

FINANCE & **ADMINISTRATION**

AGENDA NUMBER: 10.6
SUBJECT: Forward Plan 2011/12
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ADM 3
AUTHOR: Jim Kelly Acting Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 15 March 2011

Attachments:

1. Draft Shire of Nannup Forward Plan – 2011/12-2015/16 – Separate Cover

BACKGROUND:

Council adopted its 2010/11 to 2014/15 Forward Plan in April 2010.

Section 19C (4) of the Local Government (Administration) Regulations 1996 stipulates that a local government is to review its current plan for the future of its district every 2 years and may modify the plan, including extending the period the plan is made in respect of.

Council's present Forward Plan is hence due for a formal review in the next financial year 2011/12 for the next five years commencing 2012/13. It is prudent however to look at aspects of the current plan that will impact on Council's 2011/12 budget.

COMMENT:

While not a formal review and document reprint there are a number of areas of significant expenditure that Council is advised to look at and make determinations on as part of its 2011/12 budget development process. These areas are in the main major items noted in the Appendices to the current Forward Plan as noted in the attachments.

The following matters are noted as completed/discontinued (or soon to be completed) in the present Forward Plan and have been deleted or amended in the document now presented:

ACTION PLAN**NUMBER****DETAILS**

4.1 A	Council decided against reducing councillor numbers
4.1 B	Elections to be conducted by Council
8.1 B	Plans for Occasional Day Care facility prepared
9.1 C	Loan 36 paid out
9.2 A	Agreement with GEHA on Grange Rd duplex finalised
9.2 B	GEHA duplex being converted to child care facility
9.2 D	Public housing plan for Nannup resolved
11.1 B	Nannup CRC have finalised plans for new premises
11.2 B	Planning for Recreation precinct to be completed by 30/6/2011
11.2 A	Business Plan and site survey for Rec. Centre completed
11.2 C	Funds have been transferred
11.3 B	Bus shelter in Warren Rd replaced or relocated
11.3 C	Seal and kerb in Warren Rd done
12.1 D	Mowen Road construction plans now in place
12.2 C	Funds for upgrade of main street now transferred to reserve
12.2 D	Loan 32 repayments now finished
12.2 E	Planning for main street upgrade to be completed by 30/6/2011
12.3 A	Review of plant replacement program completed
12.4 B	Parking plan for Warren rd completed
13.2 C	Canoe launch points at Jalbarragup and old Railway bridges done
13.2 H	Regional trails for Bibbulmun Track and Munda Bididi trail complete

The purpose of this item is to adopt for inclusion into the first draft of the budget the key areas of Council's operations as attached in the eight appendices. Depending on the overall financial position of Council, and any other factors relevant, any one of these documents may be changed throughout the budget development process. The intent is to give Council a base position to commence the development of the budget by having clear guidance on the major components of the budget.

STATUTORY ENVIRONMENT:

Section 5.56(1) of the Local Government Act 1995 requires a Local Government to plan for the future of the district and as indicated review the plan once every 2 years. Council has satisfied that requirement and this item goes beyond this compliance aspect.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

Council is required to have regard to the Forward Plan when setting annual budgets though it is not bound to follow the contents of the plan. The financial aspects of

these major expenditure items is as stated in the attached documents and will be fed into the first draft of the budget process.

STRATEGIC IMPLICATIONS:

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

RECOMMENDATION:

That Council adopt the Shire of Nannup Forward Plan 2011/12 – 2015/16

VOTING REQUIREMENTS:

A handwritten signature in black ink, appearing to read 'Jim Kelly', with a stylized flourish at the end.

**EH (Jim) KELLY
ACTING CHIEF EXECUTIVE OFFICER**

AGENDA NUMBER: 10.7
SUBJECT: Constitutional Recognition of Local Government
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ADM 18
AUTHOR: Jim Kelly Acting Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 14 March 2011

BACKGROUND:

The topic of local government seeking recognition in the Australian Constitution has been around for decades – possibly as many as four.

COMMENT:

Usually the 'agenda' for attempting to get some decision on this matter has in the first instance been with the state associations representing local governments and then ultimately the national body – Australian Local Government Association (ALGA).

Some local governments have a standing policy on supporting the idea of constitutional recognition of local government. Certainly the WA Local Government Association (WALGA) would have such a policy.

The current push for constitutional recognition has arisen from two fronts –

1. Following the 2010 Federal Election Prime Minister Gillard committed to holding a dual referendum on the constitutional recognition of local government and the recognition of Indigenous Australians.
2. A High Court decision (*Pape v Federal Commissioner of Taxation*) in 2009 meant that the Australian Government does not have the power to fund local government directly.

ALGA recently wrote to all Mayors and Presidents in Australia asking local governments to –

1. Pass a resolution endorsing the position that a referendum be held by 2013 to change the Constitution to allow direct funding of local government by the Commonwealth Government and also to include local government in any new Preamble to the Constitution if one is proposed.
2. Write to the Prime Minister and the Leader of the Opposition and local Federal Member of Parliament seeking their support for Council's resolution.

This all seems to be a worthwhile action to take.

ALGA has provided a draft of the resolution to be passed by Council and proformas for the letters to the politicians.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council of the Shire of Nannup declares its support for financial recognition of local government in the Australian Constitution so that the Federal government has the power to fund local government directly and also for inclusion of local government in any new Preamble to the Constitution if one is proposed and calls on all political parties to support a referendum by 2013 to change the Constitution to achieve this recognition.

VOTING REQUIREMENTS:



**EH (JIM) KELLY
ACTING CHIEF EXECUTIVE OFFICER**

AGENDA NUMBER: 10.8
SUBJECT: Honorary Freeman Policy
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ADM 18
AUTHOR: Jim Kelly, Acting Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 14 March 2011

Attachment: Shire of Busselton policy on Honorary Freeman.

BACKGROUND:

This matter was reported to Council via the February 2011 Information Report and it was proposed then that a report would be submitted to Council in March for Council to consider if it wanted to adopt a policy on conferring the title of Honorary Freeman on one of its citizens from time to time.

COMMENT:

Many local governments have in place a policy dealing with the process for Council bestowing upon one of its residents the title of Honorary Freeman. The origin of this title probably comes from our links to the Westminster system of government and councillors would have heard of the title 'Freeman of the City' or being granted 'Keys to the City'. It is understood that these titles may date back centuries.

Granting of Honorary Freeman is not a specific power under the Local Government Act 1995 but rather something that can be done within the ambit of the general competency powers of the Act.

Usually the title does not carry with it any monetary benefits and certainly not free rates. The recipient might automatically go on the invite list for civic functions. An honour board could be maintained with the names of people awarded Honorary Freeman. A name badge could be provided and or a special lapel pin or brooch struck that the recipient could wear that would signify the award to the other citizens. Such an award could be compared to honours bestowed under the Australian Honours system in that the award is very important and the highest local honour that can be awarded and nothing more or less.

One example of another local government's (Busselton) policy is attached.

Before a formal policy is prepared direction from Council is sought on the principle of whether or not Council wants to put in place such a policy.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council support in principle the idea of having a policy to confer the title of Honorary Freeman on any resident of the Shire of Nannup and staff prepare a detailed policy for consideration at a later meeting.

VOTING REQUIREMENTS:



**EH (JIM) KELLY
ACTING CHIEF EXECUTIVE OFFICER**

Shire of Busselton Policy

121/1	Honorary Freeman	Current
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The Council may, by a resolution passed by an absolute majority of members, confer upon any resident of the local government the title 'Honorary Freeman of the Local Government' using the following criteria as the base:

1. The resident has been recommended as a candidate by Council or any resident, elector, ratepayer, community or sporting group of the local government.
2. The nomination is supported by such information as is necessary for Council to make an informed decision on the matter.
3. The matter is to be considered with closed doors at a meeting of the Council.
4. The conferral of an Honorary Freeman of the Local Government will generally be for:
 - Long and/or distinguished service to the community of the local government.
 - An achievement in any sphere which brings the local government area wide recognition.
 - As a mark of appreciation for a service or services rendered by the Council, community, sport, environment and/or business of the local government.
5. That a suitable ceremony is arranged at which the honour is conferred upon the recipient.

AGENDA NUMBER: 10.9
SUBJECT: Recreation Precinct Masterplan
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: REC 2 FNC 16
AUTHOR: Jim Kelly, Acting Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 14 March 2011

Attachments: 1. Workshop Notes/outcome
 2. Briefing Notes for Architects
 3. Amended (New) plans for three options (separate cover)

BACKGROUND:

A lengthy report (Item 10.2) was submitted to the February 2011 Council Meeting and it was resolved (8571):

That Council hold a workshop at 9.00am on the 1st March 2011 to discuss the Recreation Precinct Masterplan.

The workshop was held on 1 March 2011 and all councillors attended. The notes/outcomes from the workshop are attached.

Approximately three hours of fruitful discussion resulted in the following outcome from the workshop:

The councillors agreed that prior to formally considering this whole subject at the March 2011 Council meeting they would like to have more information which mainly centred on some indicative costs for each options and some basic floor plans.

It was agreed that the CEO request the Architects to:

- 1. Provide a cost to prepare the basic floor plans and do a costing of the 3 options*
- 2. Subject to the cost for the architects to do the work being acceptable to the CEO he authorise the work to proceed and be available for the Council meeting on March 24.*

COMMENT:

The briefing notes provided to the Architects on 1 March 2011 following the workshop with the Councillors are attached.

In summary the Architects were requested to:

1. Provide a cost to prepare the basic floor plans and do a costing of the 3 options (1) existing Masterplan subject to important variations (2) Combine the Nannup Sports Club proposal with the existing recreation Centre and (3) new recreation centre complex)
2. Subject to the cost for the architects to do the work being acceptable the work to proceed and be available for the Council meeting on March 24.

Time lines were given to the Architects as follows:

- Come back with costing by Friday 4 March 2011
- Subject to being advised by Tuesday 7 March to proceed have plans and costing available by Monday 14 March 2011.

Costs for the Architect to prepare plans for the three options are \$6900 and detailed as follows:

1.	Design each option \$1500 ea, including design, drafting preparation of works summary report for QS	4,500.00
2.	1 day trip /meeting at Nannup - \$1,000 (including travel and attendance)	1,000.00
3.	General Project management – including liaison/meetings with QS	1,400.00
	TOTAL	<u>\$6,900.00</u>

The Architects have also advised that the last two trips to Nannup have not been charged for.

The cost of the Quantity Surveyor (QS) will be \$2700 and this is included in the original fees approved when the Architects were appointed back in August 2010.

After discussing the information received from the Architect with the Shire President the Acting CEO decided to instruct the Architects to proceed.

Amended Plans for Three Options

The Architects have now come back with the work that they were briefed to do and have advised as follows:

Please find attached:

- Full set of numbered drawings. (A-01 – to A-09 inclusive). If printed at A3, site plans will be 1:1000, and general layout plans will be 1:200.
- Draft copy of summary design report document in response to the client's brief.

*You will note we have decided to make a site plan for each option.
I have also printed second version of each site plan with a measure of the area for each distinct 'stage' or 'package'.*

Option 1: A-01 to A-03

Option 2: A-04 to A-05

Option 3: A-06 to A-07

A-08 and A-09 show the expansion options to the existing sports hall for options 1 and 2.

We need a comparative assessment of the two alternatives –

- a) extend existing hall or*
- b) demolish and build a new sports hall.*

For the purposes of the overall cost plan comparisons for each option, we will apply the less costly of the two alternatives to Option 1 & 2.

All options will yield the same minimum footprint required to suit the standard basketball court outline.

In terms of cost breakdown for each option, we are aiming to provide the following cost breakdown:

Option 1:

- 1. General landscape & external improvements (including new stormwater culvert)**
- 2. Existing sports hall*
 - Sports hall*
 - Other areas*
- 3. Bowling Green*
- 4. Hydrotherapy centre*
- 5. Nannup Sports Club*

Option 2:

- 1. General landscape & external improvements (including new stormwater culvert)**
- 2. Existing sports hall*
 - Sports hall*
 - Other existing areas*
 - New areas*
- 3. Bowling Green*
- 4. Hydrotherapy centre*

Option 3:

1. *General landscape & external improvements (including new stormwater culvert)**
2. *New sports hall*
3. *Bowling green*
4. *Hydrotherapy centre*

**Note: community bus shelter & garden store are included in this package for all options.*

(Because the costing from the QS will not be available until Monday 21st March the additional detail for this report including recommendations will be distributed by email on Monday 21 or Tuesday 22 March)

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

Original Grant	50,000
Original fee on engagement August 2010	-17,850
Increased scope of design review agreed to by CEO 1 December 2010	-2,500
Structural and Civil Consultant for Sports Hall agreed to by the CEO 1 December 2010	-1,500
Sub total	25,150
Prepare plans for 3 options, agreed to by the A/CEO, March 2011	-6,900
Cost analysis by QS include in original submission	-2,700
Balance to go towards plans and design ready to call tenders	\$18,550

However there is an important issue with the above balance that Council needs to consider.

When this Royalties for Regions (R4R) grant was first approved in 2009 it was for

'the initial concept design plan for the Nannup Recreation precinct to ensure provision of appropriate facilities'.

A condition of the grant was that the project would be completed by 2nd April 2010 and acquitted by 29 June 2010.

The grant was paid to the Shire in full on 16 December 2009.

We have successfully applied for an extension to this condition and currently the project was to be completed by 31st December 2010 and acquitted by 28 March 2011.

Recent contact has been made with the South West Development Commission (SWDC) who is administering the R4R grant explaining the current status of the project and to see if we could obtain further extension.

The SWDC have advised that if you require a further extension to this project that a letter of request is forwarded to the Commission.

In the event of there being further delay in moving forward with this project it could mean that Council will have to forgo the balance of the grant (\$18,550) and actually send the funds back. That is the *important issue Council needs to consider*.

