



Shire of
Nannup
rest • connect • grow

Agenda

Council Meeting to be held
on Thursday 23 May 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**
4. **PUBLIC QUESTION TIME**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
7. **DECLARATIONS OF INTEREST**

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

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

8. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 18 April 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**

Agenda No.	Description	Page No.
------------	-------------	----------

COMMUNITY & DEVELOPMENT SERVICES

11.1	Local Planning Policy No. 20 – Developer and Subdivider	3
------	---	---

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

11.2	Contributions: Submitted for adoption Conservation subdivision, Lot 701 Gold Gully Road, East Nannup	11
11.3	Recreation Centre Upgrade	15
11.4	Caravan Park Development Plan	20
11.5	Regional Bicycle Network Local Government Grants Funding 2013/14	23
11.6	Lotterywest Funding Application- Community Storage Sheds	25
11.7	Adoption of the Shire of Nannup Community Plan 2013-2023	27

FINANCE & ADMINISTRATION

11.8	Asset Management Strategy	32
11.9	Memorandum of Understanding – Nannup Bowling Club	34
11.10	Review of Delegations	36
11.11	Proposed 2013/14 Fees and Charges	39
11.12	Budget Review – April 2013	42
11.13	Month Accounts for Payment, April 2013	45

CONFIDENTIAL ITEMS

None

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

- (a) OFFICERS
- (b) ELECTED MEMBERS

**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:	Local Planning Policy No. 20 – Developer and Subdivider Contributions: Submitted for adoption
LOCATION/ADDRESS:	Applies throughout the municipality
NAME OF APPLICANT:	Shire
FILE REFERENCE:	ADM 9
AUTHOR:	Steve Thompson, Consultant Planner
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995)
DATE OF REPORT	13 May 2013

- Attachments 1. Revised Local Planning Policy No. 20 Developer and Subdivider Contributions (LPP 020)
2. Submissions

BACKGROUND:

This report sets out the public consultation outcomes and seeks Council's final adoption of *Local Planning Policy No. 20 Developer and Subdivider Contributions*. The recommended adopted version of the policy is set out in Attachment 1 and incorporates minor amendments from the version that was publicly advertised. Recommended amendments are outlined in "highlight" or "strikeout".

By way of background, the Council at its meeting on 28 February 2013 resolved the following at resolution number 8909:

"That Council:

- 1. Support the public release of draft Local Planning Policy 20 – Developer and Subdivider Contributions, outlined in Attachment 1, and require the draft policy to be publicly advertised in accordance with the requirements set out in the Shire of Nannup Local Planning Scheme No. 3 for a period of six (6) weeks.*
- 2. Will reconsider draft Local Planning Policy 20 – Developer and Subdivider Contributions following the close of the public submission period and will determine whether or not to adopt the policy with or without modifications."*

In accordance with the Council resolution, the Shire administration consulted extensively for a 6 week period through writing to and inviting comments from relevant stakeholders and government agencies, placing public notices in local papers on multiple occasions, placing details on the Shire website and having information available at the Shire office.

The Shire received five submissions on the draft policy, all from State Government agencies, and these are provided in Attachment 2. No submission objected to the draft policy.

COMMENT:

1. Overview

It is suggested that the Council is now in a position to finally adopt *Local Planning Policy No. 20 – Developer and Subdivider Contributions*. It is recommended that Council adopts the version as set out in Attachment 1 which is slightly amended from the advertised version. The modifications were made by the Shire administration to increase clarity.

Considering the extensive consultation that occurred on the draft policy, which resulted in five submissions (and no submission objecting), it can only be assumed that there is no objection to the policy.

2. Why the policy is required

While noting the above, there is a need to carefully consider the implications of the policy relating to developer/subdivider contributions. This includes the Council's approach to promoting appropriate subdivision/development, its limited budget, considering whether the community or the developer meets the cost of providing/upgrading infrastructure (e.g. roads, paths etc.) and rising expectations (especially from newer members of the community) that infrastructure in regional areas should increasingly be similar to that experienced in metropolitan areas.

The reasons for the development of the policy include:

- there is no current Council policy on developer/subdivider contributions;
- ensuring Council's financial sustainability is not compromised;
- seeking to address, in part, cost-shifting from the Commonwealth and State Government;
- rising community and stakeholder expectations;
- "user-pay" and equity considerations; and
- changing development/subdivision context.

The sections below will expand on the above points.

There are on-going issues of "cost shifting" for this Shire and other local governments with increased responsibilities and costs being passed from the Commonwealth and State Governments to local government. Typically, where Commonwealth and State Government funding is provided, it does not address on-going operational funding to meet the costs of providing the service and/or address depreciation and associated costs of maintaining or replacing the infrastructure, service or facility.

This Council, like most other local government authorities, faces considerable challenges to meet the demands placed on it from the community, government agencies and other stakeholders. Critically, community/stakeholder expectations typically rise (for instance in the expected standard of roads, playgrounds and other facilities etc.). Additionally, there is also increasing pressure from the local community and others for the Shire to provide "non-traditional" services and facilities often without sustainable funding for the "life" of the service/facility. Further, there are rising environmental standards and "best practice" which all lead to increased costs for the provision and/or maintenance of infrastructure, services and facilities with the costs needed to be appropriately met by suitable sources.

There are various "user-pay" and equity considerations regarding who pays the cost of providing or improving the infrastructure, services and facilities. It is suggested that developers/subdividers that benefit from their proposal being implemented (including increased land values) and who create off-site impacts/demands should also be required to meet or contribute to the impacts/demands arising from their proposal. Such an approach adopts "user-pay" principles and assists to reduce the burden placed on the Council to provide infrastructure, services and facilities for an anticipated growing population. User-pay principles, including policies and schemes for developer/subdivider contributions, are well-established as a means of funding infrastructure, services and facilities throughout Australia. They are also consistent with State Planning Policy 3.6.

Adopting appropriate user-pay principles for developer/subdivider contributions is considered preferable to the alternative approach of the local community effectively subsidising the developer/subdivider and/or receiving substandard infrastructure, services and facilities. This could occur, for instance, if the Council meets the cost of providing the service and the provision and/or upgrading of infrastructure/facilities, which arguably should be the responsibility of the developer/subdivider. It is suggested that the local community should not be adversely impacted as a result of new development/subdivision. Further, it is considered reasonable to expect developers/subdividers to meet or contribute towards the cost and/or provision of required infrastructure, services and facilities arising from their proposal's impacts/demands.

There are various development/subdivision proposals that are being formulated in the municipality, which if implemented, would result in increasing impacts/demands on existing Council infrastructure, services and facilities and the associated provision and/or upgrading of Council's infrastructure, services and facilities.

It is suggested that unless appropriate developer/subdivider contributions are sought, the Council will become less financially sustainable over the longer-term and the local community will be adversely impacted (through either subsidising the development/subdivision or through having sub-standard infrastructure, services and facilities). Additionally, it will place increased pressure to appropriately maintain existing infrastructure, services and facilities let alone deal with the issues of increased development, subdivision, population, and impacts on infrastructure, services and

facilities etc. Accordingly, it is suggested that contributions from developers/subdividers will become increasingly important in this municipality.

3. Balancing certainty and flexibility

A key challenge with the policy is balancing certainty and flexibility, given such factors as:

- the municipality is varied in terms of its geography;
- the availability and standard of infrastructure, services and facilities etc.; and
- there are considerable variations in development/subdivision circumstances including the nature of the proposal, location, and potential for additional development/subdivision in the area.

An example of the challenges is outlined below. In an urban area, such as Perth or a major regional centre, the location of new development and likely densities/numbers can be relatively accurately determined. This is not as straight forward in non-urban areas where the location of more intensive development (such as tourist development, rural industries etc.) is more "footloose" and it is more difficult to predict development and timing. Accordingly, the lower level of density, lower level of development, larger distances and nexus considerations also represent challenges in non-urban areas and a different methodology or methodologies are suggested.

As a result, this makes developing a "uniform" policy that adequately addresses all circumstances and proposals problematic. Further, a uniform policy does not address the legal requirement for Council to consider each proposal on its merits and consider the potential off-site impacts/demands of the development/subdivision.

Based on the above, it is suggested that the most pragmatic approach is for a contributions policy to set out the particular issues that Council will take into consideration in assessing proposals on a case by case basis. This will ensure that anticipated impacts/demands on infrastructure, services and facilities are appropriately assessed. Accordingly, this reflects the need for the policy to outline principles/process and associated flexibility as opposed to addressing specifics (such as the actual standard or financial contribution) in order that the policy can be effectively implemented.

The policy does not include actual developer/subdivider contribution costs (given that they can change quickly and there would be a need to readvertise the policy), however certain costs could, in future, be identified in Council's Budget through its Fees & Charges Schedule. Further, most contribution amounts will require an individual assessment to ensure that contributions meet the required legal tests.

The policy, if adopted, seeks a consistent approach (subject to relevant factors being equal related to the proposal, its location, current servicing levels etc.) and equity in the manner in which contributions are required.

4. Key features of the policy

The policy proposes that many development applications (single house, sheds/outbuildings for domestic use etc.) will not require contributions unless there is a unique issue to address (for example, the site does not have access to a public constructed road). Development applications that are likely to require an appropriate contribution, to address off-site impacts/demands, include tourist development or an extractive industry located on an unsealed road.

Applications for boundary adjustments (where no additional titles are created) or amalgamations are typically not proposed to be subject to off-site contributions (unless the site does not have access to a constructed public road). Subdivision applications will be assessed on their merits including considering the number of additional lots being proposed, the location of the subdivision, existing infrastructure, services, and facilities, anticipated impacts/demands of the subdivision/associated development (including determining the existing volume of traffic compared to the anticipated increase etc.).

The policy focuses on "hard" infrastructure (roads, drainage, the provision of required land for public open space etc.) rather than "soft" infrastructure such as community and recreation facilities. It is highlighted that seeking appropriate developer contributions for hard infrastructure is consistent with established WAPC practice and policy.

Should the Council also seek to include soft infrastructure in the policy, it is highlighted that the Council will need to commit to funding and/or developing:

- a Community Infrastructure Plan (in accordance with *State Planning Policy 3.6*);
- a Capital Expenditure Plan;
- cost apportionment methodology; and
- an amendment to the *Shire of Nannup Local Planning Scheme No. 3*.

All of these matters will take considerable time and funding to address. Given the above, the policy focuses on hard infrastructure.

5. Developer/subdivider perspectives

Developers/subdividers generally seek a consistent application of policy, do not want large costs imposed that were not anticipated at the time of acquiring the property (they seek as much certainty as possible), and typically view costs (including developer/subdivider contributions) on their impact on profit (for instance, the average cost per lot/unit including contributions compared to the likely financial return). Arguably, developers/subdividers may be more willing to accept the contribution if it results in a better standard of development/subdivision, assists to increase marketability through improved infrastructure, services or facilities, or which leads to increased value of the site etc.

Subject to the proposed developer/subdivider contribution being equitable for any proposal, it is suggested that the policy will not create overall impact on the viability for most developments/subdivisions proceeding in this municipality. Undoubtedly, there will

be some developers/subdividers who consider the policy will make their project unviable. Some of these proposals may be in relatively isolated areas with either non-existent or sub-standard infrastructure, services and facilities, where substantial development/subdivision may be inappropriate for various reasons, including creating unsustainable demands on infrastructure, services and facilities.

Where developers/subdividers consider the policy will make their project unviable, the Council will need to consider the merits of the development/subdivision proposal, the reasons put forward by the proponent as to why the contribution should not apply, anticipated impacts/demands of the proposal, and weigh-up on-going Council financial sustainability and equity considerations.

No submissions were received from the development industry or the business sector on the draft policy. Beyond the widespread advertised consultation, 20 groups, businesses and individuals were contacted directly for comment.

6. Legal tests of planning conditions

Planning conditions which are imposed as a result of implementing Council's Local Planning Scheme and/or Council's Local Planning Policies, including the Developer and Subdivider Contributions Policy, are required to meet key legal tests of validity. In summary, a planning condition must:

- be imposed for a proper planning purpose (including matters set out in the *Planning and Development Act 2005* and Council's Local Planning Scheme) and whether the condition, in the particular circumstances of the case, fulfils the proper planning purpose;
- reasonably relate to the subject matter of the planning approval – the condition must have a “nexus” with the development/subdivision;
- be reasonable – including what the developer/subdivider is expected to realise from the development/subdivision and also consideration of public and private interests, the allocation of scarce resources, and the availability of infrastructure and services; and
- be final, precise, certain and enforceable.

7. Next steps

The draft policy was publicly advertised for community and stakeholder comment and no issues or objections have been raised. It is now suggested that the Council finally adopts the updated policy set out in Attachment 1. This will provide increased guidance to Council and the Shire administration in assessing development applications, providing recommendations to the WAPC on subdivision applications and determining scheme amendment and structure plan requests.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and *Shire of Nannup Local Planning Scheme No. 3* (LPS3). Section 2.4 of LPS3 provides the ability to prepare, amend or rescind a Planning Policy.

POLICY IMPLICATIONS:

Local Planning Policies are non-statutory documents which provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy but is required to have regard to the policy in determining planning applications.

FINANCIAL IMPLICATIONS:

Unless appropriate developer/subdivider contributions are sought, the Council will become less financially sustainable and it will place increased pressure to appropriately maintain existing levels of infrastructure, services and facilities (let alone deal with the issues of increased development, subdivision, population, impacts/demands on infrastructure, services and facilities etc.). It is therefore suggested that contributions from developers/subdividers will become increasingly important in this municipality.

Should the Council not support a more comprehensive developer/subdivider contributions policy, it weakens the Shire administration being able to successfully negotiate appropriate outcomes of behalf of the local community. In-turn, not obtaining appropriate developer/subdivider contributions is expected to result in:

- sub-standard services, infrastructure and facilities that may also present increased safety issues;
- pressure for Council to meet associated costs which may be unbudgeted and do not feature in Council's Strategic Plan or Council's Plan for the Future;
- funding impacts on other Shire operational matters (which could impact the Shire undertaking its statutory requirements);
- leading to Council being less financially sustainable; and
- equity issues for the local community.

There were costs to the Shire in advertising the policy.

STRATEGIC IMPLICATIONS:

The policy, if adopted will assist:

- the decision-making of the Council, the Shire administration and other stakeholders;
- to promote Council financial sustainability;
- to inform developers/subdividers as to where contributions are required; and

- to raise community and stakeholder awareness regarding the funding of infrastructure, services and facilities.

Adoption of the policy is anticipated to result in wide ranging economic and community/social implications and some of these are outlined in this report and in the attached policy.

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

That Council:

1. Adopt *Local Planning Policy 20 – Developer and Subdivider Contributions* as set out in Attachment 1.
2. Advise submitters of the above and thank them for their input into the process.
3. Advise the Western Australian Planning Commission regarding the above.

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

AGENDA NUMBER:	11.2
SUBJECT:	Conservation subdivision
LOCATION/ADDRESS:	Lot 701 Gold Gully Road, East Nannup
NAME OF APPLICANT:	Halsall & Associates
FILE REFERENCE:	TPL 9: 147858
AUTHOR:	Steve Thompson, Consultant Planner
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995)
DATE OF REPORT	13 May 2013

- Attachment 1. Location plan
2. Subdivision plan
3. Extract of documentation from applicant

BACKGROUND:

The Western Australian Planning Commission (WAPC) has referred subdivision application No. 147858 to the Shire for comment. The reason the Council is considering this application is that a rural “conservation” lot is proposed. While conservation lots can be approved in rural areas through WAPC policy, there have been limited conservation lots proposed and created in the Shire of Nannup.

The site has an area of 101.55 hectares, contains approximately 38 hectares of remnant vegetation and contains a tree plantation (intended to be harvested in the next 2 years). The site is zoned “Priority Agriculture 2” in the *Shire of Nannup Local Planning Scheme No. 3* and is within Rural Planning Precinct NR2 of the *Local Planning Strategy (2007)*. The *Local Planning Strategy* does not set out guidance relating to conservation lots.

The application is to create a lot of 80.12 hectares for agricultural/rural use (Lot 101) and create a conservation lot of 21.43 hectares (Lot 102). The applicant proposes to place 38.2 hectares of remnant vegetation in a conservation covenant in favour of the Department of Environment and Conservation.

The site’s location is outlined in Attachment 1. The subdivision plan is set out in Attachment 2 while an extract of the documentation provided by the applicant is outlined in Attachment 3. Attachment 3 provides background information which is not elaborated on in this report.

COMMENT:

The application to create the conservation lot is conditionally supported given it will protect the remnant vegetation in perpetuity through the conservation covenant and will retain a large agricultural/rural holding of 80 hectares. Lot 102, if approved and created, will be freehold land and a dwelling and shed can be developed in the building envelope.

It is suggested that the application complies with the spirit and intent of WAPC *Development Control Policy 3.4 Subdivision of Rural Land* (summarised in "Statutory Environment") relating to conservation of biodiversity and natural heritage.

The key issues with the application include:

- managing fire risk, given that the site has an extreme bush fire risk. A fire management plan has been prepared by an experienced practitioner which is available to Councillors on request. It is recommended that a subdivision condition be included to ensure the fire management plan is to the satisfaction of the Shire and the Department of Fire and Emergency Services and the plan appropriately implemented prior to the creation of titles. To assist in reducing bush fire risk, a building envelope is proposed for the conservation lot;
- upgrading of Gold Gully Road – the subdivision and associated development will increase traffic volumes and it is suggested that a subdivision condition be requested to appropriately upgrade the road as a result of the subdivision at no cost to the council; and
- the size of the conservation lot of 21.43 hectares and implications for assessing future applications. While WAPC policy allows for the creation of conservation lots, it is suggested that the review of the Local Planning Strategy (2007) should provide greater guidance for conservation lots in the municipality and the "balance" agricultural/rural lot. This includes guidance on lot size, given that the Shire has considerably more remnant vegetation in percentage terms than most other municipalities in Western Australia. While noting the above, until either the Local Planning Strategy is updated or there is a WAPC policy change, it is suggested that no conservation lot in rural areas should be smaller than 20 hectares.

STATUTORY ENVIRONMENT:

Planning and Development Act and the Shire of Nannup Local Planning Scheme No. 3.

