		3242	INTEREST ON LOAN 38	\$1,661.56	\$419.79	\$1,594.34	\$442.71	Timing issues will be fully received
12		3261	ROADS TO RECOVERY GRANT	\$99,000.00	\$518,181.81	\$139,785.00	\$182,548.33	Timing issues will be fully received
12		3281	MRO BRIDGEWORK GRANT	\$471,000.00	\$225,333.33	\$236,000.00	\$39,333.33	Timing issues will be fully received
12		3311	CROSSOVER CONTRIBUTION	\$1,000.00	\$483.33	\$0.00	\$583.33	Timing issues will be fully received
12		3341	WOMEN ROAD	\$110,000.00	\$87,400.00	\$90,000.00	\$27,500.00	Not included within original budget, will be fully expended
12		3380	LOCAL ROAD MAINTENANCE	\$87,516.00	\$342,601.00	\$316,139.52	\$26,461.48	Timing issues will be fully expended
12		3410	ROADVERGE MAINTENANCE	\$89,044.00	\$51,942.33	\$25,387.38	\$26,554.95	Timing issues will be fully expended
12		3420	LIGHTING OF STREETS	\$52,436.00	\$18,921.00	\$14,269.98	\$34,661.02	Will be monitored and adjusted at budget review
12		3440	CONTRACT STREET SWEEPING	\$9,000.00	\$5,250.00	\$0.00	\$4,750.00	Timing issues will be fully expended
12		3450	TRAFFIC COUNTER PLACEMENT	\$5,985.80	\$3,491.72	\$2,149.11	\$3,342.69	Timing issues will be fully expended
12		3470	SAFETY MEASURES WORKS	\$6,000.00	\$3,500.00	\$4,208.50	\$708.50	Timing issues will be fully expended
12		3480	GRAVEL PIT REHABILITATION	\$20,000.00	\$11,666.67	\$0.00	\$11,666.67	Timing issues will be fully expended
12		3572	PURCHASE OF MINOR EQUIP.	\$6,000.00	\$3,500.00	\$0.00	\$3,500.00	Timing issues will be fully expended
12		3594	INTEREST ON LOANS	\$9,078.61	\$1,795.86	\$1,886.92	\$91.06	Timing issues will be fully expended
12		3682	TRANSFER TO PLANT RESERVE	\$92,000.00	\$53,666.67	\$0.00	\$38,333.33	Timing issues will be fully expended
12		3685	TRANSFER FROM PLANT RESERVE	\$592,000.00	\$170,333.33	\$0.00	\$421,666.67	Less Reserve transfer required. Savings of \$47,000
12		4012	GRAVEL PIT REHABILITATION	\$20,000.00	\$11,666.67	\$168.37	\$11,498.30	Timing issues will be fully expended
12		4263	SALE OF MATERIAL	\$1,000.00	\$583.33	\$517.59	\$485.41	Expected to exceed budget
12		7120	ROMANS ROAD INV. SYSTEM	\$5,500.00	\$3,208.33	\$5,463.17	\$2,254.84	Timing issues will be fully expended
12		8392	PROF/LOSS ON SALE ASSETS	\$9,500.00	\$5,541.67	\$1,061.49	\$5,603.16	Will be monitored outcome unknown
12		8393	INCOME SALE OF ASSETS	\$153,000.00	\$89,250.00	\$71,363.64	\$77,886.96	Timing issues will be fully received
12		9372	DEPRECIATION ROADS & FOOTPATHS	\$1,384,401.00	\$807,567.25	\$0.00	\$807,567.25	Timing issues will be fully expended
