

AGENDA NUMBER: 10.12
SUBJECT: Compliance Audit Return 2009
LOCATION/ADDRESS:
NAME OF APPLICANT: Shire of Nannup
FILE REFERENCE: ADM 14
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 19 January 2010

Attachment: Completed 2009 Compliance Audit Return.

BACKGROUND:

Council is required to complete a Compliance Audit Return every year. The Compliance Audit Return for the period 1 January 2009 to 31 December 2009 has been completed. The Compliance Audit Return is to be:

1. Presented to Council at a meeting of the Council.
2. Adopted by the Council.
3. The adoption recorded in the minutes of the meeting at which it is adopted.
4. Signed by the Shire President and Chief Executive Officer and returned to the Department of Local Government and Regional Development with a copy of the Council minutes of the meeting at which it was received.

COMMENT:

There were no issues of significance raised in the report that require any specific follow up action through Council or the Department of Local Government.

Minor matters that were highlighted during the review (and comment) are as follows:

1. Primary Return lodged by all newly designated employees within three months of their start date.

One employee did not complete and return the Primary Return within three months of their commencement date, however this has now been undertaken.

As it appears that the employee was not provided the document procedures need to be amended to ensure that all new designated employees are provided with a Primary Return in a timely manner (most likely as part of the normal induction process) for completion.

2. Ensuring that the officer who is responsible for the day-to-day financial management operations of the Council does not also conduct an internal audit.

Signed:

Dated: 25 February 2010

For a small local government with limited staff resources it is impractical to separate the above two functions without adding considerable cost to Council's salaries budget.

3. Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.

In the minutes of the November 26th 2009 Ordinary Council Meeting when Council resolved to adopt the Shire of Nannup 2010 Standing Orders Local Law, the resolution was carried 6/2, however the words "by Absolute Majority" were not recorded. This was a minor administrative oversight and has no impact on the decision of practical application.

4. Contents of the minutes for all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision must be recorded.

While this has been tightened up on, reasons were not included in some committee meeting and Council minutes prior to October 2009. Again the practical application is not an issue and processes are in place to ensure that this compliance issue is addressed when it arises.

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council adopt the Local Government Compliance Audit Report for the Shire of Nannup for the period 1st January 2009 to the 31st December 2009, and submits the report to the Department of Local Government as required.

8331 PINKERTON/CAMARRI

That Council adopt the Local Government Compliance Audit Report for the Shire of Nannup for the period 1st January 2009 to the 31st December 2009, and submits the report to the Department of Local Government as required.

CARRIED 8/0

Signed:

Dated: 25 February 2010



Department of Local Government
and Regional Development
Government of Western Australia

Nannup - Compliance Audit Return 2009

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Regional Development together with a copy of section of relevant minutes.

Caravan Parks and Camping Grounds					
No	Reference	Question	Response	Comments	Respondent
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2008 to 30 June 2009.	Yes		Kevin Waddington
2	Section 14(1) of the Caravans and Camping Grounds Act 1995	Did you keep a register of caravan park licenses. (For the return period)	No	Caravan Park remedial works not completed as at 30 June 2009 so licences not issued by that date.	Kevin Waddington

Cemeteries					
No	Reference	Question	Response	Comments	Respondent
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial. (For the return period)	Yes		Kevin Waddington
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants. (For the return period)	Yes		Kevin Waddington
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in as above.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2009.	N/A		Kevin Waddington
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2009.	N/A		Kevin Waddington
3	s3.59(2)(a)(b)(c) F&G Reg 7,11	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2009.	N/A		Kevin Waddington
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2009.	N/A		Kevin Waddington
5	s3.59(5)	Did the Council, during 2009, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Kevin Waddington



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Kevin Waddington
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Kevin Waddington
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Kevin Waddington
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Kevin Waddington
5	s5.18	Has Council reviewed delegations to its committees in the 2008/2009 financial year.	Yes	OM 22 October 2009 Resolution #8268	Kevin Waddington
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Kevin Waddington
7	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO resolved by an absolute majority.	Yes		Kevin Waddington
8	s5.42(1)(2) Admin Reg 18	Were all delegations to the CEO in writing.	Yes		Kevin Waddington
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Kevin Waddington
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Kevin Waddington
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Kevin Waddington
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2008/2009 financial year.	Yes	OM 27 November 2008 Resolution # 8057	Kevin Waddington
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Kevin Waddington

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Kevin Waddington
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Kevin Waddington



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Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Kevin Waddington
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A	Deadline for newly elected members is 17 Jan 2010.	Kevin Waddington
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	No	One new employee did not return a completed Primary return within the required time. There is no record of the employee being provided with a Primary Return form to complete at the time employment commenced.	Kevin Waddington
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2009.	Yes		Kevin Waddington
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2009.	Yes		Kevin Waddington
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Kevin Waddington
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Kevin Waddington
10	s5.88(1)(2) Admin Reg 2	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Kevin Waddington
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	N/A		Kevin Waddington
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Kevin Waddington
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 1.1	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Kevin Waddington



**Department of Local Government
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Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
14	s5.66(b)	Did the person presiding at a meeting, on all occasions, when given a member's written financial interest disclosure by the CEO, bring its contents to the attention of persons present immediately before any matters to which the disclosure relates were discussed.	Yes		Kevin Waddington
15	s5.71(a)	Did the CEO disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	N/A		Kevin Waddington
16	5.71(b)	Did an employee disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	Yes		Kevin Waddington
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Kevin Waddington
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Kevin Waddington
19	s5.66(a)	Did the CEO, on all occasions, where a council member gave written notice of a disclosure of interest before a meeting, cause that notice to be given to the person who presided at the meeting.	Yes		Kevin Waddington
20	s5.71	On all occasions were delegated powers and duties not exercised by employees that had an interest in the matter to which the delegated power or duty related.	Yes		Kevin Waddington

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Kevin Waddington
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Kevin Waddington

Elections



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
1	4.17(3)	Was approval sought from the Electoral Commissioner where council allowed a vacancy to remain unfilled as a result of a councillor's position becoming vacant under s2.32 and in accordance with s4.17(3)(a) & (b).	N/A		Kevin Waddington
2	s4.20(2)	Did the local government appoint a person other than the CEO to be the returning officer of the local government for an election or all other elections held while that appointment applied, after having written agreement of the person concerned and the Electoral Commissioner.	No		Kevin Waddington
3	s4.20(4)	Did the local government declare the electoral commissioner to be responsible for the conduct of an election, after having first obtained the written agreement of the electoral commissioner.	N/A		Kevin Waddington
4	s4.20(5)	Where a declaration has not already been made, was a declaration made under s4.20(4) prior to the 80th day before election day.	N/A		Kevin Waddington
5	s4.32(4)	Did the CEO, within 14 days after receiving a claim for enrolment, decide whether the claimant was eligible or not eligible under s4.30(1)(a)&(b) and accept or reject the claim accordingly.	Yes		Kevin Waddington
6	s4.32(6) Elect Reg 13	Did the CEO record on all occasions the decision in the owners and occupiers register in accordance with Regulation 13 of the Local Government (Elections) Regulations 1997 and give written notice of the decision to the claimant without delay, for eligibility to enrol.	Yes		Kevin Waddington
7	s4.35(2)	Did the CEO give written notice to the person before making a decision under subsection (1)(c) and allow 28 days for the person to make submissions on the matter.	Yes		Kevin Waddington
8	s4.35(3)	Did the CEO, after making a decision under subsection (1)(c), give written notice of it to the person.	N/A		Kevin Waddington
9	s4.35(5)	Did the CEO, on receipt of advice of the Electoral Commissioner's decision on an appeal, take any action necessary to give effect to that decision.	N/A		Kevin Waddington
10	s4.35(6)	Did the CEO give written notice on all occasions to the person, where after considering submissions made under subsection 2, the CEO decided that the person was still eligible under s4.30 to be enrolled to vote at elections for the district or ward.	Yes		Kevin Waddington
11	s4.35(7)	Did the CEO, on all occasions, record any decision under subsection (1) or (6) in the register referred to in section 4.32(6).	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
12	s4.39(2)	Did the CEO on or after the 70th day, but no later than the 56th day give statewide public notice of the time and date of the close of enrolments.	Yes		Kevin Waddington
13	s4.41(1)	Did the CEO prepare an owners and occupiers roll for the election on or before the 36th day before election day.	Yes		Kevin Waddington
14	s4.41(2)	Did the CEO certify that the owners and occupiers roll included the names of all persons who were electors of the district or ward under s4.30 at the close of enrolments.	Yes		Kevin Waddington
15	s4.43(1)	Where the CEO was returning officer (RO) and the rolls were not consolidated, did the RO delete the names of any person from the owners and occupiers roll whose name also appeared on the residents roll, on or before the 22nd day before election day.	Yes		Kevin Waddington
16	s4.47(1)	Where the CEO was returning officer (RO), did the RO give statewide public notice calling for nominations of candidates for the election on or after the 56th day but no later than the 45th day before election day.	Yes		Kevin Waddington
17	s4.47(2)(a)	Did the notice referred to in s4.47(1) calling for nominations specify the kind of election to be held and the vacancy or vacancies to be filled.	Yes		Kevin Waddington
18	s4.47(2)(b)	Did the notice referred to in s4.47(1) calling for nominations specify the place where nominations may be delivered or sent.	Yes		Kevin Waddington
19	s4.47(2)(c)	Did the notice referred to in s4.47(1) calling for nominations specify the period within which nominations have to be delivered or sent.	Yes		Kevin Waddington
20	s4.47(2)(d)	Did the notice referred to in s4.47(1) calling for nominations specify any other arrangements made for the receipt by the returning officer of nominations.	N/A		Kevin Waddington
21	s4.61(2)	Did the Council of the local government, where it decided to conduct the election as a postal election, make that decision by absolute majority.	N/A		Kevin Waddington
22	s4.61(3)	Where a decision was made under s4.61(2) and a relevant declaration had not already been made, was that decision made prior to the 80th day before election day.	N/A		Kevin Waddington



**Department of Local Government
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Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
23	s4.64	Where the CEO was returning officer (RO), did the RO give Statewide public notice (election notice) as soon as practicable after preparations for the election, but no later than on the 19th day before election day, in accordance with regulations that included details of how, when and where the election will be conducted and the names of the candidates.	Yes		Kevin Waddington
24	Elect Reg 7	Did a person, before acting as an electoral officer, make the required declaration as stated in local government election regulation 7.	Yes		Kevin Waddington
25	Elect Reg 8(2)	Where the CEO was returning officer (RO), did the RO prepare and adopt a Code of Conduct for the 2009 Ordinary Elections.	Yes		Kevin Waddington
26	Elect Reg 8(3)	Where the CEO was returning officer (RO), did the RO provide each electoral officer a copy or access to a copy of the electoral code of conduct for the 2009 Ordinary Elections.	Yes		Kevin Waddington
27	Elect Reg 13(1)	Has the relevant information as listed in Election Reg 13 been recorded in the owners and occupiers register.	Yes		Kevin Waddington
28	Elect Reg 13(4)	Did the CEO amend the register from time to time to make sure that the information recorded in it is accurate.	Yes		Kevin Waddington
29	Elect Reg 17	Did the local government keep an enrolment eligibility claim form, if accepted, a copy of a notice of acceptance for 2 years after the claim and notice expired, and a copy of a notice of rejection for 2 years after the claim was rejected.	Yes		Kevin Waddington
30	Elect Reg 26(4)	Did the CEO or an employee of the local government appointed as Returning Officer keep the deposit referred to in s4.49(d) separate from other money and credited to a fund of the local government.	Yes		Kevin Waddington
31	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes	Register established but no candidates received gifts	Kevin Waddington
32	Elect Reg 30G(3)	Did the CEO remove any "disclosure of gifts" forms completed by unsuccessful candidates from the electoral gift register in accordance with the period under regulation 30C and retain those forms separately for a period of at least 2 years.	N/A	No unsuccessful candidates received gifts	Kevin Waddington
33	Elect Reg 30H	Has the electoral gift register been kept at the appropriate local government offices.	Yes		Kevin Waddington



**Department of Local Government
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Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
34	Elect Reg 40	Has a postal voters register been kept of electors whose applications are under regulation 37(1)(b) and are accepted under regulation 38(1), which contains the enrolment details of each elector included on it and any ward in respect of which the elector is registered.	Yes		Kevin Waddington
35	Elect Reg 81	Was the report relating to an election under s4.79 provided to the Minister within 14 days after the declaration of the result of the election.	Yes		Kevin Waddington

Executive Functions

No	Reference	Question	Response	Comments	Respondent
1	s3.18(3)(a)	Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments.	Yes	To the extent of Council's limited resources permit	Kevin Waddington
2	s3.32(1)	Was a notice of intended entry given to the owner or occupier of the land, premises or thing that had been entered.	N/A		Kevin Waddington
3	s3.50	Did the local government close a thoroughfare wholly or partially for a period not exceeding 4 weeks under the guidelines of 3.50.	N/A		Kevin Waddington
4	s3.18(3)(b)	Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector.	Yes		Kevin Waddington
5	s3.18(3)(c)	Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are properly managed.	Yes		Kevin Waddington
6	s3.40A(1)	Where in the opinion of the local government a vehicle was an abandoned vehicle wreck, was it removed and impounded by an employee authorised (for that purpose) by the local government.	N/A		Kevin Waddington
7	s3.40A(2)	Where the owner of the vehicle was identified within 7 days after its removal under s3.40A(1), did the local government give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice.	N/A		Kevin Waddington
8	s3.40A(3)	Where notice was given under s3.40A(2) did it include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47.	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
9	s3.51(3)	Did the local government give notice of what is proposed to be done giving details to the proposal and inviting submissions from any person who wishes to make a submission and allow a reasonable time for submissions to be made and consider any submissions made.	N/A		Kevin Waddington
10	s3.52(4)	Has the local government kept plans for the levels and alignments of public thoroughfares that are under its control or management, and made those plans available for public inspection.	Yes	Where such plans are in existence	Kevin Waddington
11	s3.32(2)	Did the notice of intended entry specify the purpose for which the entry was required.	Yes		Kevin Waddington
12	s3.32(3)	Was the notice of intended entry given not less than 24 hours before the power of entry was exercised.	Yes		Kevin Waddington

Finance

No	Reference	Question	Response	Comments	Respondent
1	s5.53, Admin Reg 19B	Has the local government prepared an annual report for the financial year ended 30 June 2009 that contained the prescribed information under the Act and Regulations.	Yes		Kevin Waddington
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2009.	Yes	OM 26 November 2009	Kevin Waddington
3	s5.54(1), (2)	Where the Auditor's report was not available in time for acceptance by 31 December, was it accepted no more than two months after the Auditor's report was made available.	N/A		Kevin Waddington
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	Yes		Kevin Waddington
5	S5.56 Admin Reg 19C(2)	Has the local government made a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).	Yes	Reviewed on the 23 April 2009 Resolution # 8163	Kevin Waddington
6	Admin Reg 19D	After a plan for the future, or modifications to a plan were adopted under regulation 19C, did the local government give public notice in accordance with subsection (2).	Yes		Kevin Waddington
7	s5.94, s5.95	Did the local government allow any person attending the local government during office hours to inspect information, free of charge, listed in s5.94 of the Act and subject to s5.95 whether or not the information was current at the time of inspection.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
8	s5.96	Where a person inspected information under Part 5, Division 7 of the Act and requested a copy of that information, did the local government ensure that copies were available at a price that did not exceed the cost of providing those copies.	Yes		Kevin Waddington
9	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	Yes		Kevin Waddington
10	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	Yes		Kevin Waddington
11	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	Yes		Kevin Waddington
12	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98 (5).	Yes		Kevin Waddington
13	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	N/A		Kevin Waddington
14	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	N/A		Kevin Waddington
15	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	Yes		Kevin Waddington
16	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	N/A		Kevin Waddington
17	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member or employee.	Yes		Kevin Waddington
18	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	N/A		Kevin Waddington



**Department of Local Government
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Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
19	s6.2	Did Council, prior to 31 August in the review period, adopt by absolute majority, a budget in the form and manner prescribed by Financial Management (FM) Reg 22 and the Act. (Please enter the date of the Council Resolution in the "Comments" column)	Yes		Kevin Waddington
20	s6.2	If 'no', was Ministerial approval sought for an extension.	N/A		Kevin Waddington
21	s6.3	Did the council prepare and adopt a budget in a manner similar to the annual budget with modifications as listed in section 6.3.	Yes		Kevin Waddington
22	FM Reg 33	Was the 2009/2010 budget forwarded to the Department of Local Government and Regional Development within 30 days of its adoption. (Please enter the date sent in the "Comments" column).	Yes	Adopted 23 July 2009 Sent to DLGRD 24 July 2009	Kevin Waddington
23	s6.4(1) FM Reg 34	Did the local government prepare an annual financial report as prescribed.	Yes		Kevin Waddington
24	s6.4(1) FM Reg 34	Did the local government prepare other financial reports as prescribed.	Yes		Kevin Waddington
25	FM Reg 34	If the local government prepared other financial reports as prescribed in s6.4 (1) FM Reg 34, were they presented to Council and recorded in the minutes of the meetings in which they were submitted.	Yes		Kevin Waddington
26	s6.4(3)(b)	Was the annual financial report, prepared for the financial year ended 30 June 2009, submitted to the Auditor by 30 September 2009 or by the extended time allowed by the Minister or his delegate.	Yes		Kevin Waddington
27	FM Reg 51(2)	Was the annual financial report submitted to the Department of Local Government and Regional Development sent by the CEO within 30 days after receiving the Auditor's report.	Yes		Kevin Waddington
28	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	Yes		Kevin Waddington
29	s6.8(1)(c)	Did the Mayor or President authorise expenditure from the municipal fund in an emergency. (Please indicate circumstances in the "Comments" column)	N/A		Kevin Waddington
30	s6.8	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council.	N/A		Kevin Waddington



