



# Minutes

Council Meeting held Thursday 25 May 2017

**UNCONFIRMED**

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# Minutes

## **1. DECLARATION OF OPENING**

The Shire President declared the meeting open at 4.15pm

## **2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE/VISITORS**

### **ATTENDANCE:**

Shire President: Cr A Dean

Councillors: R Mellema, C Gilbert, R Longmore, N Steer, A Slater, C Stevenson and P Fraser

Peter Clarke – Chief Executive Officer  
Jon Jones – Manager Infrastructure  
Jane Buckland – Development Services Officer

### **APOLOGIES:**

Tracie Bishop – Manager Corporate Services

### **LEAVE OF ABSENCE:**

Nil

### **VISITORS:**

Cheryle Brown, Ian Gibb, Julie Kay and Kerry Firth

## **3. APPLICATION FOR LEAVE OF ABSENCE:**

Nil

## **4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.**

Nil

## **5. PUBLIC QUESTION TIME**

Nil

## **6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

## **7. DECLARATIONS OF INTEREST**

Nil



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

**17079 STEER/LONGMORE**

*That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in the Council Chambers on Thursday, 27 April 2017 be confirmed as a true and correct record.*

**CARRIED (8/0)**

**9. MINUTES OF COUNCIL & OTHER COMMITTEES**

**17080 MELLEMA/FRASER**

*That the Minutes of the WALGA South West Zone meeting held on Friday, 28 April 2017 be received.*

*That the Minutes of the Bush Fires Advisory Committee meeting held on Monday, 1 May 2017 be confirmed as a true and correct record and any recommendations contained therein be adopted.*

*That the Minutes of the Local Emergency Management Advisory Committee meeting held on Wednesday, 3 May 2017 and any recommendations contained therein be adopted.*

**CARRIED (8/0)**

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

<b>Date</b>	<b>Meeting</b>	<b>Councillor</b>
28 April	WALGA SW Zone Meeting	Dean
1 May	Bush Fires Advisory Committee	Mellema, Fraser
3 May	Local Emergency Management C'ttee	Dean, Longmore
11 May	Volunteer Week Sundowner	Fraser, Longmore, Stevenson
4 & 18 May	Budget Workshops	All Councillors
16 May	SW Emergency Management Alliance	Longmore
17 May	Blackwood Bio-Security Group	Fraser
17 May	NBN Presentation @ CRC	Longmore
23 May	Risk Management Advisory Meeting	Longmore, Steer

AGENDA NUMBER:	12.1
SUBJECT:	Nannup Visitor Service Contract
LOCATION/ADDRESS:	Warren Road and Forrest Street, Nannup
NAME OF APPLICANT:	Heather Walford, Jeanne Llewellyn and Linda Maher – Proprietors of “A Taste of Nannup”
FILE REFERENCE:	ASS 21
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 May 2017

**BACKGROUND:**

Mrs Heather Walford on behalf of the owners of “A Taste of Nannup” has written to Council requesting a review of the current contract and term for Visitor Servicing from their business premises.

Mrs Walford requests that Council gives consideration to a three (3) year Contract for Visitor Servicing to assist the owners in feeling confident in their ability to invest time and finances into the new Clock attraction and visitor service project. Mrs Walford advises that it is their plan to have the Nannup Visitor Service support and manage the Clock tourist attraction which they estimate to be an enormous boost to Nannup’s economic base.

Mrs Walford advises that as Council is aware, as they are also the owners of the building on 500 Forrest Street, and that they will be building at this location and are offering the Visitor Service space to be a more ‘stand-alone’ service for visitor needs and that of the Clock. Mrs Walford advises that in moving the service, although small, it will incur costs and the new building will require some fit-out and infrastructure to facilitate the new tourist attraction.

Mrs Walford advises that the owners look forward to working with Council on this fantastic and exciting project.

**COMMENT:**

Council has engaged the proprietors of “A Taste of Nannup” to provide Visitor Information Services from their premises in the 2015/2016 and 2016/2017 financial years at a cost of \$10,000 per annum. “A Taste of Nannup” had previously sought an increase in the 2017/2018 financial year for these services and this is currently being considered in the 2017/2018 Budget deliberations.

In relation to the request for an extension of the term of the Contract for a period of three (3) years, Council must be mindful that it is currently committed to the process with the Warren Blackwood Alliance of Councils for the proposed establishment of a Local Tourism Organisation (LTO) which could change the way in which tourism services are delivered in Nannup and the region.

As Council would be aware, the Warren Blackwood Alliance of Councils is currently in the process of establishing a Steering Committee to progress the development of an LTO for the region and a commitment to “A Taste of Nannup” for an additional three (3) years for the Visitor Information Services may have a financial impact upon the Shire of Nannup if it is also committed to the eventual outcomes in the establishment of the LTO.

The current agreement for the delivery of Visitor Information Services between the Shire of Nannup and “A Taste of Nannup” has worked well for both parties. The Shire of Nannup has secured a base for the regular delivery of these services and “A Taste of Nannup”, with the Shire’s support, has received funding for improvements to their premises in the supply of these services.

With the current uncertainty for the delivery of Tourist Information Services in future years, a medium to long term commitment to “A Taste of Nannup” may be considered premature.

**STATUTORY ENVIRONMENT:**

Nil.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

A financial commitment beyond the 2017/2018 financial year to “A Taste of Nannup” may see a duplication of Visitor Information Services, although this being dependent upon the eventual outcomes of the LTO structure.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2017-2027 – Our Economy - Strategy 2.2 Tourism/Recreation – Support the provision of a Visitor Centre Service and work with Warren Blackwood Alliance of Councils in the establishment of a Local Tourism Organisation or alternative structure in the delivery of Visitor Services

**RECOMMENDATION:**

**That Council congratulates the proprietors of “A Taste of Nannup” in securing the Wooden Clock as a means to promote and increase visitation to Nannup and that in respect to a “A Taste of Nannup” providing Visitor Information Services into the future, Council advises that it is committed to a further one (1) year agreement until 30 June 2018 for the services but advises the proprietors of “A Taste of Nannup” that at this stage it is reluctant to commit to an extension of the agreement until investigations have concluded into the establishment of a Local Tourism Organisation for the Warren Blackwood region.**

**VOTING REQUIREMENTS:** Simple Majority

**17081 LONGMORE/SLATER**

*That Council congratulates the proprietors of “A Taste of Nannup” in securing the Wooden Clock as a means to promote and increase visitation to Nannup and that in respect to a “A Taste of Nannup” providing Visitor Information Services into the future, Council advises that it is committed to a further one (1) year agreement until 30 June 2018 for the services but advises the proprietors of “A Taste of Nannup” that at this stage it is reluctant to commit to an extension of the agreement until investigations have concluded into the establishment of a Local Tourism Organisation for the Warren Blackwood region.*

**CARRIED (8/0)**

# **ECONOMIC & COMMUNITY DEVELOPMENT SERVICES**

AGENDA NUMBER:	12.2
SUBJECT:	Review of Disability Access and Inclusion Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	WLF 5
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	8 May 2017
ATTACHMENT:	12.2.1 Draft Disability Access and Inclusion Plan

## **BACKGROUND:**

The Disability Services Act 1993 requires Local Governments to develop and implement Disability Access and Inclusion Plans. Council adopted its revised Disability Access and Inclusion Plan at the November 2013 meeting.

## **COMMENT:**

The documentation has recently been reviewed by Council Officers, service providers and community representatives. The subsequent review process has resulted in the development of the attached Disability Access and Inclusion Plan which will assist forward planning for the period 2017 – 2020.

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

## **STATUTORY ENVIRONMENT:**

Disability Services Act 1993.

## **POLICY IMPLICATIONS:**

Nil

## **FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2017 – 2027:

6.2 *Our Council Leadership: To do what is right for the people-for betterment of the majority of community*

**RECOMMENDATION:**

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

**VOTING REQUIREMENTS:** Simple Majority

**17082 STEVENSON/MELLEMA**

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

**CARRIED (8/0)**

# **FINANCE & ADMINISTRATION**

AGENDA NUMBER:	12.3
SUBJECT:	Workforce Plan 2017 / 2027
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29C
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 May 2017
ATTACHMENTS:	12.3.1 Workforce Management Plan 2017 - 2027

## **BACKGROUND:**

Local Governments face increasing and diverse challenges in providing local services and facilities for their communities. To meet these challenges, local governments need to have staff with appropriate knowledge skills and expertise. This perceived skills shortage in the local government sector has highlighted the need for concerted Workforce Planning processes.

*“A continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future.”*

(Australian National Audit Office (ANAO) 2004)

The above definition highlights the key elements of Workforce Planning.

Workforce Planning:

- is continuous, not a one-off activity;
- is a process, not a static action or set of actions;
- is about shaping the workforce with a clearly identified purpose and to bring about particular changes;
- has its purpose linked with organisational objectives; and
- applies not just to the current workforce but anticipates future workforce requirements.

The benefits of Workforce Planning are many and include:

- The ability for a local government to respond more quickly and strategically to change by recognising emerging challenges;
- Improving efficiencies, effectiveness and productivity as a result of having employees with the right knowledge and skills and who are a good fit for the position;

- Assisting with identifying and managing people with the knowledge critical for efficient and effective business operations and managing corporate memory; and
- Strengthening the local government industry through stronger career pathways and staff development.

**COMMENT:**

The Shire of Nannup's Workforce Plan 2017/2017 (*WP*) identifies the human resources and skills required to deliver the community's priorities over the next ten years.

In essence, the *WP* maximises the capacity of this organisation's workforce and its ability to respond to challenges through strategic planning.

Local Government engages both office based and outdoor staff. A high level of technical training is required in some roles (such as town planning and corporate services), whilst government legislation and standard organisational knowledge are important to most positions. Customer service is a significant element to all roles, with most staff viewing the role as a service to the community.

In 2017, Council's permanent workforce consists of up to 25 individual employees or 23.83 full time equivalent (FTEs) staff. This represents around 4% of the total workforce population of 620 people in the Shire of Nannup based on current statistical data available. The organisation is one of the largest single employers in the Shire.

The key workforce challenges and trends facing the Shire of Nannup in the next 10 years include:

- Ageing workforce;
- Increased responsibilities and services to be provided;
- Possibility of a decreased number of new people entering into the market;
- Increased competition for specialist skills;
- Increased importance on staff retention and satisfaction;
- Increased importance on attracting staff and resources from alternate sources;
- Achieving financial sustainability;
- Increasing demand for more flexible work arrangements;
- Workforce will be increasingly highly skilled and specialist information is confined to key individuals; and
- Technology to take a greater role in service delivery.

This proposed current plan is a continuation and a progression of the original Workforce Plan adopted by Council in 2013. It is similar in nature to the original with further emphasis on the need to look at what this local government can offer to both current and prospective employees that will enable this sector to be seen as an attractive alternative career pathway. These incentives will most likely be in the form of longevity and security within positions, looking at flexible working arrangements to better suit the work/play balance and through the usage of salary sacrificing options



to offset the pay gap between local government wages and those of the private sector.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

Delegation 44 - Staff - Conferences, Seminars & Training Courses  
ADM 6 - Conference Attendance and Training – Elected Members, Senior Management and Employees  
PSN 1 – Superannuation  
PSN 2 – Service Pay  
PSN 3 – Study Leave

**FINANCIAL IMPLICATIONS:**

Annual contributions included within the Annual budget to cover staff costs and training opportunities identified within the Workforce Plan.

**STRATEGIC IMPLICATIONS:**

The Workforce Plan sets out Council's strategic approach to the management of its human resource assets over the next ten years.

**RECOMMENDATION:**

That Council adopts the Shire of Nannup's Workforce Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.

**VOTING REQUIREMENTS:** Simple Majority.

**17083 LONGMORE/SLATER**

*That Council adopts the Shire of Nannup's Workforce Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.*

**CARRIED (8/0)**

AGENDA NUMBER:	12.4
SUBJECT:	Asset Management Plan 2017 / 2027
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 May 2017
ATTACHMENTS:	12.4.1 Asset Management Plan 2017 - 2027

### **BACKGROUND:**

The effective management of local government assets is crucial to the sustainable delivery of services to meet the current and future needs of the community. Local governments are typically asset rich and income poor, managing a large stock of long lived assets. Asset management planning is therefore essential to ensure that the assets are maintained and replaced at appropriate intervals to ensure continuity of services in line with community expectations.

As a result of the August 2011 amendment to the Local Government Act 1995, the Act now incorporates a statutory requirement for local government in Western Australia to produce a set of strategic planning documents through an integrated planning process. As part of this process there is a requirement to complete four yearly reviews of each component of the integrated planning process. The following report addresses the revision process for Council's Asset Management Plan.

### **COMMENT:**

The Asset Management Plan 2017/2027 (*AMP*) is a review of the original plan adopted by Council in June 2013. In line with the integrated planning framework the original document has been expanded to now encompass all asset classes.

The key challenges and trends facing the Shire of Nannup within the next 10 years in relation to the *AMP* are largely financial in character and include:

- An annual investment of \$97,800 is required from the Annual Budget to maintain building infrastructure at a serviceable level.
- An annual investment of \$191,740 is from the Annual Budget to maintain plant and equipment at a serviceable level.
- An annual investment of \$26,192 is required with from the Annual Budget to maintain office equipment at a serviceable level.
- Figures used in the points above as annual investments required per class of assets have been calculated using present value of the Australian Dollar and will need revision in coming years based on the future value of the dollar.

- Investment in Council's infrastructure assets consisting of roads, drainage and footpaths will be secured by way of external funding with any deficit between funding received and investment required being made up by rate revenue determined each financial year.

Finally, acknowledgement is made that as the asset base grows this may also see an increase in the investment level needed to maintain all assets at a serviceable level. This will continue to be monitored and adjusted as and when required.

Based on the research and findings of the Asset Management Plan, the following priority task is required to ensure that the organisation's assets are maintained and meet the expectations of our community:

- The assurance that Council continue to maintain the road network to a competent level with regular maintenance works carried out. This will ensure that the condition will not materially depreciate in the near future.

Overall, after the analysis and research into this plan had been completed the findings at this point in time are that our assets are in good working condition, and do not require major funding in any one area to achieve a service level that matches user expectations.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

ADM 17 – Asset Management Policy.

**FINANCIAL IMPLICATIONS:**

Annual contributions included within the Annual budget to the Office Replacement Reserve, the Plant Reserve and the Asset Management Reserve.

**STRATEGIC IMPLICATIONS:**

The Asset Management Plan sets out Council's strategic approach to the management of its assets, including the need to fund an asset investment profile over the next ten years.

**RECOMMENDATION:**

That Council adopts the Shire of Nannup's Asset Management Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.

**VOTING REQUIREMENTS:** Simple Majority.

**17084 GILBERT/STEER**

***That Council adopts the Shire of Nannup's Asset Management Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.***

***CARRIED (8/0)***

AGENDA NUMBER:	12.5
SUBJECT:	Budget Monitoring – April 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Prime – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	17 May 2017
ATTACHMENT:	12.5.1 Financial Statements for the period ending 30 April 2017

**BACKGROUND:**

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$30,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.5.1.

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

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

**COMMENT:**

Please refer to the attachment, Financial Statements for period ending 30 April 2017 for a detailed analysis of our end of year position, as found in Note 2.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

The attached Financial Statements detail projected financial outcomes for 2016/17.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

That the Monthly Financial Statements for the period ending 30 April 2017 be received.

**VOTING REQUIREMENTS:** Simple Majority.

**17085 STEVENSON/SLATER**

***That the Monthly Financial Statements for the period ending 30 April 2017 be received.***

***CARRIED (8/0)***

AGENDA NUMBER:	12.6
SUBJECT:	Monthly Accounts for Payment - April 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	17 May 2017
ATTACHMENT:	12.6.1 Accounts for Payment – April 2017

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 April 2017 to 30 April 2017 as detailed hereunder and noted on the attached schedule, are submitted to Council.

**COMMENT:**

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

There is currently one corporate credit card in use. A breakdown of this expenditure in the monthly financial report is required to comply with financial regulations. This breakdown is included within the attachments.

**Municipal Account**

Accounts paid by EFT	9294 – 9372	225,892.82
Accounts paid by cheque	20158 – 20170	18,226.37
Accounts paid by Direct Debit	DD9828.1 – DD9831.6	17,073.80

Sub Total Municipal Account	<hr/>	\$261,192.99
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**Trust Account**

Accounts paid by EFT	0.00
Accounts Paid by cheque	0.00

SubTotal Trust Account	<hr/>	\$50.00
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<b>Total Payments</b>	<hr/>	<b>\$261,192.99</b>
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**STATUTORY ENVIRONMENT:**

LG (Financial Management) Regulation 13

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$261,192.99 1 April 2017 to 30 April 2017 in the attached schedule be endorsed.

**17086 MELLEMA/FRASER**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$261,192.99 1 April 2017 to 30 April 2017 in the attached schedule be endorsed.***

**CARRIED (8/0)**



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

**13.1 OFFICERS**

Nil

**13.2 ELECTED MEMBERS**

Nil

**14. MEETING CLOSED TO THE PUBLIC**

(Confidential Items)

**14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

Nil

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

Nil

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

Nil

**17. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 4.41pm.



# Minutes

Special Council Meeting held Thursday 15 June 2017

## **CONFIRMATION OF MINUTES**

These minutes comprising pages 1 – 23 were confirmed by  
Council on 22 June 2017 as a true and accurate record.

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**Tony Dean**

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# Minutes

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at 4:00pm

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

**ATTENDANCE:**

Shire President: Cr A Dean

Deputy Shire President: Cr R Mellema

Councillors: C Gilbert, N Steer, A Slater, C Stevenson and P Fraser

Peter Clarke – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

Jon Jones – Manager Infrastructure

Robin Prime – Corporate Services Officer

**VISITORS:**

Nil

**3. APOLOGIES:**

Nil

**4. LEAVE OF ABSENCE:**

Cr Longmore was granted Leave of Absence from this meeting at the March 2017 Ordinary Council Meeting

**5. PUBLIC QUESTION TIME:**

Nil

**6. DECLARATIONS OF INTEREST**

Nil

## **SUSPENSION OF STANDING ORDERS**

### **17087 STEVENSON/SLATER**

***That Council Suspends Standing Orders to allow presentation and discussion on the Draft 2017/2018 Budget.***

**CARRIED (7/0)**

Mr Jones, Manager Infrastructure entered the meeting at 4.12pm.

## **RESUMPTION OF STANDING ORDERS**

### **17088 SLATER/STEER**

***That Council Resumes Standing Orders.***

**CARRIED (7/0)**

## **DRAFT 2017/2018 BUDGET PRESENTATION**

The Shire President requested the Manager Corporate Services to present an overview of the Draft 2017/2018 Budget.

The Manager Corporate Services presented to Council the processes that had been undertaken by staff in the preparation of the Draft document and also the considerable input of Council via a number of Workshops leading up to this stage.

The Manager Corporate Services indicated that Council and staff particularly focussed on the following significant components when considering the Budget:-

- Plant Replacement Program
- Capital Inclusions
- Waste Management; and
- Reserve Contributions

Ms Bishop presented graphs detailing expenditure and income for the 2017/2018 financial year on the main areas of Councils operations and the percentages applied to these particular areas.

In respect to Rate Modelling, Ms Bishop provided Council with Model 2 that was the preferred Model arising from the series of Workshops indicating a 5.96% rate increase to meet a rate yield of \$1.6M to ensure a Balanced Budget was achieved. Ms Bishop then provided Council with a revised Rate Model which indicated a 4.78% rate increase advising that this had been achieved following a meeting with Council's Insurers, Local Government Insurance Services (LGIS) on Wednesday, 14 June.

LGIS had indicated that a significant reduction on Council's premiums for 2017/2018 had been achieved together with expected additional expenditure that had been applied in the Draft Budget for Cyber Crime/Attack and Bridge insurance cover. This resulted in savings in the Draft Budget of some \$17.8K. These reductions had allowed the re-modelling to achieve the 4.78% increase and still providing for the same program that Council had endorsed at its Workshops.

The Shire President and Councillors agreed that was a good outcome for ratepayers, particularly when the State Government through its decision to abolish concessional vehicle Licence Fees and Stamp Duty on new vehicle purchases for Local Governments, which had resulted in an immediate increase of 2% on Council Rates. To achieve only an additional 2.78% increase and still undertake planned programs should be acceptable to the ratepayers of the district.

The Shire President advised Councillors that the release of the new data on the Department of Local Governments MyCouncil website had provided the Shire of Nannup with a Financial Health Indicator (FHI) score of 70, which indicated that the Shire was in a sound financial position. The Shire President advised that the MyCouncil website reported that the Regional Local Government average score was 55 and this was further evidence that Council is managing its finances in a responsible manner.

The Shire President advised that this Special Meeting of Council was the final meeting to consider the 2017/2018 Draft Budget before it was presented to Council at its 22 June 2017 Ordinary Meeting for final adoption. The series of recommendations proposed by the Officers would be considered at this meeting with the intent of them being fully adopted on 22 June 2017 to allow Councillors a further week of consideration.

The Shire President thanked Ms Bishop for her comprehensive report and the work undertaken by Councillors and staff to reach this position.

AGENDA NUMBER:	6.1
SUBJECT:	Rate in the Dollar 2017/18
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	07 June 2017
ATTACHMENTS:	6.1.1 - Chart Showing Rate Increases – All Properties 6.1.2 - Chart Showing Rate Increases – UV Properties 6.1.3 - Chart Showing Rate Increases – GRV Properties

## **BACKGROUND:**

Section 6.32 of the Local Government Act 1995 requires that:

*When adopting the annual budget, a local government —*

- (a) in order to make up the budget deficiency, is to impose a general rate on rateable land within its district, which rate may be imposed either —*
  - (i) uniformly; or*
  - (ii) differentially;*
- (b) may impose on rateable land within its district —*
  - (i) a specified area rate; or*
  - (ii) a minimum payment; and*
- (c) may impose a service charge on land within its district.*

A minimum rate can only be imposed in conjunction with a general rate and if the minimum rate is more than \$200 it cannot be imposed on more than 50% of rated properties. This limit applies separately to those properties classed as Gross Rental Value (GRV) or Unimproved Value (UV).

The draft budget is included elsewhere on today's agenda. The proposed budget requires a sum of \$1,599,799 to be raised from rates, giving an average increase of 5.96%. If Council changes the total required yield from rates as a result of the adoption of the 2017/18 budget, then the recommendation in this report will need to be amended in line with that resolution.

**COMMENT:**

Council's rating model for 2016/17 was:

	Rate in the Dollar	Minimum Rate	Yield	Minimums
GRV	0.078950	\$820	\$771,280	42.46%
UV	0.004480	\$1,050	\$738,474	49.88%
			\$1,509,754	

**Principles for Rate Modelling**

The rating methodology to be followed is set out in Council resolution 8946 from the meeting of 18 April 2013.

This states:

*In preparing rate models for Council consideration officers should:*

- 1. adopt the principle that future rate increases should be at or above CPI and more closely linked to the LGCI (Local Government Cost Index) given that the latter has more relevance to local governments' costs; and*
- 2. the current balance of payment between UV and GRV properties be maintained; and*
- 3. the rate in the dollar for UV and GRV properties be adjusted up or down, as the case may be, to compensate for general increases or reductions in rateable values for each class of property before applying new rate models.*

**Revaluation**

**Unimproved Valuations (UV):**

UV Valuations are adjusted annually to reflect what the current market price of land within the local government. In making these valuations different trends are analysed to arrive at the final valuation figure for a locality. According to Mr John Benson the local Landgate Valuer for this land type these trends vary from soil type, land usage and market value.

For the upcoming 2017/18 financial year this annual assessment is that overall land values within the shire have risen by 6.71% overall. However once analysis of the actual data was completed it became obvious that this rate increase is varied over the shire with 20% of UV properties at the outer range of the bell curve facing rate increases over 10% upwards to 20%. From a gross valuation standpoint, values within the UV class have risen by \$10,025,149 to new valuation of \$158,368,360.



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All UV Valuations	
UV Valuations 2016/17	\$ 148,413,560
UV Valuations 2017/18	\$ 158,368,360
Percentage Change	6.71%

The yield obtained from UV properties last year was \$738,474. To achieve the same yield based on current valuations this year we would need to decrease rates by (6.25%).

### Gross Rental Valuations (GRV):

GRV valuations are only completed within the Shire of Nannup on a three yearly basis. For the upcoming 2017/18 year this means that there is no increase shown as land values within this class were last valued within the 16/17 financial year. However due to fluctuations within property values which result in interims being raised there has been a slight decrease in the valuations of this class. The yield obtained from GRV properties last year was \$771,279. To achieve the same yield based on current valuations this year an increase in the rate in the dollar rates by 0.70% is required.

Yield 2016/17 = \$1,509,753			
		Adopted	
	\$	Rate in \$	Minimums
<b>GRV</b>	\$ 771,279	\$ 0.07895	\$ 820.00
<b>UV</b>	\$ 738,474	\$ 0.00448	\$ 1,050.00
Revision based on Valuation changes to achieve same yield			
		Adopted	
	\$	Rate in \$	Minimums
<b>GRV</b>	\$ 771,279	\$ 0.07950	\$ 820.00
<b>UV</b>	\$ 738,474	\$ 0.00420	\$ 1,050.00

### Workshop Outcomes

During workshops completed this year, three models were submitted for Councillor consideration. After looking at the merits of each of these models the following was considered by Council to demonstrate the most equitable to the majority of land owners while also addressing Council's rating methodology above.

Model	GRV	UV	GRV	UV	GRV	UV
	<0%		Up to 5%		10% +	
<b>Model 1</b>	0%	12.83%	57.84%	83.38%	0.14%	6.89%
<b>Model 2</b>	0.14%	17.58%	99.87%	87.89%	0.28%	3.80%
<b>Model 3</b>	0.14%	17.34%	54.79%	87.41%	43.55%	4.04%

Based on the three models the second model was considered to be the 'best fit' in terms of the overall rate increase. In this model adjustment is first made to adjust for rating fluctuations and then the same dollar value increase applied to the two rate classes.

The following observations are made in regards to the preferred model:

1. For the UV class of ratepayers 4% would be facing rate increases above 10% and for GRV 0.28% facing an increase of above 10%;
2. Minimum ratepayers in both classes will have increases of between 0 - 6% based on achieving the 50% quota allowed for minimum rate charges. This equates to increases of \$48 per assessment for GRV and \$8 for UV
3. The percentage of ratepayers in GRV with rate increases below 5% is 99.87%, for UV the percentage is 87.89%.

The reality is that between Model 1 and 2 the difference in rates raised per property as a percentage is small. This is as a result of past years in which Council has worked towards getting the yield from each category to be of similar value. While both models are similar the difference between the two is chiefly the fact that within Model 2 there are fewer property owners facing increases above \$300 per assessment (23 in Model 2, 26 in Model 1).

Inevitably there will always be properties that sustain higher property value increases than those projected from overall budgetary increases. For unimproved properties this will be felt this year. While as a class, the increase to this category in valuations was 6.71%, the reality is that dependent on the Model, there are between 14 - 20 properties which would have increases to their rateable values of between 10% - 20%. Unfortunately there is little Council can do to cushion these increases other than initially adjust the rate in the dollar down to reach a point where the same yield in the previous year is obtained using the new valuations.

As a result of this, it may appear the GRV property owners are then negatively impacted. There is no arguing with this other than to say that the reverse was achieved in the previous year. In 2016/17 195 GRV non minimum rated properties, or 47% had rate increase of less than 0% with overall 50% having increases of less than

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3%. In contrast 0.03% of UV rate payers had increase under 0% and 20% had increases under 3%. The majority of UV ratepayers had rate increases of 5% and above.

Based on the summary above the following proposed model is put forward for adoption.

Model 2 - Equal Increase in Dollar per class							
	<b>Budget Increase</b>			<b>5.96%</b>		%	
						Increase	Previous Yr
<b>Rate in Dollar</b>	2017/18	GRV	0.083600			5.89%	0.7895%
		UV	0.004284			-4.38%	0.004480%
<b>Minimum Rate</b>	2017/18	GRV	870	42.05%	OK	5.85%	\$ 820.00
		UV	1058	49.88%	OK	0.76%	\$ 1,050.00
<b>Target Yield</b>	1,599,799						1,509,753
<b>Actual Yield GRV</b>	820,440						771,279
<b>Actual Yield UV</b>	780,994						738,474
<b>Actual Yield</b>	1,601,434						

The impact of these proposals on rate bills has been modelled and is shown graphically in Attachments 1-3.

### **Waste Avoidance and Resource Recovery Act**

2014/15 saw the introduction of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) as a way of recouping costs associated with running our Waste Management Facility. This has been well accepted by the community at large and officer recommendation is for this to continue.

It is proposed that for the 2017/18 year the WARR Act levy imposed should be \$64 per applicable assessment. This will see the burden imposed on rates income as a result of expenses relating to waste management reduced. Officer recommendation is that this levy be increased by 20% annually until such time as full recovery is achieved.

For all waste management users who do not reside within the Shire of Nannup the option to purchase an out of town Waste Management Pass applies for their domestic waste disposal.

## **Conclusion**

It is noted that the increase in rates each year is a burden felt by the whole community however as costs increase it is inevitable that the Rate in the Dollar must also rise. Council needs to show that wherever possible it is taking steps to be sustainable.

The following observations are noted as impacting on the rate requirement this year:

- An additional impost as a result of State Government no longer allowing local and federal governments to have an exemption for motor vehicle stamp duty and licensing fees. The impact of this to a Council the size of Nannup is an approximate 2% rate increase.
- Utility increases introduced within the State budget have been noted as including a 7% increase in electricity expenses. For local governments this not only increases overall administration and running costs but also is impacted heavily with street lighting provision.
- To combat this increasing electricity expenditure, Council has decided to install solar panels to the administration building. While this will impact on the overall rate requirement in the short term, it is anticipated that by moving towards better energy efficiencies this will impact on future budgets in a positive manner.

**STATUTORY ENVIRONMENT:** Local Government Act 1995 Section 6.32.

**POLICY IMPLICATIONS:** Nil.

## **FINANCIAL IMPLICATIONS:**

The resolution on the rate in the dollar is required to fund the 2017/18 budget.

**STRATEGIC IMPLICATIONS:** Nil.

## **NOTE:**

No recommendation provided as included in Item 6.2

AGENDA NUMBER:	6.2
SUBJECT:	Draft Budget 2017/18
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	7 June 2017
ATTACHMENTS:	6.2.1 – Draft Budget Statements 2017/18 6.2.2 – Budgeted Reserves 6.2.3 – Budgetary Considerations 2017/18 6.2.4 – Fees & Charges 2017/18

**BACKGROUND:**

This recommended draft budget is the product of numerous budget workshops completed by both Councillors and staff members. These workshops have examined all areas of committed and uncommitted income and expenditure and the output from this process provided guidance to officers on which items should be included or excluded from the draft budget. The result of the process described above is the draft budget presented to Council today as summarised at Attachment 1.

A model of the projected budgetary position over the next 10 years has been developed as part of the Integrated Planning process, so that the annual consideration of the budget can take into account cost pressures that will arise over the medium and long term. The updated projections in the Long Term Financial Plan were presented to Council during the first budget workshop for the 2017/18 financial year and will also be included within the 22 June 2017 Council meeting when the newly revised Long Term Financial Plan is presented for adoption.

The budget format classifies income and expenditure into three groups:

1. Base income/expenditure – the cost of carrying out the same level of activity in the new financial year as was undertaken in the old financial year.
2. Committed income/expenditure – unavoidable changes to the base, such as contracts entered into in the old financial year which will have a cost impact on the new financial year.
3. Uncommitted income/expenditure – items of income or expenditure where there is a choice over whether it should be included in the draft budget.

**COMMENT:**

**Budget Assumptions**

In compiling the base budget an assessment of probable levels of inflation and interest rates has been taken. Reasonable account has been taken of known or anticipated price increases and other committed expenditure. Inflation of 2.0% has been added to the base level of expenditure where confirmed price increases are not known.

Council has a degree of control over the main areas of uncertainty in the budget and should therefore be able to moderate its exposure to significant variations through the decisions taken during the budget process. However, the unpredictability of many of the factors influencing the Council's budget remains a risk and this is addressed through prudent estimates.

There are three major factors affecting the revenue budget:

- (a) The base budget for 2017/18 includes income from fees and charges of approximately \$383,174 however these are not guaranteed revenue streams.
- (b) Council receives income from investment interest. As interest rates decline and grant income falls this has decreased from previous periods. A decrease of \$20,000 has been assumed in the draft 2017/18 budget in comparison to the 2016/17 budget. This loss of interest earnings is a direct result in capital projects being completed and as such reserve balances lowering.
- (c) Council does not maintain a general level of working balances which can absorb unexpected fluctuations in its income and expenditure. In the event that there are significant adverse variations during the year money would need to be released from other earmarked reserves to cover any shortfall.

In the light of the assumptions made in compiling these estimates and reflected in the recommendation it is considered that the budget as presented is sufficient to meet the liabilities facing the Council during 2017/18.

**Changes to the Base Budget**

The Base Budget for 2017/18 represents the cost of carrying out the same level of activity as in 2016/17. After taking account the costs associated with the removal of capital grant income and including inflationary increases for this financial year the base budget income required lowered from previous year. However, the Base Budget also needs to be revised to accommodate other inclusions of services and works that will occur throughout the course of this financial year some as permanent inclusions, others as a one of inclusion into the budget. All items that have been considered within the budgetary workshops for inclusion as well as items considered but not included are summarised in Attachment 2.

Overall, within the budget for 2017/18 there have been savings made wherever possible. Taking all factors into consideration there is a net committed increase of 5.96%.

## **Reserves**

The budget process provides an opportunity for Council to assess the adequacy of its reserves. Council maintains a number of Reserves set up for specific purposes. The table in Attachment 3 details the Reserve position as reflected in the recommended budget and the purpose for which each Reserve is maintained.

For the past four years reserve contributions have been made to the Asset Management Reserve to ensure that, when required, maintenance can be completed on Council's buildings and infrastructure. This continues to be a requirement of Council however with the major revision of Council's Asset Management Plan, the required annual reserve contribution has been lowered to ensure that increases to overall budget are minimised as much as possible. Contribution included within the 2017/18 budget is \$89,000.

The Plant Reserve is also an area of concern. When looking at long term projection based on current annual levels of reserve contributions there will come a point in time where the reserve fund will not be sustainable in terms of plant purchases required. Submitted to Councillors within the budget workshops were scenarios which would have seen this class of asset reduced which in turn would see the annual contribution required also lowered. After consideration and workshops with both Councillors and employees it was decided that for the short term no reductions would be implemented, however an annual review will be undertaken to ensure that assets held meet the level of service required. For the 2017/18 financial year a contribution of \$150,000 is included. This will need to be closely monitored and adjusted in years to come.

Within the current 12 Reserve Funds that Council holds one fund is held as a Rate Equalisation Reserve Fund. This fund is primarily used to offset any reductions in Infrastructure Capital grants which if left unchecked, could reduce service levels to this class of asset. It is therefore proposed that the reserve name for this reserve fund be changed from Rate Equalisation Reserve Fund to Infrastructure Reserve Fund which more accurately reflects the purpose for this reserve fund.

## **Funding Corporate Priorities**

Funding priorities for the 2017/18 year were analysed within the budget workshops. Priorities identified during this process include:

As at the end of 2016/17, there remained one bridge still not included within our insurance schedule. This bridge has been included within the 2017/18 budget. This is in keeping with Council's decision to stage insurance coverage of bridges under the Shire of Nannup's control over a four year period. Overall increase to the budget to cover this bridge is \$5,000.

Council also considered that it is prudent to hold insurance coverage against cyberattacks that are becoming more prevalent in today's society. This has resulted in an overall increase of \$6,000 to our insurance coverage.

Biosecurity was an area that was again considered within the 2017/18 budget. Similar to the current financial year, a \$5,000 contribution towards the Feral Pig Program was included.

There were numerous Community group requests for contributions to ensure that their service could be continued these have all been considered on a case by case basis and wherever possible funding to continue to support these groups has been included within the budget.

A number of smaller items are included in the proposed budget to support existing council services and details of all the proposed changes to the budget are set out in the attachment. After taking these requests into account the overall increase in the budget is 5.96%.

### **Prospects for the Future**

The model underpinning the Long Term Financial Plan (LTFP) demonstrated that rates would need to increase by 5.96% in 2017/18. It is anticipated that further increases will be required annually. The actual level of increase will continue to be monitored and adjusted wherever possible. Of note is the fact that all projections are made with the assumption that current levels of Federal and State funding for our Roads Programs and Financial Assistance Grants remain as expected.

It is pleasing to note that the indexation freeze imposed on local governments for the previous three years has now been reversed with indexation included from July 1, 2017. To date the impact that this will have on overall income is unknown but will be included within the Budget Review process in early 2018. Also included within the review process will be Council's annual review of its Long term Financial Plan.

### **Conclusion**

The proposed rate requirement is \$1,599,799, an increase of 5.96% on 2016/17. The budget presented for adoption overall assumes a balanced budget, with a slight surplus of \$1,635. Current predictions of actual outcomes for the current year suggest that there may be a modest saving once the actual end of year processing has occurred. As with all other unknown outcomes at this point, any savings identified will be included within the budget review process.

The proposed 2017/18 budget is considered, after taking all the above factors into account, sufficient to meet the liabilities facing the Council during 2017/18.

### **STATUTORY ENVIRONMENT:**

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.



Section 6.2 of the Local Government Act 1995 stipulates that no later than 31 August each financial year or such extended time as the Minister allows each local government is to prepare and adopt by absolute majority in the form and manner prescribed a budget for its municipal fund for the financial year ending on the next following 30 June.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** A rate requirement for 2017/18 of \$1,601,434.

**STRATEGIC IMPLICATIONS:**

The adoption of the proposed 2017/18 budget is the cornerstone of developing the long term financial sustainability of the Shire.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That the following proposed recommendations be endorsed by Council at its Ordinary Meeting of Council on the 22 June 2017.

**Recommendation One – Rate in the Dollar and Minimum rates applied:**

That Council impose the following Rates & Charges

Rate Type	Minimum Rate in \$	Rate in \$	Yield
GRV	\$870	0.083600	820,440
UV	\$1058	0.004284	780,994
			\$1,601,434

**17089 STEER/FRASER**

*That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.*

**Recommendation One – Rate in the Dollar and Minimum rates applied:**  
**That Council impose the following Rates & Charges**

<i>Rate Type</i>	<i>Minimum Rate in \$</i>	<i>Rate in \$</i>	<i>Yield</i>
<i>GRV</i>	<i>\$870</i>	<i>0.081670</i>	<i>\$ 807,786</i>
<i>UV</i>	<i>\$1050</i>	<i>0.004257</i>	<i>\$ 775,791</i>
			<i>\$1,583,577</i>

**CARRIED (7/0)**

## REASON FOR ALTERATION TO RECOMMENDATION

The alteration was based on the information provided by the Manager Corporate Services in her presentation regarding savings in Council's Insurance Premiums for the 2017/2018 financial year it allowed for Council to adjust the rate increase from 5.96% to 4.78%.

### **Recommendation Two – Dates for payments in full and by instalments**

Pursuant to Section 6.45 of the Local Government Act 1995 and regulations 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for payment in full by instalments:

Instalment options	Date due
<b>Option one</b>	
Single Full Payment	18/08/2017
<b>Option two</b>	
First Instalment	18/08/2017
Second Instalment	18/10/2017
Third Instalment	18/12/2017
Fourth Instalment	19/02/2018

## **17090 SLATER/STEVENSON**

***That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.***

### ***Recommendation Two – Dates for payments in full and by instalments***

***Pursuant to Section 6.45 of the Local Government Act 1995 and regulations 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for payment in full by instalments:***

<b><i>Instalment options</i></b>	<b><i>Date due</i></b>
<b><i>Option one</i></b>	
<b><i>Single Full Payment</i></b>	<b><i>18/08/2017</i></b>
<b><i>Option two</i></b>	
<b><i>First Instalment</i></b>	<b><i>18/08/2017</i></b>
<b><i>Second Instalment</i></b>	<b><i>18/10/2017</i></b>
<b><i>Third Instalment</i></b>	<b><i>18/12/2017</i></b>
<b><i>Fourth Instalment</i></b>	<b><i>19/02/2018</i></b>

**CARRIED (7/0)**

**Recommendation Three – Interest and Penalties**

- Council charge an 11% penalty charge per annum, calculated by simple interest on rates paid after the 35th day of service of the rates notice in accordance with the Local Government Act 1995;
- Council charge a \$5 Administration Fee per remittance notice, per instalment, for rates levied in the 2017/18 financial year in accordance with the Local Government Act 1995;
- Council charge a 5.5% interest charge per annum, calculated by simple interest on instalment payments for rates levied in the 2017/18 financial year in accordance with the Local Government Act 1995;
- Council charge a 5.4% interest charge per annum, calculated by simple interest on deferred rates held after 1 July 2017 in accordance with the requirements stipulated by the Office of State revenue.

**17091 SLATER/MELLEMA**

***That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.***

***Recommendation Three – Interest and Penalties***

- ***Council charge an 11% penalty charge per annum, calculated by simple interest on rates paid after the 35th day of service of the rates notice in accordance with the Local Government Act 1995;***
- ***Council charge a \$5 Administration Fee per remittance notice, per instalment, for rates levied in the 2017/18 financial year in accordance with the Local Government Act 1995;***
- ***Council charge a 5.5% interest charge per annum, calculated by simple interest on instalment payments for rates levied in the 2017/18 financial year in accordance with the Local Government Act 1995;***
- ***Council charge a 5.4% interest charge per annum, calculated by simple interest on deferred rates held after 1 July 2017 in accordance with the requirements stipulated by the Office of State revenue.***

**• CARRIED (7/0)**

**Recommendation Four – Waste Management Levy**

1. That Council set the following rate under S66 of the Waste Avoidance and Resource Recovery Act 2007 to cover costs associated with management of the Waste Management Facility for 2017/18:

	Rate in the Dollar	Minimum Rate
GRV	0.000324	\$64
UV	0.000082	\$64

**17092 MELLEMA/STEVENSON**

***That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.***

**Recommendation Four – Waste Management Levy**

2. ***That Council set the following rate under S66 of the Waste Avoidance and Resource Recovery Act 2007 to cover costs associated with management of the Waste Management Facility for 2017/18:***

	<b><i>Rate in the Dollar</i></b>	<b><i>Minimum Rate</i></b>
<b><i>GRV</i></b>	<b><i>0.000324</i></b>	<b><i>\$64</i></b>
<b><i>UV</i></b>	<b><i>0.000082</i></b>	<b><i>\$64</i></b>

**CARRIED (7/0)**

**Recommendation Five – Rubbish Service Charges:**

That Council set rubbish service charges at \$230.00 per service for the 2017/18 year and recycling service charge at \$140.00 per service for the 2017/18 year for all users within the Shire of Nannup. This represents a 5% increase for waste and 1.5% for recycling services.

**17093 STEER/SLATER**

*That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.*

**Recommendation Five – Rubbish Service Charges**

*That Council set rubbish service charges at \$230.00 per service for the 2017/18 year and recycling service charge at \$140.00 per service for the 2017/18 year for all users within the Shire of Nannup. This represents a 5% increase for waste and 1.5% for recycling services.*

**CARRIED (7/0)**

**Recommendation Six – Fees & Charges:**

That Council adopts the 2017/18 Shire of Nannup Schedule of Fees and Charges as per Attachment 4.

**17094 FRASER/SLATER**

*That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.*

**Recommendation Six – Fees & Charges:**

*That Council adopts the 2017/18 Shire of Nannup Schedule of Fees and Charges as per Attachment 4.*

**CARRIED (7/0)**

**Recommendation Seven – Reserve Fund Name Change:**

That Council changes the current Rate Equalisation Reserve name to Infrastructure Reserve Fund to more correctly reflect the purpose for this reserve fund

**17095 MELLEMA/STEVENSON**

***That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.***

**Recommendation Seven – Reserve Fund Name Change:**

***That Council changes the current Rate Equalisation Reserve name to Infrastructure Reserve Fund to more correctly reflect the purpose for this reserve fund.***

***CARRIED (7/0)***

**Recommendation Eight – Elected Members Fees and Allowances for 2016/17**

1. Pursuant to Section 5.99 of the Local Government Act 1995 and Regulations 34 of the Local Government (Administration) Regulations 1996, Council adopts the following sitting fees for individual meeting attendance:
  - a. Shire President \$150 per Council meeting
  - b. Shire President \$65 per Committee meeting
  - c. Councillors \$130 per Council meeting
  - d. Councillors \$65 per Committee meeting
  
2. Pursuant to Section 5.99A of the Local Government Act 1995 and regulation 34A and 34AA of the Local Government (Administration) Regulations 1996, Council adopts the following annual allowances for elected members:
  - a. Travel Allowance

Regular Car	Cents / Km
Up To 1600cc	0.51
1601cc – 2600cc	0.654
Over 2600 Cc	0.91

- b. IT Allowance \$1,300 per annum

3. Pursuant to Section 5.98(5) of the Local Government Act 1995 and Regulation 33 of the Local Government (Administration) Regulations 1996, Council adopts the following annual Local Government Allowance to be paid in addition to the meeting attendance fees:

- |                           |         |
|---------------------------|---------|
| a. Shire President        | \$8,000 |
| b. Deputy Shire President | \$2,000 |

**17096 MELLEMA/STEER**

***That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.***

***Recommendation Eight – Elected Members Fees and Allowances for 2016/17***

4. Pursuant to Section 5.99 of the Local Government Act 1995 and Regulations 34 of the Local Government (Administration) Regulations 1996, Council adopts the following sitting fees for individual meeting attendance:

- |                    |                            |
|--------------------|----------------------------|
| a. Shire President | \$150 per Council meeting  |
| b. Shire President | \$65 per Committee meeting |
| c. Councillors     | \$130 per Council meeting  |
| d. Councillors     | \$65 per Committee meeting |

5. Pursuant to Section 5.99A of the Local Government Act 1995 and regulation 34A and 34AA of the Local Government (Administration) Regulations 1996, Council adopts the following annual allowances for elected members:

- a. Travel Allowance

<b><i>Regular Car</i></b>	<b><i>Cents / Km</i></b>
<b><i>Up To 1600cc</i></b>	<b><i>0.51</i></b>
<b><i>1601cc – 2600cc</i></b>	<b><i>0.654</i></b>
<b><i>Over 2600 Cc</i></b>	<b><i>0.91</i></b>

- b. IT Allowance ***\$1,300 per annum***

- 6. Pursuant to Section 5.98(5) of the Local Government Act 1995 and Regulation 33 of the Local Government (Administration) Regulations 1996, Council adopts the following annual Local Government Allowance to be paid in addition to the meeting attendance fees:**

- |                                  |                |
|----------------------------------|----------------|
| <b>a. Shire President</b>        | <b>\$8,000</b> |
| <b>b. Deputy Shire President</b> | <b>\$2,000</b> |

**CARRIED (7/0)**

**Recommendation Nine – Statutory Compliance:**

That Council confirms that it is well satisfied with the services and facilities it provides.  
Council will continue to :

- a) Integrate and co-ordinate, as far as practicable, with any provided by the Commonwealth, State or any other public body;
- b) Will not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private and;
- c) Be managed efficiently and effectively.

In accordance with Section 3.18(3) of the Local Government Act 1995.

**17097 SLATER/MELLEMA**

***That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.***

**Recommendation Nine – Statutory Compliance:**

***That Council confirms that it is well satisfied with the services and facilities it provides. Council will continue to :***

- a) Integrate and co-ordinate, as far as practicable, with any provided by the Commonwealth, State or any other public body;***
- b) Will not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private and;***
- c) Be managed efficiently and effectively.***

***In accordance with Section 3.18(3) of the Local Government Act 1995.***

**CARRIED (7/0)**



**Recommendation Ten – Material Variance Reporting 2015/16:**

In accordance with Regulation 34(5) of the Local Government Financial Management Regulations 1996 and AASB 1031 Materiality, the level to be used in statements of financial activity in 2017/18 for reporting material variances shall be +/- 10% or \$30,000, whichever is greater.

**17098 STEVENSON/MELLEMA**

***That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.***

**Recommendation Ten – Material Variance Reporting 2015/16:**

***In accordance with Regulation 34(5) of the Local Government Financial Management Regulations 1996 and AASB 1031 Materiality, the level to be used in statements of financial activity in 2017/18 for reporting material variances shall be +/- 10% or \$30,000, whichever is greater.***

**CARRIED (7/0)**

**Recommendation Eleven – Budget Document:**

That Council adopt the 2017/18 Shire of Nannup budget as presented. Financial implications being a cash budget inflow of \$1,601,434 and represents a 5.96% increase from previous year.

**17099 STEER/MELLEMA**

***That the following proposed recommendation be endorsed by Council at its Ordinary Meeting of Council on 22 June 2017.***

**Recommendation Eleven – Budget Document:**

***That Council adopt the 2017/18 Shire of Nannup budget as presented. Financial implications being a cash budget inflow of \$1,601,434 and represents a 5.96% increase from previous year.***

**CARRIED (7/0)**

**7. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 4:30 pm.

# Business Initiative Group Minutes

## 4 May 2017

Venue: Nannup Bowling Club

**Meeting Opened:** 6.05pm

**Attendance:** Peter Clarke, Cheryle Brown, Heather Walford, Jeanie Llewellyn,  
Jim & Isabell Green, Ian & Davina Gibb, Di Ness

**Visitors:** Victor

**Apologies:** Geoff Wishart, Tony & Jean, Phil & Jean

**Business arising:** Nil

**Confirmation of previous minutes:** Meeting held 9 March 2017

**Moved:** Isabel Green

**Seconded:** Ian Gibb

**CARRIED**

**Correspondence OUT:** As tabled by Chairperson

**Correspondence IN:** Nannup Hotel (Signage) – request support of signage application

### Reports:

*Promotions Sub-committee* – verbal report provided by Ian Gibb

### Finance Report:

- P & L and Balance Sheet to 30 April 2017 tabled
- New signage have the money waive for 2016-17 if paid by 30 June 2017

**Moved:** Di Ness

**Seconded:** Ian Gibb

**CARRIED**

### Chairpersons Report:

As Attached

Suggestion: That BIGN lay a wreath for 2018 ANZAC Day

**Moved:** Di Ness

**Seconded:** Ian Gibb

**CARRIED**

**Agenda Items:** Nil

**General Business:** Nil

### Members News:

*Peter Clarke - Shire*

- Council is currently undertaking a review of its Local Laws with the likelihood that some of the existing Laws will be repealed, such as Cemetery, Refuse and Health. The Dog (amendment required), Standing Orders and Parking Facilities Local Laws will remain in force with two new Local Laws on Health introduced to replace the existing Health Local Law.
- Local Tourism Organisation Steering Committee - nomination to shire. Close 17 May
- 2017 – 2027 strategic plan adopted
- Council has commenced its 2017/2018 Budget planning and has conducted a number of workshops to date. A decision by the State Government to abolish concessional vehicle licence fees to local governments will see an immediate impact of a 2% rise on rates. Other increases, such as electricity charges, normal CPI and Council's annual projects will also affect the rate rise for 2017/2018.
- Economic dev. Forum 8 May at 5pm at rec centre.

*Ian Gibb – Music Club*

Joined Nannup Music Club (treasurer) like to be a conduit between both groups.

*Davina Gibb – Film Society*

Need more film society members

*Jim Green – Bowling Club; Men's shed*

Bowling Club – more games, cruising along

Men's shed – little jobs.

Gained more members this week.

Hoping to get a 'real' shed one day.

Attend regional meetings.

Have gear for when we get a shed.

BBQ for rally.

*Isabell Green – Lions Club*

Lions auction 26<sup>th</sup> May @ rec centre, donations on Friday morning

*Heather Walford - ATON*

- Nannup Garden Village Festival 17-20<sup>th</sup> August, looking for sponsorship. Sabrina Hann, Anna Gare. Good team,
- Theme is "living Garden Sanctuaries"
- Saturday is nude gardening day.
- Nannup Tourism Group – Nannup Tiger exhibition 7<sup>th</sup>-17<sup>th</sup> September @ Garage Gallery. Looking for support from businesses for promotion.
- Forest Rally – need to look at the 'need' to continue to close Warren Rd. Some main street businesses to suffer; possibility for meeting between Forest Rally & BIGN (businesses) Peter to arrange for 1<sup>st</sup> June.
- Big Clock – partnership with Nannup clockworks – thank you to community & businesses for support

*Jeanie - ATON*

- ATON ticking along
- Busy for long weekends & Rally.

*Cheryle Brown (CRC)*

- Facebook training for businesses 24/5/17
- NBN Information session 17/5/17
- First Aid course 10/6/17
- VRC Sundowner for volunteers (NVW) 11/5/17 @ Bowling Club
- Trip Advisor information session July
- Nannup Map advertisers being sourced.

*Victor – Nannup Chiropractor*

Practice going well

*Di Ness – Nannup Valley Chalets*

- BIGN – Letter from ATO - ABN details update
- Community House users – craft group & CWA quite large. Looking at an alternative venue.
- Chalets – busy over long weekends

**Next Meeting Date:** 1<sup>st</sup> June 2017

**Venue:** TBC

**Meeting Closed:** 7:40pm

# MINUTES

## Risk Management Advisory Committee

Minutes for a meeting of the  
Shire of Nannup Risk Management Advisory Committee Meeting  
To be held at 10.00am, Tuesday 23 May 2017  
in Council Chambers

### **CONFIRMATION OF MINUTES**

These minutes comprising pages 1 – 8 were confirmed by  
Committee on 23 May 2017 as a true and accurate record.

.....

Cr A Dean

## **1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Chair Bob Longmore Council Representative declared the meeting open at 10.03am

Visitors: Iona Buntain-Barrie

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

Tracie Bishop – Manager Corporate Services  
Robin Prime – Office Representative  
Norm Steer – Council Representative  
Bob Longmore – Council Representative  
Jonathon Jones – Manager Infrastructure  
Neroli Logan – Regional Risk Coordinator  
Michael Merrit – Depot Representative

### **Apologies**

Nil

## **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

## **4. PUBLIC QUESTION TIME**

Nil

## **5. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

## **6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **STEER/JONES**

The Minutes of the Risk Management Advisory Committee held on the 28 February 2017 be confirmed as a true and correct record.

***CARRIED 8/0***

## **7. BUSINESS ARISING FROM PREVIOUS MINUTES**

Jonathan Jones has advised that hazard & incident report forms already in use are very similar to templates sourced, and meet organisational standards. Therefore no changes will be implemented.

## **8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

## **9. REPORTS BY MEMBERS ATTENDING COMMITTEES**

Nil

## 10. REPORTS OF OFFICERS

MINUTES NUMBER:	10.1.
SUBJECT:	Receipt of all Site Checklists and Incident/Hazard Forms
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	23 May 2017
ATTACHMENTS:	10.1.1 Site Checklists 10.1.2 Incident/Hazard Forms

### BACKGROUND:

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

### COMMENT:

Staff Site Checklist to be reviewed next meeting.

Michael Merrit – Workplace OS & H Inspection Depot/Workshops

Perimetre fencing at the Depot to be repaired and adjusted where required.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple Majority

### RECOMMENDATION:

Steer/Longmore

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

***CARRIED 8/0***

MINUTES NUMBER:	10.2.
SUBJECT:	Business from Previous Meeting
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 26
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	23 May 2017
ATTACHMENTS:	

**COMMENT:** Nil.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That items will be progressed to any further meetings until such time as they have been completed. No items identified for this period.



MINUTES NUMBER:	10.3.
SUBJECT:	Review of Strategic Risks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	23 May 2017
ATTACHMENTS:	10.3.1 Strategic Risk Register 10.3.2 Potential Consequences/Impacts – Laminated Copy provided to all Risk Management members.

## BACKGROUND:

The Risk Management Policy (RM1) requires that the Shire of Nannup will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. In order to do this each risk must be identified, catalogued on the Risk Register, scored and monitored.

