

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

AGENDA NUMBER:	11.3
SUBJECT:	Memorandum of Understanding between the Nannup Music Club and the Shire of Nannup 2015-2017
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Nannup Music Club and Shire of Nannup
FILE REFERENCE:	ASS 7
AUTHOR:	Robert Jennings – Chief Executive Officer
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	11 September 2013

Attachment: 1. Memorandum of Understanding

BACKGROUND:

The Nannup Music Festival is currently the largest and most recognised event held in Nannup for over two decades. From studies undertaken of previous events, the economic generation in the community is in the order of \$1M per annum in addition to the community and Shire of Nannup promotion benefits.

The Shire of Nannup has historically played a key role in the sponsorship, set up, resourcing and general support for this largely volunteer event.

COMMENT:

To assist both the Nannup Music Club and the Shire of Nannup in their ongoing planning for the event, a Memorandum of Understanding (MOU) has been drafted for Council consideration. An MOU is an agreement between the signed parties to undertake various duties as outlined in the document. It can be used by Local Government for large events within the municipality.

Councillors provided their in-principle support to proceed with the drafting of a MOU at the February 2013 Councillor Information Report session.

The key elements of the agreement are:

- Three year term to include 2015, 2016 and 2017 events
- Annual contribution of \$25,000 per year
- Nannup Music Club to develop sponsorship package, fulfil all legislative and other event requirements as well as submit an audited profit and loss statement
- Shire of Nannup to contribute funding and provide a contact officer
- Neither party incurs liability as a result of the agreement.

The advantages of the attached agreement to both parties are outlined below:

For the Nannup Music Club

- Clear communication of support. Supports the Nannup Music Club acquisition of funding from other bodies
- Allow the long term and strategic planning of the event
- Encourages other groups to consider funding over a time period of greater than one year.

For the Shire of Nannup

- Support of a significant community event that provides considerable economic, community and promotional benefit.

Some of the other considerations in undertaking such an agreement:

- Whilst the Music Festival is clearly the most significant event in the Shire of Nannup, Council may wish to consider whether this or any other events are worthy of an MOU
- The 2015/16 budget year is currently forecast to be financially tighter as compared to surrounding years
- Council has an 'opt out' clause should unanticipated budget requirements arise.

The document is the result of a number of meetings and agreement from both parties as to the contents. It is worth noting that detailed planning for each event will occur on a year to year basis.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

Commitment of the agreed sum over three years, with an opt out if overriding budget factors are encountered.

STRATEGIC IMPLICATIONS:

Support of a significant community event (largely voluntary) that has community, economic and promotional benefits.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

That Council adopt the attached "Memorandum of Understanding between the Nannup Music Club and the Shire of Nannup 2015-2017".



Shire of
Nannup
rest • connect • grow

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE NANNUP MUSIC CLUB

AND

THE SHIRE OF NANNUP

2015-2017

Dated:

Background

This Memorandum of Understanding establishes the guidelines for collaboration between the Nannup Music Club and the Shire of Nannup in the delivery of the Nannup Music Festival 2015 – 2017.

The Nannup Music Club runs the Nannup Music Festival held each year on the WA Labour Day weekend and cultural events throughout the year. The Nannup Music Festival is acknowledged as the largest cultural event in the Shire of Nannup and directly contributes \$979,000 to the local economy (*2013 Music Club Evaluation*). The Nannup Music Club employs two staff and in excess of 150 volunteers assist with the presentation of events to the community. The Nannup Music Club leases the Old Supper Room on Warren Rd from the Shire as their office premises.

1. Definitions

- 1.1. MOU refers to this Memorandum of Understanding

2. Party Commitments

- 2.1. The parties agree they will adhere to the commitments provided within this MOU and will actively maintain a cooperative relationship (including the sharing of all relevant information) in order to enhance the efficient and effective operation and administration of this MOU.
- 2.2. The parties agree nothing in this MOU shall give rise to any legal liability of any kind to the parties on the part of either party, its employees or agents (or both).

3. Nannup Music Club Commitments

- 3.1. Nannup Music Club agrees to develop an annual sponsorship package for Council in acknowledgement of the financial contribution to the Nannup Music Festival.
- 3.2. The Nannup Music Club will lodge an annual Event Application to the Shire and fulfil all Occupational Health & Safety, Health Act, Risk Management, Environmental Protection Act, Local Government Act and other legislative requirements.
- 3.3. The Nannup Music Club will submit annually a Traffic Management Plan and Emergency Evacuation Plan for the Nannup Music Festival.
- 3.4. The Nannup Music Club will submit annually an audited Profit and Loss statement and event evaluation for the Nannup Music Festival to the Shire of Nannup.

4. The Shire of Nannup Commitments

- 4.1. The Shire of Nannup will contribute \$25,000 annually for a period of three years to the Nannup Music Club for the purposes of delivering the Nannup Music Festival.
- 4.2. The Shire of Nannup will provide a hyper-link to the Nannup Music Festival on their website.
- 4.3. The Shire of Nannup will provide contact details for a Shire Officer over the Nannup Music Festival weekend for Shire responsibility maintenance.

5. Limits of Responsibility and Indemnity

- 5.1. Neither party will be liable for any loss nor damage suffered by the other (including consequential loss or damage), however caused, which may arise from services provided under this MOU or otherwise from performance of this MOU

6. Security, Privacy and Confidentiality

- 6.1. The Nannup Music Club and Shire of Nannup agrees to comply with the Information Privacy Principles set out in section 14 of the Privacy Act 1988 (Cth) in respect of personal information received, created or held by each organisation in connection with this MOU.
- 6.2. Clause 6.1 shall survive the termination or expiry of this MOU.

7. Dispute Resolution

- 7.1. In the event of a dispute under this MOU, the Contact Officers will each use their best endeavours to resolve the dispute between them at an operational level.
- 7.2. If a dispute is not resolved under clause 7.1 within five business days of an issue being formally raised by the parties, the dispute will be referred to the Nannup Shire CEO
- 7.3. If the matter is not resolved through further negotiations under clause 7.2, the dispute will be referred to an independent arbitrator.

8. Term of this MOU

- 8.1. This MOU will commence on the date of execution and will cover the 2015, 2016 and 2017 Nannup Music Festivals, and terminate in May 2017.

8.2. The parties agree to review the operation of this MOU no less than annually, to ensure its ongoing effectiveness and address any matters of concern.

8.3. This MOU can be varied by the parties provided the variations are made in writing and signed by all parties.

8.3.1 Notwithstanding the above, the Shire of Nannup may vary the annual contribution set out in clause 4.1 for the purposes of meeting its financial obligations under the Local Government Act should unanticipated budget requirements arise.

8.4. Either party may terminate this agreement by written notice to the other party should the Nannup Music Club dissolve or be placed into administration.

9. Compliance and Audit

9.1. The parties will work co-operatively to ensure that effective compliance regimes are maintained and, where reasonably possible, will provide the other with relevant information to support compliance activity.

9.2. Each of the parties will advise the other of any audit or review function undertaken internally or externally related to the Nannup Music Festival. The parties, where reasonably possible, will provide assistance to the other in relation to any audit or review.

10. Contact Officers

10.1. Nannup Music Club and the Shire of Nannup agree to appoint a Contact Officer and authorised delegate (potentially a Councillor). The Contact Officer and authorised delegate for each party is authorised to act for that party in relation to this MOU. The Contact Officer is the first point of contact for the other party in relation to any disputes arising under this MOU.

10.2. The details for each party's Contact Officer and authorised delegate are set out in Schedule 1.

10.3. If a party wishes to change their Contact Officer or authorised delegate that, party will notify the other party in writing of the new contact details.

EXECUTED as a Memorandum of Understanding (MOU) -

SIGNED for and on behalf of the Nannup Music Club by:

.....
(name) (position)

.....
(signature) (date)

in the presence of witness:

.....
(name) (position)

.....
(signature) (date)

SIGNED for and on behalf of the Shire of Nannup by:

.....
(name) (position)

.....
(signature) (date)

in the presence of witness:

.....
(name) (position)

.....
(signature) (date)

SCHEDULE 1 – CONTACT OFFICERS

Nannup Music Club

Name: Maggie Longmore
Job Title: Chair Nannup Music Club and Festival Coordinator
Phone: 9756 1511 Music Club 9756 0308 Home
Mobile: 0427 560 305
Email: info@nannupmusicfestival.org
Postal Address: PO Box 216 Nannup WA 6275

Delegate/s authorised

Name: Brett Furniss
Contact phone: 9756 1676 Home
Mobile
Contact email: furniss5@bigpond.com

The Shire of Nannup

Name: Chris Wade
Job Title: Manager Infrastructure
Phone: 9756 1018
Email: Chris.wade@nannup.wa.gov.au

Delegate/s authorised

Nil

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

AGENDA NUMBER:	11.4
SUBJECT:	WALGA Cat Act Implementation Grant Program
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	WRK 28
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	18 September 2013

Attachment: 1. Letter of Grant Acceptance

BACKGROUND:

Funding acknowledgement has been received of \$7,000 from the Department of Local Government through their *Cat Act Implementation 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 assist pensioners and low income earners with the cost of sterilisation for their cats.

COMMENT:

The funding of this program can only be used at GeoVet Nannup and Busselton and assists low income earners and pensioners with the costs of compliance with the new cat act legislation that will come into effect on 1 November 2013.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Plan 2013 – 2023:

1. *Our Community: Provide an aged friendly environment*
4. *Our Natural Environment: Protect our range of natural assets.*

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VOTING REQUIREMENTS: Simple majority.


RECOMMENDATION:

That Council accept the funding of \$7,000 from the Department of Local Government to assist pensioners and low income earners with the costs of cat sterilisation.



Government of Western Australia
Department of Local Government and Communities

Your Ref: FNC 6
Our Ref: 206-12 E1320952


 Mr Robert Jennings
 Chief Executive Officer
 Shire of Nannup
 PO Box 11
 NANNUP WA 6275

SHIRE OF NANNUP			
RECEIVED			
Ref: WRK 28	No. 2013-325		
3 SEP 2013			
CEO MRS MDS	AO EO CDO CRG	LIB PUB	FMO YO RO

Dear Mr Jennings

**CAT ACT IMPLEMENTATION GRANTS PROGRAM:
STERILISATION PROGRAM – ROUND 2**

I am pleased to advise that, following your recent application for funding under the Cat Act Implementation Grants Program, the Shire of Nannup has been successful in obtaining a grant of \$7,000 ex GST. This funding will be provided to subsidise pensioners and low-income earners with low-cost sterilisation for their cats.

A representative from the Department will be in contact with you shortly regarding the execution of a Grant Agreement, under which the terms and conditions of the funding are agreed between the Shire of Nannup and the Department of Local Government and Communities.

Should you require additional information, please contact Ms Gemma Turner, Senior Grants Officer, on 6552 1643 or at gemma.turner@dlgc.wa.gov.au.

The State Government is pleased to be able to support this initiative and I wish you every success with the Program.

Yours sincerely

Jennifer Mathews
A/ DIRECTOR GENERAL

26 August 2013

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

AGENDA NUMBER:	11.5
SUBJECT:	Lotterywest Nannup Town Hall Centenary Grant
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 6
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	18 September 2013

Attachment: 1. Letter of Grant Acceptance

BACKGROUND:

Funding acknowledgement has been received of \$6,364 from Lotterywest through their *Community Events Grants program*. As this funding is over \$5,000, Council is required to accept the funding as per Council policy FNC 6.

COMMENT:

The grant funding is to assist with the costs of the Nannup Town Hall Centenary celebrations that occurred on 7 September 2013.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

Relates to a \$1,000 Council budget allocation towards the Nannup Town Hall Centenary celebrations.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Plan 2013 – 2023:

3. *Our Built Environment: Capture and promote our unique charm and fabric*

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

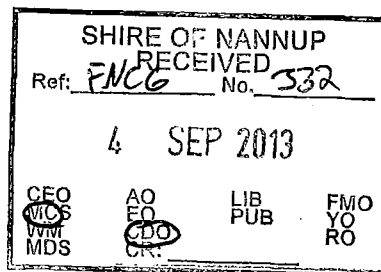
That Council accept the funding of \$6,364 from Lotterywest to assist with the costs of the Nannup Town Hall Centenary celebrations.

**Please quote**

Our ref: 11005097 / 421003881 / Approval

29 August 2013

Mr Vic Smith
 Manager Corporate Services
 Shire of Nannup
 PO Box 11
 NANNUP WA 6275



Dear Mr Smith

YOUR APPROVED LOTTERYWEST GRANT, APPLICATION: 421003881

I am pleased to advise you that your application for a grant has been recommended by the Board and approved by the Minister for Lotterywest.

The following content is enclosed to guide you through the rest of the grant process and help you to meet your grant obligations:

- **What happens now**
- **Grant approval schedule**
- **Recipient created tax invoice**
- **Grant acquittal statement**
- **Grant payment and acquittal information**
- **Acknowledging your grant**
- **Publication on the Lotterywest Website**

Please read this information carefully as it provides important details regarding the management, payment, acquittal and publicity of your grant.

The Minister, Board and all of us at Lotterywest are pleased to be able to support your organisation.

Yours sincerely

JAN STEWART
 Chief Executive Officer

Encl

Now that your organisation's grant has been approved, the enclosed information aims to guide you through the rest of the grant process and enable you to effectively manage your grant and meet your grant obligations.

- **Grant approval schedule**

Please read the enclosed grant approval schedule very carefully as it contains information about your approved grant. This includes amounts and items for which the grant was approved, any conditions that you will need to meet and the grant accountability requirements.

- **Payment of the grant**

Your grant will be paid through an electronic funds transfer into your organisation's main operating account within five working days of the date of this letter.

- **Recipient created tax invoice (RCTI)**

Organisations registered for the Goods & Services Tax (GST), will receive 10% GST in the total amount of any payment from Lotterywest. Organisations are required to pay the 10% GST to the Australian Taxation Office (ATO); as a result a RCTI will be forwarded to you after each grant payment. The exact amount of GST due to the ATO will be shown in the 'Payment' column of the RCTI.

- **Grant acquittal statement**

Please read the enclosed Grant acquittal statement carefully before completing it.

- **Grant payment and acquittal information**

Your organisation is accountable for the expenditure of the grant within the nominated timeframe. Enclosed is information regarding the payment and acquittal of your grant.

- **Acknowledging your grant**

Wherever appropriate, we encourage organisations who have received a grant to publicly acknowledge our support. Find out how to acknowledge Lotterywest's support in the enclosed information sheet.

- **Publication on the Lotterywest website**

We publicise your success in obtaining your grant by listing it in the Approved grants section on our website and in our annual report. In this way the WA community as a whole can read about your work as well as ours.

Further Information

If you have any questions about your grant please do not hesitate to contact Sue Rolinson on 9340 5270 or 1800 655 270 or email: grants@lotterywest.wa.gov.au. If you have questions about our payment and acquittal requirements our Customer Service Officer (Finance) Varun Sadhana would be more than happy to help and can be contacted via the same details above.