**Department of Local Government
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Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
31	s6.9 (1)	Does the local government's trust fund consist of all money (or the value of assets) that are required by the Local Government Act 1995 or any other written law to be credited to the fund.	Yes		Kevin Waddington
32	s6.9 (1)	Does the local government's trust fund consist of all money or the value of assets held by the local government in trust.	Yes		Kevin Waddington
33	s6.9(2)	Has the local government's trust fund been applied for the purposes of and in accordance with the trusts affecting it.	Yes		Kevin Waddington
34	s6.9(3)	Has money held in the trust fund, been paid to the person entitled to it, together with, if the money has been invested, any interest earned from that investment.	Yes		Kevin Waddington
35	s6.9(3)	Has property held in trust been delivered to the persons entitled to it.	Yes		Kevin Waddington
36	s6.11(2)	Have all decisions to change the use or purpose of money held in reserve funds been by absolute majority.	Yes		Kevin Waddington
37	s6.11(2) FM Reg 18	Did the local government give one months public notice of the proposed change of purpose or proposed use of money held in reserve funds . (Notice not required where the local government has disclosed the change of purpose or proposed use of reserve funds in its annual budget or where the money was used to meet expenditure authorised under s6.8(1) (c) of the Act or where the amount to be used did not exceed \$5,000).	Yes		Kevin Waddington
38	s6.12, 6.13, 6.16 (1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	Yes		Kevin Waddington
39	s6.12, 6.13, 6.16 (1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority.	N/A		Kevin Waddington
40	s6.12, 6.13, 6.16 (1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges).	N/A		Kevin Waddington
41	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	Yes		Kevin Waddington
42	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
43	s6.19	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges.	N/A		Kevin Waddington
44	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow and details of the proposal were not included in the annual budget for that financial year, did the local government give one month's local public notice of the proposal (except where the proposal was of a kind prescribed in FM Regulation 20).	N/A		Kevin Waddington
45	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year).	N/A		Kevin Waddington
46	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, did the local government give one month's local public notice of the change in purpose. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21).	N/A		Kevin Waddington
47	s6.20(3) FM Reg 21	On each occasion where the local government changed the use of borrowings, was the decision on the change of use by absolute majority. (Only required if the details of the change of purpose were not included in the annual budget or were of the kind prescribed in FM Regulation 21)	N/A		Kevin Waddington
48	s6.32(1)(a)	Did Council determine by absolute majority to impose a general rate on rateable land within its district .	Yes		Kevin Waddington
49	s6.32(1)(b)(i)	Did Council determine by absolute majority to impose a specified area rate on rateable land within its district .	N/A		Kevin Waddington
50	s6.32(1)(b)(ii)	Did Council determine by absolute majority to impose a minimum payment on rateable land within its district .	Yes		Kevin Waddington
51	s6.32(1)(c)	Did Council determine by absolute majority to impose a service charge on rateable land within its district .	N/A		Kevin Waddington
52	s6.33(3)	Did Council obtained the approval of the Minister or his delegate before it imposed a differential general rate that was more than twice the lowest differential rate imposed.	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
53	s6.34	Did Council obtain the approval of the Minister or his delegate before it adopted a budget with a yield from general rates that was plus or minus 10% of the amount of the budget deficiency.	N/A		Kevin Waddington
54	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in the district (unless the general minimum did not exceed \$200).	Yes		Kevin Waddington
55	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties, rated on gross rental value (unless the general minimum did not exceed \$200).	Yes		Kevin Waddington
56	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties rated on unimproved value (unless the general minimum did not exceed \$200).	Yes		Kevin Waddington
57	s6.35(4) FM Reg 53	Did the local government ensure that it did not impose a minimum payment on more than 50% of the number of separately rated properties in each differential rating category (unless the general minimum did not exceed \$200).	N/A		Kevin Waddington
58	s6.36	Did the local government before imposing any differential general rate, or a minimum payment applying to a differential rate category, give local public notice of its intention to do so containing details of each rate or minimum proposed.	N/A		Kevin Waddington
59	s6.36	Did the local government, before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so by extending an invitation for a period of 21 days or longer for submissions.	N/A		Kevin Waddington
60	s6.36	Did the local government before imposing any differential general rate or a minimum payment applying to a differential rate category, give local public notice of its intention to do so, detailing the time and place where the document describing the objects and reasons for each proposed rate and minimum payment may be inspected.	N/A		Kevin Waddington
61	s6.38(1) FM Reg 54	Where a local government imposed a service charge was it only imposed for a prescribed purposes of television and radio rebroadcasting, volunteer bush fire brigades, underground electricity, water, property surveillance and security.	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
62	s6.38	Was money received from the imposition of a service charge applied in accordance with the provisions of s6.38 of the Act.	N/A		Kevin Waddington
63	s6.46	Did Council, in granting a discount or other incentive for early payment of any rate or service charge, do so by absolute majority.	Yes		Kevin Waddington
64	s6.47	When a local government resolved to waive a rate or service charge or grant other concessions did it do so by absolute majority.	Yes		Kevin Waddington
65	s6.51	Did Council, in setting an interest rate on a rate or service charge that remained unpaid, do so by absolute majority.	Yes		Kevin Waddington
66	S6.76(6)	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision.	N/A		Kevin Waddington
67	FM Reg 5	Has efficient systems and procedures been established by the CEO of a local government as listed in Finance Reg 5.	Yes		Kevin Waddington
68	FM Reg 6	Has the local government ensured that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for conducting an internal audit or reviewing the discharge of duties by that employee.	No	Limited staff resources do not allow the separation between conducting an internal audit and the day to day financial management operations	Kevin Waddington
69	FM Reg 8	Did the local government maintain a separate account with a bank or other financial institution for money to be held in a municipal fund, trust fund or reserve accounts.	Yes		Kevin Waddington
70	FM Reg 9	On all occasions have separate financial records been kept for each trading undertaking and each major land transaction.	N/A		Kevin Waddington
71	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and other devices or methods by which goods, services, money or other benefits may be obtained.	Yes		Kevin Waddington
72	FM Reg 11(1)	Has the local government developed procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for and properly authorised use of petty cash systems.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
73	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the debt was incurred by a person who was properly authorised, before any approval for payment of an account is made.	Yes		Kevin Waddington
74	FM Reg 11(2)	Has the local government developed procedures that ensure a determination is made that the goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard, before payment of the account.	Yes		Kevin Waddington
75	FM Reg 12	Have payments from the Municipal or Trust fund been made under the appropriate delegated authority.	Yes		Kevin Waddington
76	FM Reg 12	When Council are presented with a list detailing the accounts to be paid, have payments from the Municipal or Trust fund been authorised in advance by resolution of Council.	N/A	CEO has delegated authority to make payments and a list of payments is presented to Council each month in accordance with FM Reg 13	Kevin Waddington
77	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting include the payee's name.	Yes		Kevin Waddington
78	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund, that were recorded in the minutes of the relevant meeting, include the amount of the payment.	Yes		Kevin Waddington
79	FM Reg 13	Did the list of payments made or accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include sufficient information to identify the transaction.	Yes		Kevin Waddington
80	FM Reg 13	Did the list of accounts for approval to be paid from the Municipal or Trust fund that were recorded in the minutes of the relevant meeting, include the date of the meeting of Council.	Yes		Kevin Waddington
81	FM Reg 19	Do the internal control procedures over investments established and documented by the local government enable the identification of the nature and location of all investments.	Yes		Kevin Waddington
82	FM Reg 33A	Did the local government, between 1 January and 31 March 2009, carry out a review of its annual budget for the year ended 30 June 2009.	Yes	OM 26 February 2009 Resolution #8114	Kevin Waddington
83	FM Reg 55	Does the local government's rate record include all particulars set out in the FM Regulations.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
84	FM Reg 56,57	Are the contents of the local government's rate notice in accordance with the FM Regulations.	Yes		Kevin Waddington
85	FM Reg 56,57	Are the contents of the local government's reminder notice for instalment payments in accordance with the FM Regulations.	Yes		Kevin Waddington
86	FM Reg 68	Was the maximum rate of interest imposed 5.5% as prescribed under section 6.45(3).	Yes		Kevin Waddington
87	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Kevin Waddington
88	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Kevin Waddington
89	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Kevin Waddington
90	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Kevin Waddington
91	s7.3	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Kevin Waddington
92	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2009 received by the local government within 30 days of completion of the audit.	Yes		Kevin Waddington
93	s7.9(1)	Was the Auditor's report for 2008/2009 received by the local government by 31 December 2009.	Yes		Kevin Waddington
94	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Kevin Waddington
95	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
96	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Kevin Waddington
97	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Kevin Waddington
98	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Kevin Waddington
99	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Kevin Waddington
100	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Kevin Waddington
101	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Kevin Waddington

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Kevin Waddington
2	s5.36(4) s5.37(3)	Were all vacancies for the position of CEO and for designated senior employees advertised.	N/A		Kevin Waddington
3	s5.36(4) s5.37(3) Admin Reg 18A(1)	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	N/A		Kevin Waddington
4	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered.	N/A		Kevin Waddington
5	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted.	N/A		Kevin Waddington
6	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications.	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	N/A		Kevin Waddington
8	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information.	N/A		Kevin Waddington
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Kevin Waddington
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes		Kevin Waddington
11	Admin Reg 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12).	Yes		Kevin Waddington
12	Admin Reg 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11).	N/A		Kevin Waddington
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Kevin Waddington
14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes		Kevin Waddington
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	Yes		Kevin Waddington
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	Yes		Kevin Waddington
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Kevin Waddington
19	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Kevin Waddington
20	S5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	Yes		Kevin Waddington
21	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Kevin Waddington
22	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Kevin Waddington
23	Admin Reg 33	Was the allowance paid to the mayor or president for the purposes of s5.98 (5) within the prescribed range.	Yes		Kevin Waddington

Local Laws

No	Reference	Question	Response	Comments	Respondent
1	s3.12(2) F&G Reg 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	N/A		Kevin Waddington
2	s3.12(3)(a)	On each occasion that Council proposed to make a local law, did the local government give Statewide and local public notice stating the purpose and effect of the proposed local law	Yes	Proposed Shire of Nannup Standing Orders Local Law OM 26/11/2009 Resolution 8283 - commencing process	Kevin Waddington
3	s3.12(3)(a)	Did the local government give Statewide and local public notice stating details of where a copy of the local law may be inspected or obtained.	N/A	In progress	Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
4	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice, to the Minister for Local Government and Regional Development	N/A	In progress	Kevin Waddington
5	s3.12(3)(b)	On all occasions, as soon as a Statewide and local public notice was published, did the local government provide a copy of the proposed law, together with a copy of the notice where applicable, to the Minister who administers the Act under which the local law was made.	N/A	In progress	Kevin Waddington
6	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	Yes	Ordinary Meeting 26th Nov 2009 - proposed Standing Orders Local Law - Votes for resolution exceeded 50% of offices requirement (6/2)	Kevin Waddington
7	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	No	The words "by Absolute Majority" not recorded within the minutes on the 26th Nov 2009	Kevin Waddington
8	s3.12(5)	After making the local law, did the local government publish the local law in the Gazette.	N/A		Kevin Waddington
9	s3.12(5)	After making the local law, did the local government give a copy to the Minister for Local Government and Regional Development and where applicable to the Minister who administers the Act under which the local law was made.	N/A		Kevin Waddington
10	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice stating the title of the local law.	N/A		Kevin Waddington
11	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation.	N/A		Kevin Waddington
12	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office.	N/A		Kevin Waddington
13	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	Yes	Last Review undertaken in 2004. Next review due before 2012	Kevin Waddington
14	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law.	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
15	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice.	N/A		Kevin Waddington
16	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law.	N/A		Kevin Waddington
17	s3.16(3)	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council.	N/A		Kevin Waddington
18	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	N/A		Kevin Waddington

Meeting Process

No	Reference	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	Yes		Kevin Waddington
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	Yes		Kevin Waddington
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Kevin Waddington
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Kevin Waddington
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	N/A		Kevin Waddington
6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
7	s5.5(1)	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council.	Yes		Kevin Waddington
8	s5.5(2)	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council.	Yes		Kevin Waddington
9	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	N/A		Kevin Waddington
10	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities.	N/A		Kevin Waddington
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	Yes	OM 10 Sept 2009 Resolution #8268	Kevin Waddington
12	s5.10(1)(a)	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b)).	Yes	OM 10 Sept 2009 Resolution #8269	Kevin Waddington
13	s5.10(2)	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act.	Yes	OM 10 Sept 2009 Resolution #8269	Kevin Waddington
14	s5.12(1)	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act.	Yes		Kevin Waddington
15	s5.12(2)	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act.	Yes		Kevin Waddington
16	s5.15	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion.	N/A		Kevin Waddington
17	s5.21 (4)	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes.	N/A		Kevin Waddington
18	s5.22(1)	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	Yes		Kevin Waddington
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes		Kevin Waddington
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Kevin Waddington
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	Yes		Kevin Waddington
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes		Kevin Waddington
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes		Kevin Waddington
25	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Kevin Waddington
26	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Kevin Waddington
27	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	Yes		Kevin Waddington
28	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	N/A		Kevin Waddington
29	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes		Kevin Waddington
30	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
31	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee.	Yes		Kevin Waddington
32	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority.	Yes		Kevin Waddington
33	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority.	Yes		Kevin Waddington
34	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes		Kevin Waddington
35	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting.	Yes		Kevin Waddington
36	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion.	Yes		Kevin Waddington
37	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes		Kevin Waddington
38	Admin Reg 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision.	No	Reasons were inadvertently omitted from some committee meeting minutes prior to October 2009 when the omissions were noticed and procedures put in place to ensure such omissions do not reoccur.	Kevin Waddington
39	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	Yes		Kevin Waddington
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
41	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings.	Yes		Kevin Waddington
42	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public.	Yes		Kevin Waddington
43	Admin Reg 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above.	Yes		Kevin Waddington
44	Admin Reg 12(3) (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice.	Yes		Kevin Waddington
45	Admin Reg 12(3) (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting.	Yes		Kevin Waddington
46	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings.	Yes		Kevin Waddington
47	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	Yes		Kevin Waddington
48	Admin Reg 14(1) (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection.	Yes		Kevin Waddington
49	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority.	N/A		Kevin Waddington
50	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
51	s5.27(2)	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year.	Yes	Annual Report accepted by Council OM 26 Nov 2009 AGM held 14 December 2009	Kevin Waddington
52	s5.29	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting.	Yes		Kevin Waddington
53	s5.32	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.	Yes		Kevin Waddington
54	s5.33(1)	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose.	Yes	OM 17 December 2009 Resolution 8315	Kevin Waddington
55	s5.33(2)	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting.	Yes		Kevin Waddington
56	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Kevin Waddington

Miscellaneous Provisions

No	Reference	Question	Response	Comments	Respondent
1	s9.4	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision.	Yes		Kevin Waddington
2	s9.29(2)(b)	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO.	N/A		Kevin Waddington
3	s9.6(5)	Did the local government ensure that the person who made the objection was given notice in writing of how it has been decided to dispose of the objection and the reasons why.	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes		Kevin Waddington
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Kevin Waddington
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Kevin Waddington
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Kevin Waddington
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Kevin Waddington
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Kevin Waddington

Swimming Pools

No	Reference	Question	Response	Comments	Respondent
1	s245A(5)(aa) LG (MiscProv) Act 1960	Have inspections of known private swimming pools, either been, or are proposed to be, carried out as required by section 245A(5)(aa) of the Local Government (Miscellaneous Provisions) Act 1960.	N/A		Kevin Waddington

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
2	F&G Reg 12	Has the local government, as far as it is aware, only entered into a single contract rather than multiple contracts so as to avoid the requirements to call tenders in accordance with F&G Reg 11 (1).	Yes		Kevin Waddington
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Kevin Waddington
4	F&G Reg 14(3)	Did all the local government's invitations to tender include a brief description of the goods and services required and contact details for a person from whom more detailed information could be obtained about the tender.	Yes		Kevin Waddington
5	F&G Reg 14(3)	Did all the local government's invitations to tender include information as to where and how tenders could be submitted.	Yes		Kevin Waddington
6	F&G Reg 14(3)	Did all the local government's invitations to tender include the date and time after which tenders would not be accepted.	Yes		Kevin Waddington
7	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers concerning detailed specifications of the goods or services required.	Yes		Kevin Waddington
8	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers of the criteria for deciding which tender would be accepted.	Yes		Kevin Waddington
9	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	Yes		Kevin Waddington
10	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers on whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so, how tenders were to be submitted.	Yes		Kevin Waddington
11	F&G Reg 14(3)(4)	Did the local government ensure all prospective tenderers had any other information that should be disclosed to those interested in submitting a tender.	Yes		Kevin Waddington
12	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 15	Following the publication of the notice inviting tenders, did the local government allow a minimum of 14 days for tenders to be submitted.	Yes		Kevin Waddington
14	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) were held in safe custody.	Yes		Kevin Waddington
15	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) remained confidential.	Yes		Kevin Waddington
16	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were not opened, examined or assessed until after the time nominated for closure of tenders.	Yes		Kevin Waddington
17	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were opened by one or more employees of the local government or a person authorised by the CEO.	Yes		Kevin Waddington
18	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Kevin Waddington
19	F&G Reg 16 (3)(c)	Did the local government record all details of the tender (except the consideration sought) in the tender register immediately after opening.	Yes		Kevin Waddington
20	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Kevin Waddington
21	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Kevin Waddington
22	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a brief description of the goods or services required.	Yes		Kevin Waddington
23	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of the decision made to invite tenders and if applicable the decision to seek expressions of Interest under Regulation 21(1).	Yes		Kevin Waddington
24	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
25	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) any list of acceptable tenderers that was prepared under regulation 23(4)	Yes		Kevin Waddington
26	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a copy of the notice of invitation to tender.	Yes		Kevin Waddington
27	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of each tenderer whose tender was opened.	Yes		Kevin Waddington
28	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of the successful tenderer.	Yes		Kevin Waddington
29	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the amount of consideration or the summary of the amount of the consideration sought in the accepted tender.	Yes		Kevin Waddington
30	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Kevin Waddington
31	F&G Reg 21(3)	On each occasion that the local government decided to invite prospective tenderers to submit an expression of interest for the supply of goods or services, did the local government issue a Statewide public notice.	Yes		Kevin Waddington
32	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	Yes		Kevin Waddington
33	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include particulars of a person from whom more detailed information could be obtained.	Yes		Kevin Waddington
34	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include information as to where and how expressions of interest could be submitted.	Yes		Kevin Waddington
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include the date and time after which expressions of interest would not be accepted.	Yes		Kevin Waddington
36	F&G Reg 22	Following the publication of the notice inviting expressions of interest, did the local government allow a minimum of 14 days for the submission of expressions of interest.	Yes		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
37	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Kevin Waddington
38	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Kevin Waddington
39	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Kevin Waddington
40	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government prepare a proposed regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington
41	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government give Statewide public notice of its intention to have a regional price preference policy and include in that notice the region to which the policy is to relate (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington
42	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice details of where a complete copy of the proposed policy may be obtained (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington
43	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington
44	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice (only if a policy had not been previously adopted by Council).	N/A		Kevin Waddington



**Department of Local Government
and Regional Development**
Government of Western Australia

No	Reference	Question	Response	Comments	Respondent
45	F&G Reg 11A(1)	Has the local government prepared and adopted a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less or worth \$100,000 or less.	Yes		Kevin Waddington
46	F&G Reg 11A(3)(a)	Did the purchasing policy that was prepared and adopted make provision in respect of the form of quotations acceptable.	Yes		Kevin Waddington
47	F&G Reg 11(3)(b)	Did the purchasing policy that was prepared and adopted make provision in respect to the recording and retention of written information, or documents for all quotations received and all purchases made.	Yes		Kevin Waddington

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Nannup

Signed CEO, Nannup

AGENDA NUMBER: 10.13
SUBJECT: Munda Biddi Trail Project Advisory Group
LOCATION/ADDRESS:
NAME OF APPLICANT: Department of Environment and Conservation
FILE REFERENCE: REC 1
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 21 January 2010

Attachment: Letter from Department of Environment and Conservation.

BACKGROUND:

The Department of Environment and Conservation (DEC) have written to Council seeking a nomination for a representative on a Project Advisory Group in respect of the next major construction phase for the Munda Biddi Trail.

COMMENT:

It is appropriate that Council have some representation on this group given that the trail currently ends at Nannup and there is funding in place of \$3 million to continue the trail further south from this point. It appears that information in the attached letter is incorrect where it states that the funding is applicable from Manjimup to Albany. (This would be one of the first points of clarification).

The project has significant tourism/recreation implications for Nannup and as such it is important that this local government is represented. Unless there is a Council member that specifically desires to nominate for this position as Chief Executive Officer I am happy to undertake the position. Reasons being:

- There are established relationships between the key stakeholders and myself, particularly through liaison on the section of the trail completed between Jarrahwood and Nannup over the last few years.
- Meetings are quarterly and all administrative support is provided by DEC hence the impost in terms of time/commitment is not great. There is no financial call on Council for this project at all. Council is not the lead agency in the project.
- It is important that the coordination of the proposed cycle path to be constructed south of the Nannup townsite is undertaken in a manner compatible with the Munda Biddi Trail.
- Route issues between Nannup and Manjimup can be managed in a manner that is in the best interests of this community (At this stage understood to be through East Nannup/Gold Gully and Willow Springs).
- A keen interest and knowledge of district trails.

Signed:

Dated: 25 February 2010

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS:

Council's draft Forward Plan contain an Action Plan supporting this DEC initiative.

RECOMMENDATION:

That Council nominate the Chief Executive officer to represent Council on the DEC Munda Biddi Project Advisory Group.

8332 MELLEMA/PINKERTON

Cr Camarri left the meeting 6.07pm

That Council nominate the Chief Executive officer to represent Council on the DEC Munda Biddi Project Advisory Group.

CARRIED 7/0

Signed:

Dated: 25 February 2010

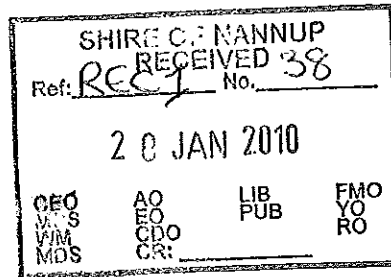


Government of Western Australia
Department of Environment and Conservation

Attachment

Your ref:
Our ref:
Enquiries: Kerstin Stender
Phone: (08) 9842 4550
Fax:
Email: kerstin.stender@dec.wa.gov.au

Shane Collie
Chief Executive Officer
Shire of Nannup
PO Box 11
Nannup WA 6275



Dear Shane,

**INVITATION TO NOMINATE A REPRESENTATIVE FOR THE MUNDA BIDDI TRAIL PROJECT
ADVISORY GROUP**

The Munda Biddi Trail is Western Australia's premier off road cycle touring trail. Starting in Mundaring, just to the east of Perth, it currently meanders 500km through forests and bushland to Nannup. The trail is ultimately planned to extend 1,000km through to Albany on the south coast.

In 2009 the Department of Environment and Conservation (DEC), and the Munda Biddi Trail Foundation were successful with funding applications to complete the Trail under the Royalties for Regions - Regional Grants Scheme through the Great Southern and South West Development Commissions.

As the project is moving into full operations, DEC and the Foundation have set up a Project Advisory Group, with the aims of supporting the trails development, assist in communication with major stakeholders, and also assist in problem solving if issues arise.

Currently, the membership of the group includes representatives from DEC (Recreation and Trails Unit and District representatives), the Foundation, Great Southern Development Commission and the South West Development Commission.

At the first meeting of the group in December 2009, it was agreed that it would be greatly beneficial to include a representative from the four local government authorities, being the Shires of Nannup, Manjimup and Denmark, and the City of Albany.

I would like to take this opportunity to invite you to nominate a representative to sit on the Project Advisory Group. The group meets quarterly, with the next meeting planned for the 18th March, 2010, at the SWDC Offices in Manjimup. I have attached the group's Terms of Reference for your information.

Should you have any further queries, please do not hesitate to contact Project Coordinator Kerstin Stender on 9842 4550 or myself on 9334 0599.

Yours sincerely,

Stuart Harrison
Recreation Activities Coordinator

14 January 2010



Munda Biddi Trail Project Advisory Group

Terms of Reference

Background

The Munda Biddi Trail (MBT) Project was established out of a community request to build a trail specific for off road cycling, similar to the Bibbulmun Track. The then Department of Conservation and Land Management, now the Department of Environment and Conservation (DEC) commenced planning for the project in 2000, with the northern half of the trail completed and opened in 2009.

