

# AGENDA

Council Meeting to be held  
on Thursday 31 August 2011



# Shire of Nannup

## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Nannup Council will be held on Thursday 31 August 2011 in the Council Chambers, Nannup commencing at 4.15 pm.

Schedule for 31 August 2011:

- 2.30 pm     Brett Belstead from Main Roads
- 3.00 pm     Presentation by the Administration Officer on Asset Management
- 3.30 pm     Information Session
- 4.15 pm     Meeting commences
- 5.15 pm     Celebrate David Boulter's time as Councillor
- 6.30 pm     Dinner with David & Doreen Boulter



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

# Agenda

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

Mr M Loveland

Q3. What method of accounting is used to ensure all land owners make their rightful contribution? In short the rates accounting has to be explained by Council.

A3. The method of accounting utilised by Council is the method prescribed by the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 in association with the relevant Australian Accounting Standards referenced under the before mentioned Act & Regulations.

As Council is required to maintain its rating records in accordance with the above Statutes & Regulations, Council is supplied with valuations for all rateable property by the State Government's Valuer Generals Department which provides the basis on which the rate in the dollar is set to realise the required rate revenue each year to balance the budget.

Mr R Taylor

Q5. What provisions have been made in this budget for the rehabilitation of the recreation area around the Jalbarragup bridge?  
ie; The beach adjacent to the crossing and are there steps in place to ensure this will happen?

A5. The beach area, removal of summer crossing and rock armoring will be completed once the water level has receded. There is also some pile sheeting to remove from the piers which will involve bunding the relevant piers and pumping them dry.

Q6. Which rate payers does model 23 have a lesser effect on and will Council continue to address resolution C2?

- A6. In response to which ratepayers Model 23 will have the least effect on, we advise that they will be those whose properties do not attract the minimum rate.

In regard to whether Council will continue to address the resolution C2 which recommended that Council move towards the Western Australian Local Government Grants Committee's (WALGGC) assessed rating capacity for both UV & GRV properties, we advise that Council reviews the extent that it proceeds in achieving the WALGGC assessed rating capacity during the budget process each year.

4. **PUBLIC QUESTION TIME**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mr Murray Gomm on behalf of the Munda Biddi Foundation would like to make a presentation in relation to item 10.6 Nannup Cycle Tourism Strategic Plan.

A presentation will be made to ex-Councillor David Boulter.

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

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 28 July 2011 be confirmed as a true and correct record.

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

Agenda No.	Description	Page No
<b>DEVELOPMENT SERVICES</b>		
10.1	Management of Reserve 38460	
<b>FINANCE &amp; ADMINISTRATION</b>		
10.2	Monthly Financial Statement Format - 2011/12	
10.3	Policy Review – ADM 7 & HAB 2	
10.4	Revision of Policy FNC 1 Capitalisation of Fixed Assets	
10.5	December & January Council Meeting Arrangements	
10.6	Adoption of 2011 – 2012 Budget	

- 10.7 Administration Policy – Infrastructure Asset Management Policy
- 10.8 Munda Bididi Foundation Cycle Tourism Strategic Plan
- 10.9 Accounts for Payment
- 10.10 Confidential Item

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

- (a) OFFICERS
- (b) ELECTED MEMBERS

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

**12.1 Recreation Precinct Masterplan**

Cr Dunnet has put forward the following Notice of Motion:

*That Council resolution 8585 from the 24 March 2011 meeting of Council be revoked and that the new proposed motion be endorsed.*

**Existing Resolution 8585**

1. That Council endorse the action of the Acting CEO in authorising the Architects to proceed at a cost of \$6,900 for further plans in line with the outcome of the workshop with the Councillors on March 1, 2011 and the cost of the Quantity Surveyor at a cost \$2,700 be noted.
2. That Council adopt in principle the Masterplan for the Recreation Precinct incorporating Option 1 plans and costing as presented to this Council.
3. That this Council endorse the new Sports Club and Bowling Rink as stage 1 of this project with the existing Recreation Centre as phase 2. The CEO to proceed as soon as possible to explore all funding sources.
4. That subject to point 3, the CEO prepare for Council's consideration a project plan including indicative time lines for the first phase of the Recreation Precinct Masterplan which includes the new sports club and bowling rink.
5. That the CEO urgently seek approval of the South West Development Corporation to extend the time to expend the balance (\$18,550) of the original grant for the preparation of plans for the Recreation Precinct

**Proposed Motion**

1. That Council endorse the action of the Acting CEO in authorising the Architects to proceed at a cost of \$6,900 for further plans in line with the outcome of the workshop with the Councillors on March 1, 2011 and the cost of the Quantity Surveyor at a cost \$2,700 be noted.

2. That Council adopt in principle the Masterplan for the Recreation Precinct incorporating Option 2 incorporating a combined clubroom and recreation facility upgrade.
3. That the CEO proceed as soon as possible to explore all funding sources for the first phase of the Recreation Precinct Masterplan which incorporates the Recreation Centre and Landscaping (site) works at an estimated cost of \$1,200,000 and report to Council on a funding strategy for the works.
4. That subject to point 3, the CEO prepare for Council's consideration a project plan including indicative time lines for the first phase of the Recreation Precinct Masterplan which incorporates the Recreation Centre and Landscaping (site) works

#### **COMMENT**

Resolution 8585 from the 24 March 2011 meeting should be revoked on the following rationale:

- At a 29 June 2011 workshop of Councillors, a decision to proceed with a combined facility containing recreation and clubrooms was agreed
- To provide greater community benefit by way of a non-private community use of the recreation precinct
- To maximise the available funding for the project
- To reflect the community aspirations for the project as well as the community workshop aims.

#### **PROCESS**

In terms of process a rescission motion is governed by the following statutory parameters (Local Government Administration Regulations 1996):

*10 (1) If a decision has been made at a Council meeting then any motion to revoke or change the decision must be supported by at least 1/3 of the number of offices of members of Council. (In Nannup's case this means that there must be 3 members of Council indicate support for the proposed rescission motion before it is considered by the meeting).*

*10 (2) If a decision has been made at a Council meeting then any motion to revoke or change the first mentioned decision must be made by an absolute majority. (For Nannup this is 5).*

The new motion can then be put for consideration by Councillors, and then for voting by a simple majority of Council. Additionally a decision is considered to have had effect from the time it was made unless otherwise stated.

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

Cr T Dean asked the following questions at the Ordinary Council meeting of 28<sup>th</sup> July 2011. The questions were taken on notice.

Q1. What is the total current value of all the shires vehicle fleet, excluding passenger sedans?

A1. Please refer to the table below for a breakdown of costs.  
(Included are all purchases as there are other sundry plant items and bush fire brigade vehicles in the totals).

	Historical cost as at 30/6/2011	Accum Depreciation as at 30/06/2011	Written Down Cost as at 30/06/2011
Utes	\$220,891.39	-\$50,008.12	\$170,883.27
Construction Equip	\$2,362,111.60	-\$721,513.90	\$1,640,597.70
Other Sundry Plant	\$82,037.99	-\$34,613.62	\$47,424.37
Sedans	\$86,853.28	-\$5,037.01	\$81,816.27
Volunteer Bush Fire Brigades	\$1,110,696.59	-\$412,527.23	\$698,169.36
<b>TOTAL</b>	<b>\$3,862,590.85</b>	<b>-\$1,223,699.88</b>	<b>\$2,638,890.97</b>

*Note: Above figures include Staff, Sundry Plant & Bushfire Brigade vehicles*

Q2. Can you list the total value of all vehicles purchased over the last 4 years? (excluding passenger vehicles) and the net total changeover price?

A2. Please refer to the table below for the breakdown.  
*Note: the time required to research past annual balance supporting documentation and to isolate the passenger vehicle component is time consuming and given that the net changeover cost of passenger vehicles is negligible, all vehicles have been included.*

Year	Total Purchases	Trade In /Sale Value	Net Changeover Cost
2006/07	\$899,907	-\$311,385	\$588,522
2007/08	\$463,974	-\$149,037	\$314,937
2008/09	\$379,386	-\$144,091	\$235,295
2009/10	\$609,296	-\$171,137	\$438,159
2010/11	\$872,721	-\$376,354	\$496,367

*Note: Above figures include Staff, Sundry Plant & Bushfire Brigade vehicles*

Q3. As a proportion of workforce time what is the split between hours spent within the town limits and hours spent out of the town limits?  
(within 5 % will be sufficient )

A3. Response previously provided, that to hold costs separately is in contravention of the Local Government Act as it constitutes Ward Accounting.

14. **CLOSURE OF MEETING**



# **DEVELOPMENT**

# **SERVICES**

AGENDA NUMBER: 10.1

SUBJECT: Management of Reserve 38460

LOCATION/ADDRESS: Lot 273 Vasse Highway, Nannup

NAME OF APPLICANT: State Land Services – Department of Regional Development and Lands

FILE REFERENCE: RES38460

AUTHOR/REPORTING OFFICER: Geoffrey Benson, Manager Development Services

DISCLOSURE OF INTEREST: Nil

DATE OF REPORT: 17 August 2011

Attachment: Copy of Plan for Reserve 38460

## **BACKGROUND:**

Correspondence has been received from the Manager – South West Settlements, State Land Services, Department of Regional Development and Lands, regarding Reserve 38460. The Department seeks advice as to whether the Shire of Nannup would be prepared to accept management over this reserve for the purpose of "Drainage".

The reserve is currently vested in the Department of Waters and Rivers and is not being managed and has been deemed to be surplus to the Department of Water's requirements. They have suggested a change in management to the Shire.

## **COMMENT:**

It should be noted that Reserve 38460 has the Cemetery Reserve, R9313, adjoining it to the North and freehold Light Industrial Land adjoining it to the South.

There is also a narrow portion of the reserve, Lot 271, extending south to Sexton way between Lot 322 and Lot 272 , as well as a triangular segment of land, Lot 268, to the west of Lot 322, between it and the Vasse highway.

The Land is Zoned Local Scheme Reserve – Public Purposes – Drainage and is suitable to continue being used for that purpose.

The Council should consider accepting the land as a Reserve for future strategic purposes, with a current management Order to use it for the purposes of Drainage, but at no costs to the Shire of Nannup.

**STATUTORY ENVIRONMENT:**

Land Administration Act 2007.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

There would be no cost to the Shire in obtaining the land. However there would be ongoing maintenance costs, which would have to be included in the Maintenance budget for Verge and Drainage works.

**STRATEGIC IMPLICATIONS:** Nil.

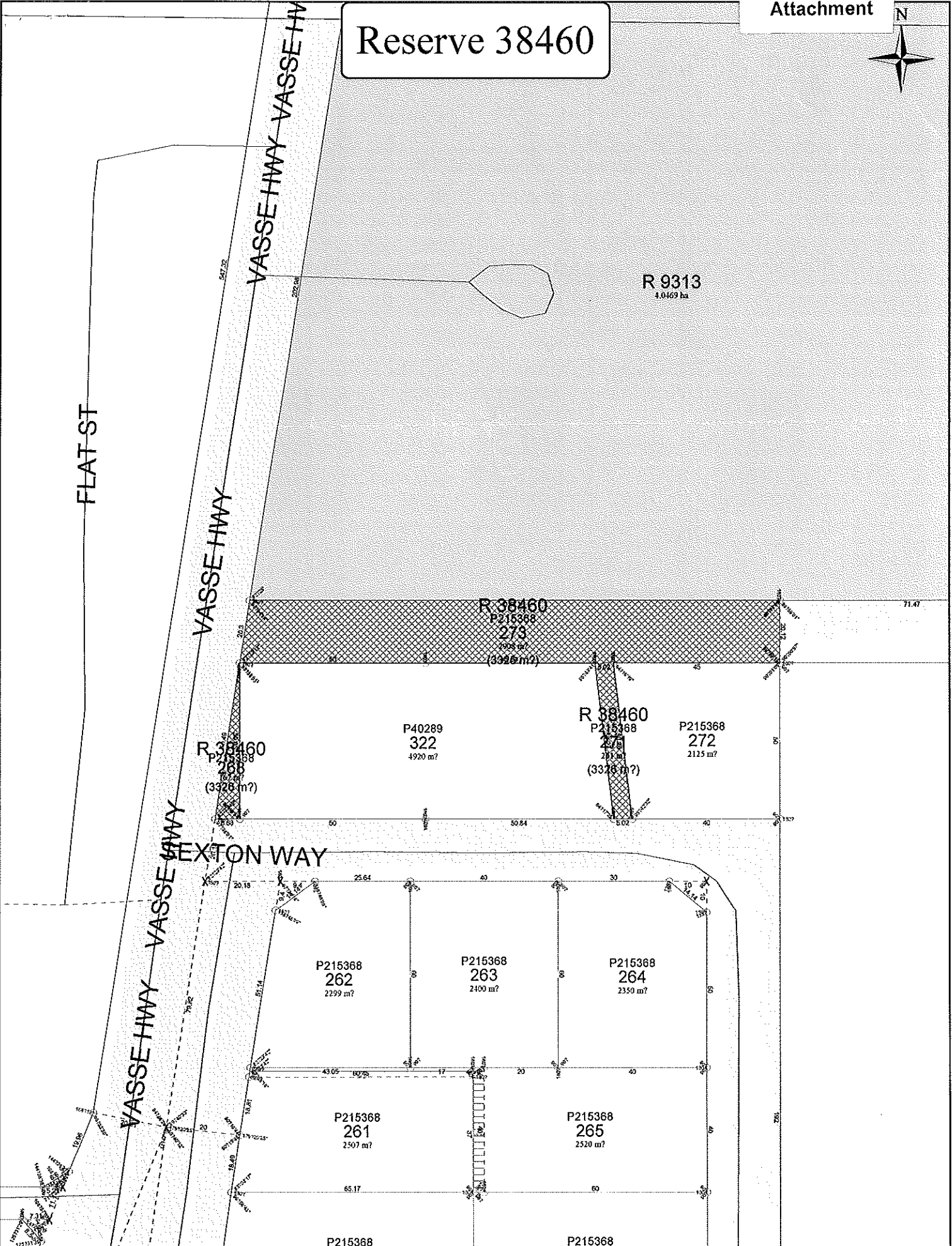
**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That Council agree to accept a change in the management order for Reserve 38460, so that the Shire accepts the Management over this reserve, for the purpose of Drainage.



# Reserve 38460



Scale : 1:1272 (Geographical)  
 MGA : SW=385645.4E,6237751.0N Zone 50 / NE=385897.0E,6238155.5N Zone 50  
 Lat/Long : 115°45'42.524", -33°59'40.586" / 115°45'52.516", -33°59'27.554" H 263mm by W 202mm

Printed : 15:18 Fri 15/Jul/2011  
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# **FINANCE &** **ADMINISTRATION**

AGENDA NUMBER: 10.2  
SUBJECT: Monthly Financial Statement Format - 2011/12  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: FNC 15  
AUTHOR & REPORTING OFFICER - Kevin Waddington, Acting Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 10 August 2011

## **BACKGROUND:**

Regulation 34 of the Local Government (Financial Management) Regulations 1996 reads as follows:

### *"34. Financial activity statement report - s. 6.4*

- (1) *A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -*
- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - b) budget estimates to the end of the month to which the statement relates;*
  - c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - e) the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing -*
- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - b) an explanation of each of the material variances referred to in subregulation (1)(d); and*

- c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown -*
- a) *according to nature and type classification;*
  - b) *by program; or*
  - c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be -*
- a) *presented to the council -*
    - i. *at the next ordinary meeting of the council following the end of the month to which the statement relates; or*
    - ii. *if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and*
  - b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.*
- (6) *In this regulation -*
- committed assets~ means revenue unspent but set aside under the annual budget for a specific purpose;*
- restricted assets~ has the same meaning as in AAS 27."*

**COMMENT:**

Based on this Regulation, Council should make a number of determinations as follows:

1. What "other supporting information" Council wishes to be furnished with. The monthly financial statements that have been presented to Council for the previous twelve months represents what this officer believes will satisfy Council to form an opinion on the monthly financial statements.