There is also the issue of to what extent the delay with the expenditure and acquittal of this grant will have on other projects we are seeking funding for through the R4R program.

STRATEGIC IMPLICATIONS:

Council's current Forward Plan Action Item 11.2 (A) states for 2010/11:

"Complete business plan, needs analysis and site survey for proposed Recreation Centre upgrade."

Council's current Forward Plan Action Item 11.2 (B) states for 2010/11:

"Develop plans/design and seek funding for upgrade to the Recreation Centre."

Council's current Forward Plan Action Item 11.2 (C) states for 2011/12:

"That Council undertake the upgrade to the Recreation (and Community) Centre per adopted plans and funding available."

RECOMMENDATION

(Because the costing from the QS will not be available until Monday 21st March the additional detail for this report including recommendations will be distributed by email on Monday 21 or Tuesday 22 March)

VOTING REQUIREMENTS:



**EH (JIM) KELLY
ACTING CHIEF EXECUTIVE OFFICER**

SHIRE OF NANNUP

RECREATION PRECINCT MASTERPLAN

WORKSHOP NOTES/OUTCOMES

SHIRLEY HUBBLE ROOM

TUESDAY 1 MARCH 2011 COMMENCING AT 9AM

PRESENT: Councillors Dunnet, Camarri, Lorkiewicz, Pinkerton, Dean, Boulter, Gilbert and Mellema. CEO Jim Kelly, MCS Craige Waddell and MDS Geoff Benson.

BACKGROUND:

Council considered a report (Item 10.2) at the Council Meeting on 24 February and resolved as follows:

That council hold a workshop on Tuesday 1 March 2011 to discuss the Recreation precinct Masterplan.

PROCESS FOR THE DAY:

1. Each councillor to address the following questions:

- a) What do you expect to get out of today?
- b) What are your ideas, wants, needs?
- c) What further information would you like?

Whilst some notes were taken of what each councillor said it is not necessary to record them here. The main outcome of this exercise was that it showed each councillor had a very good understanding of the issues and learnt what each individual's views were on certain aspects.

2. General discussion on all the view points and summary of the outcome from point 1.

The discussion centred around the three options for the development of the recreation precinct and these are:

- 1. Existing Masterplan as discussed at Council Meeting 27 January 2011.*
- 2. Combine the Nannup Sports Club proposal with the existing Recreation Centre.*
- 3. New Recreation Centre complex (effectively Option 2 but NEW)*

The councillors discussed in detail what variations were needed to the Masterplan as presented to the January 2011 Council meeting. These variations were separately identified for each of the above three options.

These variations are as follows:

Variations to (new standalone building) Nannup Sports Club.

- 1. Remove change rooms from upper level and provide one set (male/female or home team/visitors) downstairs.*
- 2. Provide toilets upstairs to meet required standards*
- 3. Redesign bar and kitchen so that access to either one is not through the other.*
- 4. Maximise viewing to the north west and south east.*
- 5. Provide for one wall of 12 metres for darts.*
- 6. Provide addition social/function area in space where change rooms currently are. This will possibly mean the 'future expansion' area will be provided now.*

Variations to (existing) Recreation Centre.

- 1. Utilise the existing area other than the sports hall provide for:*
 - New toilets and one set (male and female) showers (not team change rooms) to meet the required standards. Effectively the public and team toilets would be combined*
 - Delete crèche*
 - Kitchen servery area approximately 6 metres by 7 metres and this be located to be accessible to the sports hall and other social areas.*
 - One office*
 - Storage area at least equivalent to that shown on existing drawing.*
 - Social area if possible*
 - Small entry foyer*
- 2. Sports Hall as shown on plan however costing (see later) for extension to be itemised in the overall costing.*
- 3. Take account of the existing floor in the Sports Hall with permanent line marking and anchor points for basketball rings etc.*

Additional variations for Option 3 – new (combined) Recreation Centre:

- It is envisaged that the unbuilt area on in the southwest (left hand) corner of the overall complex would be built on to accommodate the facilities required in the combined Recreation Centre.*
- The above addition could include a tastefully designed entry at the south west corner into the 'new' complex*
- This option would take account of the variations outlined above in Option One however duplication would not occur.*

- *The main additional facilities would be a large social area and bar facilities.*
- *The kitchen would have to be larger to accommodate larger social functions.*

3. Arrive at a consensus of where we are at and prepare draft of recommendations for the Council meeting 24 March.

The councillors agreed that prior to formally considering this whole subject at the March 2011 Council meeting they would like to have more information which mainly centred around some indicative costs for each options and some basic floor plans.

It was agreed that the CEO request the Architects to:

- 1. Provide a cost to prepare the basic floor plans and do a costing of the 3 options*
- 2. Subject to the cost for the architects to do the work being acceptable to the CEO he authorise the work to proceed and be available for the Council meeting on March 24.*

The Workshop concluded at 12 noon.

SHIRE OF NANNUP**Recreation Precinct Masterplan****Briefing notes for Architects arising out of Council Workshop 1 March 2011.**

The notes that follow have been developed by all Councillors using the Masterplan documents and plans produced by the Architects 20 December 2010.

THE THREE OPTIONS**OPTION ONE**

Existing Masterplan as discussed at Council Meeting 27 January 2011 SUBJECT to the variations detailed below.

Variations to (new standalone building) Nannup Sports Club.

1. Remove change rooms from upper level and provide one set (male/female or home team/visitors) downstairs.
2. Provide toilets upstairs to meet required standards
3. Redesign bar and kitchen so that access to either one is not through the other.
4. Maximise viewing to the north west and south east.
5. Provide for one wall of 12 metres for darts.
6. Provide addition social/function area in space where change rooms currently are. This will possibly mean the 'future expansion' area will be provided now.

Variations to (existing) Recreation Centre.

1. Utilise the existing area other than the sports hall provide for:
 - New toilets and one set (male and female) showers (not team change rooms) to meet the required standards. Effectively the public and team toilets would be combined
 - Delete crèche
 - Kitchen servery area approximately 6 metres by 7 metres and this be located to be accessible to the sports hall and other social areas.
 - One office
 - Storage area at least equivalent to that shown on existing drawing.
 - Social area if possible
 - Small entry foyer
2. Sports Hall as shown on plan however costing (see later) for extension to be itemised in the overall costing.

1 of 2

3. Take account of the existing floor in the Sports Hall with permanent line marking and anchor points for basketball rings etc.

OPTION TWO

Combine the Nannup Sports Club proposal with the existing Recreation Centre with the following points to be taken into account:

- It is envisaged that the unbuilt area on in the southwest (left hand) corner of the overall complex would be built on to accommodate the facilities required in the combined Recreation Centre.
- The above addition could include a tastefully designed entry at the south west corner into the 'new' complex
- This option would take account of the variations outlined above in Option One however duplication would not occur.
- The main additional facilities would be a large social area and bar facilities.
- The kitchen would have to be larger to accommodate larger social functions.

OPTION THREE

New Recreation Centre complex (effectively Option 2 but NEW)

REQUIREMENT OF ARCHITECTS

Stage one

The Architects to provide a costing to:

1. Prepare basic floor plans and supporting notes for each of the three options.
2. Provide indicative costing on each of the three options (noting that itemised costing be provided for options 1 and 2 for the sports hall extension and changes required to the floor)

Stage two

Subject to approval from the CEO the Architects proceed with work as costed in stage one.

AGENDA NUMBER: 10.10
SUBJECT: Disposal of Old Recreation Centre Wood Heater
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT: Mr Alec Logvyn
FILE REFERENCE: TEN2010
AUTHOR: Craige Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 14 March 2011

Attachments: Historical photographs of the Boiler

BACKGROUND:

Council at its February 2011 meeting resolved the following in relation to a request from Mr Alec Logvyn to purchase the old wood burning water heater located at the rear of the Recreation Centre complex:

That an investigation of the history of the wood heater be undertaken with a report being prepared to Council detailing the findings, with options for its future use.

COMMENT:

Some further investigation has taken place with the assistance of Cr Gilbert, being a member of the Nannup Historical Society and Mr Tom Longbottom being an ex employee of the Nannup Mill.

This investigation has revealed the following:

1. When Mr Longbottom started at the Nannup Mill about 60 years ago, the boiler was in use at that mill powering a docking saw. The attached photographs show the boiler in use. The Nannup Mill started operations about 1925.
2. Anecdotally, the boiler has been linked with the Barrabup Millsite prior to it being transferred to the Nannup Mill. The Barrabup Mill started operations about 1912.
3. The Nannup Mill burnt down in 1954 and as part of the rebuilding was powered by electricity, making the boiler redundant.
4. Sometime after (date unknown) the boiler was used as a wood heater for a set of weatherboard change rooms that were located at the south west corner of the existing football oval. These were colloquially known as the "bloodhouse".
5. In 1976 the current change rooms located within the existing recreation centre complex were built, and the boiler was used as a wood heater for these change rooms until the hot water system was upgraded some two years ago to gas.

Prior to Council considering the disposal of the heater to Mr Logvyn, it should determine whether the heater is surplus to Council's needs, be it in an operational form (unlikely given its age and mode of operation) or some type of historical artefact of the timber industry / Shire.

It would appear that there are three options Council could consider in relation to the future of the boiler as follows:

1. Council dispose of the boiler to Mr Logvyn as per his request. If this were to be undertaken, Council must abide by S3.58 of the Local Government Act 1995 which stipulates the process involved in disposing of Local Government property. Subsections 2 and 5 follow:

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(5) This section does not apply to —

(a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or

(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or

(d) any other disposition that is excluded by regulations from the application of this section.

Regulation 30 of the Local Government (Functions and General) Regulations 1996 states:

30. Dispositions of property to which section 3.58 of Act does not apply

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(3) A disposition of property other than land is an exempt disposition if —

(a) its market value is less than \$20 000; or

(b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.

Council can via Regulation 30(2)(a) dispose of the heater as it thinks fit.

2. Council dispose of the boiler to Mr Logvyn, but have conditions attached to the sale in the form of an agreement that would stipulate conditions regarding ownership, tenure, public display, maintenance and any other issue associated with the heater.

If this option were to be pursued, Council must still abide by S3.58 of the Local Government Act 1995 as detailed above in option one.

As stated in the February report to Council, the likelihood of a person or body, other than Council, agreeing to maintain the heater to whatever conditions Council imposes is highly unlikely as there would effectively be no return to the person for the effort involved. Additionally, as time progresses and Mr Logvyn eventually sells his property, the agreement between Council and Mr Logvyn may well be "forgotten", and the boiler would then be lost to the community.

3. Council determine that the boiler is of such significance that it be preserved and placed on public display at an appropriate location along with some interpretation indicating its history and significance to the Nannup community. If this were to occur, there would be costs involved dependent upon the final resting place and the level of interpretation provided.

If this option were to be pursued, Council may wish to consider this in conjunction with the proposed upgraded of the recreation centre complex whereby it is assumed that the boiler would at the very least be shifted from its present site.

There may be other options Council may wish to explore, however the decision that needs to be made initially is whether Council believes that the boiler has sufficient significance to warrant the preservation and ongoing control of the boiler.

STATUTORY ENVIRONMENT: Section 3.58 Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

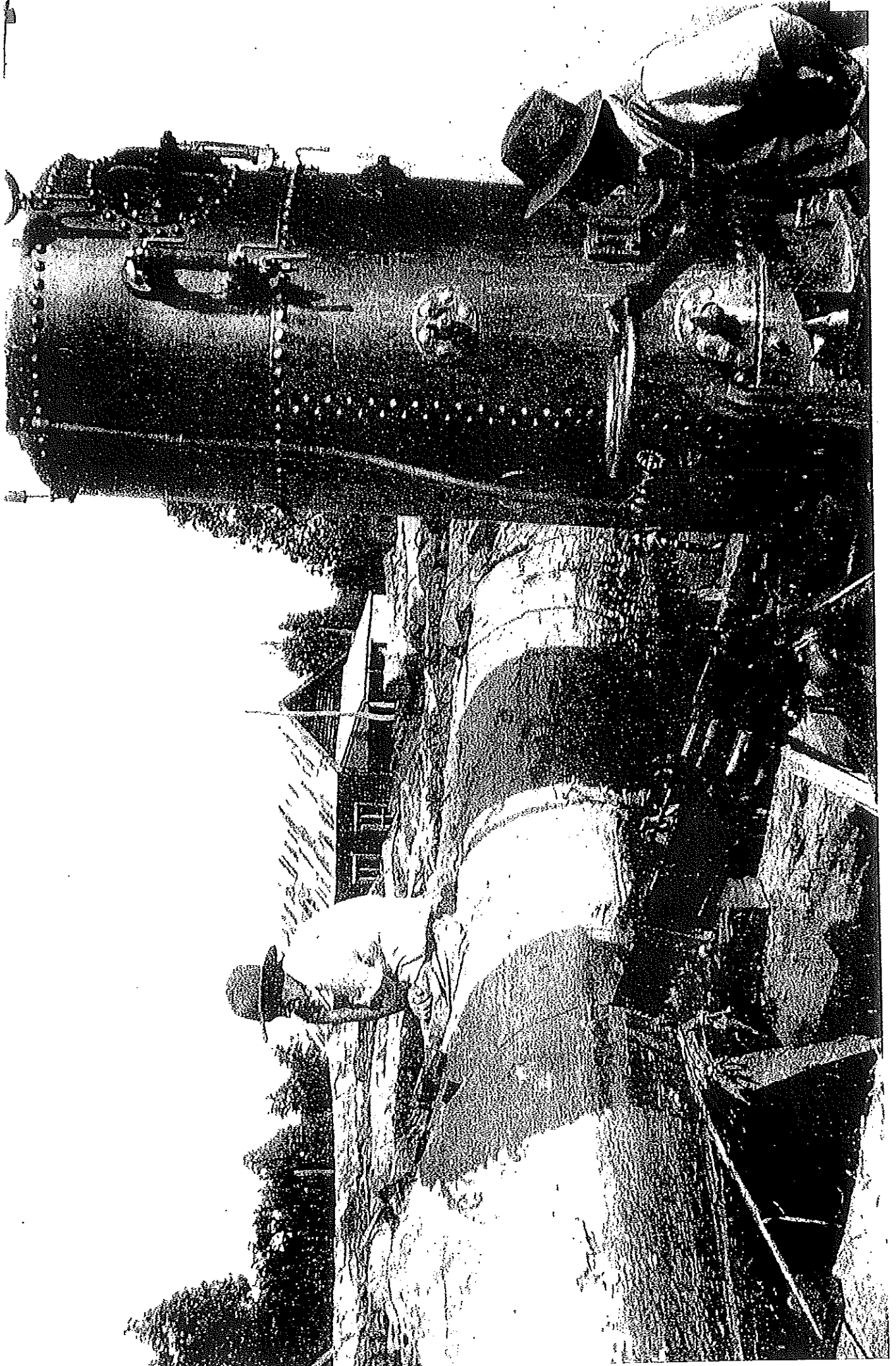
RECOMMENDATION:

