

FINANCE & **ADMINISTRATION**

AGENDA NUMBER: 10.4
SUBJECT: Forward Plan 2010/11 to 2014/15
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ADM 3
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 12 April 2010

Attachment: Shire of Nannup Forward Plan 2010/11 to 2014/15.

BACKGROUND:

Council adopted for the purposes of advertising its draft Forward Plan 2010/11 to 2014/15 at its January 2010 meeting.

COMMENT:

The draft plan was advertised in the Nannup Telecentre Telegraph in February and March 2010 and has been available from the Shire Office and Council's website for the past eight weeks. The close date for submissions was 31 March 2010 and no submissions have been received.

There have been a number of changes to the draft document which have been detailed to Council per the March 2010 Information Report. The changes and their source are summarised as follows:

1. Inclusion of Adam/Jephson/Laneway seal/kerb/drainage works.

Included in updated Road Program per Council resolution 25 February 2010.

2. Additional Action Plan to consider the merits of postal voting 2011.

New Action Item included.

3. Noting the intent to hold Council meetings in other localities of the Shire.

Amended Action Item 4.3 (A).

4. Inclusion of draft building maintenance/upgrade plan.

Draft Plan included (Appendix 4).

5. Extend out the proposed Scott River fire shed for Council to consider a more substantive structure.

Not included as demonstrated support for the proposal not evident nor is finance available.

6. Note Danjangerup Cottages includes degree of low socio economic occupancy as well as aged.

Amended Action Plan 8.2 (B)

7. Policy on aged accommodation to include potential to attract investors.

Not included. Not Council core business and unclear direction. Action Plan 8.2 (E).

8. Extend lease reviews to all premises.

Included so that all premises are covered.

9. Include specific road closure actions such as Poison Swamp, Blythe's, Cambray as well as Agg Road and CBD laneway.

Policy under consideration by Council. Action Plan 10.2 (B).

10. Notation of works at Cemetery to include Niche Wall.

Included as part of Action Plan 10.3 (B).

11. Removal of Agg roadworks, will be completed.

Removed.

12. Removal of Pneumonia roadworks, will be completed.

Removed.

13. Consideration of Carey Street/school link in footpath program.

Action Plan 12.1 (B) and Appendix 6). Council to consider if it wants to amend the Footpath Construction Program. Information Report by Works Manager undertaken.

Source points 1 to 13: Council meeting discussions 28 January 2010.

14. Removal of Action Plan relating to attendance at Councillor Training modules. There has been no interest shown in attendance.
15. Action Plan relating to reviewing the method of providing police licensing services removed. Council has a 10 year contract to provide this service and normal internal reviews will be undertaken however the actual provision of the service will not alter for the duration of the contract which extends beyond the life of the Forward Plan.
16. Action Plan relating to implementing training programs to educate food proprietors on food safety standards removed. Unless Council wishes to allocate resources in this area it will not occur. Compliance obligation applies to food proprietors.
17. Action Plan 10.1 (E) relating to investigating options for a transfer station at the Waste management Facility strengthened to specifically introduce in 2012/13.
18. Action Plan 11.1 (A) relating to undertaking any identified maintenance to the Town Hall has been expanded to take in any other public halls/buildings. 11.1 (D), (E), (F), (G), (H) and (I) added being specific capital works to the Lesser Hall (Telecentre), Town Hall, Carlotta Hall, Old Cundinup School and Shire Office.
19. Action Plan 11.3 (C) Marinko Tomas works expanded to include staged replacement of inappropriate trees.
20. Action Plan 11.3 (D) broadened from specific playground idea at Foreshore Park to non specific as other options may be considered.
21. Removal of draft Action Plan 13.3 (E) relating to specific detail to be included (the area) in the proposed new Caravan Parks lease. Is considered a philosophy as opposed to a tangible costed aim and therefore should be by Council resolution when confirming the new lease rather than contained in the Forward Plan.
22. Action Plans 13.2 (H) and (I) added indicating Council's support for the various regional trails projects that impact this area as well as noting the desire to attract grant funding to undertake a non townsite bike plan.

23. Action Plans 13.3 (B) and (E) included identifying the need to undertake significant capital works to the two caravan parks in Brockman Street and Balingup Road in view of obtaining future investment return on the assets.

Source Points 14 to 23: Senior Officer Forward Plan Review meeting held 3 March 2010.

24. Action Plan 10.2 (C) brought forward from 2012/13 to 2011/12 being the review of Council's Local Planning Scheme and Local Planning Strategy.

Source Point 24: Council meeting resolution 25 February 2010.

25. Alteration of the intent to hold Council "meetings" in other localities of the Shire to Council "forums". Amended Action Plan 4.3 (A).
26. Return of Action Plan 4.1 (G) relating to attendance at Councillor Training modules. Council wanted this to be retained in the document.
27. Action Plan 11.3 (D) broadened from specific playground idea at Foreshore Park to non specific as other options may be considered. At request of Cr Gilbert option added gas BBQ/Camp Kitchen.
28. Action Plan 11.3 (G) added - Tree replacement strategy Arboretum.

Source Points 25 to 28: Council Information Session 25 March 2010.

The Forward Plan incorporating the above amendments is submitted for Council adoption.

STATUTORY ENVIRONMENT:

Section 5.56(1) of the Local Government Act 1995 requires a Local Government to plan for the future of the district and review the plan once every 2 years.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

Council is required to have regard to the Forward Plan when setting annual budgets though it is not bound to follow the contents of the plan. The financial implications of these major expenditure items will be fed into the first draft of the 2010/11 budget.

STRATEGIC IMPLICATIONS:

Council's Forward Plan is the key planning document for Council for the next five years and is the basis for the development of annual budgets.

RECOMMENDATION:

That Council adopt the Shire of Nannup Forward Plan 2010/11 to 2014/15 as attached.

VOTING REQUIREMENTS



**SHANE COLLIE
CHIEF EXECUTIVE OFFICER**



Shire of
NANNUP

The Garden Village

Shire of Nannup
Forward Plan
2010/11 - 2014/15

Final 22 April 2010

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Executive Summary

The Shire of Nannup has made a commitment to develop this Forward Plan to provide a framework for policy development and a consistent direction for decision making. The document seeks to give direction to Council in its decision making, Council staff in carrying out the decisions of Council, and members of the community in providing knowledge and understanding of the future direction of the Shire of Nannup.

The format of the Forward Plan is based on recognised program and sub program areas familiar to local government in this State and as contained in the (Local Government) Financial Management Regulations 1996. Note that not all sub programs have been included as some, such as Aerodromes for example, have no impact on the activities of the Shire of Nannup.

The program and sub program areas are also numbered in a manner consistent with Council's annual budget to enable ready correlation to direct expenditure amounts. The program numbers and titles contained within this plan are as follows:

- 3.....General Purpose Funding
- 4..... Governance
- 5..... Law, Order and Public Safety
- 7..... Health
- 8..... Education and Welfare
- 9..... Housing
- 10.....Community Amenities
- 11.....Recreation and Culture
- 12..... Transport
- 13..... Economic Services and Tourism

The information in the plan is designed to be easily understood, meaningful and have measurable targets. There are a number of appendices referred to throughout the document which in the main represent existing planning spreadsheets. This plan updates Council's existing Forward Plan 2008/09 to 2012/13 and complies with the Local Government Act 1995. The Local Government Act stipulates that a full review and reprint of a Council's Forward Plan is to occur at least once every two years.

The majority of the anticipated practical outcomes highlighted in this plan have been arrived at through the examination of the prior plan and the information that it contained, as well as picking up on initiatives raised in the past two years including the last Community Planning Day held on 14 March 2009. Also contained within the draft plan are a number of philosophical statements that reflect Council's anticipated position on a range of issues.

It is anticipated that comment on the draft plan will be sought up until 30 April 2010 with Council considering the finalisation of the plan at its May 2010 meeting. Council is in a position to extrapolate the initiatives contained in its Forward Plan into its draft 2010/11 budget which is also likely to be presented for the first time at the May 2010 meeting.

The plan has been developed in house and therefore ownership is contained solely by those who have developed it - that is the Council and the community of Nannup.

Introduction

Section 5.56 (1) of the Local Government Act 1995 simply states *a local government is to plan for the future*. This plan represents the Shire of Nannup's compliance with that section as well as being an important management, operational, and community document.

Council's current Forward Plan was adopted on 22 May 2008 and this review and rewrite is the two year update of that document. The majority of initiatives contained in the current plan scheduled for completion in the first two years of that plan (that is by now) have been completed – the major project of the Nannup TimeWood Centre aside which Council resolved to discontinue in November 2009.

Community input is paramount to the process of developing this plan which intends to set the future focus of the community and be the cornerstone of future decision making. This plan embraces a five-year period from 2010/11 to 2014/15 and is recommended to be reviewed annually to ensure that it continues to look five years ahead. Extending the plan to a period of 10 years was been considered however is not practical given the constantly changing funding arrangements that Council is faced with as well as the reform process currently be faced by the local government sector in Western Australia.

The development of this plan has provided Councillors and senior staff with an opportunity to look at the Shire on a holistic basis as both a business and as an organisation in order to:

- Determine a purpose and direction for the organisation.
- Establish goals and targets for both the Shire and changes occurring within the community and society as a whole.
- Develop strategies together with a process of implementation to achieve the above.

This plan represents the outcome of this process. It provides a clear direction for Council in future decision making as well as a monitoring framework to ensure that both the direction and the purpose identified for the Shire are being achieved as a whole. The plan identifies the "Vision", a "Mission" and "Values" for the Shire. The Vision represents the picture of the desired future for the organisation, whilst the Mission is a shared understanding by Councillors and staff as to how it will be construed with the Values. The Mission identifies those issues considered most important in the day to day operations of the business.

The Shire of Nannup, in wishing to remain an autonomous local government authority in this State, faces some immense financial challenges if it is to deliver community needs and local government requirements. The success of this plan will depend on the degree of teamwork that is demonstrated by Councillors and staff in working together to achieve the potential which this district clearly has.

Background History of Shire of Nannup

The Shire of Nannup was founded in 1834. It covers an area of over 3,000 square kilometres and embraces the town and localities of Nannup, Donnelly River, Bidellia, Carlotta, Cundinup, Scott River, Lake Jasper, Darradup and Barrabup.

In general the population is spread throughout the Shire with most congregating in the town of Nannup. The word “Nannup” comes from the Noongar people and interprets as “stopping place”.

The Shire of Nannup is bounded by the Shires of Augusta-Margaret River to the west, Manjimup to the south-east, Bridgetown-Greenbushes to the north-east, Donnybrook-Balingup to the north and Busselton to the north-west. The southern boundary is defined by the Southern Ocean.

The Shire of Nannup is the second largest Shire in the South West Region with approximately 160 kilometres of sealed and 380 kilometres of unsealed roads. The Shire also has one of the largest number of bridges of any local government in the State.

Situated 288 kilometres from Perth, the town of Nannup (originally Nannup Brook) is the principal town within the Shire and was gazetted on 9 January 1890 with timber and dairying industries being its major support. The land around Nannup was originally known as the Lower Blackwood which was administered by the Lower Blackwood Road Board and the Nannup Road Board in August 1925. The Nannup Shire Council evolved in 1961.

The town of Nannup is served by the Brockman and Vasse Highways while the Blackwood River offers the community a wealth of support and opportunities.

Over eighty-five percent of the Shire is under forest, however the rich soils, high rainfall and an excellent climate also provides ideal conditions for a wide range of agricultural activities, including dairying, beef cattle, horticulture, aquaculture, agroforestry, viticulture and hobby farming or small acreage subdivisions.

The town is serviced well and is blessed with a number of nature and recreational reserves, and public buildings. Environment and heritage issues play a large part in the community's culture.

Very little secondary industries exist and while there is kindergarten to Year 10 schooling available, lack of work opportunities is impacting on the Shire's population and future development.

The Shire has a climatic that reflects on community life with what is best described as “Mediterranean” which is characterised by hot, dry summers and cold, wet winters.

There is a reasonably high rainfall averaging between 900 mm and 1,000 mm which peaks in June, July and August.

While a train line no longer exists 31 March 1909 saw the construction of a railway from Jarrahwood to Nannup which then linked to the South Western Railway.

Tourism plays a large role in the life of the community which in its marketing approach describes the Shire of Nannup as “*the Garden Village*”.

Acknowledgements

“Contributors to the Forward Plan”

Sincere thanks are extended to the following contributors to the 2010/11 - 2014/15 Forward Plan as without their vision and commitment the Plan could not have evolved.

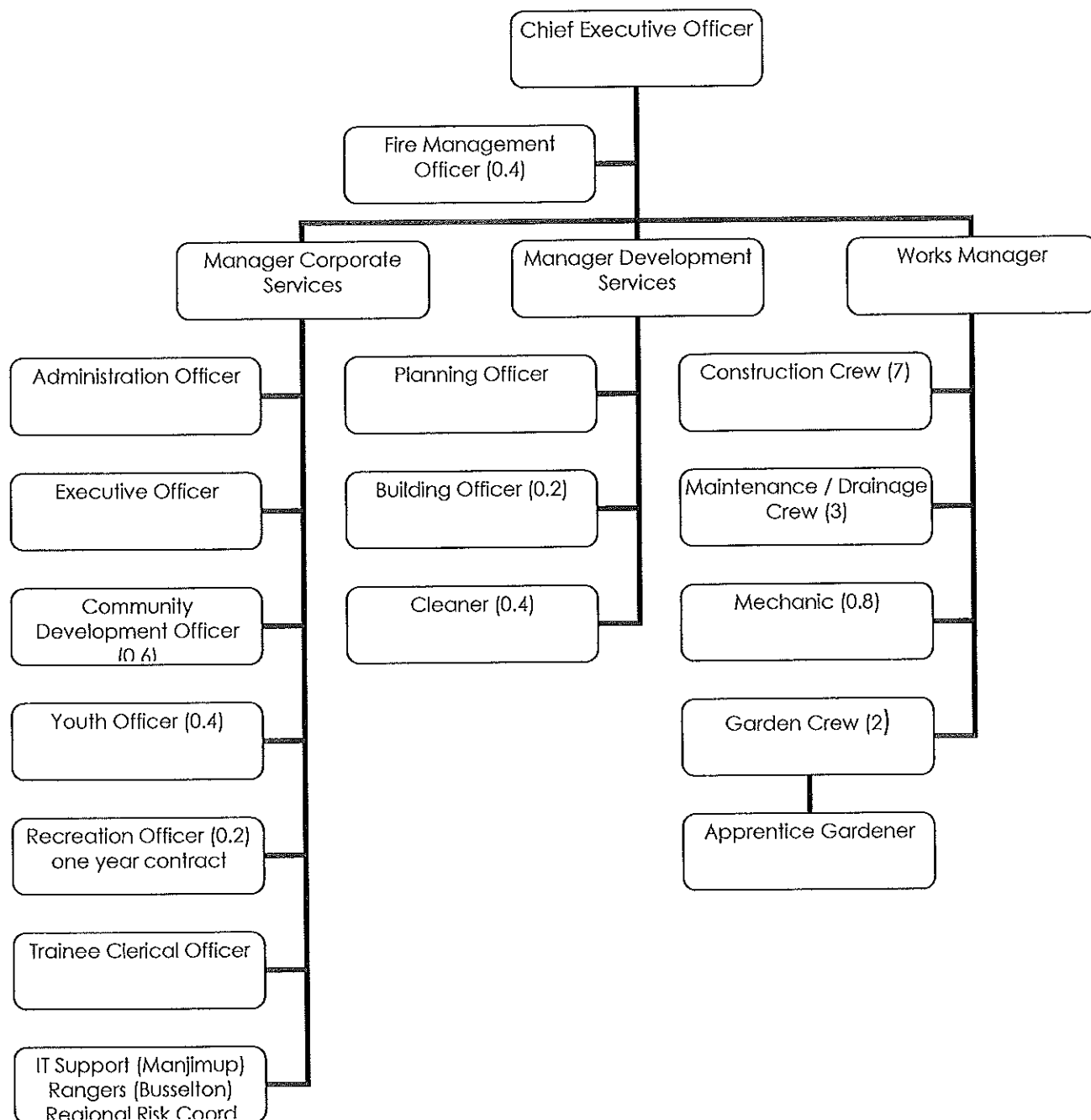
The Community
Community Groups
Stakeholders
Shire Staff

Barbara Dunnet	Shire President
Stephanie Camarri	Deputy Shire President
David Boulter	Councillor
Robin Mellema	Councillor
Tony Dean	Councillor
Charles Gilbert	Councillor
Carol Pinkerton	Councillor
Joan Lorkiewicz	Councillor
Shane Collie	Chief Executive Officer
Craige Waddell	Manager Corporate Services
Chris Wade	Works Manager
Ewen Ross	Manager Development Services
Louise Stokes	Community Development Officer

Key Business Statistics as at 30 June 2010

Area of Shire:	3,100	square kilometres (approx)
Length of Sealed Roads:	160	kilometres
Length of Unsealed Roads:	380	kilometres
Population:	1,260	
Number of Electors:	1,008	
Number of Dwellings:	747	
Total Rates (estimate):	\$900,000	
Operating Revenue (estimate):	\$3,000,000	
Number of Full-Time Employees:	23	

Shire of Nannup Organisational Chart as at 30 June 2010



Glossary of Terms

The following definitions describe the meanings of terms utilised throughout this plan.