The other information that Council could request is:

- Operating Statement
- Ratio Analyses

If any further information is required, please make this known.

2. As per paragraph (5) of the Regulation, adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances. A recommended variance amount that should be considered material for this Council is 10% or \$5,000, whichever is the greatest.

This has been suggested by a renowned local government accounting / auditing firm, and has been used in the monthly financial statements that have been presented to Council for the previous two years.

Councillors will note a recommendation to this effect appears in this item, however if Council wishes to vary this, then a resolution to this effect should be made.

3. The information in the statement of financial activity may be shown according to nature and type classification, by program, or by business unit.

Traditionally this Council's financial information has been presented according to program, as has been reported in the monthly financial statements that have been presented to Council for the previous three years.

If Council wishes the information to be presented in another format which will involve additional staff resources to prepare each month, please make this known.

The monthly Financial Statements for the period ending 31 July 2011 have not been prepared at this stage as the final end of year position for the 2010/11 financial year has not been finalised. Once finalised they will be presented to Council at the September Ordinary Council Meeting.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That Council:

1. For the purposes of reporting material variances in the monthly financial statements, an amount 10% or \$5,000, whichever is the greatest, shall be used; and
2. The monthly information shown in the Statement of Financial Activity report is to be presented to the Council according to program.

AGENDA NUMBER: 10.3  
SUBJECT: Policy Review – ADM 7 Hire of Council Facilities &  
HAB 2 Use/Hire of Community Facilities  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: Nil  
FILE REFERENCE: FNC 10  
AUTHOR & REPORTING OFFICER - Kevin Waddington, Acting Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 10 August 2011

**Attachments:**

1. Policy ADM 7 Hire of Council Facilities (Original)
2. Policy ADM 7 Hire of Council Facilities (Amended)
3. Policy HAB 2 Use/Hire of Community Facilities (Original)
4. Policy HAB 2 Use/Hire of Community Facilities (Amended)

**BACKGROUND:**

As per policies ADM 7 – Hire of Council Facilities and HAB 2 Use/Hire of Community Facilities, Council charges all hirers of its facilities unless exempted by resolution of Council.

In considering an application for exemption of paying fees, Council will consider the request based on the organisation being:

- not for profit,
- local, and
- the demonstration of the community benefit derived from the waiving of the fees.

**COMMENT:**

As part of the Budget development and adoption process, the Council determined that they will not be waiving fees for the use/hire of Council and Community facilities once the Budget is adopted.

In light of Council's position the policies ADM 7 and HAB 2 have been amended to remove all reference to the waiving of fees and charges. The revised policies ADM 7 and HAB 2 are attached for adoption by Council.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Council Policy ADM 7 – Hire of Council Facilities  
Council Policy HAB 2 – Use Hire Community Facilities

**FINANCIAL IMPLICATIONS:**

If Council adopts the revised policy, all users will be required to pay for the hire of Council facilities in accordance with the adopted Fees and Charges schedule.

**STRATEGIC IMPLICATIONS:**

Council's Strategic and Organisational Review Report which was adopted in August 2009 states in part:

*E4 That Council move toward a general user pays principle in the overall management for all assets under its care, control and maintenance.*

The revoking of the provision for the of waiving of Fees and Charges under Policies ADM 7 and HAB 2 achieves the above outcome.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council:

1. Adopt the revised Policy ADM 7 Hire of Council Facilities as attached and advise all community groups that the waiving of fees and charges for Council facilities will no longer be approved; and
2. Adopt the revised Policy HAB 2 Use/Hire of Community Facilities as attached and advise all community groups that the waiving of fees and charges for Council facilities will no longer be approved.



<b>Policy Number:</b>	ADM 7
<b>Policy Type:</b>	Administration Policy
<b>Policy Name:</b>	<b>Council Function Room Hire</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority Shire of Nannup

## POLICY

Council will charge all hirers of its facilities as per its list of fees and charges which is reviewed annually in line with the budget, unless exempted by resolution of Council.

In considering an application for exemption of paying fees, Council will consider the request based on the organisation being not for profit, local, and the demonstration of the community benefit derived from the waiving of the fees.

Hire Charges and Fees are waived for the following organisations:

Gentle Gym  
 Blackwood Boot scoot  
 Nannup Music Club  
 Nannup Community Resource Centre  
 Nannup Play Ups

All fees and bonds are to be paid prior to the use of the facility. Bookings are not confirmed until full payment is received. Keys provided to hirers are to be returned by midday of the following business day. Bonds shall be returned after an inspection of the facility has occurred to ensure compliance with bond conditions.

Bookings are taken on a first come first served basis with all regular Council related functions, events and meetings taking priority over external bookings.

The hire of the Shirley Humble Room is to be primarily for meeting purposes. If the kitchen adjacent to the Shirley Humble room is used, it is to be left as found, in a clean and tidy condition. All crockery and cutlery to be washed and put away. All appliances and bench space clean and wiped down. All furniture to be left as found, clean and tidy.

<b>Related Policies</b>	<b>HAB2 Use/Hire of Community Facilities</b>
<b>Related Procedures/Documents</b>	
<b>Delegated Level</b>	
<b>Adopted</b>	OM 9 September 1993
<b>Reviewed</b>	OM 12 May 1994 OM 15 December 1994, OM 28 September 1995 OM 22 February 1996, OM 27 June 1996 OM 27 February 1997, OM 28 June 1998 OM 22 October 1998, OM 26 August 1999 OM 23 March 2000, OM 22 June 2000 OM 26 April 2001, OM 26 July 2007 OM 23 April 2009..... OM 28 Jan 2010 #8326 Reviewd/Amended OM 22 July 2010 #8428 – Reviewed & Amended

NEW POLICY

ATTACHMENT 2

<b>Policy Number:</b>	ADM 7
<b>Policy Type:</b>	Administration Policy
<b>Policy Name:</b>	<b>Council Function Room Hire</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority Shire of Nannup

**POLICY**

Council will charge all hirers of its facilities as per its list of fees and charges which is reviewed annually in line with the budget.

Council will not approve any waiving of fees and charges for any community group or organisation.

All fees and bonds are to be paid prior to the use of the facility. Bookings are not confirmed until full payment is received. Keys provided to hirers are to be returned by midday of the following business day. Bonds shall be returned after an inspection of the facility has occurred to ensure compliance with bond conditions.

Bookings are taken on a first come first served basis with all regular Council related functions, events and meetings taking priority over external bookings.

The hire of the Shirley Humble Room is to be primarily for meeting purposes. If the kitchen adjacent to the Shirley Humble room is used, it is to be left as found, in a clean and tidy condition. All crockery and cutlery to be washed and put away. All appliances and bench space clean and wiped down. All furniture to be left as found, clean and tidy.

<b>Related Policies</b>	<b>HAB2 Use/Hire of Community Facilities</b>	
<b>Related Procedures/Documents</b>		
<b>Delegated Level</b>		
<b>Adopted</b>	OM 9 September 1993	
<b>Reviewed</b>	OM 12 May 1994 OM 15 December 1994,      OM 28 September 1995 OM 22 February 1996,      OM 27 June 1996 OM 27 February 1997,      OM 28 June 1998 OM 22 October 1998,      OM 26 August 1999 OM 23 March 2000,      OM 22 June 2000 OM 26 April 2001,      OM 26 July 2007 OM 23 April 2009 OM 28 January 2010 #8326 – Reviewed & Amended OM 22 July 2010 #8428 – Reviewed & Amended OM August 2011 # - Reviewed & Amended	

<b>Policy Number:</b>	HAB 2
<b>Policy Type:</b>	Health and Building
<b>Policy Name:</b>	<b>Use/Hire of Community Facilities</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority Shire of Nannup

## POLICY

1. Council encourages the self-management of community buildings and will endeavour to provide adequate support to community groups who are eager to maintain and develop community buildings and facilities.
2. The tenure of local controlling committees with their buildings and/or land shall be by way of lease agreement based on the Shire of Nannup Tenancy Agreement Standard Terms and Conditions, with each lease/agreement being endorsed by Council prior to the occupation of any premises. Council is to have regard to the individual circumstances of community groups when finalising any lease/agreement.
3. All facilities must be managed on a financially independent basis and fees, subscriptions, rentals, levies etc; must be sufficient to cover all operational outgoings which should include maintenance required as a result of normal wear and tear, as well as electricity, water and any other utilities.
4. Council reserves the right to provide annual operational grants to managing committees if such expenses are considered to be outside the resources of the organisation, is seen to be in the general interests of the community or is granted to assist an organisation in its establishment.
5. Council, upon receipt of Annual Financial Statements and Building Reports will consider budget allocations for expenses of a non-operational nature such as major repairs, additions or renovations in line with normal annual budget deliberations.
6. Council will undertake an inspection of all community buildings as part of its budget deliberations.
7. Council will not, at the expense of a community based not for profit group, enter into a lease/agreement with any organisation that is considered commercial in nature. If Council does enter into a lease/agreement with an organisation that is considered commercial in nature, commercial arrangements and conditions are to be put in place.
8. Council will have regard to the perceived benefits to the community, and what is in the best interests of the community, when determining if any fee or charge should be refunded or waived.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	<i>OM 17 December 1992</i>
Reviewed	<i>OM 9 June 1994</i> <i>OM 28 February 2002</i> <i>OM 23 August 2007</i> <i>OM 26 February 2009</i> <i>OM 22 July 2010 #8428 Reviewed &amp; Amended</i> <i>OM 24 February 2011 #8558</i>

<b>Policy Number:</b>	HAB 2
<b>Policy Type:</b>	Health and Building
<b>Policy Name:</b>	<b>Use/Hire of Community Facilities</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority Shire of Nannup

## POLICY

Council will charge all hirers of its facilities as per its list of fees and charges which is reviewed annually in line with the budget.

Council will not approve any waiving of fees and charges for any community group or organisation.

Council encourages the self-management of community buildings and will endeavour to provide adequate support to community groups who are eager to maintain and develop community buildings and facilities.

The tenure of local controlling committees with their buildings and/or land shall be by way of lease agreement based on the Shire of Nannup Tenancy Agreement Standard Terms and Conditions, with each lease/agreement being endorsed by Council prior to the occupation of any premises. Council is to have regard to the individual circumstances of community groups when finalising any lease/agreement.

All facilities must be managed on a financially independent basis and fees, subscriptions, rentals, levies etc; must be sufficient to cover all operational outgoings which should include maintenance required as a result of normal wear and tear, as well as electricity, water and any other utilities.

Council reserves the right to provide annual operational grants to managing committees if such expenses are considered to be outside the resources of the organisation, is seen to be in the general interests of the community or is granted to assist an organisation in its establishment.

Council, upon receipt of Annual Financial Statements and Building Reports will consider budget allocations for expenses of a non-operational nature such as major repairs, additions or renovations in line with normal annual budget deliberations.

Council will undertake an inspection of all community buildings as part of its budget deliberations.

Council will not, at the expense of a community based not for profit group, enter into a lease/agreement with any organisation that is considered commercial in nature. If Council does enter into a lease/agreement with an organisation that is considered commercial in nature, commercial arrangements and conditions are to be put in place.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	<i>OM 17 December 1992</i>
Reviewed	<i>OM 9 June 1994</i> <i>OM 28 February 2002</i> <i>OM 23 August 2007</i> <i>OM 26 February 2009</i> <i>OM 22 July 2010 #8428 Reviewed &amp; Amended</i> <i>OM 24 February 2011 #8558</i> <i>OM August 2011 # Reviewed &amp; Amended</i>

AGENDA NUMBER: 10.4  
SUBJECT: Revision of Policy FNC 1 Capitalisation of Fixed Assets  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: N/A  
FILE REFERENCE: FNC 10  
AUTHOR & REPORTING OFFICER - Kevin Waddington, Acting Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 10 August 2011

Attachment: 1. Policy FNC 1 Capitalisation of Fixed Assets  
2. Policy FNC 1 Capitalisation of Fixed Assets (Amended)

**BACKGROUND:**

Council last reviewed Policy FNC 2 at the December 17<sup>th</sup> 2009 Ordinary Meeting.

**COMMENT:**

Policy FNC 2—Capitalisation of Fixed Assets makes provision for the capitalisation of all fixed assets over the value of \$1,000 either individually or if grouped (where the assets are of a similar nature).

In Council's Statutory Budget for 2011/12 (which uses industry standard templates and values where applicable) the value of assets to be capitalised is noted as being \$2,000 which is at variance with the current policy.

Given that the limit of \$1,000 is relatively small for an asset, Council is recommended to increase the limit to \$2,000 per individual item and where they can be easily grouped the total value of the assets so grouped exceeds \$3,000.

Most assets (if capitalised) valued at a value less than \$2,000 are usually of a minor nature (PC's, minor plant & equipment) and are more expendable in nature than that of a major capital items.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:**

Council Policy FNC 2—Capitalisation of Fixed Assets

**FINANCIAL IMPLICATIONS:**

If Council adopts the revised policy it will result in small equipment purchases no longer being required to be recorded in its Asset Register.

**STRATEGIC IMPLICATIONS:**

There are no long term strategic implications to raising the value of assets to be capitalised.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council adopt the revised Policy FNC 2 Capitalisation of Fixed Assets as attached to raise the value of assets to be capitalised from \$1,000 to \$2,000 for individual items and where they can be easily grouped the total value of the assets so grouped exceeds \$3,000.



## EXISTING POLICY

## ATTACHMENT 1

<b>Policy Number:</b>	FNC 1
<b>Policy Type:</b>	Finance
<b>Policy Name:</b>	<b>Capitalisation of Fixed Assets</b>
<b>Policy Owner:</b>	

Authority Shire of Nannup

**POLICY**

Fixed Assets shall be Capitalised where their value exceeds \$1000. Assets may also be capitalised where they can be easily grouped and where the total value of the assets so grouped exceeds the \$1000 threshold.

Where assets are so grouped a separate register of the numbers and value of the assets shall be kept exclusive of the Asset Register.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 26 May 1994
Reviewed	OM 27 March 1997 OM 17 December 2009

## NEW POLICY

## ATTACHMENT 2

<b>Policy Number:</b>	FNC 1
<b>Policy Type:</b>	Finance
<b>Policy Name:</b>	<b>Capitalisation of Fixed Assets</b>
<b>Policy Owner:</b>	

Authority Shire of Nannup

**POLICY**

Fixed Assets shall be capitalised where their individual value equals or exceeds \$2,000.

Assets may also be capitalised where they can be easily grouped and where the total value of the assets so grouped exceeds the \$3,000 threshold.