The following is an extract from WAPC *Development Control Policy 3.4 Subdivision of Rural Land*:

"4.8 Conservation of biodiversity and natural heritage

Conservation lots may be created to preserve significant environmental features and remnant vegetation provided that:

- a) The vegetation has been identified and agreed as worthy of protection in an approved strategy, catchment plan, or a specific assessment carried out by an appropriate expert on behalf of the subdivider in accordance with the principles for clearing native vegetation contained in schedule 5 of the *Environmental Protection Act 1986* (appendix 4).

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

- b) The Department of Environment and Conservation, National Trust of Australia (WA) or another relevant agency has provided advice endorsing the suitability of the lot for the intended purpose of retaining environmental values including the adequacy of the area if it is less than 40 ha, and has provided in-principle agreement to administer the necessary conservation covenant.
- c) Generally at least 85 per cent of the area of the conservation lot has high environmental values or is covered by native or regenerated vegetation and/or wetland.
- d) The proposed conservation lot has an appropriate shape having regard for the native vegetation, natural features, bush fire management, farm management and existing or proposed structures.
- e) A conservation covenant in perpetuity with the Department of Environment and Conservation, the National Trust of Australia (WA) or an alternative authority acceptable to the WAPC is registered on the certificate of title and that covenant includes provisions that:
 - (i) prohibit further clearing (other than for necessary land management requirements);
 - (ii) clearly delineate a building envelope and/or building exclusion area also shown on the subdivision plan; and
 - (iii) prohibit stocking outside any existing cleared area.”

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

That Council advise the Western Australian Planning Commission that it supports the proposed subdivision of Lot 701 Gold Gully Road, East Nannup (WAPC reference 147858) and requests the following standard conditions:

No.	Code	Condition
1	B8	Prior to commencement of subdivisional works, a detailed plan identifying building envelope(s) on proposed Lot 102 on the approved plan of subdivision is to be prepared in consultation with the local government to ensure the appropriate siting of development, to the satisfaction of the Western Australian Planning Commission. (Local Government)

Shire of Nannup
Ordinary Council Meeting Agenda: May 2013

2	EN10	A restrictive covenant, to the benefit of the Department of Environment and Conservation, pursuant to Section 129BA of the <i>Transfer of Land Act 1893</i> is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a restriction on the use of the land to protect areas identified for conservation. Notice of this restriction is to be included on the diagram or plan of survey (deposited plan). (Department of Environment and Conservation)
3	EN11	A restrictive covenant, to the benefit of the local government, pursuant to section 129BA of the <i>Transfer of Land Act 1893</i> is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a restriction on the use of the land. Notice of this restriction is to be included on the diagram or plan of survey (deposited plan). The restrictive covenant is to state as follows: <i>"No development is to take place outside the defined building envelope(s), unless otherwise approved by the local government."</i> (Local Government)
4	F2	A fire management plan being prepared, approved and relevant provisions implemented during subdivisional works, in accordance with the WAPC's <i>Guideline Planning for Bushfire Protection Edition 2, May 2010 (in particular Appendix 3)</i> to the specifications of the local government and/or the Fire and Emergency Services Authority. (Fire and Emergency Services Authority) OR (Local Government)
5	T5	Satisfactory arrangements being made with the local government for the proponent to pay for the partial upgrading of Gold Gully Road. (Local Government)

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

AGENDA NUMBER:	11.3
SUBJECT:	Recreation Centre Upgrade
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	REC 2a
AUTHOR:	Louise Stokes- Community Development Officer
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	28 April 2013

- Attachments
1. Public comments
 2. Plans of the Recreation
 3. QS estimate

BACKGROUND

At the February 2013 meeting, it was resolved:

That Council receive the revised plans for the Recreation Centre and advertise the plans for a period of thirty days for public consultation once the revised Quantity Estimates are received.

The Recreation Centre plans and Quantity Estimates (attachment 3), were advertised for public comment at the Nannup Eziway noticeboard and at the Shire offices. Notification was promoted on the Shire website, in the Shire Notes in the Telegraph, in the email newsletter and on posters around town. A comments book was held on the front desk and information on the plan at Eziway invited comment via email to the Shire.

COMMENT

Two comments were received during the public consultation period and are included as attachment 1. A response has been received from the Architect Edwin Bollig and a summary of the main points includes:

Comments from C. Brown:

Kitchen

The kitchen is located too far from main recreation hall for event catering; the suggestion is to rotate the layout so that kitchen is closer to the hall and for ease of transporting goods.

Response from Architect:

The kitchen as proposed to be a part of the new building is not very far from the Hall and in fact is relatively short compared to many hotel function facilities. We have no problem with rotating the building anti clock wise but if you recall the sports clubs wanted a strong visual relationship to the oval. The placement of the toilets to the darts area would place toilets at the main entry point to the facility which in our opinion would be detrimental to the project as a whole. Possibly placing the toilets into the youth facility and adjacent to the new change rooms and then the kitchen where the toilets are as with the kiosk but the kiosk ends up very hidden in the depths of the development and away from the action which is not encouraging for sales.

Toilets

As the existing toilets are absent in the new plans, will users of the recreation centre (eg basketball, badminton players, etc) be required to use the toilets in the change room areas? If so, then access to toilets from the existing hall is not very user friendly (...through general purpose room, along corridor, through change room...) Or would patrons be required to use the toilets in the new wing? This would require users of the hall to be issued with 2 sets of keys - both buildings?

Response from Architect:

This is a management issue and we cannot comment other than to say that sports users would use the change rooms and others/visitors/spectators we would envisage would use the new WC's as these were meant to be flexible and reciprocal uses. For smaller groups of visitors the two disabled WC's could be used.

Disabled toilets

These toilets are marked in the green section of the amended rec centre, however there is also a room marked "DIS. WC". Are there 2 sets of toilets for disabled or is this an error? There are no disabled toilets drawn in the new wing. Will disabled patrons using the "function room" be required to access disabled toilets in the main building? (This does not seem appropriate/fair). If this is the case, then why allocate space in the new wing to able bodied patrons when they too could use toilets in the main building?

Response from Architect:

There are two disabled WC's because one is the old one and one is new and code compliant which is a statutory requirement. *This response from the architect does not answer part of the question and further clarification will be sought from the Architect.*

Store Rooms

The 3 storage rooms could be interconnected by large doors (unless the storage areas are likely to be used for individual storage for groups).

Response from Architect:

This is management issue as any subdivision is easily retrofitted.

General Purpose Room

The use of this room is questioned and is a dead zone with no specified use. It would be better utilised if the doors to these 2 rooms were accessed from the passage leading to the change rooms so this area can be developed into either a larger servery area or storage.

Response from Architect:

We agree this space is wasted but it was a request from council to refer to this space accordingly. If budgets were greater we would suggest redesigning this area.

Office

What will the office in the green section be used for? I believe this area would be better utilised being retained as toilets for patrons using the existing hall.

Response from Architect:

Based on discussions this is a multi-purpose office for sporting groups or future manager to utilise.

Comments from C. Gilbert.

Deletion of Kiosk

There is a suggestion to delete the kiosk and to utilise the kitchen with a servery instead.

Response from Architect:

The kiosk was a specific requirement discussed with user groups and yes it can be deleted but in these situations usually for reasons of security the kiosk is separated from the clubroom/function kitchen. Again a rear servery as proposed is even further away from the action of the oval.

Office

There is a suggestion to include an office into the proposed youth space.

Response from Architect:

The office with an access window if required can easily be accommodated. The utility room is a community choice as is their relocation and the reduction in size of the youth facility. In terms of the redesign to the change rooms we believe that this will ignore the need for internal court users to have internal access to the change rooms which was not as briefed or discussed with the PCG.

Plastic Blinds

There is a suggestion to incorporate overhead support for installation of clear plastic blinds for use in inclement weather.

Response:

The plastic blinds would be classified as 'fit out' and could be retrofitted to the complex subject to budget allocations.

OFFICER COMMENT:

The Architect's comments are a comprehensive report in response to the comments arising from the community consultation.

The general purpose area will be re-designed when the Stage 2 upgrade is completed. It is not anticipated that there will be a substantial change to the current facilities and the budget as confirmed by Council already at capacity for the 2013/14 budget allocation, community fundraising and corporate sponsorship. We are seeking a final design from the architect based on this officers comment.

Access to the existing toilets can be achieved and would simplify the design. Linking of the storage space is logical. Both of these items should be implemented.

If required (based on the results of the tender), cost savings may also be achieved by removing the southern store room to allow for mechanical services to the west of the building or for reduction of the change room works scope. A redesign of the general purpose room and office as well as the removal of the kiosk would then make sense.

The youth space is currently being investigated to incorporate either a gymnasium or crèche, as these two items were rated as important during community consultation. An office and utility room is another option for the use of these spaces.

Additional verbal feedback requests the inclusion of a track around the Recreation centre. This would be multi-purpose and utilised by runners, cyclists and walkers and the Quit Forest Rally. There is opportunity to incorporate side gymnasium exercise elements into this course. There is merit in this proposal and can be considered once the main facility is constructed. This could be a separate funding application to Lotterywest through their trails funding program or to the Department of Sport and Recreation through their physical activity program.

Some of the submitted suggestions with regard to the kitchen and kiosk do have merit, but they must be balanced with prior feedback from user groups. Council must decide on the final plan.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

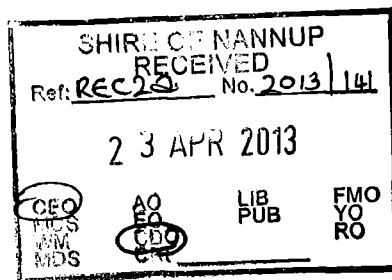
STRATEGIC IMPLICATIONS:

Shire of Nannup Forward Plan 2011/12-2015/16 Program 11.A - Recreation and Culture. That Council undertake upgrade to the Recreation and Community Centre per adopted plans and funding available.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

1. That Council receive the public consultation feedback.
2. That Council direct Bollig Design to incorporate improved access to the toilets in the Recreation Centre, link the storage spaces, add rooms to the north end of the Youth Space, allow for an external multi-purpose track and commence documentation and detailed drawings for the Stage One Recreation Centre upgrade.



17 Adam St
Nannup.

23-4-2013

C.E.O.
Shire of Nannup,

Comment – Recreational Precinct

Attached are two sheets suggesting some alterations to the proposed recreational precinct additions. The detail on the first sheet proposes that the office be relocated to the existing building utilising part of the present community area. Adjacent to the new office would be a utility room.

Deleted from the plan is the kiosk which is considered to be unnecessary. The hospitality servery area would be relocated to the vacated space and the kitchen moved slightly to the west with two dry storage rooms between the kitchen and hospitality areas. This would free a substantial area in the centre of the function room.

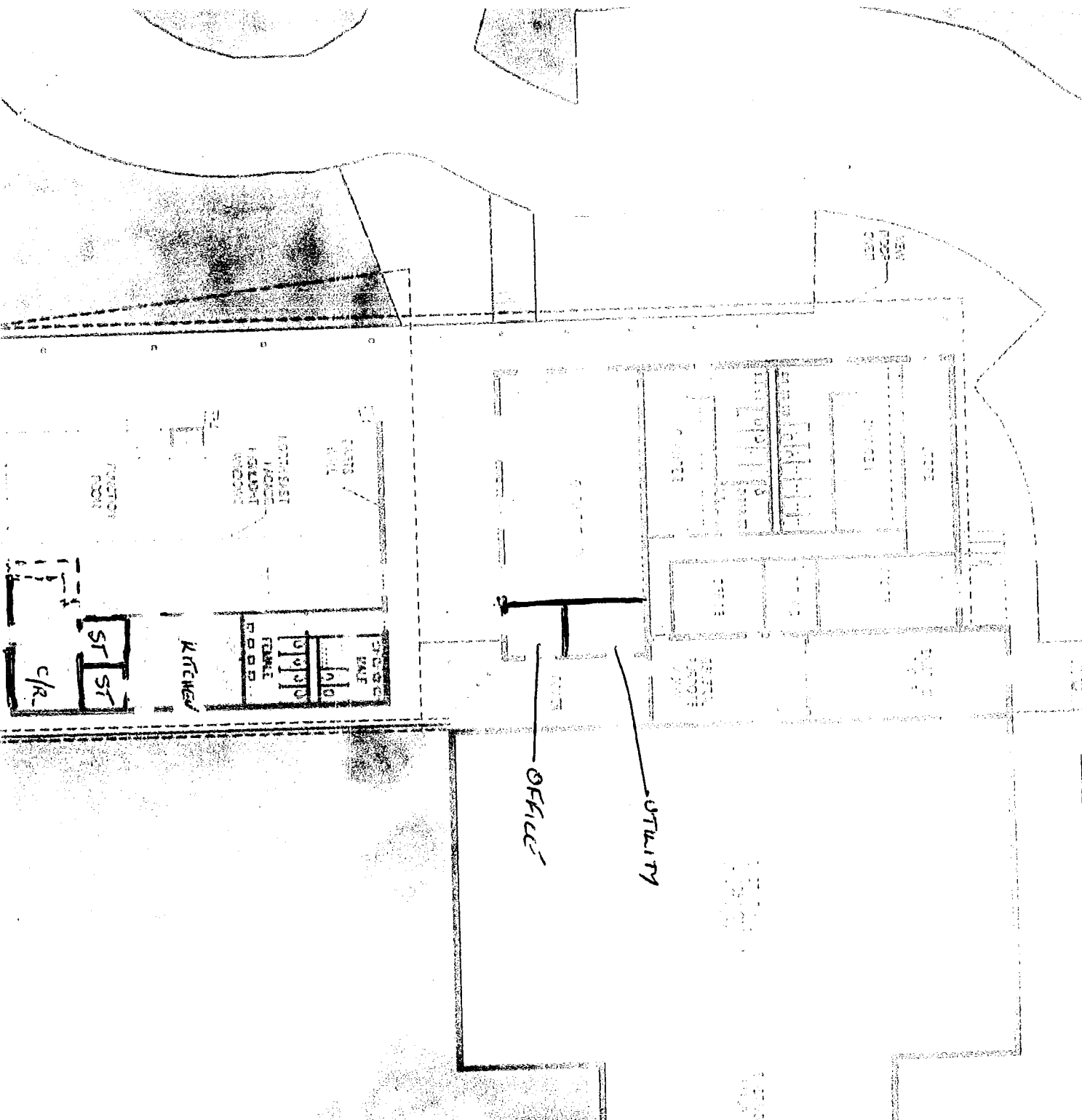
Separate features of each are:-

- * One office with an access window to the common area.
- * A utility room which can be used as an occasional change/locker room.
- * A central kitchen with servery access both internal and external.
- * A hospitality area that can be secured with provision for a coolroom and delivery access. The dry storage area is considered essential in that some products will be kept for sale to customers, golf balls, clothing and the like.

The second sheet details the present building suggesting that the existing toilets be retained, the existing changerooms be combined and a similar arrangement be duplicated alongside.

Such facilities can be more economically provided, there is no longer a serpentine access to the proposed new toilets which on occasion may be required to be locked to secure personal belongings.

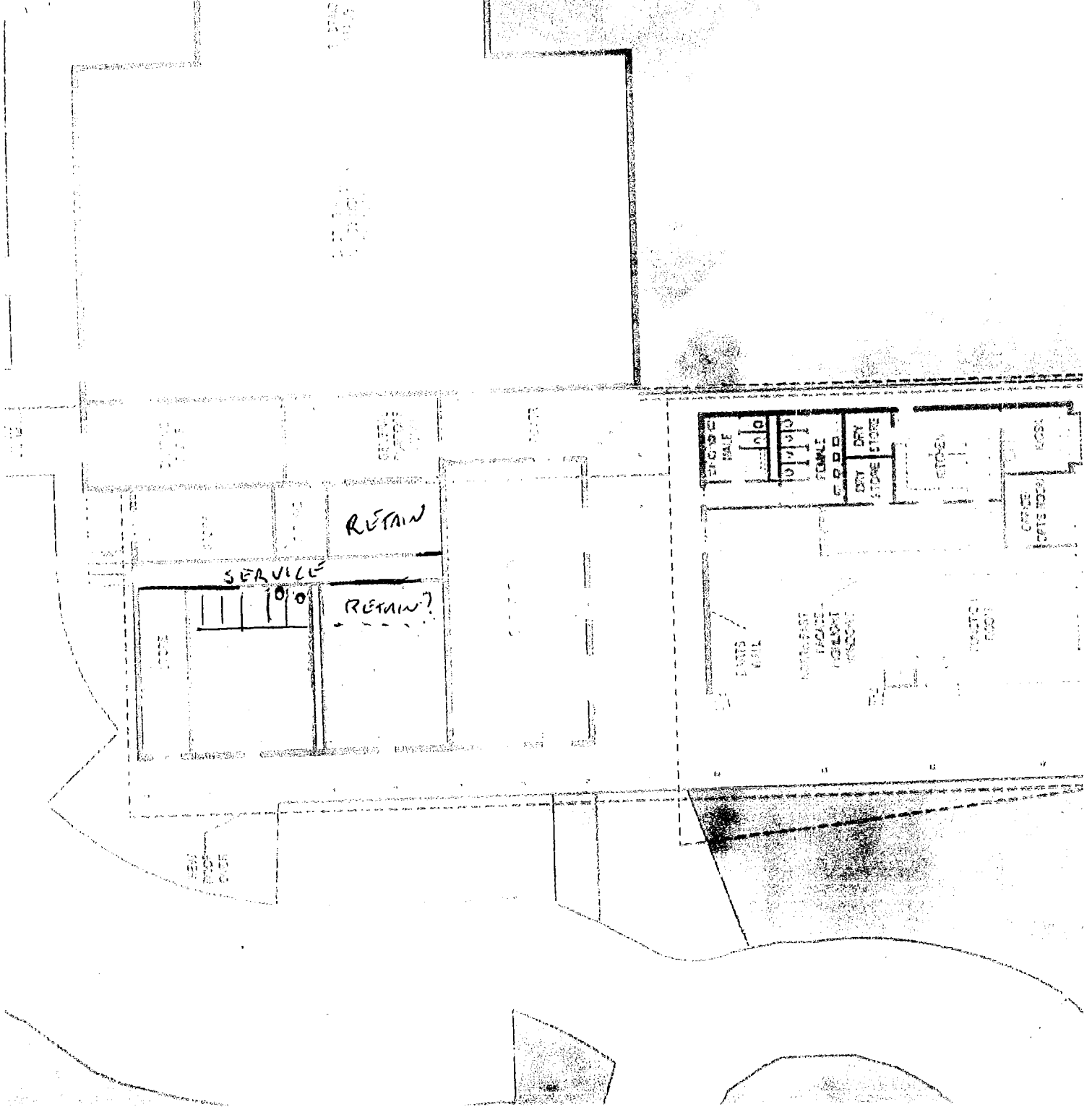
Separate to the above is a suggestion that overhead support be provided for clear plastic blinds which may be utilised during inclement weather.