The Risk Management Policy states that:

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

**COMMENT:**

***Previous Meeting Minutes:***

## NAN08 - ✓ Tolerate

## NAN10 – Remove EBA

NAN11 – C Likelihood, 3      Impact 3      Treat = ✓  
T                  2                  3

## This meeting:

Community Expectations:	Current:	Likelihood 2, Impact 2
-------------------------	----------	------------------------

<b>Reliance on External Funding:</b>	Current:	Likelihood 3, Impact 4
	Target:	Likelihood 2, Impact 4

### State Government Devolvment of Responsibilites:

Current: Likelihood 3, Impact 3

**DPAW Land Management:** Current: Likelihood 3, Impact 5

Target: Likelihood 2, Impact 5

**Structural Reform of the Shire:** Current: Likelihood 4, Impact 2

Target: Likelihood 3, Impact 3

<b>Sustainability of the Shire:</b>	Current:	Likelihood 2, Impact 4
	Target:	Likelihood 3, Impact 3
<b>Workforce Capacity &amp; Capability:</b>	Current:	Likelihood 3, Impact 3
	Target:	Likelihood 3, Impact 2
<b>Economic Development:</b>	Current:	Likelihood 3, Impact 3
	Target:	Likelihood 2, Impact 3
<b>Ineffective Governance:</b>	Current:	Likelihood 2, Impact 3
<b>Natural Disaster:</b>	Current:	Likelihood 3, Impact 3
	Target:	Likelihood 2, Impact 3
<b>(Change SWLGEMA to SWMA)</b>		
<b>NEW Cyber Security:</b>	Current:	Likelihood 2, Impact 3
	Target:	Likelihood 2, Impact 3

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** The Strategic Risk Register forms part of the Integrated Reporting Framework.

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** The Strategic Risk Register summarises the key risks facing the council.

**VOTING REQUIREMENTS:** Simple Majority.

#### **RECOMMENDATION:**

That the Risk Management Advisory Committee review the Strategic Risk Reporting sheets at Attachment 1 and agree Risk Target Scores for each risk above the Risk Tolerance Line and the measures need to mitigate those risks. These reviews should be completed bi-annually from this point forward

#### **BISHOP/STEER**

***That the Risk Management Advisory Committee review the Strategic Risk Reporting sheets at Attachment 1 and agree Risk Target Scores for each risk above the Risk Tolerance Line and the measures need to mitigate those risks. These reviews should be completed bi-annually from this point forward.***

**CARRIED 8/0**

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

- (a) OFFICERS
- (b) ELECTED MEMBERS

## **12. GENERAL BUSINESS**

### **Jonathan Jones**

Sugar Mountain Electrical – Router & Cartridge Shop Fault  
Testing & Tagging processes complete  
CHUBB Audit – Fire Extinguishers gaps within Shire properties found, new extinguishers to be filled in missing locations.  
CHUBB – to carry out annual inspections and testing

### **Neroli Logan**

Upcoming Risk Management Training – Legal responsibilities – Road works, professional risk, coastal risk management, health and wellness changes.

#### **12.1 Review of OS&H Manual Policies**

- 12.1.1 1.3 Risk Management Policy
- 12.1.2 2.1 Purchasing & Hire Procedure
- 12.1.3 2.1.1 OSH Purchasing & Risk Assessment of New Plant or Equipment Form
- 12.1.4 9.1 Workplace Inspection Procedure
- 12.1.5 9.1.1 Corrective Actions List – Shire Office
- 12.1.6 9.1.2 Corrective Actions List – Shire Depot
- 12.1.7 10.1 Records Management Procedure

All policies and procedures listed above were reviewed and minor changes required. These changes will now be completed and policies and procedures dates for review renewed.

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

Nil

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

Nil

## **15. NEXT MEETING**

Tuesday, 22 August 2017, 10.00am

## **16. CLOSURE OF MEETING**

Cr Longmore declared the meeting closed at 10.55am

## STRATEGIC RISK REGISTER REPORT

**Risk:** **Community Expectations** - Inability to meet community expectations of Shire's services, levels of engagement and/or public infrastructure.

**Risk Owner:** **Chief Executive Officer**

Likelihood	5					
	4					
	3					
	2		C			
	1					
		1	2	3	4	5
	Impact					
<b>Triggers. What could cause this risk to materialise?</b>		Changing demographics, community communication and consultation, ageing population, mining industry changes, red tape, funding constraints, lack of expertise, structural reform, unrealistic expectations, lack of communication, reactive/squeaky wheel engagement, lack of IT and infrastructure security				
<b>Consequence/Impact:</b>		Increased level of complaints. Lack of stakeholder and community trust and respect Disharmony Reduction in community involvement				

**C = Current Risk Score**

**T = Target Risk Score (if Current score above tolerance line)**

**Mitigating Actions/Controls Already in Place:**

Community information, surveys, media releases, newspaper advertisements, mail drops, reference groups, newsletter  
Council Action Plan, Reporting on Community Strategic Plan  
Operational inspections and procedures, Rates book  
Community aspirations and wish list.

**Further Mitigating Actions Required to Reach Target Risk Score:**

Set clearer standards and expectations for service levels  
Inform community of what we don't do  
Investigate alternative information channels (social media)  
Cost and inform community of implications of meeting expectations  
Analyse community feedback for trends

**Responsibility for Action:**

CEO  
CEO  
CDO  
MCS  
CEO

**Action by:**

**TOLERATE:** ✓

**TREAT:**

**TRANSFER:**

**TERMINATE:**

## STRATEGIC RISK REGISTER REPORT

**Risk:** **Reliance on External Funding** - Inability to deliver expected services due to variation, change or withdrawal of Federal/State Government funding.

**Risk Owner:** **Manager Corporate Services**

<b>Likelihood</b>	5					
	4		T	C		
	3					
	2					
	1					
		1	2	3	4	5
<b>Impact</b>						

<b>Triggers. What could cause this risk to materialise?</b>	Failure to align with region and sub region plans External funding declines through contraction of State budget, changing priorities, economic reasons, political Minutess. Inability to deliver on grants. Perceptions of need from outside stakeholders. Global financial issues/constraints
<b>Consequence/Impact:</b>	Funding for ongoing expenditure is reduced leaving balance to be picked up by ratepayers. Cost reduction measures need to be implemented. Inability to deliver services Unsustainable Local Government

**C = Current Risk Score**

**T = Target Risk Score (if Current score above tolerance line)**

<b>Mitigating Actions/Controls Already in Place:</b> Lobbying Identification of available grants Acquitting grants on time Long Term Financial Planning		
<b>Further Mitigating Actions Required to Reach Target Risk Score:</b> Develop shared services and assets Identify alternative income sources Promote financial performance	<b>Responsibility for Action:</b> SMT MCS MCS	<b>Action by:</b>

**TOLERATE:**

**TREAT:** ✓

**TRANSFER:**

**TERMINATE:**

## STRATEGIC RISK REGISTER REPORT

**Risk:** **State Government Devolvment of Responsibilities** - Inability to fund and fulfil additional requirements from State Government devolvment of responsibility.

**Risk Owner:**

Likelihood	5					
	4					
	3			C		
	2					
	1					
		1	2	3	4	5
Impact						

<b>Triggers. What could cause this risk to materialise?</b>	Legislation change State Budget constraints State policy changes, change of Government
<b>Consequence/Impact:</b>	Service interruption Lack of certain services Additional funding requirements

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

**Mitigating Actions/Controls Already in Place:**

Involvement in pilot projects  
Lobbying at Local Government level and at WALGA level

**Further Mitigating Actions Required to Reach Target Risk Score:**

**Responsibility for Action:**

**Action by:**

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

## STRATEGIC RISK REGISTER REPORT

**Risk:** **DPaW Land Management** - Inability to influence Department of Parks and Wildlife activities, management and usage of their land that is 85% of the Shire

**Risk Owner:** **Chief Executive Officer**

Likelihood	5		T	C		
	4					
	3					
	2					
	1					
		1	2	3	4	5
	Impact					
<b>Triggers. What could cause this risk to materialise?</b>		Inability to adhere to good neighbour policy, Differing expectations between State and Local Governments, Failure to manage fuel loads Decreasing front line personnel/operational staff				
<b>Consequence/Impact:</b>		Poor neighbours to private landowners Fuel loads & consequent fire risk Increased reliance on community volunteers Increase of weeds and pests and associated management costs Barrier to development and revenue generation				

**C = Current Risk Score**

**T = Target Risk Score (if Current score above tolerance line)**

### Mitigating Actions/Controls Already in Place:

Lobbying  
Meetings with local management  
LEMC representation

### Further Mitigating Actions Required to Reach Target Risk Score:

Investigate Biosecurity Act 2007 options  
Increase political lobbying with local politicians  
Work with WBAC & WALGA to promote action at State Government level  
Meet with local DPaW managers  
Lead by example – improve our own management of weeds

### Responsibility for Action:

CEO  
CEO Shire President  
CEO Shire President  
CEO/MI  
MI

### Action by:

**TOLERATE:** ✓

**TREAT:**

**TRANSFER:**

**TERMINATE:**

## STRATEGIC RISK REGISTER REPORT

**Risk:** **Structural Reform of the Shire** - Unknowns and uncertainties associated with Local Government structural reform resulting in impacts to the Shire's current and future identity.

**Risk Owner:** **Chief Executive Officer**

Likelihood	5						
	4						
	3			T			
	2				C		
	1						
		1	2	3	4	5	
	Impact						
		<b>Triggers. What could cause this risk to materialise?</b>			The state government could reorganise this tier of government to force local governments to amalgamate.		
		<b>Consequence/Impact:</b>			Shire ceases to be an independent entity.		

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

### Mitigating Actions/Controls Already in Place:

Identified and working with strategic partners  
Identified key relationships and influencing factors  
Attend industry briefings

### Further Mitigating Actions Required to Reach Target Risk Score:

Determine preferred position/partners for structural reform

### Responsibility for Action:

CEO/Council

### Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:



## STRATEGIC RISK REGISTER REPORT

**Risk:** **Sustainability of the Shire** – Shire is unable to secure the financial, material and human resources required to provide statutory services.

**Risk Owner:** **Chief Executive Officer**

Likelihood	5					
	4					
	3					
	2			T	C	
	1					
		1	2	3	4	5
Impact						
Triggers. What could cause this risk to materialise?				Failure to address long term financial position. Failure to deliver priorities.		
Consequence/Impact:				Council forced into amalgamation or seeks voluntary amalgamation. Shire ceases to exist as an independent entity.		

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

### Mitigating Actions/Controls Already in Place:

Continued communication with Minister LG for future updates

### Further Mitigating Actions Required to Reach Target Risk Score:

Review Long Term Financial Plan  
Communication Minister LG

### Responsibility for Action:

CEO  
MCS  
MCS

### Action by:

TOLERATE:

TREAT: ✓

TRANSFER:

TERMINATE:

## STRATEGIC RISK REGISTER REPORT

**Risk:** **Workforce Capacity & Capability** – Shire is unable to attract and retain sufficiently skilled employees, demand for services exceeds capacity of current workforce structure.

**Risk Owner:** **Chief Executive Officer**

Likelihood	5						
	4						
	3		T	C			
	2						
	1						
		1	2	3	4	5	
Impact							
<b>Triggers. What could cause this risk to materialise?</b>				Increase in statutory responsibilities without sufficient additional funding Inability to compete for experienced staff.			
<b>Consequence/Impact:</b>				Services reduced to align with capacity of staffing structure Errors and omissions in statutory processes result in liability claims, poor reputation and increased costs.			

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

## Mitigating Actions/Controls Already in Place:

Workforce plan is in place

## Further Mitigating Actions Required to Reach Target Risk Score:

Continually review workforce plan

## Responsibility for Action:

MCS

## Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

## STRATEGIC RISK REGISTER REPORT

**Risk:** **Economic Development** - Inability to capitalise on economic development opportunities including agriculture, tourism, woodcraft, recreation, emergency management institute, Mowen Road.

**Risk Owner:** **Chief Executive Officer**

Likelihood	5					
	4					
	3			C		
	2			T		
	1					
		1	2	3	4	5
	Impact					
		<b>Triggers. What could cause this risk to materialise?</b>		Fractured industry, financial constraints, resource constraints, lack of iconic feature, lack of sustainable employment		
		<b>Consequence/Impact:</b>		Increased unemployment Greater demand for Shire support Reduced rate base More closed stores on main street		

**C = Current Risk Score**

**T = Target Risk Score (if Current score above tolerance line)**

### Mitigating Actions/Controls Already in Place:

Economic development workshops held.  
Area being promoted as tourist destination  
Support for festivals and events  
Community Bus

### Further Mitigating Actions Required to Reach Target Risk Score:

Trail development  
Investigate a relationship with foreign town  
Improve the occupancy of Main Street – discuss options with owners  
Produce Economic Development Strategy  
Increase attractiveness of operating rural smallholdings  
Community

### Responsibility for Action:

CDO  
CDO  
CEO  
CDO  
CDO

### Action by:

**TOLERATE:**

**TREAT:** ✓

**TRANSFER:**

**TERMINATE:**

## STRATEGIC RISK REGISTER REPORT

**Risk:** Ineffective Governance - Failure to implement and adhere to effective corporate governance and management practices  
**Risk Owner:** Chief Executive Officer

Likelihood	5						
	4						
	3						
	2						
	1						
		1	2	3	4	5	
Impact							
Triggers. What could cause this risk to materialise?				Inconsistent project management, reliance on external expertise, inconsistent risk management practices			
Consequence/Impact:				Legal liabilities and increased insurance claims. Budget overspends, higher running costs. Increased staff turnover.			

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

## Mitigating Actions/Controls Already in Place:

Polices & procedures in place and reviewed

## Further Mitigating Actions Required to Reach Target Risk Score:

Responsibility for Action:

Action by:

MCS

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

## STRATEGIC RISK REGISTER REPORT

**Risk:** **Natural Disasters** - Fail to meet legislative requirements and community expectation to prepare, prevent, respond to and recover from natural disasters, including community emergency management.

**Risk Owner:** **Manager Infrastructure**

Likelihood	5						
	4						
	3						
	2						
	1						
		1	2	3	4	5	
	Impact						

<b>Triggers. What could cause this risk to materialise?</b>	Climate variation, natural disasters, funding constraints, resource constraints, Department of Parks and Wildlife land.
<b>Consequence/Impact:</b>	Increase community and property exposures to disasters.

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

<b>Mitigating Actions/Controls Already in Place:</b> LEMC SWMA		
<b>Further Mitigating Actions Required to Reach Target Risk Score:</b> Review and update emergency management plans.	<b>Responsibility for Action:</b> MI	<b>Action by:</b>

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

## STRATEGIC RISK REGISTER REPORT

Risk: Cyber Attack – Loss or compromising of data

Risk Owner: CEO – Peter Clarke

Likelihood	5						
	4						
	3						
	2		T	C			
	1						
		1	2	3	4	5	
	Impact						
Triggers. What could cause this risk to materialise?		Internet security fails Attack by cyber hackers					
Consequence/Impact:		Loss of data Service Interruption Confidential data passed on Professional liability Damage to professional image					

C = Current Risk Score

T = Target Risk Score (if Current score above tolerance line)

## Mitigating Actions/Controls Already in Place:

Internet security/Firewall protection

Education to all users on risks associated with usage of internet

## Further Mitigating Actions Required to Reach Target Risk Score:

Annual reviews of security in place

Monitoring of website

Insurance coverage

## Responsibility for Action:

MCS

## Action by:

TOLERATE: ✓

TREAT:

TRANSFER:

TERMINATE:

## Attachment 10.3.2

### POTENTIAL CONSEQUENCES / IMPACT

	IMPACTS				
	Negligible	Slight	Moderate	Critical	Catastrophic
	1	2	3	4	5
<b>Financial</b>	\$0 - \$25k	\$25k-\$50k	\$50k-\$100k	\$100k - \$500k	Over \$500k
<b>Reputation</b>	Contained within the individual service area. Short term impact. Single complaint.	Affects two service areas. Minor impact on public memory. Multiple complaints from single source.	Affects multiple service areas. Medium term impact on public memory. Multiple complaints from multiple sources.	Medium term impact on public memory. Regional/State media coverage	Permanent or long term damage to reputation. Negative national media attention requiring planned response.
<b>Stakeholders</b>	Insignificant impact on stakeholders.	Affects only one group of stakeholders.	Affects more than one group of stakeholders.	Affects more than three groups of stakeholders.	N/A
<b>Customers</b>	Minimal impact or service disruption to customers. Contained within service area.	Minor impact to customers and customer dissatisfaction. Limited service disruption (up to one week)	Moderate impact to customers and customer dissatisfaction. Limited service disruption (up to 3 months).	Significant service disruption and customer opposition. Unable to deliver normal services.	Loss of capacity to deliver services. Significant customer opposition.
<b>Regulatory</b>	Recommendations for improvement made.	Minor penalty incurred.	Legal action by regulator.	Service taken over temporarily.	Service taken over permanently.
<b>Personal Injury</b>	Minor Injury or illness.	Medical attention required e.g. broken bones.	More significant injury, multiple broken bones, or temporary disability.	Loss of limb. Major illness. Multiple serious injuries.	Loss of life. Large scale major illness.

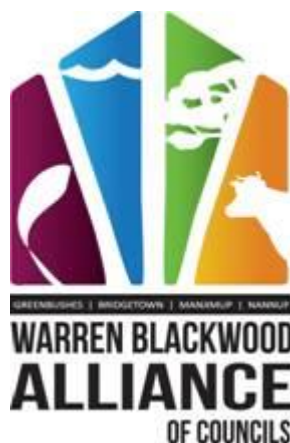
## Attachment 10.3.2

### LIKELIHOOD

	LIKELIHOOD	APPROXIMATE PROBABILITY	POTENTIAL TIMING	DESCRIPTION
<b>5</b>	Very Likely	>90%	This week	Expected to occur in most circumstances
<b>4</b>	Probable	55% to 90%	This year	Some controls in place. Will probably occur in most circumstances
<b>3</b>	Possible	15% to 55%	Next year	Previous experience of event or similar event occurring
<b>2</b>	Remote	1% to 15%	Next year to five years	Not likely to occur in normal circumstances
<b>1</b>	Improbable	0% to 1%	Next ten years	Would only occur in exceptional circumstances. No previous occurrence.







## MINUTES

### WARREN BLACKWOOD ALLIANCE OF COUNCILS BOARD MEETING 5.30PM, TUESDAY 6 JUNE 2017 HOST: SHIRE OF NANNUP

**Meeting opened: 5.30pm**

**Attendance:**

Cr Paul Omodei  
Cr Dean Bavich  
Cr Tony Dean  
Cr Anne Slater  
Cr Tony Pratico  
Cr Alan Wilson

Andrew Campbell  
Peter Clarke  
Tim Clynch  
Billy Wellstead - SWDC  
Katie Drummond (EO)

**Apologies:**

Cr John Nicholas  
Cr Bob Longmore  
Anna Oades - SWDC

**1. Minutes of last meeting & matters arising**

*Minutes confirmed as true and correct.*

**Moved:** Cr Tony Pratico

**Seconded:** Cr Tony Dean

**Carried**

**2. Correspondence**

- a) ASW invitation to Strategic Marketing Plan workshop
  - Members to let Executive Officer know if they are able to attend.
- b) Pemberton community plans for the Gloucester Tree.

*All correspondence received.*

**Moved:** Cr Tony Pratico

**Seconded:** Cr Dean Bavich

**Carried**

### 3. Financial report

a) 2016.2017 year to date

***The WBAC 2016.2017 financial report confirmed as true and correct.***

**Moved:** Cr Tony Dean  
**Seconded:** Cr Dean Bavich

**Carried**

b) 2017.2018 budget

***The 2017.2018 budget is adopted for the forthcoming financial year.***

**Moved:** Cr Dean Bavich  
**Seconded:** Cr Tony Pratico

**Carried**

### 4. Executive Officer work report

Cr Tony Pratico asked how the Boyup Brook Tourism Association discussion have developed. The Executive Officer confirmed that they are not invited to be on the LTO Steering Group Committee, however the tourism stakeholders in Boyup Brook will be invited to be involved with all LTO development work.

### 5. Local Tourism Organisation

- a) Meeting notes from the WBAC meeting with the Margaret River Busselton Tourism Association were included for information. Peter Clarke reported that they were very positive of our LTO project and have offered their continued support.
- b) The WBAC has been invited to attend a meeting with Australia South West and other regional tourism associations, it was agreed that the three local government representatives on the LTO steering group and the WBAC Executive Officer will attend. As Cr John Nicholas is away a proxy from the Shire of Bridgetown – Greenbushes will attend.
- c) The WBAC reviewed the nominations for the LTO steering group committee. The following people were selected from the Shires recommendations to be on the committee:

#### **Shire of Nannup**

- Diane Ness
- Heather Walford
- Leon Buckley

#### **Shire of Bridgetown - Greenbushes**

- Christine King
- Tracey Hodgkins
- Roger Purnell

#### **Shire of Manjimup**

- Wendy Eiby
- Stuart Hutchinson
- Jennifer Willcox

The individual Shires will contact all their nominees this week to notify them of the above decision, the WBAC Executive Officer will then contact the committee members next week (w/c12.06.17) to arrange the first LTO Steering Group committee meeting.

***The above members have been appointed to the LTO Steering Group Committee as the community industry representatives.***

**Moved:** Cr Anne Slater  
**Seconded:** Cr Tony Pratico

**Carried**

- d) The finalised LTO Steering Group Terms of Reference were included for information.

## **6. Regional Stock Route update**

- a) A stakeholder meeting was held on 29.05.17, minutes are included for information. Since the meeting DPAW have advised the Stock Route need to have a manure plan for the trail and campsites.

Andrew Campbell, Shire of Manjimup, raised concerns with item 7 from the minutes:

***The Shire of Bridgetown – Greenbushes are working on the tender documents. The WBAC was clear that they would like site construction works to be offered to local contractors and businesses, therefore it is not stipulating that the contractors have to be a preferred WALGA supplier. The documents and application summary will be sent to all Shires for information but the decision of who the tender will be awarded to will ultimately sit with the Shire of Bridgetown – Greenbushes.***

The concerns are in regards to the Shire of Bridgetown - Greenbushes procuring on behalf of the other local governments and issues around assets which do not belong to the local governments. The Shire of Bridgetown-Greenbushes have checked with their auditors, who also are the Auditors for the Shires of Nannup and Manjimup, who are satisfied with the current arrangements as the Shire of Bridgetown-Greenbushes hold all the money for the project and there are past precedents in place which cover the asset ownership concerns.

- b) The South West Development Commission (SWDC) grant agreement for \$222,483.00 + GST has been received and reviewed at the stakeholder meeting.

The SWDC grant agreement requires a letter from the WBAC detailing that the Shire of Bridgetown – Greenbushes are the primary project driver on behalf of the WBAC and that the WBAC agree to cover the costs of any overrun in the project.

***The Executive officer to draft a letter addressing the above, to be signed by the WBAC chair, which will be submitted with the SWDC grant agreement by the 15<sup>th</sup> June 2017.***

**Moved:** Cr Dean Bavich  
**Seconded:** Cr Tony Pratico

**Carried**

- c) The Memorandum of Understanding (MOU) between the WBAC, DPAW and Shires of Bridgetown – Greenbushes, Manjimup and Nannup still causes concern for the Shire of Manjimup.

Their concerns are in regards to:

- The Broke Inlet campsite.
- Ongoing maintenance costs relating to campsites they will be responsible for.
- That DPAW has no responsibility for any infrastructure on their land.
- The cost and liabilities involved with the Brookfield Rail corridor.

Additional concerns were:

- Access to disabled compliant toilets.
- Vehicle parking at campsites.
- Bushfire regulations for structures.

Clarification is needed on the above points and the roles and responsibilities of the three local governments and DPAW.

***The three CEO's to meet with Megan Richards and DPaW representatives to discuss and seek clarification on issues with the MOU in regards to DPAW and the three local government's responsibilities and liabilities.***

**Moved:** Cr Tony Pratico

**Seconded:** Cr Alan Wilson

**Carried**

## **7. Total Trails Website**

Statistics from the past 12 month's use of the Total Trails website were included for information. It shows on average the site has 20 visitor per day. The Executive Officer noted that around 3-4 enquiries are received from the website per week.

## **8. General Business**

- a) The WBAC have been asked by the South West Focus Conference 2017 if the Alliance is happy for its name to be included on the documentation as a supporter of the conference. It was agreed that the Alliance is happy to be included.
- b) The WBAC has been sent plans by Heather Walford of the Nannup Clock proposal, the plans were included for information.

***The WBAC recognises the project has a regional benefit and will write a letter of support for their future funding applications.***

**Moved:** Cr Tony Dean

**Seconded:** Cr Anne Slater

**Carried**

- c) Tourism WA have successful launched the Blackwood River Valley Food trail and are holding a workshop in Pemberton on the 22<sup>nd</sup> June to develop trails in Manjimup and Pemberton.

## **9. Next meeting**

- a) Monday 31<sup>st</sup> July, 5.30pm, Shire of Manjimup
  - Site visits to the Cleanaway recycling facility and the Manjimup waste site prior to the meeting TBC.
  - Cr Paul Omodei is an apology for the meeting, Cr Tony Dean, as deputy, will chair.

**Meeting closed: 6.51pm**



Shire of Nannup

# Bushfire Risk Management Plan

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**2017 – 2022**

Office of Bushfire Risk Management (OBRM) Bushfire Risk Management (BRM) Plan reviewed *15 May 2017*

Government Council BRM Plan endorsement *XX Month Year*

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## Document Control

Document Name	Bushfire Risk Management Plan	Current Version	1.0
Document Owner	Shire of Nannup CEO	Issue Date	
Document Location		Next Review Date	

## Document Endorsements

Shire of Nannup Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as compliant with the standard for bushfire risk management planning in Western Australia, the *Guidelines for Preparing a Bushfire Risk Management Plan*. Shire of Nannup is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The endorsement of the BRM Plan by Shire of Nannup Council satisfies their endorsement obligations under section 2.3.1 of the *State Hazard Plan for Fire (Westplan Fire)*.

Local Government	Representative	Signature	Date
Shire of Nannup			

## Amendment List

Version	Date	Author	Section

## Publication Information

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# 1. Introduction

## 1.1 Background

Under the *State Hazard Plan for Fire (Westplan Fire)*, an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Nannup in accordance with the requirements of *Westplan Fire* and the *Guidelines for Preparing a Bushfire Risk Management Plan (Guidelines)*. The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009)*, as described in the Second Edition of the *National Emergency Risk Assessment Guidelines (NERAG 2015)*. This approach is consistent with the policies of the State Emergency Management Committee, specifically the *Policy 3.2 Emergency Risk Management Planning and Prevention Procedure 1 – Emergency Risk Management Planning*.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

## 1.2 Aim and Objectives

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Nannup.

The objective of the BRM Plan is to effectively manage bushfire risk within the Shire of Nannup in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

## 1.3 Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

### 1.3.1 Legislation

- *Bush Fires Act 1954*
- *Emergency Management Act 2005*
- *Fire Brigades Act 1942*
- *Fire and Emergency Service Act 1998*
- *Conservation and Land Management Act 1984*
- *Environmental Protection Act 1986*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Wildlife Conservation Act 1950*
- *Aboriginal Heritage Act 1972*
- *Metropolitan Water Supply, Sewerage and Drainage Act 1909*
- *Country Areas Water Supply Act 1947*
- *Building Act 2011*
- *Bush Fires Regulations 1954*
- *Emergency Management Regulations 2006*
- *Planning and Development (Local Planning Scheme) Regulations 2015*

### 1.3.2 Policies, Guidelines and Standards

- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition 2015)
- State Emergency Management Policy 2.5 - Emergency Management in Local Government Districts
- Policy 3.2 Emergency Risk Management Planning and Prevention Procedure 1 – Emergency Risk Management Planning
- State Hazard Plan for Fire (Westplan Fire)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas
- State Planning Policy 3.4: Natural Hazards and Disasters
- Guidelines for Planning in Bushfire Prone Areas (2015)
- Western Australian Emergency Risk Management Guidelines (Emergency Management WA 2005)
- A Guide to the Use of Pesticides in Western Australia (Dept. of Health 2010)
- Guidelines for Plantation Fire Protection (DFES 2011)
- Firebreak Location, Construction and Maintenance Guidelines (DFES)
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines
- AS 3959-2009 Construction of buildings in bushfire-prone areas
- Building Protection Zone Standards (DFES)

### 1.3.3 Other Related Documents

- National Strategy for Disaster Resilience

- National Statement of Capability for Fire and Emergency Services (AFAC 2015)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Dept. of Health 2007)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission 2006)
- Bushfire Risk Management Planning Handbook
- Bushfire Risk Management System (BRMS) User Guide
- Shire of Nannup, Annual Fuel hazard and Firebreak Notices
- Shire of Nannup, Local Planning Policy, Bushfire Management (LPP021)
- Shire of Nannup, Community Consultation Policy (ADM19)
- Shire of Nannup, Risk Management Policy (RM01)
- Shire of Nannup, Community Strategic Plan 2013-2023
- Shire of Nannup, Workforce Plan 2013-2017
- Shire of Nannup, Asset Management Plan 2013-2023
- Shire of Nannup, Long Term Financial Plan 2013-2023
- Shire of Nannup, Local Emergency Management Arrangements, Part A, Preparedness and Prevention 2014
- Shire of Nannup & Bridgetown-Greenbushes, Bushfire Hazard Strategy (Strategen, 2013)
- Roadside Conservation Committee, Roadside Vegetation and Conservation Values 2005
- Nannup Trails Hub Project Assessment, 2015 (Govt. of Western Australia)
- Tourism of Western Australia, Tourism Development Priorities 2010
- Noetic Solutions Pty Limited, Post Incident Analysis for Blackwood Fire 11 – Milyeannup-Sollya, 23 November to 5 December 2011

## 2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, AS/NZS ISO 31000:2009, as described in NERAG (2015). This process is outlined in Figure 1 below.

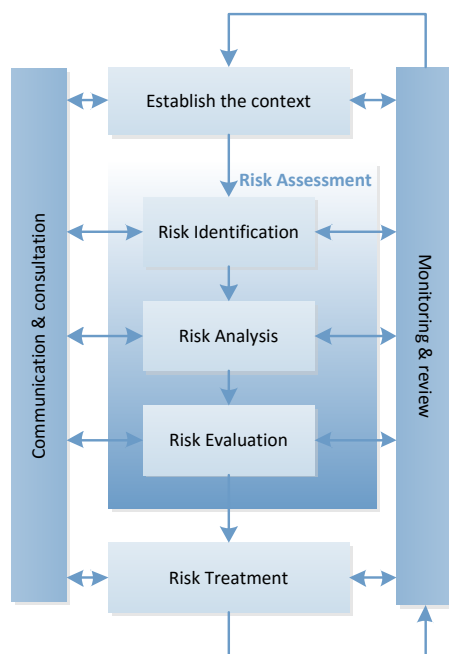


Figure 1 - An overview of the risk management process <sup>1</sup>

### 2.1 Roles and Responsibilities

Table 1 – Roles and Responsibilities

Stakeholder Name	Roles and Responsibilities
<b>Local Government</b>	<ul style="list-style-type: none"> <li>As custodian of the BRM Plan, coordination of the development and ongoing review of the integrated BRM Plan.</li> <li>Negotiation of commitment from landowners to treat risks identified in the BRM Plan.</li> <li>As treatment manager, implementation of treatment strategies.</li> <li>As part of the approval process, submission of the draft BRM Plan to the Office of Bushfire Risk Management (OBRM) to review it for consistency with the Guidelines.</li> <li>As part of the approval process, submission of the final BRM Plan to council for their endorsement and adoption.</li> </ul>
<b>Department of Fire and Emergency Services (DFES)</b>	<ul style="list-style-type: none"> <li>Participation in and contribution to the development and implementation of BRM Plans, as per their agency responsibilities as the Westplan Fire Hazard Management Agency.</li> <li>Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk.</li> <li>Facilitation of local government engagement with state and federal government agencies in the local planning process.</li> </ul>

<sup>1</sup> Source: AS/NZS ISO 31000:2009, Figure 3, reproduced under SAI Global Copyright Licence 1411-c083.

Stakeholder Name	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>Undertake treatment strategies, including prescribed burning on behalf of Department of Lands for Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries.</li> <li>In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.</li> </ul>
<b>Office of Bushfire Risk Management (OBRM)</b>	<ul style="list-style-type: none"> <li>Under the OBRM Charter, to ensure bushfire risk is managed in accordance with AS/NZS ISO 31000 and reporting on the state of bushfire risk across Western Australia.</li> <li>Review BRM Plans for consistency with the Guidelines prior to final endorsement by council.</li> </ul>
<b>Department of Parks and Wildlife (P&amp;W)</b>	<ul style="list-style-type: none"> <li>Participation in and contribution to the development and implementation of BRM Plans.</li> <li>Providing advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection.</li> <li>As treatment manager, implementation of treatment strategies on department-managed land and for Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries.</li> <li>In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.</li> </ul>
<b>Other State and Federal Government Agencies</b>	<ul style="list-style-type: none"> <li>Assist the local government by providing information about their assets and current risk treatment programs.</li> <li>Participation in and contribution to the development and implementation of BRM Plans.</li> <li>As treatment manager, implementation of treatment strategies.</li> </ul>
<b>Public Utilities</b>	<ul style="list-style-type: none"> <li>Assist the local government by providing information about their assets and current risk treatment programs.</li> <li>Participation in and contribution to the development and implementation of BRM Plans.</li> <li>As treatment manager, implementation of treatment strategies.</li> </ul>
<b>Corporations and Private Land Owners</b>	<ul style="list-style-type: none"> <li>As treatment manager, implementation of treatment strategies.</li> </ul>

## 2.2 Communication & Consultation

As indicated in Figure 1 (page 8), communication and consultation throughout the risk management process is fundamental to the preparation of an effective BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders in the development of the BRM Plan, a *Communication Strategy* was prepared. The strategy is provided at **Appendix 1**.

### 3. Establishing the Context

#### 3.1 Description of the Local Government and Community Context

##### 3.1.1 Strategic and Corporate Framework

Accountability for the outcomes of the BRMP program ultimately sits with the Chief Executive Officer (CEO) of the shire however; the Manager of Infrastructure and the Infrastructure department are responsible for coordinating the implementation of this plan. Within the Infrastructure department are business units such as community emergency services, maintenance, and garden crew that will assist in delivering the BRMP objectives of the Local Government (LG). In the event that the Bushfire Risk Planning Coordinator role concludes, the Shire's CEO shall delegate responsibility for the implementation of this plan.

The Shire's *Community Strategic Plan 2013-2023* was adopted in 2013 and represents the Shire's new approach to planning for the Shire's future. It builds on its past strategic planning work, sets the scene for its corporate framework, addresses the challenges ahead and expresses the community's vision and priorities for the next 10 years. It is a method for establishing priorities and aligns them to operational functions while supporting the development of improved services and outcomes for the community. The BRM Plan has been prepared after taking into account emergency management and community safety objectives identified in LG council plans and strategies.

This BRM Plan supports other LG plans and strategies whilst also aiming to assist the Shire in achieving its overall corporate vision, and values<sup>2</sup>:

- our community
- our economy
- our built environment
- our natural environment
- our community leadership and,
- our council leadership

Detailed under the 'our community' objective of the shire is strategy<sup>3</sup> 1.1, *promote a connected, safe and healthy town*, which sets out to educate and enforce health, emergency management and planning regulations. The BRMP process and its objectives provide strength to achieving this community objective by aiming to integrate bushfire mitigation programs and activities into the business processes of the Shire as well as other agencies and landowners.

The outcomes of the BRM Plan will be used to inform Local Government when making decisions and allocating resources to reduce the level of risk from bushfire. For instance, the LG's Infrastructure department will now utilise the asset, risk and treatment registers developed by the BRM Plan to prioritise future bushfire treatment works.

In addition to the corporate plan, the shires *Local Emergency Management Arrangements (LEMA), Part A, preparedness and prevention plan (2014)*, identifies through risk assessment the level of risk for impact by rural fires is 'Major'. The priority for implementation of treatments for rural fires is the highest compared to other hazard events identified within the LEMA plan. The LEMA details recommendations of treatment actions however, this BRM Plan aims to coordinate the shires bushfire risk management as a specific informing strategy (commencing from its implementation).

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<sup>2</sup> Shire of Nannup, Community Strategic Plan 2013-2023.

<sup>3</sup> Shire of Nannup, Community Strategic Plan 2013-2023.

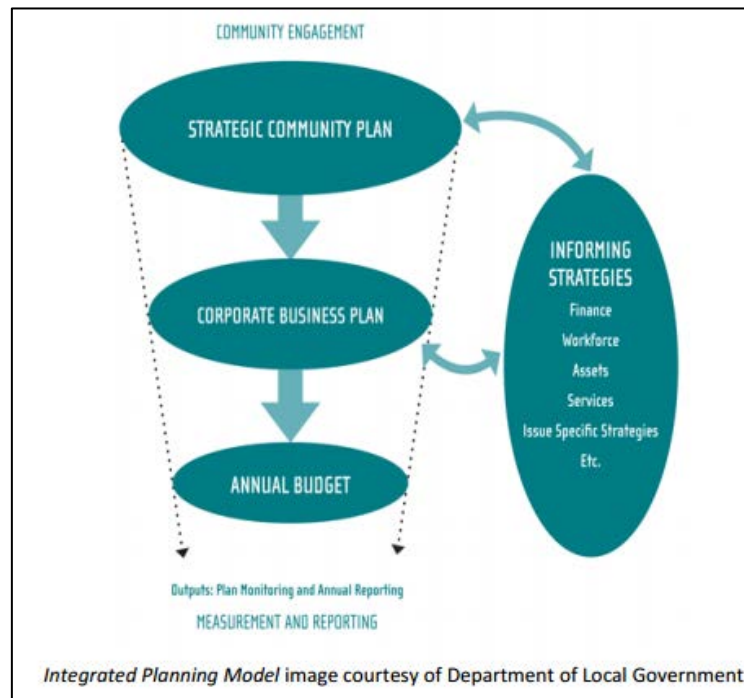


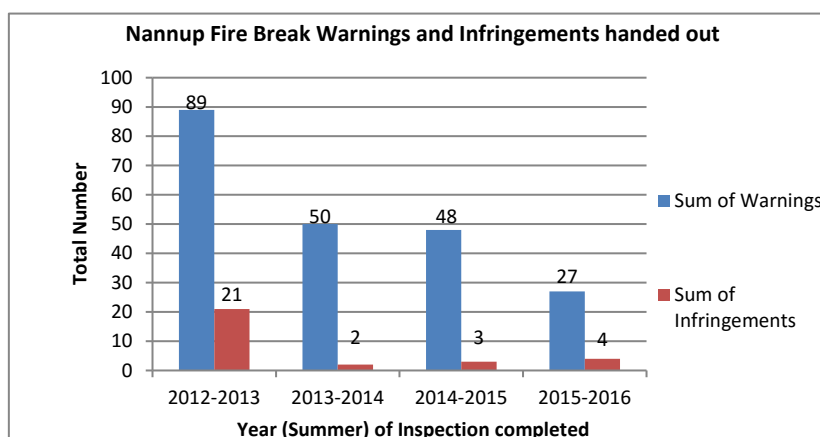
Figure 2 - Informing strategies such as this BRM Plan link to the corporate framework set by LG. Integrated Planning Model image courtesy of Department of Local Government<sup>4</sup>

The program encourages community organisations and local communities to work together to be self-sufficient and aims to provide guidance on selecting suitable treatment strategies for mitigation of bushfire related risks. Adopting this approach in conjunction with applying the risk management model (ISO31000:2009) encourages stakeholders to make better decisions by allowing the responsible land holder to allocate their resources most effectively in order to prioritise and lower the risks to an acceptable level. Ultimately, it promotes all stakeholders to be involved in and work towards achieving a safer community.

Annual fuel hazard and firebreak inspections completed on over 75% of all rateable properties in the Shire since 2012, recognise that most property owners have acquired a good understanding and level of compliance with the legal requirements of the Fuel Hazard Reduction and Firebreak Notice (see Graph 1). The perception of LG is that majority of land owners in the shire are aware of the risks from impact of bushfires and are willing to conduct necessary mitigation works to their own properties as well as influence their surrounding neighbours to act. A combination of community educational campaigns such as, 'are you prepared', firebreak and fuel reduction compliance inspections and good levels of participation have shown considerable improvement over the last four years.

<sup>4</sup> Image retrieved from Shire of Nannup, Workforce Plan 2013-2017. Available at Shire of Nannup website ([www.nannup.wa.gov.au](http://www.nannup.wa.gov.au)).

Graph 1 - Rate of compliance for rateable properties in the Shire of Nannup



### 3.1.2 Location, Boundaries and Tenure

The Shire of Nannup, located in the South West, is approximately 280 kilometres south of Perth and is 71 km southeast of the City of Busselton. The Shire is bordered by the Shire of Augusta Margaret River, Shire of Donnybrook-Balingup, Shire of Bridgetown-Greenbushes and the Shire of Manjimup. Located on the Blackwood River at the crossroads of Vasse Highway and Brockman Highway, Nannup is a central link to most of the Lower South West's regional centres. The Shire covers approximately 306,684 hectares.

The south-west of Western Australia is regarded as a worldwide iconic tourist destination due to its highly valued scenic landscape qualities, native flora and fauna, range of outdoor activities and relaxed atmosphere. It is internationally recognised as one of 34 global biodiversity hotspots and the only one listed for Australia. The south-west also contains numerous Aboriginal cultural heritage sites, mainly concentrated around the coast and inland waterways. There are also a number of community valued non-indigenous heritage sites reflecting the history of the area since European settlement, including timber and maritime industries that exist throughout the region.

Nannup's name is of Nyungar Aboriginal origin, meaning either "stopping place" or "place of parrots", and was first recorded by surveyors in the 1860s. The area was initially known as "Lower Blackwood", and was first explored by Thomas Turner in 1834. In 1866, a bridge was built over the river and a police station was established. A town-site was set aside in 1885, surveyed in 1889 and gazetted on 9 January 1890. In 1906, a primary school and shire office were built.

In 1909, a railway (no longer in operation) was built from Jarrahwood, linking to the South Western Railway and allowing the export of Nannup timber.

Appropriate management of fire is required to minimise the adverse impact of bushfire to communities, associated infrastructure and the local economy, biodiversity conservation and identified cultural areas.

Several National Parks and State Forest's surround Nannup Townsite managed by Parks and Wildlife (80.68%), and freehold land (16.57%), with the majority of the population and communities along the Blackwood River. The Shire of Nannup is responsible for the management of approximately 2895 ha of reserves and parks. The Department of Fire and Emergency Services (DFES) is responsible for the



management of fire prevention on 762 ha of Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) within and adjacent to gazetted town site boundaries under a memorandum of understanding with the Department of Regional Development and Lands (RDL).

The BRM Plan considers that land tenure contributes to bushfire risk. This is related to the issues of:

- Inconsistent management of fuel across tenure, and
- Unclear management responsibility mostly associated with land vested in other government agencies that have limited land management capability.

**Table 2 - Overview of Land Tenure and Management within the BRMP Area. Source of data: Landgate.**

Land Manager/Agency*	% of BRMP Area
<b>Local Government</b>	0.94%
<b>Private</b>	16.57%
<b>Parks and Wildlife</b>	80.68%
<b>Department of Lands</b>	0.25%
<b>Other</b>	1.56%
<b>Total</b>	100%

### **Tenure Management**

Through the BRMP process, identified management parcels were based on tenure boundaries and existing access networks, with a number of management cells extending across multiple tenures.

Land Managers are responsible for allocating resources to implement the appropriate treatment strategies. At a minimum, the selected treatment must meet or exceed the requirements of relevant legislation, policies and standards (e.g. Complying with Shire of Nannup Firebreak and fuel hazard reduction notices and AS3959).

### **3.1.3 Population and Demographics**

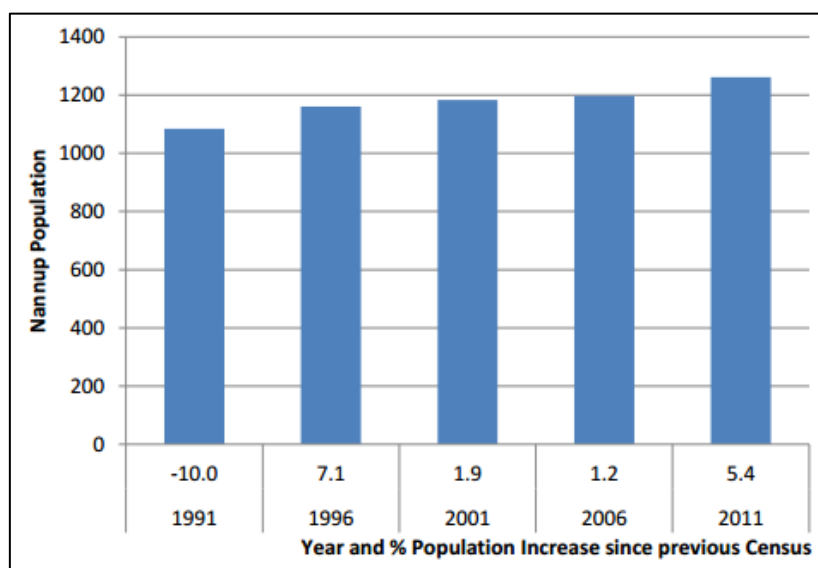
The Shire of Nannup has a population of approximately 1,400<sup>5</sup>. The only gazetted Townsite is Nannup itself that provides the necessary facilities for the community. Jalbarragup is a residential settlement located approximately 20 km South-West of Nannup Townsite and has no facilities other than a local volunteer bushfire brigade and various holiday accommodations. Surrounded by the Wiltshire Butler National Park and with the Blackwood River winding through the settlement it is a popular stop for tourists and campers.

Home statistics show the Nannup Shires local population has a median weekly income of \$821 and a median weekly house rent of \$116.00. The working life of Nannup Shires local population reveals that approximately 620 people above 15 years of age are in the workforce<sup>6</sup>.

<sup>5</sup> Australian Bureau of Statistics 2011, Shire of Nannup (Statistical Local Area, Population Profile, Estimated Resident Population 2011, viewed March 2016).

<sup>6</sup> Australian Bureau of Statistics 2011, Shire of Nannup (Statistical Local Area, Shire Statistics, Population Profile, Estimated Resident Population 2011, viewed March 2016).

Graph 2 - Nannup population increase by year and percentage since previous census<sup>7</sup>



A key characteristic, which is prominent for Nannup compared to averages for the State, is that 43.2% of Nannup's population is aged 55 years and over, compared to the state average recorded in 2010 of 23.3%. This significant representation from the over 55-age group could be attributed to a range of factors including, Nannup's relaxed country lifestyle that retirees enjoy living and limited education and employment opportunities for the younger generation<sup>8</sup>.

Tourism Western Australia published a visitor fact sheet, *visitors to Australia's South-West Sub-regions YE Dec 2015*, which estimated that the Shire of Nannup received an average of around 300,000 visitors to the region per year from 2013-2015. With the improvements made to road networks entering the town, additional entertainment, activities and accommodation the shire expects that this number should increase over the next five years.

A number of annual major events occur in the Shire including (approximate number of visitors shown)<sup>9</sup>:

- |                                   |             |         |
|-----------------------------------|-------------|---------|
| • Nannup Music festival           | - March     | (8,000) |
| • Quit Forest Rally               | - April/May | (1,000) |
| • Nannup Flower & Garden Festival | - August    | (6,000) |
| • Nannup Art Festival             | - October   | (1,000) |
| • South West Foodbowl Festival    | - October   | (1,000) |

The largest fire in the Shire, in recent history, was the Blackwood Fire 11 (also known as Milyeannup-Sollya fire) in 2011. It escaped from a prescribed burn and burnt over 50,000 hectares of land. The fire threatened many homes and several properties sustained damage, one person was injured<sup>10</sup>. Several smaller fires in the Shire since 2011 have also damaged properties, which identified that while many permanent residents are well prepared for bushfire events, overall community resilience could be

<sup>7</sup> Graph 2 retrieved from Shire of Nannup Long Term Financial Plan 2013-2023. Statistics from Australian Bureau of Statistics 2011.

<sup>8</sup> Australian Bureau of Statistics 2011, Shire of Nannup (Statistical Local Area, Shire Statistics, Population Profile, Estimated Resident Population 2011, viewed March 2016).

<sup>9</sup> Shire of Nannup, Local Emergency Management Arrangements, Part A, Preparedness and Prevention, 2014.

<sup>10</sup> Noetic Solutions Pty Limited, Post Incident Analysis for Blackwood Fire 11 – Milyeannup-Sollya, 23 November to 5 December 2011.

improved. Interviews conducted with the Chief Bush Fire Control Officer and other local residents, identified the perceptions held by the community. These are; that P&W have such a large percentage of land to manage in the Shire that they just cannot maintain all of it and, escaped burn offs should be expected as P&W endeavour to meet their targets for prescribed burns across the Shire. Re-in forcing that private landowners need to be well prepared for bushfire events.

### 3.1.4 Economic Activities and Industry

The Shire has a variety of industries including agriculture, horticulture, tourism, arts and crafts, floriculture, aquaculture, viticulture and timber processing. The most predominant industries include agriculture 13.6%, timber 7.3%, education 6.1%, and accommodation 4.1%. There is a large number of local Volunteers (unpaid) working for the community with 32.5% of the population contributing. Other local industries include dairying, beef cattle, furniture making and fishing<sup>11</sup>.

Forestry is also a major industry in the Shire and although the forest industry has been through some changes in recent years, adjusting to political constraints and regulatory changes, the shire estimates that there are 10,500 hectares of private plantations in Nannup.

There are a large number of government and privately owned timber plantations throughout the Shire. State government owned pine plantations managed by the FPC include Folly, Millward, Ellis, Shelley, Maidment, Lewana and Brockman plantations. Areas such as East Nannup, Scott River and the Blackwood valley host a variety of privately owned pine and blue gum plantations.

Manufacturing is also a significant industry in the Shire. Timber processing companies produce high quality Jarrah and Marri timber into flooring, furniture components and other pre-dressed and finished products and the town possesses a major State wine-processing centre. Both are located close to Nannup Townsite.

Tourist periods are consistent throughout the year although locals state that February and May are generally the quietest months. The peak tourist periods are consistent with the major annual events scheduled in Nannup, as listed in section 3.1.3. Nannup's Blackwood River, various scenic drives and natural attractions have influenced the opening of small-scale cottage industries such as pottery, spinning, weaving and production of wooden items. Arts and crafts have since become part of the Shire's identity and added to the local character. Apart from the caravan park, the Shire has very few substantial tourist accommodation establishments but growth in the tourism industry has led to the establishment of a range of tourist accommodation including farm stays, chalets and bed and breakfasts.

Smoke produced from a large bushfire event in Nannup may affect viticulture production within the Shire as well as the neighbouring Shire of Augusta Margaret River. Other agricultural production activities may also be affected in Donnybrook-Balingup, Bridgetown-Greenbushes and Manjimup Shire's.

Examples of critical infrastructure within the Shire that may affect economic activities and industry if impacted by a bushfire event are:

- Main roads (Including Vasse Hwy, Brockman Hwy, Stewart Rd)
- Shire managed roads (Nannup-Bridgetown Rd, Nannup-Balingup Rd, Mowen, Cundinup and Graphite roads)
- Timber bridges (Nannup bridge, Carlotta brook)

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<sup>11</sup> Shire of Nannup, Workforce Plan 2013-2017.

- Western Power (22 kV single feed from the South-West interconnected network, Yornup Substation)
- Tanjannerup Dam supplying Nannup Shire's water (Catchment in the Tanjannerup state forest)
- Other water treatment plants and bores supplying neighbouring communities as well as Nannup (Yarragadee bore, Dunnet Rd water treatment plant, waste water treatment plant in town)
- Nannup District Hospital and health clinic(s)
- Nannup Educational facilities, schools and child care

The BRMP process aims to identify Economic assets at risk of impact from bushfire.

## 3.2 Description of the Environment and Bushfire Context

### 3.2.1 Topography and Landscape Features

There are three main landform units within the Shire, the Blackwood Plateau, Darling Plateau and the Scott Coastal Plain.

Approximately half of the Shire lies on the Blackwood Plateau, a moderately elevated area of the Perth Basin between the Dunsborough and Darling Faults, at a lower elevation than the Darling Plateau. It is a dissected surface with gently undulating to low hilly relief, and broad depressions with swamps. There are moderately incised valleys in parts.

The eastern portion of the Shire occupies the Darling Plateau landform, which is an undulating dissected lateritic surface, bordered on the west by the Darling Scarp. The Scarp is less identifiable in this area than to the north. The Plateau system in the area consists of narrow plateau remnants with moderately incised valleys. The Nannup Town site is situated on this landform unit and in particular, the Folly pine and blue gum plantations on the eastern outskirts of town present difficult terrain for access by emergency response and suppression activities. Consultation with local residents and LG representatives identified that this area is of particular concern for bushfire risk to the town.

The Scott Coastal Plain is an area of low-lying sand plains, dunes and intervening swamps bordering the Southern Ocean<sup>12</sup>.

There are a number of soil types including, hard setting loamy soil, lateritic soil, leached sandy soil and Holocene marine dunes that are consistent with the landforms found in the Shire of Nannup and its neighbouring Shire's such as Manjimup. Soil erosion is most notable in the riverbeds and valleys where steep slopes are a prominent feature of the winding Blackwood River<sup>13</sup>.

A significant landscape feature is the Blackwood River and its associated valley that traverses the width of the Shire. Other rivers found within the shire are the Donnelly and Scott Rivers. Significant water bodies include Lake Jasper in the south of the Shire. The South West Yarragadee aquifer is the largest fresh groundwater body and one of the most important water resources in the State. It has important recharge areas within the Shire along the Blackwood River. These key features have environmental, social, heritage, recreational, community and tourism values that need to be protected and managed.

<sup>12</sup> Shire of Nannup, Local Planning Strategy, Endorsed by the Western Australian Planning Commission (2007).

<sup>13</sup> Soils and Landforms of the Manjimup area, WA, H.M. Churchward, Department of Agriculture. Retrieved from: [http://researchlibrary.agric.wa.gov.au/cgi/viewcontent.cgi?article=1009&context=land\\_res](http://researchlibrary.agric.wa.gov.au/cgi/viewcontent.cgi?article=1009&context=land_res)

### 3.2.2 Climate and Bushfire Season

The Shire of Nannup's climate is described as Mediterranean, with distinct wet and dry seasons. Winter rainfall is predominantly rain bearing, low-pressure systems moving in an easterly direction with an average annual rainfall of around 918.8 millimetres and average wind speeds of 11 km p/hr.

The nearest BOM weather station is Jarrahood and a climatic summary for the weather station is provided below<sup>14</sup> showing the climatic variables for the typical Southern fire season (December to March).

**Table 3 - Summary of climatic variables (BoM Jarrahood Weather Station)**

Month	Av Temp° (3pm)	Av RH (3pm) (%)	Av Monthly Rainfall Total (mm)	Av Wind speed 3pm (km/hr)	Wind Direction 3pm (% of obs >15%)
Dec	25.5	45	16.8	11.2	35% SW 15% S 15% SW
Jan	28.0	42	14.2	11.2	35% SW 20% S 15% SE
Feb	28.2	42	13.2	11.6	27% SW 17% S 22% SE
Mar	26.2	45	18.1	10.9	27% SW 17% S 19% SE
Average	27.0	43.5	15.6	11.2	31% SW 21.5% S 17.75 SE

Climatic data provides an indication of fuel availability for bushfires throughout the year, but in particular during the fire season and is used to calculate the Grassland Fire Danger Index (GFDI), Forest Fire Danger Index (FFDI) and associated likely fire behaviour. This BRM Plan considers the 95<sup>th</sup> percentile weather conditions for the Southern fire season<sup>15</sup> as the basis for FFDI, GFDI and fire behaviour calculated within the LG. Therefore, mitigation-planning activities are based on all but the 5% of the most extreme climatic conditions, which, for the purposes of this plan, could be considered a statistical anomaly. Given the infrequency of these conditions, it will not warrant the cost and resources to implement mitigation activities.

**Table 4 - FFDI and GFDI (95<sup>th</sup> percentile conditions)<sup>16</sup>**

Weather Station	95 <sup>th</sup> % Temp (3pm)	95% Min RH (3pm)	95% Wind speed 3pm (km/hr)	GFDI	FFDI
Jarrahood	35.2	23	18.4	11.6	22.7

<sup>14</sup> Bureau of Meteorology (Data sourced from [www.bom.gov.au](http://www.bom.gov.au), Jarrahood weather station).