13	Economic Services							
13		0102	AUSTRALIA DAY CELEBRATION	\$1,200.00	\$700.00	\$110.00	\$590.00	Timing issues will be fully expended
13		1373	SEPTIC TANK INSPECTION FEE	\$1,500.00	\$875.00	\$590.00	\$285.00	Timing issues will be fully received
13		3265	MAIN STREET UPGRADE	\$155,000.00	\$90,416.67	\$153,120.91	\$62,704.24	Full breakdown to date shown under separate cover this agenda
13		3365	TRANSFER FROM MAIN STREET RESERVE	\$995,451.00	\$572,352.25	\$0.00	\$922,352.25	Slight savings in reserve contribution required
13		3935	TOURISM INCOME	\$200.00	\$116.67	\$197.83	\$81.16	Timing issues will be fully expended
13		3962	FUNCTIONS/EVENTS SUPPORT	\$9,732.00	\$5,677.00	\$2,967.54	\$42,708.46	Timing issues will be fully expended
13		3969	QUIT FOREST RALLY	\$0.00	\$0.00	\$0.00	\$0.00	
13		3924	CARAVAN PARK UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	
13		3932	CARAVAN PARKS MAINTENANCE	\$1,433.33	\$836.11	\$4,879.91	\$4,043.80	Higher spend than anticipated. Will exceed budget expectations
13		3933	CARAVAN PARKS INCOME	\$7,500.00	\$2,916.67	\$5,201.71	\$5,944.30	Actual income to exceed budget
13		3952	VISITOR CENTRE SUPPORT	\$2,000.00	\$1,458.33	\$2,558.46	\$1,100.13	Budget met
13		3962	REGIONAL PROMOTION	\$28,000.00	\$16,333.33	\$6,712.59	\$9,600.74	Timing issues will be fully expended
13		4052	LSL EXPENSE BUILDING	\$1,308.99	\$769.58	\$0.00	\$769.58	Timing issues will be fully expended
13		4062	BUILDING CONTROL SALARY	\$40,973.00	\$23,900.92	\$17,612.40	\$6,288.52	Will be monitored and adjusted at budget review
13		4072	BUILDING CONTROL SUPERANNUATION	\$4,351.07	\$2,536.12	\$2,049.24	\$4,688.98	Timing issues will be fully expended
13		4082	A/LEAVE EXP BUILDING	\$9,615.92	\$2,109.29	\$0.00	\$2,109.29	Timing issues will be fully expended
13		4092	BUILDING CONTROL EXPENSES	\$9,916.00	\$2,284.33	\$1,748.31	\$534.72	Timing issues will be fully expended
13		4153	CHGES & FEES BUILD PERMIT	\$12,000.00	\$7,000.00	\$8,161.31	\$5,161.31	Timing issues will be fully received
13		9452	DEPRECIATION CARAVAN PARK	\$17,910.00	\$10,447.50	\$0.00	\$10,447.50	Timing issues will be fully expended
14	Other Property And Services							
14		4292	PRIVATE WORKS - EXPENDITURE	\$26,407.00	\$15,404.08	\$471.08	\$14,933.00	Timing issues will be fully expended
14		4312	TRAINING	\$10,070.00	\$5,674.17	\$9,213.51	\$3,390.34	Timing issues will be fully expended