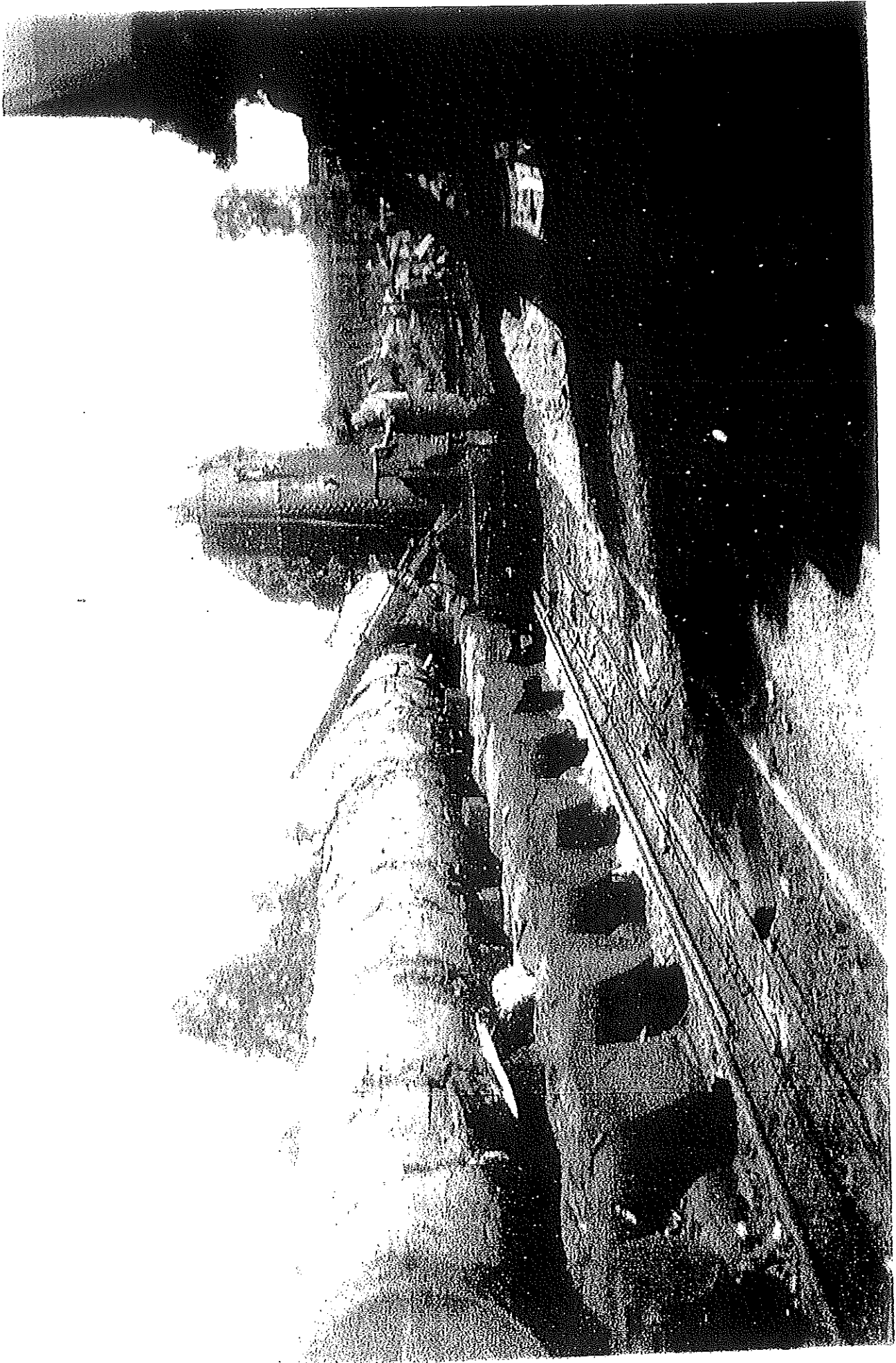
1. That Council determine that the wood heater located at the rear of the Recreation Centre complex is significant to the history of Nannup, and that a preservation plan is developed.
2. That Mr Alec Logvyn be informed of Council's decision regarding this matter

VOTING REQUIREMENTS:



**H. CRAIGE WADDELL
MANAGER CORPORATE SERVICES**





AGENDA NUMBER: 10.11
SUBJECT: Risk Management Advisory Committee
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: PSN 9
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 14 March 2011

Attachments: 1. Minutes of the Risk Management Advisory Committee meeting of 16 November 2010.
 2. Event Application Package

BACKGROUND:

The Risk Management Advisory Committee met 16 November 2010. Unfortunately the minutes and recommendation contained in the minutes have not yet been presented to Council for action.

COMMENT:

The attached minutes of the meeting of 16 November 2010 contains one recommendation requiring Council action as follows:

That the revised Event Application Package be presented to Council for approval.

The Event Application Package as attached has been updated to reflect changes required to ensure that it covers areas that now need to be included within it. These include:

- 1: A section on food sold;
- 2: Health approvals held; and
- 3: Universal access inclusion.

STATUTORY ENVIRONMENT: Occupation Safety and Health Act 1994.

POLICY IMPLICATIONS:

If adopted by Council, the revised Event Application Package will be used for applications received for events within Nannup where approval is required.

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

RECOMMENDATION:

That Council adopt the revised Event Application Package as attached.

VOTING REQUIREMENTS:



**CRAIGE WADDELL
MANAGER CORPORATE SERVICES**

MINUTES

Risk Management Advisory Committee

Minutes of a meeting of the
Shire of Nannup Risk Management Advisory Committee Meeting
held at 2.00pm, Tuesday 16 November 2010
in Shirley Humble Room

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Councillor Gilbert declared the meeting open at 2.04pm.

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

Attendance

Councillor Gilbert
Councillor Pinkerton
Chris Wade – Workers Manager
Tracie Bishop – Office Representative
Steve Winfield – Works Representative
Neroli Logan – Regional Risk Coordinator

Apologies

Craige Waddell – Manager Corporate Services

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTION TIME

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

WINFIELD/WADE

That the Minutes of the Risk Management Advisory Committee Meeting held in the Shirley Humble Room on 7 September 2010 be confirmed as a true and correct record.

CARRIED 5/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Nil.

10. REPORTS OF OFFICERS

AGENDA NUMBER: 10.1 SUBJECT: RECEIPT OF ALL SITE CHECKLISTS AND INCIDENT/HAZARD FORMS NAME OF APPLICANT: CRAIGE WADDELL FILE REFERENCE: ADM26 AUTHOR: CRAIGE WADDELL DISCLOSURE OF INTEREST: DATE OF REPORT: 16 November 2010

ATTACHMENT:

BACKGROUND:

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

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

- Playground Checklists – Maintenance issues raised, general housekeeping required.
- Depot Checklist – General housekeeping, also potential hazards identified in relation to empty chemical drums and how we dispose of these. Neroli and Steve to follow up.
- 1 incident report – Key areas identified and already actioned by Chris.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

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

PINKERTON/WADE

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

CARRIED 5/0

AGENDA NUMBER: 10.2 SUBJECT: Business from Previous Meeting NAME OF APPLICANT: Craige Waddell FILE REFERENCE: ADM 26 AUTHOR: Craige Waddell DISCLOSURE OF INTEREST: N/A DATE OF REPORT: 25 MAY 2010

ATTACHMENT:

BACKGROUND:

COMMENT: Issues that had been carried forward from the previous meeting are tabled below. These are:

1. Review of Protective Clothing Policy – The issue of whether or not it is enforceable to make all employees wear long clothing was discussed. It is up to Council to decide that they wish to pursue this and the general consensus was that it was not wanted by the workforce and so should not be pursued. Adequate protection is available to all employees in the way of long clothing (if wanted), sunscreen hats and gloves.
2. Review of Insurances Held by Sub Contractors – The list of potential contractors has now been completed. With the instigation of inductions now being completed on line, we now need to ensure that this is available to all contractors who need to be added to our list. **Tracie**

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Nil

RECOMMENDATION:

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

BISHOP/PINKERTON

That the following updates be accepted:

1. Review of Protective Clothing –This has now been fully investigated. No further action required.
2. Review of Insurances Held by Contractors – **Chris/Tracie**. Progress has been made and the list is now complete. Still outstanding, we need to ensure that all potential contractors are made aware of the online induction process, that the library computer can be used and all costs are covered by the council.

CARRIED 5/0

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

(a) OFFICERS

(b) ELECTED MEMBERS

Nil.

12. GENERAL BUSINESS

12.1 Event Application Package Revision – Louise Stokes presented an updated and revised Events Application package. A revision had been necessary due to the timeframe involved from the original inception. New sections that had needed inclusion are:

- A section on food sold (if any) – Copies of registration certificates held and the name of the local government authority issuing this.
- Health approvals held.
- Universal access – disability inclusion

These changes were accepted by the committee and it was decided to present the new revised Events Application Package to Council for approval.

WADE/PINKERTON

That the revised Event Application Package be presented to Council for approval.

CARRIED 5/0

- 12.2 Property Risk Management – Neroli presented the latest information from LGIS in relation to property insurance claims. This contained data relating to the amount of property claims in the last 7 years and areas where accidents were occurring and that may require extra attention.
- 12.3 Regional Risk Coordinator Activity Report – This related to all contact made between The Shire of Nannup and LGIS's Regional Risk Coordinator (Neroli). Also included figures for the past 5 years in relation to all workers compensation claims in the South West.
- 12.4 Desk Top Audit – A desk top audit was conducted by Neroli and Tracie on the 1st of October. This is in anticipation of a full OHS audit that will be conducted in 2011. The results were positive and included areas which may need attention prior to this full audit being completed.
- 12.5 Mowen Road Safety Concerns – Several potential hazards have been identified and these have been investigated by the appropriate authorities.

Our responsibilities in relation to the camping area that contractors are utilising out on Mowen Road were also reviewed. As no formalised camping ground has been established, in the committee's opinion this is not a responsibility of Council.

- 12.6 Policy and Procedures Review – In the lead up to our audit next year our policies and procedures have been reviewed by Chris and Tracie. This involved looking at these policies and procedures already in place against LGIS's amended policies and procedures. Some areas were identified as needing renewal and copies of these were handed out to all members of the committee for review at the next meeting.

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

Nil

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

Nil.

15. NEXT MEETING

8 March 2011 at 2.00 pm in Shirley Humble Room

16. CLOSURE OF MEETING

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



15 Adam Street, Nannup WA 6275
Telephone 9756 1018 Facsimile: 9756 1275 Email: nannup@nannup.wa.gov.au
Office Hours: 8am to 4.30pm Monday to Friday

Event Application Package

**A STEP BY STEP GUIDE TO SUCCESSFUL EVENT
PLANNING IN THE SHIRE OF NANNUP**

Issued to : _____ Date Issued: _____

Issuing Officer: _____

Key Council Contact: _____

DISCLAIMER

The information contained within this package has been provided as a guide only. Additional information or approvals may be required from other agencies and it shall be the sole responsibility of the Applicant, not the Shire of Nannup, to ensure all relevant approvals and information are obtained in relation to each particular event.

Application Procedure

STAGE 1

- STEP 1:** **Complete** Event Application Form and Site Plan (Included in this package)
- STEP 2:** **Complete** Event Approval Checklist (included in this package) to identify what approvals you require.
- STEP 3:** Meet with the Community Development Officer at the Shire of Nannup to discuss your application, and receive a copy of the Event Information for Applicants, relevant to the items ticked on the event approval checklist

STAGE 2

- STEP 4:** **Read** through the Event Information for Applicants to determine what you need to do
- STEP 5:** If you have any queries, contact the Community Development Officer at the Shire, who will direct you to the appropriate person to speak to.
- STEP 6:** **Complete** the required forms or obtain the relevant approvals.
- STEP 7:** **Submit** the Event Application Form, Event Approval Checklist and Completed Forms, together with any appropriate Additional Information to:

**Community Development Officer
Shire of Nannup
PO Box 11
Nannup**

(Your application should be received **AT LEAST 8 WEEKS PRIOR** to your event)

- STEP 8** You may not proceed with your event until written confirmation from the Shire advising that all Shire and Statutory requirements have been satisfied. This may take between 3 to 4 weeks depending on the scale and size of your event;

PLEASE NOTE: Any special conditions (if applicable to your event) will be outlined in your confirmation letter. It is your responsibility to adhere to the conditions or to remain in regular contact with the relevant departments until necessary approvals are obtained.

- STEP 9** Debrief, including Shire, should be held within 7 days post event

Applications and approvals for an event are not transferable. Therefore the organiser cannot transfer council approval for an event to an alternative venue, date or time, without re-negotiating with Council.

