



Shire of
Nannup
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Agenda

Council Meeting to be held
on Thursday 28 March 2013
Commencing at 4.15pm

Agenda

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

Ms P Fraser

Q14. Why have no Councillors in the past attended public meetings on Yarragadee?

A14. Councillors have attended and also advocated for meetings regarding the Yarragadee in the past. Whether they have attended all such meetings is a question for individual Councillors.

Q15. Please explain where in the budget allocation was there the mention of the replacement of a 2 tonne tip truck?

A15. The tip truck income and expenditure are listed as separate items in the 2011/2012 budget under schedule 12 - Transport. Note 3 to the published budget shows plant and equipment acquisitions of \$410,000 and this includes the funding for the tipper truck.

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

Cliff and Margaret Dawson – Item 11.1 Application for Planning Approval – Retrospective Planning Consent for Trail Bike Park

John and Georgina Staines – Item 11.1 Application for Planning Approval – Retrospective Planning Consent for Trail Bike Park

7. **DECLARATIONS OF INTEREST**

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

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

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 28 February 2013 be confirmed as a true and correct record.

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10. REPORTS BY MEMBERS ATTENDING COMMITTEES

11. REPORTS OF OFFICERS

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

(a) OFFICERS

(b) ELECTED MEMBERS

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

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

- 15. CLOSURE OF MEETING**

COMMUNITY & DEVELOPMENT SERVICES

AGENDA NUMBER:	11.1
SUBJECT:	Application for Planning Approval – Retrospective Planning Consent for Trail Bike Park
LOCATION/ADDRESS:	Lot 4 White Road, Cundinup
NAME OF APPLICANT:	John & Georgina Staines (West Coast Trail Bike Safaris & Riding Park)
FILE REFERENCE:	A154
AUTHOR:	Steve Thompson – Consultant Planner
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.70 of the Local Government Act 1995
DATE OF REPORT	18 March 2013

- Attachment:
1. Location Map
 2. Extract of information provided by applicant
 3. Submissions
 4. Supplementary advice from applicant (including letters of support)
 5. Shire of Donnybrook–Balingup Planning Approval Minutes

BACKGROUND:

Site details

The site subject to this Planning Application is Lot 4 White Road, Cundinup which is shown in Attachment 1. The site is approximately 25 kilometres north of the Nannup townsite.

The site:

- is 154.68 hectares in area;
- contains a blue gum tree plantation over nearly all of the site with native vegetation along watercourses/creek lines;
- has a mixture of slopes from gentle to steeply sloping;
- contains a large dam and smaller dams/soaks; and

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- is used as a motorbike riding park with various trails using firebreaks created for the plantation.

While Lot 4 is within the Shire of Nannup, the trail bike park is predominantly within the Shire of Donnybrook-Balingup on Lot 8101 White Road, Cundinup and Lot 8991 Price Road, Balingup. The entire property subject to the riding park is approximately 470 hectares which contains approximately 80 kilometres of bike trails.

Adjoining and surrounding land is land managed by Department of Environment and Conservation (DEC) and freehold land which is predominantly used for grazing of livestock and tree plantations.

Planning Application

The applicant has lodged a Planning Application seeking retrospective approval for a trail bike park (Attachment 2). The trail bike park commenced operation three years ago.

In addition to information set out in Attachment 2, the applicant has provided a Fire Management Plan that was prepared for the blue gum tree plantation. The Fire Management Plan is available to Councillors on request.

As mentioned, most of the trail bike park is within the Shire of Donnybrook-Balingup. There are no buildings on land within the Shire of Nannup. The portion of the site within the Shire of Donnybrook-Balingup includes a registration area (site office, storeroom and toilets), a campground along with trail bike circuits.

The applicants also operate tours which extend throughout the South West. The tours are not subject to this Planning Application.

Consultation

The Shire administration invited public comment on the Planning Application for a four week period by writing to adjoining/nearby landowners and relevant State Government agencies and having details available at the Shire office.

The Shire received 13 submissions on the Planning Application and these are provided in full in Attachment 3. Six submissions have been received from adjoining/nearby landowners and seven submissions have been received from State Government agencies, service providers and the Shire's Community Emergency Services Manager. The submissions from adjoining and nearby landowners generally oppose the application, while submissions from other agencies raise no objection but provide a range of advice.

The five submissions which oppose the application (4 landowners plus a leaseholder) raise a number of matters including:

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- noise impacts on amenity/lifestyle including a loss of tranquility;
- bushfire risks – the site is fire prone and the riding park will add to the risks;
- logistical challenges given the site's relatively isolated location, including the availability of medical, ambulance and fire fighting services; and
- detrimental impact on property values.

Supplementary advice from applicant

In accordance with standard practice, the Shire provided the applicant with the submissions and the opportunity to respond to the objections, and issues. Attachment 4 sets out the applicant's response along with three letters of support. The letters of support highlight:

- safety and environment benefits of commercial ride parks;
- the facility reduces Shire resources in managing off-road areas; and
- the riding park is well managed including in relation to soil, water, noxious weed management and fire protection.

Planning framework

The site is zoned "Priority Agriculture 2" in the *Shire of Nannup Local Planning Scheme No. 3* (LPS3).

Sub-clause 4.13.3 of LPS3 titled "specific objectives of the Zone" states:

- (a) To conserve the productive potential of the land and support the continued development of large scale agricultural establishments;
- (b) To preserve the rural character and setting of the zone; and
- (c) To ensure that any non-agricultural development is complementary to the predominant agricultural use and capability of the land".

The use is best defined as "recreation - private" which means "premises used for indoor and outdoor leisure, recreation and sport which are not usually open to the public without charge." Recreation - Private is included within "Recreation and Leisure" in sub-clause 4.3.4. Recreation and Leisure is a "D" use in the Agriculture Priority 2 zone as set out in the Zoning Table. Sub-clause 4.3.2 states "'D' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval."

Clause 10.2 of LPS3 titled "Matters to be considered by local government" in part states:

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"The local government in considering an application for planning approval shall have due regard to such of the following matters as are in the opinion of the local government relevant to the use or development subject of the application:

- (a) the aims and provisions of this Scheme and any other relevant town planning scheme(s) operating within the Scheme Area;
- (b) the Local Planning Strategy;
- (c) the requirements of orderly and proper planning including any relevant proposed new town planning scheme or amendment, or region scheme or amendment, which has been granted consent for public submissions to be sought;
- (j) the compatibility of a use or development within its setting;
- (k) any social issues that have an effect on the amenity of the locality;
- (m) the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;
- (n) whether the land to which that application relates is unsuitable for the proposal by reason of it being, or likely to be, subject to flooding, inundation, subsidence, landslip, bush fire or any other risk;
- (o) the preservation of the amenity of the locality;
- (p) the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;
- (q) whether the proposed means of access to and egress from the site are adequate and whether adequate provision has been made for the loading, unloading, manoeuvring and parking of vehicles;
- (r) the amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (w) whether adequate provision has been made for the landscaping of the land to which the planning application relates and whether any trees or other vegetation on the land should be preserved;
- (z) any relevant submissions received on the application;
- (za) the comments or submissions received from any authority consulted under sub-clause 10.1.1; and
- (zb) any other planning consideration the local government considers relevant.

Clause 8.4 titled, "unauthorised existing developments" states:

"8.4.1 The local government may grant planning approval to a use or development already commenced or carried out regardless of when

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it was commenced or carried out, providing the development conforms to the provisions of the Scheme.

- 8.4.2 Development which was unlawfully commenced is not rendered lawful by the occurrence of any subsequent event except the granting of planning approval, and the continuation of the development unlawfully commenced is taken to be lawful upon the grant of planning approval.”

The site is located in Precinct NR6 in the *Shire of Nannup Local Planning Strategy*. Precinct objectives include to:

- Provide for the sustainable use of land within the agricultural zones for a range of rural pursuits.
- Protection of Agriculture Priority area from potential land use conflict with tourism developments.

Planning consent issued by the Shire of Donnybrook-Balingup

The Donnybrook-Balingup Council, at its meeting on 27 February 2013, granted conditional planning approval for the retrospective use of a trail bike park on Lot 8101 White Road, Cundinup and on Lot 8991 Price Road, Balingup.

COMMENT:

Overview

It is recommended that Council approve the Planning Application subject to conditions. This follows assessment against LPS3, the Local Planning Strategy, Local Planning Policies, State Planning Policies, the submissions, supplementary advice from the applicant, and noting the recent decision of the Donnybrook-Balingup Council.

While noting opposition from some adjoining/nearby landowners, it is concluded that the riding park is conditionally appropriate for this site for reasons including:

- the predominant use of the site is the Blue Gum Plantation and not the Riding Park;
- it provides an important recreational facility, in a controlled environment, which is ideally located away from dwellings and “sensitive” uses;
- it appears to be well managed in addressing land management and other considerations;
- State Government agencies raise no objection; and
- it assists in diversifying the local economy.

Consistency with LPS3

The use of the land (4 White Road, Cundinup) for a trail bike park is deemed to be consistent with the aims and objective of the Priority Agricultural 2 Zone in LPS3.

The dominant use of the land is the existing Blue Gum plantation and that the use of the land for a trail bike park (recreation – private) is incidental to the main use.

The use is best described as “recreation - private” which is a “D” use in the Agricultural Priority 2 Zone. This means the Council has the discretion to approve the use without requiring a Scheme Amendment. Accordingly, a Scheme Amendment of the land is not required. It is therefore recommended that the Council dismiss this particular matter raised by Mr Olde.

Noise impacts

It is suggested that excessive noise is the most frequent reason people have concerns regarding trail bikes. Accordingly, it is suggested that noise is the key issue with this Planning Application.

At this stage, the applicant has not commissioned a noise impact assessment to confirm that measures will be sufficient to ensure that there are no unacceptable noise impacts to neighbouring properties. To provide technical evidence to the matter, the officer recommendation includes a condition requiring that a noise impact assessment be prepared. Subject to the outcomes of the noise impact assessment, this may limit portions of the site e.g. along the boundary of the site, for trail bikes at all times or certain times e.g. subject to prevailing winds.

The *Environmental Protection (Noise) Regulations 1997* apply to the site (and throughout Western Australia) regardless of whether a Planning Application is lodged or a planning approval is given. Should written complaints on noise be received in the future, the Shire will separately investigate.

While noting the above, it is highlighted that the site is located in a sparsely populated area of the municipality and there are, currently, limited sensitive land uses (residences) located near the site. Based on aerial photography, the closest dwelling appears to be located over 1 km west of the riding park. It is suggested that noise from much of the riding park can be controlled due to the topography, buffers of blue gums and prevailing winds.

It is recommended that if the Council grants (retrospective) planning consent for the trail bike park, a condition be included in any approval advising that customer use of motorbikes on the tracks is only permitted between the hours of 9.00am and 6.00pm.

Fire management

The site has an extreme bushfire hazard. Further, it also adjoins State Forest. A Fire Management Plan (FMP) was prepared for the site as part of the establishment of the blue gum plantation. It is recommended that an updated FMP be prepared which addresses the additional fire risks and required implementation measures for the trail bike park and associated uses e.g. camping. The Department of Fire and Emergency Services, the Shire’s Community Emergency

Services Manager and other submissions highlighted the need for an updated FMP.

The FMP should in part identify the procedures in the event of an emergency. Should the Council resolve to grant Planning Approval, it is recommended that the FMP should be periodically reviewed by the operator to ensure it remains current.

On-going management

There are on-going issues relating to the safety, security and management of riders/visitors, along with logistical challenges including the availability of medical, ambulance and fire fighting services. While noting the site's relatively isolated location, it is suggested that many of these safety, security and management issues primarily relate to duty of care considerations for the operator.

Effective on-going management is a critical issue. Significantly, the responsibility for appropriate on-going management rests with the landowner/operator to ensure that riders and visitors are responsible and do not create inappropriate impacts, including noise, fire, litter etc. to adjoining/nearby properties.

To minimise land use impacts and encourage appropriate neighbourly relations, a recommended condition requires the applicant to prepare and gain approval for an appropriate Management Plan. It is suggested that the Management Plan, amongst other matters, should:

- address the responsibility for rider/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;
- outline the approach to maximise the safety and security of riders/visitors;
- seek the operation to be a good neighbour and be considerate including noise, litter and the approach to reducing fire risks;
- acknowledge that the riding park is located in an agricultural area and that the impacts of agricultural pursuits should be expected and tolerated; and
- highlight the requirement to not enter adjoining privately owned or DEC managed land.

It is also noted that adjoining/nearby landowners have a common law right that addresses trespass.

Detrimental impact on property values

No professional evidence has been provided to verify this claim.

DEC advice

The support of DEC is noted. DEC advise the riding park provides a controlled off-road facility and assists to reduce uncontrolled off-road riding within DEC managed land. DEC also note amongst other matters that:

- the site contains remnant vegetation;
- the site contains potential Black Cockatoo habitat;
- the site is adjacent to DEC managed land;
- there are opportunities to minimise environmental impacts;
- there is a need for appropriate fire fighting equipment; and
- the use must comply with Noise Regulations.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and LPS3.

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: None

STRATEGIC IMPLICATIONS:

The trail bike park is used by people from the Shire of Nannup, South West, Perth and from other parts of Western Australia. It has potential to support local business.

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That Council approve the Planning Application for the Trail Bike Park (recreation – private) at Lot 4 White Road, Cundinup received on 13 December 2012 subject to the following conditions:

1. The development hereby approved is to be carried out in accordance with the plans and specifications submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. A Fire Management Plan is to be submitted to the local government and the Department of Fire and Emergency Services by 30 September 2013. The Fire Management Plan is to be prepared to the satisfaction of the local government and the Department of Fire and Emergency Services. Following this, measures and recommendations in the approved Fire Management Plan are to be implemented by 31 March 2014 and maintained to the satisfaction of the local government.
3. The applicant must have commissioned a suitably qualified acoustic consultant with the resulting acoustic assessment submitted to the local government by 30 September 2013. The acoustic assessment is to

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incorporate a series of noise tests, measured at appropriate locations, to the satisfaction of the local government. The results of the noise tests should confirm that the trail bike park use is being conducted in a manner so that noise emissions do not exceed the levels cited in the *Environmental Protection (Noise) Regulations 1997*. The recommendations arising from the acoustic assessment must be carried out to the satisfaction of the Shire of Nannup by 31 March 2014.

4. The proponent is to submit and gain local government acceptance of a Management Plan, prior to 30 September 2013, which addresses the responsibility for the behaviour of riders, clients and visitors and the management measures to be implemented to minimise adverse impacts on the amenity of the locality.
5. Customer motorcycle use on the site shall be confined between 9.00am to 6.00pm.
6. The trails and fire protection areas are to be located within existing cleared areas in order to avoid impacts on native vegetation.
7. Fencing to restrict rider, vehicle and walking access to the adjoining State Forest and freehold land is to be maintained to the satisfaction of the local government.
8. The operator of the trail bike park shall take all necessary steps to ensure the safety of persons visiting and working at the site at all times.
9. The operator to develop, in consultation with the Department of Environment and Conservation, a management plan to control the spread of noxious weed, dieback and other harmful diseases by 31 December 2014.
10. The applicant retaining adequate public liability insurance to the satisfaction of the local government.

Advice

- A) In relation to Condition 2, the Fire Management Plan is required to be relevant to the trail bike park use in addition to the tree plantation and to address matters including evacuation. The Fire Management Plan should be regularly reviewed to ensure it complies with best practice to assist in managing risk. Additionally, the development is to comply with the Shire of Nannup's Fuel Reduction Order and observance of the Restricted and Prohibited Season.
- B) In relation to Condition 3, noise emissions must comply with the *Environmental Protection (Noise) Regulations 1997*. The *Environmental*

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Protection Act 1986 contains penalties where the assigned levels prescribed by the *Environmental Protection (Noise) Regulations 1997* are exceeded.

- C) In relation to Condition 4, the Management Plan is to:
- address the responsibility for rider/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;
 - outline the approach to maximise the safety and security of riders/visitors;
 - seek the operation to be a good neighbour and be considerate including noise, litter and the approach to reducing fire risks;
 - acknowledge that the riding park is located in an agricultural area and that the impacts of agricultural pursuits should be expected and tolerated; and
 - highlight the requirement to not enter adjoining Department of Environmental and Conservation or private land.
- D) In relation to Condition 10 it is understood that West Coast Trail Bike Safaris & Riding Park have public liability cover of not less than \$10,000,000 in respect of any one event to provide indemnity to both injury to persons and damage to property.
- E) The applicant is advised that the Council reserves the right to cancel this approval where it is of the view that any or all of the conditions of approval are not being appropriately complied with.
- F) The Department of Environment and Conservation advises that:
- the clearing of native vegetation is prohibited, unless the clearing is authorised by a clearing permit obtained from DEC, or is a kind that is exempt in accordance with Schedule 6 or Regulation 5 (*Clearing of Native Vegetation Regulations*) under the *Environmental Protection Act 1986*;
 - the site contains several water courses;
 - the site is adjacent to the Jarrahwood and Mullalyup State Forests managed by DEC advising that approval of the development should not result in impositions being placed upon the management of DEC managed lands;
 - that any discharges associated with the proposed riding park must comply with the *Environmental Protection (Unauthorised Discharges) Regulations 2004* and that the proponent may consider the inclusion of designated bike repair/maintenance areas to reduce the risk of hydrocarbon discharge to the land and/or streams; and
 - waterways and major drainage crossings should be managed with suitable bridging, piping and hardening of approaches.
- G) Creek crossings should be designed in accordance with the Department of Water's creek crossing brochure.