14		4322	LSL EXPENSE WORKS	\$28,943.00	\$16,083.42	\$0.00	\$16,083.42	Timing issues will be fully expended
14		4323	PRIVATE WORKS -INCOME	\$30,000.00	\$17,500.00	\$9,696.25	\$7,803.75	Timing issues will be fully received
14		4332	SALARIES (PWG)	\$100,917.34	\$58,068.45	\$48,503.91	\$10,364.54	Timing issues will be fully expended
14		4352	A/LEAVE EXP WORKS	\$80,492.00	\$46,953.67	\$0.00	\$46,953.67	Timing issues will be fully expended
14		4562	OCCUPATIONAL SUPER	\$109,942.82	\$60,283.31	\$56,574.15	\$3,709.16	Timing issues will be fully expended

Prog	Programme Description	COA	Description	Original Budget	Budgeted YTD	YTD Actual	Variance (\$)	Explanation
14		4402	SICK LEAVE	\$30,301.36	\$17,675.79	\$11,101.99	\$4,573.80	Timing issues will be fully expended
14		4432	INSURANCE ON WORKS	\$59,366.17	\$34,630.27	\$37,019.27	\$22,389.00	Timing issues will be fully expended
14		4452	PROTECTIVE CLOTHING	\$10,000.00	\$5,833.33	\$7,117.17	\$1,283.84	Timing issues will be fully expended
14		4462	OCCUP. HLTH. SAFETY EXPEN	\$4,549.00	\$2,653.58	\$929.53	\$1,724.05	Timing issues will be fully expended
14		4482	TYRES & BATTERIES	\$29,700.00	\$17,325.00	\$18,330.17	\$1,505.17	Timing issues will be fully expended
14		4492	LICENSES	\$20,394.93	\$11,897.04	\$11,895.86	\$1.18	Timing issues will be fully expended
14		4982	FUEL & OIL	\$15,000.00	\$125,416.67	\$74,825.02	\$50,591.65	Understand identified
14		4992	SUNDRY TOOLS & STORES	\$4,000.00	\$2,339.33	\$566.27	\$1,772.06	Timing issues will be fully expended
14		6802	PARTS AND EXTERNAL WORK	\$60,000.00	\$35,000.00	\$14,804.00	\$20,196.00	Timing issues will be fully expended
14		7672	RECRUITMENT EXPENSES	\$2,000.00	\$1,166.67	\$0.00	\$1,166.67	Timing issues will be fully expended
14		9382	DEPRECIATION WORKS PLANT	\$324,510.00	\$189,797.50	\$99,659.05	\$89,838.45	Timing issues will be fully expended
14		9562	DEPRECIATION WORKS	\$16,295.00	\$9,505.42	\$0.00	\$9,505.42	Timing issues will be fully expended

SHIRE OF NANNUP				
ACCOUNTS FOR PAYMENT - JANUARY 2016				
EFT/ Cheque	Date	Name	Invoice Description	Amount
EFT7946	07/01/2016	B & B STREET SWEEPING PTY LTD	ROAD SWEEPING	\$ 1,859.00
EFT7947	07/01/2016	SQUIRE PATTON BOGGS	NATIVE TITLE CLAIM EXPENSE	\$ 37.81
EFT7948	07/01/2016	STANS MANJIMUP FARM MACHINERY	4 X SAFETY GUARD, 2 X SAFETY COVER, FREIGHT	\$ 510.85
EFT7949	07/01/2016	JANE BUCKLAND	STAFF TRAINING - PLANNING	\$ 1,400.00
EFT7950	07/01/2016	FIRE & SAFETY WA	HELMETS, REFLECTIVE STICKERS KITS	\$ 1,150.03
EFT7951	07/01/2016	NANNUP BROOK FARM	SCHOOL HOLIDAY ACTIVITIES 29-30/09/2015	\$ 180.00