Vision	The objective that the organisation strives to achieve in a philosophical and practical sense. The vision is a constant target and represents a proactive and measurable challenge.
Mission	This does not propose a solution but provides a shared understanding to all individuals in the organisation. It supports the Vision and is what is done to reach the Vision.
Values	These are the basic human values team held up as important and which will be sought to be aspired to in the organisation for all to acknowledge as part of the organisation.
Stakeholders	These are the many entities, organisations and individuals who have a stake in the future of the organisation in that they influence our future and our future planning.
Trends	Anticipated future direction in such areas as economic, social, environment, politics, and technology which could affect the organisation's business in the long term. Trends are viewed as changes that are continually occurring.
Strengths, Weaknesses, Opportunities and Threats (SWOT)	Identifies the organisation's present strengths and weaknesses, as well as threats to the organisation which can be countered by identified opportunities. A SWOT analysis provides planning opportunities to turn weaknesses into strengths and threats into opportunities. This information has been updated from the 2009 planning process and refined where needed to ensure relevance.
Achievements	List of achievements 2000 to 2009 updated from the March 2009 Community Planning Day.
Community Initiatives	Lists a range of initiatives raised by the community at the March 2009 Community Planning Day. Taken from the section "What do we want Nannup to look like in five years time?" Where applicable and sanctioned by Council initiatives raised here have been incorporated into the relevant Action Plans
Action Plans	The allocation of functions or actions for practical application. Identifies the what, how, when and why Having identified the Critical Success Factors and associated Key Actions required to accomplish the Strategic Plan together with the people responsible for implementation, it is necessary to allocate. These are implemented through Action Plans.

Vision

The Vision Statement for Shire of Nannup is

“To foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development.”

Mission

The Mission Statement for Shire of Nannup is

“The Shire of Nannup will deliver quality services, facilities and representation in order to achieve our Vision .”

Values

We will promote and enhance the following values in all our relationships with our community

- **Honesty** ... in our dealings
- **Integrity** ... in our actions
- **Consistency** ... in decision making
- **Teamwork** ... in our operations
- **Respect** ... for others and their decisions
- **Caring** ... for people in our community
- **Commitment** ... to decisions and roles
- **Responsive** ... to the needs of others
- **Effective communication** ... with all

Stakeholders

The Shire of Nannup has identified the following groups as stakeholders

- Residents and non-resident ratepayers
- Community groups
- Visitors
- Councillors and staff
- Small Business and Service Industries
- Light and Heavy Industry
- Rural Industry
- State and Federal Governments
- Neighboring local governments
- Commercial operators
- Media

Trends

Trends that may affect the Shire of Nannup's operations in the future include

LOCAL GOVERNMENT

- Declining number of community volunteers
- More statutory compliance
- Decreasing funding
- Rate base
- Increasing devolution of responsibilities from State and Federal governments
- Greater community expectations
- Increasing push for rationalisation of councils

ECONOMICAL

- Real Estate/Developer opportunities
- Changes to viticulture and horticulture industries
- More environmental constraints
- Decline in access to natural resources
- Increase in traffic volume including heavy haulage
- Reduced grant monies
- Status of Native Timber Industry
- Globalisation
- Status of Local Governments

TECHNOLOGICAL

- Increased internet and communication services
- Continual change – obsolete equipment
- Mobile Telephone Coverage
- Increased natural resources extraction technology
- Privacy and security
- Wastage
- Human resource training
- Waste management
- The way we do business

SOCIAL

- Ageing community
- Education – alternative methods and availability
- Competition and crime
- Increase in part-time work
- Change in traditional family
- Change in family values
- Less volunteers
- Lifetime careers reducing
- Increased community expectations
- Increased \$ expectation of youth/younger people
- Young people becoming more sophisticated
- Young people leaving town
- People becoming more transient
- People become their own business

ENVIRONMENTAL

- More eco-tourism
- Management of waste
- Timber industry restructure
- More pests and weeds
- Changing attitudes and knowledge of community
- Environment controlled by “higher” authorities
- Environmentalists becoming more active
- Conflicts in land usage
- More importance in use of Blackwood River
- Native Title
- Exploitation of natural resources
- Coastal access and management

SWOT

Strengths, Weaknesses, Opportunities, Threats

Strengths

- Small community size
- Position and location – river, climate, centralised position in South West
- Accessibility of Councillors
- Staff stability
- Active community members
- Development potential
- Subterranean water
- Diversity
- Controlled development
- Area available for broadscale agricultural development
- Heritage charm of Nannup
- Diversity of skills
- Landscape
- Lack of vandalism
- Lifestyle
- Lack of pollution

Weaknesses

- Size of area – freehold versus DEC
- Size – area versus population
- Poor communications ... access to modern technology
- Development verses no change conflict
- Transportation ... condition of roads, public transport, location of Shire
- Limited population number
- Lack of service industries
- Limited revenue base
- Lack of development – industries etc
- Lack of employment opportunities
- Low socio-economic status
- Sustainability
- Fractures/poor cohesion within the community

Opportunities

- Tourism
- Wineries
- Timber craft
- Tele-commuters
- Increased regional horticulture
- Forests - natural
- History
- Industries – value adding
- Coastline development
- Eco tourism – wilderness affect
- Regionalisation/resource sharing ... economic alliance
- Farm forestry
- Population growth
- Arts
- Centre-of-excellence ... training ... eg woodwork
- Nannup Tiger

Threats

- Regionalisation and amalgamation
- Tourists
- Economic viability
- Population growth
- Political insignificance
- Native Title
- Reducing grants
- Limited resources – financial and human
- Limited rate base
- Environmental issues
- Competing ideals
- Lack of medical support
- Devolution of responsibilities from State an Federal Government to Local Government
- Lack of understanding of Council operations
- Community division – community expectations
- Ineptitude attitudes to change
- Spread and distance of community services/markets/employees

Achievements

- Skate park
- Mowen Road construction commenced
- Underground Power installed
- Introduction of recycling
- Graphite road sealed to Manjimup
- Nannup Amphitheatre established
- Hospital upgraded
- Character of the town has been preserved
- Rose garden in front of Community House
- Chemist established in town
- Garden Village theme established and maintained
- Youth Advisory Committee continues to operate well
- Residential land development proceeding
- New ambulance hall and second ambulance
- Continued low crime rates
- Diversification of the economy
- Cundinup link roads all sealed
- Improvements made at Barrabup Pool
- Growth of Nannup Music Festival
- Old Railway Bridge restored for pedestrian access
- Fight to save the Yarragadee achieved purpose
- Tower lighting on the football oval/ bowling club
- Bike rack and feature seating completed
- Security of the Nannup Timber Mill
- Very little graffiti or vandalism
- Employment of Community Development Officer
- Entry statement – garden gates
- Telecentre established and expanding
- Attracted a major winery to Nannup
- Marinko Tomas park upgraded
- Plans underway for a dedicated child care centre
- Cricket Club established and nets provided
- Attracted professional people – help Nannup gain better way of life
- Leveled the football oval, drainage and reticulation
- Ablution Blocks completed Foreshore and Riversbend Caravan park
- Milyeannup Coast Road sealed to Scott River
- New golf club started
- Timberline and Munda Bididi trails completed
- Town Hall and historic chairs upgraded
- Increased mobile phone coverage
- Deep sewerage
- ADSL implemented
- Coastal Management Plan completed
- Forest Rally continues to grow
- Volunteer bush fire brigades have grown and are well equipped
- Employment of Fire Management Officer
- Footpath program continues

Community Initiatives

The following initiatives were raised at the March 2009 Community Planning Day and where applicable and sanctioned by Council initiatives are carried forward into Action Plans.

“What do we want Nannup to look like in five years time?”

- Rejuvenated Business Centre
- Main street pavements upgraded
- Street seating and more parking
- Employment for youth
- Upgrade Recreation facilities
- Gymnasium for everyone
- Heated swimming pool
- Integrated Recreation and Leisure centre with a Health and Wellbeing centre
- Community centre with office space
- Sport and Recreation Association
- Heritage Museum
- Attract new business to town
- Senior's Centre
- Nursing Home / Hostel
- Retirement units and expansion of Danjangerup Cottages
- Increased rentals / affordable housing
- Emergency Response Plan
- Communication with neighbouring Shires
- Siren for townsite emergencies
- Tourist map for trails
- Tourism Strategy
- Tourism Icons and more activities
- Millwood Tower relocated as tourist development and fire lookout
- Tourism and recreation development of Tank Seven
- Increased use of Nannup Amphitheatre
- Corporate support for Nannup Amphitheatre
- Promotion of natural assets
- Improved access to Zircon Falls
- Focus on Indigenous
- Increased access to State Forests
- More funding from DEC
- Tourism survey to visitors
- Keep tourists up to date with better information
- Dedicated youth space
- Programs for youth including activities and events
- Off Road Vehicle Access Area progressed
- Movies for youth
- ABC radio coverage
- Improved mobile phone coverage
- Lobby Government for improved services
- Bigger Telecentre

- Improved medical facilities
- Professional services including Mental Health
- Resident General Practitioner
- Improved school with quality education
- Long term school Principal
- Employment and training opportunities for youth
- Public transport on school holidays
- Weekly bus service to Manjimup and Busselton
- Community Bus
- Gas available at Petrol Stations in town for vehicles
- Cultural and Heritage museum
- Increased awareness of the environment
- Improved weed control
- Improved feral animals eradication program
- Education program on control of feral animals
- Solar power utilised
- Rates relief and Council incentives for new businesses to town
- Chamber of Commerce
- Improved Barrabup Pool access for recreational fishing
- "Buy Local" campaign
- Lolly shop in main street
- Consistent trading hours, seven days per week by traders
- Supermarket site identified at Higgins Swamp
- Improved child care services
- Day Care service
- Long term plan for a community/family centre
- Improved library service
- New tennis and basketball courts
- Major upgrade for Nannup District High School with air-conditioning to classrooms
- Collocation of Telecentre and Visitor Centre to progress
- Improved recycling program
- Recycling program to include Cockatoo Valley, Jalbarragup, Archdall Park
- A full time Planner at the Shire Office
- More mobile phone towers
- Increased funding for HACC
- More TAFE classes
- More Homeswest housing for the elderly
- Hydrotherapy pool
- Bingo nights for seniors
- Green Corps program reinstated
- Better variety in shops in town
- More traineeships for youth in Health, DEC, Forest Products, Welding, Building, Catering, Mechanical and Education.
- More regular doctor service
- Fitness program for all ages with resources
- Sealed road in cemetery
- More community meeting rooms
- Home for Nannup Music Club
- Clock to be re-incorporated into TimeWood Centre
- Safe bike path from Cockatoo Valley to town

- Adult education classes
- Locum doctor
- More after school activities
- Mobile dental service
- Bank that has facilities on weekends and after hours
- 'Recycle Shop' at local rubbish tip
- Increase in local fishing angling facilities
- Community garden scheme
- More advertising of what family services are available in the Shire.
- Improved grading of Shire roads
- Increased funding for Nannup Volunteer Resource Centre and volunteer based activities
- More recycling bins at Nannup Rubbish tip.
- Community sculpture park
- Healing path for addiction/depression along lines of Steps program for Alcoholism
- Sculpture gate entrance at Marinko Tomas statue
- More clustered tables, BBQ's and chairs at Marinko Tomas park
- Small fenced toddlers area with shade cover
- Climbing frame same as per Donnybrook Apple Fun Park
- More swings
- Move current Telstra Tower out of main street
- Protect the 'smallness' of the town
- Nannup Shire to be GM Free
- Nannup Shire to be fluoride free
- More walking and cycling trails
- Improved signage on trails
- More local events at Nannup Amphitheatre
- Swinging suspension bridge at end of Kearney St over Blackwood River
- Nannup to promote as a 'cycle friendly town'
- Scott River has it's own social venue

Action Plans

ABBREVIATIONS

CEO	Chief Executive Officer
MCS	Manager Corporate Services
WM	Works Manager
MDS	Manager Development Services
CDO	Community Development Officer

Critical Success Factor:	Specific to the Sub Program area, this measure is considered critical for the organisation to accomplish to successfully implement this Forward Plan
Action Title:	Summarises the specific action intended as part of the Sub Program area. Very much linked to the Critical Success Factor in the Sub Program area
Detail of Actions Required:	Summary of what is to be done
Action:	The course of action proposed to be undertaken
Reason:	Why a certain action should be undertaken
Expected Outcome:	What is anticipated to occur as a result of the action
Estimated Cost and Completion Year:	Estimated cost and year scheduled for completion. May be a task undertaken with existing resources or operating budget
Officer Assigned:	The person responsible for the completion of the action though not necessarily the person who implements it

Program 3 General Purpose Funding

Sub Program 3.1 Rates

CRITICAL SUCCESS FACTOR:

To ensure the sufficient raising of funds through the rating system

ACTION TITLE (Brief Description):