OFFICE

STUDY

NEW FRONT PORCH
RESTROOM ROOM
KITCHEN
TABLE
C/R
ST
ST
BATH
DRESSING ROOM
CLOSET
DRESSING ROOM



RETAIN

SERVILE

RETAIN?

MALE
FEMALE
DRY STORE
DRY STORE

STOCK

OFFICE

OFFICE

LIMITS
FUEL

MATERIAL
FACILE
FACILE
FACILE

OFFICE

10
11
12
13

Louise Stokes

From: Robert Jennings
Sent: Monday, 29 April 2013 2:54 PM
To: Louise Stokes
Subject: FW: Community Comment - Recreation Centre development

Hello Louise

For your attention.

Regards Rob

Robert Jennings
Chief Executive Officer



Adam Street . PO Box 11 Nannup WA 6275
P: 9756 1018 . F: 9756 1275
www.nannup.wa.gov.au

From: GC & CA Brown [mailto:adina@wn.com.au]
Sent: Thursday, 25 April 2013 4:20 PM
To: Robert Jennings
Subject: Community Comment - Recreation Centre development

I would like to provide comment on the plans for redevelopment of the Recreation Centre:-

I believe the development for the recreation centre should not only meet the needs for the existing sports groups, but also for the wider community. In this way, we can increase its useability & usage of the facility and hopefully increase its revenue raising opportunities as well as the number of events and functions offered to the Nannup community. Should the Nannup WAIEM project progress, then this reinforces the need for the facility to cater for a range of uses and future opportunities in addition to the needs of our sporting associations (current & future). Many of these 'other users' may not have been represented in recent community consultation as they are not necessarily aligned with a formal group.

Kitchen – One of the major needs identified when community consultation on the development of the Rec centre commenced more than 10 years ago was that the existing kitchen in the rec centre was in dire need of attention to address health issues and useability. The degradation of the kitchen facility (which is currently used as the sports assn bar), was the major factor at the time in the reduction of its use for catered events such as balls, Melbourne cup luncheons, interschool sports carnivals, weddings, large private functions. The lack of a suitable commercial kitchen situated within the Recreation centre has been detrimental to the community. The current plans do not offer any opportunity to re-attract these large events to the facility due the kitchen being located so far from the main hall. If the kitchen is to be located in the new wing, it would be better if the plans are flipped so the kiosk and kitchen are closer to the hall side. Alternatively, redraw the layout so that all areas are rotated anticlockwise by one quarter. (ie. Function room located where the kitchen is currently drawn, toilets where the darts area is located.) In this way the kitchen and kiosk would not only be relocated closer to the main hall wing, but also create opportunities for catering to the undercover area between the youth facility and the new wing. This would also allow access to kitchen facilities for youth events. Relocation of the kitchen near the undercover area between the 2 wings will also make it easier for caterers and people using the kitchen to bring goods in from the nearby car park. Layout of the kitchen does not allow for large fridges/coolroom which will be a necessity if the Shire intends to maximise the usage of the facility.

Toilets - As the existing toilets are absent in the new plans, will users of the recreation centre (eg basketball, badminton players, etc) be required to use the toilets in the change room areas? If so, then access to toilets from the existing hall is not very user friendly (...through general purpose room, along corridor, through change room...) Or would patrons be required to use the toilets in the new wing? This would require users of the hall to be issued with 2 sets of keys - both buildings?

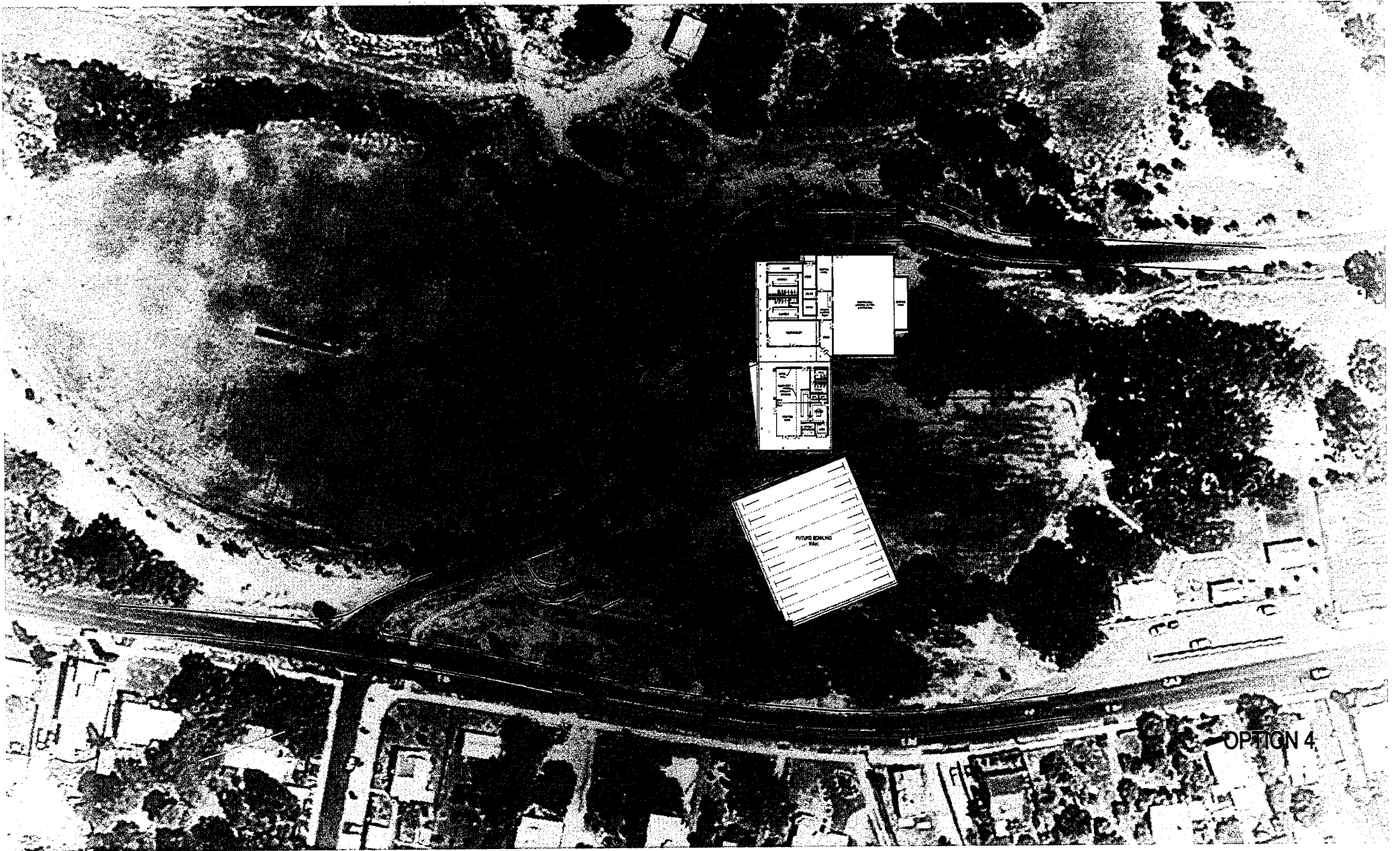
"Disabled" toilets are marked in the green section of the amended rec centre, however there is also a room marked "DIS. WC". Are there 2 sets of toilets for disabled or is this an error? There are no disabled toilets drawn in the new wing. Will disabled patrons using the "function room" be required to access disabled toilets in the main building? (This does not seem appropriate/fair). If this is the case, then why allocate space in the new wing to able bodied patrons when they too could use toilets in the main building?

Store Rooms - Increasing store room areas is good however I believe there would be better use of these areas if the 3 storage rooms are interconnected by large doors (unless the storage areas are likely to be used for individual storage for groups, which I do not consider to be best use of space.) Storage at the facility has been an ongoing issue and it is essential this be maximised to ensure adequate so as on-site equipment is stored with reduced incidents of damage.

"General Purpose Room" – what will this be used for? Currently this space is a dead zone – no specified use, no man's land – wasted space, other than for access to the planned "DIS. WC" and "Office". It would be better utilised if the doors to these 2 rooms were accessed from the passage leading to the change rooms so this area can be developed into either a larger servery area or storage.

"Office" What will the office in the green section be used for? I believe this area would be better utilised being retained as toilets for patrons using the existing hall.

Cheryle Brown

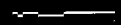


OPTION 4

> SK

00

> SITE PLAN
SCALE 1:600 @ A1



PROJECT > SHIRE OF NANNUP - RECREATION PRECINCT-STAGE 1

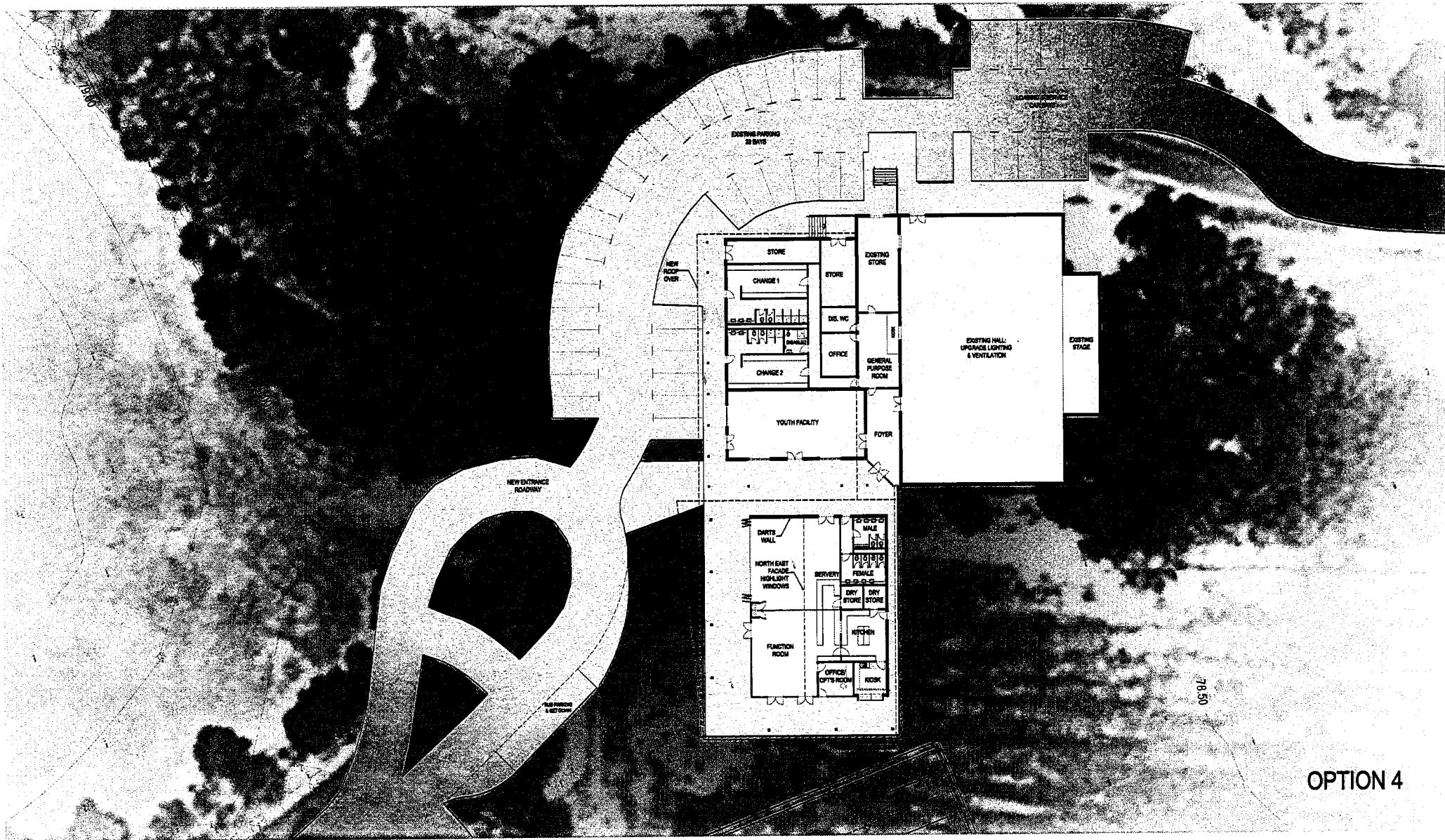
JOB NO. > 1216

DATE > JANUARY 2013

DRAFT



Budge Budge Group
1000 WASHINGTON ST
NANNUP, WA 6330
AUSTRALIA
Tel: 08 9321 4402 Fax: 08 9481 8299
Email: info@budgebudge.com.au
www.budgebudge.com.au
Budge Budge Group Pty Ltd
ABN 62 648 248 851



OPTION 4

> STAGE
01
 > PLAN
 SCALE 1:200 @ A1

PROJECT > SHIRE OF NANNUP-RECREATION PRECINT-STAGE 1
 JOB NO. > 1216
 DATE > JANUARY 2013

DRAFT

b b
 ARCHITECTURE
 8 COOK STREET, PERTH WA 6000
 TEL: 08 9321 4802 F: 08 9481 0750
 WWW.BOLIG.COM.AU
 6000
 08 9321 4802



ORDER OF MAGNITUDE ESTIMATE

NANNUP RECREATION CENTRE

BOLLIG DESIGN GROUP

19 MARCH 2013

15782-E4 NANNUP RECREATION CENTRE

PROJECT PR NANNUP RECREATION CENTRE
 ESTIMATE E4 ORDER OF MAGNITUDE ESTIMATE 4
 BUILDING BU BUILDING

CONSTRUCTION WORKS

1	Building - extension to existing	m2	256	2,050.00	524,800.00
2	Building - new clubhouse	m2	315	2,250.00	708,750.00
3	Refurbish youth facility externally (internals by others)	Item			40,000.00
4	Verandah approx 350m2 (including paving under)	Item			125,000.00
5	Entry canopy	Item			40,000.00
6	Paving (paving under verandah included with verandah)	m2	150	100.00	15,000.00
7	Interface to existing building	Item			15,000.00
8	Site preparation	m2	1300	15.00	19,500.00
9	Excavate and remove existing soil (approx 1m)	m2	1018	30.00	30,540.00
10	Site fill	m3	2000	25.00	50,000.00
11	Retaining wall (max 1.5m high)	m	31	1,000.00	31,000.00
12	External services	Item			80,000.00
13	Upgrade lighting and ventilation to existing hall	Item			50,000.00
	<u>Contingency</u>				
14	Contingency - 10%	Item			172,959.00
				CONSTRUCTION WORKS	1,902,549.00
	<u>Location Allowance</u>				
15	Construction works - 15%	Item			285,382.00
				Location Allowance	285,382.00
	<u>Works By Shire of Nannup</u>				
16	Landscaping	Item			30,000.00
17	Roadworks and parking	Item			100,000.00

15782-E4 NANNUP RECREATION CENTRE

18	Project sign	Item	400.00
		Works By Shire of Nannup	130,400.00
	<u>Professional Fees</u>		
19	Allowance as advised	Item	212,287.00
		Professional Fees	212,287.00
	<u>Escalation</u>		
20	Allowance approx 3.75% over 2 years	Item	98,356.00
		Escalation	98,356.00
	<u>Exclusions</u>		
21	GST		
	Loose furniture and equipment		
	Upgrading services to site		
	Bowling rink		
	External works (other than items measured)		
	Bad founding ground and soil remediation		
	Hazardous materials removal		
	Works internal to Youth Facility		
	Work to existing buildings other than lighting and ventilation	Item	
		Exclusions	0.00
		Total for BUILDING	2,628,974.00
		Total for ORDER OF MAGNITUDE ESTIMATE 4	2,628,974.00
		Total for NANNUP RECREATION CENTRE	2,628,974.00
		TOTAL \$	2,628,974.00

*** END OF REPORT ***

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

AGENDA NUMBER:	11.4
SUBJECT:	Caravan Park Development Plan
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	TRS 5
AUTHOR:	Daniel Eddy – Caravan Park Manager
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	11 May 2013

Attachment 1. Nannup Caravan Park Business and Development Plan

BACKGROUND:

The Nannup Caravan Parks have been handed back to council to manage after many years of under development. The Council has employed a professional caravan park manager to:

- Manage two local caravan parks
- Implement a strategy to develop both parks to a profitable, compliant and sustainable level
- Allocate the \$200,000 in RTR funding in the most practicable way to develop the two parks

An earlier draft plan has been presented to Council, with the current draft presented to Council for adoption consideration.

COMMENT:

The Nannup Caravan Park Business and Development Plan is a two year development plan with ten year projections. It has the following objectives:

1. To ensure that both parks develop in a sustainable, profitable and compliant manner.
2. To ensure both parks become an asset for both the council and the community of Nannup.
3. To enable the Council to plan and fund its future development of the parks effectively.
4. To create a tourism destination.
5. To enable the Council to maintain these two assets to deliver an agreed level of service and quality.

6. To create a business that allows an accumulation of profits over ten years to allow asset maintenance and further development.