DEC's management of the trail is supported by the Munda Biddi Trail Foundation (MBTF), a not for profit community organisation. The partnership between DEC and the Foundation is formalised in a Memorandum of Understanding that recognises DEC as the trail manager, and the Foundation as the community focus responsible for marketing and promotion, volunteer maintenance and running events.

In 2009, DEC and MBTF were successful in a joint funding application to both the South West and Great Southern Development Commissions Royalties for Regions Regional Grants Schemes. This grant allows for the completion of the Trail's construction from Manjimup to Albany by mid 2012, along with implementation of a cycling community development program.

Role of Project Advisory Group

The role of this Project Advisory Group is to support and assist DEC in the completion of the MBT construction and the MBTF in the implementation of the community development program.

Objective

To complete the development of the Munda Biddi Trail and related community development project by mid 2012 and to ensure that it is a successful recreation and tourism product.

Key Tasks

- Monitoring the progress of the project.
- Assist in determining the preferred alignment of the trail where multiple options exist
- Assist in solving any problems or issues that may develop.
- Assisting in communicating the project's progress in the wider community.
- Assist in the development and delivery of the MB Community Development Program.

Membership

The Project Advisory Group membership includes the following representatives -

DEC Representatives

- Parks & Visitor Services Division
- MBT Project Coordinator
- Warren Region PVS Leader
- Donnelly District Representative

Stuart Harrison
Kerstin Stender
Tim Foley
Jeff Kimpton

The Munda Biddi Trail Project is proudly supported by

- Frankland District Representative
- South Coast Region PVS Leader
- Albany District Representative

Howard Manning
TBA
Luke Coney

Munda Biddi Trail Foundation Representative

Crystal Reed

Development Commission Representatives

- South West Development Commission
- Great Southern Development Commission

Deanna Guimelli
Duane Schouten

Local Government Authority Representatives

- Shire of Nannup
- Shire of Manjimup
- Shire of Denmark
- City of Albany

TBA
TBA
TBA
TBA

Meetings

The Project Advisory Group will meet on a quarterly basis. Requirements for additional meetings, including on-site meetings will be determined as required by the Project Advisory Group.

Meeting locations will be rotated between Albany and Manjimup.

If required, decisions will be reached by consensus.

If required, the Project Advisory Group may establish smaller working groups to address specific issues.

Administrative Support

Administrative support will be provided by the DEC Recreation and Trails Unit.

AGENDA NUMBER: 10.14
SUBJECT: Monthly Financial Statements for 31 December 2010
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FNC 9
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 8 January 2010

Attachment: Monthly Financial Statements for the period ending 31 December 2010.

COMMENT:

The monthly Financial Statements for the period ending 31 December 2010 are attached.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That the Monthly Financial Statements for the period ending 31 December 2010 be received.

8333 PINKERTON/MELLEMA

That the Monthly Financial Statements for the period ending 31 December 2010 be received.

CARRIED 7/0

Signed:

Dated: 25 February 2010

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2009 TO 31 DECEMBER 2009

	Y-T-D Actual	Y-T-D Budget	2009/10 Budget	Variances Y-T-D Budget to Actual %
<u>Operating</u>	\$	\$	\$	
Revenues/Sources				
Governance	0	0	0	0%
General Purpose Funding	1,339,274	1,370,015	807,500	(2%)
Law, Order, Public Safety	20,970	44,836	89,690	(53%)
Health	1,090	996	2,000	9%
Education and Welfare	5,526	0	0	0%
Housing	14,026	15,462	30,940	(9%)
Community Amenities	97,467	87,930	82,400	11%
Recreation and Culture	62,301	2,463,538	1,691,742	(97%)
Transport	709,474	4,603,370	5,367,683	(85%)
Economic Services	16,972	8,496	17,000	100%
Other Property and Services	29,174	12,498	25,000	133%
	<u>2,296,274</u>	<u>8,607,141</u>	<u>8,113,955</u>	<u>(73%)</u>
(Expenses)/(Applications)				
Governance	(100,025)	(122,391)	(240,234)	(18%)
General Purpose Funding	(66,355)	(72,995)	(146,284)	(9%)
Law, Order, Public Safety	(123,911)	(78,175)	(212,889)	59%
Health	(15,245)	(16,576)	(32,970)	(8%)
Education and Welfare	(53,215)	(58,170)	(110,196)	(9%)
Housing	(16,742)	(21,055)	(46,556)	(20%)
Community Amenities	(147,635)	(273,544)	(510,493)	(46%)
Recreation & Culture	(268,094)	(330,100)	(626,026)	(19%)
Transport	(411,184)	(699,477)	(2,107,877)	(41%)
Economic Services	(79,626)	(113,594)	(230,376)	(30%)
Other Property and Services	116,983	6,754	(21,017)	1632%
	<u>(1,165,050)</u>	<u>(1,779,322)</u>	<u>(4,284,918)</u>	<u>(35%)</u>
Adjustments for Non-Cash				
(Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	0	0	2,861	0%
Depreciation on Assets	469,890	434,834	1,782,936	8%
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(193,252)	(4,160)	(2,286,404)	4545%
Purchase Infrastructure Assets - Roads	(473,257)	(562,565)	(4,906,000)	(16%)
Purchase Plant and Equipment	(57,381)	(183,330)	(495,400)	(69%)
Purchase Furniture and Equipment	(1,216)	0	(12,500)	0%
Proceeds from Disposal of Assets	32,954	72,915	211,000	(55%)
Repayment of Debentures	(9,232)	(8,065)	(19,375)	14%
Proceeds from New Debentures	0	0	449,209	0%
Leave Provisions	136,165	136,165	136,165	0%
Depreciation - Plant Reversal	0	0	(56,542)	0%
Accruals	23,728	23,728	23,728	0%
Transfers to Reserves (Restricted Assets)	0	0	(265,000)	0%
Transfers from Reserves (Restricted Assets)	0	0	620,500	0%
 ADD Net Current Assets July 1 B/Fwd	 87,271	 87,271	 87,271	
LESS Net Current Assets Year to Date	2,070,200	0	0	
 Amount Raised from Rates	 <u>(923,306)</u>	 <u>6,824,612</u>	 <u>(898,514)</u>	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2009 TO 31 DECEMBER 2009

	2009/10 Actual \$	Brought Forward 01-July-2009 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	2,170,843	327,890
Cash - Restricted	90,471	1,662,903
Cash - Reserves	908,921	900,232
Receivables	359,586	325,478
Inventories	0	0
	<u>3,529,822</u>	<u>3,216,503</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(460,229)</u>	<u>(566,097)</u>
	3,069,593	2,650,406
Less: Cash - Reserves - Restricted	(999,393)	(2,563,135)
NET CURRENT ASSET POSITION	<u><u>2,070,200</u></u>	<u><u>87,271</u></u>

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2009 TO 31 DECEMBER 2009

REPORT ON MATERIAL VARIANCES BETWEEN YEAR TO DATE BUDGET ESTIMATE AND YEAR TO DATE ACTUAL.

All except seven of the variances shown in the above named statement of financial activity are outside of the adopted variance of 10%.

The main reason for the variances is that expenditure and income is not occurring as predicted by Officers during the budget development stage. This is due to a number of reasons, the main one being not accurately projecting cashflows throughout the year, i.e. predicting when the budgeted income or expenditure will occur as opposed to when it actually occurs. Other reasons are not receiving a grant for grant dependant expenditure, projects controlled by Advisory Committees, suppliers/contractors not having the capacity to undertake the works within Council's timeframes, altered Council priorities, etc.

The following provides the major reasons for the programs that have variances outside of the adopted variance:

REVENUE:

Law, Order & Public Safety: Income received from FESA for Brigade operations is understated due to 30th June 2009 accrual for Brigade equipment grants (\$25,000).

Community Amenities: Received more Local Planning Scheme amendments than budgeted (\$13,000) and Tip Fees (\$1,500).

Recreation and Culture: An accrual for a grant for the refurbishment of the Town Hall chairs (\$10,000) has not been received when anticipated. Three grants for outdoor gym equipment (-\$10,400), Royalties for Regions (-\$50,000) and bicycle racks (-\$7,710) were not budgeted for. Income relating to the Co-location Building (Grants, Reserve & Loan Funds totalling \$2,131,000) will not be received as the project has been discontinued.

Transport: Income from various Main Roads WA grants not received as predicted in budgeting process (-\$3,635,500). Income from Sale of Assets not received as budgeted (-\$87,500). Income from loan for plant not received as budgeted (-\$87,498)

Economic Services: Received more fees for building licenses and sale of material than predicted in budgeting process (\$8,500).

Other Property and Services: Received more Private Works income than budgeted for (\$17,000).

EXPENDITURE

Governance: Councillor Allowances (-\$17,500), Subscriptions (\$6,200), Donations (\$6,000) and Conference Expenses (-\$4,500) not expended as predicted in budgeting process.

Law, Order and Public Safety: Assistance to brigades (\$36,000), SES donation (\$9,000), Insurance for various Bush Fire Brigade related categories (10,000), Emergency response (-\$7,500), Depreciation (-\$10,000) and brigade expenditure (\$5,000) more than predicted in budgeting process. Insurance of \$10,000 not budgeted correctly.

Housing: Depreciation expense not charged as predicted through the budget process (-\$4,100).

Community Amenities: Expenditure not occurring as predicted in budgeting process in the areas of Contractors Collection Fees (-\$5,000), Parking Strategy (-\$8,000), Town Planning Scheme (\$5,000), Town Planning Services (-\$57,700), Administration Expenses (-\$12,000), Annual Leave Expenses (-\$4,200), Rubbish Site Maintenance (-\$13,200), community infrastructure plan (-\$6,000), Local Planning Scheme amendments (-\$10,500), cemetery operations (-\$9,700) and Community Infrastructure Plan (-\$7,400).

Recreation and Culture: Public Halls (-\$15,800), Recreation Centre Expenses (-\$34,500), Public Parks, Gardens & Reserves Maintenance (10,700), Streetscape (-\$4,300), Garden Village Theme (-3,500), Library Salaries (\$3,800), Foreshore Park (\$15,300) and Bicycle Racks (-\$23,600) expenses not occurring as anticipated.

Transport: Expenditure not occurring as predicted in budgeting process in the areas of Bridge Maintenance (-\$5,700), Depot Maintenance (-\$3,500), Local Road Maintenance (\$100,000) and Gravel Pit rehabilitation (-\$10,000).

Economic Services: Expenditure not occurring as predicted in budgeting process in the areas of Functions and Events (-\$9,400), Caravan Parks (\$6,500), Warren Blackwood Economic Alliance (\$3,900) and salaries (-\$16,000).

Other Property and services: Recovery of expenses via Public Works Overheads and Plant Operating Costs not occurring as budgeted.

OTHER ITEMS

Purchase Land and Buildings: Expenditure not occurring as predicted in budgeting process in the areas of Co location Building (-\$2,070,000), Foreshore

Park and Balingup Rd Caravan Park Ablution Blocks (\$125,000), Bush Fire Brigade and Depot Construction (\$6,300).

Purchase Infrastructure Assets Roads: Expenditure not occurring as predicted in budgeting process in the areas of Council Road Program (\$106,500), Mowen Road (-\$52,700), MRWA bridge program (-\$89,200), Balingup Rd Blackspot (-\$80,000) Jalbarragup Bridge (-\$2,799,600) and TIRES projects (\$-51,400).

Purchase Plant and Equipment: Purchase not undertaken as budgeted (-\$220,000).

Proceeds from Disposal of Assets: Sale of plant not occurring as budgeted (-\$40,000).

AGENDA NUMBER: 10.15
SUBJECT: Budget Review
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FNC 3
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 15 January 2010

Attachment: Analysis of Budgeted and Actual Income and Expenditure for the Period Ending 31 December 2009.

BACKGROUND:

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

COMMENT:

The attached report details Council's 2009/10 budget, the actual expenditure or income to 31 December 2009, and the anticipated expenditure or income to 30 June 2010 for each item of expenditure and income. It should be noted that in the attached report a negative figure in the "difference" column is good from an overall budget point of view. Council budgeted in its 2009/10 budget for a balanced cash position. The net result of the review shows an anticipated deficit of \$8,049.

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

1. The carried forward position from the previous financial year when calculated from the audited financial statements reveals a surplus position of \$1,726,479. This includes grants received in the prior period and reported as such to the value of \$1,742,462 and expenditure budgeted last year (2008/09) and not expended, but carried forward into this year to the value of \$72,539. Allowing for these reveals a carried forward position from operations of a deficit of \$88,522. This compares to the carried forward

Signed:

Dated: 25 February 2010

figure contained within the budget of a deficit of \$228,644 which is beneficial from a budget review process to the extent of \$140,122.

2. Grants have been received from the Fire and Emergency Services Authority for plant, buildings, Emergency Services Levy funding for both Bush Fire Brigades and State Emergency Services and additional Community Safety Manager funding. This has all been allowed for as additional expenditure through the budget review process and therefore there is no impact on the bottom line of the budget.
3. The budgeted expenditure on town planning services will be under spent by \$20,000 and town planning administration expenses by \$10,000 as the municipal inventory will not be undertaken in the current financial year.
4. Community Infrastructure Plan expenditure of \$14,900 will not be spent this financial year (Assume adoption of recommendation item 10.4).
5. Expenditure on the Timewood Centre will be under budget by \$1,965,604 due to the project being terminated by Council in December 2009. Grant income budgeted of \$1,367,000 for the Timewood Centre will not be received, however the balance of the Royalties for Regions funds which was allocated to this project of \$378,546 (being \$440,000 less \$61,454 allocated to the construction of the cycle path) will need to be reallocated by Council and expended appropriately. The determination of the area of expenditure will be the subject of another agenda item. The budgeted transfer from reserve of \$366,000 for the Timewood Centre will not occur, however the current year's anticipated expenditure of \$165,396 will be transferred leaving a balance of \$200,604 within the reserve which Council will need to re assign. Budgeted loan borrowings of \$398,000 for the Timewood Centre will not be drawn down. The bottom line of this is that there is no effect on the budget, other than the reallocation the Royalties for Regions grant and the reassigning of the balance of the reserve account.
6. The Foreshore Park and Balingup Road ablution blocks will be overspent by \$75,000 predominantly due to the sewage requirements for the Balingup Road site.
7. Purchase of Plant will exceed the budget provision by \$48,060.
8. The Road Construction Supervision fee budgeted amount of \$15,000 will not be received due to Mowen Road works not proceeding this financial year.
9. The budgeted plant loan of \$51,209 for the sake of this review is not being drawn upon because of the interim budget position showing no requirement to draw upon it at this stage.

10. Building salaries will be under budget by \$25,470.
11. As per previous agenda item concerning Royalties for Regions funding for the current year of \$393,491 being delayed, and utilising the balance of the Royalties for Regions funding originally targeted for the Timewood Centre to compensate for this, a shortfall of \$15,000 in the budget is realised.

A summary of these variations follow:

Carried forward position (Surplus)	-\$140,122
Town Planning services	-\$30,000
Community Infrastructure Plan	-\$14,900
Ablution Blocks	\$75,000
Plant Purchases	\$48,060
Road Construction Supervision Fee	\$15,000
Plant Loan	\$51,209
Building Salaries	-\$25,470
Royalties for Regions funding	\$15,000
Various	\$22,685
Total deficit	\$8,049

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

The 2009/10 plant loan provision of \$51,209 was used to "balance" the budget. This loan, or a part of it, may be required to be drawn upon depending upon the predicted end of year cash position. A further review and determination as to the requirement for this loan will be presented to Council closer to the end of the financial year.

It is recommended that Council take no action in relation to its current budgetary situation as there is still five months of operation left where further variations may be brought to light. If further action is required, it can be undertaken at a future budget review.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) 1996 Regulations 33A.

POLICY IMPLICATIONS: Nil.

Signed:

Dated: 25 February 2010

FINANCIAL IMPLICATIONS:

If the year-end position is as predicted, Council's 2010/11 budget will have a small deficit carry forward position incorporated into it.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

Council not make any changes to its budgetary position at this stage as there is still five months of operations left within the financial year.

8334 LORKIEWICZ/MELLEMA

Council not make any changes to its budgetary position at this stage as there is still five months of operations left within the financial year.

CARRIED 7/0

Signed:

Dated: 25 February 2010

SHIRE OF NANNUP - BUDGET REVIEW 31/12/2009

Page 1

Attachment

Programme Description	COA	Description	Current Budget	YTD Actual	Variance	Estimated 30/6/10	Difference
General Purpose Funding	0011	RATES LEVIED ALL AREAS	\$-896,514	\$-893,836	\$-2,678	\$-896,514	\$0
General Purpose Funding	0041	LEGAL FEES	\$0	\$64	\$-64	\$0	\$0
General Purpose Funding	0061	NON-PAYMENT PENALTY	\$-2,800	\$-2,650	\$-150	\$-2,800	\$0
General Purpose Funding	0091	EQUALISATION GRANT	\$-434,294	\$-217,102	\$-217,193	\$-434,203	\$91
General Purpose Funding	0092	LOCAL ROAD GRANT	\$-253,607	\$-127,197	\$-126,410	\$-254,393	\$-786
General Purpose Funding	0231	INTERIM RATES	\$-2,000	\$2,853	\$-4,853	\$-2,000	\$0
General Purpose Funding	0261	INSTALMENT INTEREST	\$-2,700	\$-2,592	\$-108	\$-2,700	\$0
General Purpose Funding	0271	INTEREST ON DEFERRED RATES	\$0	\$-664	\$664	\$-650	\$-650
General Purpose Funding	0361	INSTALMENT ADMINISTRATION	\$-2,800	\$-2,825	\$25	\$-3,000	\$-200
General Purpose Funding	0422	RECOVERABLE EXPENSES	\$20,000	\$24,303	\$-4,303	\$36,000	\$16,000
General Purpose Funding	0472	RATING VALUATIONS	\$26,300	\$1,650	\$24,650	\$26,300	\$0
General Purpose Funding	0523	DEPT OF TRAN. COMMISSION	\$-18,000	\$-12,069	\$-5,931	\$-22,000	\$-4,000
General Purpose Funding	0533	SUNDRY INCOME	\$-10,800	\$-9,765	\$-1,035	\$-10,800	\$0
General Purpose Funding	0573	EXPENSES RECOVERED (I)	\$-20,000	\$-30,276	\$10,276	\$-36,000	\$-16,000
General Purpose Funding	0583	COMMISSION - B.I.C.T.F.	\$-500	\$-393	\$-107	\$-500	\$0
General Purpose Funding	3832	INTEREST ON OVERDRAFT	\$100	\$0	\$100	\$0	\$-100
General Purpose Funding	4802	WRITE OFFS	\$200	\$0	\$200	\$0	\$-200
General Purpose Funding	4852	GRANTS COMM/REVIEW REPORT	\$500	\$0	\$500	\$500	\$0
General Purpose Funding	4872	D.O.T. LICENSING EXPENSES	\$15,087	\$2,847	\$12,240	\$8,000	\$-7,087
General Purpose Funding	4873	INTEREST ON INVESTMENTS - GENERAL	\$-25,000	\$-7,343	\$-17,657	\$-20,000	\$5,000
General Purpose Funding	4882	SURPLUS CARRIED FORWARD	\$-87,271	\$0	\$-87,271	\$-227,393	\$-140,122
General Purpose Funding	4883	INTEREST ON INVESTMENTS - RTR	\$0	\$-3,183	\$3,183	\$-4,000	\$-4,000
General Purpose Funding	4893	INTEREST ON INVESTMENTS - DOTARS	\$-37,000	\$-32,295	\$-4,705	\$-42,000	\$-5,000
Governance	0254	FURNITURE AND EQUIPMENT	\$8,500	\$0	\$8,500	\$8,500	\$0
Governance	0544	PLANT (VEHICLES)	\$28,200	\$27,963	\$237	\$27,970	\$-230
Governance	0584	FURNITURE AND EQUIPMENT	\$0	\$1,217	\$-1,217	\$1,220	\$1,220
Governance	0112	ELECTION & POLL EXPENSES	\$4,000	\$2,646	\$1,354	\$2,700	\$-1,300
Governance	0142	REFRESHMENTS & FUNCTIONS -COUNCIL	\$15,850	\$5,251	\$10,599	\$15,850	\$0
Governance	0162	DONATIONS	\$9,700	\$10,218	\$-518	\$13,700	\$4,000
Governance	0172	COUNCILLOR ALLOWANCES	\$41,170	\$3,045	\$38,125	\$41,170	\$0
Governance	0182	SUBSCRIPTIONS	\$6,638	\$6,145	\$493	\$6,638	\$0
Governance	0192	CONFERENCE EXPENSES	\$9,500	\$196	\$9,304	\$9,500	\$0
Governance	0202	INSURANCE	\$15,438	\$12,070	\$3,368	\$12,100	\$-3,338
Governance	0222	BUILDING IMPROVEMENTS	\$0	\$-18	\$18	\$0	\$0
Governance	0242	A/LEAVE EXP ADMIN	\$31,877	\$7,969	\$23,908	\$31,877	\$0
Governance	0272	SALARIES (ADM)	\$305,803	\$156,740	\$149,063	\$305,803	\$0
Governance	0282	SUPERANNUATION	\$29,129	\$16,196	\$12,933	\$29,129	\$0

