

MINUTES

Att 9.1

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 August 2017
in Council Chambers

CONFIRMATION OF MINUTES

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

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Cr A Dean

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Chair Norm Steer, Council Representative, declared the meeting open at 10.15am

Visitors:

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

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

Apologies

Bob Longmore – Council Representative

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

BISHOP/JONES

The Minutes of the Risk Management Advisory Committee held on the 23 May 2017 be confirmed as a true and correct record.

CARRIED 8/0

7. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

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 August 2017
ATTACHMENTS:	10.1.1 Site Checklists 10.1.2 Incident/Hazard Forms 10.1.3 Recreation Centre Inspection Report 10.1.4 Fire Evacuation Incident Form

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:

LGIS has reported that there were no fire extinguishers in the prescribed locations in the Recreation Centre building- Manager of Infrastructure to follow up as he believed there had been a recent review of all extinguishers throughout all shire controlled buildings.

Michael – Reported that the chemical storage shed at the Depot requires attention, possible rebuilding of structure.

It is recommended that the Depot hold their annual Emergency Fire Evacuation rehearsal prior to a monthly toolbox meeting to maximize attendance.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

JONES/BROUGH

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

CARRIED 7/0

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 August 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 August 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:

This meeting:

Community Expectations: Current: Likelihood 2, Impact 2

Reliance on External Funding: Current: Likelihood 3, Impact 4
Target: Likelihood 2, Impact 4

State Government Devolvment of Responsibilities:

Current: Likelihood 3, Impact 3

DBCA 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

Sustainability of the Shire: Current: Likelihood 2, Impact 4
Target: Likelihood 3, Impact 3

Workforce Capacity & Capability: Current: Likelihood 3, Impact 2
~~Current: Likelihood 3, Impact 3~~
~~Target: Likelihood 3, Impact 2~~

Economic Development: Current: Likelihood 3, Impact 3
Target: Likelihood 2, Impact 3

To be reviewed, with possible movement in scoring

Ineffective Governance:	Current:	Likelihood 2, Impact 3
Natural Disaster:	Current:	Likelihood 3, Impact 3
Cyber Security:	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/JONES

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 7/0

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

- (a) OFFICERS
- (b) ELECTED MEMBERS

12. GENERAL BUSINESS

Michael Merritt – Depot Representative; Depot staff sustained small injury whilst cutting plastic pipe with an angle grinder. Melted plastic contacted left index finger causing burn injury. Staff member not wearing any safety PPE at the time and it was identified the wrong tool for the job was being used. A basic

12.1 Review of OS&H Manual Policies

- 12.1.1 3.1 SoN OSH Organisational Chart
- 12.1.2 3.2 Osh Responsibility Procedure – no change
- 12.1.3 4.1 Safety Induction Program – no change, however new legislation will come in soon, will need to review again.
- 12.1.4 4.2 Training & Development
Review dates to be brought forward to identify training & development for budget purposes, possibly.
- 12.1.5 4.3 Volunteers
Louise to review – **bring to next meeting** with her comments and affect review items. Remove period review portion of procedure.
- 12.1.6 4.4 Induction for Volunteers
Louise to review – **bring to next meeting**
- 12.1.7 4.5.2 Osh Representative Election Form – no change.
- 12.1.8 4.5 OSH Representative Election Procedure
- 12.1.9 5.1 OSH Resolution Procedure
This Procedure should be on display, in both Admin and Depot offices. Suggested to be added to next toolbox agenda.
- 12.1.10 5.2 SoN Risk Management Committee Structure
Next Toolbox meeting Depot to elect another representative for the Depot, change of structure will be required.
- 12.1.11 5.3 Consultation & Communication Procedure- no change
- 12.1.12 5.3.1 Osh Reporting Requirements Procedure – no change
- 12.1.13 6.0 Records Management Policy – small change
- 12.1.14 6.1 Document Control Procedure for OSH Information –no change

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 November 2017 at 3pm

16. CLOSURE OF MEETING

Cr Steer declared the meeting closed at 11.22am

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					
Triggers. What could cause this risk to materialise?		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				
Consequence/Impact:		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**

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

Triggers. What could cause this risk to materialise?	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
Consequence/Impact:	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)

Mitigating Actions/Controls Already in Place:

Lobbying
Identification of available grants
Acquitting grants on time
Long Term Financial Planning

Further Mitigating Actions Required to Reach Target Risk Score:

Develop shared services and assets
Identify alternative income sources
Promote financial performance

Responsibility for Action:

SMT
MCS
MCS

Action by:

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						
	2						
	1						
		1	2	3	4	5	
Impact							

Triggers. What could cause this risk to materialise?	Legislation change State Budget constraints State policy changes, change of Government
Consequence/Impact:	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: **DBCA Land Management** - Inability to influence Department of Biodiversity Conservation & Attractions 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					
Triggers. What could cause this risk to materialise?		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				
Consequence/Impact:		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 DBCA managers
Lead by example – improve our own management of weeds
Implement Spray Program – manage quantities & types of chemicals

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					
		Triggers. What could cause this risk to materialise?		The state government could reorganise this tier of government to force local governments to amalgamate.		
		Consequence/Impact:		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		C				
	2						
	1						
		1	2	3	4	5	
	Impact						
		Triggers. What could cause this risk to materialise? Increase in statutory responsibilities without sufficient additional funding Inability to compete for experienced staff.					
		Consequence/Impact: 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					
		Triggers. What could cause this risk to materialise?		Fractured industry, financial constraints, resource constraints, lack of iconic feature, lack of sustainable employment		
		Consequence/Impact:		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:

Consider implementing contract management training & Risk Management with LGIS

Responsibility for Action:

CEO
MCS
MI

Action by:

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			C		
	2			T		
	1					
		1	2	3	4	5
	Impact					
Triggers. What could cause this risk to materialise?		Climate variation, natural disasters, funding constraints, resource constraints, Department of Biodiversity Conservation and Attractions land.				
Consequence/Impact:		Increase community and property exposures to disasters. Increased DBCA coverage of prescribed burns around South West				

C = Current Risk Score

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

Mitigating Actions/Controls Already in Place:

LEMC
SWEMA

Further Mitigating Actions Required to Reach Target Risk Score:

Review and update emergency management plans.

Responsibility for Action:

MI

Action by:

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

Insurance coverage

Further Mitigating Actions Required to Reach Target Risk Score:

Annual reviews of security in place

Monitoring of website

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
Financial	\$0 - \$25k	\$25k-\$50k	\$50k-\$100k	\$100k - \$500k	Over \$500k
Reputation	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.
Stakeholders	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
Customers	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.
Regulatory	Recommendations for improvement made.	Minor penalty incurred.	Legal action by regulator.	Service taken over temporarily.	Service taken over permanently.
Personal Injury	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
5	Very Likely	>90%	This week	Expected to occur in most circumstances
4	Probable	55% to 90%	This year	Some controls in place. Will probably occur in most circumstances
3	Possible	15% to 55%	Next year	Previous experience of event or similar event occurring
2	Remote	1% to 15%	Next year to five years	Not likely to occur in normal circumstances
1	Improbable	0% to 1%	Next ten years	Would only occur in exceptional circumstances. No previous occurrence.



Minutes

LOCAL TOURISM ORGANISATION STEERING GROUP 3.00PM, WEDNESDAY 23 AUGUST 2017 HOST: SHIRE OF BRIDGETOWN - GREENBUSHES

Meeting opened: 3.04pm

Attendance:

Stuart Hutchinson (Chair)
Heather Walford
Diane Ness
Leon Buckley
Wendy Eiby (also representing ASW)
Mark Hudson
Tracey Hodgkins
Christine King

Roger Purnell
Cr John Nicholas, SOGB
Cr Dean Bavich, SOM
Peter Clarke, SON
Tim Foley, DBCA
Mark Exeter, SWDC
Katie Drummond (Executive Officer)

Apologies:

Cr Wade DeCampo
Catrin Alsop, ASW
Josh Whitelands, WAITCO

Cr John Nicholas chaired the meeting until item 3.

1. Minutes of last meeting & matters arising

Amendment to item 13.b: Pemberton Gloucester Tree: A group in Pemberton are working with DBCA to revise the management of the Gloucester Tree.

With the above amendment, the minutes are confirmed as true and correct.

Moved: Di Ness

Seconded: Christine King

Carried

2. Consideration of Chair

Stuart Hutchinson was nominated for the position of chair by Wendy Eiby and seconded by Tracey Hodgkins. There were no other nominations and Stuart accepted the position.

Tracey Hodgkins nominated for the position of deputy chair and all were in agreeance for Tracey to take on the position.

Stuart Hutchinson commenced chair.

There was an around the room for everyone to introduced themselves to the group.

3. Financial report

There has been no change since the last meeting, the group has \$30,000 for the development the LTO.

4. Brand development

The name for the Local Tourism Organisation will be: 'Southern Forests and Valleys'.

Moved: Christine King

Seconded: Leon Buckley

Carried

Katie to register the business name, an ABN, purchase website domains and signing up to social media platforms.

The LTO Steering Group approve expenditure to register name and purchase domains.

Moved: Wendy Eiby

Seconded: Tracey Hodgkins

Carried

In the future, a branding exercise will need to be undertaken, a style guide completed and a logo developed.

5. Tourism stakeholders

The process of updating the tourism stakeholders is an ongoing process which will take time to be comprehensive.

Wendy highlighted that the Pemberton and Northcliffe Visitor Centre constitution doesn't allow for them to share members information.

Katie to investigate developing a website that we can direct stakeholders to where they can update their details. The people who register will then be send updates on the LTO progression.

6. LTO model

The LTO functions will be:

- Marketing
- Visitor Servicing
- Industry Development
- Product Development

The above functions will be prioritised into:

Stage one: Marketing
Visitor Servicing

Stage two: Industry Development
Product Development

Details of each function are as followed:

Marketing

The action or business of promoting and selling products or services, including market research and advertising.

Branding
<ul style="list-style-type: none">• Develop strong branding for the destination and apply across all digital and print communication mediums undertaken by the Southern Forests & Valleys Tourism Association.• Promote the brand in all marketing activity and encourage member and broader industry take-up of the brand.
Publications
<ul style="list-style-type: none">• Produce a destination Visitor Guide for the Southern Forests & Valleys region, an informational publication (towns, experiences, event etc.) with display advertising for members.• Investigate the production of a customised section of Australia South West's planner with destination wrapper and additional content pages.• Produce a destination map for entire Southern Forests & Valleys region where all members are given the opportunity to be included.• Produce product / experience / market specific brochures with member advertising: e.g. trails, culinary experiences, events, family activities etc.
Destination information
<ul style="list-style-type: none">• Collate and distribute destination images and suggested itineraries.• Update national information sites with general destination information, events calendar, member details etc. (Australian Tourism Data Warehouse, westernaustralia.com etc.)
Web and digital
<ul style="list-style-type: none">• Develop a website that is motivational, informational, user friendly and has a range of planning tools. It must be mobile friendly, has a booking facility, email marketing functionality, social media capability and able to support campaigns such as seasonal specials and themed promotions.• Website has search engine optimisation strategies in place, banner advertising, online activity is monitored and data reported. Site database is able to be managed in-house.• Investigate mobile phone app/s relevant to region e.g. theme based, industry based, location based etc.• Host bloggers related to appropriate destination themes and industry sectors.
Cooperative marketing
<ul style="list-style-type: none">• Members encouraged to participate in cooperative marketing: sector or campaign based, e.g. autumn campaign (intrastate leisure market), wedding venues and services (sectoral), events (daytrip and short breaks market).• Undertake joint consumer campaigns with Australia South West.• Develop sector specific visitation in conjunction with other organisations e.g. Southern Forests Food Council, Chamber of Commerce, Convention Bureau etc.• Provide advertising opportunities for members in publications and campaigns.
Familiarisations
<ul style="list-style-type: none">• Support industry and media familiarisations (famils) by others including Australia South West, Tourism WA, Australian Tourism Exchange famils program etc.• Instigate niche-specific industry and media famils.• Develop itineraries and themes for the famils.
PR strategy
<ul style="list-style-type: none">• Develop a media and PR strategy which includes regular stakeholder and industry communication and media releases.• Produce regular, targeted e-newsletters.
Trade shows
<ul style="list-style-type: none">• Provide destination information to Australia South West for representation at selected Trade shows in WA and interstate e.g. Australian Tourism Exchange, East Coast sales calls.• Collaborate with members and other organisation to organise joint trade stands.
Consumer shows
<ul style="list-style-type: none">• Attend selected Consumer shows to represent the destination e.g. WA Caravan and Camping Show.

Visitor Services

Providing visitors with information on the area's products, services and facilities. Can be achieved through websites, visitor information points, signage, interpretation, brochures, maps, websites, mobile device apps etc.

Information services
<ul style="list-style-type: none">• Provide efficient delivery of destination information to visitors.• Consider new technologies, trends in visitor behaviours and expectations, modes of delivery (digital, signage, interpretation, publications etc.) and associated costs.
Brochures
<ul style="list-style-type: none">• Provide opportunities for destination-wide distribution of member brochures and access to on-line brochures and listings.
Bookings
<ul style="list-style-type: none">• Provide an online booking service via a consolidated, destination-wide website.• Provide training and support to members to deliver live online booking capability.
Famils
<ul style="list-style-type: none">• Provide staff, volunteers and members involved with the provision of in-region visitor information with famils to key destination attractions and member product (accommodation, tours, events and services).
Management
<ul style="list-style-type: none">• Centralise all back of house functions: accounting, procurement, IT, marketing, HR systems, administrative functions etc.• Introduce multimedia platforms and develop a dynamic destination website, with booking facilities, to replace the 10 existing destination and Visitor Centre websites across the Southern Forests and Valleys region.• Include the use of touch screen technology introduced in select locations.• Co-locate Visitor Centres with other appropriate facilities throughout the region to share costs and benefits.

Industry Development

Identifying skill, knowledge and/or capacity needs in local operators and providing appropriate training and development to address gaps.

Training
<ul style="list-style-type: none">• Promote and facilitate training by others (Tourism Council WA, local Chambers, CRCs etc.).• Provide subsidies, if required, to enable appropriate industry training to be delivered in the Southern Forests & Valleys region.
Member famils
<ul style="list-style-type: none">• Run product famils of member properties for members to encouraging cross promotion, packaging and networking.• Run periodic member networking events e.g. a 'business after hours' format, hosted at member properties.
Industry famils
<ul style="list-style-type: none">• Compliment Australia South West and Tourism WA famils programs to the destination by providing in-destination hospitality, famils itinerary development support etc.
Communication
<ul style="list-style-type: none">• Provide a regular update to members including information on industry events, cooperative marketing opportunities, training and general industry news and information.• Distribute a regular email to members with details of markets, events, wildflowers etc. which can be promoted to visitors.
Advocacy
<ul style="list-style-type: none">• Advocate destination industry needs and participate in planning at the local, regional and state levels (with ASW, Tourism Council WA, South West Development Commission etc.).• Advise government on matters affecting tourism in the Southern Forests & Valleys region including infrastructure needs, land use, attractions, facilities etc.

Value of Tourism
<ul style="list-style-type: none"> Investigate the development of a 'Value of Tourism' strategy (PR / media campaign, open days for locals etc.) to encourage local product / experience awareness and advocacy for tourism.
Research
<ul style="list-style-type: none"> Undertake periodic surveying of in-destination visitors to obtain demographic information, spend patterns and feedback on the destination experience. Collect and distribute available industry data to members such as Tourism Research Australia and ASW data, in-destination visitor surveys, visitor trends, destination web site analytics etc.

Product Development

Develop and improve products and experiences to continually improve the visitor experience of the Southern Forests & Valleys region.

Packaging
<ul style="list-style-type: none"> Develop itineraries and packages relevant to consumer markets. Develop itineraries and packages in consultation with members and stakeholders. Develop itineraries and packages in consultation with industry partners (Australia South West, Tourism WA, WA Indigenous Tourism Operators Council etc.)
Niche products and services
<ul style="list-style-type: none"> Work cooperatively with other sectors including retail, agriculture and education to develop tourism products e.g. Southern Forests Food Group collaboration.
Event support
<ul style="list-style-type: none"> Provide marketing advice and advertising packages to support strategic destination events.

The LTO Steering Group are in agreeance with the model and functions of the Southern Forests and Valleys LTO.

Moved: Diane Ness
Seconded: Tracey Hodgkins **Carried**

In the future, the structure of the LTO will need to be investigated. Katie to gather examples from other regions and from overseas.

7. Visitor Services

As detailed in item 6, the visitor services model selected was a hybrid model which will:

- Provide efficient delivery of destination information to visitors.***
- Centralise all back of house functions: accounting, procurement, IT, marketing, HR systems, administrative functions etc.***
- Introduce multimedia platforms and develop a dynamic destination website, with booking facilities, to replace the 10 existing destination and Visitor Centre websites across the Southern Forests and Valley's region.***
- Include the use of touch screen technology introduced in select locations.***
- Co-locate Visitor Centres with other appropriate facilities throughout the region to share costs and benefits.***

Moved: Mark Hudson
Seconded: Tracey Hodgkins **Carried**

The aim is to get people to stay longer and spend more. We need to offer visitor information at places people already go and there needs to be cross promotion between business and attractions.

Co-location options may include CRC's, the new South West Energy Experience and established tourism attractions. Katie to investigate co-location models and circulate to group.

8. General Business

a) Circulate details of all members

All in agreeance for Katie to share everyone's contact details with the group.

b) SFFC Forests, Food & Farm Tour

The group has been invited to have a representative on the inaugural tour on Saturday 2nd & Sunday 3rd September to critique and provide feedback. Stuart will attend on Saturday and Wendy will attend on Sunday.

c) Jasper Jones Competition winners

During the launch of the Jasper Jones movie Tourism WA ran a national competition for a week's holiday in the region. The four winners, from SA, will be staying in Pemberton from the 26th – 31st August and will visit numerous tourism attractions in the region. There will be good social media coverage and regional promotion by Tourism WA and ASW during this time.

9. Date of next meetings

a) 20th September, 3pm, Shire of Nannup.

Meet at the Shire of Nannup office at 2.30pm to go for a walk to the visitor information shop before the meeting at 3pm.