Where assets are so grouped a separate register of the numbers and value of the assets shall be kept exclusive of the Asset Register.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 26 May 1994
Reviewed	OM 27 March 1997 OM 17 December 2009 OM August 2011 # Reviewed and Amended

AGENDA NUMBER: 10.5  
SUBJECT: December & January Council Meeting Arrangements  
LOCATION/ADDRESS:  
NAME OF APPLICANT:  
FILE REFERENCE: ADM 18  
AUTHOR & REPORTING OFFICER - Kevin Waddington, Acting Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 17 August 2011

**BACKGROUND:**

Council has traditionally brought forward by a week its December meeting to avoid a clash with Christmas. The December meeting also normally coincides with a Council member/staff function, however this year it is proposed to hold the Christmas function at another date so that the business of Council is not unduly rushed. The Chief Executive Officer in consultation with the Shire President will determine the most suitable day and time for this function.

The office and depot are also normally closed for three days between Christmas and New Year with staff taking rostered days off, annual leave or time in lieu.

**COMMENT:**

The purpose of this item is to confirm arrangements for the Christmas/New Year period 2011 and to also review the date of the January 2012 meeting as it falls on Australia Day (26<sup>th</sup> January 2012).

Looking at the fall of dates the fourth Thursday in December is late being the 22<sup>nd</sup>. Assuming that Council representatives do not want to attend a Council meeting so close to Christmas it is recommended to change the date of the Council meeting by bringing it forward one week to the 15<sup>th</sup> December 2011.

For the January 2012 meeting it is recommended that Council dispense with holding the January Ordinary Council meeting as it is a quiet time of the year with the interruption to the workforce during the Christmas/New Year period resulting in little activity during that period..

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council

1. Bring forward by a week the December 2011 Council meeting to Thursday 15<sup>th</sup> December 2011;
2. In accordance with prior practice close the Shire office and depot between the Christmas and New Year public holidays for the three days 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> December 2011 with staff taking rostered days off, annual leave or time in lieu. Normal emergency after-hours callout services remain in place;
3. Not hold the January 2012 Council and return to the ordinary meeting cycle in February 2012; and
4. Advertise the change of dates and times where applicable in a newspaper circulating within the Shire of Nannup.

AGENDA NUMBER: 10.6  
SUBJECT: Adoption of 2011–2012 Budget  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: N/A  
FILE REFERENCE:  
AUTHOR:  
REPORTING OFFICER: Robert Jennings, Chief Executive Officer  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 13 August 2011

Item to be sent under Separate cover as a late item.

AGENDA NUMBER: 10.7  
SUBJECT: Asset Management Policy - ADM17  
LOCATION/ADDRESS:  
NAME OF APPLICANT:  
FILE REFERENCE: ADM9a  
AUTHOR: Tracie Bishop, Administration Officer  
REPORTING OFFICER: Robert Jennings, Chief Executive Officer  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 31 August 2011

Attachment: Proposed Asset Management Policy – ADM 17

### **BACKGROUND:**

This report is presented to Council for consideration and endorsement of the proposed Asset Management Policy.

Asset Management requires a commitment from Council in terms of resources and to ensure that a strategic approach is taken with all decision making in relation to infrastructure assets.

It is anticipated that this Asset Management Policy will provide clear direction as to how Council, as custodians of community assets, will manage the Shire's infrastructure.

### **COMMENT:**

As part of the Integrated Planning and Reporting Framework that was introduced within 2009 it is now mandatory for all local governments to have in place an Asset Management system. This framework is part of the Western Australian Government's Reform Program and was initiated by the Hon. John Castrilli MLA – Minister for Local Government.

The aim of the Framework is to enhance the sustainable management of local government assets by encouraging 'whole of life' and a 'whole of organisation' approach. This will lead to the effective identification and management of risks associated with the use of the assets. It should encourage a long term view of asset management and requires local governments to understand and then meet the impacts of social, economic and environmental changes in ways that ensure sustainable use of physical and financial resources.

It is anticipated that that this framework will emphasis the importance of local governments developing robust asset management plans that are linked to rigorous long term and financial and strategic planning as part of an integrated planning approach that has been set out within the overall framework that surrounds the Integrated Planning and Reporting Framework.

In order to effectively and sustainably manage assets it is now mandatory for all local governments to;

- Develop an Asset Management Policy
- Develop an Asset Management Strategy
- Develop a process for evaluating Asset Management Plans, processes and sustainability
- Link the Asset Management to the Annual Report.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:**

If Council supports the recommendation to this report a new policy will be introduced to Council's Policy Manual.

**FINANCIAL IMPLICATIONS:**

Financial Provision for the implementation of the Asset Management Framework has been provided for within the 2011/12 Annual Budget.

**STRATEGIC IMPLICATIONS:**

This plan is within the suite of plans which will form part of our long term financial goals that will allow us to achieve sustainability from this point forward.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council adopt the Asset Management Policy–ADM 17as per the attachment.

<b>Policy Number:</b>	ADM17
<b>Policy Type:</b>	Administration Policy
<b>Policy Name:</b>	<b>Asset Management Policy</b>
<b>Policy Owner:</b>	Chief Executive Officer

## Objective

The direction of this policy is to ensure that services delivered by the Shire of Nannup will continue to be sustainably delivered. This will be achieved by ensuring that the Council Assets are used to function at the level needed to support all services areas as determined by Council, with consultation from the community.

It will also provide clear direction to the administrative arm of Council as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework on a "whole of life basis".

## Policy

To achieve the policy objective, the Shire of Nannup is committed to ensuring that Asset Management is recognised as a major corporate function within Council, and that staff are committed to supporting the function in line with this policy.

The Shire will make informed decisions in relation to its assets.

To achieve this, the Shire will prepare:

- Asset Management Plans for the following classes of assets:
  - Roads
  - Footpaths
  - Drainage
  - Buildings and Freehold Land
  - Parks & Reserves
  - Bridges
  - Plant and Equipment
  - Furniture and Equipment
  - Playground Equipment



- An Asset Management Improvement Strategy that will guide the implementation of Asset Management practices within the resource constraints of the organisation that will set out:
  - Responsibilities
  - Timelines, and
  - Resources

Asset Management Plans will form part of the Shire's strategic and day-to-day business practices and will be used to make decisions in relation to service delivery when it comes to considering the need to acquire new assets, renew existing assets, upgrade existing assets or dispose of existing assets to support service delivery.

Asset Management Plans will be prepared in a format that will allow us to comply with the Department of Local Government's State Reform Package. This will include long term (20 year) financial modelling of the renewal profile of each asset class and will be underpinned by long term financial plans.

In making informed decisions in relation to infrastructure assets, the Shire will address the following key principles:

- Philosophy of renewing assets before acquiring new assets and, where possible, rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the service for which the asset was acquired.
- Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
  - Need for facility (short and long term)
  - Ensure that all projects will be prioritized within organisational goals identified by key stakeholders.
  - Legislative requirements
  - Opportunities for rationalisation and/or potential for multiple use of assets
  - Future liability including ultimate retention/disposal versus budget.
- All capital projects will be evaluated in accordance with a Capital Evaluation model and take into account capital cost, ongoing cost of maintenance, refurbishment, replacement and operating cost ("whole of life" cost assessment). As part of this evaluation Council will undertake the following:
  - Identification of suitable sites.
  - Preparation of a needs analysis.
  - Preparation of a feasibility study.
  - Preparation of concept plans and indicative costing.
  - Extensive community consultation to gauge the level of community support for the project.
  - A quantity surveyors report on the proposed concept plans.
  - Funding sources to be identified and finalised.
- Management of assets utilising a team approach supported by the multi discipline cross-functional asset management working group.
- Developing and implementing a 10 year "rolling" financial plan that incorporates infrastructure renewal requirements as identified within the various Asset Management Plans.

- The commitment to involve and consult with the community and key stakeholders when determining service levels.

## **LINKAGE TO SHIRE OF NANNUP'S STRATEGIC PLAN**

This policy links to the Shire of Nannup's Strategic Plan as follows:

Council has identified the need to develop and maintain quality Asset Management plans and systems in its Forward Plan (2011/12-2015/16). Specific outcomes include the development and implementation of an Asset Management System for all Council assets and the widening of the scope of asset management plans to include whole of life costs.

## **RESPONSIBILITY AND REPORTING**

It is important that the roles and responsibilities of asset managers are well defined and understood. This is set out as follows:

**Council** - is responsible for approving (including amendments to) the following documents;

- Asset Management Policy
- Asset Management Improvement Strategy
- Asset Management Plans

Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also determining the Level of Service for each asset class.

**Chief Executive Officer (CEO)** - is responsible for ensuring that systems are in place to ensure that Council's AM Policy, AM Improvement Strategy, AM Plans are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Asset Management.

**Asset Management Team (AMT)** – Consisting of the Chief Executive Officer (CEO), Manager Corporate Service (MCS), Works Manager (WM), Manager Development Services (MDS), Administration Officer (AO) and Community Development Community Officer (CDO) are responsible for ensuring that Council's Asset Management Improvement Strategy is achieved and that Asset Management Plans are prepared and maintained in line with Council's Policy on Asset Management.

Any changes, non compliances and proposed corrective actions with Council's Policy, Improvement Strategy or Plans will be addressed by the AMT.

**Manager Corporate Services (MCS)** – is responsible for resource allocation (from Council approved resources) associated with achieving Council's Asset Management Improvement Strategy. The MCS reports to the CEO in relation to Asset Management resource allocation.

**Manager Development Services** – is responsible for supporting and facilitation the AMT with all areas within his/her control and ensuring that resources are commissioned (where appropriate) to assist the AM Working Group achieve its objectives. The MDS reports to the CEO on all matters relating to Asset Management.

**Works Manager** – is responsible for supporting and facilitation the AMT with all areas within his/her control and ensuring that resources are commissioned (where appropriate) to assist the AM Working Group achieve its objectives. The MDS reports to the CEO on all matters relating to Asset Management.

**All Managers** – are responsible for ensuring that resources under their control are appropriately allocated to resource asset management and in particular the Asset Management Working Group. All Managers report to the CEO on all matters relating to Asset Management under their area of control.

## **CONSULTATION**

The Shire of Nannup will engage the community and key stakeholders to determine the levels of service outcomes from infrastructure and assets. The budget will be the key driver of this process.

## **POLICY REVIEW**

This policy is to be reviewed by the AMT on an annual basis in line with normal Council Policy review.

## **POLICY DEFINITIONS**

“Asset” means a physical item that is owned or controlled by the Shire of Nannup, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and non-tangible assets).

“Asset Management” means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council’s priorities for service delivery.

“Asset Management Plan” means a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

“Council” means the elected council (comprising Councillors) of the Shire of Nannup.

“Infrastructure Assets” are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Drainage, Buildings, Parks and Bridges.

“Level of Service” means the combination of function, design and presentation of an asset. The higher the Level of Service, the greater the cost. The aim of asset management is to match the asset and level of service to the community expectation, need and level of affordability.

“Life Cycle” means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Whole of life cost(s)” means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

“Maintenance” means regular ongoing day-to-day work necessary to keep the asset operating and to achieve its optimum life expectancy.

“Operations” – means the regular activities to provide public health, safety and amenities and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

“New” means creation of a new asset to meet additional service level requirements.

“Resources” means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“Renewal” means the restoration, rehabilitation or replacement of an existing asset to its original capacity. This may include the fixture of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“Risk” means the probability and consequence of an event that could impact on the Council’s ability to meet its Corporate objectives.

“Shire” means the collective Shire of Nannup organisation. The Chief Executive Officer of the Shire of Nannup is responsible for ensuring the Shire’s obligations and commitments are met.

“Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“Upgrade” means the enhancement of an existing asset to provide a higher level of service.

Related Policies	ADM4 – Purchasing FNC1 – Capitalisation of Fixed Assets FNC2 – Depreciation of Fixed Assets WRK12 – Plant Replacement
Related Procedures/Documents	Forward Plan (2011/12-2015/16).
Delegated Level	
Adopted	
Reviewed	

AGENDA NUMBER: 10.8  
SUBJECT: Munda Biddi Foundation Cycle Tourism Strategic Plan  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: N/A  
FILE REFERENCE: REC 1  
AUTHOR: Louise Stokes, Community Development Officer  
REPORTING OFFICER: Robert Jennings, Chief Executive Officer  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 13 August 2011

Attachment: Munda Biddi Foundation Community Development Program -  
Nannup Cycle Tourism Strategic Plan.

### **BACKGROUND:**

As part of the construction of the Munda Biddi Trail through the South West, Murray Gomm, Community Development Officer from the Munda Biddi Foundation has been employed to assist communities along the trail. Murray has been working with the Nannup community and stakeholders to identify gaps and economic opportunities for businesses and residents with the opening of the Munda Biddi trail through Nannup. There are obvious synergies with this plan and the recently adopted Shire of Nannup Bike and Trails plan. There has been extensive consultation with Wendy Trow, consultant of the Shire of Nannup Bike and Trails plan to ensure that the two documents align with each other.

### **COMMENT**

The Nannup community has major economic and social opportunities to gain from the Munda Biddi trail in Nannup and this can be consolidated with an ongoing partnership with the Munda Biddi Foundation through their events and promotions programs.

The key elements of a cycle friendly community includes:

- Informative hard copy and electronic maps of the local area are available that includes bicycle friendly accommodation, attractions, bicycle repair, bicycle racks and toilets,
- A variety of safe cycling routes are identified and promoted,
- Built and natural attractions are linked with shared zone signage
- Bicycle related products and services are available, including: sales, bike hire and repairs, spare parts,
- A range of eating places providing high carbohydrate meals
- Secure, well located bike racks at Cafes, Restaurants and accommodation properties,
- Cycle friendly accommodation is available,
- Tour companies that provide guided tours, transport for gear and luggage and

- Public transport options available that allows bicycles on coaches, trains or aircraft.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

Projects to be implemented as funding permits.

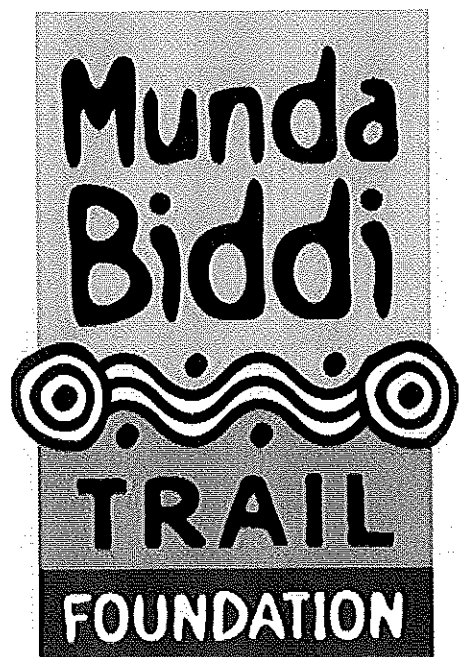
**STRATEGIC IMPLICATIONS:**

Shire of Nannup Forward Plan 2011/12-2015/16 Program 13 H Economic Services and Tourism, Develop a non townsite bike plan which links with existing trails such as the Munda Biddi Mountain Bike Trail.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council receive the Munda Biddi Foundation Community Development Program - Nannup Cycle Tourism Strategic Plan.