Implement and maintain a rating system that is fair and equitable

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<i>Action:</i>	Future rate increases to be at or above CPI and more closely linked to the LGCI	Council decision annually	Council decision annually	Council decision annually	Council decision annually	Council decision annually	MCS
	<i>Reason:</i>	Council resolution August 2009 after identification of low rating effort						
	<i>Expected Outcome:</i>	Maximise own source revenue and to be financially sustainable						
B	<i>Action:</i>	Council actively seek to achieve the Grants Commission overall assessed rates capacity by reasonable incremental increases	\$940,000	\$990,000	\$1,050,000	\$1,110,000	\$1,165,000	MCS
	<i>Reason:</i>	Council resolution August 2009 after identification of low rating effort						
	<i>Expected Outcome:</i>	Balanced budget. To maximise own source revenue						
C	<i>Action:</i>	That Council review the relativities of rate contributions from the GRV and UV sector	Staff resources and Council decision making on an annual basis per adopted August 2009 Strategic and Organisational review report					MCS
	<i>Reason:</i>	To bring in line with the Grants Commission assessed capacity and surrounding areas						
	<i>Expected Outcome:</i>	Rating system that is fair and equitable						

Program 3 General Purpose Funding

Sub Program 3.2 Other General Purpose Funding

CRITICAL SUCCESS FACTOR:

To maximise externally raised income sources for community sanctioned activities and programs

ACTION TITLE (Brief Description):

Actively seek alternative funding sources through political or other means

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Develop a rolling grant access program to continually be sourcing external funds</p> <p><i>Reason:</i> Reduce the reliance on rate income as the major source of funding Community activities and programs</p> <p><i>Expected Outcome:</i> Projects will be initiated which source funds predominantly from external sources</p>	<p>Staff resources and operating budget</p>						CDO
B	<p><i>Action:</i> Actively seek sponsorship for projects and activities that are identified as beneficial to the community</p> <p><i>Reason:</i> Reduce the reliance on rate income as the major source of funding Community activities and programs</p> <p><i>Expected Outcome:</i> Projects will be initiated which source funds predominantly from external sources</p>	<p>Staff resources and operating budget</p>						CDO
C	<p><i>Action:</i> Monitor or undertake hearings (as appropriate) for Grants Commission funds</p> <p><i>Reason:</i> To maximise income from the Grants Commission</p> <p><i>Expected Outcome:</i> That income is maximised</p>	<p>Staff resources and operating budget</p>						MCS

Program 4 Governance

Sub Program 4.1 Members of Council

CRITICAL SUCCESS FACTOR:

To be an effective and representative policy and decision making body providing good government to the district of Nannup

ACTION TITLE (Brief Description):

Ensure Council remains a well functioning, informed decision making body

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned	
			10/11	11/12	12/13	13/14	14/15		
A	<i>Action:</i> That Council member numbers be reduced to 6 at the next Council elections in October 2011	That Council member numbers be reduced to 6 at the next Council elections in October 2011		Staff resources and operating budget					CEO
	<i>Reason:</i>	Council resolution August 2009 consistent with Ministerial direction							
	<i>Expected Outcome:</i>	That Council numbers be reduced to 6 in October 2011							
B	<i>Action:</i> Consideration be given to conducting postal voting at future Council elections	Consideration be given to conducting postal voting at future Council elections	Staff resources and operating budget						CEO
	<i>Reason:</i>	History has shown voter turn out to increase with postal voting (and cost)							
	<i>Expected Outcome:</i>	That a report be submitted to Council on the merits of returning to a postal voting system							
C	<i>Action:</i> Review current financial reporting requirements to Councillors	Review current financial reporting requirements to Councillors		Staff resources and operating budget					MCS
	<i>Reason:</i>	To determine the appropriateness of existing reporting							
	<i>Expected Outcome:</i>	Identification of the gap between expectations and current practices							

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DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
		10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> Promote voter turnout at local government elections</p> <p><i>Reason:</i> The greater the voter turn out the greater the mandate to undertake decisions on behalf of the community</p> <p><i>Expected Outcome:</i> More active participation in community affairs and members of the community deciding by majority vote who will take decisions on their behalf</p>		Staff resources and operating budget		Staff resources and operating budget		CEO
E	<p><i>Action:</i> Conduct orientation and introduction day for newly elected Council members</p> <p><i>Reason:</i> To ensure Council members develop skills and become familiar with their roles and responsibilities as soon as possible after election</p> <p><i>Expected Outcome:</i> A well functioning, effective and efficient peak community decision making local government authority</p>		Staff resources and operating budget		Staff resources and operating budget		CEO
F	<p><i>Action:</i> Conduct annual road/facility inspection (April)</p> <p><i>Reason:</i> To ensure Council members gain a practical and first hand knowledge of Council projects inclusive of works undertaken, those planned and those identified as being needed</p> <p><i>Expected Outcome:</i> First hand knowledge of issues which should aid in the decision making process of Council, in particular budget allocations</p>	Staff resources and operating budget					WM

Shire of Nannup
 FORWARD PLAN – 2010/11-2014/15

DETAILS OF ACTIONS REQUIRED			Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
G	<p><i>Action:</i> Attendance at Councillor training modules and local government conferences is undertaken</p> <p><i>Reason:</i> To ensure Council members develop or retain the skills appropriate to be effective Council members</p> <p><i>Expected Outcome:</i> A well functioning, effective and efficient peak community decision making local government authority</p>	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	CEO	

Program 4 Governance

Sub Program 4.2 Governance - General

CRITICAL SUCCESS FACTOR:

To provide a management and administrative structure which adequately services Council and the community

ACTION TITLE (Brief Description):

Optimise efficiency in administration through best practice

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Identify any areas of skills training required by staff</p> <p><i>Reason:</i> To assess the available skills and ensure the organisation is best served by officers who have the appropriate skills to undertake the tasks required</p> <p><i>Expected Outcome:</i> Optimise staff skills and identify skill shortages – optimise use of human resources</p>		Staff resources and operating budget					CEO
B	<p><i>Action:</i> Ensure all staff performance reviews are undertaken in accordance with contracts</p> <p><i>Reason:</i> Legal obligation and ensures staff are appropriately trained and resourced to undertake the tasks required</p> <p><i>Expected Outcome:</i> Performance is as required and any areas of improvement are identified and actioned</p>		Staff resources and operating budget					CEO
C	<p><i>Action:</i> Review Council's local laws, policy manual and delegation register</p> <p><i>Reason:</i> To ensure relevance and compliance with law</p> <p><i>Expected Outcome:</i> That the reviews be undertaken</p>		Local laws by internal staff resources in 2010/11. Delegations to be reviewed annually per statute and policy manual to be reviewed in 2011/12 after completion of review 2009/10					CEO

Shire of Nannup
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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Conduct an induction process with all new staff To ensure staff are familiar with the working environment of the organisation and that appropriate risk management procedures are understood Adequately informed new staff members	As new staff commence in any of these years. Task delegated to appropriate officer when applicable.					CEO
E	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Review this Forward Plan annually in March and reprint once every two years Plan must be updated to keep up with changing expectations and responsibilities A relevant and achievable plan	Review	Review & Reprint	Review	Review & Reprint	Review	CEO
F	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Implement five year Councillor and office equipment replacement program (Appendix 1) Replacement of depreciated assets is a fundamental requirement for functioning Maximum economic utilisation of assets with funds available when required for replacement	\$23,000	\$12,500	\$19,000	\$25,000	\$16,000	MCS
G	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Maintain a staff structure capable of the delivery of the Forward Plan and essential Shire services To ensure effective delivery An appropriate level of service to the community is maintained	Operating budget					CEO

Shire of Nannup
FORWARD PLAN – 2010/11-2014/15

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
H	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Maintain Shire website To ensure stakeholders are able to access all relevant Council information That stakeholders have the ability to access information	Staff resources and operating budget					MCS
I	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Review Customer Service Charter, Code of Conduct and Information Booklet To ensure up to date and relevant documentation That the reviews be undertaken	Customer Service Charter review 2010/11, Code of Conduct as statutorily required (within 12 months after ordinary elections hence 2011/12) Information Booklet reviewed annually for sending out with rates					CEO
J	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Conduct once weekly inside staff meetings Enables staff to raise issues and be up to date on matters Liaison and communication on matters is undertaken	Staff resources					CEO
K	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Implement Shire Record Keeping Plan Recognised best practice to have records stored and retained in an appropriate and legal manner That compliance with legislation is obtained	Staff resources and operating budget					MCS

Shire of Nannup
FORWARD PLAN – 2010/11-2014/15

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
L	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Develop and implement an enterprise wide Risk Management Plan To develop a culture, processes and structures directed towards the effective management of risk Protection of the reputation of Council and the provision of a safe working environment	Staff resources and operating budget					MCS
M	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Complete annual compliance audit report To comply with the Local Government Act 1995 Compliance acceptance	Staff resources and operating budget					CEO
N	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Continue to provide annual office traineeship Local employment Traineeships are retained and local employment served	Operating budget of salaries and wages					MCS
O	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Transfer adequate funds to reserve to fund future long service leave obligations (Appendix 3) So that the financial impost of funding long service leave is cash backed and is not high in any one year That the reserve transfers take place	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	MCS
P	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Transfer adequate funds to reserve to fund the five year Councillor and office equipment replacement program (Appendix 1) So that the financial impost of funding the purchases is spread over a number of years That the reserve transfers take place	\$10,000	\$10,000	\$20,000	\$20,000	\$20,000	MCS

Program 4 Governance

Sub Program 4.3 Civic Functions and Public Relations

CRITICAL SUCCESS FACTOR:

To foster community involvement and information exchange in Council and community activities and functions

ACTION TITLE (Brief Description):

Conduct activities that promote positive relationships throughout the community

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> That quarterly community consultation meetings be held including the consideration of holding Council forums in other regions of the Shire</p> <p><i>Reason:</i> To enable Council members to meet informally with constituents</p> <p><i>Expected Outcome:</i> That Council members and community members interact and ideas be exchanged</p>	<p>That quarterly community consultation meetings be held including the consideration of holding Council forums in other regions of the Shire</p>	<p>Staff resources and operating budget. Council member time. Quarterly community consultation meetings arranged by CDO.</p>					CEO
B	<p><i>Action:</i> Produce monthly Shire notes and media releases</p> <p><i>Reason:</i> To ensure members of the community are informed of Council issues</p> <p><i>Expected Outcome:</i> Greater knowledge in the community of Council related matters</p>	<p>Produce monthly Shire notes and media releases</p>	<p>Staff resources and operating budget</p>					CEO
C	<p><i>Action:</i> Conduct Australia Day awards presentations and Citizenship ceremonies</p> <p><i>Reason:</i> Promote civic pride and community achievement in the district</p> <p><i>Expected Outcome:</i> The successful holding of the functions and awards</p>	<p>Conduct Australia Day awards presentations and Citizenship ceremonies</p>	<p>Operating budget</p>					CDO

Program 5 Law Order and Public Safety

Sub Program 5.1 Fire Prevention

CRITICAL SUCCESS FACTOR:

To provide, develop and manage fire services in response to community needs

ACTION TITLE (Brief Description):

Provide the appropriate level of resources to fire prevention activities

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> FESA Capital Equipment Replacement Program</p> <p><i>Reason:</i> To provide continued replacement of fire appliances and building upgrades as required.</p> <p><i>Expected Outcome:</i> Fire appliances are replaced when due. Building improvements are funded.</p>		Shed Scott River \$50,000					CEO
B	<p><i>Action:</i> Complete FESA Operating budget submission annually</p> <p><i>Reason:</i> Maximise operating funds available to brigades</p> <p><i>Expected Outcome:</i> Ongoing effective operation of volunteer bushfire brigades</p>	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000		CEO
C	<p><i>Action:</i> Continue to lobby for and/or fund a part time Fire Management Officer</p> <p><i>Reason:</i> To be able to provide an adequate fire fighting response in the district</p> <p><i>Expected Outcome:</i> Active district brigade who are trained and fire ready</p>	Council \$10,000 FESA \$30,000	Council \$10,000 FESA \$30,000	Contract Review				CEO

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DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
		10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> Arrange for the undertaking of Annual Firebreak Inspections</p> <p><i>Reason:</i> Ensure compliance with Firebreak Order</p> <p><i>Expected Outcome:</i> Potential fire hazards are minimised in the district</p>	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	CEO
E	<p><i>Action:</i> Review District Fire Management Plan</p> <p><i>Reason:</i> Compliance with Emergency Services Act 2005 as Council is the agency responsible for district Fire Management</p> <p><i>Expected Outcome:</i> Plan is completed and enacted</p>	Staff resources and operating budget					CEO
F	<p><i>Action:</i> Review district Strategic Firebreaks</p> <p><i>Reason:</i> The management of strategic firebreaks has in some areas fallen to Council where fire control on private property remains property owner responsibility</p> <p><i>Expected Outcome:</i> That the review be undertaken and a report with any recommended actions be presented to Council</p>	Staff resources and operating budget					CEO
G	<p><i>Action:</i> Maintain strong relations with DEC Fire Personnel</p> <p><i>Reason:</i> DEC control over 85% of land in the district, the majority which is of significant fire risk</p> <p><i>Expected Outcome:</i> Potential fire hazards are minimised in the district</p>	Staff resources – philosophy.					CEO

Program 5 Law Order and Public Safety

Sub Program 5.2 Animal Control

CRITICAL SUCCESS FACTOR:

Provide an appropriate level of service in the area of animal control

ACTION TITLE (Brief Description):

Ensure legislation applicable is implemented and enforced

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned	
			10/11	11/12	12/13	13/14	14/15		
A	<i>Action:</i> Review the provision of ranger services from the Shire of Busselton	Review the provision of ranger services from the Shire of Busselton	Staff resources and operating budget						MCS
	<i>Reason:</i>	To ensure an adequate service is provided and value for money obtained							
	<i>Expected Outcome:</i>	That the review be undertaken							
B	<i>Action:</i>	Ensure all dogs within the district are registered	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		MCS
	<i>Reason:</i>	Compliance with Dog Act							
	<i>Expected Outcome:</i>	Registrations are 100% of dogs in the district							
C	<i>Action:</i>	Provide animal control service in accordance with relevant legislation	Staff resources and operating budget					MCS	
	<i>Reason:</i>	Compliance with Dog Act and other legislation							
	<i>Expected Outcome:</i>	Appropriate animal control is undertaken in the district							

Program 5 Law Order and Public Safety

Sub Program 5.3 Other Law Order and Public Safety

CRITICAL SUCCESS FACTOR:

Support other emergency service providers in the district

ACTION TITLE (Brief Description):

Undertake actions that impact positively on other emergency service providers in the district

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Submit capital and operating grants to FESA for the Nannup SES Supporting SES operations Adequately resourced unit	Self supporting, no cost to Council					CEO
B	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	LEMAC participation Support of LEMAC activities is a statutory requirement and represents an overall community benefit Active and well functioning LEMAC committee	Staff resources and operating budget					CEO
C	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Review LEMAC district arrangements and Local Recovery Plan Statutory requirement That the plans be reviewed and amended if required	Staff resources and operating budget					CEO

Program 7 Health

Sub Program 7.1 Health Inspection and Administration

CRITICAL SUCCESS FACTOR:

Provide an environmental health service commensurate with community expectations and statutory requirements

ACTION TITLE (Brief Description):