Meeting closed: 4.40pm



Att 9.3

**WESTERN AUSTRALIAN
LOCAL GOVERNMENT ASSOCIATION
SOUTH WEST ZONE**

MINUTES

DATE Friday 25 August 2017

COMMENCING AT 9.00 am

VENUE City of Busselton
Busselton Council Chambers
2 Southern Drive Busselton

PROGRAM	9.00 am	Opening
	9.05 am	Business as per agenda
	10.00 am	Morning Tea
	10.15 am	Meeting resumes
	11.30 am	Meeting concludes & Tour commences
	12.30 pm	Lunch

AGENDA FORMAT

The agenda is sent in two parts. The first, being the Zone Agenda, the second the State Council Agenda in PDF format. The State Council Agenda was emailed separately to members

E R Fisher
Executive Officer

Distribution Lists (by Email to the following addressees)

M Archer G Henley C Frewing T King	D Blurton W Sanford	M Osborne M Steck	A Campbell	Capel (Info) Paul Sheedy M Scott
Cathy Lee M Bennett	P Clarke T Dean	T Clynych T Pratico	G Evershed I Earl	A Lamb G Aird
M Parker Debbie Brown	B Rose	M Degebrodt (WALGA)	Vern McKay (Audit)	

Please advise EO of any changes required

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1. Opening

1.1 The Zone President opened the meeting at 9.00 am and welcomed all present.

2. Attendance & Apologies

The following attendance and apologies are recorded:

Local Government	Delegate		CEO	
Shire of Augusta – Margaret River	Cr I Earl Cr K Kennaugh	Apology Present	Mr. G Evershed Ms. A Riorden	Apology Present
Shire of Boyup Brook	Cr G Aird	Present	Mr. A Lamb	Present
Shire of Bridgetown-Greenbushes	Cr T Pratico	Apology	Mr. T Clynych	Apology
City of Bunbury	Cr M Steck	Present	Mr. M Osborne	Present
City of Busselton	Cr G Henley	Present	Mr. C Frewing	Present
Shire of Capel	Cr M Scott	Present	Mr. P Sheedy Mr. J Dick	Apology Present
Shire of Collie	Cr W Sanford	Present	Mr. D Blurton	Apology
Shire of Dardanup	Cr M Bennett	Present	Mr. M Chester	Present
Shire of Donnybrook-Balingup	Cr A Logiudici	Present	Mr. B Rose	Present
Shire of Harvey	Cr T Jackson	Present	Mr. M Parker	Present
Shire of Manjimup	Cr P Omedei	Present	Mr. A Campbell	Present
Shire of Nannup	Cr T Dean	Present	Mr P Clarke	Present
Executive Officer			Mr. E Fisher	Present

3. Visitors:

WALGA:

Mr. James McGovern, Manager Governance and
Ms. Nicole Matthews, manager Environmental Policy

Other Guests

Ms. S Siekierka Manager Local Government Legislation

Departmental Update

A copy of the update and details of funding programs will be circulated separately.

4. Presentations:

4.1 Host Council Presentation

Host shires are invited to provide a 15-20 minute presentation on current events affecting their local government area or to arrange an inspection of new or significant facilities of interest to members.

The Mayor made a presentation on behalf of the city outlining key developments, statistical information and future developments.

The City of Busselton conducted a bus tour at the conclusion of the business session including a tour of the new offices and a visit to major foreshore projects and the regional airport.

5. Confirmation of Previous Minutes

Corrections –

Moved	Mayor G Henley	Seconded	Cr. T Jackson	Carried
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MOTION:

The minutes of the meeting held at the Shire of Nannup on 23rd June 2017 be confirmed as a true and correct record of the meeting

6. Business Arising

6.1 Further to a resolution at the last meeting to write a letter of appreciation to Mr. S Hicks Chairman of SWDC a response was received as shown below.

6.3 A letter of appreciation was also sent to former Councilor M Giles of Boyup Brook.

6.4 As requested a copy of the WALGA Internal Investment policy has been provided and is attached at the end of the Agenda

Stuart Hicks

28 July 2017

Eliot Fisher ESM OAM JP
Executive Officer
South West Zone
WA Local Government Association
c/- 9 Lisa Road
Australind WA 6233

Dear Mr Fisher

Appreciation

My terms as Chair of the South West Development Commission have been happy and fruitful, and this has been in large measure due to the support, energy and collaboration of the twelve Local Governments in the South West region.

I am grateful for Zone Council's recent kind message upon my retirement. I am pleased to convey best personal wishes and warm thanks to the President and Delegates of the South West Zone Council of WALGA.

I wish them continued success in their endeavours on behalf of the great people of the South West.

Yours Sincerely



Stuart Hicks AO

7 Reports

7.1 Report by State Council Delegate

7.2 Annual Program of Topics for Discussion by Councils

Members are invited to suggest topics on which they would like to hear presentations.

This will enable the Executive Officer to arrange suitable speakers well in advance.

Location	Meeting Date	Suggested Topics
Shire of Donnybrook-Balingup	Friday 24 th November	Mr. Eric Lumsden and WAPC members will attend Presentation b Ms. R Brown of WALGA on Incorporation of waste management into emergency event planning and recovery
TBA	February	Invite Minister for Tourism and DG Department of Tourism to attend.

7.4 State President's Report August 2017

Local Government Week Convention

The Convention is arguably the most significant event that we undertake in any year and "Convention 2017" was a great success, with more than 600 delegates and 250 Local Government Officers in attendance along with 106 trade exhibitors who populated the display space.

Staff conducted a "Members First" survey in the foyer areas in between sessions and captured some valuable information, which is currently being collated.

Initial assessments of the Convention indicate that the sessions and speakers were both popular and relevant, although a more detailed review will be undertaken by the organising committee prior to the commencement of planning for 2018.

I encourage all those who attended to give us your constructive feedback, speaker and session and suggestions for next year so that we can continue to improve the Convention.

Partnership Agreement Signed!

The State Government has kept to its election promise and signed a new State / Local Government Partnership Agreement. Premier Mark McGowan, Minister David Templeman, WALGA President Lynne Craigie and LG Professionals (WA) President

Jonathon Throssell all put their signatures to the formal document at the opening session of this year's AGM.

Central to the Agreement is an indicative consultation framework which specifies that, where appropriate and practicable, consultation should be for:

- 12 weeks — for proposals that will have a significant impact on Local Government responsibilities or operations. Examples include:
 - New legislation and amendments to existing legislation that will impact Local Government; and
 - Proposals and policy decisions that will have an impact on Local Government expenditure.
- 8 weeks — for proposals to amend regulations or other compliance requirements that will have an impact on Local Government's responsibilities or operations. Examples include:
 - Regulatory change that will affect Local Governments — for example, regulations relating to the *Local Government Act 1995*, *Planning and Development Act 2005*, *Public Health Act 2016*, etc.
- 4 weeks — for proposals relating to changes in operating procedure or practice which will have a limited impact. Examples include:
 - Changes to operating guidelines; and
 - Circulars or policies clarifying or codifying existing responsibilities or arrangements.

Copies of the Agreement will be distributed to all Local Governments, Members of Parliament and Government Departments and Agencies.

Local Government Act Review Process

During August and September 2017, WALGA staff are attending Zone and Regional Group meetings on the Local Government Act Review. Local Governments can choose to contribute in conjunction with a Zone/Regional Group meeting, separately by lodging a Council endorsed submission, or both.

The final collated feedback will be prepared as a State Council Agenda Item for Zone consideration during the November/December 2017 round of Zone meetings. State Council will ultimately determine its position at its meeting of 6 December 2017.

Council endorsed submissions responding to the WALGA Discussion Paper distributed in July should be forwarded to WALGA's Governance & Organisational Services Team by Friday 20th October 2017.

Rates – Exploration Companies

Efforts continue to be made to find a solution to the problem of unpaid rates by some mining exploration companies.

Following unsuccessful advocacy to the previous government for changes to the procedure for the renewal of exploration licences to require the payment of outstanding rates, the issue was raised with the new government through new Minister for Mines

and Petroleum; Commerce and Industrial Relations; Electoral Affairs; Asian engagement, the Hon. Bill Johnston MLA.

The Minister has advised that he is unable to require the payment of Local Government Rates as a condition of licence renewal, and in doing so, cautions that Local Governments should consider the burden being placed on exploration activity by unsustainable increases in rates. In response, WALGA will be reminding the Minister of the sector's cognisance of the economic conditions in WA, particularly as these are largely the result of the actions of other spheres of government, and seek his commitment to working with the sector to develop a workable solution.

We will continue to pursue this issue for Local Governments and will look to list it for discussion under the terms of the new Partnership Agreement.

Risk Register

A parliamentary question by Opposition Local Government spokesperson Tony Krsticevic has again drawn attention to the existence of an internal "Risk Register" being maintained by the Department of Local Government, Sport and Cultural Industries. The Register first came to public attention when given as evidence in the Dowerin and Exmouth Inquiries.

Since the change of Government both WALGA and LG Professionals have been asking for details of the Local Governments identified in the Register, together with information on the assessment criteria used to determine their level of risk. The Department has agreed to this and provided the relevant details, so that we can offer assistance to the Local Governments concerned.

The Department is also forming a reference group with both WALGA and LG Professionals to review and update the risk criteria.

2018-19 State Budget Submission

Each year, WALGA prepares a submission to the State Government outlining the sectors' priorities for the upcoming budget.

WALGA's 2018-19 State Budget Submission takes a different approach to previous years in light of the state's financial position. Rather than seeking extensive funding for new programs, the submission focuses on ensuring that the sector is not worse off and that key sources of funding for the sector are maintained.

WALGA consulted with local Governments, Zones and State Councillors over recent months seeking support for this approach, and to identify the key programs and areas of funding that are critical to the sector in terms of funding retention. The submission reflects these consultations and the input received.

Once endorsed we will begin a process of advocacy to key decision makers based on the submission, an important component of which will be asking Local Governments to

“localise” the submission by advocating local examples of the funding needs expressed within it to local MPs and key local and regional agency staff.

PRESIDENT’S CONTACTS

During the July - September period, contacts that have occurred or are scheduled to take place prior to the September State Council meeting are as follows:

State Government Relations:

- Hon. Michelle Roberts MLA, Minister for Police; Road Safety
- Hon. Mia Jane Davies MLA, Leader of the National Party of Australia (WA)
- Hon. Rita Saffioti MLA, Minister for Transport; Planning; Lands

Local Government Relations

- Visit City of Gosnells, Mayor Olwen Searle, CEO Ian Cowie
- Post NGA Board Meeting Teleconference
- 2017 Local Government Convention
- Mayor & Presidents Forum
- State & Local Government Forum

Conferences / Workshops / Public Relations

- Joint Standing Committee on the NBN
- Kimberley Zone Panel Discussion
- Kimberley Regional Group Dinner
- Regional Road Group Chairs Meeting Breakfast
- RAC’s President Leadership Dinner

Zone Meetings

- Great Southern Country Zone

8. State Council Agenda

The State Council Agenda numbers and page numbers have been retained for easy reference.

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MOVED

THAT *the recommendations in the State Council Agenda be endorsed excluding the item shown below.*

Moved	Mayor G Henley	Seconded	Cr M Bennett	Carried
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Excluded Items

5.7 Informed User Choice into Human Services: Reforms to Human Services (City of Busselton)

MOTION

That the WALGA submission be supported and that WALGA give consideration to including comment in their submission relating to the declining rate revenue caused by the practice of the Housing Authority “contracting out” management of its properties to rate exempt charitable Community Housing organisations.

Moved	Mayor G Henley	Seconded	Cr M Bennett	Carried
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The Productivity Commission released an inquiry in May 2017 into Human Services on Introducing Competition and Informed User Choice into Human Services: Reforms to Human Services. WALGA prepared a submission and provided comment at a public hearing on 31 July 2017 on the areas of interface with Local Government and WALGA’s interim submission, which was endorsed by the Executive Committee on an interim basis prior to submission, supports the intent of the Inquiry recommendations to be smarter in the design and delivery of human services.

WALGA Recommendation: That the interim submission to the Productivity Commission Inquiry on Introducing Competition and Informed User Choice into Human Services – Reforms to Human Services, be endorsed.

Comment:

WALGA has prepared a submission on a wide range of issues in relation to provision of human services that Local Governments are involved in throughout Western Australia. In relation to the specific area of ‘Social Housing’ (Page 4 of the submission), there is no mention of the State Housing Authority (Homeswest) continued push transfer management of housing assets to “Community Housing Associations”. These associations are often declared “Charitable” and as a consequence obtain rate exemptions from Local Governments. This has the effect of making other Ratepayers foot the bill. Whilst it is known that WALGA is aware of the impact of this has on Local Government, it is considered that this subject should at least be mentioned in the submission.

9. Zone Agenda Item submitted by WALGA

Mr J McGovern provided a presentation on the topic

9.1 Local Government Act Review (WALGA)

The Minister for Local Government has announced a review of the Local Government Act and Regulations. The process will be in two (2) stages.

The Minister's office has advised that there may be some flexibility as to what issues are to be considered in stage 1 or stage 2. Based on this the Association will consult the sector on all potential Act amendment issues this year.

The Minister has advised of the following issues that he is tabling for consideration:

Phase 1- Modernising Local Government (2017 consultation, 2018 legislation tabled)

- Improving behaviour and relationships
- Making information available online
- Restoring public confidence
- Regional Subsidiaries
- Reducing red tape

Phase 2: 'Services for the community' (2018 consultation, 2019 legislation tabled)

- Increasing Participation in Local Government Elections
- Strengthening public confidence in local government elections
- Increasing community participation
- Enabling Local Government Enterprises
- Improving financial management
- Reducing red tape

Sector Principles

Key foundations of the Act, which the sector would like considered, relate to the retention of the 'general competence' principle and consideration of a size and scale compliance regime. The Act review will incorporate regulatory amendments.

Discussion Paper

WALGA has produced a Discussion paper (attached) that is structured around each section of the Act.

This Discussion Paper draws on a number of resources upon which WALGA's proposals for Act amendment are based. These resources represent long-standing positions on Act amendments that were developed by the Sector and Sector representatives.

All positions are up for review as part of this process. In addition we welcome any other item to be brought forward

Submission of Feedback

During August and September 2017, WALGA will hold Zone and Regional Group forums on the Local Government Act Review. Local Governments can choose to contribute in conjunction with a Zone/Regional Group meeting, separately by lodging a Council endorsed submission, or both.

The final collated feedback will be prepared as a State Council Agenda Item for Zone consideration during the November/December 2017 round of Zone meetings. State Council will ultimately determine its position at its meeting of 6 December 2017.

Council endorsed submission on the issues raised in this Discussion Paper, as well as any other relevant matters, can be forwarded to WALGA by Friday 20th October 2017.

For Discussion

As you are aware WALGA is conducting a consultation process on the Local Government Act review. It would be appreciated if you could allow 20 minutes on your agenda for a WALGA Governance & Organisational Services officer to provide an overview of the Act review process. The above could be included in your agenda:

10 Zone Status Report for August

Zone	Agenda Item	Zone Resolution	WALGA Response	Up-date	WALGA Contact
Sth West C	2017 June 23 State Council Agenda Item 5.6 Productivity Commission Inquiry into Horizontal Fiscal Equalisation	"That WALGA be requested to review its draft submission with a view to focusing on the existing methods of calculation of the GST as a matter of urgency rather than focusing on increasing the level of tax collected."	The submission canvasses both the scope and amount of the GST. STATE COUNCIL RESOLUTION JULY 2017 That State Council endorse WALGA's submission to the Productivity Commission Inquiry into Horizontal Fiscal Equalisation in Australia with an amendment to remove the reference to the loss of the vehicle licensing concessions.	August 2017	Dana Mason Policy Manager Economics Dmason@walga.asn.au 9213 2096
Sth West C	2017 June 23 State Council Agenda Item 5.3 Single Use Plastic Bag Ban	The SW Zone reiterates position: That the South West Zone of WALGA advise the WA Local Government Association that it supports the principle of a ban on one use plastic bags, thin (supermarket) shopping bags, on the basis that a considered State-wide or National implementation and consultation plan is developed which covers issues such as community education, environmental alternatives and an equitable transition period.	WALGA appreciates the Zone raising the issue of community engagement and the recommendation from the Zone has been incorporated into the State Council resolution. STATE COUNCIL RESOLUTION JULY 2017 That WALGA: 1. Advocate for <u>the State Government to introduce</u> a state wide ban of single use plastic bags. 2. <u>Ensure any state wide ban is supported by community education, environmental alternatives and an equitable transition period.</u> 3. <u>Refer the matter of biodegradable products to the Municipal Waste Advisory Council for investigation and determination.</u> 4. <u>Note that while a state-wide approach is preferred some Local Governments are progressing Local Laws and WALGA has a role supporting these Local Governments to ensure consistency of approach.</u>	August 2017	Rebecca Brown Manager Waste & Recycling 9213 2063 rbrown@walga.asn.au