Organisation name: Shire of Nannup
 Organisation number: 11005097
 Application number: 421003881
 Grants Manager / Grant Officer: Sue Rolinson

Details of your Approved Grant

Total amount granted: \$6,364.00
 Date granted: 27 August 2013

Overall conditions of the grant that must be met before payment can be made on any of the approved items below:

There are no overall conditions applicable to this grant; however please see below as conditions may apply for specific items.

Overall grant accountability requirements that are applicable to all of the approved items below:

- The timeframe for acquittal of this grant is 12 months from date granted.

Items	Item specific prepayment conditions	Payment and accountability requirements	Amount approved
Access and Performance Costs			\$6,364.00
Towards performers travel, publicity, materials, and the hire of a marquee, audio system and costumes for the Nannup Town Hall Centenary held in September 2013.	Not applicable. See Payment & Accountability requirements.	Once the overall conditions (if any) and item specific conditions (if any) have been met, payment will be made IN ADVANCE. Acquittal will be on provision of: <ul style="list-style-type: none"> • A completed grant acquittal statement (see attached) 	\$6,364.00
Total amount granted			\$6,364.00

This Grant approval schedule is valid as of 29 August 2013



Grant acquittal statement

Organisation name: Shire of Nannup
Organisation number: 11005097
Application number: 421003881

This Grant acquittal statement is to be used to acquit the grant specified below and must be submitted to Lotterywest in accordance with the accountability timeframe listed on your grant approval schedule.

Please complete all sections of this form and return to:
Grants and Community Development
Lotterywest
PO Box 1113
OSBORNE PARK DC WA 6916

SECTION 1: HOW THE GRANT HAS BEEN SPENT

Amount of Lotterywest grant: \$6,364.00

Please note: If your organisation is registered for GST, the grant cannot be used to pay GST on goods/services purchased. Your organisation will be able to claim back the GST from the Australian Tax Office in its Business Activity Statement.

Type of expenditure	Amount granted	Amount spent
Access and Performance Costs		
Towards performers travel, publicity, materials, and the hire of a marquee, audio system and costumes for the Nannup Town Hall Centenary held in September 2013.	\$6,364.00	
TOTAL	\$6,364.00	
Balance of grant unspent and returned to Lotterywest (if applicable)		

SECTION 2: DECLARATION

A	<p>I _____ confirm that I am the current Chairperson of the Board of Management of this organisation (or current CEO of this Local Government Authority) or, if not, I have formally delegated authority to sign on behalf of the Chairperson. (If this authority was not provided with the original application, please attach the formal document, signed by the Chairperson).</p> <p>Delegation of authority document is attached: Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/></p>
B	<p>I verify that the grant was spent in accordance with the purpose for which it was approved.</p> <p>The records and accounts of the organisation are available to internal or external auditors if requested to verify the expenditure of the grant.</p>
C	<p>Signature: _____ Date: _____</p>

Please contact Lotterywest if you are having any difficulties in acquitting your grant or have any questions about our acquittal requirements. Our Customer Service Officer (Finance), Varun Sadhana would be more than happy to help. Varun can be contacted on 9340 5270, 1800 655 270 or email grants@lotterywest.wa.gov.au.

This information is provided to support you through the Lotterywest grant payment and acquittal process.

The Lotterywest grant conditions and organisation declaration that you signed as part of your application relate to this grant. Please re-familiarise yourself with this document as it outlines conditions that you have agreed to. A copy is available on our website at <http://www.lotterywest.wa.gov.au/GrantConditions>

In your Grant approval schedule the payment of your grant has been detailed as **Advance** or **In Arrears**. An Advance payment is money paid upfront that we require you to acquit according to the accountability requirement/s detailed in your Grant approval schedule. An Arrears payment will only be made once you have met the accountability requirement/s detailed in your Grant approval schedule.

Please forward all documentation for payment and acquittal to:

Grants and Community Development
Lotterywest
PO Box 1113
OSBORNE PARK DC WA 6916
Fax: 9340 5274

The cover letter and supporting documents (including certified copies of invoices) must be signed by the Chief Executive Officer or another officer formally delegated with such authority. Please provide the application number that is provided on your Grant approval schedule.

Please contact Lotterywest if you have any questions about our payment or acquittal requirements. Our Grants Finance Team would be more than happy to help and can be contacted on 9340 5270, 1800 655 270, or email: grants@lotterywest.wa.gov.au.

- **Grants with full advance payment**

Your grant has been paid in full by a single advance payment. Please refer to your Grant approval schedule for information about the items and amounts for which the grant can be used.

- **Goods and Services Tax (GST) on goods and services purchased with your grant**

Organisations registered for GST cannot use the grant to pay GST on goods/services purchased. Organisations will be able to claim back the GST from the Australian Tax Office in their Business Activity Statement.

- **Acquittal of your grant via a Grant Acquittal Statement**

Advance payments (money paid upfront) must be acquitted by completing the enclosed Grant acquittal statement as evidence that the money has been spent in accordance with the details on your grant approval schedule. This must be submitted to Lotterywest in accordance with the accountability timeframe listed on your Grant approval schedule.

All receipts, tax invoices and expenditure statements pertaining to the grant should be retained for 24 months following the acquittal of the grant. You are responsible for providing Lotterywest with the above documentation upon request.

- **Extension of time to meet accountability requirements**

Should your organisation not be able to meet the accountability requirements as detailed in your Grant approval schedule, the Authorised signatory will need to write to Lotterywest requesting an extension (details provided above). Please include your application number and a brief explanation why you require the extension of time to acquit or draw down the grant, including an estimated timeframe when you will do so.

- **Grant Variations**

The Grant approval schedule provides detailed information about the items and amounts for which your grant has been approved. Should your organisation need to vary this in any way, the Authorised signatory will need to write to Lotterywest requesting a variation (details provided above). Please note that you must have approval from Lotterywest for a variation to the grant before any money is spent on items different to that which are detailed on your Grant approval schedule.

- **Unspent Grant Monies**

Any advance payment monies that are not spent on the items detailed in your Grant approval schedule must be returned to Lotterywest to complete the acquittal process. Unspent grant money is returned to the overall Lotterywest grants budget for reallocation to other grant applicants.

If you do return some or all of the grant monies this will not affect our consideration of any future grant application.

As your organisation is registered for GST, the amount of your refund payment must include:

- the unspent amount of the grant and
- 10% GST on the grant refund amount.

The GST refund is required because Lotterywest must adjust its GST input tax credit claim to the Australian Tax Office. Your organisation would also need to adjust its GST reporting to reflect its reduced GST liability to the Australian Tax Office.

Grant refunds should be sent to Lotterywest (details provided above). Please include in your covering letter your application number and a brief explanation why you are returning the money.

Lotterywest is the only Australian lottery with our own direct grants program, providing millions of dollars every month to Western Australian charities, community groups and local government authorities. It's therefore very important that people recognise that our support is made possible because of the retailers that sell our products and the players who play our games.

To help with this recognition, your organisation is encouraged to acknowledge the support you have received from Lotterywest in one or more of the following ways:

- Display the Lotterywest logo on all printed material produced for the project.
- Display Lotterywest temporary signs or banners.

If asked to promote our support we have resources to assist you. For further information please visit www.lotterywest.wa.gov.au/grants/acknowledgements or contact the Lotterywest Corporate Communications Team on 9340 5270 or 1800 655 270.

We are happy to hear your suggestions on other ways to publicise our support. Please let us know your plans, we like to help if we can.

Thank you for your help in acknowledging the support Lotterywest has provided to your organisation.

Shire of Nannup
Ordinary Council Meeting Agenda: September 2013

AGENDA NUMBER:	11.6
SUBJECT:	Shire of Nannup Promotions Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	TRS 1
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	18 September 2013

Attachment: 1. Shire of Nannup Promotions Plan

BACKGROUND:

In 2012 a working party was formed to develop a strategic direction for promotions of the Nannup Shire and region. Advertising for this group was through the Nannup Telegraph, posters and email newsletter.

Over the past year the working party has met and developed the Nannup Promotions Plan, in consultation with the Nannup Community Resource Centre, the South West Development Commission and Australia's South West. The Promotions Plan incorporates budget allocations from Council.

The Promotions Plan has been forwarded to a focus group of tourism operators and their input has been incorporated into the document.

COMMENT:

The Shire of Nannup Promotions Plan provides strategic direction for regional promotions and is separate to any Nannup Visitor Information Service marketing and promotions, however there are opportunities for collaboration. The aims of the Promotional Plan include:

- To build Nannup's economy through tourism
- To position Nannup as a destination of choice for intrastate, interstate and international visitors
- To support events and festivals in promoting Nannup
- To work with the Munda Biddi and Bibbulmun Track Foundations to increase awareness and visitation to Nannup
- Increase awareness of Nannup's events, nature based tourism experience and its location in the south west
- To develop a regional culinary trail

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- To work with adjoining Shires and the Warren Blackwood Alliance of Councils to achieve the above goals

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: The total budget for promotion is \$15,000 in 2013/14.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Plan 2013 – 2023:

2. *Our Economy: Marketing and branding of our Shire to promote regional produce and services*

RECOMMENDATION:

That Council accept the Shire of Nannup Promotions Plan as set out in Attachment 1 and implement it subject to funding availability.



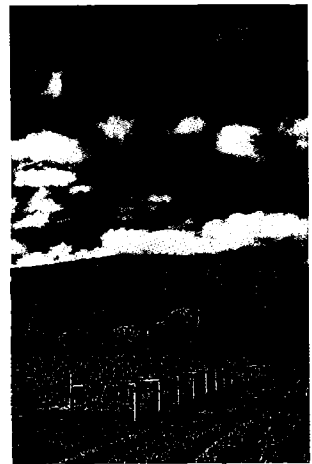
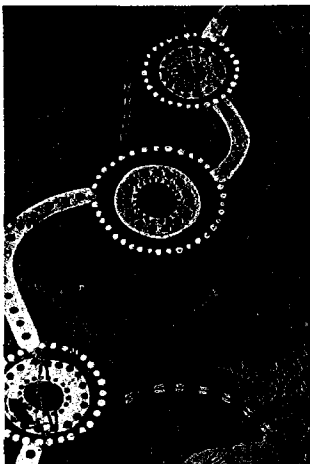
PROMOTIONAL PLAN

2013 – 2015



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Background

Located at the heart of WA's South West, Nannup is located 280 kms south west of Perth. Linking some of the state's most scenic tourist drives, the town is 30-40 minutes from Augusta, Bridgetown, Balingup, Busselton, Donnybrook, Pemberton and Manjimup and is approximately 1 hour to Margaret River and Bunbury.

Nestled by the banks of the Blackwood River, Nannup is a historic timber town, surrounded by magnificent native forests and rolling green farmlands.

The indigenous Nyoongar people gave Nannup its name before European settlement. It means 'stopping place' and was a popular trading and camping spot for local Indigenous communities.

Nannup was settled as a town in the 1850's around a ford crossing over the Blackwood River, where settlers and travellers fed, watered and rested their horses and bullocks. The town has maintained its historic links with pastoral developments and the timber industry. The main route through Nannup is still called Warren Road as it follows the original cattle route to a homestead called the Warren in the Pemberton region. The timber mill still remains as a working jarrah mill and the main street still showcases the historic timber buildings.

The main street upgrade and sealing of Mowen Road is due for completion in 2014/15 and will increase economic opportunities for the Shire of Nannup.

The Munda Biddi Trail passes through Nannup and the famous Bibbulmun track passes only a short drive away and is a world class walking trail. Barrabup Pool and Kondil Park are tranquil forest locations showcasing magnificent wildflowers in spring.

Nannup has a very vibrant music and art subculture and hosts several key festivals including the Nannup Music Festival in March, the Flower & Garden Festival in August and the Arts Festival in October.

1. Principle

The brand for the Shire of Nannup is "Rest, Connect, Grow" and supports the following principle;

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

2. Aim of the Promotional Plan

This plan is separate to any Nannup Visitor Information Service marketing and promotions however there are opportunities for collaboration. The aims of the Promotional Plan include:

- To build Nannup's economy through tourism.
- To position Nannup as a destination of choice for intrastate, interstate and international visitors.
- To support events and festivals in promoting Nannup.
- To work with the Munda Biddi and Bibbulmun Track Foundations to increase awareness and visitation to Nannup.
- Increase awareness of Nannup's events, nature based tourism experience and its location in the south west.
- To develop a regional culinary trail.
- To work with adjoining Shires and the Warren Blackwood Alliance of Councils to achieve above goals.

3. Messages to communicate

- Located in the Heart of the South West.
- Environmental values and opportunities to connect to nature.
- Historical and heritage values have been retained.
- Friendly and relaxed “country” atmosphere.
- Ideal destination for a day trip or getaway for other regions.
- Nannup is part of a loop trail with Margaret River and Busselton.

4. Target demographics

- Potential residents to Nannup
- Day visitors
- Family market on holidays
- Eco-tourism individuals, including walkers and active families
- Past visitors
- Event patrons
- Short break couples and retirees/seniors
- Touring market (en route to Walpole, Pemberton and Margaret River)
- Club members: caravan, boat, rally, trail bikes, cyclists, vintage/tour car clubs
- Singapore and Malaysia self drive
- Well being (yoga, raw foods, mindfulness)
- Munda Biddi and Bibbulmun Track individuals and groups

5. Key stakeholders

- Businesses and property owners within Nannup
- Local and Regional Events
- Tourism, Agricultural, Business Industries
- Visitor Centres within the region + Western Australia
- Munda Biddi Foundation
- Bibbulmun Track Foundation
- Australia’s South West
- South West Development Commission
- AusIndustry
- Adjoining Shire organisations

6. SWOT Analysis

Strengths	Weaknesses
<p>Trails potential</p> <p>Environment</p> <p>Festivals and events- cultural arts</p> <p>Heritage streetscape</p> <p>Munda Bididi trail</p> <p>Centrally located in south west</p> <p>Road/trail bikes</p> <p>Drift film</p> <p>Quality of local produce</p> <p>Foreshore Park and Town Hall venues</p> <p>Thylacine myth</p> <p>Sustainability ideology</p>	<p>Tourism industry as a whole is not financially sustainable</p> <p>Lack of tourism data collected</p> <p>Tourism industry not cohesive</p> <p>Lack of web presence for Nannup</p> <p>Lack of social media knowledge in tourism industry</p> <p>Low skills level in tourism industry</p> <p>Main street has empty shops</p> <p>Trading hours of local businesses inconsistent</p> <p>Dilution of focus- few full time tourism industry operators</p> <p>Lack of communication (mobile and phone)</p> <p>Lack of public transport</p> <p>Events rely on volunteers</p> <p>Lack of accommodation to cater for groups/buses</p> <p>Lack of backpacker accommodation</p> <p>Nannup not a major tourism destination</p>
Threats	Opportunities
<p>Nannup loses more market share to Margaret River</p> <p>Financial sustainability of tourism industry</p> <p>Media impact of extreme weather</p>	<p>Trails Hub/ Ellis Creek Trail/ Bridle Trail</p> <p>Small businesses to take up market gaps (bike hire, transport)</p> <p>To be a part of a Regional Tourism Association that promotes the Warren Blackwood region</p> <p>Promotional opportunities to Asian market</p> <p>Munda Bididi and Bibbulmun Track promotions</p> <p>DEC partnerships- Bald Eagle, Tank 7, Ellis Creek, Barrabup & Workers Pool, White/Black Point</p> <p>Drift</p> <p>Relationships with MR, Augusta, BSN, Pemberton</p> <p>Tour operators and bus companies</p> <p>Caravan Park redevelopment</p> <p>Canoeing</p> <p>Anaconda style event</p> <p>Coastal development/ Donnelly River huts</p> <p>Mowen Rd nearly completed</p> <p>Fly In Fly Out</p> <p>Busselton Airport</p>

7. Engaging our target audience

Attracting media interest for free editorial and promotion requires a considered effort to develop interesting angles and media stories.