- H) It is recommended that:
- written policies and procedures on injury management and the transfer of injured people to medical care are developed and regularly reviewed;
 - appropriate evacuation resources are provided and maintained;
 - the applicant/operator has suitably trained personnel on-site whenever there are clients using the trails; and
 - the applicant/operator informs St Johns Ambulance (Donnybrook and Nannup) prior to events and informs the local hospitals (Donnybrook and Nannup) prior to significant events.
- I) The proponent is advised that development of the subject property in accordance with this Planning Approval may result in the method of rating for the property being reviewed.
- J) It is the responsibility of the proponent/landowner to advise the local government when all conditions relating to the development have been satisfied.
- K) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.

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AGENDA NUMBER:	11.2
SUBJECT:	Community Group Grants 2013
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 9
AUTHOR:	Louise Stokes, Community Development Officer
REPORTING OFFICER:	Robert Jennings, Chief Executive Officer
DISCLOSURE OF INTEREST:	Member of Nannup Garden Village and Nannup Arts Council
DATE OF REPORT	16 March 2013

BACKGROUND:

The Shire Community Grants for 2013/14 were advertised for a period of six weeks. A total of five applications were received.

The Nannup Music Club is currently negotiating a three year service agreement with the Shire and therefore not included in this program.

COMMENT

Below is a summarised list of applications.

Organisation	Reason For Request	Requested \$
Nannup Garden Village Inc	Hire fees and associated costs for the Nannup Flower and Garden festival, assistance with coordinator fees to reduce the administration load on volunteers.	\$6,000
Nannup District High School	Graduation prizes	\$200
RSL Hall	Concrete area at rear of Town Hall to improve safety and accessibility to toilets	\$1,000
Scott River Growers Association	8.7m x 9m verandah extension to Scott River Fire Shed	\$15,000
Nannup Arts Council	Hire fees for the Arts Festival and associated festival costs	\$3,000
Total		\$25,200

All of the applications, with the exception of the Scott River Growers Association, have been identified for consideration as part of the 2013/14 Budget approval process as Community Grants. This would mean a total allocation of \$10,200 to

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Community Grants with the Nannup Music Festival service agreement being considered separately.

It is recommended that the application from the Scott River Growers Group should be treated as an addition to the Shire of Nannup assets and be included in the capital section of the 2013/14 Budget deliberations. This would be consistent with the previous decisions of Council on the Carlotta Fireshed.

A selection committee was not activated based on the value of grants being equal in value to previous year's approved allocations.

STATUTORY ENVIRONMENT: None

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS:

If endorsed by Council, a \$10,200 allocation to Community Organisations in the financial year 2013/14

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That an amount of \$10,200 for the identified community groups be considered as part of the Shire of Nannup 2013/14 Budget approval process for the Community Group Grants.

WORKS & SERVICES

AGENDA NUMBER:	11.3
SUBJECT:	Deputy Chief Bushfire Control Officer
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FRC 1
AUTHOR:	Robert Jennings – Chief Executive Officer
REPORTING OFFICER:	Robert Jennings - Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	15 March 2013

Attachment: Minutes Bush Fire Advisory Meeting March 2013

BACKGROUND:

At the March 2013 Bush Fire Brigade meeting, Council's Chief Bushfire Control Officer (CBFCO) put a motion to the meeting that Mr C Wade be nominated as a Deputy Chief Bush Fire Control Officer. Mr Wade has indicated his willingness to carry out the role of Deputy Chief Bushfire Control Officer. The following is an excerpt of the minutes of that meeting (attached):

6.1 Chief Bush Fire Control Officer – Mr John Patman

- *Thanks to brigades attending recent fire Prohibited burning season.*
- *Extend by 14 days Information on proposed new permit system trial*
- *Chris Wade – Manager Infrastructure nominated as Deputy Chief Bushfire Control Officer.*

*Moved J Patman
Seconded M Cole
Carried*

COMMENT:

Advice from Department of Fire and Emergency Service strongly encourages the use of two Deputy Chief Bushfire Control Officers. In the case of the Shire of Nannup, the position of a second Deputy Chief Bushfire Control Officer has been vacant for some time.

With Mr Wade's role in Council as Infrastructure Manager and responsible for Emergency Management, it would appear that this role fits comfortably with a

role as Deputy Bush Fire Control Officer once the relevant training has been completed.

STATUTORY ENVIRONMENT: None

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: None

STRATEGIC IMPLICATIONS: Emergency Management Preparedness and Response

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That Council endorse Mr Chris Wade as a Deputy Chief Bushfire Control Officer as per the Bush Fire Advisory Committee recommendation.

Bush Fire Advisory Committee**Tuesday 5th March 2013****7.30pm****Shirley Humble Room Nannup Shire****MINUTES****1. OPENING**

Cr R Mellema opened the meeting at 7.34pm

2. ATTENDANCE & APOLOGIES

Mr M Scott – Balingup Bushfire Brigade
Mr M Cole – Carlotta Bushfire Brigade
Mr V Lorkiewicz – East Nannup Bushfire Brigade
Mr S Mills – Department of Environment and Conservation (DEC)
Mr R Walters - Department of Environment and Conservation (DEC)
Mr R Mellema – Nannup Brook Bushfire Brigade
Mr J Patman – Chief Bushfire Control Officer
Mr D Vines – Scott River Lake Jasper Brigade
Mr J Gaunt – Peerabeelup Brigade
Mr C Wade – Infrastructure Manager

Apologies:

Mr P Thomas – DFES
Mr G Brown – Cundinup Brigade
Ms T Levick-Goodwin - CESM
Mr P Smoker - DFES

3. PETITIONS/DEPUTATIONS/PRESENTATIONS**4. CONFIRMATION OF PREVIOUS MINUTES****M SCOTT/J PATMAN**

That the minutes of the meeting of the Bush Fire Advisory Committee held on 10 December 2012 be confirmed as a true and correct record.

CARRIED**5. BUSINESS ARISING FROM THE PREVIOUS MINUTES****5.1 Letter to the Minister**

A reply has been received from the Minister for Agriculture and Food; Forestry; Housing. This letter was in response to the letter sent by the Shire regarding the harvesting practices of FPC. The CESM has also had a discussion with Mr Greg Mair regarding Minister Redman's response.

While fires have not resulted from FPC harvesting practices in the current fire season, the FCO's should be reminded that they have the capacity under the Bushfires Act 1954 to stop harvesting if in their opinion it is causing a fire hazard, please check on page 37 of the Fire Control Officers' Handbook.

Comment – DEC believe new guidelines are working with only 4 plantation fires in region this season

6 REPORTS

6.1 Chief Bush Fire Control Officer – Mr John Patman

Thanks to brigades attending recent fire

Prohibited burning season extend by 14 days

Information on proposed new permit system trial

Chris Wade – Manager Infrastructure nominated as deputy CBFCO

Moved J Patman

Seconded M Cole

Carried

6.2 CESM Report

External Mobile Antenna at the Darradup Fire Shed

Terese Levick-Godwin – Community Emergency Services Manager

At the time of writing the agenda, a testing survey had been carried out at the Darradup Fire Shed, unfortunately, when the testing was carried out, there was no signal from the Fire Shed roof. The local District Manager of Telstra has been contacted and a solution is being sought. There may be more information by the time of the meeting.

External Mobile Antennae at the Scott River Lake Jasper Fire Shed

Terese Levick-Godwin – Community Emergency Services Manager

An external antenna and a smart antenna has been installed at the Scott River Lake Jasper Fire Shed. This will allow up to 20 people to use their mobiles inside and around the Fire Shed. This will allow the Fire Shed to be used as a Control Point or an Operations Point during a fire. The installation of the antenna was the result of petitioning the Minister for better communications for the Emergency Services area. Telstra suggested that external antennae may be the answer.

It should also be noted that a WAERN base radio has been installed at the Fire Shed.

Sentinel Alert

Terese Levick-Godwin – Community Emergency Services Manager

Sentinel Alert is operating and final stage of installing a Sentinel unit in the CESM office and the program to input general messages (such as a smoke alert) installed will be carried out after the time of writing and will presumably be complete by the time of the BFAC meeting. A DFES protocol for sending out alerts has been written and approved at a local DFES level.

Staging Area/Control Point Manager/Scribes

Terese Levick-Godwin – Community Emergency Services Manager

This group has yet to be used, however, the FCO's are reminded that they are available to assist during a fire.

Firebreak Inspector

Terese Levick-Godwin – Community Emergency Services Manager

Mr Derek McNutt the Firebreak Inspector has finished his inspections of the firebreaks. A number of fines have been sent out and a new system of collecting fines has been instituted. The system is less onerous on the Local Government and those who do not, or refuse to pay their fines could lose either their driver's license or vehicle license or both.

Comment – motion to Council that Council pursue all firebreak order infringements to the full extent of the law.

Moved M Scott

Seconded R Mellama

Carried

Carlotta Fire Shed

Terese Levick-Godwin – Community Emergency Services Manager

The sand pad for the new Carlotta Fire Shed has been installed and at the time of writing, Mr Mark Tomas, the building contractor, has stated that in by the beginning of March 2013 the framework will be up and the cladding installed shortly after that. The concreting of the pad will take place after that.

Comment – Mr M Cole gave an update that the shed was progressing well

East Nannup Brigade Near Miss at the Kings Fire

Terese Levick-Godwin – Community Emergency Services Manager

The report and an email has been sent to DFES Reports and to the Local DFES Office. Discussion of this matter would be appropriate.

Comment – Mr V Lorkiewicz gave an update

SES building – Incident Control Centre

Terese Levick-Godwin – Community Emergency Services Manager

The SES/ICC building is at the stage where it is basically ready to use, by the time of the meeting, the carpet will have been laid and the final touches completed. The

disabled bathroom is finished and retiled. It is intended that the next BFAC meeting will be held at the SES/ICC building and a tour of the building will take place then.

Fire Appliance Drivers License Numbers

Terese Levick-Godwin – Community Emergency Services Manager

The driver's license details are coming in slowly, could the FCO's remind those Brigade members who have not done so to complete their forms and drop them into the Shire Office.

ESL Budget

Terese Levick-Godwin – Community Emergency Services Manager

The budget for the 2013-14 will have been submitted by the time of the meeting, it should be noted that the Shire is applying to have the SES kitchen upgraded to bring it in line with the rest of the building.

6.3 DEC Report

Mr Steve Mills and Mr R Walters presented reports from DEC Blackwood and Donnelly respectively with reports attached.

7. General Business

7.1 Letter from East Nannup Volunteer Bushfire Brigade regarding Electricity Use at Volunteer Bushfire Brigade Fire Sheds

Comment – Mr V Lorkiewicz informed meeting this isn't an issue but Mr R Melama will follow up power usage.

7.2 Brockman Property Fire Debrief – 7 March 2013 at 6.30pm

Please see attached letter – discussion regarding this

7.3 Mr M Scott request more communications between FCO when making decisions on Prohibited Burning Season and the possibility of creating different zones with shire.

7.4 Mr V Lorkiewicz requested Council firebreak inspector contact him to for an update on fire breaks in East Nannup area.

7.5 Mr C Wade informed meeting that as a result of the Vasse Hwy fire debrief more hand held radio's are available through Shire and Brigades.

7.6 Mr C Wade informed meeting that contact had been made with DEC regarding them contacting Council when the is an incident happening within shire.

7.7 Mr C Wade reminded FCO's that contact on fire issues should be through CBFCO, deputies or Shire office and not Council's CESM.

8. Date for next meeting proposed - Monday 3 June 2013.

9. CLOSURE OF MEETING

AGENDA NUMBER:
SUBJECT: Deputy Chief Bushfire Control Officer
NAME OF APPLICANT: Terese Levick-Godwin
FILE REFERENCE: FRC 1
AUTHOR: Terese Levick-Godwin
REPORTING OFFICER: Chris Wade
DISCLOSURE OF INTEREST: N/A
DATE OF REPORT: 8/03/13

ATTACHMENT: Nil

BACKGROUND:

Council's Chief Bushfire Control Officer at the recent March Bush Fire Brigade meeting put a motion to the meeting that Mr C Wade be nominated as a Deputy Chief Bush Fire Control Officer. Mr Wade has indicated his willingness to carry out the role of Deputy Chief Bushfire Control Officer.

6.1 Chief Bush Fire Control Officer – Mr John Patman

*Thanks to brigades attending recent fire
Prohibited burning season extend by 14 days
Information on proposed new permit system trial
Chris Wade – Manager Infrastructure nominated as deputy*

*Moved J Patman
Seconded M Cole
Carried*

COMMENT:

The position of a second Deputy Chief Bushfire Control Officer has been vacant for some time, advise from Department of Fire and Emergency Service strongly encourages the use of two deputies. With Mr Wade's role in Council it would appear appropriate that this role fits comfortably with a role as Deputy Bush Fire Control Officer once the relevant training has been completed.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That the Bushfire Advisory Committee makes the following recommendation to Council

That the Bushfire Advisory Committee makes the following appointment

Attachment

- Mr Chris Wade as Deputy Chief Bushfire Control Officer

J PATMAN/M COLE

CARRIED

**TERESE LEVICK-GODWIN
COMMUNITY EMERGENCY SERVICES MANAGER**

**CHRIS WADE
MANAGER INFRASTRUCTURE**

Attachment

FINANCE & ADMINISTRATION

AGENDA NUMBER:	11.4
SUBJECT:	Rates Equalisation Options
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	RAT 9
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	11 March 2013

BACKGROUND:

A key consideration in preparing the annual budget is the balance to be struck between Gross Rental Valuation (GRV) and Unimproved Valuation (UV) properties in raising rates. A budget workshop held with councillors on 21 February 2013 identified the following alternative approaches:

1. Equalisation of minimum rates
2. Equalisation of yield
3. Equalisation by Grant Commission Assessment
4. Equalisation by ratepayer/assessment

Council's current resolutions concerning rate modelling remain unchanged from resolutions C1, C2 and C2a of minute number 8243 of the Council meeting of 27 August 2009, which reads as follows:

- C1 *That the Council adopt the principle that future rate increases should be at or above CPI and more closely linked to the LGCI (Local Government Cost Index) given that the latter has more relevance to local governments' costs, and that Council actively seek to achieve the Grants Commission overall assessed rate capacity by reasonable incremental rate increases.*
- C2 *That the Council review the relativities in rate contributions from the GRV and UV sectors to bring these more in line with the Local Government Grants Commission's assessment of the Shire's rating capacity and with rates levied by neighbouring and regional local governments.*
- C2a *Council also analyse and assess the minimum rate against operating revenue to achieve the required benchmark for a local government of this size.*

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The rate model for 2012/13 is:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.091602	\$675	\$657,642	49.16%
UV	0.003280	\$885	\$578,549	49.60%
			\$1,236,191	

COMMENT:

Current Policy

The report to Council on 23 August 2012 that set the rate in the dollar for 2012/13 pointed out that Resolution 8243 was no longer relevant for considering future rate increases for the following reasons:

- C1 The element of the resolution that refers to the Grants Commission assessment has been achieved; the budgeted rate yield for 2012/13 of \$1,236,189 exceeds the Grant Commission assessed capacity of \$1,148,900 (source: Grants Commission presentation 14 February 2013). The element relating to LGCI remains relevant.
- C2 The wording of this resolution is interpreted differently by different people. On the one hand it is argued that the use of the word "review" in the first line does not indicate a commitment to equalise rates in this way, while on the other hand the whole paragraph seems to indicate an intention to achieve this balance over time. The meaning becomes less clear by the reference to neighbouring and regional governments.
- C2a Resolution C2a cannot be assessed at the current time as there is no data upon which to base an assessment.

The recommendation which follows therefore seeks to revoke Resolution 8243 and to replace it with something that provides greater clarity.

Equalisation Options

In order to evaluate the potential impact of the alternative equalisation options identified in the workshop the following assumptions have been made:

- 1. An increase of 5% is required in the rate yield for 2013/14 (i.e. an additional \$61,811)
- 2. Valuations used are those currently in force and take no account of any revisions from the Valuer General that will apply from 1 July 2013.

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Equalisation of Minimum Rates Charge

Council could take the view that every ratepayer should pay a uniform minimum rate irrespective of the type of property. Currently there are two minimum rates based on property type; these are \$675 for GRV properties and \$885 for UV properties.

This objective can be achieved by either reducing the sum raised from UV minimum rated properties or by increasing the sums raised from GRV minimum rated properties, or by a combination of both.