EFT7952	07/01/2016	QUALITY PRESS	DFES PRINTED MATERIAL	\$ 446.60
EFT7953	07/01/2016	OFFICEWORKS	STATIONERY SUPPLIES	\$ 333.13
EFT7954	07/01/2016	AMPAC	DEBT COLLECTION COSTS - DEC 2015	\$ 625.36
EFT7955	07/01/2016	MJ WRINGE & SON	HOSE REEL - NORTH NANNUP FIRE SHED	\$ 4,203.78
EFT7956	07/01/2016	HAWK CFC	MAINSTREET DEVELOPMENT - PAVEMENT AT HOTEL	\$ 30,690.00
EFT7957	07/01/2016	NANNUP MOUNTAIN BIKE CLUB	JANUARY SCHOOL HOLIDAY PROGRAM	\$ 1,955.00
EFT7958	07/01/2016	MONDOLUCE	SOLAR LIGHTS	\$ 23,432.64
EFT7959	07/01/2016	NANNUP FILM SOCIETY	3 X CHILDRENS MEMBERSHIPS	\$ 120.00
EFT7960	07/01/2016	AMD CHARTERED ACCOUNTANTS	ADDITIONAL WORK ASSOC WITH 30 JUNE 2015 AUDIT	\$ 4,290.00
EFT7961	07/01/2016	BLACKWOODS	SUNDRY SUPPLIES	\$ 129.16
EFT7962	07/01/2016	D & J COMMUNICATIONS	2 X BFB HANDHELD RADIOS FOR FCO & BFCO	\$ 1,210.00
EFT7963	07/01/2016	LANDGATE	GRV INT VALS CTRY FULL VALUE 12001 - 100000	\$ 221.57
EFT7964	07/01/2016	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESLB 2ND QTR CONTRIBUTION FOR 2015/16	\$ 23,262.92
EFT7965	07/01/2016	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$ 167.79
EFT7966	07/01/2016	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$ 839.50
EFT7967	07/01/2016	NANNUP NEWSAGENCY	SHIRE OF NANNUP POSTAGE AND STATIONERY	\$ 633.37
EFT7968	07/01/2016	NANNUP LIQUOR STORE	REFRESHMENTS	\$ 98.96
EFT7969	07/01/2016	PRESTIGE PRODUCTS	CLEANING PRODUCTS	\$ 300.96
EFT7970	07/01/2016	SYNERGY	POWER SUPPLY	\$ 426.30
EFT7971	07/01/2016	STEWART & HEATON CLOTHING CO. PTY LTD	TROUSERS	\$ 86.76
EFT7972	07/01/2016	TRADE HIRE	EXCAVATOR HIRE 31/12/2015 - 04/01/2016	\$ 223.50
EFT7973	07/01/2016	WARREN BLACKWOOD WASTE	RECYCLE COLLECTION	\$ 8,960.13
EFT7974	14/01/2016	MJB INDUSTRIES	CONCRETE PIPE, RUBBER RINGS	\$ 2,607.55
EFT7975	14/01/2016	GUMNUTS GALORE	GERANIUMS, ROSE, STALICE	\$ 106.00
EFT7976	14/01/2016	DRACOM SERVICES	FIREBREAK INSPECTIONS FIELD & OFFICE WORK	\$ 2,580.00
EFT7977	14/01/2016	CAPE TO CAPE EXPLORER TOURS	NANNUP YAC CAMP 11TH & 12TH JANUARY 2016	\$ 4,730.00
EFT7978	14/01/2016	BLACKWOOD CARPET CLEANING	STEAM CLEAN SHIRE OFFICE	\$ 644.00
EFT7979	14/01/2016	PICKLE & O	CHRISTMAS FUNCTION CATERING	\$ 1,605.00
EFT7980	14/01/2016	CITY & REGIONAL FUELS	3700 LTRS DIESEL	\$ 6,760.70
EFT7981	14/01/2016	KOOMAL DREAMING PTY LTD	PRIVATE NGILGI CAVE CULTURAL TOUR	\$ 400.00
EFT7982	14/01/2016	OFFICEWORKS	STATIONERY SUPPLIES	\$ 233.83
EFT7983	14/01/2016	CAPE LIFE	MOWEN ROAD PIT REHABILITATION - SEED COLLECTION	\$ 21,065.00