Relevant and engaging photography is essential to attract press interest and local photographers have been engaged to take some targeted photography to accompany media releases. Developing networks with events and Australia's South West are critical to ensuring that positive Nannup stories remain in the media.

Several Nannup businesses travel regularly to regional events and metropolitan markets. There are opportunities to partner with these stall holders to "sell" Nannup.

Regional events bring visitors to the area and if these are at times of the year that are slow for business trade in Nannup, there is opportunity to create small targeted events to entice these visitors to visit Nannup on their return journey. Examples of these include:

- June Manjimup Truffle Kerfuffle
- August Balingup Medieval Affayre
- December Manjimup Cherry Harmony Festival

Developing partnerships with the Bibbulmun Foundation and the Munda Biddi Trail offers opportunities for these organisations to develop and host events and to promote packages with individual businesses that promote Nannup whilst minimising volunteer resources. The Quit Forest Rally and the Boat races successfully achieve this for Nannup and there are opportunities to expand the activities in town for these events to maximise visitor and media attendance.

With the upgrade of the Nannup Caravan Parks and the Recreation Centre there is opportunity to specifically target groups such as caravan, vintage car, school groups and cycling clubs.

By the end of 2015 Mowen Road will be sealed between Margaret River and Nannup. The sealing of this road will impact positively on Nannup and the Warren Blackwood Region with increased visitation to the region from visitors to the South West. To maximise these benefits it is essential that networking and relationship building commences early with the coastal holiday destinations.

Social media is increasing as a promotional tool for businesses and events. Less than 20% of businesses in the Warren Blackwood region are currently engaging in social media (Source: Warren Blackwood Small Business Centre) and there is a critical need for education to operators of the cost effective marketing benefits of facebook and twitter.

Leveraging membership with Australia's South West and Tourism WA to distribute promotional material, and to participate in product famils, media and visiting journalist programs is a cost effective way to target specific markets at minimal cost.

8. Promotional materials

Material required to be designed:

ITEM	STATUS
Pull Up Banner	completed
Map/brochure	completed
Email newsletter	completed
Press release template	
Website for Shire with Tourism page	Under development
Feather Banner infrastructure	purchased
Pin Up Boards	
Perspex DL brochure holders for stall holders to promote motivational regional maps	

9. Potential Partnerships to explore

- Partnership with Southern Forest Food Council
- Partnership with Warren Blackwood Small Business Association
- Partnership with the proposed Regional Tourism Association
- Liaise with Australia's South West
- Liaise with ABC Radio and Radio West
- Liaise with Cinefest Oz
- Margaret River Gourmet
- Regional Events
- Munda Bididi Foundation
- Bibbulmun Track Foundation

10. Where do we want to be in 5 years?

- Mowen Road completed with directional and motivational signage
- Heritage values retained and built upon
- Trails Hub/Ellis Creek and Bridle trails developed
- Great relationship with food tourism and producers in region
- Shops in main street full and economically viable
- Sustainable Visitor Service
- Nannup to have a gourmet food shop with wine, cheese, oil tastings
- Small businesses to take up gaps in market place: bike hire, tour transport
- To have a great relationship with regional tourism bodies
- To host regional famil programs with tourism bodies, industry supported
- To have comprehensive tourism data collected and collated
- To have a great range of promotional material developed
- Comprehensive cooperative marketing opportunities available
- A cohesive and skilled tourism industry
- Acknowledgment by broader community of value of tourism
- River Trail reinstated with raised boardwalks and interpretive panels
- Part Time Event Coordinator supported by Council and community/industry

11. Action Plan Objectives

- Increase image, visibility and access of Nannup
- Develop promotional material that is consistent and presents Nannup brand as 'Rest, Connect, Grow'
- Enhance communications between all local stakeholders and improve strategic relationships and stakeholder engagement to ensure ideas, energy, buy in to campaigns is achieved
- Develop a strong and vibrant Business and Industry base with sustainable growth

12. Promotional Action Plan

To attract visitors and tourists to stay in Nannup through well planned marketing efforts stimulating new markets and encouraging existing markets

Objective	2013/14	Responsibility	Cost	2014/15	Responsibility	Cost
Increase image, visibility and access of Nannup	Remove old defunct signage	SON	Minimal	Information bay installed on cnr of Sues Rd and Mowen Rd	Main Road	\$40,000?
	Support Big N to redesign and update boards at entrance to Town	Businesses	Nil	Motivational signage to Nannup erected on all major roads to Nannup	Main Roads	\$25,000
	Lobby Main Roads to develop an information bay on the cnr of Sues and Mowen Rd	SON/ Businesses	Nil	Promote Mowen Rd sealed	SON	Nil
	Approach Land developer of "Yahava" complex for motivational signage to Nannup on Rosa Brook Rd	SON	Nil	Develop a seasonal 3 month promotional video on Nannup and upload on You Tube each quarter in conjunction with local Business	Businesses	
	Approach Main Roads for a directional sign to Nannup on Brockman Highway down Rosa Brook Rd	SON	Nil	Main street upgrade completed	SON	
	Press releases and presentations to BigN about Mowen Rd progress	SON, Industry	Nil	GPS needs to change Miller Rd, Goodwood Rd, Graphite (nee Davidson) Rd and Mowen Rd	SON	Nil
	Collaborate with artists to paint empty shop windows in the main street	SON/Property owners/Arts Council	Nil	Lobby State Govt Agencies for improved public transport options.	SON	Nil

Objective.	2013/14	Responsibility	Cost	2014/15	Responsibility	Cost
Develop promotional material that is consistent and presents Nannup brand as 'Rest, Connect, Grow'	Cultural Plan reviewed	SON	\$4,000	Participate at Perth Caravan & Camping Expo	SON/ Businesses	\$1,500
	Visitor service contract renewed	SON	\$25,000	Develop 'Billboards on Wheels' concept	SON/ Community	\$600
	Shire of Nannup website upgrade completed	SON/WALGA	WALGA meeting costs	Visitor service contract renewed	SON	\$25,000
	Businesses take up regional marketing initiatives in planner and promotions	Businesses	\$3,000 Generic information only. Industry support required	New logo signage erected throughout Shire and at front of office	SON	From annual maintenance budgets
	Nannup town map produced	CRC		Encourage regional producers to promote Nannup at regional markets	SON/Businesses/ Community	\$ 500
	Television promotional commercial is designed and produced	SON/BigN/ Businesses	To be determined			

Objective.	2013/14	Responsibility	Cost	2014/15	Responsibility	Cost
Enhance Communications between all local stakeholders and improve strategic relationships and stakeholder engagement	Continue networking and marketing opportunities with ASW and BRVMA	SON/ Businesses	\$ 900	To host regional famil programs with industry support	SON/ CRC/ Businesses	\$2,000
	Develop networks with AMRTA, GBTA and PTA	SON/ CRC/ Businesses	Nil	Develop relationships with the Munda Bididi Trail to create regional events calendar	SON/CRC	\$2,000
	Develop relationships with regional events to encourage visitation to Nannup en route and to fill accommodation in area	SON/ CRC/ Businesses	Nil	Develop relationships with AMRTA and CNTA for paid promotion in their regional planners	SON	\$2,000

Objective.	2013/14	Responsibility	Cost	2014/15	Responsibility	Cost
Develop a strong and vibrant Business and Industry base with sustainable growth	Comprehensive tourism data collected and collated	CRC/SON/ASW	Nil	Discuss with NMC, NGV, NAC, SWFBF opportunities for joint event administration person	SON/NMF, NGV, NAC, SWFBF	Nil
	Margaret River Gourmet event hosted with regional producers and community	SON/ Businesses/	\$1,000	Forum for agricultural producers and tourism operators to identify opportunities to promote to Asian markets	SON/Businesses/ Community	\$5,000
				Seek funding to upgrade the Amphitheatre shell	SON	\$50,000
				Trails infrastructure funding sought including river trail and	SON	\$80,000

				Ellis Creek Trail		
				Old Railway Bridge renovation funding to be sought	SON	Quote to be received

13. Budget

Promotions budget 2013/14	Details	\$
ASW Membership	Upgrade to Silver membership	\$ 270.00
Motivational map printed	20,000 copies	\$4,200.00
Perth Caravan and Camping stall	CRC or ASW stall	\$1,500.00
Perth Garden Week	Banners promoted and maps distributed	\$ 40.00
Margaret River Gourmet Event in Nannup	Food Forages Tour with prominent chefs to visit local agricultural producers, hire bikes and ride section of Munda Biddi, and conclude with gourmet BBQ with community and food producers	\$1,000.00
Southern Forests Regional Planner	Businesses within the Shire of Nannup to be offered opportunity to participate in the Southern Forests Regional Planner	\$2,000.00
Marketing activities with ASW and BRVMA		\$900.00
Contingency		\$90.00
Total		\$10,000

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

AGENDA NUMBER:	11.7
SUBJECT:	Review of Disability Access and Inclusion Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	WLF 5
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	18 September 2013

Attachment : 1.Disability Access and Inclusion Plan

BACKGROUND:

The Disability Services Act 1993 requires Local Governments to develop and implement Disability Access and Inclusion Plans. Council adopted its revised Disability Access and Inclusion Plan at the December 2010 meeting. The documentation has recently been reviewed by Council Officers, service providers and community representatives.

COMMENT:

The subsequent review process has resulted in the development of the attached Disability Access and Inclusion Plan which will assist forward planning for the period 2013 – 2018.

Two additional outcomes have been included as these are newly introduced legislative requirements.

Consultation in reviewing this document has been undertaken with the Local Area Coordinator, Disability Services Commission, Head office, Disability Services Commission, Nannup Community Care, Nannup Community Resource Centre and community individuals.

STATUTORY ENVIRONMENT: Disability Services Act 1993.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Plan 2013 – 2023:

6. *Our Community Leadership: To do what is right for the people-for betterment of the majority of community*

RECOMMENDATIONS:

1. That Council receive the updated Disability Access and Inclusion Plan and advertise for public comment for thirty days with copies made available at the Shire Office and on the Shire website.
2. Based on feedback received in the public comment period, that the Disability Access and Inclusion Plan is presented to Council for adoption.



Shire of
Nannup

rest • connect • grow

DISABILITY ACCESS AND INCLUSION PLAN

JULY 2013- 2018

This plan is available in alternative formats such as large print, on compact disc or electronic format by email on request.
This plan is available on the Shire website: www.nannup.wa.gov.au

Endorsed by Council.....

BACKGROUND

The Shire of Nannup

Nannup is a scenic community of 1302 people nestled in the beautiful Blackwood River Valley 300 kilometres south of Perth, and centrally located between the towns of Busselton, Margaret River, Manjimup and Bridgetown.

Historically, Nannup was a timber milling town and, while timber is still a major industry, the area's natural beauty, together with its unique character and heritage, is becoming a popular tourist draw card in the South West region.

The Shire of Nannup manages and maintains public infrastructure facilities including roads, paths, drains, community buildings and recreation spaces. The Shire also provides a range of services such as shire staffed office services, library, community and recreation facilities and programs. The quality of this infrastructure is vital to the social and economic well-being of the shire as a whole community, as it enhances the lives of all people, especially those community members and visitors that have disabilities and diverse needs.

People with Disability in the Shire of Nannup

The residential population of the Shire of Nannup is currently estimated at 1302 (2011 Census) with a 0.8% annual growth. According to the Australian Bureau of Statistics (ABS Survey of Disability, Aging and Carers (2006), 20.6% of Australians, or more than 1 in 5 people, identify themselves as having some form of disability. In the past two years there has been a 60% increase in the number of families moving to the Shire with children with disability who are registered with DSC or currently being assessed.

Planning for Better Access and Inclusion for People with Disabilities

The Shire of Nannup Disability Access & Inclusion Plan (DAIP) for 2013-2018 has been designed to meet the requirements of the Western Australian Disability Services Act (1993 amended 2004), the Commonwealth Disability Discrimination Act (1992) and the Equal Opportunity Amendment Act, Western Australia (1998, amended 1988). It responds to new initiatives by the State and Federal governments in recent years and sets the stage for responding to diversity by expanding upon previous disability service plans and the Disability Service Commission Strategic Plan 2010 – 2015 to incorporate the needs of all members of the community. It has a particular focus on nurturing a community where diversity, difference and a sense of identity is respected and valued. These values are underpinned by a commitment from the council to the creation of fair and equitable access for all residents and visitors to the shire. The plan is subject to annual review and may be amended and extended as priorities and needs change.

The vision of the DAIP is for an accessible and inclusive community and the format will concentrate on seven key areas:

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Outcome 2: People with disability have the same opportunities as other people to access the buildings and facilities of a public authority.

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

The Shire of Nannup's role in Access & Inclusion

The Shire of Nannup is responsible for a range of functions, facilities and services in the region including:

Services to property:

Construction and maintenance of council owned buildings
Construction and maintenance of roads, footpaths and cycle facilities
Land drainage and development
Waste collection and disposal
Litter control and street cleaning
Planting and caring for street trees
Bush fire control.

Regulatory services:

Planning of road systems, sub-divisions and town planning schemes
Building approvals for construction, additions or alterations to buildings
Ranger services, including dog control
The development, maintenance and control of parking.
Provision and maintenance of outdoor playing areas, parks, gardens, reserves
Provision and maintenance of facilities for sporting and community groups
Public library and information services
Environmental health services

General administration:

Provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licences.

Processes of government:

Ordinary and special council and committee meetings
Electors meetings and election of council members
Community consultations.

Responsibilities in relation to external developers:

A key responsibility of the Shire of Nannup is that of ensuring that developers meet the mandatory access requirements of:

- Building Code of Australia
- Disability (Access to Premises Buildings) Standards 2010, under the Disability Discrimination Act 1992
- Australian Standard 1428 – Design for Access and Mobility

Responsibility for Implementing the Disability Access & Inclusion Plan

It is a requirement of the Disability Services Act that public authorities must take all practical measures to ensure that the Disability Access and Inclusion Plan is implemented by its officers, employees, agents and contractors. Implementation of the Disability Access and Inclusion Plan is the responsibility of all areas of Council. Some actions in the Action Plan will apply to all areas of Council while others will apply to a specific area. The Action Plan sets out who is responsible for each action.

Review of the 2011 – 2013 Disability Access & Inclusion Plan

Outcomes of the 2011- 2013 Disability Access & Inclusion Plan includes:

- A large print section has been integrated into the main library with individual spine signage,
- Audio books, e books and music CD's have been purchased for library.
- Discussion has been held with the hospital for residents to access library on weekly basis or to initiate a book delivery service to the hospital.
- Free internet is offered in the Shire library
- An audit of the town site footpaths has been completed and priorities for upgrading, replacement and construction have been identified and included in the Nannup Bike & Footpath Plan.
- Sensor lighting has been erected around the Shire building.
- An audible loop has been installed into Council Chambers.
- Line marking has been undertaken on all ACROD bays in the townsite.
- The Shire office front door has been modified so that it is not as heavy when opening and closing.