The least complex alternative would be to freeze the UV minimum and raise any additional rates from non-minimum UV properties and all GRV properties. In this scenario the GRV minimum would increase to \$730 (+8.1%), other GRV rated properties would increase by 8.3% and non-minimum UV properties would increase by 1.1%. The model would be as follows:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.099200	\$730	\$710,116	49.23%
UV	0.003315	\$885	\$587,912	49.74%
			\$1,298,027	

In this scenario it would take more than two years for the minimums to be equalised.

The alternative approach would be to reduce the minimum for UV properties and raise the required rates from non-minimum UV and all GRV properties. Under this scenario the UV minimum would reduce to \$710 (i.e. the GRV minimum +5%) and the GRV minimum would increase to the same figure. The rate in the dollar for the remaining properties would need to increase by 10.1% for non minimum GRV properties and 7.3% for non minimum UV properties to fund the reduction in the UV minimum. The model would be as follows:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.100860	\$710	\$711,241	43.93%
UV	0.003520	\$710	\$586,784	34.55%
			\$1,298,025	

In this scenario the number of UV minimums would reduce by 61 properties.

Between these two extremes there would be a range of other options.

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Equalisation of Yield

To equalise the yield from UV and GRV properties it would be necessary to increase the rate for UV properties at a higher rate than GRV properties. At the extreme there would be a rate freeze for GRV properties, with the rate increase being funded entirely by UV properties.

In this scenario the UV minimum would increase to by 9.2% and for non-minimum UV properties would increase by 10.4%. The model would be as follows:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.091602	\$675	\$656,048	49.23%
UV	0.003621	\$966	\$642,049	49.74%
			\$1,298,097	

This would fall short of the objective in the first year but could be equalised in the following year with minor differences between the two rate structures. A staged approach over two or more years would lessen the impact in any single year.

Equalisation by Grant Commission Assessment

The WA Grants Commission assesses each local government's rate raising capacity using statistical techniques based on information at the State level and averaged over three years. The assessed capacity is used in the calculation of the General Purposes Grant. This is a notional calculation only and the actual decisions on rate levels do not affect the level of the grant awarded.

The presentation to Council by the Grants Commission on 14 February 2013 set out the assessed rate capacity as follows:

Sector	Actual \$	Assessed \$	Difference \$
Residential/Commercial/Industrial	464,234	460,228	-4,006
Agricultural	430,527	688,672	258,145
Mining	0	36,548	36,548
Total	894,761	1,185,448	290,687

As the actuals used by the Grants Commission are three year averages they do not represent the current position on rates raised. If the budgeted rate yields for 2012/13 were substituted for the three year averages the table would be represented as follows:

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Sector	Actual \$	Assessed \$	Difference \$
Residential/Commercial/Industrial	656,901	460,228	-196,673
Agricultural	567,953	688,672	120,719
Mining	11,335	36,548	25,213
Total	1,236,189	1,185,448	-50,741

The current rate yield is higher the Grants Commission assessed capacity. If the assessed capacity were to be used as a benchmark then the budget would have to be reduced by \$50,741, so that rates raised was equal to the assessment.

To equalise the rates raised in line with the assessed capacity the proportion raised from GRV would need to be decreased and the proportion raised from UV increased.

To achieve this in a single year would see a dramatic shift between rate levies for GRV and UV properties. This scenario would see a reduction in GRV rates of around 22% and increases in UV rates between 30% and 36%. The model would be as follows:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.072378	\$528	\$516,503	48.26%
UV	0.004445	\$1150	\$781,497	47.38%
			\$1,298,000	

The equalisation could be achieved over a four year period by freezing the GRV rates and raising all of the additional requirement from UV properties. The impact in 2013/14 of this policy would be to raise UV rates between 8.5% and 10.5%. The model would be as follows:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.091602	\$675	\$656,048	49.23%
UV	0.003629	\$960	\$641,927	49.48%
			\$1,297,976	

Equalisation by ratepayer/assessment

As requested at the councillor workshop on 21 February, it is possible to calculate an average rate bill per assessment by dividing the rate yield for a class of property by the number of assessments. If this is done for GRV and UV properties the results are as follows:

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	Yield (\$)	Properties (No.)	Average (\$)
GRV	656,048	717	914.99
UV	583,504	382	1,527.50
Total	1,239,553	1,099	1,127.89

To achieve a consistent average levy across all classes of property in a single year would see a dramatic shift between rate levies for GRV and UV properties. The average levy would be \$1,181.07 and would require a reduction in UV rates of around 23% and an increase in GRV rates of approximately 29%. The model would be as follows:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.118185	\$872	\$846,827	49.23%
UV	0.002544	\$679	\$451,144	49.74%
			\$1,297,971	

The equalisation could be achieved over an eleven year period by freezing the UV rates and raising all of the additional requirement from GRV properties. The impact in 2013/14 would be a rise in non minimum UV properties of around 1% (to account for minor changes in valuations since the budget was set) and an increase of just over 8% for GRV properties. The model would be as follows:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.099202	\$730	\$710,125	49.23%
UV	0.003315	\$885	\$587,874	49.74%
			\$1,297,999	

Conclusions

Resolution 8243 has outlived its useful purpose as a basis for rate modelling and should be revoked. This is reflected in the officer recommendation.

The current rating structure can be viewed as inequitable by either GRV ratepayers or UV ratepayers. In models where the balance between the two classes of property is based on the yield generated or the assessed rating capacity, those ratepayers with GRV properties would see themselves as shouldering more of the rate burden than those with UV properties. Conversely, where the model is based on the minimum rate paid or the average per rate paid

per property those ratepayers with UV properties would see themselves as shouldering more of the rate burden than those with GRV properties.

Changing the rating structure will mean that there will be one or more class of ratepayer that will face a disproportionate increase in their rates while others will benefit from a freeze or a reduction. If changes are introduced incrementally to reduce the impact then it will take a number of years to achieve the balance sought by Council (irrespective of the model of equalisation adopted).

One option is simply to accept that, whilst the current structure has its weaknesses, that it continues to form the basis for determining rates into the future and that the impact of increased rates is spread as evenly as possible across all classes of ratepayer.

STATUTORY ENVIRONMENT: Local Government Act 1995 Section 6.

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: Potential increased rate yield.

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS:

Recommendation 1 requires an Absolute Majority

Recommendations 2 and 3 require a Simple Majority

RECOMMENDATION:

1. Council revoke Resolution 8243 of 27 August 2009.
2. Council adopt the principle that future rate increases should be at or above CPI and more closely linked to the LGCI (Local Government Cost Index) given that the latter has more relevance to local governments' costs; and
3. that Council determine which of the options outlined in this report it wishes to adopt, balancing the impact across all classes of ratepayer.

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AGENDA NUMBER:	11.5
SUBJECT:	Rates – Categorisation of Properties
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	RAT 9
AUTHOR:	Tracie Bishop – Finance Officer
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	11 March 2013

BACKGROUND:

Councillors have requested that the potential for differential rating within the Shire be investigated. A workshop was held on 21 February 2013 to explore the options available. Legislation allows differential rating to be applied by either predominant use or by using the local planning scheme, or by a combination of both.

1. Predominant use – this methodology requires properties to be categorised according to their main use; these categories can then be used as a basis for differential rating.
2. Local planning scheme – this methodology requires properties to be categorised according to their geographic location as defined in the local planning scheme; these locations can be used as the basis for differential rating.

The workshop identified four categories worthy of further research:

1. Predominant Use
 - a. Vacant Land
 - b. Tourist properties
2. Local Planning Scheme
 - a. Industrial zone
 - b. Agricultural zone

This report summarises the findings and seeks Council's views on the need for further work.

COMMENT:

Vacant Land

A list of vacant land was obtained from Landgate. After discounting parcels that were not rateable, there are 236 parcels of vacant land with a rateable value of \$1,266,300; all of these parcels are valued on the Gross Rental Valuation (GRV) basis. By far the majority of the vacant land parcels (83%) are on the minimum rate and would not be affected by any differential rating. A differential rate of one cent would therefore raise \$3,597.

The differential rating of vacant land would not be a significant source of additional income. Council could, however, consider applying differential rating to vacant land in order to encourage development. Once development has been completed the increased valuation will increase the rate base for the Shire. However, given that the majority of vacant blocks would be unaffected by this decision differential rating would have a minor impact on the incentive to develop blocks.

There have been some positive benefits from carrying out the review, as some properties have been identified on the list of vacant land that have subsequently been developed. Bringing these properties into rating will increase the rate base.

Tourist Properties

There is no simple way to classify tourist properties. The first problem to be overcome is in agreeing a definition of "tourist property"; for example, should these be confined simply to accommodation providers (e.g. Holberry House) or should it be extended to cover tourism businesses (e.g. Mythic Maze) or any business that benefits from tourism (e.g. restaurants and gift shops)?

There is also no definitive list of accommodation providers. Although each accommodation provider should have a planning approval it is apparent that this is not always the case. The list of public buildings held for health inspections is also a useful guide but on review this also has a number of gaps. Any classification of tourist properties could be subject to challenge in that there is no comprehensive list of tourism providers.

Officers have compiled a list of tourism properties based on the list of accommodation providers published on the website, the list of public buildings held for health inspections and local knowledge. There are 34 accommodation providers and three tourist attractions.

Council policy FNC4 requires that rural properties that have a predominantly tourist use should have their rating basis changed from Unimproved Value (UV) to GRV. Four of the properties listed as accommodation providers are currently valued on a UV basis and an estimate of their GRV valuation has been made for the purposes of this review. This gives a total valuation for tourism properties of \$669,404 on a GRV basis.

Council could consider applying differential rating to tourism properties in order to pass on the cost of supporting the tourism industry; there is currently \$40,000 in the budget to support visitor services and to undertake promotional activity related to tourism. If all of this cost were passed on to the properties categorised as tourism properties it would add approximately \$0.06 to their rate in the dollar (an increase of 65%).

Industrial Zone

The Local Planning Scheme lists the industrial area at Sexton Way in the Industrial Zone and omits the two properties currently classed as industrial use in the rating system. These two properties are:

1. Nannup Timber Mill – classed in the Local Planning Scheme as Special Use
2. Houghtons Winery – classed in the Local Planning Scheme as Agricultural

There are 11 properties in Sexton Way, with a rateable value of \$126,250. If the timber mill and winery were included the rateable value would rise to \$291,850. Excluding the timber mill (valued at \$150,000) the average rateable value for industrial properties is \$11,821.

Council could consider applying a lower rate in the dollar to industrial properties to provide a boost to the economy. A one cent reduction in the rate in the dollar would reduce the average bill by \$118.21 (\$1500 for the timber mill). This reduction for industrial properties would reduce the rate yield by \$29,185 and would need to be funded by increasing the rates for other classes of ratepayer.

Agricultural Zone

All but 11 UV properties fall within the agricultural zone in the Local Planning Scheme; the only exceptions are the special use zones and alternative use zones. After deducting the special use and alternative use properties rated as UV the total rateable value devoted to agriculture is \$141,002,148.

Properties on the minimum rate would not be subject to differential rating; after deducting these properties and ex gratia properties the rateable value falls to \$100,346,000. Differential rating for all agricultural properties would have a significant impact on the rate yield; for every tenth of a cent applied \$100,346 would be gained or lost (i.e. just over 8% of the total rates raised).

Conclusions

The categorisation exercise has proved useful irrespective of whether the results are used in any differential rating proposals, since a number of inconsistencies have been identified in property records that can now be corrected. Now that the exercise is complete the council has better data on the types of property that make up the Shire.

The categorisation exercise has shown that there are problems with the classification of tourist properties because there is no existing database against which properties can be matched. There is a risk that any proposal to differentially rate these properties could be subject to challenge.

For all categories except agricultural properties, the values are too small to make differential rating a significant method of raising additional funds. Any proposals for differentially rating these properties would be for policy reasons (e.g. to encourage development or to support industry).

The application of differential rating to agricultural properties could have a significant impact on the rate yield, depending on the level proposed.

STATUTORY ENVIRONMENT: Local Government Act 1995 Section 6.

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: Potential increases or decreases in the rate yield.

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

That Council note this report and determine whether it wishes to proceed with differential rating proposals for any of the categories investigated.

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AGENDA NUMBER:	11.6
SUBJECT:	Ex Gratia Rates
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	RAT 9
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	11 March 2013

Attachment: Non Rateable Properties owned by DEC

BACKGROUND:

The issue of Ex-Gratia rates has been raised on a number of occasions when considering the Council's budget. Work to identify ex-gratia properties has been undertaken and progress is summarised in this report.

There are two classes of assessment where no rates are raised:

1. Non Current Assessments – 369 cases
2. Non Rateable Assessments – 60 cases

Both of these classes have been reviewed to identify the reasons for their classification and to confirm that the classification is correct.

COMMENT:

Non Current Assessments

Non Current assessments represent land that no longer exists for rating purposes. Whilst land cannot be created or destroyed, parcels of land can be reconfigured through such activities as amalgamations and subdivisions. For example, if a parcel of land is subdivided into two blocks, two new assessments are created in the rating system and the original assessment becomes classed as Non Current.

The purpose of reviewing these assessments was:

- (a) to identify any land that had been misclassified and could be subject to rating; and
- (b) to identify any instances where amalgamations or subdivisions had resulted in land formerly rated being transferred to the Department of Environment and Conservation (DEC).

The review showed that no properties had been misclassified and that no land had been removed from rating as a result of transfer to DEC. There were, however, six

instances of DEC land being classed as Non Current because the assessments were substantially duplicates of the existing Ex Gratia assessments.

Non Rateable Assessments

Non Rateable assessments represent land that is exempt from the payment of rates by statute. For example, all properties owned by the Shire and other public bodies are Non Rateable. Not all Non Rateable properties have a current value in the rating system (e.g. the Shire administration building) and some which were previously valued have subsequently been reduced to zero by the Valuer General (see examples in Attachment1).

There is some benefit in obtaining valuations for all Non Rateable properties as it would allow the amount of rates foregone in this way to be assessed. The impact on the rate base could also be shown if any of these properties were to be sold into private ownership. This issue will be taken up with Landgate.

The review of these 60 assessments showed that there were eight properties owned by DEC. The results of this review are shown in Attachment 1. One of these properties is to be transferred back into private ownership as it was part of a land swap for titanium mining. If all of the seven other properties were returned to private ownership the rate yield would increase by \$7,445.60. Officers will be seeking clarification from DEC concerning the use of these parcels and whether they are correctly shown as Non Rateable.

Ex Gratia Assessments

There are currently three assessments listed in the Council's rate records as Ex-Gratia. Investigation shows that these are pine plantations owned by DEC. In reality the term "ex gratia" is something of a misnomer; DEC is required to pay a sum equivalent to Shire rates on all properties acquired for pine planting purposes following a Cabinet decision that came into effect in July 1983.

In August 1993 DEC provided a copy of all the locations held as pine plantations and these should have been included in the assessments currently listed as Ex Gratia in the rate records. This list was matched against the parcels listed in the rating system; this showed that a significant number of land parcels were not included on the Ex Gratia assessments. Random sampling of the "missing" parcels showed that they had been transferred to other owners and in all likelihood the current assessments are correct. However, to complete the review DEC have been asked to provide an up-to- date list of their plantations and once received this will be checked against the current Ex-Gratia assessments.

Other DEC Land

Other DEC land holdings comprise State Forest and this has never been valued for rating purposes. It does however benefit from services provided by the Shire in terms of its emergency management services and these costs are not therefore being recovered from DEC.

The Council has four options in addressing this issue:

1. Approach Landgate to obtain a valuation of the land and request an ex gratia payment from DEC based on this valuation.
2. Approach DEC for an ex gratia payment without obtaining a valuation from Landgate.
3. Lobby the State Government for additional funding to compensate the Council for the costs incurred relating to the State forest (e.g. emergency management costs).
4. Accept the status quo.

There would be costs associated with Option 1 as there will be a fee charged by Landgate for this work; however, it has the benefit of producing an objective figure for DEC to consider.

Whilst Option 2 would not involve extra cost, there would be no objective figure to consider and the Council would be relying on DEC's judgement as to the appropriate sum.

It is unlikely that either Option 1 or Option 2 would result in a contribution from DEC because there is no statutory requirement to make a payment and any payment made would establish a precedent that could then be taken up by other local governments.

Option 3 requires the council to make a compelling case for submission to the State Government. The most productive route to take would be to make a submission calling for additional weight to be given in the calculation of the General Purposes Grant for the disability relating to terrain.

Option 4 has the obvious disadvantage that it will do nothing to improve the Council's rate yield from land currently not subject to rating.

STATUTORY ENVIRONMENT: Local Government Act 1995 Section 6.

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: Potential increased rate yield.

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

That Council note the progress made in the review of ex gratia rates and instruct the Chief Executive Officer to prepare a submission to the Local Government Grants Commission to increase the weighting given to the terrain disability in the calculation of the General Purposes Grant.