PLEASE NOTE: Your event is not approved until the Shire of Nannup is satisfied with all sections of the checklist and event details. You may not advertise or proceed with the event until the Shire advises all requirements have been met.

Event Application

This form is an application only. You will be notified in writing when your event Application has been processed
Applications must be submitted at least 8 weeks prior to your event.

Organiser's Details

Applicant/organisation:

Contact person (if different from above):

Postal address:

Telephone (hm):(wk)..... (mb)

Email address:

Event Details

Name of event:

Date:

Actual Set Up Date:

Actual Event Start Date.....

Actual Event Finish Date.....

Actual Completion of Clean up Date

Proposed Venue Details: E.g. name of reserve, building or public open space

Event Description E.g. Sporting, commercial, entertainment

Entertainment- Brief details (number of stalls / products/ entertainment- bands, amplified music/ animals/ activities/ farm machinery/rides)

Primary Purpose of Event. (PLEASE CIRCLE)

Community Event Commercial Fundraiser

Will alcohol be available/consumed on site? (PLEASE CIRCLE) Yes No

Will food be sold? (PLEASE CIRCLE) Yes No

If yes, please advise Registration Certificate Date.....

Issuing Local Government Authority.....

Please attach a copy of the Registration Certificate

Details of any tents, marquees, stages to be used for the event

Details of any road closures or use of roads for the event.....

Expected Attendance

Maximum Number of People Expected at any given time:

Anticipated Total Number For Entire Event:.....

Target audience e.g. youth, adult, family etc

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Post event arrangements should be considered to transport patrons from the event. Eg buses,etc

Have you ever conducted this event before and if so, when / where was it held?

Event Facilities

Power Supply Details: (generators or existing).....

Water Supply Details: (scheme or rainwater)

Toilets Available: Male: Closets..... Female: Closets.....
Urinals.....
Hand Wash Basins

Event Fees / Bonds Paid YES NO
May apply depending on event type

******* Please note you may wish to attach any other relevant information to assist with the approval process**

Acknowledgement

I/We, _____ the organiser of this event accept full responsibility for any damages incurred to the premises, land under the care and control of Council or reserves including reticulation and sprinklers, water mains, electricity, toilets and change rooms, fences and fixtures as a result of our activities and for ensuring compliance with the local laws and conditions pertaining to use of Council property.

I understand that the Event Application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the event organiser I am responsible to seek the necessary information, advice and approvals relevant to this application.

Signature _____ **Date** _____
Position _____

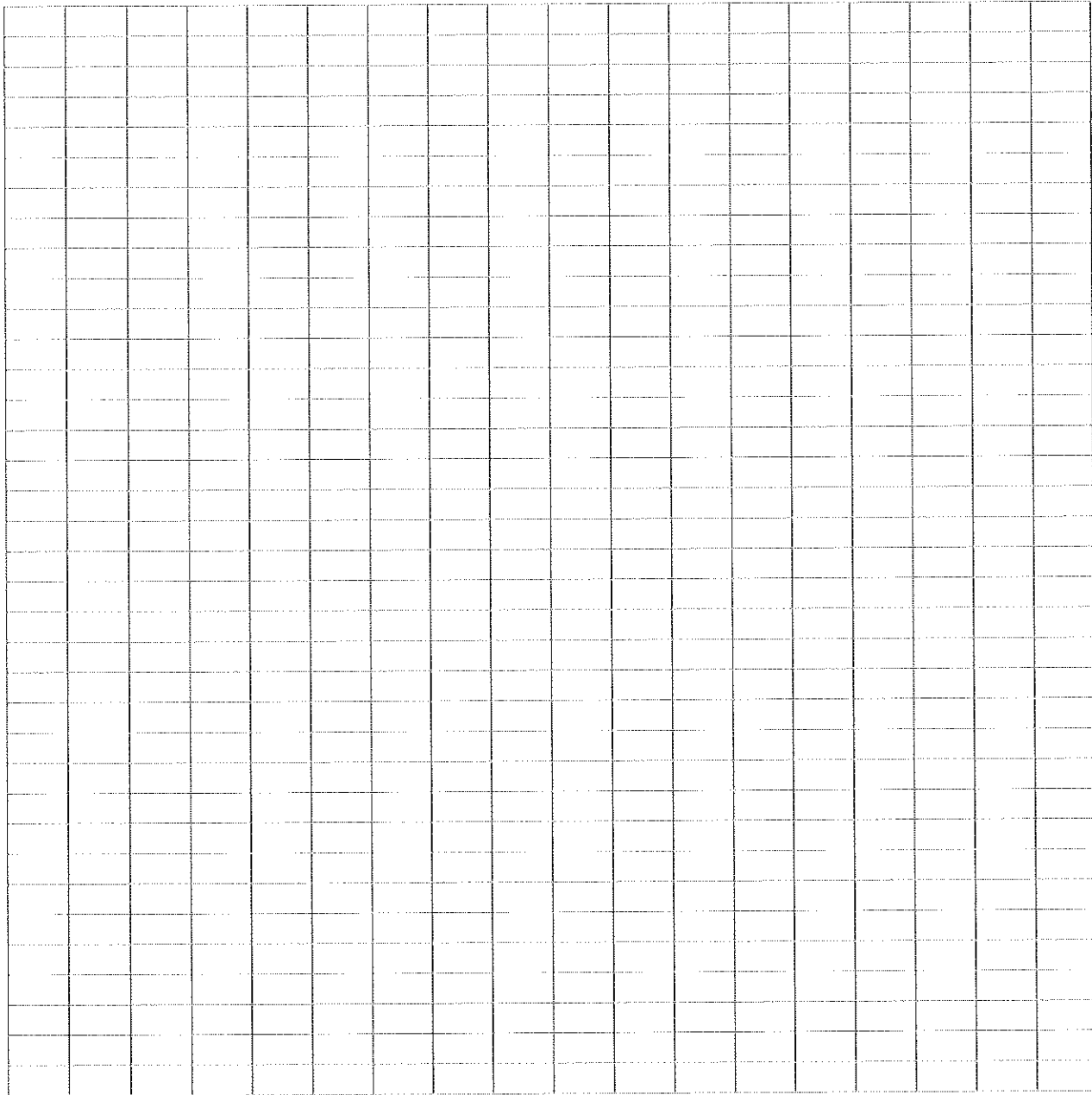
Site Plan

A detailed layout of the event is to be included with your application. A checklist has been included to assist you to complete the site plan.

Please ensure the following is indicated on the map (if applicable);

- Stage
- Food Stalls
- Electricity cables
- Parking Areas
- Site Signage
- Seating
- First Aid Post(s)
- Emergency Exits
- Fenced off Areas
- Lighting
- Vehicle Access Points Include Street names
- Location of marquees, tents
- Sale or consumption of alcohol areas
- Location and number of additional toilet facilities
- Any other facilities relevant to your event

N



It is suggested that a copy of the finalised site plan be issued to police, fire services, SES, and other relevant emergency services, first aid and security personnel, and participants.

SITE PLAN CHECKLIST – EVENTS

EVENT NAME: _____ LOCATION: _____

SITE LOCATION - SUITABILITY

- | | |
|--|---|
| <input type="checkbox"/> Size of event: maximum capacity
<input type="checkbox"/> Distance to noise sensitive neighbouring properties
<input type="checkbox"/> Weather protection: shade in summer, rain cover in winter | <input type="checkbox"/> Proximity to public transport
<input type="checkbox"/> High risk events: proximity to emergency responders, hospitals
<input type="checkbox"/> Parking areas – patrons and event personnel |
|--|---|

VENUE ACCESS & EGRESS

- | | |
|--|--|
| <input type="checkbox"/> Location & number of entry/exit points: each separate area to have a minimum of two exits located at opposite locations | <input type="checkbox"/> Width of entry and exits – 2.5m optimum width for each
<input type="checkbox"/> Wheelchair access - minimum one (1) metre wide |
|--|--|

LAYOUT

- | | |
|--|--|
| <input type="checkbox"/> Stalls: food, non-food, animals,
<input type="checkbox"/> Entertainment: rides, amusements
<input type="checkbox"/> Location of temporary structures: stages, marquees, tents (area m2)
<input type="checkbox"/> Lighting, electrical cables, generators
<input type="checkbox"/> Seating | <input type="checkbox"/> Toilets – existing and/or portable: location and number
<input type="checkbox"/> Signage
<input type="checkbox"/> Fenced off areas – eg. licensed & restricted
<input type="checkbox"/> Waste management: bins
<input type="checkbox"/> Mains power, water, gas connections |
|--|--|

FIRST AID & EMERGENCY

- | | |
|--|--|
| <input type="checkbox"/> On-site emergency evacuation points
<input type="checkbox"/> Emergency exits: number & location
<input type="checkbox"/> Vehicle access points (incl. street names) | <input type="checkbox"/> First aid points: near main entry or command post
<input type="checkbox"/> Security, policing and command post/s
<input type="checkbox"/> Fire fighting equipment
<input type="checkbox"/> Potable water locations |
|--|--|

GENERAL

- | | |
|---|--|
| <input type="checkbox"/> Site Plan to scale
<input type="checkbox"/> Potential hazards
<input type="checkbox"/> Any other facilities or infrastructure to the eve | |
|---|--|

Event Approval Checklist

The following checklist briefly identifies the approvals and completed forms that will be required for your event. Please take this completed checklist with you to your meeting with the Shire Key Contact. Some forms may be required just prior to your event.

Column A- tick the activities that apply to your event. Complete this prior to your first meeting with the Shire Key Contact.

Column B identifies the form or approval that is required. Further information will be provided in the Event Information for applicants which will be provided by the Shire Key Contact at your meeting.

Column C is for you to tick after completing the form or obtaining approval for the activity.

Column D is for office use only

Activity	A Tick the activities that apply to your event	B Completed Form / Approval required	C Tick when Form / Approval is completed	D Office use only
1) Hire of Shire reserve, hall, oval, park,		Facility Hire Form to be completed		
2) Consultation with other venue users, neighbouring businesses and private dwellings.		Demonstrate that you've checked with others. Letters of approval from neighbouring businesses / private dwellings to be submitted with the Application Package		
3) Event Fees and Bond Charges		Payment may be required		
4) Public Liability Insurance		Obtain advice from insurance company for your needs. Obtain certificate of currency for event and submit to the Shire.		
5) Publicity		The Shire may be able to assist groups with information regarding ways of promoting your event. Contact the Shire for details.		
6) Venue access for Shire Staff		Relevant Shire representatives will need to monitor the event. Provision of access such as authority cards/passes or other arrangements need to be made.		
7) Sale of any goods, wares, merchandise		Trading In Public Places application form to be completed		
8) Food Stalls, Food Preparation, Food Vans		Obtain a copy "Guidelines for Temporary Food Stalls associated with special events"		
9) Toilet Facilities required		Male and Female toilets to be supplied in accordance with requirements		

Activity	A Tick the activities that apply to your event	B Completed Form / Approval Required (information will be provided at your 1 st meeting with Shire key contact)	C Tick when Form / Approval is completed	D Office Use only
10) Marquees or Tents or Stages used		Marquee Checklist and application to construct, extend or alter a public building obtained and completed for each structure. Ask the supplier for a structural certificate.		
11) Ground marking, use of stakes/pickets to erect Tents/Marquees		Contact the Shire before driving posts or pegs into the ground, to avoid damaging underground services.		
12) Noise from vehicles, music, PA systems likely to be created Large scale events creating excessive noise		Neighbouring residents consulted 7 days prior to the event (such as via a mail drop), speaker orientation considered. Exemption from Noise Regulations (Regulation 18) required. Application to be submitted 60 days prior to the event.		
13) Generators, Electrical installations required		Has power access been discussed with property manager? Licensed electrical contractor required to certify electrical installations.		
14) Sale ,serving or consumption of alcohol likely		Approval obtained from relevant organisations/individuals > 14 days prior to the event. This may include: <ul style="list-style-type: none"> • Department Racing Gaming Liquor • Local Government Authority • Clerk of Courts • Police. • Owner of the premises. 		
15) Risk Management Plan		Encouraged for all events. Required for events that will attract more than 5000 people. To be completed in accordance with ISO 31,000 to be completed and submitted to the Shire.		
16) First Aid		First Aid considered in accordance with table in information package.		
17) Water Supply		Adequate potable water supply available for patron consumption Contact the Shire to determine the nearest connection point.		
18) Crowd Control Safety		Is crowd control needed?		
19) Police Department Notification		Completed Police notification form to be submitted with application form		
20) Amusement Rides and Structures		Operator's inspection logbook is required to be sighted by applicant / organiser. WorkSafe Registration – proof of approval & registration required.		