Undertake monitoring and enforcement of environmental health related issues

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<i>Action:</i>	Undertake inspection of food premises in accordance with the Food Act and Food Hygiene Regulations	\$5,000	\$3,500	\$3,000	\$3,000	\$3,000	MDS
	<i>Reason:</i>	Regulatory compliance						
	<i>Expected Outcome:</i>	High standard of food premises within the district						
B	<i>Action:</i>	Implementation of Council's Health Local Laws	\$5,000	\$5,500	\$6,000	\$6,600	\$7,660	MDS
	<i>Reason:</i>	Maintain a sound standard of health and well being in the community						
	<i>Expected Outcome:</i>	Adequate health controls remain in place for the benefit of all citizens						

Program 8 Education and Welfare

Sub Program 8.1 Pre School

CRITICAL SUCCESS FACTOR:

Provision of a suitable community early children’s care facility

ACTION TITLE (Brief Description):

Completion of appropriate building for early childcare activities

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned	
			10/11	11/12	12/13	13/14	14/15		
A	<i>Action:</i>	That Council undertake the development of a day and occasional care facility	\$300,000						CEO
	<i>Reason:</i>	To provide a suitable community early children’s care facility							
	<i>Expected Outcome:</i>	Early childhood needs within the community are adequately catered for							
B	<i>Action:</i>	Finalise funding, business plan, development plans and design for the new day and occasional care facility	Staff resources						CDO
	<i>Reason:</i>	To complete all preliminaries needed for tenders to be called for construction							
	<i>Expected Outcome:</i>	That Council is in a position to call tenders for the upgrade							
C	<i>Action:</i>	That Council review the operating lease and maintenance requirements for the community pre-school building	Refer Appendix 4						MDS
	<i>Reason:</i>	To have in place suitable operating arrangements for the community pre-school							
	<i>Expected Outcome:</i>	Equitable arrangements are put in place							

Program 8 Education and Welfare

Sub Program 8.2 Aged and Disabled

CRITICAL SUCCESS FACTOR:

Services are made available as best as practicably possible for disadvantaged members of the community

ACTION TITLE (Brief Description):

Seek to positively influence agencies with the role of providing disabled and aged services within the community

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Implement and Review Disability Access and Inclusion Plan</p> <p><i>Reason:</i> Statutory requirement and enables access and inclusion for community members with disabilities</p> <p><i>Expected Outcome:</i> That the review be completed</p>	<p>Staff resources and operating budget as priority enables</p>						CDO
B	<p><i>Action:</i> Assist the Danjangerup Cottages Committee in the construction of additional aged accommodation</p> <p><i>Reason:</i> Council is in a position to assist with headworks and site works for new units</p> <p><i>Expected Outcome:</i> That assistance is given where possible</p>	<p>Assist per normal budget request process</p>						CEO
C	<p><i>Action:</i> Include in works allowances for disabled and aged citizens such as tactile indicators for footpaths</p> <p><i>Reason:</i> Assist those less able in the community to access the same level of service as other citizens</p> <p><i>Expected Outcome:</i> Access for all</p>	<p>As required when works are committed from budget</p>						WM

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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> Develop and implement seniors activities</p> <p><i>Reason:</i> To assist in service provision for seniors within the community</p> <p><i>Expected Outcome:</i> That the seniors activities are prepared and implemented</p>	<p>\$2,000</p>	<p>\$2,000</p>	<p>\$2,000</p>	<p>\$2,000</p>	<p>\$2,000</p>	CDO	
E	<p><i>Action:</i> Develop a policy on contributions to aged persons accommodation</p> <p><i>Reason:</i> To support future expenditures on this activity (Council resolution August 2009)</p> <p><i>Expected Outcome:</i> That a policy be developed</p>	<p>Staff resources and operating budget</p>					CEO	

Program 9 Housing

Sub Program 9.1 Staff Housing

CRITICAL SUCCESS FACTOR:

To ensure that housing stocks are such that suitable accommodation can be made available, if required, for staff

ACTION TITLE (Brief Description):

To retain a small number of houses that can be utilised for staff accommodation

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Develop a staff housing replacement strategy</p> <p><i>Reason:</i> To ensure that housing is retained at a high standard</p> <p><i>Expected Outcome:</i> That housing is replaced or renovated as required and that the strategy is completed</p>	Staff resources and operating budget						CEO
B	<p><i>Action:</i> Update and implement building maintenance plan (Appendix 4)</p> <p><i>Reason:</i> To provide preventative and routine maintenance to staff housing</p> <p><i>Expected Outcome:</i> Correctly maintained buildings</p>	\$10,500	\$7,500	\$8,000		\$5,000	MDS	
C	<p><i>Action:</i> Make loan repayments on Loan 36 Lot 1302 Carey Street (Appendix 2)</p> <p><i>Reason:</i> Legal debt agreement</p> <p><i>Expected Outcome:</i> Debt repaid in accordance with loan schedule</p>	\$9,216					MCS	

Program 9 Housing

Sub Program 9.2 Housing Other

CRITICAL SUCCESS FACTOR:

Manage non staff housing infrastructure owned by the Shire of Nannup in accordance with Council direction

ACTION TITLE (Brief Description):

Develop strategies that plan for the future management of housing owned by the Shire of Nannup and implement any such strategy

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned	
			10/11	11/12	12/13	13/14	14/15		
A	<i>Action:</i>	Finalise GEHA interest in Grange Road duplex by virtue of agreement expiry in September 2010							MCS
	<i>Reason:</i>	Legal debt agreement							
	<i>Expected Outcome:</i>	That the agreement be finalised in September 2010 and the premises being retained in full Council ownership							
B	<i>Action:</i>	That the existing GEHA duplex in Grange Road is converted to an early childcare facility	Refer Action Plan 8.1 (A)					CEO	
	<i>Reason:</i>	Identified by Council 2009 with in principle support given							
	<i>Expected Outcome:</i>	That the upgrade take place in accordance with Council direction							
C	<i>Action:</i>	Update and implement building maintenance plan (Appendix 4)	\$63,500	\$70,000	\$37,000	\$9,500	\$19,000	MDS	
	<i>Reason:</i>	To provide preventative and routine maintenance to other housing							
	<i>Expected Outcome:</i>	Correctly maintained buildings							

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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned	
			10/11	11/12	12/13	13/14	14/15		
D	<i>Action:</i>	Implement discussions with the State housing authority on future State housing programs for the Nannup district	Staff resources and operating budget						CEO
	<i>Reason:</i>	To ensure that there is an appropriate State housing strategy in place							
	<i>Expected Outcome:</i>	That the discussions are held and some direction is obtained							
E	<i>Action:</i>	Review lease and tenant requirements for # 2 Brockman Street (Community House)	Staff resources and operating budget						CEO
	<i>Reason:</i>	It is appropriate that tenancies and lease arrangements are periodically reviewed							
	<i>Expected Outcome:</i>	That the lease be reviewed							
F	<i>Action:</i>	Review freehold land parcels owned by the Shire of Nannup		Staff resources and operating budget					CEO
	<i>Reason:</i>	To determine the most appropriate future use							
	<i>Expected Outcome:</i>	That the review be undertaken							
G	<i>Action:</i>	Review reserve land vested with the Shire of Nannup		Staff resources and operating budget					CEO
	<i>Reason:</i>	To determine the most appropriate future use and status of these land parcels							
	<i>Expected Outcome:</i>	That the review be undertaken							

Program 10 Community Amenities

Sub Program 10.1 Waste Disposal and Recycling

CRITICAL SUCCESS FACTOR:

To provide and manage an efficient and effective waste disposal and recycling service suitable to the requirements of the Nannup community

ACTION TITLE (Brief Description):

Implementation and monitoring of the waste disposal and recycling service contracts in respect of bin collection and tip site services

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<i>Action:</i>	Maintenance of townsite refuse collection service (Green and Yellow)	\$55,000	\$57,750	\$60,637	\$63,700	\$66,853	MDS
	<i>Reason:</i>	Council statutory responsibility per Health Act requirements and community expectations	Based on current contract plus 5% annual increase					
	<i>Expected Outcome:</i>	An effective waste collection service						
B	<i>Action:</i>	Oversee the waste management and recycling contract at the Nannup Waste Disposal site		\$130,000	\$130,000	\$140,000	\$140,000	\$140,000
	<i>Reason:</i>	To provide an effective waste management and recycling service in response to community requirements		New Contract developed for facility				
	<i>Expected Outcome:</i>	An effective waste management and recycling service						
C	<i>Action:</i>	Review the Waste Management Contract when due in 2012		Staff resources and operating budget				MDS
	<i>Reason:</i>	Legal contract requires review when stipulated						
	<i>Expected Outcome:</i>	That the contract be renewed or retendered						

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DETAILS OF ACTIONS REQUIRED			Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> Implement philosophy of cost recovery for waste services less any concession policy instigated by Council</p> <p><i>Reason:</i> Equity in degree of user pays for service as opposed to all ratepayers</p> <p><i>Expected Outcome:</i> That a fair system be introduced</p>		Presently being investigated and future reports to be prepared for Council consideration.					MDS
E	<p><i>Action:</i> Implement Transfer Station at Waste Management Facility – Appendix 4</p> <p><i>Reason:</i> More efficient recycling and disposal of waste</p> <p><i>Expected Outcome:</i> That a transfer station be funded and set up by the end of 2012/13</p>			\$65,000				MDS
F	<p><i>Action:</i> Commence planning for the eventual closure and rehabilitation of the current Waste Management Facility</p> <p><i>Reason:</i> The site is determined to have a useful life of a further 10 years (2020)</p> <p><i>Expected Outcome:</i> That options are investigated and forward planning undertaken well before closure is due</p>		Staff resources or by contract (operating budget)					MDS

Program 10 Community Amenities

Sub Program 10.2 Town Planning

CRITICAL SUCCESS FACTOR:

To adequately plan for future development in terms of sustainable economic, environment and social factors

ACTION TITLE (Brief Description):

Develop and implement appropriate planning strategies in accordance with the relevant legislative parameters

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Respond to any development applications pertaining to the site specific Coastal Management Plan for the southern portion of the Shire district</p> <p><i>Reason:</i> To ensure sustainable coastal development occurs</p> <p><i>Expected Outcome:</i> That any proposed development and management arrangements are in accordance with the adopted Coastal Management Plan</p>	<p>Staff resources and operating budget, though some legal fees, lodgment costs and compensation costs may arise throughout the process. Would be undertaken per Council budget allocation and normal work prioritisation.</p>						MDS
B	<p><i>Action:</i> Address outstanding road closure/dedication issues</p> <p><i>Reason:</i> To correct the numerous incorrect land/road tenure issues that exist throughout the district</p> <p><i>Expected Outcome:</i> That as many of the inequities in land tenure issues identified are corrected as can reasonably be expected</p>	<p>Per Council budget allocation if Council determines it will bear any, part or all costs associated with various dedications. Draft policy developed March 2010. Costs may include legal fees, lodgment costs and compensation costs as well as any practical road construction/maintenance works.</p>						MDS

DETAILS OF ACTIONS REQUIRED			Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
C	<p><i>Action:</i> Undertake review of Local Planning Scheme 3 and the Local Planning Strategy</p> <p><i>Reason:</i> Statutory requirement and good management would dictate that this be undertaken in any event</p> <p><i>Expected Outcome:</i> That the review be undertaken</p>		\$20,000					MDS
D	<p><i>Action:</i> Ensure compliance with Local Planning Scheme 3 and other associated legislative planning control documents</p> <p><i>Reason:</i> To ensure sustained and managed planning growth in the district</p> <p><i>Expected Outcome:</i> That compliance be achieved</p>	Staff resources and operating budget. Fees and charges are applicable to applications.					MDS	
E	<p><i>Action:</i> Review Nannup Townsite Strategy document</p> <p><i>Reason:</i> Ensure the document remains a relevant planning tool</p> <p><i>Expected Outcome:</i> That the review be undertaken</p>	\$15,000						MDS
F	<p><i>Action:</i> Finalise and implement residential design guidelines for new developments</p> <p><i>Reason:</i> To ensure future building have some conformity with the expectations of the community</p> <p><i>Expected Outcome:</i> That the guidelines be finalised and implemented (made available for people building new dwellings)</p>	\$10,000						MDS

Program 10 Community Amenities

Sub Program 10.3 Other Community Amenities

CRITICAL SUCCESS FACTOR:

Services and facilities catagorised in this area are developed and maintained to a standard acceptable to the community

ACTION TITLE (Brief Description):

Positive enhancement and contribution to services in this area is evident

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Review Council's Municipal Inventory Statutory requirement every four years That the review is undertaken	\$18,000 (\$10K carried forward)					MDS
B	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Undertake Cemetery landscaping works Continuation of beautification works at the cemetery Well presented cemetery	Per grant funds and/or operating funds allocated by Council (Includes Niche Wall)					WM
C	<i>Action:</i> <i>Reason:</i> <i>Expected Outcome:</i>	Implement public conveniences planning detail adopted by Council in November 2009 Ensure high quality facilities are provided and maintained That the planning assessment adopted by Council is implemented as Council allocates funds	Staff resources and operating budget. Includes the commissioning of two new ablution facilities (Foreshore Park and Riversbend). Costs associated with demolition/conversion of any facility need to be appropriately budgeted for.					MDS

Program 10 Community Amenities

Sub Program 10.4 Regional Development

CRITICAL SUCCESS FACTOR:

Regional issues of interest to the Nannup community are pursued

ACTION TITLE (Brief Description):

Retain a commitment and actively pursue regional projects that are seen as beneficial to the Nannup district

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Retain membership of the South West Zone of WALGA</p> <p><i>Reason:</i> Maintain strong connections with surrounding areas and develop initiatives of mutual interest and benefit</p> <p><i>Expected Outcome:</i> Anticipated regional and economic benefits</p>	Staff resources and operating budget					CEO	
B	<p><i>Action:</i> Maintain and promote a positive relationship with Regional Development Australia (Federal)</p> <p><i>Reason:</i> Funding opportunities, regional cooperation and political awareness</p> <p><i>Expected Outcome:</i> Positive initiatives within this community will receive political and funding attention</p>	Staff resources and operating budget					CEO	
C	<p><i>Action:</i> Establish and maintain a good working relationship with the South West Development Commission</p> <p><i>Reason:</i> Maintain strong connections with the principal State Government funding authority in the South West region</p> <p><i>Expected Outcome:</i> Anticipated regional funding and economic benefit</p>	Staff resources and operating budget					CEO	

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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> Review membership of the Warren Blackwood Strategic Alliance</p> <p><i>Reason:</i> To determine if the benefits remain in participation</p> <p><i>Expected Outcome:</i> If retained, the development of initiatives of mutual interest and benefit to the region</p>	<p>\$5,000, if member status retained</p>	<p>Withdrawal of the Shire of Boyup Brook (February 2010) may impact on the future operations of this entity.</p>					CEO
E	<p><i>Action:</i> Monitor the Minister's Local Government's Reform Agenda reinforcing Council's position if required</p> <p><i>Reason:</i> That Council's position is maintained and communicated to the Minister</p> <p><i>Expected Outcome:</i> That the Minister respects Council's position and retains the status quo of this local government being a single autonomous unit</p>	<p>Staff resources and operating budget. Political representation may be required from elected members.</p>					CEO	
F	<p><i>Action:</i> Maintain positive working relationships with neighbouring shires inclusive of officer and resource sharing</p> <p><i>Reason:</i> To achieve economies of scale and regional cooperation</p> <p><i>Expected Outcome:</i> Local Government service levels and/or efficiencies are maintained or improved</p>	<p>Staff resources and operating budget</p>					CEO	