<p>Sth West C</p>	<p>2017 June 23 State Council Agenda Item 5.5 Coordinated Corella Project</p>	<p>The item be amended by the addition of a further point 3.</p> <p>2. That DBCA provide adequate funding to support the project, as that is a wildlife control issue</p>	<p>WALGA organised a meeting at the City of Bunbury to discuss introduced corella management in the South West with the Shire of Dardanup, Shire of Capel, Shire of Harvey, City of Bunbury, City of Busselton and Shire of Donnybrook-Balingup. This meeting was also attended by the Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Primary Industries and Regional Development. Following this meeting, WALGA has written to the Director General of DBCA to request additional and dedicated funding for corella control in the South West Region.</p> <p>Following State Council endorsement, WALGA has requested and invoiced all metropolitan Local Governments \$5000 as a contribution to the control program. The control program is expected to commence in late October is currently being designed with control sites and contractors being investigated. WALGA will test the market by running a tender process for the provision of corella services in the metropolitan area. This recognises the likely increased scope and value of the work to be undertaken.</p> <p>The resolution from the South West Country Zone was considered and incorporated in the State Council resolution as follows</p> <p>STATE COUNCIL RESOLUTION JULY 2017</p> <p>That State Council</p> <ol style="list-style-type: none"> 1. Note the outcomes of the Coordinated Corella Control pilot program. 2. Endorse WALGA's proposed approach to the continuation and expansion of the Program in 2017/18. 3. Seek to have the program expanded to the whole of the State, including the provision of 	<p>August 2017</p>	<p>Michelle Hofmeester Environment Policy Officer mhofmeester@walga.asn.au 9213 2027</p>
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			adequate resources.		
Sth West C	2017 June 23 Zone Agenda Item x.x 2018-19 State Budget Submission	THAT: <i>The key priorities as identified by WALGA as the proposed priorities for WALGA's 2018-19 State Budget Submission be endorsed.</i>	WALGA's draft 2018-19 State Budget Submission has been prepared based on these priorities, and will be provided to State Council for endorsement at the September meeting.	August 2017	Dana Mason Policy Manager Economics Dmason@walga.asn.au 9213 2096
Sth West C	2016 November 25 Zone Agenda Item 10.4 Shire of Collie Submission – Charitable Rating Status	That WALGA; 1. Express concern to the Department of Housing regarding the proliferation of organisations (quite often managing properties on behalf of the Housing Authority) claiming charitable status and seeking to avoid paying rates. This has and will lead to a diminishing unsustainable rate base for local governments and urgent attention is required to address this matter, 2. Seek agreement from the Department of Housing that the outsourcing of the management of public housing to not for profit organisations will not adversely impact on Councils rating income.	A review of the charitable land use rate exemption provisions under Section 6.26(2) (g) of the Local Government Act is a long-standing advocacy position of the Association. WALGA calculates the loss in revenue due to the exemption is over \$17m per year. State Government's outsourcing of Department of Housing stock to be registered not for profit organisations that manage the community housing program will be included in the advocacy for a review of this provision continues. Has been included in the Association's Local Government Act Review proposals.	August 2017	James McGovern Manager Governance 9213 2093 jmcgovern@walga.asn.au
Sth West C	2016 August 26 Zone Agenda Item 7.6 Withdrawal	That WALGA make representation to the Department of Local Government and Communities and strongly oppose the Department of Local Government and Communities (DLGC) plans to	WALGA has continued to raise the issue with the Department including the President's column in the West Australian on 11 October 2017. The issue has been raised with the Minister's chief of staff and at a number of forums, however	June 2017	Joanne Burges Executive Manager, Planning and Community Development jburges@walga.asn.au mailto:wcarter@walga.asn.au

	of DLGC Owned Buildings – Shire of Collie	withdrawal its support for childcare services and ownership of related assets on the ground of cost shifting to affected local governments and community organisations.	<p>the State Government has been resolute in their position.</p> <p>WALGA has met with Linkwest to discuss their role with assisting centres in the transition.</p> <p>With the McGowan Labor Government now fully implemented, the Association will raise this issue with both the Minister for Local Government, David Templeman and the Minister for Community Services, Simone McGurk.</p> <p>The Department of Local Government and Communities has developed a new Supporting Communities Program to replace the existing Community and Neighbourhood Development Services, Individual and Family Support and Youth Support Services Programs. The program consists of two streams – a Stronger Communities sub-program and an Individual and Family Services sub-program. The Department invited service providers and key stakeholders to attend workshops to learn more about the proposed program and provide their input.</p> <p>The workshops were held on the afternoon of Friday, 2 June and Tuesday, 13 June 2017. The first workshop on 2 June was restricted to services funded under the current programs and local governments that currently provide them with accommodation. The second workshop was open to all interested organisations and Local Governments.</p> <p>WALGA President Cr Lynne Craigie and Executive staff met with Hon Simone McGurk MLA, Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services on Wednesday 3 May 2017. WALGA raised the concerns of members with regard to recent withdrawals of funding for family centres. The Minister advised</p>	August 2017	9213 2018
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			<p>that Child Care Centres (where vested in Government) will be vested to organisations on conditional leases and that a new Fund Supporting Communities Program has been established to replace the existing Community and Neighbourhood Development Services, Individual and Family Support and Youth Support Services Programs. Valued at \$9.4 million the program will consist of two streams – a Stronger Communities sub-program and an Individual and Family Services sub-program.</p> <p>A discussion paper was released providing an overview of the program and feedback was sought until 14 July 2014 via the Tenders WA website. Organisations were encouraged to register with Tenders WA to receive further updates on the consultation process and for the development of the Request for Tender. If you require any assistance, please email tenderswa@finance.wa.gov.au</p> <p>The Tender process is expected to open in September 2017. Further information can be obtained by emailing supportingcommunities@dlgc.wa.gov.au</p>		
Sth West C	2016 April 22 Zone Agenda Item 11.3 Review of Biosecurity and Agriculture Management Act	That WALGA be requested to seek an amendment to the Biosecurity and Agriculture Management Act to remove the exclusion on Government agencies and the Public Transport Authority currently not bound by legislation to ensure reserves in urban areas comply with “managed bushland” category. Furthermore a complete review of the act be undertaken.	WALGA staff are continuing discussions with staff from the new Department of Primary Industries and Regional Development (DPIRD). It is understood the Biosecurity Council is currently also conducting a review into the Policy Framework.	August 2017	Mark Batty Executive Manager Environment and Waste 9213 2078 mbatty@walga.asn.au

11. Discussion Forum

Items submitted by Councils for discussion

Cat Act 2011 Review– (Shire of Capel)

MOTION

THAT WALGA be requested to lobby the State Government to seek amendments to the Cat Act 2011 to make it an offence under the Cat Act 2011 to have an uncontrolled, untethered cat in a public place and to provide the power for local governments to designate certain public places where cats are prohibited.

Moved	Cr M Scott	Seconded	Cr M Bennett	Carried
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BACKGROUND

The *Local Government Act 1995* (the Act) empowers Council to make local laws. These pieces of delegated legislation allow a local government to control and regulate activities within district boundaries to ensure good governance over matters of municipal concern. Additional legislation such as the *Cat Act 2011*, *Dog Act 1976* and *Cemeteries Act 1986* provide specific powers that allow Council to regulate particular issues.

The gazettal of the Cat Act in 2011 (the Act) heralded a significant change in the way in which local governments could manage cats.

One of the more problematic limitations of the *Cat Act 2011* is that, unlike the *Dog Act 1976*, it does not make it an offence for an animal to be at large in a public place. Many cat owners choose not to confine their pets to their property, and this is a common cause of community disharmony.

Dogs

In summary, it is an offence under the Dog Act 1976 to have an uncontrolled, untethered dog in a public place. There are exceptions to this, and local governments are allowed to specify some areas as exercise areas, however in general, the Dog Act empowers local government to prevent dogs roaming the streets.

Cats

There are no clauses in the Cat Act 2011 that require cats to be controlled or tethered in public places. Until now, local governments have relied on clauses in Local Laws to manage cats in public places. These clauses however, were disallowed (see attached correspondence) in November 2014 by the Joint Standing Committee on Delegated Legislation on the grounds that they were inconsistent with the Cat Act.

COMMENT

A number of local governments, including the Shires of Capel, Dardanup, Donnybrook-Balingup; and the City of Busselton attempted to address the issue of roaming cats by making local laws that contained clauses requiring cats to be confined to their keeper's premises. The Joint Standing Committee on Delegated Legislation (JSCDL) found however that inclusion of such clauses in a cat local law was inconsistent with the *Cat Act 2011*, and disallowed the clauses.

Although it is not possible under the Act to make it an offence for a cat to roam in a public place, the Act does allow local governments to make it an offence for a cat to cause a nuisance, or be in a prohibited place. Using nuisance clauses and identifying places where cats are prohibited appeared to be the only possible way to manage the behaviour of cats that are permitted to roam freely away from their owner's premises.

The Shire of Chittering attempted to insert a generic clause in their cat local law making it an offence for a cat to be in a prohibited place. Chittering was required by the JSCDL to either remove the clause or identify and individually list every individual prohibited location, and they chose to remove the clause.

With this in mind, the first draft of the proposed *Shire of Capel Cats Local Law 2017* identified all Shire of Capel Reserves as places prohibited to cats, and made it an offence for a cat to be in a prohibited place.

Advice from the Department of Local Government and Communities (DLGC) however suggested that no local government had yet succeeding in convincing the JSCDL to allow clauses that had the ultimate effect of prohibiting cats from roaming in public places. The DLGC noted that if the Shire kept the clause and the list of prohibited places (Reserves), Council could expect the JSCDL to ask for a justification of whether the clause is necessary or contemplated under the *Cat Act 2011*. It was decided to remove the clause.

Effectively we now have a situation where the State Government and JSCDL are saying that if an owner takes their dog outside of their property into a public place it has to be on a lead at all times (excluding dog exercise areas) and if it attacks a person or other animal the owner is in trouble. However it is okay for an owner to take their cat outside of their property, it does not have to be on a lead, it can do what it likes, including annoying other people, attacking other cats or animals and destroying the native wildlife in reserve areas and it is not an offense and the hands of local government Rangers are tied.

Finally, given the lack of direction and power in the current Cat Act 2011 if a local government officer apprehends a cat in a public place (park, reserve etc.) and its microchip (assuming it has one) reveals the owner's details the local government office is required to return the animal to the owner, with no penalty, because to impound the cat is questionable as it has not committed any offence.

This situation is ridiculous and it needs to be rectified to allow local governments in this state to adequately respond to the ongoing concerns of their local communities.

11.2 ESL FUNDING–DFES OPERATIONS (Shire of Capel)

MOTION

That WALGA be requested to lobby the State Government for:

- 1. A maximum contribution of 70% from the ESL to fund the administrative operations of DFES, with the other 30% coming from state government general revenue; and***
- 2. The Office of Emergency Management to take over the role of advising Treasury how ESL funds should be distributed.***

Moved	Cr M Scott	Seconded	Cr A Logudice	Carried
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BACKGROUND

The Waroona - Yarloop Bushfire inquiry held in 2016 raised concerns that the ESL funding was being used to supplement the administrative costs of the Department of Fire and Emergency Service (DFES).

The Economic Regulation Authority (ERA) recently released its draft report into its scrutiny of the ESL and, in part, concluded that:

1. The use of the ESL for administration costs was a legitimate use of the funds partly for the sake of simplicity;
2. That Treasury review the structure, resources and administration costs of DFES to determine whether services are efficiently delivered; and
3. There should be an end to the 'conflict' of DFES advising Treasury how ESL funds should be distributed while being the chief beneficiary. The Office of Emergency Management should take over that role.

The ESL was introduced in 2003 to pay for emergency services and in that time the levy has increased by more than 81% and services previously funded through state government funding have been rolled into the ESL.

The proportion of DFES operations funded directly by householders through the ESL has jumped from 66% in 2004/05 to 82% in 2015/16 and is predicted to be 91% of the DFES budget in 2020/21.

The proportion of DFES's revenue from the State Government, for operational costs, since 2004/05 has fallen from 21% to 13% in 2015/16

COMMENT

All local governments are well aware of the constant battle each year to get a legitimate share of the ESL funding to meet the costs of operating their local volunteer bushfire

brigades and at times to even receive a reasonable level of increase on the previous year's allocation to meet ever expanding cost increases.

Despite a previous resolution from the SW Zone to request WALGA to lobby for ESL funding to be allocated to DFES to allow them to employ qualified Trainers to assist local governments with the training of their volunteer bushfire brigade members, no success has been achieved to date, yet DFES continues to suck up a greater share of the ESL each year. Local Governments are still expected to appoint and train their own personnel to provide this training with little if any compensation from the ESL.

Recently the Shire of Capel on the encouragement of DFES approved the expansion of the Elgin Bushfire Brigade shed to accommodate improved facilities for the brigade members on the understanding that all the additional cost would be covered by the ESL. The funding application did not receive funding approval in 2016/17 and so the brigade decided to extend the shed to accommodate another vehicle rather than amenities.

In order to achieve the shed extension the Shire of Capel is required to fund the earthworks at an estimated cost of \$3,000, which would have still been the case even if the brigade had agreed to add the amenities rather than accommodate another vehicle, unlike career fire services where all costs are fully covered. As we all know there are many other volunteer bushfire brigade costs that will not be funded under the ESL program and local government has to pick up these, whereas they are covered for the career fire services.

All local governments are experiencing these continual cost shifting exercises at a time when DFES continues to take an ever increasing slice of the ESL and the ESL continues to rise at an annual rate way above normal (a 5% increase in the ESL was announced this year) and the State Government continues to withdraw its general revenue contribution to emergency services to fund other 'pet projects'.

Under the Emergency Services Levy guidelines State Government Agencies are exempt from being levied the ESL directly with the State Government making a single direct payment to DFES for these properties. One would hope that this direct payment is equal to the amount that they would be levied and not subject to manipulation from time to time as the State seeks to balance the State budget each year.

The recommendation by the ERA that 'the use of the ESL for administration costs was a legitimate use of the funds partly for the sake of simplicity' is very disappointing as it has virtually supported the continual increase in DFES's share of funding to the detriment of Local Government. Whilst there is a legitimate argument to support the ESL funding a proportion of DFES's annual operating costs it should be capped so that other beneficiaries are not penalised. A contribution of a maximum of 70% from the ESL and 30% from state government general revenue should be strongly argued and lobbied by WALGA.

Finally the ERA recommendation that 'the Office of Emergency Management should take over the role of advising Treasury how ESL funds should be distributed should also be strongly supported.

11.3 Infill Sewerage – Withdrawal of funding (Boyup Brook)

This Shire, along with a number of other Local Governments, was to benefit from the previous Government's infill sewerage program planned to be funded over a number of years. The current Government has decided not to fund projects planned for the towns of Boyup Brook, Bindoon, Kukerin and Leonora. In part it appears that the decision was based on the newly assessed costs, after completing relevant preliminaries, being substantially more than estimates used for forward estimates. In Boyup Brook's case the commitment was \$6.5m and the revised estimate exceeded \$16m.

The town of Boyup Brook has no sewerage scheme and so all properties rely on onsite treatment and disposal. The Shire is the only Local Government area in the South West to have no scheme. Apart from the real health issues of sewerage running in rivulets, albeit generally mixed with storm water, down lanes and the like, there are the economic and development issues of residential lots being capped at a minimum of 1,000m². These include the lack of opportunity for infill development, suitable accommodation for aged persons etc.

Our President intends to join with the other affected Shire's Presidents to write a letter to the Premier seeking to have the projects funded and completed. Also some explanation on how budget estimates (understood to have been provided by Water Corporation) could be so different to the revised estimates (provided by Water Corporation) in each of the Shires. Further that the State at least provide each of the Shire Council's with funding, to the level the previous Government committed to, to enable them to design and install their own sewerage schemes.

Our President is in communication with the other Presidents and so the thrust of the letter may change, but he will comment on this, and other aspects, at the meeting.

MOTION

THAT the SWZ WALGA resolves to support the Shire of Boyup Brook in its quest to have the Sate Government reverse its decision to withdraw funding for a sewerage scheme, for the town of Boyup Brook and a letter of support be provided.

Moved	Cr G Aird	Seconded	Cr T Dean	Carried
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12. Finance

12.1 Financial Reports

SOUTH WEST ZONE WA LOCAL GOVERNMENT ASSOCIATION

FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

DETAILS	2016/17 ANNUAL BUDGET \$	2016/17 ACTUAL \$
Opening Cash Funds at 1 July	<u>13,394</u>	<u>13,538</u>
<u>Revenue</u>		
Interest on Investment	50	116
Member Council Contributions	7,200	7,200
Total Revenue	7,250	7,316
<u>Expenditure</u>		
Secretarial Service	(7,000)	(7,000)
Secretarial Service Creditor 2015/16	(0)	(1,400)
Miscellaneous Expenses	(70)	(67)
Total Expenditure	(7,070)	(8,467)
Surplus (Deficit) for Period	180	(1,151)
Closing Funds at 30 June 2017	13,574	12,387

Closing Funds at 30 June 2017 Represented By:

Cash at Bank

Cheque Account	\$1,941
Term Deposit 1.5% - Holding Investment	\$11,846
	\$13,787

Less Creditor

June 2017 Meeting Fee Due	(\$1,400)
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Net Assets Available at 30 June 2017

\$12,387

SOUTH WEST ZONE WA LOCAL GOVERNMENT ASSOCIATION
FINANCIAL REPORT FOR THE PERIOD ENDED 31 JULY 2017

DETAILS	2017/18 ANNUAL BUDGET \$	2016/17 ACTUAL \$
Opening Cash Funds at 1 July	12,353	12,387
Revenue		
Interest on Investment	100	0
Member Council Contributions	7,200	0
Total Revenue	7,300	0
Expenditure		
Secretarial Service	(7,000)	(0)
Miscellaneous Expenses	(100)	(6)
Total Expenditure	(7,100)	(6)
Surplus (Deficit) for Period	200	(6)
Closing Funds at 31 July 2017	12,553	12,381

Closing Funds at 31 July 2017 Represented By:

Cash at Bank	
Cheque Account	\$535
Term Deposit 1.5% - Holding Investment	\$11,846
	\$12,381
Less Creditor	
Meeting Fee Due	(\$0)
Net Assets Available at 31 July 2017	\$12,381

12.2 Payments

Executive Officer \$1400

MOTION:

That the financial report be received, and accounts be approved for payment

Moved	Mayor G Henley	Seconded	Cr M Bennett	Carried
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13. Schedule of meetings 2017

Shire of Donnybrook-Balingup	Friday 24 th November
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15. Closure

The President thanked all members for their contribution to local government and particularly to the SWZ.

Cr. M Bennett responded and thanked the Cr. Sanford for his contribution and leadership as President of the SWZ

The President thanked members for their attendance and the City of Busselton and their staff for the hospitality extended to the Zone delegates.

Meeting closed at 11.20 am.

REMINDER

Councils should consider planning issues appropriate to be raised at the Next meeting with the WAPC

INVESTMENTS – FS080

OBJECTIVE

Provides parameters and guidelines for the investment of the Association's surplus cash.

POLICY

Risk

1. Preservation of capital is the principal objective of WALGA.
2. A lower rate of return consistent with investments offering capital protection is an accepted outcome.

Objectives

3. The objectives of this policy are to ensure that WALGA:
 - a) Conservatively and prudently invests surplus cash funds ensuring the best possible level of capital protection,
 - b) Where possible preserves the real value of investments
 - c) Earns a level of return commensurate with a low risk investment profile
 - d) To encourage financial institutions to reconsider their support for fossil fuel companies by limiting investment in such companies.
 - e) Ensure that Trust Monies (if any) are invested in accordance with Part III of the Trustees Act 1962, as amended.

Strategy

4. WALGA will apply the following investment strategies in order to achieve its objectives:
 - a) A preference that the portfolio is biased towards cash deposits with high grade banking institutions
 - b) Maintenance of an adequate level of diversification
 - c) Provision of sufficient liquidity to meet allow for all reasonably foreseeable cash flow requirements.
 - d) To identify and invest in institutions which do not support fossil fuel companies to the extent permitted by the parameters under this policy.