SHIRE OF NANNUP - BUDGET REVIEW 31/12/2009

Programme Description	COA	Description	Current Budget	YTD Actual	Variance	Estimated 30/6/10	Difference
Governance	0292	INSURANCE	\$18,473	\$17,015	\$1,458	\$17,100	-\$1,373
Governance	0312	FURN & EQUIP MINOR	\$4,000	\$284	\$3,716	\$4,000	\$0
Governance	0352	TRANSFER TO RESERVES	\$35,000	\$0	\$35,000	\$35,000	\$0
Governance	0362	BUILDING & GDNS OPER&MTCE	\$61,391	\$8,701	\$52,690	\$61,391	\$0
Governance	0372	COMPUTER MAINTENANCE	\$23,695	\$22,887	\$808	\$23,695	\$0
Governance	0382	PRINTING & STATIONERY	\$16,000	\$5,840	\$10,160	\$16,000	\$0
Governance	0392	TELEPHONE	\$10,000	\$5,406	\$4,594	\$10,000	\$0
Governance	0402	EQUIPMENT REPAIR & MTCE	\$6,000	\$4,047	\$1,953	\$6,000	\$0
Governance	0412	POSTAGE	\$5,000	\$3,327	\$1,673	\$6,700	\$1,700
Governance	0432	VEHICLE AND TRAVELLING	\$12,000	\$5,037	\$6,963	\$12,000	\$0
Governance	0442	BANK CHARGES	\$3,500	\$2,560	\$940	\$5,200	\$1,700
Governance	0452	ADVERTISING	\$11,000	\$611	\$10,389	\$6,000	-\$5,000
Governance	0462	AUDIT FEES	\$11,000	\$5,550	\$5,450	\$11,000	\$0
Governance	0482	LEGAL EXPENSES	\$10,000	\$0	\$10,000	\$10,000	\$0
Governance	0492	STAFF TRAINING EXPENSES	\$6,500	\$375	\$6,125	\$6,500	\$0
Governance	0502	SUNDRY EXPENSES	\$1,000	\$5,657	-\$4,657	\$5,700	\$4,700
Governance	0522	UNIFORMS-COUNCIL CONTRIB	\$1,000	\$104	\$896	\$1,000	\$0
Governance	0532	GRATUITIES	\$0	\$31	-\$31	\$100	\$100
Governance	0542	LSL EXPENSE ADMIN	\$6,399	\$1,600	\$4,799	\$6,399	\$0
Governance	0543	TRANSFER FROM RESERVE	-\$14,500	\$0	-\$14,500	-\$14,500	\$0
Governance	0552	FRINGE BENEFIT TAX	\$18,750	\$8,205	\$10,545	\$18,750	\$0
Governance	0572	MEM EQUIP. CONSUMABLES	\$1,000	\$86	\$914	\$200	-\$800
Governance	0812	RECRUITMENT EXPENSES	\$4,500	\$3,000	\$1,500	\$4,500	\$0
Governance	8053	INCOME SALE OF ASSETS	-\$18,000	-\$16,364	-\$1,636	-\$16,364	\$1,636
Governance	9042	DEPRECIATION EXPENSE MEM	\$2,394	\$428	\$1,966	\$2,394	\$0
Governance	9052	DEPRECIATION EXPENSE ADM	\$27,314	\$5,071	\$22,243	\$27,314	\$0
Law, Order, Public Safety	0744	PLANT	\$0	\$0	\$0	\$196,000	\$196,000
Law, Order, Public Safety	0764	BUILDINGS	\$0	\$9,727	-\$9,727	\$17,800	\$17,800
Law, Order, Public Safety	0602	ASSISTANCE TO BFB'S	\$36,300	\$36,300	\$0	\$36,300	\$0
Law, Order, Public Safety	0642	INSURANCE	\$10,953	\$20,407	-\$9,454	\$20,410	\$9,457
Law, Order, Public Safety	0652	MAINTENANCE OF FIRE BREAKS	\$5,000	\$2,045	\$2,955	\$5,000	\$0
Law, Order, Public Safety	0662	BRIGADE EXPENDITURE (NON FESA)	\$0	\$5,000	-\$5,000	\$5,000	\$5,000
Law, Order, Public Safety	0703	FESA LEVY OPERATING INC.	-\$75,240	-\$38,570	-\$36,670	-\$96,090	-\$20,850
Law, Order, Public Safety	0722	FIRE CONTROL OFFICER	\$32,447	\$18,485	\$13,962	\$47,447	\$15,000
Law, Order, Public Safety	0732	FMO ANNUAL LEAVE	\$2,526	\$632	\$1,894	\$2,526	\$0
Law, Order, Public Safety	0743	EQUIPMENT GRANTS	\$0	\$16,161	-\$16,161	-\$213,800	-\$213,800
Law, Order, Public Safety	0762	MTCE PLANT & EQUIPMENT	\$1,000	\$3,282	-\$2,282	\$6,570	\$5,570

SHIRE OF NANNUP - BUDGET REVIEW 31/12/2009

Programme Description	COA	Description	Current Budget	YTD Actual	Variance	Estimated 30/6/10	Difference
Law, Order, Public Safety	0773	FINES					
Law, Order, Public Safety	0802	CONTROL EXPENSES					
Law, Order, Public Safety	0832	MTCE VEHICLES, ETC					
Law, Order, Public Safety	0833	DOG REGISTRATION FEES					
Law, Order, Public Safety	0842	MTCE LAND & BUILDINGS					
Law, Order, Public Safety	0843	FINES AND PENALTIES					
Law, Order, Public Safety	0862	UTILITIES RATES & TAXES					
Law, Order, Public Safety	0872	OTHER GOODS & SERVICES					
Law, Order, Public Safety	0922	DONATION NANNUP SES					
Law, Order, Public Safety	0942	EMERGENCY RESPONSE					
Law, Order, Public Safety	0963	FESA LEVY OPERATING INC.					
Law, Order, Public Safety	9062	DEPRECIATION EXPENSE FPR					
Health	1454	PURCHASE PLANT & EQUIPMNT					
Health	1242	INSURANCE					
Health	1252	A/LEAVE EXP HEALTH					
Health	1262	SALARIES					
Health	1282	SUPERANNUATION					
Health	1322	HEALTH ADMIN EXPENSES					
Health	1373	SEPTIC TANK GST PORTION					
Health	1383	GENERAL LICENSE FEES					
Health	1475	SALE OF PLANT & EQUIPMENT					
Health	9142	DEPRECIATION EXPENSE HIA					
Education & Welfare	0992	PRE-SCHOOLS MTCE					
Education & Welfare	1123	CDO ADMINISTRATION INCOME					
Education & Welfare	1642	COMMUNITY DEV. OFFICER					
Education & Welfare	1653	GRANTS-OPERATING					
Education & Welfare	9092	DEPRECIATION EXPENSE PSC					
Housing	1764	LOAN REDEMPTION					
Housing	1794	LOAN REDEMPTION LOAN 21					
Housing	1712	BUILDING MTCE					
Housing	1722	INTEREST ON LOAN 36					
Housing	1723	RENTAL					
Housing	1732	GEHA - BUILDING MAINT.					
Housing	1742	INTEREST ON LOANS 21					
Housing	1743	RENTALS					
Housing	9232	DEPRECIATION EXPENSE STA					
Housing	9242	DEPRECIATION EXPENSE HOT					

SHIRE OF NANNUP - BUDGET REVIEW 31/12/2009

Programme Description	COA	Description	Current Budget	YTD Actual	Variance	Estimated 30/6/10	Difference
Community Amenities	2274	PURCHASE PLANT EQUIPMENT	\$9,400	\$9,806	-\$406	\$9,806	\$406
Community Amenities	1762	CONTRACTORS COLLECTION FEES	\$60,273	\$25,074	\$35,199	\$60,273	\$0
Community Amenities	1772	RUBBISH SITE MTCE	\$117,932	\$45,933	\$71,999	\$117,932	\$0
Community Amenities	1803	MOBILE BIN CHARGES	-\$69,900	-\$67,205	-\$2,695	-\$67,200	\$2,700
Community Amenities	1813	TIP FEES	-\$2,000	-\$2,477	\$477	-\$3,800	-\$1,800
Community Amenities	1824	STREET BIN PICKUPS	\$7,859	\$2,799	\$5,060	\$5,600	-\$2,259
Community Amenities	1993	SEPTIC TANK INSPEC FEES	\$0	-\$108	\$108	-\$120	-\$120
Community Amenities	2122	PARKING STRATEGY	\$9,000	\$830	\$8,170	\$9,000	\$0
Community Amenities	2132	TOWN PLANNING SERVICES	\$164,273	\$24,465	\$139,808	\$144,273	-\$20,000
Community Amenities	2142	ADMIN EXPENSES	\$22,321	-\$1,032	\$23,353	\$12,321	-\$10,000
Community Amenities	2162	SUPERANNUATION	\$4,228	\$1,122	\$3,106	\$2,860	-\$1,368
Community Amenities	2172	TOWN PLANNING SCHEME	\$0	\$5,305	-\$5,305	\$6,500	\$6,500
Community Amenities	2192	ANNUAL LEAVE EXPENSE	\$8,371	\$2,093	\$6,278	\$4,186	-\$4,185
Community Amenities	2212	LPS AMENDMENT EXPENSES	\$23,585	\$1,264	\$22,321	\$23,585	-\$0
Community Amenities	2213	SOUTH COAST PLANNING	\$0	-\$2,000	\$2,000	-\$2,000	-\$2,000
Community Amenities	2243	LPS AMENDMENT CONTRIBUTIONS	-\$23,585	-\$23,585	\$0	-\$23,585	\$0
Community Amenities	2253	MISC. FEES & CHARGES	-\$7,000	-\$564	-\$6,436	\$2,000	\$9,000
Community Amenities	2295	SALE PLANT & EQUIPMENT	-\$6,000	-\$5,530	-\$470	-\$5,530	\$470
Community Amenities	2302	CEMETERY OPER & MTCE-NP	\$22,130	\$1,353	\$20,777	\$22,130	\$0
Community Amenities	2322	PUBLIC CONVENIENCES	\$23,479	\$14,230	\$9,249	\$23,479	\$0
Community Amenities	2373	CEMETERY FEES	-\$3,500	-\$1,528	-\$1,972	-\$2,000	\$1,500
Community Amenities	7032	COMMUNITY INFRASTRUCTURE PLAN	\$15,000	\$100	\$14,900	\$100	-\$14,900
Community Amenities	7042	ROAD DEVELOPMENT COSTS.	\$5,000	\$3,378	\$1,622	\$5,000	\$0
Community Amenities	9262	DEPRECIATION EXPENSE OTS	\$3,325	\$838	\$2,487	\$3,325	\$0
Community Amenities	9312	DEPRECIATION EXPENSE OCA	\$2,080	\$1,045	\$1,035	\$2,080	\$0
Recreation And Culture	3014	FURNITURE AND EQUIPMENT	\$4,000	\$0	\$4,000	\$4,000	\$0
Recreation And Culture	2564	CO LOCATION BLG	\$2,131,000	\$61,057	\$2,069,943	\$165,396	-\$1,965,604
Recreation And Culture	2574	CAPITAL WORKS - HALLS	\$5,000	-\$2,388	\$7,388	\$5,000	\$0
Recreation And Culture	7814	FORESHORE PARK ABLUTION BLOCK	\$140,404	\$123,348	\$17,056	\$215,404	\$75,000
Recreation And Culture	2422	PUBLIC HALLS	\$10,637	-\$9,667	\$20,304	\$10,637	\$0
Recreation And Culture	2432	REC CENTRE EXPENSE	\$96,465	\$15,222	\$81,243	\$96,465	\$0
Recreation And Culture	2442	COMMUNITY CENTRE	\$3,088	\$2,396	\$692	\$3,088	\$0
Recreation And Culture	2443	TRANSFER FROM RESERVE	-\$376,000	\$0	-\$376,000	-\$175,396	\$200,604
Recreation And Culture	2453	GRANTS	-\$45,000	\$10,000	-\$55,000	-\$45,000	\$0
Recreation And Culture	2462	TELECENTRE	\$3,571	\$823	\$2,748	\$3,571	\$0
Recreation And Culture	2472	OLD ROADS BOARD BUILDING	\$457	\$449	\$8	\$457	\$0
Recreation And Culture	2473	CO LOCATION BLDG GRANTS	-\$1,367,000	\$0	-\$1,367,000	\$0	\$1,367,000

SHIRE OF NANNUP - BUDGET REVIEW 31/12/2009

Programme Description	COA	Description	Current Budget	YTD Actual	Variance	Estimated 30/6/10	Difference
Recreation And Culture	2482	BOWLING CLUB	\$3,245	\$2,598	\$647	\$3,245	\$0
Recreation And Culture	2483	CO LOCATION BLDG LOAN	-\$398,000	\$0	-\$398,000	\$0	\$398,000
Recreation And Culture	2492	CUNDINUP HALL	\$349	\$347	\$3	\$349	\$0
Recreation And Culture	2502	CARLOTTA HALL	\$315	\$348	-\$33	\$348	\$33
Recreation And Culture	2642	PUBLIC PARKS GDNS & RESER	\$319,594	\$170,550	\$149,044	\$319,594	\$0
Recreation And Culture	2702	STREETSCAPE/ TIDY TOWNS	\$10,000	\$720	\$9,280	\$8,000	-\$2,000
Recreation And Culture	2712	GARDEN VILLAGE THEME	\$7,000	\$0	\$7,000	\$7,000	\$0
Recreation And Culture	2902	SALARIES (LIB)	\$21,511	\$14,531	\$6,980	\$21,511	\$0
Recreation And Culture	2922	OFFICE EXPENSES	\$1,900	\$1,453	\$447	\$1,900	\$0
Recreation And Culture	2932	WRITE OFF OF DEBTS	\$100	\$0	\$100	\$100	\$0
Recreation And Culture	2993	LOST BOOK CHARGE	-\$50	-\$10	-\$40	-\$50	\$0
Recreation And Culture	3033	USER CHARGES	-\$100	\$0	-\$100	-\$100	\$0
Recreation And Culture	7043	REC CENTRE HIRE FEES	-\$3,000	-\$2,327	-\$673	-\$3,000	\$0
Recreation And Culture	7053	HIRE CHARGES	-\$1,250	\$19	-\$1,269	-\$250	\$1,000
Recreation And Culture	7432	FORESHORE PARK	\$15,000	\$22,778	-\$7,778	\$35,000	\$20,000
Recreation And Culture	7703	GRANTS	-\$275,342	-\$68,110	-\$207,232	-\$298,342	-\$23,000
Recreation And Culture	7712	BICYCLE RACKS	\$34,938	\$11,305	\$23,633	\$34,938	\$0
Recreation And Culture	7773	AFTER SCHOOL RECREATION FEES	\$0	-\$1,873	\$1,873	-\$1,900	-\$1,900
Recreation And Culture	9322	DEPRECIATION EXPENSE H&C	\$8,462	\$2,813	\$5,649	\$8,462	\$0
Recreation And Culture	9342	DEPRECIATION EXPENSE ORS	\$12,740	\$3,148	\$9,592	\$12,740	\$0
Recreation And Culture	9352	DEPRECIATION EXPENSE LIB	\$923	\$124	\$799	\$923	\$0
Transport	3254	PRINCIPAL REPAYMENTS	\$9,258	\$4,255	\$5,003	\$9,258	\$0
Transport	3564	PURCHASE OF PLANT	\$440,000	\$0	\$440,000	\$451,240	\$11,240
Transport	6880	DEPOT CONSTRUCTION	\$10,000	\$1,508	\$8,492	\$5,000	-\$5,000
Transport	3130	MOWEN ROAD	\$200,000	\$47,299	\$152,701	\$72,672	-\$127,328
Transport	3170	COUNCIL ROAD PROGRAMME	\$525,000	\$368,972	\$156,028	\$525,000	\$0
Transport	3180	MRD SPECIAL BRIDGEWORKS	\$1,206,000	\$13,363	\$1,192,637	\$1,206,000	\$0
Transport	3190	TIRES PROJECTS	\$95,000	\$43,623	\$51,377	\$95,000	\$0
Transport	3250	JALBARRAGUP BRIDGE	\$2,800,000	\$433	\$2,799,568	\$433	-\$2,799,567
Transport	7890	BALINGUP ROAD BLACKSPOT	\$80,000	\$0	\$80,000	\$80,000	\$0
Transport	3160	BRIDGE MAINTENANCE	\$12,000	\$331	\$11,669	\$12,000	\$0
Transport	3212	DEPOT OFFICE MTCE	\$18,175	\$5,503	\$12,672	\$18,175	\$0
Transport	3221	MRD DIRECT GRANTS	-\$59,611	-\$59,474	-\$137	-\$59,474	\$137
Transport	3230	CROSSOVERS	\$1,000	\$0	\$1,000	\$0	-\$1,000
Transport	3231	REGIONAL ROAD GROUP GRANTS	-\$210,000	-\$84,000	-\$126,000	-\$210,000	\$0
Transport	3240	TRAFFIC SIGNS & CONTROL	\$5,000	\$3,688	\$1,312	\$5,000	\$0
Transport	3242	INTEREST ON LOAN 32	\$946	\$646	\$300	\$946	\$0

SHIRE OF NANNUP - BUDGET REVIEW 31/12/2009

Programme Description	COA	Description	Current Budget	YTD Actual	Variance	Estimated 30/6/10	Difference
Transport	3251	MAJOR PROJECTS					
Transport	3261	ROADS TO RECOVERY GRANT	-\$100,000	-\$164,000	\$64,000	-\$100,000	\$0
Transport	3281	MRD BRIDGEWORK GRANT	-\$208,081	\$0	-\$208,081	-\$208,081	\$0
Transport	3311	CROSSOVER CONTRIBUTION	-\$1,206,000	-\$402,000	-\$804,000	-\$1,206,000	\$0
Transport	3321	ROYALTIES FOR REGIONS GRANT	-\$500	\$0	-\$500	\$0	\$500
Transport	3341	MOWEN ROAD	-\$393,491	\$0	-\$393,491	-\$378,546	\$14,945
Transport	3351	TIRES INCOME	-\$200,000	\$0	-\$200,000	-\$72,672	\$127,328
Transport	3361	SUPERV.FEE ROAD CONST.	-\$95,000	\$0	-\$95,000	-\$95,000	\$0
Transport	3371	JALBARRAGUP BRIDGE	-\$15,000	\$0	-\$15,000	\$0	\$15,000
Transport	3380	LOCAL ROAD MAINTENANCE	-\$2,800,000	\$0	-\$2,800,000	\$0	\$2,800,000
Transport	3391	BALINGUP ROAD BLACKSPOT	\$397,519	\$298,904	\$98,615	\$397,519	\$0
Transport	3410	ROADVERGE MAINTENANCE	-\$80,000	\$0	-\$80,000	-\$80,000	\$0
Transport	3420	LIGHTING OF STREETS	\$15,000	\$7,060	\$7,940	\$15,000	\$0
Transport	3440	CONTRACT STREET SWEEPING	\$14,000	\$5,135	\$8,865	\$14,000	\$0
Transport	3450	TRAFFIC COUNTER PLACEMENT	\$7,000	\$0	\$7,000	\$7,000	\$0
Transport	3470	SAFETY MEASURES WORKS	\$5,000	\$578	\$4,422	\$2,500	-\$2,500
Transport	3572	PURCHASE OF MINOR EQUIP.	\$9,500	\$5,725	\$3,775	\$9,500	\$0
Transport	3595	PROCEEDS FROM LOAN	\$3,600	\$3,243	\$357	\$3,600	\$0
Transport	3682	TRANSFER TO RESERVE	-\$51,209	\$0	-\$51,209	\$0	\$51,209
Transport	3685	TRANSFER FROM RESERVE	\$230,000	\$0	\$230,000	\$230,000	\$0
Transport	4012	GRAVEL PIT REHABILITATION	-\$230,000	\$0	-\$230,000	-\$230,000	\$0
Transport	7120	ROMANS ROAD INV. SYSTEM	\$20,000	\$0	\$20,000	\$20,000	\$0
Transport	8393	INCOME SALE OF ASSETS	\$3,261	\$761	\$2,500	\$3,261	\$0
Transport	9372	DEPRECIATION EXPENSE RCO	-\$175,000	\$0	-\$175,000	-\$138,180	\$36,820
Economic Services	4194	PLANT AND EQUIPMENT	\$1,416,706	\$400,300	\$1,016,406	\$1,416,706	\$0
Economic Services	3704	BALINGUP RD (RIVERSBEND) C/PK ABLUTIONS	\$8,400	\$9,806	-\$1,406	\$9,806	\$1,406
Economic Services	3842	NOXIOUS WEEDS/PEST PLANTS	\$0	\$1,728	-\$1,728	\$1,728	\$1,728
Economic Services	3852	SCOTT RIVER GROWERS GROUP	\$7,000	\$316	\$6,684	\$7,000	\$0
Economic Services	3862	FUNCTIONS/EVENTS SUPPORT	\$0	\$3,250	-\$3,250	\$3,250	\$3,250
Economic Services	3872	FEREL PIG PROGRAM	\$20,000	\$612	\$19,388	\$20,000	\$0
Economic Services	3882	WARREN BLACKWOOD E.A.	\$0	\$885	-\$885	\$9,354	\$9,354
Economic Services	3912	CARAVAN PARKS GARDENING	\$7,836	\$7,836	\$0	\$7,836	\$0
Economic Services	3932	CARAVAN PKS/CAMPING GRDS	\$35,888	\$25,188	\$10,700	\$35,888	\$0
Economic Services	4062	SALARY	\$46,399	\$9,844	\$36,555	\$46,399	\$0
Economic Services	4072	SUPERANNUATION	\$65,470	\$16,779	\$48,691	\$40,000	-\$25,470
Economic Services	4082	A/LEAVE EXP BUILDING	\$7,714	\$1,156	\$6,558	\$3,970	-\$3,744
Economic Services	4092	CONTROL EXPENSES	\$6,564	\$1,641	\$4,923	\$6,564	\$0
Economic Services			\$6,728	\$3,862	\$2,866	\$7,100	\$372