Program 11 Recreation & Culture

Sub Program 11.1 Public Halls, Civic Centre

CRITICAL SUCCESS FACTOR:

Maintain quality and accessibility to public halls

ACTION TITLE (Brief Description):

Improvement works to Town and Other Halls

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned	
			10/11	11/12	12/13	13/14	14/15		
A	<i>Action:</i>	Complete any identified maintenance works required to public buildings	Council budget adoption						MDS
	<i>Reason:</i>	To ensure facilities are properly maintained and in a useable condition							
	<i>Expected Outcome:</i>	That any identified works are completed							
B	<i>Action:</i>	Review in conjunction with the Nannup Telecentre their future building space requirements	Staff resources						CEO
	<i>Reason:</i>	To assess the likelihood of developing an upgrade proposal for Council's consideration							
	<i>Expected Outcome:</i>	That the review be undertaken							
C	<i>Action:</i>	Review the lease/use of the Nannup Bowling Club premises	Staff resources						CEO
	<i>Reason:</i>	To determine future use of the premises, particularly if planning is for the relocation to the Recreation Centre							
	<i>Expected Outcome:</i>	That the review be undertaken							

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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned	
			10/11	11/12	12/13	13/14	14/15		
D	<i>Action:</i>	Re pile Floor and upgrade interior of Lesser Hall (Telecentre) – Appendix 4		\$35,000					MDS
	<i>Reason:</i>	To ensure facilities are properly maintained and in a useable condition							
	<i>Expected Outcome:</i>	That the works are funded and completed							
E	<i>Action:</i>	Re pile Floor and redecorate interior of Town Hall – Appendix 4		\$50,000					MDS
	<i>Reason:</i>	To ensure facilities are properly maintained and in a useable condition							
	<i>Expected Outcome:</i>	That the works are funded and completed							
F	<i>Action:</i>	Undertake maintenance works Carlotta Hall – Appendix 4	\$50,000						MDS
	<i>Reason:</i>	To ensure facilities are properly maintained and in a useable condition							
	<i>Expected Outcome:</i>	That the works are funded and completed							
G	<i>Action:</i>	Undertake maintenance works Old Cundinup School – Appendix 4	\$50,000						MDS
	<i>Reason:</i>	To ensure facilities are properly maintained and in a useable condition							
	<i>Expected Outcome:</i>	That the works are funded and completed							

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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
H	<p><i>Action:</i> Construct carport at rear of Shire Office – Appendix 4</p> <p><i>Reason:</i> Provide protection from weather for vehicles, Council staff and Council members and visitors who use the area</p> <p><i>Expected Outcome:</i> That the works are funded and completed</p>					\$12,000	MDS	
I	<p><i>Action:</i> Upgrade Shire Office and Public Toilets at rear of building to universal access standard – Appendix 4</p> <p><i>Reason:</i> To ensure facilities are compliant with disability access standards and Council's Disability Access and Inclusion Plan</p> <p><i>Expected Outcome:</i> That the works are funded and completed</p>	\$20,000					MDS	

Program 11 Recreation & Culture

Sub Program 11.2 Other Recreation and Sport

CRITICAL SUCCESS FACTOR:

To ensure the recreation and sporting needs of the community are met

ACTION TITLE (Brief Description):

Redevelopment of the Recreation Centre (inclusive of Community Centre)

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Complete business plan, needs analysis and site survey for proposed Recreation Centre upgrade</p> <p><i>Reason:</i> Essential preliminary works to enable the proposed upgrade to proceed</p> <p><i>Expected Outcome:</i> That the business plan, needs analysis and site survey be completed</p>	<p>Staff resources and operating budget</p>						CEO
B	<p><i>Action:</i> Develop plans/design and seek funding for upgrade to the Recreation Centre</p> <p><i>Reason:</i> It is recognised that the building, including the Community Centre is in need of improvement</p> <p><i>Expected Outcome:</i> That plans and design be finalised and be satisfactory (as best possible) to stakeholders involved</p>	\$50,000						CEO
C	<p><i>Action:</i> Transfer funds to reserve to part fund the future upgrade of the Recreation Centre (Appendix 3)</p> <p><i>Reason:</i> So that the financial impost of funding the works is spread over a number of years</p> <p><i>Expected Outcome:</i> That the reserve transfers take place</p>	\$20,000						MCS

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> That Council undertake the upgrade to the Recreation (and Community) Centre per adopted plans and funding available – <i>Appendix 4</i></p> <p><i>Reason:</i> To meet the future community sporting needs and to revitalise the existing premises</p> <p><i>Expected Outcome:</i> That the upgrade be undertaken</p>		\$2.3 million					CEO
E	<p><i>Action:</i> Develop and implement an appropriate management model (including a lease if required) for the operations of the Recreation Centre</p> <p><i>Reason:</i> To ensure the smooth and optimal running of the centre</p> <p><i>Expected Outcome:</i> That the model be prepared, adopted and implemented</p>		Staff resources and operating budget					MDS
F	<p><i>Action:</i> Develop a suitable capital replacement and maintenance plan for the upgraded Recreation Centre</p> <p><i>Reason:</i> To ensure that the financial commitments in operating and replacing the facility are met</p> <p><i>Expected Outcome:</i> That a suitable capital replacement and maintenance plan is completed, adopted and implemented for the Recreation Centre</p>		Staff resources and operating budget					MDS

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
G	<i>Action:</i>	Continue to develop and implement recreation programs as funding becomes available	Staff resources and operating budget, supported by grant funding that may be accessed.					CDO
	<i>Reason:</i>	To promote an active and healthy community						
	<i>Expected Outcome:</i>	That programs be developed in accordance with available funding						
H	<i>Action:</i>	If external funding is sourced, implement part time sport and recreation officer	Staff resources and operating budget, supported by grant funding that may be accessed.					CDO
	<i>Reason:</i>	To invigorate clubs and promote organised sporting and recreational activity in the community						
	<i>Expected Outcome:</i>	Increased participation in sporting and recreational activity, primarily based at the Recreation Centre						
I	<i>Action:</i>	Assist groups to develop an off road vehicle access area at the old golf course site	Staff resources and operating budget. In kind requests to be considered.					CDO
	<i>Reason:</i>	To develop an identified recreation opportunity by helping with grant applications, possible in kind works and set up						
	<i>Expected Outcome:</i>	That an off road vehicle access area be developed by groups external to Council						

Program 11 Recreation & Culture

Sub Program 11.3 Other Recreation and Sport

CRITICAL SUCCESS FACTOR:

To maintain and further develop the Garden Village theme of Nannup and to ensure the high standard of public parks and reserve areas in the community are maintained and improved upon

ACTION TITLE (Brief Description):

Implementation of Council endorsed Streetscape initiatives and improvement works at various locations throughout the community

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<i>Action:</i>	Implement tree planting (Community Arboretum) citizen recognition initiative	\$500	\$500	\$500	\$500	\$500	CDO
	<i>Reason:</i>	Recognised and supported as a worthwhile project						
	<i>Expected Outcome:</i>	That trees be planted recognizing citizens						
B	<i>Action:</i>	Relocate and/or replace the bus shelter on Warren Road	\$2,000					WM
	<i>Reason:</i>	The shelter is in poor condition and in the wrong location for practical use						
	<i>Expected Outcome:</i>	That the shelter be reclad and relocated						
C	<i>Action:</i>	Complete the seal and kerb pull in area on Warren Road near Marinko Tomas Park, including tree removal and replacement	\$95,000	\$20,000	\$20,000	\$20,000	\$20,000	WM
	<i>Reason:</i>	Assist visitors and make the area more appealing						
	<i>Expected Outcome:</i>	That works be undertaken						

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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> That Council consider further initiatives for the Foreshore Park area between the new ablution block and the occasional camping area including a gas BBQ/Camp Kitchen</p> <p><i>Reason:</i> To continue the development of facilities in this area to which Council has committed as the main cultural area of the community</p> <p><i>Expected Outcome:</i> That a report be prepared for Council's consideration</p>	<p>\$20,000 estimate pending works determination, most likely grant funding sourced for implementation.</p>					WM	
E	<p><i>Action:</i> That Council continue to recognise and develop the cultural and tourism area stretching from the Riversbend Caravan Park to Wilson Street along the Blackwood River</p> <p><i>Reason:</i> To have ordered planning and development of the various townsite precincts</p> <p><i>Expected Outcome:</i> That the area continues to grow and be recognised as the tourism and cultural area of the community</p>	<p>Staff resources and operating budget – grant opportunities</p>					CDO	
F	<p><i>Action:</i> That Council look at strategies to increase use of the Nannup Amphitheatre</p> <p><i>Reason:</i> To promote and utilise the developed area to its potential</p> <p><i>Expected Outcome:</i> That strategies be looked at and submitted to Council for consideration</p>	<p>Staff resources and operating budget</p>					CDO	

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
G	<i>Action:</i>	That Council look at developing a tree replacement strategy for the Arboretum between the Brockman Street Caravan Park and the Nannup Amphitheatre	Staff resources and then Council budget allocation for implementation					WM
	<i>Reason:</i>	To remove older trees that are dropping limbs replacing with younger species						
	<i>Expected Outcome:</i>	That the strategy be developed and implemented if adopted by Council						

Program 11 Recreation & Culture

Sub Program 11.4 Library Services

CRITICAL SUCCESS FACTOR:

To enhance and contribute to library services to the community

ACTION TITLE (Brief Description):

Incorporate latest technologies relevant to the provision of library services

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Develop strategies to guide the development of appropriate and equitable library services</p> <p><i>Reason:</i> To ensure the service provided meets community needs</p> <p><i>Expected Outcome:</i> Community satisfaction</p>		Staff resources and operating budget					MCS

Program 12 Transport

Sub Program 12.1 Road Construction Program

CRITICAL SUCCESS FACTOR:

That the major capital works of Council are completed on time and within budget

ACTION TITLE (Brief Description):

Development and implementation of capital works

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<i>Action:</i> Develop and implement road construction capital works in accordance with Council's adopted program (Appendix 5)	<i>Reason:</i> To develop and construct an effective road transport network in the district <i>Expected Outcome:</i> That the road transport network be built on and developed in accordance with the available resources	\$5,588,081	\$4,538,081	\$4,718,000	\$4,836,000	\$4,638,000	WM
	<i>Reason:</i>							
	<i>Expected Outcome:</i>							
B	<i>Action:</i> Develop and implement footpath construction in accordance with adopted program (Appendix 6)	<i>Reason:</i> To construct safe, effective and essential pedestrian footpaths <i>Expected Outcome:</i> Safe pedestrian footpaths	\$50,000	\$43,200	\$52,650	\$43,000	\$46,400	WM
	<i>Reason:</i>							
	<i>Expected Outcome:</i>							
C	<i>Action:</i> Continue to lobby for road funding through the various sources available – Grants Commission, Regional Road Group, TIRES etc	<i>Reason:</i> To maximise income available for road construction works <i>Expected Outcome:</i> That Council achieves the maximum income it can in the road construction area	Staff resources					WM
	<i>Reason:</i>							
	<i>Expected Outcome:</i>							

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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> Manage the construction of Mowen Road</p> <p><i>Reason:</i> Anticipated regional and economic benefit</p> <p><i>Expected Outcome:</i> That the project be developed, constructed and opened</p>		Refer Action Plan 12.1 (A) which details Council's Road Construction Program for funding allocation.					WM

Program 12 Transport

Sub Program 12.2 Road Maintenance Program

CRITICAL SUCCESS FACTOR:

To ensure that road maintenance matters are recognised and undertaken

ACTION TITLE (Brief Description):

Development and implementation of significant road maintenance initiatives

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Review adopted standards and guidelines for road maintenance</p> <p><i>Reason:</i> To provide for regular programmed and preventative maintenance</p> <p><i>Expected Outcome:</i> A high standard of road network in the district</p>	<p>Guidelines for guide posts, shoulder maintenance and maintenance grading have been developed. Other standards may be developed over time in accordance with any perceived need. Those standards adopted are to be reviewed on an annual basis</p>						WM
B	<p><i>Action:</i> Maintain the ROMANs road asset management system at a level where the information is up to date, useful and relevant</p> <p><i>Reason:</i> To ensure road funding and Grants Commission submissions are correct</p> <p><i>Expected Outcome:</i> Maximisation of road funding and an up to date useful road inventory system</p>	<p>Staff resources or contracted expertise through operating budget</p>						WM
C	<p><i>Action:</i> Transfer funds to reserve to part fund the future upgrade of the main street of Nannup (Appendix 3)</p> <p><i>Reason:</i> So that the financial impost of funding the works is spread over a number of years</p> <p><i>Expected Outcome:</i> That the reserve transfers take place</p>	<p>\$50,000</p>	<p>\$50,000</p>					MCS

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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<i>Action:</i>	Make final loan repayments on Loan 32 Underground Power Warren Road (Appendix 2)	\$5,035					MCS
	<i>Reason:</i>	Legal debt agreement						
	<i>Expected Outcome:</i>	Debt repaid in accordance with loan schedule						
E	<i>Action:</i>	Finalise planning for Main Street Upgrade inclusive of design and scope of works (drainage, pavement seal, footpath, overall cost etc)	External consultants for design and costing					WM
	<i>Reason:</i>	Identified issues with drainage, kerb heights and footpath stability						
	<i>Expected Outcome:</i>	That the design and scope of works be undertaken for Council's consideration						
F	<i>Action:</i>	Implement the rural street addressing and house numbers on kerbs program		\$10,000				MDS
	<i>Reason:</i>	Improves the ability, particularly for emergency services, to locate properties						
	<i>Expected Outcome:</i>	That properties in the district are easier to locate						
G	<i>Action:</i>	Implement Main Street Upgrade		\$600,000				WM
	<i>Reason:</i>	To correct issues identified with drainage, kerb heights and footpath stability and aesthetics						
	<i>Expected Outcome:</i>	That the upgrade be undertaken						

Program 12 Transport

Sub Program 12.3 Road Plant Purchases

CRITICAL SUCCESS FACTOR:

Maintain Council's plant inventory at a level consistent with required works

ACTION TITLE (Brief Description):

Fund and implement Plant Replacement Program

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Review Plant Replacement Program annually</p> <p><i>Reason:</i> Changing requirements and methods of undertaking works dictates this is good practice</p> <p><i>Expected Outcome:</i> That the review be undertaken and any changes determined necessary are implemented</p>		Staff resources and Plant Sub Committee role					WM
B	<p><i>Action:</i> Transfer funds to reserve to fund future plant purchases (Appendix 3)</p> <p><i>Reason:</i> So that the financial impost of purchasing plant is not high in any one year</p> <p><i>Expected Outcome:</i> That the reserve transfers take place</p>	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	MCS	
C	<p><i>Action:</i> Implementation of the Plant Replacement Program (Appendix 7)</p> <p><i>Reason:</i> To provide cyclical replacement of major items of plant</p> <p><i>Expected Outcome:</i> That Council's plant fleet is operating at a standard capable of undertaking the works and services required</p>	\$340,000	\$308,000	\$220,000	\$120,000	\$315,000	WM	