- The FROGS Early Learning Centre has been completed to BCA standards. The carpark has one universal access bay and ramps have been incorporated into the design.
- The Shire has participated in the 'You're Welcome' program and education sessions have been rolled out to business operators.
- Traffic management plans for events now include consideration for ACROD parking and people with disabilities.
- Workshops have been held for staff on "Dealing with Challenging Behaviours" and "Enhancing Access".
- Press releases have been issued in the Nannup Telegraph and on the Shire website to advise that information is available in different formats. Agencies that liaise with families and people with disability have also received this information.

Consultation

The Access & Inclusion Plan 2013-2018 replaces the previous plan and was developed with input sought from:

- Shire of Nannup elected members
- Shire of Nannup staff
- Count Me In Working Party
- Agencies and organisations working with or supporting people with disability or aged and their carers who live or work in the Shire of Nannup
- Families of People with disability, aged and their carers who live or work in the Shire of Nannup
- Residents and ratepayers of the Shire of Nannup.

Comment on the Access & Inclusion Plan 2013-2018 was sought by way of written submissions, during public consultation or by appointment with the author. The opportunity to comment on the Plan was promoted through media releases, public notices, the Shire's website and direct mail to identified stakeholders. The adopted Plan is available for download from the Shire's website, for viewing at all Shire public libraries, and copies made available on request. The adoption of the new Plan was promoted through media releases, public notices and the Shire's website.

Communicating the Disability Access and Inclusion Plan to Staff and People with Disabilities

- Council has a copy of the Disability Access and Inclusion Plan available on the Shire of Nannup website. The plan is available by alternative formats such as large print, on compact disc or electronic format by email on request.
- The plan is provided to Agencies that assist families with people with disability and several of the families sit on the Council's 'Count Me In' Working Party so have access to the DAIP.
- The adoption of the new Plan was promoted through media releases, public notices and the Shire's website.

Review, Reporting and Evaluation Mechanisms

Review and Reporting

- An appointed Council Officer will undertake an annual review of the Disability Access and Inclusion Plan in consultation with people with disability within the community, community groups and organizations that provide direct and indirect services to people with disability, event management organizers and Council staff.
- Prior to 31 July each year, an annual report will be lodged with the Disability Services Commission reporting on progress made by the local government authority and any agents/contractors in relation to achieving the six desired Disability Access and Inclusion outcomes and strategies employed by Council to inform its agents/contractors of its Disability Access and Inclusion Plan.
- Contractors and agents will be provided a copy of the DAIP with the signing of the their contract or as part of their induction process. There will also be information in the contract that the DAIP is located on the Shire website.
- Council will fulfil the Disability Services Act requirement to lodge a copy of any amendments to the Disability Access and Inclusion Plan with the Disability Services Commission.

Evaluation

- Council will receive any status reports on the Community Access and Inclusion Planning process to be used in seeking feedback from the community.
- Elected members of Council and Council officers will also be requested to provide feedback on how well they believe the strategies are working and to make suggestions for improvement.

OUTCOME 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

STRATEGY	BARRIERS	ACTION	TIMEFRAME	RESPONSIBILITY
Library	People not aware that Shire staff will provide assistance in the library	Place sign on main counter indicating that assistance is available.	Ongoing	MCS
		Shire staff move around counter to help borrowers.	Ongoing	MCS
		Integrate large print section into main library with individual spine signage	Ongoing	
		Investigate installing large computer screen with interactive keyboard	2015	MCS
		Continue to purchase audio books, e books and music CD's for library.	Ongoing	MCS
		Investigate opportunity for hospital residents to access library on weekly basis or delivery service to hospital and Danjangerup Cottages	2013	MCS

STRATEGY	BARRIERS	ACTION	TIMEFRAME	RESPONSIBILITY
Building Standards	Counter is too high	Staff to assist people with disability around public side of counter	2013/14	MCS
		Check plans prior to approval for compliance with Australian Standards as best practice.	Ongoing	CEO
Australia Day Breakfast	Access	Ensure event is accessible and people with disability are encouraged to attend	Ongoing	CDO
Count Me In program	Access	Count Me In Programs to be held in venues that are fully accessible	Ongoing	CDO/ YO
	Programs are of interest	Consultation held with families of people with disability to encourage active participation	Ongoing	CDO/ YO

OUTCOME 2: People with disability have the same opportunities as other people to access the buildings and facilities of a public authority.

STRATEGY	BARRIERS	ACTIONS	TIMEFRAME	RESPONSIBILITY
Footpaths	Existing footpaths not user friendly to people with mobility problems	Continue to upgrade footpaths as part of the maintenance program and construct new footpaths to BCA standards	Ongoing	MI
	Lack of tactile markers	Tactile markers to be purchased and laid onto footpaths	2014-15	MI
Main Shopping Precinct	Traffic speed through town	Traffic calming measures are installed as part of the Main Street upgrade	2013-16	MI
		Ensure BCA standards applied with the Main Street upgrade	2014-15	MI
Access to Council Facilities	Heavy door at entrance to recreation centre difficult to open	Ensure when Recreation Centre upgrade occurs, consideration is given to car-parking, toilets, showers and entrance	2014-16	CEO
	Difficult to load/unload stores and catering supplies	Incorporate loading bay and service entry into redevelopment plans	2014-16	CEO

STRATEGY	BARRIERS	ACTIONS	TIMEFRAME	RESPONSIBILITY
Tenders and Contractors		Ensure tender documents and contractors agreements have relevant planning and legislative information relating to Disability codes	Ongoing	ALL SENIOR STAFF
Access to Council Facilities	Not automatic door	Assist people to enter the building if required	Ongoing	MCS
Playground upgrades	Lack of 'All Abilities' play equipment	All new and redeveloped playgrounds are to incorporate design features (not just access pathways) that improve accessibility and inclusion of children with disability	Ongoing	MI
Ablution Upgrades	Limited disabled access to public facilities	All new and redeveloped ablution and shower facilities under Council jurisdiction to have BCA standard facilities	Ongoing	MI
Caravan Park Upgrade	Disabled parking, access and facilities	Upgrades to the Shire of Nannup Caravan Parks to ensure facilities, access and services are to BCA standards	2013-15	MI
Youth Centre	Access	Upgrades to the Youth Centre in the new Recreation Precinct to ensure facilities, access and services are to BCA standards	2014-2016	CEO

OUTCOME 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

STRATEGY	BARRIERS	ACTIONS	TIMEFRAME	RESPONSIBILITY
Accessible toilets	Signage	Ensure signage is installed and maintained at facilities	Ongoing	MI
ACROD Parking Bays	Faint line marking on bays	Line marking to be undertaken on all ACROD bays in the townsite.	Ongoing	MI
Event Applications	Language	Event applications are written in language that is clear and easily understood.	Ongoing	CDO
		Assistance is provided to people with disability to complete the application form if requested	Ongoing	CDO
		Traffic management plans for events include consideration for ACROD parking and people with disability	Ongoing	MI

Customer Service	People with access issues not readily able to locate facilities which are access friendly	Appropriately market throughout community that alternative formats can be made available including large print, computer disc, etc	Ongoing	MCS
		Undertake You're Welcome Initiative	Ongoing	MCS
		Include strategic direction in Shire's Corporate Plan relevant to review and implementation of Disability Access and Inclusion Plan	Ongoing	CEO

OUTCOME 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Customer Service	Potential for Council Officers and Councillors to be unsure of how to deal with people with certain disability	All staff and Councillors are provided with the information required to understand their obligations in equitable customer service for people with a disability as part of their induction	Ongoing	MCS/MI
		Workshops held bi-annually for Council staff and residents "Dealing with Challenging Behaviours" and "Enhancing Access"	Ongoing	MCS

OUTCOME 5: People with disability have the same opportunities as other people to make complaints to a public authority

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Ensure grievance mechanisms are accessible	Language	Consult with Service Providers to ensure clients are aware of process for making grievance and any assistance they may require.	Ongoing	MCS
		Regularly advertise in Shire Notes that Council information can be made available in alternative formats upon request.	Ongoing	MCS
		Advertise on the Shire website that Council information can be made available in alternative formats upon request.	Ongoing	MCS

OUTCOME 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Ensure people with disability have access to public consultation	Access to documentation	Enquire with CRC if link to Shire website can be placed on interactive screen	2015	MCS
		Regularly advertise in Shire Notes that Council information can be made available in alternative formats upon request.	Ongoing	All Staff

OUTCOME 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Recruitment strategies	Awareness of positions available	The Shire's equal employment opportunity plan is reviewed annually to ensure the recruitment processes meet the needs of people with disability	Ongoing	MCS
		Adaptive equipment and work processes are provided to staff or prospective staff where reasonable and practical	Ongoing	MCS
Opportunities for employment	Awareness of positions available	All job vacancies are promoted via the supported employment network	Ongoing	MCS

WORKS & SERVICES

AGENDA NUMBER:	11.8
SUBJECT:	Policy WRK 7 Installation of Crossover
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 9
AUTHOR:	Chris Wade – Manager Infrastructure
REPORTING OFFICER:	Chris Wade – Manager Infrastructure
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	12 September 2013

Attachment: 1. Policy WRK 7 – Installation of Crossover

BACKGROUND:

Council currently has the attached planning policy for the installation of crossovers. Council revoked Policy WRK 7 Installation of Crossover to be replaced by Policy LPP3 in April 2010.

COMMENT:

Council's Planning Consultant has now recommended for operational functionality that the adopted changes from the August 2013 Council meeting be inserted and this policy be reinitiated with the additional adopted comments added.

- applicants/landowners who received planning approval incorporating a condition relating to constructing or upgrading a crossover are not eligible for a subsidy; and
- subdividers are not eligible for a subsidy for freehold (green title) or strata title lots."

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: Policy as per recommendation.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

It is recommended that the revoked Policy WRK 7 Installation of Crossover be reinstated and slightly amended with the following changes;

- applicants/landowners who received planning approval incorporating a condition relating to constructing or upgrading a crossover are not eligible for a subsidy; and
- subdividers are not eligible for a subsidy for freehold (green title) or strata title lots.”

Policy Number:	WRK 007
Policy Type:	Works
Policy Name:	Installation of a Standard Crossover
Policy Owner:	Manager Infrastructure

Authority: Local Government Act 1995 Sch 9.1.7
Local Government (Uniform Local Provisions) Regulations 1996
Reg 12, 13, 14 & 15
Shire of Nannup Local Planning Scheme No3

OBJECTIVES

The objectives of this policy is:

1. To meet the requirement for Local Government to subsidise the installation of a standard crossover to 50% of the Council estimated cost.
2. To define what constitutes a "standard Crossover" (*the Specification*).
3. To ensure that all constructed crossovers are built to Council's specifications.

DEFINITIONS

Property:

A separate identifiable land parcel or a combination of land parcels that can be rated as a single rateable property (i.e. contiguously rated).

Rural:

All land contained within the "Agriculture, Agriculture Priority 1 Scott Coastal Plain, Agriculture Priority 2 and Coastal Landscape" zones as defined within the Local Planning Scheme No.3

Residential:

All land contained within the "Residential and Special Residential" zones as defined within the Local Planning Scheme No.3.

Commercial:

All land contained within the "Mixed Use and Town Centre" zones as defined within the Local Planning Scheme No.3

Industrial:

All land contained within the "Industry" zone as defined within the Local Planning Scheme No.3

Standard Crossover:

Rural (gravel): *Installation of stormwater drainage pipes (concrete or extruded metal type only and constructed using compacted gravel in accordance with the Council's Standard Rural Crossover Specifications to provide access from a dedicated road to the property boundary.*

Rural (sealed): *Installation of stormwater drainage pipes (concrete or extruded metal type only), constructed using compacted gravel and a two (2) metre bitumen spray sealed strip at the junction with the sealed road surface in accordance with the Council's Standard Rural Crossover Specifications to provide access from a dedicated road to the property boundary.*

Residential: *Installation of stormwater drainage pipes (concrete or extruded metal type only) and constructed using reinforced concrete in accordance with the Council's Standard Residential Crossover Specifications to provide access from a dedicated road to the property boundary.*

Commercial: *Installation of stormwater drainage pipes (concrete or extruded metal type only) and constructed using reinforced concrete in accordance with the Council's Standard Commercial Crossover Specifications to provide access from a dedicated road to the property boundary.*

Industrial: *Installation of stormwater drainage pipes (concrete or extruded metal type only) and constructed using a hot mix bituminous overlay in accordance with the Council's Standard Industrial Crossover Specifications to provide access from a dedicated road to the property boundary.*

POLICY

1. Council will pay a subsidy of 50% of the estimated cost of Council's relevant **urban standard crossover** requirement with the subsidy capped at \$1,000.
2. The subsidy will only be paid for the first (1st) approved crossover per property rural or urban, additional crossovers per property can be approved but no Council crossover subsidy will apply. Any additional crossovers must comply with Council minimum standards.
3. The subsidy will be 50% of the estimated cost of a "standard crossover" with the landowner meeting all additional costs for anything above the standard crossover specification.

4. The subsidy will only be paid upon completion of the crossover and after being inspected and authorised by the Shire;
5. The subsidy will not be paid retrospectively (for crossovers installed without prior approval) or when the crossover is not constructed to Council's minimum specifications.
6. Crossovers within the "*Cluster Farming, Special Rural and Special Use*" zones are to be designed to meet the category to suit the predominant use on the property.
7. Applicants/landowners who received planning approval incorporating a condition relating to constructing or upgrading a crossover are not eligible for a subsidy; and
8. Subdividers are not eligible for a subsidy for freehold (green title) or strata title lots."

Related Policies:	LPP 002 Private Stormwater Drainage Connections to Council's Drains
Related Procedures/ Documents	1. LPP002 Crossover & Driveway Specification 2. LPP002 Shire of Nannup Stormwater Management Procedure
Delegation Level:	CEO, CEO to MI
Adopted:	OM 22 April 2010.
Reviewed:	

FINANCE & ADMINISTRATION

AGENDA NUMBER:	11.9
SUBJECT:	Unbudgeted Expenditure - Community Grants 2013
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 9
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	11 September 2013

BACKGROUND:

Council considered applications for community grants at its meeting on 28 March 2013. Requests of \$25,200 were received and included a request from the Scott River Growers Association for \$15,000 to build a verandah onto the Scott River Fire Shed. Council resolved that:

8930 LONGMORE/MELLEMA

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

CARRIED 5/2

The text of the covering report suggested that the request from the Scott River Growers Association be considered separately as part of Council's budget deliberations, as it essentially sought to upgrade an existing council asset.

Unfortunately, because this was omitted from Resolution 8930 it was not picked up in the list of growth items for consideration when the budget was compiled and was not therefore considered when the 2013/14 budget was compiled.

COMMENT:

The Local Government Act 1995 gives Council the power to authorise expenditure that has not been included in the budget, provided that the proposal is passed with an absolute majority.