SHIRE OF NANNUP - BUDGET REVIEW 31/12/2009

Programme Description	COA	Description	Current Budget	YTD Actual	Variance	Estimated 30/6/10	Difference
Economic Services	4153	CHGES & FEES BUILD PERMIT					
Economic Services	4225	SALE OF PLANT & EQUIPMENT	-\$12,000	-\$9,347	-\$2,653	-\$14,000	-\$2,000
Economic Services	4263	SALE OF MATERIAL	-\$6,000	-\$5,530	-\$470	-\$5,530	\$470
Economic Services	7152	ENVIRONMENTAL OFFICER	-\$5,000	-\$7,625	\$2,625	-\$8,000	-\$3,000
Economic Services	9452	DEPRECIATION EXPENSE TOU	\$0	-\$1,076	\$1,076	-\$1,076	-\$1,076
Other Property And Services	4292	PRIVATE WORKS - EXPENDITURE	\$4,092	\$1,674	\$2,418	\$4,092	\$0
Other Property And Services	4312	TRAINING	\$21,017	\$15,264	\$5,753	\$22,500	\$1,483
Other Property And Services	4322	LSL EXPENSE WORKS	\$9,000	\$3,836	\$5,164	\$9,000	\$0
Other Property And Services	4323	PRIVATE WORKS -INCOME	\$8,694	\$2,173	\$6,521	\$8,694	\$0
Other Property And Services	4332	SALARIES (PWO)	-\$25,000	-\$29,174	\$4,174	-\$31,000	-\$6,000
Other Property And Services	4352	A/LEAVE EXP WORKS	\$73,818	\$36,900	\$36,918	\$73,818	\$0
Other Property And Services	4362	OCCUPATIONAL SUPER	\$61,648	\$15,412	\$46,236	\$61,648	\$0
Other Property And Services	4402	SICK LEAVE	\$75,683	\$46,316	\$29,367	\$92,700	\$17,017
Other Property And Services	4432	INSURANCE ON WORKS	\$11,577	\$10,354	\$1,223	\$20,700	\$9,123
Other Property And Services	4452	PROTECTIVE CLOTHING	\$51,074	\$43,709	\$7,365	\$43,709	-\$7,365
Other Property And Services	4462	OCCUP. HLTH. SAFETY EXPEN	\$10,000	\$5,261	\$4,739	\$10,000	\$0
Other Property And Services	4472	POC WAGES	\$3,500	\$193	\$3,307	\$3,500	\$0
Other Property And Services	4482	TYRES & BATTERIES	\$64,546	\$33,470	\$31,076	\$64,546	\$0
Other Property And Services	4492	INSURANCE & LICENSES	\$25,000	\$3,415	\$21,585	\$25,000	\$0
Other Property And Services	4512	LESS POC ALLOCATED TO W&S	\$19,778	\$18,844	\$934	\$19,778	\$0
Other Property And Services	4532	ADMINISTRATIVE EXPENSES	-\$587,420	-\$227,052	-\$360,368	-\$587,420	\$0
Other Property And Services	4570	SALARIES	\$1,000	\$0	\$1,000	\$1,000	\$0
Other Property And Services	4580	WAGES	\$0	\$335,726	-\$335,726	\$0	\$0
Other Property And Services	4590	LESS SALARIES ALLOCATED	\$0	\$390,981	-\$390,981	\$0	\$0
Other Property And Services	4600	LESS WAGES ALLOCATED	\$0	-\$335,726	\$335,726	\$0	\$0
Other Property And Services	4982	FUEL & OIL	\$0	-\$390,981	\$390,981	\$0	\$0
Other Property And Services	4992	SUNDRY TOOLS & STORES	\$250,000	\$72,067	\$177,933	\$227,200	-\$22,800
Other Property And Services	6792	PUBLIC HOLIDAY PAY	\$4,000	\$212	\$3,788	\$4,000	\$0
Other Property And Services	6802	PARTS AND EXTERNAL WORK	\$27,784	\$10,804	\$16,980	\$27,784	\$0
Other Property And Services	6840	WAGES UNALLOCATED	\$55,000	\$21,396	\$33,604	\$55,000	\$0
Other Property And Services	7422	LESS PWO ALLOCATED TO W&S	\$0	-\$50	\$50	\$0	\$0
Other Property And Services	7672	RECRUITMENT EXPENSES	-\$355,222	-\$229,507	-\$125,715	-\$355,222	\$0
Other Property And Services	9382	DEPRECIATION EXPENSE RMC	\$2,000	\$0	\$2,000	\$2,000	\$0
Other Property And Services	9562	DEPRECIATION EXPENSE UNC	\$169,096	\$37,992	\$131,104	\$169,096	\$0
Total			\$19,444	\$2,339	\$17,105	\$19,444	\$0
			\$1,886,287	\$42,209	\$1,844,078	\$1,894,336	\$8,049

Cr Camarri returned to the meeting at 6.10pm.

AGENDA NUMBER: 10.16
SUBJECT: Contribution from Nannup Netball Association
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT: Nannup Netball Association
FILE REFERENCE: REC5
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 18 January 2010

BACKGROUND:

The Nannup Netball Association writes informing Council that the association no longer operates. It had a balance of funds totalling \$1,316.80 which it has given to Council for "future upgrades to the Nannup Community Centre".

COMMENT:

This contribution from the Nannup Netball Association to Council is a valid use of the former association's surplus funds at the time of winding up.

The use of the funds should be as desired by the association, or by agreement with the association.

Council currently has a reserve fund in place for the redevelopment of the Recreation Centre. It is budgeted to have \$168,972 in this reserve fund as at 30 June 2010. The purpose of this reserve is to accommodate future upgrades to the Recreation Centre / Community centre building complex as has been the subject of discussion by Council recently.

The placement of the surplus funds from the Nannup Netball Association into the Recreation Centre Reserve would satisfy their desire for the disposal of the funds.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

Additional \$1,316.80 to be transferred to the Recreation Centre Reserve.

STRATEGIC IMPLICATIONS: Nil.

Signed:

Dated: 25 February 2010

RECOMMENDATION:

That Council accept the contribution from the Nannup Netball Association of \$1,316.80 transferring the funds into Council's Recreation Centre Reserve.

Cr Camarri returned to the meeting at 6.10 pm.

8335 MELLEMA/DEAN

That Council accept the contribution from the Nannup Netball Association of \$1,316.80 transferring the funds into Council's Recreation Centre Reserve.

CARRIED 8/0

Signed:

Dated: 25 February 2010

AGENDA NUMBER: 10.17
SUBJECT: Acceptance of Grant Funds, Department of Transport
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: FNC 6T
AUTHOR: Louise Stokes – Community Development Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 20 January 2010

Attachment: Letter from Department of Transport

BACKGROUND:

On the 27th August Council meeting, Council accepted the following funding from the Department of Transport.

"That Council accepts the grant of \$15,000 through the Regional Bicycle Network Local Government Grant Funding 2009/10 funding round for the purpose of constructing creative bike racks to be installed within the Nannup townsite."

Advice has been received from the Department of Transport that due to unallocated funding there is an opportunity to offer Council additional funds that were applied for within this application including: \$1,500 for the installation of two water fountains to be located next to the Foreshore Park Ablution Block and in the Brockman Street Playground and \$6,750 towards the construction of the ablution block showers.

COMMENT:

This funding offer requires that a 50% contribution must be made to complete the project. This is achievable and it has been confirmed that all works can be completed by the 30th June 2010.

The Department of Transport has been advised that the majority of works have been completed on the Foreshore Park ablution block. As the original grant agreement was accepted in August 2009 any invoices used in the acquittal must be after this date.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: As note in the body of this report.

Signed:

Dated: 25 February 2010

STRATEGIC IMPLICATIONS:

Forward Plan 2008/09 Program 13 Economic Services and Tourism 13.B states:

"Implement approved capital works items for caravan parks"

Forward Plan 2008/09 2012/13 Program 11 Recreation and Culture 11.3(B).A

"Complete entrance statement to Foreshore Park"

RECOMMENDATION:

That Council accepts the funding offer of \$8,250 from the Department of Transport being \$1,500 for the installation of two water fountains and \$6,750 towards the construction of outdoor showers at the Foreshore Park ablution block.

8336 PINKERTON/MELLEMA

Cr Mellema left the meeting at 6.10pm.

That Council accepts the funding offer of \$8,250 from the Department of Transport being \$1,500 for the installation of two water fountains and \$6,750 towards the construction of outdoor showers at the Foreshore Park ablution block.

CARRIED 7/0

Signed:

Dated: 25 February 2010



Government of Western Australia
Department of Transport

Mr Shane Collie
Chief Executive Officer
Shire of Nannup
PO Box 11
Nannup WA 6275

Our ref : DPI/09/00077/1
Enquiries : Auriole D'Souza 9216 8540

20 January 2010

Dear Mr Collie

**2009 – 2010 REGIONAL BICYCLE NETWORK LOCAL GOVERNMENT GRANTS
FUNDING**

I am writing to inform you that some of the recent offers in the 2009-2010 Regional Bicycle Network Local Government Grants program were declined. This has resulted in further funding being made available. Consequently a third round of grant assessments and recommendations were completed.

The Shire of Nannup has been awarded grant funding for:

- Two water fountains at Foreshore Park, Brockman Street Playground, Nannup - \$1,500
- Two ablution showers at Foreshore Pak, Brockman Street, Nannup - \$6,750

To accept this grant please sign and return the attached Grant Agreement Form to us by **Monday, 25 January 2010** addressed to:

Mr Russell Greig
A/Manager Bikewest
Department of Transport
GPO C102
Perth WA 6839

Should you have any queries regarding your grant please contact Auriole D'Souza on 9216 8540.

Each local authority is required to seek approval from the Department of Transport for all press releases and public announcements relating to the award and the use of the grant.

Yours sincerely

Bryant Roberts
A/Executive Director
Transport Industry Policy

Encl

Louise Stokes

From: D'Souza, Auriole [Auriole.D'Souza@transport.wa.gov.au]
Sent: Thursday, 21 January 2010 9:46 AM
To: Louise Stokes
Subject: RE: Letter and Grant Agreements

Hi Louise

I will send your email to my Manager, and I feel this date of 28 January 2010 is OK.

I will send the originals marked to your attention.

Cheers
Auriole

-----Original Message-----

From: Louise Stokes [mailto:louise@nannup.wa.gov.au]
Sent: Thursday, 21 January 2010 8:30 AM
To: D'Souza, Auriole
Subject: RE: Letter and Grant Agreements

Thanks Auriole,
As I mentioned on the phone because the grant offer is over \$5000 it has to be accepted by Council at their next meeting which will be held on Thursday 28th January 2010 so I can get back to you by Friday 29th January if that is OK.

On the grant offer it stipulates that we must advise by the 25th January. We will not be able to make this deadline as the offer must be presented to Council.
regards

Louise Stokes

Community Development Officer
Shire of Nannup
(08)9756 1018

-----Original Message-----

From: D'Souza, Auriole [mailto:Auriole.D'Souza@transport.wa.gov.au]
Sent: Wednesday, 20 January 2010 5:34 PM
To: Louise Stokes
Subject: Letter and Grant Agreements

Hello Louise

Here are the documents, the originals will be in the mail.

Kind regards

Auriole

Auriole D'Souza
Project Officer, Bikewest
Transport Programs
Department of Transport
441 Murray St, Perth 6000

Cr Mellema returned to the meeting at 6.12pm.

AGENDA NUMBER: 10.18
SUBJECT: Nannup Bike Rack Project
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: FNC 6T
AUTHOR: Louise Stokes – Community Development Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 20 January 2010

Attachment: Bike rack design, Russell Fuller-Hill

BACKGROUND:

To date Council has accepted funding of \$28,890 towards the construction of four creative bike racks to be located within the streetscape of Nannup. Three bike racks are now under construction and funding applications to source the balance of funds required for the 4th bike rack have been lodged, however have not been successful.

This request is for Council to approve unbudgeted funding to cover the shortfall of the artist fees of \$5,128 for the 4th bike rack by artist Russell Fuller-Hill so that the project can be completed.

The idea of creative bike racks installed within the townsite was initiated by Mr Charley Cannon and assists to promote Nannup as a cycle friendly town. The installation of bike racks throughout the townsite assists to encourage visitors and residents to become more active and cycle instead of driving cars. A positive partnership is being developed with the Munda Biddi Foundation and the installation of functional creative bike racks is a promotional tool for Nannup.

This project is also complementary to the Council resolution (Agenda Item 10.8 May 2009),

"that Council accept the designs for public artwork bike racks:

- *Spider (Attachment A) by artist Irene Osborne*
- *Leaves (Attachment B) by artist Irene Osborne*
- *Park bench (Attachment D) by artist Russell Fuller-Hill*

for construction once full funding has been sought and approved by Council."

COMMENT:

Council has accepted the design of the bike rack by Russell Fuller-Hill. The bike rack design includes more timber and wrought iron work than depicted. This

Signed:

Dated: 25 February 2010

shortfall also includes an allocation of \$2,000 for installation of the bike racks and \$1,000 for contingencies in transport.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Unbudgeted expenditure \$5,128.

STRATEGIC IMPLICATIONS:

Forward Plan 2008/09 2012/13 Program 11 Recreation & Culture 11.A states:

"Develop concept plans for artistic bike racks as tourist features and pursue funding for implementation."

This project was also well supported at the 2009 Community Planning Day.

RECOMMENDATION:

That Council incur unbudgeted expenditure of \$5,128 towards Artist Fees for the Russell Fuller-Hill bike rack to complete this project.

Absolute Majority Vote required (5) for unbudgeted expenditure.

8337 PINKERTON/MELLEMA

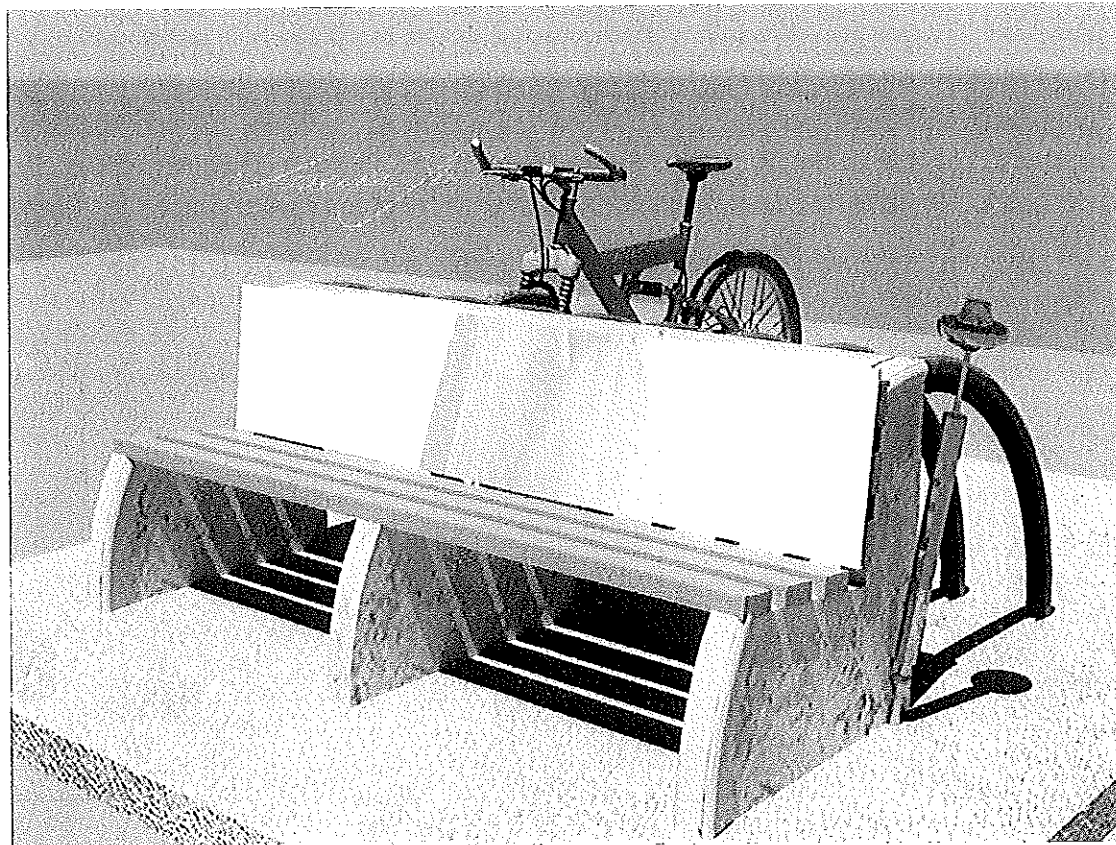
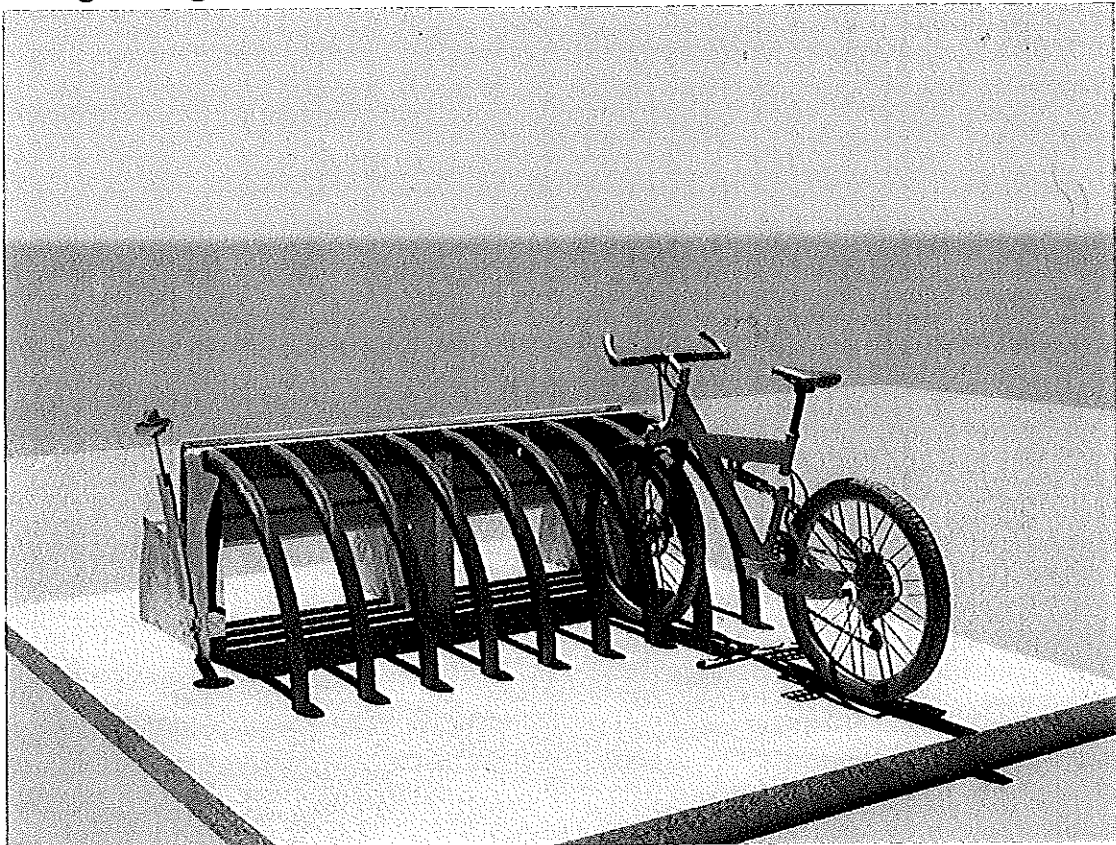
That Council incur unbudgeted expenditure of \$5,128 towards Artist Fees for the Russell Fuller-Hill bike rack to complete this project inclusive of the \$2,000 for the installation of the bike racks and \$1,000 for contingencies in transport.

**CARRIED 6/2
BY AN ABSOLUTE MAJORITY**

Councillors voting for the motion: Boulter, Dean, Dunnet, Gilbert, Mellema and Pinkerton.

Councillor voting against: Camarri and Lorkiewicz.

Design images



AGENDA NUMBER: 10.19
SUBJECT: Accounts for Payment
LOCATION/ADDRESS: Nannup Shire
FILE REFERENCE: FNC 8
AUTHOR: Tracie Bishop – Administration Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 15 January 2010

Attachment: Schedule of Accounts for Payment.