Program 12 Transport

Sub Program 12.4 Parking and Parking Facilities

CRITICAL SUCCESS FACTOR:

Manage townsite parking in an orderly and effective manner

ACTION TITLE (Brief Description):

Implement strategies to adequately manage parking and parking facilities

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Develop Reserve 27941 for the purposes of parking</p> <p><i>Reason:</i> To deal with ongoing growth and resulting increase in traffic in the Nannup townsite</p> <p><i>Expected Outcome:</i> That the parking area be completed and ready for use</p>	<p>All preliminary work to be finalised (design, costing, agreements & funding)</p>	\$150,000					CEO
B	<p><i>Action:</i> Act on Parking Plan recommendations in respect of traffic nibs in Warren Road (Removal or other course of action adopted)</p> <p><i>Reason:</i> To enable heavy vehicles to traverse the main intersections in the townsite</p> <p><i>Expected Outcome:</i> That remedial works be undertaken</p>		\$15,000					WM
C	<p><i>Action:</i> Review all existing parking policies in place prior to Local Planning Scheme 3</p> <p><i>Reason:</i> To ensure compatibility with overarching legislation and consistency in the application of parking initiatives</p> <p><i>Expected Outcome:</i> Consistency in regulation and matters relating to parking</p>		\$8,000 existing planning budget					MDS

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	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i></p> <p>Receive report on parking options across Old Railway Bridge primarily for festivals/events at Foreshore Park</p> <p><i>Reason:</i></p> <p><i>Expected Outcome:</i></p>	<p>To cater for event parking That Council is in a position to decide if there is justification to fund a parking area across the Old Railway Bridge for events</p>	<p>Staff resources and operating budget</p>		<p>Implementation cost unknown</p>			WM

Program 12 Transport

Sub Program 12.5 Bridge Program

CRITICAL SUCCESS FACTOR:

Regular programmed replacement and preventative maintenance of bridges

ACTION TITLE (Brief Description):

Implementation of the Main Roads WA bridge program

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<i>Action:</i>	Implement attached Main Roads WA Bridge Program (Appendix 8)	\$2,917,000	\$693,000	\$474,000	\$274,000	\$24,000	WM
	<i>Reason:</i>	To provide cyclical repairs and preventative maintenance to bridges in the district						
	<i>Expected Outcome:</i>	Ensure bridges and crossings remain at a safe standard for use by the community						
B	<i>Action:</i>	Consider the options for the future of the present Jalbarragup summer crossing site	Staff resources and operating budget	Unknown cost – Main Roads WA funding				CEO
	<i>Reason:</i>	To determine what works are done at the site and whether the crossing point remains						
	<i>Expected Outcome:</i>	Ensure bridges and crossings remain at a safe standard for use by the community						
C	<i>Action:</i>	Implement Heritage Strategy for the preservation of the old Jalbarragup Bridge structure assuming funding through Main Roads WA or Heritage Grant		\$150,000				CEO
	<i>Reason:</i>	To preserve the Heritage value of the old bridge structure						
	<i>Expected Outcome:</i>	That the strategy be implemented						

Program 13 Economic Services and Tourism

Sub Program 13.1 Rural Services

CRITICAL SUCCESS FACTOR:

Support and promote the provision of rural services throughout the district

ACTION TITLE (Brief Description):

Identify and be conversant with developments in the area of rural services

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<i>Action:</i> Linkage are established and maintained with rural service bodies such as LandCare groups, NRM/BBG	Linkage are established and maintained with rural service bodies such as LandCare groups, NRM/BBG	Staff resources and operating budget					CEO
	<i>Reason:</i>	To provide rural service stakeholders in this district linkages to assistance						
	<i>Expected Outcome:</i>	That rural service stakeholders remain informed on matters of relevance						
B	<i>Action:</i>	Implement weed action reports for roads and Shire reserves	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	WM
	<i>Reason:</i>	To contain and manage weeds in public areas						
	<i>Expected Outcome:</i>	That weeds are contained and do not spread further						
C	<i>Action:</i>	Continue involvement with the Nannup Feral Pig Action group	Staff resources and operating budget					MCS
	<i>Reason:</i>	To assist in the eradication of feral pigs by supporting this DEC initiative						
	<i>Expected Outcome:</i>	Feral pig numbers are reduced and the program continues to operate						

Program 13 Economic Services and Tourism

Sub Program 13.2 Tourism and Area Promotion

CRITICAL SUCCESS FACTOR:

Encourage and promote tourism and tourism related development within the district and region

ACTION TITLE (Brief Description):

Identify and support worthwhile tourism related projects

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Support the Nannup Visitor Centre in its operations</p> <p><i>Reason:</i> The support of the Visitor Centre is considered vital to healthy tourism and area promotion in the district</p> <p><i>Expected Outcome:</i> A well functioning and active Visitor Centre</p>	<p>The Visitor Centre premises and caravan parks operate on a minimal fee lease from Council enabling the self generation of income from visitors</p>						CEO
B	<p><i>Action:</i> Support the Nannup Music Festival, Flower and Garden activities and other regular Nannup events</p> <p><i>Reason:</i> The support of events within the community brings positive economic and social benefit</p> <p><i>Expected Outcome:</i> Successful events are held within the community</p>	<p>\$20,000</p>	<p>\$20,000</p>	<p>\$20,000</p>	<p>\$20,000</p>	<p>\$20,000</p>	<p>CEO</p>	
C	<p><i>Action:</i> Consider the installation of canoe launching points at Jalbarragup Bridge and the Old Railway Bridge</p> <p><i>Reason:</i> To add at little cost to the tourism activity infrastructure within the community</p> <p><i>Expected Outcome:</i> That if warranted that launching points be installed and promoted (Visitor Centre)</p>	<p>Staff resources and operating budget</p>					CDO	

Shire of Nannup
FORWARD PLAN – 2010/11-2014/15

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> Develop a Youth Plan which incorporates a needs analysis for a Youth Centre</p> <p><i>Reason:</i> To set a future direction for youth needs within the community</p> <p><i>Expected Outcome:</i> That the plan be undertaken</p>	<p>Develop a Youth Plan which incorporates a needs analysis for a Youth Centre</p> <p>To set a future direction for youth needs within the community</p> <p>That the plan be undertaken</p>	Staff resources and operating budget					CDO
E	<p><i>Action:</i> Develop youth activity programs including school holiday activities</p> <p><i>Reason:</i> To provide a constructive outlet and things for youth to undertake in the community</p> <p><i>Expected Outcome:</i> That programs be developed and implemented in accordance with funding and resources available</p>	<p>Develop youth activity programs including school holiday activities</p> <p>To provide a constructive outlet and things for youth to undertake in the community</p> <p>That programs be developed and implemented in accordance with funding and resources available</p>	Staff resources and operating budget					CDO
F	<p><i>Action:</i> Implement Cultural Plan as resources and funding become available</p> <p><i>Reason:</i> To assist in the development of cultural activities throughout the district</p> <p><i>Expected Outcome:</i> That the plan be initially adopted and then implemented</p>	<p>Implement Cultural Plan as resources and funding become available</p> <p>To assist in the development of cultural activities throughout the district</p> <p>That the plan be initially adopted and then implemented</p>	Staff resources and operating budget					CDO
G	<p><i>Action:</i> Develop a Tourism Strategy in conjunction with the Nannup Visitor Centre</p> <p><i>Reason:</i> To identify and plan in a coordinated manner tourism infrastructure and activities</p> <p><i>Expected Outcome:</i> That a Tourism Strategy be developed</p>	<p>Develop a Tourism Strategy in conjunction with the Nannup Visitor Centre</p> <p>To identify and plan in a coordinated manner tourism infrastructure and activities</p> <p>That a Tourism Strategy be developed</p>	Seek grant funding most likely through the Nannup Visitor Centre					CEO

Shire of Nannup
FORWARD PLAN – 2010/11-2014/15

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
H	<p><i>Action:</i> Support the key regional trails initiatives of the Bibbulman Track and the Munda Biddi Mountain Bike Trail</p> <p><i>Reason:</i> Encourage regional tourism/visitation and promote high quality recreational activities within the community</p> <p><i>Expected Outcome:</i> That Council participate and promote these trails in an appropriate manner</p>	<p>Staff resources and operating budget including representation on the Munda Biddi Project Advisory Group</p>						CEO
I	<p><i>Action:</i> Develop a non townsite bike plan which links with existing trails such as the Munda Biddi Mountain Bike Trail</p> <p><i>Reason:</i> Encourage regional tourism/visitation and promote high quality recreational activities within the community</p> <p><i>Expected Outcome:</i> That a non townsite bike plan be developed pending successful grant funding applications</p>	<p>Staff resources and operating budget. Grant funding dependant.</p>						CDO

Program 13 Economic Services and Tourism

Sub Program 13.3 Caravan Parks

CRITICAL SUCCESS FACTOR:

That the Nannup caravan parks are licensed and retain three star rating

ACTION TITLE (Brief Description):

Identify and implement improvements where resources permit and areas of responsibility lie (Visitor Centre manage the caravan parks)

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Provide operating funds to areas of responsibility at the Nannup caravan parks</p> <p><i>Reason:</i> To meet obligations per lease document in place</p> <p><i>Expected Outcome:</i> Maintenance items of the owners responsibility are attended to</p>	Operating budget					MDS	
B	<p><i>Action:</i> Implement approved capital works for the Brockman Street Caravan Park (Appendix 4)</p> <p><i>Reason:</i> To bring the park up to a satisfactory standard in view of receiving future return on investment</p> <p><i>Expected Outcome:</i> That identified significant capital improvements are undertaken at the park</p>	\$350,000					MDS	
C	<p><i>Action:</i> Finalise updated lease to Visitor Centre and caravan parks to current expiry date of 30 June 2012 provided both parks are licensed</p> <p><i>Reason:</i> To strengthen the present document ensuring all responsibilities are addressed</p> <p><i>Expected Outcome:</i> That the document be finalised in 2010/11</p>	Legal costs \$3,000					CEO	

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
D	<p><i>Action:</i> That Council receive and be satisfied with a development plan for the Visitor Centre and caravan parks (from the Nannup Visitor Centre) prior to the consideration of a long term lease up to 21 years for the area commencing 1 July 2012</p> <p><i>Reason:</i> To set the future direction for the Visitor centre and caravan parks in Nannup</p> <p><i>Expected Outcome:</i> That the plan be developed and submitted for Council's consideration</p>	<p>Staff resources and operating budget. Detailed planning document should be finalised at the latest in 2011/12 for introduction 1 July 2012</p>						MDS
E	<p><i>Action:</i> Implement approved capital works for the Riversbend Caravan Park (<i>Appendix 4</i>)</p> <p><i>Reason:</i> To bring the park up to a satisfactory standard in view of receiving future return on investment</p> <p><i>Expected Outcome:</i> That identified significant capital improvements are undertaken at the park</p>	\$430,000						MDS

Program 13 Economic Services and Tourism

Sub Program 13.4 Economic Development

CRITICAL SUCCESS FACTOR:

To encourage and promote sustainable economic growth and development throughout the district

ACTION TITLE (Brief Description):

Identify and implement managed growth strategies

	DETAILS OF ACTIONS REQUIRED		Estimated Cost and Completion Year					Officer Assigned
			10/11	11/12	12/13	13/14	14/15	
A	<p><i>Action:</i> Provide support and input for the extension of the Munda Biddi Trail as it is constructed south of Nannup townsite</p> <p><i>Reason:</i> Economic and visitation benefit for little outlay</p> <p><i>Expected Outcome:</i> That input be provided and that the trail be extended south of the Nannup townsite</p>		Staff resources and operating budget					CEO
B	<p><i>Action:</i> In conjunction with the Warren Blackwood Small Business Centre develop a gap analysis of employment and retail opportunities in the district</p> <p><i>Reason:</i> To be investor ready when opportunities present for the filling of gaps in the employment and retail sectors</p> <p><i>Expected Outcome:</i> To develop the economy in a managed and sustainable manner</p>	Staff resources and operating budget – possible grant funding						CEO

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Confidentiality

All information contained in the Forward Plan remains the exclusive property of Shire of Nannup.

Approval to use all or part of the information must be obtained from the Chief Executive Officer of the Shire of Nannup.

Shire of Nannup
FORWARD PLAN – 2010/11-2014/15

SHIRE OF NANNUP FIVE YEAR OFFICE EQUIPMENT
REPLACEMENT PROGRAM

EQUIPMENT	PURCHASE DATE	2010/11	2011/12	2012/13	2013/14	2014/15
FACSIMILIE MACHINE RICHOH 2000L	18-Aug-00					
FINANCIAL MGMT SYSTEM - SERVER & S/WARE	23-Aug-07	\$10,000	\$2,000	\$2,000	\$2,000	\$3,000
LAP TOP CDO	18-Sep-06	\$2,000				\$2,000
PERSONAL COMPUTER AO	25-Aug-09			\$2,000		
PERSONAL COMPUTER BACK OFFICE - FMO	28-Jan-09					\$2,000
PERSONAL COMPUTER BACK OFFICE - SPARE	8-Feb-06	\$2,000	\$2,000			
PERSONAL COMPUTER CEO	11-Sep-07					
PERSONAL COMPUTER DSO	25-Aug-09					
PERSONAL COMPUTER EO	11-Sep-07		\$2,000			
PERSONAL COMPUTER FRONT OFFICE - SPARE	28-Jan-09				\$2,000	
PERSONAL COMPUTER LIBRARY ADMINISTRATION	18-Sep-06	\$2,000				\$2,000
PERSONAL COMPUTER LIBRARY PUBLIC	8-Feb-06					
PERSONAL COMPUTER MCS	11-Sep-07		\$2,000			
PERSONAL COMPUTER WM	21-Sep-06	\$2,000				\$2,000
PHONE / FAX DEPOT	1-Sep-06		\$1,000			
PHOTOCOPIER RICOH AFICIO MPC5000	21-Nov-08		\$1,500		\$15,000	
SHREDDER	24-Aug-07					
TRAFFIC COUNTERS	VARIOUS	\$3,000		\$3,000		\$3,000
MINOR EQUIPMENT		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
MINOR FURNITURE		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	TOTALS	\$23,000	\$12,500	\$19,000	\$25,000	\$16,000
	BALANCE OF RESERVE AS AT JULY 1	\$20,523	\$7,523	\$5,023	\$6,023	\$1,023
	TRANSFER TO RESERVE	\$10,000	\$10,000	\$20,000	\$20,000	\$20,000
	TRANSFER FROM RESERVE	\$23,000	\$12,500	\$19,000	\$25,000	\$16,000
	BALANCE OF RESERVE AS AT JUNE 30	\$7,523	\$5,023	\$6,023	\$1,023	\$5,023
	REQUIRED FROM MUNI	\$0	\$0	\$0	\$0	\$0
REPLACEMENT POLICY		2010/11 COAS	0312 GA	\$2,000		
PERSONAL COMPUTER	4 YRS		0584 GA	\$12,000		
PHOTOCOPIER	5 YRS		3574 TRANS.	\$5,000		
FACSIMILIE MACHINE - PLAIN PAPER	5 YRS		CDO 1164	\$2,000		
PRINTER	3 YRS		3014 LIBRARY	\$2,000		
SERVER	3 YRS			\$23,000		

Shire of Nannup
 FORWARD PLAN – 2010/11-2014/15

SHIRE OF NANNUP
 LOAN REPAYMENT SCHEDULE (PRINCIPAL AND INTEREST)

LOAN	DETAILS	YEAR	10/11	11/12	12/13	13/14	14/15
32	UNDERGROUND POWER - WARREN RD	2000	\$5,035				
36	STAFF HOUSING L1302 CAREY ST.	2002	\$9,216				
TOTAL ANNUAL REPAYMENTS			<u>\$14,251</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

LOAN	DETAILS	YEAR	10/11		TOTAL
			P	I	
32	UNDERGROUND POWER - WARREN RD	2000	\$4,868	\$167	\$5,035
36	STAFF HOUSING L1302 CAREY ST.	2002	\$8,241	\$975	\$9,216
TOTAL ANNUAL REPAYMENTS			<u>\$14,251</u>	<u>\$0</u>	<u>\$14,251</u>

**SHIRE OF NANNUP
 RESERVE FUNDS**

Reserve	2010/11	2011/12	2012/13	2013/14	2014/15
Long Service Leave	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Plant Replacement	\$230,000	\$230,000	\$230,000		
Recreation Centre	\$20,000				
Office Equipment	\$10,000	\$10,000	\$20,000	\$20,000	\$20,000
Main Street	\$50,000	\$50,000			
Total	\$330,000	\$310,000	\$270,000	\$40,000	\$40,000

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Long Service Leave Reserve

- to be used to fund long service leave requirements.