Shire of Nannup
Ordinary Council Meeting Agenda: September 2013

In considering whether this item can be funded officers have identified that income from the Department of Transport licensing commission will exceed the budget by \$20,000 and are satisfied that the grant can be funded, should council decide to support the application.

STATUTORY ENVIRONMENT: Local Government Act 1995 Section 6.8.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: Additional expenditure of \$15,000 to be funded by additional income of \$20,000 from Department of Transport licensing commission.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Absolute majority.

RECOMMENDATION:

That Council approve the request from the Scott River Growers Association for a grant of \$15,000 to be funded from additional licensing commission income.

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

AGENDA NUMBER:	11.10
SUBJECT:	CLGF Funding – Individual Local Governments 2012/13
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 9
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	11 September 2013

BACKGROUND:

As reported to the Council meeting on 22 August 2013, the Council had been advised that it would be eligible for funding of \$335,468 as part of the Country Local Government Fund (CLGF) for 2012/13 distributed to individual local governments. This funding has been earmarked for the following projects:

1. \$100,000 – Upgrade the Brockman Street Caravan Park
2. \$235,468 – Main Street Upgrade

This funding is now at risk following receipt of a letter from the Director General of the Department of Regional Development, which states that CLGF Individual funding for 2010/11 needed to be fully acquitted by 30 June 2013 and that failure to meet this deadline would result in exclusion from the 2012/13 individual CLGF funding.

COMMENT:

Approximately 40 local governments, including Nannup, have been affected by this change in policy. The Western Australian Local Government Association (WALGA) is working with those affected to have this decision rescinded. The position has been discussed by council officers with the Director General of the Department of Regional Development and a letter setting out the council's case for the decision to be rescinded has been sent to him.

In the meantime there is no guarantee that this action will be successful and measures need to be taken to reallocate resources to compensate for this possible loss of funding. Work on the Brockman Street Caravan Park upgrade has already begun and the loss of funding represents approximately 50% of the resources for this project. The upgrade is an essential element in making the caravan park an attractive proposition for a possible future lease and failure to complete the work puts future income from the park at risk. It is therefore suggested that funds of up

to \$100,000 be allocated from the Main Street reserve should the CLGF funding not be reinstated. The balance on the Main Street reserve is expected to be \$237,500 after the transfers for 2012/13 have been made.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

Loss of funding of \$335,468 from 2012/13 budgets.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

That in the event that the CLGF individual funding for 2012/13 is not reinstated, up to \$100,000 be used from the Main Street Reserve to complete the upgrade to the Brockman Street Caravan Park.

Shire of Nannup
Ordinary Council Meeting Agenda: September 2013

AGENDA NUMBER:	11.11
SUBJECT:	HAB7 - Events Management Policy
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 9
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	12 September 2013

Attachment: 1. HAB 7 - Events Management Policy

BACKGROUND:

The Council does not currently have a formal policy detailing how it will deal with the administration of major events. The position has been reviewed by the Health Consultant and a suggested policy is attached at Attachment 1.

Council initially considered the proposed policy at its meeting on 22 August 2013 but requested officers to review the wording to bring greater clarity to the definition of an event that would be covered by the policy. This review has been completed and the policy modified.

COMMENT:

The Event Policy will be used to manage the application and approval process of events conducted in the Shire of Nannup in accordance with legislative requirements.

In the past, events have been held in the Shire that have not been assessed for legislative requirements for a number of reasons. The Event Policy is designed to capture all relevant events held in the district that have previously not been assessed for compliance with legislative requirements. It will be supported by revised versions of the *Event Application Package* and *Event Information For Applicants* documents to reflect the requirements of the new Events Policy. These documents are being reviewed and will be presented for adoption following approval of the overarching policy document.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

That Council adopt the Events Policy as set out in Attachment 1.

Policy Number:	HAB 7
Policy Type:	Health
Policy Name:	Events Management Policy
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy Statement

This Policy will be used to manage the application and approval process of all applicable events conducted in the Shire of Nannup.

The Shire of Nannup will assess applications for the conduct of events in accordance with legislative requirements.

Objectives

The purpose of this Policy is to:

1. Promote and encourage events that enhance a wide variety of opportunities for residents of and visitors to, the Shire of Nannup
2. Protect the health and safety of persons attending events in the Shire of Nannup
3. Provide an efficient and timely approval process in accordance with the Council's Customer Service Charter
4. Ensure compliance with regulatory requirements and standards; and
5. Incorporate controls to minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties.

Definitions

For the purpose of this policy the following definitions apply:

Event: An occurrence, either indoor or outdoor, proposed to be held within the Shire of Nannup on private or public land that falls within the Assessment Criteria defined within this policy. This shall include but is not limited to:

- a. Concerts
- b. Vehicle Rallies
- c. One off sporting events
- d. Shows and fairs
- e. Festivals
- f. Exhibitions

Event Application Form: Documentation required to be completed for any proposed event as set out in this policy.

Event Applicant: A person, Company or Organisation, excluding the Shire of Nannup, responsible for organising an event and who makes an application to the Shire of Nannup for approval to stage an event.

Public Place: Any street, way or place including but not limited to community reserves, facilities, halls or public open space.

Shire of Nannup Facility or Reserve: Any property owned by the Shire of Nannup and includes, buildings, recreation centres, community centres, halls, reserves (passive and active).

Reserve Area: A designated reserve area within the shire used for recreational or community purposes.

Assessment Criteria

If one or more of the following circumstances applies then the event will require formal Shire of Nannup approval:

- Provision or sale of food to the public;
- Erection of tents, marquees, stages and other structures for public use;
- If the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place in accordance with the Health Act and associated Regulations and the current Shire of Nannup Local Planning Scheme 3;
- Noise being created (including music, use of amplified equipment, extraordinary vehicle noise etc.) that is likely to fall within the remit of Regulation 7 of the Environmental Protection (Noise) Regulations 1997;
- Trading in a public place - selling, hiring of goods, wares or merchandise in a public place;
- Events attracting more than 5000 people where a formal risk management process is required;
- Sale of alcohol to the public;
- Additional public parking areas will be required;
- Additional public toilet facilities will be required;
- Crowd control may be required;
- Amusement structures for public use will be provided;
- Patrons will pay an entry fee
- The event involves use of a public road for any purpose including temporary road closure or suspension of Road Traffic Act/Regulations;
- The event affects the normal flow of traffic on any road; or
- Fireworks are proposed.

Formal event approval is not required if the application is only a request for the hire of Shire of Nannup reserve areas, buildings or equipment. This would, however, require the completion of a Facility Hire Form for each occasion.

Not Covered By This Policy

1. Events to be held at:
 - a. Educational premises including primary, secondary and tertiary centres; and
 - b. Religious centres including churches and worship centres.
2. An event approval is not required providing there is no variation from the following existing approvals:
 - a. Conditions associated with a Planning Consent under the Shire of Nannup Local Planning Scheme 3.
 - b. Approvals as required in accordance with the Health Act 1911 and associated Regulations. However if the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place then an event approval is required and the requirements of this Policy will apply.

Event Application Process

1. Annual events, organised by local community groups, who are seeking council funding, will be required to submit a formal request for Council financial assistance, as part of the Council's Community Grants program. All events must submit a formal request to Council a minimum of (8) weeks prior to the proposed date of the event.
2. Applicants are required to complete the Council's Event Package, which consists of:
 - a. Event Application Form;
 - b. Event Checklist, which is to be read in conjunction with the Event Information to Applicants to identify approvals and forms as required for the event;
 - c. Event Site Plan; andand obtain any other approvals as required.
3. The completed Event Application Form, Event Checklist, Site plan and any additional forms or details of other approvals must be submitted to the Council a minimum of (8) weeks prior to the proposed date of the event. The form must be signed by the Authorised Officer.
4. All sections of the Event Application Form and Event Checklist must be completed in order for the application to be eligible for assessment.
5. The applicant must submit a risk management plan that complies with the requirements of AS 4360 if the event participation is for greater than 5000 people. The Council may request a Risk Management plan for any event if the risks are deemed to be significant.
6. The Shire of Nannup may request any additional information to be supplied by applicants in order to ensure comprehensive assessment of the application.
7. The applicant must ensure any appropriate forms are completed and submitted with the event application.

Assessment of Applications

The following issues will be considered by the Council in the assessment and approval process of event applications:

1. The nature, size and suitability of the event in relation to the venue proposed (including the presence of alcohol) and the likely impact of the event on the facility;
2. The amenity of the event;
3. The availability of the venue at the required time(s) and on the required day(s);
4. The ability of the facility to accommodate the event at the proposed time (taking into account any open space);
5. The likely impact on residents as a result of the event (including noise, dust, excessive light, or other adverse effects perceptible outside the venue);
6. The period of time for which the event will operate and the proposed times of operation;
7. Conflict or potential conflict with other events in that location or an adjoining location;
8. The estimated number of participants associated with the special event in relation to the carrying capacity of the facility;
9. The benefits to the Nannup community;
10. Reputation of the operator; and
11. Any other factors that may be considered relevant in relation to a particular event.

Fees and Charges

1. Events will attract an application fee in accordance with the Council's Schedule of Fees and Charges.
2. Event Applications received less than 8 weeks prior to the event may attract a late fee, in accordance with the Council's Schedule of Fees and Charges.
3. The applicant will be advised of any additional fees and charges upon event approval. These must be paid at least 7 days prior to the event.
4. Concerts may attract separate fees in accordance with the Council's Schedule of Fees and Charges.
5. Refunds of fees will only be considered in the event of a cancellation notice being received at least 7 days prior to the event date and may attract an administration fee.

Bonds

1. Bonds will be requested for events in accordance with the Council's Schedule of Fees and Charges.
2. The Bond will be refunded in full following compliance with the conditions outlined in the Council's approval letter.
3. Failure to comply with any of the conditions specified in Council's approval letter may result in all, or part of the bond not being refunded to the applicant.
4. Failure to pay the bond less than 7 days prior to the event may result in the event approval being withdrawn.

Related Policies:	
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Related Procedures/Documents:	
Delegated Level:	Chief Executive Officer
Adopted:	OM 26 September 2013
Reviewed:	

DRAFT

Shire of Nannup
Ordinary Council Meeting Agenda: September 2013

AGENDA NUMBER:	11.12
SUBJECT:	Local Dog Law
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WRK 28
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	26 August 2013

Attachment: 1. Draft Local Law

BACKGROUND:

The Council does not currently have a Local Law relating to the control of dogs in its area and relies instead on the provisions contained within the Dog Act 1976. In particular, there is no ability to limit the number of dogs on a property and this issue has been raised by both the Ranger Service and some local residents.

A draft for a Local Dog Law has been produced for Council's consideration based on the local dog law in place at the City of Busselton; this is attached at Attachment 1.

COMMENT:

The draft Local Dog Law would be established under sections 49 – 51 of the Dog Act 1976 and covers the following areas:

- The ability to set up a pound
- Areas where dogs are prohibited
- Dog fouling
- Fencing requirements
- Limitation of dog numbers
- The establishment of kennels
- Fines and penalties

Dog Pounds

Whilst the draft local law contains provisions for the establishment of a dog pound, the inclusion of the provisions does not require the council to establish a pound. Including these provisions within the local law would allow the council to establish a pound should it chose to do so at some future point.

Prohibited Areas

The draft local law establishes the following areas where dogs (except for guide dogs) would be prohibited:

- Public buildings
- Shops
- Houses of Worship

Outside of these areas the Dog Act requires that dogs within townsites be under the control of a person capable of controlling the dog by means of a leash or be temporarily tethered.

Dog Fouling

The draft local law creates an offence whereby the owner of the dog fails to remove dog excrement from a street or public place.

Fencing Requirements

The Dog Act does not contain provisions to define the standard of fencing on properties that contain dogs. The draft local law sets out detailed provisions for the containment of dogs on properties.

Limitation of Dog Numbers

The Dog Act allows a local government to limit the number of dogs over three months of age that are kept on a premises. The draft local law seeks to limit the maximum number of dogs on premises within the Nannup townsite to two. This provision would take effect shortly after the gazettal of the local law and any person with more than two dogs at that time would need to seek an exemption from the provisions of the local law. Council would be able to grant exemptions and these exemptions can be subject to conditions.

Kennels

The draft local law defines in some detail the conditions for the creation of kennels. Under the current Town Planning Scheme commercial kennels are not permitted within the Nannup Townsite. Outside of this area kennels are a permitted use and would be subject to a planning approval being granted.

Fines and Penalties

The maximum penalty allowed under the Dog Act is \$2,000 and for the purposes of the local law this sum has been reduced to \$500. Persons committing an offence under the local law can opt to pay a modified penalty instead of attending a court hearing. The modified penalty cannot be more than 20% of the maximum penalty, making the penalty in the draft local law \$100. The offences to which a penalty would apply are detailed in Schedule 2 of the draft local law.

Next Steps

The draft local law will be publicised for public consultation for a period of six weeks by the Shire administration placing public notices and details in local papers, on the Shire of Nannup website and information being available at the Shire office.

Once the consultation period has closed Council will consider the comments received and decide whether to proceed with the gazettal of the Local Dog Law, with or without modifications.

STATUTORY ENVIRONMENT: Sections 49 – 51 of the Dog Act 1976.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

Possible additional income from the imposition of fines and penalties under the proposed local dog law.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

That Council:

1. Support the public release of draft Local Dog Law, outlined in Attachment 1, and require the document to be publicly advertised for a period of six (6) weeks.
2. Will reconsider draft Local Dog Law following the close of the public submission period and will determine whether or not to adopt the Local Dog Law with or without modifications.

DOG ACT 1976

Shire of Nannup

DOG LOCAL LAWS

- 2013 -

DOG ACT 1976

The Shire of Nannup Dog Local Laws 2013

ARRANGEMENT

Section

1. Preliminary
2. Impounding of Dogs
3. Prohibited Places
4. Fouling of Streets, Public Places and Reserves
5. Fencing Requirements
6. Maximum Number of Dogs
7. Application for Kennel Establishment License
8. Construction of Kennels
9. Duties of the License Holder
10. Penalties
11. Modified Penalties

SCHEDULES OF FORMS AND FEES

<u>Schedule Number</u>	<u>Description</u>
1.	Fees
2.	Modified Penalty
3.	Application for License/Renewal of License to Keep an Approved Kennel Establishment
4.	License to Keep an Approved Kennel Establishment
5.	Infringement Notice
6.	Withdrawal of Infringement Notice

DOG ACT 1976

THE SHIRE OF NANNUP DOG LOCAL LAWS 2013

Made by the Council of the Shire of Nannup under Section 26 of the *Dog Act 1976* in accordance with Subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*.

Section 1 - Preliminary

1.1 Citation

These local laws may be cited as the "*Shire of Nannup Dog Local Laws 2013*".