Key Findings

The following key findings have been taken from the Executive Summary:

- After researching the clients that NCP is currently attracting, both through internet sites and verbal polling of customers, a niche for the south west and in particular, Nannup has been identified. A simple caravan park with affordable prices can be marketed towards grey nomads, couples, travellers and families. Providing basic camping with reasonable, clean facilities would be the most cost effective way of marketing the park.
- Riverbend can be marketed towards large groups such as four wheel drive clubs, camping groups, motor bike clubs, car clubs, sporting clubs and large groups of family and friends. It can also be opened for peak weekends other than the Nannup Music Festival such as Easter and Christmas.
- Using the allocated \$200,000 grant in the most practical way by beginning compliance upgrades whilst focusing on increased turnover and capacity.
- Riverbend Camp Ground can be developed with minimal cost to maximise potential income. It can be marketed towards clubs and groups looking for an old fashioned camping experience with minimal facilities. It can also be used as an overflow park for peak weekends. With the minimal cost, this would be the priority development.
- Brockman Street Caravan Park can be developed as an old fashioned caravan park with no onsite accommodation and good basic facilities. The market has already been defined as those that are seeking the quiet camping by the Blackwood River with adequate facilities.
- Within the next 12 months the shire will have as an asset, two caravan parks being utilised in a profitable manner. If the development goes according to plan and the business starts to grow as expected, there will be more expenditure in the community as well as future employment opportunities for local people.
- From the estimates, the park will pay back the initial Royalties for Regions investment of \$200,000 and go into a positive accumulated position in year 7 (2020).

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

Attached projections show indicative costs and expenditure.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

Council adopt the draft Nannup Caravan Park Business and Development Plan as set out in the Attachment.

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

AGENDA NUMBER:	11.5
SUBJECT:	Regional Bicycle Network Local Government Grants Funding 2013/14
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 60
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	7 May 2013

BACKGROUND:

Funding acknowledgement has been received of \$25,000 from the Department of Transport through their Regional Bicycle Network Local Government Grants program. As this funding is over \$5,000, Council is required to accept the funding as per Council policy FNC 6.

The grant funding is to construct a dual path between the Nannup Health Service and Struthers Street along Carey Street.

COMMENT:

This dual use path links the Nannup Health Service with the Nannup District High School through a residential area. This upgrade has been requested for several years by residents concerned for the safety of children walking on the road to and from school.

There is a requirement for Council to contribute 50% to this grant and the total project value is \$50,000.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

\$25,000 Council contribution to dual path construction to be included in the 2013/14 budget.

STRATEGIC IMPLICATIONS:

Shire of Nannup Forward Plan 2010/11 – 2014/15:

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

Program 12.1B Develop and implement footpath construction in accordance with adopted program

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

That Council accept the funding of \$25,000.00 from the Department of Transport to construct a dual path between the Nannup Health Service and Struthers Street along Carey Street.

Shire of Nannup
Ordinary Council Meeting Agenda: May 2013

AGENDA NUMBER:	11.6
SUBJECT:	Lotterywest Funding Application- Community Storage Sheds
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	RES 21220b
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	13 May 2013

BACKGROUND:

A funding application has been developed by the Nannup Music Club, Nannup Garden Village, Nannup Arts Council and Nannup Advisory Council to Lotterywest for shared equipment and an extension to the community storage sheds on Kearney Street. As the proprietor of the sheds the application would be submitted by Council.

The sheds are currently at storage capacity and the additional bay would be utilised to reduce the volume of equipment in the current sheds to adhere to Occupational Health and Safety requirements and to store equipment sourced from the proposed Lotterywest grant.

COMMENT:

In the Asset Management Plan the community sheds are listed as a disposable asset. Currently the Community Shed groups do not pay any fees to Council as part of the MOU agreement. If the shed extension is approved there is opportunity to review the MOU documentation and incorporate an annual rental figure.

The commercial rental of one shed bay is estimated to be \$1,200. Current maintenance and repairs undertaken by Council on the community sheds includes annual white ant inspection, baiting program for vermin, power, cleaning gutters and repairing/replacing keys and locks. It is estimated that annual costs are \$400. It is proposed that under a new MOU arrangement community groups would be charged an annual rental of \$200, raising a total of \$600 per year to cover ongoing maintenance and repairs from 2014/15. Council would not charge the Nannup Youth Advisory Council rental as this is a Shire Advisory Committee.

The community groups are contributing \$500 each towards the grant application as an in-kind contribution.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS:

Shire of Nannup Forward Plan 2010/11 – 2014/15:

Program 13.2B Support the Nannup Music Festival, Flower and Garden activities and other regular Nannup events

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATIONS:

1. That Council submit a funding application to Lotterywest for shared equipment and extension to the community shed.
2. If the application is successful, a new MOU is prepared with proposed rental fees of \$200.00 per group charged.

FINANCE & ADMINISTRATION

AGENDA NUMBER:	11.7
SUBJECT:	Adoption of the Shire of Nannup Community Plan 2013-2023
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 29a
AUTHOR:	Robert Jennings, Chief Executive Officer
REPORTING OFFICER:	Robert Jennings, Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	8 April 2013

Attachments: 1. Shire of Nannup Draft Community Plan 2013 – 2023, Separate Cover
2. Advertising for the Community

BACKGROUND:

As a result of the August 2011 amendment to the Local Government Act 1995, the Act now incorporates a statutory requirement for local government in Western Australia to produce a set of strategic planning documents through an integrated planning process. The Shire of Nannup currently has the Interim Strategic Plan in place and prior to that the Forward Plan. The Strategic Community Plan will replace both these documents. All strategic planning arrangements must now be fully in place by 1 July 2013.

As Council are aware, officers in conjunction with Council and community have been progressing the Strategic Community Plan since 2011. The attached document, referred to as the 'Community Plan' represents the culmination of these processes.

COMMENT:

The Strategic Community Plan provides background information on the process and the community and identifies the key results of the consultation process. Three areas of focus – Leadership, Environment and Community/ Economy are further divided into the six areas listed below with the following community priority/ direction.

Shire of Nannup
Ordinary Council Meeting Agenda: May 2013

Our Community

Objectives

Strategies

Our Aged:

We respect and value our aged

Provide an aged friendly environment

Support the Nannup hospital in providing an exemplary health service

All of Us / Who we are:

We take pride in being a small, friendly town that is a nice place to live full of wonderful people. We will role model self sufficiency and sustainability as a community

Promote a connected, safe and healthy town

Value our heritage and festivals

Support the development of self-sufficient community

Our Youth:

Our youth are important and we will focus our energy to give them reasons to stay in Nannup (or come back)

Partner the Nannup District High School to become a school of choice for all

Create a youth friendly town

Increase public transport to adjoining towns

Our Economy

Objectives

Strategies

The Big Picture:

We will have a sustainable, innovative and equitable economy

Promote innovative ideas and value add to businesses

Work collaboratively with State and Federal Government agencies to improve our economy

Encourage and support more businesses and employment into our Shire

Promote employment for our youth

Tourism/Recreation:

Working together to attract people to our amazing Shire

Support the tourism providers to promote our district

Marketing and branding of our Shire to promote regional produce and services

Increased and varied trails throughout the district

Our Built Environment

<i>Objective</i>	<i>Strategies</i>
Our Shire and Streetscape: Keep the charm and fabric of our unique shire and upgrade the amenity	Well maintained quality infrastructure for our community and visitors and promote activity Capture and promote our unique charm and fabric Maintain our unique town look and feel
Planning and Building: Providing a quality planning outcome for community benefit through good consultation	Sustainable growth for the benefit of the community Develop the south coast access and recreation opportunities
Our Communication: Improve all forms of communication in the Shire	Improve all forms of communication within the shire

Our Natural Environment

Shire of Nannup
Ordinary Council Meeting Agenda: May 2013

To provide a sustainable, co-habitable
community and promote food security

Our Community Leadership

<i>Objective</i>	<i>Strategies</i>
Listen To listen and partner with our community leaders and all our diverse groups	Listen to the people Support existing and emerging community groups
Working Together To have united community groups working together	Meeting of major community groups to share resources and goals

Our Council Leadership

<i>Objective</i>	<i>Strategies</i>
Lead, Listen, Advocate, Represent And Provide: A listening leadership that provides and represents all	Be an exemplar of sustainability Provide a listening leadership that represents the people Be a role model for a cohesive and healthy community Provide a stable, consistent and honest government
We are one To do what is right and fair for the people	To do what is right for the people - for betterment of majority of community Develop a policy on diversity Maintain good working relationship with neighbouring shires

The Strategic Community Plan goes onto identify actions and measurements of success as well as link areas of existing Council services, projects and external agencies involved. Importantly, the Strategic Community Plan articulates the role of Council in each action.

It must be recognised by Council that the information arising from the Community consultation is a snapshot of the community's point of view at a particular moment in

time. Whilst Council should strongly listen to this view when developing a Strategic Community Plan, there is other information and elements that the community would be unaware of or have not considered that should be included. An example of this would be matters beyond the control or responsibility of Council.

During the final consultation process (refer to attached documentation) there were no further submissions received. It is therefore recommended that Council adopts the Strategic Community Plan.

STATUTORY ENVIRONMENT:

The Local Government Act 1995 provides the statutory framework for strategic planning in local government.

POLICY IMPLICATIONS:

There will be considerable policy implication as a result of the Strategic Community Plan and the subsequent development of the Corporate Business Plan. The revisions will be followed through over the coming years.

FINANCIAL IMPLICATIONS:

No external funding was obtained for the development of the Integrated Planning documentation. Other Councils received considerable funding from the Department of Local Government as a result of expressing a desire to conform with the Amalgamation process.

STRATEGIC IMPLICATIONS:

Of all the strategic processes in the organisation, the Strategic Community Plan and Corporate Business Plan are the most important in providing short, medium and long term strategic planning strategies for the organisation. Whilst the change to the way the organisation formulates strategic planning will take some effort to complete, it is expected that significant future benefits will arise from the process.

VOTING REQUIREMENTS: Absolute Majority

RECOMMENDATION:

That Council adopts the Strategic Community Plan as per the attachment and makes the document publically available to the community and stakeholders by mail-out of the summarised document.

28 February 2013

Our Ref: ADM 3

Mailmerge Name
Mail merge address
Mail merge suburb

Dear Mail merge name,

COMMUNITY QUESTION / SURVEY FEEDBACK – NANNUP’S VISION

As you would be aware, the Shire of Nannup is developing a Community Strategic Plan as part of an integrated planning process. The plan will shape Council's direction and planning for the next ten years and beyond.

We want to achieve the best possible outcome for the entire community. We have done this by speaking to as many individuals and varied groups as possible. We sincerely thank you for your participation in this process and sharing your vision and future direction of the Shire.

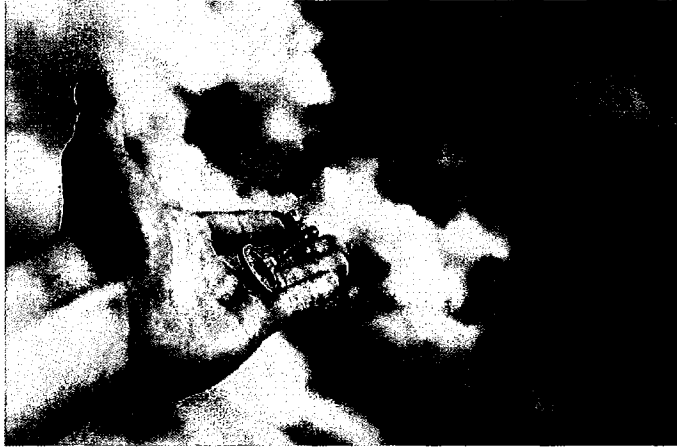
We have now completed the task of compiling and analysing your comments with the others we have received from going out to Council and community feedback, then prioritising these for action resulting in a draft document of the Community Strategic Plan. Naturally, things like resources (both human and capital), budget, legislation and common-sense play a defining role in what makes its way into the final direction.

We are now ready for the next stage. Please find our summarized interpretation of your comments attached. If they vary from what you anticipated please let me know. The full report of comments including your individual comments are available at the shire if you are interested in viewing them.

If you have any queries please do not hesitate to contact me.

Yours sincerely,

ROBERT JENNINGS
CHIEF EXECUTIVE OFFICER



Nannup Community Strategic Plan

The Shire of Nannup is developing a **Community Strategic Plan** as part of an Integrated Planning Process. The plan will shape Council's direction and planning for the next ten years and beyond.

The idea is to hear from you, our community, about **your long term direction and vision aspirations for Nannup** so that we can shape what we do to make this happen.

You have already provided us with great information in past consultations, but **we want to hear from you** both now and when the draft document is completed. Current information to be used includes:

- 2009 Community Planning Day
- 2010 Cultural Plan
- 2011 Aged Friendly Community Plan
- 2012 Socio Economic Profile
- 2012 Youth Strategy
- Interviews with the CEO

Naturally, things like resources (both human and capital), budget, legislation and common-sense play a defining role in what makes its way into the final document.

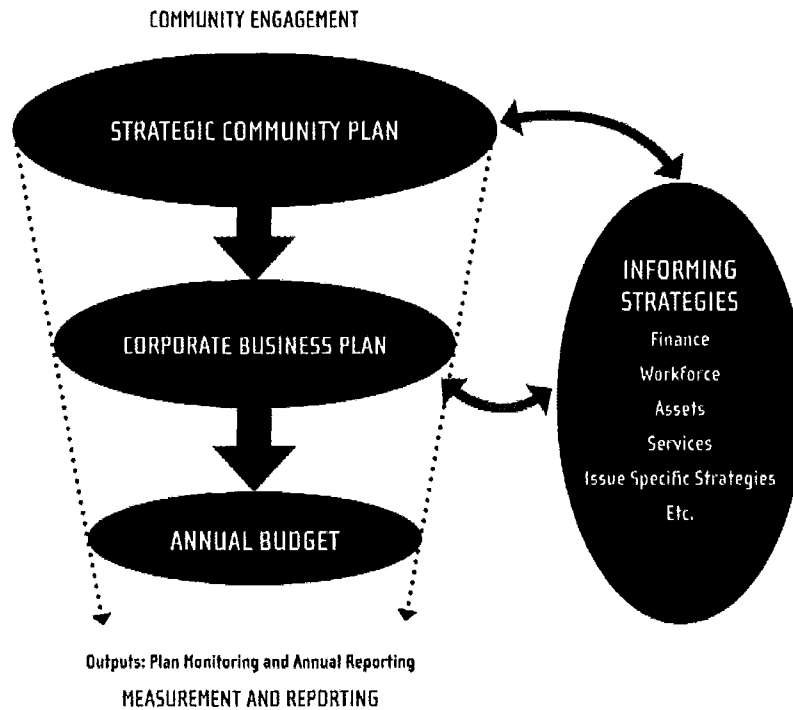
Whether you are young, older, new to town, have lived here all your life or have never spoken to us before, we **really** want to hear from you. So, **if you would like to be a part of this process**, please contact Kirsten Whitehead at the Shire Office to book an appointment on 08 9756 1018 to see Robert Jennings, CEO or to just ask questions before 7 December 2012.

THIS IS YOUR PLAN AND WE WANT TO GET IT RIGHT FOR YOU



SO WHAT IS A COMMUNITY STRATEGIC PLAN?

A Community Strategic Plan is one of a number of documents that provides a way of deciding what the priorities in our Shire are and making them happen. Put together, the whole process looks like this!



The community is an active partners in realising this future and your vision will inform Council's direction. Council sets the strategic direction and reports on progress back to the community.

The Strategic Community Plan establishes the community's vision for the future and will ultimately be a driver for all other planning. It is reviewed every 4 years

The Corporate Business Plan translates Council priorities into functions within the resources available. It considers priorities, resource requirements, responsibility, risk and the annual budget.

Long Term Financial Plans are a 10-year rolling plan that informs the Corporate Business Plan to achieve Strategic Community Plan priorities.

Asset Management Planning is required to meet the level of service required of things like buildings and roads to provide for present and future use.

Nannup Community



Youth Advisory Committee

It has been a big and great last few months for youth events. Over the Holidays there were 4 school holiday events. Movies in Scott River, Conoeing down the Blackwood River, Bunbury Pool and Table Tennis Comp. A camp, Family Fun Day and a music workshop with *Nahko and Medicine for the People*.

Sumer Adventure



Rose Riley abseiling

10 young people hit the coast for 3 days and 2 nights of adventure!

Over the three days we rock climbed, abseiled, surfed, bushwalked, explored caves by night and watched the amazing and highly recommended movie *The Life of Pi*.

Thank you to all who attended for your positive participation & attitude. You were a great bunch and a joy to spend 3 days with.



Local Emergency Management Update

Over the past year the LEMC has been working hard to ensure plans are in place should Nannup face another flood, storm or fire that impacts on the community and essential services.

Last winter, a simulation exercise was undertaken to improve our preparedness.

As a result, if a Welfare Centre is established in an incident, although well intentioned, the Centre unfortunately cannot receive meals and food from community members. Similarly, donated goods cannot be received unless they have been requested. These guidelines have been established because of lack of storage facilities and Health Act regulations.

Centenary Celebrations Nannup Town Hall

This year we celebrate 100 years since the Town Hall on Warren Road was open. This deserves a celebration and we invite interested residents to a brainstorming meeting for ideas on Tuesday 12th March at 10am in the Shirley Humble room.

Emergency Information

During an emergency, community information points will be established at the BP and Caltex petrol stations, CRC, Visitor Centre, Ezirway and Newsagency. Additionally, information will be available on the Shire and DFES website and the CRC facebook page.

Nannup's Go for 2 and 5 Family Fun Day

This year was our most successful Family Fun Day yet with around 670 people attending the day. Thanks to all those who volunteered their time, skills and let us raid your fridge for sausages when we ran out.

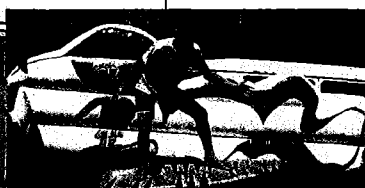
A Big thanks also to our sponsors that helped make this event happen. Nannup's Go for 2 and 5 Family Fun Day is an amazing show case of the towns community spirit, talent and natural beauty!

The Byron Files



Local young talent, 7 year old Byron performed with brother Jorron at the family fun day and again, twice with international touring band, *Medicine for the people*, at the Nannup workshop and their gig in Bridge town.

Look out for Byron at the upcoming Nannup Music Festival. An act not to be missed.



LOCAL DRUG ACTION GROUPS INC.