Activity	A Tick the activities that apply to your event	B Completed Form / Approval Required	C Tick when Form / Approval is completed	D Office use only
21) On-site living (camping)		Approval required from the Shire.		
22) Road to be used or part road closure proposed OR Usual flow of traffic disrupted		Application forms must be completed. Shire, Police Department and Main Roads of WA must receive applications 8 - 12 weeks prior to event to ensure approval Traffic Management Plan to be developed by qualified person		
23) Parking for event patrons required		Parking Areas established, marshals organised, Shire contacted		
24) Temporary Advertising Signage to be erected		"Temporary Sign Approval" obtained from Shire with sign design, locations, details submitted. For signs on a main road, applications must seek Main Roads of WA approval.		
25) Additional Bins / Rubbish collection arrangements		Additional bins arranged with the Shire/contractor. Collection of rubbish arranged- may incur additional costs.		
26) Fireworks		Approval obtained from Department of Industry & Resources Approval required by Police, Fire & Emergency Services and the Shire.		
27) Public Building Form 1 Request to construct, amend or alter a public building.		Complete form and approval will be issued by Environmental Health Dept (Form 2) or (Form 4).		
28) Disability Services and Access		Complete Accessible events checklist (provided by Disability Service Commission)		
29) Department of Health		Complete Medical Risk Classification Tool in accordance with Medical Risk Guidelines WACHS SW.		
Other Agencies to Contact				
27) Emergency Services Notified if applicable.		SES - Fire Brigade St John Ambulance -		
28) If events are held in navigable waters beyond the low water mark OR You are using vessels for hire or reward OR providing transport for paying passengers		Approval Required from Department Planning & Infrastructure www.dpi.wa.gov.au Ph 9792 6666		
29) Use of airspace and air-site facilities		Civil Aviation Safety Authority Ph 13 17 57 www.casa.gov.au		

AGENDA NUMBER: 10.12
SUBJECT: Nannup Tigers Football Club Agreement
LOCATION/ADDRESS: Nannup Community Centre
NAME OF APPLICANT: Nannup Tigers Football Club
FILE REFERENCE: REC 2
AUTHOR: Craige Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 14 March 2011

BACKGROUND:

The current agreement between the Nannup Shire Council and the Nannup Tigers Football Club for the use of the Nannup Community Centre expired on 24 February 2011.

COMMENT:

The agreement commenced on 24 February 2000 and was for two years with three one year extensions.

Council last year extended the current agreement as it was recognised that it works relatively well and should remain in place until planning and development issues for the Recreation/Community Centre were finalised, and or the Nannup Sports Association formally take over the operation of the Community Centre. These issues have been recently discussed by Council and will come to a conclusion in some form in the near future.

Contact has been made with the secretary of the Nannup Tigers Football Club who has stated that they wish to continue with this agreement until the newly formed Nannup Sports Association is in a position to take over this agreement.

Contact has been made with the Chairperson of the newly formed Nannup Sport Association who has stated that it is the desire of this club to take over this agreement when they are in a position to do so. This will be dependent upon a number of matters being finalised, however it should be in about four months time.

The recommendation to this item is to extend the current arrangements with the Nannup Tigers Football Club for a further 12 month period. This will allow the Nannup Sport Association time to be in a position to take over this agreement. When they are ready, Council will be able to negotiate with them to formalise an agreement over the use of the Community Centre and cease the agreement with the Nannup Tigers Football Club.

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council consent to an extension of the agreement between the Nannup Shire Council and the Nannup Tigers Football Club over the use of the Community Centre for a further 12 month period commencing 25 February 2011 and concluding on 24 February 2012.

VOTING REQUIREMENTS:



**CRAIGE WADDELL
MANAGER CORPORATE SERVICES**

AGENDA NUMBER: 10.13
SUBJECT: Budget Review
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FNC 3
AUTHOR: Kevin Waddington – Assistant Manager Corporate Services
AUTHORISING OFFICER: Craige Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 10 March 2011

Attachment: Analysis of Budgeted and Actual Income and Expenditure for the Period Ending 31 January 2011.

BACKGROUND:

Council is required under Local Government (Financial Management) Regulation 33A to conduct a budget review between 1 January and 31 March each financial year. Council is also required to submit the outcome of the review to the Department of Local Government and Regional Development within 30 days of the acceptance of the review.

COMMENT:

The attached report details Council's 2010/11 budget, the actual expenditure or income to 31 January 2011, and the anticipated expenditure or income to 30 June 2011 for each item of expenditure and income. It should be noted that in the attached report a negative figure in the "difference" column is adverse when considered from an overall budget point of view. Council budgeted in its 2010/11 budget for a balanced cash position. The net result of the review shows an anticipated deficit of \$60,718.

The following details those significant variations from the review that Council may wish to take into consideration in terms of identifying any proposed action to be taken to trim the budget or commit further funds. Some variations in both income and expenditure that nullify each other, such as the predicted income and expenditure associated with Recoverable expenses (COA 0422) and Expenses recovered (COA 0573) have not been included in the following as they do not impact the bottom line.

1. The surplus carried forward position (net carried forward from operations) as confirmed by the Council's auditors as at the 30th June 2010 was \$19,810 instead of \$71,819 which was \$52,009 less than provided in the budget.
2. Income from Interest on investments is anticipated to be more than the budget provision by \$55,000 due primarily to the delay in the Jalbarragup Bridge replacement works and from Mowen Road income, both funded by government grants.

3. Donations are expected to be over budget by \$8,228 due primarily to the additional costs associated with Council waiving fees and charges in accordance with policies ADM 7 Council Function Room Hire and HAB 2 Use/Hire Community Facilities (\$14,670). Other donations during the period include Council's works crew work at Danjanerup Cottages (\$3,106), \$6,220 for general donations and \$1,132 for the Family Fun Day.
4. The budgeted expenditure on administration salaries will be over spent by \$87,587 due to additional contract services required to cover periods of annual leave, acting CEO duties and corporate services duties during the year, increased salary package for CEO's position, and payment of accrued leave entitlements on termination of employment by employees.
5. Administration Legal Fees is anticipated to be over budget by \$25,000 due to several matters that required legal advice and legal representation.
6. Darradup Home Alarm Trial is unbudgeted expenditure (\$100,000) funded by a grant (\$95,000) with the balance of \$5,000 being met by Council.
7. The budgeted expenditure on health salaries is expected to be over the budget amount by approximately \$19,246 being comprised of the costs associated with paying out the contract for the previous Manager of Development Services and additional contractor hours to cover the position.
8. Rubbish Site Maintenance expenditure is anticipated to be under budget by approximately \$29,832 due to savings in the costs associated with the Regional Waste Coordinator consultancy & DEC site monitoring.
9. The budgeted expenditure on town planning services will be under spent by \$8,300 and town planning administration expenses will be over by \$5,900.
10. Town Planning Superannuation expenses will exceed the budget provision by an estimated \$5,600 due to an increase of super payments for the relief MDS.
11. The cost of maintaining Council's public conveniences may exceed the budget provision by \$5,500 if the current expenditure level is maintained (predominantly cleaning expenses).
12. Recreation Centre Hire Income is anticipated to exceed the budget provision by \$9,400.
13. Nannup Town Hall (Capital Expenditure) will be over budget by \$10,000 as a result of a negotiated settlement being reached with the builder.

14. Purchase of Plant will be under the budget provision by \$41,280 due to savings achieved on the purchase of the new grader.
15. Total savings on Council's insurance portfolio premiums will be \$11,123 for the year.
16. Income from Private Works (net) is anticipated to be \$17,200 over budget.

A summary of these variations follow (negative figures indicate over expenditure):

Surplus Carried Forward (Net Cash)	-\$52,009
Interest on Investments	\$55,000
Donations	-\$8,228
Administration Salaries	-\$87,587
Administration Legal Expenses	-\$25,000
Darradup Home Alarm Trial (Net)	-\$5,000
Health Salaries	-\$19,246
Rubbish Site Maintenance	\$29,832
Town Planning Services	\$8,300
Town Planning Admin Expenses	-\$5,900
Town Planning Superannuation	-\$5,600
Public Conveniences	-\$5,500
Town Hall Expenses	-\$10,000
Recreation Centre Income	\$9,400
Plant Purchases	\$41,280
Overall Savings on Insurance costs	\$11,123
Private Works Income	\$17,200
Various	-\$8,783
Total Anticipated Deficit	-\$60,718

The "Various" as stated above is made up of a myriad of minor line by line variations, any of which can be detailed to Councillors if required.

Apart from commencing the process of obtaining the loan for Plant (\$280,000), it is recommended that Council take no further action in relation to its current budgetary situation as there is still five (5) months of operation left where further variations may be brought to light. If further action is required, it can be undertaken at a future budget review.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) 1996 Regulations 33A.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

If the year-end position is as predicted, Council's 2011/12 budget will have a small deficit carry forward position incorporated into it.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council continue with its budget as is at this stage as there is still five months of operations left within the financial year.

VOTING REQUIREMENTS:

**KEVIN WADDINGTON
ASSISTANT MANAGER CORPORATE SERVICES**



**AUTHORISING OFFICER
CRAIG WADDELL
MANAGER CORPORATE SERVICES**

SHIRE OF NANNUP
Budget Review as at 31st January 2011

Programme Description	COA Description	Current Budget	YTD Actual	Variance	Estimated 30/6/11	Difference
General Purpose Funding	0011 RATES LEVIED ALL AREAS	-\$940,000.00	-\$937,772.90	-\$2,227.10	-\$937,800	-\$2,200
General Purpose Funding	0061 NON-PAYMENT PENALTY	-\$4,500.00	-\$3,087.41	-\$1,412.59	-\$4,500	\$0
General Purpose Funding	0091 EQUALISATION GRANT	-\$481,117.00	-\$237,152.50	-\$243,964.50	-\$474,305	-\$6,812
General Purpose Funding	0092 LOCAL ROAD GRANT	-\$275,438.00	-\$138,796.00	-\$136,642.00	-\$277,592	\$2,154
General Purpose Funding	0231 INTERIM RATES	-\$2,200.00	\$3,087.77	-\$5,287.77	\$3,500	-\$5,700
General Purpose Funding	0261 INSTALMENT INTEREST	-\$2,400.00	-\$2,857.96	\$457.96	-\$3,000	\$600
General Purpose Funding	0361 INSTALMENT ADMINISTRATION	-\$2,900.00	-\$3,235.00	\$335.00	-\$3,300	\$400
General Purpose Funding	4882 SURPLUS CARRIED FORWARD	-\$71,819.00	\$0.00	-\$71,819.00	-\$19,810	-\$52,009
General Purpose Funding	0271 INTEREST ON DEFERRED RATES	-\$500.00	\$0.00	-\$500.00	-\$500	\$0
General Purpose Funding	0523 DEPT OF TRAN. COMMISSION	-\$18,000.00	-\$12,178.63	-\$5,821.37	-\$20,000	\$2,000
General Purpose Funding	0533 SUNDRY INCOME	-\$12,600.00	-\$7,895.14	-\$4,704.86	-\$12,600	\$0
General Purpose Funding	0553 ROYALTIES FOR REGIONS	-\$1,210,741.00	\$0.00	-\$1,210,741.00	-\$1,210,741	\$0
General Purpose Funding	0573 EXPENSES RECOVERED (I)	-\$25,000.00	-\$22,930.64	-\$2,069.36	-\$30,000	\$5,000
General Purpose Funding	0583 COMMISSION - B.I.C.T.F.	-\$500.00	\$0.00	-\$500.00	-\$500	\$0
General Purpose Funding	4873 INTEREST ON INVESTMENTS - GENERAL	-\$15,000.00	-\$21,600.61	\$6,600.61	-\$25,000	\$10,000
General Purpose Funding	4883 INTEREST ON INVESTMENTS - RTR	\$0.00	-\$9,955.45	\$9,955.45	-\$10,000	\$10,000
General Purpose Funding	4893 INTEREST ON INVESTMENTS - DOTARS	-\$5,000.00	-\$20,883.15	\$15,883.15	-\$40,000	\$35,000
General Purpose Funding	0422 RECOVERABLE EXPENSES	\$25,000.00	\$27,542.56	-\$2,542.56	\$30,000	-\$5,000
General Purpose Funding	0472 RATING VALUATIONS	\$10,500.00	\$1,865.53	\$8,634.47	\$10,500	\$0
General Purpose Funding	3832 INTEREST ON OVERDRAFT	\$100.00	\$0.00	\$100.00	\$0	\$100
General Purpose Funding	4802 WRITE OFFS	\$200.00	\$0.00	\$200.00	\$200	\$0
General Purpose Funding	4812 ROYALTIES FOR REGIONS	\$1,245,741.00	\$10,188.00	\$1,235,553.00	\$1,245,741	\$0
General Purpose Funding	4852 GRANTS COMM/REVIEW REPORT	\$500.00	\$0.00	\$500.00	\$500	\$0
General Purpose Funding	4872 D.O.T. LICENSING EXPENSES	\$15,049.00	\$5,438.96	\$9,610.04	\$15,049	\$0
General Purpose Funding Total		-\$1,770,625.00	-\$1,370,222.57	-\$400,402.43	-\$1,764,158	-\$6,467
Governance	0142 REFRESHMENTS & FUNCTIONS -COUNCIL	\$14,300.00	\$9,791.18	\$4,508.82	\$13,000	\$1,300
Governance	0162 DONATIONS	\$16,900.00	\$16,187.23	\$712.77	\$25,128	-\$8,228
Governance	0172 COUNCILLOR ALLOWANCES	\$41,200.00	\$24,105.13	\$17,094.87	\$41,200	\$0
Governance	0182 SUBSCRIPTIONS	\$6,933.00	\$8,734.14	-\$1,801.14	\$8,800	-\$1,867
Governance	0192 CONFERENCE EXPENSES	\$14,500.00	\$7,703.81	\$6,796.19	\$14,500	\$0
Governance	0202 INSURANCE	\$15,725.00	\$12,440.96	\$3,284.04	\$12,441	\$3,284
Governance	0242 A/LEAVE EXP ADMIN	\$28,863.00	\$7,216.00	\$21,647.00	\$28,863	\$0
Governance	0272 SALARIES (ADM)	\$311,745.00	\$209,326.66	\$102,418.34	\$399,332	-\$87,587
Governance	0282 SUPERANNUATION	\$29,592.00	\$19,455.57	\$10,136.43	\$33,724	-\$4,132
Governance	0292 INSURANCE	\$18,984.00	\$13,083.99	\$5,900.01	\$13,084	\$5,900
Governance	0312 FURN & EQUIP MINOR	\$2,000.00	\$953.44	\$1,046.56	\$2,000	\$0
Governance	0352 TRANSFER TO RESERVES	\$30,000.00	\$0.00	\$30,000.00	\$30,000	\$0
Governance	0362 BUILDING & GDNS OPER&MTCE	\$92,178.00	\$74,771.47	\$17,406.53	\$93,200	-\$1,022
Governance	0372 COMPUTER MAINTENANCE	\$46,155.00	\$22,104.35	\$24,050.65	\$46,000	\$155
Governance	0382 PRINTING & STATIONERY	\$16,000.00	\$7,135.96	\$8,864.04	\$13,000	\$3,000