<sup>15</sup> These calculations are based on the last 30 years' climatic data (Dec-March) for each BOM site within the LG. Where a site has been operating for less than 30 years, all available data for that site is used.

<sup>16</sup> FFDI and GFDI are calculated for the fire season months (Dec-March) for Jarrahood Weather Stations, using 8 tonnes/ ha for forest areas and 4.5 tonnes/ha with 100% Curing and drought factor of 10 for Grasslands. The 95<sup>th</sup> percentile weather conditions are calculated from the actual daily FFDI and GFDI for the period.

Table 5 - FFDI and GFDI (Max and Min data recordings at 3pm)

Weather Station	Max. Temp (3pm)	Min. RH (3pm)	Max. Wind speed 3pm (km/hr)	GFDI	FFDI
Jarrahwood	41.2	10	15.4	16	27

The calculation of FFDI and GFDI, based on these conditions, is used to determine the fuel reduction measures necessary to meet suppression success criteria as defined in the Overall Fuel Hazard Assessment Guide<sup>17</sup> and provides the basis for a treatment schedule and risk acceptability criteria.

The fire season in the Shire of Nannup is generally acknowledged as being from October through to March. Restricted Burning Times (RBT) are between 7<sup>th</sup> November and 31<sup>st</sup> May. The Prohibited Burning Time (PBT) is from 19<sup>th</sup> December to 1<sup>st</sup> March.

### 3.2.3 Vegetation

Broad vegetation types found within the Shire of Nannup provide an overview of the major fuels that will influence fire behaviour in the region and assist in the evaluation of potential rates of spread and spotting. This assists in evaluating Mitigation Zones<sup>18</sup> required for each community and asset. The major vegetation types within the Shire include Jarrah – Marri forests, pockets of Karri and Paperbark (*Melaleuca* sp.), sedge lands, reed swamps and heath on the coastal extents.

Areas of the shire cleared of forest are predominantly agricultural grassland pastures with extensive areas of *Pinus radiata* plantation, predominant after the collapse of dairying. There are also significant areas of farmland planted with *Eucalyptus globulus* throughout the Shire though the main concentration can be found in the Scott River area. Agricultural lands are predominantly grazed with minimal cropping. Grazing in the district occurs such that the fire risk is reduced by February.

In 2005, the Roadside Conservation Committee (RCC) reported that Nannup retains 94% of its original native vegetation across a variety of tenures. In comparison to surrounding shires, Nannup retains the largest percentage of native vegetation, see table 6.

The shire contains high flora and fauna species richness and diverse vegetation, particularly located in the Scott Coastal Plain. Rare and priority flora such as the Scott River jug flower can be found along roadsides in the Shire of Nannup<sup>19</sup>. Due to a large percentage of the environmental assets being located in state reserves and managed by Parks and Wildlife, section 4.3.3 of this plan describes the assessment of environmental assets and how they shall be identified through the BRMP process.

<sup>17</sup> Overall Fuel Hazard Assessment Guide developed by State Government of Victoria 2010. Retrieved from: [www.fireandbiodiversity.org.au](http://www.fireandbiodiversity.org.au)

<sup>18</sup> The Mitigation Zone is the treatment area (dependant on predictive bushfire models and intensity) that may include Asset Protection Zones through to and including the Land Management Zones, to ensure the dependability of the asset

<sup>19</sup> Shire of Nannup, Roadside Conservation Committee 2005. Document retrieved from [www.nannup.wa.gov.au](http://www.nannup.wa.gov.au)

**Table 6 - Remnant Vegetation remaining in the shire of Nannup and Surrounding Shires (Roadside Conservation Committee, 2005)**

Shire	Total Area (ha)	Vegetation Cover Remaining (%)
Augusta-Margaret River	222,718	71.7%
Bridgetown-Greenbushes	135,387	67.9%
Busselton	145,966	44.5%
Donnybrook-Balingup	155,143	72.0%
Manjimup	705,670	83.9%
Nannup	293,198	94.0%

Management considerations must be taken into account for the diverse vegetation types and complexities that exist when considering bushfire mitigation strategies.

**Table 7 - Major regional vegetation**

Vegetation Community <sup>20</sup>	Area (ha)	% of Total Area	Bushfire Predictive Model <sup>21</sup>
Bare areas; drift sand	1,146	0.37%	Nil
Bare areas; freshwater lakes	622	0.20%	Nil
Low Forest; Peppermint ( <i>Agonis flexuosa</i> )	2,240	0.73%	Vesta
Low Woodland; <i>Agonis flexuosa</i>	1,071	0.35%	Vesta
Medium Forests; Jarrah-Marri	204,531	66.69%	Vesta
Medium Forests; Marri	202	0.07%	Vesta
Medium Open Woodland; Marri	12,143	3.96%	Vesta
Medium Woodland; <i>Eucalyptus rudis</i> & Blackbutt with some Bullich, Jarrah & Marri	6,945	2.26%	Vesta
Medium Woodland; Jarrah & Marri	451	0.15%	Vesta
Medium Woodland; Jarrah (South Coast)	7,877	2.57%	Vesta
Medium Woodland; Marri	7,721	2.52%	Vesta
Medium Woodland; Marri & Wandoo	15	0.00%	Vesta
Mosaic: Tall Forests; Karri, Jarrah & Marri	1,119	0.36%	Vesta
Tall Forest; Jarrah & Marri	533	0.17%	Vesta
Tall Forest; Karri & Marri	9,164	2.99%	Nil
Tall Forest; Karri	2,931	0.96%	Nil
Low Woodlands; Jarrah-Banksia	12,452	4.06%	Vesta
Low Woodlands; Paperbark ( <i>Melaleuca</i> sp.)	12,095	3.94%	Vesta
Shrublands; Teatree Thicket	450	0.15%	Nil
Shrublands; <i>Acacia decipiens</i>	455	0.15%	Nil
Shrublands; Peppermint scrub, <i>Agonis flexuosa</i>	5,940	1.94%	Nil
Sedgeland; Reed Swamps, occasionally with heath	16,581	5.41%	CSIRO Grassland Fire Spread meter

<sup>20</sup> Vegetation of Western Australia Dataset provided by DEC, Pre-European Vegetation, which is based IBRA (Interim Biogeographic Regionalisation of Australia, Thackway and Cresswell eds. 1995) regions and sub-regions, at a scale of 1:250000

<sup>21</sup> Predictive model for fire behaviour in unplanned fires (and calculation of mitigation zones)

### 3.2.4 Bushfire Frequency and Causes of Ignition

A report provided by the Operational Information Systems Branch of the Department of Fire and Emergency Services<sup>22</sup> identified that within the Shire of Nannup an average of 17 landscape fires occurred each year between FY10' and FY15'. Ninety-Seven landscape fires<sup>23</sup> have been recorded from 01/07/2010 – 29/02/2016. Unfortunately, 46% of the landscape fires were unable to be categorised to an exact cause, as they were either undetermined or unreported.

The data was further analysed revealing the landscape fire ignition reasons, see table 8 below. The most common fire ignition causes that were able to be determined following investigations were; Burn off fires<sup>24</sup> (22%), lightning (11%), suspicious/deliberate (6%), and vehicles including farming equipment/activities (5%).

**Table 8 - The Department of Fire and Emergency Services recorded 97 landscape fires between 01/07/2010 and 29/02/2016 for locations within the Shire of Nannup**

Bushfires ignition reason:	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	Total
Burn off fires	2	10	1	3	2	3	21
Campfires/bonfires/outdoor cooking	1	0	0	0	0	1	2
Equipment - Mechanical or electrical fault	0	0	1	0	0	0	1
Equipment - Operational deficiency	0	0	0	0	0	1	1
Improper Fuelling/Cleaning/Storage/Use of material ignited	0	0	0	0	0	1	1
Indoor Appliances - cause unknown	0	0	0	1	0	0	1
Other open flames or fire	0	0	1	1	0	0	2
Reignition of previous fire	0	1	0	0	0	0	1
Suspicious/Deliberate	1	0	2	1	1	1	6
Undetermined	3	9	2	2	0	0	16
Unreported	4	14	4	2	1	3	28
Vehicles (incl. Farming Equipment/Activities)	4	1	0	0	0	0	5
Weather Conditions - Lightning	0	1	8	0	2	0	11
Weather Conditions (High winds, natural combustion etc. Excludes Lightning)	0	1	0	0	0	0	1
Total	15	37	19	10	6	10	97

<sup>22</sup> Landscape Fire report received by Department of Fire and Emergency Services, Fire and Incident Reporting System.

<sup>23</sup> The report only identifies landscape fires that are out of control, requiring emergency assistance.

<sup>24</sup> The definition of "Burn off fires" means that a controlled burn of some kind has escaped. Some burn off fires have not been registered to a responsible agency, and can include private rubbish burns as well as local government or P&W fuel reduction burns.



The report developed by the Department of Fire and Emergency Services also included data on the date/time, location of fire and its ignition reason. A trend analysis completed on the data has identified that the planning area of Nannup is the most frequent area for ignition having recorded 55% of landscape fires, as shown in figure 4. The most common ignition reasons for the Nannup planning area were due to escaped burn off fires; lightning and suspicious/deliberate activities (figure 5).

Sixty-two percent of the total recorded fires caused by burn off fires have occurred during the months of November and October. Further education, training or amendments to restricted burn periods and permits should be considered when implementing future treatment strategies as part of this plan.

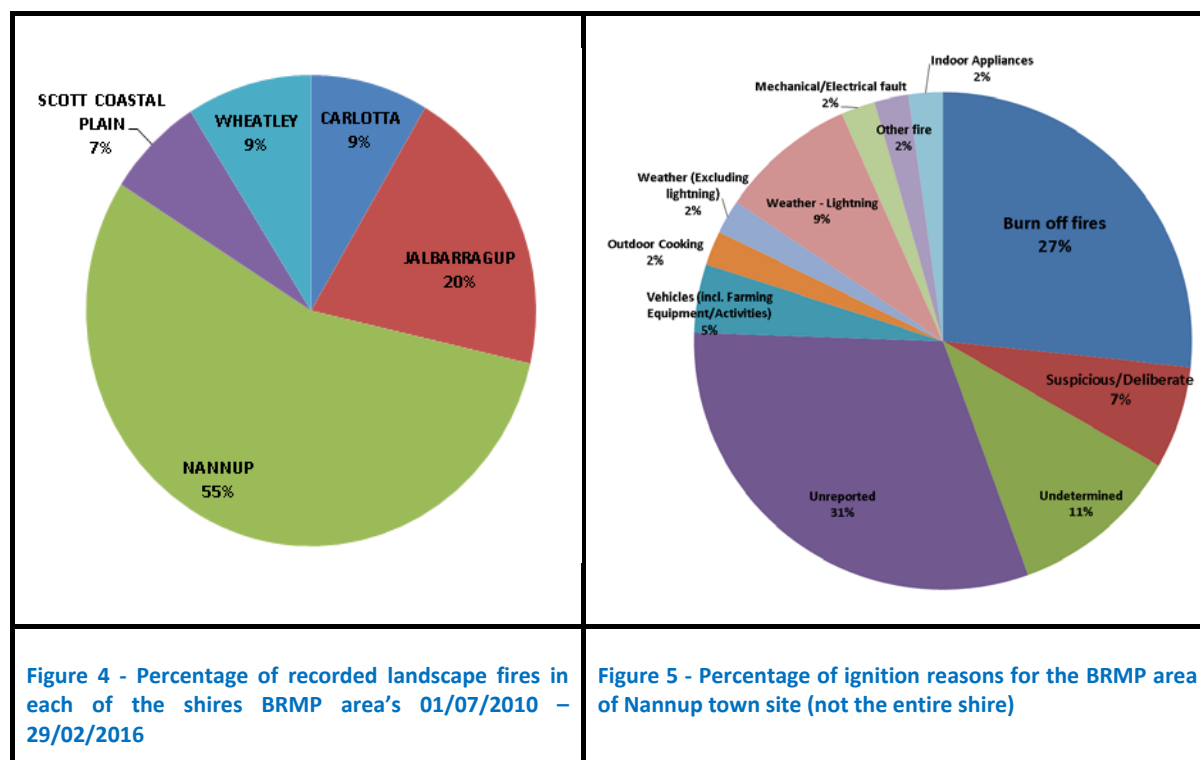


Table 9 below shows the top 3 ignition reasons for each of the Shire of Nannup's planning areas as determined within this BRM Plan. This fire history data should influence the decision making process by identifying potential areas where fires are more likely to start and form the basis for implementing the appropriate treatment strategies. Targeted educational and preventative programs are just one example of allocating resources effectively to implement treatment strategies in the local planning areas where identified suspicious/deliberate and/or burn off activities are occurring the most.

**Table 9 - Top three ignition reasons for each BRMP area in the Shire of Nannup**

	Shire of Nannup BRMP Planning Areas					
	Total reported fires 1/07/2010- 29/02/2016	Carlotta (7)	Jalbarragup (33)	Nannup (45)	Scott Coastal Plain (6)	Wheatley (6)
Top 3 Reasons for Ignition	1	Lightning	Burn Off Fires	Burn Off Fires	Open flame or fire	Lightning
	2	Burn Off Fires	Vehicles/ Farming equipment	Lightning	Improper use of materials	Suspicious Deliberate
	3	Unreported (No Data)	Suspicious Deliberate	Suspicious Deliberate	Unreported (No Data)	Unreported (No Data)

The causes of bushfires in the Shire according to P&W (Blackwood District) identify that deliberate lightings are the major cause of bushfires, followed by bushfires that were accidentally started by recreational users, private property owners, timber industry and other industries. Fires from burn off are the third major cause of bushfires (see graph 3).

## 4. Asset Identification and Risk Assessment

### 4.1 Planning Areas

The Shire of Nannup has been divided into 5 planning areas. Nannup, Jalbarragup, Carlotta, Wheatley and Scott Coastal Plain. Attached at **Appendix 2** is a map showing the boundaries of the planning areas identified within the Shire of Nannup.

#### 4.1.1 Priorities for Asset Identification and Assessment

The *Planning Area Assessment Tool* was applied to each planning area to determine the priorities for asset identification and assessment. Using the tool, each planning area was rated against six risk factors, with the highest scoring planning area being the first priority for asset identification and risk assessment.

Assets were identified and assessed in each planning area, based on the results of the planning area assessment outlined in the following table.

**Table 10 – Planning Area Assessment Summary**

Risk Factor	Nannup	Jalbarragup	Wheatley	Carlotta	Scott Coastal Plain
1. % of LG Population in Planning Area	320	40	20	20	20
2. Fuel Structures	80	100	100	100	40
3. Assets	60	20	20	20	20
4. Rural Urban Interface	60	40	20	40	20
5. Suppression response times	40	40	60	40	60
6. Suppression strategies	60	40	40	40	60
<b>TOTAL</b>	620	280	260	260	220
<b>PRIORITY</b>	1	2	3	4	5

## 4.2 Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines. Identified assets have been mapped, recorded and assessed in the Bushfire Risk Management System (BRMS). Identified assets are categorised into the following subcategories:

Table 11 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
<b>Human Settlement</b>	<ul style="list-style-type: none"> <li>• <b>Residential areas</b> Rural urban interface areas and rural properties.</li> <li>• <b>Places of temporary occupation</b> Commercial, mining and industrial areas located away from towns and population centres (that is, not adjoining residential areas).</li> <li>• <b>Special risk and critical facilities</b> Hospitals, nursing homes, schools and childcare facilities, tourist accommodation and facilities, prison and detention centres, government administration centres and depots, incident control centres, designated evacuation centres, police, fire and emergency services.</li> </ul>
<b>Economic</b>	<ul style="list-style-type: none"> <li>• <b>Agricultural</b> Pasture, grazing, livestock, crops, viticulture, horticulture and other farming infrastructure.</li> <li>• <b>Commercial and industrial</b> Major industry, waste treatment plants, mines, mills and processing and manufacturing facilities and cottage industry.</li> <li>• <b>Critical infrastructure</b> Power lines and substations, water and gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and wastewater treatments plants.</li> <li>• <b>Tourist and recreational</b> Tourist attractions and recreational sites that generate significant tourism and/or employment within the local area.</li> <li>• <b>Commercial forests and plantations</b></li> <li>• <b>Drinking water catchments</b></li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• <b>Protected</b> Rare and threatened flora and fauna, ecological communities and wetlands.</li> <li>• <b>Priority</b> Fire sensitive species and ecological communities.</li> <li>• <b>Locally important</b> Nature conservation and research sites, habitats, species and communities, areas of visual amenity.</li> </ul>
<b>Cultural</b>	<ul style="list-style-type: none"> <li>• <b>Aboriginal heritage</b> Places of indigenous significance.</li> <li>• <b>Recognised heritage</b> Assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List.</li> <li>• <b>Local heritage</b> Assets identified in a Municipal Heritage Inventory or by the community.</li> <li>• <b>Other</b></li> </ul>

Asset Category	Asset Subcategories
	Other assets of cultural value, for example community centres and recreation facilities.

### 4.3 Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in the following table.

Table 12 – Asset Category Proportions

Asset category	Proportion of identified assets
<b>Human Settlement</b>	<b>76.21%</b>
<b>Economic</b>	<b>17.32%</b>
<b>Environmental</b>	<b>4.16%</b>
<b>Cultural</b>	<b>2.31%</b>

#### 4.3.1 Likelihood Assessment

Likelihood is described as the chance of a bushfire igniting, spreading and reaching an asset. The approach used to determine the likelihood rating is **the same for each asset category**: Human Settlement, Economic, Environmental and Cultural.

**There are four possible likelihood ratings: almost certain, likely, possible, and unlikely.**

Table 13 – Likelihood Ratings

Likelihood Rating	Description
<b>Almost Certain</b> (Sure to Happen)	<ul style="list-style-type: none"> <li>Is expected to occur in most circumstances;</li> <li>High level of recorded incidents and/or strong anecdotal evidence; and/or</li> <li>Strong likelihood the event will recur; and/or</li> <li>Great opportunity, reason or means to occur;</li> <li>May occur more than once in 5 years.</li> </ul>
<b>Likely</b> (Probable)	<ul style="list-style-type: none"> <li>Regular recorded incidents and strong anecdotal evidence; and /or</li> <li>Considerable opportunity, reason or means to occur;</li> <li>May occur at least once in 5 years.</li> </ul>
<b>Possible</b> (feasible but < probable)	<ul style="list-style-type: none"> <li>Should occur at some stage; and/or</li> <li>Few, infrequent, random recorded incidents or little anecdotal evidence; and/or</li> <li>Some opportunity, reason or means to occur.</li> </ul>
<b>Unlikely</b> (Improbable, not likely)	<ul style="list-style-type: none"> <li>Would only occur under exceptional circumstances.</li> </ul>

### 4.3.2 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is **different for each asset category**: Human Settlement, Economic, Environmental and Cultural.

**There are four possible consequence ratings: minor, moderate, major and catastrophic.**

Table 14 – Consequence Ratings

Consequence Rating	Descriptions
<b>Minor</b>	<ul style="list-style-type: none"><li>• No fatalities.</li><li>• Near misses or minor injuries with first aid treatment possibly required.</li><li>• No persons are displaced.</li><li>• Little or no personal support (physical, mental, emotional) required.</li><li>• Inconsequential or no damage to an asset, with little or no specific recovery efforts required beyond the immediate clean up.</li><li>• Inconsequential or no disruption to community.</li><li>• Inconsequential short-term failure of infrastructure or service delivery. (Repairs occur within 1 week; service outages last less than 24 hours.)</li><li>• Inconsequential or no financial loss. Government sector losses managed within standard financial provisions. Inconsequential business disruptions.</li></ul>
<b>Moderate</b>	<ul style="list-style-type: none"><li>• Isolated cases of serious injuries, but no fatalities. Some hospitalisation required, managed within normal operating capacity of health services.</li><li>• Isolated cases of displaced persons who return within 24 hours.</li><li>• Personal support satisfied through local arrangements.</li><li>• Localised damage to assets that is rectified by routine arrangements.</li><li>• Community functioning as normal with some inconvenience.</li><li>• Isolated cases of short to mid-term failure of infrastructure and disruption to service delivery. (Repairs occur within 1 week to 2 months, service outages last less than 1 week.)</li><li>• Local economy impacted with additional financial support required to recover. Government sector losses require activation of reserves to cover loss. Disruptions to businesses lead to isolated cases of loss of employment or business failure.</li><li>• Isolated cases of damage to environmental or cultural assets, one-off recovery efforts required, but with no long-term effects to asset.</li></ul>
<b>Major</b>	<ul style="list-style-type: none"><li>• Isolated cases of fatalities.</li><li>• Multiple cases of serious injuries. Significant hospitalisation required leading to health services being overstretched.</li><li>• Large number of persons displaced (more than 24 hours' duration).</li><li>• Significant resources required for personal support.</li><li>• Significant damage to assets, with ongoing recovery efforts and external resources required.</li><li>• Community only partially functioning. Widespread inconvenience, with some services unavailable.</li></ul>

Consequence Rating	Descriptions
	<ul style="list-style-type: none"> <li>• Mid to long-term failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required. (Repairs occur within 2 to 6 months; service outages last less than a month.)</li> <li>• Local or regional economy impacted for a significant period with significant financial assistance required. Significant disruptions across industry sectors leading to multiple business failures or loss of employment.</li> <li>• Significant damage to environmental or cultural assets that require major rehabilitation or recovery efforts.</li> <li>• Localised extinction of native species. This may range from loss of a single population to loss of all of the species within the BRM Plan area (for a species that occupies a greater range than just the BRM Plan area).</li> </ul>
<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>• Multiple cases of fatalities.</li> <li>• Extensive number of severe injuries.</li> <li>• Extended and large number requiring hospitalisation, leading to health services being unable to cope.</li> <li>• Extensive displacement of persons for extended duration.</li> <li>• Extensive resources required for personal support.</li> <li>• Extensive damage to assets that will require significant ongoing recovery efforts and extensive external resources.</li> <li>• Community unable to function without significant support.</li> <li>• Long-term failure of significant infrastructure and service delivery affecting all parts of the community. Ongoing external support required. (Repairs will take longer than 6 months, service outages last more than 1 month.)</li> <li>• Regional or State economy impacted for an extended period with significant financial assistance required. Significant disruptions across industry sectors leading to widespread business failures or loss of employment.</li> <li>• Permanent damage to environmental or cultural assets.</li> <li>• Extinction of a native species in nature. This category is most relevant to species that are restricted to the BRM Plan area, or also occur in adjoining areas and are likely to be impacted upon by the same fire event. 'In nature' means wild specimens and does not include flora or fauna bred or kept in captivity.</li> </ul>

The methodology used to determine the consequence rating for each asset category is based on the following:

- **Consequence Rating - Human Settlement Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

- **Consequence Rating - Economic Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the level of economic impact and the recovery costs.

- **Consequence Rating - Environmental Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

- **Consequence Rating - Cultural Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

### 4.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

Flora and fauna species are widespread throughout the Shire of Nannup and can be found on roadsides, national parks, state forests and other reserves. P&W currently manage the extensive and complex environmental values that exist in the shire with annual programs. They also hold the data through a Geographic Information System (GIS) for all recorded and declared rare flora and fauna. All other tenure (including LG) with identified Environmental values shall be recorded within BRMS. P&W conservation areas will be marked within BRMS however; P&W will remain custodians of the annual programs and relevant data.

There are over 1,100 species of plants that have been recorded in the Shire of Nannup<sup>25</sup>. A report completed by the Roadside Conservation Committee (RCC) states that many roadside reserves as well as the P&W managed national parks and state forests contain declared rare flora (DRF). The research was completed in 2005 where records indicated that 19 populations of rare and priority flora were found on roadside reserves alone. Consultation for roadside reserve burning is required to ensure priority or threatened species are managed appropriately.

The Western Australian Museum records 290 species of native fauna can be found in the shire. The RCC report from 2005 states that around 13 species sighted were threatened and priority fauna<sup>26</sup>. Areas designated for flora and fauna conservation are listed on the South West Catchments Council (SWCC) website<sup>27</sup>. The SWCC state that of the entire Blackwood Basin Area, the lower Blackwood Basin has the most vegetation within conservation estate, and the least fragmented landscape. Approximately 69% of the lower catchment is designated national park, state forest or conservation estate. A comprehensive list of flora and fauna species in the shire can be found in the RCC report, by contacting the South West Catchments Council (SWCC) or by contacting P&W however, some data held by P&W is sensitive and may not be shared without appropriate authorisation. Consultation shall be identified through the communications strategy in Appendix 1 of this plan.

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<sup>25</sup> Roadside Vegetation and Conservation Values: Shire of Nannup, Roadside Conservation Committee (2005)

<sup>26</sup> Roadside Vegetation and Conservation Values: Shire of Nannup, Roadside Conservation Committee (2005)

<sup>27</sup> SWCC information retrieved from: <http://www.swnrmstrategy.org.au/sub-regions/blackwood-basin/lower-blackwood/landscapes-lower-blackwood/>

#### 4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in the summary table below. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 15 – Local Government Asset Risk Summary

<b>Risk Rating</b> <b>Asset Category</b>	Low	Medium	High	Very High	Extreme
Human Settlement	24.94%	13.63%	5.08%	14.78%	17.78%
Economic	1.39%	2.08%	9.93%	3.00%	0.92%
Environmental	0%	0%	3.70%	0.46%	0%
Cultural	0.23%	0%	0.69%	0.46%	0.92%

## 5. Risk Evaluation

### 5.1 Evaluating Bushfire risk

The risk rating for each asset has been assessed against the likelihood and consequence descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Likelihood and consequence ratings assigned to each asset are appropriate; and
- Local issues have been considered.

### 5.2 Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS, based on the asset's risk rating. Table 16 shows how likelihood and consequence combine to give the risk rating and subsequent treatment priority for an asset.

Table 16 – Treatment Priorities

<b>Consequence</b> <b>Likelihood</b>	Minor	Moderate	Major	Catastrophic
Almost certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)



## 5.3 Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances, the landowner, in collaboration with local government and fire agencies, will determine risk acceptability and treatment. However, as a rule, the following courses of action have been adopted for each risk rating.

Table 17 - Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
<b>Extreme</b> (Priorities 1A, 1B, 1C)	Only acceptable with excellent controls. Urgent treatment action is required. Treatment plans to be explored and implemented. Highest level of authority notified – depending on the asset at risk.	Routine controls are not enough to adequately manage the risk. Immediate attention required as a priority. Specific action is required in first year of BRM Plan. Continuous monitoring required.
<b>Very High</b> (Priorities 2A, 2B, 2C)	Only acceptable with excellent controls. Treatment action is required. Senior Shire officer's and council notified.	Routine controls are not enough to adequately manage the risk. Specific action will be required during the period covered by the BRM Plan. Quarterly monitoring may be required.
<b>High</b> (Priorities 3A, 3B, 3C, 3D)	Only acceptable with adequate controls. Treatment action may be required.	Specific action may be required. Risk may be managed with routine controls and/or specific procedures and is subject to semi-annual monitoring.
<b>Medium</b> (Priorities 4A, 4B, 4C)	Acceptable with adequate controls. Treatment action is not required but risk must be monitored.	Specific action may not be required. Risk may be managed with routine controls and/or procedures and monitored as required throughout the life of the BRM Plan.
<b>Low</b> (Priorities 5A, 5B, 5C)	Risk acceptable with adequate controls, managed by routine procedures or controls and subject to monitoring. Treatment is not required.	The need for specific action is unlikely. Risk will be managed with routine controls or procedures and monitored as required.

## 6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment.

There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

### 6.1 Local Government-Wide Controls

Local government-wide controls are activities that reduce the overall bushfire risk within the Shire of Nannup. These types of treatments are not linked to specific assets, and are applied across all or part of the local government as part of normal business or due to legislative requirements. The following controls are currently in place across the Shire of Nannup.

- *Bush Fires Act 1954* Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government (annual Shire Firebreak and Fuel Reduction Notice);
- Public education campaigns and the use of P&W and DFES state-wide programs, tailored to suit local needs;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards;
- Monitoring performance against the BRM Plan and reporting annually to the local government council and OBRM;
- The Department of Fire and Emergency Services (DFES) is responsible for the management of fire prevention on 0.4% of Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) within gazetted town site boundaries under a memorandum of understanding with the Department of Lands;
- Parks and Wildlife Annual mitigation works programs (includes mechanical works and prescribed burns that may not directly influence level of risk to a specific asset or group of assets)
- Western Power Annual Vegetation Management and asset inspection activities in Extreme and High Bushfire Risk areas completed by November 30<sup>th</sup>. (WP deems Areas of Nannup with Extreme and High Risk);
- All Fire Management Plans including but not limited to, land developments and estates. Plans are available through the Planning department at the Shire;
- The Shire of Nannup, Gardens crew annual hazard reduction works program (includes, spraying, slashing and pruning in and around established communities and Nannup Townsite). Priority given to populated Townsites first (known works will be captured in the Bushfire Risk Management treatment schedule),
- Water Corporation Bushfire Risk Mitigation Program (Water corporation sites due to be assessed within the Shire by Water Corp. staff. Only High to Extreme risk sites will be communicated to the BRMO/BRPC once completed), and;

A multi-agency work plan has been developed and is attached at **Appendix 3**. The plan details work to be undertaken as a part of normal business, to improve current controls or to implement new controls to better manage bushfire risk across the local government.

## 6.2 Asset-Specific Treatment Strategies

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are six asset specific treatment strategies:

- **Fuel management** - Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods;
- **Ignition management** - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;
- **Preparedness** - Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- **Planning** - Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and
- **Community Engagement** - Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.
- **Other** - Local government-wide controls, such as community education campaigns and planning policies, will be used to manage the risk. Asset-specific treatment is not required or not possible in these circumstances.

Parks and Wildlife shall be engaged to develop the treatment schedule as a large percentage of the vegetation in the Shire of Nannup is managed by P&W as identified in section 3.1.2 of this plan. Regular consultation with P&W is required to ensure that the risks identified through the implementation of this plan are communicated. Parks and Wildlife are to consider prioritisation of treatments given the outcomes of the BRM Plan. The communication Strategy found in Appendix 1 details how this is to occur.

## 6.3 Determining the Treatment Schedule

Efforts will be made to finalise the Treatment Schedule within six months of this BRM Plan being endorsed by council. The Treatment Schedule will be developed in broad consultation with landowners and other stakeholders.

Landowners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a landowner. However, the onus is still on the landowner to ensure treatments detailed in this BRM Plan are completed.

## 7. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

### 7.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council endorsement. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to the BRM Plan area, organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the area; or
- Following a major fire event.

### 7.2 Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis. New assets will be added to the *Asset Risk Register* when they are identified.

### 7.3 Reporting

The Shire of Nannup will submit an annual report to OBRM each year summarising progress made towards implementation of the BRM Plan.

The Bushfire Risk Planning Coordinator or the Community Emergency Services Officer shall provide quarterly reports of progress against BRMP to the Local Government council. Reporting may also be made at the request of council and/or Senior Management or Staff of the Shire of Nannup.

Ongoing consultation with OBRM shall be made at least yearly by reporting progress made on BRMP within the shire. Yearly monitoring, review and reporting shall be completed by the BRPC/BRMO. Five-yearly reviews of the BRM Plan and other BRMP reports are also to be completed by the BRPC in consultation with the BRMO.

Consideration shall be given to publicly reporting the mitigation activities completed by the Shire via the Shire's website or other appropriate means of communication. For example, this could be reporting on compliance to the Shire's annual indicative burn program.

## 8. Glossary

<b>Asset</b>	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
<b>Asset Category</b>	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
<b>Asset Owner</b>	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
<b>Asset Register</b>	A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.
<b>Asset Risk Register</b>	A report produced within the Bushfire Risk Management System that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the Bushfire Risk Management Plan.
<b>Bushfire</b>	Unplanned vegetation fire. A generic term that includes grass fires, forest fires and scrub fires both with and without a suppression objective. <sup>28</sup>
<b>Bushfire Management Plan</b>	A document that sets out short, medium and long-term bushfire risk management strategies for the life of a development. <sup>29</sup>
<b>Bushfire risk management</b>	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
<b>Bushfire Threat</b>	The threat posed by the hazard vegetation, based on the vegetation category, slope and separation distance.
<b>Consequence</b>	The outcome or impact of a bushfire event.
<b>Draft Bushfire Risk Management Plan</b>	The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for endorsement.
<b>Emergency Risk Management Plan</b>	A document (developed under <i>State Emergency Management Policy 2.9</i> ) that describes how an organisation(s) intends to undertake the activities of emergency risk management based on minimising risk. These plans help

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<sup>28</sup> Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne.

<sup>29</sup> Western Australian Planning Commission 2015, *State Planning Policy 3.7: Planning in Bushfire Prone Areas*, WAPC, Perth.

	inform the ongoing development of Local Emergency Management Arrangements (LEMA) and Westplan's.
<b>Geographic Information System (GIS)</b>	A data base technology, linking any aspect of land-related information to its precise geographic location. <sup>30</sup>
<b>Geographic Information System (GIS) Map</b>	The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.
<b>Land Owner</b>	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
<b>Likelihood</b>	The chance of something occurring. In this instance, the chance of a bushfire igniting, spreading and reaching the asset.
<b>Locality</b>	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
<b>Planning Area</b>	A geographic area determine by the local government that is used to provide a suitable scale for risk assessment and stakeholder engagement.
<b>Priority</b>	See Treatment Priority.
<b>Recovery Cost</b>	The capacity of an asset to recover from the impacts of a bushfire.
<b>Responsible Person</b>	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
<b>Risk acceptance</b>	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
<b>Risk analysis</b>	The application of consequence and likelihood to an event in order to determine the level of risk.
<b>Risk assessment</b>	The systematic process of identifying, analysing and evaluating risk.
<b>Risk evaluation</b>	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
<b>Risk identification</b>	The process of recognising, identifying and describing risks.

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<sup>30</sup> Landgate 2015, *Glossary of terms*, Landgate, Perth

<b>Risk Manager</b>	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
<b>Risk Register</b>	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
<b>Risk treatment</b>	A process to select and implement appropriate measures undertaken to modify risk.
<b>Rural</b>	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops. <sup>31</sup>
<b>Rural Urban Interface (RUI)</b>	The line or area where structures and other human development adjoin or overlap with undeveloped bushland. <sup>32</sup>
<b>Slope</b>	The angle of the ground's surface measured from the horizontal.
<b>Tenure Blind</b>	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
<b>Treatment</b>	An activity undertaken to modify risk, for example a prescribed burn.
<b>Treatment Objective</b>	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
<b>Treatment Manager</b>	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
<b>Treatment Priority</b>	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
<b>Treatment Schedule</b>	A report produced within the Bushfire Risk Management System that details the treatment priority of each asset identified in the Bushfire Risk Management Plan and the treatments scheduled.

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<sup>31</sup> Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

<sup>32</sup> Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

<b>Treatment Strategy</b>	The broad approach that will be used to modify risk, for example fuel management.
<b>Treatment Type</b>	The specific treatment activity that will be implemented to modify risk, for example a prescribed burn.
<b>Vulnerability</b>	The susceptibility of an asset to the impacts of bushfire.



## 9. Common Abbreviations

APZ	Asset Protection Zone
BRMP	Bushfire Risk Management Planning
BRMS	Bushfire Risk Management System
CALD	Culturally and Linguistically Diverse
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ERMP	Emergency Risk Management Plan
FFDI	Forest Fire Danger Index
FMP	Fire Management Plan
GFDI	Grassland Fire Danger Index
GIS	Geographic Information System
HSZ	Hazard Separation Zone
JAFFA	Juvenile and Family Fire Awareness
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMZ	Land Management Zone
OBRM	Office of Bushfire Risk Management
P&W	Parks and Wildlife (Department of)
SEMC	State Emergency Management Committee
SLIP	Shared Land Information Platform
WAPC	Western Australian Planning Commission

## **Appendices**

- 1      Communication Strategy**
- 2      Planning Area Map**
- 3      Local Government-Wide Controls, Multi-Agency Treatment Work Plan**

## 1. Communication Strategy



Shire of Nannup

# Bushfire Risk Management Planning Communication Strategy

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## Document Control

Document Name	Bushfire Risk Management Plan Communications Strategy	Current Version	1.0
Document Owner	Shire of Nannup CEO	Issue Date	
Document Location		Next Review Date	

## Related Documents

Title	Version	Date
Shire of Nannup Bushfire Risk Management Plan	1.0	

## Amendment List


## 1 INTRODUCTION

A Bushfire Risk Management Plan (BRM Plan) is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Nannup. This Communication Strategy accompanies the BRM Plan for the Shire of Nannup. It documents the communication objectives for the BRM Plan, roles and responsibilities for communication, key stakeholders, target audiences and key messages at each project stage, communication risks and strategies for their management, and communication monitoring and evaluation procedures.

## 2 COMMUNICATIONS OVERVIEW

### Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the Shire of Nannup are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the bushfire risk management planning process.
2. Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government area.
5. The community and other stakeholders engage with the bushfire risk management planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.
6. Strengthen Shire of Nannup corporate objective as listed in Corporate Strategic Plan 2013-2033:
  - 1.1 *Promote a connected, safe and healthy town,*

### Communication Roles and Responsibilities

Shire of Nannup is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

- CEO, Shire of Nannup responsible for endorsement of the BRM Plan Communications Strategy.
- Manager, Infrastructure Services Shire of Nannup, responsible for monitoring and reporting on the BRM Plan and Communications Strategy.
- Local Government Officer, Shire of Nannup responsible for external communication with the local government area.

- Community Emergency Services Officer, Shire of Nannup responsible for internal and external communication with LGA, monitoring and reporting on the BRM Plan and Communication Strategy.
- Bushfire Risk Management Planning Coordinator, Shire of Nannup responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.
- Bushfire Risk Management Officer, Department of Fire and Emergency Services responsible for operational-level communication between Shire, Department of Fire and Emergency Services and the Office of Bushfire Risk Management.
- Chief and Deputy Bushfire Control Officer's, Shire of Nannup responsible for communicating BRM Plan to Shire Volunteer Bushfire Brigades.

## Communications Approach

The Shire of Nannup has a community consultations policy (ADM 19) which recommends methods for issues/projects. However, the council acknowledges that:

- the timeframes for the consultation may not coincide with the deadlines of some newsletters or the Nannup telegraph,
- some issues may not warrant a meeting or there may be insufficient interest expressed in participating in a meeting/discussion,
- there may be occasions when council does not consult on a matter due to circumstances/requirements beyond its control, such as statutory requirements, funding requirements or policy requirements of other levels of government/agencies,
- specific consultation requirements apply in relation to statutory consultation and land use planning matters.

The Shire's table of suggested consultation methods for category of project (Policy ADM 19)<sup>33</sup>:

	<b>SUGGESTED CONSULTATION METHODS FOR CATEGORY OF PROJECT</b>	<b>Category 1</b> One-off issues	<b>Category 2</b> Changes to current arrangements on a single site	<b>Category 3</b> Area or neighbourhood impacts	<b>Category 4</b> Service planning with shire-wide impacts	<b>Category 5</b> Major plans with shire-wide impacts	<b>Category 6</b> Major projects with shire-wide impacts
<b>A</b>	Write to affected household/group			✓			

<sup>33</sup> Shire of Nannup, Community Consultation Policy (ADM 19)

<b>B</b>	Survey/other forms of formal market research					✓	✓
<b>C</b>	Council's shire-wide 'Update' newsletter				✓	✓	✓
<b>D</b>	Community-based newsletters			✓	✓	✓	✓
<b>E</b>	Council's website		✓	✓	✓	✓	✓
<b>F</b>	Letter/flier to specific area including community noticeboards		✓				
<b>G</b>	Council-organised meeting					✓	✓
<b>H</b>	Media release/advertisement					✓	✓
<b>J</b>	Input via working party (if a relevant committee exists)				✓	✓	✓
<b>K</b>	Personal contact or meetings on site			✓	✓	✓	✓
<b>L</b>	Attendance at community-organised meetings (if organised)			✓	✓	✓	✓
<b>M</b>	Feedback at council offices/ service centres	✓	✓	✓	✓	✓	✓
<b>P</b>	Notification on-site (if appropriate)	✓	✓	✓			✓

## Key Stakeholders for Communication

The following table identifies key stakeholders in bushfire risk management planning. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
Government Agencies	Land Managers / Coordinators of BRMP Identify Valued Assets	High	Inform, involve and Consult
Interest Groups	Awareness of BRMP, Consultation and expert advice Identify valued assets	Medium	Inform, consult, empower
Service Providers	Critical Infrastructure / Treatment strategies Identify valued assets	Medium	Collaborate, inform, consult
Landowners / Residents	Concerned / Bushfire ready / treatments & education Identify Valued assets	Medium	Inform, consult and empower
Business Owners	Concerned Land Managers / Impact of bushfire on business Identify valued assets	Low	Inform, consult and empower



## Communications Plan

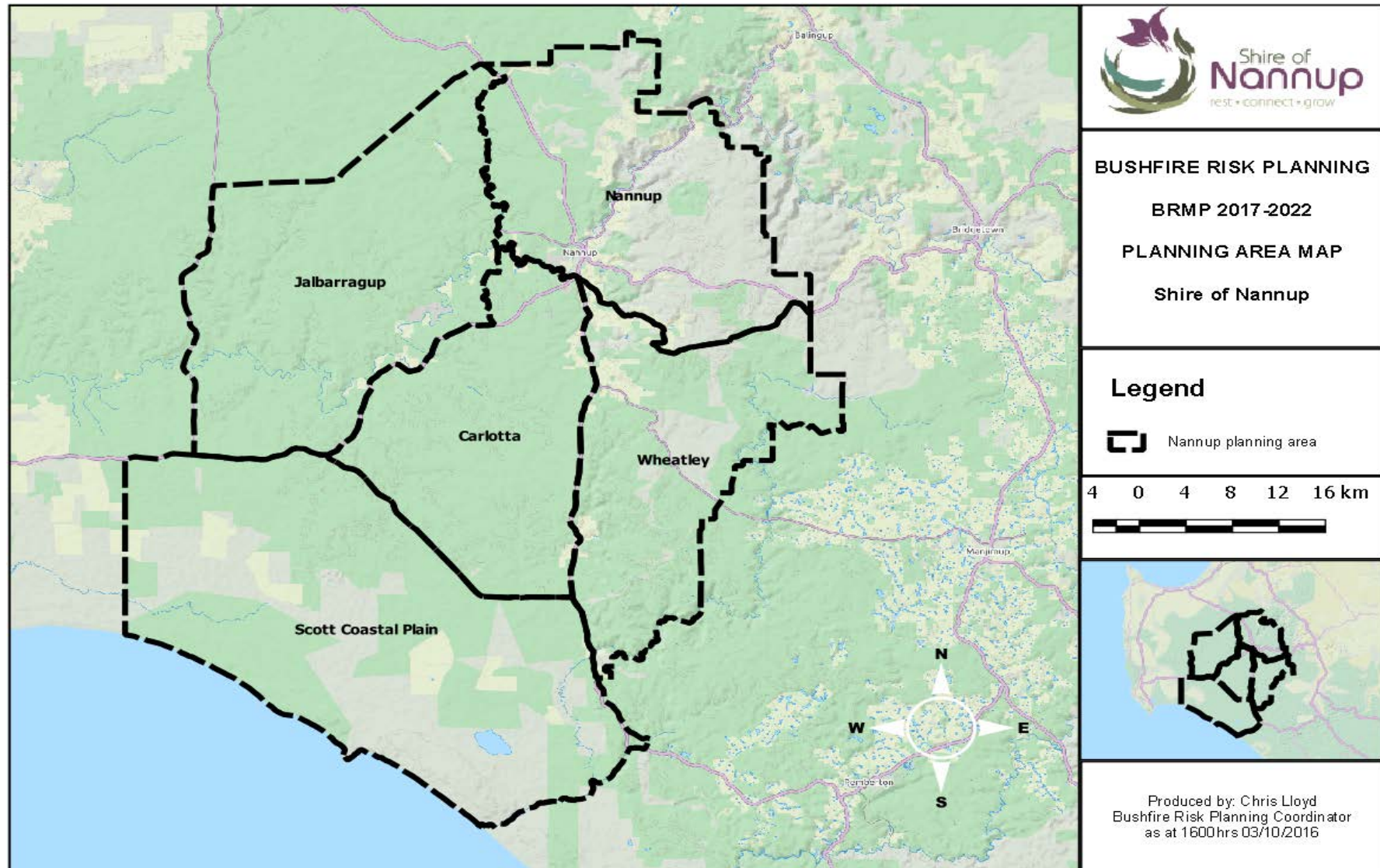
Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
<b>Development of the BRM Plan</b>								
Life of plan	Shire of Nannup CEO, Senior Leadership Team and Staff	All (1-6)	Emails  Meetings (Quarterly)  Shire Website and Intranet	Informed, consulted, accountable or responsible. Review and input into Plan.	BRPC or Manager Infrastructure Services	Time constraints  No clear message  Incorrect audience	Careful planning and time management	Feedback, questions and level of support received
Life of plan	Bushfire Advisory Committee (BFAC)	All (1-6)	Meetings (Quarterly) Face to Face (presentations in council chambers)	Engaged in process of BRMP  Treatment Schedule and Risk Analysis	BRPC and CESO	Plan not complete  Treatments not negotiated  Time constraints	Prepare presentation for each BFAC  Give updates as required	Feedback, treatments negotiated and supported by committee.
Life of plan	FCO's, BFB Captains, VFRS Captains	All (1-6)	Meetings organised with Each brigade or as required	Engaged in process of BRMP  Identify Risk, and share information	BRPC  CESO	Time constraints  No plan, unorganised  Availability of volunteers	Careful planning and time management  Express value of meeting	Feedback, support for BRMP process  Engaged

01/02/2016 - 01/07/2017	Home Owners Land Managers & Interest groups or businesses	1, 2 & 6	Media (Newspaper) Shire Website Face to face meetings Community workshops and forums	Inform of the BRMP process  Identify valued assets  Identify existing controls	BRPC/BRMO	Media not reaching majority  Workshops and forums could get abstracted by other agendas	Newspaper and website details  Chair meetings with strict agenda and purpose	Engaged throughout process  Feedback received  Success of outcomes
01/02/2016 – 01/07/2017	State Agencies (P&W), Service providers and other Stakeholders (WP, WC, etc.)	All (1-6)	Emails  Face to Face Meetings  Telephone	Inform of BRMP process Identify assets at risk  Identify existing controls/programs Environmental/Cultural Assets identified and programs identified for BRMP (P&W).	BRPC/BRMO	Time constraints and travel  Level of interest and engagements in process	Select appropriate channel of communication  Prepare materials and good planning	High engagement and participation levels  Good feedback and interest in program
Life of Plan	Parks and Wildlife  (Biodiversity and Fire Management)	All (1-6)	Emails / Website  Face to face  Meetings  Telephone	Inform of BRMP Identify & risk assess Environmental assets List existing controls where possible	BRPC/BRMO	Sensitive information  Reliable Data  Limited research in region	Identify existing controls/plans  PaW responsible for Enviro. Assets and control of risks	Regular contact and sharing of information  Ongoing stakeholder consultation required
<b>Implementation of the BRM Plan</b>								
Life of plan	Shire of Nannup CEO, Senior Leadership Team and Staff	All (1-6)	Emails  Meetings (Quarterly)	Informed, consulted, accountable or responsible.	BRPC, CESO or Manager Infrastructure Services	Time constraints  Availability	Careful planning and time management	Feedback, questions and level of support received

			Shire Website	Review and input into Plan. Progress to plan		Lack of understanding  Budget (for LG mitigation)	Clear purpose  Clear communication and regular updates	
Life of Plan	Stakeholder group	All (1-6)	Emails  Website  Telephone	Informed, consulted, accountable or responsible. Review and input into Plan. Progress to plan	BRPC/BRMO	Availability  Located out of local/district area  Commitment lost	Well planned and executed sharing of information  Negotiations conducted	Feedback and commitment received to implement agreed controls  Highly engaged
Life of Plan	BFAC Meetings	All (1-6)	Meetings (Quarterly) Face to Face (presentations in council chambers)	Report on progress to plan  Report issues/constraints	BRPC/BRMO	Poor communication from stakeholders and LG on completion of works	Collate data and report on success to plan  Compliance to plan	Good feedback received on works  FCO's pleased with work to date
<b>Review of the BRM Plan</b>								
Yearly (Shire)	Shire of Nannup CEO, Councillors and Staff	All (1-6)	Email  Meetings	Review, Monitor and Reporting  Endorse plan	BRPC/BRMO	Poor reporting and recording of information  Review not completed by BRMB and OBRM	BRPC & BRMO to record data and information appropriately  Approved by BRMB and OBRM for LG	Feedback from Council received  Work completed as a result of plan
5 Yearly (Shire, DFES and OBRM)	OBRM, BRMO, BRMB, BRPC & LG Council			Compliance to plan and acceptance of risk				

								Good reporting
Quarterly	Shire of Nannup	All (1-6)	Email  Shire Intranet (Interplan reporting system)	Report on actions and key performance indicators for BRMP process	BRPC	Objectives not clearly set out  Key actions not identified	Discuss with Shire CEO and Manager  Clear objectives set	Good reporting and feedback from CEO and Manager on work completed

## 2. Planning Area Map



### 3. Local Government-wide controls, Multi-agency treatment work plan

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
01	Shire of Nannup, Local firebreak and hazard reduction laws ( <i>Bush Fires Act 1954</i> )	Annual Firebreak and Fuel Reduction Notice	Local Government	FCO's, brigades and land owners	Local law established to ensure land owners understand and comply to firebreak specifications as well as appropriately reducing fuel load and risk on their properties. Notice reviewed annually. Rangers or other inspectors audit compliance to the notice and fines apply if non-compliant.
02	Shire of Nannup Prohibited and Restricted Burnt Times ( <i>Bush Fires Act 1954</i> )	Annual Firebreak and Fuel Reduction Notice	Local Government	Chief BFCO, CESO, Rangers and the public.	Issuing of permits by authorised Fire Control Officer's completed during the restricted and prohibited burn times.
03	Shire of Nannup mitigation works	The Shire's Works team has annual works programs to reduce fuel load and remove hazards.	Local Government	Public (reporting hazards and concern of risk) The Shire's Fire and Emergency Services Team and Rangers	The works team targets work on Nannup Townsite and other communities with highest population and/or as identified by the BRMP process. Work includes, slashing, spraying, mulching, pruning and other mechanical treatments.
04	DFES UCL/UMR land management	Preparedness, mitigation work conducted on lands owned by DoL and managed by DFES under a MOU	DFES (Lower South West office)	P&W, LG, Local brigades	Annual budgeting has been completed to include mitigating risk on UCL/UMR. Lower South West BRMO's have these plans included in their scope of work.
05	Shire of Nannup, Burn Program (annual indicative plans)	Local Government has annual burn plans for Shire owned or vested reserves.	Local Government	DFES, P&W, Local brigades, Public	The CESO of the Shire is tasked with Bushfire Mitigation on Shire reserves. Annual burn plans are available. The BRM Plan will now prioritise the reserves for hazard reduction burns.
06	Parks and Wildlife (P&W) Master Burn Plans	P&W have a 6-season burn program that is published on their website. Yearly plans are available.	P&W	Local brigades, DFES, LG	The plans can be accessed via their website, by sharing shape files (GIS) and are communicated at Local BFAC, ROAC and other various meetings.
07	Parks and Wildlife mitigation works	P&W conduct mulching and other mechanical treatments to reduce fuel load or provide fire access.	P&W	DFES, LG	No formal plan exists however; works are completed as required, upon request or when identified.

Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments	
08	Parks and Wildlife - Forest Management Plan 2014-2023. Environmental Value Plans (Nature conservation parks/reserves)	National Park, State Forest and conservation area biodiversity and fire management strategies/plans. Data held for flora and fauna species (including rare and/or threatened species). Timber Harvest Plans.	P&W	DFES, LG, Community Environmental Groups	Provides strategic objectives for the management of fire and biodiversity in the park. Sits behind the annual works developed by the Fire Working Group. P&W manage all environmental values throughout the Shire. The Forest management Plan sets out management activities to protect forest values and balance the many ways the forests are used including rolling three-year indicative timber harvest plans.
09	The <i>Regional Forest Agreement for the South-West Forest Region of Western Australia</i> (WA RFA)	The WA RFA is a 20-year agreement between the State and Commonwealth governments on the use and management of the forests of Western Australia's south-west. The WA RFA was signed on 4 May 1999 and expires in 2019.	Department of Agriculture and Water Resources, P&W	P&W, DFES, LG, Forestry Industry, Community Environmental Groups/Stakeholders	It meets the three main objectives of the RFA process: <ul style="list-style-type: none"><li>to protect environmental values in a world class system of national parks and other reserves, based on nationally agreed criteria;</li><li>to encourage job creation and growth in forest-based industries, including wood products, tourism and minerals; and</li><li>to manage all native forests in a sustainable way.</li></ul> For the environment, it established a world-class reserve system, which is Comprehensive, Adequate and Representative of the forests' biodiversity, old-growth forest, and other natural and cultural values.
10	Water Corporation Bushfire Risk Management Program	Bushfire Risk Management Plan. A Bushfire Risk Management Project is under way for the Water Corp.	Water Corporation	DFES, LG	A plan is currently being developed. High-risk areas are identified and treatments planned then completed. Treatments and risk assessments are available through Water Corp Bushfire Risk Management department. Some high-risk areas have been identified in the Shire to date.
11	Western Power annual asset inspection and vegetation	Western Power Bushfire Plan	Western Power	DFES, LG, P&W	The Shire of Nannup is identified as an extreme fire risk area resulting in a prioritised mitigation program compared to other LGA's. Annual vegetation management and asset inspections are completed to ensure risk is

Control		Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
	management program				managed. Full asset inspections are completed every 4 years.
12	Land sub-division & building (WAPC)	Requirement for estate, sub-division, and other Fire Management Plans	Local Government	Local Brigades, contractors and FCO's	Land developers are required to implement a Fire Management Plan to ensure risk is managed and other controls implemented and monitored.
13	Planning in Bushfire Prone Areas	Planning in bushfire prone areas.  E.g. State Planning Policy 3.7 and standards.	WAPC	LG, DFES, P&W, land owners	Foundation for land use planning. Directs how land use should address bushfire risk management in WA. It aims to preserve life and reduce impact on property and infrastructure. The Shire aligns its policy and standards with SPP 3.7. BAL assessments are required.
14	Pine Plantation Fire Management Plans	The Forest Product Commission (FPC) has implemented fire management plans for the Bramley plantation.	FPC	P&W, LG, DFES	Minimum requirements and controls have been committed to within the Plan.
15	State-wide arson prevention programs	Education and awareness campaigns exist across the state for arson.	WA Police	DFES, LG	Participation as required. The Shire participates in campaigns for arson prevention.
16	Bushfire Ready program	Public preparedness and education campaign	DFES	LG, local brigades	Working together with DFES and LG community engagement teams to better prepare the community for bushfire events.  Street meets and phone trees have been implemented as a result as well as safe winter burn demonstrations and workshops.





Government of Western Australia  
Department of Fire & Emergency Services  
Office of Bushfire Risk Management



Our Ref: D00392; 17/062208

Mr Peter Clarke  
Chief Executive Officer  
Shire of Nannup  
PO Box 1  
NANNUP WA 6275

Dear Mr Clarke

**RE: SUBMISSION OF DRAFT BUSHFIRE RISK MANAGEMENT PLAN TO THE  
OFFICE OF BUSHFIRE RISK MANAGEMENT (OBRM)**

Thank you for the draft Bushfire Risk Management Plan (BRM Plan) for the Shire of Nannup received on 15 May 2017.

I am pleased to inform you that the draft BRM Plan has been reviewed by OBRM and meets the required standard as per the *Bushfire Risk Management Planning – Guidelines for Preparing a Bushfire Risk Management Plan* (the Guidelines). The BRM Plan should now be presented to Council for approval and formal adoption. It would be appreciated if you would advise OBRM in writing of Council's approval of the BRM Plan.

Within six months of this, the Shire of Nannup is requested to finalise the Treatment Schedule in the Bushfire Risk Management System (BRMS) and provide written notification to OBRM. Please note, it is not necessary to provide further updates to OBRM if any individual treatments are subsequently added, edited, rescheduled or deleted from the original schedule after this time.