Plant Reserve

- to be used for the purchase of major plant.

Recreation Centre Reserve

- to be used for the redevelopment of the Recreation Centre

Office Equipment Reserve

- to be used to ensure that the administration office equipment and computer system is maintained and to fund the upgrade of Council's financial computer system

Main Street Upgrade Reserve

- to be used for the upgrade of Warren Road

Shire of Nannup
 FORWARD PLAN – 2010/11-2014/15

APPENDIX 4

SHIRE OF NANNUP FIVE YEAR BUILDING MAINTENANCE PROGRAM

Serial	Asset	2010/11	2011/12	2012/13	2013/14	2014/2015
1	Old Road Board Building	\$3,000 paint interior, \$1,000 repairs to roof leak		\$2,000 seal exterior blocks		
2	Town Hall	\$3,000 paint interior \$5,000 build storage area in roof \$5,000 rebuild front entrance, \$500 repair gutter	\$40,000 floor, \$10,000 upgrade stage			
3	Depot Buildings (a) Maintenance Shed	In works budget				
4	Depot Buildings (b) Amenities	In works budget				
5	Depot Buildings (c) Machinery Shed	In works budget				
6	Pre-School Centre		\$2,000 seal brick work		\$5,000 repaint interior and exterior	Repaint internal \$5,000
7	Shire Offices, Chambers, etc.	\$8,000 Install data show and auditory	\$5,000 paint exterior \$5,000 tile floor \$3,000 install lighting \$5,000 universal access			
8	Shire Office, Public Toilets	Nil budget as subject to new clubrooms/lease agreement and separate development plan				
9	Community Centre	Subject to separate development plan \$10,000 repairs to structure of floor \$3,000 seal floor		Paint entrance and gymnasium \$10,000 \$3,500 reseal floor		
10	Recreation Centre					

Shire of Nannup
 FORWARD PLAN – 2010/11-2014/15

Serial	Asset	2010/11	2011/12	2012/13	2013/14	2014/2015
11	Cundinup Community Hall	Capital upgrade				
12	Carlofta Community Hall	Capital upgrade				
13	Visitor Centre Building	\$5,000 paint exterior		Paint interior \$6,000		
14	Visitor Centre Public Toilets	Pass to Visitor Centre			Repaint interior \$4,000	
15	Caravan Park Ablution Block					
16	Caravan Park Camp Kitchen	\$2,000 kitchen structural (not upgrade)				
17	Caravan Park Timber Toilets	Gutter replacement \$500 Connect to sewer \$2,500				Repaint interior \$4,000
18	Riversbend - Balingup Rd Caravan Park Ablution					
19	Balingup Rd C/Park Gazebo			\$8,000 Paint exterior		Re decoration interior \$10,000
20	Bowling Club					
21	Duplex Lot 247, Grange Road	\$10,000 to refurbish dependent on occupancy use (See NOCCA project)				
22	House Lot 234, Dunnet	\$3,500 paint interior \$5,000 up-grade plumbing and hot water and kitchen	\$4,000 paint exterior			
23	House L309 Brockman St (Community House)			Repaint \$5,000 interior and exterior		
24	Marinko Tomas Park Toilets					
25	Marinko Tomas Park Statue				Clean \$500	

Shire of Nannup
FORWARD PLAN – 2010/11-2014/15

Serial	Asset	2010/11	2011/12	2012/13	2013/14	2014/2015
26	Darradup Fire Station	Funded by FESA				
27	29 Carey Street (Lot 233)		\$3,500 Paint interior	\$1,500 Repaint interior		Exterior repaint \$5,000
28	Town Hall Toilets					
29	North Nannup Fire Station	Funded by FESA				
30	Nannup Brook/East Nannup Fire Station	Funded by FESA				
31	28 Carey St (Lot 1302)	\$2,000 Replace lino (not done as budget 2008/09) Replace plumbing to provide consistent flow \$5,000		\$8,000 Paint exterior and interior		
32	Foreshore Park Infrastructure	Subject to development plan				
33	Community Shed			Repaint \$1,000		
34	Foreshore Toilets	New facility maintenance nil 5 years				
35	Riversbend Caravan Park Toilet	New facility maintenance nil 5 years				
36	Oval Toilets (Golf Course) Not on asset register					
	TOTAL	\$74,000	\$77,500	\$45,000	\$9,500	\$24,000

Shire of Nannup
FORWARD PLAN – 2010/11-2014/15

APPENDIX 4

SHIRE OF NANNUP FIVE YEAR BUILDING CAPITAL PROJECTION

Serial	Asset	2010/11	2011/12	2012/13	2013/14	2014/2015
1	Lesser Hall (Telecentre) - Action Plan 11.1 (D)		\$20,000 re-pile floor, \$15,000 upgrade interior			
2	Shire Offices, Chambers - Action Plan 11.1 (H)					\$12,000 construct carport
3	Shire Office, Public Toilets - Action Plan 11.1 (I)	Upgrade & universal access \$20,000				
4	Waste Management Facility Action Plan 10.1 (E)			\$35,000 transfer station, \$30,000 mulching		
5	Brockman Street Caravan Park - Action Plan 13.3 (B)	\$350,000 capital works				
6	Riversbend Caravan Park - Action Plan 13.3 (E)	\$30,000 to upgrade kitchen \$400,000 capital works				
7	Recreation Centre Upgrade - Action Plan 11.2 (D)		\$2,300,000			
8	Grange Road NOCCA - Action Plan 8.1 (A)	\$300,000				
9	Town Hall Works - Action Plan 11.1 (E)		Re-pile and redecoration of interior \$50,000			
10	Carlotta Hall Works - Action Plan 11.1 (F)	\$50,000				
11	Cundinup Hall Works - Action Plan 11.1 (G)	\$50,000				
10	Total	\$1,200,000	\$2,385,000	\$65,000	\$0	\$12,000

**SHIRE OF NANNUP ROAD CONSTRUCTION PROGRAM
 2010/11 - 2014/15**

ROAD NAME	No.	2010/11	2011/012	2012/13	2013/14	2014/15	TOTALS	COMMENTS
RURAL ROADS								
Balingup Road RRG	107	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000	Subject to RRG funding
Bridgetown Rd RRG	108	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000	Subject to RRG funding
Stacey Rd	29		\$108,000	\$108,000	\$0	\$0	\$216,000	Reconstruct to 6m wide
Cundinup Kirup Road	2	\$45,000	\$0	\$45,000	\$0	\$45,000	\$135,000	Subject to RRG funding
Cundinup South Road	94	\$0	\$45,000	\$0	\$45,000	\$0	\$90,000	Subject to RRG funding
Cundinup West Road RRG	93	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	Subject to RRG funding
East Nannup Road	4		\$100,000	\$100,000	\$100,000	\$100,000	\$300,000	Final seal
River Road	9	\$0	\$0	\$0	\$100,000	\$100,000	\$200,000	Construct and seal 6m wide
Fouracres Rd RRG	69	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000	Construct to 6m formation
Gold Gully Rd	8	\$0	\$0	\$0	\$108,000	\$108,000	\$216,000	Construct to 6m formation
Governor Broome Rd	7	\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$300,000	Construct to 6m formation
Mowen Road	47	\$5,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$21,000,000	
Reseal Program		\$208,081	\$208,081	\$0	\$0	\$0	\$416,162	
Proposed TIRES Funding								
Cundinup Kirup Rd		\$30,000					\$30,000	
Balingup Nannup Rd		\$20,000					\$20,000	
Pnuemonia Rd		\$50,000					\$50,000	
Cundinup Sth Rd		\$25,000					\$25,000	
TOWN ROADS								
Laneway at rear of CBD		\$0	\$0	\$30,000	\$10,000	\$0	\$40,000	Kerb, drain and seal, final seal
Rec Centre access		\$0	\$0	\$0	\$0	\$0	\$0	
Adam Street	34	\$0	\$0	\$50,000	\$10,000	\$0	\$60,000	Warren Rd to Walter St
Forrest Street	40	\$0	\$0	\$50,000	\$10,000	\$0	\$60,000	Warren Road to Jephson Street
Jephson Street	42	\$0	\$0	\$50,000	\$10,000	\$0	\$60,000	Forrest Street to Brockman Street
Dunnet Road	37	\$0	\$0	\$0	\$50,000	\$0	\$50,000	Reseal
SUB TOTAL		\$5,588,081	\$4,538,081	\$4,718,000	\$4,836,000	\$4,638,000	\$24,318,162	
Less RRG recoups		\$170,000	\$220,000	\$220,000	\$220,000	\$220,000	\$1,050,000	
Less Roads to Recovery allocations		\$208,081	\$208,081	\$208,081	\$208,081	\$208,081	\$1,040,405	
Less Major Projects funding		\$0	\$0	\$0	\$0	\$0	\$0	
TIRES		\$125,000	\$0	\$0	\$0	\$0	\$125,000	
Mowen Road Funding		\$5,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$21,000,000	
TOTAL		\$5,503,081	\$4,428,081	\$4,428,081	\$4,428,081	\$4,428,081	\$23,215,405	
TOTAL COUNCIL CONTRIBUTION		\$85,000	\$110,000	\$289,919	\$407,919	\$209,919	\$1,102,757	

SHIRE OF NANNUP FOOTPATH PROGRAM 2010/11-2014/15

	<u>LENGTH</u>	<u>COST</u>
2010/11		
Grange Rd (Adam St to Kearney St)	400 m	<u>\$50,000</u>
	<u>400 m</u>	<u>\$50,000</u>
2011/12		
Higgins Street (Warren Road to North Street)	320 m	\$43,200
	<u>320 m</u>	<u>\$43,200</u>
2012/13		
Brockman St (Caravan Park to Foreshore)	230 m	\$31,050
Kearney St (Carey St to Dunnet Rd)	160 m	<u>\$21,600</u>
	<u>390 m</u>	<u>\$52,650</u>
2013/14		
Higgins Street (Warren Road to Carey Street)	110 m	\$15,400
Carey St (Higgins St to Hospital)	110 m	\$15,400
Walter St (Cross St to Adam St)	140 m	<u>\$19,600</u>
	<u>360 m</u>	<u>\$43,000</u>
2014/15		
Adam St (Walter St to Warren Rd)	160 m	\$23,200
Kearney Street (North Street to Foreshore)	160 m	<u>\$23,200</u>
	<u>320 m</u>	<u>\$46,400</u>
2016 onwards		
North St (Higgins St to Ford Way)	330 m	

Shire of Nannup
FORWARD PLAN – 2010/11-2014/15

**SHIRE OF NANNUP
PLANT REPLACEMENT PROGRAM 2010/11 CHANGEOVER COSTS**

PLANT ITEM	NO	DATE PURCHASED	COST	10/11	11/12	12/13	13/14	14/15	COMMENTS
CAT 12H GRADER	P53	Oct-97	\$249,000	\$280,000				\$300,000	Trade at 10,000hrs
VOLVO G930 GRADER	P54	Nov-06	\$305,000						Trade at 10,000hrs
VOLVO L70D LOADER	P451	Jan-09	\$175,563						Trade at 7500hrs
CAT 432 BACKHOE	P554	Nov-05	\$145,000		\$100,000				Trade at 5000hrs
TOYOTA 4WD Auger	P221	Sep-04	\$25,622		\$14,000				Trade at 4 yrs
FORD COURIER Space Cab NP 3017	P211	Oct-06	\$30,000		\$14,000				Trade at 6yrs
KUBOTA TRACTOR 9000E	P91	Dec-05	\$65,000			\$65,000			Trade at 6yrs
ISUZU 14 T TIPPER NP3003	P146	Feb-10	\$206,000						Trade at 6 yrs/240,000km
ISUZU 14 T TIPPER NP3004	P144	Jan-07	\$145,000						Trade at 6 yrs/240,000km
ISUZU 14 T TIPPER NP3005	P147	Feb-10	\$206,000			\$140,000			Trade at 6 yrs/240,000km
ISUZU CRANE TIPPER NP3019	P115	Dec-07	\$95,369				\$60,000		Trade at 4yrs
ISUZU CREW SERVICE NP3006	P209	Dec-07	\$89,359				\$60,000		Trade at 4yrs
FORD COURIER 4X4 Gardeners	P226	Sep-05	\$26,000		\$14,000				Trade at 4 yrs
PACIFIC ROLLER	P60	Jun-89	\$80,360		\$140,000				
NAVARA	P225	Sep-08	\$34,000	\$15,000					
JOHN DEERE RIDE ON MOWER	P653	Nov-06	\$15,700		\$12,000			\$15,000	Trade at 2 yr
STEEL DRUM ROLLER	P64	Nov-07	\$134,000						Trade at 4 yrs
FORD RANGER 4 X 4 Space Gardeners	P224	Sep-08	\$25,000		\$14,000				
PIG TRAILER	P200	Jan-06	\$40,000						
PIG TRAILER No2		Feb-10	\$45,000						
Courier Dual Cab (Mowen)	P231	Sep-08	\$12,000						Life of project
Courier Dual cab (Mowen)	P230	Sep-08	\$12,000						Life of project
Free Roller			\$	\$45,000					
Mechanics ute Courier	P229	Oct-08	\$25,000						
Average cost per year				\$340,000	\$308,000	\$220,000	\$120,000	\$315,000	\$988,000.00
			TOTAL						

\$260,600 Costs exclude GST

Indicates new plant

Nannup – “The Garden Village”

Plant Purchase Prices 2010/11

Grader	Purchase	\$	340,000.00
	Trade	\$	60,000.00
	Changeover	\$	280,000.00
Navara Dual Cab	Purchase	\$	35,000.00
	Trade	\$	20,000.00
	Changeover	\$	15,000.00
Free Roll	Purchase	\$	45,000.00
	Trade	\$	-
	Changeover	\$	45,000.00
	Total Purchase	\$	420,000.00
	Total Trade	\$	80,000.00
	Total Changeover	\$	340,000.00

MAIN ROADS WA BRIDGE PROGRAM

Objective : To provide for the regular programmed & preventative maintenance of bridges within the Shire.