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Governance	0392 TELEPHONE	\$11,000.00	\$5,763.99	\$5,236.01	\$11,000	\$0
Governance	0402 EQUIPMENT REPAIR & MTCE	\$8,000.00	\$2,656.36	\$5,343.64	\$5,500	\$2,500
Governance	0412 POSTAGE	\$5,000.00	\$2,916.64	\$2,083.36	\$5,000	\$0
Governance	0432 VEHICLE AND TRAVELLING	\$11,000.00	\$5,590.02	\$5,409.98	\$11,000	\$0
Governance	0442 BANK CHARGES	\$4,500.00	\$3,077.59	\$1,422.41	\$5,200	-\$700
Governance	0452 ADVERTISING	\$15,000.00	\$5,784.82	\$9,215.18	\$10,500	\$4,500
Governance	0462 AUDIT FEES	\$15,640.00	\$11,120.00	\$4,520.00	\$15,640	\$0
Governance	0482 LEGAL EXPENSES	\$10,000.00	\$25,049.50	-\$15,049.50	\$35,000	-\$25,000
Governance	0492 STAFF TRAINING EXPENSES	\$6,500.00	\$1,543.64	\$4,956.36	\$4,500	\$2,000
Governance	0502 SUNDRY EXPENSES	\$1,000.00	\$0.03	\$999.97	\$1,000	\$0
Governance	0522 UNIFORMS-COUNCIL CONTRIB	\$2,000.00	\$180.91	\$1,819.09	\$1,000	\$1,000
Governance	0532 GRATUITIES	\$1,000.00	\$422.75	\$577.25	\$500	\$500
Governance	0542 LSL EXPENSE ADMIN	\$6,765.00	\$1,691.00	\$5,074.00	\$6,765	\$0
Governance	0552 FRINGE BENEFIT TAX	\$15,860.00	\$14,377.00	\$1,483.00	\$19,170	-\$3,310
Governance	0572 MEM EQUIP. CONSUMABLES	\$1,000.00	\$0.00	\$1,000.00	\$0	\$1,000
Governance	0812 RECRUITMENT EXPENSES	\$5,000.00	\$5,436.09	-\$436.09	\$7,000	-\$2,000
Governance	9042 DEPRECIATION EXPENSE MEM	\$2,394.00	\$0.00	\$2,394.00	\$2,394	\$0
Governance	9052 DEPRECIATION EXPENSE ADM	\$27,953.00	\$5,109.43	\$22,843.57	\$27,953	\$0
Governance	0543 TRANSFER FROM RESERVE	-\$23,000.00	\$0.00	-\$23,000.00	-\$23,000	\$0
Governance	8053 INCOME SALE OF ASSETS	-\$36,000.00	-\$32,000.00	-\$4,000.00	-\$32,000	-\$4,000
Governance	0254 FURNITURE AND EQUIPMENT	\$20,500.00	\$11,495.87	\$9,004	\$20,500	\$0
Governance	0544 PLANT (VEHICLES)	\$62,000.00	\$57,831.00	\$4,169	\$57,832	\$4,168
Governance	0584 FURNITURE AND EQUIPMENT	\$0.00	\$0.00	\$0	\$0	\$0
Governance Total		\$858,187.00	\$561,056.53	\$297,130.47	\$966,726	-\$108,539
Law, Order, Public Safety	0602 ASSISTANCE TO BFB'S	\$39,620.00	\$27,733.00	\$11,887.00	\$40,290	-\$670
Law, Order, Public Safety	0642 INSURANCE	\$21,041.00	\$18,431.55	\$2,609.45	\$18,431	\$2,610
Law, Order, Public Safety	0652 MAINTENANCE OF FIRE BREAKS	\$5,000.00	\$1,123.88	\$3,876.12	\$4,000	\$1,000
Law, Order, Public Safety	0662 BRIGADE EXPENDITURE (NON FESA)	\$0.00	\$23.90	-\$23.90	\$0	\$0
Law, Order, Public Safety	0722 FIRE CONTROL OFFICER	\$45,513.00	\$41,490.57	\$4,022.43	\$65,000	-\$19,487
Law, Order, Public Safety	0732 FMO ANNUAL LEAVE	\$2,660.00	\$665.00	\$1,995.00	\$2,660	\$0
Law, Order, Public Safety	0762 MTCE PLANT & EQUIPMENT	\$6,750.00	\$4,060.19	\$2,689.81	\$7,750	-\$1,000
Law, Order, Public Safety	0802 CONTROL EXPENSES	\$4,000.00	\$1,551.94	\$2,448.06	\$3,000	\$1,000
Law, Order, Public Safety	0832 MTCE VEHICLES, ETC	\$7,000.00	\$1,467.82	\$5,532.18	\$8,600	-\$1,600
Law, Order, Public Safety	0842 MTCE LAND & BUILDINGS	\$0.00	\$220.00	-\$220.00	\$220	-\$220
Law, Order, Public Safety	0872 OTHER GOODS & SERVICES	\$7,250.00	\$1,809.94	\$5,440.06	\$3,356	\$3,894
Law, Order, Public Safety	0912 COMMUNITY SAFETY PROGRAM	\$2,705.00	\$0.00	\$2,705.00	\$2,705	\$0
Law, Order, Public Safety	0922 DONATION NANNUP SES	\$5,240.00	\$5,093.44	\$146.56	\$5,240	\$0
Law, Order, Public Safety	0942 EMERGENCY RESPONSE	\$1,000.00	\$5,715.82	-\$4,715.82	\$5,800	-\$4,800
Law, Order, Public Safety	6952 DARRADUP HOME ALARM TRIAL	\$0.00	\$38,000.00	-\$38,000.00	\$100,000	-\$100,000
Law, Order, Public Safety	9062 DEPRECIATION EXPENSE FPR	\$49,861.00	\$11,602.85	\$38,258.15	\$49,861	\$0
Law, Order, Public Safety	0703 FESA LEVY OPERATING INC.	-\$112,620.00	-\$68,542.84	-\$44,077.16	-\$144,091	\$31,471
Law, Order, Public Safety	0743 EQUIPMENT GRANTS	\$0.00	-\$95,000.00	\$95,000.00	-\$95,000	\$95,000

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Law, Order, Public Safety	0773 FINES	-\$120.00	\$0.00	-\$120.00	\$0	-\$120
Law, Order, Public Safety	0833 DOG REGISTRATION FEES	-\$1,600.00	-\$1,330.25	-\$269.75	-\$1,100	-\$500
Law, Order, Public Safety	0843 FINES AND PENALTIES	-\$100.00	-\$3,019.70	\$2,919.70	-\$3,020	\$2,920
Law, Order, Public Safety	0963 FESA LEVY OPERATING INC.	-\$5,240.00	-\$2,415.00	-\$2,825.00	-\$5,240	\$0
Law, Order, Public Safety	0644 CAPITAL INCOME	-\$22,800.00	-\$2,370.91	-\$20,429.09	-\$59,985	\$37,185
Law, Order, Public Safety	0744 PURCHASE PLANT & EQUIPMNT	\$22,800.00		\$22,800.00	\$59,985	-\$37,185
Law, Order, Public Safety Total		\$77,960.00	-\$13,688.80	\$91,648.80	\$68,462	\$9,498
Health	1242 INSURANCE	\$434.00	\$404.83	\$29.17	\$405	\$29
Health	1252 A/LEAVE EXP HEALTH	\$3,012.00	\$753.00	\$2,259.00	\$3,012	\$0
Health	1262 SALARIES	\$15,744.00	\$24,575.80	-\$8,831.80	\$34,990	-\$19,246
Health	1282 SUPERANNUATION	\$751.00	\$865.38	-\$114.38	\$1,270	-\$519
Health	1322 HEALTH ADMIN EXPENSES	\$5,500.00	\$1,669.33	\$3,830.67	\$3,300	\$2,200
Health	9142 DEPRECIATION EXPENSE HIA	\$2,795.00	\$743.55	\$2,051.45	\$2,795	\$0
Health	1373 SEPTIC TANK	\$0.00	-\$423.63	\$423.63	\$723	-\$723
Health	1383 GENERAL LICENSE FEES	-\$2,000.00	-\$608.00	-\$1,392.00	-\$1,600	-\$400
Health	1475 SALE OF PLANT & EQUIPMENT	-\$3,600.00	\$0.00	-\$3,600.00	-\$3,600	\$0
Health	1454 PURCHASE PLANT & EQUIPMENT	\$6,200.00		\$6,200.00	\$6,200	\$0
Health Total		\$28,836.00	\$27,980.26	\$855.74	\$47,495	-\$18,659
Education & Welfare	0992 PRE-SCHOOLS MTCE	\$6,524.00	\$2,082.91	\$4,441.09	\$5,500	\$1,024
Education & Welfare	1062 DONATIONS	\$0.00	\$3,106.48	-\$3,106.48	\$0	\$0
Education & Welfare	1132 YOUTH PROGRAMS AND PLANNING	\$4,705.00	\$1,818.74	\$2,886.26	\$4,705	\$0
Education & Welfare	1612 SENIORS ACTIVITIES	\$37,435.00	\$921.82	\$36,513.18	\$37,435	\$0
Education & Welfare	1642 COMMUNITY DEV. OFFICER	\$86,658.00	\$58,248.54	\$28,409.46	\$121,658	-\$35,000
Education & Welfare	9092 DEPRECIATION EXPENSE PSC	\$1,364.00	\$343.85	\$1,020.15	\$1,364	\$0
Education & Welfare	1123 CDO ADMINISTRATION INCOME	-\$2,705.00	-\$3,651.19	\$946.19	-\$4,100	\$1,395
Education & Welfare	1653 GRANTS-OPERATING	-\$24,684.00	-\$36,653.53	\$11,969.53	-\$61,338	\$36,654
Education & Welfare	9893 T/FER FROM RESERVE	-\$239,000.00	\$0.00	-\$239,000.00	-\$239,000	\$0
Education & Welfare	1164 Y & CDO CAPITAL EXP.	\$2,000.00	\$1,431.95	\$568.05	\$2,000	\$0
Education & Welfare	1644 KINDERGARTEN EXTENSION	\$100,000.00	\$8,177.27	\$91,822.73	\$100,000	\$0
Education & Welfare Total		-\$27,703.00	\$35,826.84	-\$63,529.84	-\$31,776	\$4,073
Housing	1712 BUILDING MTCE	\$16,361.00	\$8,337.27	\$8,023.73	\$21,000	-\$4,639
Housing	1722 INTEREST ON LOAN 36	\$978.00	\$547.33	\$430.67	\$978	\$0
Housing	1732 GEHA - BUILDING MAINT.	\$15,296.00	\$7,569.05	\$7,726.95	\$14,000	\$1,296
Housing	9232 DEPRECIATION EXPENSE STA	\$9,039.00	\$2,278.39	\$6,760.61	\$9,039	\$0
Housing	9242 DEPRECIATION EXPENSE HOT	\$2,546.00	\$641.78	\$1,904.22	\$2,546	\$0
Housing	1723 RENTAL	-\$8,060.00	-\$5,682.65	-\$2,377.35	-\$7,100	-\$960
Housing	1743 RENTALS	-\$8,640.00	-\$3,351.69	-\$5,288.31	-\$5,942	-\$2,698
Housing	1764 LOAN REDEMPTION	\$8,241.00	\$4,054.81	\$4,186.19	\$8,241	\$0
Housing Total		\$35,761.00	\$14,394.29	\$21,366.71	\$42,762	-\$7,001