Non Rateable Properties Owned By DEC

Assessment No.	Location	Valuation Current \$	Valuation Past \$	Comment	Lost Rate Yield \$
A61	Nelson Loc 28 Lot 3	0	123,000	No information on record.	403.44
A484	Nelson 12897 – Lake Jasper	0	1,404,000	Being transferred back into private ownership and subject to rating.	
A502	Nelson 8516 & 8519	0	1,084,000	Sold by Cable Sands Pty to DEC in 2005	3,555.52
A716	Nelson 7726 – Lake Jasper	0	69,000	Part of D'Entrecasteaux National Park. Removed from rating 21 October 1988.	226.32
A870	Nelson Loc 1403	0	1,000	Claimed by DEC to be part of other ex gratia assessments. However, the area cannot be verified to existing records. Clarification requested.	
A943	Nelson 5299 & 5300	0	223,000	Not purchased for pine forest. Removed from rating at the request of DEC in 1999.	731.44
A1698	Wye Rd	501,000		Sold to DEC after death of owner. Current use being confirmed.	1,643.28
A1699	Wye Rd	270,000		Sold to DEC after death of owner. Current use being confirmed.	885.60
		771,000	2,904,000	Total	7,445.60

**Shire of Nannup
Ordinary Council Meeting Agenda: March 2013**

AGENDA NUMBER:	11.7
SUBJECT:	Budget Review 2012/13
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	11 March 2013

BACKGROUND:

Council is required by section 33A of the Local Government (Financial Management) Regulations 1996 (the Regulations) to conduct a review of its budget. This review must be completed 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 within 30 days of the acceptance of the review.

COMMENT:

The statutory requirement for the budgetary review is relatively limited and simply requires the Council to evaluate the likely position at the end of the current financial year. This report goes much further than this and presents an in depth review of the Council's finances covering:

- Performance on the previous year
- Current expectations on income and expenditure
- The longer term financial prospects
- The sustainability of reserves
- The Council's exposure to financial risk

Outturn from 2011/12 Budget

The Annual Report adopted by Council on 14 December 2012 showed a gross surplus carried forward of \$1,927,358. This was broken down as follows:

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	\$
Set Aside to meet current liabilities arising in 2012/13	332,387
Unspent grants carried forward to 2012/13	841,919
Grants for 2012/13 received in 2011/12	588,227
Expenditure committed in 2011/12 carried forward to 2012/13	163,838
Uncommitted surplus carried forward	987
Total	1,927,358

The uncommitted surplus of \$987 has been reduced significantly from the figure of \$406,805 reported for last year.

Although the methodology for calculating the uncommitted surplus carried forward has remained unchanged from that used in Nannup for many years, the Chief Executive Officer requested that the auditors review the calculation and compare it with practices adopted in other local governments. The breakdown of the surplus using the auditor's methodology is as follows:

	\$
Set Aside to meet current liabilities arising in 2012/13	247,875
Unspent grants carried forward to 2012/13	841,919
Grants for 2012/13 received in 2011/12	588,227
Expenditure committed in 2011/12 carried forward to 2012/13	163,838
Uncommitted surplus carried forward	85,499
Total	1,927,358

The main difference between the two methodologies is that the auditors do not include \$84,167 of liabilities relating to the current portion of long service leave in their calculation as this is largely backed by restricted cash.

Anticipated Outturn for 2012/13

Members will see from the budget monitoring report elsewhere on the agenda that as at 28 February 2013 a deficit on the year of \$49,237 is currently predicted. This is made up of lower income than budgeted of \$79,487 and saving expenditure of \$30,250.

Income is lower because several income streams have not reached the levels anticipated at the time the budget was set. For example, the reductions in interest rates have resulted in lower investment income and the number of planning applications being processed has not reached the same levels as last year. Although there is a large reduction in the income anticipated from the caravan park (\$42,000) as a result of the operation being taken over by the council later than expected, this is largely offset by reduced expenditure, resulting in a net cost of \$5,000. However, more work needs to be done to refine these figures and these costs will be closely monitored.

The main areas where expenditure savings are predicted relate to fuel and oils (\$90,000), insurance (9,000) and parks and gardens (\$50,000). Fuel costs are lower than predicted because of the lower distances being travelled for the current work at the junction of Mowen Road and the Vasse Highway and interest income is down because of lower interest rates.

These savings are offset by the cost of providing the accommodation for the caravan park manager. No specific budget was set for this when the 2012/13 budget was approved and subsequent discussions with Council identified that funding for this would be provided either from the Royalties for Regions grant for the caravan park upgrade or from the budget contribution to the Asset Management Reserve. Since the reserve is intended to fund the Council's asset costs this course of action is recommended; it will also allow the capital grant from Royalties for Regions to be devoted more fully to the caravan park upgrade.

Any variations in income and expenditure that will continue into future years will be incorporated into the 2013/14 budget.

An amendment to the budget to pick up the cost of the caravan park accommodation will therefore be required. After this adjustment has been made it is anticipated that there will be a modest surplus on the year \$42,247

Long Term Financial Position

An initial assessment of the Long Term Financial Plan was undertaken in the pre-budget planning process for 2012/13. This initial assessment showed that the Council's underlying operational budget was growing at between 2% and 3% per annum, largely as a result of inflationary pressures. Whilst this level of budget growth remains sustainable in the long term there are significant pressures arising from the capital program.

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Capital grants are providing support for ongoing operational expenditure and as these projects draw to a close these costs will need to be met from the Council's own resources. Alternatively the operational budget will need to be reduced to compensate for these effects.

The projections in the initial assessment need to be updated and refined to inform the budget process for 2013/14 and to comply with the requirements of the Integrated Planning Framework. However, for the purposes of this review the initial findings from last year's exercise are shown below.

Year	Budget Projection \$	Increase Annual \$	Increase Annual %	Increase Cumulative \$	Increase Cumulative %
2013/14	1,987,987	264,364	15.34	264,364	77.94
2014/15	1,406,062	-581,925	(29.27)	-317,561	25.85
2015/16	2,937,856	1,531,794	108.94	1,214,233	162.96
2016/17	2,829,721	-108,135	(3.68)	1,106,098	153.28
2017/18	2,891,503	61,782	2.18	1,167,880	158.81
2018/19	2,924,221	32,718	1.13	1,200,598	161.74
2019/20	2,987,893	63,672	2.18	1,264,270	167.44
2020/21	3,022,539	34,646	1.16	1,289,916	170.54
2021/22	3,088,177	65,638	2.17	1,364,554	176.42

Since this projection was prepared the 2012/13 budget has been adopted at a lower level than this initial projection showed. The capital expenditure contained in the projection was based upon the Forward Capital Works Plan and this document will be superseded by the new Asset Management Plan. Nevertheless, the main message of the projection remains that the Council will face significant cost pressures between 2015 and 2017 as capital schemes come to an end.

Further work will be undertaken on the Long Term Financial Plan as part of the Integrated Planning Framework.

Asset Management Plan

More detailed work on the draft Asset Management Plan has been undertaken since the initial findings were reported to the budget workshops for Council last year. The replacement value of all Council-owned buildings is \$17,378,000 and to replace them over their remaining asset lives would require an annual revenue contribution of \$493,316.

Over the next 10 years an investment of \$2,185,482 will be required to maintain buildings that are nearing the end of their useful lives; this will require an annual revenue contribution of \$218,482.

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A detailed update of infrastructure assets remains outstanding at the time of writing this report but will be completed as part of the budget planning process.

Sustainability of Reserves

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

Reserve	Opening Bal	Budgeted	Budgeted	Closing Bal
	1.7.12 \$	Additions \$	Payments \$	30.6.13 \$
Long Service Leave	125,825	13,371	0	139,196
Plant	414,685	340,259	289,500	465,444
Recreation Centre	791,870	10,077	359,423	442,524
Kindergarten	19,344	0	0	19,344
Office Equipment	8,887	25,202	17,450	16,639
Main Street Upgrade	330,826	2,000	0	332,826
Land Fill Site	10,000	10,000	0	20,000
Gravel Pit	8,000	0	0	8,000
Emergency Management	50,000	200	0	50,200
Aged Housing	20,000	0		20,000
Asset Management	0	180,000	0	180,000
Total	1,779,437	581,109	666,373	1,694,173

The 2012/13 budget took action to address the problems outlined in the budget review from last year, by addressing the deficit position on the Office Equipment Reserve and creating a reserve to deal with unexpected emergencies such as the Mileyanup fire (Emergency Management Reserve).

The initial work on the Asset Management Plan as part of the budget planning exercise for 2012/13 also identified the need to establish a reserve to accommodate the expenditure necessary to maintain the Council's assets at an acceptable level. The budgeted contribution of \$180,000 represents the first stage of this process and this contribution will need to be refined in the light of the adopted Asset Management Plan.

The Council's reserves do, however, represent a strong and sustainable position going forward.

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Risks

The Council's immediate financial position is relatively strong but this must be considered in the light of limited information on future expenditure needs and the impact that these would have on the rate liability. The initial work on the Long Term Financial Plan will need to be revisited and updated to address this.

The Council has taken on the administration of the Brockman Street and Riversbend caravan parks following the dissolution of the Nannup Tourism Association. At the time of compiling the 2012/13 budget the likely income and expenditure relating to these operations could not be accurately estimated. This will need to be addressed in the 2013/14 budget and remains a risk in 2012/13.

Other risks identified at last year's budget review have been mitigated and the underlying financial position remains strong. However, there is a risk that as capital projects come to a close the budget will either need to be increased to compensate for the lost income or savings will need to be found to offset this income reduction.

Budget Timetable

The timetable for compiling the 2013/14 budget will be subject to Council's expectation for implementing some form of differential rating, as this would involve additional steps in the decision making process. An indicative timetable that includes the process to set a differential rate is shown below.

Activity	Report to Council	Comment
Initial findings from rates research	28 March	Complete
Budget review	28 March	Complete
Review of fees and charges	18 April	Work started
Long Term Financial Plan	18 April	Initial work from 2012 will need to be updated. Results from this update will be reported to the April meeting. Spreadsheet will need to be adapted to meet DLG guidance. This could delay the formal report to the May meeting.
Result of consultation on property classification (if Council has decided to pursue differential rating options)	23 May	Council will decide whether or not to pursue differential rating at this meeting (unless this is rejected at the March meeting of Council).

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Adoption of Asset Management Plan	23 May	The financial implications arising from the assessments carried out in 2012 are approximately 50% complete. Buildings are 90% complete but infrastructure data requires analysis. Public consultation needs to be carried out on some aspects of the Plan.
Adoption of Community Plan	23 May	Due for completion in April.
Adoption of Corporate Plan	23 May	Work commenced
Consideration of responses to statutory consultation on differential rating (if agreed at May meeting)	27 June	Only required if Council has determined the classes of property to be subject to differential rating at its March meeting.
2012/13 Budget	27 June	Managers will be reviewing their spending needs in readiness for budget discussions in April and May. This work will determine the amount required to be raised from rates. Council will be asked to agree the total budget figure to be used in the formal adoption of the budget.
Formal Budget adoption	25 July	This is the presentation of the budget agreed by Council at the June meeting in the statutory format.
Rate in the Dollar	25 July	Rate models have been developed to allow Council to assess the impact of different options for raising the rates required. These models will inform the budget process. If the consultation processes required for differential rating have been completed without unplanned delays then the Rate in the Dollar adoption will include differential rating proposals. If delays have been experienced the formal adoption of the rate in the Dollar and the budget will need to go to Council on 22 August.

Conclusions

Performance in the first eight months of 2012/13 is expected to result in an end of year deficit of \$49,247. However, once the budget has been adjusted to account for the cost of the caravan park accommodation a modest surplus of \$42,247 is anticipated. The main risk to the final outturn remains the final costs and income relating to the caravan park and these will be closely monitored. Performance in all areas will continue to be monitored on a monthly basis and this information used to compile the 2013/14 budget.

The Long Term Financial Plan will be updated and refined to inform the 2013/14 budget and to comply with the requirements of the Integrated Planning Framework.

There are substantial additional requirements arising from the Integrated Planning Framework that need to be factored into the budget preparation timetable; this will make achieving the target of agreeing a budget by the end of July a challenging one.

The work to complete the 2013/14 budget will also be affected by any differential rating proposals that Council wishes to explore.

STATUTORY ENVIRONMENT:

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

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

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: a surplus of \$42,247 will be generated after the recommended budget adjustment.

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS: Absolute majority.

RECOMMENDATION:

Council amend the 2012/13 budget by reducing the contribution to the Asset Management Reserve by \$70,000 and allocating a capital budget of \$70,000 to the caravan park to fund the accommodation for the caravan park manager.

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Ordinary Council Meeting Agenda: March 2013

AGENDA NUMBER:	11.8
SUBJECT:	Review of Risk Management Policies
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	19 March 2013

Attachment 1: Risk Management Policies

BACKGROUND:

The Policy Manual contains five policies relating to risk management. These policies have been reviewed as part of the wider review of the Policy Manual and suggested revisions are shown at Attachment 1.

The Risk Management Advisory Committee reviewed and endorsed the proposed changes at its meeting on 14 March 2013.

COMMENT:

The proposed amendments to the policies are shown at Attachment 1. Wording which is recommended for deletion is shown as crossed through and new wording as underlined.

Various amendments are suggested as follows:

RM1 - Risk Management: On review it was noted that there are currently two similar policies relating to Risk Management. One is contained within our policy manual and the other in our Occupational Health and Safety (OHS) Management System. It is therefore proposed to combine the two policies so that there is a consistency of documentation. This has required the two policies to be combined into a single document and the old policy and suggested new policy are shown in the attachments.

RM2 – Occupational Health & Safety: No changes.

RM3 – Outdoor Clothing: Whilst there is a Council policy on outdoor clothing it would make sense to expand this to include the policy on personal protective equipment contained within the OHS Management System. It is proposed to combine the two to standardise the approach and achieve consistency. Both the

old Outdoor Clothing Policy and the new combined policy are shown in the attachments.

RM4 – Fitness for Work: Minor amendments are suggested to improve the clarity of the document. There is an inaccuracy at point (ii) in the section on Instant Dismissal and after discussion at the Risk Management Advisory Committee it was agreed that this should be deleted as it was covered in greater detail within the body of the document.

RM5 - Threats, Intimidation or Physical Assault Against Employees: Minor amendments are suggested to improve the clarity of the document.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS:

Where there is cross reference to a delegation from a Council Policy the delegation is noted as such.

FINANCIAL IMPLICATIONS: None

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

That Council approve the suggested revisions to the Risk Management policies as outlined in Attachment 1.

Current Policy	
Policy Number:	RM 1
Policy Type:	Risk Management
Policy Name:	Risk Management
Policy Owner:	Manager Corporate Services

Authority Shire of Nannup

OBJECTIVE

The purpose of risk management is to develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. It also is designed to reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control.

Risk management is a key process in developing the strategic direction of the Shire.

The key drivers for risk management are the councillor's responsibility for due diligence as good corporate governance practice and the due diligence requirements by the insurance industry which impacts on the cost of insurance.

POLICY

Nannup Shire Council is committed to managing risk in the Shire and will implement the AS/NZ 4360 Standard as the minimum standard.

Risk will be managed by systematically applying policies, procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

A Risk Management Advisory Committee will be established and will be responsible for developing a Risk Management Plan for the Shire. The Committee will report to Council on a regular basis on the progress of the risk management program implementation. Council recognises that adequate resources are needed to implement the risk management program.

References

Australian and New Zealand Standard 4360 : 2004

Scope

This policy covers all the operations of the Shire, including corporate governance, legal compliance, infrastructure, business risks, capital assets, finances, information technology, human resources, service delivery and events management.

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OBJECTIVES

- To implement the Risk Management Standard AS/NSZ 4360:2004
- To define the Shire's tolerance to risk and communicate it throughout the Shire.
- To communicate with the community about the Shire's approach to risk.
- To protect and enhance the reputation of the council.
- To develop a risk management plan which is aligned to the strategic planning process.

Responsibilities

CEO: is responsible for the full implementation of risk management throughout the Shire, according to the Risk Management Standard AS/NZS 4360, including

- Ensuring that a Risk Management Policy has been developed, adopted and communicated throughout the Shire.
- Ensuring that the Risk Management Policy and Plan are reviewed annually

Risk Management Advisory Committee is responsible for:

- Developing a risk management plan for the Shire
- Establishing the risk tolerance level of the shire for adoption by Council
- Reporting to Council on the implementation progress of the risk management standard on a *pre-determined frequency* basis.
- Communicating the policy to all employees
- Displaying a copy of the policy on staff notice boards or through other relevant communication mediums
- Ensuring that risk management is a standard agenda item at all meetings including toolbox meetings
- Development of risk management skills through training and education
- Identifying and measuring performance indicators for risk management that cascade from the risk management plan to position descriptions and performance appraisals

Management are responsible for:

- Identifying and assessing all the potential risks in their area of responsibility.
- Collating, assessing, treating and reporting to the Risk Management Advisory Committee of all areas and tasks under their responsibility.

Employees are to:

- Comply with the Shire's risk management policy and procedures
- Attend the risk management training
- Actively participate in the risk management program and organisational performance review and evaluation program
- Actively participate in the Shire's continuous improvement program

Reporting

The Risk Management Advisory Committee will report regularly to the CEO on the risk management standard AS/NZS 4360 implementation.