Performance Indicator 1. Completion of Bridge Works program funded via Main Roads WA.
2. Completion of Bridge Works program within budget.
3. Subject to Main Roads WA programming and priorities.

Program	2010/11	2011/12	2012/13	2013/14	2014/15
Main Roads WA Program - Structural Works					
Jalbarragup Road	\$2,800,000				
Maidements Road		\$669,000			
East Nannup Road			\$100,000		
Sears Rd				250000	
Balingup Rd	\$93,000				
Balingup Rd			\$150,000		
Balingup Rd			\$200,000		
Milyeannup Cst Rd					
Baker Road					
MRWA Total	\$2,893,000	\$669,000	\$450,000	\$250,000	
Council Maintenance Program	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
TOTAL EXPENDITURE	\$2,917,000	\$693,000	\$474,000	\$274,000	\$24,000
Funding					
	2008/09	2009/10	2010/11	2011/12	2012/13
Grants	\$2,893,000	\$669,000	\$450,000	\$150,000	\$0
Loan					
Other Income/Rates	\$24,000	\$24,000	\$24,000	\$24,000	\$24,000
Reserve Funds					
Sale of Assets					
TOTAL INCOME	\$2,917,000	\$693,000	\$474,000	\$174,000	\$24,000

AGENDA NUMBER: 10.5
SUBJECT: Monthly Financial Statements for 31 March 2010
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FNC 15
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 12 April 2010

Attachment: Monthly Financial Statements for the period ending 31 March 2010.

COMMENT:

The monthly Financial Statements for the period ending 31 March 2010 are attached.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That the Monthly Financial Statements for the period ending 31 March 2010 be received.

VOTING REQUIREMENTS:



**CRAIGE WADDELL
MANAGER CORPORATE SERVICES**

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2009 TO 31 MARCH 2010

<u>Operating</u>	Y-T-D Actual \$	Y-T-D Budget \$	2009/10 Budget \$	Variances Y-T-D Budget to Actual %
Revenues/Sources				
Governance	0	0	0	0%
General Purpose Funding	1,550,958	1,563,130	807,500	(1%)
Law, Order, Public Safety	97,593	67,254	89,690	45%
Health	1,610	1,494	2,000	8%
Education and Welfare	5,748	0	0	0%
Housing	25,823	23,193	30,940	11%
Community Amenities	101,797	96,945	82,400	5%
Recreation and Culture	142,468	2,464,636	1,691,742	(94%)
Transport	2,239,275	4,755,867	5,367,683	(53%)
Economic Services	40,718	12,744	17,000	220%
Other Property and Services	34,576	18,747	25,000	84%
	<u>4,240,566</u>	<u>9,004,010</u>	<u>8,113,955</u>	<u>(53%)</u>
(Expenses)/(Applications)				
Governance	(154,309)	(176,718)	(240,234)	(13%)
General Purpose Funding	(102,180)	(106,449)	(146,284)	(4%)
Law, Order, Public Safety	(151,846)	(140,031)	(212,889)	8%
Health	(24,662)	(24,269)	(32,970)	2%
Education and Welfare	(78,040)	(83,307)	(110,196)	(6%)
Housing	(21,303)	(24,910)	(46,556)	(14%)
Community Amenities	(222,367)	(399,338)	(510,493)	(44%)
Recreation & Culture	(422,900)	(461,980)	(626,026)	(8%)
Transport	(428,211)	(511,501)	(2,107,877)	(16%)
Economic Services	(133,855)	(167,766)	(230,376)	(20%)
Other Property and Services	192,409	109,148	(21,017)	76%
	<u>(1,547,264)</u>	<u>(1,987,120)</u>	<u>(4,284,918)</u>	<u>(22%)</u>
Adjustments for Non-Cash (Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	26,891	0	2,861	0%
Depreciation on Assets	1,408,258	1,294,782	1,782,936	9%
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(389,253)	(2,138,488)	(2,286,404)	(82%)
Purchase Infrastructure Assets - Roads	(1,546,796)	(4,673,397)	(4,906,000)	(67%)
Purchase Plant and Equipment	(515,160)	(385,394)	(495,400)	34%
Purchase Furniture and Equipment	(1,217)	(12,500)	(12,500)	(90%)
Proceeds from Disposal of Assets	(1)	167,247	211,000	(100%)
Repayment of Debentures	(10,455)	(14,517)	(19,375)	(28%)
Proceeds from New Debentures	0	51,209	449,209	0%
Leave Provisions	136,165	136,165	136,165	0%
Depreciation - Plant Reversal	0	0	(56,542)	0%
Accruals	23,728	23,728	23,728	0%
Transfers to Reserves (Restricted Assets)	0	0	(265,000)	0%
Transfers from Reserves (Restricted Assets)	0	0	620,500	0%
ADD Net Current Assets July 1 B/Fwd	87,271	87,271	87,271	
LESS Net Current Assets Year to Date	999,347	0	0	
Amount Raised from Rates	<u>913,386</u>	<u>1,552,996</u>	<u>(898,514)</u>	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2009 TO 31 MARCH 2010

	2009/10 Actual \$	Brought Forward 01-July-2009 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	1,255,393	327,890
Cash - Restricted	92,652	1,662,903
Cash - Reserves	917,938	900,232
Receivables	280,540	325,478
Inventories	0	0
	<u>2,546,523</u>	<u>3,216,503</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(536,586)</u>	<u>(566,097)</u>
	2,009,937	2,650,406
Less: Cash - Reserves - Restricted	(1,010,590)	(2,563,135)
NET CURRENT ASSET POSITION	<u><u>999,347</u></u>	<u><u>87,271</u></u>

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2009 TO 31 MARCH 2010

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

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

The main reason for the variances is that expenditure and income is not occurring as predicted by Officers during the budget development stage. This is due to a number of reasons, the main one being not accurately projecting cashflows throughout the year, i.e. predicting when the budgeted income or expenditure will occur as opposed to when it actually occurs. Other reasons are not receiving a grant for grant dependant expenditure, projects controlled by Advisory Committees, suppliers/contractors not having the capacity to undertake the works within Council's timeframes, altered Council priorities, etc.

The following provides the major reasons for the programs that have variances outside of the adopted variance:

REVENUE:

Law, Order and Public Safety: FESA grants (\$30,000) not been received when anticipated.

Housing: Rental collection not being received as budgeted.

Recreation and Culture: An accrual for a grant for the refurbishment of the Town Hall chairs (\$10,000) has not been received when anticipated. Three grants for outdoor gym equipment (-\$10,000), Royalties for Regions (-\$50,000) and bicycle racks (-\$7,710) were not budgeted for. Grant income of \$240,000 associated with the ablution blocks and Marinko Tomas playground upgrade have not been received as budgeted. Income relating to the Co-location Building (Grants, Reserve & Loan Funds totalling \$2,131,000 will not be received as the project has been discontinued.

Transport: Income from various Main Roads WA grants not received as predicted in budgeting process (-\$2,305,000). Income from Sale of Assets not received as budgeted (-\$164,000). Income from loan for plant not received as budgeted (-\$51,000).

Economic Services: Received more fees for building licenses and sale of material than predicted in budgeting process (\$13,000) and Ferel Pig Program income (\$15,000) received but not budgeted for.

Other Property and Services: Received more Private Works income than budgeted for (\$16,000).

EXPENDITURE

Governance: Councillor Allowances (-\$10,000), Refreshments and Functions (-\$2,000), Donations (\$3,000) and Conference Expenses (-\$6,000) not expended as predicted in budgeting process.

Housing: Maintenance on housing (-\$3,000) not expended as predicted in budgeting process.

Community Amenities: Expenditure not occurring as predicted in budgeting process in the areas of Parking Strategy (-\$8,000), Town Planning Scheme (\$5,000), Town Planning Services (-\$81,000), Administration Expenses (-\$17,000), Annual Leave Expenses (\$6,000), Rubbish Site Maintenance (-\$30,000), community infrastructure plan (-\$11,000), Local Planning Scheme amendments (-\$17,000), and cemetery operations (-\$15,000).

Transport: Expenditure not occurring as predicted in budgeting process in the areas of Bridge Maintenance (-\$3,000), Depot Maintenance (-\$5,000), Local Road Maintenance (-\$45,000), Profit and Loss on Sale of Assets (\$27,000), depreciation (\$130,000) and Gravel Pit rehabilitation (-\$15,000).

Economic Services: Expenditure not occurring as predicted in budgeting process in the areas of Functions and Events (\$4,000), Ferel Pig Program (\$8,000), Caravan Parks (-\$15,000), Superannuation (-4,000), noxious weeds and pests (-\$4,000), Warren Blackwood Economic Alliance (\$3,000) and salaries (-\$25,000).

Other Property and services: Recovery of expenses via Public Works Overheads and Plant Operating Costs not occurring as budgeted.

OTHER ITEMS

Purchase Land and Buildings: Expenditure not occurring as predicted in budgeting process in the areas of Co location Building (-\$1,966,000), Foreshore Park and Balingup Rd Caravan Park Ablution Blocks (\$215,000), Bush Fire Brigade and Depot Construction (\$5,000).

Purchase Infrastructure Assets Roads: Expenditure not occurring as predicted in budgeting process in the areas of Council Road Program (\$410,000), Mowen Road (-\$75,000), MRWA bridge program (-\$573,000), Balingup Rd Blackspot (-\$80,000) Jalbarragup Bridge (-\$2,800,000) and TIRES projects (\$-14,000).

Purchase Plant and Equipment: Purchase not undertaken as budgeted (-\$130,000).

Purchase Furniture and Equipment: Purchase not undertaken as budgeted (\$11,000).

Proceeds from Disposal of Assets: Sale of plant not occurring as budgeted (-\$167,000).

AGENDA NUMBER: 10.6
SUBJECT: Risk Management Advisory Committee
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: PSN 9
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 12 April 2010

Attachment: Minutes of the Risk Management Advisory Committee meeting of 15 March 2010.

BACKGROUND:

The Risk Management Advisory Committee met 15 March 2010.

COMMENT:

The attached minutes of the meeting of 15 March 2010 contains one recommendation requiring Council action as follows:

That a recommendation be made to Council to that the LGIS rebate be used for the following items:

- i. Bunding Pallets for Depot*
- ii Senior First Aid Courses*

Councillors will recall that in previous years Council has received rebates from LGIS for use for risk management purposes. This year Council received \$4,161. The committee believes that the recommendation reflects the best use these funds can be put to at the moment.

STATUTORY ENVIRONMENT: Occupation Safety and Health Act 1994.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

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

STRATEGIC IMPLICATIONS: Nil

RECOMMENDATION:

That the LGIS rebate be used for the following items:

- i. Bunding Pallets for Depot
- ii Senior First Aid Courses

VOTING REQUIREMENTS:

A handwritten signature in black ink, appearing to read 'Craig Waddell', is written over the printed name and title.

**CRAIGE WADDELL
MANAGER CORPORATE SERVICES**

MINUTES

Risk Management Advisory Committee

Minutes of a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
held at 2.00pm, Monday 15 March 2010
in Shirley Humble Room

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

As Presiding Officer not in attendance meeting chaired by Councillor C Pinkerton. Councillor Pinkerton declared the meeting open at 2.05pm.

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

Councillor Pinkerton
Craig Waddell – Manager Corporate Services.
Chris Wade – Workers Manager
Tracie Bishop – Office Representative
Neroli Logan – Regional Risk Co Ordinator

Apologies
Councillor Gilbert
Steve Winfield – Works Representative

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

WADDELL/WADE

That the Minutes of the Risk Management Advisory Committee Meeting held in the Shirley Humble Room on 27 October 2009 be confirmed as a true and correct record.

CARRIED 4/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Nil.

10. REPORTS OF OFFICERS

AGENDA NUMBER: 10.1 SUBJECT: RECEIPT OF ALL SITE CHECKLISTS AND INCIDENT/HAZARD FORMS NAME OF APPLICANT: CRAIGE WADDELL FILE REFERENCE: ADM26 AUTHOR: CRAIGE WADDELL DISCLOSURE OF INTEREST: DATE OF REPORT: 15 FEBRUARY 2010

ATTACHMENT:

BACKGROUND:

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

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

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

That the Checklists and Incident reports presented to the meeting be accepted.

WADDELL/WADE

That the Checklists and Incident reports presented to the meeting be accepted.

CARRIED 4/0

AGENDA NUMBER: 10.2 SUBJECT: Business from Previous Meeting NAME OF APPLICANT: Craige Waddell FILE REFERENCE: ADM 26 AUTHOR: Craige Waddell DISCLOSURE OF INTEREST: N/A DATE OF REPORT: 15 February 2010

ATTACHMENT:

BACKGROUND:

COMMENT: Prior to changes to the Risk Management Agenda formatting there are still a number of issues that had been carried forward from the previous meeting. These are:

1. Material Safety Data Sheets Review – Chris/Neroli
2. Review of Protective Clothing Policy - Chris
3. Review of Insurances Held by Sub Contractors – Chris/Tracie
4. Introduction of a Fitness for Work Policy - Neroli

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

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

WADE/BISHOP

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

1. Material Safety Data Sheets Review – Neroli has updated the register and now needs to meet with Steve Winfield to review these changes. – **Neroli/Steve**
2. Review of Protective Clothing – Several meetings have been held between workers and staff regarding this. Some staff have expressed dissatisfaction with having to comply. **Neroli** to investigate options and report back at next meeting.
3. Review of Insurances Held by Contractors – **Chris/Tracie** have started to go through list and have decided that since original induction process was in May 2008 list of contractors needs to be updated. List of contractors will now be sent to different departments within shire for updating and from here letters will be sent to any contractors who are not listed with the view to holding a second induction process.
4. Introduction of a Fitness for Work Policy – Neroli has drafted up a policy and now needs to review this with Craige. Will be presented to meeting after this has occurred. - **Neroli/Craige**

CARRIED 4/0

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

(a) OFFICERS

WADDELL/WADE

That any general business items be introduced to meeting.

CARRIED 4/0

1. LGIS Rebate – We have now received notification of rebate that will be received by shire. Suggestions put forward for funds to be used for include:
 - i. Bunding Pellets for Depot Senior
 - ii. Senior First Aid Courses

WADDELL/WADE

That a recommendation be made to Council that the LGIS rebate be used for the following items:

- i. Bunding Pellets for Depot
- ii. Senior First Aid Courses

CARRIED 4/0

2. Risk Management Policy – This is due for updating prior to presenting to Council for consideration. It was decided that it should be included in the agenda at next meeting for review prior to this occurring.
3. LGIS Audit. It has been three years since we were accredited with our Silver Award and this is set to expire in May 2010. In preparation for the upcoming audit it was decided that Neroli will undertake a desktop audit to highlight areas of concern.

4. There is an upcoming Workers Compensation Course being held in Bunbury on 23 March 2010. Tracie will attend.

(b) ELECTED MEMBERS

Nil.

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

Nil.

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

Nil.

14. NEXT MEETING

1 June 2010 at 2.00 pm in Shirley Humble Room

15. CLOSURE OF MEETING

There being no further business to discuss the Presiding Member declared the meeting closed at 2.50pm.