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Community Amenities	1762 CONTRACTORS COLLECTION FEES	\$62,322.00	\$27,417.14	\$34,904.86	\$65,800	-\$3,478
Community Amenities	1772 RUBBISH SITE MTCE	\$138,032.00	\$48,107.90	\$89,924.10	\$108,200	\$29,832
Community Amenities	1824 STREET BIN PICKUPS	\$8,500.00	\$4,786.02	\$3,713.98	\$9,300	-\$800
Community Amenities	2122 PARKING STRATEGY	\$0.00	\$160.70	-\$160.70	\$200	-\$200
Community Amenities	2132 TOWN PLANNING SERVICES	\$255,694.00	\$146,310.28	\$109,383.72	\$247,394	\$8,300
Community Amenities	2142 ADMIN EXPENSES	\$31,100.00	\$6,205.48	\$24,894.52	\$37,000	-\$5,900
Community Amenities	2162 SUPERANNUATION	\$4,509.00	\$878.87	\$3,630.13	\$10,100	-\$5,591
Community Amenities	2192 ANNUAL LEAVE EXPENSE	\$8,370.00	\$2,093.00	\$6,277.00	\$8,370	\$0
Community Amenities	2212 LPS AMENDMENT EXPENSES	\$24,279.00	\$0.00	\$24,279.00	\$20,279	\$4,000
Community Amenities	2302 CEMETERY OPER & MTCENP	\$40,458.00	\$7,787.91	\$32,670.09	\$40,458	\$0
Community Amenities	2322 PUBLIC CONVENIENCES	\$23,000.00	\$18,000.88	\$4,999.12	\$28,500	-\$5,500
Community Amenities	3882 WARREN BLACKWOOD E.A.	\$5,000.00	\$1,000.00	\$4,000.00	\$1,000	\$4,000
Community Amenities	7042 ROAD DEVELOPMENT COSTS.	\$90,000.00	-\$9,000.00	\$99,000.00	\$90,000	\$0
Community Amenities	9262 DEPRECIATION EXPENSE OTS	\$3,325.00	\$838.14	\$2,486.86	\$3,325	\$0
Community Amenities	9312 DEPRECIATION EXPENSE OCA	\$4,146.00	\$1,444.69	\$2,701.31	\$4,148	-\$2
Community Amenities	1803 MOBILE BIN CHARGES	-\$72,276.00	-\$70,337.00	-\$1,939.00	-\$70,340	-\$1,936
Community Amenities	1813 TIP FEES	-\$5,000.00	-\$878.00	\$378.00	-\$9,960	\$4,960
Community Amenities	1993 SEPTIC TANK INSPEC FEES	-\$4,000.00	\$0.00	-\$4,000.00	-\$1,500	\$1,000
Community Amenities	2243 LPS AMENDMENT CONTRIBUTIONS	-\$5,000.00	-\$7,932.61	\$2,932.61	-\$9,400	\$4,400
Community Amenities	2253 MISC. FEES & CHARGES	-\$3,000.00	-\$1,228.17	-\$1,771.83	-\$1,800	-\$1,200
Community Amenities	2373 CEMETERY FEES	-\$10,800.00	\$0.00	-\$10,800.00	-\$10,800	\$0
Community Amenities	2295 SALE PLANT & EQUIPMENT	\$18,600.00	\$0.00	\$18,600.00	\$18,600	\$0
Community Amenities	2274 PURCHASE PLANT EQUIPMENT	\$0.00	\$1,173.54	-\$1,173.54	\$1,200	-\$1,200
Community Amenities	2284 FURNITURE & EQUIPMENT	\$0.00	\$1,173.54	-\$1,173.54	\$1,200	-\$1,200
Community Amenities Total		\$616,759.00	\$169,367.13	\$447,391.87	\$590,074	\$26,685
Recreation And Culture	2422 TOWN HALL	\$22,040.00	\$7,260.18	\$14,779.82	\$22,040	\$0
Recreation And Culture	2432 REC CENTRE EXPENSE	\$80,448.00	\$34,059.57	\$46,388.43	\$80,448	\$0
Recreation And Culture	2442 COMMUNITY CENTRE	\$2,604.00	\$1,173.62	\$1,430.38	\$4,200	-\$1,596
Recreation And Culture	2462 TELECENTRE	\$574.00	\$538.53	\$35.47	\$700	-\$126
Recreation And Culture	2472 OLD ROADS BOARD BUILDING	\$4,459.00	\$1,460.90	\$2,998.10	\$5,780	-\$1,321
Recreation And Culture	2482 BOWLING CLUB	\$3,000.00	\$1,400.78	\$1,599.22	\$3,000	\$0
Recreation And Culture	2492 CUNDINUP HALL	\$360.00	\$525.15	-\$165.15	\$750	-\$390
Recreation And Culture	2502 CARLOTTA HALL	\$20,326.00	\$2,683.93	\$17,642.07	\$20,326	\$0
Recreation And Culture	2622 TRANSFER TO RESERVE FUND	\$404,130.00	\$0.00	\$404,130.00	\$404,130	\$0
Recreation And Culture	2642 PUBLIC PARKS GDNS & RESER	\$424,000.00	\$208,746.26	\$215,253.74	\$424,000	\$0
Recreation And Culture	2682 OFF ROAD VEHICLE TRACK	\$600.00	\$0.00	\$600.00	\$600	\$0
Recreation And Culture	2702 STREETSCAPE / TIDY TOWNS	\$5,000.00	\$5,950.98	-\$950.98	\$7,500	-\$2,500
Recreation And Culture	2712 GARDEN VILLAGE THEME	\$7,000.00	\$0.00	\$7,000.00	\$7,000	\$0
Recreation And Culture	2772 CYCLE PATH TO COCKATOO VALLEY	\$16,625.00	\$128,972.81	-\$112,347.81	\$117,693	-\$101,068
Recreation And Culture	2812 BLACKWOOD VALLEY TRAILS PROJECT	\$3,000.00	\$3,478.94	-\$478.94	\$3,500	-\$500
Recreation And Culture	2832 ENTRY STATEMENT WORKS	\$0.00	\$12,993.83	-\$12,993.83	\$13,000	-\$13,000
Recreation And Culture	2842 PUBLIC ART MAINTENANCE	\$5,000.00	\$0.00	\$5,000.00	\$5,000	\$0

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Recreation And Culture	2902 SALARIES (LIB)	\$20,667.00	\$12,550.83	\$8,116.17	\$20,330	\$337
Recreation And Culture	2922 OFFICE EXPENSES	\$2,000.00	\$262.49	\$1,737.51	\$500	\$1,500
Recreation And Culture	2932 WRITE OFF OF DEBTS	\$100.00	\$0.00	\$100.00	\$100	\$0
Recreation And Culture	7432 FORESHORE PARK	\$34,000.00	\$8,314.22	\$25,685.78	\$34,000	\$0
Recreation And Culture	7712 BICYCLE RACKS	\$0.00	\$41.30	-\$41.30	\$50	-\$50
Recreation And Culture	9322 DEPRECIATION EXPENSE H&C	\$11,472.00	\$3,793.24	\$7,678.76	\$11,472	\$0
Recreation And Culture	9342 DEPRECIATION EXPENSE ORS	\$12,740.00	\$3,147.62	\$9,592.38	\$12,740	\$0
Recreation And Culture	9352 DEPRECIATION EXPENSE LIB	\$923.00	\$123.60	\$799.40	\$823	\$100
Recreation And Culture	2443 TRANSFER FROM RESERVE	-\$518,461.00	\$0.00	-\$518,461.00	-\$518,461	\$0
Recreation And Culture	2453 GRANTS	-\$50,000.00	\$0.00	-\$50,000.00	-\$50,000	\$0
Recreation And Culture	2823 CYCLE PATH TO COCKATOO VALLEY GRANT	\$0.00	-\$55,326.00	\$55,326.00	-\$101,068	\$101,068
Recreation And Culture	2993 LOST BOOK CHARGE	-\$100.00	-\$54.15	-\$45.85	-\$100	\$0
Recreation And Culture	3033 USER CHARGES	-\$720.00	-\$1,920.73	\$1,200.73	-\$2,400	\$1,680
Recreation And Culture	7043 REC CENTRE HIRE FEES	-\$5,150.00	-\$3,392.33	-\$1,757.67	-\$5,400	\$250
Recreation And Culture	7053 HIRE CHARGES	-\$900.00	-\$6,375.33	\$5,475.33	\$8,500	-\$9,400
Recreation And Culture	7703 GRANTS	-\$120,000.00	-\$30,000.00	-\$90,000.00	-\$120,000	\$0
Recreation And Culture	7773 AFTER SCHOOL RECREATION FEES	\$0.00	-\$67.27	\$67.27	-\$67	\$67
Recreation And Culture	2574 NANNUP TOWN HALL	\$0.00	\$0.00	\$0.00	\$10,000	-\$10,000
Recreation And Culture	3014 FURNITURE AND EQUIPMENT	\$2,000.00	\$0.00	\$2,000.00	\$2,000	\$0
Recreation And Culture	7814 FORESHORE PARK ABLUTION BLOCK	\$0.00	\$870.06	-\$870.06	\$0	\$0
Recreation And Culture Total		\$387,737.00	\$341,213.03	\$46,523.97	\$422,686	-\$34,949
Transport	3160 BRIDGE MAINTENANCE	\$24,000.00	\$1,291.36	\$22,708.64	\$24,000	\$0
Transport	3212 DEPOT OFFICE MTCE	\$17,564.00	\$12,105.43	\$5,458.57	\$17,564	\$0
Transport	3230 CROSSEOVERS	\$5,000.00	\$810.00	\$4,190.00	\$3,200	\$1,800
Transport	3240 TRAFFIC SIGNS & CONTROL	\$7,000.00	\$5,037.09	\$1,962.91	\$7,000	\$0
Transport	3242 INTEREST ON LOAN 32	\$167.00	\$103.87	\$63.13	\$167	\$0
Transport	3380 LOCAL ROAD MAINTENANCE	\$423,000.00	\$268,620.39	\$154,379.61	\$423,000	\$0
Transport	3410 ROADVERGE MAINTENANCE	\$25,000.00	\$14,200.00	\$10,800.00	\$25,000	\$0
Transport	3420 LIGHTING OF STREETS	\$16,000.00	\$6,398.67	\$9,601.33	\$16,000	\$0
Transport	3440 CONTRACT STREET SWEEPING	\$7,000.00	\$0.00	\$7,000.00	\$7,000	\$0
Transport	3450 TRAFFIC COUNTER PLACEMENT	\$5,001.00	\$1,851.06	\$3,149.94	\$4,000	\$1,001
Transport	3470 SAFETY MEASURES WORKS	\$7,500.00	\$1,678.67	\$5,821.33	\$7,500	\$0
Transport	3572 PURCHASE OF MINOR EQUIP.	\$18,500.00	\$3,613.64	\$14,886.36	\$18,500	\$0
Transport	3682 TRANSFER TO RESERVE	\$230,000.00	\$0.00	\$230,000.00	\$230,000	\$0
Transport	4012 GRAVEL PIT REHABILITATION	\$20,000.00	\$18,360.00	\$1,640.00	\$20,000	\$0
Transport	7120 ROMANS ROAD INV. SYSTEM	\$8,000.00	\$5,392.15	\$2,607.85	\$8,000	\$0
Transport	9372 DEPRECIATION EXPENSE RCO	\$1,588,200.00	\$342,704.14	\$1,245,495.86	\$1,588,200	\$0
Transport	3221 MRD DIRECT GRANTS	-\$59,474.00	-\$60,029.00	\$555.00	-\$60,029	\$555
Transport	3231 REGIONAL ROAD GROUP GRANTS	-\$170,000.00	-\$136,000.00	-\$34,000.00	-\$170,000	\$0
Transport	3261 ROADS TO RECOVERY GRANT	-\$208,081.00	\$0.00	-\$208,081.00	-\$208,081	\$0
Transport	3281 MRD BRIDGEWORK GRANT	-\$93,000.00	-\$31,000.00	-\$62,000.00	-\$93,000	\$0
Transport	3311 CROSSEOVER CONTRIBUTION	-\$500.00	-\$181.82	-\$318.18	-\$181	-\$319

SHIRE OF NANNUP

Budget Review as at 31st January 2011

Transport	3341	MOWEN ROAD	-\$5,000,000.00	-\$4,000,000.00	-\$1,000,000.00	-\$5,000,000	\$0
Transport	3351	TIRES INCOME	-\$125,000.00	\$0.00	-\$125,000.00	-\$125,000	\$0
Transport	3361	SUPERV.FEE ROAD CONST.	-\$100,000.00	-\$42,976.00	-\$57,024.00	-\$100,000	\$0
Transport	3371	JALBARRAGUP BRIDGE	-\$4,300,000.00	\$0.00	-\$4,300,000.00	-\$4,300,000	\$0
Transport	3595	PROCEEDS FROM LOAN	-\$280,000.00	\$0.00	-\$280,000.00	-\$280,000	\$0
Transport	3685	TRANSFER FROM RESERVE	-\$230,000.00	\$0.00	-\$230,000.00	-\$230,000	\$0
Transport	8393	INCOME SALE OF ASSETS	-\$80,000.00	-\$84,000.00	\$4,000.00	-\$80,000	\$0
Transport	3130	MOWEN ROAD	\$5,219,251.00	\$3,077,140.98	\$2,142,110.02	\$5,219,251	\$0
Transport	3170	COUNCIL ROAD PROGRAMME	\$463,081.00	\$135,996.59	\$327,084.41	\$463,081	\$0
Transport	3180	MRD SPECIAL BRIDGEWORKS	\$93,000.00	\$0.00	\$93,000.00	\$93,000	\$0
Transport	3190	TIRES PROJECTS	\$125,000.00	\$64,676.38	\$60,323.62	\$125,000	\$0
Transport	3210	FOOTPATH PROGRAM	\$50,000.00	\$50,954.71	-\$954.71	\$51,000	-\$1,000
Transport	3250	JALBARRAGUP BRIDGE	\$5,087,973.00	\$310.00	\$5,087,663.00	\$5,087,973	\$0
Transport	3254	PRINCIPAL REPAYMENTS	\$4,868.00	\$4,868.10	-\$0.10	\$4,868	\$0
Transport	3564	PURCHASE OF PLANT	\$420,000.00	\$378,719.50	\$41,280.50	\$378,720	\$41,280
Transport	3574	PURCHASE OF EQUIPMENT	\$0.00	\$3,355.37	-\$3,355.37	\$3,500	-\$3,500
Transport	6880	DEPOT CONSTRUCTION	\$20,000.00	\$4,804.02	\$15,195.98	\$16,600	\$3,400
Transport Total			\$3,239,050.00	\$48,805.30	\$3,190,244.70	\$3,195,833	\$43,217
Economic Services	3842	NOXIOUS WEEDS/PEST PLANTS	\$4,500.00	\$9,048.03	-\$4,548.03	\$4,500	\$0
Economic Services	3862	FUNCTIONS/EVENTS SUPPORT	\$23,000.00	\$625.23	\$22,374.77	\$23,000	\$0
Economic Services	3872	FERAL PIG PROGRAM	\$4,286.00	\$52,597.11	-\$48,311.11	\$88,217	-\$83,931
Economic Services	3912	CARAVAN PARKS GARDENING	\$15,001.00	\$144.82	\$14,856.18	\$15,001	\$0
Economic Services	3932	CARAVAN PKS/CAMPING GRDS	\$16,440.00	\$355.44	\$16,084.56	\$16,440	\$0
Economic Services	4062	SALARY	\$66,574.00	\$49,672.49	\$16,901.51	\$61,864	\$4,710
Economic Services	4072	SUPERANNUATION	\$7,787.00	\$878.13	\$6,908.87	\$7,800	-\$13
Economic Services	4082	A/LEAVE EXP BUILDING	\$6,584.00	\$1,646.00	\$4,938.00	\$6,584	\$0
Economic Services	4092	CONTROL EXPENSES	\$7,800.00	\$3,891.04	\$3,908.96	\$6,700	\$1,100
Economic Services	9452	DEPRECIATION EXPENSE TOU	\$6,640.00	\$1,673.59	\$4,966.41	\$6,640	\$0
Economic Services	3893	FERAL PIG PROGRAM	-\$4,286.00	-\$88,217.00	\$83,931.00	-\$88,217	\$83,931
Economic Services	4153	CHGES & FEES BUILD PERMIT	-\$18,000.00	-\$13,625.85	-\$4,374.15	-\$18,000	\$0
Economic Services	4263	SALE OF MATERIAL	-\$5,000.00	-\$1,425.90	-\$3,574.10	-\$2,440	-\$2,560
Economic Services	4225	SALE OF PLANT & EQUIPMENT	-\$3,600.00	\$0.00	-\$3,600.00	-\$3,600	\$0
Economic Services	4194	PLANT AND EQUIPMENT	\$6,200.00	\$0.00	\$6,200.00	\$6,200	\$0
Economic Services Total			\$133,926.00	\$17,263.13	\$116,662.87	\$130,689	\$3,237
Other Property And Services	4570	SALARIES	\$0.00	\$531,606.00	-\$531,606.00	\$0	\$0
Other Property And Services	4580	WAGES	\$0.00	\$727,978.28	-\$727,978.28	\$0	\$0
Other Property And Services	4590	LESS SALARIES ALLOCATED	\$0.00	-\$531,606.02	\$531,606.02	\$0	\$0
Other Property And Services	4600	LESS WAGES ALLOCATED	\$0.00	-\$727,978.28	\$727,978.28	\$0	\$0
Other Property And Services	6840	WAGES UNALLOCATED	\$0.00	\$0.03	-\$0.03	\$0	\$0
Other Property And Services	4292	PRIVATE WORKS - EXPENDITURE	\$20,969.00	\$24,016.34	-\$3,047.34	\$26,800	-\$5,831
Other Property And Services	4312	TRAINING	\$10,000.00	\$7,053.76	\$2,946.24	\$7,054	\$2,946