As per the Guidelines, at the end of each financial year the Shire of Nannup will be required to prepare and submit a report to OBRM detailing progress against the BRM Plan. The annual report is a standard report generated within BRMS and comments may be added to the report should you wish to provide further context. A reminder will be sent to all Local Governments providing further instructions for the submission of the report.

Yours sincerely

**MURRAY CARTER**  
**DIRECTOR OBRM**  
16 May 2017

## CEMETERIES ACT 1897-1980.

## The Municipality of the Shire of Nannup.

## By-laws Relating to the Nannup Public Cemetery (Reserve 9313).

IN pursuance of the powers conferred upon it by the abovementioned Act and of all other powers enabling it the Council of the abovementioned Municipality as trustees of the Nannup Cemetery hereby records having resolved on 6 August 1980, to make and submit for confirmation by the Governor the following by-laws:—

1. The by-laws relating to the Nannup Public Cemetery published in the *Government Gazette* of 13 May 1958 are hereby repealed.

2. All fees and charges payable to the Council as set forth in Schedule "A" shall be paid at the times and manner mentioned unless otherwise ordered.

3. The "Clerk" as referred to in these by-laws means the person for the time being employed by the Council as the Shire Clerk, and such person shall subject to the Council, exercise a general supervision and control over all matters pertaining to the Cemetery, and to the carrying out and enforcement of these by-laws, and the direction of such person shall in all cases and for all purposes be presumed to be and to have been the direction of the Council.

4. Any person desiring to inter any dead body in the Cemetery shall make an application in the form contained in Schedule B.

5. All applications for interment shall be made at the office of the Council in such time as to allow at least forty eight hours notice being given to the Clerk prior to the time fixed for burial, otherwise an extra charge shall be made.

6. The Council shall cause all graves to be dug and vaults, brick graves, or graves to be re-opened as and when required.

7. Every coffin shall have upon the lid an approved metal plate bearing the name of the deceased stamped or otherwise indelibly inscribed in legible characters thereon. Any coffin not complying with this by-law will not be admitted to or be interred in the Cemetery.

8. Every grave shall be at least 1.8 metres deep at the first interment and no interment shall be allowed in any grave with less depth than one metre from the top of the coffin to the original surfaces of the surrounding ground.

9. The hours for burial shall be as follows: Monday to Friday 9 a.m. to 5 p.m., Saturday 9 a.m. to 12 noon, Sundays and public holidays from 2 p.m. to 4 p.m., and no burial shall be allowed to take place nor any coffin allowed to enter the Cemetery at any other hour except by written permission of the Council. No burial shall take place on Christmas Day or Good Friday.

10. The time fixed for any burial shall be at which time the funeral is to arrive at the Cemetery gates and if not punctually observed, the undertaker responsible shall be liable for an additional fee.

11. Every funeral shall enter by the principal entrance, and no vehicle except the hearse and mourning coaches, and vehicles driven by Council Employees shall be permitted to enter the Cemetery, or stand opposite the entrance gates. Vehicles shall not be allowed to proceed faster than 8 kilometres per hour within the Cemetery, and shall proceed at and by such roads as directed by the Clerk or other officer of the Council. Any driver or other person failing or neglecting to observe such directions may be forthwith expelled from the Cemetery. No bicycle shall be ridden within the Cemetery.

12. If application to the Council be made to exhume any corpse for the purpose of examination or identification or for the purpose of its being buried elsewhere in accordance with the wishes of the deceased or his family, an order from the Governor or the warrant of a Coroner or a Justice of the Peace issued in accordance with the law authorising the Council to permit the exhumation must be attached to the application form.

13. Children under the age of 10 years entering the Cemetery must be in the charge of some responsible person.

14. A person shall not bring an animal into or permit an animal to enter the cemetery.

The trustees or an authorized officer may cause an animal found in the cemetery to be seized and removed therefrom.

15. Any person violating the rules of propriety and decorum, or committing a nuisance of trespass, or injuring any tree, shrub, plant or flower border, grave or any erection, or in any way infringing these by-laws shall be expelled from the Cemetery.

16. No person shall remove any plant, tree, shrub, flower (other than withered flowers) or any article from any grave without first obtaining a permit from the Council.

33. If for the purpose of re-opening a grave the Council find it necessary to remove edging tiles, plants, grass, shrubs, etc., from the grave, the person so ordering the re-opening shall pay to the Council the charges laid down in Schedule "A".

34. Notwithstanding anything contained in these by-laws to the contrary, permission may be granted to the Defence Department of the Commonwealth to erect headstones on the graves of deceased soldiers without payment of any fee.

35. Free ground may be granted if it is proved to the satisfaction of the Council—

(a) that the deceased was a returned soldier, and that he died as the result of injuries on active service; or

(b) that the relatives of the deceased are in necessitous circumstances.

Provided that such grant shall be made subject to the condition that only the remains of the deceased person as approved by the Council shall be interred in the grave.

36. Any person committing a breach of any by-laws or regulations or any other rules, regulations, or by-laws lawfully made under the authority of any Act relating to cemeteries shall for every such offence be liable to a penalty not exceeding ten dollars and in a case of continuing breach, a further sum not exceeding two dollars for every day during which such breach continues.

37. Any person committing a breach of any by-laws shall, in addition to being liable to a penalty under any by-law, be liable to be forthwith removed from the cemetery by the Council or the Clerk, or other employees of the Council or by any police constable. If such person resists removal from the Cemetery or, if, and as often as such person so removed shall, unless with the consent of the Clerk again enter the Cemetery within 24 hours of his removal therefrom, he shall be liable to a penalty not exceeding ten dollars.

38. Any interment in the Niche Wall shall be carried out by employees of the Council under the supervision of the Shire Clerk.

#### Schedule A.

##### Nannup Public Cemetery.

#### SCALE OF FEES AND CHARGES PAYABLE TO THE COUNCIL.

1. On application for a "Form of Grant of Right of Burial" for—		\$
(a) Land 2.4 metres x 1.2 metres where directed by Council	....	10.00
Land 2.4 metres x 2.4 metres where directed by Council	....	20.00
Land 2.4 metres x 3.7 metres where directed by Council	....	30.00
(b) Sinking fees-on application for a "Form of Order of Burial" for—		
Ordinary grave for an adult	....	50.00
Grave for any child under seven years of age	....	12.00
Grave for any stillborn child	....	7.00
(c) ONE Compartment in Niche Wall	....	35.00
2. Re-opening Fees: Re-opening an ordinary grave for each interment or exhumation—		
(a) Ordinary grave for an adult	....	25.00
Of a child under seven years of age	....	12.00
Of a stillborn child	....	7.00
Where the removal of kerbing, tiles, grass, etc., is necessary-according to time required-per man hour at	....	4.00
(b) Any brick grave	....	25.00
(c) Any vault	....	25.00
3. Extra charges for—		
(a) Interment without due notice under by-law 5	....	10.00
(b) Late arrival at Cemetery gates under by-law 10	....	5.00
(c) Exhumations	....	15.00
4. Miscellaneous charges—		
Permission to erect headstone, kerbing, name plate, monument	....	5.00
Copy of by-laws	....	2.00
Copy of Grant of Right of Burial	....	2.00
Permission to construct a brick grave	....	10.00
Permission to construct a vault ....	....	10.00
Interment of Ashes in any grave of crypt	....	35.00
5. The applicant to purchase at own expense a suitable name plaque for interment in the Niche Wall.		

## Schedule D.

Shire of Nannup.

Nannup Public Cemetery.

## Form of Grant of Right of Burial.

No. of Application..... No. of Receipt.....  
 No. of Order for Burial..... No. in Burial Register.....  
 No. in Denominational Register.....

By virtue of the Cemeteries Act, 1897, the Council of the Shire of Nannup in consideration of the sum of ..... dollars ..... cents, paid to them by (1) ..... of (2) ..... hereby grant to the said (1) the right of burying bodies in that piece of ground ..... metres long by ..... metres broad, lying within the portion of the said Cemetery appropriated for the burial of adherents to the ..... Church, and numbered ..... Compartment, ..... Section. On the plan of the Cemetery made in pursuance of the said Act.

To hold the same to the said (1) ..... for the period of ..... years from the date hereof, for the purposes of burial only. This grant is issued subject to all By-laws and Regulations now or hereinafter in force, made, or to be made under the above Act, or any future Act or Acts. Given under our hands and Common Seal this ..... day of ..... 19.....

..... President  
 ..... Clerk

Entered ..... Clerk

(1) Name in full (2) Address and description in full.

## Schedule E.

Shire of Nannup.

Nannup Public Cemetery.

## GRANT OF EXCLUSIVE RIGHT OF BURIAL.

By virtue of the Cemeteries Act, 1897, the Council of the Shire of Nannup, in consideration of the sum of ..... dollars and ..... cents, paid to us by (1) ..... of (2) ..... hereby grant to the said (1) the exclusive right of burial in that piece of ground ..... metres long by ..... metres broad, lying within the portion of the said Cemetery appropriated for burial of adherents to the ..... Church, and numbered ..... Compartment, ..... Section, on the plan of the cemetery made in pursuance of the said Act. To hold the same to the said (1) ..... and his assigns for the term of ..... years from the date hereof for the purpose of burial only.

This grant is issued subject to an By-laws and Regulations now or hereinafter in force, made, or to be made under the above Act, or any future Act or Acts.

Given under our hands and Common seal this

..... day of ..... 19.....  
 ..... President  
 ..... Clerk

Entered ..... Clerk

(1) Name in full. (2) Address and description in full.

Dated this 1st day of September, 1981.

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

[L.S.]

K. DEAN,  
 President.

D. F. BOULTER,  
 Shire Clerk.

Recommended—

JUNE CRAIG,  
 Minister for Local Government.

Approved in Executive Council by His Excellency the Governor on this 13th day of October, 1981.

R. D. DAVIES,  
 Clerk of the Council.



**5. Order 83A amended**

Order 83A(2) is amended by inserting the following paragraphs after paragraph (b) —

“

- (c) proceedings under the *Surveillance Devices Act 1998*;
- (ca) proceedings under the *Witness Protection (Western Australia) Act 1996*;

”

Dated: 19 November 1999.

Chief Justice's signature—

DAVID K. MALCOLM, A.C.

Judges' signatures—

G. A. KENNEDY.  
W. P. PIDGEON.  
D. A. IPP.  
D. C. HEENAN.  
M. J. MURRAY.  
A. J. TEMPLEMAN.  
R. J. M. ANDERSON.  
N.J. OWEN.  
G. P. MILLER.  
K. WHITE.

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## LOCAL GOVERNMENT

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LG301\*

### LOCAL GOVERNMENT ACT 1995

#### LOCAL LAWS REFUSE SITE

In pursuance of the powers conferred upon it by the above mentioned Act and of all other powers enabling it, the Council of the Shire of Nannup hereby records having resolved on the 26 August 1999 to make the following local laws:

#### 1.1 CITATION

These local laws may be cited as “Shire of Nannup (Local Government Act) Local Laws” or as “Shire of Nannup” (LGA) Local Laws for Refuse Site”

#### 1.2 GENERAL APPLICATION

These local laws shall apply to the whole of the district of the Shire of Nannup unless otherwise stated.

#### 1.3 READ AS WHOLE

These local laws shall be read as a whole and the treatment of a subject matter in one part does not exclude the treatment of the same subject matter in another part.

### Division 1—Preliminary

#### 1.4 DEFINITIONS

“Act” means the Local Government Act 1995

“Authorised Officer” means a person appointed to an office by the Council.

“CEO” means the Chief Executive Officer of the Nannup Shire Council.

“Council” means the Nannup Shire Council

**8.3** The offences and modified penalties prescribed, with respect to offences against these local laws, shall be as specified in Schedule 1.

Form2  
Local Government Act 1995  
**INFRINGEMENT NOTICE**

Serial No .....

Date ..../../..

## Shire of Nannup

To:

of:

It is alleged that on ...../...../.....at (3) ..... at  
(4) .....

**You committed the following offences —**

contrary to local law ..... of the (5) .....

The modified penalty for the offence is \$ .....

if you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty must be paid to an authorised person at

(6) ..... within a period of 28 days after the giving of this notice.

Signature .....

- (1) Name of alleged offender ["owner of ( )"] suffices if notice given with a noticed under section 9.13 of the Act]
- (2) Address of alleged offender (not required if notice given with a notice under section 9.13 of the Act)
- (3) Time at which offence was allegedly committed
- (4) Place at which offence was allegedly committed
- (5) Name of the regulations
- (6) Place where modified penalty may be paid

### Schedule 1

ITEM NO.	LOCAL LAW	OFFENCE	MODIFIED PENALTY \$
1	2.2	Depositing waste in undesignated location	50.00
2	2.4	Depositing Liquid Waste	250.00
3	2.5	Depositing toxic, poisonous, hazardous or prohibited waste	250.00
4	3.1	Lighting a fire	100.00
5		All other offences not specified	50.00

**Local Government Act 1995**

*Shire of Nannup*

**Repeal Local Law 2017**

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Council of the Shire of Nannup resolved on ..... to make the following Local Law.

**1. Citation**

This Local Law is cited as the Shire of Nannup Repeal Local Law 2017.

**2. Commencement**

By virtue of section 3.14 of the Local Government Act 1995, these Local Laws come into operation 14 days after the date of their publication in the *Government Gazette*.

**3. Repeal**

The following Local Laws are hereby repealed –

- (a) *Nannup Public Cemetery By-Laws (Reserve 9313)* as published in the *Government Gazette* on 23 October 1981.
- (b) *Refuse Site Local Laws* as published in the *Government Gazette* on 28 November 1999.

Dated: .....

The Common Seal of the Shire of Nannup  
was affixed by the authority of  
a resolution of Council in the presence of:

---

Cr Anthony Dean  
Shire President

---

Peter Clarke  
Chief Executive Officer

**Local Government Act 1995  
Dog Act 1976**

*Shire of Nannup*

**Dog Amendment Local Law 2017**

Under the powers conferred by the *Local Government Act 1995* and the *Dog Act 1976* and under all other relevant powers, the Council of the Shire of Nannup resolved on ..... to make the following amendment to the Shire of Nannup Dogs Local Law 2014.

**1. Citation**

This Local Law is cited as the Shire of Nannup Dogs Amendment Local Law 2017.

**2. Commencement**

In these Local Laws, the Shire of Nannup Dogs Local Law 2014, made by the Shire of Nannup on 28 August 2014 and published in the *Government Gazette* on 26 September 2014 is referred to as the principal Local Law.

**3. Principal Local Laws Amended**

The principal Local Law is amended by inserting Part 5 section 5.1 the following in relation to Designated Dog Exercise Areas within the Nannup town site:-

**Part 5 – Designated Dog Exercise Areas**

**5.1 Designated Dog Exercise Areas in the Nannup town site**

- (1) The open areas of the Public Transport Authority of WA land leased to the Shire of Nannup that commences on the southern edge of the service road approximately 60 metres south of the Foreshore Park toilets and which runs parallel to the River terminating at the northern border of Ford Way, and
- (2) Part of Reserve 9185 (Nannup Golf Course land) daily between the hours of 5.00pm in the evening until 9.30am the following morning.

Dated: .....

The Common Seal of the Shire of Nannup  
was affixed by the authority of  
a resolution of Council in the presence of:

\_\_\_\_\_  
Cr Anthony Dean  
Shire President

\_\_\_\_\_  
Peter Clarke  
Chief Executive Officer





# DISABILITY ACCESS AND INCLUSION PLAN

JULY 2017- 2020

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

<b>Effective From:</b>	1/12/2013
<b>Expires on:</b>	1/6/2020
<b>Next Review:</b>	1/6/2018
<b>Adopted by Council:</b>	28 NOVEMBER 2013 RES 9050 ADOPTED BY COUNCIL ON 28 NOVEMBER 2013

## BACKGROUND

### The Shire of Nannup

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

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

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

### People with Disability in the Shire of Nannup

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

### Planning for Better Access and Inclusion for People with Disabilities

The Shire of Nannup Disability Access & Inclusion Plan (DAIP) for 2017-2020 has been designed to meet the requirements of the Western Australian Disability Services Act (1993 amended 2004), the Commonwealth Disability Discrimination Act (1992) and the Equal Opportunity Amendment Act, Western Australia (1998, amended 1988). It responds to new initiatives by the State and Federal governments in recent years and sets the stage for responding to diversity by expanding upon previous disability service plans and the Disability Service Disability Access & Inclusion Plan 2011-2016 to incorporate the needs of all members of the community. It has a particular focus on nurturing a community where diversity, difference and a sense of identity is respected and valued. These values are underpinned by a commitment from the council to the creation of fair and equitable access for all residents and visitors to the shire. The plan is subject to annual review and may be amended and extended as priorities and needs change.

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

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

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

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

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

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

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

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

#### The Shire of Nannup's role in Access & Inclusion

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

##### Services to property:

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

##### Regulatory services:

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

#### General administration:

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

#### Processes of government:

Ordinary and special council and committee meetings

Electors meetings and election of council members

Community consultations.

#### Responsibilities in relation to external developers:

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

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

#### Responsibility for Implementing the Disability Access & Inclusion Plan

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

#### Review of the 2011 – 2013 Disability Access & Inclusion Plan

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

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

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

### Consultation

The Access & Inclusion Plan 2017-2020 replaces the previous plan and was developed with input sought from:

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

Comment on the Access & Inclusion Plan 2017-2020 was sought by way of written submissions, during public consultation, a community workshop or by appointment with the author. The opportunity to comment on the Plan was promoted through media releases, public notices, the Shire's website and direct mail to identified stakeholders. The adopted Plan is available for download from the Shire's website, for viewing at all Shire public libraries, and copies made available on request. The adoption of the new Plan was promoted through media releases, public notices and the Shire's website.

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

- Council has a copy of the Disability Access and Inclusion Plan available on the Shire of Nannup website. The plan is available by alternative formats such as large print, on compact disc or electronic format by email on request.
- The adoption of the new Plan was promoted through media releases, public notices and the Shire's website.

### Review, Reporting and Evaluation Mechanisms

## Review and Reporting

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

## Evaluation

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

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

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

STRATEGY	BARRIERS	ACTION	TIMEFRAME	RESPONSIBILITY
Building Standards	Counter is too high	Staff to assist people with disability around public side of counter	Ongoing	MCS
		Check plans prior to approval for compliance with Australian Standards as best practice.	Ongoing	CEO
Australia Day Breakfast	Access	Ensure event is accessible and people with disability are encouraged to attend	Ongoing	ECDO
NDIS	Education about program	NDIS will roll out as per Government specifications in 2017. Education and awareness will be undertaken as appropriate	Ongoing from 2018	NDIS and Associated governing body
Keys for Life, driver learning	Access	Investigate opportunities through disability support services for Keys for Life and driver learning programs	Ongoing	Roadwise committee, DSC, ECDO, families



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

STRATEGY	BARRIERS	ACTIONS	TIMEFRAME	RESPONSIBILITY
Footpaths	Existing footpaths not user friendly to people with mobility problems	Continue to upgrade footpaths as part of the maintenance program and construct new footpaths to BCA standards	Ongoing	MI
	Lack of tactile markers	Tactile markers to be purchased and laid onto footpaths	2017	MI
		Line marking on cycle paths to be completed on regular basis	Ongoing	MI
Main Shopping Precinct	Traffic speed through town	Request for Police/Main Roads to undertake speed monitoring at irregular times of day throughout the year.	2017-18 and ongoing	MI
		Request to Police/Main Roads that during major events traffic speed is reduced to 40km per hour in CBD	2017-18 and ongoing	MI
		Investigate pedestrian handrails to be installed at key crossover points of footpaths in CBD	2019	MI
				CEO

		Ensure BCA standards applied with the Main Street upgrade		
Access to Council Facilities	Difficult to load/unload stores and catering supplies	Ensure when Recreation Centre upgrade occurs, consideration is given to car-parking, toilets, showers and entrance	2017	CEO
	Heavy door at entrance to recreation centre difficult to open	Investigate installing electronic door at front entrance to Recreation Centre	2019	CEO
	Access	Upgrade to toilets and showers to be constructed to Australian standards	2018	CEO
Tenders and Contractors		Ensure tender documents and contractors agreements have relevant planning and legislative information relating to Disability codes	Ongoing	ALL SENIOR STAFF
Playground upgrades	Lack of 'All Abilities' play equipment	Any new playground development to consider universally accessible and sensory equipment  Water playground and nature playground to be considered in future development.	Ongoing	MI
Ablution Upgrades	Limited disabled access to public facilities	All new and redeveloped ablution and shower facilities to have BCA standard facilities	Ongoing	MI

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

STRATEGY	BARRIERS	ACTIONS	TIMEFRAME	RESPONSIBILITY
Accessible toilets	Signage	Ensure signage is installed appropriate and maintained at facilities	Ongoing	MI
ACROD Parking Bays	Faint line marking on bays	Directional signage for toilets installed along main street	2018	MI
		Line marking to be undertaken on all ACROD bays in the townsite.	Ongoing	MI
		More ACROD parking available in town during events	Ongoing	MI/Event holders
Events	Language	Event applications are written in language that is clear and easily understood.	Ongoing	CDO
	Access	Assistance is provided to people with disability to complete the application	Ongoing	CDO

		<p>form if requested</p> <p>Traffic management plans for events include consideration for ACROD parking and people with disability</p> <p>Portable disabled parking signs provided to event managers</p>	Ongoing	MI
--	--	--	---------	----

Customer Service	People with access issues not readily able to locate facilities which are access friendly	Appropriately market throughout community that alternative formats can be made available including large print, computer disc, etc	Ongoing	MCS
		Undertake You're Welcome Initiative and ensure page is updated regularly	Ongoing	MCS
		Incorporate universally accessible public facilities onto the Everything Nannup website.	Ongoing	CEO
		Ensure the Shire of Nannup website is updated regularly	Ongoing	MCS
		Include strategic direction in Shire's Community Strategic Plan relevant to review and implementation of Disability Access and Inclusion Plan	When plan is reviewed	CEO

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

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

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

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Ensure grievance mechanisms are accessible	Language	Consult with Service Providers to ensure clients are aware of process for making grievance and any assistance they may require.	Ongoing	MCS
		Regularly advertise in Shire Notes that Council information can be made available in alternative formats upon request.	Ongoing	MCS
		Advertise on the Shire website that Council information can be made available in alternative formats upon request.	Ongoing	MCS
		Council staff meet on regular basis with Nannup Community Care and Disability Services Commission	Ongoing	ECDO/NCC/DSC

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

STRATEGY	BARRIERS	ACTIONS	TIMELINE	RESPONSIBILITY
Ensure people with disability have access to public consultation	Access to documentation	Enquire with CRC if assistance for residents to access Shire website is available from computers	2017	MCS
		Regularly advertise in Shire Notes that Council information can be made available in alternative formats upon request.	Ongoing	All Staff
		Information forwarded to Nannup Community Care and Disability Services Commission to be sent to clients direct.	Ongoing	All Staff



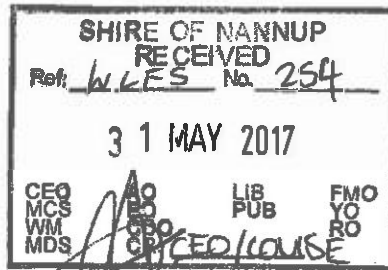
OUTCOME 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

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



Our ref: 55000200  
Enquiries: Sue Henson  
Telephone: 9426 9353

Mr Peter Clarke  
Chief Executive Officer  
Shire of Nannup  
15 Adam Street  
NANNUP WA 6275



24 May 2017

Dear Mr Clarke

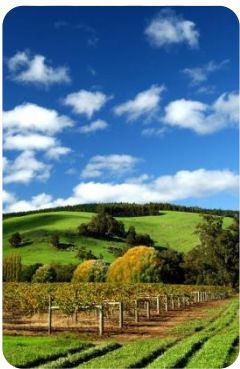
Thank you for lodging your Disability Access and Inclusion Plan (DAIP) for 2017-2020 which will run until 24 May 2020.

I am pleased to advise that your DAIP meets the requirements of the Disability Services Act 1993. This commitment to the needs of people with disability by Shire of Nannup is to be commended and I wish you success in the DAIP's implementation.

If you have any further queries about your DAIP or wish to discuss its implementation please contact Sue Henson, Senior Access and Inclusion Officer, on (08) 9426 9353.

Yours sincerely

Linda Sperring  
Director, Intergovernmental Relations and Legislation  
Disability Services Commission



# 2017-2021

## Corporate Business Plan

*"We are a unique town that role models sustainability, friendliness, that takes the time to celebrate our heritage and festivals. We are surrounded by amazing nature, with charming historic and built fabric. Our leaders provide for and listen to us all."*

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## Why are we doing this?

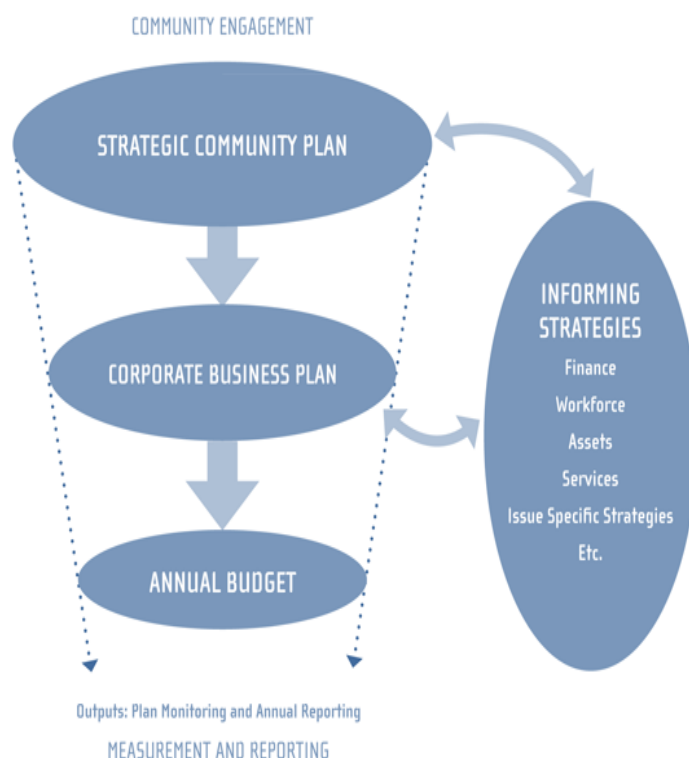
The Corporate Business Plan is the Shire of Nannup's four year service and project delivery plan. It is aligned with the Community Strategic Plan. The purpose of this plan is to demonstrate the operational capacity of the Shire to achieve the aspirations that have been identified in the Community Strategic Plan.

The Corporate Business Plan and the Community Strategic Plan are the primary documents that form part of the integrated planning and reporting framework legislated by State Government that give communities the opportunity to shape their own future.

The Community Strategic Plan sits at the top of the Framework supported by the Corporate Business Plan, Annual Budget, Asset Management Plan, Long Term Financial Plan and Workforce Plan. The Corporate Business Plan is the first step towards achieving the communities' key priorities.

### Planning Framework

The diagram below illustrates the relationship between the Shire's strategic and operational documents, highlighting the position of the Corporate Business Plan within this planning hierarchy.



## Structure of Corporate Business Plan 2017- 2021

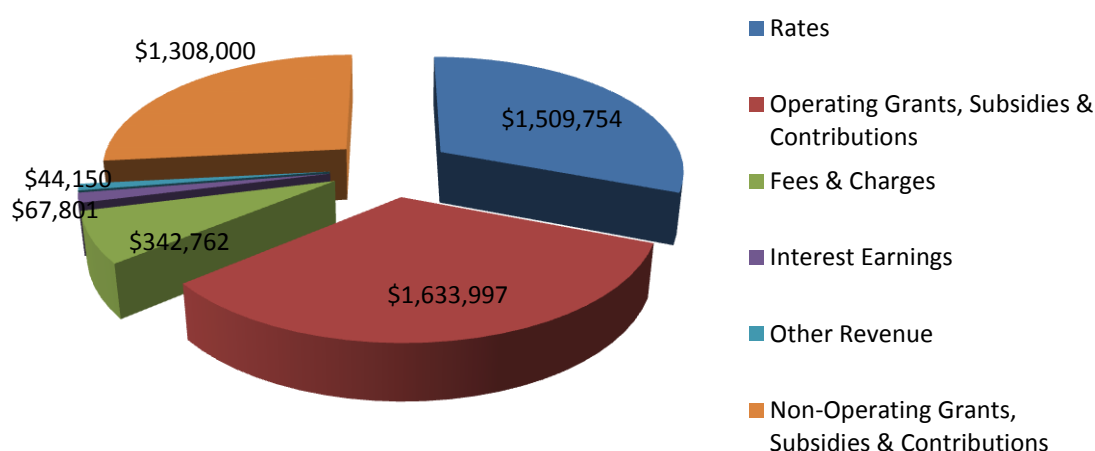
The Shire of Nannup's Corporate Business Plan aim is to set out the direction and specific actions for our organisation to deliver the communities' priorities for the next four years. It is aligned to the Community Strategic Plan and as such is divided into six key themes, supplying 16 key focus points (objectives) for our communities' future (these are summarised in Appendix 3). Each theme is defined by an aspirational outcome and within each are strategic initiatives. Each theme also sets out in detail the resources required to deliver the priority, key partners that will be involved and projects currently in place that will assist in achieving these goals.

The theme, objective, strategy and action come straight from the Community Strategic Plan. Then using the Community Strategic Plan together with the other informing strategies including, the Workforce plan, Long Term Financial Plan and Asset Management Plan (which are detailed in Appendix 2), and in line with our corporate statements (Appendix 1), each action has been identified and prioritised giving the principal objectives and activities that Council will undertake.

The detail of each action includes;

- Priority rating using the informing plans
- Determining whether it is a capital or operational action
- Clear direction on the role Council has for the action to be completed
- A timeline of the expected completion date
- Cross reference to the relevant sections of the Shire's other informing strategies

Council's current budget is sufficient to meet the priorities in the Corporate Business Plan for 2016/17 with the resources required to meet the actions set out in the plan being modelled in the Long Term Financial Plan. The breakdown of income for 2016/17 includes a rate income of \$1,509,753. A large portion of total income, approximately \$1.3 million, was in the form of capital grants. Operating grants account for a further \$1.6 million, Fees and Charges for services are approximately \$342,000 and interest earnings being 67,801.



*Figure 1: Total Income 2016/17*

The rate requirement for 2016/17 has been used as the base model used to project forward over the 10 year planning horizon taking account all actions set out in the Corporate Business Plan so that the rate yield funds the expenditure remaining after all other income sources have been applied. The table below illustrates the results of this financial modelling.

Year	Rate Requirement \$	Increase Annual %	Increase Cumulative %
2016/17	1,509,753		
2017/18	1,599,799	4.78	4.78
2018/19	1,645,317	4.00	8.78
2019/20	1,711,130	4.00	12.78
2020/21	1,779,575	4.00	16.78

The Corporate Business Plan will be reviewed annually using the Annual Budget to set and prioritise our short term goals. Council will provide an update on its progress in achieving the strategies in this document, by providing an update in our annual report to the community.

Successfully implementing the goals in the Corporate Business Plan will require a commitment from all stakeholders, including residents, businesses, visitors, community organisations and all levels of government.



## Focus Area 1: Our Community

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

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Cemetery Community Development Emergency Management Events Facility Hire Health Services Library Licensing Private Works Ranger Services Waste Website Management Youth Advisory Council	Aged Accommodation Facility Project Dog Registrations Emergency Management Family Fun Day Firebreak inspections Main Street gardening program Nannup Connect School Holiday Activity Program Wellbeing Program Youth Projects	Cemetery Board Dept of Child Protection Dept of Education Dept of Environment Regulation Dept of Fire & Emergency Services Dept of Health Dept of Sport & Recreation Dept of Transport Local Drug Action Group Lotterywest Main Roads WA Shire of Manjimup Shire of Bridgetown/Greenbushes South West Development Commission State Library WA Police Waste Authority of Australia Nannup District High School





Strategy	Measures & Targets	Responsible Manager	2017/18	2018/19	2019/20	2020/21	Linked Plans
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## 1. Our Community

### 1.1

#### *All of Us / Who we are*

Promote a connected and safe and healthy town	1.1.1	Educate and enforce health, emergency management and planning regulations whilst continuing our Community Development work.	CEO	\$ 54,298	\$ 55,383	\$ 56,491	\$ 57,621	WFP 6.7 CSP LTFP 3.2
Ensure that ongoing events are funded and supported	1.1.2	Support and fund events through our community grants program	CEO	\$ 39,200	\$ 39,788	\$ 40,384	\$ 40,990	LTFP 3.2 CSP EDS
Provide an aged friendly environment	1.1.3	Provide a range of communication for the community relating to the Shire's aged activities.	CEO	\$ 10,000	\$ 10,150	\$ 10,302	\$ 10,456	LTFP 3.2 CSP

**1.2*****Our Aged***

Provide an aged friendly environment	1.2.1	Provide a range of communications for the community relating to the Shire's aged activities	CEO	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	DAIP 1 LTFP 3.2 CSP
Support Nannup Hospital in providing an exemplary health service.	1.2.2.a	Advocate for improved facilities and services for our aged	CEO	\$ -	\$ -	\$ -	\$ -	AFCP EDS CSP
	1.2.2.b	Advocate for a regular consistent GP service	CEO	\$ -	\$ -	\$ -	\$ -	AFCP EDS CSP

**1.3*****Our Youth***

Partner the NDHS to become a school of choice	1.3.1	Regular partnering meetings with the school	CEO	\$ 500	\$ 500	\$ 500	\$ 500	LTFP 3.2 CSP YP
Create a youth friendly town	1.3.2.	Ongoing development of Youth Services and activities	CEO	\$ 43,084	\$ 43,945	\$ 44,824	\$ 45,721	LTFP 3.2 CSP YP
Continued traineeships and promotion of employment opportunities for youth	1.3.3	Securing of traineeships and investigation of apprenticeship opportunities	MCS	\$ 37,667	\$ 38,420	\$ 39,188	\$ 39,972	LTFP 3.2 WF 6.6 CSP YP



## Focus Area 2 : Our Economy

### Sustainability is the key to Nannup's future

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Building Services Economic Development Events Planning Services	Food Bowl Identity Main Street Upgrade Nannup Branding Trails Hub Visitor Service Local Tourism Organisation	BigN Building Commission Dept of Agriculture and Food Dept of Commerce Dept of Planning Main Roads WA South West Development Commission WA Police Australia's South West Mundi Bidi Foundation Margaret River/Busselton Tourism Association



*We will have a sustainable, innovative and equitable economy*

## 2. Our Economy

### 2.1

#### The Big Picture

Promote innovative ideas and value add to businesses and industry	2.1.1	Work with Industry, community and business groups to encourage innovative ideas and value adding to their products	CEO	\$ 19,902	\$ 20,300	\$ 20,706	\$ 21,120	LTFP 3.2 EDS CSP
Advocacy meeting held with relevant agencies and providers	2.1.2	Seek potential contracts from Government Departments and advocate for a greater presence in the district.	CEO	\$ -	\$ -	\$ -	\$ -	EDS CSP
Encourage and support more businesses and employment in our Shire	2.1.3.a	Work with industry, community and business groups to determine best method of support	CEO	\$ -	\$ -	\$ -	\$ -	EDS CSP
	2.1.3.b	Advocate developing existing industries and creating new industries	CEO	\$ -	\$ -	\$ -	\$ -	EDS CSP
Promote the Shire as being a Small Business Friendly Local Government	2.1.4	Work with SBDC and local businesses to provide support for small business sustainability.	CEO	\$ -	\$ -	\$ -	\$ -	EDS CSP
Promote employment for Youth	2.1.5	Support the transition from education to further training and employment	MCS	\$ -	\$ -	\$ -	\$ -	WFP 6.6 LTFP 3.2 YP

Informing Plans: **AFCP**: Age Friendly Community **AMP**: Asset Management **BTP**: Bike & Trail **CP**: Cultural **DAIP**: Disability Inclusion & Access **EDP**: Economic Development Plan **LPS#3**: Local Planning Scheme 3  
**LTFP**: Long Term Financial **WP**: Workforce **YP**: Youth **CSC**: Customer Service Charter

## 2.2

### Tourism/Recreation

Support tourism providers and promote our district	2.2.1	Support the provision of a Visitors Service	CEO	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	LTFP 3.2 CSP EDS
LTO brand developed and marketed	2.2.2	Work with Warren Blackwood Alliance of Councils in establishment of a Local Tourism Organisation or alternative structure in the delivery of Visitor Services	CEO	\$ 10,000	\$ 10,200	\$ 10,404	\$ 10,612	LTFP 3.2 CSP EDS
Increased and varied trails throughout the district	2.2.3	Work with relevant authorities and stakeholders to establish a trails hub	CEO	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,224	LTFP 3.2 CSP EDS



## Focus Area 3: Our Built Environment

*Keep the charm and fabric of Nannup*

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Building Services Bridges Caravan Park Construction Program Emergency Management Health Services Maintenance Program Parks and Gardens Planning Services Waste	Caravan Park Upgrade Main Street Upgrade Mowen Road Upgrade Recreation Centre Upgrade Sustainable Coastal Development (Quannup)	Building Commission Caravan Park Association Dept of Agriculture and Food Dept of Finance Dept of Parks & Wildlife Dept of Fire & Emergency Services Dept of Health Dept of Planning Dept of Regional Development Dept Lands Dept of Water Main Roads WA South West Development Commission Tourism WA Waste Authority Of Australia Water Corporation



*Keep the charm and fabric of our unique shire and upgrade the amenity*

### 3. Our Built Environment

#### 3.1

#### *Our Shire of Streetscape*

Well maintained quality infrastructure for our community and visitors to promote activity	3.1.1.a	Maintain and clean our beautiful town, streetscape, public buildings, roads, cemetery and parks	MI	\$ 533,885	\$ 544,563	\$ 555,454	\$ 566,563	LTFP 3.2 AMP CSP
	3.1.1.b	Continue to upgrade Recreation Centre & Main Street	MI	\$ 333,940		\$ 250,000		AMP LTFP 3.2 CSP
Capture & Promote our unique charm and fabric	3.1.2	Maintain the importance of heritage within the Local Town Planning Scheme	CEO	\$ 4,218	\$ 4,302	\$ 4,388	\$ 4,476	LPS#3 CSP LTFP 3.2
Maintain our districts town's look and feel	3.1.3.	Planning strategy to protect our Main Street distinctiveness and heritage	CEO	\$ 4,218	\$ 4,302	\$ 4,388	\$ 4,476	LTFP 3.2 AMP CSP

#### 3.2

#### *Planning and Building*

Appropriate planning policies implemented	3.2.1	Planning Scheme to advocate for quality of life, industries and high quality development	CEO	\$ 84,661	\$ 84,492	\$ 84,320	\$ 84,144	LTFP 3.2 LPS#3 CSP
Develop South Coast access and recreation opportunities	3.2.2	Work with State Government agencies to improve our costal access and recreational activities	CEO	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	LTFP 3.2 CSP

#### 3.3

#### *Our communication*

Improve all forms of communication within the district	3.3.1	Work with relevant agencies to improve and secure appropriate	CEO	\$ -	\$ -	\$ -	\$ -	CSP
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**Informing Plans:** AFCP: Age Friendly Community AMP: Asset Management BTP: Bike & Trail CP: Cultural DAIP: Disability Inclusion & Access EDP: Economic Development Plan LPS#3: Local Planning Scheme 3  
LTFP: Long Term Financial WP: Workforce YP: Youth CSC: Customer Service Charter



## Focus Area 4 : Our Natural Environment

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

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
<p>Emergency Management</p> <p>Health</p> <p>Parks and Gardens</p> <p>Planning Services</p>	<p>Environmental advocacy and strategy</p> <p>Trails Hub</p> <p>Waste Strategy</p>	<p>Dept of Agriculture</p> <p>Dept of Parks &amp; Wildlife</p> <p>Dept of Fire &amp; Emergency Services</p> <p>Dept of Health</p> <p>Dept of Planning</p> <p>Dept of Regional Development</p> <p>Dept of Lands</p> <p>Dept of Water</p> <p>Water Corporation</p>





*We will protect our amazing nature, magnificent forests, managed bush land, rivers, agriculture and our pristine coastline*

## 4. Our Natural Environment

### 4.1 Our sanctuary

Protect our range of natural assets	4.1.1	Work with Government agencies to provide balance between natural and managed bushland, forests, rivers, agriculture and coast.	CEO	\$ -	\$ -	\$ -	\$ -	CSP
Improve awareness and increase public responsibility for our environment.	4.1.2.a	Keep our community informed about our underground water supply levels, mining activity etc.	CEO	\$ -	\$ -	\$ -	\$ -	CSP
	4.1.2.b	Promote environmentally sustainable Government incentives	CEO	\$ -	\$ -	\$ -	\$ -	CSP

### 4.2 Our location

Balance community, environment and economic development in our district	4.2.1	Update the Planning Scheme and incorporate a strategy of balancing community, environment and economic development	CEO	\$ -	\$ 40,000	\$ -	\$ -	LTP#3 CSP LTFP 3.2
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### 4.3 Our sustainable future

To provide a sustainable, harmonious community and promote self-sufficiency	4.3.1	Role model environmentally sustainable solutions such as recycling and energy efficiencies	CEO	\$ 10,000	\$ 10,000	\$ -	\$ -	CSP LTFP 3.2 AMP
	4.3.2	Promote a healthy lifestyle and alternative method of transport	MI	\$ -	\$ 10,000	\$ -	\$ -	CSP CP LTFP 3.2 BTP AMP

**Informing Plans:** AACP: Age Friendly Community AMP: Asset Management BTP: Bike & Trail CP: Cultural DAIP: Disability Inclusion & Access EDP: Economic Development Plan LPS#3: Local Planning Scheme 3  
LTFP: Long Term Financial WP: Workforce YP: Youth CSC: Customer Service Charter



## Focus Area 5 : Our Community Leadership

*We listen to our community leaders*

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Community Development Customer Service Governance	Community Grant Scheme Community Consultation Program Events Forum Australia Day Breakfast Informing the Community Emergency Management Recovery	BigN Dept of Agriculture Dept of Education Dept of Parks & Wildlife Dept of Fire & Emergency Services Nannup Community Resource Group Various Community groups



*To listen and partner with community leaders and all our diverse groups*

## 5. Our Community Leadership

### 5.1

#### *Listening*

Listen to our community	5.1.1.a	Conduct community engagement for significant projects and other activities	CEO	\$ -	\$ -	\$ -	\$ -	CSP
	5.1.1.b	Provide open communications to residents with Shire staff and Councillors	CEO	\$ -	\$ -	\$ -	\$ -	CSP
Support existing and emerging community groups	5.1.2	Provide community funding and support for events and community groups	CEO	\$ 39,200	\$ 39,788	\$ 40,384	\$ 40,990	LTFP 3.2 CSP EDS

### 5.2

#### *Working Together*

Meeting of major community groups working together	5.2.1	Advocate for meetings and sharing of resources	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
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## Focus Area 6 : Our Council Leadership

*A listening leadership that provides for and represents all*

Shire Services supporting our objectives	Projects / Activities in Place	Our Key Partners
Customer Service Finance Governance Integrated Planning Records Management	Integrated Planning Framework Community Engagement Regional Partnerships	Dept of Agriculture Dept of Finance Dept of Child Protection Dept of Local Government and Communities Dept of Planning Dept of Regional Development Dept of Lands Dept of the Premier and Cabinet South West Development Commission WA Treasury Corp Warren Blackwood Alliance of Councils



*A listening leadership that provides and represents all*

## 6. Our Council Leadership

### 6.1 *Lead, Listen, Advocate, Represent and Provide*

Be an exemplar of sustainability	6.1.1	Balance our environmental, social and financial requirements	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
Provide a listening leadership that represents the people	6.1.2	Deliver ongoing community engagement to inform a representative community vision	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
Be a role model for a cohesive and healthy community	6.1.3	Collaboration between Councillors and also with the community	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
Provide a stable, consistent and honest government	6.1.4	Council and committee meetings that are open and transparent	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS

### 6.2 *We are one*

To do what is right for the people - a betterment of majority of community	6.2.1	Conduct community forums for project specific matters	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS
Maintain good working relationships with neighbouring shires	6.2.2	Active participation in the Warren Blackwood Alliance of Councils	CEO	\$ -	\$ -	\$ -	\$ -	CSP EDS

Informing Plans: **AFCP**: Age Friendly Community **AMP**: Asset Management **BTP**: Bike & Trail **CP**: Cultural **DAIP**: Disability Inclusion & Access **EDP**: Economic Development Plan **LPS#3**: Local Planning Scheme 3  
**LTFP**: Long Term Financial **WP**: Workforce **YP**: Youth **CSC**: Customer Service Charter

## Appendix 1 - Council's Current Corporate Statements

### ***Vision Statement***

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

### ***Mission Statement***

"The Shire of Nannup will deliver quality services, facilities and representation in order to achieve our Vision"

### ***Values***

We will promote and enhance the following values in all our relationships with our community;

**Honesty** in our dealings

**Integrity** in our actions

**Consistency** in decision making

**Teamwork** in our operations

**Respect** for others and their decisions

**Caring** for people in our community

**Commitment** to decisions and roles

**Responsive** to the needs of other **Effective communication** with all

### ***Branding Statement***

"Rest . Connect . Grow"

## Appendix 2 – Informing Documents

### **The Key Documents - A bit about Integrated Plans**

#### **Community Strategic Plan (CSP) – 10 years**

The Community plan is the Shire's long term strategic planning document, which outlines our commitment to achieving the vision and aspirations of its community and regional stakeholders. It has a 10 year duration and is subject to minor reviews every two years and major reviews every four years. The Plan is structured around six Key Focus areas resulting in 17 outcomes.

#### **Long Term Financial Plan (LTFP) - 10 years**

Long Term Financial Plan is a continuous ten year plan that informs the Corporate Business Plan to activate the Community Strategic Plan priorities. It indicates long term financial sustainability and identifies issues and impacts in certain areas. The Council approves the Long Term Financial Plan in relation to the Corporate Business Plan this includes operational, capital and investing priorities. This plan is to be monitored and reviewed in conjunction with the Community Strategic Plan on a regular basis to ensure Council approval with changes.

#### **Asset Management Plan (AMP) - 10 years**

The Asset Management Plan is informed by the Community Strategic Plan and assists the development and delivery of the operational plans in the Corporate Business plan.

It assigns an agreed service level and a strategy together with the required investment to maintain that asset at the agreed level for the whole of its life.

#### **Workforce Plan (WP) - 10 years**

This identifies the human resources and skills required to deliver the communities priorities for the next ten years. The Workforce Plan shows that a minimal increase in the current staff levels is required to achieve the objectives set out in the Community Plan.

#### **Annual Budget- 1 year**

The annual budget sets the resources for Council's day to day operations and capital projects. It outlines both income and expenditure that are related to the Corporate Business Plan activities. This plan is under the legislation Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. The plan shows the Council reliance on external sources of funding to deliver its priorities.

## The Key Documents - Other Informing Plans

Located in the South West region, our community is part of the Blackwood sub-region; with the plans and aspirations of other communities surrounding us influencing what happens in our lives. Aligning our long term planning with the priorities of state government and other relevant, external agencies provides for stronger partnerships and greater coordination of decision-making in the use of available resources.

Commonwealth/Federal		
Regional Development Australia Business Plan		
State		
Regional Investment Blueprint	Royalties for Regions Act	Forest Management Plan
WA State Sustainability Strategy	Acts and legislation, eg; WA Local Government Act, Health, Building, Dog and Cat, etc.	
State Planning Strategy (1997)	Hardy Inlet Water Quality Improvement Plan	
Region		
Augusta – Walpole Coastal Strategy	South West Development Commission	South West Action Plan and Regional Strategic Plan
Sub Region		
Warren Blackwood Strategic Alliance	Blackwood River Flood Study	Bush Fire Hazard Strategy
Local		
Aged friendly Community Plan (AFCP)	Aged Housing Plan	Bike and Trails Plan (BTP)
Community Engagement Plan	Community Plan 2009	Youth Plan (YP)
Local Emergency Management Plans	Disability Access and Inclusion Plan (DAIP)	Economic Plan (EP)
Policy Register	Local Planning Scheme #3 (LPS#3)	Cultural Plan (CP)
Main Street Guidelines	Waste Management Strategy	Health Plan (HP)



## Appendix 3 - Our Key Focus Points

### **Our Community, *We are a unique town that role models sustainability, friendliness and take the time to celebrate our heritage and festivals***

- ❖ *We will retain our pride in being a small, friendly town that is a nice place to live and full of wonderful people*
- ❖ *We role model self sufficiency and sustainability as a community*
- ❖ *We respect and value our aged*
- ❖ *Our youth are important and we will focus our energy to give them reasons to stay in Nannup (or come back)*

### **Our Economy, *Sustainability is the key to Nannup's future***

- ❖ We will have a sustainable, innovative and equitable economy
- ❖ Working together to attract people to our amazing Shire

### **Our Built Environment, *Keep the charm and fabric of Nannup***

- ❖ Keep the charm and fabric of our unique shire and upgrade the amenity
- ❖ Providing a quality planning outcome for community benefit through good consultation
- ❖ Increase coverage of our communication systems

### **Our Natural Environment, *We are surrounded by amazing nature, from our magnificent forests and bush land, to our pristine coastlines***

- ❖ We will protect our amazing nature, magnificent forests, managed bush land, rivers, agriculture and our pristine coastline
- ❖ Keep our beautiful combination of natural landscapes and built environments to retain our community and amenity
- ❖ To achieve a green clean future

### **Our Community Leadership, *We listen to our community leaders***

- ❖ To listen and partner with our community leaders and all our diverse groups.
- ❖ To have united community groups working together

### **Our Council Leadership, *A listening leadership that provides for and represents all***

- ❖ A listening leadership that provides and represents all
- ❖ To do what is right and fair for the people

## About this document

<b>Effective From:</b>	1 July 2017
<b>Expires on:</b>	30 June 2021
<b>Next Review:</b>	June 2019
<b>Adopted by Council:</b>	22 June 2017

<b>Policy Name</b>	Related Parties Disclosure Procedure
<b>Policy Type</b>	Governance
<b>Policy Number</b>	ADM 23
<b>Procedure owner</b>	Chief Executive Officer
<b>Authority</b>	Shire of Nannup

## POLICY FOR RELATED PARTY DISCLOSURES

The scope of AASB 124 *Related Party Disclosures* was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

### BACKGROUND

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Nannup must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

### Identification of Related Parties

AASB 124 provides that the Shire of Nannup will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. These include Senior Managers, Shire Presidents and Councillors.

For the purposes of determining the application of the standard, the Shire of Nannup has identified the following persons as meeting the definition of Related Party or Key Management Personnel:

- An elected Council member
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Director
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire of Nannup will therefore be required to assess all transactions made with these persons or entities.

### Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire of Nannup (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criterion:

- Paying rates \*;
- Fines\*;
- Use of Shire of Nannup owned facilities such as [Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)]\*;
- Attending council functions that are open to the public\*;
- Employee compensation whether it is for KMP or close family members of KMP;
- Application fees paid to the Shire of Nannup for licences, approvals or permits\*;
- Lease agreements for housing rental (whether for a Shire of Nannup owned property or property sub-leased by the Shire of Nannup through a Real Estate Agent);
- Lease agreements for commercial properties;
- Monetary and non-monetary transactions between the Shire of Nannup and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Nannup (trading arrangement);
- Sale or purchase of any property owned by the Shire of Nannup, to a person identified above;
- Sale or purchase of any property owned by a person identified above, to the Shire of Nannup;
- Loan Arrangements; and/or
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Nannup can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required. Transactions that meet the terms and conditions applicable are shown above with a \* .

### Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a *Related Party Disclosures - Declaration* form for submission to financial services on a quarterly basis.

#### Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly *Related Party Disclosures - Declaration* form will be required for the following Ordinary Citizen Arm's Length transactions:

- Paying rates
- Fines

- Use of Shire of Nannup owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

#### All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form.

#### Frequency of disclosures

Elected Council members and KMP will be required to complete a *Related Party Disclosures - Declaration* form each quarter.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

#### Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

#### Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

#### Associated Regulatory Framework

*AASB 124 Related Party Disclosures*

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

#### Associated Policies

*As per advice received from Council's auditors no policy is currently in place. Once guidelines addressing Related Party Disclosures are released from the Department of Local Government this policy will be implemented.*

#### Further Information

*Related Party Disclosures - Declaration* form

<b>Related Policies</b>	
<b>Related Procedures/Documents</b>	
<b>Delegated Level</b>	
<b>Adopted</b>	OM 22 June 2017
<b>Reviewed</b>	

## RELATED PARTY DISCLOSURES - DECLARATION

*As per requirements of AASB 124 Related Party Disclosures, and Business Operating Procedure – Related Party Disclosures.*

The following declaration must be completed by all Council members, the CEO and Senior Managers of the Shire of Nannup who were elected or employed at any time during the financial year.

<b>Disclosure Period (Quarter Ended):</b>	
<b>Person making disclosure:</b>	
<b>Position held by person:</b> e.g. Councillor, Senior Manager, CEO	

## 1. CLOSE MEMBERS OF THE FAMILY

[illegible]

## 2. ENTITIES THAT I, OR A CLOSE FAMILY MEMBER CONTROLS OR JOINTLY CONTROLS

[illegible]

### 3. ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH

Did you or any member of your close family use facilities provided at Recreation Centre, attend any event at the Civic Centre, or use any other council provided facility AND you received a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person using the facility	Service/Facility used	Nature of transaction	Nature of discount or special conditions received.

### 4. LEASING AGREEMENTS - DOMESTIC RESIDENTIAL

Did you, a close family member or related entity, enter into a lease agreement with the Shire of Nannup(either as lessee or lessor) for the provision of a domestic rental property (Includes properties owned by the Shire of Nannup and privately owned properties sub-leased through the Shire of Nannup from a real estate agent)? Did you receive or provide a discount or special terms that would not otherwise be offered to any other member of the public?

Name of Person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arm's length conditions



## 5. LEASING AGREEMENTS - COMMERCIAL

Did you, a close family member or related entity, enter into a commercial leasing agreement with the Shire of Nannup for the provision of a commercial property? Did you receive a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arms length conditions

## 6. TRADING ARRANGEMENTS

Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the Shire of Nannup? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms provided to the Shire of Nannup.

Business name	Goods or services provided	Approximate value for the reporting period	Terms & conditions

**7. OTHER AGREEMENTS (Construction, Consultancy, Service Contracts)**

Did you, a close family member or related entity, enter into any other agreements/arrangements with the Shire of Nannup (whether or not a price was charged)?

This may include (but is not limited to): construction contracts, consultancy services, service contracts (such as cleaning, maintenance, security).

For e.g. a company that a close family member controls, was awarded a contract with the Shire of Nannup for building a new office facility.

Did you, a close family member or related entity, enter into any other agreements/arrangements with the Shire of Nannup(whether or not a price was charged)?

This may include (but is not limited to): construction contracts, consultancy services, service contracts (such as cleaning, maintenance, security).

For e.g. a company that a close family member controls, was awarded a contract with the Shire of Nannup for building a new office facility.

[illegible]

## 8. PURCHASE OF PROPERTY

Did you, a close family member or related entity, purchase any property or other assets from the Shire of Nannup? (This may include vehicles or other plant items, land or buildings).

Was the purchase made at arm's length (for e.g. at public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.

Name of person or entity name	Property purchased	Value of the purchase	Terms & conditions

## 9. SALE OF PROPERTY

Did you, a close family member or related entity, sell any property or other assets to the Shire of Nannup? (This may include vehicles or other plant items, land or buildings).

Was the sale made at arm's length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.

Name of person or entity name	Property Sold	Value of the Sale	Terms & conditions

#### 10. FEES & CHARGES FOR APPLICATIONS

Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence not included within ADM 23 Related Party Disclosure Policy as an Ordinary Citizen Transactions?

Name of person or entity name	Application type	Application and/or receipt number

#### 11. SELF SUPPORTING LOANS

Did you, a close family member or related entity, enter into a loan agreement with the Shire of Nannup?

For e.g. a club for which you have control (See Appendix 2 for example)

Name of person or entity name	Loan details	Value of the loan	Terms & conditions

#### 12. OTHER AGREEMENTS

Please list any other agreement or arrangement you believe is a related party transaction and should be declared.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

I declare that all information and details provided in this form are true and correct to the best of my knowledge and belief and that no known relevant information has been omitted.