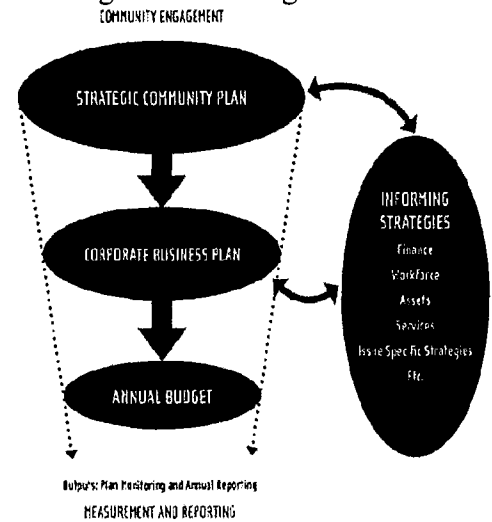
Community Strategic Plan

Why

The Shire of Nannup is developing a Community Strategic Plan (as legislated by the West Australian Government) as part of an integrated planning process. This document is one of the most important strategic documents for the next four years as it establishes our visions, values, aspirations and priorities.

The plan sets the scene for the whole framework and expresses the community's vision and priorities for the next ten years and beyond. It gives us a method for establishing priorities and aligning them to Council's operational functions. Our plan will also support the development of improved services and outcomes for the community and will continue to evolve to support the needs of our community.

Integrated Planning Framework



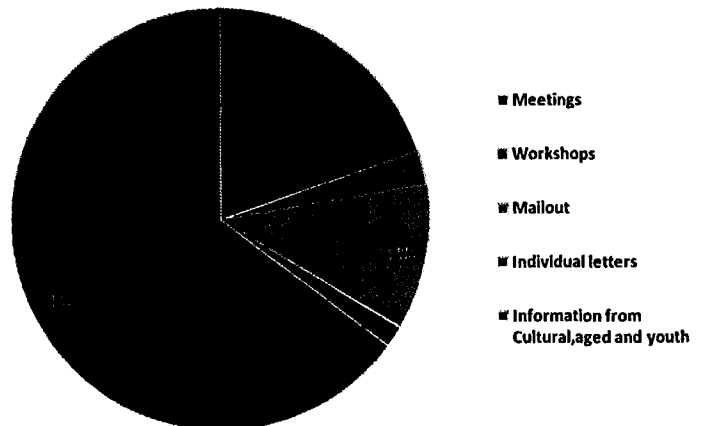
Methods of Consultation

We want to achieve the best possible outcome for the entire community. We have done this by speaking to as many individuals and varied groups as possible.

Consultation began in earnest early 2011, collecting information from community members through several different types of consultation.

25% of our community have participated in this process which is a fantastic result. Over 1,650 comments on a whole range of topics have been received and used to guide the future direction of Nannup. Naturally, things like resources (both human and capital), budget, legislation and common-sense play a defining role in what makes its way into the final direction.

Consultation Process



What you have said so far

We would like to thank everyone for their participation in this process and sharing your vision and future direction of the Shire. All the information has been gathered, analysed and compiled then categorised into areas that matter most to the community. The key areas became clear very early and grew stronger though the process. The 3 main areas of focus and our key statements that best reflect the data are;

Community

'We are a unique town that role models sustainability, friendliness, taking the time to celebrate our heritage and festivals'

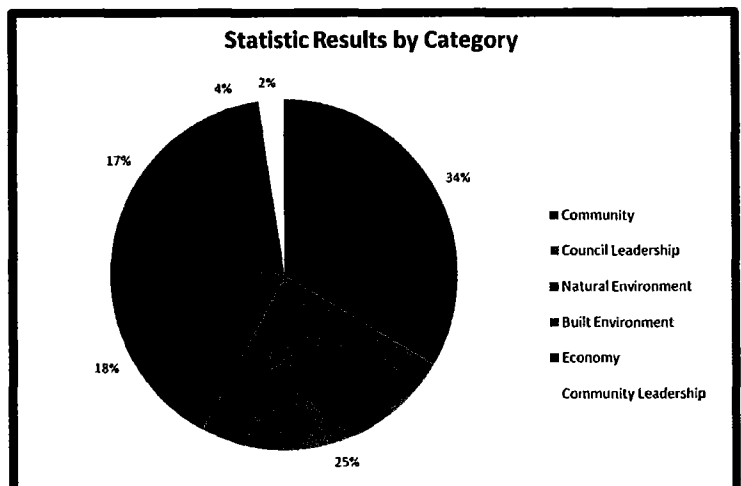
Environment

'Let's keep the charm and fabric of Nannup'

Leadership

'A listening leadership that provides and represents all'

Statistic Results by Category



Our Community Aspirations

We have divided each of the three categories (Community, Environment and Leadership) into two parts, giving 6 key areas to focus our future our priorities.

This has resulted in our draft 16 community aspirations for your comment.

Community

'We are a unique town that role models sustainability, friendliness, taking the time to celebrate our heritage and festivals'

OUR AGED

We respect and value our aged and will provide for them

ALL OF US

We take pride in being a small friendly town/ nice place to live/ wonderful people

OUR YOUTH

Our youth are important and we will focus our energy to give them reasons to stay in Nannup (or come back)

Built Environment

'Retain Nannup's Character

OUR TOWNSITE/STREETScape

Keep the charm and fabric of our unique townscape and upgrade the amenity

PLANNING AND BUILDING

Providing a quality planning result for community benefit and lots of consultation

OUR COMMUNICATION

All communication systems in the Nannup Shire need increased distribution and relevance

Community Leadership

'We listen to our community leaders'

COMMUNITY LEADERSHIP

We listen and partner with our community leaders and all our diverse groups

Economy

'Environment and Sustainability is the key to Nannup's future'

GOVERNMENT AGENCIES

Work collaboratively with State and Federal Government Agencies to improve our communities health, environment, education and economy

THE BIG PICTURE

We will have a sustainable innovative, independent and equitable economy

TOURISM/RECREATION

Working together to attract our amazing Shire

Natural Environment

'We are surrounded by amazing nature, from our magnificent forests and bushland, to our pristine coastlines'

OUR SANCTURARY

We are surrounded by amazing nature from our magnificent forests and bush to pristine coastlines

OUR LOCATION

We live in the centre of the South West, perfectly located for community and amenity

OUR SUSTAINABLE FUTURE

We see a green, clean future

Council Leadership

'Provide stable, consistent and honest government'

LEAD, LISTEN, ADVOCATE, REPRESENT AND PROVIDE

A listening leadership that provides and represents all

WE ARE ONE

To do what is right and fair to the people

COUNCIL DIRECTION THROUGH COMMUNITY EYES

To be an exemplar of sustainability

What Next?

We are now ready for the next stage. This information will provide the direction for our operational processes, Corporate Business Plan and the annual budget.

We want to hear from you on the initial process so far.

Comments on these findings are welcome until the 15 March 2013. A full list of the comments is available from the Shire Offices. Please drop in, email robert.jennings@nannup.wa.gov.au or call us on 9756 1018 for your ideas.

Stages of the Process

- ✓ 1. Collect information
- ✓ 2. Collate information
3. Feed back early finding to community comments
4. Integrate community comments into the Draft Plan
5. Adoption by Council

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

AGENDA NUMBER:	11.8
SUBJECT:	Asset Management Strategy
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	11 May 2013

Attachment 1. Draft Asset Management Strategy

BACKGROUND:

As part of the Integrated Planning Framework the Council is required to produce a number of documents that set out its approach to asset management. These are:

1. Asset Management Policy
2. Asset Management Strategy
3. Asset Management Plan

The existing Asset Management Policy was reviewed by Council at its meeting on 18 April 2013 and the Asset Management Plan will be brought before Council for approval on 27 June 2013.

The draft Asset Management Strategy is presented to this meeting for approval.

COMMENT:

The Asset Management Strategy is an overarching document that defines the Council's overall approach to asset management. It sits above the Asset Management Policy and the Asset Management Plan and has the following objectives:

1. To ensure that asset management practices are applied consistently across the organisation.
2. To enable the Council to plan and fund its work programs effectively.
3. To enable the Council to deliver services to its community.
4. To enable the Council to maintain its assets to deliver an agreed level of service.

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS

There will be considerable policy implication as a result of the Asset Management Strategy and the subsequent Asset Management Plan that affect the way in which the Council manages its assets. The revisions will be followed through over the coming years.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS

The Asset Management Strategy sets the overall philosophy that the Council will adopt in the strategic short, medium and long term in relation to planning for its assets. Significant future benefits are expected to arise from the process.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

Council approve the draft Asset Management Strategy as set out in Attachment 1.



Shire of
Nannup
rest • connect • grow

ASSET MANAGEMENT STRATEGY

CONTENTS

	Page
Introduction	2
Purpose of the Asset Management Strategy	2
Asset Management Policy	3
Asset Management Plan	3
Acquisition	4
Operations	4
Maintenance	4
Performance	5
Disposal	5
Financial Management	6
Review	6

1. INTRODUCTION

The Shire of Nannup is responsible for an extensive range of assets servicing the local community. In order to fulfil its obligations to the community the Council will manage the assets that support community services in a way that maximises performance and achieves value for money over the whole life of the asset.

The Asset Management Strategy is the process of managing assets throughout their lifecycle from acquisition to disposal. It is part of an overall framework that includes the Asset Management Policy and Asset Management Plan.

The main asset groups consist of:

- Freehold land
- Roads
- Drainage
- Footpaths
- Parks
- Buildings
- Vehicles and plant
- Furniture and equipment

The Asset Management Strategy recognises the need to manage assets effectively as part of the Council's service delivery. The effective planning for the acquisition, development, maintenance and disposal of these assets over their asset lives ensures that the accepted levels of Council services will be met.

The main objective of the Asset Management Strategy is to outline how the Council will meet its commitment to asset management as documented in its Integrated Planning Framework.

2. PURPOSE OF THE ASSET MANAGEMENT STRATEGY

The Council's vision is "to foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development."

To help make this vision a reality the Asset Management Strategy has the following objectives:

- To ensure that asset management practices are applied consistently across the organisation.
- To enable the Council to plan and fund its work programs effectively.
- To enable the Council to deliver services to its community.

- To enable the Council to maintain its assets to deliver an agreed level of service.

Asset management is a continuous process covering the whole life of an asset. It is a practical and financially responsible means of managing assets through their creation, acquisition, maintenance, operation and disposal to provide for present and future community needs.

The Asset Management Strategy is an overarching document that defines the Council's overall approach to asset management. It sits above the Asset Management Policy and the Asset Management Plan.

3. THE ASSET MANAGEMENT POLICY

The objective of the Asset Management Policy is to ensure that services delivered by the Shire of Nannup will continue to be sustainably delivered. This will be achieved by ensuring that Council assets are able to function at the level needed to support all service areas as determined by Council, with consultation from the community.

It sets out:

- the roles and responsibilities for asset management
- the associated reporting requirements
- the key processes in developing and maintaining the Asset Management Plan
- the need to engage the community in the asset planning process

4. THE ASSET MANAGEMENT PLAN

The Asset Management Plan is the key document that determines the current and future requirements for the Council's assets. To achieve this it contains:

- a detailed description of the major assets used in service delivery
- their current condition broken down across individual components
- the asset lives, both absolute and remaining lives
- their replacement cost and current value
- their operational costs
- the future investment needed to maintain them to an acceptable level of service
- the methodology for carrying out asset condition surveys.

The Asset Management Plan uses this data to produce a projection of investment requirements over a ten year period. This is used to define the contributions required in the Annual Budget to ensure that the investment needs are met. This information is also a key driver in the Council's Long Term Financial Plan.

5. ACQUISITION

Assets are acquired to provide new services or to maintain or improve existing services and may either be a response to demands from users or to provide a commercial return. The Council has traditionally focused on the preliminary cost of acquiring an asset but this ignores the implications arising from the whole life cost of developing a new asset.

New assets will bring with them associated running costs that will have to be borne by the annual budget over the life of the asset. A project appraisal methodology is therefore a key element in determining the need for the asset and its whole life cost of delivery. A project appraisal will therefore consider:

- Alternative methods of delivering the service, other than by direct provision through asset acquisition or construction
- Investment options at the design stage that will reduce running costs over the life of the asset and whether the reduced running costs would offset the increased investment
- The investment needs for each component of the asset over the asset's useful life
- The cost of the disposal or replacement of the asset at the end of its useful life
- A review of investment decisions

6. OPERATIONS

Operations refers to the day-to-day running and availability of the asset. It includes such activities as the working hours, cleaning and qualifications needed to operate the asset, energy management and the programming of down time. For short-lived dynamic assets such as vehicles and plant, the operational upkeep costs represent a significant proportion of the total lifecycle cost. Therefore, the day-to-day efficiencies with which operations are carried out are important in optimising the overall lifecycle cost of the asset.

These costs are incorporated into the annual budget will need to be considered as part of the project appraisal for new assets and reviews of existing asset performance.

7. MAINTENANCE

Maintenance is distinct from operations in that it represents periodic work to assets to either maintain or extend their working lives. In this context maintenance may be either planned or unplanned work.

Unplanned work typically consists of response repairs or ad hoc modifications to an asset. This cost can be reduced by the application of developed maintenance and investment programs for assets.

The Asset Management Plan will be the key document to analyse the current and future condition of assets and to develop a coherent approach to investment based on the expected lives of each component of the asset. The development of asset investment and maintenance plans will reduce the whole life cost of holding an asset.

The investment program will be based upon an agreed trigger point based on the condition score of each component of an asset. Core assets will be maintained more frequently than non-core assets and disposable assets will not form part of the planned investment program.

8. PERFORMANCE

Performance indicators will be used to measure the performance of the asset portfolio overall and will include:

- Asset Consumption Ratio
- Asset Sustainability Ratio
- Asset Renewal Ratio

More detailed performance indicators will be developed that will cover the assets' performance in terms of:

- Capacity/utilisation
- Service Level
- Condition
- Costs

9. DISPOSAL

The disposal of an asset terminates the use and control of a particular asset; however, for assets that provide a continuing service it will also generate a renewal or acquisition decision. This decision will be subject to the same rigorous process that will be followed for the acquisition of a new asset and a project appraisal will need to be undertaken.

Like acquisition decisions, disposals should be undertaken within the integrated planning framework that takes account of service delivery needs, corporate objectives and financial and budgetary constraints. Such decisions must be made in conjunction with the Community Plan and Corporate Business Plan.

10. FINANCIAL MANAGEMENT

Asset valuation is the key to ensuring that the assets are accurately recorded in the Council's balance sheet and to developing a long term asset investment plan. There are two key measures that need to be assessed:

- Asset replacement cost – the cost of acquiring or rebuilding the asset to the same specification.
- Fair value – the current value of an asset in its present state of repair and in its current use. This is an approximation of the sale value of an asset between two knowledgeable parties.

Valuations will be undertaken by independent professional valuers and a continuous program of revaluation will be maintained.

An Asset Management Reserve will be maintained that will fund the investment requirements for the Council's asset portfolio. The Asset Management Plan will determine the investment needs for the portfolio over a ten year period. This sum will be annualised and used to determine the annual budgetary contribution that is required to be made to the Asset Management Reserve.

11. REVIEW

To maintain its currency and usefulness the documents that comprise the asset management system will need to be reviewed and updated on a regular basis. As documents that outline the Council's overall approach to asset management, the Asset Management Strategy and the Asset Management Policy will be reviewed in line with the refresh of the Community Plan (i.e. every two years). As the Council's main document for informing the Long Term Financial Plan and Annual Budget, the Asset Management Plan will be reviewed each year as part of the budget preparation process.

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

AGENDA NUMBER:	11.9
SUBJECT:	Memorandum of Understanding – Nannup Bowling Club
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 36
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	10 May 2013

Attachment 1. Memorandum of Understanding – Nannup Bowling Club

BACKGROUND:

Council adopted a standard lease document at its meeting on 28 July 2011 that is to be used as the basis for all future leases of council property. It was noted in the Strategic Implications section of the report that:

Council's adopted Forward Plan contains targets which include the review of leases at 2 Brockman Street (Action Plan 9.2 (E)), Nannup Bowling Club (Action Plan 11.1 (C)), implementation of a lease for Recreation Centre premises (Action Plan 11.2 (E)) and the Visitor Centre (Action Plan 13.3 (C)).

Since the adoption of the standard lease document officers have been working to implement the document for new leases and to review its application to existing leases.

At its meeting on 18 April 2013 Council rejected the officer recommendation that a commercial rental be applied to the Nannup Bowling Club and indicated that any agreement for the use of the premises should be in a simpler format than the standard lease agreement.

COMMENT:

Officers have been unable to locate any previous agreement relating to the use of the Nannup Bowls Club. A draft tenancy agreement dated 2003 and a draft lease dated 2011 have been located but do not appear to have ever been executed.

A draft Memorandum of Understanding (MOU) governing the use of the Nannup Bowling Club is set out at Attachment 1. This is based on the draft tenancy agreement and draft lease agreement.

The commercial rental valuation of the building is \$200 per week; however, in accordance with guidance given by Council the draft MOU does not set a rental for the occupation of the building. The water rates and other utility charges relating to the reserve, which also includes the Town Hall, are paid by the Council. Under the terms of

the draft MOU the utility charges attributable to the Bowling Club would become the Club's responsibility. The allocation of these charges will be reviewed by officers but are expected to be approximately \$1,300 per annum.

STATUTORY ENVIRONMENT: Residential Tenancies Act

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: The full commercial rental value of the building that would be foregone is \$10,400 per annum.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATIONS

That the draft Memorandum of Understanding as set out in Attachment 1 is approved.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE SHIRE OF NANNUP
AND
NANNUP BOWLING CLUB (INC)**

This Memorandum of Understanding between the Shire of Nannup (the Council) and Nannup Bowling Club (Inc) (the Tenant) acknowledges the use of the portion of Civic Part Reserve 3708, Warren Road, Nannup 6275 (the Premises) for the purposes of the operation of a lawn bowls facility for club members, including operation of associated clubhouse facilities.

This Memorandum of Understanding commences on 1 July 2013 and expires on 30 June 2018.

The obligations of the parties shall be as follows:

Shire of Nannup

1. Permit the Nannup Bowls Club to be used for the operation of a lawn bowls facility for club members, including operation of associated clubhouse facilities.
2. Maintain the building in respect of internal and external painting, upkeep and replacement of roof guttering, plumbing and electrical maintenance, glazing and annual control of pests.
3. Provide buildings insurance to the replacement value of the building.