EFT7984	14/01/2016	NANNUP COMMUNITY SHED	BOUNCY CASTLE HIRE 05/12/2015	\$ 150.00
EFT7985	14/01/2016	ALISON KAY	DESIGN 'NATURE STAY' TOURISM PROMOTION	\$ 300.00
EFT7986	14/01/2016	P A DOUST & CO	REC CENTRE LIGHTS CONCRETE	\$ 1,408.00
EFT7987	14/01/2016	NANNUP HARDWARE & AGENCIES	COWL, ELBOW, FLUE, ROOFTITE	\$ 6,170.83
EFT7988	14/01/2016	NANNUP HARDWARE	SUNDRY SUPPLIES	\$ 361.90
EFT7989	14/01/2016	NANNUP EZIWAY SELF SERVICE STORE	GAS BOTTLES AND SUPPLIES	\$ 1,202.32
EFT7990	14/01/2016	GT BRAKE & CLUTCH REPAIRS	DOT 3 BRAKE FLUID X 4	\$ 37.40
EFT7991	14/01/2016	SYNERGY	STREET LIGHTS 25/10/2015 TO 24/11/2015	\$ 4,406.52
EFT7992	14/01/2016	SOUTHWEST TYRE SERVICE	TYRE SUPPLY & DISPOSAL	\$ 9,446.00
EFT7993	14/01/2016	STEWART & HEATON CLOTHING CO. PTY LTD	TROUSER	\$ 86.76
EFT7994	14/01/2016	WARREN BLACKWOOD WASTE	5 X 240LT BINS	\$ 330.00
EFT7995	21/01/2016	JP REPAIRS	DARRADUP 3.4 - CARRIED OUT REPAIRS TO AIRCON	\$ 387.00
EFT7996	21/01/2016	NATURALISTE HYGIENE SERVICES	12 MONTHS CONTRACT	\$ 1,048.77
EFT7997	21/01/2016	BUSSELTON MULTI SERVICE	KEYS CUT YOUTH SPACE	\$ 19.50
EFT7998	21/01/2016	DRACOM SERVICES	MOSAICS WORKSHOPS JAN SCHOOL HOLIDAYS	\$ 190.00
EFT7999	21/01/2016	ALLGLOVE INDUSTRIES	FIREPRO GLOVES	\$ 1,485.00
EFT8000	21/01/2016	CITY & REGIONAL FUELS	RESIDUAL OWING ON FUEL EQUIPMENT	\$ 9,921.10
EFT8001	21/01/2016	CONTRAFLOW	MAIN ST TRAFFIC MANAGEMENT OCTOBER 2015	\$ 59,740.73
EFT8002	21/01/2016	EAMES PLUMBING & GAS	TESTING NANNUP REC CENTRE BACK FLOW DEVICES	\$ 730.40
EFT8003	21/01/2016	SILKWOOD SANDING	RESEAL SURFACE REC CENTRE FLOOR	\$ 3,510.00
EFT8004	21/01/2016	RED BEARD ROOFING	DOWNPIPES MAIN STREET	\$ 907.60
EFT8005	21/01/2016	DARRADUP VOLUNTEER BUSH FIRE BRIGADE	HISENSE 355L REFRIGERATOR	\$ 670.00
EFT8006	21/01/2016	INSIGHT CCS PTY LTD	DECEMBER 2015	\$ 120.12
EFT8007	21/01/2016	NANNUP LIQUOR STORE	REFRESHMENTS	\$ 266.92
EFT8008	21/01/2016	THE PAPER COMPANY OF AUSTRALIA PTY LTD	30 REAMS A4 COPY PAPER	\$ 138.60
EFT8009	21/01/2016	SYNERGY	LOC 274 SEXTON WAY 08/11/2015 - 07/01/2016	\$ 296.80
EFT8011	21/01/2016	WORTHY CONTRACTING	WASTE MANAGEMENT FACILITY DECEMBER 2015	\$ 10,083.33
			Total EFT Municipal Vouchers - Jan 2016:	\$ 261,942.80

SHIRE OF NANNUP ACCOUNTS FOR PAYMENT - JANUARY 2016				
EFT/ Cheque	Date	Name	Invoice Description	Amount
19955	07/01/2016	NANNUP RSL	HALL HIRE - YOUTH ACTIVITY	\$ 45.00
19956	07/01/2016	ROB BOOTSMA	REIMBURSEMENT OF EXPENSES	\$ 259.79