# Community Development Program Nannup Cycle Tourism Strategic Plan

Prepared by Murray Gomm

Community Development Officer

Munda Biddi Trail Foundation Inc

August 2011

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## Background

It is the vision of the Munda Biddi Trail Foundation (MBTF) to complete the Trail from Mundaring through to Albany by 2012 so that it can reach its iconic potential. Alongside this vision the MBTF also have a goal to implement a Community Development Program in each of the communities and surrounding areas along the way. To develop this Community Development Program, the MBTF has secured funding through the Regional Grant Scheme to deliver this program in seven of the communities along the Trail:

1. Nannup;
2. Manjimup;
3. Albany (including Elleker, Torbay & Youngs Siding);
4. Denmark;
5. Pemberton;
6. Northcliffe; and
7. Walpole.

Cycle tourists require a variety of services because they travel light and are more reliant on local services than car based tourists.<sup>1</sup> It is conservatively estimated that within three years 25,000 people will be using the Munda Biddi Trail annually, injecting an estimated \$13 million into the South West and Great Southern economies (based on an average trip of 3.5 days and spending \$150 per day on transport, food, accommodation, supplies and equipment).<sup>1</sup>

Through the Community Development Program, the MBTF aims to educate, inform, and inspire stakeholder groups about the potential of cycle tourism, and linking communities and businesses successfully to the potential of the Munda Biddi Trail as WA's key iconic nature-based cycle touring experience. In order to identify the core issues and opportunities in these communities the MBTF will deliver this program through a consultative forum process.

The program comprises the following:

- Broad Community Consultation;
- Local Government Specific Workshops;
- Business Development; and
- Cycle Activities.

A Cycle Tourism Strategic Plan will be developed that will focus on what was found to be meaningful, common and achievable at the local level. Most importantly, this will then be owned and implemented by the combined sections of the local community with facilitation assistance and mentoring built in to ensure the success of the program.



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## MBTF Community Development Program Project Objectives

- To educate, inform, and inspire stakeholder groups regarding the potential of cycle tourism and linking communities and business successfully to the potential of the Munda Biddi Trail as WA's key iconic nature based touring experience;
- To engage, consult and empower communities and businesses in the seven project locations, to develop their own local unique strategies that they will take ownership and responsibility for ongoing sustainable implementation;
- To develop consistently unique, high quality, cycle friendly, sustainable touring experiences that build and strengthen the Munda Biddi Trail brand and experience both nationally and internationally; and
- To deliver positive sustainable economic, social and environmental outcomes for the communities and businesses located along the Munda Biddi Trail.

## Cycling Participation

Australians are both buying more bicycles than previously and using them more. There has been a rapid increase in bicycle sales in Australia, with over 1.1 million sold in 2009, outnumbering new car sales for the tenth consecutive year. Significantly, approximately 70% of the bikes sold in Australia are mountain bikes.<sup>3</sup> Cycling is Australia's fourth most popular physical activity for adults and in terms of frequency of participation, it is Australia's third most popular physical activity.<sup>4</sup> There has been strong growth in cycling as a mode of transport to work (commuting) with Australian capital cities experiencing an average increase of 22% between 2001 and 2006.<sup>4</sup> More Australians are now using the bicycle to get to work and as a form of recreation, with the middle-aged groups reporting the highest participation levels.<sup>4</sup> Reasons for this increase in the popularity of cycling include a desire to lead healthier lifestyles, concern over climate change, crippling traffic congestion and high fuel prices<sup>2</sup>.

## The Emergence of Bicycle Tourism

Cycle tourism has reportedly experienced significant growth in a number of countries over the last 20 years<sup>5</sup> and is now recognised as a niche tourism market segment.

Cycle tourism is growing in Australia. The reasons for the apparent growth in Australia include:<sup>5</sup>

- Cycling does not require a high level of effort or skill;
- Cycle touring is relatively inexpensive;
- Personal health benefits; and
- An increase in the number of cycling routes and off road trails.



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## Economic Benefits of Cycle Tourism

Although there is a paucity of comprehensive research in Australia about the economic benefits of cycle tourism, in Europe cycle tourism is projected to increase in value to approximately A\$37.3 billion by 2020.<sup>5</sup> There are other examples of the economic benefits cycle tourism can deliver to countries, regions and towns including:

- In the United Kingdom cycle tourism was estimated to be worth approximately A\$1.69 billion per year.<sup>5</sup>
- Along Canada's Route Verte in 2006, cyclists spent a total of \$134 million. This corresponds to approximately 2 800 jobs and \$38M million in government revenue.<sup>6</sup>
- The Bodensee Cycle Way which winds its way around Lake Constance which borders Germany, Austria and Switzerland attracts 380 000 riders every year and contributes \$120 million to the region annually.<sup>6</sup>
- In New Zealand (NZ) it was estimated that cycle tourism was worth more than cruise ship tourism, because of the long length of stay of cycle tourists. In the South Island, cycle tourism was worth \$72 million per annum to the economy. Independent bicycle tourists in the South Island of NZ spent on average approximately A\$55.13 per day which was lower than the average daily spend by international visitors of approximately A\$119.92 per day. However, as bicycle tourists stay substantially longer than other tourists, this resulted in a higher average spend per trip of approximately A\$2 598 compared to approximately A\$2 387 for international visitors to NZ.<sup>5</sup>
- Domestic cycle tourists in Australia spend an estimated \$213 million per year.<sup>7</sup>
- NSW hosted the greatest share of domestic and international cycle tourists in 2007.<sup>7</sup> Cycling has become a growing niche in the tourism market with 520,000 cycle tourists visiting NSW in 2007. This was an increase of 18.5 per cent on the previous year.
- Cycle tourists on the Murray to Mountain Rail Trail in north-eastern Victoria spent an average \$258 a day on accommodation, food and beverages, transport and cycling associated expenses.<sup>5</sup>
- The 2008 Tour Down Under event contributed \$17.3 to the South Australian economy which was a 38% increase from the previous year. The event attracted 15100 visitors from interstate and overseas who stayed 140 500 nights.<sup>6</sup>
- The small town of Fruita in Colorado in the USA has over 50 000 mountain biking visitors every year.<sup>6</sup>

## Who Benefits?

A range of businesses stand to benefit from the presence of cycle tourists being in their region. Accommodation is potentially the largest beneficiary. Along the Danube River in Austria up to 80% of hotel beds are occupied by cyclists.<sup>5</sup> The business sectors in which cycle tourists spend money during their holidays in NZ are:<sup>5</sup>

- Accommodation
- Cafes, restaurants, pubs;



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- Bicycle hire, equipment;
- Entertainment;
- Tourist attractions, activities;
- Other transport; and
- Other miscellaneous.

## Cycle Tourism in Regional Areas

Tourism has been identified as a way to diversify rural economies that have suffered from a reduction in services, population drift and a decline in traditional agriculture and resource based economic activities.<sup>5</sup> It is rare for rural economies to be economically sustainable without a diverse economic base including leisure and recreation.<sup>5</sup>

Regional areas of Australia that have existing attributes such as small towns linked by scenic roads or trails within a manageable cycling distance, a variety of natural attractions, a suitable year round climate and cycle tourism services, are ideally suited to cycle tourism.<sup>5</sup>

Communities between Nannup and Albany are clearly well positioned to benefit as they possess all of these attributes apart from (in some instances) cycle tourism services. In addition, since Australian roads have been noted to be perilous for cyclists<sup>5</sup>, the linking of the communities between Nannup and Albany via the Munda Biddi Trail (which is primarily off-road), is a significant cycle-friendly attribute.

The Munda Biddi Trail Foundation's Community Development Program, funded by Great Southern and South West Development Commissions through Royalties for Regions, is focused on identifying and filling cycle tourism service gaps. The outcomes of this project will further enhance the cycle friendliness of the communities between Nannup and Albany and will improve the amenity of the Munda Biddi Trail.

## Demographics of Cycle Tourists

Currently, Australian cycle tourists are predominantly male, between 45 and 59 years of age, generally well-educated, with the majority holding a university qualification, employed in professional or managerial positions and earn above average incomes.<sup>5,8</sup> Research indicates that baby boomers have and will continue to drive growth in the cycle tourism sector.<sup>5</sup>

Cycle tourists can generate significant economic benefits in host destinations as, unlike tourists travelling by car, they have to travel 'light' and thus are very reliant on local services.<sup>9</sup> Research in NSW has found that cycle tourists stay longer than 'other' tourists as they are more independently mobile and subsequently generate a higher total spend per trip.<sup>7</sup> In NSW in 2007, cycle tourists stayed on average 5.1 nights, where as all other types of tourists stayed an average of 3.5 nights. Cycle tourists in NSW engaged in an average of



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six activities during a trip compared with three activities for total tourists, making them a great source of income for regional communities.

### Cycle Tourism Market Profile

The results of a Munda Biddi Trail Users Survey will be available late 2011 and will provide additional information for businesses and tourism organizations to enable them to attract cycle tourists.

Recent Australian research provides some useful information on the profile of cycle tourists and subsequent product and marketing strategies.<sup>10</sup> Although cycle tourism includes those who use organised tours, most cycling holidays in Australia are currently independently organized holidays (or do-it-yourself) where cyclists use their own bikes, plan their route and book their accommodation.<sup>10</sup> There has also been growth in cycling events in Australia that attract participants, spectators and officials. Cycle tourists include a wide variety of individuals and market segments, such as short break holidays, longer holiday cyclists, who may be touring a circuit or staying at a main destination. Planners and marketers should realize that the different segments have different motivations and therefore require different types of tourist product and respond to different marketing strategies.

That said, it can be difficult to categorize cycle tourists due to the overlap in activity types. The following table highlights the diverse, overlapping and fluid nature of cycle tourists.<sup>10, 11, 12</sup>



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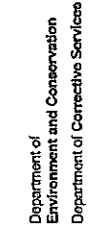
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It is difficult to categorize cycle tourists due to the overlap in activity types. The following highlights the diverse, overlapping and fluid nature of cycle tourists.<sup>10, 11, 12</sup>

Activity type	Segment Types	Characteristics
<i>Leisure and day cyclists</i> Day touring Cycle hirers	Home based Mountain bikers Day events Casual Holiday makers	Half day and day trips, primarily from home, families and adult groups, younger mountain bikers  Holiday based for whole or part day, experienced and inexperienced cyclists, families and youth groups, some adult groups
<i>Touring cyclists</i> Pre-planned touring	Independent Organised	Independent, group led tours, suit inexperienced and overseas visitors, individuals and couples, 25-44 age eg Cycling Touring Association tours of regional WA
Do it yourself touring holidays	Independent	Touring holidays, more experienced with good knowledge, aged 15-44, couples and adult groups
Centred holidays	Independent Organised	Independent, group led tours from an accommodation base, popular with mountain bikers and younger people
<i>Mountain bikers</i>	Independent	Primarily male aged (80-90%) 20-40, travels with own bike, seeking adventure, skill and physical challenge in exceptional natural landscapes Motivated by the technical quality of trails and exploring new areas is important Frequently ride trails rated 'difficult' or 'advanced' Seeking non-crowded, natural destinations May compete in events May be converted to participate in a supported mountain bike tour

	Event	<p>program (e.g. pre-arranged accommodation, with bike specific facilities and gear transport, rather than guided tours)</p> <p>Usually male aged 30-49, travels with own bikes, frequently ride trails rated 'difficult' or 'advanced'</p> <p>May be converted to participate in a supported mountain bike tour program (e.g. pre-arranged accommodation, with bike specific facilities and gear transport)</p> <p>May stay to sight see, visit friends and relatives and take part in another activity post competition</p>
Cycling Events	Participants Support crews Officials Spectators	<p>Usually club members depending on type of event (competitive, non-competitive) and supporters. Examples:</p> <p>Ride for Youth-Albany to Perth via great southern and south west towns</p> <p>Karri Cup (Northcliffe)</p> <p>Pemberton Classic</p>



Within specific activity types, different market segments exist<sup>10</sup>, with some touring cyclists using organised tours that include camping or staying at youth hostels. Other touring cyclists may stay in luxury accommodation with baggage carried for them by tour operators or other service providers. Short break cycle tourists may travel out from a base to explore the countryside, while others may be long-stay, do-it-yourself cycle tourists.

### **Needs and Preferences of Independent Cycle Tourists**

Australian research highlights that “*it’s more about the journey than the destination*” for cycle tourists.<sup>5</sup> Destinations are a secondary concern in importance to cycling routes, which are the most influential driver of travel decision-making and behaviour. Selection of a destination is usually based on a region’s capacity to support safe and enjoyable cycling experiences rather than a destination’s image, brand or reputation.

According to Lamont’s research when selecting a cycling tour destination, independent cycle tourists prefer (in priority order):<sup>5</sup>

- Quiet (minimal traffic) roads
- Appealing scenery
- Wide, marked road shoulders
- Paths/trails where cyclists are separated from vehicular traffic
- ‘Cyclist friendly’ accommodation
- Smooth road surfaces
- Friend’s recommendations
- Clear signposting along cycling routes
- Availability of drinking water along routes
- Access to public transport (e.g. rail/coach/air)
- Favourable prevailing weather conditions
- Availability of restaurants/cafes/pubs
- Cycle touring magazine recommendations
- Availability of toilets along cycling routes
- Built tourist attractions

Lamont also outlines his research on the specific needs and preferences of Australian independent cycle tourists:<sup>5</sup>

- Cyclists have a strong dislike for cycling on roads with narrow or inconsistent shoulders;
- Road shoulder widths are highly influential in cyclists selecting environments to cycle. The majority of cycle tourists indicated that a minimum road shoulder width needed to ensure a safe passing margin between cyclists and motor vehicles was between 1.1m and 2.0m;



- Cycle route signage that provides information on the distance to the nearest town, directions to nearby attractions and distance to the closest potable drinking water is important for cycle tourists. As age increases, so too does the importance of knowing the location of toilets along cycling routes;
- Many cycle tourists prefer modestly priced accommodation such as caravan parks or camping grounds. Accommodation that facilitates social interaction among guests, such as pubs and backpacker hostels are not preferred by cycle tourists. This may be due to the need for peaceful surrounds to recover from cycling;
- The security of bicycles at accommodation is very important to cycle tourists;
- Australian cycle tourists show little interest in accommodation features beyond basic facilities-such as television/DVD, internet access, relaxation facilities and swimming pools. However, in central western Europe, independent bicycle tourists prefer accommodation of high quality such as comfortable bed and breakfast establishments or high quality hotels. For example, most bicycle tourists that cycle the Danube River route in Austria prefer 4 star hotel accommodation. In Denmark (northern Europe), cheaper forms of accommodation are most frequently used with camping being the most popular. In NZ, commercial camping grounds are the most popular, followed by bed and breakfast establishments;
- Cycle-specific maps are a vital pre-planning tool and a useful navigation resource whilst cycling. The items required by cycle tourists are directly related to safety such as indication of dangerous roads not suitable for cycling, the location of cycling routes that provide segregation of cyclists from motor vehicles. Because cycle touring is slow paced and self propelled in nature, it is important that rest areas and water facilities, along with the distances between them, are accurately identified on maps;
- Female cycle tourists express a stronger need for knowledge about the physical attributes of cycling routes such as surface type, hill gradients and road shoulder conditions;
- Whilst at a destination, cyclists are most likely to make use of information services such as maps and websites;
- Cycle tourists are only moderately likely to make use of transport services such as coach and rail and also bicycle repair/maintenance facilities; and
- Bicycle hire facilities are not likely to be used by independent cycle tourists.