Documentation

The Risk Management Advisory Committee will ensure that all risk management processes are fully recorded throughout the Shire and documented through the Shire's records management system.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 28 September 2006
Reviewed	

Proposed RM Policy to replace current RM1	
Policy Number:	RM 1
Policy Type:	Risk Management
Policy Name:	Risk Management
Policy Owner:	Manager Corporate Services

OBJECTIVE

The purpose of risk management is to develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. It also is designed to reduce the potential cost of risk by reducing liability, preventing litigation and improving loss control.

Risk management is a key process in developing the strategic direction of the Shire.

The key drivers for risk management are councillors' responsibility for good corporate governance and the due diligence requirements of the insurance industry, which impacts on the cost of insurance.

Definition of "Risk":

AS/NZS/ISO 31000:2009 defines risk as "the effect of uncertainty on objectives."

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.

Definition of "Risk Management":

Co-ordinated activities to direct and control an organisation with regard to risk. (ISO Guide 73)

POLICY

The Shire of Nannup considers risk management to be an essential management function in its operations.

It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Council is committed to the principles of managing risk as outlined in *AS/NZS/ISO 31000:2009*

The Shire of Nannup will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic planning
- Expenditure of large amounts of money
- New strategies and procedures
- Managing projects
- Introducing significant change, and
- The management of sensitive issues.

The Risk Management Advisory Committee is responsible for developing a Risk Management Plan for the Shire. The Committee will report to Council on a regular basis on the progress of the risk management program implementation. Council recognises that adequate resources are needed to implement the risk management program.

References

Australian and New Zealand Standard *AS/NZS/ISO 31000:2009*

Scope

This policy covers all the operations of the Shire, including corporate governance, legal compliance, infrastructure, business risks, capital assets, finances, information technology, human resources, service delivery and events management.

OBJECTIVES

- To implement the Risk Management Standard *AS/NZS/ISO 31000:2009*
- To define the Shire's tolerance to risk and communicate it throughout the Shire.
- To communicate with the community about the Shire's approach to risk.
- Ensuring public safety within the Council's jurisdiction is not compromised.
- To protect and enhance the reputation of the council.
- To develop a risk management plan which is aligned to the strategic planning process.

Responsibilities

CEO: is responsible for the full implementation of risk management throughout the Shire, according to the Risk Management Standard *AS/NZS/ISO 31000:2009*, including

- Ensuring that a Risk Management Policy has been developed, adopted and communicated throughout the Shire.
- Ensuring that the Risk Management Policy and Plan are reviewed annually

Risk Management Advisory Committee is responsible for:

- Developing a risk management plan for the Shire
- Establishing the risk tolerance level of the shire for adoption by Council

- Reporting to Council on the implementation progress of the risk management standard on a pre-determined frequency basis.
- Communicating the policy to all employees
- Displaying a copy of the policy on staff notice boards or through other relevant communication media
- Ensuring that risk management is a standard agenda item at all meetings including toolbox meetings
- Development of risk management skills through training and education
- Identifying and measuring performance indicators for risk management that cascade from the risk management plan to position descriptions and performance appraisals

Management are responsible for:

- Identifying and assessing all the potential risks in their area of responsibility.
- Collating, assessing, treating and reporting to the Risk Management Advisory Committee on all areas and tasks under their responsibility.

All Employees are responsible for:

- adopting the principles of risk management and complying with all policies, procedures and practices relating to risk management, after appropriate training.
- conducting risk assessments during the performance of their daily duties, as required. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.

Failure to observe reasonable directions from supervisors regarding the management of risks and/or failure of employees to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.

Council is:

- committed morally and financially to the concept and resourcing of risk management.

Reporting

The Risk Management Advisory Committee will report regularly to the CEO and Council on the risk management standard AS/NZS/ISO 31000:2009 implementation.

Documentation

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

Signed:
Chief Executive Officer
Date:/...../.....

Signed:
Shire President
Date:/...../.....

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 28 September 2006
Reviewed	OM 28 March 2013

Policy Number:	RM 2
Policy Type:	Risk Management
Policy Name:	Occupational Safety and Health
Policy Owner:	Chief Executive Officer

The Shire of Nannup is committed to providing a safe and healthy working environment for all employees, volunteers, contractors, suppliers, visitors and non-employees by conforming with current legislation, regulations, codes of practice, best practice and appropriate national standards. The objectives of this policy are to:

- avoid, eliminate and control workplace hazards;
- provide employees with safety information, supervision and training appropriate to the hazards they are likely to encounter;
- continuously improve the standard of occupational safety and health for all employees.

The responsibility for implementing this policy rests with the Chief Executive Officer.

The Manager Corporate Services is assigned the authority to act as the Safety Coordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer through all levels of management throughout the organisation.

All employees are responsible for safety and health by taking reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work.

Safety and health issues will be dealt with in consultation with employees through the elected safety and health representative. Council will provide the time and resources necessary to implement this policy and will identify hazards, assess risks and develop the necessary plans and procedures to improve all aspects of workplace safety and health.

This policy will be kept under continuous review by Council and employees and will be formally reviewed every twelve months.

 Depot Representative
 Date:

 Administration Representative
 Date:

 Chief Executive Officer
 Date:

 Shire President
 Date:

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 24 June 2010, #8414
Reviewed	OM 28 March 2013

Current Policy	
Policy Number:	RM 3
Policy Type:	Risk Management
Policy Name:	Outdoor Clothing
Policy Owner:	Chief Executive Officer

Council recognizes its obligation to protect workers from hazards. Radiation from the sun is one of these hazards. Workers also have an obligation to protect themselves from this radiation by using protective clothing, personal protective equipment and sunscreen issued by the council.

Employees who work in the sun must ensure they have sufficient protection to ensure they are not exposed to the sun's dangerous UV rays and take action to ensure they are not exposed to physical injury.

The aim of this policy is to provide a dress code and equipment that will:

- Protect employees from the dangers of ultra-violet light; and
- Protect employees from physical injury

UNIFORM

All uniforms will be Cotton Drill with a UPF of 50. Three sets of long/short sleeve shirts and three sets of shorts/trousers will be provided on commencement of employment and a further two sets each August thereafter.

A broad brim hat and sunglasses are also available as required.

Employees are required to wear the uniform provided.

SUNSCREEN

UPF 30 sunscreen will be provided and must be used in accordance with the manufacturer's directions.

OTHER PERSONAL PROTECTIVE EQUIPMENT (PPE)

Other PPE will be issued, including wet weather gear, high visibility clothing and safety footwear. Refer to Procedure 7.12 of the Occupational Health and Safety Manual for further details.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 20 December 2001
Reviewed	14 March 2013

Proposed RM Policy to replace current RM3	
Policy Number:	RM 3
Policy Type:	Risk Management
Policy Name:	Personal Protective Equipment & Clothing Policy
Policy Owner:	Manager Corporate Services

PURPOSE

The Shire of Nannup is committed, where practicable, to reducing risks in the first instance by means other than protective clothing and equipment (PPE). Where the provision of PPE is deemed appropriate, the Shire of Nannup is committed to ensuring that all personal protective clothing or equipment complies with the requirements of the appropriate Standards.

SCOPE

This procedure applies to whole of organisation.

ADMINISTRATIVE AND OTHER CONTROLS

While these guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems require consideration.

The key factors which may promote bodily overheating problems are the:

- ambient and radiant temperature;
- extent of air movement (wind);
- pace and physical demands of work;
- adequacy of water replacement due to sweating;
- humidity;
- person's clothing.

Some steps which may be taken include:

- Having ample supplies of fresh cool water.
- Exploiting the use of natural shade.
- The erection of temporary shade where practicable.
- Rescheduling of particularly heavy work outside the period 10am to 2pm where practicable.
- Consideration of **temporary** cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water.

RESPONSIBILITIES

Supervisor

Where PPE is used at the workplace, Supervisors must ensure that:

- employees are instructed in relation to the correct fitting, use, selection, testing, maintenance and storage of the clothing or equipment;
- employees are informed of the limitations in the use of the clothing or equipment;
- the clothing or equipment is maintained in good working order;
- the clothing or equipment is replaced when it no longer provides the level of protection required to protect the wearer or user against the particular hazard; and
- the area of the workplace at which the clothing or equipment is required is identified by signs in accordance with the AS 1319: 1994 Safety Signs for the Occupational Environment (e.g. a sign may be required in the welding bay denoting the type of PPE which is required).
- All repairs to PPE are to be done by a competent person, and are to be conducted according to the specifications of the manufacturer.

Employees

Persons to whom PPE is provided or made available at the workplace:

- must use the PPE in the manner in which he/she has been properly instructed to use it;
- must not misuse or damage the PPE; and must, as soon as practicable after becoming aware of any damage/malfunction/need to clean or sterilise, advise the Supervisor of the damage, malfunctioning or need to clean/sterilise.
- Under Section 20(2)(c) of the OS&H Act 1984 an employee who "misuses or damages any equipment provided in the interests of safety or health" commits an offence. Shire of Nannup employees who misuse or damage PPE will face disciplinary action that may result in dismissal.
- The Shire of Nannup will replace any items deemed unserviceable due to normal wear and tear at no cost to the employee.

APPLICATION

CLOTHING RECOMMENDATION

Standard Dress

Shire of Nannup recommends that outdoor employees wear long sleeved shirts and trousers. However, to help alleviate the adverse effects of hot weather, outdoor employees may elect to wear long shorts and short-sleeved shirts. The minimum

clothing requirement for outdoor employees shall be long shorts ie to just above the knee and sleeved shirts.

This basic dress code will apply all year round. Exemptions may apply based upon written medical advice.

It is recommended that except for the months of May, June, July and August a broad brimmed (8cm to 14cm) hat should be worn. Other types of hats may be substituted so long as they provide good protection to the face, ears and neck. This may include a peak cap with non-detachable neck flap. Baseball type caps with no ear or neck protection are not recommended.

Hats, long and short sleeved shirts, shorts and trousers appropriate for the nature of work will be supplied by Shire of Nannup. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 50+ or better.

An "outdoor employee" for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than one hour/day on a cumulative basis.

Where there is an obvious risk of immediate physical damage to the skin workers **must wear** trousers and long sleeve shirts or overalls. The option to wear long shorts in certain areas will not apply to:

- persons performing welding or mechanical repairs/maintenance
- operators of brush cutters, concrete/bitumen saws and chainsaws
- people handling bitumen
- people who handle chemicals (i.e. pesticides and herbicides).

Other People Who Work Outdoors

It is recommended that all persons who work in direct sunlight for more than thirty (30) minutes (but less than one (1) hour) per day on a daily basis wear a broad brimmed hat (or equivalent) and sunscreen, both of which Shire of Nannup will supply.

High Visibility Clothing

Because of the requirement for Shire of Nannup workers to be easily seen by vehicle users, high visibility clothing (either high visibility shirt, jumper, jacket or vest), of some description must be worn by workers while within the road reserve or near vehicle access ways.

Should over garments (e.g. jumpers and jackets) be needed, then a high visibility vest must be worn over jumpers etc.

USE OF SUNSCREEN CREAM

All outdoor workers will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacturer's directions. Information, instruction and supervision will be provided in the use of sunscreens. In particular,

this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and shall be at least the SPF 30+ Broad Spectrum type.

It is recommended that sun screen be used on the face, neck and ears all year round.

Exemptions may apply based on written medical advice.

SUPPLY AND USE OF SUN GLASSES

All employees working outdoors shall, when practicable, wear general purpose sun protection glasses which comply with AS1337: 1992 – Eye Protection for Industrial Application, and AS1067: 1990 – Combination Safety/Sun Glasses, as appropriate. These will be made available to relevant employees as part of the standard personal protective equipment issue.

REFERENCE

- Occupational Safety and Health Act 1984, and 2005 amendments
- Occupational Safety and Health Regulations 1996, and 2005 amendments

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 20 December 2001
Reviewed	OM 28 March 2013

Policy Number:	RM 4
Policy Type:	Risk Management
Policy Name:	Fitness for Work
Policy Owner:	Chief Executive Officer

PURPOSE

The Shire of Nannup is committed to the safety and health of its employees and has a duty of care under the Occupational Safety and Health Act, 1984 to provide a safe working environment. Council recognises that this duty is incumbent on all employees and extends to co-workers and individuals to prevent their safety and health from being jeopardised through an act or omission of an employee who is unfit for work.

SCOPE

All employees will be requested to complete an annual medical declaration to identify any issues which may affect safe working.

For the purpose of meeting our duty of care, employees who attend work under the influence of, in possession of drugs and/or alcohol, or being in any other way impaired for work, will not be tolerated by the Shire of Nannup. In order to ensure that this duty is fulfilled, Council has implemented this procedure in the interests of occupational safety and health.

Those who are suspected or found to be under the influence of drugs or alcohol at work, will be submitted for a drug and alcohol test. If the test proves positive, the employee will subsequently be stood down from work without pay.

Those who fail to follow this procedure will be appropriately counselled and, depending on the severity of their actions, may also ~~stand the consequence of~~ be suspended ~~suspension~~ without pay or dismissed without notice ~~instant dismissal~~.

RESPONSIBILITIES

It is the responsibility of the direct supervisor or manager to ~~detect if~~ recognise an employee who is displaying signs of impaired work performance.

It is the responsibility of employees to ensure they do not attend work in a manner condition which will affect their work performance, or that could endanger work colleagues or members of the public or cause damage to Council equipment.

The Shire of Nannup believes that the health and wellbeing of an employee is of great importance to the organisation. An employee assistance program will be offered in order to support ~~the~~ any affected employee.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee of Council who is interested in receiving counselling services should seek approval from their Manager.

Definitions

For the purpose of this policy and procedure, the ~~abuse of alcohol and/or other drugs~~ includes following definitions apply:

- Impaired Work Performance - sudden or gradual deterioration in a person's ability to function appropriately at work.
- Unfit for Work – being impaired for work and therefore unable to perform duties in a safe manner, including unfit through illness.
- Use – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
- Misuse – inappropriate use of a substance on the premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
- Alcohol – Any beverage containing alcohol.
- Drugs – Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, Methadone, Benzodiazepines, Alcohol and other narcotics, prescription drugs and non-prescription drugs.
- Substance – any drug that may have adverse effects causing impaired work performance.
- Fatigue – The inability to perform work effectively or safely due to lack of sleep or the adverse effects of medication, alcohol, drugs and / or other substances (including, "hangovers" and/or "come downs").
- Fit for Work – not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance or not being fatigued.

APPLICATION

Alcohol

Being under the influence of alcohol will not be permitted whilst working for the Shire of Nannup. Employees who commence work whilst under the influence of alcohol, including working under the adverse effects of alcohol, will be stood down from their duties and taken to the nearest hospital for a blood alcohol test. If a blood alcohol level is deemed to be 0.05 and over, employees will be sent home without pay for the remainder of the day. As the employee will be over the legal limit to drive, alternative transport will be required. Any refusal to submit to testing will be deemed to be a positive result.

If the blood alcohol level is under 0.05, employees will be prohibited to operate machinery, plant or equipment until a blood alcohol content of 0.00 is reached. Sedentary duties will be offered until then.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to

follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of Council that employees make alternative arrangements to get home. The Shire of Nannup accepts no responsibility for employees during travel to and from the function.

Drugs and Prescription Medication

Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire of Nannup. Being under the influence of, or suffering adverse effects whilst at work, will result in disciplinary action and possibly instant dismissal.

If suspected of the above, an employee must undergo a drug screen (paid by the Shire of Nannup).

Refusal to undertake a drug screen may result in instant dismissal.

Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication they are taking that may cause any adverse effects and impede their working duties. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (e.g. penicillin).

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements will result in disciplinary action or instant dismissal.

Fatigue

Fatigue can be the result of many different situations. ~~Due to this,~~ This procedure will therefore directly reflect the implications of fatigue through ~~the following~~ external triggers; these include (but are not limited to):

- Lack of sleep
- Voluntary Work
- External work commitments

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, work colleagues or members of the public.

It is the employers' responsibility to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the Shire of Nannup. Depending on the circumstances, Council may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the workplace, sleep/rest and additional hours worked elsewhere (including paid and

voluntary work). If this agreement is reneged on by the employee, disciplinary action will result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.

In circumstances where the employee is unfit to remain at work as determined by their employer, the employee will be stood down from work without pay for the remainder of the day.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Shire of Nannup understands employees may be experiencing difficulties external to work that may influence their behaviour and health whilst at work. To assist with the recovery of the employee, Council has in place a confidential employee assistance program. For the purpose of this procedure, this program may be offered to first offence employees. Otherwise this program will be offered on the second affirmed screening. The Shire of Nannup will offer a total of 3 counselling sessions; if further sessions are required, approval is to be obtained by the Manager.

Employees who have not failed to meet the guidelines of this procedure, and feel an EAP would benefit them due to personal circumstances, may utilise these services ~~on~~ ratification with the agreement of their Manager. Such employees do not contravene the guidelines of this procedure if they volunteer for the EAP service.