Authorised Investments

5. Authorised investments are limited to:
 - a) Interest bearing term deposits with authorized deposit taking institutions s (ADI's) e.g. Australian banks, building societies and credit unions
 - b) Bonds guaranteed by the Commonwealth Government or Western Australian State Government with a maturity of less than three years

- c) Managed Cash funds.

Diversification – credit risk

6. The Association's funds may be deposited in ADIs with a minimum credit rating of "A" from S&P, Moody's or an equivalent ratings agency.
7. Any investments in managed cash funds will be with a minimum credit rating of "AAA" to "A" by S&P, Moody's or an equivalent ratings agency).

Diversification - risk

8. Limits for investments by category are as followings:

Institution	Long Term Rating (S&P)	Maximum Total Portfolio	Maximum Funds single institution
Australian ADI	AAA -AA	100%	75%
Australian ADI (b)	A	50%	10%
Cash Fund Manager	AAA -AA	10%	10%

9. In the event that no Australian ADI's hold AAA- AA ratings the maximum portfolio shall be permitted to be increased from 50% to 100%.

Investment time horizon

10. WALGA will follow the following limits on the investment portfolio by time horizon

Maturity	Minimum	Maximum
Portfolio % <1 Year	75%	100%
Portfolio % >1 Year and <2 years	0%	25%

Divestment from Fossil Fuels

11. WALGA acknowledges climate change and supports more environmentally responsible investing. It will seek to invest in financial institutions which do not fund fossil fuel, directly or indirectly; subject to minimum credit risk and portfolio exposure limits prescribed elsewhere in this policy.

Reporting

12. The ongoing performance of the Association's investments is monitored by the Financial Controller and reported provided to the Finance & Services Committee at each scheduled meeting, providing analysis the investment portfolio by institution.

Policy custodian: Financial Controller.

VERSION HISTORY

Version	Date	Approval	By
Original	7/11/2003	FSC 7/11/2003	Unknown
Updated	7/6/2016	SET 13/6/2016	Rick Murray

APPENDIX

Standard & Poor's (S&P) Long-Term Issue Credit Ratings

Category	Definition
AAA	An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 10 – Revised August 2012

Appointing a CEO

1. Introduction

Selecting and appointing a Chief Executive Officer (CEO) is one of the most important tasks elected members may undertake during their term of office. Choosing the right person is critical to the success of the council and the local government.

It is essential that correct processes are followed so that every opportunity is given to the candidates to put the appropriate information forward so the council can choose the person most suited to the position. It is important that elected members understand that when they appoint a CEO they are entering into a contractual relationship with the CEO. A commitment to trust and good faith by both parties will lead to an effective relationship between the council and the CEO. This guideline has been developed to assist councils to conduct an effective process when selecting their new CEO.

2. Legislation

There are three sections of the *Local Government Act 1995* (the Act) that have direct application to the appointment of a CEO. Section 5.36(2)(a) and (b) of the Act provides that a local government is not to employ a person to fill the position of CEO unless the council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract. Section 5.39 contains provisions for the contracts of CEOs. Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.

In addition to the above provisions of the Act the *Local Government (Administration) Regulations 1996*, regulations 18A, 18B, 18C, 18E, 18F and 19A also deal with advertising, contracts, and the selection and appointment process.

The principles of merit and equity refer to the process of filling vacancies whereby a thorough assessment is made of the candidates' skills, knowledge and abilities against the work related requirements of the vacancy. The process must be open, competitive and free from bias, unlawful discrimination, nepotism or patronage.

"Suitably qualified" is not defined in the legislation but the intention is not limited to academic qualifications. Through the position description and selection criteria the council needs to ensure that processes are in place to appoint the person that best meets the qualities required in terms of academic qualifications, experience, skills and knowledge.

3. Outsourcing the Recruitment Process

Depending on the size of the local government and the availability and skills of staff, outsourcing the recruitment process may be the best option.

Generally recruitment consultants provide a professional service and possess a wide range of knowledge and skills in staff recruitment. It is recommended that rigorous checks be conducted on any recruitment consultants before they are appointed to ensure they have the necessary skills and experience (local government recruitment experience would be beneficial) to effectively assist the council in its selection of a CEO.

An early decision needs to be made by council on whether it will handle the recruitment in-house or appoint a consultant to coordinate the appointment process. If a recruitment consultant is chosen, council should provide the consultant with a copy of these guidelines as part of the appointment process.

A recruitment consultant may be involved in the following aspects of the selection process:

- development or review of the position description;
- development of selection criteria;
- drafting of the advertisement;
- preliminary assessment of the applications;
- final shortlisting;
- drafting of the questions for interview;
- coordinating interviews; and
- finalising the contract.

If a decision is made to outsource the recruitment process it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with the consultant. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process.

4. Reviewing Necessary Documentation

There are two very important documents that need to be reviewed and approved by council prior to advertising the position. These are the Position Description Form and the Contract of Employment.

Given the importance of the position of CEO, a police clearance should also be sought.

Position Description Form

The Position Description Form, particularly the selection criteria and performance criteria (where it is included in the Position Description Form) should be reviewed prior to advertising. The council, a committee of council or the consultant (if one is used) should undertake this task.

Council needs to determine what they want their CEO to do and whether the selection criteria will facilitate the appointment of a person with the appropriate set of skills.

For example, it may be very important that a CEO work with diverse elements of the community such as developers, mine operators, Indigenous communities or other specific interest groups. Therefore, a selection criterion might be "Proven ability to work and negotiate with diverse groups in the community". If such criteria is not included an assessment of the applicants' abilities in this area may be overlooked. This is why councils must ensure when commencing the task of appointing a new CEO that the skills and qualities required are well understood and documented.

Selection criteria are generally classified as 'essential' or 'desirable'. Applicants who are able to satisfy all the essential criteria should be considered for interview.

If an application does not fully address the essential selection criteria the applicant should not be considered for interview.

However, on occasions an application may be received where the applicant has the skills and experience which indicate a capacity to satisfy the essential selection criteria even though it is not clearly elaborated in their address of the selection criteria in their application. In these circumstances the application may warrant further consideration.

Desirable criteria are not an essential requirement of the position. They are normally identified to attract applicants who may have a wider range of skills and experience which an employer would consider desirable.

Council may decide that it would be more appropriate to attract applicants with a wider range of knowledge, experience and management skills than just local government. If this is the case the selection criteria should accommodate this.

Performance Criteria

Performance criteria are quantitative and/or qualitative measures of performance. There are two broad categories of performance criteria; those that have general application and apply at all times and specific criteria that apply for a limited period of time. An example of the first type would be, "Advice to council is relevant, accurate and timely." An example of the second type of performance criteria would be, "Calling of tenders for the new

recreation centre is undertaken on time and in compliance with the law." It is obvious that the first is always going to be required, whereas the second is specific to the project of the new recreation centre.

Council may set ongoing permanent performance criteria that will be included in the contract. The successful applicant needs to be informed that performance criteria relevant to a specific project/s will also be subject to annual negotiation. These will be assessed at least once during each year.

In setting performance criteria, council will need to determine what it is they want their CEO to do over and above legislative requirements. Councils need to be realistic in terms of their expectations and provide appropriate resources to facilitate achievement of performance criteria.

The performance criteria must be consistent with the position description and the selection criteria.

It is not essential that performance criteria relating to a specific project/s are identified prior to the appointment but, if not, they must be identified very soon after so that the new CEO is aware of what is required of him or her in the coming year or years.

Contract of Employment

The council should review and amend, where necessary, the existing terms and conditions of the CEO contract before proceeding to advertise the position.

It is also recommended that council obtains advice on the contract where alterations or amendments are proposed and there is any (even slight) doubt as to the meaning of those alterations or amendments.

It should be noted that section 5.39(3) of the Act provides that an employment contract is of no effect unless it contains:

- an expiry date; and
- performance criteria for the purpose of reviewing the person's performance.

Regulation 18B of the *Local Government (Administration) Regulations 1996* also requires that the contract contains a provision that places a limit on the maximum amount of remuneration that can be paid to a person should the contract be terminated prior to its expiry date.

Amendments to Regulation 19A of the *Local Government (Administration) Regulations 1996* now sets that limit to a maximum of one year salary termination payment or the value of the remuneration for the balance of the period of contract that is left to run, whichever is the lessor of the two amounts.

To further assist local governments, model contracts have been developed by both the Western Australian Local Government Association (WALGA) and Local Government Managers Australia WA Division (LGMA).

CEO Remuneration

Amendments to section 5.39(7) of the Act now provide for a CEO's remuneration to be determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975*.

5. Advertising the Vacancy

Ideally, the position should be advertised as widely as possible to attract the best possible field of candidates. The minimum requirement for advertising under *Local Government (Administration) Regulation 18A(1)* is for the position to be advertised in a newspaper circulating generally throughout the State.

Regulation 18A(2) prescribes the minimum requirements to be included in an advertisement for the position of CEO. Those requirements are:

- the details of the remuneration and benefits offered;
- details of the place where applications for the position are to be submitted;
- the date and time for the closing of applications for the position;
- the duration of the proposed contract; and
- contact details for a person who can provide further information about the position.

In addition to the above, a local government is to include any other information in the advertisement which it believes is relevant.

The content and context of advertisements should be carefully considered.

An attractive and well-constructed advertisement is more likely to attract the interest of potential candidates.

A comprehensive application kit comprising documentation relevant to the vacant position should be developed and provided to potential applicants on request. Reference to, and instructions on how to access the kit should be included in the advertisement.

Allow sufficient time within the advertisement for potential applicants to prepare and forward applications.

It is recommended that the position be open for a minimum of two weeks with a definite date and time after which applications will not be considered.

6. Confidentiality

From the beginning to the conclusion of the process, absolute confidentiality must be maintained by every person involved in the selection process. This cannot be emphasised enough as any information which finds its way into the public domain before a recommendation is made to council may well compromise the selection process.

Council should consider the use of a confidentiality agreement which requires all persons involved in the selection process to agree to appropriate levels of confidentiality.

7. Selection and Appointment Process

The selection and appointment process to be applied to a CEO position must be approved by council prior to advertising as prescribed under *Local Government (Administration) Regulation 18C*.

A check list is provided at Attachment 1 in this guideline to assist local governments with following an appropriate sequence in the selection and appointment process.

Extensive consideration should be given to the overall process, especially the shortlisting, as to whether preliminary interviews will be conducted and whether final interviews will be with full council.

Council must be very clear about the methods, techniques and questions used during the selection process.

It is essential that the council manages the process professionally and that members involved in the process have a thorough understanding of their roles and responsibilities.

Council may decide to establish a committee or panel to coordinate the preliminaries of the selection process. This committee or panel should liaise with the employment consultant if one is appointed.

If council establishes a formal committee (in accordance with the Act), then it can delegate its powers and duties to that committee.

It should be noted that, unlike council committees established under the Act, any selection panel that is appointed cannot be delegated any powers or duties by council, nor can the Mayor or President be delegated any power to make decisions on behalf of council, i.e. approve the conditions of the contract.

The respective roles of a consultant, council committee/panel, full council and individual elected members must be clear.

Applicants should be shortlisted according to their capacity to address the relevant selection criteria. Where there is a large pool of applicants, the most competitive should be shortlisted for interview. It is the responsibility of the selection panel/committee to determine how many applicants it will interview. Their assessment must involve detailed consideration of the applications and may involve a preliminary interview. The selection panel/committee should be provided with the full list of applicants,

not just those recommended for short listing and interviews.

Elected members may act as referees for applicants. This most often occurs when a person already employed by the local government applies for the CEO position. When this occurs it is recommended that the member provide a written referee report prior to interview (assuming the applicant is granted an interview).

Elected members should declare any previous association with a potential applicant at the time of shortlisting if they are part of the selection panel/committee established for the purpose. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If a member's relationship with an applicant is significant and may result in claims of nepotism, patronage or bias the member should exclude themselves from the selection process.

Where rating scales and other scoring tools are used to assess the relative performance of applicants, it is important that all elected members and other members involved in the interview understand how these are applied so they produce meaningful results. The selection panel/committee may also consider using psychological or other testing as part of the selection process.

8. Conducting the Interview

The interview process can be challenging for both panel members and applicants.

It is a practice in local government that the full council be involved with the final interview and selection. This is perfectly understandable, as all members of council

have to work closely with this person and trust them.

Often, all elected members feel they need to be involved in the assessment and final selection.

If this does not occur it is desirable that at the very least, all members of council have the opportunity to meet the recommended applicant prior to the appointment being considered by council.

Applicants should be provided with at least five working days notice of the impending interview wherever possible to allow them to adequately prepare. Obviously, if you are a council in regional Western Australia and are expecting an applicant to travel, then sufficient time needs to be allowed. Interviewing over a weekend may be an option.

It is important to provide an environment that puts the interviewee at ease and allows them to perform at the highest possible level. In this regard, consideration should be given to environmental factors such as location and lighting. A well organised process will ensure that everything runs smoothly.

The importance of the chairperson in managing the interview process cannot be overstated. The chairperson is responsible for ensuring that the interview is managed efficiently and effectively.

Ideally, all elected members who are to be in attendance at the final interview should be involved in planning the interview process.

Each applicant must be subject to the same assessment method, i.e. the interview questions or any tests to be undertaken. It is quite acceptable for the panel to ask additional questions to clarify a point or tease out further information during the interview.

It is not necessary for all elected members to have the opportunity to ask a question. Often, it is best to allocate the questions to a small group of elected members (a maximum of 3 is ideal) which ensures consistency of approach.

At the conclusion of the interview it is appropriate to provide the applicant with an opportunity to clarify any issues with the selection panel/committee.

9. Making a Decision

The council should not make a decision to appoint an applicant until all available information has been considered. This includes, but is not limited to, assessment of interview performance, quality of application, referee reports, copies of reports written by the applicant and the results of any psychological or other tests (if used).

The council must be satisfied regarding the claims by the applicant about their relative experience and qualifications.

Local Government (Administration) Regulation 18E makes it an offence for a person to provide false information relating to their academic qualifications.

A police clearance should be sought and considered, given the importance of the position of CEO.

Referee reports are an important part of the process and should be in writing and address the relevant selection criteria for the position.

The council may source a referee who is not one nominated by an applicant, providing they advise the applicant of their intention to do so.

In the event that a referee who was not nominated by the applicant provides a report that contains negative comments, the applicant should be given the opportunity to respond to any such comments.

10. Finalising the Appointment

Eventually, after considering all the information available to it, the selection panel/committee then has to make a decision on which applicant is the most suitable for appointment.

A selection report should be prepared for consideration by council which documents the assessment of each applicant interviewed. The report should identify the most suitable applicant/s and include a recommendation for council to approve an offer of appointment.

Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO.

It is strongly recommended that the successful applicant not commence duties with the local government until the contract is signed.

The unsuccessful applicants (including those not interviewed) should be notified of the decision and offered the opportunity to seek feedback on their application or interview performance if they were granted an interview.

Should an unsuccessful applicant request feedback, it is recommended that the chairperson of the interview panel/

selection committee provide this.
If a recruitment consultant is used
they can undertake this task.

*Local Government (Administration)
Regulation 18F* does not allow a local
government to increase the value of
a CEO's remuneration and benefits in
excess of those advertised when
finalising the appointment.

For further reading it is suggested
reference should be made to:

- sections 5.36, 5.39 and 5.40 of
the *Local Government Act 1995*;
- *Local Government (Administration)
Regulations 1996* 18A, 18B, 18C, 18E,
18F and 19A.
- Salaries and Allowances Tribunal website:
www.sat.wa.gov.au/LocalGovernmentCEOs

Attachment 1

CEO Recruitment and Appointment Check List

Council to (preferably in conjunction with a professional HR adviser);

- ☐ Develop a profile of the preferred applicant (i.e. desired and essential skills, abilities, knowledge and qualifications).

- ☐ Approve an agreed salary package (set a suitable salary package that complies with the determination under section 7A of the *Salaries and Allowances Act 1975*).

- ☐ Review necessary documentation (contract of employment and position description).

NB: The key provisions to be included in the contract are: an expiry date, performance criteria and reference to the limit placed on the remuneration to be paid should the contract be terminated prior to the expiry date.

- ☐ Approve a process to be used for the selection and appointment of the CEO (i.e. stages of the process, who is to be involved and to what extent, whether a consultant is appointed and their role in the process).

NB: It is good practice for council to formally adopt a process to ensure transparency, clarity and a shared understanding. Once adopted, the process should be followed unless found to be flawed, in which case a decision should be made to amend the process as soon as possible.

- ☐ Advertise the position inviting applications from suitably qualified applicants (advertisement to contain information set out in 18A(2) of the *Local Government (Administration) Regulations 1996*).

- ☐ Applicants to be short listed (may be undertaken by consultants, selection panel/committee or council).

NB: It is noted that in most cases this is done by the consultants or the selection panel/committee in conjunction with the consultants.

- ☐ Conduct interviews of the short listed applicants (may be undertaken by consultants, selection panel/ committee or council).

NB: This may be done prior to the final decision to appoint if availability of preferred applicant is limited due to travel arrangements etc. If not interviewed by the entire council it is recommended that all elected members meet with the preferred applicant prior to final appointment.

- ☐ Select preferred applicant/s (make recommendation for council to offer the position to the 1st preferred applicant subject to contractual negotiations, within the designated salary package, including the preliminary performance criteria to be contained in the contract).

NB: If 1st preferred applicant is not accepted or declines the offer, a decision may be made on any 2nd or 3rd preferred applicant in line until an offer and acceptance is reached or until no preferred applicants are appointed (applicants identity may remain confidential until such time a final appointment is made).

- ☐ Approve the formal and final appointment (must be decision by council that it:
 - (i) believes the person is suitably qualified for the position of CEO; and
 - (ii) is satisfied with the provisions of the proposed CEO employment contract).

NB: Absolute majority decision required for (ii).

NB: All legislative references are from the *Local Government Act 1995* and associated regulations.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



Government of Western Australia
Department of Local Government and Communities



Local Government Advisory Hotline

1300 762 511

Email: lghotline@dlgc.wa.gov.au
8.30am–5.00pm, Monday to Friday

About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall (Country only): 1800 620 511

Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50

Warren Blackwood Stock Route

Memorandum of Understanding

This document represents an agreement between

The Warren Blackwood Alliance of Councils

and

The Department of Biodiversity, Conservation and Attractions

and

The Shires of Bridgetown-Greenbushes, Manjimup and Nannup

1. Description of the collaborating organisations

The Department of Biodiversity, Conservation and Attractions (the Department) is the agency responsible for the management of state forest, national parks and other reserves through which the majority of Warren Blackwood Stock Route (WBSR) traverses.