## Packaged Cycle Tours



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There are a range of opportunities to package cycle tourism products for different market segments. For example, packages for short breaks that stay in luxury accommodation with bicycle hire (and helmet, map, water bottle, panniers and breakdown), pick up and drop off to trail and accommodation, baggage carried for them by tour operators (or other service providers) are mostly likely to appeal to inexperienced cyclists and overseas visitors.<sup>9</sup>

Luggage transport services provide transport of cycle tourists' baggage to their next destination. This eliminates the need for cyclists to physically carry their luggage. This service can feature as part of upmarket, packaged bicycle tour options. Cycle tour companies can offer packaged cycling holidays where cyclists are able to have their baggage transported to their destination each day for an additional cost. In rural areas where specialist luggage transport services do not exist, freight and courier companies can be utilised to provide baggage transport. For example, cycle tourists on the Murray to Mountains Rail Trail in rural Victoria can have their luggage transferred from hotel to hotel via a parcel courier at a cost of A\$5 per item.<sup>5</sup> It should be noted that, as per research outlined below, researchers in the UK found there was limited growth expected in the packaged cycling holiday market.

### **Potential Cycle Tourism Growth Areas**

The following growth prospects have been identified for cycle tourism by researchers in the UK.<sup>13</sup>

#### **Cycling Holidays (where cycling is the main purpose)**

- A relatively small market overall, but one which appears to have seen steady growth in recent years;
- Likely to be continued steady growth in both domestic and overseas cycling holiday markets;
- The strongest growth is likely to be in self-organised, centre-based cycling short breaks;
- Growth in cycle touring holidays is likely to be more modest, with stronger demand for circular cycle touring routes than for linear routes (other than 'pilgrimage' routes, or routes between rail stations or ferry ports); and
- limited growth is likely in the packaged cycling holiday market.

#### **Holiday Cycling (cycling being one of a number of activities whilst on holiday)**



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- There is undoubtedly a sizeable potential market for holiday cycling which can be further developed given improved provision and promotion of suitable leisure cycling routes in holiday areas; and
- Many holidaymakers already cycle while on holiday and there is evidence that many more would like to. There is potential to encourage holidaymakers to use bikes much more as their primary means of transport during their holiday.

### **Cycling Day Visits**

- Cycling day visits offer by far the greatest growth potential of all types of cycle tourism activity;
- There is thought to be significant latent demand for cycling day visits, which remains, as yet, untapped; and
- This is a market which should see significant growth as the provision and promotion of safe (and in particular traffic-free) cycle routes develops.
- be given regarding the importance of 'green' issues in marketing materials.

### **Community Wide Benefits of Cycle Tourism Infrastructure**

Local government investment in infrastructure for cycle tourists also provides a range of benefits to the whole community including;<sup>14</sup>

- **Improved community health**-people who live in neighbourhoods which are cycling and walking friendly are more likely to be more active and physically active and enjoy a better quality of life;
- **Increased mobility**-an integrated network of shared paths and bicycle lanes leading to facilities and services will increase residents' mobility and decrease isolation;
- **Supporting local businesses**-increasing facilities for cycling can boost the viability of local small businesses. People who can walk or cycle to shops are more likely to shop regularly;
- **Improve community safety**-cycling and walking friendly neighbourhoods encourage activity, foster social interactions and reduce the opportunities for crime and anti-social behaviour;
- **Restoring a sense of community**-communities which are cycling and walking friendly are also communities where people are more likely to know each other and look out for each other. People who are socially isolated or disconnected from others have between two and five times the risk of dying from all causes compared to those who maintain strong ties with family, friends and community; and



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- **Responding to climate change**-approximately half of the greenhouse gas emissions produced by the average household each year are from transport. Cycling is one way to significantly reduce pollution that causes climate change.

### **Cycle Tourism Strategic Planning Process**

Over 30 people representing community, business and government agencies attended a cycle tourism workshop at the Nannup Shire offices on August 31<sup>st</sup> 2010. Following an overview of cycle tourism, an update of the Munda Biddi Trail, components of a cycle friendly community and the MBTF Cycle Friendly Business program, participants identified gaps, opportunities and priorities to develop cycle tourism in Nannup. See Appendix 1 for attendees at this workshop. These priorities have been included in the opportunity column in the table below. An audit of current cycle tourism infrastructure and services was conducted following the workshop. This audit and the priorities identified at the workshop were discussed with key stakeholders and contributed to the Nannup Cycle Tourism Strategic Plan. See Appendix 2 for a list of attendees who attended this workshop. Senior Officers from the Shire of Nannup provided feedback on a draft copy of the Plan (Appendix 3). See Appendix 4 for details of the audit.



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## Nannup Cycle Tourism Strategic Plan

Elements of a Cycle Friendly Community	Opportunity Identified by community at a Community Planning and a Cycle Tourism Workshop Numbers = community priority at Workshop	Action to Develop Opportunities	Who	Timeframe
<p><b>Safe cycling routes</b></p> <ul style="list-style-type: none"> <li>• Off road trails</li> <li>• Rural roads with low traffic levels, designated shared paths and on road cycle lanes in high traffic areas such as town centres.</li> </ul> <p><b>A variety of cycling routes</b></p> <ul style="list-style-type: none"> <li>• Circular or out and back day routes</li> <li>• Routes that link local attractions, towns and accommodation</li> </ul> <p><b>Built and natural attractions linked with cycling routes</b></p>	<ul style="list-style-type: none"> <li>• Loops</li> <li>• Cary Street</li> <li>• <b>North Nannup (2)</b></li> <li>• Local loop trails, more needed (currently avail but no signage)</li> <li>• Develop more downhill trails</li> <li>• Bridge over river near North Nannup to provide circular route</li> <li>• Busselton/Nannup/Busselton MR/Nannup/MR</li> <li>• More exciting adventure trails</li> <li>• <b>Variety of trails (14)</b></li> <li>• <b>Activities other than cycling/adventure eg. Flying fox</b></li> </ul>	<p><i>Safe bicycle access to the CBD</i></p> <ul style="list-style-type: none"> <li>• Create a cycle friendly main street via Mainstreet Project</li> </ul> <p><i>Plan Adoption</i></p> <ul style="list-style-type: none"> <li>• Adopt Nannup Bike and Trails 2010-2015</li> </ul> <p><i>Funding</i></p> <ul style="list-style-type: none"> <li>• Allocate an annual budget for paths and trails</li> <li>• Apply for grants to fund new paths, trails and bicycle parking facilities</li> <li>• Request the state government review the current method of allocating funds for trails maintenance</li> </ul>	<p>SON</p> <p>SON</p> <p>SON</p> <p>SON</p> <p>SON/WBSA</p>	<p>Dec 2012</p> <p>June 2011</p> <p>June 2011</p> <p>Ongoing</p> <p>Ongoing</p>

Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
		<p><i>Maintenance and Construction</i></p> <ul style="list-style-type: none"> <li>• Complete Munda Biddi Trail extension from Nannup to Manjimup</li> <li>• Establish a trails maintenance program and investigate an agreement with DCS</li> <li>• Investigate the reopening of the Old Timberline Trail</li> <li>• Trail assessment recommendations for the Old Timberline Trail be implemented</li> <li>• The deteriorating condition of existing trails be addressed before new trails are constructed</li> <li>• Investigate establishment of Friends of Trails groups with appropriate guidelines and insurance</li> <li>• Pathway Inspection Sheets be used to audit shared use paths in March each year subject to available resources</li> </ul>	<p>DEC</p> <p>DEC/DCS</p> <p>DEC</p> <p>DEC</p> <p>DEC</p> <p>DEC</p> <p>DEC</p> <p>SON</p>	<p>June 2011</p> <p>Ongoing</p> <p>Dec 2011</p> <p>Dec 2011</p> <p>Dec 2011</p> <p>Set 2011</p> <p>Sep 2011</p>

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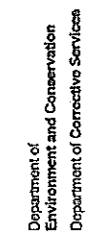
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GREAT SOUTHERN DEVELOPMENT COMMISSION

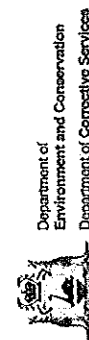
SOUTH WEST DEVELOPMENT COMMISSION

Munda Biddi TRAIL ASSOCIATION

Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
	<ul style="list-style-type: none"> <li>• Advertise successes of neighbouring towns</li> <li>• Links to websites eg. Munda Biddi</li> <li>• Advertising existing trail opportunities</li> </ul>	<p><i>New Trails</i></p> <ul style="list-style-type: none"> <li>• Determine alignment of Ellis Creek trail</li> </ul> <p><i>Signage-pathways</i></p> <ul style="list-style-type: none"> <li>• Review town path signage, directional and end of trip signage required and all concrete paths to have signage designating them as dual use subject to available resources</li> </ul> <p><i>Signage-trails</i></p> <ul style="list-style-type: none"> <li>• Upgrade directional signage on the Old Timberline Trail</li> <li>• Seek funding to upgrade interpretive signage on existing local trails</li> <li>• Locate a display board in the CBD that highlights the proposed trail program for visitors subject to available resources</li> <li>• Promote CFB case studies via CFB program, Mentor program and website</li> </ul>	<p>SON/DEC/FPC</p> <p>SON</p> <p>DEC</p> <p>DEC</p> <p>SON</p> <p>MBTF</p>	<p>December 2011</p> <p>June 2011</p> <p>June 2011</p> <p>Dec 2011</p> <p>Sep 2011</p> <p>June 2011</p>

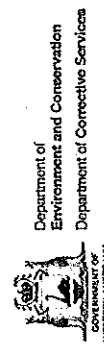


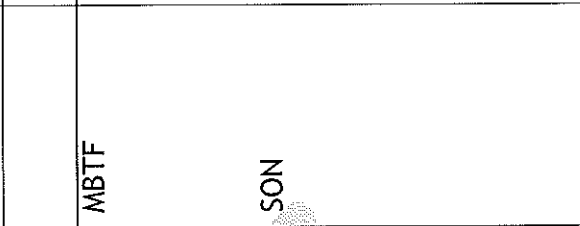
Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
<p>Informative hard copy and electronic maps of the local area that includes bicycle friendly accommodation, attractions, bicycle repair, bicycle racks and toilets</p>	<ul style="list-style-type: none"> <li>• One map/download with all trails (7)</li> <li>• GPS (3)</li> <li>• Cycling info board at entries into town</li> <li>• Signs at entry into town (north and south) showing map of town, accommodation, food</li> <li>• Information bay/cycle tourist info/after hours info</li> <li>• Promotional board near phone booth at Jarrahwood</li> <li>• Regional signage at Kirup and Bunbury</li> <li>• Warren Blackwood Trails</li> </ul>	<ul style="list-style-type: none"> <li>• Work in partnership with DEC to produce an electronic downloadable map featuring CFB's. Pursue printed map if electronic map is not achieved</li> <li>• Update existing map so it is cycle friendly (tear resistant and folded small) and features bicycle racks</li> <li>• Secure funding, reprint and distribute maps via the visitor Centre Network</li> <li>• Key stakeholders to liaise regarding production of maps</li> <li>• Review entry signage and CBD display boards to promote cycle tourism services and infrastructure</li> </ul>	<p>MBTF/DEC</p> <p>NVC</p> <p>NVC</p> <p>DEC/MBTF/ NVC/WBSA</p> <p>SON/DEC/ MBTF</p>	<p>Dec 2012</p> <p>Dec 2012</p> <p>Dec 2012</p> <p>Ongoing</p> <p>Sep 2011</p>

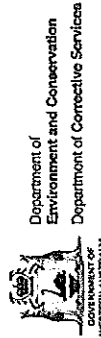


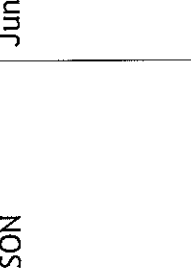


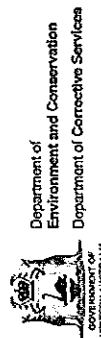
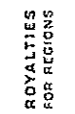
Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
<p><b>Bicycle related products and services</b></p> <ul style="list-style-type: none"> <li>• Sales</li> <li>• Hire</li> <li>• Repair</li> <li>• Spares</li> </ul>	<p><b>Opportunity</b></p> <ul style="list-style-type: none"> <li>• Facilitate cycle tours/hire/repair business</li> <li>• Promote recreational business opportunities</li> <li>• Sales (1)</li> <li>• Repair (1)</li> <li>• Cycle repair kits at Hardware store(1)</li> <li>• Rates incentive offered to new business in main street</li> <li>• Training young people eg. mechanic</li> <li>• More variety of businesses open</li> <li>• ATM (5)</li> <li>• Car hire with bike racks (2)</li> <li>• Bike repairs/hire at service station/ hardware store</li> <li>• Buddy System with bike hire/ reciprocal arrangement with other towns (5)</li> <li>• GPS hire</li> <li>• Shire run bike hire business</li> <li>• Bike Transport</li> <li>• One stop bike shop</li> </ul>	<p>Via the MBTF Mentor program:</p> <ul style="list-style-type: none"> <li>• Support the establishment and promotion of a bicycle repair business</li> <li>• Assist hardware store to stock recommended spares for cycle tourists</li> <li>• Support a private business establish and promote a bicycle hire business</li> </ul>	<p>MBTF</p>	<p>June 2011</p>



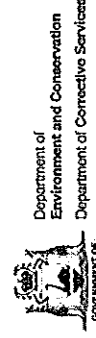
Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
<p>A range of eating places providing high carbohydrate meals</p>  <p>Parklet at Mojo Café, San Francisco</p>	<ul style="list-style-type: none"> <li>• Cater for a range of cycling activities</li> <li>• Encourage another restaurant</li> <li>• Bakery (1)</li> <li>• Need somewhere open at night time; 2-6pm nothing open (9)</li> <li>• Easy meals</li> <li>• Bike specific cafe/chocolate/carbs (7)</li> <li>• Rest day catering</li> <li>• Increase eatery opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Support existing cafes/restaurants to be MBTF CFB's and offer additional services for cyclists</li> <li>• Encourage the establishment of Parklets outside MBTF accredited CFB's</li> </ul>	<p>MBTF</p> <p>SON</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>Secure, well located bike racks that comply with Australian Standards</p>	<ul style="list-style-type: none"> <li>• Bike racks installed throughout the CBD</li> <li>• Review of streetscape guidelines to promote business</li> <li>• Install dog tie up spots along main street</li> <li>• Maintain street tree project with attractive tree guards erected</li> </ul>	<ul style="list-style-type: none"> <li>• Develop guidelines to allow MBTF accredited CFB's to install bike racks out the front of their business on the footpath consistent with heritage requirements</li> </ul>	<p>SON/Big N</p>	<p>Sep 2011</p>