DISCIPLINARY ACTION

If this procedure is in any way contravened by an employee the following procedure will apply result.

General Guidelines

Any employee who tests positive to an alcohol breath screen, urine screen, or found to be significantly fatigued will be stood down from their work without pay and will not be permitted to resume work until such time as they have proven they are fit for work.

First Offence:

- (i) The employee will be immediately suspended from duty without pay if found unfit to work.
- (ii) The employee will not be permitted to return to work until they have ~~been tested again and proved~~ negative for all prescribed substances.
- (iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will then continue.
- (iv) The employee will be counselled by their supervisor. This will focus on:
 - a. the unacceptability of the employee's behaviour
 - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
- (v) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol

or other drug or substance problems is the responsibility of the employee; however this is not mandatory.

Second Offence:

- (i) The employee will be immediately suspended from duty without pay if found unfit for work.
- (ii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will then continue.
- (iii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iv) The employee will be counselled by their supervisor. This will focus on:
 - a. the unacceptability of the employee's behaviour
 - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
 - d. that any future breach of the policy will result in instant dismissal.
- (vii) The employee will be instructed to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problems is the responsibility of the employee and is mandatory. The employee will be instantly dismissed without notice if found to decline the offer they do not attend a counselling session.
- (viii) The employee will be ~~submitted~~ referred [fortnightly or randomly] for alcohol and/or drug screening for a period of two months paid for by the Shire of Nannup. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

Third Offence:

- (i) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will then continue.
- (ii) The employee will be immediately dismissed ~~from duty~~ without notice.

Instant Dismissal:

The following are ~~guidelines~~ to circumstances that will result in dismissal without notice:

- (i) Any attempt to falsify the drug and alcohol screen.
- (ii) ~~Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.~~
- (iii) Unlawful behaviour.

OTHER

If an employee is found to be heavily intoxicated, above the legal limit to drive, or extremely fatigued and they are to be sent home without pay, it is a requirement of the supervisor to:

- a) Contact the employee's next of kin to arrange pick up.
- b) If next of kin is unable to be contacted or unable to take employee home, make arrangements to get the employee home safely.

REFERENCE

Attachment 1

- Occupational Safety and Health Act 1984;
- Occupational Safety and Health Regulation 1996, and 2005 amendments;
- AS/NZS 4360: 2004 – Risk Management

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 22 July 2010 #8426
Reviewed	OM 28 March 2013

Policy Number:	RM 5
Policy Type:	Risk Management
Policy Name:	Threats, Intimidation or Physical Assault Against Employees
Policy Owner:	Chief Executive Officer

1. Preamble

In view of the confrontational nature of some clientele of Council, it has been identified that violence against employees is a hazard in the workplace. As there is a reasonable level of risk of such incidents occurring, management has an obligation to ensure that measures are in place to address and manage this hazard.

To comply with the Occupational Safety and Health Act 1984 in relation to duty of care, as well as in response to physical assaults on an employee, the following policy has been implemented.

2. Policy

All clients of Council must be made aware when necessary, through verbal advice given by employees that at no time will threats, intimidation or physical violence be tolerated. Clients who engage in such activities may face permanent exclusion from the premises or be subject to legal action.

3. Procedure

3.2 Verbal assault or intimidation

3.1.1 In the case of verbal assault or intimidation against employees, the perpetrator will be asked to cease the behaviour or to leave the premises immediately.

3.1.2 Future entry into all areas of Shire premises will be determined by the responsible manager of each area subject to:

- Mitigating circumstances at the time of the incident.
- The response to the request to cease the behaviour and leave.
- Discussion with the perpetrator and a mutually agreed written contract to act in a more appropriate manner in the future.

3.1.3. Should a further incident occur the perpetrator will be banned from the premises in the interest of staff safety.

3.1.4 If the behaviour is does not ceased on request and the perpetrator will not leave, the Police will be called and the future direction of the management of the situation will be determined by them.

3.1.5 Immediately following the incident, a report will be prepared for management, outlining the date and time of the incident, a description

of the incident, the actions taken and the name and contact details of any witnesses.

- 3.1.6 The responsible senior manager is to be informed and appropriate debriefing and counselling offered to the employees involved.

3.3 Physical Assault

- 3.3.1 In all cases of physical assault the police are to be called immediately.

- 3.3.2 Employees are to diffuse the situation where possible or remove themselves to a safe place.

- 3.3.3 Once the police arrive the management of the incident must be handed over to them and the Chief Executive Officer will be notified. Incident report documentation must be completed in accordance with organisational policy.

- 3.3.4 The Police will advise the Chief Executive Officer or the senior officer present of their recommendations on what course of action should be taken. Depending on the circumstances of the incident, outcome of the assault and the recommendations of the Police the course of action will be decided by management in consultation with employees. Options are:

- To follow the course of action as per outlined in 3.1.5 and follow up for staff as per 3.1.6.
- An immediate ban from the organisation for the perpetrator for an agreed period, subject to review if referred to counselling, anger management or other appropriate services.
- A permanent ban for the perpetrator backed up by a restraining order if required.
- To charge the perpetrator with assault as well as instituting a permanent ban.

3.4 Decision Making

While consultation will take place with the responsible manager and employees, the final decision on the course of action taken for any incidents of threat, violence and intimidation lies with the Chief Executive Officer and senior management, in line with the legislative requirements to demonstrate and fulfil their duty of care.

3.5 Awareness

All employees must be informed of this policy, their duty of care to each other and be informed about the procedures for implementing the policy at induction and on an ongoing basis.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 22 July 2010 # 8426
Reviewed	OM 14 March 2013

**Shire of Nannup
Ordinary Council Meeting Agenda: March 2013**

AGENDA NUMBER:	11.9
SUBJECT:	Budget Monitoring – January and February 2013
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Finance Officer
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	20 March 2013

Attachment 1: Table Showing Detailed Variances for 2012/13

Attachment 2: Monthly Financial Statements - period ending 31 January 2013

Attachment 3: Monthly Financial Statements - period ending 28 February 2013

BACKGROUND:

It is a statutory requirement that Council report monthly on the financial activity from all the various operating and capital divisions. Previously this has resulted in all variances of 10% or more being identified and reported. While this achieved the objective of showing these variances as at the date of the report, a lot were actually a result of timing as opposed to actual variances which will carry through to the end of year figures. This report focuses attention on only those variances which we envisage will impact on the end of year position.

The report format does not reflect the detailed requirements as set out in Section 34(1) of the Local Government (Financial Management) Regulations 1996. In order to comply with legislation these statements are provided in attachments 2 and 3. This covering report identifies all of the major variations; other variations as shown in the statutory statements are due to timing differences.

COMMENT:

The anticipated outturn report is shown at Attachment 1. It has been broken down showing over and underspends in both operating and capital divisions. Column 1 shows the 2012/13 budget and column 2 shows the actual expenditure. The fourth column shows the variance as at the end of February and the last column shows the anticipated position at the end of the year.

Income is currently projected to be \$19,487 lower than expected, largely because a full year's income was included in the estimates for the caravan park and the council did not take over responsibility for this until October 2012. The full value is masked somewhat by additional income of \$60,000 from the supervision fee for the Mowen Road project. Council policy requires that this sum is transferred to the Plant Replacement Reserve.

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There is a substantial saving on expenditure of \$1,030,250. The vast majority of this saving relates to capital projects funded by Royalties for Regions; these projects cannot be substantially committed until the funding has been secured and expenditure therefore lags the receipt of the income to fund the project. The expenditure relating to these types of projects will therefore be carried forward into 2013/14.

The gross saving is therefore \$1,010,763. However, this must be reduced by the expenditure carried forward into 2013/14 and the additional income to be transferred into the Plant Replacement Reserve. After deducting these amounts from the overall savings we anticipate that the actual outturn for this year will be and overspend of \$49,237. This is shown in the table below.

	<i>Savings</i> \$
Gross saving expected for the year	
Income – under received	19,487
Expenditure – savings made	-1,030,250
Total Gross Saving	-1,010,763
Less: Savings to be carried forward income	60,000
Less: Savings to be carried forward expenditure	1,000,000
Net overspend at end of the year	49,237

There are significant expenditure savings found within fuels and oils (\$90,000), parks and gardens (\$50,000) and insurances (\$9,000). These are primarily the result of efficiency savings achieved during the year and the shorter distances travelled as a result of the construction of Mowen Road has saved on fuel expenditure. The savings returned on insurance is a result of anticipated costs within this industry not reaching the levels expected. These savings are lower than they would otherwise be because they are offset by the cost of providing accommodation for the manager of the caravan park, estimated to be \$70,000; the funding for this is recommended in the report on the statutory budget review elsewhere on today's agenda

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Aside from the income from the caravan park being lower, income variances are primarily as a result of funding from grants being received later than expected and investment interest being lower as a result of interest rate reductions. In other areas transaction volumes have been lower than expected for example, commission received from Department of Transport, town planning income and venue hire. There have also been income reductions from mobile bin fees; this is as a result of a bin audit conducted this year which revealed less bins in use than previously estimated.

The figures for the caravan park still need to be refined. As this project is only in its first year of operation projections were based on very little information about likely performance. These costs will continue to be closely monitored and updated. Overall, it is anticipated that on an operational level the net cost of the park will be approximately \$5,000 higher than estimated.

As a result of the lag in receipt of grant income we anticipate that capital expenditure will be lower than originally budgeted. Projects that will be carried forward and included in the 2013/14 budget include the Recreation Centre upgrade, and Heart of Nannup projects.

For a more detailed explanation of the variances and the actions being taken to address them please refer to Attachment 1, which has included all variances to date.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: None

STRATEGIC IMPLICATIONS: None

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That Council receive the Monthly Financial Statements for the periods ending 31 January and 28 February 2013.

Budget	Actual	Explanation	Over received/(Under received)	
			Current	Anticipated Year End
General Purpose Revenue				
1,236,189	1,240,582	Rate Revenue	4,393	4,393
3,500	3,867	Legal Fees	367	367
6,000	11,790	Int on Overdue rates	5,790	7,290
345,537	285,785	Equalisation Grant	(59,752)	0
3,000	4,179	Interest on Instalments	1,179	1,679
500	0	Int on deferred rates	(500)	0
242,690	142,769	Local Road Grant	(99,921)	0
670,936	455,678	R4R	(215,258)	0
3,500	3,700	Admin Charges	200	200
25,000	13,244	DOT Commission	(3,423)	(3,500)
20,000	11,544	Sundry Income	(1,831)	(2,000)
50,000	6,049	Expenses Recovered	(27,284)	(20,000)
80,000	42,990	Interest on Investment - General	(4,343)	(5,000)
30,000	26,010	Interest on Investment - R4R		
2,716,852	2,248,187		(400,383)	(16,571)
General Administration				
1,000	1,658	Shirley Humble room hire	658	2,500
1,000	1,658		658	2,500
Health				
2,618	990	Gen License Fees	(3,266)	(3,266)
2,200	562			
4,818	1,552		(3,266)	(3,266)
Education & Welfare				
6,670	0		(4,447)	0
6,670	0		(4,447)	0
16,796	16,796	Rental Income	0	0
16,796	16,796		0	0

Budget	Actual		Explanation	Over received/(Under received)	
Community Amenities					
60,045	47,060	Mobile Bin Charges	Audit revealed incorrect number of bins used for calculation - account for current period outstanding	(12,985)	(13,000)
36,225	34,571	Recycling Fees	Timing issues	(1,654)	(1,650)
14,000	12,832	Tip Fees	Tip pass impact seen	1,148	2,000
3,000	0	LPS Amend Contributions	Surplus expected. Less amendments to LPS. O/S amends not likely to be ready in time. Fees and charges vary year to year	(3,000)	(3,000)
7,000	1,866	Misc Fees & Charges	Lower than anticipated town planning income received	(6,533)	(6,500)
2,000	2,598	Cemetery Fees	higher than anticipated - estimation only in first instance	1,200	1,500
122,270	98,927			(21,824)	(20,650)
Recreation & Culture					
5,889	4,826	Hire Fees - Rec Centre		1,000	1,500
5,531	1,658	Hire Fees - Other Venues		(2,000)	(2,000)
3,000	0	User Charges & Sundry Income		(3,000)	(3,000)
14,420	6,484			(4,000)	(3,500)
Transport					
140,000	93,333	Mowen Road Supervision Fee	Supervision fee collected will be higher than anticipated	0	60,000
140,000	93,333			0	60,000
Economic Services					
140,000	61,715	Caravan Park Income		(31,333)	(42,000)
140,000	61,715			(31,333)	(42,000)
Other Property & Services					
26,894	9,431	Private Works	Timing issues higher income anticipated	(8,498)	4,000
26,894	9,431			(8,498)	4,000
			Overall Surplus/deficit anticipated	(473,093)	(19,487)
3,189,720	2,538,083	TOTAL INCOME	Less Capital Carried Forward - Mowen Road		(60,000)
			Net Deficit Anticipated:	(473,093)	(79,487)

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
Governance Expenditure				
\$ -	\$ -	Election Expenses	balanced	* 0 0
\$ 23,125.00	\$ 23,125.00	Strategic Planning	Currently not showing exp. Miscoding error suspected.	0 0
\$ 15,400.00	\$ 10,264.00	Refreshments	for current month showing a \$3 difference. Balanced outcome	* (5,136) 0
\$ 37,550.00	\$ 37,845.00	Donations/contributions	timing issues. Expected to balance at year end	295 0
\$ 42,650.00	\$ 20,476.00	Councillor allowances	timing issues expected. Balanced at year end	(22,174) 0
\$ 21,977.00	\$ 16,587.00	Subscriptions	timing issues expected. Balanced at year end	(5,390) 0
\$ 8,500.00	\$ 7,675.00	Conference expenses	timing issues expected. Balanced at year end	(825) 0
\$ 189,000.00	\$ 180,000.00	Insurance	overall a \$9K savings overall increases anticipated not achieved	(9,000) (9,000)
\$ -	\$ -	CEO performance review	Should be balanced	0 0
\$ 1,000.00	\$ 153.00	Gratuities	timing issues expected. Balanced at year end	(847) 0
\$ -	\$ -	Members consumables	timing issues expected. Balanced at year end	0 0
\$ 339,202.00	\$ 296,125.00			(43,077) (9,000)
General Administration				
<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
\$ 371,015.00	\$ 257,138.00	Admin Salaries	Additional workload attributed to strategic planning. Support also needed for finance area due to increased pressures from town planning/building/health areas.	9,795 10,000
\$ 2,000.00	\$ 3,919.00	minor furniture & equip	balanced position expected. Ccurrent position result of incorrect coding of exp.	2,000 0
\$ 49,290.00	\$ 20,789.00	Building & Gardens maintenance	timing issues expected. Balanced at year end	(11,405) 0
\$ 32,741.00	\$ 26,827.00	Computer maintenance	timing issues expected. Balanced at year end	5,000 0
\$ 15,877.00	\$ 17,150.00	Printing & Stationery	additional administration costs	1,273 7,000
\$ 11,178.00	\$ 8,561.00	Telephone Expenses	overall increase in office expenditure	1,109 2,000
\$ 6,649.00	\$ 521.00	Office Equipment Maintenance	less maintenance than anticipated	(3,911) (2,000)
\$ 4,237.00	\$ 2,805.00	Postage	balanced position expected.	(20) 0
\$ 9,000.00	\$ 2,709.00	Vehicle & Travel	balanced position expected.	(3,291) 0
\$ 5,156.00	\$ 4,391.00	Bank Charges	Fees less than anticipated	(954) (950)
\$ 7,941.00	\$ 3,452.00	Advertising	balanced position anticipated	(1,842) 0
\$ 11,617.00	\$ 8,900.00	Audit Fees	timing issues expected. Balanced at year end	(1,155) 0
\$ 5,000.00	\$ 160.00	Legal Fees	no major legal costs for this fin year	(3,173) (4,800)
\$ 13,600.00	\$ 6,814.00	staff training expenses	timing issues expected. Balanced at year end	(2,253) 0
\$ 800.00	\$ 252.00	undry expenses	timing issues expected. Balanced at year end	(281) 0
\$ 546,101.00	\$ 364,388.00			(9,108) 11,250
General Purpose Revenue				
\$ 1,059,368.00	\$ 1,260.00	R4R Expenditure	Should carry forward \$1.0M Due to lag time between receiving funds and action.	* (1,058,108) (1,000,000)
\$ 20,548.00	\$ 879.00	Rating Valuation Expenses	Annual charges outstanding. Should be balanced	* (19,669) 0
\$ 18,010.00	\$ 13,260.00	DOT Licensing Expenses	Expenses higher than anticipated	1,253 2,000
\$ 50,000.00	\$ 13,598.00	Recoverable Expenses	should be under \$ 20K - Changes in classification has seen expenses coded to correct area of occurrence.	* (19,735) (20,000)
\$ 1,147,926.00	\$ 28,997.00			(1,096,259) (1,018,000)