The Warren Blackwood Alliance of Councils (WBAC) is a Voluntary Regional Organisation of Councils representing the Shires of Bridgetown-Greenbushes, Manjimup and Nannup, supporting partnership development, relationship building and progressing regionally significant projects.

The Shires of Bridgetown-Greenbushes, Manjimup and Nannup (the Shires) are the individual Local Government Authorities through which the trail traverses.

2. Objectives and Scope

The primary objective of this tripartite Memorandum of Understanding (MOU) is to express the willingness of the parties to collaborate with the planning, development, maintenance and management of the Warren Blackwood Stock Route (WBSR).

3. Rationale for the MOU

The MOU seeks to establish the highest standards of cooperation and understanding between the collaborating parties described above for the planning, construction and maintenance of the WBSR. In particular it defines the functions and responsibilities of the Department, the Shires and the WBAC.

The MOU is intended to be an administrative document which seeks to ensure mutually beneficial working arrangements, and to clarify the relationship between all parties.

4. The nature of the collaboration

This tripartite relationship acknowledges the value of having a joint vision and supportive approach to funding as well as volunteer and in-kind contributions.

Each party has access to resources, skills and equipment that will be crucial to the development and ongoing management and maintenance of the WBSR. The Shires and the Department have statutory management responsibility for land managed by each party. The WBAC has a mandate to deliver unique regional trails experiences and perpetuate the legacy and history of stock droving as a unique feature of agriculture in the region.

5. Terms of the agreement

This MOU relates only to the WBSR and covers roles and responsibilities of all parties in this regard. Access and use of the Department land for construction, management and maintenance of the WBSR will need to be addressed by way of a *Regulation 4 Lawful Authority* or a licence.

The MOU constitutes an agreement between the parties. This MOU may be modified, altered, revised, extended or renewed at any time by mutual written consent of all parties. Amendments must be signed and dated by all parties.

The MOU cannot restrict any party or any other in the performance of their statutory functions or the execution of its statutory powers.

During the first five years, including the planning, construction and operation phase, an annual review of the MOU is undertaken, commencing (XXXXXXX).

6. Functions of the MOU

This MOU acknowledges that:

- (a) The WBAC, Shires and the Department agree in principle to provide access to lands for the WBSR to the other parties, its officers, employees, contractors, Department of Corrective Services work crews and maintenance volunteers for purposes of development, construction, management and maintenance of the WBSR, subject to formally granting access through a Lawful Authority or licence for the Department's lands and achievement of all necessary approvals;
- (b) The WBAC, Shires and the Department agree to grant access to these lands to the general public for the purposes of the WBSR, subject to the Department formally granting access through a *Lawful Authority* or

licence for the Department's lands and achievement to all necessary approvals;

- (c) In all respects, other than those roles and responsibilities identified in this MOU, responsibility for the administration and management of land remains with the relevant manager, who has lawful responsibility for these functions under the *Local Government Act 1995 (WA)*, *Land Administration Act 1997 (WA)* or *Conservation and Land Management Act (WA) 1984*; and
- (d) The legal rights, duties and powers of the WBAC, Shires or Department cannot be fettered by the terms of this MOU.

Roles and responsibilities of the parties

7. Joint

- (a) Sharing information and collaborating regarding the WBSR and associated lands;
- (b) Keeping an open dialogue between the partners, so as to maximise the opportunity to develop and maintain the WBSR through strategic and collaborative means; and
- (c) Working collaboratively towards the development of the WBSR.

8. WBAC (or nominated representative)

- (a) Responsibility as the lead organisation in the development of the WBSR;
- (b) Prepare annual and post five year reviews of this MOU;
- (c) Seek all necessary approvals including application for access and use of Department managed lands for the WBSR purposes;
- (d) Prepare and submit grant applications for the construction and any future improvements to WBSR infrastructure;
- (e) Administer successful WBSR grants to acquittal;
- (f) Collect information and report on usage of the WBSR to assist with management decisions;
- (g) Investigate revenue generation options and the creation and administration of a trust fund as part of an overall operational business plan for the WBSR;
- (h) Coordinate the development of a "Friends Of" Group for the WBSR, similar to the Munda Biddi Foundation and the Bibbulmun Track Foundation. The group will be an incorporated, not-for-profit organisation established to provide support for the management,

maintenance and marketing of the WBSR and once established will absorb a number of the duties listed under each stakeholder;

- (i) Oversee the WBSR management and support of volunteers, including ensuring training and insurance coverage is in place;
- (j) Oversee WBSR reporting, maintenance requirements and coordination of volunteers;
- (k) Coordinate the development and construction of the approved camp sites and other WBSR infrastructure in collaboration with the relevant land manager;
- (l) Liaise with neighbours of the WBSR and camp sites on land managed by the Department where applicable;
- (m) Collect and store information and correspondence in relation to the WBSR; and
- (n) Coordinate the interpretive planning for the WBSR. Signage and trail marking is required to meet the Department's standards.

9. Shires of Bridgetown-Greenbushes, Manjimup and Nannup

- (a) Responsible for ownership of all structures built for the WBSR (excluding the Shannon Campground), including for liability and for insurance purposes;
- (b) Regular maintaining of existing public roads and infrastructure, under management of the Shire that forms part of the WBSR, in accordance with organisation priorities;
- (c) Incorporate WBSR assets into each of the Shire's infrastructure maintenance and management programs;
- (d) Coordinate the maintenance program of the WBSR on Department and Shire lands, including the camp sites and trail;
- (e) Manage fire and associated risk pertinent to the WBSR and camp sites and trail located on Shire managed land;
- (f) Undertake risk assessments where required for roads and facilities that are part of the WBSR on Shire managed lands;
- (g) Hold appropriate public liability cover for WBSR visitors on Shire managed land;
- (h) Liaise with neighbours of the WBSR and camp sites on Shire land where applicable;
- (i) Assist, where appropriate and within available resources, with promotion and marketing of the WBSR;

- (j) Support and assist WBAC with WBSR infrastructure grant applications;
- (k) Assist WBAC in the development and coordination of the "Friends Of" group for the WBSR;
- (l) Report to the "Friends Of" Group or WBAC any maintenance / risk issue and assist with the coordination of volunteer activities on the WBSR;
- (m) Be the first point of contact for maintenance with appropriately trained and skilled "Friends Of" Group volunteers being the first responders for WBSR issues. Fund and coordinate resources for more advanced tasks. Other parties may assist with WBSR tasks that are considered beyond the capacity of volunteers but this will dependent on works program capacity and risk assessment; and
- (n) Support and expedite the development of each WBSR camp site on Shire managed land.

10. Department of Biodiversity Conservation and Attractions

- (a) Responsible for ownership of all structures built for the WBSR at the Shannon Campground, including for liability and for insurance purposes;
- (b) Responsible for regular maintenance of existing public roads and infrastructure, under management of the Department that form part of the WBSR, excluding those constructed specifically for the WBSR;
- (c) Manage fire and associated risk pertinent to the WBSR camp sites and trail located on Department managed land;
- (d) Undertake risk assessments where required for roads and facilities that are part of the WBSR on Department managed lands;
- (e) Report to the Shires any maintenance/risk issues and assist with the coordination of volunteer activities on the WBSR where appropriate;
- (f) Hold public liability cover for WBSR visitors on Department managed land;
- (g) Assist, where appropriate and within available resources, with promotion and marketing of the WBSR;
- (h) Seek clarification of requirement to designate areas for horse use as part of the WBSR route and camp sites; and
- (i) Provide volunteer personal accident insurance protection for those volunteers registered by the Department and undertaking approved work on Department managed land and under its authority.

11. Intellectual Property

The Department and the Shires will respect the intellectual property of the WBAC with respect to the original concept of the WBSR and will

acknowledge this where appropriate, particularly in grant submissions, promotion, marketing and interpretation. The Department and each Shire retains the right to make any final decision if needed on the content and placement of information and interpretation and the overall management and development of the sections of the WBSR traversing land managed by each party.

12. Promotion of the WBSR

Once developed the WBSR will be promoted via the Trails WA website and app or any other mechanism as agreed by WBAC.

13. Disputes

Each of the parties agrees to use its best efforts to resolve disputes. Any disputes that arise in relation to implementation and operation of the MOU and its activities will be reported to the MOU principal parties, who will attempt to resolve the problem.

If the MOU principal parties cannot resolve a dispute, each party will advise the other of the nature and substance of the issue in dispute. The parties agree to then attempt to resolve the dispute through negotiation between appropriate officers, key managers or Directors/CEOs.

If the parties are still unable to resolve the dispute, each party agrees that the dispute must be referred for mediation, at the request of either party, to:

- (a) a mediator agreed by the parties; or
- (b) if the parties are unable to agree on a mediator within 7 days after acknowledging that a mediator is needed, a mediator nominated by the then current Chairman of the Institute of Arbitrators and Mediators Australia, Western Australian Chapter or the Chairman's nominee.

Each party must bear its own costs of complying with this clause and the parties must bear equally the costs of any mediator engaged. If in relation to a dispute a party breaches any provision of this clause, the other party need not comply with this clause in relation to that dispute.

14. Termination of Agreement

This MOU may be terminated at any point in time if there are reasonable grounds to do so. It is expected that all parties will make every effort within reason to assist in the successful implementation of the MOU. However if an impasse arises, any party reserves the right to withdraw from the MOU.

This MOU is not intended as a legal document but as an agreed working arrangement.

This agreement is endorsed on behalf of:
Warren Blackwood Alliance of Councils

Chair

On _____

Department of Biodiversity, Conservation and Attractions (Blackwood & Donnelly Districts)

Blackwood District Manager

On _____

Donnelly District Manager

On _____

Shire of Bridgetown-Greenbushes, Manjimup and Nannup

Chief Executive Officer
Shire of Bridgetown-Greenbushes

On _____

Chief Executive Officer
Shire of Manjimup

On _____

Chief Executive Officer
Shire of Nannup

On _____



3rd August 2017



SHIRE OF NANNUP
Jane Buckland
(Development Services Officer)
PO Box 11
Nannup WA 6275

Dear Jane,

RE: DEVELOPMENT APPLICATION – BUILDING CHANGE OF USE
LOT 101 EAST NANNUP ROAD – NANNUP (WA)
on behalf of
KEVIN AND KATHERINE WADDINGTON (OWNERS)

Please find attached the completed Development Application form for the above project, including associated documents and drawings.

The owners are proposing to construct a new residence on their property to accommodate their 88 year old mother (mother in law) who wishes to reside on their property so that they can provide 24/7 care for her in her later years as she does not wish to move into aged care facilities.

With consideration to the Shire of Nannup LPS, where a rural property may have only one (1) residential dwelling, we are requesting the existing building use be changed from a *single residence* to a *chalet*.

The Owners have provided the following comments to support the application:

- We currently carry out activities associated with educating people in recognizing equine behaviour, Equine Facilitated Learning programs, equine handling workshops and other equine educational modalities and the ability to offer short term accommodation for up to a maximum of 4 persons (the existing house only has two bedrooms) would assist with building this part of our business;
- Being only 38 Ha in size our property is not a viable farm and therefore in order to maximize our income potential from the property the approval of a single chalet would provide us with the opportunity to generate additional income from short stay accommodation.
- Our property is situated on a sealed road (East Nannup Road) which is a designated part of the Munda Biddi Trail and having a chalet available for persons travelling on this regional bike trail will enable the facility to be utilized more fully;
- Our property is also on the proposed Regional Bridle Trail spur from Bridgetown to Nannup and we see an opportunity to encourage users of the trail to break their ride by providing accommodation for both rider and horse;
- As part of developing our equine related business, we would like to set our property up for limited numbers at any one time (up to four riders and their horses) to have a "Holiday with your Horse" where they base themselves at our property and undertake rides around the surrounding scenic countryside;
- Council has previously granted approval for a single chalet on the corner of Graphite Road and Nannup –Pemberton Road (Vasse Highway) and we request a similar approval;
- We will be installing an in-line water filter system for our existing rainwater supply (136,000 litres) that is utilized in the existing residence to meet current health requirements;
- The existing residence is connected to the Western Power supply and fitted with an RCD.
- Access to the existing residence (chalet) is from East Nannup Road;

- The existing residence is set back from the road (approx. 100 metres) with ample room for client parking;
- We have had a BAL assessment undertaken by Bushfire Solutions South West (Neill Thompson) and the rating is BAL-LOW (see attached assessment);
- There will be no visual impacts on adjoining landowners as they are either obscured by trees and terrain (lots 102 & 103) or by distance (approx. 1.3 kms).

Details of the proposed new residence for this Lot shall be submitted to the Shire of Nannup through a separate application for a Building Permit.

Please confirm the fees associated with this application to enable the Owners to arrange payment accordingly.

If you require any further information, please don't hesitate in contacting the undersigned.

Yours sincerely,



Andy Lochrie

ENC: Development Application Form (Completed and Signed)
 Copy of Certificate of Title
 BAL Assessment
 A01 – Site Plan
 A02 – Floor Plan



Suite 30/18 Stirling Highway, Nedlands, WA, Australia 6009
 Tel: (08) 6389 0706 Fax: (08) 6389 0708



SITE LAYOUT
SCALE 1:3000

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ISSUE FOR DEVELOPMENT APPROVAL

REV	DESCRIPTION	CHK BY	DRN BY	DATE

REV	DESCRIPTION	P.M.	A.L.	DATE
A	ISSUE FOR DEVELOPMENT APPROVAL - CHANGE OF USE			02.08.2017

PROJECT DESIGNER
PAUL MESCHATI AND ASSOCIATES PTY LTD
BUILDING DESIGNERS AND PLANNERS
10/110 NANNUP ROAD
NANNUP, WESTERN AUSTRALIA 6100
Phone: 08 9238 1200
Fax: 08 9238 1204
Email: paul@meschati.com.au



PROPOSED BUILDING CHANGE OF USE

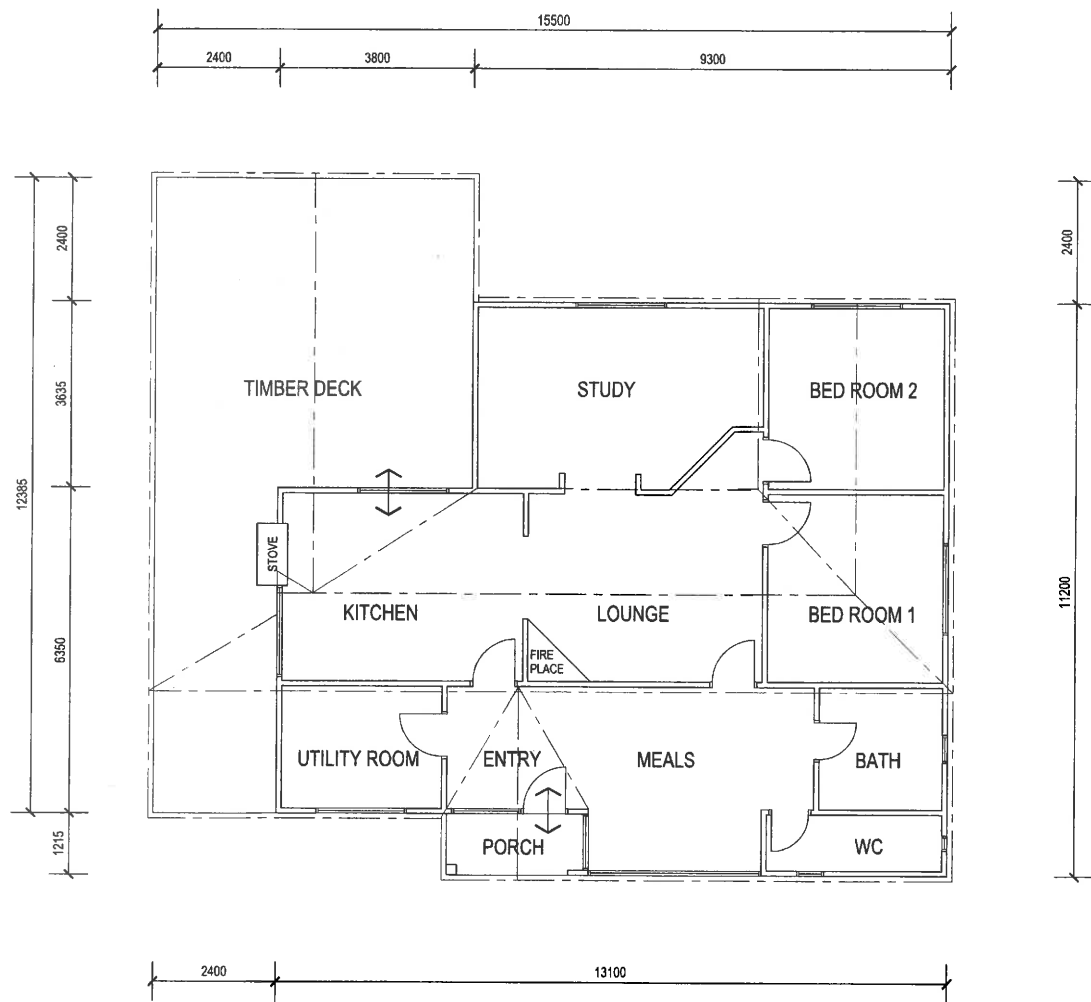
PROJECT CLIENT
KEVIN & KATHERINE WADDINGTON
LOT 101 EAST NANNUP ROAD
EAST NANNUP | WESTERN AUSTRALIA

ORIGINAL	REVISED
A.L.	A
PROJECT NO. 388-017	DATE 02.08.2017

A01 / 02

FLOOR AREAS

LIVING:	126.10m²
PORCH:	3.25m²
TIMBER DECK:	52.18m²
TOTAL:	181.53 Lm



EXISTING FLOOR LAYOUT
SCALE 1:100



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ISSUE FOR DEVELOPMENT APPROVAL

REV	DESCRIPTION	CHK. BY	DRN. BY	DATE
A	ISSUE FOR DEVELOPMENT APPROVAL - CHANGE OF USE			02.08.2017

PAUL MESCHIATI AND ASSOCIATES Pty Ltd
BUILDING DESIGNERS AND PLANNERS
Suite 101 Nannup Road
Nannup, Western Australia 6330
Phone 08 9236 1100
Fax 08 9236 1101
Email paul@meschiati.com.au