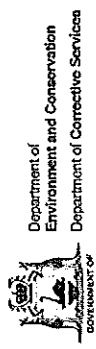
Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
<p>Secure storage of bicycles and car parking at</p> <ul style="list-style-type: none"> <li>• Cafes/Restaurants</li> <li>• Accommodation</li> <li>• Attractions</li> </ul>	 <p>Tree guard that is also a bike rack</p>	<ul style="list-style-type: none"> <li>• Amend Town Planning Scheme to encourage commercial and community facilities to install bicycle racks and showers consistent with heritage requirements</li> <li>• Include cycle tourism infrastructure in the Mainstreet Project subject to heritage requirements and availability of funds</li> <li>• Install bike racks at key community                             <ul style="list-style-type: none"> <li>○ facilities eg Shire offices</li> <li>○ Bicycle lockers and showers</li> </ul> </li> <li>• Ensure street furniture is multi use where possible eg tree guards that double up as bike racks</li> </ul>	SON	June 2011



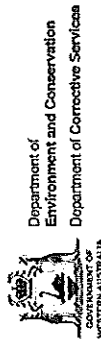
Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
<p>Cycle friendly accommodation</p>	<ul style="list-style-type: none"> <li>• Low cost accomm in town</li> <li>• Greater variety of accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Promote the MBTF CFB program</li> <li>• Assist and audit businesses to become accredited MBTF CFB's</li> </ul>	<p>MBTF/ BN/SBCWB  MBTF</p>	<p>Ongoing  Ongoing</p>
<p>Tour companies that provide</p> <ul style="list-style-type: none"> <li>• Guided tours</li> <li>• Transport for gear and luggage</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate cycle tours/hire/repair business</li> <li>• Combine cycling/eating/different sites</li> <li>• Bike riding with trout fishing expeditions</li> <li>• Bike/luggage transport</li> <li>• Guided tours</li> <li>• More eco tours eg. Nature walks, wildflowers</li> <li>• Tour bus (3)</li> <li>• Pick up-drop off service (2)</li> <li>• Guided tours (3)</li> <li>• Add on tours- cycle tour/wines/scenery (3)</li> <li>• Car hire</li> <li>• Facilitate gas fuel availability for cars</li> </ul>	<p><i>Assist business via the MBTF Mentor Program</i></p> <ul style="list-style-type: none"> <li>• Assist Dirty Detours to promote bicycle tours in Nannup</li> <li>• Encourage CFB's to provide and promote additional services for cyclists via CFB networking opportunities</li> </ul>	<p>MBTF/SON/ BN  MBTF</p>	<p>Marc 2011  Ongoing</p>



Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
<p>Public transport that allows bicycles on coaches, trains or aircraft</p>	<ul style="list-style-type: none"> <li>Facilitate businesses that support cycling including transport companies</li> <li>Public transport (2)</li> </ul> <p>TransWA Bunbury to Nannup service runs on Tues, Thurs (depart 3.15pm arrive 6.50pm) and Sun (depart 2.45pm arrive 6.50pm)                      Cost one way is \$35.90                      Nannup to Bunbury service runs Mon, Wed and Friday (depart 6.58am and arrive 10.50am)                      Bicycles permitted for \$10 if space permits.</p> <p>South West Coachlines Bunbury to Nannup service runs every week day (depart 10.45am arrive 4.42pm)                      Nannup to Bunbury service runs every weekday (depart 4.45pm arrive 6.40pm). Is a school bus service, does not operate on weekends or pub hols. \$18 one way. Bicycles extra \$20 if room available at management discretion</p>	<p>Encourage TransWa and South West Coachlines to be CFB's</p> <p>Approach PTA to assist TransWa to be a CFB</p> <p>Advocate for a more direct public transport service to Nannup once Mowen Rd is sealed</p>	<p>MBTF</p> <p>MBTF/PTA</p> <p>SON</p>	<p>Sep 2011</p> <p>Sep 2011</p> <p>Dec 2011</p>



Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
Cycling Events	<ul style="list-style-type: none"> <li>• Extreme events eg. Downhill (2)</li> <li>• Events (2)</li> <li>• Advertise events</li> <li>• Link events to existing events eg. Music Festival</li> <li>• Encourage other events to use Nannup</li> <li>• Encourage cycle event within major festivals (4)</li> <li>• Have cycling events</li> <li>• Have competitions eg. Win accommodation in town with dinner etc</li> <li>• Cycling races/ different levels</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct a MBT trail opening event</li> <li>• Conduct one free cycling event as part of MBTF Events Calender</li> <li>• Communication regularly with other communities eg WAMBA, Northcliffe (Karrri Cup)</li> </ul>	<p>DEC/MBTF/ SON</p> <p>MBTF</p> <p>MBTF/SON/ CWA/BN</p>	<p>July 2011</p> <p>Sep 2011</p> <p>Ongoing</p>
Volunteers <i>Munda Biddi Trail and other trail maintenance</i>  <i>Local cycling events</i>		<ul style="list-style-type: none"> <li>• Promote volunteer opportunities</li> </ul>	MBTF/DEC	Ongoing



Cycle Friendly Community	Opportunity	Opportunities	Who	Timeframe
Business Development/ Marketing	<ul style="list-style-type: none"> <li>Towns working together-Nannup as a hub (1)</li> <li>Establish business relationship between SON and MBTF</li> <li>Links between towns to encourage stays</li> <li>Educate cyclists to plan and book ahead</li> <li>Nannup to have better exposure to wider market-centrally located</li> </ul>	<ul style="list-style-type: none"> <li>Refer enquiries from cycle tourists to MBTF accredited CFB's</li> <li>Facilitate the development and promote cycle tourism packages</li> </ul>	<p>MBTF</p> <p>MBTF</p>	<p>Ongoing</p> <p>Dec 2012</p>
General	<ul style="list-style-type: none"> <li>Engage community- get bums on bikes! (5)</li> <li>Cycle club in Nannup (3)</li> <li>Buddy System (1)</li> </ul>	<ul style="list-style-type: none"> <li>Promote the MBTF Events Calendar to Nannup residents</li> </ul>	<p>MBTF/SON/ BN</p>	<p>Ongoing</p>

**Key**

- BN=Big N (Nannup Business Group)
- CFB=Cycle Friendly Business
- DEC=Department of Environment and Conservation
- DCS=Department for Corrective Services
- DSR=Department of Sport and Recreation
- FPC=Forst Products Commission
- MBTF=Munda Biddi Trail Foundation
- NVC=Nannup Visitor Centre
- PTA=Public Transport Authority
- SBCSW=Small Business Centre Warren Blackwood



SON=Shire of Nannup

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EDUCATION



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## Appendix 1

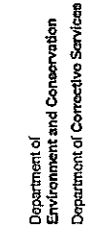
## Cycle Tourism in Nannup Workshop

Name	Organisation	Telephone	Email
Rob Oostdam	Dirty Detours Margaret River	0422 343 341	tootrob@westnet.com.au
John Prins	DEC Ranger Nannup	0429 319 200	John.prins@dec.wa.gov.au
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Sophie Camarri	Nannup Shire Deputy President (daughter of Stephanie)	9756 2011	scam1@westnet.com.au
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Mat Wardell	Recreation and Trails Unit DEC	0412 763 712	Matthew.wardell@dec.wa.gov.au
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Louise Stokes	Shire of Nannup Community Development Officer	9756 1018	louise.stokes@nannup.wa.gov.au
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Murray Gormin	Munda Biddi Trail Foundation	0431 846 412	cycletourism@mundabiddi.org.au
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James Innes	Blackwood Wines	9756 0077	innes@westnet.com.au
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Nick Detchon	DEC Recreation and Trails Unit	0437 516 809	nicolas.detchon@dec.wa.gov.au

Mike Gadd	President Margaret River Off Road Cycling Association	9758 7155	winosmike@westnet.com.au
Andrew Sandri	DEC Parks and Services Officer Kinup	9731 9217	Andrew.sandri@dec.wa.gov.au
Brad Commins	DEC Operations Manager Blackwood District	9752 5555	bradbury.commins@dec.wa.gov.au

Workshop held August 31<sup>st</sup> 2010

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## Appendix 2 Key Stakeholder Consultation

Name	Organisation	Telephone	Email
Louise Stokes	Shire of Nannup Community Development Officer	9756 1018	<a href="mailto:louise.stokes@nannup.wa.gov.au">louise.stokes@nannup.wa.gov.au</a>
Wendy Trow	Cycling consultant	9764 1887	<a href="mailto:brookview@wn.com.au">brookview@wn.com.au</a>
Jim Kelly	Shire of Nannup CEO	9756 1018	<a href="mailto:Jim.kelly@nannup.wa.gov.au">Jim.kelly@nannup.wa.gov.au</a>
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Laraine Raynel	Big N/Loose Goose Chalets	9756 1170	<a href="mailto:info@loosegoose.com.au">info@loosegoose.com.au</a>
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Carol Pinkerton	Shire of Nannup Councillor/ Blackwood River Valley Marketing Association	9756 1363	<a href="mailto:jav_vil@hotmail.com">jav_vil@hotmail.com</a>
Crystal Reed	Munda Biddi Trail Foundation Executive Officer	9481 2483	<a href="mailto:execofficer@mundabiddi.org.au">execofficer@mundabiddi.org.au</a>
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Metta Gilmour	Nannup Visitor Centre	9756 1211	<a href="mailto:metta@nannupwa.com">metta@nannupwa.com</a>
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Steve Boak	Nannup Visitor Centre	9756 1121	<a href="mailto:reservations@nannupwa.com.au">reservations@nannupwa.com.au</a>
Kim Roycroft	Nannup Visitor Centre	9756 1121	<a href="mailto:reservations@nannupwa.com.au">reservations@nannupwa.com.au</a>

Consultation held February 24th 2011



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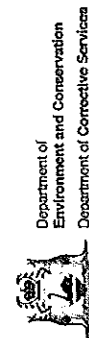


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### Appendix 3 Feedback from Shire of Nannup Senior Officers

Name	Title	Telephone	Email
Robert Jennings	Chief Executive Officer	9756 1018	robert.jennings@nannup.wa.gov.au
Chris Wade	Works Manager	9756 1018	chris.wade@nannup.wa.gov.au
Geoffrey Benson	Manager Development Services	9756 1018	geoff.benson@nannup.wa.gov.au
Louise Stokes	Shire of Nannup Community Development Officer	9756 1018	louise.stokes@nannup.wa.gov.au

Feedback received August 17<sup>th</sup> 2010

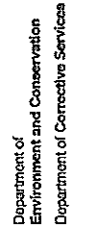
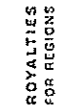


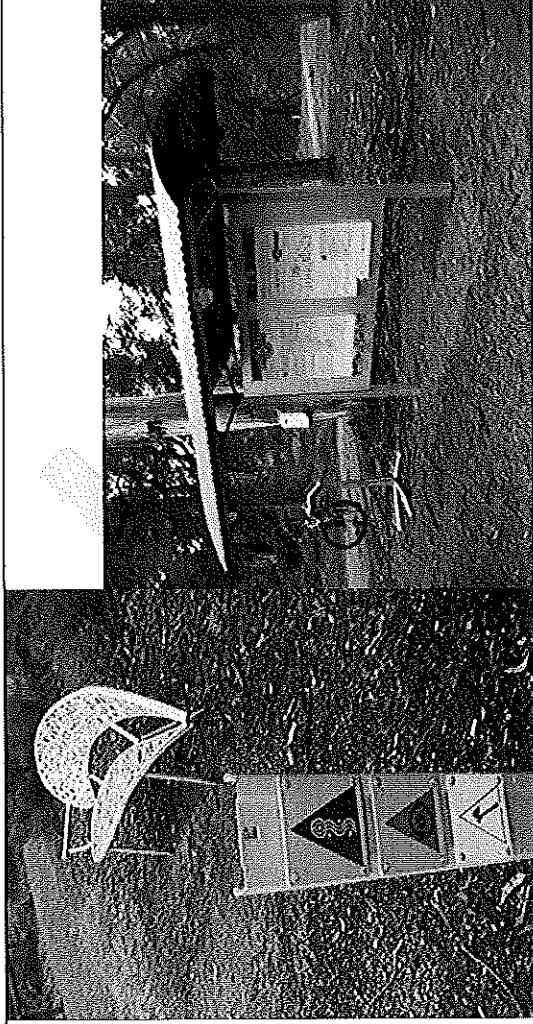
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## Nannup Cycle Tourism Audit

### Appendix 4

Cycle Friendly Community	Comments
<p><b>Safe cycling routes</b></p> <ul style="list-style-type: none"> <li>• Off road trails</li> <li>• Rural roads with low traffic levels, designated shared paths and on road cycle lanes in high traffic areas</li> </ul> <p><b>A variety of cycling routes</b></p> <ul style="list-style-type: none"> <li>• Circular or out and back day routes</li> </ul> <p><b>Built and natural attractions linked with cycling routes</b></p>	<p><b>Existing Recreation Trails</b></p> <p>The Munda Biddi Trail is currently being extended to Manjimup</p> <p>The Munda Biddi Trail/Sidings Rail Trail and the Timberline Trail provide a circular route for cycle tourists.</p> <p>The Nannup Bike and Trails Plan 2010-2015<sup>1</sup> contains an audit of existing trails and highlights that:</p> <ul style="list-style-type: none"> <li>• A bridge has collapsed on the Old Timberlane Trail and a hut and section of the trail has been closed for two years. The closed section is easily passable in drier months but the trail remains closed. The Visitor Centre map does not indicate the trail is closed</li> <li>• Visitor Centre staff are not aware of the closure</li> <li>• Additional signage is required</li> <li>• There is poor visibility on corners which could result in conflict between cyclists and walkers</li> </ul>





Nannup trail head signage Trail head information stand and bicycle repair stand

The Nannup Bike and Trails Plan 2010-2015 indicates there is no process in place to maintain existing trails. The Plan highlights that the SON needs to establish a relationship with an organization to maintain trails. Possible groups include community Friends of Trails groups, Department of Corrective Services, Green Corps, Work for the Dole and Nannup High School. There is also no annual review or maintenance schedule for trails.

The Nannup Bike and Trails Plan 2010-2015 highlights the establishment of new trails:

- A cycling and walking trail link between the Bibbulmun Track (Ellis Creek) and Nannup with plans to construct a campsite and extensive interpretation of the old mill site and 400 year old jarrah trees at Ellis Creek



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	<ul style="list-style-type: none"> <li>• Loop trails in the Cundinup area</li> <li>• A link trail between Nannup and Balingup/Greenbushes (via Willow Springs)</li> <li>• A link trail between the Old Timberline Trail and Sidings Trail (via Tycoon Rd)</li> <li>• A trail between Stewart Rd and Lake Jasper in Scott River</li> <li>• A mountain bike trail between Revelly Bridge and Lewana</li> <li>• A loop trail suitable for mountain bikes between Nannup, Jalbarragup and Tycoon Rd</li> </ul> <p><i>Shared paths</i></p> <p>A shared path (pedestrians and cyclists) was constructed in November 2010 linking the Nannup townsite with the Cockatoo Valley community. This path will form part of the Munda Biddi Trail extension to Manjimup.</p> <p>The Nannup Bike and Trails Plan 2010-2015 indicates that there is insufficient signage on Nannup shared paths and improvements are required.</p>
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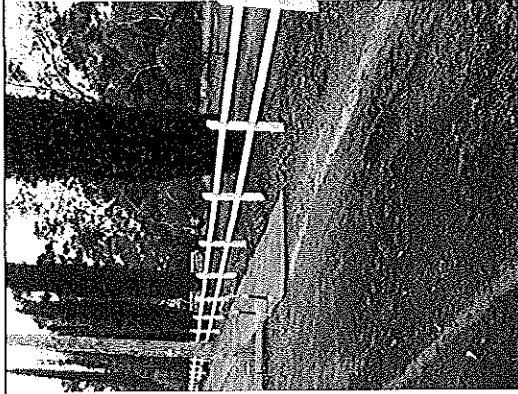


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Cockatoo Valley shared path

*Bike Paths in the CBD*

The main street, Warren Rd, has less than 1 800 vehicle movements per day, has narrow traffic lanes of 3.75m and is used by heavy vehicles frequently. Austroads<sup>1</sup> does not recommend on road or separated bicycle lanes for this number of vehicle movements and when speeds are 50km/hr or less. Mixed traffic is recommended for this situation.