1.2. Interpretation

1.2.1 In these Local Laws, unless the context otherwise requires -

"Act" means the *Dog Act 1976*;

"Authorised Person" means a person who is authorised under Section 29 of the Act;

"CEO" means the Chief Executive Officer of the Shire of Nannup and includes an Acting Chief Executive Officer. Such person shall, subject to Council resolution, exercise general supervision and control over all matters relating to these Local Laws and the directions of such persons shall in all cases and for all purposes be presumed to be and to have been the directions of the Council;

"District" means the Residential Zone of the Shire of Nannup Local Planning Scheme;

"Fence" where used in the Local Laws shall include walls and screen walls;

"Public Building" has the meaning given to it in Section 173 of the Health Act 1911;

"Public Place" includes every place to which the public ordinarily have access, whether by payment of a fee or not;

"Public Reserve" means land reserved under the *Land Administration Act 1997* vested in or placed under the control and management of a local government;

"Regulation" means the Dog Regulations 1976;

"Street" includes any highway, and any public bridge, and any road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;

- 1.2.2 Words and expressions used in these Local Laws have the same meanings respectively given to them in and for the purposes of the Act unless the context otherwise requires or unless it is so otherwise provided herein.
- 1.2.3 Where in these Local Laws, a duty or liability is imposed on an "owner or occupier", the duty or liability shall be deemed to be imposed jointly and severally on each of the owners or occupiers.
- 1.2.4 Where under these Local Laws an act is required to be done or forbidden to be done in relation to any premises, the owner or occupier of those premises has, unless the contrary intention appears, the duty of causing to be done the act so required to be done or of preventing from being done the act so forbidden to be done, as the case may be.

Section 2 – Impounding of Dogs

- 2.1 The Council may establish and maintain a pound or pounds for the impounding of dogs seized pursuant to the provisions of the Act or these Local Laws as it deems necessary.
- 2.2 Charges in relation to the seizure and maintenance of a dog in accordance with Section 29(4) of the Act and fees payable in relation to a dog having been destroyed at the request of its owner are specified in Schedule 1 hereto.
- 2.3 The pound or pounds maintained by the Council for the detention of dogs seized shall be attended by an authorised person at such times and on such days as determined from time to time by the Council.
- 2.4 A person liable for the control of a dog, as defined in Section 3(1) of the Act, is not excused from liability under the provisions of the Act, Regulations or

theses Local Laws by virtue of payment of fees or charges prescribed therein for the seizure, care, detention or destruction of a dog.

- 2.5 A dog seized by an officer authorised by the Council may be placed in a pound.
- 2.6. Where a dog has been seized or placed in a pound the keeper of the pound or other officer authorised by the Council shall, in accordance with Section 29(8)(a) of the Act, if the dog is wearing a registration tag, or the owner or person in charge of the dog is known to him, notify such person that the dog has been impounded in accordance with the requirements of the Act.
- 2.7 If the owner or person apparently acting on behalf of the owner of the dog seized or impounded shall claim such dog then, subject to clause 3.8 of these Local Laws, upon payment of such fees specified in Schedule 1 hereto the dog shall be released to such person.
- 2.8. Any person applying for the release of a dog seized or impounded shall prove to the satisfaction of an Authorised Person the ownership of the dog and his authority to take delivery of it. An Authorised Person may accept such proof as he considers satisfactory and no person shall have any right of action against him or Council in respect of delivery of a dog in good faith.

Section 3 – Prohibited Places

- 3.1. A person liable for the control of a dog, as defined in Section 3(1) of the Act, shall prevent that dog from entering or being in any of the following places, unless that person is blind or partially blind and is accompanied by a bona fide guide dog or is a guide dog trainer.
 - 3.1.1 A Public Building.
 - 3.1.2 A shopping centre
 - 3.1.3 A shop or other public business premises, not being where dogs are sold or treated for illness or injury.
 - 3.1.5 A house of worship.

Section 4 – Fouling of Streets and Public Places and Reserves

- 4.1. A person liable for the control of a dog who permits that dog to excrete on any Street or other Public Place or Public Reserve or any other land within the District without the consent of the occupier commits an offence unless the excreta is removed forthwith and disposed of either on private land with the consent of the occupier or in such other manner as the Council approves.

Section 5 – Fencing Requirements

- 5.1. The owner or occupier of premises within the District on which the dog is kept shall –
 - 5.1.1 Ensure that the means exist on the premises to effectively confine the dog within the premises; and
 - 5.1.2 Cause the portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog to that portion in accordance with the provisions of these Local Laws.
- 5.2. Every part of a fence used to confine a dog shall be of type, height and construction which, having regard to the breed, age, size and physical condition of the dog, shall be capable of preventing the dog at all times from passing over, under or through it.
- 5.3. Where a gate forms part of the fence the gate shall be kept closed at all times, except when the dog is not kept on the premises, and be fitted with an effective self latching mechanism, an effective self latching mechanism attached to the inside of the gate and a mechanism which enables the gate to be locked.

Section 6 – Maximum Number of Dogs

- 6.1. The owner or occupier of premises situated within the District shall not, unless the premises have been granted exemption pursuant to Section 26(3) of the Act or are licensed as an approved kennel established under Section 27 of the Act, keep or permit to be kept on those premises more than two dogs over the age of three months excepting that the young of those dogs up to the age of three months of age may also be kept.

Section 7 – Application for Kennel Establishment License

- 7.1. Applicants are first required to apply for and obtain planning approval from the Council for kennels.
- 7.2. An application for a license to keep an approved kennel establishment shall be in a form contained in Schedule 3 hereto and shall be accompanied by –
 - 7.1.1 a plan showing the details and specifications of all kennels and yards appurtenant thereto and showing the distances from the kennels to the boundaries of the land subject of the application and all buildings on the land;
 - 7.1.2 such other information as the Council in any case requires;
- 7.3. A person seeking the issue of a license to keep an approved kennel establishment shall –
 - 7.3.1 give notice of the proposed use of the land in writing to the owners and occupiers of adjoining land and premises; and
 - 7.3.2 advertise the intention to do so in a newspaper having circulation in the area at least 14 days before the application is made to Council.
- 7.4. The letter of notification and advertisement required in clause 7.3 of these Local Laws shall specify that any submissions regarding the application for establishment of kennels on the property being the subject of such letter or advertisement are to be lodged with the Chief Executive Officer of the Council with 14 days.
- 7.5. Council may not approve or register a kennel until it has considered any objection raised to the establishment, operation and maintenance of the kennel upon the premises.
- 7.6. A license to keep an approved kennel establishment shall be in the form of Schedule 4 hereto.
- 7.7. The fees payable for the issue of a license to keep an approved kennel establishment and for the renewal of such a license are as specified in Schedule 1 hereto.
- 7.8. A license to keep an approved kennel establishment shall remain valid for a period of 12 months from the date of issue thereof.
- 7.9. A person seeking the renewal of a license to keep an approved kennel establishment shall make application to the Council in the form of Schedule 3 hereto.

7.10. Council shall not permit the establishment or maintenance of a kennel in any area if in the opinion of the Council such kennel would adversely affect the environment, be a nuisance to residents, or be detrimental or prejudicial in anyway.

Section 8 – Construction of Kennels

8.1. The occupier of premises licensed as an approved kennel establishment shall ensure that the dogs in the establishment are kept in kennels and yards appropriate to the breed or kind in question and in accordance with the following requirements –

- 8.1.1 each kennel shall have a yard appurtenant thereto which is capable of retaining the dog within its confines;
- 8.1.2 each kennel and each yard and every part thereof shall be at a distance of not less than 20 metres from the boundary of any Street and the land subject of the license and 20 metres from any other boundary;
- 8.1.3 each kennel and each yard and every part thereof shall be at a distance of not less than 15 metres from any dwelling, church, school room, hall, factory, dairy or any premises wherein food is manufactured, prepared, packed or stored for human consumption;
- 8.1.4 the walls of each kennel shall be concrete, brick, stone, steel or timber framing sheeted with fibre cement sheeting, galvanised iron (or other approved material) internally and externally;
- 8.1.5 the roof of each kennel shall be constructed of impervious material;
- 8.1.6 the lowest internal height of the kennel shall be at least two metres from the floor with an average inbuilt height of not less than 2100mm;
- 8.1.7 all painted external surfaces of the kennel shall be kept in good condition and well painted;
- 8.1.8 all gates shall be provided and fitted with proper catches or other means of securing or fastening such gate;
- 8.1.9 each yard for a kennel shall be securely fenced with a fence not less than two metres in height constructed of material approved by the Council;
- 8.1.10 the upper surface of a kennel floor shall be at least 100mm above the finished surface of the surrounding ground and shall be constructed of granolithic cement finished to a surface having a fall of not less than 1 in 100 to a drain which shall be properly laid, ventilated and trapped in accordance with the Council's health requirements;

- 8.1.11 all floor washings shall pass through the drain and shall be disposed of in accordance with the requirements of the Health Act 1911;
- 8.1.12 the floor of each kennel shall be an area of not less than 2.5 square metres for every dog kept therein over the age of three months;
- 8.1.13 the yard of every kennel or group of kennels shall not be less than twice the area of the kennel or group of kennels;
- 8.1.14 all kennels and yards and all feeding and drinking vessels shall be maintained in a clean, disinfected and sanitary condition and shall be cleansed and disinfected when so ordered by an Authorised Person or Health Officer of the Council;
- 8.1.15 every approved kennel established shall be provided with reticulated water in the form of a supported standpipe and hose for the hosing down of kennels and yards.

Section 9 – Duties of the License Holder

- 9.1 The holder of a license to keep an approved kennel establishment shall –
 - 9.1.1 maintain the establishment in a clean, sanitary and tidy condition;
 - 9.1.2 dispose of all refuse, faeces and food waste daily in a manner approved by the Health Officer of the Council;
 - 9.1.3 take all practical measures for the destruction of fleas, flies and other vermin.

Section 10 – Penalties

- 10.1 A person who contravenes or fails to comply with any provision of these Local Laws is, upon conviction, liable to a penalty not exceeding \$500 for each offence.

Section 11 – Modified Penalties

- 11.1 The offenses described in the table set out in Schedule 2 hereto are prescribed pursuant to Section 45A of the Act as offences in relation to which a modified penalty applies and the amount appearing in that table directly opposite an offence is the proscribed modified penalty payable in respect of that offence if dealt with pursuant to this Section.

- 11.2 Where an Authorised Person has reason to believe that a person has committed an offence of the kind described in Schedule 2 hereto a notice may be served on that person in the form contained in Schedule 5 hereto (in this clause referred to as an Infringement Notice) informing that person that if the person does not wish to have a complaint of the alleged offence heard and determined by a Court the person may pay to the Council, within the time therein specified, the amount prescribed as the modified penalty.
- 11.3 An Infringement Notice may be served on an alleged offender personally or by posting it to that person's address as ascertained from that person at the time immediately following the occurrence giving rise to the allegation of the offence or as recorded by the Council pursuant to the Act.
- 11.4 Where a person who received an Infringement Notice fails to pay the prescribed penalty within the time specified in the Notice, or within any further time as in any particular case as allowed by the Council, the person is deemed to have declined to have the allegation dealt with by way of a modified penalty.
- 11.5 An alleged offender on whom an Infringement Notice has been served may, within the time specified in the Notice or within any further time as in any particular case as allowed by the Council, send or deliver to the Council the amount of the prescribed penalty, with or without a reply as to the circumstances giving rise to the allegation, and the Council may thereupon –
- 11.5.1 appropriate that amount in satisfaction of the penalty and issue an acknowledgement; or
 - 11.5.2 withdraw the Infringement Notice and refund the amount so paid.
- 11.6 An Infringement Notice may, whether or not the prescribed penalty has been paid, be withdrawn by the Council by sending of a Notice in the form contained in Schedule 6 hereto to the alleged offender at the address specified in the Notice or to the person's last known place of residence or business and in that event any amount received by way of modified penalty shall be refunded and any acknowledgement of the receipt of that amount shall for the purposes of any proceedings in respect of the alleged offence be deemed not to have been issued.
- 11.7 Where a person does not contest an allegation that the person committed an offence of the kind to which this Section applies, the production of an acknowledgement from the Council is a defence to a charge of the offence in respect of which the modified penalty was paid.

Schedule 1
Shire of Nannup
DOG ACT 1976

Fees

1.	For the seizure and impounding of a dog	\$50
2.	For the maintenance of a dog in a pound per day or part of a day	\$10
3.	For the destruction of a dog	\$15
4.	Initial application for a License to establish a kennel	\$50
5.	Registration fee of an approved kennel establishment per annum	\$75
6.	Renewal of a License to keep an approved kennel establishment	\$75

Schedule 2
Shire of Nannup
DOG ACT 1976

Modified Penalties

Item	Clause	Nature of Offence	Modified Penalty
1.	3.1	Permitting a dog to enter or be in or on a prohibited place	\$100
2.	4.1	Permitting a dog to excrete on a Street or on other land and failing to remove or dispose of such excreta in an approved manner on private land with the consent of the occupier of the land.	\$100
3.	5.1 – 5.3	Failing to keep premises fenced as required by the Local Law.	\$100
4.	9.1.1	Failing to maintain a kennel establishment in a clean, sanitary and tidy condition.	\$100
5.	9.1.2	Failing to dispose of all refuse, faeces and food waste from a kennel establishment daily in an approved manner.	\$100
6.	9.1.3	Failing to take all practical measures for the destruction of fleas, flies and other vermin.	\$100

Schedule 3

Shire of Nannup

DOG ACT 1976

Application for a License/Renewal of License to Keep an Approved Kennel Establishment

Pursuant to the Dog Act 1976 and the Shire of Nannup Local Dog Laws 2013,

I/We,.....
(Full name of Applicant/s)

of.....

Hereby apply for a License/the renewal of a License (delete as applicable) to keep an approved kennel establishment at

Owner (name and address).....

Occupier (name and address).....

Purpose for which the kennel is to be used.....

.....

Number of Dogs to be kept.....

Breed of Dogs to be kept.....

Attached hereto –

- (i) Two (2) copies of a plan showing the details and specifications of all kennels and yards appurtenant thereto and showing the distance from the said kennels and yards to the boundaries of the land the subject of the application and all buildings on the said and adjoining land;
- (ii) Evidence that notice of the proposed use of the land has been given in writing to the owners and occupiers of all adjoining land and premises;
- (iii) Copy of an advertisement placed in a newspaper having circulation in the area.
- (iv) The fee of \$.....

I hereby declare that all the above details are correct to the best of my knowledge and that I have no objection to an Authorised Person inspecting the premises at a reasonable time to ensure compliance with the Council's Local Dog Laws.

Dated this.....day of.....20.....

(Signature of applicant/s).....

Note: Items (i) – (iii) may be struck out if the application is for a renewal of a license and if there have been no changes since the previous application.

Schedule 4
Shire of Nannup
DOG ACT 1976

License to Keep an Approved Kennel Establishment

.....
.....

is/are the holder(s) of a license to keep an approved kennel establishment
at.....
.....

This license remains valid for a period of twelve months from the date of issue
hereof.

Dated this.....day of.....20.....

.....
Chief Executive Officer

Schedule 5
Shire of Nannup
DOG ACT 1976

INFRINGEMENT NOTICE

No.....

Date.....

To

It is alleged that at.....day
of.....20.....

you committed an offence in that you.....

.....

.....

.....
(Authorised Person)

You may dispose of this matter by:

- (i) Payment of a penalty of \$..... within 21 days of the Notice to the Council at 15 Adam Street, Nannup 6275; or
- (ii) Having it dealt with by a Court.