PROPOSED BUILDING CHANGE OF USE

PROJECT NAME	CLIENT	DATE	REVISION
KEVIN & KATHERINE WADDINGTON	LOT 101 EAST NANNUP ROAD	02.08.2017	A
EAST NANNUP WESTERN AUSTRALIA			

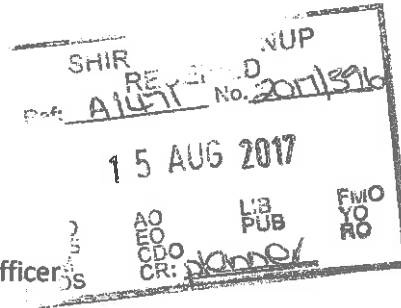
A02 / 02

B & M DUTTON
23 McNeil Street
Peppermint Grove, WA, 6011

The Shire of Nannup
PO Box 11
NANNUP
WA
6275

14 August 2017

Ref: A1471



Dear Jane Buckland, Development Service Officer

DEVELOPMENT APPLICATION- CHANGE OF USE SINGLE DWELLING TO A CHALET, 1127 EAST NANNUP ROAD, EAST NANNUP

In response to your letter dated 7 August we provide the following written comments:

- We strongly object to an additional dwelling being built on 1127 East Nannup road, whether it is a chalet or a second residence.
- A new residence is not a necessity to accommodate an 88-year-old mother/mother in law. An extension to the existing property will make better sense and be more practical, especially to provide 24/7 care. This argument is being used as an excuse to run an additional business on the property that we are not in favour of.
- The position of our Residence on 909 (Lot 103) Gold Gully Road was very carefully planned in order not to have any view of existing buildings on surrounding properties. If the planned new residence is built, and the owners subsequently clear any bush between the new building and our boundary line our privacy will be lost forever.
- Providing short term accommodation is a very different business than the current use and will impact hugely on our privacy and the lifestyle we enjoy on our property.
- It is our view that the value of our property will drop having a short term stay business next door to us.
- How will a maximum of 4 people and limited numbers be policed? This could escalate into a (tourist) attraction that will have a huge impact on our privacy and peaceful surroundings.
- How will access to the proposed chalet be policed? Another new entrance is already in place on the South East of 1127 East Nannup road and what will stop visitors from using this entrance which is directly on our adjoining border / fence line.
- More people means more traffic with comings and goings all hours of the day and night which will impact on our privacy and the tranquillity of our property. It will be a huge disturbance to our lifestyle.
- Accommodation for riders and their horses means an increase in vehicles and vehicles with horse trailers.
- More horses on the property means more flies and additional insects. Would this property be able to cope with the horse to land ratio having additional horses?
- This type of additional chalet and business will negatively affect the unique unspoiled nature of our property and its surrounds.
- We do not wish to change the peaceful tranquillity of our property that we currently enjoy and in which we have invested time, money and effort.

Magaretha Dutton

25th August 2017



Shire of Nannup
Jane Buckland (Development Services Officer)
PO Box 11
Nannup WA 6275

Dear Jane,

RE: PROPOSED CHANGE OF USE APPLICATION – SINGLE RESIDENCE TO A CHALET.
LOT 101 (#1127) East Nannup Road – EAST NANNUP (WA).

Response to Neighbour Submission in relation to the Planning Application for the above project.

With regards to the submission received in relation to the above project, we provide the following responses to assist the Shire of Nannup [*the Shire*] in proceeding with the application assessment:

Please refer to specific letters for full details of KEY POINTS summarised below.

1. COMMENTS BY MAGARETHA DUTTON [Neighbour – 909 Gold Gully Road]		
KEY POINTS		Response from PM&A
1a.	We strongly object to an additional dwelling being built on 1127 East Nannup Road, whether it is a chalet or a second residence.	A second residence is not allowable on a single allotment. In accordance with the Shire's Local Planning Policy LPP012 Tourist Accommodation in Rural Areas, the proposed change of use application from a single residence to a chalet is allowable. This change of use application is not an application for an additional dwelling.
1b.	A new residence is not a necessity to accommodate an 88 year old mother/mother-in-law.	This comment is not applicable to this change of use application.
1c.	The position of our Residence was carefully planned in order not to have any view of existing buildings on surrounding properties. If the planned new residence is built, and the owners subsequently clear any bush between the new building and our boundary line our privacy will be lost forever.	This comment is not applicable to this change of use application.
1d.	Providing short term accommodation is a very different business than the current use and will impact hugely on our privacy and the lifestyle we enjoy on our property.	The proposed change of use of the existing building to a chalet will complement the current equine business provided by the owners to their clients.
1e.	It is our view that the value of our property will drop having a short term stay business next door to us.	Noted.
1f.	How will a maximum of 4 people and	There are regulations associated with operating

	limited numbers be policed?	short-term letting.
1g.	How will access to the proposed chalet be policed? Another new entrance is already in place on the South East of 1127 East Nannup Road and what will stop visitors from using this entrance which is directly on our adjoining border/fence line.	Access to the proposed chalet is via the existing main crossover to East Nannup Road. The new gate referred to is for emergency fire access only.
1h.	More people means more traffic with comings and goings all hours of the day and night which will impact on our privacy and the tranquillity of our property.	The proposed chalet is targeted towards the clientele which would already be visiting the property with their horses, so should not really impact on the comings and goings from the property.
1i.	Accommodation for riders and their horses means an increase in vehicles and horse trailers.	The proposed chalet is targeted towards the clientele which would already be visiting the property with their horses, so should not really impact on the comings and goings from the property.
1j.	More horses on the property means more flies and additional insects. Would this property be able to cope with the horse to land ratio having additional horses?	The proposed chalet is targeted towards the clientele which would already be visiting the property with their horses, so should not really impact on the overall flies and insects in the area.
1k.	This type of additional chalet and business will negatively affect the unique unspoiled nature of our property and its surroundings.	Considering this is a building change of use application, there will be no impact on the natural landscape of the adjoining properties and their surroundings.
1l.	We do not wish to change the peaceful tranquillity of our property that we currently enjoy and in which we have invested time, money and effort.	Noted.

Please also see attached letter from the client, for your records.

Yours sincerely,



Andy Lochrie

Response from K Waddington to the submission from B&M Dutton

Dot Point 2 The existing residence is some 50-60 years old and was not designed for Disabled Access. The rooms are small, there are steps down to some rooms, step ups to some rooms from others and generally the bathroom and toilet areas would pose dangers to the elderly and/or infirm. The cost to rectify these deficiencies would be considerable and were determined to be uneconomic to do so especially as it would be more cost effective to design a purpose-built residence that would meet all the requirements for disability access.

The provision of a new residence and converting the existing building to a chalet is not an excuse to run an additional business as we are already running a business that involves visitors to the property to learn about equine behaviour, Equine Facilitated Learning (EFL), training techniques and other equine associated activities.

Dot Point 3 The owners of 909 Gold Gully Road (Lot 103) would only have to ask about our intentions in regards to the 12.5 acre bush between the proposed new residence site and their property to understand that we have no intention of clearing this area of remnant bush as it provides a buffer (both weather and noise) from the south. It is also our intention to plant additional buffer trees along our southern boundary to provide additional privacy and noise buffering as we do not enjoy the sound of motor cycles which causes stress to our horses.

Dot Point 4 The provision of short term accommodation is an extension of the facilities we already provide and will enhance the opportunity for up to a maximum of four (4) clients to stay on the property for the weekend clinics we hold during the year.

Dot Point 5 The chalet is not physically capable of housing more than 4 persons in the house.

Dot Point 6 The “new” entrance that is referred to is in fact a connecting gate between Lot 102 and our property (Lot 101) for the purpose of fire fighting vehicle access only and is not a “second access”.

Dot Point 7 The change of use from “residence” to “chalet” does not necessarily mean there will be any significant increase on traffic. In some instances it may actually reduce the number of traffic movements as the visitors, instead of leaving the property and returning the following day will actually remain on the property. Also the increase in traffic on the East Nannup Road may be as a result of other reasons not associated with our operations (e.g. support vehicles for Munda Biddi Trail riders, tourist traffic travelling on the East Nannup Road/Gold Gully Road scenic drive since both roads have been sealed).

Dot Point 8 Any increase of vehicles and horse floats would not impact on the adjoining landowners as they would be accessing our property of East Nannup Road and if any were to come to our property there would only be a maximum of two at any one time when using the chalet. We already have 1 – 2 horse floats at varying times during the year without it having had any impact on the adjoining landowners.

Dot Point 9 Given that on the odd occasion that we may have additional horses on our property I fail to see the relevance this has on the change of use application. There may be more flies & insects as a result of the change in climatic conditions from one year to the next regardless of the

number of horses on the property or it may be as a result of the number of cattle the adjoining owner has on their property.

Dot Point 10 Up until the present, our current business operations have not had any negative impact on surrounding properties that we have been made aware of and the proposal to change the use of our existing residence to “chalet” is unlikely to impact negatively either.

Dot Point 11 The peace and quiet that the Dutton’s enjoy would not be impacted by the change of use to a chalet. We have accepted that we will be impacted by the farming operations during the day and night (hay season, professional shooters etc.) because we live in a rural farming area and I fail to see that an extra up to 4 persons (and possibly 2-4 horses) on our property will affect either the “peaceful tranquillity” of their property. We have all invested time, money and effort into our respective properties to improve our lifestyle and we do so with as little impact on others as possible.

In conclusion, the change of use application from “residence” to “chalet” will have no adverse impact on the owner of Lot 103 (909 Gold Gully Road). The Dutton’s comments about our new residence is not a matter that is the subject of this planning application as it is a permitted use under the Shire of Nannup’s Local Planning Scheme #3 and does not need to be advertised for public comment. The new residence will be designed in accordance with all the relevant statutory requirements and undergo the normal approval processes separate to this development application.

We endeavour to have a minimal impact on our environment and follow to the best of our ability the philosophy of leaving the property in a better condition than when we purchased it and therefore anything we do on the property is designed to have the least impact not only on the property but also on the surrounding environment.

We have determined that our property has a stocking rate of between 13-15 fully grown horses (based on a rate of 1 horse/4 acres) for our property which is approximately 95 acres in area of which approximately 60 acres is grazing land depending on the seasons. We currently have 14 horses and any additional horses that are accommodated overnight on the property will not unduly affect this stocking rate.

Bushfire Attack Level Assessment Report

Prepared by a BPAD
Accredited Practitioner



Fire Protection Association Australia Life Property Environment



AS 3959 BAL Assessment Report

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2009 (Incorporating Amendment Nos 1, 2 and 3). FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.


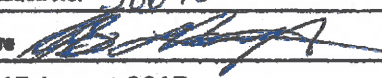
Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street name / Plan Reference		
		1127		East Nannup Road		
Local government area	Suburb			State	Postcode	
	Nannup			WA	6275	
Main BCA class of the building	Shire of Nannup					
Description of the building or works	Class 1a	Use(s) of the building	Habitable Dwelling			
	Change of Classification					

Report Details

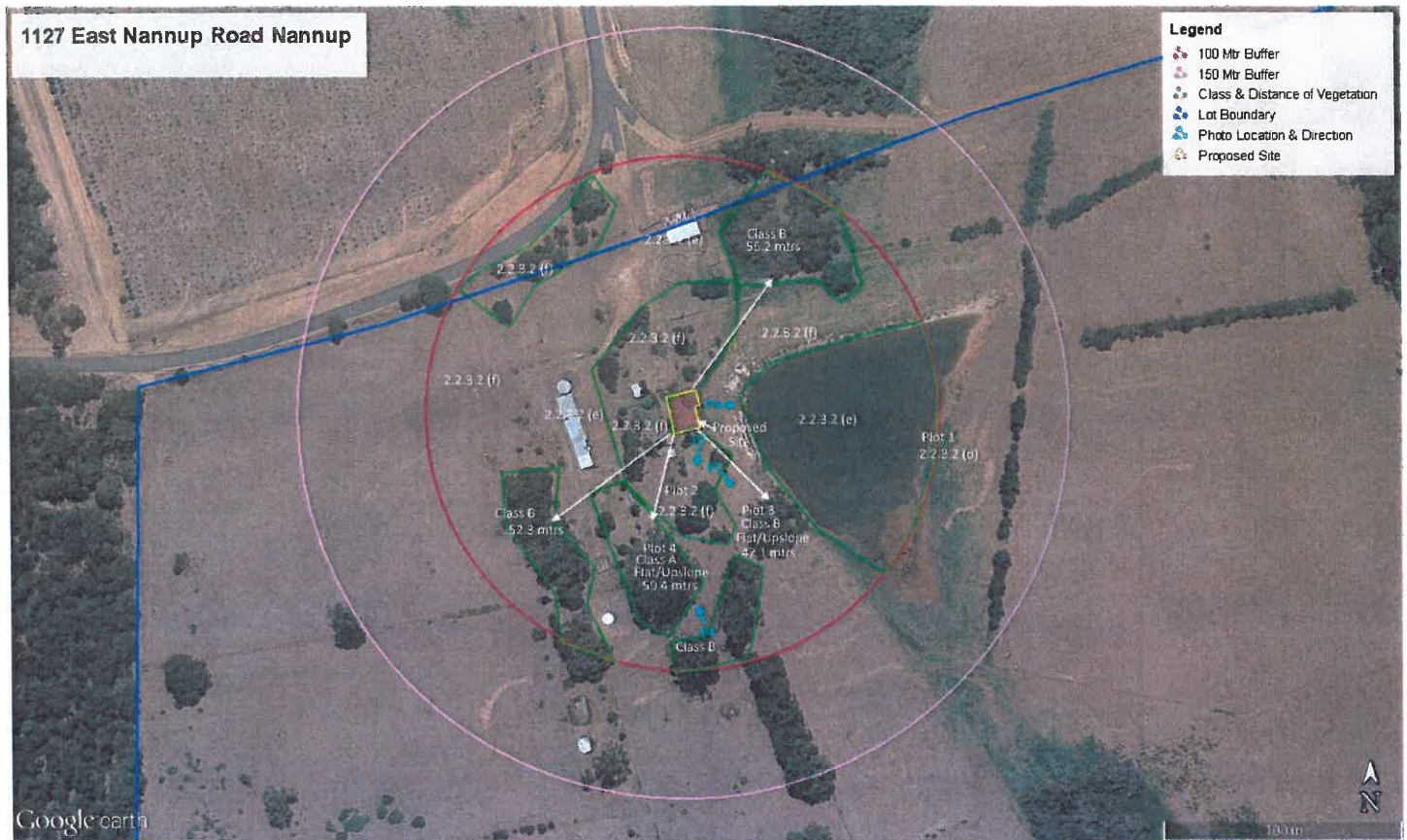
Report / Job Number 0743	Report Version A	Assessment Date 9 August 2017	Report Date 17 August 2017
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BPAD Accredited Practitioner Details

Name Neill Thompson BPAD 36648 Company Details Bushfire Solutions South West Mobile: 0447 395 173 E: neill@bushfiresolutionssouthwest.com.au  BUSHFIRE SOLUTIONS SOUTH WEST	<div style="border: 1px solid black; padding: 5px;"> <p>I hereby declare that I am a BPAD accredited bushfire practitioner.</p> <p>Accreditation No. 36648</p> <p>Signature </p> <p>Date 17 August 2017</p> </div> <p style="text-align: right;">Authorised Practitioner Stamp</p>
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Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.

The assessment of this site / development was undertaken on 9 August 2017 by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2009 Simplified Procedure (Method 1).



Google Maps 2016

Vegetation Classification

All vegetation within 100m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2009. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.



Photo ID: P1	Plot: 1 North	<div>SE 120 150 180 210 240 270 300</div> <div>POS: 34°3'29"S, 115°50'38"E ±98.4ft</div>  <div>07 Aug 2017, 09:34</div>
Vegetation Classification or Exclusion Clause		
Excludable - 2.2.3.2(d) Strip <20m in width		
Description / Justification for Classification		
Strips of vegetation less than 20 mtrs in width.		
Photo ID: P2	Plot: 2	<div>E 90 120 SE 150 180 210 SW 240 270</div> <div>POS: 34°3'29"S, 115°50'37"E ±16.4ft</div>  <div>07 Aug 2017, 09:35</div>
Vegetation Classification or Exclusion Clause		
Excludable - 2.2.3.2(f) Low Threat Vegetation		
Description / Justification for Classification		
Low threat vegetation maintained and managed.		

Photo ID: P3	Plot: 3 South	
Vegetation Classification or Exclusion Clause		
Class B Woodland - Woodland B-05		
Description / Justification for Classification		
Trees 10-30 mtrs high: 10-30% foliage cover, understorey low trees to tall shrubs, grasses.		
		 <p>POS: 34°3'29"S, 115°50'38"E ±16.4ft</p> <p>07 Aug 2017, 09:35</p>
Photo ID: P4	Plot: 4 West	
Vegetation Classification or Exclusion Clause		
Class A Forest - Open forest A-03		
Description / Justification for Classification		
Trees 10-30 mtrs high: 30-70% foliage cover, understorey low trees to tall scrubs, grasses.		
		 <p>POS: 34°3'36"S, 115°50'36"E ±16.4ft</p> <p>07 Aug 2017</p>

Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

Fire Danger Index

FDI 40 ☐

Table 2.4.5

FDI 50 ☐

Table 2.4.4

FDI 80 ☒

Table 2.4.3

FDI 100 ☐

Table 2.4.2

Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
Plot 1	Excludable – Clause 2.2.3.2(d)	Flat/Upslope	N/A	BAL – LOW
Plot 2	Excludable – Clause 2.2.3.2(f)	Flat/Upslope	N/A	BAL – LOW
Plot 3	Class B Woodland	Flat/Upslope	42.1 mtrs	BAL – 12.5
Plot 4	Class A - Forest	Flat/Upslope	50.4 mtrs	BAL – 12.5

Table 1: BAL Analysis

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2009 using the above analysis.