COMMENT:

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

Municipal Account

Accounts Paid By EFT EFT 1052 - 1147	\$372,089.37
Accounts Paid By Cheque Vouchers 17931 – 17968	\$99,727.76
Direct Debits Vouchers 99148 – 99153	\$ 24,798.89

Trust Account

Accounts Paid By Cheque Voucher - 22719	\$ 2,855.19
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STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulation 13.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

As indicated in the Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS: Nil.

Signed:

Dated: 25 February 2010

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$499,471.21 in the attached schedule be accepted.

8338 BOULTER/CAMARRI

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$499,471.21 in the attached schedule be accepted.

CARRIED 8/0

8339 BOULTER CAMARRI

That a strong letter be written to WALGA expressing our disappointment for lack of meaningful representation on our behalf in the matter of amalgamations. It would appear that the executive have not been able to make any significant telling punch on behalf of our stated position

CARRIED 7/1

Councillors voting for the motion: Boulter, Dean, Camarri, Lorkiewicz, Gilbert, Mellema and Pinkerton.

Councillor voting against: Dunnet.

Signed:

Dated: 25 February 2010

SCHEDULE OF ACCOUNTS PAYABLE
SHIRE OF NANNUP
SUBMITTED TO COUNCILS JANUARY 2010 MEETING

Chq/EFT	Name	Description	Amount
MUNICIPAL PAYMENTS			
EFT1052	NANNUP SURVEYS	RIVERBEND CARAVAN PARK DEVELOPMENT	\$3,960.00
EFT1053	PICTON TYRE CENTRE PTY LTD	TYRE SUPPLIES	\$962.00
EFT1054	PHOENIX BUILDING COMPANY	MARINKO TOMAS UPGRADE	\$33,846.80
EFT1055	MCG ARCHITECTS PTY LTD	30% CLAIM - NANNUP TIMEWOOD CENTRE	\$12,276.00
EFT1056	BORRELL RAFFERTY ASSOCIATES PTY LTD	SCHEMATIC DESIGN	\$4,620.00
EFT1057	AMD CHARTERED ACCOUNTANTS	AUDIT 2009	\$2,656.50
EFT1058	CJD EQUIPMENT PTY. LTD.	CALL OUT ON VEHICLE	\$1,397.41
EFT1059	LANDGATE	MINING TENEMENTS M2009/11	\$31.50
EFT1060	FIRE AND EMERGENCY SERVICES AUTHORITY	ESL FOR 2009/10 2ND QUARTER	\$14,075.59
EFT1061	JASON SIGNMAKERS	SIGNAGE	\$668.80
EFT1062	K & C HARPER	SUPPLY & INSTAL NEW SOLAR EDWARDS SYSTEM	\$3,637.00
EFT1063	MALATESTA ROAD PAVING	BITUMEN PRODUCTS	\$2,000.00
EFT1064	NANNUP HANDY FOODS	REFRESHMENTS 2/11/09	\$33.50
EFT1065	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$3,047.05
EFT1066	NANNUP NEWSAGENCY	POSTAGE & STATIONERY	\$863.40
EFT1067	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$289.31
EFT1068	RICOH BUSINESS CENTRE	PHOTOCOPIER METER PLAN	\$439.43
EFT1069	SHIRE OF MANJIMUP	IT SUPPORT	\$1,452.50
EFT1070	LAUREN CARTLEDGE	FITNESS CLASS INSTRUCTION	\$112.50
EFT1071	EVELYN PATMAN	REIMBURSEMENT OF EXPENSES	\$329.34
EFT1072	RODNEY LAWS	BIKE RACK	\$4,065.00
EFT1073	ALGWA	09/10 ALGWA WA MEMBERSHIP	\$40.00
EFT1074	COURIER AUSTRALIA	FREIGHT CHARGES	\$33.66
EFT1075	D & J COMMUNICATIONS	RADIO MAINTENANCE	\$475.75
EFT1076	CJD EQUIPMENT PTY. LTD.	SUNDRY SPARE PARTS	\$485.32
EFT1077	CORPORATE EXPRESS	STATIONERY SUPPLIES	\$24.09
EFT1078	LANDGATE	GRV INTERIMS	\$72.00
EFT1079	KIM DAWE	CONCRETING AT DEPOT	\$530.00
EFT1080	D & J MILLER (DO YOUR BLOCK CONTRACTING)	MACHINERY HIRE	\$470.25
EFT1081	INSIGHT CCS PTY LTD	MONTHLY CONTRACT FEE	\$47.19
EFT1082	WAYNE G H JOLLEY	REIMBURSEMENT OF EXPENSES	\$150.00
EFT1083	K & C HARPER	SHIRE OFFICE MAINTENANCE	\$313.50
EFT1084	MALATESTA ROAD PAVING	BITUMEN PRODUCTS	\$29,752.82
EFT1085	NANNUP TELECENTRE	SHIRE NOTES AND TRAINEE ADVERTISING	\$508.00
EFT1086	CRAIGE WADDELL	REIMBURSEMENT OF EXPENSES	\$460.30
EFT1087	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$15,107.79
EFT1088	AUSTRALIA POST	BULK MAIL OUT	\$152.75
EFT1089	LOOSE GOOSE CHALETs	CHRISTMAS PARTY - DEPOT	\$350.00
EFT1090	GEOGRAPHE FORD PTY LTD	SERVICE VEHICLE	\$275.00
EFT1091	JP REPAIRS	INSTAL VEHICLE HOIST	\$550.00
EFT1092	JJJ PAINTING AND DECORATING	PAINTING OF TOWN HALL AND TELECENTRE	\$13,310.00
EFT1093	MCG ARCHITECTS PTY LTD	TIMWOOD CENTRE	\$8,184.00
EFT1094	BLACKWOOD VALLEY BUS SERVICE	CHARTER TO LAVENDER FARM	\$150.00
EFT1095	HIP POCKET WORKWEAR	SAFETY WEAR	\$749.75
EFT1096	HISCO HOSPITALITY AND HEALTHCARE	BIRKO URN	\$250.20
EFT1097	ANROB CONSULTING PTY LTD	TIMWOOD CENTRE ELECTRICAL SERVICES	\$6,820.00
EFT1098	BEGLEY PTY LTD	NANNUP TIMWOOD CENTRE HYDRAULIC SERVICES	\$16,830.00
EFT1099	CIVIL & STRUCTURAL ENGINEERS	TIMWOOD CENTRE DOCUMENTATION	\$20,240.00
EFT1100	BELL FIRE EQUIPMENT	1.5KG ABE FIRE EXTUINGUISHER	\$247.50
EFT1101	BRISKLEEN SUPPLIES	CLEANING PRODUCTS	\$26.18
EFT1102	COURIER AUSTRALIA	FREIGHT CHARGES	\$420.34
EFT1103	SHANE COLLIE	REIMBURSEMENT OF EXPENSES	\$703.16
EFT1104	HOLCIM AUSTRALIA PTY LTD	SEALING AGG - BALINGUP ROAD	\$16,390.30
EFT1105	LANDGATE	GRV VALUATIONS G2009/12	\$292.79
EFT1106	D & J MILLER (DO YOUR BLOCK CONTRACTING)	MACHINERY AND LABOUR HIRE	\$264.00
EFT1107	GL HAPP PTY LTD	FUEL SUPPLIES	\$155.20
EFT1108	JASON SIGNMAKERS	STREET SIGNAGE	\$458.70
EFT1109	K & C HARPER	RECREATION CENTRE MAINTENANCE	\$104.50
EFT1110	MJ LINDSAY & CO	SPRAYING ROADSIDE	\$1,491.93
EFT1111	MALATESTA ROAD PAVING	BITUMEN PRODUCTS	\$61,566.40
EFT1112	METAL ARTWORK CREATIONS	SILVER BADGE	\$13.20
EFT1113	GREG MADER EARTHWORKS	MACHINERY HIRE	\$17,586.25
EFT1114	MERCURY FIRESAFETY PTY LTD	CHEMGUARD FOAM	\$231.56
EFT1115	NANNUP HANDY FOODS	FUELS AND REFRESHMENTS	\$189.03
EFT1116	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$3,016.90
EFT1117	NANNUP HOTEL MOTEL	REFRESHMENTS	\$86.00

SCHEDULE OF ACCOUNTS PAYABLE
SHIRE OF NANNUP
SUBMITTED TO COUNCILS JANUARY 2010 MEETING

Chq/EFT	Name	Description	Amount
EFT1118	PRESTIGE PRODUCTS	CLEANING PRODUCTS	\$380.60
EFT1119	SW PRECISION PRINT	STATIONERY SUPPLIES	\$437.00
EFT1120	ROD'S AUTO ELECTRICS	PLANT REPAIR	\$581.27
EFT1121	RICOH BUSINESS CENTRE	PHOTOCOPIER METER PLAN	\$1,229.41
EFT1122	SUNNY BRUSHWARE SUPPLIES	TRACTOR BROOMS	\$1,500.40
EFT1123	STEWART & HEATON CLOTHING CO. PTY LTD	SAFETY WEAR	\$230.82
EFT1124	WESTSIDE WINDSCREENS	REPLACEMENT WINDSCREEN	\$570.00
EFT1125	ZIPFORM PTY LTD	COMPUTER STATIONERY	\$1,056.00
EFT1126	AUSTRALIAN TAXATION OFFICE	DEC BAS	\$31,769.00
EFT1127	COATES HIRE	SUNDRY PLANT HIRE	\$2,049.03
EFT1129	CORPORATE EXPRESS	STATIONERY SUPPLIES	\$5.45
EFT1130	JASON SIGNSMAKERS	SIGNAGE	\$564.08
EFT1131	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$427.50
EFT1132	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$263.99
EFT1133	TOTAL EDEN WATERING SYSTEMS	VALVE CHECK SWING	\$232.62
EFT1134	TRADE HIRE	MACHINERY HIRE - TRENCHER	\$199.60
EFT1135	WALGA	MARKET FORCE ADVERTISING	\$176.52
EFT1136	WADIFARM CONSULTANCY SERVICES	CONSULTANCY FEES	\$1,430.00
EFT1137	JP REPAIRS	PUNCTURE REPAIR	\$18.00
EFT1138	DJEMBEMOVES	DRUMMING AND DANCE WORKSHOPS JANUARY 2010	\$350.00
EFT1139	COURIER AUSTRALIA	FREIGHT CHARGES	\$29.46
EFT1140	CUTTS ENGINEERING	REPAIRS TO LOG GRABS	\$490.00
EFT1141	CORPORATE EXPRESS	STATIONERY SUPPLIES	\$246.07
EFT1142	GREENWAY ENTERPRISES	ELEPHANT MULCH FORK	\$182.16
EFT1143	JASON SIGNSMAKERS	SIGNAGE	\$194.70
EFT1144	NANNUP NEWSAGENCY	POSTAGE AND STATIONERY DECEMBER 09	\$876.70
EFT1145	NANNUP TELECENTRE	LAMINATING LARGE POSTERS	\$23.00
EFT1146	WARREN BLACKWOOD WASTE	BIN PICKUPS DECEMBER 09	\$6,772.72
EFT1147	WORTHY CONTRACTING	MONTHLY CONTRACT NWF JAN 2010	\$9,463.33
TOTAL EFT PAYMENTS			\$372,089.37

17931	REPCO PTY LTD	SUNDRY SUPPLIES	\$67.43
17932	NATALIE HALL	BOND REFUND	\$160.00
17933	BUNNINGS- BUSSELTON	STEP LADDER	\$59.00
17934	WALGA	2009 ELECTORAL ADVERTISING	\$1,199.00
17935	SPOTLIGHT PTY LTD	SUNDRY SUPPLIES	\$53.80
17936	IRENE OSBORNE	PART PAYMENT - BIKE RACKS X 2	\$7,610.00
17937	NANNUP LAVENDER FARM	MORNING TEA	\$40.00
17938	BUNBURY PCYC	YAC ACTIVITY	\$85.00
17939	HAMISH ROBINSON	INSTALLATION AND UPKEEP OF STRATEGIC FIREBREAK	\$560.00
17940	NEAT N' TRIM UNIFORMS PTY LTD	UNIFORM PURCHASE	\$228.00
17941	NANNUP LIQUOR STORE	REFRESHMENTS	\$383.70
17942	PRECISION LASER SYSTEMS	LASER LEVEL	\$1,375.00
17943	SYNERGY	ELECTRICITY EXPENSES	\$3,429.36
17944	NORM HART SETTLEMENTS	RATES REFUND	\$322.52
17945	J E MCMAHON	RATES REFUND	\$141.90
17946	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$852.86
17947	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$416.19
17948	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	\$382.65
17949	NORWICH UNION SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$416.19
17950	COMMONWEALTH SUPER SELECT	SUPERANNUATION CONTRIBUTIONS	\$281.09
17951	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$453.60
17952	HOSTPLUS EXECUTIVE	SUPERANNUATION CONTRIBUTIONS	\$158.73
17953	SHIRE OF NANNUP	PAYROLL DEDUCTIONS	\$129.86
17954	REPCO PTY LTD	TOOLBOX	\$139.00
17955	SOUTH WEST DEVELOPMENT COMMISSION	REFUND OF CO LOCATION GRANT	\$62,700.00
17956	ROBERT REEKIE	HIRE OF DUNK TANK AUST DAY 2010	\$400.00
17957	BLACKWOOD CAFE - ARIHIA PTY LTD	CHRISTMAS PARTY CATERING	\$1,640.00
17958	KILLARNEY LAWNS PTY LTD	ROLL ON KIKUYU	\$5,000.00
17959	KARLENE NEWNHAM	CATERING	\$90.00
17960	NANNUP LIQUOR STORE	REFRESHMENTS	\$528.88
17961	PROTECTOR ALSAFE	SAFETY EQUIPMENT	\$814.00
17962	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	VEHICLE REGISTRATION	\$273.80
17963	NANNUP LAVENDER FARM	MORNING TEA AND ACTIVITY	\$49.00
17964	CHRIS WILLIAMSON	MISC EXPENSES	\$30.00
17965	SUZANNE HAY	LINE DANCING WORKSHOP	\$250.00
17966	SYNERGY	ELECTRICITY EXPENSES	\$3,559.55

**SCHEDULE OF ACCOUNTS PAYABLE
SHIRE OF NANNUP
SUBMITTED TO COUNCILS JANUARY 2010 MEETING**

Chq/EFT	Name	Description	Amount
17967	WATER CORPORATION	WATER USAGE AUG - DEC 09	\$5,327.65
17968	WORK CLOBBER	SAFETY WEAR	\$120.00
TOTAL CHEQUE PAYMENTS			\$99,727.76
99154	SG FLEET AUSTRALIA P/L	VEHICLE EXPENSES	\$637.29
99155	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 36	\$4,608.19
99156	BP AUSTRALIA	FUEL EXPENSES	\$17,599.17
99157	CALTEX AUSTRALIA	FUEL EXPENSES	\$751.89
99158	TELSTRA	TELEPHONE EXPENSES	\$1,072.46
99159	WESTNET	INTERNET EXPENSES	\$129.89
TOTAL DIRECT DEBITS			\$24,798.89

TRUST PAYMENTS

EFT1128	BUILDERS REGISTRATION BOARD OF WA	BRB LEVIES COLLECTED	\$379.50
22720	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	BUILDING & CONSTRUCTION LEVY	\$2,368.99
22721	SHIRE OF NANNUP	COMMISSION RECEIVED BRB	\$106.70
TOTAL EFT & CHEQUE PAYMENTS			\$2,855.19

TOTAL MUNICIPAL PAYMENTS: \$496,616.02

TOTAL TRUST PAYMENTS: \$2,855.19

TOTAL PAYMENTS FOR THE MONTHS OF JANUARY: \$499,471.21

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

8340 DEAN/BOULTER

That new business of an urgent nature be introduced to the meeting:

11.(a).1 Proposal for Child Care Centre

CARRIED 8/0

(a) OFFICERS

AGENDA NUMBER: 11.(a).1 SUBJECT: Proposal for Child Care Centre LOCATION/ADDRESS: Lot 248 Grange Road NAME OF APPLICANT: Nannup Occasional Child Care FILE REFERENCE: WLF 6 AUTHOR: Shane Collie – Chief Executive Officer DISCLOSURE OF INTEREST: DATE OF REPORT: 12 January 2010

Attachment: Business Plan – NOCCA/YMCA.

BACKGROUND:

Council resolved on 23 April 2009 as follows:

"That Council provide in principal support to Nannup Occasional Child Care that upon the expiration of the GEHA contract on 15th September 2010 that Lot 248 Grange Road be the preferred future location for Nannup Occasional Care for the purpose of providing occasional/day child care service in Nannup."

Subsequent to this decision the Nannup Occasional Child Care Association (NOCCA) have been liaising with the YMCA, a not for profit organisation to manage the facility in view of putting a formal proposal to Council. Such a proposal would also include the required upgrade works to the premises to ensure it meets the licensing requirements for a child care facility.

The purpose of the involvement of the YMCA is to provide the support and expertise that the current small volunteer committee are unable to provide.

The YMCA currently operates Early Learning Centres in Albany, Boyup Brook, Bridgetown, Bunbury and Manjimup. A business plan has been developed and is attached. Voluntary YMCA directors work in partnership with local staff to provide services to those communities.

The Nannup Early Learning Centre will be able to provide families the ability to access the Commonwealth Government fee reduction system and the centre will also meet the requirements for the sustainability allowance from the Department

Signed:

Dated: 25 February 2010

of Employment, Education and Workplace Relations which will supplement the centre's income.

The Nannup Early Learning Centre will be able to offer 19 child care places to families with children aged 1-5 years, with the prospect of an after school and vacation care program for children aged 5-12 years after 12 months. All profits from the Nannup Early Learning Centre will be returned to support the facility and community.

The Grange Road site will have a number of rooms available to accommodate an Integrated Service Delivery Model providing a holistic service to Nannup, one which can incorporate parent support programs and youth services.

This business plan is dependent upon the Shire of Nannup committing to the provision of the Grange Road building and renovation. Council has allocated funds over a number of years for the purpose of assisting with the development of an early childhood services building within the community which is more suitable than the present RSL premises currently being used.

This project has arisen over several years of community consultation, surveys and the Jill Powell Family and Children's Needs report. Within the Jill Powell report there is an option for child care provision within the Recreation Centre precinct however legislative and licensing requirements preclude this option.

COMMENT:

While the principle of converting the Grange Road duplex to a child care centre has previously been supported by Council, there remained a number of fundamental points that needed clarifying before proceeding. An information report was done in December 2009 alluding to these points which culminated with an informal meeting between NOCCA representatives and Council on Monday 25 January 2010.

It appeared to be the case that NOCCA/YMCA were unable to fully commit to the development of a proposal including the development of upgrade plans until there was surety from Council that it would support the development. Similarly Council is in a position where it wishes to sight the development plan and full proposal before making that commitment. Hence with some good will on either side this proposal can proceed which was the purpose of the recent meeting and the purpose of this agenda item.

The points discussed and confirmed as a result of the meeting held on Monday 25 January 2010 are as follows:

Maintenance/Operating Costs

These are the responsibility of the lessee as per any normal owner/tenant situation and have been agreed to by NOCCA/YMCA. The full ongoing running costs of the centre will be the responsibility of the YMCA and income will be derived from child care fees with a small amount of Commonwealth Government funding.

It was confirmed that YMCA/NOCCA meet any shortfall in income over expenditure if demand/attendance does not cover operating costs. Council has no financial exposure in this regard.

Reduction in Affordable Housing

One could argue that this proposal reduces the capacity of Council to provide affordable housing within the Shire of Nannup. Affordable housing is not core Council business and the land/buildings remain an asset of Council. The Grange Road building could be further developed or redeveloped at a later stage should a child care centre be constructed at another location or a commercial operator take over the provision of child care within the Shire of Nannup.

Finance (Rental Income Forgone)

The YMCA business plan indicates that peppercorn rental is charged to ensure viability of a child care service in Nannup. Currently the two Grange Road duplexes are rented at an average of \$130 per week each. With Council's user pays policy it is recommended that Council incorporates a lease fee of \$130 per week. This is within the budget that NOCCA currently pays to the RSL Club for day care at the RSL Hall and it is understood has been accepted by NOCCA/YMCA.

Council would effectively be forgoing \$130 per week (\$6,760 per annum) in rental income which would be seen as a contribution/subsidisation to procure a high standard childcare service for the district. Given the importance that is placed on the availability of a high standard childcare facility in terms of demographics, social and economic benefit, it is considered reasonable for Council to make this commitment. It is important in the context of Council's adoption of the Strategic and Organisational Review report in August 2009 that Council is aware and consciously acknowledges this commitment by virtue of a policy position as opposed to acknowledgement without knowing.

Current and Future Demand for Childcare Services

NOCCA representatives stated that placement numbers have increased from an initial one day per week (approximately 5 years ago) to 2 days to the current 3 days per week. The demand is sufficient that the service is looking at a 5 day per week service when reopening in February. There are presently 30 children on the enrolment list and the maximum licensed capacity is for 19.

These numbers are historical and represent a trend on which decisions can be made. It is considered these statistics are sufficient evidence of demand for the service even to the point where capacity may be exceeded by present numbers.