Nannup Bowling Club (Inc)

1. Permit community, charitable and recreational associations and bodies and such other associations, bodies or persons as the Council may approve, to use the Premises at all times when the Premises are not required by the Tenant, and the Tenant shall not charge any fee for such use in excess of the fees fixed by the Council from time to time.
2. Insure the contents of the building.
3. Maintain Public Liability Insurance in the name of the Tenant, the Council, the Council's agent, managers, employees, representatives and contractors and provide for a minimum cover of ten million dollars (\$10,000,000) for each accident, claim or event or such higher amount as the Council specifies.
4. Punctually pay for all water, gas, electricity, telephone and other utility services which are either provided to or used on the Premises.
5. Keep and maintain the Premises well cleansed and drained in good sanitary condition and properly disinfected, free from rubbish, refuse and disused material of any kind
6. The Tenant shall at all times comply with the requirements of the Department of Racing, Gaming and Liquor Licence issued to the Nannup Bowling Club (Inc) (or any agency that subsequently assumes the responsibility for the issuing of

licences and the compliance functions of the department). Any breach of the license provisions that are reported to Council may result in the termination of the tenancy.

7. The Tenant is responsible for all alcohol and other contents associated with the operation of the licensed premises and should ensure they hold the appropriate insurance cover for stock and contents held on the premises at any time.

This agreement shall be terminated if both the Council and the Tenant agree in writing signed by both parties that the tenancy agreement be ended and the date it is to be ended.

Council may terminate this agreement if, in Council's opinion, the Tenant continually operates outside of this agreement, or continues with unacceptable behaviour whilst using the premises under this agreement.

Shire President
Shire of Nannup
Dated:

President
Nannup Bowling Club (Inc)
Dated:

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

AGENDA NUMBER:	11.10
SUBJECT:	Review of Delegations
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 22
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	10 May 2013

Attachments: 1. Register of Delegations 2012/13, Separate Cover
 2. Revision to Delegation 78

BACKGROUND:

The Local Government Act 1995 enables Council to delegate many of its functions and powers under the Act to officers and committees for the purpose of facilitating the smooth running of Council's operations.

Where a delegation is delegated further from the Chief Executive Officer to a subordinate officer this is noted in the delegation.

The Local Government Act 1995 Section 5.46(2) states that a local government is to review its delegations to officers at least once every financial year. The most recent review was March 2012.

COMMENT:

The proposed Register of Delegations 2012/13 is circulated under separate cover for ease of reference. Wording which is recommended for deletion is shown as crossed through and new wording as underlined.

In carrying out this review officers have checked the current delegations to the various laws and regulations set out in the delegation and the recording requirements to the current file plan. The Local Government Guidelines (No. 17) on delegations has also been reviewed. The legislative powers in the delegation titles have simply referred to the general power to delegate to the Chief Executive Officer, with the details embedded within the delegation wording. To improve transparency the actual power is now set out in the delegation titles in detail.

Various amendments have been made as a result of this review:

1. Various delegations make reference to the Local Government (Miscellaneous Provisions) Act 1960. All of the sections referred to in this Act have now been

repealed and replaced. Most of these have been incorporated into the Building Act 2011 or the Local Government (Uniform Local Provisions) Regulations 1996.

- Delegation 1 has been amended to remove the reference to Section 9.10 of the Local Government Act as this does not set out the appointments referred to.
 - Point 5 of Delegation 3 has been deleted because this is already covered in Delegation 4. Similarly the reference to Section 3.47 of the Local Government Act 1995 in Delegation 4 has been deleted as this is a reference to the powers in Delegation 3.
 - The reference to Information Reports in Delegation 14 has been removed as the regulations only refer to information presented at the Council meeting itself.
 - The provisions in Delegation 32 now fall within Regulation 11 of the Local Government (Uniform Local Provisions) Regulations 1996 and have been incorporated into Delegation 24.
 - Delegation 32 has been amended to incorporate the provisions of Regulation 17 of the Local Government (Uniform Local Provisions) Regulations 1996, which refers to construction on public thoroughfares. This has not previously been incorporated into the Scheme of Delegations and is recommended for inclusion to improve administration.
2. Some delegations are inconsistent with the wording in the Bush Fires Act 1954 and have been amended accordingly.
- The wording of Delegation 46 has been amended to reflect the wording in the Bush Fires Act 1954. This does not refer to any power to suspend a prohibited burning period. Instead, it refers to permission being granted to persons to burn during a prohibited burning period. It does not refer to any "proscribed burning purposes" and this wording has therefore been deleted.
 - The powers contained in the Sections 17 and 18 of the Bush Fires Act 1954 can only be delegated to the Shire President and the Chief Bush Fire Control Officer jointly. There is no provision to delegate these powers to the Chief Executive Officer or any other person.
 - The powers in Delegation 50 no longer fall within the remit of the Community Emergency Services Manager.
 - The wording of Delegation 68 has been slightly modified in line with the wording in the Bush Fires Act 1954. The delegation has also been extended to the Chief Bush Fire Control Officer.

Council, at its meeting on 27 September 2012, resolved to authorise the Chief Executive Officer to be the designated person relating all matters relating to Planning Infringement Notices, including sections 228, 229, 230 and 231 of the *Planning and Development Act*. These powers are now set out in the new Delegation 79.

The Consultant Planner has reviewed the other planning delegations. Delegations 76 and 78 can be combined into a single delegation, which would replace Delegation 78. The wording for the new delegation is set out in Attachment 2.

Delegation 11 makes reference to the Forward Plan and its review. This requirement will be superseded by the new duty to prepare an Integrated Community Plan but remains in force in the meantime.

STATUTORY ENVIRONMENT:

Local Government Act 1995 Section 5.42.

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: Absolute Majority.

RECOMMENDATION:

That, pursuant to Section 5.42 of the Local Government Act 1995, Council:

1. Approve the delegation to the Chief Executive Officer to determine applications for constructions on public thoroughfares as set out in Delegation 32 of Attachment 1.
2. Approve the revision to Delegation 78 as set out in Attachment 2
3. Approve the amendments to the remaining delegations, as shown in Attachment 1.

DELEGATION NUMBER	-	78
LEGISLATIVE POWER	-	Planning and Development Act 2005 (Section 72)
DELEGATION SUBJECT	-	Town Planning
DELEGATE	-	Chief Executive Officer
COUNCIL POLICY	-	Local Planning Policies
RECORDING REQUIREMENT	-	Relevant Property Assessment File

Objective:

1. To minimise the need for unnecessary delays in the processing of Planning Applications and other planning proposals.
2. To minimise the need for Council consideration of non-contentious applications and proposals which satisfy relevant planning legislation and policy.

Statement:

The Chief Executive Officer has delegated authority as follows:

1. Requirements for Public Notice

- 1.1 Proceeding to advertise planning applications, scheme amendments, road closures or other proposals where the Local Planning Scheme or other legislation requires that such public notice be given.
- 1.2 Making a determination to require that public notice of planning applications or other proposals is given where such notice is considered to be in the public or adjoining/nearby landowner interest.

2. Approval of Permitted "P", Discretionary "D" and Advertised "A" Uses

- 2.1 Making a determination on all "P", "D" and "A" uses where a proposed development is accordance with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and is consistent with guiding precedent approvals.
- 2.2 The above is provided the application has not been the subject of objection or if the matter has become contentious in any way that cannot be addressed via conditions of approval.

3. Exercising Discretion

- 3.1 Determining planning applications involving:
 - (A) the variation of Scheme provisions (including setback and building envelope variations), Local Planning Policy or provisions of the *Residential Design Codes*; or
 - (B) the exercise of discretion under the Scheme, Local Planning Policy or the *Residential Design Codes*.

- 3.2 Before making a determination on planning applications which seek a variation to Scheme provisions, a Local Planning Policy or provisions of the *Residential Design Codes*, the application is to be subject to consultation with affected landowners as determined by the CEO.
- 3.3 The above is provided the application has not been the subject of objection or if the matter has become contentious in any way that cannot be addressed via conditions of approval.

4. Residential Design Code Matters

Making a determination on any matter required to be determined under the *Residential Design Codes* including where an exercise of discretion is required, provided that appropriate notice of the proposed development is given to adjoining properties where it is required or is considered to have the potential to adversely affect the amenity of an adjoining property.

5. Minor Modification of Planning Determinations

Making modifications to planning approvals where:

- (A) the modification conforms to the relevant Local Planning Scheme objectives and Local Planning Policies;
- (B) the modification does not have a detrimental effect on the amenity of the locality; and
- (C) the extension to a development approval is to a maximum of 2 years.

NOTES:

- Where consent of abutting landowners was required for the original application, then the modification should also be referred to abutting landowners for comment where the modification requires a substantial variation from the original application.
- Where the original application was required to be the subject of public notice under the relevant Local Planning Scheme or the *Residential Design Codes*, then (if the modification is considered substantial) the modification will need a new public notice re-advertised in accordance with the Local Planning Scheme or the *Residential Design Codes*.

6. Dealing with Subdivisions

Making recommendations to the Western Australian Planning Commission in respect of applications or other matters relating to Subdivision, Boundary Adjustment, Amalgamation and Strata Titling where such matters are in accordance with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and established precedent, including minor variations to approved subdivisions and clearance of conditions.

7. Dealing with Scheme Amendments

- 7.1 Requiring modifications to Local Planning Scheme Amendment documents to ensure that all documents are maintained at a consistent high quality and the information contained within the document addresses all issues considered relevant and will enable the public and referral agencies to fully understand the Amendment.

7.2 Accepting modifications to Local Planning Scheme Amendment documents required by the Western Australian Planning Commission or the Minister for Planning at any stage throughout the Scheme Amendment process.

7.3 Respond in writing to scheme amendment requests.

8. Legal Proceedings

8.1 Taking all necessary action against owners or occupiers of properties to cease illegal uses, comply with the Local Planning Scheme and/or comply with conditions of Development Approval, including instituting prosecution proceedings under the *Planning and Development Act*, in the Court in its summary jurisdiction.

8.2 Represent Council, or appoint appropriate representatives, where necessary at prosecutions, rights of review and enquiries pertaining to the enforcement of the provisions of the *Planning and Development Act* and the implementation of Council's Local Planning Scheme.

9. Miscellaneous Matters

9.1 Electing to return or defer consideration of incomplete and unsatisfactory applications for planning consent.

9.2 Granting variations to relevant Local Planning Policies and provisions of the *Residential Design Codes* on Building Permit applications (where the application is exempt from the requirement to gain planning approval under the *Residential Design Codes* and/or the Local Planning Scheme).

9.3 Approve the use of street names where an approved street names list exists.

9.4 Provision of written and verbal responses to rights of review, mediated settlements resulting from rights of review and Western Australian Planning Commission requests for reconsideration.

9.5 Prepare submissions and correspondence to government agencies and other organisations where consistent with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and guiding precedent approvals.

9.6 Respond to referrals and correspondence from State Government agencies, servicing agencies and other organisations on matters including planning, land management, natural resource management and servicing where consistent with the Local Planning Scheme, Local Planning Strategy, Local Planning Policies and Council adopted documents.

10. Right to have matter heard By Council

Where an applicant disputes or has issue with a planning determination made in accordance with this delegation, it will be a matter of right for the applicant to request that the matter be reconsidered by Council, provided the exercise of such right does limit any other right of appeal that exists in Law.

11. Matters that may be of significant financial interest to Council

It is required that any planning matter that may have significant impact on Council infrastructure is to be determined by the Council.

GUIDELINES

- Nil

ON DELEGATION - Building Surveyor for *Residential Design Code* matters.

AGENDA NUMBER: 11.11
SUBJECT: Proposed 2013/14 Fees and Charges
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT: Shire of Nannup
FILE REFERENCE: FNC10
AUTHOR: Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST: Nil.
DATE OF REPORT: 12 May 2013

Attachment 1. Proposed Schedule of Fees and Charges for 2013/14.

BACKGROUND:

Officers have reviewed Council's fees and charges for the services it offers for the 2013/14 financial year. The attached list shows the current and proposed fees and charges.

These fees and charges will be used to develop the 2013/14 budget due to be presented to Council on 27 June 2013. They reflect Council's view that fees and charges should be based on a "user contributes" principle.

COMMENT:

For 2013/14 all fees and charges have been reviewed in the light of what the market will bear and statutory requirements; a base uplift of 5% has been applied. Fees have then been considered for reasonableness and rounded to a manageable figure for practical application. In future years fees and charges will continue to be maximised to reduce the burden on ratepayers.

Fees are shown inclusive of any GST so that Council can see the full fee charged for the service. The schedule has been annotated to indicate whether the fee includes GST. The GST element of the fee is not retained by the Council.

Some of the fees and charges are set through regulations (for example, some Planning and Health fees). The schedule has been annotated to indicate whether or not the fee is set by statutory regulations.

Other changes to the fee structure are described in the paragraphs below.

Administration Fees

A new fee of \$5 has been introduced for the bulk sale of history books. These are purchased from the council and resold by the CRC.

Fees for administrative tasks are required to reflect the actual cost of the work involved; fees for the electronic provision of minutes and agendas have therefore been removed. Council information reports are not public documents and the fees for the provision of these documents have been removed.

Recreation Fees

Fees relating to the use of the Community Centre have been removed as responsibility for this facility now rests with the Nannup Sports and Recreation Association under the terms of their lease.

Fees for the long term hire of the Town Hall and Recreation Centre have been standardised at a single rate, rather than applying the existing variable rate, to simplify administration. The fee shown for the separate hire of the changing rooms has been removed and this is included in the standard fee.

Although the fees and charges include a fee for the hire of the tennis courts no fees have ever been levied for this; this fee has been removed.

Fees have been introduced for the hire of a projector and Nordic poles, which is new equipment not previously available for hire.

Fire Control

Fees are now included for the administration of the compliance work for fire break infringements. These fees represent legal charges incurred by the council in processing fire break fines.

Dog Registration

Statutory fees relating to pensioner concessions and farm dogs have previously been omitted from the Council's fees and charges; these have now been included.

Waste

The service charge for domestic refuse collection has been increased by 10% but the fee for recycling collection has been frozen, representing an overall increase of 3.6% for a standard property. This is the approach adopted at the last budget and seeks to introduce an increased differential between the two types of collection to encourage recycling.

The introduction of the tip pass fee in 2012/13 introduced a number of administrative issues. A small number of requests were received for a second tip pass for a single property because there was another individual in residence. This was an unanticipated outcome of the introduction of the tip pass fee and a charge has been introduced to cover this. It was also noted that a number of people residing in Jarrahwood had been using the Nannup tip, even though they are residents of Busselton. Requests for tip passes were refused in these cases as there was no basis for making a charge; a fee of twice the standard Nannup resident's charge has been introduced to cover this situation.

The fees for the receipt of tyres have been reviewed and adjusted to ensure that they more than cover the cost of disposal.

Planning Fees

Statutory planning fees are shown at the current levels; the Local Government Planning Charges outlined within Planning Bulletin 93/2011 will continue to apply until the full review of the fees requested by the Parliamentary Joint Standing Committee on Delegated Legislation is completed. It is anticipated that the review will be completed in time to revise the fees charged for the 2013/14 financial year. Should the Town Planning (Local Government Planning Fees) Regulations be updated any changes to the fees will be incorporated into Council's Fees and Charges if received prior to the adoption of the budget, currently scheduled for the Ordinary July meeting of Council.

Other planning fees have been increased by 5% and reviewed by the Consultant Planner. The format of the document has been amended to make the charges easier to read and the following modifications to the fee structure have been made:

- A single fee of \$139 has been introduced to cover application fees for advertising signs to replace the existing structure which differentiates between different types of sign. This will make administration of these applications much simpler and be clearer for applicants.
- A standard fee has been introduced for applications in respect of timber plantations to simplify administration.

Caravan Park

The fee structure for the caravan park is now included in the Council's fees and charges; this reflects the fees listed in the caravan park business plan.

The recommendation is to endorse the proposed fees and charges and they will be formally adopted when Council adopts the budget in total, currently scheduled for the Ordinary Meeting of Council on 25 July 2013.

STATUTORY ENVIRONMENT: Local Government Act 1995 Sections 6.16 and 6.17.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: Council's 2013/14 budget.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

That Council endorse the proposed Fees and Charges for 2013/14 as listed for inclusion in the 2013/14 budget.

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

AGENDA NUMBER:	11.12
SUBJECT:	Budget Review – April 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	15 May 2013

Attachments: 1. Table Showing Detailed Variances for 2012/13
2. Monthly Financial Statements for the period ending 30 April 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 the result of timing, as opposed to actual variances that will carry through to the end of year figures. This report focuses attention on only those variances that are expected to 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 at Attachment 2. This covering report identifies all of the major variations; other variations as shown in the statutory statements are due to timing differences.

The report has been broken down showing over and underspends in both operating and capital divisions. The second column from the right shows the current variances and the end column shows the anticipated final figures.

COMMENT:

The savings that are anticipated for the end of this financial year are expected to be \$1,035,898. The vast majority of this relates to capital projects where expenditure lags the receipt of income to fund the project. For example, projects such as the recreation centre upgrade and the main street upgrade are dependent on income from Royalties for Regions; this income is only now being received. The expenditure relating to these types of projects will therefore be carried forward into 2013/14.

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

After removing these amounts from the overall movement we anticipate that the actual carried forward figure for this year will be a \$24,102 overspend. This is shown in the table below.

	<i>Savings \$</i>
Gross saving expected for the year	
Income – under received	\$72,852
Expenditure – savings made	-\$1,108,750
Total Gross Saving	-\$1,035,898
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	\$24,102

Full details of all variances, including all the savings which will be carried forward, are contained within Attachment 1. There are significant savings found within fuels and oils, parks and gardens and insurances. 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 increases within this industry not reaching levels expected.

Income variances are primarily as a result of funding from grants being received later than expected and lower interest on investments. In other areas transaction volumes have been lower than expected for example, commission received from Department of Transport, town planning income, venue hire. There have also been reductions within this area from mobile bin fees. This is as a result of a bin audit conducted this year which revealed less bins in use than previously listed.