I have made this declaration after reading the information supplied by Council which details the meaning of the definitions to which this declaration relates.

**SELECT OPTION 1: ☐ Handwritten Signature**

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Once signed please provide to the Chief Executive Officer

OR

**SELECT OPTION 2: ☐ Electronic Signature**

This form can be sent by email to the Chief Executive Officer provided the email is sent by the person making the disclosure from their work or personal (e.g. Councillors) email account.

**SHIRE OF NANNUP**  
**BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

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**SHIRE OF NANNUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	NOTE	2017/18 Budget \$	2016/17 Actual \$	2016/17 Budget \$
<b>Revenue</b>				
Rates	8	1,583,577	1,533,473	1,509,754
Operating grants, subsidies and contributions	15	924,296	2,538,463	1,633,997
Fees and charges	14	383,174	368,605	342,762
Service charges	11	0	0	0
Interest earnings	2(a)	45,761	48,171	67,801
Other revenue	2(a)	39,422	39,453	44,150
		<u>2,976,230</u>	<u>4,528,165</u>	<u>3,598,464</u>
<b>Expenses</b>				
Employee costs		(1,980,270)	(1,813,073)	(1,685,355)
Materials and contracts		(1,514,453)	(1,443,280)	(1,400,350)
Utility charges		(95,550)	(103,032)	(94,177)
Depreciation on non-current assets	2(a)	(1,535,198)	(1,534,371)	(1,708,889)
Interest expenses	2(a)	(3,661)	(5,750)	(4,650)
Insurance expenses		(168,460)	(149,999)	(183,476)
Other expenditure		(11,200)	(200)	(300)
		<u>(5,308,792)</u>	<u>(5,049,705)</u>	<u>(5,077,197)</u>
		<u>(2,332,562)</u>	<u>(521,540)</u>	<u>(1,478,733)</u>
Non-operating grants, subsidies and contributions	15	1,392,850	975,687	1,308,000
Profit on asset disposals	6	228,000	20,000	201,000
Loss on asset disposals	6	(134,000)	(14,875)	(18,000)
Loss on revaluation of non current assets		0	0	0
<b>Net result</b>		<b>(845,712)</b>	<b>459,272</b>	<b>12,267</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0		0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b><u>(845,712)</u></b>	<b><u>459,272</u></b>	<b><u>12,267</u></b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF NANNUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	NOTE	2017/18 Budget	2016/17 Actual	2016/17 Budget
		\$	\$	\$
<b>Revenue (refer notes 1,2,8,10 to 15)</b>				
Governance		0	0	0
General purpose funding		2,306,499	3,622,643	2,934,890
Law, order, public safety		199,226	190,494	194,763
Health		8,750	14,788	7,885
Education and welfare		29,775	93,183	48,969
Housing		21,320	17,814	31,720
Community amenities		214,467	216,542	185,237
Recreation and culture		25,082	30,156	29,446
Transport		111,784	304,111	111,284
Economic services		24,328	26,979	24,270
Other property and services		35,000	11,457	30,000
		<u>2,976,231</u>	<u>4,528,167</u>	<u>3,598,464</u>
<b>Expenses excluding finance costs (refer notes 1, 2 &amp; 16)</b>				
Governance		(924,191)	(892,184)	(921,181)
General purpose funding		(74,441)	(54,515)	(55,999)
Law, order, public safety		(377,786)	(382,245)	(383,945)
Health		(60,575)	(53,112)	(51,506)
Education and welfare		(110,107)	(146,806)	(146,842)
Housing		(17,753)	(17,040)	(34,922)
Community amenities		(413,632)	(330,989)	(429,443)
Recreation and culture		(282,283)	(227,830)	(361,563)
Transport		(1,867,933)	(1,892,090)	(1,536,558)
Economic services		(154,193)	(122,524)	(136,757)
Other property and services		(1,022,238)	(924,621)	(1,013,831)
		<u>(5,305,132)</u>	<u>(5,043,956)</u>	<u>(5,072,547)</u>



**SHIRE OF NANNUP**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM (cont)**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	NOTE	2017/18 Budget \$	2016/17 Actual \$	2016/17 Budget \$
<b>Finance costs (refer notes 2 &amp; 7)</b>				
Governance		0	0	0
General purpose funding		0	(1,014)	0
Law, order, public safety		0	0	0
Health		0	0	0
Education and welfare		0	0	0
Housing		0	0	0
Community amenities		(3,661)	(4,616)	(4,650)
Recreation and culture		0	0	0
Transport		0	(121)	0
Economic services		0	0	0
Other property and services		0	0	0
		<u>(3,661)</u>	<u>(5,751)</u>	<u>(4,650)</u>
		(2,332,562)	(521,540)	(1,478,733)
 Non-operating grants, subsidies and contributions	15	1,392,850	975,687	1,308,000
Profit on disposal of assets	6	228,000	20,000	201,000
(Loss) on disposal of assets	6	(134,000)	(14,875)	(18,000)
Loss on revaluation of non current assets		0	0	0
		<u>1,486,850</u>	<u>980,812</u>	<u>1,491,000</u>
 <b>Net result</b>		<b>(845,712)</b>	<b>459,272</b>	<b>12,267</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
 <b>Total comprehensive income</b>		<b><u>(845,712)</u></b>	<b><u>459,272</u></b>	<b><u>12,267</u></b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF NANNUP**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	NOTE	2017/18 Budget \$	2016/17 Actual \$	2016/17 Budget \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		1,572,505	1,533,473	1,509,754
Operating grants, subsidies and contributions		924,489	2,608,064	1,633,997
Fees and charges		383,174	368,605	342,762
Service charges		0	0	0
Interest earnings		45,761	48,171	67,801
Goods and services tax		0	1,195	0
Other revenue		39,422	39,453	44,150
		<u>2,965,351</u>	<u>4,598,961</u>	<u>3,598,464</u>
<b>Payments</b>				
Employee costs		(1,980,270)	(1,721,097)	(1,469,937)
Materials and contracts		(1,514,453)	(1,356,466)	(1,400,350)
Utility charges		(95,550)	(103,032)	(94,178)
Interest expenses		(3,661)	(5,750)	(183,476)
Insurance expenses		(168,460)	(149,999)	(4,616)
Goods and services tax		0	0	0
Other expenditure		(11,200)	(200)	(300)
		<u>(3,773,594)</u>	<u>(3,336,544)</u>	<u>(3,152,857)</u>
<b>Net cash provided by (used in) operating activities</b>	3(b)	<u>(808,243)</u>	<u>1,262,416</u>	<u>445,607</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for development of land held for resale	5	0	0	0
Payments for purchase of property, plant & equipment	5	(596,500)	(166,003)	(1,563,184)
Payments for construction of infrastructure	5	(1,344,082)	(949,140)	(2,675,100)
Non-operating grants, subsidies and contributions used for the development of assets		1,392,850	975,687	2,388,884
Proceeds from sale of plant & equipment	6	94,000	5,125	183,000
<b>Net cash provided by (used in) investing activities</b>		<u>(453,732)</u>	<u>(134,332)</u>	<u>(1,666,400)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	7	(16,415)	(15,460)	(15,460)
Advances to community groups		0		0
Proceeds from self supporting loans		16,415	15,460	14,560
Proceeds from new borrowings	7	0	0	0
<b>Net cash provided by (used in) financing activities</b>		<u>0</u>	<u>0</u>	<u>(900)</u>
<b>Net increase (decrease) in cash held</b>		<u>(693,503)</u>	<u>789,453</u>	<u>(1,221,693)</u>
<b>Cash at beginning of year</b>		<u>2,829,710</u>	<u>2,040,257</u>	<u>2,884,558</u>
<b>Cash and cash equivalents at the end of the year</b>	3(a)	<u><u>2,136,206</u></u>	<u><u>2,829,710</u></u>	<u><u>1,662,865</u></u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF NANNUP**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	NOTE	2017/18 Budget \$	2016/17 Actual \$	2016/17 Budget \$
<b>Net current assets at start of financial year - surplus/(deficit)</b>	<b>4</b>	<b>696,391</b>	<b>366,374</b>	<b>0</b>
		<b>696,391</b>	<b>366,374</b>	<b>0</b>
<b>Revenue from operating activities (excluding rates)</b>				
Governance		46,000	0	0
General purpose funding		722,922	2,089,170	1,426,450
Law, order, public safety		199,226	190,494	194,763
Health		8,750	14,788	7,885
Education and welfare		29,775	93,183	48,969
Housing		21,320	17,814	31,720
Community amenities		214,467	216,542	185,237
Recreation and culture		25,082	30,156	29,446
Transport		293,784	324,111	1,419,282
Economic services		24,328	26,979	24,270
Other property and services		35,000	11,457	30,000
		<b>1,620,654</b>	<b>3,014,694</b>	<b>3,398,022</b>
<b>Expenditure from operating activities</b>				
Governance		(851,494)	(917,183)	(921,181)
General purpose funding		(74,441)	(55,529)	(55,999)
Law, order, public safety		(377,786)	(382,245)	(383,945)
Health		(60,575)	(53,112)	(51,506)
Education and welfare		(110,107)	(146,806)	(146,842)
Housing		(17,753)	(17,040)	(34,922)
Community amenities		(417,293)	(430,605)	(434,093)
Recreation and culture		(282,283)	(357,830)	(361,563)
Transport		(1,597,933)	(1,907,086)	(1,555,943)
Economic services		(154,193)	(122,524)	(136,757)
Other property and services		(1,022,238)	(925,706)	(1,013,831)
		<b>(4,966,095)</b>	<b>(5,315,667)</b>	<b>(5,096,581)</b>
<b>Operating activities excluded from budget</b>				
(Profit) on asset disposals	6	(228,000)	(20,000)	(201,000)
Loss on disposal of assets	6	134,000	14,875	18,000
Depreciation on assets	2(a)	1,535,198	1,534,371	1,708,889
Movement in employee benefit provisions (non-current)		76,708	(55,094)	186,747
Accruals		0	(148,000)	28,705
<b>Amount attributable to operating activities</b>		<b>(1,131,144)</b>	<b>(608,446)</b>	<b>42,782</b>
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	15	1,392,850	975,687	200,999
Purchase land held for resale	5	0	0	0
Purchase property, plant and equipment	5	(596,500)	(166,003)	(169,900)
Purchase and construction of infrastructure	5	(1,344,082)	(949,140)	(1,442,737)
Proceeds from disposal of assets	6	94,000	5,125	35,000
<b>Amount attributable to investing activities</b>		<b>(453,732)</b>	<b>(134,332)</b>	<b>(1,376,638)</b>
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	7	(16,415)	(15,460)	(15,460)
Proceeds from new borrowings	7	0	0	0
Proceeds from self supporting loans		16,415	15,460	15,460
Transfers to cash backed reserves (restricted assets)	9	(369,000)	(379,619)	(339,685)
Transfers from cash backed reserves (restricted assets)	9	371,940	285,315	165,100
<b>Amount attributable to financing activities</b>		<b>2,940</b>	<b>(94,304)</b>	<b>(174,585)</b>
<b>Budgeted deficiency before general rates</b>		<b>(1,581,936)</b>	<b>(837,082)</b>	<b>(1,508,441)</b>
<b>Estimated amount to be raised from general rates</b>	<b>8</b>	<b>1,583,577</b>	<b>1,533,473</b>	<b>1,508,441</b>
<b>Net current assets at end of financial year - surplus/(deficit)</b>		<b>1,641</b>	<b>696,391</b>	<b>(0)</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of preparation**

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the budget has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical accounting estimates**

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**The local government reporting Entity**

All funds through which the Shire of Nannup controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 17 to the budget.

**(b) 2016/17 actual balances**

Balances shown in this budget as 2016/17 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

**(c) Rounding off figures**

All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.

**(d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

**(e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Forecast fair value adjustments**

All fair value adjustments relating to remeasurement of financial assets at fair value through profit or loss (if any) and changes on revaluation of non-current assets are impacted upon by external forces and not able to be reliably estimated at the time of budget adoption.

Fair value adjustments relating to the re-measurement of financial assets at fair value through profit or loss will be assessed at the time they occur with compensating budget amendments made as necessary.

It is anticipated, in all instances, any changes upon revaluation of non-current assets will relate to non-cash transactions and as such, have no impact on this budget document.

**(g) Rates, grants, donations and other contributions**

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Nannup obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(h) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(i) Superannuation**

The Shire of Nannup contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Nannup contributes are defined contribution plans.

**(j) Cash and cash equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

**(k) Trade and other receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(l) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land held for resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(m) Fixed assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Mandatory requirement to revalue non-current assets**

Effective from 1 July 2012, the *Local Government (Financial Management) Regulations* were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Shire of Nannup commenced the process of adopting fair value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at fair value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire of Nannup revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

**Initial recognition and measurement between mandatory revaluation dates**

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire of Nannup includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework detailed above.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Fixed assets (continued)**

***Revaluation***

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

***Land under roads***

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, *Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of Council.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Fixed assets (continued)**

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	160342
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.



**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(n) Fair value of assets and liabilities**

When performing a revaluation, the Shire of Nannup uses a mix of both independent and management valuations using the following as a guide:

Fair value is the price that the Shire of Nannup would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

***Fair value hierarchy***

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

***Valuation techniques***

The Shire of Nannup selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire of Nannup are consistent with one or more of the following valuation approaches:

**SHIRE OF NANNUP  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(n) Fair value of assets and liabilities (continued)**

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire of Nannup gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

The mandatory measurement framework imposed by the *Local Government (Financial Management) Regulations* requires, as a minimum, all assets to be revalued at least every 3 years. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards have been made in the budget as necessary.

**(o) Financial instruments**

**Initial recognition and measurement**

Financial assets and financial liabilities are recognised when the Shire of Nannup becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire of Nannup commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

**Classification and subsequent measurement**

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) Financial instruments (continued)**

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

*(i) Financial assets at fair value through profit and loss*

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

*(ii) Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

*(iii) Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire of Nannup management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

*(iv) Available-for-sale financial assets*

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.

*(v) Financial liabilities*

Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) Financial instruments (continued)**

***Impairment***

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

***Derecognition***

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Shire of Nannup no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**(p) Impairment of assets**

In accordance with Australian Accounting Standards the Shire of Nannup assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Impairment of assets (continued)**

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting this budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2018.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

**(q) Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Shire of Nannup becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(r) Employee benefits**

**Short-term employee benefits**

Provision is made for the Shire of Nannup's obligations for short-term employee benefits.

Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

Shire of Nannup's obligations for short-term employee benefits such as wages, salaries" and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Nannup's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other long-term employee benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire of Nannup's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire of Nannup does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Borrowing costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**(t) Provisions**

Provisions are recognised when the Shire of Nannup has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(u) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire of Nannup, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**(v) Current and non-current classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Nannup's operational cycle. In the case of liabilities where the Shire of Nannup does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire of Nannup's intentions to hold indefinitely.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	2017/18 Budget \$	2016/17 Actual \$	2016/17 Budget \$
<b>2. REVENUES AND EXPENSES</b>			
<b>Net result</b>			
The net result includes:			
Charging as an expense:			
<b>Auditors remuneration</b>			
Audit services	11,530	11,330	11,330
Other services	2,700	9,040	2,700
<b>Depreciation by program</b>			
Governance	18,500	29,386	36,882
General purpose funding		0	0
Law, order, public safety	29,305	29,305	44,129
Health		0	0
Education and welfare	1,374	1,374	7,780
Housing	2,282	2,282	14,291
Community amenities	2,623	3,261	11,440
Recreation and culture	40,598	40,273	110,346
Transport	1,313,566	1,421,569	1,306,579
Economic services	6,950	6,921	15,437
Other property and services	120,000	0	162,004
	<u>1,535,198</u>	<u>1,534,371</u>	<u>1,708,888</u>
<b>Depreciation by asset class</b>			
Land and buildings	63,659	63,659	70,900
Furniture and equipment	2,896	2,896	3,226
Plant and equipment	159,264	159,264	177,378
Infrastructure Assets	1,309,379	1,308,552	1,457,385
	<u>1,535,198</u>	<u>1,534,371</u>	<u>1,708,888</u>
<b>Interest expenses (finance costs)</b>			
- Borrowings (refer note 7(a))	3,661	4,616	4,650
Other	0	1,134	0
	<u>3,661</u>	<u>5,750</u>	<u>4,650</u>
Crediting as revenues:			
<b>Interest earnings</b>			
Investments			
- Reserve funds	20,000	25,653	36,685
- Other funds	5,000	17,902	10,000
Other interest revenue (refer note 12)	20,761	4,616	21,116
	<u>45,761</u>	<u>48,171</u>	<u>67,801</u>
<b>Other revenue</b>			
Reimbursements and recoveries			
Other	39,422	39,453	44,150
	<u>39,422</u>	<u>39,453</u>	<u>44,150</u>

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**2. REVENUES AND EXPENSES (Continued)**

**(b) Statement of objective**

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Community Vision, and for each of its broad activities/programs.

**COMMUNITY VISION**

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

**GOVERNANCE**

**Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Administration and operation facilities and services to Members of Council;  
other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services

**Activities:**

Rates, general purpose government grants and interest revenue

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

To provide services to help ensure a safer community

**Activities:**

Supervision of various by-laws, fire prevention, emergency services and animal control

**HEALTH**

**Objective:**

To provide an operational framework for good community health

**Activities:**

Food quality, building sanitation and sewage

**EDUCATION AND WELFARE**

**Objective:**

To provide services to disadvantaged persons, the elderly, children and youth

**Activities:**

Provision of youth support, co-ordinate school holiday programs, support education programs

**HOUSING**

**Objective:**

Help to ensure adequate housing

**Activities:**

Maintenance of staff and rental housing



**SHIRE OF NANNUP  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

**2. REVENUES AND EXPENSES (Continued)**

**(b) Statement of objective (Continued)**

**COMMUNITY AMENITIES**

**Objective:**

**Provide services required by the community**

**Activities:**

Rubbish collection services, operation of waste management facility, noise control, administration of the town planning scheme, maintenance of cemetery and maintenance of public conveniences

**RECREATION AND CULTURE**

**Objective:**

To establish and manage efficiently infrastructure and resources which will help the social well being of the community

**Activities:**

Maintenance of halls, recreation centre and various reserves; operation of library

**TRANSPORT**

**Objective:**

To provide effective transport services to the community.

**Activities:**

Construction and maintenance of streets, roads, bridges; cleaning of streets, depot maintenance

**ECONOMIC SERVICES**

**Objective:**

To help promote the Shire and improve economic wellbeing

**Activities:**

Assistance to tourism, area promotion, building control, noxious weeds, vermin control

**OTHER PROPERTY & SERVICES**

**Objective:**

To accurately allocate plant and labour costs across the various programs of Council

**Activities:**

Private works operations, plant repairs and operation costs

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**3. NOTES TO THE STATEMENT OF CASH FLOWS**

**(a) Reconciliation of cash**

For the purposes of the statement of cash flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	2017/18 Budget \$	2016/17 Actual \$	2016/17 Budget \$
Cash - unrestricted	566,230	1,256,794	(4,170)
Cash - restricted	1,569,976	1,572,916	1,667,035
	<u>2,136,206</u>	<u>2,829,710</u>	<u>1,662,865</u>

The following restrictions have been imposed by regulation or other externally imposed requirements.

Recreation Centre Reserve	535	535	3,175
Long Service Leave Reserve	195,290	188,290	206,523
Plant Reserve	433,083	408,083	340,336
Office Equipment Reserve	67,639	72,139	66,656
Main Street Upgrade Reserve	39,452	102,892	221,691
Landfill Reserve	93,431	72,431	72,310
Gravel Pit Reserve	81,140	60,140	60,380
Emergency Management Reserve	56,226	55,226	55,210
Aged Housing Reserve	23,094	22,094	22,089
Asset Management	482,852	525,852	532,416
Community Bus Reserve	16,057	10,057	0
Infrastructure Asset reserve	81,175	55,175	0
Rate Equalisation Reserve	0	0	51,901
Restricted Assets	0	0	34,348
	<u>1,569,976</u>	<u>1,572,916</u>	<u>1,667,035</u>

**(b) Reconciliation of net cash provided by operating activities to net result**

Net result	(845,712)	459,272	12,267
Depreciation	1,535,198	1,534,371	1,708,889
(Profit)/loss on sale of asset	(94,000)	(5,125)	(183,000)
Loss on revaluation of non current assets	0	0	
(Increase)/decrease in receivables	(10,879)	69,021	713,564
(Increase)/decrease in inventories	0	0	0
Increase/(decrease) in payables	0	88,751	34
Increase/(decrease) in employee provisions	0	91,814	(498,147)
Grants/contributions for the development of assets	(1,392,850)	(975,687)	(1,308,000)
<b>Net cash from operating activities</b>	<u>(808,243)</u>	<u>1,262,416</u>	<u>445,607</u>

**(c) Undrawn borrowing facilities credit standby arrangements**

Credit card limit	5,000	5,000	5,000
<b>Total amount of credit unused</b>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>

**Loan facilities**

Loan facilities in use at balance date	<u>50,561</u>	<u>66,975</u>	<u>66,975</u>
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**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**4. NOTES TO THE STATEMENT OF CASH FLOWS (Continued)**

	Note	2017/18 Budget \$	2016/17 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of estimated net current assets</b>			
<b>Current assets</b>			
Cash - unrestricted	3(a)	566,230	1,256,794
Cash - restricted reserves	3(a)	1,569,976	1,572,916
Receivables		162,335	153,256
Inventories		6,240	6,240
		<u>2,304,781</u>	<u>2,989,206</u>
<b>Less: current liabilities</b>			
Trade and other payables		57,776	55,783
Short term borrowings		0	0
Long term borrowings		31,875	15,460
Provisions		<u>249,106</u>	<u>249,106</u>
		338,757	320,349
<b>Unadjusted net current assets</b>		<b>1,966,024</b>	<b>2,668,857</b>
Differences between the net current assets at the end of each financial year in the rate setting statement and net current assets detailed above arise from amounts which have been excluded when calculating the budget deficiency in accordance with Local Government (Financial Management) Regulation 32 as movements for these items have been funded within the budget estimates. These differences are disclosed as adjustments below.			
<b>Adjustments</b>			
Less: Cash - restricted reserves	3(a)	(1,569,976)	(1,572,916)
Less: Land held for resale		0	0
Less: Current loans - clubs / institutions		(15,459)	(15,459)
Less: Leave Accruals			(148,466)
Add PWO Recharges charged to Capital		(395,363)	(251,085)
Add: Current portion of borrowings		16,415	15,460
Add: Current liabilities not expected to be cleared at end of year			
<b>Adjusted net current assets - surplus/(deficit)</b>		<u><b>1,641</b></u>	<u><b>696,391</b></u>

SHIRE OF NANNUP  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018

5. ACQUISITION OF ASSETS

The following assets are budgeted to be acquired during the year.

Asset class	Reporting program											2017/18 Budget total \$	2016/17 Actual total \$
	Governance \$	General purpose funding \$	Law, order, public safety \$	Health \$	Education and welfare \$	Housing \$	Community amenities \$	Recreation and culture \$	Transport \$	Economic services \$	Other property and services \$		
<u>Property, Plant and Equipment</u>													
Land and buildings	10,000		0					170,000		0	10,000	190,000	79,718
Furniture and equipment	20,500							0			0	20,500	9,543
Plant and equipment	74,000		0						312,000			386,000	76,743
	<b>104,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170,000</b>	<b>312,000</b>	<b>10,000</b>	<b>0</b>	<b>596,500</b>	<b>166,003</b>
<u>Infrastructure</u>													
Infrastructure Assets									1,125,492	218,590		1,344,082	949,140
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,125,492</b>	<b>218,590</b>	<b>0</b>	<b>1,344,082</b>	<b>949,140</b>
<u>Land Held for Resale</u>													
Land held for resale													0
<b>Total acquisitions</b>	<b>104,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170,000</b>	<b>1,437,492</b>	<b>228,590</b>	<b>0</b>	<b>1,940,582</b>	<b>1,115,143</b>

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**6. DISPOSALS OF ASSETS**

The following assets are budgeted to be disposed of during the year.

<b><u>By Program</u></b>	<b>Net book value \$</b>	<b>Sale proceeds \$</b>	<b>2017/18 Budget</b>		<b>2016/17 Actual</b>		<b>Profit \$</b>	<b>2016/17 Budget</b>	
			<b>Profit \$</b>	<b>Loss \$</b>	<b>Profit \$</b>	<b>Loss \$</b>		<b>Profit \$</b>	<b>Loss \$</b>
Governance		42,000	46,000	(4,000)	0	0	0		0
General Purpose Funding		0	0	0	0	0	0		0
Law, order, public safety		0	0	0	0	0	0		0
Health		0	0	0	0	0	0		0
Education and welfare		0	0	0	0	0	0		0
Housing		0	0	0	0	0	0		0
Community amenities		0	0	0	0	0	0		0
Recreation and culture		0	0	0	0	0	0		0
Transport		52,000	182,000	(130,000)	20,000	(14,875)	201,000		(18,000)
Economic services		0	0	0	0	0	0		0
Other property and services		0	0	0	0	0	0		0
	<b>0</b>	<b>94,000</b>	<b>228,000</b>	<b>(134,000)</b>	<b>20,000</b>	<b>(14,875)</b>	<b>201,000</b>		<b>(18,000)</b>

<b><u>By Class</u></b>	<b>Net book value \$</b>	<b>Sale proceeds \$</b>	<b>2017/18 Budget</b>		<b>2016/17 Actual</b>		<b>Profit \$</b>	<b>2016/17 Budget</b>	
			<b>Profit \$</b>	<b>Loss \$</b>	<b>Profit \$</b>	<b>Loss \$</b>		<b>Profit \$</b>	<b>Loss \$</b>
Land and buildings		0							
Furniture and equipment		0							
Plant and equipment		94,000	228,000	(134,000)	20,000	(14,875)	201,000		(18,000)
	<b>0</b>	<b>94,000</b>	<b>228,000</b>	<b>(134,000)</b>	<b>20,000</b>	<b>(14,875)</b>	<b>201,000</b>		<b>(18,000)</b>

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**7. INFORMATION ON BORROWINGS**

**(a) Borrowing repayments**

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Principal 1-Jul-17	New loans	Principal repayments		Principal outstanding		Interest repayments	
			2017/18 Budget \$	2016/17 Actual \$	2017/18 Budget \$	2016/17 Actual \$	2017/18 Budget \$	2016/17 Actual \$
<u>Self Supporting Loans</u>								
Community Amenities								
Loan 37	66,975	0	16,415	15,460	50,561	66,975	3,661	4,616
	<b>66,975</b>	<b>0</b>	<b>16,415</b>	<b>15,460</b>	<b>50,561</b>	<b>66,975</b>	<b>3,661</b>	<b>4,616</b>
	<b>66,975</b>	<b>0</b>	<b>16,415</b>	<b>15,460</b>	<b>50,561</b>	<b>66,975</b>	<b>3,661</b>	<b>4,616</b>

All borrowing repayments are financed by income received from Nannup Community Resource Centre as per terms of Self Supporting Loan.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**7. INFORMATION ON BORROWINGS (Continued)**

**(b) New borrowings - 2017/18**

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate %	Amount borrowed budget \$	Total interest & charges \$	Amount used budget \$	Balance unspent \$
								0
					0	0	0	0

The Shire of Nannup is not expecting to source any new borrowings within the 2017/18 financial year.

**(c) Unspent borrowings**

The Shire of Nannup had no unspent borrowing funds as at 30th June 2017 nor is it expected to have unspent borrowing funds as at 30th June 2018.

**(d) Overdraft**

The Shire of Nannup does not have an overdraft facility currently in place. It is not anticipated that this facility will be sourced within the 2017/18 financial year.

AASB 101.10(e)  
AASB 101.51  
AASB 101.112

LGA S6.2(4)(b)  
FM Reg 23(a)

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**8. RATING INFORMATION**

**RATE TYPE**

**General Rate**

	Rate in \$	Number of properties	Rateable value \$	2017/18 Budgeted rate revenue \$	2017/18 Budgeted interim rates \$	2017/18 Budgeted back rates \$	2017/18 Budgeted total revenue \$	2016/17 Actual \$
1 GRV General	0.081670	215	3,440,672	281,000			281,000	541,912
2 UV General	0.004257	211	130,442,000	555,292			555,292	330,598
3 GRV Special Rural	0.081670	178	2,420,548	197,686			197,686	354,248
4 GRV Rural Tourism	0.081670	15	401,856	32,820			32,820	58,812
5 GRV Industrial	0.081670	2	293,500	23,970			23,970	42,954
6 UV Mining	0.004257	0	0	0			0	

**Sub-Totals**

**Minimum  
\$**

**Minimum payment**

GRV General	870	225	1,422,752	195,750			195,750	57,878
UV General	1050	190	26,616,500	199,500			199,500	22,560
GRV Special Rural	870	88	539,474	76,560			76,560	103,511
GRV Rural Tourism	870	0	0	0			0	
GRV Industrial	870	0	0	0			0	
UV Mining	1050	20	307,486	21,000			21,000	21,000

**Sub-Totals**

	621		136,998,576	1,090,767	0	0	1,090,767	1,328,524
	523		28,886,212	492,810	0	0	492,810	204,949
	<b>1,144</b>		<b>165,884,788</b>	<b>1,583,577</b>	<b>0</b>	<b>0</b>	<b>1,583,577</b>	<b>1,533,473</b>

Discounts/concessions (Refer note 13)

**Total amount raised from general rates**

Specified area rates (Refer note 10)

**Total rates**

0	0
<b>1,583,577</b>	<b>1,533,473</b>
0	0
<b>1,583,577</b>	<b>1,533,473</b>

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**9. CASH BACKED RESERVES**

	<b>2017/18 Budget Opening balance \$</b>	<b>2017/18 Budget Transfer to \$</b>	<b>2017/18 Budget Transfer (from) \$</b>	<b>2017/18 Budget Closing balance \$</b>	<b>2016/17 Actual Opening balance \$</b>	<b>2016/17 Actual Transfer to \$</b>	<b>2016/17 Actual Transfer (from) \$</b>	<b>2016/17 Actual Closing balance \$</b>	<b>2016/17 Budget Opening balance \$</b>	<b>2016/17 Budget Transfer to \$</b>	<b>2016/17 Budget Transfer (from) \$</b>	<b>2016/17 Budget Closing balance \$</b>
Recreation Centre Reserve	535	0	0	535	529	6	0	535	3,175	0		3,175
Long Service Leave Reserve	188,290	26,500	(19,500)	195,290	198,858	<b>27,272</b>	(37,840)	188,290	198,255	27,768	(19,500)	206,523
Plant Reserve	408,083	155,000	(130,000)	433,083	357,993	<b>127,090</b>	(77,000)	408,083	317,865	132,471	(110,000)	340,336
Office Equipment Reserve	72,139	16,000	(20,500)	67,639	66,677	<b>15,762</b>	(10,300)	72,139	66,516	15,740	(15,600)	66,656
Main Street Upgrade Reserve	102,892	500	(63,940)	39,452	185,569	<b>2,323</b>	(85,000)	102,892	207,568	14,123	0	221,691
Landfill Reserve	72,431	21,000	0	93,431	51,839	<b>20,592</b>	0	72,431	51,709	20,601	0	72,310
Gravel Pit Reserve	60,140	21,000	0	81,140	40,000	<b>20,140</b>	0	60,140	40,088	20,292	0	60,380
Emergency Manangement Reserve	55,226	1,000	0	56,226	54,602	<b>624</b>	0	55,226	54,431	779	0	55,210
Aged Housing Reserve	22,094	1,000	0	23,094	21,845	<b>250</b>	0	22,094	21,777	312	0	22,089
Asset Management	525,852	95,000	(138,000)	482,852	445,700	<b>100,152</b>	(20,000)	525,852	446,278	106,138	(20,000)	532,416
Community Bus Reserve	10,057	6,000	0	16,057	5,000	<b>5,057</b>	0	10,057	0	0	0	0
Infrastructure Asset reserve	55,175	26,000	0	81,175	0	<b>55,175</b>	0	55,175	0	0	0	0
Rate Equalisation Reserve	0	0	0	0	50,000	<b>5,175</b>	(55,175)	0	50,440	1,461	0	51,901
	<b>1,572,916</b>	<b>369,000</b>	<b>(371,940)</b>	<b>1,569,976</b>	<b>1,478,612</b>	<b>379,619</b>	<b>(285,315)</b>	<b>1,572,916</b>	<b>1,458,102</b>	<b>339,685</b>	<b>(165,100)</b>	<b>1,632,687</b>



**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**9. CASH BACKED RESERVES (Continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

<b>Reserve name</b>	<b>Purpose of the reserve</b>
Recreation Centre Reserve	To be used for future enhancements to Recreation Facility
Long Service Leave Reserve	An accounting requirement to fund long service leave accumulated by employees
Plant Reserve	To be used for the purchase of major plant items
Office Equipment Reserve	To be used to ensure that the equipment required for Council administration and the supporting computer system is maintained
Main Street Upgrade Reserve	To be used to support the project upgrade stage two (completed 2017) and Stage three ( due for completion 2018)
Landfill Reserve	To provide funding for the rehabilitation of the refuse disposal site once it reaches the end of its useful life
Gravel Pit Reserve	To be used for the rehabilitation of gravel pits at the end of their useful lives
Emergency Manangement Reserve	To provide funding for costs of dealing with local emergencies, where these costs cannot be recovered from another party
Aged Housing Reserve	To be used to facilitate the developmetn of Aged Housing
Asset Management	To provide funding for works to Council buildings as determined by the Asset Management Plan
Community Bus Reserve	To be used to cover future capital upgrades to this asset
Infrastructure Asset reserve	To provide funding for works to Infrastructure Assets where these costs cannot be recovered through external sources
Rate Equalisation Reserve	To provide support to the future budgets to minimise the impact of the loss of capital grants as required.

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**10. SPECIFIED AREA RATE**

The Shire of Nannup does not intend to impose a 'Specified Area Rate' within the 2017/18 financial year

**11. SERVICE CHARGES**

The Shire of Nannup does not intend to impose any Service Charges within the 2017/18 financial year

**12. INTEREST CHARGES AND INSTALMENTS - RATES AND SERVICE CHARGES**

The following instalment options are available to ratepayers for the payment of rates and service charges.

<b>Instalment options</b>	<b>Date due</b>	<b>Instalment plan admin charge \$</b>	<b>Instalment plan interest rate %</b>	<b>Unpaid rates interest rates %</b>
<b>Option one</b>				
Single Full Payment	18/08/2017	0	0.00%	11.00%
<b>Option two</b>				
First Instalment	18/08/2017	0	5.50%	11.00%
Second Instalment	18/10/2017	5	5.50%	11.00%
Third Instalment	18/12/2017	5	5.50%	11.00%
Fourth Instalment	19/02/2018	5	5.50%	11.00%

	<b>2017/18 Budget revenue \$</b>	<b>2016/17 Actual \$</b>
Instalment plan interest earned	5,000	5,222
State Revenue - Deferred Pensioners Interest	1,600	1,543
Unpaid rates interest earned	10,500	11,138
	<u>17,100</u>	<u>17,902</u>

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**13. PAYMENT DISCOUNTS, WAIVERS AND CONCESSIONS**

**Rates discounts**

Rate or fee to which discount is granted	Disc % or Amount (\$)	2017/18 Budget \$	2016/17 Actual \$	Circumstances in which discount is granted
No discounts granted		0	0	

**Waivers or concessions**

Rate or fee and charge to which the waiver or concession is granted	Type	Disc % or Amount (\$)	2017/18 Budget \$	2016/17 Actual \$	Circumstances in which the waiver or concession is granted	Objects of the waiver or concession	Reasons for the waiver or concession
Nil waived or conceded			0	0			

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	2017/18 Budget	2016/17 Actual
	\$	\$
<b>14. FEES &amp; CHARGES REVENUE</b>		
Governance	0	0
General purpose funding	51,636	39,402
Law, order, public safety	8,400	16,290
Health	8,750	14,788
Education and welfare	12,175	13,741
Housing	21,320	17,814
Community amenities	210,806	211,925
Recreation and culture	8,260	13,382
Transport	2,500	2,827
Economic services	24,328	26,979
Other property and services	35,000	11,457
	<u>383,174</u>	<u>368,605</u>
<b>15. GRANT REVENUE</b>		
Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:		
<b>By Program:</b>		
<b>Operating grants, subsidies and contributions</b>		
Governance		
General purpose funding	609,086	1,991,200
Law, order, public safety	190,826	174,204
Health	0	0
Education and welfare	15,100	71,775
Housing		
Community amenities		
Recreation and culture		
Transport	109,284	301,284
Economic services	0	0
Other property and services		
	<u>924,296</u>	<u>2,538,463</u>
<b>Non-operating grants, subsidies and contributions</b>		
Governance	0	17,525
General purpose funding	0	0
Law, order, public safety	0	134,863
Health	0	0
Education and welfare	0	0
Housing	0	0
Community amenities	0	0
Recreation and culture	50,000	0
Transport	1,204,000	703,299
Economic services	138,850	120,000
Other property and services	0	0
	<u>1,392,850</u>	<u>975,687</u>

**SHIRE OF NANNUP**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	<b>2017/18</b>	<b>2016/17</b>
	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>
<b>16. ELECTED MEMBERS REMUNERATION</b>		
The following fees, expenses and allowances were paid to council members and/or the President.		
Meeting fees	17,000	15,920
President's allowance	8,000	8,000
Deputy President's allowance	2,000	2,000
Travelling expenses	3,000	2,600
Telecommunications allowance	10,000	11,925
Conference Allowance	12,000	10,127
	<u>52,000</u>	<u>50,572</u>

**17. TRUST FUNDS**

Funds held at balance date over which the local government has no control and which are not are not included in the financial statements are as follows:

<b>Detail</b>	<b>Balance</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>
	<b>1-Jul-17</b>	<b>amounts</b>	<b>amounts</b>	<b>balance</b>
	<b>\$</b>	<b>received</b>	<b>paid</b>	<b>30-Jun-18</b>
		<b>\$</b>	<b>(\$)</b>	<b>\$</b>
BCTIF Levy	28,798	7,327	(36,125)	0
BRB Levy	30,321	10,094	(40,415)	(0)
Bonds	34,032	6,277	(450)	39,859
Nomination Deposits	80	0		80
Donation - Rec Centre Deposit	250	0		250
Nannup Community Bus	777	0		777
	<u>94,258</u>	<u>23,699</u>	<u>(76,990)</u>	<u>40,967</u>

**SHIRE OF NANNUP  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2018**

**18. MAJOR LAND TRANSACTIONS**

There are no planned major land transactions forecast for the 2017/18 financial year.

**19. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS**

It is not anticipated any trading undertakings or major trading undertakings will occur in 2017/18.

**20. INTERESTS IN JOINT ARRANGEMENTS**

It is not anticipated the Shire of Nannup will be party to any joint venture arrangements during 2017/18

PROPOSED FEES & CHARGES 2017/18						Annual Adjustment	Proposed
	SERVICE	UNIT	STATUTORY	GST	2016/17	- no rounding	17/18
<b>LIBRARY</b>							
<b>HISTORY BOOKS</b>							
	History of Nannup (Extracts of minutes etc.)	Each	N	N	\$7.00	\$7.11	\$7.00
	War Clouds Over Nannup (Mr. A Hartley)	Each	N	N	\$7.00	\$7.11	\$7.00
	Bulk purchase of 10+ books	Each	N	N	\$5.00	\$5.08	\$5.00
	Nannup Heritage Trail booklet	Each	N	Y	\$3.00	\$3.05	\$3.00
	Overdue Library Book Fee	Per Book	N	Y	\$9.00	\$9.14	\$9.00
<b>ADMINISTRATIVE SERVICES</b>							
	<b>PROPERTIES REPORT (UN BOUND)</b>						
	List of All Owners, Address, Property Descriptions etc. - Hard Copy	Each	N	Y	\$129.00	\$130.94	\$130.00
	List of All Owners, Address, Property Descriptions etc. - Email	Each	N	Y	\$31.00	\$31.47	\$31.00
<b>MISCELLANEOUS ADMINISTRATION</b>							
	Production of Misc. Computer Reports, Other						
	Information Requiring Dedicated Staff Time	Per 15 Mins	N	Y	\$28.00	\$28.42	\$28.00
		Per Hour	N	Y	\$107.00	\$108.61	\$107.00
	Account Enquiries - Rates Only	Per Enquiry	N	Y	\$55.00	\$55.83	\$55.00
	Rates, Orders & Requisitions - Report to Settlement Agent or like	Per Report	N	Y	\$95.00		\$95.00
	Freedom of Information Requests (as set by FOI Regulations 1993 Schedule 1)						
	- Application for FOI	Per Application	Y	N	\$30.00		\$30.00
	- Staff Time Dealing With Application	Per Hour (Pro Rata)	Y	N	\$30.00		\$30.00
	- Access Time Supervised by Staff	Per Hour (Pro Rata)	Y	N	\$30.00		\$30.00
	- Photocopying:						
	- Staff Time to Copy Information	Per Hour (Pro Rata)	Y	N	\$30.00		\$30.00
	- Cost Per Copy		Y	N	\$0.20		\$0.20
<b>HIRE OF FACILITIES</b>							
	<b>TOWN HALL</b>						
	Bond for All Bookings (Except Passive Use)	Per Hire	N	N	\$200.00	\$208.50	\$200.00
	<b>Hourly Rate - Active Sporting Event Hire</b>	Per Hour	N	Y	\$25.00	\$26.06	\$25.00
	Session Rate - Morning (8 AM - 12 NOON)	Per Session	N	Y	\$66.00	\$68.81	\$67.00
	- Afternoon (12 NOON - 5 PM)	Per Session	N	Y	\$66.00	\$68.81	\$67.00
	- Evening (After 5PM)	Per Session	N	Y	\$66.00	\$68.81	\$67.00
	Daily Rate	Per Day	N	Y	\$130.00	\$135.53	\$132.00
	Seasonal Booking Option	Per Term per hour	N	Y	\$212.50	\$221.53	\$212.50
	Based on 85% of hour hall hire x 10 weeks = $(\$25.00 \times 10) \times 0.85 = \$212.50$						
	<b>Social Events Session Rate - Morning (8 AM - 12 NOON)</b>		N	Y	\$86.00	\$89.66	\$87.00
	- Afternoon (12 NOON - 5 PM)		N	Y	\$86.00	\$89.66	\$87.00
	- Evening (After 5PM)		N	Y	\$86.00	\$89.66	\$87.00
	Social Events - Daily Rate		N	Y	\$157.50	\$164.19	\$160.00
	Long Term Hire (Passive Use Only) - Two Days	Per Day	N	Y	\$110.00	\$114.68	\$110.00
	Surcharge For Alcohol Consumption	Per Session	N	Y	\$57.00	\$59.42	\$57.00
	Social events refer to all functions that are not sporting in nature. I.e. Weddings, Birthdays, Funerals, Exhibitions, Auctions, Film nights etc.						
	Youth Space - available for hire for suitable activities relating to Youth activities - with approval of Economic & Community Development Officer	Per session	N	Y	-	-	\$20.00

						Annual Adjustment	Proposed
	SERVICE	UNIT	STATUTORY	GST	2016/17	- no rounding	17/18
	<b>RECREATION HALL</b>						
	Bond for All Non-Recreational Bookings	Per Hire	N	N	\$1,000.00	\$1,015.00	\$1,000.00
	Bond for Recreational Bookings	Per Hire	N	N	\$200.00	\$208.50	\$200.00
	Sporting Events - Hourly	Per Hour	N	Y	\$25.00	\$26.06	\$25.00
	Sporting Events - Daily	Per Day	N	Y	\$130.00	\$135.53	\$130.00
	Seasonal Booking Option - Basketball/Netball/Trapeze	Per Term per hour	N	Y	\$212.50	\$221.53	\$212.50
	Based on 85% of hour hall hire x 10 weeks =/ (\$25.00 x 10)*0.85) = \$212.50)						
	Other Functions (Social, Cabaret, Wedding, Overnight Events, etc.) - daily	Per day			\$288.00	\$300.24	\$300.00
	Long Term Hire - Two Days	Per Day	N	Y	\$200.00	\$208.50	\$200.00
	*Non recreational bookings refer to all social functions that are not sporting in nature. i.e. Weddings, Birthdays, Funerals, Exhibitions, Auctions						
	<b>COMMUNITY MEETING ROOM -NO SOCIAL BOOKINGS</b>						
	1/2 day meeting fee hire	1/2 day	N	Y	\$52.00	\$54.21	\$52.00
	Full day meeting fee hire	per day	N	Y	\$105.00	\$109.46	\$105.00
	<b>MISCELLANEOUS EQUIPMENT</b>						
	Hire of Trestles	Each	N	Y	\$5.00	\$5.08	\$5.00
	Hire of Polypropylene Chairs - Individual	Each	N	Y	\$1.50	\$1.52	\$1.50
	Hire of Polypropylene Chairs - Maximum		N	Y	\$140.00	\$142.10	\$140.00
	Hire of Public Address (PA) Equipment	Per Day	N	Y	\$25.00	\$25.38	\$25.00
	<b>FOOTBALL / CRICKET OVAL</b>						
	Community Sporting Groups	Per Day	N	Y	\$65.00	\$67.76	\$65.00
	Other Groups (\$200 Bond Required)	Per Day	N	Y	\$65.00	\$67.76	\$65.00
	Seasonal Charge	Per Year	N	Y	\$500.00	\$521.25	\$500.00
	Change Rooms	Per Day Per Change Room	N	Y	\$30.00	\$31.28	\$30.00
	<b>TOWN GREENS</b>						
	Village Green	Per Day	N	Y	\$65.00	\$67.76	\$65.00
	Old Roads Board Building Park	Per Day	N	Y	\$65.00	\$67.76	\$65.00
	Event Rubbish Bond	Per Event	N	N	\$550.00	\$573.38	\$550.00
	<b>OVERFLOW CAMPING AREAS</b>						
	No Facilities Required	Per Person	N	Y	\$13.00	\$13.20	\$13.00
	Large Festival Camping	Per Person			\$3.00		\$3.00
	Facilities Required (\$250.00 Bond for Group Booking)	Per Person	N	Y	\$14.00	\$14.21	\$14.00
	Nannup Caravan Park Community Events - Electricity and water charges per outlets used				As per current utility suppliers charge rates		
	<b>FORESHORE PARK</b>						
	Bond for All Bookings	Per Hire	N	Y	\$650.00	\$659.75	\$650.00
	<b>ALL FACILITIES - NO POWER</b>						
	Not-For-Profit Incorporated Local Community Groups	Per Day	N	Y	\$82.00	\$83.23	\$82.00
	All Other Community Groups	Per Day	N	Y	\$325.00	\$329.88	\$330.00
	Commercial Use	Per Day	N	Y	\$428.00	\$434.42	\$430.00
	<b>ALL FACILITIES</b>						
	Not-For-Profit Incorporated Local Community Groups	Per Day	N	Y	\$165.00	\$176.55	\$176.00
	All Other Community Groups	Per Day	N	Y	\$845.00	\$904.15	\$900.00
	Commercial Use	Per Day	N	Y	\$1,070.00	\$1,144.90	\$1,100.00
	<b>CONSUMER POLES</b>						
	Each Pole	Per Day	N	Y	\$50.00	\$53.50	\$55.00
	Note: Actual Cost of the account for the period will be charged when being used for more than just street stalls.						
	<b>RAC Electric Car Recharge Facility</b>						
	Per Kilowatt Hour	per kilowatt hour	N	Y	\$0.45	\$0.45	\$0.45



						Annual Adjustment	Proposed
	SERVICE	UNIT	STATUTORY	GST	2016/17	- no rounding	17/18
	<b>FIRE CONTROL</b>						
	<b>SERVICE</b>	<b>UNIT</b>	<b>STATUTORY</b>	<b>GST</b>			
	Application for Suspension of Prohibited Burning Period	Per Application	N	Y	\$485.00	\$492.28	\$485.00
	Application for Fire Break Variation						
	- One (1) Year	Per Lot Applied For	N	Y	\$107.00	\$108.61	\$107.00
	- Five (5) Year	Per Lot Applied For	N	Y	\$270.00	\$274.05	\$270.00
	Firebreaks Fine	Each	N	Y	\$255.00	\$258.83	\$255.00
	Firebreak Fines – Late Payment Fee	Each	N	Y	\$15.00	\$15.23	\$15.00
	Firebreak Fines – Late Payment Court Registration Fee	Each	N	Y	\$51.00	\$51.77	\$51.00
	Firebreak Fines – Late Payment Enforcement Certificate Fee	Each	N	Y	\$12.50	\$12.69	\$12.50
	<b>ENVIRONMENTAL HEALTH</b>						
	<b>SERVICE</b>	<b>UNIT</b>	<b>STATUTORY</b>	<b>GST</b>			
	<b>FOOD PREMISES:</b>						
	Notification (food street traders, registered elsewhere)	Each	N	Y	\$51.00	\$51.77	\$52.00
	Registration (food business in Shire)	Each	N	Y	\$117.00	\$118.76	\$119.00
	Inspection Fee - High/Medium Risk	Each	N	Y	\$148.00	\$154.29	\$150.00
	Inspection Fee - Low Risk	Each	N	Y	\$87.00	\$90.70	\$88.00
	Verification Certificate	Each	N	Y	\$56.00	\$56.84	\$57.00
	Food Premises Fit Out Approval - High/Medium Risk (Includes Notification)	Each	N	Y	\$225.00	\$228.38	\$228.00
	Food Premises Fit Out Approval - Low Risk (Includes Notification)	Each	N	Y	\$168.00	\$170.52	\$170.00
	Follow Up Inspections <30 Mins Officer Time	Each	N	Y	\$56.00	\$58.38	\$57.00
	Follow Up Inspections 30 Mins or more Officer Time	Each	N	Y	\$87.00	\$90.70	\$88.00
	Food Spoilt (Written Confirmation of Disposal)	Each	N	Y	\$97.00	\$98.46	\$98.00
	Hairdressing Fit Out Approval	Each	N	Y	\$112.00	\$113.68	\$114.00
	Beauty Therapy/Skin Piercing Fit Out Approval	Each	N	Y	\$112.00	\$113.68	\$114.00
	Registration - Lodging House	Each	N	Y	\$168.00	\$170.52	\$170.00
	Seized Food Analysis	Each	N	Y	\$56.00	\$56.84	\$57.00
	Food Sampling Request	Each	N	Y	\$204.00	\$207.06	\$207.00
	<b>TEMPORARY FOOD PREMISES (STALL HOLDERS)</b>						
	Festival Notification - per event	Each	N	Y	\$31.00	\$31.47	\$31.00
	<b>OTHER ENVIRONMENTAL HEALTH CHARGES:</b>						
	Section 39 (Liquor Licensing) Certificates	Each	N	N	\$97.00	\$98.46	\$98.00
	Noise Monitoring – Non-Complying Event	Each	N	Y	\$560.00	\$568.40	\$568.00
	Local Government Report Fee	Each	Y	N	\$153.00	\$155.30	\$153.00
	<b>WATER TESTING:</b>						
	Bacteriological Testing	Per Test	N	Y	\$138.00	\$140.07	\$140.00
	Chemical Testing (Plus Cost of Analysis)	Per Test	N	Y	\$138.00	\$140.07	\$140.00
	Regular Water Testing (6 Per Year)	Per Year	N	Y	\$560.00	\$568.40	\$568.00
	<b>HEALTH (TREATMENT OF SEWERAGE AND DISPOSAL OF EFFLUENT AND LIQUID WASTE) REGULATIONS 1994</b>						
	<b>SEPTIC TANKS:</b>						
	Application Fee	Each	Y	Y	\$118.00		\$118.00
	Inspection Fee	Each	Y	Y	\$118.00		\$118.00
	<b>CARAVAN PARK &amp; CAMPING GROUND LICENCE FEES - HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 SECTION 344C</b>						
	Caravan & Camping Facility Minimum Fee	Per Licence	Y	N	\$200.00		\$200.00
	Short & Long Stay Caravan Park	Per site	Y	N	\$6.00		\$6.00
	Camp Site	Per site	Y	N	\$3.00		\$3.00
	Overflow Site	Per site	Y	N	\$1.50		\$1.50
	Application for Caravan Annexes or Park Home Approval	Each	Y	N	\$80.00		\$80.00
	Transfer of Facility License (Caravan Park/Camp Ground)	Each	Y	N	\$100.00		\$100.00
	Temporary License Facility	Each	Y	N	\$100.00		\$100.00
	<b>HEALTH (OFFENSIVE TRADES FEES) REGULATIONS 1976:</b>						
	Slaughterhouses	Per Application	Y	N	\$285.00		\$285.00
	Piggeries	Per Application	Y	N	\$285.00		\$285.00
	Artificial Manure Depots	Per Application	Y	N	\$202.00		\$202.00
	Bone Mills	Per Application	Y	N	\$163.00		\$163.00
	Places for Storing, Drying or Preserving Bones	Per Application	Y	N	\$163.00		\$163.00
	Fat Melting, Fat Extraction or Tallow Melting ESTABLISHMENTS	Per Application	Y	N	\$163.00		\$163.00
	Butcher Shops & Similar	Per Application	Y	N	\$163.00		\$163.00
	Blood Drying	Per Application	Y	N	\$163.00		\$163.00
	Gut Scraping, Preparation of Sausage Skins	Per Application	Y	N	\$163.00		\$163.00
	Fellmongeries	Per Application	Y	N	\$163.00		\$163.00
	Manure Works	Per Application	Y	N	\$202.00		\$202.00
	Fish Curing Establishments	Per Application	Y	N	\$202.00		\$202.00
	Laundries, Dry Cleaning Establishments	Per Application	Y	N	\$140.00		\$140.00
	Bone Merchant Premises	Per Application	Y	N	\$163.00		\$163.00
	Flock Factories	Per Application	Y	N	\$163.00		\$163.00
	Knackeries	Per Application	Y	N	\$285.00		\$285.00
	Poultry Processing Establishments	Per Application	Y	N	\$285.00		\$285.00
	Poultry Farming	Per Application	Y	N	\$285.00		\$285.00
	Rabbit Farming	Per Application	Y	N	\$285.00		\$285.00
	Fish Processing Establishments in which Whole Fish are Cleaned & Prepared	Per Application	Y	N	\$285.00		\$285.00
	Shellfish & Crustacean Processing Establishments	Per Application	Y	N	\$285.00		\$285.00
	Any Other Offensive Trade Not Specified	Per Application	Y	N	\$285.00		\$285.00
	<b>HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992:</b>						
	Inspection of Premises on Request	Per Application	N	Y	\$168.00	\$175.14	\$170.00
	Environmental Assessment & Reports on Request	Per Application	N	Y	\$168.00	\$170.52	\$170.00
	Public Building Approval <1,000 People	Per Application	N	N	\$268.00	\$272.02	\$272.00
	Public Building Approval 1,000 People or more	Per Application	N	N	\$535.00	\$543.03	\$543.00