Determined Bushfire Attack Level

BAL – 12.5

Appendix 1: Plans and Drawings

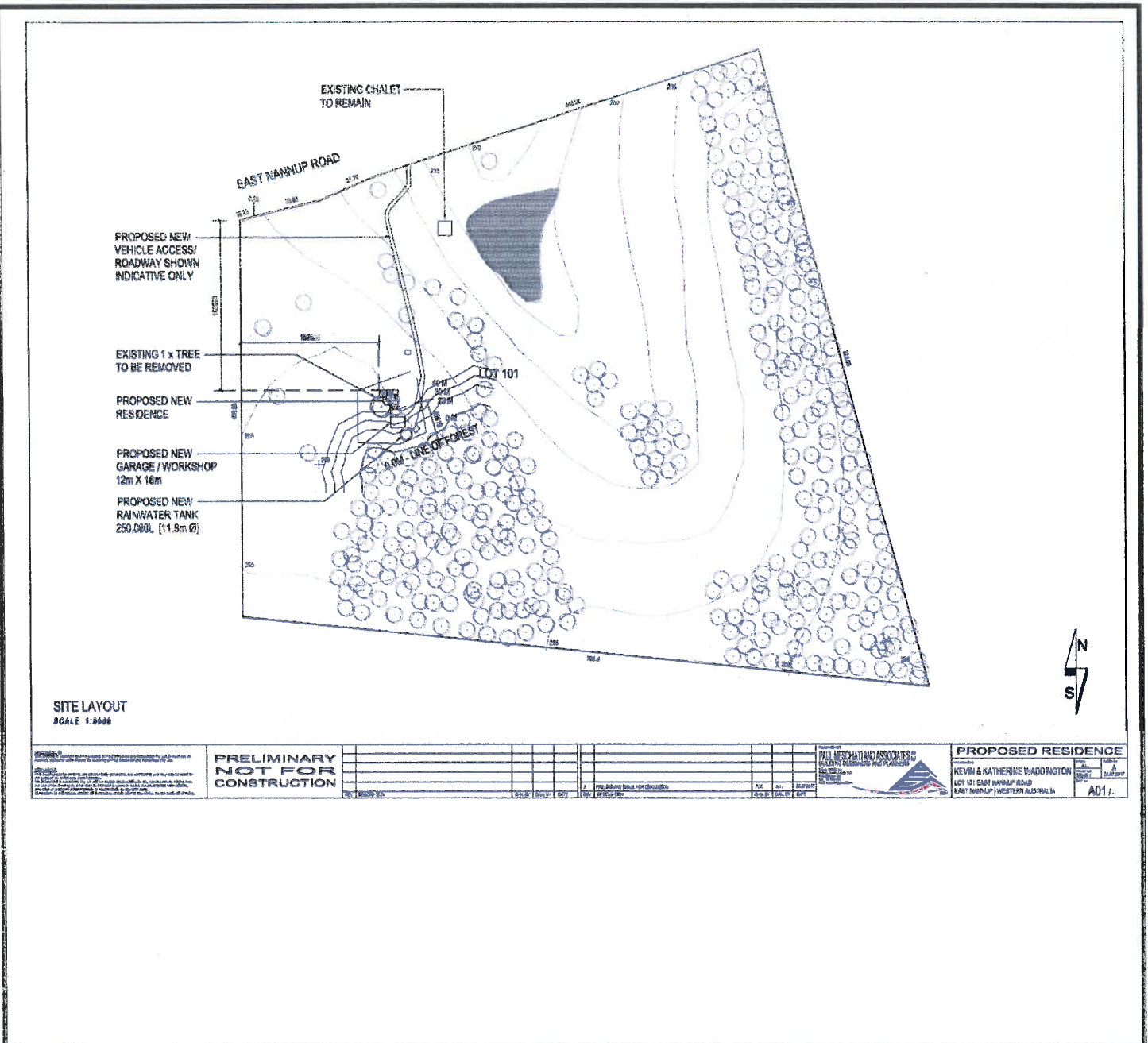
Plans and drawings relied on to determine the bushfire attack level

Drawing / Plan Description Site Plan

Job Number

Revision

Date of Revision



Appendix 2: Additional Information / Advisory Notes

All trees around the APZ will require ongoing maintenance and pruning, and have a vertical to ground clearance of 2 mtrs.

No branches or tree crown canopies are to be overhanging the roof space of the dwelling.
The ground fuel will require maintaining, to minimise any future risk.

All grasses are to be managed, and kept and maintained to a maximum height of 100 mm.

The property when completed will still need to follow the Shire of Nannup, Firebreak and Fuel Hazard Reduction Notice 2016/17.

Bush fire hazard can be altered by reducing fuel loads in bush areas, by modifying fuel zones, removing understorey vegetation and leaf litter by chemical or mechanical means or by control burning. Providing adequate separation between the vegetation and the building is strongly recommended for all new homes.

Statement:

I have taken all reasonable steps to ensure that the information provided in this assessment, is accurate and supports the conditions on and around the site, and the corresponding lot, on the date of this assessment.

This does not guarantee that a building will not be destroyed or damaged by a bushfire. This assessment for the proposed new dwelling is made in good faith based on the information available to the bushfire consultant at the time of the assessment. Notwithstanding, the bushfire consultant or Local Government authority will not, except as may be required by law, be liable for any loss or other consequences whether due to negligence arising out of the services rendered by the bushfire consultant or Local Government authority.

Note: Any new plantings of vegetation, or a failure to maintain the properties requirements for fuel loading maintenance, can and will change the BAL rating significantly.

It is the owner's responsibility to maintain fuels and vegetation's, in accordance to the Shire of Nannup Annual Fire Break Notice.

The BAL and the corresponding Sections for specific construction requirements are listed in the table below:

Bushfire Attack Levels Table

Bushfire Attack Level (BAL)	Classified Vegetation within 100m of the site heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Section
BAL – LOW		There is insufficient risk to warrant specific construction requirements. DFES recommend ember protection where possible to limit the risk of fire attack	4
BAL – 12.5	$\leq 12.5 \text{ kW/m}^2$	Ember attack	3 and 5
BAL – 19	$> 12.5 \text{ kW/m}^2$ $\leq 19 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 and 6
BAL – 29	$> 19 \text{ kW/m}^2$ $\leq 29 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 and 7
BAL- 40	$> 29 \text{ kW/m}^2$ $\leq 40 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 and 8
BAL-FZ	$> 40 \text{ kW/m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 and 9

Note:

As per the Shire of Nannup Firebreak and Fuel Hazard Reduction Notice 2016/17
All other Standards apply.

An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level.

The width of the required APZ varies with slope and vegetation.

The APZ should at a minimum be of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 12.5kW/m^2 (BAL-12.5). It should be lot specific.

The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity.

It is the responsibility of the landowner/proponent to maintain their APZ in accordance with Schedule 1 'Standards for Asset Protection Zones'.

Schedule 1: STANDARDS FOR ASSET PROTECTION ZONES

Fences: within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.

Objects: within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.

Fine Fuel load: combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.

Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m^2 in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres.

Shrubs greater than 5 metres in height are to be treated as trees. **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height.

Ground covers greater than 0.5 metres in height are to be treated as shrubs.

Grass: should be managed to maintain a height of 100 millimetres or less.

References

Shire of Nannup Firebreak and Fuel Hazard Reduction Notice 2016/17

WA Planning Commission: Standards for Asset Protection Zones

Google Maps 2016

Standards Australia AS3959 (2009) Construction of buildings in bushfire prone areas.

Policy Number:	LPP 012
Policy Type:	Local Planning Policy
Policy Name:	Tourist Accommodation in Rural Areas
Policy Owner:	Chief Executive Officer

Authority:

Shire of Nannup Local Planning Scheme No.3

OBJECTIVE

To approve high quality tourist accommodation in the non-urban areas whilst conserving the rural character and primary production values of the District.

DEFINITIONS

Nil

POLICY**Introduction**

With regard to the broad objectives of this Policy the following specific objectives for the approval of tourist accommodation are:

- 1) To minimise conflict between rural and non-rural landowners.
- 2) To establish suitable guidelines and controls for tourist accommodation to ensure that development approval does not become a basis for future unplanned urban development with consequent demands on the local government for additional services.
- 3) To establish suitable guidelines and controls for tourist accommodation outlining minimal infrastructure standards required by the local government for development approval to be granted.
- 4) To encourage links between tourist accommodation and established rural pursuits so as to diversify economic base and retain development at a low key nature.

As set out in Local Planning Scheme No.3, in particular in the Zoning Table or in the Schedules for certain land, various types of tourist accommodation can be considered in most zones.

Guidelines for the Assessment and Approval of Tourist Accommodation

In determining an application, the local government will consider matters set out in clause 10.2 of the Scheme along with Scheme provisions relating to the zone. Depending on the site, key matters include:

- traffic safety and impact;
- access from a suitably dedicated and constructed public road;
- servicing;
- environmental impacts;
- fire management and impacts;
- visual impacts;
- appropriate setbacks and buffers to other uses;
- capability of the land for agriculture and rural pursuits;
- capability of the land to accept the use, by reason of soil type and stability; and
- density and scale of the proposed development.

Standard conditions

Standard conditions which will be imposed on Development Approvals for tourist accommodation are generally:

- 1.1. The preparation of plans to comply with the Building Code of Australia and the issuing of a Building Permit. Demonstration that satisfactory arrangement can be made for effluent disposal.
- 1.2. The design and materials of the tourist accommodation is to generally blend into the landscape of the area.
- 1.3. The position of access to the development on to the public road to be located in a position and of a standard satisfactory to the local government. This may require the dedication and upgrading of the public road to the satisfaction of the local government at the cost of the applicant.
- 1.4. Provision being made for fire protection to the satisfaction of the local government.
- 1.5. Tourist accommodation must be provided with a source of potable water for drinking and cooking purposes. Development applications should include preliminary details regarding the water source, storage and distribution conditions or treatment methods proposed.

Notes

Prior to occupation of the tourist accommodation, evidence of water supply suitability must be provided. In most cases supporting evidence of chemical and microbiological sample analysis, conducted by a NATA (National Association of Testing Authorities) approved laboratory will be required to show compliance with current Australian drinking water guidelines. Further routine sampling may be required by the local government to ensure compliance with the *Health Act 1911*.

These are standard conditions and it is to be noted that additional conditions may be imposed on a development approval if there is a need to address a particular circumstance.

Rating

If the development of tourist accommodation changes the predominant use of a lot from a rural agricultural base to a non-agricultural base the local government may change the rating of such a lot from Un-Improved Value to Gross Rental Value.

Related Policies:	LPP 004 Bed and Breakfast HLT 5 Bed & Breakfast LPP 020 Developer and Subdivider Contributions LPP 021 Bush Fire Management
Related Procedures/ Documents	
Delegation Level:	CEO, Executive Officer, Development Services Officer
Adopted:	OM 24 September 1992
Reviewed:	OM 28 January 2016



15 July 2017

Shire of Nannup
Planning Department
PO Box 11
NANNUP WA 6275

Dear Planning Officer,

Re: Lot 515 McAlpine Mews, NANNUP WA 6275 ("the Property")

Mr Peter Rogers and Mrs Linda Rogers ("the Owners") have engaged the services of Milford Homes/Total Home Frames to design and build their proposed new dwelling on the Property.

We would like to thank you for your earlier e-mail correspondence highlighting that the proposed setback along the western boundary of 2.7m (to the set of stairs and 3.7m to the majority of the proposed dwelling) does not comply with the 6.3m setback required for the deemed to comply provisions of the Residential Design Codes.

The Design of the house has been prepared to ensure that there is minimal impact on neighbouring properties privacy and amenity. To decrease the setback to the boundary the design could incorporate a step or offset which will break up the length of the wall, however will provide no real practical difference to neighbouring properties.

To assist with ensuring that there is a minimal impact on neighbours the Owner's would consider putting obscure glass in the Meals window and Laundry door which overlooks this western boundary and installing privacy screening at the ends of the decked verandahs safeguarding neighbour's privacy.

The design of the proposed dwelling has been completed in such a way as to maintain the natural contours and features of the land, without requiring costly site work methods such as retaining, cutting and filling, which would dramatically alter the Property.

Please find enclosed with this letter a copy of the proposed plans, completed planning application form and associated fee.

Should you have any questions that relate to the planning application, you are welcome to contact me on (08) 9308 8999.

Yours sincerely,



McKenzie Reed
Sales and Compliance Consultant
Total Home Frames / Milford Homes

SERVICES AND DETAIL

Electricity	YES	View	
Water	YES	Objectional Features	
Sewerage	YES	Access	YES
Gas		Improvements	
Telecom	YES	Fencing	
Road	YES	Adjoining Owners	YES
Footpath		Drainage	
Kerb	YES	Re Peg Required	

BUILDERS

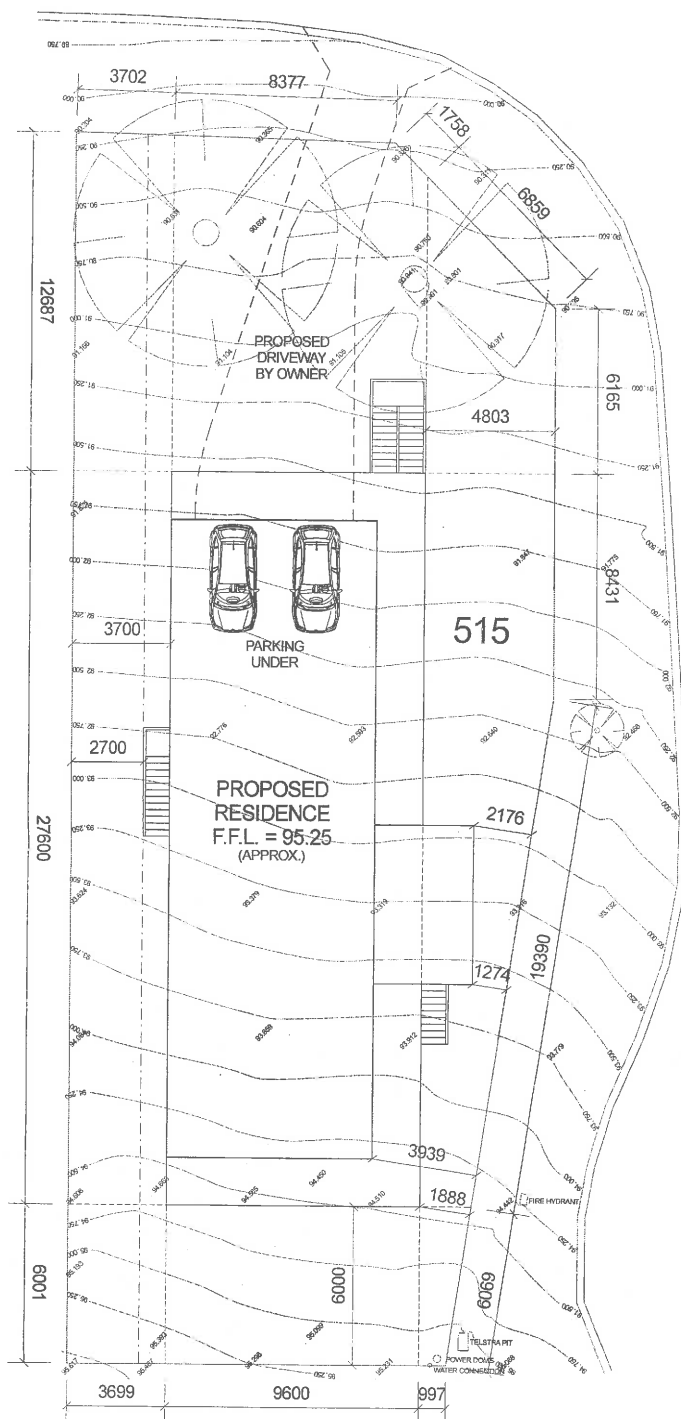
Services to be confirmed with AUTHORITIES. For easements etc. Check Certificate of Title. Site Survey only location of boundary pegs or fences in relation to the boundary is not guaranteed. The information shown on this drawing is current as at the date of the survey. Earthworks / set out dimension may vary on site at the builders discretion. Sewer / Drainage may vary from schematic presentation check minimum clearance. Retaining not included / in addition to contract remains owners responsibility.

SURVEYOR
JIM ROGERS

DRAWN BY JR

DATE 21/06/17

0000419010517
jim@edge-tolview.com
www.edge-tolview.com
ABN35 207 046 852



McAlpine Mews

REFERENCE NNL
RL 10.500

GENERAL NOTES:

- (1). OWNER TO PROVIDE BUILDER WITH FULL & CLEAR ACCESS TO BUILDING SITE, NO GATES LOCKED AT ANY TIME.
- (2). A CLEAR ALL WEATHER ACCESS DRIVEWAY IS REQUIRED TO WITHIN 2 METERS OF THE PROPOSED BUILDING, THE DRIVEWAY, IS REQUIRED AT THE POINT WHERE THE NATURAL GROUND IS CLOSEST LEVEL TO THE BUILDING FLOOR LEVEL ABOVE OR BELOW. THE ACCESS DRIVEWAY IS REQUIRED FOR SEMI & CONCRETE TRUCKS.
- (3). ALL BUILDING SITEWORKS TO BE COMPLETED BY THE OWNER & PROVIDED FOR THE BUILDER PRIOR TO THE BUILDING STARTING CONSTRUCTION. BE AWARE OWNERS SHOULD SEEK PROFESSIONAL ADVICE (ENGINEER) FOR ANY SPECIAL SITE CONDITION REQUIREMENTS INCLUDING RETAINING WALLS. IF SAND FILL IS REQUIRED AT THE BUILDING SITE, THE OWNER IS TO PROVIDE THE BUILDER AND COUNCIL BUILDING INSPECTOR WITH A COMPACTION CERTIFICATE FROM THE OWNER'S EARTHMOVER / SITEWORKER.
- (4). OWNER TO PROVIDE BUILDER WITH POWER & WATER WITHIN 10 METERS OF BUILDING SITE PRIOR TO THE BUILDER STARTING CONSTRUCTION. THE OWNER SHOULD APPLY DIRECT TO WESTERN POWER TO CONNECT THEIR MAINS POWER.
- (5). WITH SUSPENDED FLOOR CONSTRUCTION ALL WET AREA WASTE LOCATIONS HAVE A MINIMUM FALL. IT IS IMPORTANT EXCESSIVE WATER VOLUMES FOR CLEANING, ETC, SHOULD NOT OCCUR.
- (6). ANY ADDITIONAL ENERGY EFFICIENCY REQUIREMENTS BY LOCAL OR STATE GOVERNMENTS HAVE NOT BEEN ALLOWED FOR IN YOUR HOME. IF AN UPGRADE IS REQUIRED BY THE RELEVANT AUTHORITIES, ALL ADDITIONAL COSTS TO GO ON AN OFFICIAL HIA VARIATION FORM FOR THE OWNER TO PAY.