The final figure for the new addition of a caravan park has now been analysed up to the end of April 2013. As this project is only in its first year of operation, there were no historical figures on which to base our original estimations. The full cost of this project, at this point in time is under constant review as a result. It is anticipated that on an operational level there will be a loss of approximately \$55,000. This comprises \$5,000 of increased expenses and \$50,000 of lost income as a result of the park not being in our control for a full twelve months. For the first three months of this financial year the park was under the control of the Nannup Tourist Association. Capital costs are \$80,000, which results in an overspend of \$10,000 in this area.

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:

It is recommended that the Monthly Financial Statement for the period ending 30 April 2013 be received.

Summary

Apr-13	
Year End Anticipated Position	Year To Date Position
(Surplus)/Deficit	
\$	\$
Income	132,852
Expenditure	(108,750)
Total Overspend/(Underspend) Anticipated	24,102
	(134,648)

Income - Gross - <i>under received</i>	\$72,852.00
Less Reserve Contribution	\$60,000.00
Expenses - Gross - <i>under spent</i>	-\$1,108,750.00
Plus R4R carried forward	\$1,000,000.00
	<u>\$24,102.00</u>

Gross Inc + Gross Exp	-\$1,035,898.00
-carried forwards and reserve transfers	-\$1,060,000.00
	<u>\$24,102.00</u>

Based on projections from current data it is anticipated that we will have an overspend of \$24602.

Governance Expenditure			Explanation	(Under Expended)/Over Expended	
Budget	Actual	Current		Year End	
0112	\$ -	\$ -	Election Expenses	balanced	* 0 0
0122	\$ 23,125.00	\$ 3,113.09	Strategic Planning	Currently not showing exp. Miscoding error suspected.	(20,012) 0
0142	\$ 15,400.00	\$ 12,549.70	Refreshments	for current month showing a \$3 difference. Balanced outcome	* (2,850) 0
0162	\$ 37,550.00	\$ 37,845.00	Donations/contributions	timing issues. Expected to balance at year end	295 0
0172	\$ 42,650.00	\$ 23,659.86	Councillor allowances	timing issues expected. Balanced at year end	(18,990) 0
0182	\$ 21,977.00	\$ 16,586.58	Subscriptions	timing issues expected. Balanced at year end	(5,390) 0
0202	\$ 189,000.00	\$ 178,000.00	Insurance	overall a \$9K savings overall increases anticipated not achieved	(11,000) (9,000)
0212	\$ -	\$ -	CEO performance review	Should be balanced	0 0
0532	\$ 1,000.00	\$ 252.96	Gratuities	timing issues expected. Balanced at year end	(747) 0
0572	\$ -	\$ -	Members consumables	timing issues expected. Balanced at year end	0 0
	\$ 330,702.00	\$ 272,007.19			(58,695) (9,000)
General Administration			Explanation	(Under Expended)/Over Expended	
Budget	Actual	Current		Year End	
0272	\$ 371,015.00	\$ 316,695.65	Admin Salaries	Additional workload attributed to strategic planning. Support also needed for finance area due to increased pressures from town planning/building/health areas.	(54,319) 10,000
0312	\$ 2,000.00	\$ 4,124.61	minor furniture & equip	balanced position expected. Ccurrent position result of incorrect coding of exp.	2,125 0
0362	\$ 49,290.00	\$ 26,128.50	Building & Gardens maintenance	timing issues expected. Balanced at year end	(23,162) 0
0372	\$ 32,741.00	\$ 28,284.03	Computer maintenance	timing issues expected. Balanced at year end	(4,457) 0
0382	\$ 15,877.00	\$ 18,407.27	Printing & Stationery	additional administration costs	2,530 7,000
0392	\$ 11,178.00	\$ 9,904.15	Telephone Expenses	overall increase in office expenditure	(1,274) 2,000
0402	\$ 6,649.00	\$ 2,099.00	Office Equipment Maintenance	less maintenance than anticipated	(4,550) (2,000)
0412	\$ 4,237.00	\$ 3,460.87	Postage	balanced position expected.	(776) 0
0432	\$ 9,000.00	\$ 4,891.29	Vehicle & Travel	balanced position expected.	(4,109) 0
0442	\$ 5,156.00	\$ 5,317.89	Bank Charges	Fees less than anticipated	162 (950)
0452	\$ 7,941.00	\$ 3,832.66	Advertising	balanced position anticipated	(4,108) 0
0462	\$ 11,617.00	\$ 9,480.00	Audit Fees	timing issues expected. Balanced at year end	(2,137) 0
0482	\$ 5,000.00	\$ 160.20	Legal Fees	no major legal costs for this fin year	(4,840) (4,800)
0492	\$ 13,600.00	\$ 9,208.47	staff training expenses	timing issues expected. Balanced at year end	(4,392) 0
0502	\$ 800.00	\$ 252.26	sundry expenses	timing issues expected. Balanced at year end	(548) 0
	\$ 546,101.00	\$ 442,246.85			(103,854) 11,250
General Purpose Revenue			Explanation	(Under Expended)/Over Expended	
Budget	Actual	Current		Year End	
4812	\$ 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)
0472	\$ 20,548.00	\$ 1,378.53	Rating Valuation Expenses	Annual charges outstanding. Should be balanced	* (19,169) 0
4872	\$ 18,010.00	\$ 16,461.26	DOT Licensing Expenses	Expenses higher than anticipated	(1,549) 2,000
0422	\$ 50,000.00	\$ 14,253.47	Recoverable Expenses	should be under \$ 20K - Changes in classification has seen expenses coded to correct area of occurrence.	* (35,747) (20,000)
	\$ 1,147,926.00	\$ 33,353.26			(1,114,573) (1,018,000)

	Budget	Actual	Explanation	Current	Year End
Health					
1242	\$ 334.00	\$ 270.16	Insurance	*	(64) 0
1322	\$ 2,000.00	\$ 682.99	Admin Expenses	timing issues - expected to be balanced at year end	(1,317) 0
9142	\$ -	\$ 115.03	Deprcn Expense		115 0
	\$ 2,334.00	\$ 1,068.18			(1,266) 0
Housing					
1712	\$ 19,057.00	\$ 22,290.15	Build Maintenance	timing issues expected to be over \$3.5K as a result of age of buildings and increased maintenance requirements.	3,233 3,500
	\$ 19,057.00	\$ 22,290.15			3,233 3,500
Community Amenities					
1762	\$ 75,000.00	\$ 28,267.45	Contract Collection - waste	Timing issues, expected to be balanced at year end	* (46,733) 0
1772	\$ 114,474.00	\$ 80,900.46	Waste Mgmt Facility	Timing issues, expected to be overspent by \$2.5 due to fencing expenses	(33,574) 2,500
1824	\$ 8,228.00	\$ 7,580.88	Street Bin Pick up	Should be balanced by year end	(647) 0
2132	\$ 66,800.00	\$ 67,336.44	Town Planning Services	Additional work required expected to be over	536 15,000
2142	\$ 26,140.00	\$ 8,273.61	Admin Expenses	Offset against 121720	* (17,866) (10,000)
2212	\$ 6,200.00	\$ -	LPS Amend Exp	Offset against 121720	(6,200) (5,000)
2302	\$ 15,170.00	\$ 12,242.93	Cemetery Exp	Should be balanced at year end.	(2,927) 0
2322	\$ 34,406.00	\$ 23,271.10	Public Conveniences	Saving expected	(11,135) (5,000)
	\$ 346,418.00	\$ 227,872.87			(118,545) (2,500)
Rec & Culture					
2422	\$ 15,091.00	\$ 7,730.25	Town Hall	Offset against rec centre expenditure	(7,361) (5,000)
2432	\$ 11,350.00	\$ 19,200.76	Rec Centre	Timing Issues show overspend larger than anticipated year end position. Will be offset against expenditure for town hall.	* 7,851 5,000
2442	\$ 3,439.00	\$ 2,439.45	Comm Centre	Timing issues. Should be balanced at year end	(1,000) 0
2462	\$ 11,666.00	\$ 1,775.44	Telecentre	Maintenace not required as expected	(9,891) (6,000)
2472	\$ 4,665.00	\$ 1,669.61	Old Roads Building	Maintenace not required as expected	(2,995) (2,500)
2482	\$ 2,832.00	\$ 3,700.90	Bowling Club	Timing issues. Should be balanced at year end	869 0
2492	\$ 545.00	\$ 452.03	Cundinup Hall	Timing issues. Should be balanced at year end	(93) 0
2502	\$ 501.00	\$ 11,837.37	Carlotta Hall	Improvements and upkeep costs hire than anticipated	11,336 11,500
2642	\$ 276,820.00	\$ 137,399.10	Public Parks	Savings expected	(139,421) (50,000)
2842	\$ 5,000.00	\$ 3,853.24	Art Maintenance	Should be balanced at year end.	(1,147) 0
7432	\$ 10,758.00	\$ 12,966.40	Foreshore Park	Expenses higher than expected	2,208 3,000
2922	\$ 5,000.00	\$ 3,589.86	Office Expenses - Library	Timing issues. Should be balanced at year end	(1,410) 0
2923	\$ 200.00	\$ -	Write-Offs - Library	Timing issues. Should be balanced at year end	(200) 0
	\$ 347,867.00	\$ 206,614.41			(141,253) (44,000)

	Budget	Actual	Explanation		Current	Year End
Cost/(Saving)						
Transport						
3212	\$ 32,358.00	\$ 20,523.13	Depot Maintenance	Anticipated savings at year end	(11,835)	(5,000)
3240	\$ 5,000.00	\$ 7,495.17	Traffic Signs	Overspend anticipated	2,495	2,000
3420	\$ 23,832.00	\$ 17,949.91	Street Lighting	Overspend anticipated	(5,882)	2,000
	\$ 61,190.00	\$ 45,968.21			(15,222)	(1,000)
Economic Services						
3862	\$ 7,784.00	-\$ 8,929.93	Functions & Events	Infancy phase anticipated loss from concert \$10K	(16,714)	10,000
3923	\$ 140,000.00	\$ 6,008.96				
3932		\$ 58,136.92	Caravan Park & Camping			
3934		\$ 27,355.56			3,000	5,000
3912		\$ 26,697.55	Caravan Park & Camping Gardening	Five COA's combined = 119785.58. Overspend currently at \$3K		
3924		\$ 1,586.59				
3962		\$ 5,342.53	Regional Promotion			5,343
4024	\$ 70,000.00	\$ 79,222.47	Capital - Caravan Park	Due to Council agreement of a revised budget of \$70k it is expected that this item will have overspent by 10K.	9,222	10,000
4062	\$ 24,753.00	\$ 14,091.51	Salary - Bldng	Building Surveyor worked less than anticipated to date.	(10,661)	(4,000)
	\$ 242,537.00	\$ 209,512.16			(9,810)	21,000
Other Property & Services						
4292	\$ 21,809.00	\$ 28,810.09	Private Works	Anticipated that expenses will be \$4K over at year end.	7,001	7,500
4312	\$ 9,152.00	\$ 3,157.62	Training	Should be balanced at year end.	(5,994)	0
4452	\$ 9,163.00	\$ 8,946.92	Protective Clothing	Should be balanced at year end.	(216)	0
4462	\$ 3,201.00	\$ 1,534.85	Safety Meetings	Should be balanced at year end	(1,666)	0
4532	\$ 913.00	\$ -	Admin Expenses		(913)	0
6792	\$ 30,613.00	\$ 32,698.19	Public Hols		2,085	0
7672	\$ 1,826.00	\$ -	Recruitment Exp	Anticipated \$2K saving at year end.	(1,826)	(2,000)
4482	\$ 25,663.00	\$ 24,381.66	Tyres & Batteries	Anticipated \$3K saving at year end	(1,281)	(3,000)
4492	\$ 24,513.00	\$ 31,941.59	Insurances & Licenses		7,429	7,500
4982	\$ 275,000.00	\$ 164,852.46	Fuel & Oil	Anticipated \$80K saving at year end	(110,148)	(80,000)
4992	\$ 3,663.00	\$ 4,291.45	Sundry Tools	Should be balanced at year end	628	0
6802	\$ 50,413.00	\$ 41,918.18	Parts & External Work	Journals required - Should be balanced	(8,495)	0
9362	\$ -	\$ -			0	
	\$ 455,929.00	\$ 342,533.01			(113,396)	(70,000)
Total Expenditure Savings Anticipated for Year					(1,673,380)	(1,108,750)
Less Capital Carried Forward - R4R					(1,000,000)	(1,000,000)
					(673,380)	(108,750)

30/04/2013	Budget	Actual	Explanation	(Over received)/Under received		
				Current	Anticipated Year End	
General Purpose Revenue						
0011	(1,236,189)	(1,240,582)	Rate Revenue	Anticipated surplus of \$5K	(4,393)	(4,393)
0041	(3,500)	(3,660)	Legal Fees		(160)	(350)
0061	(6,000)	(12,307)	Int on Overdue rates	Anticipate that at year end will have surplus of \$7.5K	(6,307)	(7,500)
0091	(345,537)	(285,785)	Equalisation Grant	Revision from Grants Commission will see increase in revenue received	59,753	(35,500)
0261	(3,000)	(4,179)	Interest on Instalments		(1,179)	1,679
0271	(500)	0	Int on deferred rates	should be balanced at year end	500	0
0291	(242,690)	(142,769)	Local Road Grant	Revision from Grants Commission will see decrease in revenue received	99,922	52,000
0553	(670,936)	(455,678)	R4R	Should be balanced.	215,258	0
0361	(3,500)	(3,720)	Admin Charges		(220)	200
0523	(25,000)	(17,057)	DOT Commission	Lower than anticipated usage	7,943	10,000
0533	(20,000)	(11,857)	Sundry Income	Lower than anticipated usage	8,143	5,000
0573	(50,000)	(6,283)	Expenses Recovered	Should be balanced to expenses recoverable at year end	43,717	20,000
4873	(80,000)	(48,400)	Interest on Investment - General	Lower interest rates have impacted overall income received	26,118	5,000
4883	(30,000)	(35,482)	Interest on Investment - R4R			
	(2,716,852)	(2,267,757)			449,095	46,136
General Administration						
7053	(1,000)	(1,658)	Shirley Humble room hire	Hall hire higher than expected	(658)	(2,500)
	(1,000)	(1,658)			(658)	(2,500)
Health						
1383	(2,618)	(990)	Gen License Fees	Surplus anticipated	3,266	3,266
1373	(2,200)	(562)				
	(4,818)	(1,552)			3,266	3,266
Education & Welfare						
0993	(6,670)	0		Lease agreement to be finalised. Invoice to be sent	6,670	0
	(6,670)	0			6,670	0
Housing						
1723	(16,796)	(16,796)	Rental Income	balanced	0	0
	(16,796)	(16,796)			0	0

30/04/2013	Budget	Actual		Explanation	(Over received)/Under received	
Community Amenities						
1803	(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
1813	(14,000)	(12,832)	Tip Fees	Tip pass impact seen	1,168	2,000
2243	(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
2253	(7,000)	(1,866)	Misc Fees & Charges	Lower than anticipated town planning income received	5,134	6,500
2373	(2,000)	(2,598)	Cemetery Fees	higher than anticipated - estimation only in first instance	(598)	(700)
	(122,270)	(98,927)			23,343	25,450
Recreation & Culture						
7043	(5,889)	(4,826)	Hire Fees - Rec Centre		1,063	1,500
7053	(5,531)	(1,658)	Hire Fees - Other Venues		3,873	2,000
3033	(3,000)	0	User Charges & Sundry Income		3,000	3,000
	(14,420)	(6,484)			7,936	6,500
Transport						
3361	(140,000)	(93,333)	Mowen Road Supervision Fee	Supervision fee collected will be higher than anticipated	(46,667)	(60,000)
	(140,000)	(93,333)			(46,667)	(60,000)
Economic Services						
3923	(140,000)	(61,715)	Caravan Park Income		78,285	50,000
	(140,000)	(61,715)			78,285	50,000
Other Property & Services						
4323	(26,894)	(9,431)	Private Works	Timing issues higher income anticipated	17,463	4,000
	(26,894)	(9,431)			17,463	4,000
				Overall (Surplus)/deficit anticipated	538,733	72,852
	(3,189,720)	(2,557,653)	TOTAL INCOME	Less Capital Carried Forward - Mowen Road		60,000
				Net Deficit Anticipated:	538,733	132,852

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 30 APRIL 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	833	1,000	(100%)
General Purpose Funding	1,037,813	1,245,071	1,494,085	(17%)
Law, Order, Public Safety	167,014	292,278	350,733	(43%)
Health	2,504	4,015	4,818	(38%)
Education and Welfare	88,730	34,358	41,230	158%
Housing	14,278	13,997	16,796	2%
Community Amenities	101,028	101,892	122,270	(1%)
Recreation and Culture	14,121	24,212	29,054	(42%)
Transport	5,772,613	5,732,316	6,878,779	1%
Economic Services	94,641	180,000	216,000	(47%)
Other Property and Services	36,630	22,412	26,894	63%
	7,329,372	7,651,383	9,181,659	(4%)
(Expenses)/(Applications)				
Governance	(234,552)	(703,432)	(844,118)	(67%)
General Purpose Funding	(105,151)	(956,772)	(1,148,126)	(89%)
Law, Order, Public Safety	(284,610)	(276,143)	(331,371)	3%
Health	(40,316)	(30,350)	(36,420)	33%
Education and Welfare	(115,719)	(145,951)	(175,141)	(21%)
Housing	(34,885)	(23,413)	(28,096)	49%
Community Amenities	(301,675)	(316,709)	(380,051)	(5%)
Recreation & Culture	(309,021)	(336,893)	(404,272)	(8%)
Transport	(1,453,860)	(1,839,343)	(2,207,212)	(21%)
Economic Services	(238,847)	(284,114)	(340,937)	(16%)
Other Property and Services	147,507	23,747	28,496	521%
	(2,971,129)	(4,889,373)	(5,867,248)	(39%)
Adjustments for Non-Cash (Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	(0)	16,250	19,500	(100%)
Depreciation on Assets	932,430	1,515,265	1,818,318	(38%)
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(178,358)	(537,835)	(645,402)	(67%)
Purchase Infrastructure Assets - Roads	(4,268,400)	(6,050,928)	(7,261,114)	(29%)
Purchase of Infrastructure Assets - Parks				0%
Purchase Plant and Equipment	(394,565)	(345,000)	(414,000)	14%
Purchase Furniture and Equipment	(12,167)	(22,875)	(27,450)	(47%)
Proceeds from Disposal of Assets	0	116,667	140,000	(100%)
Repayment of Debentures	(35,004)	(54,152)	(64,982)	(35%)
Proceeds from New Debentures	0	0	0	0%
Leave Provisions	(6,775)	138,923	166,708	(105%)
Accruals	(461)	15,710	18,852	(103%)
Self Supporting Loan Principal Income	16,730	16,435	19,722	2%
Transfers (to)/from Reserves	(481)	71,053	85,264	(101%)
ADD Net Current Assets July 1 B/Fwd	1,593,984	1,593,984	1,593,984	
LESS Net Current Assets Year to Date	3,246,301	471,695		
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 30 APRIL 2013

	2012/13 Actual \$	Brought Forward 01-July-2012 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	3,221,498	1,902,967
Cash - Restricted	61,197	94,107
Cash - Reserves	1,802,468	1,779,437
Receivables	492,764	553,247
Inventories	0	0
	<u>5,577,927</u>	<u>4,329,757</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(467,961)</u>	<u>(862,229)</u>
	5,109,966	3,467,528
Less: Cash - Reserves - Restricted	(1,863,665)	(1,873,543)
NET CURRENT ASSET POSITION	<u><u>3,246,301</u></u>	<u><u>1,593,984</u></u>

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

AGENDA NUMBER:	11.13
SUBJECT:	Month Accounts for Payment, April 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	Date 15 May 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	4775 - 4888	513,624.18
Accounts paid by cheque	19142 - 19167	\$28,011.91
Accounts paid by direct debit	99382 - 99389	\$67,031.34
Sub Total Municipal Account		<u>\$608,667.43</u>

Trust Account

		\$160
Accounts Paid by cheque	22767	
Accounts Paid by EFT	4825	\$150
Sub Total Trust Account		<u>\$310.00</u>

Total Payments

\$608,977.43

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 \$608,977.43 in the attached schedule be endorsed.