						Annual Adjustment	Proposed
	SERVICE	UNIT	STATUTORY	GST	2016/17	- no rounding	17/18
	<b>BUILDING CONTROL</b>						
	<b>SERVICE</b>	<b>UNIT</b>	<b>STATUTORY</b>	<b>GST</b>			
	<b>BUILDING REGULATIONS 2012</b>						
	<b>BUILDING PERMIT</b>						
	Uncertified Application Class 1 or Class 10 Building/Structure - Minimum Fee	Per Application	Y	N	\$96.00		\$97.70
	Uncertified Application Class 1 or Class 10 Building/Structure - Scale Fee	Per Application	Y	N	0.32% of value of construction		0.32% of value of construction
	Request for Certification of Construction, Building Compliance or other compliance (Minimum \$110 inc GST and travel)	Per Application	N	Y	\$110 per hour		\$110 per hour
	Certified Application:	Per Application					
	- Class 1 or Class 10 Building/Structure - Minimum Fee	Per Application	Y	N	\$96.00		\$97.70
	- Class 1 or Class 10 Building/Structure - Scale Fee	Per Application	Y	N	0.19% of estimated value of building work		0.19% of estimated value of building work
	- Class 2 to 9 Building/Structure - Minimum Fee	Per Application	Y	N	\$96.00		\$97.70
	- Class 2 to 9 Building/Structure - Scale Fee	Per Application	Y	N	0.09% of estimated value of building work		0.09% of estimated value of building work
	<b>BUILDING PERMIT EXTENSION</b>						
	Major Reassessments (Estimated Value of Construction Remaining):						
	- Class 1 or Class 10 Building/Structure - Minimum Fee	Per Application	Y	N	\$96.00		\$97.70
	- Class 1 or Class 10 Building/Structure - Scale Fee	Per Application	Y	N	0.32% of value of construction		0.32% of value of construction
	- Class 2 to 9 Building/Structure - Minimum Fee	Per Application	Y	N	\$96.00		\$97.70
	- Class 2 to 9 Building/Structure - Scale Fee	Per Application	Y	N	0.19% of value of construction		0.19% of value of construction
	Extension of Time for Building Approval Certificate	Per Application	Y	N	\$96.00		\$97.70
	Application for Amendment to Building Permit including revised Certificate of Design Compliance	Per Application	N	Y	\$110 per hour		\$110 per hour
	<b>DEMOLITION PERMIT</b>						
	Class 1 or Class 10 Building/Structure	Each	Y	N	\$96.00		\$97.70
	Class 2 to 9 Building/Structure	Per Storey	Y	N	\$96.00		\$97.70
	Extension of Time	Per Application	Y	N	\$96.00		\$97.70
	Performance Bond - Site Clean-Up & Verge Including Footpaths	Each	N	N	\$765.00	\$776.48	\$776.00
	<b>OCCUPANCY PERMIT &amp; BUILDING APPROVAL CERTIFICATE</b>						
	Occupancy Permit for a Completed Building	Each	Y	N	\$96.00		\$97.70
	Temporary Permit for Incomplete Building	Each	Y	N	\$96.00		\$97.70
	Modification for Additional Use of Building on Temporary Basis	Each	Y	N	\$96.00		\$97.70
	Replacement Permit for Permanent Change of Building Use	Each	Y	N	\$96.00		\$97.70
	Building Approval Application Certificate (Strata) - Minimum Fee	Per Application	Y	N	\$105.80		\$107.70
	Building Approval Application Certificate (Strata) - Scale Fee	Each Strata Unit	Y	N	\$10.60		\$10.80
	Occupancy Permit where Unauthorised Work has been done - Minimum Fee	Each	Y	N	\$96.00		\$97.70
	Occupancy Permit where Unauthorised Work has been done - Scale Fee	Each	Y	N	0.18% of estimated value of building work		0.18% of estimated value of building work
	Building Approval Certificate where Unauthorised Work has been done	Each	Y	N	0.38% of estimated value of building work		0.38% of estimated value of building work
	Replacement Occupancy Certificate for Existing Building	Each	Y	N	\$96.00		\$97.70
	Building Approval Certificate where Unauthorised Work has not been done	Each	Y	N	\$96.00		\$97.70
	Extension of Time for Occupancy Permit	Each	Y	N	\$96.00		\$97.70
	<b>OTHER APPLICATIONS</b>						
	Declaration that a Building Standard Does Not Apply	Each	Y	N	\$2,123.00		\$2,160.15
	<b>OTHER BUILDING CHARGES</b>						
	Temporary Accommodation Approval	Each	N	Y	\$117.00	\$118.76	\$119.00
	Extension of Temporary Accommodation Approval	Each	N	Y	\$117.00	\$118.76	\$119.00
	Monthly Building Statistics Report	Per Year	N	Y	\$199.00	\$201.99	\$202.00
		Per Month	N	Y	\$46.00	\$46.69	\$47.00
	Rural Number Assignment & Installation	Each	N	Y			\$75.00
	<b>CROSSOVERS - PERFORMANCE BONDS</b>						
	Single crossovers to residential/rural living properties	Each	N	N	\$3,000.00	\$3,045.00	\$3,000.00
	Double crossovers to residential/rural living properties	Each	N	N	\$6,000.00	\$6,090.00	\$6,000.00
	Single commercial/industrial crossovers	Each	N	N	\$5,000.00	\$5,075.00	\$5,000.00
	Double commercial/industrial crossovers	Each	N	N	\$7,500.00	\$7,612.50	\$7,500.00
	<b>CONSTRUCTION TRAINING FUND LEVY (CTF)</b>		Y	N	0.2% of value of construction > \$20,000		0.2% of value of construction > \$20,000
	<b>BUILDING SERVICES LEVY</b>						
	Building or demolition permit - for Works up to \$45,000 (Inc. GST)	Per Application	Y	N	\$61.65		\$61.65
	Building or demolition permit - for Works over \$45,000 (Inc. GST)	Per Application	Y	N	0.137% of value of work		0.137% of value of work
	Occupancy permit or building approval certificate for approved building work under s47, 49, 50 or 52 of the Building Act	Per Application	Y	N	\$61.65		\$61.65
	Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act - for Works up to \$45,000 (Inc. GST)	Per Application	Y	N	\$123.30		\$123.30
	Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act - for Works over \$45,000 (Inc. GST)	Per Application	Y	N	0.274% of value of work		0.274% of value of work
	<b>BUILDING PLAN SEARCHES AND RESEARCH FEE</b>						
	Building Plans	Each	N	N	\$61.00	\$61.92	\$62.00
	Provide Copy of Housing Indemnity Insurance Policy	Each	N	N	\$61.00	\$61.92	\$62.00
	Copy of Archived Building Plans	Each	N	Y	\$91.00	\$92.37	\$92.00
	<b>BUILDING INSPECTION AND REPORTS</b>						
	Housing Indemnity Insurance Report	Each	N	Y	\$1,250.00	\$1,268.75	\$1,250.00
	Building call out fee applies where work for which an inspection is requested, was not ready for inspection	Each	N	Y	\$89.00	\$92.78	\$90.00
	Weekend Call Out Fee - Per Hour (Minimum of One Hour)	Per Hour	N	Y	\$179.00	\$186.61	\$182.00

						Annual Adjustment	Proposed
	SERVICE	UNIT	STATUTORY	GST	2016/17	- no rounding	17/18
	<b>RANGER SERVICES</b>						
	<b>DOG REGISTRATIONS</b>						
	Sterilised - 1 Year	Each	Y	N	\$20.00		\$20.00
	Sterilised - 3 Year	Each	Y	N	\$42.50		\$42.50
	Sterilised - Lifetime	Each	Y	N	\$100.00		\$100.00
	Unsterilised - 1 Year	Each	Y	N	\$50.00		\$50.00
	Unsterilised - 3 Year	Each	Y	N	\$120.00		\$120.00
	Unsterilised - Lifetime	Each	Y	N	\$250.00		\$250.00
	Pensioner Concession - Sterilised - 1 year	Each	Y	N	\$10.00		\$10.00
	Pensioner Concession - Sterilised - 3 year	Each	Y	N	\$21.25		\$21.25
	Pensioner Concession - Sterilised - Lifetime	Each	Y	N	\$50.00		\$50.00
	Pensioner Concession - Unsterilised - 1 year	Each	Y	N	\$25.00		\$25.00
	Pensioner Concession - Unsterilised - 3 year	Each	Y	N	\$60.00		\$60.00
	Pensioner Concession - Unsterilised - Lifetime	Each	Y	N	\$125.00		\$125.00
	Working Dog - sterilised - 1 Year	Each	Y	N	\$5.00		\$5.00
	Working Dog - sterilised - 3 Year	Each	Y	N	\$10.60		\$10.60
	Working Dog - sterilised - Lifetime	Each	Y	N	\$25.00		\$25.00
	Working Dog - Unsterilised - 1 Year	Each	Y	N	\$12.50		\$12.50
	Working Dog - Unsterilised - 3 Year	Each	Y	N	\$30.00		\$30.00
	Working Dog - Unsterilised - Lifetime	Each	Y	N	\$62.50		\$62.50
	Dogs kept in an approved kennel	Per Application	Y	N	\$200.00		\$200.00
	*Note registration fees reduced by 50% if registered between 1 June - 31 October each year						
	**Working Dog concession is equal to 25% of registration payable						
	<b>CAT REGISTRATIONS</b>						
	SERVICE	UNIT	STATUTORY	GST			
	Sterilised - 1 Year	Each	Y	N	\$20.00		\$20.00
	Sterilised - 3 Year	Each	Y	N	\$42.50		\$42.50
	Pensioner Concession - Sterilised - 1 year	Each	Y	N	\$10.00		\$10.00
	Pensioner Concession - Sterilised - 3 year	Each	Y	N	\$21.25		\$21.25
	Unsterilised - 1 Year	Each	Y	N	\$50.00		\$50.00
	Unsterilised - 3 Year	Each	Y	N	\$120.00		\$120.00
	Pensioner Concession - Unsterilised - 1 year	Each	Y	N	\$25.00		\$25.00
	Pensioner Concession - Unsterilised - 3 year	Each	Y	N	\$60.00		\$60.00
	Lifetime Registration	Each	Y	N	\$100.00		\$100.00
	Lifetime Registration - Pensioner	Each	Y	N	\$50.00		\$50.00
	*Note registration fees reduced by 50% if registered between 1 June - 31 October each year						
	<b>IMPOUND FEES - DOGS/CATS</b>						
	SERVICE	UNIT	STATUTORY	GST			
	Seizure, Impounding and sustenance of dog or cat - first impound in 12 months - Day 1	Each	N	Y	\$50.00		\$50.00
	Seizure, Impounding and sustenance of dog or cat - subsequent impounds within 12 months	Each	N	Y	\$70.00		\$70.00
	Seizure, Impounding and sustenance of dog or cat - Non business Day	Each	N	Y	\$110.00		\$110.00
	Sustenance fee day 2 onwards - Per day, per animal	Each	N	Y	\$35.00		\$35.00
	Destruction and Disposal of Dog/Cat	Each	N	Y	cost of disposal		cost of disposal
	Disposal of Dog/Cat	Each	N	Y	\$50.00		\$50.00
	<b>IMPOUND FEES - LARGE ANIMALS</b>						
	SERVICE	UNIT	STATUTORY	GST			
	Grade 1 (Stallions, Mules, Bulls, Boars over 2 years) - 1st day	Each	N	Y	\$55 + pick up and transport costs		\$55 + pick up and transport costs
	per day thereafter	Each	N	Y	\$20.00		\$20.00
	Grade 1a (Stallions, Mules, Bulls, Boars under 2 years of age) - 1st Day	Each	N	Y	\$44 + pick up and transport costs		\$44 + pick up and transport costs
	per day thereafter	Each	N	Y	\$20.00		\$20.00
	Grade 2 (Mares, Geldings, Colts, Fillies and Cows) - 1st Day	Each	N	Y	\$44 + pick up and transport costs		\$44 + pick up and transport costs
	per day thereafter	Each	N	Y	\$20.00		\$20.00
	Grade 3 (Sheep Goats, Pigs and Lambs) - 1st Day	Each	N	Y	\$44 + pick up and transport costs		\$44 + pick up and transport costs
	per day thereafter	Each	N	Y	\$20.00		\$20.00
	Non business hour surcharge all grades: weekends, weekdays between 5.00pm to 7.00am	per hour	N	Y	\$15.00		\$15.00
	<b>DAMAGE BY TRESPASS BY LARGE ANIMALS</b>						
	SERVICE	UNIT	STATUTORY	GST			
	Trespass in enclosed growing crop of any kind, garden or private enclosed property, public cemetery or public parkland by any grade of large animal	Each	N	Y	\$20 per animal		\$20 per animal
	Trespass into unenclosed paddock or meadow of grass or of stubble by any grade of large animal	Each	N	Y	\$15 per animal		\$15 per animal
	Trespass into any other unenclosed land by any grade of large animal	Each	N	Y	\$10 per animal		\$10 per animal
	NB: No damage is payable in respect of a suckling animal under the age of 6 months running with its mother.						
	<b>WASTE MANAGEMENT - refer attachment 3</b>						

						Annual Adjustment	Proposed
	SERVICE	UNIT	STATUTORY	GST	2016/17	- no rounding	17/18
	<b>DEPOT SERVICES</b>					<b>Annual Adjustment</b>	<b>Proposed</b>
	SERVICE	UNIT	STATUTORY	GST	2016/17	- no rounding	17/18
	<b>SUPPLY OF AGGREGATE</b>						
	Supply of Used Aggregate Ex-Depot - Loaded	Per Trailer	N	Y	\$47.00	\$47.71	\$47.00
	Supply of New Aggregate Ex-Depot - Loaded	Per Trailer	N	Y	\$110.00	\$111.65	\$110.00
	Only the plant listed below is available for hire. All plant must be hired with an operator						
	<b>WEEKDAY HIRE</b>						
	4.5T Truck	Per Std Hour	N	Y	\$140.00	\$142.10	\$140.00
	14T Truck	Per Std Hour	N	Y	\$178.00	\$180.67	\$178.00
	Backhoe	Per Std Hour	N	Y	\$158.00	\$160.37	\$158.00
	Grader	Per Std Hour	N	Y	\$204.00	\$207.06	\$204.00
	Loader	Per Std Hour	N	Y	\$180.00	\$182.70	\$180.00
	Roller	Per Std Hour	N	Y	\$148.00	\$150.22	\$148.00
	Tractor	Per Std Hour	N	Y	\$143.00	\$145.15	\$143.00
	<b>WEEKEND HIRE</b>						
	4.5T Truck	Per Std Hour	N	Y	\$187.00	\$189.81	\$187.00
	14T Truck	Per Std Hour	N	Y	\$221.00	\$224.32	\$221.00
	Backhoe	Per Std Hour	N	Y	\$206.00	\$209.09	\$206.00
	Grader	Per Std Hour	N	Y	\$237.00	\$240.56	\$237.00
	Loader	Per Std Hour	N	Y	\$224.00	\$224.32	\$224.00
	Roller	Per Std Hour	N	Y	\$221.00	\$224.32	\$221.00
	Tractor	Per Std Hour	N	Y	\$211.00	\$214.17	\$211.00
	<b>OTHER HIRE CHARGES</b>						
	Hire of Pig Trailer	Per Std Hour	N	Y	\$68.00	\$69.02	\$68.00
	Hire of Float	Per Std Hour	N	Y	\$68.00	\$69.02	\$68.00
	<b>LABOUR CHARGES</b>						
	Weekday	Per Std Hour	N	Y	\$68.00	\$69.02	\$68.00
	Weekend	Per Std Hour	N	Y	\$103.00	\$104.55	\$103.00
	<b>OTHER WORKS</b>						
	Quotations can be obtained for small jobs. These will be charged at an appropriate hourly rate.						
	Directional Signage - Ordering and Erection (Fingerboard sign only x 1)	Per sign	N	Y			\$480.00
	Directional Signs – Ordering and Erection of larger signs x 1	Per sign	N	Y			Quoted per sign
	<b>HIRE OF TEMPORARY FENCING</b>						
	Bond		N	N	\$525.00	\$532.88	\$525.00
	For Other Local Governments for Extended Periods Only	Per Metre/Week	N	Y	\$20.00	\$20.30	\$20.00
	Erected & Dismantled within Nannup Townsite	Per Metre/Week	N	Y	\$20.00	\$20.30	\$20.00
	<b>WATER FROM BROCKMAN ST AND DEPOT STAND PIPE:</b>						
	Commercial Users	Per K/L	N	Y	\$25.00	\$26.75	\$25.00
	Local Residents for Domestic Purposes	Per K/L	N	Y	\$10.00	\$10.70	\$10.00
	Heavy Haulage Agreement	Each	N	Y	\$270.00	\$274.05	\$270.00
	<b>CEMETERY</b>						
	SERVICE	UNIT	STATUTORY	GST			
	<b>RIGHT OF BURIAL</b>						
	Grant of Exclusive Right of Burial - 25 Year Period	Each	N	Y	\$867.00	\$880.01	\$867.00
	Grant of Exclusive Right of Burial Niche Wall/Rose Garden - 25 Year Period	Each	N	Y	\$205.00	\$208.08	\$205.00
	Renewal of Grant of Exclusive Right of Burial - 25 Year Period	Each	N	Y	\$153.00	\$155.30	\$153.00
	Registration of Transfer of Form of Grant of Right of Burial	Each	N	Y	\$28.00	\$28.42	\$28.00
	<b>INTERMENT TO A DEPTH OF 2.1M</b>						
	Any Person Ten Years of Age or Older	Each	N	Y	\$1,071.00	\$1,087.07	\$1,087.00
	Any Person Under Ten Years of Age	Each	N	Y	\$918.00	\$931.77	\$930.00
	A Stillborn Child	Each	N	Y	\$612.00	\$621.18	\$612.00
	Additional Fee – Interment Without Due Notice	Each	N	Y	\$127.00	\$128.91	\$127.00
	Additional Fee - Interment Not in Usual Hours	Each	N	Y	\$127.00	\$128.91	\$127.00
	Additional Fee - Interment on a Saturday, Sunday or Public Holiday	Each	N	Y	\$590.00	\$598.85	\$600.00
	<b>ASHES</b>						
	Interment of Ashes	Each	N	Y	\$255.00	\$258.83	\$255.00
	Placement of Ashes Within Niche Wall (includes plaque with standard inscription)	Each	N	Y	\$500.00	\$507.50	\$500.00
	Placement of Ashes in Rose Garden (includes plaque with standard inscription & Concrete Base)	Each	N	Y	\$535.00	\$543.03	\$545.00
	Placement of Ashes in Rose Garden - No Plaque	Each	N	Y	\$290.00	\$294.35	\$290.00
	<b>MEMORIALS</b>						
	Dedicated Memorial Rose Bush/Shrub (exclusive family use, maximum of 8)						
	Interments, (Shrub selection to be approved by CEO as per Council plan)						
	- Initial Placement (includes plaque with standard inscription & concrete base	Each	N	Y	\$805.00	\$817.08	\$810.00
	- Subsequent Single Placements	Each	N	Y	\$408.00	\$414.12	\$410.00
	Permission to Erect Headstone, Kerbing or Monument	Each	N	Y	\$51.00	\$51.77	\$51.00
	<b>LICENSE FEES</b>						
	Undertakers Annual License Fee	Each	N	Y	\$128.00	\$129.92	\$130.00
	Undertakers Single License Fee (for one interment)	Each	N	Y	\$41.00	\$41.62	\$41.00

**WASTE MANAGEMENT Fees & Charges Proposed 2017/18 - Shire of Nannup**

Description	2016/17 Year		2017 2018 Year	
	Non Shire Resident or Commercial	Shire Resident	Non Shire Resident or Commercial	Shire Resident
Wheelie Bin			\$8.50	Free
Car Boot			\$8.50	Free
Cars and small wagons			\$8.50	Free
Small Load <1m/2	\$10.00	Free		
Large Load >1m/2	\$20.00	Free		
Utilities and Small Trailers up to 6x4				Free
Utilities and Small Trailers up to 6x4 raised				Free
Utilities and small trailers up to 6x4 caged				Free
Utilities and Small Trailers up to 8x5				Free
Utilities and Small Trailers up to 8x5 raised				Free
Utilities and small trailers up to 8x5 caged				Free
Utilities and Small Trailers exeding 8x5				Free
Utilities and Small Trailers exeding 8x5 raised				Free
Utilities and small trailers exeding 8x5 caged				Free
Utility or Small Trailer <1.8m x 1.2m			\$23.00	Free
Large Trailer >1.8m x 1.2m	\$52.00	Free	\$38.00	Free
Small Truck up to 4T	\$132.00	Free	\$35.00m/3	Free
Medium Truck 4 - 8T	\$207.00	Free	\$35.00m/3	\$25.00m/3
Large Truck 8 - 14T	\$264.00	Free	\$35.00m/3	\$25.00m/3
Semi Trailer	\$345.00	Free	\$35.00m/3	\$25.00m/3
<3m/3 Skip	\$58.00	Free	\$35.00m/3	\$25.00m/3
3m/3 - 6m/3 Skip	\$98.00	Free	\$35.00m/3	\$25.00m/3
6m/3 - 10m/3 Skip	\$155.00	Free	\$35.00m/3	\$25.00m/3
> 10m/3 Skip	\$207.00	Free	\$35.00m/3	\$25.00m/3
Asbestos	\$105.00	\$105.00		
Asbestos per m/3 (wrapped)			\$108.00m/3	\$108.00m/3
Asbestos minimum charge per load (wrapped)	\$57.00	\$57.00	\$57.00	\$57.00
Builders Rubble per m/3			Free	Free
Commercial Waste - Light per m/3			\$35.00m/3	\$25.00m/3
Commercial Waste - General per m/3			\$35.00m/3	\$25.00m/3
Building and Demolition per m/3			\$35.00m/3	\$25.00m/3
Mattress			\$26.00	Free
Mattress Ensemble			\$52.00	Free
TV/Monitor/Computer			\$6.00	Free
Waste Oil/Coolant (Domestic Quantity's)			Free	Free
Gas Bottles (if hired return to hirer)			\$4.50 per kg	Free
Oil Containers			Free	Free
Scrap Metal			Free	Free
Batteries			Free	Free
Motor Vehicle - no tyres			Free	Free
Truck Body/Large Equipment			Free	Free
Caravan or Boat per m/3			\$35.00m/3	Free
Fridges/Aircons/Freezers - degassed			\$31.00ea	Free
Fridge/Freezer dual or commercial units - degassed			\$31.00ea	Free
White Goods (other than Aircons, Fridge & Freezers)			Free	Free
<b>Tip Fees - Tyres/Rims</b>				
Passenger Tyre	\$10.00	\$10.00	\$10.00	\$10.00
Motorcycle Tyre			\$5.00	\$5.00
Light Truck or 4x4 tyre	\$16.00	\$16.00	\$16.00	\$16.00
Truck Tyre	\$21.00	\$21.00	\$22.00	\$22.00
Super Single Truck	\$26.00	\$26.00	\$27.00	\$27.00
Passenger Tyre on Rim	\$16.00	\$16.00	\$16.00	\$16.00
Light Truck Tyre on Rim	\$21.00	\$21.00	\$21.00	\$21.00
Super single Truck Tyre on Rim	\$42.00	\$42.00	\$43.00	\$43.00
Forklift or Bob Cat Tyre	\$16.00	\$16.00	\$17.00	\$17.00
Medium Forklift Tyre 30 - 45cm	\$21.00	\$21.00		

**WASTE MANAGEMENT Fees & Charges Proposed 2017/18 - Shire of Nannup**

Description	2016/17 Year		2017 2018 Year	
	Non Shire Resident or Commercial	Shire Resident	Non Shire Resident or Commercial	Shire Resident
Large Forklift Tyre 45 - 60cm	\$26.00	\$26.00		
Solid Forklift Tyre to 30cm	\$21.00	\$21.00		
Solid Forklift Tyre 30 to 45cm	\$26.00	\$26.00		
Solid Forklift Tyre 45 to 60cm	\$31.00	\$31.00		
Solid Forklift Tyre 60cm - 1000mm	\$115.00	\$115.00		
Solid Forklift Tyre 1000mm and larger	\$210.00	\$210.00		
Tractor Tyre	\$42.00	\$42.00	\$115.00	\$115.00
Tractor Tyre 1000mm up to 1500mm	\$115.00	\$115.00		
Tractor Tyre 1500mm to 2200mm	\$210.00	\$210.00		
Bobcat Tyre	\$16.00	\$16.00		
Earthmover Tyre	\$126.00	\$126.00	\$175.00	\$175.00
Earthmover Tyre 1000mm to 1500mm	\$175.00	\$175.00		
Earthmover Tyre 1500mm to 2000mm	\$275.00	\$275.00		
Grader Tyre	\$115.00	\$115.00		
<b>Other</b>				
Animal Carcasses				
Animal Carcasses - domestic cat			\$4.00	\$4.00
Animal Carcasses - domestic dog			\$6.50	\$6.50
Animal Carcasses - Farm			\$20.00	\$20.00
Green Waste - clean Ute or Small Trailer			\$34.00	Free
Green Waste - clean exceeding 1m/3			\$52.00	Free
Green Waste contaminated per m/3			\$35.00m/3	Free
Clean Fill			Free	Free





Shire of  
**Nannup**  
rest • connect • grow



# Long Term Financial Plan

20 17  
20 27



*We are a unique town that role models sustainability, friendliness, taking the time to celebrate our heritage and festivals.  
We are surrounded by amazing nature, with charming historic and built fabric.  
Our leaders provide for and listen to all of us.*





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## EXECUTIVE SUMMARY

The Shire of Nannup has a history of prudent financial management and of making difficult decisions when the need arises; it therefore benefits from a sound financial base.

Capital resources are limited by the level of available capital grants available and the capital program is structured to deliver projects within the resources available without resorting to borrowing. It is anticipated that this program will come under pressure as resources decline and the decision will have to be taken on whether borrowing is necessary to meet the Council's priorities.

Total spending in 2015/16 was approximately \$9.2 million, with almost \$2.7 million being devoted to capital projects, and \$1.7 million dedicated to property, plant & equipment. A large portion of Council's income, approximately \$2.3 million, is in the form of capital grants. Other operating revenue streams include revenue grants of \$1.4 million, rate income of \$1.47 million and fees and charges for services are approximately \$370,000.

The reliance on capital grants means that as these grants decline increasing pressure will be put on other income streams, primarily rate income, to fund the shortfall. This situation arises because the capital grants are making a contribution to the council's fixed overheads and other operational costs that will remain once the grant income has gone. Council's net operational expenditure is almost \$3 million, with funding from rates accounting for \$1.47 million of this and the remainder coming from fees and charges, operating grants and capital grant funding.

The rate requirement for 2016/17 is currently \$1,509,754 and this has been modelled forward over the 10 year planning horizon so that the rate yield funds the expenditure remaining after all other income sources have been applied.

Rate income will always be required to cover funding shortfall from other revenue streams. This will always represent a challenge to local government. The need to fund all operational activities while ensuring rate rises remain at a level palatable to the community.

Due to inconsistencies within capital grant expectations there are anticipated fluctuations to the rate requirement within the next 10 year period. Current modelling reflects the possibility of greater rate increases than those favoured by Council. With this in mind careful observation and mitigation will be instigated wherever possible to smooth out these larger rate increases currently anticipated.

## 1.0 WHY ARE WE DOING THIS?

The West Australian State Government requires all local governments to develop an integrated planning and reporting framework. The elements of the framework were implemented on 1 July 2013. The Long Term Financial Plan (LTFP) was been prepared as part of this framework and is one of the Informing Strategies that underpin the key documents.

The LTFP has been designed as a flexible planning tool to aid the Council's decision making in facing the financial demands placed upon it over the next 10 years. It is reviewed annually to continuously inform other strategic plans and the annual budget.

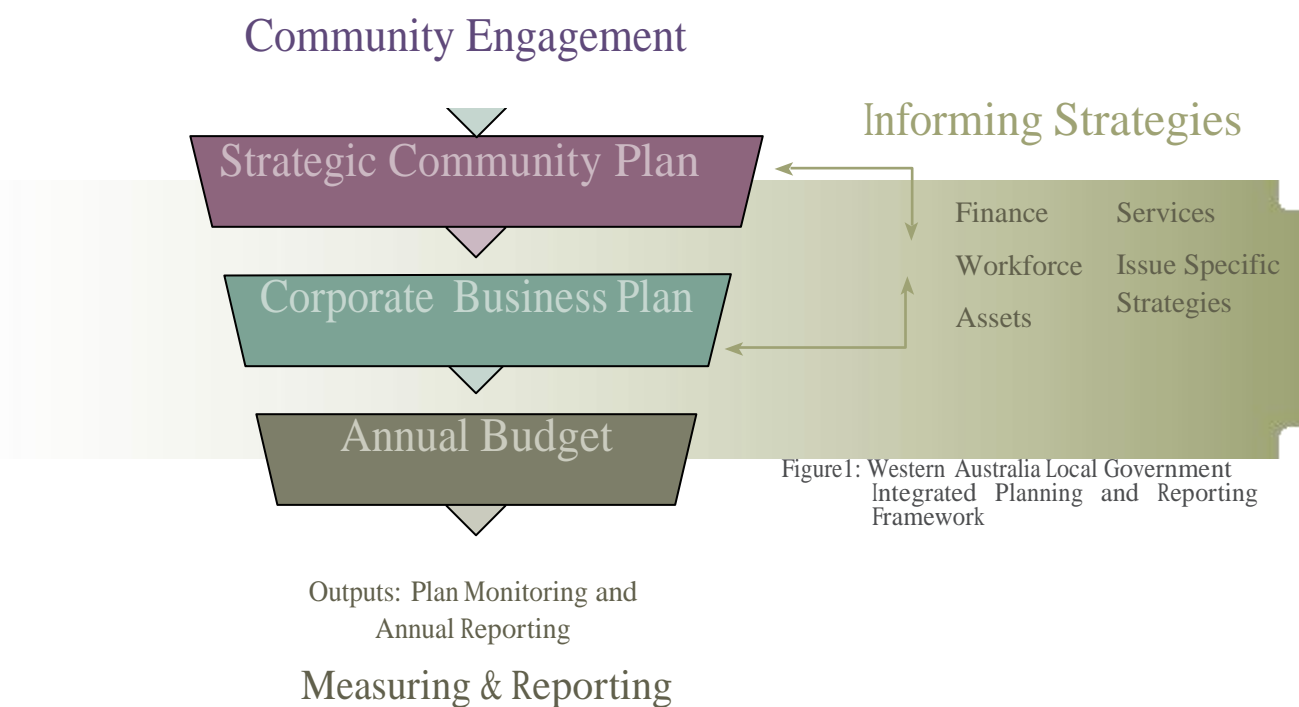


Figure1: Western Australia Local Government Integrated Planning and Reporting Framework

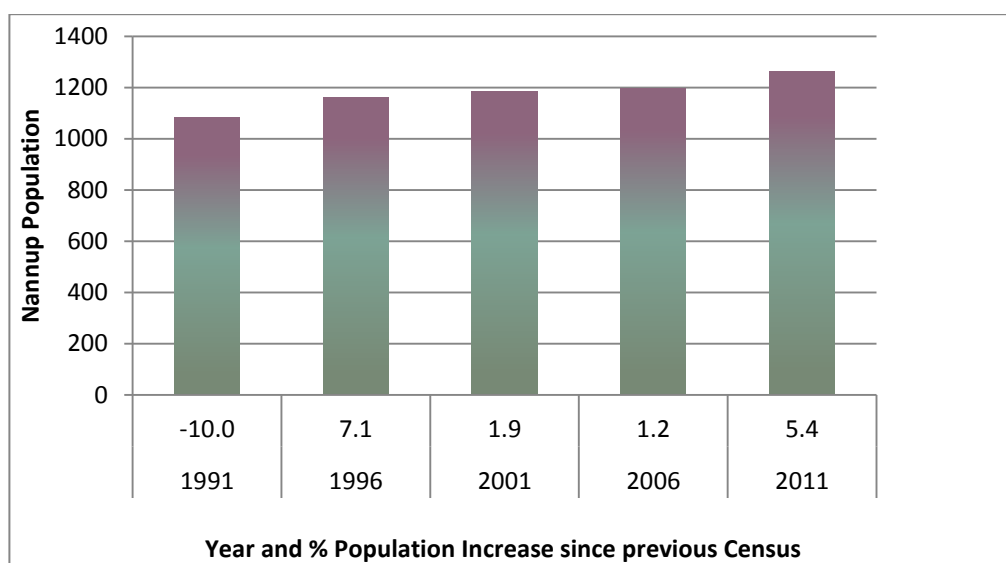
## 1.1 ABOUT US

Nannup is situated 288km south of Perth, and is geographically in the centre of the South West. The Shire of Nannup covers over 3,000 square kilometres, with a total population of 1,262 (2011 Census). Eighty-five percent of the Shire is under forest, however the rich soils, high rainfall and an excellent climate also provides ideal conditions for farming. Environment and heritage play a large role in the community's culture. Nannup boasts a variety of successful industries including beef cattle, horticulture, tourism, arts and crafts, floriculture, aquaculture, viticulture and timber processing.

With National Parks and State Forest being a prominent feature in the Shire, it makes us a significant tourist attraction for the region and is popular with outdoor adventure enthusiasts. Nannup hosts several significant local events including the Nannup Music Festival, Flower and Garden Festival, and Forest Car Rally.

The population is spread throughout the Shire district with about half of the population residing in the Nannup town site.

More recent data relating to population growth, industries etc. will be included within the results of the Census 2016. This data is anticipated to be available by the end of June 2017. It is therefore anticipated that the revision to include this data will be used within the 2018 review of this document.



People	Home Life	Working Life
Population: 1262 Median Age: 49 Average Children per family: 1.8	Median Weekly Household Income: \$821 Median Weekly house rent: \$116.00	People >15 years in the workforce: 620 <u>Top five industries</u> Agriculture 13.6% Timber 7.3% Education 6.1% Accommodation 4.1% Volunteers, (unpaid): 32.5%

Based on the 2011 census

## 1.2 COMMUNITY STATEMENT

*"We are a unique town that role models sustainability, friendliness, taking the time to celebrate our heritage and festivals. We are surrounded by amazing nature, with charming historic and built fabric. Our leaders provide for and listen to all of us."*

## 1.3 LINKAGE TO SHIRE OF NANNUP'S STRATEGIC PLANS

The Long Term Financial Plan is one component of a number of integrated strategic planning practices the council has developed in response to the West Australian State Government's Integrated Planning Framework.

The plan influences and has been prepared after taking account of financial issues arising from other Council plans and strategies, in particular:

- Strategic Community Plan
- Corporate Business Plan
- Asset Management Plan
- Workforce Plan

The Strategic Community Plan expresses the community's vision and priorities for the next ten years and beyond. The plan establishes priorities and aligns them with operational functions. It also supports improved services and outcomes for the community and will continue to evolve to support the needs of our community.

The Shire of Nannup's Corporate Business Plan 2017-2021 uses the Community Plan to Identify and prioritise the principal strategies and activities that Council will undertake in response to the aspirations and objectives stated in the Community Plan. It sets out in greater detail the resources required to deliver our priorities set out the direction and specific actions for our organisation through the communities priorities for the next four years.

The Asset Management Plan sets out Council's overall approach to asset management. The plan, and the linked Asset Improvement Strategy, sit below the Community Strategic Plan and inform the Long Term Financial Plan. Together, these documents will inform the annual budget.

## 1.4 OBJECTIVES

The Long Term Financial Plan is linked to and underpins Council's priorities as set out in the Corporate Business Plan; it has four main objectives:

To enable the long term planning of the delivery of Council's strategic vision, its corporate priorities and objectives;

- To secure a continual and sustainable level of reserves which will underpin Council's financial standing;
- To support the required level of capital investment to meet Council's strategic requirements; and
- To manage spending within affordable net expenditure levels, to avoid major in year variances and to give a greater certainty of outturn.

### *Objective 1*

Council's strategic vision, its corporate priorities and objectives are set out in the Strategic Community Plan and the Corporate Business Plan. The Corporate Business Plan identifies the financial resource requirement needed to deliver Council's service objectives, thus providing a direct thread from the corporate vision to annual service budgets, ensuring that Council's budget setting process is informed by its priorities.

### *Objective 2*

Reserves are the principle mechanism that Council uses to save for the future and to protect itself from financial shocks. The Long Term Financial Plan assesses the spending requirements over a 10 year planning horizon and maps the reserve contributions required to maintain Council's operations.

### *Objective 3*

Council has a well-developed financial management framework both to develop budgets and to manage those budgets during the financial year. This is supported by robust monitoring arrangements carried out by service managers and monthly reporting to Council.

## **2.0 METHODOLOGY USED**

The plan is underpinned by a financial model that can be updated and enables 'what if' testing for various future scenarios; including the impact on cash flow of use of reserves and capital spending. The model is designed to estimate the rate increases that would be required to fully meet Council's expenditure plans over the next 10 years. These estimates are then used to develop an investment/savings strategy to bring the rate increase to a level that meets community expectations.

### **2.1 ASSUMPTIONS**

A range of assumptions have been made in developing the financial model underpinning the Long Term Financial Plan:

- Estimates of inflation have been used to model Council's income and expenditure. Different rates are used for different classes. A general level of 2% for CPI has been assumed, which reflects the long term intention of the Federal Government.
- Interest rates are based upon a long term estimate of 1.5%.
- Population growth and the consequent growth in the rate base are assumed to be stable over the life of the plan. This is a conservative assumption as any growth is likely to be upward.
- Service delivery levels reflect the aspirations as set out in the Strategic Community Plan.
- With the exception of specific projects and Commodity Route funding all external grant sources are assumed to continue over the life of the plan with a modest increase to reflect CPI.
- Borrowing requirements reflect Council's current loan portfolio and no new borrowings are assumed over the life of the plan.
- Known changes to costs and funding levels (such as the planned increase in employer superannuation contributions) have been built into the planning model.

### **2.2 FINANCIAL STRATEGIES**

The Long Term Financial Plan incorporates a number of financial strategies that underpin the forward projections.

## Balanced Budget

The projections assume a balanced budget position throughout the life of the plan. This means that each year will be fully funded with expenditure matching exactly the income available; there is no allowance made for rates to be higher or lower than required to meet the financial obligations of Council.

The balanced budget model also implies that expenditure and income budgets will be fully utilised in each year, with no budget carry forwards applied. Whilst this might not be achievable in practice it does allow a simplification of the modelling process and does not materially affect the results of the model.

## Reserves

Council has a strategy of funding long term commitments and cyclical expenditure from established reserves. This policy allows uneven expenditure patterns for items such as the replacement of major plant and equipment, to be smoothed over the period, thus reducing the variability of the rate demand.

## Debt

Council currently has one outstanding loan, which is a self-supporting loan that has no net effect on its operational expenditure. No allowance has been made in the projections for further loan debt.

## Asset Management

The Long Term Financial Plan models the data projected in the Asset Management Plan. The capital program reflects the investment profile or assets as set out in the Asset Management Plan and funds this investment profile over the 10 year planning horizon by making suitable contributions to the Asset Management Reserve.

## 2.3 RISK MANAGEMENT & SENSITIVITY ANALYSIS

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

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

The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, developing a risk rating, evaluating the risk and developing a risk treatment plan for unacceptable risks. Critical risks, being those assessed as 'High' - require immediate corrective action.

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

An assessment of the risks associated with the issues addressed in the Long Term Financial Plan is set out below. The impact of assumptions on issues identified as carrying a high risk have been disclosed along with the sensitivity of movements in those assumptions on the forecasts contained within this plan. Those assumptions with a high level of uncertainty and high values represent areas where there is a high risk of unexpected and detrimental consequences.



Risk	Sensitivity	Probability	Impact	Risk Treatment Plan
<u>Population growth:</u> Population growth is not constant	1% movement in the base would generate \$15,000	Medium	Low	Projections assume constant base. Any upward movement would be beneficial.
<u>Operating Grants:</u> Operating grants could be reduced by the State Government	1% movement in operating grants is equivalent to \$13,000	Low	Low	Financial Assistance Grants have been frozen for the past 3 years. It is uncertain when this freeze will be lifted.
<u>Non-Operating Grants:</u> Non-Operating grants could be reduced by the State Government	1% movement in non-operating grants is equivalent to \$13,000	Medium	Low	Non-operating grants are tied to capital expenditure. Capital projects will not be included unless capital funding is secured.
<u>Fees &amp; Charges:</u> Fees and charges may not achieve the levels in the plan	1% movement in fees & charges is equivalent to \$3,400	Medium	Low	Fees and charges have been modelled with a conservative increase based on long term inflation expectations.
<u>Interest Received:</u> Interest income could fall as rates reduce and grant income declines	Interest income equates to \$28,000 in 2015/16. 1% fall would be around \$2,800	High	Med	The plan models a 14% reduction in investment income in year 1. This could decline further and the plan will be updated to reflect expected trends.
<u>Employee costs:</u> Employee costs could rise at a greater extent than modelled.	1% movement equivalent to \$17,000	Low	Med	An annual review into employee costs should mean this movement is not an issue.
<u>Other Expenditure</u>	1% movement equivalent to \$19,000	Medium	Med	Other operating costs have been modelled with a conservative increase based on long term inflation expectations.
<u>Asset Renewal:</u> The asset renewal estimates could be underestimated	The Asset Management Plan show a net investment requirement of \$978K over the next 10 years	Medium	Med	A higher than anticipated investment requirement would be met by either an increase in the annual contribution to the Asset Management Reserve or a re-profiling of the investment program.

### 3.0 EXTERNAL TRENDS

The 2017/18 Federal Budget (the budget), released on 9 May 2017, has been delivered with a strong economic outlook. The economic growth forecast for 2017/18 has been predicted to grow by 2.75%, and pick up by 3% in 2018/19. Within the current Federal Budget there are modest inclusions for local governments overall which should see increased spending in infrastructure and general spending.

Financial Assistance Grants (FAGs) support general council spending, in 2014 the Australian Federal Government announced a suspension on any increase of this funding in line with indexation with this freeze scheduled to last for three years. Within the budget announced May 2017, the Australian Federal

Government has indicated that FAGs will return to include increases in line with indexation from July 1, 2017 onwards. While this inclusion is viewed as good news the reality is that there is still a way to go in terms of recovery from the three year freeze which has permanently reduced the base level of the FAGs. It is estimated that the freeze on indexation has cost local communities in the vicinity of \$600 million Australia wide with the biggest losses sustained in smaller rural communities. For Nannup this loss is estimated to be in the vicinity of \$134,000 which in present day terms equates to an 8.45% rate requirement. It is currently not known what this return to indexation will mean to the FAGs income received for the Shire of Nannup. Built into the model is an annual indexation of 2% adjusted as required to ensure that within each financial year the rate income required will ensure that all expenditure is covered.

The Roads to Recovery program helps to fund capital expenditure on Council's road network and funding is broadly consistent with forward estimates from previous Budgets. Western Australia is expected to receive \$166 million in 2017/18, of which Nannup is expected to receive \$441,000.

The Australian economy forecast continues to perform strongly compared to the rest of the developed world. CPI increase Year on Year (YoY) up to the March 2017 quarter was 2.1% which was slightly below the market expectations of 2.2% but much higher than seen in the previous quarter of 1.5%. The main driver of this increase was the cost of fuel which experienced a 5.7% increase. This increase is relevant to local government in that fuel costs associated with our Transport Schedule remains a high cost factor for inclusion in the annual budget.<sup>1</sup>

The Local Government Cost Index, which measures a basket of goods more typically procured by councils, estimates that there will be an increase of 1.0% YoY within 2017/18 as at February 2017.<sup>2</sup> Actual figures are yet to be released and are expected by the end of May 2017. Of particular concern for local government was the alert that local governments need to be prepared for the possibility of changes to State funding, or cost shifting as programs and services are cut or reduced. To date this has resulted in a cut of transport licencing concessions which has resulted in an annual increase of \$30,000 anticipated in expenses from the 2017/18 budget forward. This equates to a 2% increase in rates levied.

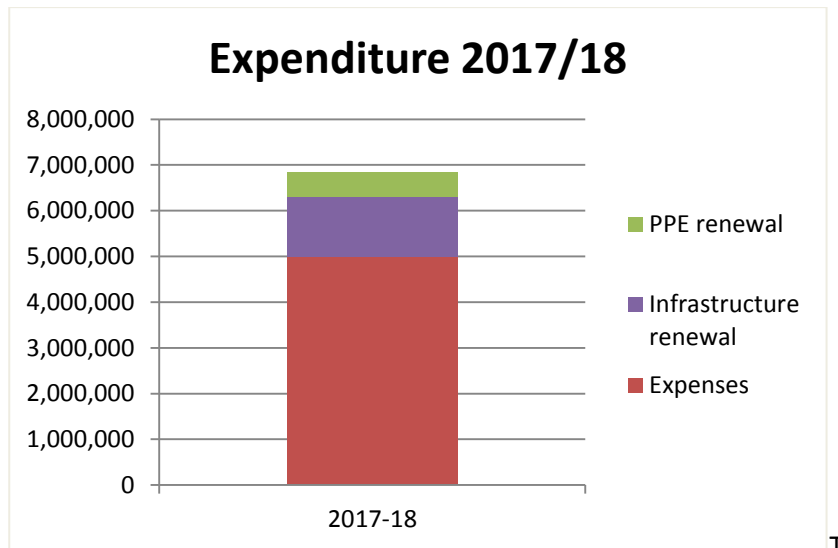
Interest rates continue to fall and this will affect the council's income from investments. Interest is earned on money held from annual rate payments and from capital grants received. Should the current forecast of grant income being reduced overall, this will impact on this revenue stream into the future.

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<sup>1</sup> <http://www.watc.wa.gov.au/home/economic-services/economic-analysis/economic-indicators/consumer-price-index/march-quarter-2017.pdf>

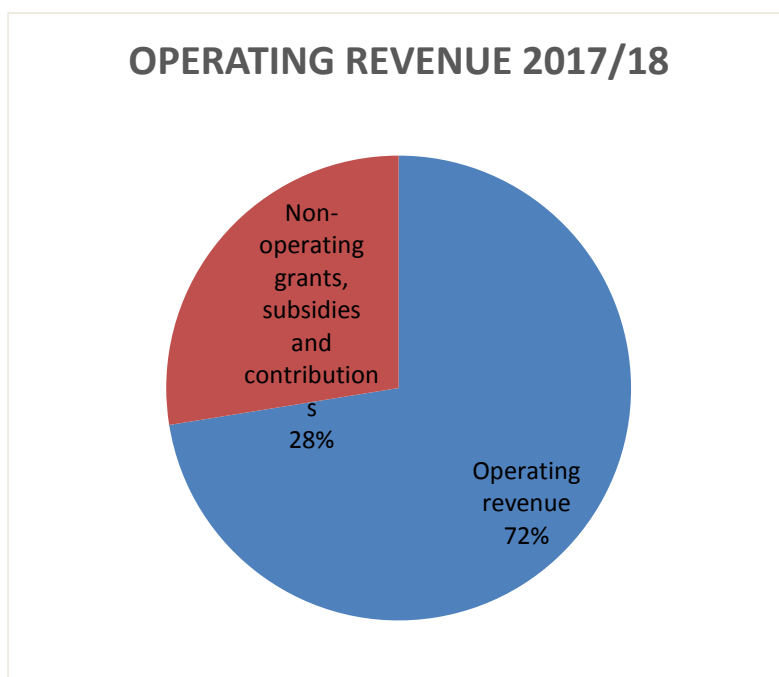
<sup>2</sup> <http://walga.asn.au/getattachment/News,-Events-and-Publications/Publications/Local-Government-Economic-Briefing/Federal-Budget-Update-2017.pdf.aspx>

### 3.2 NANNUP'S BUDGET



**Figure 1: Total Expenditure 2016/17**

Total spending in 2017/18 as per the adopted Annual Budget is expected to be approximately \$8.15 million, with almost \$1.5 million being devoted to capital projects, and approximately \$400,000 dedicated to property, plant & equipment. The majority of the council's income, approximately \$3 million, is in the form of grants. This is made up of \$1.4m non-operating grants and \$1.6m in operating grants. Other revenue streams include rate income of \$1.6 million; Fees and charges \$370,000; and interest earnings of \$40K. Total revenue and expenditure streams are shown in the graphs below:



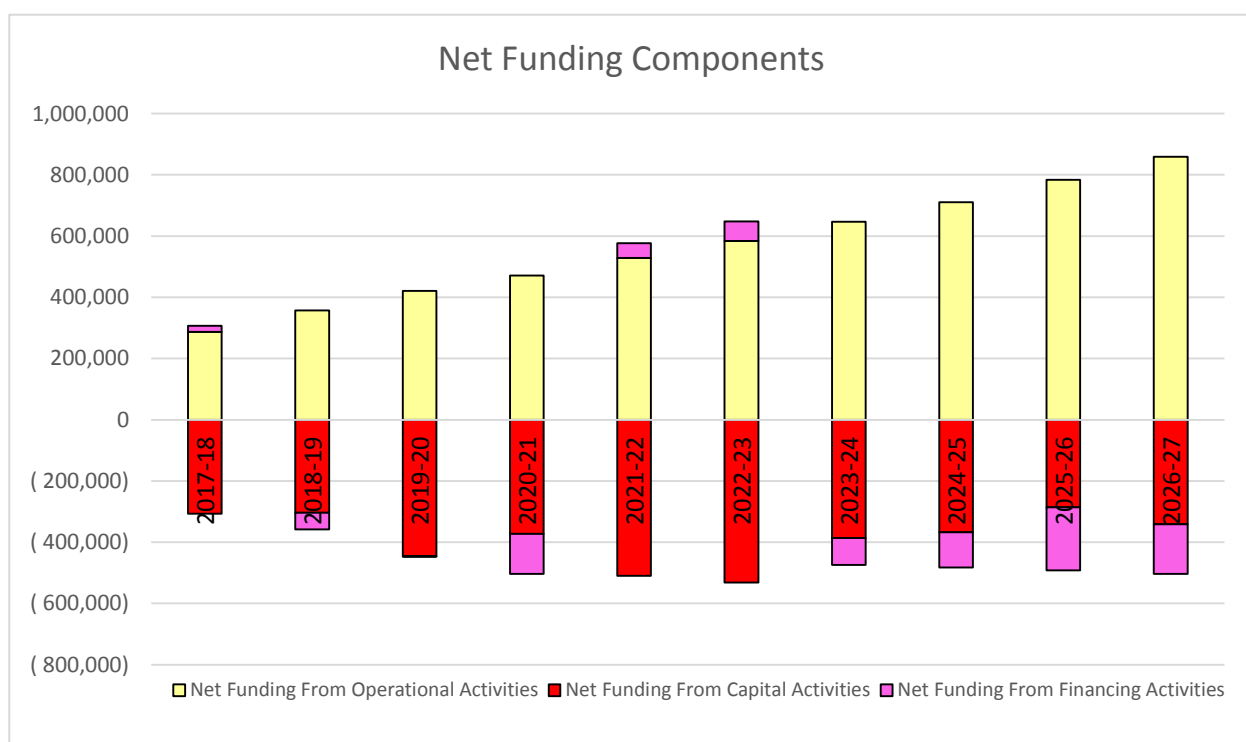
**Figure 2: Total Income 2016/17**

The employee budget is a major component of the Council's finances. Increases within this area of spending within this model reflect a CPI Increase for all employees. Further increases to Employee costs may occur as a result of any statutory increase in employer superannuation contributions; employer contributions as at 2017/18 are at the present rate of 9.50% of ordinary hours worked.

Council's total income for the 2016/17 financial year was budgeted for \$4.8 million; of this 1.9 million was classes as operating income and \$975k as capital grant funding. Of the operating income \$1.95 million was from own source revenue. This is made up of rates revenue of \$1.5 million and income from fees and charges of approximately \$450,000.

For the Shire of Nannup, the remaining income is in the securing of capital grants. This reliance on capital grants means that as grant funding declines there is increasing pressure put on other income streams, primarily rate income, to fund the shortfall. This is as a result of several factors:

- Firstly, capital projects that include an element of employee labour and plant hire also contain a portion of overheads attached to these elements. Employee costs remain after the project is completed and the overhead component previously allocated to the capital project needs to be covered by another source of revenue. As a general rule this source is primarily rate revenue.
- Secondly, capital funding allows Council to take on projects that would be unattainable without the support of external funding. Our main street upgrade and the building of the Recreational function room are two prime examples. If funding is not available the ability to refurbish or increase the level of infrastructure assets recedes and capital projects cannot be taken on. This can lead to community frustrations that the service levels they would like to see within the community are not possible.



**Figure 3: Net Funding Component**

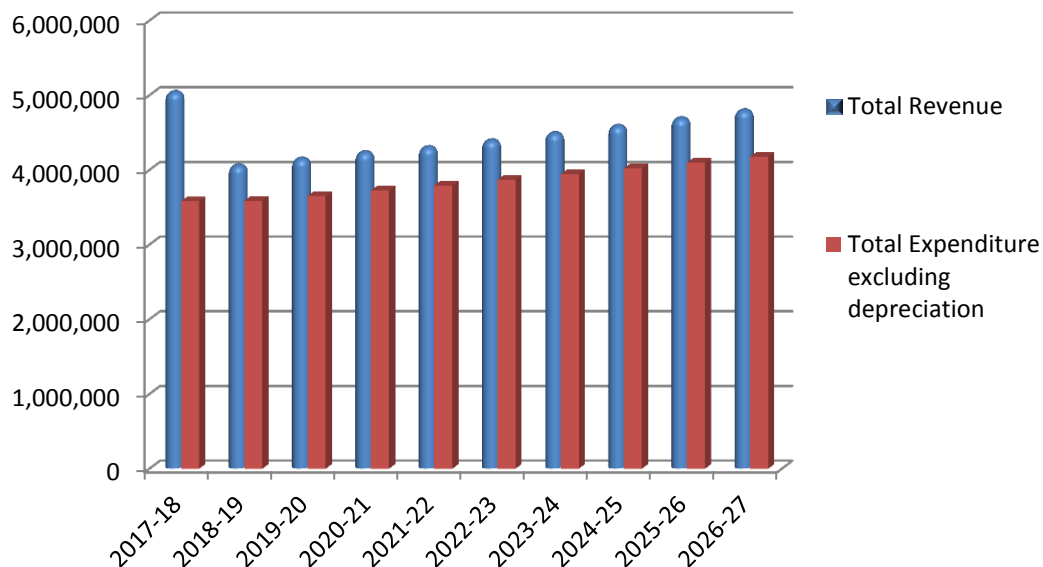
Figure 3 – Net funding components shows that in base year of 2017/18 once all operational expenses are been accounted for there remains a surplus which together with our investments (Reserve funds) can be used for renewal and regeneration. However from 2018/19 onwards this trend retracts with the outcome being that we will need to review how our capital program is covered. Mitigation of this will most likely be through one of three options or a combination of the three:

1. Reduce the capital spend
2. Reduce the contributions of reserves consumed and made
3. Increase the surplus from operating activities i.e. increase rates.

In anticipation of this, Council is currently considering an infrastructure asset reserve contribution for the 2017/18 budget to be used to offset predicted expenditure in future years.

Council maintains a number of reserves set up for specific purposes. The table in Appendix 1 details the reserve position as reflected in the Long Term Financial Plan and the purpose for which each reserve is maintained. Current modelling suggests that the reserves are adequate to meet the future needs of the Council and are anticipated to have sufficient funds to meet expected expenditure over the next 10 years.

### 3.3 FORWARD PROJECTIONS



**Figure 4: Revenue v Operating Expenditure**

The net budget for next ten years is anticipated to cover expenses relating to the operating expenditure. This is shown within Figure 4 above. However the reality is that the above graph, while showing that revenue exceeds operating expenditure, does not account for the capital expenditure. This area of expenditure relates to the maintenance and construction of our roads, bridges, buildings and plant. To a degree these assets are covered within the various reserves currently in place however there is to date no reserve in place for our road related infrastructure spend. Unfortunately should capital grants not be available to cover costs associated with these infrastructure assets then as explained earlier this shortfall will need to be recovered by other means or service levels currently in place reduced to a point where revenue can cover expenditure.

As at modelling completed to date for the next ten years this is likely to result in years where rate increases exceed the preferred 4% that Council has indicated is tolerable. This modelling will continue on a yearly basis and wherever possible increases will be smoothed to the best of Council's ability.

The council's forecast capital program includes the following major projects:

- Heart of Nannup –Stage 3 of the Main Street Redevelopment – 2017/18
- Bridgework program – works to bridges in the Shire funded by Main Roads Australia
- Local road construction program
- Resealing of the local road network
- Footpath program – provision of new footpaths in the Nannup townsite
- Refurbishment of fire sheds
- Construction of a waste transfer station at the Nannup Waste and Recycling Facility

- Major plant renewals
- Office equipment and plant renewals
- Building renewals as identified within the Asset Management plan

As disclosed in the Financial Strategies in Section 2.2, Council does not at this time anticipate further borrowing to fund its capital commitments. Details of anticipated borrowing costs are shown in Appendix 3.