Capital Cost for Upgrade Works

Council has set aside reserve funds of approximately \$250,000 to meet the capital cost of improving childcare services in the district.

Status of Lot 248 Grange Road

It has been confirmed through the State Government Housing Authority that the premises (land and buildings) are considered as fully Council owned upon the expiration of the loan agreement in place in September 2010. The use of the premises for community purposes one would expect would be supported by the State Government in any event.

Use of Freehold Land

The use of freehold land for the purposes of the provision of childcare services is the preferred option for this matter. The use of either donated church land or Council reserve land is from a financial perspective a more attractive proposition as there is limited or no cost associated with acquiring the land for the designated purpose.

Given the time constraints on locating, developing and constructing (estimation 3 years), the preference is for the development of the Grange Road site. NOCCA/YMCA have indicated that the required alterations to the Grange Road site are not significant and could be undertaken in a much shorter time than developing from scratch.

Using the Grange Road site restricts Council's ability to buy/sell or retain Grange Road for affordable housing. The premises could be returned to this or another purpose if in the future a separate site is developed as childcare premises.

Lease

A suitable operating lease will need to be drawn up between Council and NOCCA/YMCA if the Grange Road site is developed as childcare premises.

RSL Hall

The current status of the RSL Hall has not been investigated where NOCCA presently operate from. The future status of these premises may be the subject of discussions at a later point in time. Council has no involvement with the operating or activities undertaken at the RSL Hall.

STATUTORY ENVIRONMENT: Nil.**POLICY IMPLICATIONS: Nil.****FINANCIAL IMPLICATIONS:**

Costs for the upgrade of the premises will be dependent upon the licensing requirements and quotation details obtained by NOCCA/YMCA. Council would have a maximum contribution limited by the reserve funds it has set aside for this purpose.

STRATEGIC IMPLICATIONS:

Council's draft Forward Plan 2010/11 contains in year 2011/12 an estimate of \$300,000 to undertake a capital upgrade of childcare premises. Given this recent information this is likely to be altered to a lesser amount, attributed directly to the Grange Road site, and brought forward to 2010/11.

RECOMMENDATIONS:

That Council:

1. Approve of the development of Lot 248 Grange Road duplex as a YMCA Early Learning Centre through NOCCA subject to normal Planning Approval and building license processes.
2. That Council utilise funds from the reserve account set aside for this purpose to undertake the capital upgrade required to convert Lot 248 Grange Road to childcare premises.
3. That YMCA/NOCCA be responsible for the development of the building plans for the conversion of Lot 248 Grange Road to childcare premises.
4. That Council develops a lease agreement with YMCA Early Learning Centre at a rental payment of \$130 per week for a five year term, indexed annually (lease agreement to be submitted for Council approval once drafted).

8341 CAMARRI/DEAN

1. That YMCA/NOCCA be responsible for the development of the building plans for the conversion of Lot 248 Grange Road to childcare premises.
2. That Council develops a lease agreement with YMCA Early Learning Centre at a rental payment of \$130 per week for a five year term, indexed

Signed:

Dated: 25 February 2010

annually (lease agreement to be submitted for Council approval once drafted).

CARRIED 7/1

Councillors voting for the motion: Boulter, Gilbert, Dunnet, Camarri, Dean, Mellema and Pinkerton.

Councillor voting against: Lorkiewicz.

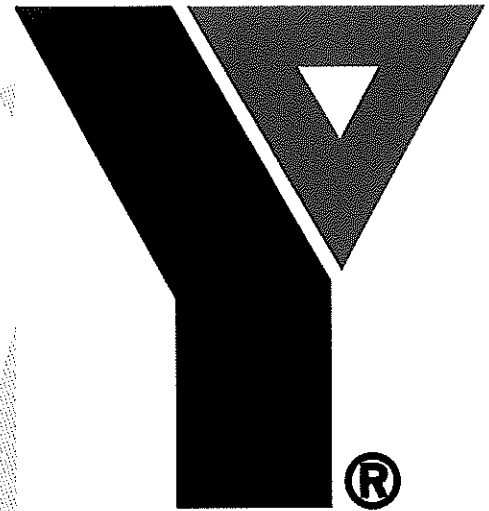
8342 DEAN/PINKERTON

That Council approve of the development of Lot 248 Grange Road duplex as a YMCA Early Learning Centre through NOCCA subject to normal Planning Approval and building license processes.

CARRIED 8/0

Signed:

Dated: 25 February 2010



YMCA

YMCA Perth

(Nannup Early Learning Centre)

BUSINESS PLAN
YMCA Nannup Early Learning Centre

Contents

BUSINESS PLAN GUIDE CONTENTS

1. Business Summary

- 1.1. Business Overview
- 1.2. Product or Service Features
- 1.3. Market Analysis
- 1.4. Marketing Strategy
- 1.5. Key Objectives and Financial Overview

2. Detailed Plan

- 2.1. Market Analysis
- 2.2. Competition
- 2.3. Service
- 2.4. Marketing Strategy
- 2.5. Service Production
- 2.6. S.W.O.T. Analysis
- 2.7. Business Structure
- 2.8. Management
- 2.9. Key Objectives
- 2.10. Financial Information
 - 2.10.1. Establishment Costs
 - 2.10.2. First Years Projected Profit & Loss (Budget)
 - 2.10.3. Source of Finance
- 2.11. Action Plan

3. Final Point

1 EXECUTIVE SUMMARY

1.1. Business Overview

The Nannup Occasional Childcare Association (NOCCA) is currently licensed for 19 children and operates Wednesday – Friday.

With the increasing demand for child care NOCCA would like to develop an Early Learning Centre operating Monday- Friday in Nannup.

The benefit of developing an Early Learning Centre in the town means parents can access Child Care Benefit (fee reduction) and employment remains in the town.

Developing the Nannup Early Learning Centre with the YMCA will provide the support and expertise that the current committee are unable to provide due to other commitments.

The development of the Nannup Early Learning Centre will ensure that in two years the town of Nannup will have a well established viable service to offer to families in the community this will be achieved by the strong support network and resources available through the YMCA.

Our Vision

Our vision is to enrich the Western Australian community. The commitment, passion and innovation of our people and our partners will enable the YMCA to provide programs and services that build strong, sustainable and engaged communities

Our Mission

The YMCA works from a base of Christian values, to provide opportunities for people to grow in body, mind and spirit.

Our Values

- **Honesty:** Integrity, trustworthiness and fairness,
- **Respect:** Acceptance, empathy, self respect and tolerance,
- **Responsibility:** Commitment, courage and service,
- **Caring:** Compassion, forgiveness and generosity.

The YMCA is Australia's largest Youth and Recreation Organisation, providing services in Australia since 1850. The YMCA in Australia is a not for profit organisation controlled by Voluntary Directors who work in partnership with local staff to provide services to their local community.

YMCA Early Learning Centres operate as not for profit community based centres. These centres operate in

- | | |
|-------------------|---|
| • Albany | – provides 38 child care places Mon-Fri |
| • Boyup Brook | – provides 14 child care places Mon – Wed |
| • Bridgetown | - provides 28 child care places Mon-Fri |
| • Bunbury | - provides 92 child care places Mon-Fri |
| • East Cannington | - provides 62 child care places Mon-Fri |
| • Falcon | - provides 92 child care places Mon-Fri |
| • Newman | - provides 120 child care place Mon - Fri |
| • Manjimup | - provides 38 child care places Mon-Fri |

Community based Early Learning Centres are an essential part of any community. It is the aim of the YMCA to deliver a meaningful service to families while continually developing our reputation as a viable quality child care choice.

Each individual centre reflects the needs of their community. The Director of each centre is given the tools and support to manage the operations of the centre in accordance with legislative requirements and YMCA Family and Children's Services Philosophy Policies and Procedures.

The YMCA Perth has developed a curriculum which focuses on the 'Holistic Approach to Early Childhood Development'. All YMCA Children's Services staff have a belief that all children are unique and develop and learn in their own way and that the programs offered should build on a child's needs, strengths and interests by allowing children choices.

Our philosophy works from a premise that all children are competent, capable and curious. All YMCA Children's Service Programs have a strong focus on parent education, training and support.

1.2. Service Features

Briefly the Nannup Early Learning Centre will be able to provide families the ability to access the Commonwealth Government fee reduction system. This is commonly referred to as Child Care Benefit (CCB).

The centre will also meet the requirements for sustainability allowance from the Department of Employment Education and Workplace Relations (DEEWR). This allowance will supplement the centres income.

1.3. Market Analysis

The target market is families requiring support and assistance with child care for work or respite reasons. Currently there is no child care service available in the town where families can access reduced fees. This is a disadvantage to all families currently in the community. Current child care facilities offering fee reduction are located in surrounding towns such as Bridgetown, Margaret River and Busselton.

It is expected that families will choose to use the Nannup Early Learning Centre rather than travel the 45 minutes to alternative choices.

1.4. Marketing Strategy

YMCA has a marketing strategy that is used across all centres. This strategy allows for individual centres to target areas of need.

It is expected that consultation will occur with other professionals in town i.e child health nurse, schools, playgroups and local business to establish a partnership and awareness of the centre within the town.

This may also include however not limited to brochures, information packs and open days.

1.5. Key Objectives and Financial Overview

It is expected that the centre will be able to operate at 53% for the first 12 months. This will mean the centre will make a small profit. The expectation of the centre is to break even while being able to put resources back into the centre.

The very basic equipment set up costs will be able to be covered by NOCCA and YMCA by applying for grants through lotterywest.

The centre cannot support the renovation costs at the Grange Road premises and seeks support from the Nannup Shire Council.

2. Detailed Plan

2.1. Market Analysis

The Shire of Nannup covers an area of 2,953 square km including Nannup, Donnelly River, Bidelia, Carlotta, Cundinup, Scott River, Lake Jasper, Darradup and Barrabup.

In general the population of 1210 with 18% aged 0-14 years is spread throughout the Shire district with about half of the population residing in the Nannup town site.

The Shire of Nannup is bounded by the Shires of Augusta-Margaret River to the west, Manjimup to the south-east, Bridgetown-Greenbushes to the north-east, Donnybrook-Balingup to the north and Busselton to the north-west.

Parents and Guardians of children within the Shire will be the main users of this service. Competitively no other child care service in the shire can offer Child Care Benefit (fee reduction) When considering the fees the latest Australian Bureau of Statistics information is considered.

YMCA has the ability to deliver a proven successful service type to Nannup ensuring best practice.

Information has been obtained from existing YMCA Early Learning Centres, Jill Powell family needs analysis and NOCCA staff and management committee.

2.2. Competition

Currently there are no competitors that can provide Child Care Benefit (CCB) within the town. Competitors are other child care services offered in other towns such as Family Day Care In-home Child Care and child care centres.

The YMCA will market the centre with access to Child Care Benefit (CCB) locally.

2.3. Service

The Nannup Early Learning Centre initially will be able to offer 19 child care places to families with children aged 0-5 years with the prospect of an after school and vacation care program for children aged 5-12 years after 12 months.

2.4. Marketing Strategy

Child care predominately is sold by word of mouth from the excellent child care provided to families. This requires training of staff in customer service and program development.

Resources currently available to other YMCA Early Learning Centres will be provided to the Nannup Early Learning Centre. The Director will be provided with the basic YMCA marketing training all Directors of the YMCA Early Learning Centres receive.

Prior to the centre opening an invitation will be given to all families currently using NOCCA and other interested community users to view the centre talk with the Director and complete the enrolment and orientation process.

2.5. Service Production

Fees are based on the Australian Bureau of Statistics information available and are set to suit each individual town.

Fees generated from child care places sold will pay for wages, and associated program costs.

2.6. SWOT Analysis:

Strengths	<ul style="list-style-type: none"> • Offer CCB (fee reduction) to families – <i>ensures affordability</i> • Offer a quality child care service to the town enhancing the ability for families to gain employment – <i>families may choose employment within the town</i> • Relief staff – <i>ability to access staff from other YMCA centres</i> • Access to resources throughout YMCA – <i>these resources include the registered training organisation, equipment, job opportunities</i> • Retention of staff • Ability to provide other services – <i>these include services such as Outside School Hours, family support programs.</i> • Access to up to date systems for processing • Strong support networks - <i>other centre staff and support staff</i> • Provide employment within the town –<i>equivalent to 3.5fulltime employees</i>
Weaknesses	<ul style="list-style-type: none"> • Costs incurred if no shire support with Renovation of Grange Rd –<i>seek alternatives and ensure options are viable.</i>
Opportunities	<ul style="list-style-type: none"> • Other services offered to families such as Outside Schools Hours Programs –<i>conduct needs analysis once centre is operating</i> • Family support services –<i>conduct needs analysis once centre is operating</i> • Professional development and networking with other services for staff employed –<i>developed from staff reviews</i>
Threats	<ul style="list-style-type: none"> • Families not utilising the service – <i>combat this threat by implementing the marketing strategy.</i>

2.7. Business Structure

YMCA Perth touches the lives of many in pursuit of its vision to enrich Western Australian communities. That vision focuses on community building through a broad range of services and programs.

First and Foremost, the Perth YMCA is a Not for Profit Association with Income Exempt Charity status and is also endorsed as a Deductible Gift Recipient. Today's YMCA offers the West Australian community a wide portfolio of activities, programs and services, having the largest and most diverse population reach of any not for profit community organization in Australia.

The range of services offered at the YMCA Perth include:

• Youth Services

YMCA Youth Services provide opportunities for all young people to grow, whatever their circumstances, through involvement in carefully and intentionally planned programs and services which build on their strengths and talents. This is done through programs such as Mobile Youth Services, Big brother Big sister programs, Youth Pathways, a YMCA managed skate park, Lynks Counselling services and a range of other Youth focused programs.

- Recreation

YMCA Perth helps build communities through providing health and wellbeing services which enable people to live physically and mentally healthier lives. YMCA does this through a range of recreation programs and through the management of 9 recreation facilities on behalf of local government.

- Training

The YMCA Perth is a Registered Training Organisation which enables all YMCA staff to access further training and professional development. Enhancing the skills of people in specific professional and industry sectors helps build strong Western Australian Communities. YMCA Perth focuses on building skills in professionals caring for children and in supporting a healthy physical lifestyle. YMCA does this through offering the following recognised qualifications and programs:

- Cert. III in Children's Services
- Cert. IV in Out of School Hours Care
- Diploma of Children's Services
- Cert. III in Fitness
- Cert. IV in Fitness
- Aqua Fitness Instruction
- Senior First Aid
- CPR
- WAFIC (Wellness and Fitness Industry Conference)
- First Click (Introductory Computer Training)
- Cert. IV in Training & Assessment
- Children's Services Professional Development

- Accommodation

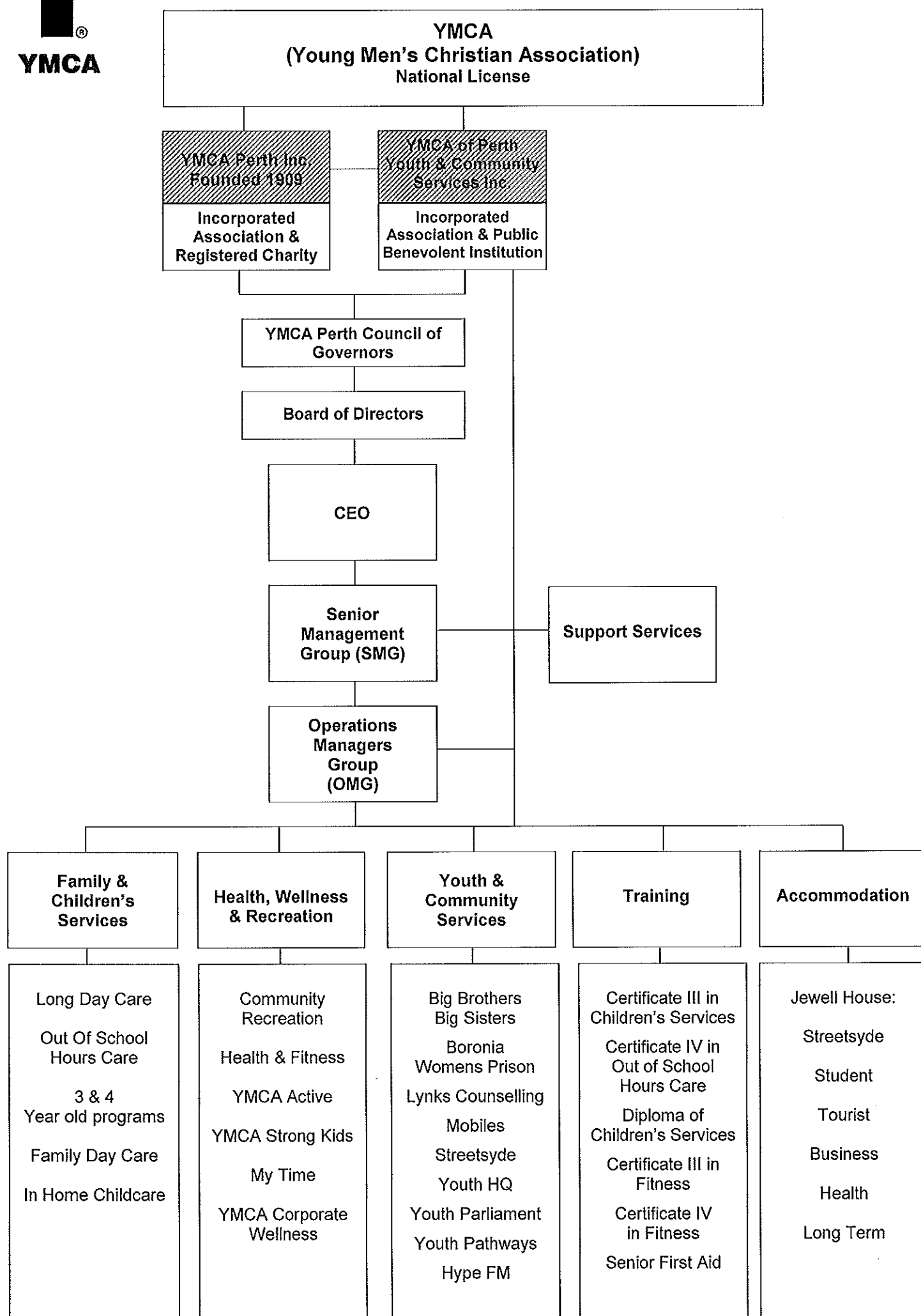
Jewell House provides accommodation to a broad range of guests who are seeking budget priced accommodation options. With more than 200 rooms on 11 floors, Jewell House is one of Perth's largest hostels, and provides a range of secure, affordably priced accommodation options.

- Family and Children's Services

The YMCA Perth currently operates 8 Early Learning Centres as well as 26 Outside School Hours Care services, a parent support program in the Albany region, a Family Day Care and In-home Child Care Service.



YMCA ORGANISATIONAL STRUCTURE



2.8. Management

The Nannup Early Learning Centre will be managed by the Family and Children's Services Department within the YMCA. The Department is managed by the Family and Children's Services Manager and Operations Manager with a qualified team of support staff. The Nannup Early Learning Centre will be a community based service with all profits returning to support the community.

All staff will be paid under the Child Care (Long Day Care) – WA Award 2005. Staff will be interviewed and provided with new employment contracts with the YMCA. All staff employed with the YMCA require a current Working With Children Check, National Police Clearance not less than 6 months old at the time of employment and a current senior first aid certificate if outlined in the position description from all staff.

2.9. Key Objectives

The centre will enhance the services already in the region by expanding on the best practice model being used by the YMCA

The centre will enable child care to be affordable in the community with the ability of the service to apply child care benefit currently not available with NOCCA

The provision of childcare in the community will allow many in the community to return to the local workforce and provide employment opportunities in the town.

The Grange Rd site will have a number of rooms available to accommodate an Integrated Service Delivery Model providing an holistic service to Nannup, one which can incorporate parent support programs and youth services.

2.10. Financial Information

2.10.1. Establishment Costs

The YMCA Perth has extensive experience in designing and building Early learning centres with recent services being built in partnership with BHP Billiton in the Pilbara Region. The YMCA has developed these Early Learning Centres for BHP and has spent the last 12 months in consultation with BHP Billiton and the local Community in the development of these centres. The BHP funded services were designed using best practice models and the construction of these sites were Project Managed by a team of YMCA staff. The YMCA Perth is able to use this knowledge to assist in the development and design of the Grange Rd building.

It is vital to the development of the centre that the Shire of Nannup commit to the provision of the Grange Road building and renovation. YMCA along with NOCCA will provide support to the Shire for licensing and Quality Assurance requirements.

The commitment from the Shire of Nannup to the development of Grange Rd and to charge peppercorn rent ensures viability of a child care service in the town.

2.10.2. First Years Projected Profit and Loss (Budget)

See attached budget

2.10.3. Source of Finance

The development of the Grange Road property to be the responsibility of the Shire of Nannup.

Ongoing running costs of the centre will be the responsibility of the YMCA and income will be derived from child care fees with a small amount of commonwealth government funding.