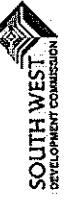
However, the 3.75m traffic lane width can cause conflict between cyclists and vehicles as cyclists need 1m to avoid being hit by car doors being opened. Austroads<sup>2</sup> recommends that lanes should be 3.7m or more to allow enough space for safe passage of a cyclist and a vehicle side by side. Alternatively, lanes should be narrow enough to permit the passage



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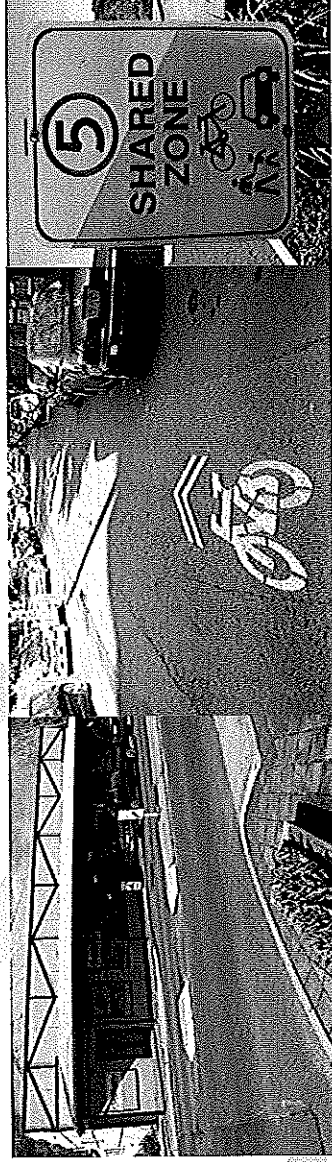
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of a vehicle or bicycle (3m or less).

The lane width is 4.4m near the Blackwood Café where there is a kerb extension and central median for pedestrian safety. Austroads<sup>2</sup> indicates that kerb extensions create a squeeze point for cyclists as they are forced to share a narrow space with road traffic. Cycling safety is further compromised when a truck or bus share the narrowing with a cyclist. Road narrowings increase cyclists' anxiety and perception of danger<sup>3</sup>.

The footpath varies between 2.0m to 3.0m and is obstructed by verandah posts, signage and street furniture which is too narrow to install a bicycle lane.



Cyclist squeeze point Warren Rd Sharrow: San Francisco

Shared zone signage

**Gaps**

Safe passage for cyclists through the CBD on Warren Rd. Cyclist safety would be improved by:

- Installing sharrows, which improve the positioning of cyclists and motorists; also,

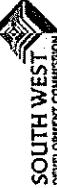
	<p>cyclists ride outside the dangerous opening car door zone</p> <ul style="list-style-type: none"> <li>• Shared zone signage (bicycle logo and car logo)</li> <li>• Raised traffic calming devices</li> <li>• Reducing road lane width to 3m permit the passage of a vehicle or bicycle</li> </ul> <p>No MOU between Shire of Nannup, DEC and Water Corporation to agree how trails can be maintained in the future</p> <p>No relationship with volunteers or “Friends of Trails” groups to maintain trails or relationship with Department of Corrective Services or other groups to maintain trails</p> <p>No annual review or Maintenance Schedule to maintain trails</p>
<p><b>Informative hard copy and electronic maps of the local area that includes</b></p> <ul style="list-style-type: none"> <li>• Bicycle friendly accommodation</li> <li>• Attractions</li> <li>• Bicycle repair</li> <li>• Bicycle racks</li> <li>• Toilets</li> <li>• Cycling routes</li> </ul>	<p><b>Existing</b></p> <p>A hard copy map of Nannup includes 14 accommodation providers and one caravan park. The Nannup Visitor Centre website lists 29 accommodation providers. The hard copy map lists:</p> <ul style="list-style-type: none"> <li>• 8 attractions including the MB trail and Timberline Trail</li> <li>• 4 restaurants and cafes</li> <li>• 16 shops and services</li> <li>• 3 churches</li> <li>• 2 information centres</li> <li>• 4 public toilets and the Visitor Centre</li> </ul>



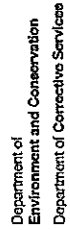
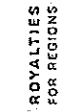
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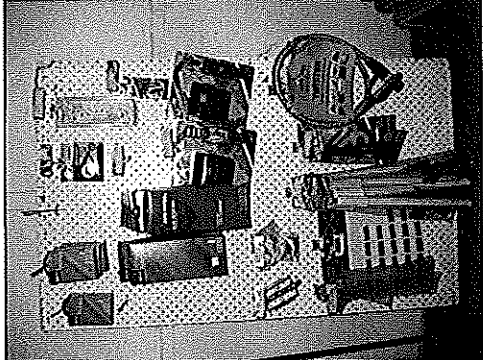


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	<p><b>Gaps</b></p> <p>Bike racks and bicycles spares at Nannup Hardware are not listed on the map.</p> <p>It is recommended that future reprints of the map list highlight MBTF accredited CFB's</p> <p>An electronic downloadable map with all cycling and walking routes with GPS coordinates</p>
<p><b>Bicycle related products and services</b></p> <ul style="list-style-type: none"> <li>• Sales</li> <li>• Hire</li> <li>• Repair</li> <li>• Spares</li> </ul>	<p><b>Existing</b></p> <p>A bicycle repair stand is located at the Foreshore Park</p> <p>The nearest bicycle shops that provide sales, spares and repairs are located in Bridgetown (44km away) and Busselton (57km away). Cycletrek located in Lowden, (70km from Nannup), has a bicycle repair service.</p> <p>Nannup Hardware has a small range of bicycle spares. Recommended spares for bicycle tourists in Nannup are:</p> <ul style="list-style-type: none"> <li>• Tubes-Mountain Bikes: 26 x 1.5-1.75 and 26 x 1: 75-2:125 and Hybrids: 700 x 30mm;</li> <li>• 700 x 35mm</li> <li>• Tyres as above</li> <li>• Puncture repair kits</li> <li>• Hand pumps</li> <li>• Multitool</li> <li>• Spokes length 262, 264, 266, 294 and 296mm</li> <li>• Cluster removing tool &amp; chain whip</li> <li>• Pedals 1/2 inch &amp; 9/16</li> <li>• Drive chain</li> </ul>





**Nannup Hardware**

Current spares stocked by Nannup Hardware

**Gaps**

- Bicycle sales
- Bicycle hire
- Bicycle repair
- Comprehensive bicycle spares

**Progress**

Endless Trails are planning to provide bicycle hire at the Nannup Putt Putt

Cycletrek, based in Nannup offer a mobile bicycle repair service.



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Munda Biddi TRAIL

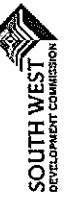
<p>A range of eating places providing high carbohydrate meals</p>	<p>EZ Rider based in Manjimup plan to provide a 24/7 mobile repair service along the Munda Biddi Trail between Nannup and Quininnup</p> <p><b>Existing</b></p> <p>The Bridge Café, The Blackwood Café, Good Food Shop, Blackwood Winery, Nannup Bakery and Nannup Hotel all provide high carbohydrate options.</p> <p>Yoho Pizzas provide a mobile catering service for events.</p> <p><b>Opening Hours:</b></p> <p>The Nannup Bridge Café          Closed on Mondays          Tues and Wed 9.00am-2.00pm          Thurs-Sun 9.00am-2.00pm and 6.00-8.00pm</p> <p>The Blackwood Café          Mon-Sun 8.30am-4.30pm          Wed pizza and pasta evenings from 6.00pm</p> <p>The Good Food Shop          Mon-Sat 9.30am-4.00pm          Sun 10.00am-4.00pm</p> <p>Chip n Gales          Tues 12.00noon-2.00pm 5.00-8.00pm</p>
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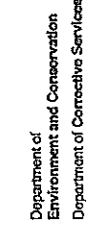
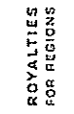
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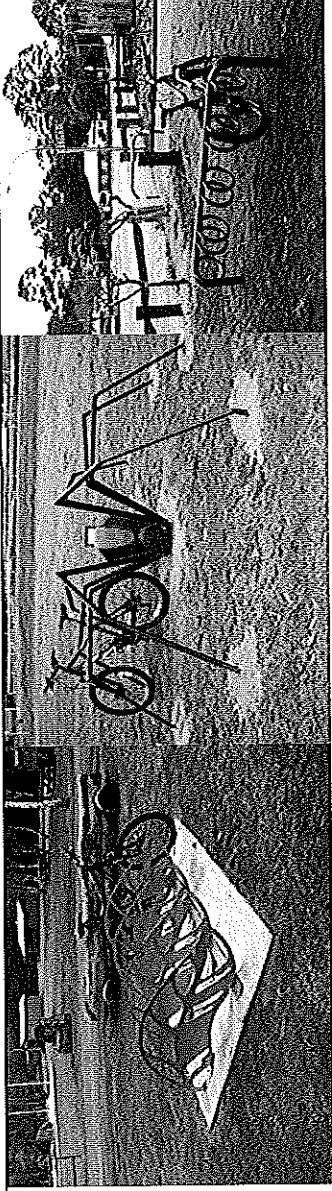


	<p>Wed closed Thur-Sun 11.30am-2.00pm 5.00-8.00pm</p> <p>The restaurant at Blackwood Wines is open Thurs-Sun 11.30am-2.00pm</p> <p>The Nannup Hotel is open until late in the evening 7 days, however the kitchen often closes early</p> <p><b>Gaps</b></p> <p>An additional eating place that opens evenings until 8pm Cafés accredited as a MBTF CFB's</p>
<p><b>Secure, well located bike racks that comply with Australian Standards</b></p> <ul style="list-style-type: none"> <li>• Allow frame and front wheel to be locked</li> <li>• Easily accessible</li> <li>• Near the main entry</li> <li>• Good natural surveillance</li> <li>• Out of the way of pedestrians, cars, entrances etc</li> </ul> <p><b>Secure storage of bicycles and car</b></p>	<p><b>Existing</b></p> <p>Creative bike racks designed and made by local artists are located in the following locations:</p> <ul style="list-style-type: none"> <li>• Foreshore Park at the trailhead of the Munda Biddi/Sidings Rail Trail and Timberline Trail</li> <li>• In the park adjacent to the Visitor Centre</li> <li>• Skate Park*</li> <li>• In Grange Rd Park adjacent</li> </ul> <p>The Shire has installed a bike rack at the Community Resource Centre*</p> <p>*does not meet Australian standards as they do not have a two point connection</p>



parking at

- Cafes/Restaurants
- Accommodation
- Attractions



Racks near the Visitor Centre Redback rack Grange Rd Park Resource Centre rack

The Nannup Bike and Trails Plan 2010-2015 indicates that more bike racks and secure storage lockers are required in the main street and at the Visitor Centre

Gaps

- Bike racks at key community facilities in the main street eg Shire offices, Pharmacy, Post Office
- Bike racks near the Visitor Centre entrance
- Shire policy permitting businesses to install bike racks outside their premises so they can be MBTF accredited CFB's
- End of trip facilities such as bicycle lockers and showers in the CBD



Department of Environment and Conservation  
Department of Corrective Services



ROYALTIES FOR REGIONS



GREAT SOUTHERN DEVELOPMENT COMMISSION

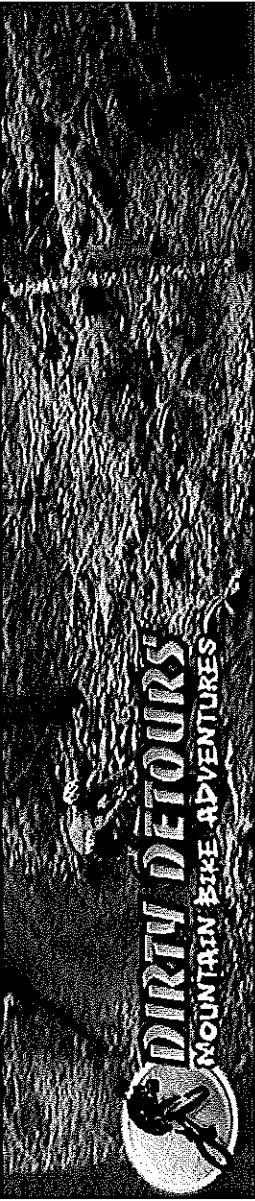


Munda Biddi TRAIL FOUNDATION



SOUTH WEST DEVELOPMENT COMMISSION



<p>luggage</p>	<p>the MBT from Collie to Nannup</p>  <p>Endless Trails is based in Pemberton and plans to provide tours for up to 17 riders in Northcliffe/Nannup and Pemberton.</p>
<p>Public transport that allows bicycles on coaches, trains or aircraft</p>	<p><b>Existing</b></p> <p>The TransWA Bunbury to Nannup bus service runs on Tuesday, Thursday (depart 3.15pm arrive 6.50pm) and Sunday (depart 2.45pm arrive 6.50pm). Cost one way is \$35.90. The Nannup to Bunbury service runs Monday, Wednesday and Friday (depart 6.58am and arrive 10.50am). The service is routed through Augusta which adds to the travel time considerably. Bicycles are permitted on TransWA buses for \$10 if space permits.</p> <p>The South West Coachlines Bunbury to Nannup service runs every week day (depart 10.45am arrive 4.42pm). The Nannup to Bunbury service runs every week day (depart 4.45pm arrive 6.40pm). This is a school bus service that does not operate during the school holidays or weekends. Cost one way is \$18 with bicycles an extra \$20. Bicycles will be transported at the discretion of Management and only if there is room in the luggage bins.</p>



Department of Environment and Conservation  
Department of Corrective Services



ROYALTIES FOR REGIONS



GREAT SOUTHERN  
DEVELOPMENT AND ECONOMIC COMMISSION

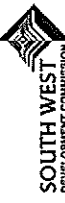
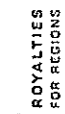
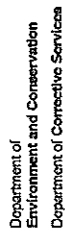


SOUTH WEST  
DEVELOPMENT COMMISSION



Munda Biddi  
TRAIL  
FOUNDATION

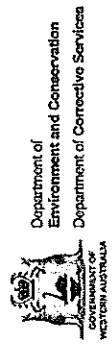
	<p><b>Gap</b></p> <p>A more frequent and direct service</p>
<p><b>Cycle tourism events and activities</b></p>	<p><b>Existing</b></p> <p>Bike riders on the biannual Great WA Bike Ride conducted by Bicycle Victoria in March stay overnight and have a rest day in Nannup.</p> <p><b>Gap</b></p> <p>An annual cycling event</p>
<p><b>Volunteering for track maintenance and adoption</b></p>	<p><b>Existing</b></p> <p>See earlier comments relating to maintaining recreation trails</p>
<p><b>Bicycle Plan</b></p>	<p>The Shire of Nannup have recently developed a Bike and Trails Plan 2010-2015 which provides a framework for Council in the planning and development of footpaths, cycleways and trails and will be used to assist in obtaining future grants.</p> <p>There are a number of significant commitments to cycle tourism in this plan including:</p> <ul style="list-style-type: none"> <li>• Promote Nannup as a cycle friendly town; with key tasks being to improve and add to cycling infrastructure in the town, establish new cycle and walk loop trails around the river and establish more end of trip facilities.</li> <li>• Supporting the principles of a cycle friendly community and working with the Munda Biddi Trail Foundation to develop Nannup as a Cycle Friendly town.</li> <li>• Specific cycle tourism recommendations</li> </ul>



<p><b>Other-Tourism Infrastructure and Services</b></p>	<p><b>Gaps</b></p> <p>Seal Mowen Rd to provide a direct route to Margaret River Car hire ATM</p>
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**References**

1. Nannup Bike and Trails Plan 2010-2015
2. Roadwise. Roundabout Safety Counts. 2001-2009.
3. Austroads. Traffic Flow Models Allowing for Pedestrians and Cyclists. 2001



AGENDA ITEM: 10.9  
 SUBJECT: Accounts for Payment  
 LOCATION/ADDRESS: Nannup Shire  
 FILE REFERENCE: FNC 8  
 AUTHOR: Tracie Bishop – Administration Officer  
 AUTHORISING OFFICER: Robert Jennings – Chief Executive Officer  
 DISCLOSURE OF INTEREST:  
 DATE OF REPORT: 23 August 2011

Attachment: Schedule of Accounts for Payment.