If this modified penalty is not paid within the time specified Court proceedings may be taken against you.

**Schedule 6
Shire of Nannup
DOG ACT 1976**

WITHDRAWAL OF INFRINGEMENT NOTICE

No.....

Date.....

To

Infringement Notice No.....dated...../...../.....for the alleged
offence of

.....

Penalty \$..... is hereby withdrawn.

No further action will be taken/It is proposed to institute Court proceedings for the
alleged offence.

(Signed)
(Authorised Person)

Date:.....

Passed at a meeting of the Local Government of the Shire of Nannup held on:

..... 2013.

The Common Seal of the Shire of Nannup was hereunto affixed in the presence of:

on this day of..... 2013

A Dean
SHIRE PRESIDENT

R Jennings
CHIEF EXECUTIVE OFFICER

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

AGENDA NUMBER:	11.13
SUBJECT:	Cat and Dog Registration Fees
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 10
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	10 September 2013

BACKGROUND:

As part of the implementation of the Cat Act 2011 the Department of Local Government and Communities is seeking to align the fees for the registration of both cats and dogs. The new fee structure was gazetted on 23 August 2013 and introduces new fees for cats and revised fees for dogs. A lifetime registration fee for dogs will be introduced when the Dog Amendment Bill 2013 has been passed by Parliament.

COMMENT:

The new structure will see some significant increases in the cost of dog registration and also includes a new fee of \$100 for the lifetime registration of a cat. Although the guidance on the Cat Act discusses rebates for pensioners the gazetted fees do not include this provision. Whilst the current fee structure for dog registrations allows a discount for farm dogs, this is similarly not included in the gazetted fees. This report only deals with the changes to fees covered in the gazetted fees and charges.

The following fee structure will need to be included in the Council's Schedule of Fees and Charges 2013/14:

CATS

Fee for application for grant or renewal of the registration of a cat for one year (all cats need to be sterilised) —	
(a) if application is for grant of registration and is made after 31 May for registration until the next 31 October	\$10.00
(b) otherwise	\$20.00
Fee for application for grant or renewal of the registration of a cat for	\$42.50

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

3 years	
Fee for application for grant or renewal of the registration of a cat for life	\$100.00
Fee for application for grant or renewal of approval to breed cats - per breeding cat (male or female)	\$100.00

DOGS

Registration of unsterilised dog for one year (unless owned by pensioner)	\$50.00
(a) Registration of unsterilised dog owned by pensioner for one year	\$25.00
(b) Registration of sterilised dog for one year —	
(i) for dog owned by pensioner	\$10.00
(ii) otherwise	\$20.00
(c) Registration of sterilised dog for 3 years —	
(i) for dog owned by pensioner	\$21.25
(ii) otherwise	\$42.50
(d) Registration of unsterilised dog for 3 years —	
(i) for dog owned by pensioner	\$60.00
(ii) otherwise	\$120.00
Concessional rate of registration fee for dogs kept in an approved kennel establishment (paid in lieu of a separate registration fee in respect of each dog)	\$200.00

STATUTORY ENVIRONMENT: Cat Act 2011 and Dog Act 1976.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: Additional income from new and increased fees offset by additional costs of administration and registration tags for cats.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Absolute majority.

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

RECOMMENDATION:

That Council include the following fees in its Schedule of Fees and Charges 2013/14:

Fee for application for grant or renewal of the registration of a cat for one year —	
(a) if application is for grant of registration and is made after 31 May for registration until the next 31 October	\$10.00
(b) otherwise	\$20.00
Fee for application for grant or renewal of the registration of a cat for 3 years	\$42.50
Fee for application for grant or renewal of the registration of a cat for life	\$100.00
Fee for application for grant or renewal of approval to breed cats - per breeding cat (male or female)	\$100.00

Registration of unsterilised dog for one year (unless owned by pensioner)	\$50.00
(e) Registration of unsterilised dog owned by pensioner for one year	\$25.00
(f) Registration of sterilised dog for one year —	
(iii) for dog owned by pensioner	\$10.00
(iv) otherwise	\$20.00
(g) Registration of sterilised dog for 3 years —	
(iii) for dog owned by pensioner	\$21.25
(iv) otherwise	\$42.50
(h) Registration of unsterilised dog for 3 years —	
(iii) for dog owned by pensioner	\$60.00
(iv) otherwise	\$120.00
Concessional rate of registration fee for dogs kept in an approved kennel establishment (paid in lieu of a separate registration fee in respect of each dog)	\$200.00

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

AGENDA NUMBER:	11.14
SUBJECT:	Budget Monitoring 2013/14
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 15
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	10 September 2013

Attachment: 1.Monthly Financial Statements for the period ending 31 August 2013.

BACKGROUND:

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$5,000, whichever is the greater on which to report. The statutory statements are attached at Attachment 1.

Whilst this has resulted in all variances of 10% being identified and reported it only focuses attention on the performance to the month in question and not the likely outturn at the end of the year.

Monthly reporting draws on the flexibility allowed in the Financial Management Regulations to draw attention to likely under and overspends at the end of the year.

COMMENT:

As previously reported, income in Education and Welfare is approximately \$20,000 higher than budgeted due to the receipt of a grant to develop a heritage trail; this will be matched by expenditure and will not therefore result in a budget variation.

As reported elsewhere on the agenda, income from the Department of Transport licensing commission is expected to be approximately \$20,000 higher than budgeted.

The performance of the caravan park is being closely monitored and is not expected at this point in time to have a significant variation against the budget. Approximately \$15,000 in income has been received by the end of August.

Additional expenditure has been incurred in the repairs budget following a major repair to a grader. Further details have been provided in the September Information Report.

The remaining variances shown in the statutory statements result from income and expenditure not being in accordance with the profile adopted for the budgets and are therefore due to timing differences.

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 Statements for the period ending 31 August 2013 be received.

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 AUGUST 2013

	2013/14 Y-T-D Actual \$	2013/14 Y-T-D Budget \$	2013/14 Budget \$	Variences Y-T-D Budget to Actual %
Operating				
Revenues/Sources				
Governance	0	167	1,000	-1.00
General Purpose Funding	16,791	32,676	2,123,986	-0.49
Law, Order, Public Safety	(29,265)	58,456	207,100	-1.50
Health	150	803	3,600	-0.81
Education and Welfare	20,356	6,872	12,360	1.96
Housing	2,984	2,799	19,396	0.07
Community Amenities	5,395	7,364	109,435	-0.27
Recreation and Culture	1,883	4,842	25,570	-0.61
Transport	999,494	1,146,463	3,390,897	-0.13
Economic Services	15,766	36,000	159,000	-0.56
Other Property and Services	9,536	4,482	26,894	1.13
	1,043,090	1,300,923	6,079,238	-0.20
(Expenses)/(Applications)				
Governance	(164,097)	(150,326)	(303,291)	0.09
General Purpose Funding	(20,908)	(29,315)	(1,799,524)	-0.29
Law, Order, Public Safety	(74,762)	(63,457)	(397,953)	0.18
Health	(7,964)	(7,907)	(52,080)	0.01
Education and Welfare	(22,009)	(32,549)	(203,667)	-0.32
Housing	(5,050)	(6,455)	(36,473)	-0.22
Community Amenities	(34,017)	(71,353)	(438,009)	-0.52
Recreation & Culture	(48,809)	(80,618)	(451,565)	-0.39
Transport	(155,197)	(398,652)	(2,517,109)	-0.61
Economic Services	(45,028)	(60,432)	(349,299)	-0.25
Other Property and Services	54,700	4,749	(22,105)	10.52
	(523,143)	(896,313)	(6,571,075)	-0.42
Adjustments for Non-Cash (Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	0	0	42,200	0.00
Depreciation on Assets	0	0	1,929,378	0.00
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(2,829)	0	(79,900)	0.00
Purchase Infrastructure Assets	(19,344)	0	(4,438,943)	0.00
Purchase Plant and Equipment	0	0	(433,000)	0.00
Purchase Furniture and Equipment	(491)	0	(37,050)	0.00
Proceeds from Disposal of Assets	0	0	135,000	0.00
Repayment of Debentures	(2,099)	(2,099)	(68,743)	0.00
Proceeds from New Debentures	0	0	0	0.00
Leave Provisions	1,769	0	195,531	0.00
Accruals	0	0	8,286	0.00
Self Supporting Loan Principal Income	2,099	2,099	20,076	0.00
Transfers (to)/from Reserves	0	0	(387,280)	0.00
ADD				
Net Current Assets July 1 B/Fwd	1,313,127	2,308,250	2,308,250	
LESS				
Net Current Assets Year to Date	3,110,210	4,010,892	0	
Amount Raised from Rates	<u>(1,298,032)</u>	<u>(1,298,032)</u>	<u>(1,298,032)</u>	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 AUGUST 2013

	2012/13 Actual \$	Brought Forward 01-July-2013 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	3,210,647	2,730,351
Cash - Restricted	21,963	43,591
Cash - Reserves	1,814,483	1,810,011
Receivables	331,449	465,450
Inventories	0	0
	<u>5,378,541</u>	<u>5,049,404</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(431,885)</u>	<u>(658,342)</u>
	4,946,656	4,391,062
Less: Cash - Reserves - Restricted	(1,836,446)	(1,853,603)
NET CURRENT ASSET POSITION	<u><u>3,110,210</u></u>	<u><u>2,537,459</u></u>
	0	0

Adjustment

Shire of Nannup
Ordinary Council Meeting Agenda: September 2013

AGENDA NUMBER:	11.15
SUBJECT:	Month Accounts for Payment –August 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 16 September 2013

Attachment: 1. August 2013 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	5129 - 5259	\$ 543,350.45
Accounts paid by cheque	19244 - 19287	\$241,727.02
Accounts paid by Direct Debit	99417 - 99426	14,067.46
Sub Total Municipal Account		<u>\$799,144.93</u>

Trust Account

Accounts Paid by cheque	Nil	1,000.00
Sub Total Trust Account		<u>\$1,000.00</u>

Total Payments

\$800,144.93

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 \$800,144.93 in the attached schedule be endorsed.

SHIRE OF NANNUP ACCOUNTS FOR PAYMENT -AUGUST 2013			Attachment 1
Chq/EFT	Name	Description	Amount
EFT5129	MJB INDUSTRIES	PIPE HEADWALL	\$ 429.11
EFT5130	SLATER-GARTRELL SPORTS	CLUBLINE MARKER PACK P/O 13893	\$ 1,094.50
EFT5131	RICOH AUSTRALIA	RICOH SOFTWARE ASSURANCE PLAN	\$ 77.00
EFT5132	IMINI HOLDINGS PTY LTD	SEA CONTAINER LEASE	\$ 440.00
EFT5133	AMR PAVING	CEMETERY WORKS	\$ 130.00
EFT5134	ARBOR GUY	VERGE MAINTENANCE	\$ 2,200.00
EFT5135	MAGGIE LONGMORE	CORPORATE LIBRARY PHOTOS	\$ 50.00
EFT5136	EDGE PLANNING & PROPERTY	PLANNING SERVICES	\$ 3,021.97
EFT5137	VIC SMITH	REIMBURSEMENT OF EXPENSES	\$ 60.00
EFT5138	DEAN GUJA	EHO CONTRACT	\$ 2,560.00
EFT5139	MPM DEVELOPMENT CONSULTANTS	DESIGN AND DOCUMENTATION MAINSTREET PROJECT	\$ 3,828.00
EFT5140	COVS PARTS	JOCKEY WHEEL	\$ 900.98
EFT5141	STAPLES AUSTRALIA PTY LTD	STATIONARY ORDER	\$ 153.81
EFT5142	BUSSELTON LIQUID WASTE	LIQUID WASTE SEPTIC TANK	\$ 577.50
EFT5143	PICKLE & O	MORNING TEA FOR 16 PEOPLE, LUNCH	\$ 208.00
EFT5144	FREESPIRIT TRAPEZE	KIDSPORTS REIMBURSEMENTS	\$ 548.00
EFT5145	SHIRE OF THREE SPRINGS	LONG SERVICE LEAVE GEOFFREY STUART BENSON	\$ 1,768.98
EFT5146	LAVENDER ENTERPRISES	CONSULTANCY- KIDSSPORT	\$ 200.00
EFT5147	NANNUP ARTS COUNCIL	COMMUNITY GRANTS	\$ 3,000.00
EFT5148	BUSSELTON TELEPHONES	PHONE REPAIRS	\$ 617.75
EFT5149	BALINGUP ROAD BUSH FIRE BRIGADE	2013-14 OPERATING GRANT	\$ 5,800.00
EFT5150	D & J COMMUNICATIONS	NP3020 DARRADUP HEAVY TRUCK MAINTENANCE	\$ 440.55
EFT5151	CARLOTTA BUSH FIRE BRIGADE	2013-14 OPERATING GRANT	\$ 5,487.00
EFT5152	CID EQUIPMENT PTY. LTD.	REPLACE MAIN CUTTING EDGES	\$ 1,700.64
EFT5153	LANDGATE	INTERIM REVALUATIONS	\$ 120.19
EFT5154	DARRADUP VOLUNTEER BUSH FIRE BRIGADE	2013-14 OPERATING GRANT	\$ 9,800.00
EFT5155	BARBARA DUNNET	COUNCILLOR REIMBURSEMENT	\$ 2,302.26
EFT5156	EAST NANNUP BUSH FIRE BRIGADE	2013-14 OPERATING GRANT	\$ 7,320.00
EFT5157	GUMPTION PTY LTD	PRINTING 20000 COPIES OF A3 NANNUP MAP	\$ 6,156.00
EFT5158	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT CAHRGES	\$ 192.65
EFT5159	K & C HARPER	BUILDING REPAIRS - KINDERGARTEN	\$ 96.80
EFT5160	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LOCAL HEALTH AUTHORITIES	\$ 467.88
EFT5161	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2013-14 MEMBERSHIPS	\$ 887.00
EFT5162	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$ 1,800.35
EFT5163	NANNUP NEWSAGENCY	POSTAGE AND STATIONERY	\$ 737.24
EFT5164	NANNUP EZIWAY SELF SERVICE STORE	CLEANING AND REFRESHMENTS	\$ 223.62
EFT5165	NANNUP BROOK BUSH FIRE BRIGADE	2013-14 OPERATING GRANT	\$ 6,850.00
EFT5166	NORTH NANNUP BUSH FIRE BRIGADE	2013-14 OPERATING GRANT	\$ 8,870.00
EFT5167	NANNUP LIQUOR STORE	REFRESHMENTS	\$ 279.87
EFT5168	PRESTIGE PRODUCTS	CLEANING PRODUCTS	\$ 799.77
EFT5169	SW PRECISION PRINT	1500 A3 TO DL RATES NEWSLETTERS	\$ 1,825.00
EFT5170	PENDREY AGENCIES	SUNDRY SUPPLIES	\$ 117.92
EFT5171	RICOH BUSINESS CENTRE	PHOTOCOPIER BILLING	\$ 704.06
EFT5172	SOUTH WEST FIRE SERVICES	ONSITE INSPECTIONS	\$ 354.00
EFT5173	SYNERGY	ELECTRICITY EXPENSES	\$ 6,911.90
EFT5174	TRACIE BISHOP	REIMBURSEMENT OF EXPENSES	\$ 68.96
EFT5175	WALGA	ANNUAL SUBSCRIPTION	\$ 5,500.00
EFT5176	WARREN BLACKWOOD WASTE	RECYCLING AND WASTE MANAGEMENT COSTS	\$ 6,354.00
EFT5177	CHRIS WADE	REIMBURSEMENT OF EXPENSES	\$ 152.00
EFT5178	WREN OIL	WASTE DISPOSAL	\$ 1,040.60
EFT5179	BUSSELTON RETRAVISION	PHONE FOR DEPOT	\$ 149.00
EFT5180	SPLIT TEAM	SHIRE OFFICES MAINTENANCE	\$ 1,437.74
EFT5181	ROBERT LONGMORE	COUNCILLOR REIMBURSEMENT	\$ 1,572.50
EFT5182	BUSSELTON TOYOTA	VEHICLE SERVICE	\$ 409.25
EFT5183	DORMAR INDENTS	CARAVAN PARK SHOP STOCK	\$ 773.15
EFT5184	KERRIE YABSLEY	REIMBURSEMENT OF EXPENSES	\$ 133.40
EFT5185	NORMAN STEER	COUNCILLOR REIMBURSEMENT	\$ 1,436.00
EFT5186	EDGE PLANNING & PROPERTY	PLANNING AND SERVICES	\$ 3,571.42
EFT5187	SQUIRE SANDERS	LEGAL COUNCIL	\$ 348.47
EFT5188	STAPLES AUSTRALIA PTY LTD	STATIONERY	\$ 1.32
EFT5189	MANJIMUP FARM MACHINERY	SPRAY BOOM	\$ 1,127.91
EFT5190	PICKLE & O	REFRESHMENTS	\$ 175.00
EFT5191	LIBRA ENTERPRISES (WA) PTY LTD	NANNUP CARAVAN PARK SUPPLIES	\$ 153.24
EFT5192	QUALITY PUBLISHING AUSTRALIA EX MAPCO	NANNUP CARAVAN PARK -VARIOUS MAPS FOR STOCK	\$ 212.55
EFT5193	JOHNSON'S FOODSERVICE	CARAVAN PARK ICECREAMS	\$ 669.59
EFT5194	RUSTED SOLUTIONS	1 STARTER PACK	\$ 132.00
EFT5195	BLACKWOOD CAFE - SUMART	YAC EXPENSES	\$ 45.00
EFT5196	CJD EQUIPMENT PTY. LTD.	MOTOR CHANGE	\$ 40,589.46
EFT5197	CEMETERIES & CREMATORIA ASSOC OF WA	ORDINARY MEMBERSHIP RENEWAL	\$ 100.00
EFT5198	HOLCIM AUSTRALIA PTY LTD	10MM SEALING AGG	\$ 448.80
EFT5199	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$ 96.79
EFT5200	INSIGHT CCS PTY LTD	JULY 2013 AFTERHOUR SERVICE	\$ 81.18