2.11. Action Plan

Seek Commitment from Shire to provide money for renovation	September/October 2009
Seek permission from the Shire to lease Grange Road	September/October 2009
Develop building plan with shire and NOCCA	October/November 2009
Building renovation	from September 2010
License, National Childcare Accreditation Council Registration and Child Care Benefit application submitted	September 2010
Recruitment process commences (New contracts)	October 2010
Lease documents prepared and signed off	TBA
Building cleaned and assessed	TBA
Purchase White goods and other equipment required	TBA 2010
Staff Training	TBA 2010
Opening	TBA 2010

3. Final Point

It is recommended that the Shire of Nannup grant approval for the development of Grange Road as a YMCA Early Learning Centre with the provision of other services being available depending on the demand by the community.

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

2007/08

- Assumptions
- Superannuation 9.0%
- Workers' Comp 1.6%
- Long Service leave 1.5%
- Annual Leave 6.0% opened 1 August

Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
22	22	22	20	22	18	19	20	22	19	22	20

Days open

Total Budgeted

Attendances

Places 0 to 2yrs - 12

Places 2 to 3yrs - 20

Places 3 to 5yrs - 30

Total Places

Total licensed places

Daily Rate \$56.00

0 to 5

Avg

Per day

Food costs

Places 0 to 2yrs

Places 2 to 3yrs

Places 3 to 5yrs

Average

Opening Hours

Monday to Friday

8.00am-5.30pm

2	2	2	2	2	2	2	2	2	3	3	3
3	3	3	3	3	3	3	4	4	4	4	4
5	5	5	5	5	5	5	7	7	8	8	8
10	10	10	10	10	10	10	13	13	15	15	15
19	19	19	19	19	19	19	19	19	19	19	19

\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00	\$ 280.00
56.00	56.00	56.00	56.00	56.00	56.00	56.00	56.00	56.00	56.00	56.00	56.00

\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30
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Monday Tuesday Wednesday Thursday Friday Total

9.5 9.5 9.5 9.5 9.5 47.5

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

Income	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Long day care	12,320	12,320	12,320	11,200	12,320	10,080	10,640	14,560	16,016	15,960	18,480	16,800	163,016
Sustainability	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	27,000
ASC	-	-	-	-	-	-	-	-	-	-	-	-	-
BSC	-	-	-	-	-	-	-	-	-	-	-	-	-
Vac Care	-	-	-	-	-	-	-	-	-	-	-	-	-
	12,320	14,570	14,570	13,450	14,570	12,330	12,890	16,810	18,266	18,210	20,730	19,050	190,016
Expenses													
Advertising	270	270	270	270	270	270	270	270	270	270	270	270	3,240
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Cleaning Contractor	60	60	60	60	60	60	60	60	60	60	60	60	720
Computer support	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricity & gas	375	375	375	375	375	375	375	375	375	375	375	375	4,500
Equipment purchases	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Food	66	66	66	60	66	54	57	78	86	86	99	90	873
Gardening/plants	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	64	64	64	64	64	64	64	64	64	64	64	64	768
Interest paid	-	-	-	-	-	-	-	-	-	-	-	-	-
License fees & expenses	275	275	275	275	275	275	275	275	275	275	275	275	3,300
Management Fee	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Membership Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Motor vehicle expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Nappy service	70	70	70	70	70	70	70	70	70	70	70	70	840
Printing & stationery	-	-	-	-	-	-	-	-	-	-	-	-	-
Rates & taxes	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Rent of property	80	80	80	80	80	80	80	80	80	80	80	80	960
Repairs & maintenance	13,808	13,808	13,808	12,553	13,808	11,298	11,925	12,553	13,808	11,925	13,808	12,553	155,657
Salary & wages	-	-	-	-	-	-	-	-	-	-	-	-	-
Security	20	20	20	20	20	20	20	20	20	20	20	20	240
Staff expenses	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Telephone	85	85	85	85	85	85	85	85	85	85	85	85	1,020
Training	20	20	20	20	20	20	20	20	20	20	20	20	240
Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms	-	-	-	-	-	-	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc OSHC expenses(ELC)	16,343	16,343	16,343	15,082	16,343	13,821	14,451	15,100	16,363	14,480	16,376	15,112	186,158
Net Surplus /(Deficit)	(4,023)	(1,773)	(1,773)	(1,632)	(1,773)	(1,491)	(1,561)	1,710	1,903	3,730	4,354	3,938	3,858
Total net surplus / (Deficits)	(4,023)	(1,773)	(1,773)	(1,632)	(1,773)	(1,491)	(1,561)	1,710	1,903	3,730	4,354	3,938	3,858

Calenderised

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

Income

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Days of month	22	22	22	22	20	22	18	19	20	22	19	22
Rate	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00	\$ 56.00
Attendance	10	10	10	10	10	10	10	10	13	13	15	15
	\$ 12,320	\$ 12,320	\$ 12,320	\$ 12,320	\$ 11,200	\$ 12,320	\$ 10,080	\$ 10,640	\$ 14,560	\$ 16,016	\$ 15,960	\$ 18,480
	\$ 16,800											

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

Expenses

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Advertising & marketing	270	270	270	270	270	270	270	270	270	270	270	270	3,240
Bank Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
Cleaning													
Cleaning Contractor	-	-	-	-	-	-	-	-	-	-	-	-	-
Cleaning Supplies	60	60	60	60	60	60	60	60	60	60	60	60	720
Total	60	60	60	60	60	60	60	60	60	60	60	60	720
Computer support	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Depreciation													
Buses		-	-	-	-	-	-	-	-	-	-	-	-
Building													
Equipment													
Total	-												
Electricity & gas	375	375	375	375	375	375	375	375	375	375	375	375	4,500
Equipment and Program purchases	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Food	66	66	66	60	66	54	57	78	86	86	99	90	873
Gardening/plants	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance													
Public	18	18	18	18	18	18	18	18	18	18	18	18	216
Revenue Protection	46	46	46	46	46	46	46	46	46	46	46	46	552
Vehicle		-	-	-	-	-	-	-	-	-	-	-	-
Building		-	-	-	-	-	-	-	-	-	-	-	-
Total	64	64	64	64	64	64	64	64	64	64	64	64	768
Interest													
Borrowing costs		-	-	-	-	-	-	-	-	-	-	-	-
Interest on bus purchase		-	-	-	-	-	-	-	-	-	-	-	-
Credit line		-	-	-	-	-	-	-	-	-	-	-	-
Interest on loan		-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

Expenses

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
License Fees & expenses	275	275	275	275	275	275	275	275	275	275	275	275	3,300
Membership Fees	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Motor vehicle expenses	-												
Fuel & Oil													-
Service													-
													-
Nappy service													-
Printing, postage & stationery	70	70	70	70	70	70	70	70	70	70	70	70	840
Rates & taxes	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent of property	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Repairs & maintenance	80	80	80	80	80	80	80	80	80	80	80	80	960
Salary & wages	13,808	13,808	13,808	12,553	13,808	11,298	11,925	12,553	13,808	11,925	13,808	12,553	155,657
Security	-	-	-	-	-	-	-	-	-	-	-	-	-
Staff expenses	20	20	20	20	20	20	20	20	20	20	20	20	240
Telephone													
Telephone Mobile	-	-	-	-	-	-	-	-	-	-	-	-	-
Landline	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Broadband	100	100	100	100	100	100	100	100	100	100	100	100	1,200
	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Training	85	85	85	85	85	85	85	85	85	85	85	85	1,020
Uniforms	20	20	20	20	20	20	20	20	20	20	20	20	240
Water	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	16,343	16,343	16,343	15,082	16,343	13,821	14,451	15,100	16,363	14,480	16,376	15,112	186,158

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

WAGES (Existing rates)

4.50

Permanent	Rate P/Hour	Hours P/Day	Pay Per Day	L/S leave Per Day	Super. Per Day	WC Per Day	Total Per Day
Director	24.84	4.5	111.78	1.68	10.06	1.79	125.31
Qualified	21.12	7.5	158.40	2.38	14.26	2.53	177.57
Qualified Room Head	21.12	6.0	126.72	1.90	11.40	2.03	142.05
Qualified Room Head	20.72		0.00	0.00	0.00	0.00	0.00
Qualified Room Head	20.54		0.00	0.00	0.00	0.00	0.00
Qualified Room Head	20.22		0.00	0.00	0.00	0.00	0.00
Assistant	17.28	7.5	129.60	1.94	11.66	2.07	145.28
Assistant	16.70	2.0	33.40	0.50	3.01	0.53	37.44
Assistant			0.00	0.00	0.00	0.00	0.00
Casual Assistant	10.30		0.00	0.00	0.00	0.00	0.00
Casual Assistant	17.72		0.00	0.00	0.00	0.00	0.00
Cleaner	15.21		0.00	0.00	0.00	0.00	0.00
Cook	15.73		0.00	0.00	0.00	0.00	0.00
Total		27.5	559.90	8.40	50.39	8.96	627.65

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

WAGES (Existing rates) 4.50

Hours per quarter
1787.5

Months	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Work Days	22	22	22	20	22	18	19	20	22	19	22	20	248
Wages	13,808	13,808	13,808	12,553	13,808	11,298	11,925	12,553	13,808	11,925	13,808	12,553	155,657

Food

Months	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Work days	22	22	22	20	22	18	19	20	22	19	22	20	248.00
Per child	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	
Attendance	10.00	10.00	10.00	10.00	10.00	10.00	10.00	13.00	13.00	15.00	15.00	15.00	
Total	66	66	66	60	66	54	57	78	86	86	99	90	873

YMCA Perth Early Childhood Education Centre- Nannup VARIABLES OSHC & Vacation Care

Budget July 07 to June 08

DAYS OF OPERATION PER MONTH

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
ASC - Normal	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacation Care - Normal	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacation Care - Transport Days	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacation Care - PFD	0	0	0	0	0	0	0	0	0	0	0	0	0
Pupil Free	0	0	0	0	0	0	0	0	0	0	0	0	0
Total days accounted for	0	0	0	0	0	0	0	0	0	0	0	0	0
Actual week days	0	0	0	0	0	0	0	0	0	0	0	0	0
Additional days permanents are entitled to be paid													
Public Holidays - Vac				0		0	0			0			0
Public Holidays - ASC				0					0	0		0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

Summary of After School Hours and Vacation Care

Calendarised Budget Jul 07 to Jun 08

INCOME	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
ASC	0	0	0	0	0	0	0	0	0	0	0	0	0
BSC	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacation Care	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Grant Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Rec Centre Cost recovery	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL INCOME	0	0	0	0	0	0	0	0	0	0	0	0	0

EXPENDITURE	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Bad Debts	0	0	0	0	0	0	0	0	0	0	0	0	0
Bank Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
Cleaning	0	0	0	0	0	0	0	0	0	0	0	0	0
Computer Maintenance	0												0
Consumables ASC	0												0
Consumables BSC	0												0
Consumables Management	0												0
Consumables Vacation Care	0												0
Craft Supplies	0												0
Depreciation	0												0
Grants	0												0
Insurance	0												0
Marketing	0												0
Motor Vehicle	0												0
Postage & Stationary	0												0
Printing	0												0
Prog Exp - Vacation Care	0												0
Rent	0												0
Repairs & Maintenance	0												0
Telephone	0												0
Training & Training	0												0
Transport - ASC	0												0
Transport - Vacation Care	0												0
Uniforms	0												0
Utilities	0												0
Wages	0												0
TOTAL EXPENDITURE	0	0	0	0	0	0	0	0	0	0	0	0	0

SURPLUS / (DEFICIT)	0	0	0	0	0	0	0	0	0	0	0	0	0
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YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

After School Hours Care

Budget calculations July 07 to June 08

ATTENDANCE - AVERAGE PER DAY

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
ASC	0	0	0	0	0	0	0	0	0	0	0	0
Vacation Care	0	0	0	15	0	15	15	15	0	15	0	0
Pupil Free Days	0	0	0	0	0	0	0	0	0	0	0	0

INCOME	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
ASC	0	0	0	0	0	0	0	0	0	0	0	0	0
BSC	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacation Care	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent Income													
Grant Income													
Rec Centre Cost recovery													
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

After School Hours Care

Budget calculations July 07 to June 08

WAGES

Extra Monday Staff	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Monday Staff	0	0	0	0	0	0	0	0	0	0	0	0	0

ASC	Current Rate P/Hour	Adjusted Rate	Hours P/Day	Pay Per Day	AL Per Day	Super. Per Day	WC Per Day	Total Per Day
Permanent Supervisor	0.00	19.16	0.0	0.00	0.00	0.00	0.00	0.00
Playleader 1		0.00	0.0	0.00	0.00	0.00	0.00	0.00
Playleader 2				0.00	0.00	0.00	0.00	0.00
Total				0.00	0.00	0.00	0.00	0.00

Casuals for full year	Rate P/Hour	Hours P/Day	Pay Per Day	Super. Per Day	WC Per Day	Total Per Day
Casual Playleader 1			0.00	0.00	0.00	0.00
Casual Playleader 2			0.00	0.00	0.00	0.00
Total			0.00	0.00	0.00	0.00

Casuals Monday Staff	Rate P/Hour	Hours P/Day	Pay Per Day	Super. Per Day	WC Per Day	Total Per Day
Casual Playleader 1			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
Total			0.00	0.00	0.00	0.00

ASC Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Wages	0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Leave & Loading	0	0	0	0	0	0	0	0	0	0	0	0	0
Superannuation	0	0	0	0	0	0	0	0	0	0	0	0	0
Workers Compensation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

After School Hours Care

Budget calculations July 07 to June 08

Vacation Care

	Rate P/Hour
Permanent Supervisor	0.00
Playleader 1	0.00
Playleader 2	
Total	

Adjusted Rate	Hours P/Day	Pay Per Day	AL Per Day	Super. Per Day	WC Per Day	Total Per Day
19.16	0.0	0.00	0.00	0.00	0.00	0.00
0.00	0.0	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00

	Rate P/Hour
Vac care casuals	
Casual Playleader 1	17.40
Casual Playleader 2	0.00
Casual Playleader 3	0.00
Casual Playleader 4	
Casual Playleader 5	
Total	

Hours P/Day	Pay Per Day	Super. Per Day	WC Per Day
0.0	0.00	0.00	0.00
0.0	0.00	0.00	0.00
0.0	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00

Vacation Care Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Wages	0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Leave & Loading	0	0	0	0	0	0	0	0	0	0	0	0	0
Superannuation	0	0	0	0	0	0	0	0	0	0	0	0	0
Workers Compensation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

Total Wages	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Wages	0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Leave & Loading	0	0	0	0	0	0	0	0	0	0	0	0	0
Superannuation	0	0	0	0	0	0	0	0	0	0	0	0	0
Workers Compensation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

YMCA Perth Early Childhood Education Centre- Nannup Budget for the year ending 30 June 2011

After School Hours Care

Budget calculations July 07 to June 08

General Expenditure

Transport Costs per Day	0.00
ASC	0.00
Vacation Care	0.00

Rent Costs per Day	
ASC	
Vacation Care	

Bad Debts	
% of Turnover	0.00%

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Bad Debts													0
Bank Charges													0
Cleaning													0
Computer Maintenance													0
Consumables ASC													0
Consumables BSC													0
Consumables Management													0
Consumables Vacation Care													0
Craft Supplies													0
Depreciation													0
Grant													0
Insurance													0
Marketing													0
Motor Vehicle													0
Postage & Stationary													0
Printing													0
Prog Exp - Vacation Care													0
Rent													0
ASC													0
Vacation Care													0
Rent Total													0
Repairs & Maintenance													0
Telephone													0
Training													0
Transport - ASC													0
Transport - Vacation Care													0
Uniforms													0
Utilities													0
Wages													0
TOTAL EXPENDITURE	0	0	0	0	0	0	0	0	0	0	0	0	0

YMCA Perth Early Childhood Education Centre- Nannup Budget for the year ending 30 June 2011

Before School Care

Budget calculations July 07 to June 08

ATTENDANCE

Average attendance per day	0
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	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Days BSC operates each month	0	0	0	0	0	0	0	0	0	0	0	0	0
Total BSC attendance per month	0	0	0	0	0	0	0	0	0	0	0	0	0

INCOME

BSC	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
	0	0	0	0	0	0	0	0	0	0	0	0	0

WAGES

BSC	Rate P/Hour	Adjusted Rate	Hours P/Day	Pay Per Day	AL Per Day	Super. Per Day	WC Per Day	Total Per Day
Permanent		19.16	0.0	0.00	0.00	0.00	0.00	0.00
Supervisor		0.00		0.00	0.00	0.00	0.00	0.00
Playleader 1				0.00	0.00	0.00	0.00	0.00
Total				0.00	0.00	0.00	0.00	0.00

Casuals	Rate P/Hour	Hours P/Day	Pay Per Day	Super. Per Day	WC Per Day	Total Per Day
Casual Play/leader 1			0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
Total			0.00	0.00	0.00	0.00

Total Wages	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Wages	0	0	0	0	0	0	0	0	0	0	0	0	0
Annual Leave & Loading	0	0	0	0	0	0	0	0	0	0	0	0	0
Superannuation	0	0	0	0	0	0	0	0	0	0	0	0	0
Workers Compensation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0

YMCA Perth Early Childhood Education Centre- Nannup

Budget for the year ending 30 June 2011

Before School Care

Budget calculations July 07 to June 08

General Expenditure

BSC Consumables	
Per child	0.00

Bad Debts	
% of Turnover	0%

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Bad Debts													0
Bank Charges													0
Cleaning													0
Computer Maintenance													0
Consumables ASC													0
Consumables BSC													0
Consumables Management													0
Consumables Vacation Care													0
Craft Supplies													0
Depreciation													0
Grants													0
Insurance													0
Marketing													0
Motor Vehicle													0
Postage & Stationary													0
Printing													0
Prog Exp - Vacation Care													0
Rent													0
Repairs & Maintenance													0
Telephone													0
Training & Travel													0
Transport - ASC													0
Transport - Vacation Care													0
Uniforms													0
Utilities													0
Wages													0
TOTAL EXPENDITURE	0	0	0	0	0	0	0	0	0	0	0	0	0

(b) ELECTED MEMBERS

Nil

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

Notice of Motion 1

MELLEMA/DEAN

"the Shire of Nannup commence an investigation for the provision of a "purpose-built" Community Resource Centre facility to house the Telecentre that will cater for their current and anticipated needs for the short to medium term in the future in addition to providing for future extensions for other community purposes.

As part of the investigation, Council will undertake the following:

- o Identification of possible suitable sites*
- o Independent preparation of a needs analysis*
- o Independent preparation of a feasibility study*
- o Preparation of concept plans and indicative costing*
- o Extensive community consultation to gauge the level of community support for a Community Resource Centre against other proposed major infrastructure projects (estimated costs of each project to be detailed and how each project is to be funded included in, the survey)*
- o If the Community Resource Centre attains the highest priority, a quantity surveyor's report on the proposed concept plans to be prepared*
- o Funding sources to be identified and finalised*
- o Tenders called for architects*
- o Tenders or quotes for project management"*

Officer Comment:

It is recommended that the Nannup Telecentre be contacted for comment prior to Council's consideration of the motion. If Council was to resolve to proceed as per the notice of motion an appropriate budget allocation would need to be made.

The motion to lie on the table pending input from the Telecentre Management Committee.

Notice of Motion 2

Signed:

Dated: 25 February 2010

(b) ELECTED MEMBERS

Nil

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

Notice of Motion 1

MELLEMA/DEAN

"the Shire of Nannup commence an investigation for the provision of a "purpose-built" Community Resource Centre facility to house the Telecentre that will cater for their current and anticipated needs for the short to medium term in the future in addition to providing for future extensions for other community purposes.

As part of the investigation, Council will undertake the following:

- o Identification of possible suitable sites*
- o Independent preparation of a needs analysis*
- o Independent preparation of a feasibility study*
- o Preparation of concept plans and indicative costing*
- o Extensive community consultation to gauge the level of community support for a Community Resource Centre against other proposed major infrastructure projects (estimated costs of each project to be detailed and how each project is to be funded included in, the survey)*
- o If the Community Resource Centre attains the highest priority, a quantity surveyor's report on the proposed concept plans to be prepared*
- o Funding sources to be identified and finalised*
- o Tenders called for architects*
- o Tenders or quotes for project management"*

Officer Comment:

It is recommended that the Nannup Telecentre be contacted for comment prior to Council's consideration of the motion. If Council was to resolve to proceed as per the notice of motion an appropriate budget allocation would need to be made.

The motion to lie on the table pending input from the Telecentre Management Committee.

Signed:

Dated: 25 February 2010

Notice of Motion 2**GILBERT/DEAN**

"That the Shire seek from the relevant funding bodies what prejudicial action will be undertaken against the Shire in any properly submitted funding application as a result of the termination of the TimeWood project."

LOST 0/8

Reasons: Whilst I do not believe that any prejudice will be applied to a properly documented application, the supporting comments of the CEO to agenda item 10.5 of the Council meeting of 26 November 2009 and the comments of Ms L Stokes to the electors meeting of December 2009 have created a contrary perception in part of the community. One way or another this perception should be corrected.

Officer Comment:

Initially as CEO I state that the comments made in agenda item 10.5 of the Council meeting of 26 November 2009 were general in nature, not definitive. I stand by those comments. Likewise Council's Community Development Officer stands by the comments made at the Elector's meeting.

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

Nil

14. CLOSURE OF MEETING

There being no further business to discuss the Shire President declared the meeting closed at 6.45pm.

Signed:

Dated: 25 February 2010