19957	07/01/2016	NANNUP YOUTH ADVISORY COUNCIL	EQUIPMENT HIRE FOR NANNUP BROOK FIRE EXPO EVENT	\$ 20.00
19958	07/01/2016	SHIRE OF NANNUP	PETTY CASH REIMBURSEMENT	\$ 123.80
19959	07/01/2016	TELSTRA	NANNUP BROOK VBFB	\$ 39.41
19960	07/01/2016	WATER CORPORATION	9006914664 SEWER CONVERSION	\$ 4,976.02
19961	14/01/2016	PREVELLY CARAVAN PARK	UNPOWERED SITES - YOUTH CAMP	\$ 296.00
19962	14/01/2016	HIGHER GROUNDS COFFEE	REIMBURSEMENT OF STALL FEES (PAID TWICE)	\$ 30.00
19963	14/01/2016	CUNDINUP VOLUNTEER BUSH FIRE BRIGADE	PROTECTIVE CLOTHING	\$ 954.82
19964	14/01/2016	NANNUP BOWLING CLUB	HIRE CLUB ROOMS CULTURAL PLANNING WORKSHOP	\$ 25.00
19965	14/01/2016	TELSTRA	DARRADUP VBFB TELEPHONE EXPENSES	\$ 21.94
19966	21/01/2016	NANNUP RSL	HALL HIRE YOUTH ACTIVITY	\$ 45.00
19967	21/01/2016	ROB BOOTSMA	REIMBURSEMENT OF EXPENSES	\$ 89.00
19968	21/01/2016	NANNUP SPORTS & RECREATION ASSOC	KIDSPORTS - KARRAK KARATE	\$ 150.00
19969	21/01/2016	HOME TIMBER & HARDWARE	KITCHEN SINK/CUPBOARD COMPLETE	\$ 1,078.97
19970	21/01/2016	GABBY HOFFMAN	YOUTH SCHOOL HOLIDAY ACTIVITIES	\$ 56.00
19971	21/01/2016	BUSSELTON PRINT IT	FAMILY FUN DAY SIGN	\$ 225.00
19972	21/01/2016	TELSTRA	NORTH NANNUP VBFB TELEPHONE EXPENSE	\$ 49.95
19973	21/01/2016	WESTNET	DARRADUP FIRE STATION 01/02 - 01/03/2016	\$ 29.95
			Total Municipal Vouchers - Jan 2016:	\$ 8,515.65
DD9499.1	31/01/2016	CORPORATE CREDIT CARD - SHIRE OF NANNUP	SUNDRY EXPENSES REPORTED UNDER SEPARATE COVER	\$ 832.55
DD9499.2	31/01/2016	WESTNET	NANNUP DEPOT DECEMBER USAGE	\$ 154.89
DD9499.3	31/01/2016	CALTEx AUSTRALIA	FUEL ACCOUNT DECEMBER USAGE	\$ 1,086.72
DD9499.4	31/01/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENT	\$ 2,230.64
DD9499.5	31/01/2016	TELSTRA	TELSTRA DECEMBER 2015 USAGE	\$ 2,807.73
DD9499.6	31/01/2016	SGFLEET	SGFLEET LEASE AND FUEL CHARGES	\$ 1,124.95
DD9499.7	31/01/2016	BP AUSTRALIA	FUEL EXPENSES	\$ 286.52
			Total Direct Debit payments - Jan 2016:	\$ 8,524.00
			TOTAL MUNICIPAL PAYMENTS FOR PERIOD	\$ 278,982.45
			TOTAL TRUST PAYMENTS FOR PERIOD	\$ -
			TOTAL PAYMENTS FOR PERIOD:	\$ 278,982.45

SHIRE OF NANNUP			
CREDIT CARD TRANSACTIONS -December 2015 + January 2016			
	Supplier	Description	Amount
30/11/2015	Google Adwords	Everything Nannup	27.70
1/12/2015	Nannup Bridge	Warren Blackwood Alliance Dinner	688.50
23/12/2015	Blackwood Cafe	Meeting with Cleaning Staff	19.40
31/12/2015	Masters	Dunnet Road Maintenance	68.00
31/12/2015	Google Adwords	Everything Nannup	28.95
		<i>Total Credit Card Purchase - Peter Clarke</i>	<i>\$ 832.55</i>