SHIRE OF NANNUP ACCOUNTS FOR PAYMENT - AUGUST 2013			
Chq/EFT	Name	Description	Amount
EFT5201	PRESTIGE PRODUCTS	CLEANING PRODUCTS	\$ 589.72
EFT5202	SW PRECISION PRINT	GPP SURVEY WITH MAP AND A4 FLYER 2000	\$ 1,428.00
EFT5203	ROD'S AUTO ELECTRICS	SUPPLY PARTS- FLOOD WORKLAMP MAGNET	\$ 490.05
EFT5204	SUGAR MOUNTAIN ELECTRICAL SERVICES	CONNECT NEW DRYER AT CARAVAN PARK	\$ 540.45
EFT5205	WALGA	COMMUNITY EMERGENCY SERVICES OFFICER	\$ 2,223.96
EFT5206	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 11,724.26
EFT5207	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL FOR 1314 OPERATING GRANT	\$ 33,791.45
EFT5208	JACKSONS DRAWING SUPPLIES PTY LTD	YOUTH SUPPLIES TOWN HALL	\$ 81.38
EFT5209	RICOH AUSTRALIA	PHOTOCOPIER PLAN - USAGE CHARGES	\$ 253.00
EFT5210	NANNUP BRIDGE CAFE	COUNCIL DINNER FOR AUG 2013	\$ 525.00
EFT5211	BP NANNUP	AUGUST FUEL ACCOUNT	\$ 92.29
EFT5212	HITACHI CONSTRUCTION MACHINERY AUST P/L	FILTERS SUPPLIES	\$ 403.43
EFT5213	ROBERT JENNINGS	REIMBURSEMENT OF EXPENSES	\$ 33.55
EFT5214	EDGE PLANNING & PROPERTY	PLANNING AND SERVICES	\$ 4,646.16
EFT5215	VIC SMITH	REIMBURSEMENT OF EXPENSES	\$ 242.23
EFT5216	LONSDALE PARTY HIRE	MARQUEE HIRE - TOWN HALL CENTENARY	\$ 2,018.00
EFT5217	CALTEX ENERGY WA	RANDO OIL	\$ 1,059.00
EFT5218	KIM DAWE CONCRETE	TO SUPPLY MATERIAL AND LAY CONCRETE - CAREY STREET	\$ 8,148.80
EFT5219	DEAN GUJA	EHO CONTRACT	\$ 2,240.00
EFT5220	COVS PARTS	FUEL HOSE PACK	\$ 342.10
EFT5221	BOLLIG DESIGN GROUP	RECREATION PRECINT UPGRADE, DOCUMENTATION	\$ 70,540.80
EFT5222	STAPLES AUSTRALIA PTY LTD	CARAVAN PARK TONERS	\$ 437.25
EFT5223	BUNBURY TRUCKS	TRUCK SERVICE	\$ 3,136.25
EFT5224	DRACOM SERVICES	AMMENDMENTS 2013/14 HAZARD REDUCTION NOTICE	\$ 825.00
EFT5225	STORYBOX CONSULTING	FEE FOR ATTENDENCE - WAEMI MEETING / WALGA	\$ 269.50
EFT5226	CONPLANT AMMANN AUSTRALIA	PNEUMATIC TYRED ROLLER WITH CABIN	\$ 144,650.00
EFT5227	KINGSLEY MOTEL	TWIN ROOM 3/09/2013	\$ 145.00
EFT5228	NANNUP ARTS COUNCIL	HIRE OF GARAGE GALLERY - TOWNHALL CENTENARY	\$ 100.00
EFT5229	AMD CHARTERED ACCOUNTANTS	ROADS TO RECOVERY PROGRAM	\$ 572.00
EFT5230	BLACKWOOD CAFE - SUMART	YAC EXPENSES	\$ 47.00
EFT5231	BOC LIMITED	GAS SUPPLIES	\$ 545.29
EFT5232	NANNUP ELECTRICAL SERVICES	NORTH NANNUP VBFB MAINTENANCE	\$ 455.65
EFT5233	HOLCIM AUSTRALIA PTY LTD	10MM SEALING AGG X 5	\$ 25,522.20
EFT5234	GEOGRAPHE SAWS & MOWERS	CHAIN BREAK HANDLE	\$ 48.60
EFT5235	LANDGATE	INTERIM REVALUATIONS	\$ 430.27
EFT5236	DEPARTMENT OF FINANCE - SHARED SERVICES	STATE LIBRARY WA EXPENSES	\$ 18.70
EFT5237	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL FOR 2013/14	\$ 20,140.50
EFT5238	GREENWAY ENTERPRISES	BAMBOO CANES	\$ 73.00
EFT5239	GUMPTION PTY LTD	PRINTING OF OVERVIEW BROCHURE	\$ 2,035.00
EFT5240	HOLBERRY HOUSE	ACCOMODATION - TOWN PLANNER	\$ 115.00
EFT5241	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$ 387.07
EFT5242	JASON SIGNMAKERS	1 SIGN BRACKET	\$ 1,469.93
EFT5243	K & C HARPER	MARINKO TOMAS TOILETS MAINTENANCE	\$ 259.93
EFT5244	ROBIN MELLEMA	COUNCILLOR REIMBURSEMENT	\$ 568.00
EFT5245	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$ 873.95
EFT5246	NANNUP NEWSAGENCY	POSTAGE AND STATIONERY	\$ 1,013.80
EFT5247	NANNUP EZIWAY SELF SERVICE STORE	GAS BOTTLES/CLEANING/REFRESHMENTS	\$ 685.00
EFT5248	NANNUP COMMUNITY RESOURCE CENTRE	TELEGRAPH ADVERT AUG 2013	\$ 287.00
EFT5249	NANNUP MUSIC CLUB INC	SPONSORSHIP FOR NANNUP MUSIC FESTIVAL	\$ 25,100.00
EFT5250	SW PRECISION PRINT	1500 INFORMATION SELF COVER BOOKLETS	\$ 2,666.50
EFT5251	THE PAPER COMPANY OF AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$ 138.60
EFT5252	RICOH BUSINESS CENTRE	PHOTOCOPIER USAGE PLAN	\$ 746.25
EFT5253	SOUTH WEST FIRE SERVICES	NANNUP RECREATION CENTRE INSPECTION	\$ 130.00
EFT5254	SYNERGY	ELECTRICITY EXPENSES	\$ 2,691.30
EFT5255	SUGAR MOUNTAIN ELECTRICAL SERVICES	CARLOTTA HALL WORKS	\$ 2,460.86
EFT5256	LOUISE STOKES	REIMBURSEMENT OF EXPENSES	\$ 147.79
EFT5257	WESTERN POWER	BYPASS DESIGN FEE	\$ 1,500.00
EFT5258	WALGA	CONFERENCE EXPENSES	\$ 2,155.00
EFT5259	BEE WINFIELD	REFUND BOND- SHIRLEY HUMBLE ROOM	\$ 200.00
Total EFT Municipal Vouchers:			\$ 543,350.45

SHIRE OF NANNUP ACCOUNTS FOR PAYMENT - AUGUST 2013			Attachment 1
Chq/EFT	Name	Description	Amount
19244	PEERABEELUP VOLUNTEER BUSH FIRE BRIGADE	2013-14 OPERATING GRANT	\$ 4,030.00
19245	BENTLEY IMPORTS PTY LTD	DIESEL GENERATOR	\$ 10,514.90
19246	EMERALD STRATFORD	1 GLASS PAINTING WORKSHOP	\$ 60.00
19247	JM COMMUNITY DEVELOPMENT PROJECTS	GRANT PREPARATION @ 120 PER HOUR	\$ 1,320.00
19249	NANNUP RSL	COMMUNITY GRANTS	\$ 1,000.00
19250	FLEXIBLE DRIVE AGENCIES PTY PTD	4 X AMBER, MAGNETIC, MINI BARS	\$ 880.00
19251	AUSTRALIAN TAXATION OFFICE	BAS REPORTING	\$ 177,623.00
19252	BUNNINGS- BUSSELTON	GARDEN SUPPLIES	\$ 84.60
19253	CUNDINUP BUSH FIRE BRIGADE	2013-14 OPERATING GRANT	\$ 3,500.00
19254	NANNUP GARDEN VILLAGE COMMITTEE	COMMUNITY GRANTS	\$ 6,000.00
19255	NANNUP DISTRICT HIGH SCHOOL	COMMUNITY GRANTS	\$ 265.00
19256	NANNUP BAKERY	REFRESHMENTS	\$ 34.38
19257	WATER CORPORATION	WATER EXPENSES	\$ 3,350.45
19258	ZANSHIN PERSONAL TRAINING	KIDSPORT FUNDING	\$ 1,305.00
19260	STEPHANIE CAMARRI	COUNCILLOR REIMBURSEMENT	\$ 616.20
19261	NANNUP BAKERY	REFRESHMENTS	\$ 12.00
19262	THE SALVATION ARMY	4 BAGS OF RAGS	\$ 20.00
19263	WATER CORPORATION	WATER EXPENSES	\$ 1,098.47
19264	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$ 298.58
19265	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,159.49
19266	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 465.30
19267	CHALLENGER	SUPERANNUATION CONTRIBUTIONS	\$ 232.74
19268	GENERATIONS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 337.22
19269	BT BUSINESS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 78.40
19270	REST	SUPERANNUATION CONTRIBUTIONS	\$ 146.49
19271	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 186.74
19272	WARREN BLACKWOOD STRATEGIC ALLIANCE	CONTRIBUTION 2013-14	\$ 8,826.47
19273	GRUB HUB	FUEL ACCOUNT JULY	\$ 370.99
19274	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION	\$ 167.40
19275	BOOEASY PTY LTD	BOOEASY BOOKINGS	\$ 2,696.78
19276	HANSON CONSTRUCTION MATERIALS PTY LTD	1 TRUCK OF CEMENT	\$ 1,570.25
19277	CWA - NANNUP BRANCH	COUNCIL DINNER	\$ 360.00
19278	APRA AMCOS	APRA RENEWAL	\$ 145.23
19279	BUNNINGS- BUSSELTON	GARDEN SUPPLIES	\$ 226.82
19280	NANNUP DISTRICT HIGH SCHOOL	TROPHY DONATION 2013 ATHLETICS CARNIVAL	\$ 20.00
19281	NANNUP BAKERY	SELECTION OF CAKES	\$ 15.20
19282	SHIRE OF NANNUP	REGISTRATION OF ROAD ROLLER VEHICLE	\$ 90.60
19283	SHIRE OF BRIDGETOWN GREENBUSHES	REIMBURSEMENT FOR PRINTING COSTS	\$ 330.00
19284	ST.JOHN AMBULANCE	NANNUP CONTRIBUTIONS RECEIVED	\$ 585.00
19287	BUSSELTON SUZUKI	SUZUKI GRAND VITARA SPORTS - NPO	\$ 11,703.32
		Total Municipal Cheque Vouchers:	\$ 241,727.02
99417	CORPORATE CREDIT CARD - SHIRE OF NANNUP	SUNDRY EXPENSES	\$ 455.97
99418	RMS SOFTWARE AUST P/L	CARAVAN PARK SOFTWARE LEASE	\$ 341.00
99419	IINET	INTERNET EXPENSES	\$ 69.95
99421	SGFLEET	NP3395 LEASE RENTAL	\$ 315.59
99422	WESTERN AUSTRALIAN TREASURY CORPORATION	SELF SUPPORTING LOAN REPAYMETN	\$ 1,672.98
99423	BP AUSTRALIA	FUEL EXPENSES	\$ 208.25
99424	CALTEX AUSTRALIA	FUEL EXPENSES	\$ 7,941.54
99425	TELSTRA	TELSTRA EXPENSES	\$ 2,919.35
99426	WESTNET	INTERNET EXPENSES	\$ 142.83
		Total Municipal Direct Debit Vouchers:	\$ 14,067.46
22771	MENS DART CLUB	RETURN OF BOND FOR REC HALL HIRE	\$ 1,000.00
		Total Trust Vouchers:	\$ 1,000.00
		TOTAL MUNICIPAL PAYMENTS FOR PERIOD	\$799,144.93
		TOTAL TRUST PAYMENTS FOR PERIOD	\$1,000.00
		TOTAL PAYMENTS FOR PERIOD:	\$800,144.93