Year	Rate Requirement \$	Increase Annual %	Increase Cumulative %
2016/17	1,509,754		
2017/18	1,582,036	4.78%	4.78%
2018/19	1,645,317	4.00%	8.78%
2019/20	1,711,130	4.00%	12.78%
2020/21	1,779,575	4.00%	16.78%
2021/22	1,850,758	4.00%	20.78%
2022/23	1,924,788	4.00%	24.78%
2023/24	2,001,780	4.00%	28.78%
2024/25	2,081,851	4.00%	32.78%
2025/26	2,165,125	4.00%	36.78%
2026/27	2,251,730	4.00%	40.78%

The rate requirement levied for 2016/17 was \$1,509,753 and this has been modelled forward over the 10 year planning horizon to include as close as possible a 4% rate yield increase. While this rate increase is considered to be palatable for the community, care will need to be taken to model what the impact will be on future service levels achievable if the predicted capital income is received. As shown within Figure 3, modelling using the rate increase of 4% per annum at this point in time shows a shortfall between the capital works expenditure and capital income receivable. Should these modelling scenarios occur Council will be required to either adjust service levels to a more attainable level, source alternative funding i.e. source loan funding or increase rate revenue above the 4% shown within the table above.

As with previous long term financial planning, work will also be undertaken to smooth this increase over future years.

## 4.0 MONITORING AND PERFORMANCE

Identifying measures to mitigate projected rate increases will remain the main focus of each financial year and will include an annual review of the Long Term Financial Plan. Typically, there will be four strands to this work:

1. Reducing the cost base by identifying efficiencies
2. Achieving economies of scale by working with others
3. Increasing other income streams
4. Reducing service levels

The plan will be the subject of annual monitoring and updating to ensure that it remains a useful document to inform the annual budget and other plans. Typically this review will occur within January of each year to allow Council to review planned work for the upcoming budgetary process in line with grants anticipated. Early revision will allow the updated projects to inform the budget for the following financial year and commentary from the plan can form part of the annual budget review.

### 4.1 FINANCIAL RATIOS

Seven performance indicators, in the form of financial ratios, have been specified by the Department for Local Government in Regulation 50 of the Local Government (Financial Management) Regulations 1996. The Department has also set target levels for these ratios.

The projected ratios are shown in the table below:

Year	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Current Ratio	1.6	2.60	2.45	2.15	1.79	1.52	1.28	1.25	1.06	1.15	1.07
Operating Surplus Ratio	-1.25	-1.3	-1.25	-1.21	-1.19	-1.18	-1.16	-1.13	-1.11	-1.08	-1.06
Own Source Revenue Coverage Ratio	0.18	0.32	0.33	0.34	0.34	0.35	0.35	0.36	0.36	0.37	0.38
Debt Service Cover Ratio	0	3.22	7.12	9.12	12.05	0	0	0	0	0	0
Asset Sustainability Ratio	0.65	0.67	0.23	0.28	0.29	0.29	0.25	0.23	0.26	0.2	0.23
Asset Consumption Ratio	0.73	0.71	0.7	0.69	0.67	0.66	0.635	0.63	0.62	0.6	0.59
Asset Renewal Funding Ratio	1	1	1	1	1	1	1	1	1	1	1

#### Current Ratio

Current assets minus restricted assets

Current liabilities minus liabilities associated with restricted assets

A measure of the council's immediate liquidity and the capacity to meet short term financial obligations from unrestricted current assets.

Target – greater than or equal to 1:1

With this ratio comfortably above the benchmark it demonstrates that the council will maintain a suitable level of liquid funds over the period of the plan.

### *Operating Surplus Ratio*

$$\frac{\text{Operating revenue minus operating expense}}{\text{Own source operating revenue}}$$

A measure of the extent to which own source revenues raised cover operational expenses.

Target – between 0% and 15%

This ratio demonstrates the council's reliance on external sources of funding to cover its operating expenditure. While the ratio starts to improve after the cessation of capital grant contributions it continues to reflect the council's dependence on Financial Assistance Grants to fund its spending programs.

### *Own Source Revenue Coverage Ratio*

$$\frac{\text{Own source operating revenue}}{\text{Operating expense}}$$

A measure of the extent of the Shire's ability to cover costs using only discretionary revenue.

Target –less than 0.9

This ratio demonstrates the council's reliance on external sources of funding to cover its operating expenditure. While the ratio starts to improve after the cessation of capital grant contributions it continues to reflect the council's dependence on Financial Assistance Grants to fund its spending programs.

### *Debt Service Coverage Ratio*

$$\frac{\text{Annual operating surplus before interest and depreciation}}{\text{Principal and interest}}$$

A measure of the Shire's capacity to generate sufficient cash to cover debt payments.

Target – greater than or equal to 2

This ratio shows that Council can comfortably cover all debt outstanding. As at 2020/2021 there is currently no debt that will require repayment as loans outstanding will have been paid in full.

### *Asset Consumption Ratio*

$$\frac{\text{Depreciated replacement cost of assets}}{\text{Current replacement cost of depreciable assets}}$$

A measure of the extent to which assets managed by the council are being replaced as they reach the end of their useful lives.

Target – Between 50% and 75%



This ratio suggests that current level of investment is adequate to maintain assets and to preserve their service levels.

### ***Asset Sustainability Ratio***

$$\frac{\text{Capital renewal and replacement expenditure}}{\text{Depreciation expense}}$$

A measure of the aged condition of the council's physical assets.

Target – Between 90% and 100%

With the withdrawal of Commodity Routes funding this ratio has declined to within a 60 – 70% ratio. The reason for this is that there is no funding program to maintain disposable assets but these assets will continue to attract a depreciation charge.

### ***Asset Renewal Funding Ratio***

$$\frac{\text{NPV of planned capital renewals over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$$

The council's financial capacity to fund asset renewal to support existing service levels.

Target – between 75% and 95%

This ratio sits in the mid-range of expectations. The value represents the intention of the Council to continue to ensure that the funding requirements for asset renewal are met.

## **5.0 FINANCIAL STATEMENTS**

Forecast financial statements have been prepared in accordance with the guidance on long term financial planning issued by the Department for Local Government. These statements are set out in Appendix 4.

### ***Statement of Comprehensive Income***

Often referred to as the operating statement, it shows the revenues and expenses over the periods, broken down into the nature and type of income and expenditure, to disclose a net result.

### ***Statement of Financial Position***

More commonly referred to as the Balance Sheet, this statement discloses the forecast changes in the balance of assets and liability accounts over the periods.

### ***Statement of Cash Flows***

Represents the forecast cash inflows and outflows and discloses the balance of cash over the period.

### ***Rate Setting Statement***

Represents the calculation of the rates required to fund the budget.

## 6.0 OTHER INFORMATION

In line with guidance issued by the Department for Local Government the accounting policies used in compiling these statements are disclosed in Appendix 5.

## 7.0 ABOUT THIS DOCUMENT

<b>Effective From:</b>	1 July 2017
<b>Expires on:</b>	30 June 2027
<b>Next Review:</b>	2020
<b>Adopted by Council:</b>	22 day of June 2017

## 8.0 APPENDICES

### APPENDIX 1 – FORECAST RESERVES

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b><u>Long Service Leave</u></b>										
Opening Balance	207,126	215,733	224,469	233,336	242,336	251,471	260,743	270,154	279,706	289,402
Contributions to reserve	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Interest Earnings	3,107	3,236	3,367	3,500	3,635	3,772	3,911	4,052	4,196	4,341
Contributions from reserve	-19,500	-19,500	-19,500	-19,500	-19,500	-19,500	-19,500	-19,500	-19,500	-19,500
Closing Balance	215,733	224,469	233,336	242,336	251,471	260,743	270,154	279,706	289,402	299,243
<b><u>Plant Reserve</u></b>										
Opening Balance	380,463	401,170	405,688	302,908	268,661	197,517	152,371	191,765	146,122	322,630
Contributions to reserve	149,000	154,500	159,135	214,909	168,826	173,891	179,108	184,481	190,016	195,716
Interest Earnings	5,707	6,393	6,466	4,930	4,422	3,361	2,690	3,287	2,608	5,262
Contributions from reserve	-134,000	-156,000	-268,000	-253,700	-244,000	-222,000	-142,000	-233,000	-15,700	-224,000
Closing Balance	401,170	405,688	302,908	268,661	197,517	152,371	191,765	146,122	322,630	299,185
<b><u>Recreation Centre Reserve</u></b>										
Opening Balance	529	537	545	553	561	569	578	587	596	605
Contributions to reserve										
Interest Earnings	8	8	8	8	8	9	9	9	9	9
Contributions from reserve										
Closing Balance	537	545	553	561	569	578	587	596	605	614

**Community Bus Reserve**

Opening Balance	5,000	10,075	15,226	20,454	25,761	31,147	36,614	42,163	47,795	53,512
Contributions to reserve	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Interest Earnings	75	151	228	307	386	467	549	632	717	803
Contributions from reserve										
Closing Balance	10,075	15,226	20,454	25,761	31,147	36,614	42,163	47,795	53,512	59,315

**Office Equipment Fund**

Opening Balance	66,817	58,923	55,260	59,315	64,418	55,897	49,961	57,923	67,005	70,023
Contributions to reserve	15,000	16,000	17,000	18,000	19,000	20,000	21,000	22,000	23,000	24,000
Interest Earnings										
Contributions from reserve	-23,896	-20,547	-13,774	-13,787	-28,487	-26,774	-13,787	-13,787	-20,987	-12,197
Closing Balance	58,923	55,260	59,315	64,418	55,897	49,961	57,923	67,005	70,023	82,876

**Main Street Upgrade Reserve**

Opening Balance	64,000	0	0	0	0	0	0	0	0	0
Contributions to reserve										
Interest Earnings										
Contributions from reserve	-64,000									
Closing Balance	0	0	0	0	0	0	0	0	0	0

**Landfill Site Reserve**

Opening Balance	72,440	93,527	114,930	136,654	158,704	181,085	203,801	226,858	250,261	274,015
Contributions to reserve	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Interest Earnings		1,087	1,403	1,724	2,050	2,381	2,716	3,057	3,403	3,754
Contributions from reserve										
Closing Balance	93,527	114,930	136,654	158,704	181,085	203,801	226,858	250,261	274,015	298,125

**Gravel-Pit Reserve**

Opening Balance	60,292	81,196	102,414	123,950	145,809	167,996	190,516	213,374	236,575	260,124
Contributions to reserve	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Interest Earnings	904	1,218	1,536	1,859	2,187	2,520	2,858	3,201	3,549	3,902
Contributions from reserve										
Closing Balance	81,196	102,414	123,950	145,809	167,996	190,516	213,374	236,575	260,124	284,026

**Emergency Management Reserve**

Opening Balance	55,381	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Contributions to reserve										
Interest Earnings	831	843	856	869	882	895	908	922	936	950
Contributions from reserve										
Closing Balance	56,212	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

**Infrastructure Asset Reserve**

Opening Balance	51,461	77,233	28,391	28,817	29,249	29,688	30,133	30,585	31,044	31,510
Contributions to reserve	25,000									
Interest Earnings	772	1,158	426	432	439	445	452	459	466	473
Contributions from reserve		-50,000								
Closing Balance	77,233	28,391	28,817	29,249	29,688	30,133	30,585	31,044	31,510	31,983

**Aged Housing Reserve**

Opening Balance	22,157	22,489	22,826	23,168	23,516	23,869	24,227	24,590	24,959	25,333
Contributions to reserve										
Interest Earnings	332	337	342	348	353	358	363	369	374	380
Contributions from reserve										
Closing Balance	22,489	22,826	23,168	23,516	23,869	24,227	24,590	24,959	25,333	25,713

**Asset Management Reserve**

Opening Balance	531,838	480,816	525,528	565,411	665,892	636,880	562,933	541,377	629,498	591,940
Contributions to reserve	89,000	90,000	91,000	92,000	93,000	94,000	95,000	96,000	97,000	98,000
Interest Earnings	6,175	7,212	7,883	8,481	9,988	9,553	8,444	8,121	9,442	8,879
Contributions from reserve	-148,000	-52,500	-59,000		-132,000	-177,500	-125,000	-16,000	-144,000	
Closing Balance	480,816	525,528	565,411	665,892	636,880	562,933	541,377	629,498	591,940	698,819

**Aged Housing Reserve**

Opening Balance	22,157	22,489	22,826	23,168	23,516	23,869	24,227	24,590	24,959	25,333
Contributions to reserve										
Interest Earnings	332	337	342	348	353	358	363	369	374	380
Contributions from reserve										
Closing Balance	22,489	22,826	23,168	23,516	23,869	24,227	24,590	24,959	25,333	25,713

**Total Reserves**

Opening Balance	1,517,504	1,497,911	1,552,332	1,552,477	1,683,687	1,635,781	1,572,434	1,660,841	1,775,948	1,982,417
Interest Earnings	21,803	22,468	23,284	23,288	25,255	24,536	23,586	24,913	26,640	29,736
Contributions to/(from)reserve	(41,396)	31,953	(23,139)	107,922	(73,161)	(87,883)	64,821	90,194	179,829	132,019
Closing Balance	<b>1,497,911</b>	<b>1,552,332</b>	<b>1,552,477</b>	<b>1,683,687</b>	<b>1,635,781</b>	<b>1,572,434</b>	<b>1,660,841</b>	<b>1,775,948</b>	<b>1,982,417</b>	<b>2,144,172</b>

## 1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this budget are:

**(a) Basis of Preparation**

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The budget has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 16 to this budget document.

**(c) 2016/17 Actual Balances**

Balances shown in this budget as 2016/17 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

**(d) Rounding Off Figures**

All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.

**(e) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(f) Goods and Services Tax**

Revenues, expenses and assets capitalised are stated net of any GST recoverable.

Receivables and payables in the statement of financial position are stated inclusive of applicable GST.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position.

Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(g) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(h) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in the statement of financial position.

(i) Trade and Other Receivables

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(j) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.



Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(k) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the statement of comprehensive income in the period in which they are incurred.

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact that Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

#### Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	30 to 100 years	Straight Line
Furniture and Equipment	4 to 20 years	Straight Line
Plant and Equipment	5 to 20 years	Straight Line
Sealed Roads formation	not depreciated	
pavement seal	80 years	Straight Line
bituminous seals	34 years	Straight Line
asphalt surfaces	43 years	Straight Line
Gravel Roads formation	not depreciated	
pavement	80 years	Straight Line
Formed roads formation	not depreciated	

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

#### Capitalisation Threshold

Expenditure on items of equipment under \$1,000 is not capitalised.

### (I) Financial Instruments

#### Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

#### Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or cost.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments;
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- (d) less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading.

A financial asset is classified in this category if acquired principally for the purpose of selling in the short term.

Derivatives are classified as held for trading unless they are designated as hedges.

Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(ii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(m) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting this budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2013.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(o) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

(p) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(q) Provisions

Provisions are recognised when:

- a) The Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result; and
- c) that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle.

In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the Council's intentions to release for sale.

(s) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

(t) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this budget document relate to the original budget estimate for the relevant item of disclosure.



Shire of  
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**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 May 2017**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**SHIRE OF NANNUP**  
**Information Summary**  
**For the Period Ended 31 May 2017**

## Key Information

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

### Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

### Statement of Financial Activity by reporting program

Is presented on page 3 and shows a surplus as at 31 May 2017 of \$1,327,241.

### Items of Significance

The material variance adopted by the Shire of Nannup for the 2016/17 year is \$30,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

### Capital Expenditure

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
<b>Significant Projects</b>				
<b>Grants, Subsidies and Contributions</b>				
Operating Grants, Subsidies and Contributions	101%	-\$ 1,888,640	-\$ 1,888,640	-\$ 1,914,452
Non-operating Grants, Subsidies and Contributions	105%	-\$ 928,100	-\$ 928,100	-\$ 975,687
	103%	-\$ 2,816,740	-\$ 2,816,740	-\$ 2,890,139
Rates Levied	100%	\$ 1,531,469	\$ 1,531,469	\$ 1,533,473

% Compares current ytd actuals to annual budget

Financial Position		Prior Year 30 June 2016	Current Year 30 June 2017	Note
Adjusted Net Current Assets	264%	\$ 504,810	\$ 1,330,767	3
Cash and Equivalent - Unrestricted	0%	\$ -	\$ -	3 & 4
Receivables - Rates	82%	\$ 144,074	\$ 118,118	3 & 6
Receivables - Other	5297%	\$ 5,997	\$ 317,669	3 & 6
Payables	-14%	\$ 138,405	-\$ 20,020	3

% Compares current ytd actuals to prior year actuals at the same time

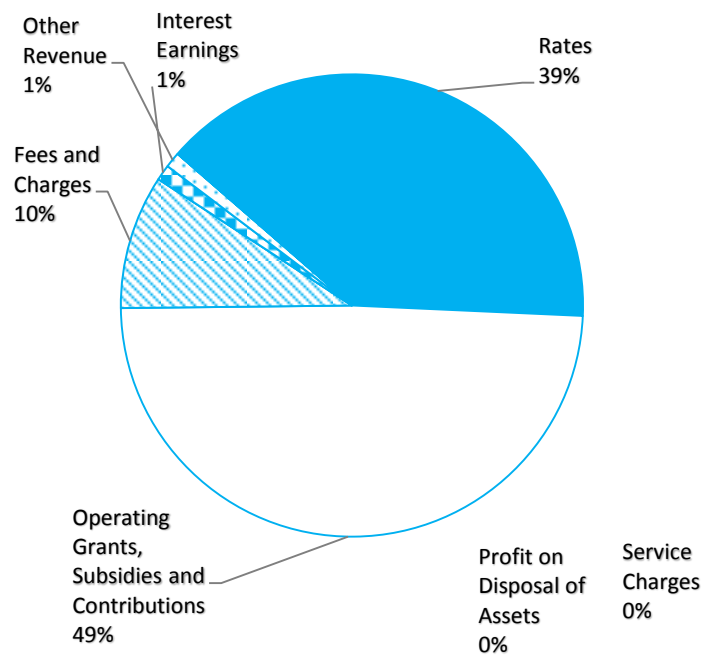
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

## Preparation

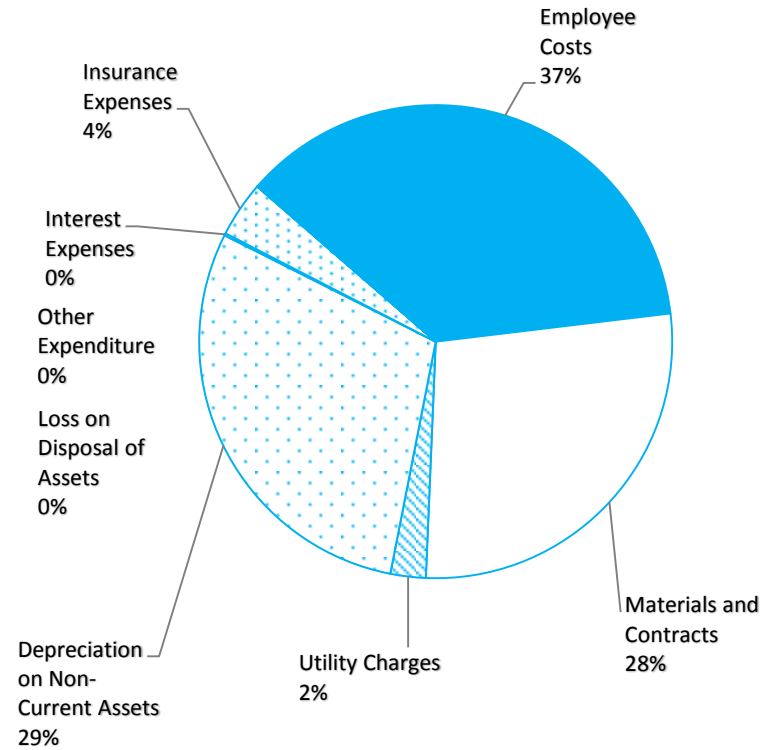
Prepared by: Robin Prime  
Reviewed by: Tracie Bishop  
Date prepared: 14/06/2017

**SHIRE OF NANNUP**  
**Information Summary**  
**For the Period Ended 31 May 2017**

## Operating Revenue



## Operating Expenditure



**SHIRE OF NANNUP**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2017**

			YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)	Var.
Note	Annual Budget						
	\$	\$		\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	366,373	366,373	366,373	0	0%	
<b>Revenue from operating activities</b>							
Governance		0	0	0	0		
General Purpose Funding - Rates	9	1,531,469	1,531,469	1,533,473	90,936	7%	
General Purpose Funding - Other		1,422,027	1,303,525	1,394,461	12,141	7%	
Law, Order and Public Safety		194,763	178,533	190,674	12,141	7%	
Health		7,885	7,228	14,788	7,560	105%	
Education and Welfare		48,969	44,888	97,729	52,841	118%	
Housing		31,720	29,077	14,845	(14,232)	(49%)	
Community Amenities		185,237	169,800	216,193	46,393	27%	
Recreation and Culture		29,446	26,992	30,156	3,164	12%	
Transport		367,284	336,677	368,110	31,433	9%	
Economic Services		24,270	22,248	27,080	4,833	22%	
Other Property and Services		30,000	27,500	11,457	(16,043)	(58%)	
Profit on Disposal of Assets	8	0	0	0	0		
		<b>3,873,069</b>	<b>3,677,936</b>	<b>3,898,966</b>			
<b>Expenditure from operating activities</b>							
Governance		(312,361)	(286,331)	(449,785)	(163,454)	(57%)	
General Purpose Funding		(163,289)	(149,681)	(109,403)	40,278	27%	
Law, Order and Public Safety		(452,094)	(414,419)	(394,149)	20,270	5%	
Health		(65,078)	(59,655)	(50,923)	8,732	15%	
Education and Welfare		(179,963)	(164,966)	(161,664)	3,302	2%	
Housing		(48,012)	(44,011)	(17,441)	26,570	60%	
Community Amenities		(509,139)	(466,711)	(325,914)	140,797	30%	
Recreation and Culture		(630,723)	(578,162)	(351,450)	226,712	39%	
Transport		(2,649,204)	(2,428,437)	(1,898,802)	529,635	22%	
Economic Services		(167,783)	(153,801)	(121,717)	32,084	21%	
Other Property and Services		100,177	91,829	(49,614)	(141,443)	154%	
		<b>(5,077,468)</b>	<b>(4,654,346)</b>	<b>(3,930,862)</b>			
<b>Financing Costs</b>							
Community Amenities		(4,650)	(4,263)	(4,768)	(506)	12%	
Transport		0	0	(121)	(121)		
		<b>(4,650)</b>	<b>(4,263)</b>	<b>(4,889)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,708,888	1,566,481	1,154,930	(411,551)	(26%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>499,839</b>	<b>585,808</b>	<b>1,118,145</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	11	926,000	848,833	975,687	126,854	15%	▲
Proceeds from Disposal of Assets	8	0	0	0	0		
Land Held for Resale		0	0	0	0		
Land and Buildings	13	0	0	(79,718)	(79,718)		▼
Infrastructure Assets - Roads	13	(1,314,737)	(1,205,176)	(948,140)	257,036	21%	▲
Infrastructure Assets - Public Facilities	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	0	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(154,300)	(141,442)	(78,442)	63,000	45%	▲
Furniture and Equipment	13	0	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(543,037)</b>	<b>(497,784)</b>	<b>(130,612)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(15,460)	(14,171)	(15,460)	(1,288)	(9%)	
Transfer to Reserves	7	(34,932)	(32,021)	(11,205)	20,816	65%	▲
<b>Amount attributable to financing activities</b>		<b>(50,392)</b>	<b>(46,192)</b>	<b>(26,665)</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>272,784</b>	<b>408,206</b>	<b>1,327,241</b>			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NANNUP  
STATEMENT OF FINANCIAL ACTIVITY  
(By Nature or Type)  
For the Period Ended 31 May 2017

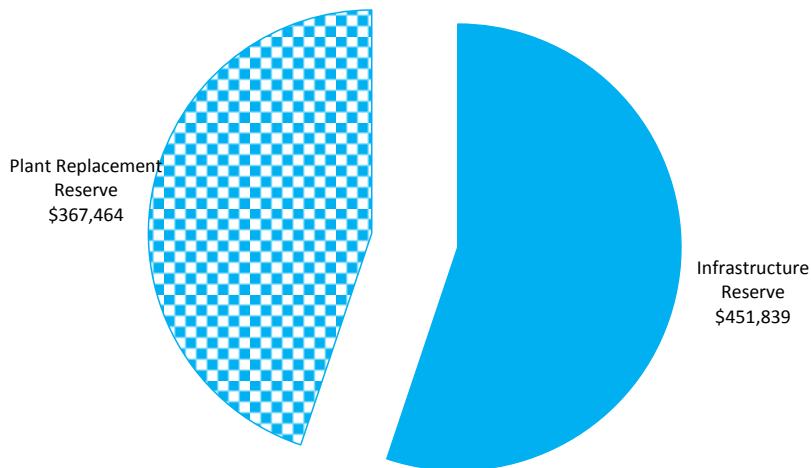
	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	366,373	366,373	366,373	0	0%	
<b>Revenue from operating activities</b>							
Rates	9	1,531,469	1,531,469	1,533,473	2,004	0%	
Operating Grants, Subsidies and Contributions	11	1,888,640	1,731,253	1,914,452	183,198	11%	▲
Fees and Charges		349,071	319,982	365,701	45,719	14%	▲
Service Charges		0	0	0	0		
Interest Earnings		66,048	60,544	42,822	(17,722)	(29%)	
Other Revenue		37,841	34,688	42,518	7,831	23%	
Profit on Disposal of Assets	8	0	0	0	0		
		<b>3,873,069</b>	<b>3,677,936</b>	<b>3,898,965</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,688,086)	(1,547,412)	(1,444,678)	102,734	7%	
Materials and Contracts		(1,400,888)	(1,284,147)	(1,085,122)	199,025	15%	
Utility Charges		(95,832)	(87,846)	(94,920)	(7,075)	(8%)	
Depreciation on Non-Current Assets		(1,708,888)	(1,566,481)	(1,154,929)	411,552	26%	▲
Interest Expenses		(4,650)	(4,263)	(5,902)	(1,640)	(38%)	
Insurance Expenses		(183,475)	(168,185)	(149,999)	18,186	11%	▲
Other Expenditure		(300)	(275)	(200)	75	27%	▲
Loss on Disposal of Assets	8	0	0	0	0		
		<b>(5,082,118)</b>	<b>(4,658,608)</b>	<b>(3,935,751)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,708,888	1,566,481	1,154,930	(411,551)	(26%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>499,839</b>	<b>585,808</b>	<b>1,118,144</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	11	926,000	848,833	975,687	126,854	15%	
Proceeds from Disposal of Assets	8	0	0	0	0		
Land Held for Resale		0	0	0	0		
Land and Buildings	13	0	0	(79,718)	(79,718)		▼
Infrastructure Assets - Roads	13	(1,314,737)	(1,205,176)	(948,140)	257,036	21%	▲
Infrastructure Assets - Public Facilities	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	0	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(154,300)	(141,442)	(78,442)	63,000	45%	▲
Furniture and Equipment	13	0	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(543,037)</b>	<b>(497,784)</b>	<b>(130,612)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(15,460)	(14,171)	(15,460)	(1,288)	(9%)	
Transfer to Reserves	7	(34,932)	(32,021)	(11,205)	20,816	65%	▲
<b>Amount attributable to financing activities</b>		<b>(50,392)</b>	<b>(46,192)</b>	<b>(26,665)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	272,784	408,206	1,327,241	919,035	225%	▲

**SHIRE OF NANNUP**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 May 2017

**Capital Acquisitions**

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	(79,718)	0	0	0	(79,718)	(79,718)
Infrastructure Assets - Roads	13	(948,140)	0	(1,314,737)	(1,314,737)	(948,140)	366,597
Infrastructure Assets - Public Facilities	13	0	0	0	0	0	0
Infrastructure Assets - Footpaths	13	0	0	0	0	0	0
Infrastructure Assets - Drainage	13	0	0	0	0	0	0
Heritage Assets	13	0	0	0	0	0	0
Plant and Equipment	13	(78,442)	0	(154,300)	(154,300)	(78,442)	75,858
Furniture and Equipment	13	0	0	0	0	0	0
<b>Capital Expenditure Totals</b>		<b>(1,106,299)</b>	<b>0</b>	<b>(1,469,037)</b>	<b>(1,469,037)</b>	<b>(1,106,299)</b>	<b>362,738</b>
<b>Capital acquisitions funded by:</b>							
Capital Grants and Contributions				0	0	0	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				0	0	0	
Council contribution - Cash Backed Reserves							
Infrastructure Reserve		0	0	\$451,839	0	0	(451,839)
Plant Replacement Reserve		0	0	\$367,464	0	0	(367,464)
Council contribution - operations				(2,288,340)	(1,469,037)	(1,106,299)	
<b>Capital Funding Total</b>				<b>(1,469,037)</b>	<b>(1,469,037)</b>	<b>(1,106,299)</b>	

**Capital**



**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 1: Significant Accounting Policies**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they **Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are

**(h) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development,

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

<b>Asset</b>	<b>Years</b>	<b>Method</b>
Buildings	30 to 100 years	Straight Line
Furniture and Equipment	4 to 20 years	Straight Line
Plant and Equipment	5 to 20 years	Straight Line
Sealed Roads		
formation	not depreciated	
pavement	80 years	Straight Line
seal		
bituminous seals	34 years	Straight Line
asphalt surfaces	43 years	Straight Line
Gravel Roads		
formation	not depreciated	
pavement	80 years	Straight Line
Formed roads		
formation	not depreciated	
pavement	80 years	Straight Line
Footpaths - slab	50 years	Straight Line
Kerbs	100 years	Straight Line
Parks & Gardens	50 years	Straight Line
Water Supply Piping and Draing Systems	75 years	Straight Line

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated

(i) *Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected

**(p) Nature or Type Classifications****Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges,

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management)

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation,

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses,

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**(r) Program Classifications (Function/Activity)**

Shire of Nannup operations as disclosed in these financial statements encompass the following service orientated activities/programs.



**GOVERNANCE****Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and

**GENERAL PURPOSE FUNDING****Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY****Objective:**

To provide services to help ensure a safer community.

**Activities:**

Supervision of various by-laws, fire prevention, emergency services and animal control.

**HEALTH****Objective:**

To provide an operational framework for good community health.

**Activities:**

Food quality, building sanitation and sewage.

**EDUCATION AND WELFARE****Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

**Activities:**

Operation of pre-school, provision of youth support.

**HOUSING****Objective:**

Help ensure adequate housing.

**Activities:**

Maintenance of staff and rental housing.

**COMMUNITY AMENITIES****Objective:**

To provide services required by the community.

**Activities:**

Rubbish collection services, operation of tip, noise control, administration of the town planning scheme, maintenance of cemetery and maintenance of

**RECREATION AND CULTURE****Objective:**

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

**Activities:**

Maintenance of halls, recreation centre and various reserves; operation of library.

**TRANSPORT****Objective:**

To provide effective and efficient transport services to the community.

**Activities:**

Construction and maintenance of streets, roads, bridges; cleaning of streets, depot maintenance.

**ECONOMIC SERVICES****Objective:**

To help promote the shire and its economic wellbeing.

**Activities:**

Assistance to tourism, area promotion, building control, noxious weeds, vermin control.

**OTHER PROPERTY AND SERVICES****Objective:**

To accurately allocate plant and labour costs across the various programs of Council.

**Activities:**

Private works operations, plant repairs and operations costs.

**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 2: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.  
The material variance adopted by Council for the 2016/17 year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$		
NON-PAYMENT PENALTY	\$900.00	Permanent	\$900 under-receive anticipated - over-estimated in budget for penalty interest.
INSTALMENT INTEREST	<b>-\$700</b>	Permanent	\$700 Over-Receive anticipated- More uptake of Instalment Option
DEPT OF TRAN. COMMISSION	\$2,000	Permanent	\$2,000 Under-receive anticipated - DOT over the counter transactions over-estimated.
SUNDRY INCOME	\$2,000	Permanent	Amount Received includes Insurance Dividend against this budget, total to date \$17,745. Under Receive anticipated of \$2,000. Refer line below
D.O.T. LICENSING EXPENSES	\$0	Permanent	Under-spend identified, Salaries expended in Administration Salaries in other areas.
INTEREST ON INVESTMENTS - GENERAL	\$1,100	Permanent	\$1,100 Under-Receive anticipated
INTEREST ON INVESTMENTS - RTR	\$0	Permanent	Slight variance anticipated
INTEREST ON RESERVE FUNDS	\$13,000	Permanent	\$13,000 under-receive anticipated
STRATEGIC FIREBREAK - COCKATOO VALLEY (INC	\$1,000	Permanent	\$1,000 under-receive anticipated due to historical overstatement of expected income.
CAT REGISTRATION FEES	<b>-\$200</b>	Permanent	\$200 over-receive anticipated.
FINES AND PENALTIES	<b>-\$4,000</b>	Permanent	\$4,000 Over-Received, more fines issued than originally budgeted for.
GENERAL LICENSE FEES	<b>-\$6,300</b>	Permanent	\$6,300 surplus in this account, as a result of more fees and charges collected
RENTAL	<b>-\$16,000</b>	Permanent	\$16,000 under-received due to rental taken up by staff member, rather than privately rented.
PLANNING FEES	<b>-\$2,000</b>	Permanent	\$2,000 surplus identified, higher planning fees than budgeted
CEMETERY FEES	<b>-\$11,000</b>	Permanent	\$11,000 surplus identified, higher cemetery fees than budgeted
TOWN HALL HIRE	\$2,600	Permanent	\$2,600 underreceived, loss anticipated.
SALE OF MATERIAL	<b>-\$1,600</b>	Permanent	\$1,600 over-received, higher than anticipated.
CARAVAN PARKS INCOME	<b>-\$2,200</b>	Permanent	\$2,200 over-received, due to higher rental than anticipated.
	<b>-\$21,400</b>		
<b>Operating Expense</b>			
STRATEGIC/COMMUNITY PLANNING	<b>-\$4,000</b>	Permanent	\$4,000 Under-Spend anticipated. Savings Identified
REFRESHMENTS & FUNCTIONS -COUNCIL	<b>-\$3,000</b>	Permanent	\$3,000 under-spend anticipated. Staff Christmas Party cancelled due to unforeseen circumstances.
SUBSCRIPTIONS	\$7,000	Permanent	\$7,000 Over-Spend Identified, WBAC Projects.
BUILDING & GDNS OPER&MTCE	<b>-\$5,000</b>	Permanent	\$5,000, Under-Spend Anticipated. Savings Identified.
COMPUTER MAINTENANCE	\$5,700	Permanent	\$5,700 Over-Spend anticipated. More Computer Maintenance required.
PRINTING & STATIONERY	<b>-\$6,000</b>	Permanent	\$6,000 under-spend anticipated. Savings identified.
EQUIPMENT REPAIR & MTCE	\$2,000	Permanent	\$2,000 Overspend anticipated - offset by savings within other areas
ADVERTISING	<b>-\$1,000</b>	Permanent	\$1,000 under-spend anticipated. Savings identified.
AUDIT FEES	\$3,200	Permanent	\$3,200 over-spend anticipated - higher audit fees than budgeted for.
LEGAL EXPENSES	\$20,000	Permanent	\$20,000 over-spend anticipated - Offset by underspend in Public Conveniences
SUNDRY EXPENSES	\$600	Permanent	\$600 Over-spend anticipated. Offset by savings within other areas.
FRINGE BENEFIT TAX	<b>-\$10,000</b>	Permanent	\$10,000 under-spend anticipated. Over-estimated budgetary requirement.
RECRUITMENT EXPENSES	<b>-\$900</b>	Permanent	Slight savings of \$900
CESO UNIFORMS	<b>-\$500</b>	Permanent	\$500 under-spend anticipated. Uniforms provided by DFES
CESM TRAINING	<b>-\$1,224</b>	Permanent	\$1,224 under-spend anticipated. Training provided by DFES
RANGERS EXPENSES	\$500	Permanent	Slight overspend \$500
EMERGENCY RESPONSE	\$12,000	Permanent	\$12,000 over-spend due to Rural Numbering expense.
WATER TESTING FEES	<b>-\$850</b>	Permanent	\$850 Over-received, due to account is dual-use.
CDO ADVERTISING & PROMOTION	<b>-\$1,660</b>	Permanent	This Account is no longer in use, savings anticipated of \$1,660
LEASED PROPERTY EXPENSES	<b>-\$5,600</b>	Permanent	\$5,600 under-spend, maintenance of leased properties not as much as originally budgeted.
MOBILE BIN CHARGES	<b>-\$7,500</b>	Permanent	\$7,500 Savings Identified in Contract for Waste Bin Pick Up.
RECYCLING CHARGES	<b>-\$4,000</b>	Permanent	\$4,000 Savings Identified in Contract for Recycling Bin Pick Up.
TOWN PLANNING SERVICES	<b>-\$1,000</b>	Permanent	\$1,000 savings identified, planning expenses lower than anticipated.
PUBLIC CONVENIENCES	<b>-\$20,000</b>	Permanent	\$20,000 Under-spend predicted, offset by overspend in Legal Expenses.
TOWN HALL	<b>-\$2,000</b>	Permanent	\$2,000 Savings of maintenance identified
RECREATION CENTRE	<b>-\$17,000</b>	Permanent	\$17,000 Savings of maintenance identified.
COMMUNITY MEETING ROOM	<b>-\$1,500</b>	Permanent	\$1,500 Savings of maintenance identified
CROSSOVERS	<b>-\$3,000</b>	Permanent	\$3,000 under-spend, crossovers not constructed as budgeted for.
AUSTRALIA DAY CELEBRATION	\$1,300	Permanent	\$1,300 over-spend, expenditure higher than anticipated.
ELECTRIC CAR RECHARGE	\$427	Permanent	Not originally included in 2016/17 Budget, overspend in its total.
REGIONAL PROMOTION	<b>-\$1,000</b>	Permanent	\$1,000 Savings identified in Materials and Contracts.
TOURISM PROMOTION	\$10,000	Permanent	Review required - originally \$10,000 overspend, primarily due to preliminary works required for Quannup
LICENSES	\$9,000	Permanent	\$9,000 over-spend anticipated.
	<b>-\$25,007.00</b>		
<b>Capital Expenses</b>			
BRIDGE MAINTENANCE	\$30,000	Permanent	\$30,000 overspend due to Baker Road Bridge Maintenance. Unforeseen expenditure. Works still yet to be completed.
FOOTHPATH PROGRAM	\$16,000	Permanent	\$16,000 overspend due to Hitchcock Drive maintenance. Unforeseen expenditure.
	<b>\$46,000.00</b>		

Gross Deficit / (Surplus) Expected		2016/17
Revenue	-\$	21,400.00
Expenditure	-\$	25,007.00
Capital	\$	46,000.00
<b>Projected Deficit / (Surplus)</b>	<b>-\$</b>	<b>407.00</b>

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
03	General Purpose Funding	0041	LEGAL FEES	\$5,000.00	\$1,236.40	75.27%	-\$3,763.60	Variance in expenditure offset by variance in income.
		0060	LEGAL FEES CHARGED	-\$5,000.00	-\$1,236.40	75.27%	\$3,763.60	Variance in expenditure offset by variance in income.
		0061	NON-PAYMENT PENALTY	-\$12,000.00	-\$11,137.76	7.19%	\$862.24	\$900 under-receive anticipated - over-estimated in budget for penalty interest.
		0091	EQUALISATION GRANT	-\$838,887.00	-\$838,887.00	0.00%	\$0.00	No year end variance anticipated
		0261	INSTALMENT INTEREST	-\$4,500.00	-\$5,221.76	-16.04%	-\$721.76	\$700 Over-Receive anticipated- More uptake of Instalment Option
		0291	LOCAL ROAD GRANT	-\$459,756.00	-\$459,756.00	0.00%	\$0.00	No year end variance anticipated
		0472	RATING VALUATIONS	\$10,050.00	\$10,537.94	-4.86%	\$487.94	No year end variance anticipated
		0523	DEPT OF TRAN. COMMISSION	-\$20,000.00	-\$16,909.49	15.45%	\$3,090.51	\$2,000 Under-receive anticipated - DOT over the counter transactions over-estimated.
		0533	SUNDRY INCOME	-\$22,852.00	-\$9,337.65	59.14%	\$13,514.35	Amount Received includes Insurance Dividend against this budget, total to date \$17,745. Under Receive anticipated of \$2,000. Refer line below
		0535	INSURANCE DIVIDEND	\$0.00	-\$10,782.45	NA	-\$10,782.45	Amount Received included in Sundry Income Budget, Total to date \$17,745
		4872	D.O.T. LICENSING EXPENSES	\$30,649.00	\$8,610.86	71.90%	-\$22,038.14	Under-spend identified, Salaries expended in Administration Salaries in other areas.
		4873	INTEREST ON INVESTMENTS - GENERAL	-\$5,000.00	-\$3,897.90	22.04%	\$1,102.10	\$1,100 Under-Receive anticipated
		4883	INTEREST ON INVESTMENTS - RTR	-\$5,000.00	-\$5,549.72	-10.99%	-\$549.72	Slight variance anticipated
		MULTI	INTEREST ON RESERVE FUNDS	-\$34,000.00	-\$11,205.07	67.04%	\$22,794.93	\$13,000 under-receive anticipated
04	Governance	0122	STRATEGIC/COMMUNITY PLANNING	\$10,000.00	\$3,971.54	60.28%	-\$6,028.46	\$4,000 Under-Spend antiapted. Savings Identified
		0142	REFRESHMENTS & FUNCTIONS -COUNCIL	\$15,509.00	\$9,411.29	39.32%	-\$6,097.71	\$3,000 under-spend anticipated. Staff Christmas Party cancelled due to unforeseen circumstances.
		0162	GRANTS	\$33,900.00	\$43,712.00	-28.94%	\$9,812.00	No budget impact increase revenue received matches increase expenditure
		0172	COUNCILLOR ALLOWANCES	\$58,400.00	\$45,694.75	21.76%	-\$12,705.25	No year end variance anticipated
		0182	SUBSCRIPTIONS	\$34,164.00	\$27,389.20	19.83%	-\$6,774.80	\$7,000 Over-Spend Identified, WBAC Projects.
		0192	CONFERENCE EXPENSES	\$4,100.00	\$3,408.18	16.87%	-\$691.82	No year end variance anticipated
		0202	INSURANCE	\$20,187.00	\$1,927.01	90.45%	-\$18,259.99	No year end variance anticipated
		0272	SALARIES (ADM)	\$375,117.00	\$355,946.12	5.11%	-\$19,170.88	No year end variance anticipated
		0312	FURN & EQUIP MINOR	\$2,040.00	\$596.31	70.77%	-\$1,443.69	No year end variance anticipated
		0362	BUILDING & GDNS OPER&MTCE	\$66,780.00	\$30,088.71	54.94%	-\$36,691.29	\$5,000, Under-Spend Anticipated. Savings Identified.
		0372	COMPUTER MAINTENANCE	\$49,235.00	\$50,663.12	-2.90%	\$1,428.12	\$5,700 Over-Spend anticipated. More Computer Maintenance required.
		0382	PRINTING & STATIONERY	\$20,427.00	\$14,294.66	30.02%	-\$6,132.34	\$6,000 under-spend anticipated. Savings identified.
		0392	TELEPHONE	\$15,114.00	\$11,115.08	26.46%	-\$3,998.92	No year end variance anticipated
		0402	EQUIPMENT REPAIR & MTCE	\$3,150.00	\$4,745.42	-50.65%	\$1,595.42	\$2,000 Overspend anticipated - offset by savings within other areas
		0412	POSTAGE	\$5,900.00	\$5,076.80	13.95%	-\$823.20	No year end variance anticipated
		0433	VEHICLE EXPENSES - ADMINISTRATION	\$4,000.00	\$3,350.93	16.23%	-\$649.07	No year end variance anticipated
		0452	ADVERTISING	\$5,825.00	\$3,762.28	35.41%	-\$2,062.72	\$1,000 under-spend anticipated. Savings identified.
		0462	AUDIT FEES	\$18,030.00	\$16,520.00	8.37%	-\$1,510.00	\$3,200 over-spend anticipated - higher audit fees than budgeted for.
		0482	LEGAL EXPENSES	\$1,000.00	\$22,365.07	-2136.51%	\$21,365.07	\$20,000 over-spend anticipated - Offset by underspend in Public Conveniences
		0492	STAFF TRAINING EXPENSES	\$10,000.00	\$8,668.95	13.31%	-\$1,331.05	No year end variance anticipated
		0502	SUNDRY EXPENSES	\$300.00	\$976.20	-225.40%	\$676.20	\$600 Over-spend anticipated. Offset by savings within other areas.
		0532	DONATIONS	\$4,000.00	\$1,843.90	53.90%	-\$2,156.10	No year end variance anticipated
		0542	TRANSFER FROM LSL EXPENSE ADMIN	\$13,149.00	\$0.00	100.00%	-\$13,149.00	No year end variance anticipated
		0552	FRINGE BENEFIT TAX	\$19,750.00	\$8,824.85	55.32%	-\$10,925.15	\$10,000 under-spend anticipated. Over-estimated budgetary requirement.
	Capital	0584	FURNITURE & EQUIPMENT	\$15,600.00	\$8,043.05	48.44%	-\$7,556.95	No year end variance anticipated. No budget impact, expenses funded via reserve contributions
		0812	RECRUITMENT EXPENSES	\$3,000.00	\$2,081.69	30.61%	-\$918.31	Slight savings of \$900

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
05	Law, Order, Public Safety	0602	ASSISTANCE TO BFB'S	\$29,928.00	\$208.23	99.30%	-\$29,719.77	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0632	CESO MOTOR VEHICLE RUNNING EXPENSES	\$15,706.00	\$13,466.55	14.26%	-\$2,239.45	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0652	MAINTENANCE OF FIRE BREAKS	\$7,572.00	\$1,427.31	81.15%	-\$6,144.69	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0653	STRATEGIC FIREBREAK - COCKATOO VALLEY (INCOME)	-\$2,500.00	-\$1,408.95	43.64%	\$1,091.05	\$1,000 under-receive anticipated due to historical overstatement of expected income.
		0662	MINOR PLANT & EQUIPMENT < \$1200	\$500.00	\$2,305.60	-361.12%	\$1,805.60	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0703	FESA LEVY DFES	-\$86,651.00	-\$80,800.00	6.75%	\$5,851.00	Grant Funding to match the DFES Comprehensive Expenditure. Nil Impact.
		0712	MANAGEMENT SALARIES - FIRE BREAK INSPECTIONS	\$7,322.00	\$30,782.67	-320.41%	\$23,460.67	No year end variance anticipated
		0714	FIREBREAKS SUPERANNUATION	\$675.00	\$2,431.45	-260.21%	\$1,756.45	No year end variance anticipated
		0722	COMMUNITY EMERGENCY SERVICES OFFICER	\$115,485.00	\$76,024.83	34.17%	-\$39,460.17	No year end variance anticipated
		0731	CESO SUPERANNUATION	\$9,819.00	\$6,461.52	34.19%	-\$3,357.48	No year end variance anticipated
		0742	CESO UNIFORMS	\$510.00	\$0.00	100.00%	-\$510.00	\$500 under-spend anticipated. Uniforms provided by DFES
		0755	CESM TRAINING	\$1,224.00	\$0.00	100.00%	-\$1,224.00	\$1,224 under-spend anticipated. Training provided by DFES
		0762	MTCE PLANT & EQUIPMENT	\$1,500.00	\$1,762.24	-17.48%	\$262.24	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0801	ANIMAL CONTROL SALARIES	\$13,723.00	\$13,582.69	1.02%	-\$140.31	No year end variance anticipated
		0802	RANGERS EXPENSES	\$21,500.00	\$24,196.68	-12.54%	\$2,696.68	Slight overspend \$500
		0803	ANIMAL CONTROL SUPERANNUATION	\$1,268.00	\$1,497.28	-18.08%	\$229.28	No year end variance anticipated
		0832	MAINTENANCE OF BRIGADE VEHICLES	\$14,918.00	\$13,651.32	8.49%	-\$1,266.68	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0834	CAT REGISTRATION FEES	-\$300.00	-\$534.08	-78.03%	-\$234.08	\$200 over-receive anticipated.
		0842	MTCE LAND & BUILDINGS	\$1,500.00	\$10,697.90	-613.19%	\$9,197.90	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0843	FINES AND PENALTIES	-\$100.00	-\$4,015.30	-3915.30%	-\$3,915.30	\$4,000 Over-Received, more fines issued than originally budgeted for.
		0852	CLOTHING & ACCESSORIES	\$500.00	\$15,560.66	-3012.13%	\$15,060.66	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0862	UTILITIES RATES & TAXES	\$1,800.00	\$4,399.58	-144.42%	\$2,599.58	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0872	OTHER GOODS & SERVICES	\$5,000.00	\$31,792.24	-535.84%	\$26,792.24	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0905	SES UTILITIES RATES & TAXES	\$2,800.00	\$2,990.33	-6.80%	\$190.33	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0922	SES INSURANCE	\$1,117.00	\$928.07	16.91%	-\$188.93	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
		0942	EMERGENCY RESPONSE	\$26,000.00	\$38,084.63	-46.48%	\$12,084.63	\$12,000 over-spend due to Rural Numbering expense.
		0963	FESA LEVY SES	-\$20,700.00	-\$13,162.50	36.41%	\$7,537.50	Grant Funding to match the DFES Comprehensive Expenditure. Nil Impact.
		0975	SES OTHER GOODS & SERVICES	\$7,481.00	\$561.33	92.50%	-\$6,919.67	Comprehensive expenditure in this area matched by Grant Funding - nil impact.
	Capital	0995	SES PLANT PURCHASES	\$9,300.00	\$1,699.05	81.73%	-\$7,600.95	No year end variance anticipated
		9062	DEPRECIATION FIRE PREVENTION	\$44,129.00	\$21,996.96	50.15%	-\$22,132.04	Variance relating to change in valuation - no cash impact on budget
07	Health	1262	HEALTH INSPECTION	\$45,175.00	\$42,126.97	6.75%	-\$3,048.03	No year end variance anticipated
		1282	SUPERANNUATION	\$1,272.00	\$1,193.84	6.14%	-\$78.16	No year end variance anticipated
		1322	HEALTH ADMIN EXPENSES	\$2,091.00	\$497.12	76.23%	-\$1,593.88	No year end variance anticipated
		1383	GENERAL LICENSE FEES	-\$6,492.00	-\$12,821.33	-97.49%	-\$6,329.33	\$6,300 surplus in this account, as a result of more fees and charges collected
		1393	WATER TESTING FEES	\$510.00	-\$309.32	160.65%	-\$819.32	\$850 Over-received, due to account is dual-use.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
08	Education & Welfare	0992	PRE-SCHOOLS MTCE	\$7,404.00	\$3,330.15	55.02%	-\$4,073.85	Under review
		0993	RENTAL INCOME - FROGS	-\$7,069.00	-\$5,232.04	25.99%	\$1,836.96	No year end variance anticipated
		1022	FAMILY FUN DAY EXPENSES	\$1,100.00	\$4,956.77	-350.62%	\$3,856.77	Overspend mitigated by grant funding
		1024	COMMUNITY EVENTS SUPPORT	\$5,693.00	\$3,121.31	45.17%	-\$2,571.69	No year end variance anticipated
		1063	KIDS SPORT - EXPENDITURE	\$35,000.00	\$13,543.64	61.30%	-\$21,456.36	No year end variance anticipated
		1123	COMMUNITY DEVELOPMENT GRANTS	-\$2,750.00	-\$60,042.88	-2083.38%	-\$57,292.88	No year end variance anticipated
		1124	KIDS SPORT - INCOME	-\$35,000.00	-\$10,000.00	71.43%	\$25,000.00	No year end variance anticipated
		1132	YOUTH PROGRAMS AND PLANNING	\$5,000.00	\$28,590.40	-471.81%	\$23,590.40	No year end variance anticipated
		1153	SCHOOL HOLIDAY PROGRAMS CONTRIBUTIONS	-\$2,050.00	-\$7,999.52	-290.22%	-\$5,949.52	Additional revenue will be offset by higher expenditure
		1163	FAMILY FUN DAY INCOME	-\$2,000.00	-\$7,926.50	-296.33%	-\$5,926.50	Refer to Family Fun Day expenses above.
		1612	SENIORS ACTIVITIES	\$2,100.00	\$0.00	100.00%	-\$2,100.00	Nil Effect, Grant funding not received.
		1616	CULTURAL PLAN	\$2,000.00	\$1,310.00	34.50%	-\$690.00	No year end variance anticipated
		1642	COMMUNITY DEV. OFFICER	\$75,635.00	\$75,245.93	0.51%	-\$389.07	No year end variance anticipated
		1645	CDO ADVERTISING & PROMOTION	\$1,738.00	\$77.55	95.54%	-\$1,660.45	This Account is no longer in use, savings anticipated of \$1,660
		1647	CDO TRAINING	\$5,500.00	\$4,555.10	17.18%	-\$944.90	No year end variance anticipated
		1653	GRANTS - SENIORS	-\$2,100.00	-\$54.54	97.40%	\$2,045.46	Nil Effect, Grant funded expenditure not expended.
		9092	DEPRECIATION EDUCATION	\$7,780.00	\$1,030.26	86.76%	-\$6,749.74	Variance relating to change in valuation - no cash impact on budget
09	Housing	1712	STAFF HOUSING MAINTENANCE	\$14,970.00	\$15,690.49	-4.81%	\$720.49	No year end variance anticipated
		1713	LEASED PROPERTY EXPENSES	\$5,661.00	\$40.13	99.29%	-\$5,620.87	\$5,600 under-spend, maintenance of leased properties not as much as originally budgeted.
		1723	RENTAL	-\$31,720.00	-\$14,844.90	53.20%	\$16,875.10	\$16,000 under-received due to rental taken up by staff member, rather than privately rented.
		9232	DEPRECIATION STAFF HOUSING	\$14,291.00	\$1,710.52	88.03%	-\$12,580.48	Variance relating to change in valuation - no cash impact on budget
10	Community Amenities	1032	LOAN 37 INTEREST	\$34.00	\$0.00	100.00%	-\$34.00	No year end variance anticipated
		1034	SELF SUPPORTING LOAN INCOME INTEREST	-\$4,616.00	-\$4,267.16	7.56%	\$348.84	No year end variance anticipated
		1172	OTHER LABOUR EXPENSES	\$28,729.00	\$0.00	100.00%	-\$28,729.00	Nil Effect. Salaries spent in other areas.
		1762	DOMESTIC COLLECTION	\$42,735.00	\$31,370.02	26.59%	-\$11,364.98	No year end variance anticipated
		1765	RECYCLING COLLECTION	\$42,735.00	\$34,898.15	18.34%	-\$7,836.85	No year end variance anticipated
		1772	RUBBISH SITE CONTRACT	\$117,119.00	\$93,306.79	20.33%	-\$23,812.21	No year end variance anticipated
		1803	MOBILE BIN CHARGES	-\$68,387.00	-\$76,074.19	-11.24%	-\$7,687.19	\$7,500 Savings Identified in Contract for Waste Bin Pick Up.
		1805	RECYCLING CHARGES	-\$38,088.00	-\$42,455.22	-11.47%	-\$4,367.22	\$4,000 Savings Identified in Contract for Recycling Bin Pick Up.
		1824	STREET BIN PICKUPS	\$9,463.00	\$6,327.48	33.13%	-\$3,135.52	No year end variance anticipated
		2132	TOWN PLANNING SERVICES	\$66,117.00	\$60,644.70	8.28%	-\$5,472.30	\$1,000 savings identified, planning expenses lower than anticipated.
		2142	PLANNING ADMIN EXPENSES	\$10,328.00	\$3,490.21	66.21%	-\$6,837.79	No year end variance anticipated
		2152	LSL EXPENSE	\$1,615.00	\$0.00	100.00%	-\$1,615.00	No year end variance anticipated
		2162	SUPERANNUATION	\$3,799.00	\$3,581.31	5.73%	-\$217.69	No year end variance anticipated
		2172	TOWN PLANNING SCHEME	\$12,650.00	\$0.00	100.00%	-\$12,650.00	Offset in other areas - General Purpose.
		2192	ANNUAL LEAVE EXPENSE	\$4,462.00	\$0.00	100.00%	-\$4,462.00	No year end variance anticipated
		2212	LPS AMENDMENT EXPENSES	\$1,530.00	\$1,850.32	-20.94%	\$320.32	Offset by admin expense.
		2253	PLANNING FEES	-\$6,426.00	-\$9,476.00	-47.46%	-\$3,050.00	\$2,000 surplus identified, higher planning fees than budgeted
		2302	CEMETERY OPER & MTCE-NP	\$24,853.00	\$20,050.41	19.32%	-\$4,802.59	No year end variance anticipated
		2322	PUBLIC CONVENIENCES	\$60,730.00	\$38,097.34	37.27%	-\$22,632.66	\$20,000 Under-spend predicted, offset by overspend in Legal Expenses.
		2373	CEMETERY FEES	-\$3,300.00	-\$14,349.97	-334.85%	-\$11,049.97	\$11,000 surplus identified, higher cemetery fees than budgeted
		9262	DEPRECIATION EXPENSE REFUSE	\$4,475.00	\$671.91	84.99%	-\$3,803.09	Variance relating to change in valuation - no cash impact on budget
		9312	DEPRECIATION PUBLIC TOILETS	\$6,965.00	\$1,293.03	81.44%	-\$5,671.97	Variance relating to change in valuation - no cash impact on budget



Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
11	Recreation And Culture	1732	COMMUNITY HOUSE	\$2,415.00	\$3,739.77	-54.86%	\$1,324.77	\$1,000 over-spend anticipated. Offset by Lesser Hall.
		2422	TOWN HALL	\$13,533.00	\$10,517.50	22.28%	-\$3,015.50	\$2,000 Savings of maintenance identified
		2432	RECREATION CENTRE	\$48,194.00	\$30,283.94	37.16%	-\$17,910.06	\$17,000 Savings of maintenance identified.
		2442	COMMUNITY MEETING ROOM	\$4,745.00	\$3,198.39	32.59%	-\$1,546.61	\$1,500 Savings of maintenance identified
		2462	LESSER HALL (SUPPER ROOM)	\$2,512.00	\$962.99	61.66%	-\$1,549.01	\$1,000 under-spend anticipated. Offset by Community House
		2472	OLD ROADS BOARD BUILDING	\$3,624.00	\$2,371.49	34.56%	-\$1,252.51	No year end variance anticipated
		2482	BOWLING CLUB	\$7,627.00	\$3,063.41	59.83%	-\$4,563.59	No year end variance anticipated - works still to be completed.
		2492	CUNDINUP HALL	\$653.00	\$559.88	14.26%	-\$93.12	No year end variance anticipated
		2502	CARLOTTA HALL	\$535.00	\$456.85	14.61%	-\$78.15	No year end variance anticipated
		2576	LEASE INCOME - COMMUNITY CENTRE	-\$2,586.00	-\$5,000.00	-93.35%	-\$2,414.00	No year end variance anticipated
		2642	PUBLIC PARKS GDNS & RESER	\$281,201.00	\$183,283.94	34.82%	-\$97,917.06	Roads Materials budget overspent - surplus in this area allocated to roads.
		2842	PUBLIC ART MAINTENANCE	\$8,986.00	\$2,542.96	71.70%	-\$6,443.04	No year end variance anticipated
		2902	SALARIES (LIB)	\$23,541.00	\$9,177.63	61.01%	-\$14,363.37	No year end variance anticipated
		2922	LIBRARY OFFICE EXPENSES	\$5,148.00	\$3,060.68	40.55%	-\$2,087.32	No year end variance anticipated
		2993	LOST BOOK CHARGE	-\$200.00	-\$31.26	84.37%	\$168.74	No year end variance anticipated
		7053	TOWN HALL HIRE	-\$6,630.00	-\$4,003.16	39.62%	\$2,626.84	\$2,600 underreceived, loss anticipated.
		7432	FORESHORE PARK	\$19,649.00	\$12,958.87	34.05%	-\$6,690.13	<b>Savings Anticipated. Review Required by MI.</b>
		9242	DEPRECIATION COMMUNITY HOUSE	\$1,340.00	-\$0.11	100.01%	-\$1,340.11	Variance relating to change in valuation - no cash impact on budget
		9292	DEPRECIATION COMMUNITY SHEDS	\$2,700.00	\$821.23	69.58%	-\$1,878.77	Variance relating to change in valuation - no cash impact on budget
		9302	DEPRECIATION CARLOTTA HALL	\$1,140.00	\$456.62	59.95%	-\$683.38	Variance relating to change in valuation - no cash impact on budget
		9322	DEPRECIATION REC CENTRE	\$66,738.00	\$17,779.60	73.36%	-\$48,958.40	Variance relating to change in valuation - no cash impact on budget
		9332	DEPRECIATION TOWN HALL	\$4,800.00	\$1,194.52	75.11%	-\$3,605.48	Variance relating to change in valuation - no cash impact on budget
		9333	LESSER HALL DEPRECIATION	\$2,900.00	\$373.28	87.13%	-\$2,526.72	Variance relating to change in valuation - no cash impact on budget
		9334	BOWLING CLUB DEPRECIATION	\$4,700.00	\$1,269.17	73.00%	-\$3,430.83	Variance relating to change in valuation - no cash impact on budget
		9342	DEPRECIATION PARKS & GARDENS	\$11,088.00	\$5,766.40	47.99%	-\$5,321.60	Variance relating to change in valuation - no cash impact on budget
		9353	COMMUNITY ROOM DEPRECIATION	\$12,080.00	\$1,552.72	87.15%	-\$10,527.28	Variance relating to change in valuation - no cash impact on budget
		9362	DEPRECIATION OLD ROADS BOARD	\$2,400.00	\$298.63	87.56%	-\$2,101.37	Variance relating to change in valuation - no cash impact on budget
		9392	DEPRECIATION CUNDINUP HALL	\$460.00	\$42.00	90.87%	-\$418.00	Variance relating to change in valuation - no cash impact on budget
12	Transport, Capital	3160	BRIDGE MAINTENANCE	\$46,084.00	\$2,746.32	94.04%	-\$43,337.68	\$30,000 overspend due to Baker Road Bridge Maintenance. Unforseen expenditure. Works still yet to be completed.
		3170	LOCAL ROAD CONSTRUCTION	\$1,043,759.00	\$756,167.98	27.55%	-\$287,591.02	Overspend in Materials Budget offset by Underspend in materials Budget in Roads Maintenance 133800
	Capital	3210	FOOTHPATH PROGRAM	\$14,978.00	\$7,614.78	49.16%	-\$7,363.22	\$16,000 overspend due to Hitchcock Drive maintenance. Unforseen expenditure.
		3230	CROSSOVERS	\$5,000.00	\$1,167.69	76.65%	-\$3,832.31	\$3,000 under-spend, crossovers not constructed as budgeted for.
		3240	TRAFFIC SIGNS & CONTROL	\$193.00	\$668.39	-246.32%	\$475.39	Over-spend offset by Crossovers
		3261	ROADS TO RECOVERY GRANT	-\$728,000.00	-\$513,299.00	29.49%	\$214,701.00	\$214,701 Year end carry-forward identified. No Budget Impact.
		3281	MRD BRIDGEWORK GRANT	-\$256,000.00	-\$256,000.00	0.00%	\$0.00	No year end variance anticipated
		3311	CROSSOVER CONTRIBUTION	-\$1,000.00	\$0.00	100.00%	\$1,000.00	No year end variance anticipated
		3380	LOCAL ROAD MAINTENANCE	\$772,057.00	\$629,892.50	18.41%	-\$142,164.50	Under-spend in Materials offset by Overspend in Materials in Road Construction 131700
		3410	ROADVERGE MAINTENANCE	\$102,775.00	\$49,920.33	51.43%	-\$52,854.67	No year end variance anticipated
		3420	LIGHTING OF STREETS	\$24,007.00	\$19,220.64	19.94%	-\$4,786.36	No year end variance anticipated
		3440	CONTRACT STREET SWEEPING	\$9,000.00	\$7,800.00	13.33%	-\$1,200.00	No year end variance anticipated
		3450	TRAFFIC COUNTER PLACEMENT	\$4,667.00	\$1,956.00	58.09%	-\$2,711.00	No year end variance anticipated
		3470	SAFETY MEASURES WORKS	\$6,000.00	\$3,849.16	35.85%	-\$2,150.84	No year end variance anticipated
		4012	GRAVEL PIT REHABILITATION	\$86,000.00	\$20,000.00	76.74%	-\$66,000.00	No year end variance anticipated
		4263	SALE OF MATERIAL	-\$1,000.00	-\$2,827.20	-182.72%	-\$1,827.20	\$1,600 over-received, higher than anticipated.
		7120	ROMANS ROAD INV. SYSTEM	\$8,500.00	\$5,556.05	34.63%	-\$2,943.95	No year end variance anticipated
		8392	PROF/LOSS ON SALE ASSETS	\$18,000.00	\$14,875.35	17.36%	-\$3,124.65	No year end variance anticipated
		8393	INCOME SALE OF ASSETS	-\$35,000.00	-\$20,000.00	42.86%	\$15,000.00	No year end variance anticipated
		9372	DEPRECIATION ROADS & FOOTPATHS	\$1,306,579.00	\$807,813.26	38.17%	-\$498,765.74	Variance relating to change in valuation - no cash impact on budget

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
13	Economic Services	0102	AUSTRALIA DAY CELEBRATION	\$1,200.00	\$2,461.75	-105.15%	\$1,261.75	\$1,300 over-spend, expenditure higher than anticipated.
		3824	ELECTRIC CAR RECHARGE	\$0.00	\$426.60	NA	\$426.60	Not originally included in 2016/17 Budget, overspend in its total.
		3862	FUNCTIONS/EVENTS SUPPORT	\$8,117.00	\$3,984.47	50.91%	-\$4,132.53	No year end variance anticipated
		3864	VISITOR CENTRE UPGRADE	\$0.00	\$13,670.30	NA	\$13,670.30	Nil effect on budget. Fully grant funded
		3932	CARAVAN PARKS MAINTENANCE	\$23,505.00	\$16,924.67	28.00%	-\$6,580.33	No year end variance anticipated
		3933	CARAVAN PARKS INCOME	-\$10,500.00	-\$12,700.00	-20.95%	-\$2,200.00	\$2,200 over-received, due to higher rental than anticipated.
		3962	REGIONAL PROMOTION	\$5,000.00	\$6,338.81	-26.78%	\$1,338.81	\$1,000 Savings identified in Materials and Contracts.
		3964	TOURISM PROMOTION	\$23,000.00	\$4,764.71	79.28%	-\$18,235.29	Review required - originally \$10,000 overspend, primarily due to preliminary works required for Quannup
		4052	LSL EXPENSE BUILDING	\$1,348.00	\$0.00	100.00%	-\$1,348.00	No year end variance anticipated
		4062	BUILDING CONTROL SALARY	\$47,198.00	\$28,575.99	39.46%	-\$18,622.01	No year end variance anticipated
		4072	BUILDING CONTROL SUPERANNUATION	\$4,349.00	\$3,487.17	19.82%	-\$861.83	No year end variance anticipated
		4082	A/LEAVE EXP BUILDING	\$3,724.00	\$0.00	100.00%	-\$3,724.00	No year end variance anticipated
		4092	BUILDING CONTROL EXPENSES	\$3,243.00	\$1,647.67	49.19%	-\$1,595.33	No year end variance anticipated
		4153	CHGES & FEES BUILD PERMIT	-\$12,240.00	-\$12,508.61	-2.19%	-\$268.61	No year end variance anticipated
		9452	DEPRECIATION CARAVAN PARK	\$15,437.00	\$5,340.74	65.40%	-\$10,096.26	No year end variance anticipated
14	Other Property And Services	4321	ACCRUED SALARIES & WAGES - WORKS	\$3,236.00	\$0.00	100.00%	-\$3,236.00	No year end variance anticipated
		4322	LSL EXPENSE WORKS	\$26,055.00	\$0.00	100.00%	-\$26,055.00	No year end variance anticipated
		4323	PRIVATE WORKS -INCOME	-\$30,000.00	-\$11,456.96	61.81%	\$18,543.04	No year end variance anticipated
		4332	SALARIES (PWO)	\$141,999.00	\$159,659.04	-12.44%	\$17,660.04	No year end variance anticipated
		4352	A/LEAVE EXP WORKS	\$79,235.00	\$0.00	100.00%	-\$79,235.00	No year end variance anticipated
		4402	SICK LEAVE	\$32,125.00	\$27,881.25	13.21%	-\$4,243.75	No year end variance anticipated
		4432	INSURANCE ON WORKS	\$62,334.00	\$52,750.47	15.37%	-\$9,583.53	No year end variance anticipated
		4452	PROTECTIVE CLOTHING	\$10,000.00	\$8,544.29	14.56%	-\$1,455.71	Underspend offset byexpenditure within OSH
		4462	OCCUP. HLTH. SAFETY EXPEN	\$4,500.00	\$5,951.19	-32.25%	\$1,451.19	Overspend offset by savings within protective clothing
		4472	PLANT OVERHEADS WAGES	\$69,004.00	\$66,286.28	3.94%	-\$2,717.72	No year end variance anticipated
		4482	TYRES & BATTERIES	\$32,000.00	\$10,401.85	67.49%	-\$21,598.15	<b>Review required by MI</b>
		4492	LICENSES	\$21,090.00	\$15,687.16	25.62%	-\$5,402.84	\$9,000 over-spend anticipated.
		4512	LESS POC ALLOCATED TO W&S	-\$726,100.00	-\$189,327.25	73.93%	\$536,772.75	No year end variance anticipated
		4982	FUEL & OIL	\$215,000.00	\$64,895.98	69.82%	-\$150,104.02	Savings anticipated, however spent in other areas of road construction.
		4992	SUNDRY TOOLS & STORES	\$4,000.00	\$1,320.36	66.99%	-\$2,679.64	No year end variance anticipated
		6802	PARTS AND EXTERNAL WORK	\$60,000.00	\$54,732.03	8.78%	-\$5,267.97	No year end variance anticipated
		7672	RECRUITMENT EXPENSES	\$2,000.00	\$1,794.35	10.28%	-\$205.65	No year end variance anticipated
		9382	DEPRECIATION WORKS PLANT	\$148,560.00	\$80,561.47	45.77%	-\$67,998.53	Variance relating to change in valuation - no cash impact on budget
		9562	DEPRECIATION WORKS	\$13,444.00	\$4,850.59	63.92%	-\$8,593.41	Variance relating to change in valuation - no cash impact on budget

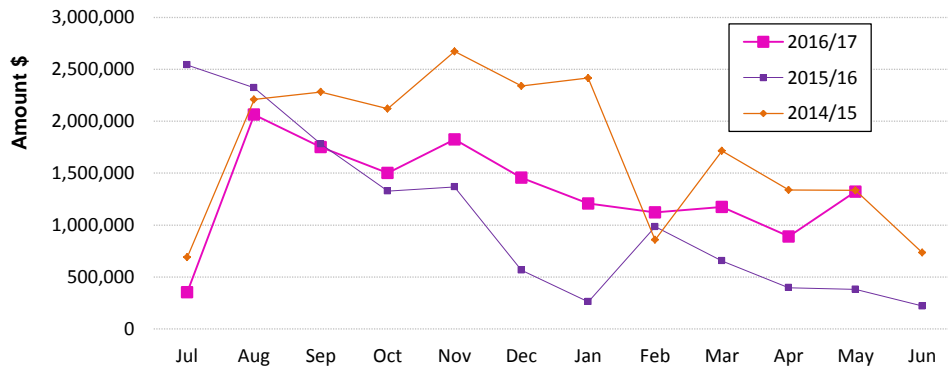
**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2016	31 May 2016	31 May 2017
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	561,645	524,342	1,078,619
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	1,478,612	1,844,728	1,489,817
Receivables - Rates	6	110,720	144,074	118,118
Receivables - Other	6	46,935	5,997	317,669
Interest / ATO Receivable/Trust		49,982	28,689	44,900
Inventories		6,240	6,240	6,240
		<u>2,254,135</u>	<u>2,554,071</u>	<u>3,055,363</u>
<b>Less: Current Liabilities</b>				
Payables		(138,405)	63	20,020
Provisions		<u>(355,919)</u>	<u>(252,199)</u>	<u>(249,106)</u>
		(494,325)	(252,135)	(229,085)
<b>Less:</b>				
Cash Reserves	7	(1,478,612)	(1,844,728)	(1,489,817)
Restricted Assets		(34,349)	(35,849)	(34,333)
Unspent Grand Funding		0	0	0
YAC Committee		(16,250)	(17,262)	(16,273)
ATO Liability		6	(28,403)	(53,016)
Current Loan	10	<u>(92,393)</u>	<u>(76,933)</u>	<u>(15,460)</u>
		(1,621,598)	(2,003,175)	(1,608,899)
<b>Add:</b>				
Current Proportion of Long Term Borrowing		92,393	76,933	15,460
Cash Backed Long Service Leave		<u>135,769</u>	<u>129,117</u>	<u>97,930</u>
		228,162	206,050	113,389
		<u><b>366,373</b></u>	<u><b>504,810</b></u>	<u><b>1,330,767</b></u>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

Unspent Grant Funding yet to be determined. Economic Development Officer to advise.



**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) <b>Cash Deposits</b>							
Municipal Bank Account	1,078,369			1,078,369	CBA	Tiered	At Call
Reserve Bank Account		739,817		739,817	CBA	Tiered	At Call
Trust Bank Account			(117,507)	(117,507)	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
(b) <b>Term Deposits</b>							
Municipal				0	-		-
Reserves		750,000		750,000	WBC	2.10%	09-Jun-17
<b>Total</b>	<b>1,078,619</b>	<b>1,489,817</b>	<b>(117,507)</b>	<b>2,450,929</b>			

**Comments/Notes - Investments**

SHIRE OF NANNUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2017

Note 5: Budget Amendments

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus		366,373		366,373
	<b>Permanent Changes</b>						
	Opening surplus adjustment						366,373
	<b>Capital Expenditure</b>						366,373
	<b>Transport</b>						366,373
132100	Footpath Construction- Hitchcock Drive		Capital Expenses		(16,000)		350,373
131800	Bridge Construction		Capital Expenses		(30,000)		320,373
							320,373
	<b>Capital Income</b>						320,373
	<b>General Purpose</b>						320,373
148730 - 156620	Interest Earnings		Capital Revenue			(14,100)	306,273
							306,273
	<b>Operating Income</b>						306,273
	General Purpose		Operating Revenue		700	(4,900)	302,073
	Law & Order		Operating Revenue		4,200	(1,000)	305,273
	Health		Operating Revenue		6,300		311,573
	Housing		Operating Revenue		16,000		327,573
	Community Amenities		Operating Revenue		13,000		340,573
	Recreation & Culture		Operating Revenue			(2,600)	337,973
	Transport		Operating Revenue		1,600		339,573
	Economic Services		Operating Revenue		2,200		341,773
							341,773
	<b>Operating Expenditure</b>						341,773
	Governance		Operating Expenses		29,900	(38,500)	333,173
	Law & Order		Operating Expenses		1,724	(12,500)	322,397
	Health		Operating Expenses		850		323,247
	Education & Welfare		Operating Expenses		1,660		324,907
	Housing		Operating Expenses		5,600		330,507
	Community Amenities		Operating Expenses		32,500		363,007
	Recreation & Culture		Operating Expenses		20,500		383,507
	Transport		Operating Expenses		3,000		386,507
	Economic Services		Operating Expenses		1,000	(11,727)	375,780
	Other Property & Services		Operating Expenses			(9,000)	366,780
							366,780
							366,780
				0	461,107	(94,327)	366,780

**Classifications Pick List**

Operating Revenue  
Operating Expenses  
Capital Revenue  
Capital Expenses  
Opening Surplus(Deficit)  
Non Cash Item

**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

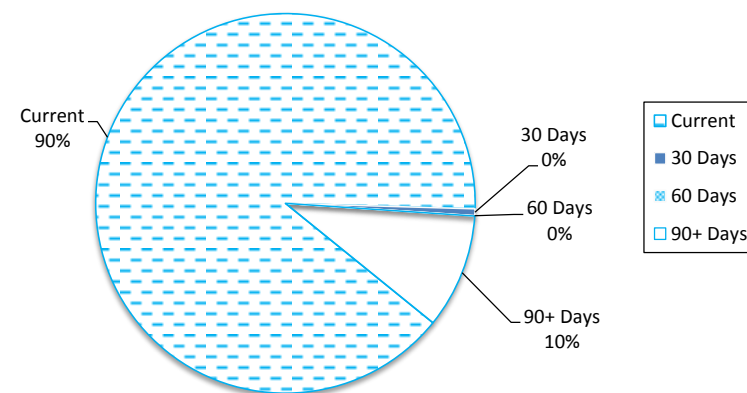
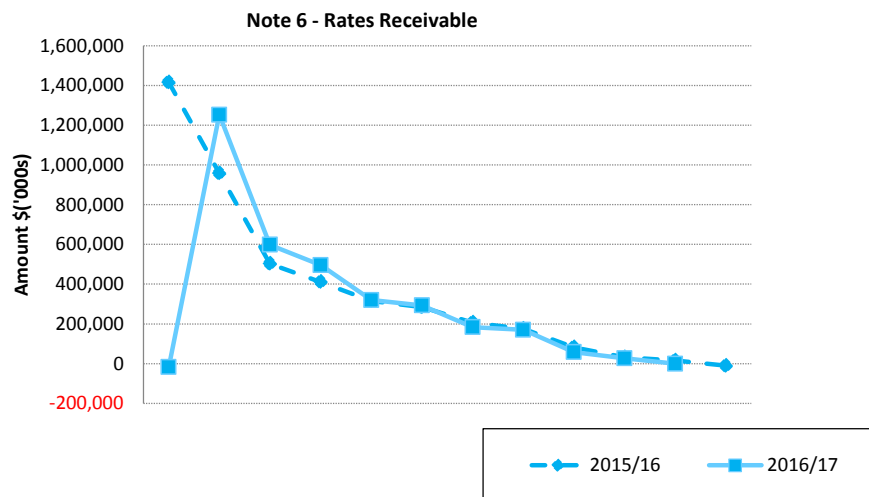
**Note 6: Receivables**

Receivables - Rates Receivable	31 May 2017	30 June 2016
	\$	\$
Opening Arrears Previous Years	78,115	88,799
Levied this year	1,533,473	1,459,639
Less Collections to date	(1,534,218)	(1,470,323)
Equals Current Outstanding	<b>77,371</b>	<b>78,115</b>
<b>Net Rates Collectable</b>	<b>77,371</b>	<b>78,115</b>
% Collected	100.05%	94.96%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	285,737	1,828	101	31,141	318,807
<b>Balance per Trial Balance</b>					
Sundry Debtors					317,669
Receivables - Other					44,900
<b>Total Receivables General Outstanding</b>					<b>362,568</b>
				Error Check	0.00

Amounts shown above include GST (where applicable)

**Note 6 - Accounts Receivable (non-rates)**



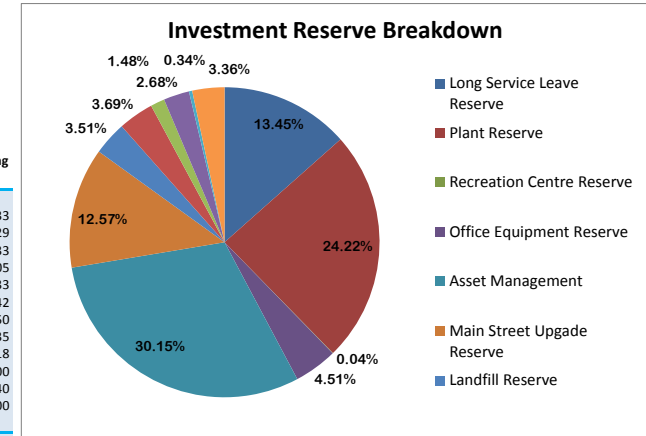
Comments/Notes - Receivables Rates

Comments/Notes - Receivables General

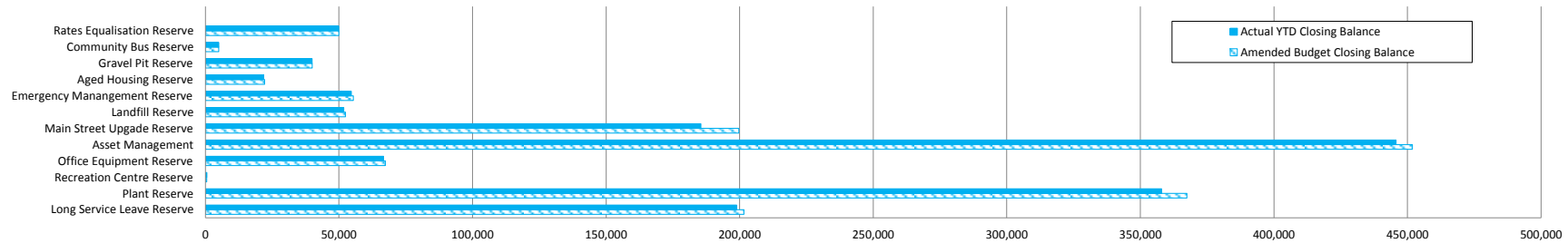
**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 7: Cash Backed Reserve**

Name	Opening Balance 1/7/2015	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	198,858	2,768	1,576	0	0	0	0	201,626	200,433
Plant Reserve	357,993	9,471	2,836	0	0	0	0	367,464	360,829
Recreation Centre Reserve	529	0	4	0	0	0	0	529	533
Office Equipment Reserve	66,677	740	528	0	0	0	0	67,417	67,205
Asset Management	445,701	6,138	3,531	0	0	0	0	451,839	449,233
Main Street Upgrade Reserve	185,569	14,123	1,673	0	0	0	0	199,692	187,242
Landfill Reserve	51,839	601	411	0	0	0	0	52,440	52,250
Emergency Manangement Reserve	54,602	779	433	0	0	0	0	55,381	55,035
Aged Housing Reserve	21,845	312	173	0	0	0	0	22,157	22,018
Gravel Pit Reserve	40,000	0	0	0	0	0	0	40,000	40,000
Community Bus Reserve	5,000	0	40	0	0	0	0	5,000	5,040
Rates Equalisation Reserve	50,000	0	0	0	0	0	0	50,000	50,000
	<b>1,478,612</b>	<b>34,932</b>	<b>11,205</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,513,544</b>	<b>1,489,817</b>



**Note 7 - Year To Date Reserve Balance to End of Year Estimate**



**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
		0	0	0	0	0	0	0	0

**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 9: Rating Information**

	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	7.8950	412	6,611,776	522,000	22,957	0	544,957	522,000			522,000
UV	0.4480	206	107,008,000	479,396	0	0	479,396	479,396			479,396
UV Pastoral				0	0	0	0		0	0	0
<b>Sub-Totals</b>		<b>618</b>	<b>113,619,776</b>	<b>1,001,396</b>	<b>22,957</b>	<b>0</b>	<b>1,024,353</b>	<b>1,001,396</b>	<b>0</b>	<b>0</b>	<b>1,001,396</b>
<b>Minimum Payment</b>	<b>Minimum</b>										
	<b>\$</b>										
GRV	820.00	304	1,845,182	249,280	0	0	249,280	249,280	0	0	249,280
UV	1,050.00	205	26,430,391	215,250	0	0	215,250	215,250	0	0	215,250
<b>Sub-Totals</b>		<b>509</b>	<b>28,275,573</b>	<b>464,530</b>	<b>0</b>	<b>0</b>	<b>464,530</b>	<b>464,530</b>	<b>0</b>	<b>0</b>	<b>464,530</b>
		<b>1,127</b>	<b>141,895,349</b>	<b>1,465,926</b>	<b>22,957</b>	<b>0</b>	<b>1,488,883</b>	<b>1,465,926</b>	<b>0</b>	<b>0</b>	<b>1,465,926</b>
Concession							0				0
<b>Amount from General Rates</b>							<b>1,488,883</b>				<b>1,465,926</b>
Ex-Gratia Rates							43,828				43,828
Specified Area Rates							0				0
<b>Totals</b>							<b>1,532,710</b>				<b>1,509,753</b>

**Comments - Rating Information**

**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 10: Information on Borrowings**

(a) Debenture Repayments

Particulars	01 Jul 2016	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
<b>Governance</b>								
Loan 37 NCRC	82,435		15,460	15,460	67,565	67,565	4,616	4,616 *
							-	0
<b>Recreation and Culture</b>								
					0	0	-	0
	82,435	0	15,460	15,460	67,565	67,565	4,616	4,616

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

\* Per SSL 2016\_17

**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 11: Grants and Contributions**

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue	(Expended) (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$				\$	\$	\$
<b>General Purpose Funding</b>												
Grants Commission - General Equalisation	WALGGC	Operating	0	(838,887)	0	(838,887)	(838,887)		(838,887)	(838,887)	838,887	0
Grants Commission - Roads	WALGGC	Operating	0	(459,756)	0	(459,756)	(459,756)		(459,756)	(459,756)	459,756	0
<b>Law, Order and Public Safety</b>												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	Operating	0	(86,651)	0	(86,651)	(86,651)		(86,651)	(80,800)	80,800	0
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Operating	0	(20,700)	0	(20,700)	(20,700)		(20,700)	(13,163)	13,163	0
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(79,512)	0	(79,512)	(79,512)		(79,512)	(80,242)	80,242	0
Shed Grant Funding	Dept. of Fire & Emergency Serv.	Non-operating	0	0	0	0	0		0	(134,863)	134,863	0
<b>Education and Welfare</b>												
Grants - Community Bus	Contributions	Operating	0	(2,100)	0	(2,100)	(2,100)		(2,100)	0	0	
Old Railway Bridge	LotteryWest	Non-operating	0	0	0	0	0		0	(17,525)	17,525	
Family Fun Day	Dept. Regional Development	Operating	0	0	0	0	0		0	(6,007)	6,007	0
Community Development Grants	Dept. Regional Development	Non-operating	0	0	(2,000)	(2,000)	(2,000)		(2,000)	0	0	0
Community Development Grants	Dept. Regional Development	Operating	0	(750)	0	(750)	(750)		(750)	(60,314)	60,314	0
Kidsport	Dept. Regional Development	Operating	0	(35,000)	0	(35,000)	(35,000)		(35,000)	(10,000)	10,000	0
<b>Recreation and Culture</b>												
<b>Transport</b>												
MRD Bridgework Grants	Main Roads WA	Operating	0	(256,000)	0	(256,000)	(256,000)		(256,000)	(256,000)	256,000	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(728,000)	(728,000)	(728,000)		(728,000)	(513,299)	513,299	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(109,284)	0	(109,284)	(109,284)		(109,284)	(109,284)	109,284	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	(196,000)	(196,000)	(196,000)		(196,000)	0	0	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	0	0	0		0	(190,000)	190,000	0
			<b>0</b>	<b>(1,888,640)</b>	<b>(928,100)</b>	<b>(2,816,740)</b>	<b>(2,816,740)</b>	<b>0</b>	<b>(2,816,740)</b>	<b>(2,890,139)</b>	<b>2,890,139</b>	<b>0</b>
<b>SUMMARY</b>												
Operating	Operating Grants, Subsidies and Contributions		0	(1,888,640)	0	(1,888,640)	(1,888,640)	0	(1,888,640)	(1,914,452)	1,914,452	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	0	0	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	(928,100)	(928,100)	(928,100)	0	(928,100)	(975,687)	975,687	0
<b>TOTALS</b>			<b>0</b>	<b>(1,888,640)</b>	<b>(928,100)</b>	<b>(2,816,740)</b>	<b>(2,816,740)</b>	<b>0</b>	<b>(2,816,740)</b>	<b>(2,890,139)</b>	<b>2,890,139</b>	<b>0</b>



**SHIRE OF NANNUP**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2017**

**Note 12: Trust Fund**


























Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2016	Amount Received	Amount Paid	Closing Balance 31 May 2017
	\$	\$	\$	\$
BCITF Levy	28,798	7,327	0	36,125
BRB Levy	30,321	10,094	0	40,415
Bonds	34,032	6,277	(450)	39,859
Nomination Deposit	80	0	0	80
Donation Rec Centre Deposit	250	0	0	250
Nannup Community Bus	777	0	0	777
	<b>94,259</b>	<b>23,698</b>	<b>(450)</b>	<b>117,506.87</b>

117,507  
Error 0.00

SHIRE OF NANNUP  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2017

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 Level of completion indicator, please see table at the end of this note for further detail.								
<b>Buildings</b>								
<b>Law, Order And Public Safety</b>								
 East Nannup Fire Shed	0751	74,856	0	74,856	0	0	74,856	
 Buildings	0754	4,862	0	4,862	0	0	4,862	
<b>Law, Order And Public Safety Total</b>		<b>79,718</b>	<b>0</b>	<b>79,718</b>	<b>0</b>	<b>0</b>	<b>79,718</b>	
<b>Recreation And Culture</b>								
 Capital Works Recreation Centre	2574	0	0	0	0	0	0	
 Community Meeting Room	2444	0	0	0	0	0	0	
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Buildings Total</b>		<b>79,718</b>	<b>0</b>	<b>79,718</b>	<b>0</b>	<b>0</b>	<b>79,718</b>	
<b>Drainage/Culverts</b>								
<b>Drainage/Culverts Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Footpaths</b>								
<b>Footpaths Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Furniture &amp; Office Equip.</b>								
<b>Governance</b>								
 Shire Office	0254	0	0	0	0	0	0	
<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Furniture &amp; Office Equip. Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Heritage Assets</b>								
<b>Heritage Assets Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant , Equip. &amp; Vehicles</b>								
<b>Governance</b>								
 Vehicle purchases - Office Staff	0544	0	0	0	0	0	0	
<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Law, Order And Public Safety</b>								
 Ses Plant Purchases \$1200 - \$5000	0995	1,699	0	1,699	9,300	9,300	(7,601)	
 BLANK		0	0	0	0	0	0	
<b>Law, Order And Public Safety Total</b>		<b>1,699</b>	<b>0</b>	<b>1,699</b>	<b>9,300</b>	<b>9,300</b>	<b>(7,601)</b>	
<b>Transport</b>								
 Purchase Of Plant	3564	76,743	0	76,743	145,000	145,000	(68,257)	
 Loan Repayments L38	3604	0	0	0	0	0	0	
<b>Transport Total</b>		<b>76,743</b>	<b>0</b>	<b>76,743</b>	<b>145,000</b>	<b>145,000</b>	<b>(68,257)</b>	
<b>Plant , Equip. &amp; Vehicles Total</b>		<b>78,442</b>	<b>0</b>	<b>78,442</b>	<b>154,300</b>	<b>154,300</b>	<b>(75,858)</b>	
<b>Public Facilities</b>								
<b>Economic Services</b>								
 Caravan Park Upgrade	4024	0	0	0	0	0	0	
<b>Economic Services Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Public Facilities Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Roads (Non Town)</b>								
<b>Transport</b>								
 Mowen Road	3130	(32)	0	(32)	0	0	(32)	
 Local Road Construction	3170	756,168	0	756,168	1,043,759	1,043,759	(287,591)	
 Mrd Special Bridgeworks	3180	(6,156)	0	(6,156)	256,000	256,000	(262,156)	
 Footpath Program	3210	7,615	0	7,615	14,978	14,978	(7,363)	
<b>Transport Total</b>		<b>757,595</b>	<b>0</b>	<b>757,595</b>	<b>1,314,737</b>	<b>1,314,737</b>	<b>(557,142)</b>	
<b>Roads (Non Town) Total</b>		<b>757,595</b>	<b>0</b>	<b>757,595</b>	<b>1,314,737</b>	<b>1,314,737</b>	<b>(557,142)</b>	
<b>Streetscapes</b>								
<b>Economic Services</b>								
 Mainstreet Upgrade	3264	190,545	0	190,545	0	0	190,545	
<b>Economic Services Total</b>		<b>190,545</b>	<b>0</b>	<b>190,545</b>	<b>0</b>	<b>0</b>	<b>190,545</b>	
<b>Streetscapes Total</b>		<b>190,545</b>	<b>0</b>	<b>190,545</b>	<b>0</b>	<b>0</b>	<b>190,545</b>	
<b>Town Streets</b>								
<b>Town Streets Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Expenditure Total</b>		<b>1,106,299</b>	<b>0</b>	<b>1,106,299</b>	<b>1,469,037</b>	<b>1,469,037</b>	<b>(362,738)</b>	
<div>  Level of Completion Indicators         <div>  0%            20%            40%            60%            80%            100%            Over 100%         </div> </div>								
Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.						31/05/2017		

List of Accounts Due & Submitted to Committee ACCOUNTS FOR PAYMENT - MAY 2017				
EFT/ Cheque	Date	Name	Invoice Description	Amount
EFT9373	01/05/2017	NANNUP BRIDGE CAFE	CATERING SHIRE MEETING 23 MARCH 2017	350.00
EFT9374	01/05/2017	EDGE PLANNING & PROPERTY	PLANNING SERVICES 9-22 APRIL 2017	1499.30
EFT9375	01/05/2017	CG & LJ GRIFFIN	TULIP BULBS	5333.30
EFT9376	01/05/2017	ANNE-MARIE JEFFS	GROUNDS MAINTENANCE SES SHED	120.00
EFT9377	01/05/2017	CHUBB FIRE & SECURITY	REC CENTRE FIRE DETECTION SYSTEM 01/03/2017 - 31/03/2017	323.46
EFT9378	01/05/2017	TOLL IPEC ROAD EXPRESS PTY LTD	TULIP BULBS	225.20
EFT9379	01/05/2017	INSIGHT CCS PTY LTD	OVERCALL FEES FOR MARCH 2017	125.13
EFT9380	01/05/2017	JASON SIGNMAKERS	RURAL NUMBER PLATES	18.15
EFT9381	01/05/2017	K & C HARPER	TOWN HALL ABLUTION - REPLACE FLUSH RUBBER	210.21
EFT9382	01/05/2017	NANNUP HARDWARE	CEMETERY EXPENDITURE - POLY TUBING FOR DRAINAGE	1225.29
EFT9383	01/05/2017	NANNUP NEWSAGENCY	POSTAGE & STATIONERY	681.97
EFT9384	01/05/2017	NANNUP LIQUOR STORE	REFRESHMENTS	370.86
EFT9385	01/05/2017	SW PRECISION PRINT	STATIONERY - RATES NOTICES AND ENVELOPES FOR NEW RATING YEAR	2076.00
EFT9386	01/05/2017	SYNERGY	NANNUP BROOK ELECTRICITY EXPENSES	162.20
EFT9387	01/05/2017	STEWART & HEATON CLOTHING CO. PTY LTD	NANNUP BROOK UNIFORM EXPENSES	480.44
EFT9388	04/05/2017	B & B STREET SWEEPING PTY LTD	STREET SWEEPING NANNUP CBD AND GENERAL SWEEP	1716.00
EFT9389	04/05/2017	DEAN GUJA	ENVIRONMENTAL HEALTH OFFICER	2720.00
EFT9390	04/05/2017	BRANDINO PTY LTD	TRAIL MAP MODIFICATIONS	550.00
EFT9391	04/05/2017	JANE BUCKLAND	SHIRE CONTRIBUTION TOWARDS TUITION FEES FOR MASTER OF URBAN & REGIONAL PLANNING	1400.00
EFT9392	04/05/2017	LEWIS HORNE	NATIONAL YOUTH WEEK MANDALA ACTIVITY ARTISTIC FEES	1500.00
EFT9393	04/05/2017	ELLIOT WELSFORD	DRONE & VIDEO FOOTAGE NATIONAL YOUTH WEEK ACTIVITIES	250.00
EFT9394	04/05/2017	LEANNE WHITE	ASSISTANCE FOR NATIONAL YOUTH WEEK ART ACTIVITY	225.00
EFT9395	04/05/2017	M R GLASS	SCOTT RIVER VBFB SHED	445.00
EFT9396	04/05/2017	PETER CLARKE	REIMBURSEMENT OF EXPENSES	55.00
EFT9397	04/05/2017	BUNNINGS- BUSSELTON	INSECTICIDE	102.30
EFT9398	04/05/2017	BULLIVANTS	EQUIPMENT REPAIR PARTS	153.27
EFT9399	04/05/2017	NANNUP BROOK BUSH FIRE BRIGADE	EMERGENCY SERVICE ATTENDANCE MAKE SMOKING HISTORY RALLY	350.00
EFT9400	04/05/2017	NANNUP COMMUNITY RESOURCE CENTRE	DOUBLE ADVERT IN NANNUP TOWN MAP 2017/2018	585.00
EFT9401	04/05/2017	THE PAPER COMPANY OF AUSTRALIA PTY LTD	STATIONERY EXPENSES	115.50
EFT9402	04/05/2017	TRACIE BISHOP	REIMBURSEMENT OF EXPENSES	2612.61
EFT9403	08/05/2017	ROBERT LONGMORE	COUNCILLOR CLAIM	400.86
EFT9404	08/05/2017	NANNUP PHARMACY	FIRST AID SUPPLIES AND NEW FIRST AID BOX FULLY STOCKED	179.89
EFT9405	08/05/2017	COVS PARTS	VEHICLE BATTERIES	225.41
EFT9406	08/05/2017	PICKLE & O	CATERING	80.00
EFT9407	08/05/2017	LAVENDER ENTERPRISES	TRAFFIC MANAGEMENT FOR QUIT FOREST RALLY 2017	1200.00
EFT9408	08/05/2017	SCOPE BUSINESS IMAGING	PREVENTATIVE SERVICE PLAN	683.51
EFT9409	08/05/2017	OFFICEWORKS	STATIONERY EXPENSES	109.03
EFT9410	08/05/2017	STALEY FOOD & PACKAGING	PUBLIC CONVENIENCES EXPENSES	167.54
EFT9411	08/05/2017	NANNUP HOT BREAD SHOP	AFTERNOON TEA THURSDAY 27 APRIL 2017	88.00
EFT9412	08/05/2017	CLEANAWAY	CLEAR DOMESTIC WASTE BINS	6796.87
EFT9413	08/05/2017	PEMBERTON CAMP SCHOOL	BIKE HIRE FOR 12 PEOPLE FOR 1 HOUR	120.00
EFT9414	08/05/2017	ONE RUSTIC BLOOM	MEMORIAL WREATH FOR INTERNATIONAL FALLEN FIREFIGHTERS MEMORIAL DAY 2017	95.00
EFT9415	08/05/2017	ROADLINE REMOVAL	REMOVAL OF OBSOLETE MARKINGS ON MAIN STREET (ADAM ST - CROSS ST)	2999.70
EFT9416	08/05/2017	NANNUP ARTS COUNCIL INC.	APRIL SCHOOL HOLIDAY ACTIVITY	24.00
EFT9417	08/05/2017	ARROW BRONZE	CEMETERY EXPENDITURE - PLAQUE FOR GRAVE	317.07
EFT9418	08/05/2017	BOC LIMITED	GAS EXPENSES	65.93
EFT9419	08/05/2017	CARLOTTA BUSH FIRE BRIGADE	ATTENDANCE AT MAKE SMOKING HISTORY QUIT FOREST RALLY 2017	350.00
EFT9420	08/05/2017	LANDGATE	GVR VALUATIONS	68.56
EFT9421	08/05/2017	DARRADUP VOLUNTEER BUSH FIRE BRIGADE	ATTENDANCE AT MAKE SMOKING HISTORY QUIT FOREST RALLY 2017	350.00
EFT9422	08/05/2017	EAST NANNUP BUSH FIRE BRIGADE	ATTENDANCE AT MAKE SMOKING HISTORY QUIT FOREST RALLY	350.00
EFT9423	08/05/2017	TOLL IPEC ROAD EXPRESS PTY LTD	COMMUNITY MEETING ROOM SIGNS X2	23.52
EFT9424	08/05/2017	JASON SIGNMAKERS	SOUTHERN FORESTS HONEY SIGNS X2 & BRACKETS X4	298.10
EFT9425	08/05/2017	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS	586.16
EFT9426	08/05/2017	NORTH NANNUP VBFB	ATTENDANCE DURING MAKE SMOKING HISTORY QUIT FOREST RALLY 2017	350.00
EFT9427	08/05/2017	LOUISE STOKES	YOUTH MATERIALS	507.74
EFT9428	08/05/2017	WISEMAN SIGNS	PRE SPACED REFLECTIVE NUMBERS FOR RURAL NUMBERS.	422.40
EFT9429	11/05/2017	CIVIC LEGAL	LEGAL FEES	3964.45
EFT9430	11/05/2017	EDGE PLANNING & PROPERTY	PLANNING SERVICES	957.00
EFT9431	11/05/2017	NORTHAPAC	ROADSIDE MIRROR	174.88
EFT9432	11/05/2017	TOLL IPEC ROAD EXPRESS PTY LTD	SOUTHERN FORESTS HONEY SIGNS & BRACKETS - FREIGHT	20.98
EFT9433	11/05/2017	K & C HARPER	PLUMBING EXPENSES	818.18
EFT9434	11/05/2017	PRESTIGE PRODUCTS	CLEANING PRODUCTS	22.88
EFT9435	11/05/2017	SYNERGY	STREET LIGHTS	2497.40
EFT9436	11/05/2017	SOUTHWEST TYRE SERVICE	STRIP AND FIT TRUCK TYRE	1549.50
EFT9437	11/05/2017	SHIRE OF MANJIMUP	CONTRIBUTION TOWARD CLUB DEVELOPMENT OFFICER POSITION 2016/2017	4598.00
EFT9438	15/05/2017	GLOBE SIGN COMPANY	FLOOD TREE SIGNS	121.00
EFT9439	15/05/2017	PICKLE & O	CATERING 35 PEOPLE ECONOMIC DEVELOPMENT FORUM MON 8/5/17	525.00
EFT9440	15/05/2017	CITY & REGIONAL FUELS	FUEL EXPENSES	3977.23
EFT9441	15/05/2017	TRUE BLUE TURF	90 SQUARE METRES KENDA ROLL ON	898.92
EFT9442	15/05/2017	NANNUP MOUNTAIN BIKE CLUB	MILESTONE PAYMENT 1 AS PER MOU	3541.46
EFT9443	15/05/2017	LEANNE WHITE	TERM 2 RHYME TIME 10 SESSIONS	500.00
EFT9444	15/05/2017	LOMAX MEDIA	1 X 15 SECOND TV COMMERCIAL FOR VISIT NANNUP IN AUTUMN	2062.50
EFT9445	15/05/2017	ARROW BRONZE	CEMETERY EXPENDITURE - PLAQUE FOR GRAVE	233.47
EFT9446	15/05/2017	GEOGRAPHE SAWS & MOWERS	CHAINSAW FILES	118.00
EFT9447	15/05/2017	LANDGATE	RURAL UV GEN VALUATIONS	7780.40
EFT9448	15/05/2017	NANNUP NEWSAGENCY	STATIONERY	303.29
EFT9449	15/05/2017	FULTON HOGAN INDUSTRIES PTY LTD	MAIN STREET UPGRADE STAGE 2 LINE MARKING	825.00
EFT9450	15/05/2017	TOTAL EDEN	RETICULATION EXPENSES	203.15
EFT9451	15/05/2017	WORK CLOBBER	PROTECTIVE CLOTHING	70.00
EFT9452	19/05/2017	NORMAN STEER	COUNCILLOR CLAIM	715.00
EFT9453	19/05/2017	SARAH GREEN	MAKERSPACE REFUND FOR SARAH GREEN - CHANGE IN TERMS: NOW GOLD COIN DONATION NOT UP FRONT FEE OF \$50	50.00
EFT9454	19/05/2017	CITY & REGIONAL FUELS	FUEL EXPENSES	2626.80
EFT9455	19/05/2017	NANNUP SPORTS & RECREATION ASSOC (INC)	KIDSPORT VOUCHERS TRAPEZE	1570.00
EFT9456	19/05/2017	LGC TRAFFIC MANAGEMENT	TRAFFIC CONTROLLER	387.20
EFT9457	19/05/2017	REBECCA COTTON	PREPARATION & FACILITATE ECONOMIC DEVELOPMENT WORKSHOP	1080.00

List of Accounts Due & Submitted to Committee ACCOUNTS FOR PAYMENT - MAY 2017				
EFT/ Cheque	Date	Name	Invoice Description	Amount
EFT9458	19/05/2017	AUSTRALIAN TAXATION OFFICE	APRIL 2017 BAS PAYMENT	12271.60
EFT9459	19/05/2017	BUNNINGS- BUSSELTON	REPAIRS & MAINTENANCE SUPPLIES	745.35
EFT9460	19/05/2017	BUSSELTON PEST & WEED CONTROL	SHIRE OF NANNUP BRIDGES TERMITE INSPECTION & TREATMENT	1089.00
EFT9461	19/05/2017	LANDGATE	CONSULTANCY SERVICES - UV TO GRV PROPOSAL	1170.95
EFT9462	19/05/2017	TOLL IPEC ROAD EXPRESS PTY LTD	STATIONERY FREIGHT EXPENSES	62.53
EFT9463	19/05/2017	INSIGHT CCS PTY LTD	OVERCALLS FEES FOR APRIL 2017	120.12
EFT9464	19/05/2017	LGISWA	REFUND OF MONIES PAID TO US ON 21 DEC 2016; WENT TO SUNDRY INCOME	4105.10
EFT9465	23/05/2017	DEPARTMENT OF PARKS AND WILDLIFE	BRIDLE TRAILS CONSULTATION & PLANNING CAMPSITE ASSESSMENTS	17600.00
EFT9466	23/05/2017	T J DEPIAZZI & SONS	TULIP BULB PLANTING EXPENSES - SOIL ETC.	984.06
EFT9467	23/05/2017	DEPARTMENT OF AGRICULTURE & FOOD WA	QUARANTINE 3500 BULBS 2017	63.00
EFT9468	23/05/2017	CJD EQUIPMENT PTY. LTD.	JOYSTICK CONTROL	1397.62
EFT9469	23/05/2017	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	22.48
EFT9470	23/05/2017	K & C HARPER	REPAIR LEAKING TAP AT COMMUNITY HOUSE	92.73
EFT9471	23/05/2017	SYNERGY	CAR RECHARGER USAGE	64.40
EFT9472	23/05/2017	WORTHY CONTRACTING	NANNUP WASTE MANAGEMENT FACILITY APRIL 2017	10083.33
EFT9473	23/05/2017	WORK CLOBBER	WORK BOOTS FOR OUTDOOR STAFF MEMBER	140.00
EFT9474	30/05/2017	P & F MARTIN	REMOVE ABANDONED CAR FROM FORESHORE PARK & DELIVER TO DEPOT	88.00
EFT9475	30/05/2017	EDGE PLANNING & PROPERTY	PLANNING SERVICES	861.30
EFT9476	30/05/2017	COVS PARTS	OIL EXPENSES	37.03
EFT9477	30/05/2017	PICKLE & O	CATERING	242.00
EFT9478	30/05/2017	CITY & REGIONAL FUELS	FUEL EXPENSES	2393.82
EFT9479	30/05/2017	OFFICEWORKS	STATIONERY EXPENSES	114.07
EFT9480	30/05/2017	EXTERIA STREET & PARK OUTFITTERS	VASSE MODEL BENCH SEATS	2570.70
EFT9481	30/05/2017	THOMPSON SURVEYING CONSULTANTS	SPOTMARKING MAIN STREET READY FOR LINE MARKING	1969.00
EFT9482	30/05/2017	BUNNINGS- BUSSELTON	LITRE STORAGE CRATES	387.45
EFT9483	30/05/2017	LANDGATE	IDENTIFICATION OF LAND PARCELS BY TECHNICAL DESCRIPTION	48.60
EFT9484	30/05/2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL QUARTER 4	8313.40
EFT9485	30/05/2017	NANNUP LIQUOR STORE	REFRESHMENTS	65.97
EFT9486	30/05/2017	SYNERGY	SCOTT RIVER VBFB ELECTRICITY EXPENSES	43.45
EFT9487	30/05/2017	SUGAR MOUNTAIN ELECTRICAL SERVICES	TOOL TESTING DEPOT	1862.69
EFT9488	30/05/2017	TRACIE BISHOP	ACCOMMODATION, MEALS & PARKING AT CONFERENCE	439.98
				<b>\$ 154,481.90</b>
20171	01/05/2017	TELSTRA	NANNUP BROOK VBFB TELEPHONE	19.84
20173	08/05/2017	NANNUP CARAVAN PARK	PAYMENT OF OUTSTANDING ITEMS IDENTIFIED BY CARAVAN PARK LESSEES	852.21
20174	11/05/2017	WATER CORPORATION	REPAIR WATER MAIN AT 53 WARREN ROAD; DAMAGED DURING MAIN ST UPGRADE	3378.71
20175	19/05/2017	THE BIG ISSUE	12 MONTH RENEWAL OF SUBSCRIPTION	155.00
20176	19/05/2017	BUSSELTON HYDRAULIC SERVICES	HYDRAULIC HOSE	262.16
20177	19/05/2017	TELSTRA	NORTH NANNUP VBFB TELEPHONE	53.41
20178	23/05/2017	NANNUP DISTRICT HIGH SCHOOL	CATERING FOR DRUG EDUCATION PARENT SESSIONS FOR 2017	150.00
20179	23/05/2017	TELSTRA	DARRADUP VBFB TELEPHONE	23.77
20180	30/05/2017	BROADWATER PAGODA HOTEL	2 NIGHT ACCOMMODATION 24 & 25 MAY 2017 STEPHEN MOORE CONFERENCE	546.00
20181	30/05/2017	TELSTRA	NANNUP BROOK VBFB TELEPHONE	19.84
			<b>Total Municipal Account Cheque Payments:</b>	<b>\$ 5,460.94</b>
DD9840.1	10/05/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	8153.19
DD9840.2	10/05/2017	FIRST WRAP PLUS SUPERANNUATION FUND	Superannuation contributions	925.33
DD9840.3	10/05/2017	LIFETRACK SUPERANNUATION	Superannuation contributions	270.05
DD9840.4	10/05/2017	AUSTRALIAN SUPER	Superannuation contributions	455.54
DD9840.5	10/05/2017	HSTPLUS SUPER	Superannuation contributions	106.37
DD9840.6	10/05/2017	BONNIE LOCH SUPERANNUATION FUND	Superannuation contributions	135.66
DD9848.1	24/05/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	8144.66
DD9848.2	24/05/2017	FIRST WRAP PLUS SUPERANNUATION FUND	Superannuation contributions	925.33
DD9848.3	24/05/2017	LIFETRACK SUPERANNUATION	Superannuation contributions	270.05
DD9848.4	24/05/2017	AUSTRALIAN SUPER	Superannuation contributions	455.54
DD9848.5	24/05/2017	HSTPLUS SUPER	Superannuation contributions	176.42
DD9870.1	31/05/2017	CORPORATE CREDIT CARD - SHIRE OF NANNUP	CREDIT CARD TRANSACTIONS MAY 2017	3128.04
DD9870.2	31/05/2017	WESTNET	WESTNET MAY 2017	184.84
DD9870.3	31/05/2017	CALTEX AUSTRALIA	CALTEX MAY 2017	631.92
DD9870.4	31/05/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 MAY 2017	1666.06
DD9870.5	31/05/2017	TELSTRA	TELSTRA MAY 2017	1617.19
DD9870.6	31/05/2017	SGFLEET	SGFLEET MAY 2017	1058.06
DD9870.7	31/05/2017	BP AUSTRALIA	BP MAY 2017	396.19
			<b>Total Municipal Account Direct Debit Payments:</b>	<b>\$ 28,700.44</b>
			<b>Total Trust Account Payments:</b>	<b>\$ -</b>
			<b>TOTAL MUNICIPAL PAYMENTS FOR PERIOD</b>	<b>\$ 188,643.28</b>
			<b>TOTAL TRUST PAYMENTS FOR PERIOD</b>	<b>\$ -</b>
			<b>TOTAL PAYMENTS FOR PERIOD:</b>	<b>\$ 188,643.28</b>

SHIRE OF NANNUP			
CREDIT CARD TRANSACTIONS - MAY 2017			
Date	Supplier	Description	Amount
11-April-2017	ROADSIDE PRODUCTS	RURAL NUMBERING DONNELLY RIVER	1265.00
13-April-2017	NORM FLYNN SMASH REPAIRS	NP000	500.00
20-April-2017	LANDGATE	SURVEY COSTS	74.55
22-April-2017	NANNUP BRIDGE CAFÉ	STAFF DINNER	306.00
27-April-2017	MY PET WAREHOUSE	POUND EXPENSE	119.99
27-April-2017	NANNUP HOTEL	COUNCIL DINNER -APRIL MEETING	462.50
30-April-2017	ECONOMIC DEVELOPMENT AUSTRALIA	COMMUNITY DEVELOPMENT OFFICER MEMBERSHIP	400.00
		<i>Total Credit Card Purchase - Peter Clarke</i>	<i>\$ 3,128.04</i>