**SHIRE OF NANNUP
Budget Review as at 31st January 2011**

Other Property And Services	4322 LSL EXPENSE WORKS	\$18,144.00	\$4,536.00	\$13,608.00	\$18,144	\$0
Other Property And Services	4332 SALARIES (PWO)	\$92,958.00	\$43,258.28	\$49,699.72	\$75,100	\$17,858
Other Property And Services	4352 A/LEAVE EXP WORKS	\$63,531.00	\$15,883.00	\$47,648.00	\$63,531	\$0
Other Property And Services	4362 OCCUPATIONAL SUPER	\$77,592.00	\$62,652.00	\$14,940.00	\$99,800	-\$22,208
Other Property And Services	4382 DEPOT OFFICE EXPENSES	\$0.00	\$680.08	-\$680.08	\$0	\$0
Other Property And Services	4402 SICK LEAVE	\$12,960.00	\$9,090.05	\$3,869.95	\$12,960	\$0
Other Property And Services	4432 INSURANCE ON WORKS	\$52,407.00	\$47,206.29	\$5,200.71	\$49,400	\$3,007
Other Property And Services	4452 PROTECTIVE CLOTHING	\$10,000.00	\$6,709.18	\$3,290.82	\$10,000	\$0
Other Property And Services	4462 OCCUP. HLTH. SAFETY EXPEN	\$3,500.00	\$77.61	\$3,422.39	\$1,800	\$1,700
Other Property And Services	4472 POC WAGES	\$68,019.00	\$42,096.52	\$25,922.48	\$74,100	-\$6,081
Other Property And Services	4482 TYRES & BATTERIES	\$25,000.00	\$8,079.56	\$16,920.44	\$25,000	\$0
Other Property And Services	4492 INSURANCE & LICENSES	\$21,100.00	\$21,266.67	-\$166.67	\$22,000	-\$900
Other Property And Services	4512 LESS POC ALLOCATED TO W&S	-\$591,817.00	-\$500,216.34	-\$91,600.66	-\$630,292	\$38,475
Other Property And Services	4532 ADMINISTRATIVE EXPENSES	\$1,000.00	\$0.00	\$1,000.00	\$1,000	\$0
Other Property And Services	4562 RDO ACCRUAL	\$0.00	-\$54.03	\$54.03	\$0	\$0
Other Property And Services	4982 FUEL & OIL	\$250,000.00	\$73,385.63	\$176,614.37	\$282,494	-\$32,494
Other Property And Services	4992 SUNDRY TOOLS & STORES	\$4,000.00	\$125.28	\$3,874.72	\$4,000	\$0
Other Property And Services	6792 PUBLIC HOLIDAY PAY	\$31,104.00	\$15,516.52	\$15,587.48	\$31,104	\$0
Other Property And Services	6802 PARTS AND EXTERNAL WORK	\$55,000.00	\$33,837.18	\$21,162.82	\$54,000	\$1,000
Other Property And Services	7422 LESS PWO ALLOCATED TO W&S	-\$380,209.00	-\$413,282.97	\$33,073.97	-\$390,424	\$10,215
Other Property And Services	7672 RECRUITMENT EXPENSES	\$2,000.00	\$247.24	\$1,752.76	\$500	\$1,500
Other Property And Services	9382 DEPRECIATION EXPENSE RMC	\$168,698.00	\$41,473.36	\$127,224.64	\$168,698	\$0
Other Property And Services	9562 DEPRECIATION EXPENSE UNC	\$20,031.00	\$2,358.84	\$17,672.16	\$20,031	\$0
Other Property And Services	4323 PRIVATE WORKS -INCOME	-\$25,000.00	-\$39,414.73	\$14,414.73	-\$44,000	\$19,000
Other Property And Services Total		\$10,987.00	-\$493,418.67	\$504,405.67	-\$17,200.00	\$28,187.00
Grand Total		\$3,590,875.00	-\$661,423.53	\$3,651,593.00	-\$60,718	

AGENDA NUMBER: 10.14
SUBJECT: Sale of Surplus Equipment
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: TEN 0111
AUTHOR: Kevin Waddington – Assistant Manager Corporate Services
AUTHORISING OFFICER: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 28 February 2011

Attachment: Tender Submissions.

BACKGROUND:

Council at its November 2010 information session did not object to a tender being arranged for some items of surplus equipment as follows:

2 x Panasonic Fax KX-FP145
1 x Canon Fax Jx500
Personal Computer Asset # F 63
Personal Laptop Computer Asset # F 61
Overhead Projector
2 Door Cupboard
Picture Book Display

Items were available for viewing up until the tender closing date of 25 February 2011.

Five tenders were received with the sole assessment criteria being price. A schedule of tenders received is attached.

COMMENT:

The attached table details the tenders received for the surplus equipment. No tenders were received for one of the Panasonic Fax KX-FP145 s/n 6FBQB512723 or the Picture Book Display. These items have no value to Council from a financial (100% written down) or operational viewpoint and therefore will be appropriately disposed of.

Council's Delegation number 40 states in part:

"the holding of that sale is to result in an agenda item to the next Council meeting, whereby Council will confirm the items of surplus equipment to be sold, the successful tenderer and the price. Any Council member or staff member who has placed a tender for any item must not be part of the tender process and is to declare a financial interest when the matter comes before Council as would normally be the case."

Following the intent of this delegation, Council needs to determine that the items tendered are surplus to Council's requirements, and confirm the successful tenderer.

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS: Delegation Number 40.

FINANCIAL IMPLICATIONS:

If the recommendation is accepted, Council will net (GST exclusive) \$369.70 for the surplus equipment.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATIONS:

1. Council determine that the following equipment is surplus to Council's requirements and that tenders received for the equipment is accepted per the table below:

LOT	EQUIPMENT	TENDERER	PRICE
1	Panasonic Fax KX-FP145 s/n 6EAQB512432	J Patman	16.90
3	Canon Fax JX500	J Patman	22.30
4	HP Compaq Pentium 4 HT Desktop s/n AUD63601X2 asset number F63	J Patman	101.50
5	HP Compaq Notebook NX6320 s/n CNU634XCB2 asset number F61	T Bishop	156.50
6	Overhead Projector	A Chambers	45.00
7	2 Door Cupboard (adjustable shelves)	J Patman	27.50

2. That the Panasonic Fax KX-FP145 s/n 6FBQB512723 and the Picture Book Display, be appropriately disposed of as they have no value to Council.

VOTING REQUIREMENTS:

,

**KEVIN WADDINGTON
ASSISTANT MANAGER CORPORATE SERVICES**

A handwritten signature in black ink, appearing to read 'C. Waddell', is positioned to the left of the printed text.

**AUTHORISING OFFICER
CRAIGE WADDELL
MANAGER CORPORATE SERVICES**

**SHIRE OF NANNUP
SURPLUS EQUIPMENT TENDER**

TENDER No. 1/11

LOT	EQUIPMENT	Tenderer's Names/Amount Tendered							
		Tracie Bishop	John Patman	Andrew Kaufman	Athie Chambers	Brian Puckey			
1	Panasonic Fax KX-FP145 s/n 6EAQB512432		16.90						
2	Panasonic Fax KX-FP145 s/n 6FBQB512723								
3	Canon Fax JX500		22.30						
4	HP Compaq Pentium 4 HT Desktop s/n AUD63601X2 asset number F63		101.50	100.00	55.00				
5	HP Compaq Notebook NX6320 s/n CNU634XCB2 asset number F61	156.50		100.00				50.00	
6	Overhead Projector				45.00				
7	2 Door Cupboard (adjustable shelves)		27.50	20.00					
8	Picture Book Display								

Tenders opened at 4.00pm 25/02/2011 and awarded as indicated above by shading.

Lot Numbers 2 & 8 received no interest and are to be disposed in accordance with normal practice.

AGENDA NUMBER: 10.15
SUBJECT: Request for Fee Waiver, Glee Club
LOCATION/ADDRESS:
NAME OF APPLICANT: Nannup Glee Club
FILE REFERENCE: ADM 30
AUTHOR: Kevin Waddington – Assistant Manager Corporate Services
AUTHORISING OFFICER: Craige Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 28th February 2011

Attachments: 1. Council Policy HAB 2.
 2. Letter from Nannup Glee Club.

BACKGROUND:

The Nannup Glee Club have written to Council seeking a fee waiver for the use of the Nannup Town Hall for community based performances as well as a number of other hire occasions where rehearsals were undertaken.

COMMENT:

Council Policy HAB 2 (clause 8) is applicable and reads as follows:

“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.”

Given the community and non profit nature of the hire a fee waiver is supported and if approved would be recorded as a community group donation in Council's books of account.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Council Policy HAB 2 is applicable.

FINANCIAL IMPLICATIONS:

If a fee waiver was invoked Council would not realise income as follows:

39 weeks @ \$19.00/week : \$741

(Note: waived amount is for use of the Nannup Town hall for a full year less the winter months)

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council waive hire fees for the Nannup Glee Club for various rehearsals at the Town Hall totalling an amount of \$741.

VOTING REQUIREMENTS:

**KEVIN WADDINGTON
ASSISTANT MANAGER CORPORATE SERVICES**



**AUTHORISING OFFICER
CRAIG WADDELL
MANAGER CORPORATE SERVICES**

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

Authority Shire of Nannup

POLICY

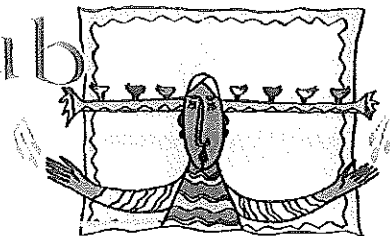
1. Council encourages the self-management of community buildings and will endeavour to provide adequate support to community groups who are eager to maintain and develop community buildings and facilities.
2. The tenure of local controlling committees with their buildings and/or land shall be by way 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.

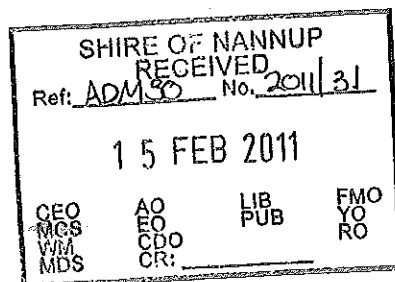
Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	<i>OM 17 December 1992</i>
Reviewed	<i>OM 9 June 1994 OM 28 February 2002 OM 23 August 2007 OM 26 February 2009 OM 22 July 2010 #8428 Reviewed & Amended OM 24 February 2011 #8558</i>

Nannup Glee Club

Lot 1 North Street, Nannup W.A. 6275—Ph. 9756 1560



Shire of Nannup,
Att: The C.E.O.,
Adam Street, Nannup,
W.A. 6275



10th February, 2011

Dear Sir,

RE: Hall Hire

As you are no doubt aware, the members of the Nannup Glee Club have been an active group in the townsite for the last two and a half years.

During the winter we meet at the Ambulance Hall as that is a warmer venue, but for the rest of the year, because the acoustics are better, we used the Town Hall for our practice sessions and paid a weekly amount of \$19. We did not question the notification advising us that all users would be paying these fees. In recent times however, it has been brought to our attention that we are in fact the only group who has paid for using this facility. We are therefore now asking if the fee could be waived in line with other groups. Although we are a voluntary group who meet for the enjoyment of singing, we do contribute to the community by providing entertainment at Christmas festivities for the older citizens in town and at the Nannup Hospital, as well as supporting the Australia Day, Australian Naturalisation and ANZAC Day Ceremonies.

We look forward to hearing further from you.

Yours sincerely,

Gemma

U Russell.