Budget	Actual	Explanation	Current	Year End
Health				
\$ 334.00	\$ 270.00	Insurance	*	(64) 0
\$ 2,000.00	\$ 408.00	Admin Expenses	timing issues - expected to be balanced at year end	(925) 0
\$ -	\$ -	Deprcn Expense		0
\$ 2,334.00	\$ 678.00			(989) 0
Housing				
\$ 19,057.00	\$ 20,408.00	Build Maintenance	timing issues expected to be over \$3K as a result of age of bouldings and increased maintenance requirements.	7,704 3,500
\$ 19,057.00	\$ 20,408.00			7,704 3,500
Community Amenities				
\$ 75,000.00	\$ 47,500.00	Contract Collection - waste	Timing issues, expected to be balanced at year end	* (2,500) 0
\$ 114,474.00	\$ 62,967.00	Waste Mgmt Facility	Timing issues, expected to be overspent by \$2.5 due to fencing expenses	(13,349) 2,500
\$ 8,228.00	\$ 5,358.00	Street Bin Pick up	Should be balanced by year end	(48) 0
\$ 66,800.00	\$ 66,918.00	Town Planning Services	Additional work required expected to be over	13,000 15,000
\$ 26,140.00	\$ 7,449.00	Admin Expenses	Offset against 121720	* (9,978) (10,000)
\$ 6,200.00	\$ -	LPS Amend Exp	Offset against 121720	(6,200) (5,000)
\$ 15,170.00	\$ 11,339.00	Cemetery Exp	Should be balanced at year end.	1,226 0
\$ 34,406.00	\$ 16,601.00	Public Conveniences	Saving expected	(6,336) (5,000)
\$ 346,418.00	\$ 218,132.00			(24,185) (2,500)
Recreation & Culture				
\$ 15,091.00	\$ 5,996.00	Town Hall	Offset against rec centre expenditure	(4,065) (5,000)
\$ 11,350.00	\$ 16,460.00	Rec Centre	Timing Issues show overspend larger than anticipated year end position. Will be offset against expenditure for town hall.	* 8,894 5,000
\$ 3,439.00	\$ 2,439.00	Comm Centre	Timing issues. Should be balanced at year end	147 0
\$ 11,666.00	\$ 775.00	Telecentre	Maintenace not required as expected	(7,002) (6,000)
\$ 4,665.00	\$ 1,025.00	Old Roads Building	Maintenace not required as expected	(2,085) (2,500)
\$ 2,832.00	\$ 2,761.00	Bowling Club	Timing issues. Should be balanced at year end	873 0
\$ 545.00	\$ 452.00	Cundinup Hall	Timing issues. Should be balanced at year end	(89) 0
\$ 501.00	\$ 2,573.00	Carlotta Hall	Improvements and upkeep costs hire than anticipated	2,072 10,000
\$ 276,820.00	\$ 82,366.00	Public Parks	Savings expected	(102,181) (50,000)
\$ 5,000.00	\$ 3,838.00	Art Maintenance	Should be balanced at year end.	505 0
\$ 10,758.00	\$ 12,304.00	Foreshore Park	Expenses higher than expected	1,546 2,000
\$ 5,000.00	\$ 2,269.00	Office Expenses - Library	Timing issues. Should be balanced at year end	(1,065) 0
\$ 200.00	\$ -	Write-Offs - Library	Timing issues. Should be balanced at year end	(200) 0
\$ 347,867.00	\$ 133,258.00			(102,650) (46,500)

Budget	Actual	Explanation		Current	Year End
				Cost/(Saving)	
Transport					
\$ 32,358.00	\$ 21,572.00	Depot Maintenance	Anticipated savings at eyar end	(6,961)	(5,000)
\$ 5,000.00	\$ 7,495.00	Traffic Signs	Overspend anticipated	2,495	2,000
\$ 23,832.00	\$ 16,121.00	Street Lighting	Overspend anticipated	233	2,000
\$ 61,190.00	\$ 45,188.00			(4,233)	(1,000)
Economic Services					
\$ 7,784.00	\$ 5,274.00	Functions & Events	Infancy phase anticipated loss from concert \$10K	85	10,000
\$ 6,943.00	\$ 33,629.00	Caravan Park & Camping		29,010	35,000
\$ 6,000.00	\$ 13,638.00	Caravan Park & Camping Gardening	Two COA'as combined = 16382 B - 19942 = 3560 overspend.	9,638	12,000
		Regional Promotion			
\$ -	\$ 64,572.00	Capital - Caravan Park	Not included wihtin budget - housing needed for Caravan Park Manager	64,572	70,000
\$ 24,753.00	\$ 10,960.00	Salary - Bldng	Building Surveyor worked less than anticipated to date.	(6,000)	(4,000)
\$ 45,480.00	\$ 128,073.00			97,305	123,000
Other Property & Services					
\$ 21,809.00	\$ 20,153.00	Private Works	Anticipated that expenses will be \$4K over at year end.	5,613	4,000
\$ 9,152.00	\$ 12,069.00	Training	Should be balanced at year end.	2,917	0
\$ 9,163.00	\$ 6,305.00	Protective Clothing	Should be balanced at year end.	(2,858)	0
\$ 3,201.00	\$ 1,868.00	Safety Meetings	Should be balanced at year end	(1,333)	0
\$ 913.00	\$ 336.00	Admin Expenses		(577)	0
\$ 30,613.00	\$ 29,092.00	Public Hols		(1,521)	0
\$ 1,826.00	\$ 205.00	Recruitment Exp	Anticipated \$2K saving at year end.	(1,621)	(2,000)
\$ 25,663.00	\$ 11,407.00	Tyres & Batteries	Anticipated \$3K saving at year end	(14,256)	(3,000)
\$ 24,513.00	\$ 26,412.00	Insurances & Licenses		1,899	0
\$ 275,000.00	\$ 179,482.00	Fuel & Oil	Anticipated \$60K saving at year end	(95,518)	(90,000)
\$ 3,663.00	\$ 1,414.00	Sundry Tools	Should be balanced at year end	(2,249)	0
\$ 50,413.00	\$ 56,128.00	Parts & External Work	Journals required - Should be balanced	5,715	0
\$ -	\$ -			0	0
\$ 455,929.00	\$ 344,871.00			(103,789)	(91,000)
Total Expenditure Savings Anticipated for Year				(1,279,281)	(1,030,250)
Less Capital Carried Forward - R4R				(1,000,000)	(1,000,000)
				(279,281)	(30,250)

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

<u>Operating</u>	2012/13 Y-T-D Actual \$	2012/13 Y-T-D Budget \$	2012/13 Budget \$	Variances Y-T-D Budget to Actual %
Revenues/Sources				
Governance	0	583	1,000	(100%)
General Purpose Funding	860,290	871,550	1,494,085	(1%)
Law, Order, Public Safety	70,778	204,594	350,733	(65%)
Health	1,204	2,811	4,818	(57%)
Education and Welfare	62,428	24,051	41,230	160%
Housing	9,802	9,798	16,796	0%
Community Amenities	97,474	71,324	122,270	37%
Recreation and Culture	6,183	16,948	29,054	(64%)
Transport	4,542,790	4,012,621	6,878,779	13%
Economic Services	62,011	126,000	216,000	(51%)
Other Property and Services	9,404	15,688	26,894	(40%)
	5,722,364	5,355,968	9,181,659	7%
(Expenses)/(Applications)				
Governance	(194,990)	(492,402)	(844,118)	(60%)
General Purpose Funding	(81,762)	(669,740)	(1,148,126)	(88%)
Law, Order, Public Safety	(232,261)	(193,300)	(331,371)	20%
Health	(26,361)	(21,245)	(36,420)	24%
Education and Welfare	(80,171)	(102,166)	(175,141)	(22%)
Housing	(30,203)	(28,096)	(28,096)	8%
Community Amenities	(221,530)	(221,696)	(380,051)	(0%)
Recreation & Culture	(193,067)	(235,825)	(404,272)	(18%)
Transport	(1,230,863)	(1,287,540)	(2,207,212)	(4%)
Economic Services	(92,778)	(198,880)	(340,937)	(53%)
Other Property and Services	7,570	16,623	28,496	(54%)
	(2,376,415)	(3,434,268)	(5,867,248)	(31%)
Adjustments for Non-Cash (Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	(0)	0	19,500	0%
Depreciation on Assets	932,430	1,060,686	1,818,318	(12%)
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(58,204)	(376,485)	(565,502)	(85%)
Purchase Infrastructure Assets - Roads	(2,077,032)	(2,420,371)	(7,261,114)	(14%)
Purchase of Infrastructure Assets - Parks				0%
Purchase Plant and Equipment	(394,565)	(414,000)	(493,900)	(5%)
Purchase Furniture and Equipment	(10,069)	(16,013)	(27,450)	(37%)
Proceeds from Disposal of Assets	0	0	140,000	0%
Repayment of Debentures	(33,064)	(37,906)	(64,982)	(13%)
Proceeds from New Debentures	0	0	0	0%
Leave Provisions	(6,775)	0	166,708	0%
Accruals	(1,098)	0	18,852	0%
Self Supporting Loan Principal Income	11,711	11,505	19,722	2%
Transfers (to)/from Reserves	(481)	0	85,264	0%
ADD Net Current Assets July 1 B/Fwd	1,593,984	1,593,984	1,593,984	
LESS Net Current Assets Year to Date	4,543,911	2,559,288	0	
Amount Raised from Rates	(1,241,124)	(1,236,189)	(1,236,189)	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2013

	2012/13 Actual \$	Brought Forward 01-July-2012 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	4,444,463	1,902,967
Cash - Restricted	73,357	94,107
Cash - Reserves	1,790,961	1,779,437
Receivables	518,120	553,247
Inventories	0	0
	<u>6,826,902</u>	<u>4,329,757</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(418,673)</u>	<u>(862,229)</u>
	6,408,229	3,467,528
Less: Cash - Reserves - Restricted	(1,864,318)	(1,873,543)
NET CURRENT ASSET POSITION	<u><u>4,543,910</u></u>	<u><u>1,593,984</u></u>

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 28 FEBRUARY 2013

<u>Operating</u>	2012/13 Y-T-D Actual \$	2012/13 Y-T-D Budget \$	2012/13 Budget \$	Variances Y-T-D Budget to Actual %
Revenues/Sources				
Governance	0	667	1,000	(100%)
General Purpose Funding	1,013,331	996,057	1,494,085	2%
Law, Order, Public Safety	75,993	121,222	350,733	(37%)
Health	1,555	3,212	4,818	(52%)
Education and Welfare	62,928	27,487	41,230	129%
Housing	12,040	11,197	16,796	8%
Community Amenities	98,928	81,513	122,270	21%
Recreation and Culture	6,895	19,369	29,054	(64%)
Transport	5,659,498	5,732,316	6,878,779	(1%)
Economic Services	83,702	72,000	216,000	16%
Other Property and Services	16,181	17,929	26,894	(10%)
	7,031,050	7,082,969	9,181,659	(1%)
(Expenses)/(Applications)				
Governance	(216,214)	(562,745)	(844,118)	(62%)
General Purpose Funding	(92,501)	(765,417)	(1,148,126)	(88%)
Law, Order, Public Safety	(279,191)	(220,914)	(331,371)	26%
Health	(35,239)	(24,280)	(36,420)	45%
Education and Welfare	(100,506)	(116,761)	(175,141)	(14%)
Housing	(38,575)	(32,096)	(28,096)	20%
Community Amenities	(248,606)	(253,367)	(380,051)	(2%)
Recreation & Culture	(244,830)	(269,515)	(404,272)	(9%)
Transport	(1,309,803)	(1,471,475)	(2,207,212)	(11%)
Economic Services	(175,319)	(229,625)	(340,937)	(24%)
Other Property and Services	179,613	18,997	28,496	845%
	(2,561,170)	(3,927,197)	(5,867,248)	(35%)
Adjustments for Non-Cash (Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	(0)	0	19,500	0%
Depreciation on Assets	933,930	1,212,212	1,818,318	(23%)
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(172,817)	(430,268)	(565,502)	(60%)
Purchase Infrastructure Assets - Roads	(3,305,892)	(4,840,743)	(7,261,114)	(32%)
Purchase of Infrastructure Assets - Parks	0	0	0	0%
Purchase Plant and Equipment	(394,565)	(276,000)	(493,900)	43%
Purchase Furniture and Equipment	(10,069)	(18,300)	(27,450)	(45%)
Proceeds from Disposal of Assets	0	0	140,000	0%
Repayment of Debentures	(33,978)	(43,321)	(64,982)	(22%)
Proceeds from New Debentures	0	0	0	0%
Leave Provisions	(6,775)	0	166,708	0%
Accruals	(1,103)	0	18,852	0%
Self Supporting Loan Principal Income	13,384	13,148	19,722	2%
Transfers (to)/from Reserves	(481)	0	85,264	0%
ADD Net Current Assets July 1 B/Fwd	1,593,984	1,593,984	1,593,984	
LESS Net Current Assets Year to Date	4,326,623	1,602,673	0	
Amount Raised from Rates	(1,241,124)	(1,236,189)	(1,236,189)	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 28 FEBRUARY 2013

	2012/13 Actual \$	Brought Forward 01-July-2012 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	4,016,549	1,902,967
Cash - Restricted	104,141	94,107
Cash - Reserves	1,794,916	1,779,437
Receivables	465,499	553,247
Inventories	0	0
	<u>6,381,105</u>	<u>4,329,757</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(155,423)</u>	<u>(862,229)</u>
	6,225,681	3,467,528
Less: Cash - Reserves - Restricted	(1,899,058)	(1,873,543)
NET CURRENT ASSET POSITION	<u><u>4,326,624</u></u>	<u><u>1,593,984</u></u>

**Shire of Nannup
Ordinary Council Meeting Agenda: March 2013**

AGENDA NUMBER:	11.10
SUBJECT:	Month Accounts for Payment
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Finance Officer
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	Date 20 March 2013

Attachment 1: Schedule of Accounts for Payment

BACKGROUND:

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

COMMENT:

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

Municipal Account

Accounts paid by EFT	4531 - 4678	\$ 927,657.35
Accounts paid by cheque	19097 - 19122	\$ 33,722.22
Accounts paid by direct debit	99368 - 99374	\$56,185.64

Trust Account

Accounts Paid by Cheque	Nil	\$0.00
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STATUTORY ENVIRONMENT: LG (Financial Management) Regulation 13

POLICY IMPLICATIONS: None.

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

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple majority

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$1,017,565.21 in the attached schedule be endorsed.