**SHIRE OF NANNUP
ACCOUNTS FOR PAYMENT - MAY 2013**

Chq/EFT	Name	Description	Amount
EFT4775	AUSTRALIAN TAXATION OFFICE	MARCH BAS	\$73,170.00
EFT4776	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$15,179.95
EFT4777	GREENLINE AGRICULTURE	FILTERS, AIR, OIL, IGNITION SWITCH AND KEY	\$320.86
EFT4778	NANNUP SURVEYS	SURVEYING SERVICES RENDERED	\$7,733.00
EFT4779	B & B STREET SWEEPING PTY LTD	HIRE STREET SWEEPER	\$3,360.50
EFT4780	BUSSELTON RETRAVISION	SUNDRY OFFICE SUPPLIES	\$199.00
EFT4781	WESFARMERS KLEENHEAT GAS PTY LTD	GAS SUPPLIES	\$242.00
EFT4782	IMINI HOLDINGS PTY LTD	TRANSPORTABLE KITCHEN HIRE	\$748.00
EFT4783	P & F MARTIN	FUEL TRAILER LICENCING	\$93.60
EFT4784	NANNUP PHARMACY	SUNDRY FIRST AID SUPPLIES	\$32.80
EFT4785	SETTLERS ROOFING AND GRADING	WATER CARTING - MOWEN ROAD	\$7,502.00
EFT4786	PM TREASURE - EARTHMOVING CONTRACTOR	GRADER HIRE - MOWEN ROAD	\$20,240.00
EFT4787	PETER TILLEY	WATER CARTING - MOWEN ROAD	\$7,986.00
EFT4788	MANJIMUP SPRAY PAINTERS	VEHICLE REPAIRS	\$500.00
EFT4789	KERRIE YABSLEY	REIMBURSEMENT OF EXPENSES	\$63.30
EFT4790	MYERS EQUESTRIAN AND AGRICULTURAL SERVICES	TRENCH FOR POWER DEMOUNTABLE AT CARAVAN PARK	\$270.00
EFT4791	HILL'S TULIPS TASMANIA	TULIPS AS PER ORDER	\$4,120.33
EFT4792	MADER RICKARD CIVIL PTY LTD	BULLDOZER, LOADER, 2 X DUMPTRUCK - MOWEN ROAD	\$44,440.00
EFT4793	DAVMECH	VEHICLE MAINTENANCE - MOWEN ROAD	\$8,773.85
EFT4794	JOHN PATMAN	REIMBURSEMENT OF EXPENSES	\$52.00
EFT4795	COVS PARTS	SUNDRY SUPPLIES	\$225.19
EFT4796	STAPLES AUSTRALIA PTY LTD	STATIONERY FOR SHIRE OFFICE	\$80.51
EFT4797	MINING AND CIVIL PLANT HIRE PTY LTD	GRADER HIRE - MOWEN ROAD	\$9,240.00
EFT4798	MANJIMUP FARM MACHINERY	SUNDRY SUPPLIES	\$1,210.08
EFT4799	PICKLE & O	LUNCH FOR COUNCILLORS	\$117.00
EFT4800	BUSSELTON ICE SUPPLY	30 BAGS OF ICE	\$60.00
EFT4801	ALLTUFF	SUNDRY SUPPLIES	\$2,199.93
EFT4802	BJ & FH TOMAS	CARLOTTA HALL	\$10,170.00
EFT4803	OSHGROUP	PRE-EMPLOYMENT MEDICAL ASSESSMENT	\$429.00
EFT4804	BOSS OFFICE CHOICE	NANNUP BROOK BRIGADE SUPPLIES	\$182.95
EFT4805	CJD EQUIPMENT PTY. LTD.	INVESTIGATE FAULT CODES-MACHINE	\$1,492.33
EFT4806	GEOGRAPHE SAWS & MOWERS	SUNDRY SUPPLIES	\$390.00
EFT4807	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATER CARTING - MOWEN ROAD	\$10,042.50
EFT4808	HOLBERRY HOUSE	MUNDA BIDDI EPIC FOOD EXPENSES	\$20.00
EFT4809	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$110.38
EFT4810	INSIGHT CCS PTY LTD	AFTER HOURS CALL CHARGES	\$108.39
EFT4811	JASON SIGNMAKERS	SIGNAGE	\$312.40
EFT4812	MALATESTA ROAD PAVING	BITUMEN PRODUCTS	\$4,400.00
EFT4813	MARGARET RIVER STRUCTURAL ENGINEERING	LIGHT TOWER SPEC CHECK	\$231.00
EFT4814	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING & 4 GAS BOTTLES	\$1,244.66
EFT4815	NANNUP HOTEL MOTEL	CATERING 18 PEOPLE	\$540.00
EFT4816	NANNUP COMMUNITY RESOURCE CENTRE	8 X CANVAS' MOUNTED	\$176.00
EFT4817	PRESTIGE PRODUCTS	CLEANING SIGNS	\$26.40
EFT4818	GT BRAKE & CLUTCH REPAIRS	SUNDRY SUPPLIES	\$1,016.88
EFT4819	SUGAR MOUNTAIN ELECTRICAL SERVICES	RIVER BEND CARAVAN PARK WORKS	\$15,290.23
EFT4820	SCOTTIES EXCAVATIONS	HIRE MACHINERY - MOWEN ROAD	\$28,710.00
EFT4821	PAUL WASSELL	CONCRETE PADS	\$798.60
EFT4822	WARREN BLACKWOOD WASTE	PICK UP RECYCLE BINS	\$6,112.05
EFT4823	WORTHY CONTRACTING	WATER TRUCK HIRE	\$2,491.50
EFT4824	CHRIS WADE	REIMBURSEMENT OF EXPENSES	\$483.50
EFT4826	EVELYN PATMAN	REIMBURSEMENT OF EXPENSES	\$376.52
EFT4827	NANNUP SURVEYS	SURVEY WORKS	\$4,133.25
EFT4828	CAMERON BARKER	YAC EXPENSES	\$1,500.00
EFT4829	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEES	\$2,409.00
EFT4830	NANNUP BRIDGE CAFE	3 COURSE MEAL - THURSDAY 28 MARCH 2013	\$385.00
EFT4831	BP NANNUP	APRIL FUEL ACCOUNT	\$450.82
EFT4832	P & F MARTIN	NORTH NANNUP 2 X BATTERIES	\$380.00
EFT4833	SCANIA AUSTRALIA - BUNBURY OFFICE	SERVICE ON TRUCK NP 3005	\$990.01
EFT4834	BUSSELTON TOYOTA	SERVICE OF TOYOTA CAMRY	\$307.55
EFT4835	SETTLERS ROOFING AND GRADING	WATER CARTING- MOWEN ROAD	\$4,598.00
EFT4836	PM TREASURE - EARTHMOVING CONTRACTOR	GRADER HIRE - MOWEN ROAD	\$13,640.00
EFT4837	ROBERT JENNINGS	REIMBURSEMENT OF EXPENSES	\$107.72
EFT4838	PJ & VL LAMERS	BUS HIRE SENIORS, NANNUP TO MANJIMUP AND RETURN	\$350.00
EFT4839	NORMAN STEER	COUNCILLOR REIMBURSEMENT	\$240.00

SHIRE OF NANNUP
ACCOUNTS FOR PAYMENT - MAY 2013

Chq/EFT	Name	Description	Amount
EFT4840	DEAN GUJA	PROFESSIONAL FEES	\$2,400.00
EFT4841	MAMMOTH EQUIPMENT & EXHAUSTS	SUNDRY SUPPLIES	\$957.00
EFT4842	MPM DEVELOPMENT CONSULTANTS	DESIGN & DOCUMENTATION FOR MAINSTREET PROJECT	\$6,124.80
EFT4843	LUCAS AUFFRAY	YOUTH CAMP ASSISTANT	\$1,000.00
EFT4844	CAPE TO CAPE EXPLORER TOURS	YOUTH CAMP	\$1,950.00
EFT4845	CHRIS TATE	PHOTOGRAPHY, POST PRODUCTION AND DVDS	\$150.00
EFT4846	STORYBOX CONSULTING	WAEMI - BROCHURE CONTENT	\$1,655.50
EFT4847	FREESPIRIT TRAPEZE	KIDSPORT VOUCHERS	\$2,435.00
EFT4848	HOLLYWOOD TOUCH	FENCING SCOTT RIVER FIRE BRIGADE	\$5,505.00
EFT4849	EMERALD STRATFORD	1 GLASS PAINTING WORKSHOP	\$60.00
EFT4850	OUTDOOR DISCOVERIES	1 DAY ABSEILING AND ROCK CLIMBING	\$869.00
EFT4851	THE GARDEN BASKET	YEAR OF FARMERS EXPENDITURE	\$139.24
EFT4852	WEBSECURE TECHNOLOGIES PTY LTD	FIREWALL UTM APPLIANCE	\$1,705.00
EFT4853	GOVQUIP	SES EQUIPMENT	\$478.50
EFT4854	SARI BENNETT	2 HOURS ARTMAKING WORKSHOP	\$500.00
EFT4855	AUSTRALIAN TAXATION OFFICE	APRIL BAS	\$19,377.00
EFT4856	BULLIVANTS	SUNDRY SUPPLIES	\$643.10
EFT4857	BLACKWOOD CAFE - SUMART	REFRESHMENTS	\$32.20
EFT4858	D & J COMMUNICATIONS	TO CHECK AND REPAIR BASE RADIO	\$137.50
EFT4859	COATES HIRE	SUNDRY HIRE ITEMS - MOWEN ROAD	\$20,251.68
EFT4860	CJD EQUIPMENT PTY. LTD.	SUNDRY SUPPLIES	\$127.79
EFT4861	HOLCIM AUSTRALIA PTY LTD	ROAD SUPPLIES	\$8,513.56
EFT4862	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATERCARTAGE - MOWEN ROAD	\$6,050.00
EFT4864	FITZ GERALD STRATEGIES	FACILITATION OF THE CEOS PERFORMANCE REVIEW 2013	\$2,200.00
EFT4865	GUMPTION PTY LTD	PROGRESS PAYMENT FOR COMMUNITY STRATEGIC PLAN	\$1,560.00
EFT4866	UHY HAINES NORTON	FINANCIAL AND MANAGEMENT REPORTING WORKSHOP	\$3,333.00
EFT4867	HOLBERRY HOUSE	ACCOMODATION - TOWN PLANNER	\$115.00
EFT4868	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$770.03
EFT4869	JTAGZ PTY LTD	DOG TAGS	\$500.50
EFT4870	JASON SIGNMAKERS	SIGNAGE	\$2,176.90
EFT4871	K & C HARPER	MAINTENANCE WORKS - CARLOTTA HALL	\$333.30
EFT4872	MALATESTA ROAD PAVING	BITUMEN PRODUCTS	\$10,425.63
EFT4873	MUIRS MANJIMUP	SERVICE TO VEHICLE	\$248.09
EFT4874	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$5,533.93
EFT4875	NANNUP NEWSAGENCY	POSTAGE AND STATIONERY SUPPLIES	\$345.37
EFT4876	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS	\$181.87
EFT4877	NANNUP TIMBER PROCESSING	ROUGH SAWN JARRAH GUIDE POSTS	\$2,640.00
EFT4878	FULTON HOGAN INDUSTRIES PTY LTD	SUNDRY SUPPLIES	\$4,012.80
EFT4879	SW PRECISION PRINT	STATIONERY SUPPLIES	\$734.50
EFT4880	RICOH BUSINESS CENTRE	PHOTOCOPIER EXPENSES	\$783.49
EFT4881	SYNERGY	ELECTRICITY EXPENSES	\$1,752.50
EFT4882	SUGAR MOUNTAIN ELECTRICAL SERVICES	FORESHORE PARK WORKS	\$11,928.78
EFT4883	SOUTHWEST TYRE SERVICE	TYRE SUPPLIES	\$3,499.00
EFT4884	SHIRE OF MANJIMUP	ROAD WORKS	\$21,190.48
EFT4885	SCOTTIES EXCAVATIONS	MOWEN ROAD WORK	\$26,158.00
EFT4886	LOUISE STOKES	TRAVEL REIMBURSEMENT	\$74.55
EFT4887	WARREN BLACKWOOD WASTE	RECYCLE BINS PICK/UPS	\$6,112.05
EFT4888	WORTHY CONTRACTING	MOWEN ROAD CONTRACTING	\$3,146.00

Total eft payments - Municipal Fund **\$513,624.18**

**SHIRE OF NANNUP
ACCOUNTS FOR PAYMENT - MAY 2013**

Chq/EFT	Name	Description	Amount
19142	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$1,208.30
19143	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$642.16
19144	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$456.52
19145	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	\$279.34
19146	CHALLENGER	SUPERANNUATION CONTRIBUTIONS	\$216.70
19147	GENERATIONS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$314.28
19148	AUSTRALIAN ETHICAL SUPERANNUATION PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$273.25
19149	NANNUP BASKETBALL ASSOCIATION	BASKETBALL FEES	\$60.00
19150	BRC - BUILDING SOLUTIONS	EARLY LEARNING CENTRE ALTERATIONS & ADDITIONS	\$6,451.70
19151	CITY OF BUSSELTON	RANGER EXPENSES	\$626.00
19152	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	UNIFORM SUPPLIES	\$196.02
19153	SENSIS PTY LTD	DIRECTORY SERVICES	\$112.05
19154	NATIONAL SAFETY SOLUTIONS	SUNDRY SUPPLIES	\$556.60
19155	TONY DEAN	MEETING ATTENDANCE	\$963.20
19156	SIMMONE VAN BUERLE	REIMBURSEMENT OF EXPENSES	\$89.65
19157	BUNNINGS- BUSSELTON	SUNDRY SUPPLIES	\$142.20
19158	NANNUP GARDEN VILLAGE COMMITTEE	GARDEN WEEK PROMOTION	\$40.00
19159	WATER CORPORATION	WATER EXPENSES	\$14,641.45
19160	LORRAINE LEARMOND	ENTERTAINMENT MUNDA BIDDI EPIC	\$50.00
19161	NATIONAL SAFETY SOLUTIONS	SUNDRY SUPPLIES	\$120.34
19162	GLOBAL DIAGNOSTICS	MEDICAL EXPENSES	\$73.10
19163	BRAD BARRIE	ENTERTAINMENT MUNDA BIDDI EPIC	\$50.00
19164	NANNUP GARDEN VILLAGE COMMITTEE	BROCHURE ADVERTISEMENT	\$75.00
19165	JENNY MARLOW	MUNDA BIDDI EPIC DINNER	\$100.00
19166	NANNUP BOWLING CLUB	DRINKS @ NANNUP BOWLING CLUB	\$72.00
19167	SHIRE OF NANNUP	LICENSE EXPENSES	\$202.05
Total cheque payments - Municipal Fund			<u>\$28,011.91</u>
99382	SG FLEET AUSTRALIA P/L	CESM LEASE VEHICLE COSTS	\$315.59
99383	CORPORATE CREDIT CARD - SHIRE OF NANNUP	VARIOUS SUPPLIES	\$268.22
99384	RMS SOFTWARE AUST P/L ** DIRECT CREDIT***	RMS SOFTWARE CONTRACT	\$82.50
99385	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 REPAYMENT	\$1,672.98
99386	BP AUSTRALIA	FUEL EXPENSES	\$2,575.31
99387	CALTEX AUSTRALIA	FUEL EXPENSES	\$61,681.95
99388	WESTNET	TELEPHONE EXPENSES	\$364.84
99389	IINET	INTERNET EXPENSES	\$69.95
Total direct debit payments - Municipal Fund			<u>\$67,031.34</u>
EFT4825	ROBERT JENNINGS	REFUND ONGOING BOND	\$160.00
22767	GLEE CLUB	REFUND ONGOING BOND - GLEE CLUB	\$150.00
Total Trust Payments - eft & cheque			<u>\$310.00</u>
TOTAL MUNICIPAL PAYMENTS FOR PERIOD			<u>\$608,667.43</u>
TOTAL TRUST PAYMENTS FOR PERIOD			<u>\$310.00</u>
TOTAL PAYMENTS FOR PERIOD:			<u>\$608,977.43</u>