**COMMENT:**

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

**Municipal Account**

Accounts Paid By EFT  
 EFT 2666 – 2752

\$384,017.83

Accounts Paid By Cheque  
 Vouchers 18626– 18653

\$18,284.73

**Trust Account**

Accounts Paid by Cheque  
 Vouchers – 22743- 22745  
 Eft Voucher – 2753

\$5,026.99  
 \$945.00

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 13.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in the Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$408,274.55 in the attached schedule be accepted.

**SCHEDULE OF ACCOUNTS PAYABLE  
SHIRE OF NANNUP  
SUBMITTED TO COUNCIL'S AUGUST 2011 MEETING**

Chq/EFT	Name	Description	Amount
EFT2666	HIP POCKET WORKWEAR	SAFETY WEAR - BIDEHELLIA BRIGADE	\$1,187.90
EFT2667	ARROW BRONZE	2 X MEMORIAL PLAQUES	\$516.50
EFT2668	NANNUP COMMUNITY RESOURCE CENTRE	SHIRE NOTES	\$220.00
EFT2669	SUGAR MOUNTAIN ELECTRICAL SERVICES	WATER BORE ALTERNATOR	\$2,442.47
EFT2670	SHIRE OF MANJIMUP	IT SERVICES	\$487.50
EFT2671	WML CONSULTANTS	MOWEN ROAD PROJECT MANAGEMENT	\$8,070.65
EFT2672	GEOGRAPHE FORD PTY LTD	VEHICLE SERVICE	\$255.00
EFT2673	HIP POCKET WORKWEAR	SAFETY WEAR	\$242.90
EFT2674	GUMNUTS GALORE	PLANTS -SILVER BIRCH TREE & PLANT CROWEA	\$39.95
EFT2675	LIFELINE STRESS DOWN DAY	LIFELINE DONATION FOR STRESS DOWN DAY 2011	\$41.00
EFT2676	KERRIE YABSLEY	REIMBURSEMENT OF EXPENSES	\$201.29
EFT2677	THE FOLK OF THE PUPPETREE	CHILDREN'S SANDSTONE WORKSHOP	\$424.00
EFT2678	ARROW BRONZE	PLAQUE	\$321.80
EFT2679	BLACKWOOD CAFE - ARIHIA PTY LTD	REFRESHMENTS	\$8.90
EFT2680	COURIER AUSTRALIA	FREIGHT CHARGES	\$33.08
EFT2681	COUNTRY WOMEN'S ASSOCIATION	COUNCIL DINNER 23RD JUNE	\$240.00
EFT2682	LANDGATE	GROSS RENTAL VALUES CHARGEABLE	\$68.18
EFT2683	THE GOOD FOOD SHOP	SUPPLY OF LUNCH ON 26/7/11	\$154.00
EFT2684	INSIGHT CCS PTY LTD	OVERCALLS FEE FOR MONTH OF JUNE 2011	\$60.06
EFT2685	JASON SIGNMAKERS	DEPOT - SIGNS	\$1,115.40
EFT2686	MAIN ROADS WA	ADJUSTMENT PAYMENT - BRIDGE 5342	\$12,027.00
EFT2687	NICHOLLS MACHINERY	SUNDRY PARTS	\$172.41
EFT2688	NANNUP LIQUOR STORE	REFRESHMENTS	\$168.96
EFT2689	PIONEER CREDIT MANAGEMENT SERVICES	VARIOUS LEGAL FEES - RATES DEBTORS	\$6,114.45
EFT2690	SW PRECISION PRINT	1000 WASTE MANAGEMENT CARDS	\$252.00
EFT2691	SUGAR MOUNTAIN ELECTRICAL SERVICES	SCOTT RIVER FIRE SHED	\$2,030.72
EFT2692	STEWART & HEATON CLOTHING CO. PTY LTD	FESA SAFETY WEAR	\$352.45
EFT2693	LOUISE STOKES	TRAVEL REIMBURSEMENT	\$546.20
EFT2694	WALGA	ANNUAL SUBSCRIPTION	\$6,745.20
EFT2695	WARREN BLACKWOOD WASTE	BINS PICK/UPS	\$7,024.08
EFT2696	WADIFARM CONSULTANCY SERVICES	PROFESSIONAL SERVICES - ACTING MCS	\$2,695.00
EFT2697	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$13,838.80
EFT2698	NANNUP SURVEYS	MOWEN ROAD ADDITIONAL SURVEYS	\$4,653.00
EFT2699	ENVIRONMENTAL HEALTH AUSTRALIA	I'M ALERT ONLINE D SUBSCRIPTION	\$330.00
EFT2700	JP REPAIRS	NORTH NANNUP FIRE TRUCK SERVICE	\$1,228.40
EFT2701	REPCO PTY LTD	AERIAL 3 SECT DELUXE SPRING BASE	\$30.78
EFT2702	BP NANNUP	JULY FUEL ACCOUNT	\$199.11
EFT2703	SOUTHERN LOCK & SECURITY	83 ALUMINUM RED PADLOCKS AND RED KEYS	\$127.51
EFT2704	AMR PAVING	ASHES INTERNMENT	\$110.00
EFT2705	HILL'S TULIPS TASMANIA	BULBS	\$1,994.33
EFT2706	BLACKWOOD CAFE - ARIHIA PTY LTD	COUNCIL MEETING DINNER 28/07/2011	\$492.00
EFT2707	BRIDGETOWN MEDICAL GROUP	EMPLOYMENT MEDICAL	\$88.00
EFT2708	CJD EQUIPMENT PTY. LTD.	VARIOUS SUNDRY SPARE PARTS	\$470.43
EFT2709	GEOGRAPHE SAWS & MOWERS	VARIOUS SUNDRY SPARE PARTS	\$330.85
EFT2710	LANDGATE	MINING TENEMENTS	\$34.00
EFT2711	DEPARTMENT OF ENVIRONMENT & CONSERVATION	NOKIA 6120 PREPAID MOBILE PHONE	\$79.00
EFT2712	ESPECIALLY TULIPS	GRATUITOUS GIFT - PREMIER VISIT	\$15.00
EFT2713	HOWSON TECHNICAL	MAINSTREET DEVELOPMENT PROJECT PERIOD	\$5,583.60
EFT2714	K & C HARPER	MAINTENANCE WORK - FORSHORE PARK	\$629.20
EFT2715	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES - 2011/2012	\$416.40
EFT2716	MCCAYS TOP GUN COMPUTERS	EPSON T1381 H/Y BLK CART	\$194.75
EFT2717	MAIN ROADS WA	OUTSTANDING AMOUNT JALBRAGGUP BRIDGE	\$1,202.70
EFT2718	NANNUP HARDWARE & AGENCIES	RAINWATER TANK POLY	\$2,331.28
EFT2719	NANNUP NEWSAGENCY	POSTAGE AND STATIONERY EXPENSES	\$241.09
EFT2720	NANNUP EZIWAY SELF SERVICE STORE	4 GAS BOTTLES	\$452.00
EFT2721	NANNUP COMMUNITY RESOURCE CENTRE	LAMINATING AND SCANNING	\$22.70
EFT2722	ROD'S AUTO ELECTRICS	MAINTENANCE WORKS	\$261.22
EFT2723	SYNERGY	ELECTRICITY EXPENSES	\$3,902.05
EFT2724	SOUTH WEST STEEL PRODUCTS	STEEL PRODUCTS	\$1,079.22
EFT2725	TRADE HIRE	HIRE OF CHERRY PICKER	\$374.00
EFT2726	TRACIE BISHOP	REIMBURSEMENT OF EXPENSES	\$41.00
EFT2727	WALGA	ADVERTISING	\$86.20
EFT2728	WARREN BLACKWOOD WASTE	PIN PICKUPS FOR THE MONTH OF JUNE	\$5,964.56
EFT2729	WORTHY CONTRACTING	NANNUP WASTE FACILITY - ONE MONTH CONTRACT	\$9,463.33
EFT2730	WADIFARM CONSULTANCY SERVICES	CONSULTANCY FEES	\$1,680.00
EFT2731	REPCO PTY LTD	SUNDRY SUPPLIES	\$111.65
EFT2732	HERITAGE TANKS AUSTRALIA	RAIN WATER TANK 179,800 LTR	\$12,750.00

**SCHEDULE OF ACCOUNTS PAYABLE  
SHIRE OF NANNUP  
SUBMITTED TO COUNCIL'S AUGUST 2011 MEETING**

Chq/EFT	Name	Description	Amount
EFT2733	THE FOOTHILLS RETREAT PTY LTD	CONFRENCE ACCOMODATION	\$340.00
EFT2734	AMD CHARTERED ACCOUNTANTS	AUDITORS FEES	\$2,090.00
EFT2735	COURIER AUSTRALIA	FREIGHT CHARGES	\$228.29
EFT2736	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING - GAS BOTTLES	\$578.49
EFT2737	RICOH BUSINESS CENTRE	PHOTOCOPIING EXPENSES	\$630.41
EFT2738	TERESE LEVICK GODWIN	REIMBURSEMENT FOR CONFRENCE	\$77.90
EFT2739	WADIFARM CONSULTANCY SERVICES	CONSULTANCY FEES	\$1,540.00
EFT2740	CAMERON BARKER	REIMBURSEMENT OF EXPENSES	\$91.00
EFT2741	AUSTRALIAN TAXATION OFFICE	JULY 2011 BAS	\$230,049.00
EFT2742	CPS WEAR TAXIS	CUTTING BLADES	\$1,304.49
EFT2743	AUSTRALIA INSTITUTE OF MANAGEMENT	PUBLISHER 26-08-2011 - 26-08-2011	\$440.00
EFT2744	PAINTBALL DOWN SOUTH	TEAMBUILDING PAINTBALL GAME	\$336.00
EFT2745	WEATHERSAFE WA	BANNER	\$158.40
EFT2746	COURIER AUSTRALIA	FREIGHT CHARGES	\$34.31
EFT2747	LANDGATE	GRV INTERIM VALUATION ROLLS	\$137.00
EFT2748	INSIGHT CCS PTY LTD	JULY 2011 INSIGHT CALL FEES	\$265.98
EFT2749	JASON SIGNMAKERS	SIGNAGE	\$704.00
EFT2750	NANNUP COMMUNITY RESOURCE CENTRE	STAGE 4 YOUR WELCOME PROJECT""	\$3,223.00
EFT2751	WML CONSULTANTS	MOWEN ROAD DESIGN PROFESSIONAL SERVICES	\$13,467.35
EFT2752	WADIFARM CONSULTANCY SERVICES	CONSULTANCY FEES	\$3,255.00
<b>Total Municipal EFT Payments:</b>			<b>\$384,017.83</b>
18626	IAN ENGLERT	PIANO TUNING	\$135.00
18628	NANNUP LAVENDER FARM	CUPPA WITH A COUNCILLOR	\$100.00
18629	NANNUP SPORT AND RECREATION ASSOCIATION	DRY ASSISTANCE GRANTS	\$4,400.00
18630	CARLOTTA BUSH FIRE BRIGADE	DRY SEASON ASISTANCE GRANT	\$1,000.00
18631	CEMETERIES & CREMATORIA ASSOC OF WA	CEMETRIE MEMBERSHIP RENEWAL	\$100.00
18632	PROTECTOR ALSAFE	SAFETY EQUIPMENT	\$965.89
18633	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$273.15
18634	THE SALVATION ARMY	8 X BAG OF RAGS	\$88.00
18635	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$1,085.54
18636	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$314.00
18637	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	\$131.41
18638	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$302.40
18639	ANTHONY DEAN	COUNCILOR PAYMENT	\$1,300.00
18640	WA NATURALLY PUBLICATIONS	MUNDA BIDDI TRAIL MAP	\$69.54
18641	NGS BUILDING MAINTENANCE RESOURCES	DANJANEERUP COTTAGES- SUPPLY AND INSTALL FENCE	\$906.55
18642	BATTERY ALL TYPES	BATTERIES	\$819.60
18643	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$466.50
18644	SHIRE OF BUSSELTON	RANGER JOB REQUESTS	\$563.80
18645	WORK CLOBBER	SAFETY WEAR	\$935.00
18646	JEANS FOR GENES	FUNDRAISING FOR JEANS FOR GENES DAY	\$43.70
18647	PJ & VL LAMERS	NANNUP CONNECT BUS SERVICE	\$350.00
18648	BUNNINGS- BUSSELTON	SUNDRY SUPPLIES	\$129.00
18649	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$273.15
18650	MAJOR MOTORS PTY LTD	TRUCK PARTS	\$861.30
18651	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$273.15
18652	TELSTRA	DARRADUP VBFB EMERAGNCY LINES	\$80.30
18653	WATER CORPORATION	WATER EXPENSES	\$2,317.75
<b>Total Municipal Cheque Payments:</b>			<b>\$18,284.73</b>
22743	CAFFINATED ADVENTURE RACING	BOND REFUND FOR TOWN HALL CYCLING	\$160.00
22744	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	BUILDING & CONSTRUCTION LEVY	\$4,645.89
22745	SHIRE OF NANNUP	COLLECTING AGENCY FEE	\$221.10
EFT2753	BUILDERS REGISTRATION BOARD OF WA	BR8 LEVY PAYMENT EOY 2011	\$945.00
<b>Trust Payments of the period:</b>			<b>\$5,971.99</b>
<b>Total Municipal Payments for Period:</b>			<b>\$402,302.56</b>
<b>Total Trust Payments for Period:</b>			<b>\$5,971.99</b>
<b>Total Municipal Payments for Period:</b>			<b>\$408,274.55</b>