SHIRE OF NANNUP ACCOUNTS FOR PAYMENT - MARCH 2013			
Chq/EFT	Name	Description	Amount
EFT4531	RED 11	CARAVAN PARK SUPPLIES	\$863.41
EFT4532	NANNUP SURVEYS	MOWEN ROAD SURVEYING	\$13,222.00
EFT4533	B & B STREET SWEEPING PTY LTD	STREET SWEEPER	\$1,573.00
EFT4534	IMINI HOLDINGS PTY LTD	TRANSPORTABLE HIRE	\$704.00
EFT4535	SCANIA AUSTRALIA - BUNBURY OFFICE	TRUCK SERVICE	\$2,795.22
EFT4536	NANNUP PHARMACY	SUNDRY SUPPLIES	\$137.45
EFT4537	BUSSELTON TOYOTA	VEHICLE SERVICE	\$351.50
EFT4538	SETTLERS ROOFING AND GRADING	WATER CARTAGE - MOWEN ROAD	\$14,157.00
EFT4539	PM TREASURE - EARTHMOVING CONTRACTOR	GRADER HIRE - MOWEN ROAD	\$26,620.00
EFT4540	DORMAR INDENTS	CARAVAN PARK MERCHANDISE	\$1,449.62
EFT4541	PETER TILLEY	WATER CARTAGE - MOWEN ROAD	\$14,399.00
EFT4542	MANJIMUP TRADING COMPANY	SUNDRY SUPPLIES	\$27.00
EFT4543	KERRIE YABSLEY	VEHICLE TRAVEL REIMBURSEMENT	\$409.47
EFT4544	MADER RICKARD CIVIL PTY LTD	MACHINERY HIRE - MOWEN ROAD	\$106,282.00
EFT4545	SQUIRE SANDERS	NATIVE TITLE CLAIMS	\$176.22
EFT4546	KIM DAWE CONCRETE	FOOTINGS FOR CARAVAN PARK TRANSPORTABLE	\$3,452.00
EFT4547	ALS LIBRARY SERVICES P/L	LIBRARY SUPPLIES	\$18.99
EFT4548	BUSSELTON BEARING SERVICES	SUNDRY REPAIRS	\$18.70
EFT4549	MPM DEVELOPMENT CONSULTANTS	MAINSTREET PROJECT	\$2,971.13
EFT4550	STAPLES AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$100.54
EFT4551	MINING AND CIVIL PLANT HIRE PTY LTD	EQUIPMENT HIRE - MOWEN ROAD	\$11,352.00
EFT4552	MANJIMUP FARM MACHINERY	SUNDRY MAINTENANCE	\$2,021.04
EFT4553	DRACOM SERVICES	FIREBREAK INSPECTIONS	\$1,420.00
EFT4554	DANIEL EDDY	RELOCATION EXPENSES	\$1,480.05
EFT4556	WESTERN STABILISERS	ROAD SUPPLIES	\$8,635.00
EFT4557	PICKLE & O	REFRESHMENTS	\$568.70
EFT4558	LIBRA ENTERPRISES (WA) PTY LTD	CARAVAN PARK MERCHANDISE	\$219.54
EFT4559	DOWN SOUTH AUTO ELECTRIX & AIR	AIR CONDITIONER REPAIRS	\$509.00
EFT4560	QUALITY PUBLISHING AUSTRALIA EX MAPCO	CARAVAN PARK SUPPLIES	\$179.49
EFT4562	BOC LIMITED	GAS SUPPLIES	\$162.49
EFT4563	BRIDGETOWN MEDICAL GROUP	STAFF MEDICAL	\$88.00
EFT4564	CJD EQUIPMENT PTY. LTD.	SUNDRY SUPPLIES	\$1,593.59
EFT4565	HOLCIM AUSTRALIA PTY LTD	ROAD SUPPLIES	\$2,308.08
EFT4566	WAYNE JOLLY	REIMBURSEMENT OF EXPENSES	\$178.00
EFT4567	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATER CARTAGE - MOWEN ROAD	\$12,765.50
EFT4568	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL PAYMENT - THIRD QUARTER PAYMENT	\$19,290.50
EFT4569	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$523.83
EFT4570	INSIGHT CCS PTY LTD	AFTER HOURS SERVICE	\$186.52
EFT4571	JASON SIGNMAKERS	SIGNAGE	\$188.10
EFT4572	K & C HARPER	BUILDING MAINTENANCE	\$244.75
EFT4573	METAL ARTWORK CREATIONS	STAFF BADGES	\$13.20
EFT4574	MUIRS MANJIMUP	VEHICLE SERVICE	\$1,544.62
EFT4575	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$6,366.25
EFT4576	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING SUPPLIES	\$1,554.54
EFT4577	NANNUP LIQUOR STORE	ICE	\$7.00
EFT4578	SW PRECISION PRINT	STATIONERY SUPPLIES	\$837.50
EFT4579	THE PAPER COMPANY OF AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$53.63
EFT4580	GT BRAKE & CLUTCH REPAIRS	SUNDRY SUPPLIES	\$211.20
EFT4581	RICOH BUSINESS CENTRE	PHOTOCOPY MAINTENANCE	\$51.70
EFT4582	SYNERGY	ELECTRICITY EXPENSES	\$1,940.30
EFT4583	SUGAR MOUNTAIN ELECTRICAL SERVICES	MOWEN ROAD WORKS	\$7,214.83
EFT4584	SOUTHWEST TYRE SERVICE	SUNDRY SUPPLIES	\$15,453.00
EFT4585	SHIRE OF MANJIMUP	IT CONSULTANCY	\$675.00
EFT4586	SCOTTIES EXCAVATIONS	HIRE OF EQUIPMENT - MOWEN ROAD	\$21,736.00
EFT4587	B.J. & F.H. TOMAS	CONSTRUCT CARLOTTA FIRE SHED	\$36,500.00
EFT4588	TRACIE BISHOP	REIMBURSEMENT OF EXPENSES	\$83.60
EFT4589	WARREN BLACKWOOD WASTE	BIN PICKUPS	\$6,818.23
EFT4590	WORTHY CONTRACTING	WATER CARTAGE - MOWEN ROAD	\$15,873.00
EFT4591	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$16,536.19
EFT4592	DEAN GUJA	ENVIRONMENTAL HEALTH WORK AND TRAVEL	\$4,500.00
EFT4593	ESPLANADE HOTEL FREMANTLE	ACCOMODATION	\$229.00
EFT4594	AUSTRALIA POST	RENTAL EXPENSE	\$99.00
EFT4595	B & B STREET SWEEPING PTY LTD	HIRE OF JETTER (CLEAN PIPES AT MOWEN ROAD)	\$1,485.00
EFT4596	LEAWAY INVESTMENTS PTY LTD	MOWEN ROAD MATERIAL TESTING	\$1,729.75
EFT4597	NANNUP SKIP BINS	SKIP BIN SERVICE	\$350.00
EFT4598	SOUTHERN SKIRMISH OUTDOOR LASER TAG	CONDUCT GAMES OF LASER TAG FAMILY FUN DAY	\$650.00
EFT4599	GUMNUTS GALORE	GRATUITIES	\$9.95
EFT4600	MANJIMUP BOUNCY CASTLES	HIRE OF EQUIPMENT - FAMILY FUN DAY	\$1,950.00
EFT4601	IMINI HOLDINGS PTY LTD	TOILET HIRE	\$2,167.00
EFT4602	P & F MARTIN	SUPPLY AND FIT BATTERIES CARLOTTA VFBF	\$471.74
EFT4603	ARBOR GUY	TREE LOPPING	\$19,800.00
EFT4604	SETTLERS ROOFING AND GRADING	WATER CARTING - MOWEN ROAD	\$14,036.00

SHIRE OF NANNUP			
ACCOUNTS FOR PAYMENT - MARCH 2013			
Chq/EFT	Name	Description	Amount
EFT4605	PM TREASURE - EARTHMOVING CONTRACTOR	GRADER HIRE - MOWEN ROAD	\$25,190.00
EFT4606	PETER TILLEY	WATER CARTAGE - MOWEN ROAD	\$14,036.00
EFT4607	MYERS EQUESTRIAN AND AGRICULTURAL SERVICES	DIG MAINS TRENCH OLD CARAVAN PARK,	\$510.00
EFT4608	MADER RICKARD CIVIL PTY LTD	MACHINERY HIRE - MOWEN ROAD	\$102,245.00
EFT4609	DAVMECH	SERVICE VEHICLES- MOWEN ROAD	\$4,691.52
EFT4610	VIC SMITH	REIMBURSEMENT OF EXPENSES	\$580.58
EFT4611	LOUISE'S KITCHEN	FOOD AND REFRESHMENTS FEB FIRES 2013	\$528.70
EFT4612	GAS-IT PIPE CONTRACTING	PROVISION OF ROAD TRAFFIC MGMT VASSE HWY	\$41,510.70
EFT4613	MAMMOTH EQUIPMENT & EXHAUSTS	SUNDRY SUPPLIES	\$990.00
EFT4614	MINING AND CIVIL PLANT HIRE PTY LTD	GRADER HIRE - MOWEN ROAD	\$12,606.00
EFT4615	CAPE TO CAPE EXPLORER TOURS	JANE SCOTT'S GUIDE TO THE CAPE TO CAPE	\$25.00
EFT4616	BUSSELTON TEE-BALL ASSOCIATION INC.	KIDSPORT VOUCHERS 13 PLAYERS @ \$25 EACH	\$325.00
EFT4617	VIVID IMAGIN8ION	YOUTH WORKSHOP WITH MEDICINE FOR THE PEOPLE	\$200.00
EFT4618	JOHNSON'S FOODSERVICE	ICECREAMS FOR THE CARAVAN PARK	\$451.10
EFT4619	ARGOS FIRE SAFETY PTY LTD	FIRE TRUCKS AND SHED LEVEL 2 FIRE EQUIPMENT SERVICE	\$1,218.91
EFT4620	MURDOCH UNIVERSITY	DEVELOPMENT OF BUSINESS PLAN - (WAEMI) 50%	\$13,750.00
EFT4621	TYREPOWER MANJIMUP	TWO TYRES NISSAN NAVARA	\$1,536.00
EFT4622	KAW PHOTOGRAPHY	SUPPLY OF PHOTOS FOR COMMUNITY STRATEGIC PLAN	\$582.40
EFT4623	SUREKLEEN PRODUCTS	CLEANING PRODUCTS	\$211.20
EFT4624	AMD CHARTERED ACCOUNTANTS	PREP & ATTENDANCE TO AUDIT COMMITTEE MEETING	\$638.00
EFT4625	ACTION KERBING	MOWEN ROAD KERBING	\$9,456.92
EFT4626	BUSSELTON PEST & WEED CONTROL	WHITE ANT INSPECTION AND TREATMENT	\$825.00
EFT4627	D & J COMMUNICATIONS	RADIO MAINTENANCE	\$2,384.80
EFT4628	COATES HIRE	HIRE OF MACHINERY	\$22,740.84
EFT4629	CHAMP PTY LTD (COMSOFT)	LMSI SUBSCRIPTION	\$1,138.50
EFT4630	CJD EQUIPMENT PTY. LTD.	SUNDRY SUPPLIES	\$1,215.78
EFT4631	HOLCIM AUSTRALIA PTY LTD	STABILIZE SAND	\$9,695.40
EFT4632	GEOGRAPHE SAWS & MOWERS	SUNDRY SUPPLIES	\$115.00
EFT4633	CAPEL CRANE HIRE PTY LTD	CRANE & DOGMAN HIRE - MOBILE HOME INSTALATION	\$1,328.80
EFT4634	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATER CARTAGE - MOWEN ROAD	\$12,826.00
EFT4635	GEOFABRICS AUSTRALASIA PTY LTD	SUNDRY SUPPLIES	\$3,465.00
EFT4636	GUMPTION PTY LTD	DEPOSIT FOR COMMUNITY STRATEGIC PLAN (50%)	\$2,600.00
EFT4637	HOBSONS CARPET COURT	SES BUILDING.FLOORING	\$4,800.00
EFT4638	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$165.48
EFT4639	JASON SIGNSMAKERS	SIGNAGE - CARAVAN PARK	\$724.46
EFT4640	K & C HARPER	BALINGUP ROAD CARAVAN PARK MAINTENANCE	\$3,563.45
EFT4641	MALATESTA ROAD PAVING	SEAL MOWEN ROAD INTERSECTION	\$27,109.50
EFT4642	METAL ARTWORK CREATIONS	WHITE ALUMINIUM STAFF BADGES	\$24.75
EFT4643	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$4,288.00
EFT4644	NANNUP COMMUNITY RESOURCE CENTRE	SUPPORT RELOC.SERVICES FROM LOT 31 WARREN RD,	\$1,862.45
EFT4645	NANNUP LIQUOR STORE	REFRESHMENTS	\$288.90
EFT4646	PRESTIGE PRODUCTS	CLEANING PRODUCTS	\$1,342.00
EFT4647	PROTECTOR ALSAFE	PROTECTIVE CLOTHING	\$633.16
EFT4648	ROD'S AUTO ELECTRICS	BATTERY SUPPLIES	\$310.00
EFT4649	RICOH BUSINESS CENTRE	PHOTOCOPIER BILLING JOB	\$729.53
EFT4650	SOUTH WEST FIRE	SUNDRY SUPPLIES	\$1,839.15
EFT4651	SYNERGY	ELECTRICITY EXPENSES	\$2,454.60
EFT4652	SUGAR MOUNTAIN ELECTRICAL SERVICES	DRAINING ROOM FIT OUT FOR SES BUILDING	\$11,651.94
EFT4653	SOUTHWEST TYRE SERVICE	TRUCK TYRES FITTED AND BALANCED	\$3,090.00
EFT4654	SCOTTIES EXCAVATIONS	MACHINERY HIRE - MOWEN ROAD	\$34,100.00
EFT4655	LOUISE STOKES	REIMBURSEMENT OF EXPENSES	\$385.00
EFT4656	WML CONSULTANTS	MOWEN RD PROJECT MGMT- PROFESSIONAL FEE	\$1,289.75
EFT4657	WARREN BLACKWOOD WASTE	BIN PICKUPS	\$6,104.23
EFT4658	WORTHY CONTRACTING	WATER CARTAGE - MOWEN ROAD	\$52,030.00
EFT4660	NANNUP SURVEYS	SURVEYING SERVICES - MOWEN ROAD	\$12,892.00
EFT4661	DATA #3 LIMITED	SYMANTEC BACKUP EXEC	\$740.28
EFT4662	BUSSELTON MULTI SERVICE	CEMETERY PLAQUE	\$385.00
EFT4663	BUSSELTON ICE SUPPLY	35 BAGS OF ICE - CARAVAN PARK SUPPLIES	\$110.00
EFT4664	COCA-COLA AMATIL (AUST) PTY LTD	SOFTDRINK FOR THE CARAVAN PARK SALES	\$522.50
EFT4665	DEPARTMENT OF AGRICULTURE & FOOD WA	QUARANTINE INSPECTION - PLANTS	\$45.75
EFT4666	D & J COMMUNICATIONS	RADIO MAINTENANCE	\$1,805.10
EFT4667	STATE LIBRARY OF WESTERN AUSTRALIA	RECOVERIES OF LOST AND DAMAGED BOOKS	\$2.20
EFT4668	MALATESTA ROAD PAVING	PREMIX AS REQUESTED BY SHIRE OF MANJIMUP	\$24,220.00
EFT4669	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING SUPPLIES	\$163.80
EFT4670	SYNERGY	ELECTRICITY EXPENSES	\$705.40
EFT4671	EVELYN PATMAN	VEHICLE REIMBURSEMENT EXPENSES	\$429.81
EFT4672	JP REPAIRS	TRAILER TYRES	\$880.00
EFT4673	ROBERT LONGMORE	RECOUP OF EXPENSES	\$160.00
EFT4674	BUSSELTON PSI PTY LTD	RATES DEBT COLLECTION	\$152.33
EFT4675	STAPLES AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$93.72
EFT4676	NAS SECURITY	REPLACED BATTERY	\$176.00
EFT4677	HAMISH WATKINS	REIMBURSEMENT OF EXPENSES	\$553.30

SHIRE OF NANNUP			
ACCOUNTS FOR PAYMENT -MARCH 2013			
Chq/EFT	Name	Description	Amount
EFT4678	SOUTH WEST INSTITUTE OF TECHNOLOGY	CERTIFICATE IV IN BUSINESS ADMIN	\$626.00
		Total Municipal EFT Payments	\$927,657.35
19097	TREVOR WHITE	RATES REFUND	\$129.15
19098	BLACKWOOD RIVER PHYTOPHARM	AUSTRALIA DAY SUPPLIES	\$31.82
19099	SENSIS PTY LTD	YELLOW DIRECTORY ADVERTISING CHARGES	\$112.05
19100	THE FURNITURE SPOT	CARAVAN PARK MANAGERS FURNITURE	\$1,268.00
19101	WESLEY SEWARD	FLAGS FOR QUIT FOREST RALLY	\$134.95
19103	TELSTRA	SES PHONE BILL	\$195.51
19104	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$1,462.72
19105	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$642.16
19106	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$456.52
19107	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	\$345.80
19108	CHALLENGER	SUPERANNUATION CONTRIBUTIONS	\$216.70
19109	GENERATIONS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$314.28
19110	AUSTRALIAN ETHICAL SUPERANNUATION PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$328.01
19111	BENTLEY IMPORTS PTY LTD	POWER PLANT DIESEL LIGHTING TOWER	\$18,150.00
19112	SOUTH WEST ISUZU	REAR HUB SEALS ON FVZ WATER TRUCK	\$312.48
19113	GRUB HUB	JANUARY 2013 FUEL ACCOUNT	\$893.90
19114	THE FURNITURE SPOT	CARAVAN PARK MANAGERS FURNITURE	\$1,100.00
19115	STEPHANIE CAMARRI	REIMBURSEMENT OF EXPENSES	\$2,060.32
19116	CONFERENCE DESIGN PTY LTD	CONFERENCE IN MAY 2013	\$1,275.00
19117	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$275.50
19118	TELSTRA	PHONE BILL	\$0.40
19119	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$21.50
19120	AUSTRALIA POST	RENEWAL POST OFFICE BOX SERVICE 2013	\$237.00
19121	LIONS CLUB OF NANNUP	CATERING FEE FOR FAMILY FUN DAY-23/01/2013	\$400.00
19122	SHIRE OF NANNUP	REGISTRATION OF VEHICLE	\$3,358.45
		Total Municipal Cheque Payments	\$33,722.22
99368	SG FLEET AUSTRALIA P/L	CESM VEHICLE LEASE FEE	\$408.57
99369	RMS SOFTWARE AUST P/L ** DIRECT CREDIT***	CARAVAN PARK SOFTWARE PAYMENT	\$82.50
99370	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 PAYMENT	\$1,672.98
99371	BP AUSTRALIA	FEB 13 FUEL EXPENSES	\$1,721.39
99372	CALTEX AUSTRALIA	FEB 13 FUEL EXPENSES	\$50,187.77
99373	TELSTRA	TELEPHONE EXPENSES	\$1,919.80
99374	WESTNET	INTERNET EXPENSES	\$192.63
		Total Municipal Direct Debit Payments	\$56,185.64
		TOTAL MUNICIPAL PAYMENTS FOR PERIOD	\$1,017,565.21
		TOTAL TRUST PAYMENTS FOR PERIOD	\$0.00
		TOTAL PAYMENTS FOR PERIOD:	\$1,017,565.21