TOTAL HOME FRAMES PTY LTD
IMAGINATIVE HILLSIDE HOMES
11 O'Connor Way Wangara WA. 6065 Ph:93098999 Fax:93093211

SERIES:
QUEENSLANDER
VERSION:
5 x 2

1. THESE PLANS ARE THE SOLE PROPERTY OF TOTAL HOME FRAMES AND MAY NOT BE REPRODUCED OR MODIFIED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION.
2. CONTRACTORS SHALL CHECK ALL DIMENSIONS AND CONDITIONS ON SITE PRIOR TO COMMENCING FABRICATION OR CONSTRUCTION. ANY DISCREPANCIES TO BE BROUGHT TO THE SUPERVISORS ATTENTION.
3. DO NOT SCALE FROM DRAWINGS.
4. OWNER TO NOTE THAT ALL SIZES SHOWN ARE WITHOUT PLASTERBOARD AND SHOULD BE ALLOWED FOR.
5. THE BUILDER RESERVES THE RIGHT TO ALTER DIMENSIONS ON SITE TO SUIT CONSTRUCTION, ENGINEERING OR SITE CONDITIONS.
6. NOTE: RETAINING WALLS, DEMOLITION, SEWER PILING, SUBSOIL DRAINING, BLASTING OR OTHER SITE WORKS ARE ALL AT THE OWNERS EXPENSE UNLESS SPECIFIED IN THE CONTRACT.
7. THE BUILDER HAS THE FULL POSSESSION OF THE SITE WHILST THE HOME IS UNDER CONSTRUCTION.

VARIATIONS		
REV.	DETAILS	DATE
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

I / WE THE OWNERS AGREE TO THE CONTENTS OF THIS DOCUMENT AND ALL INITIALLED SHEETS	
OWNERS:	
OWNERS:	
BUILDER:	
WITNESS:	
DATE:	

TITLE: SITE PLAN	
DRAWN: A.Mayes	DATE: 10/07/17
SCALE: 1 = 200	
SHEET No: 01	REV: -
JOB No: 21720	

OWNER/S: **PETER & LINDA ROGERS**
LOT / No: **LOT 515**
SUBURB: **NANNUP**
STREET: **MCALPINE MEWS**
COUNCIL: **SHIRE OF NANNUP**



AREA:	
HOUSE:	187.20m ²
VERANDAH:	66.96m ²
PORTICO:	22.20m ²
TOTAL:	276.36m ²

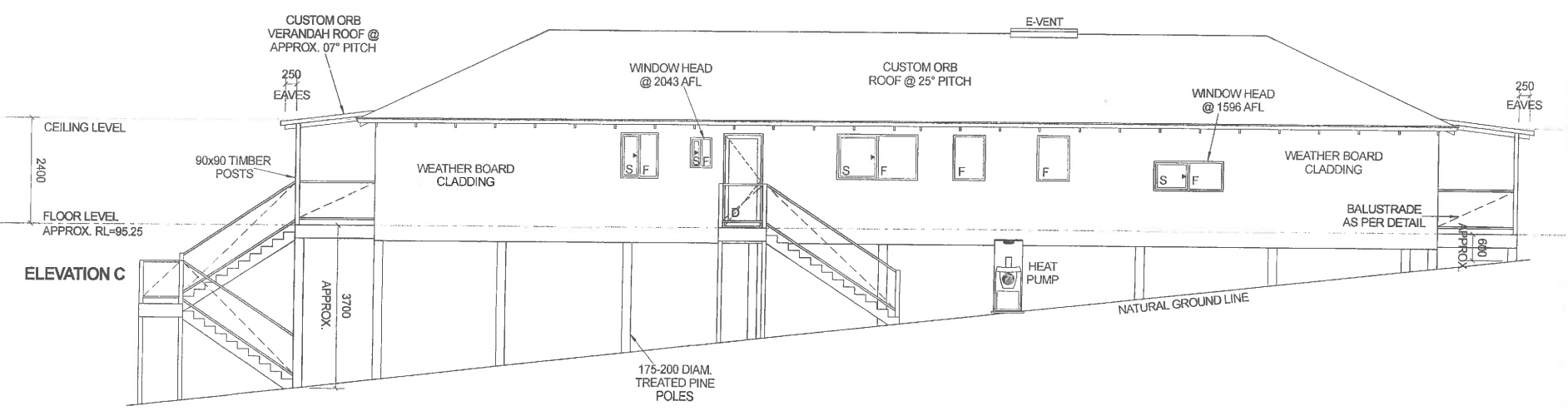
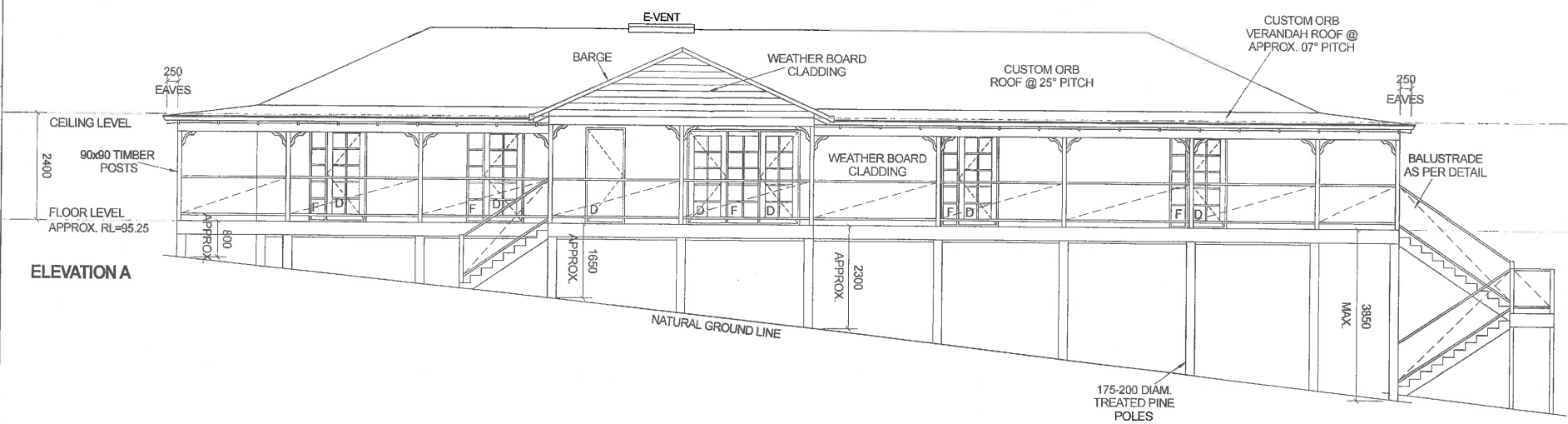
NOTE:
TF = TIMBER FRAME

INSULATION NOTE:
INSULATION INCLUDED TO ALL WALLS & CEILINGS THAT ADJOIN ANY ROOF SPACE

[illegible]

TITLE: FLOOR PLAN	
DRAWN: A. Mayes	DATE: 10/07/17
SCALE: 1 = 100	
SHEET No: 02	REV: -
JOB No: 21720	

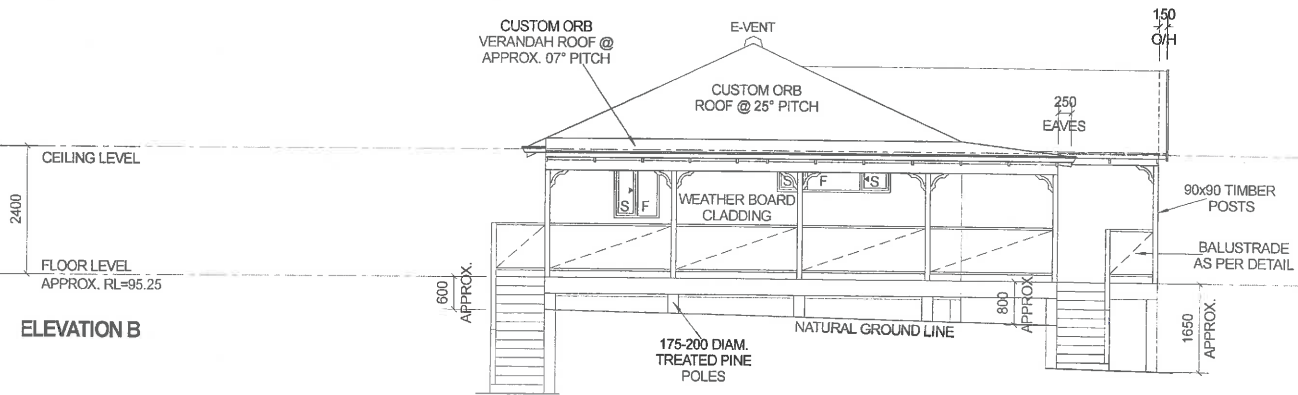
ORIGINAL



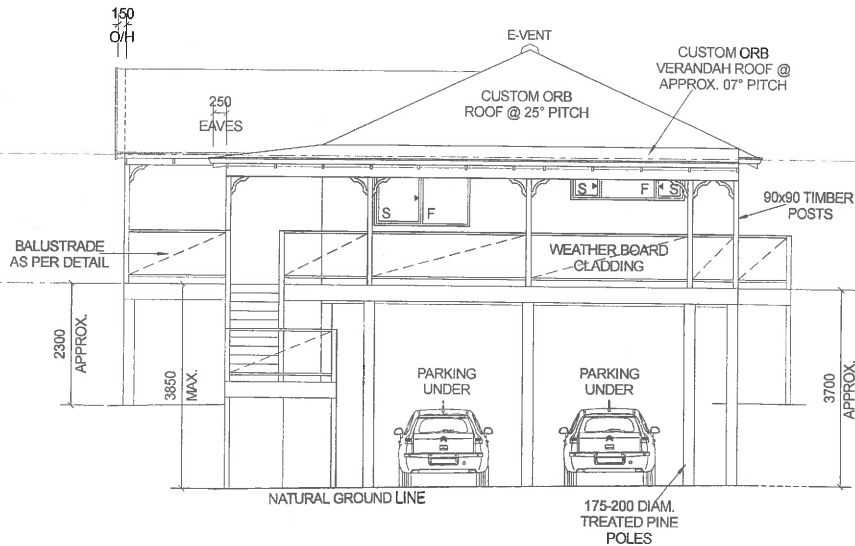
TOTAL HOME FRAMES PTY LTD		SERIES		VARIATIONS		TITLE	
IMAGINATIVE HILLSIDE HOMES		QUEENSLANDER				ELEVATIONS	
11 O'Connor Way, Wagga WA, 6005 PH: 3368999 Fax: 3369271		VERSION: 5 X 2				DRAWN: A Mayes	
PETER & LINDA ROGERS						DATE: 10/07/17	
LOT 515						SCALE: 1 = 100	
NANNUP						SHEET: 03	
						REV: -	
						JOB No: 21720	

1. THESE PLANS ARE THE SOLE PROPERTY OF TOTAL HOME FRAMES AND MAY NOT BE REPRODUCED OR COPIED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION. 2. CONTRACTORS MUST CHECK ALL DIMENSIONS AND CONSTRUCTION DETAILS ON SITE BEFORE COMMENCING FABRICATION OR CONSTRUCTION. ANY DISCREPANCIES DO NOT SCALE FROM THE DRAWINGS. 3. OWNER TO NOTE THAT ALL SIZES SHOWN ARE WITHOUT THE BUILDER'S ALLOWANCE. 4. OWNER TO NOTE THAT ALL SIZES SHOWN ARE WITHOUT THE BUILDER'S ALLOWANCE. 5. DIMENSIONS ON SITE TO SUIT CONSTRUCTION. 6. DIMENSIONS ON SITE TO SUIT CONSTRUCTION. 7. THE BUILDER HAS THE FULL POSSESSION OF THE SITE WHILE THE HOME IS UNDER CONSTRUCTION.

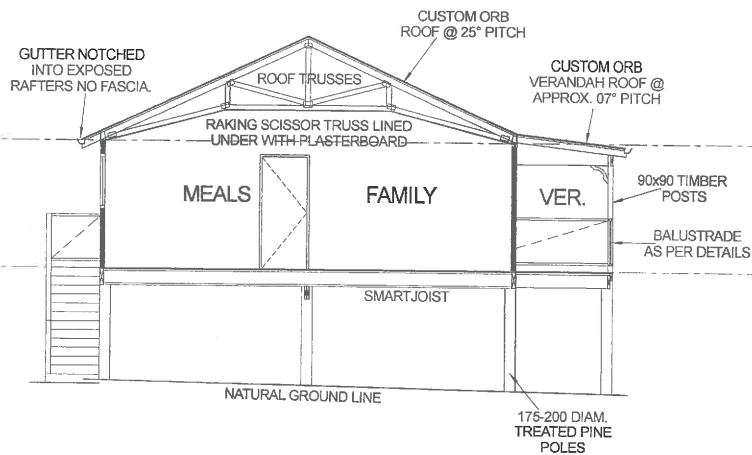
ELEVATION B



ELEVATION D



SECTION X-X



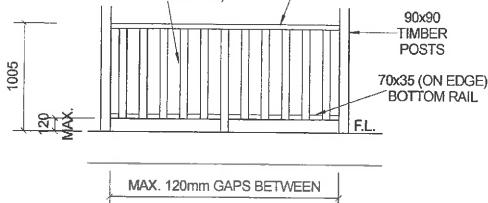
70x19 TIMBER BALUSTRADING TO NCC REQUIREMENTS, (STYLE AS PER QUEENSLANDER DISPLAY)

90x45 TOP RAIL WITH 42x35 UNDER

90x90 TIMBER POSTS

70x35 (ON EDGE) BOTTOM RAIL

F.L.



TYPICAL TIMBER BALUSTRADE (TYPE 1) DETAIL 1:50

NOTE:
ALL WINDOW HEADS @ APPROX 2143 A.F.L.
ALL SLIDING DOOR HEADS @ 2143 A.F.L.

NOTE:
POSITION OF STUMPS MAY VARY TO ELEVATIONS, SUBJECT TO ENGINEERING

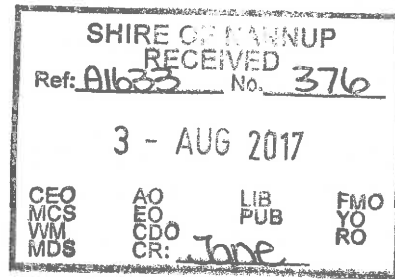
NOTE:
ALL BRACING & TRUSSING ETC TO ENGINEERS DETAILS. ALL TIMBERS TO AUSTRALIAN STANDARD 1684.2-2010. FOR N2 WIND LOADS UNLESS UPGRADE BY ENGINEER IS REQUIRED

REV	DETAILS	DATE
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

31/07/17

21 Dunnet Road,

Nannup. 6275



To The Planning Officer,

RE: LOT 515 McALPINE MEWS, NANNUP. WA. 6275.

I am writing to you to express my dismay and outrage at the proposed build in McAlpine Way, Nannup.

We have been residents of 21 Dunnet Road for the past 20 years, and rate payers for the past 15. We have enjoyed the most significant views of sunrise and the hills and horizon during this time; in fact, it has always been one of the reasons that we desired to purchase this property.

We have always known and expected that there would be a dwelling built on the western boundary of our property, in McAlpine Mews. However, we have also always understood that the dwellings would be of a modest nature, as the original idea was that they were to be built as small, retirement homes. In this sense, we never feared that the view so important to us would be jeopardised in any way.

Imagine our horror, then, when we learned of the proposed height and size that the owners of said property were considering. Not only were they suggesting that they construct a home with a floor height in excess of 3 metres, they also proposed to place their house less than 3 metres from our fence line!

According to the State Planning Policy 3.1 Residential Design Codes, building heights should not have an adverse impact on adjoining properties. It states:

'5.1.6 Building height

P.6 Building height that creates no adverse impact on the amenity of adjoining properties

And where appropriate maintains:

- Adequate access to direct sun into **buildings** and appurtenant **open spaces**;
- Adequate daylight to **major openings** into **habitable rooms**; and
- Access to views of significance

If the design is approved we will lose **100%** of our view over the western boundary, and **all** morning sun. Instead of seeing sunlight after 6am, our first glimpse will be after 11! All of the rooms on the western side of our residence will lose light and air and will be dark and without a view.

In this sense the proposed house will significantly impact "...our access to direct sunlight" ... into our garden, buildings and habitable rooms. Nor does it allow us the right to enjoy access to the "views of significance" which we have enjoyed for the past two decades.

The height and close proximity of the wall of the proposed dwelling, will overshadow the western aspect of our property and shows no consideration to our rights at all. We would like to refer to correspondence from 'Milford Total Home Frames', which states that:

"The design of the house has to be prepared to ensure that there is minimal impact on neighbouring properties.' It says that there should be "...no practical difference to neighbouring properties."

We are the neighbouring property and I think there can be no doubt at all that this proposed build will have a major impact.

In the State Planning Policy there is also a section addressing this issue. Section '**5.3.1 Lot Boundary setback**' of the design code states that buildings should be set far enough away from

..."lot boundaries so as to:

- Reduce impacts of building bulk on **adjoining properties**;
- Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
- Minimise the extent of overlooking and resultant loss of privacy on adjoining properties.

There has been no thought to reducing the bulk of the building- it runs the entire length of our property, and almost the entire length of our neighbour's. The first stump height is set at 800mm, continuing out 27 600 to 3.7 meters to the last stump. Our first question was why the first stump is not at ground level?

The **State Planning Policy, Section 3.1 Residential Design Code, Table 2b Boundary Setbacks Walls With Major Opening** clearly outlines appropriate boundary heights and distances. (See attached table)

The building design company wants to set the house only 3.7 metres from our fence, and they also want to push back a staircase to only 2.7metres from our boundary. The impact the both the height and proximity of the dwelling will have on our lives is massive.

We believe that the Nannup Council building and design codes have immense practicality. They serve to protect existing residents and guide new ones. We are simply asking that these codes be upheld and our right to continue to live in the manner which we have enjoyed for the past 20 years be honoured.

We are also concerned about the size of the dwelling and the impact that will have on the rest of the streetscape, as its height and size is not at all in keeping with the streetscape theme of the sub division. If approval is given to this plan, then it will set a precedent for other builders in McAlpine Mews, which will then impact on other residents in Dunnet road whose properties share this western boundary.

In State **Planning Residential Design Codes, Section 5.1.4 Open Space**, the impact on buildings, landscapes, vegetation and streetscapes is outlined clearly. It states that the proposed building should:

5.1.4 Open Space

P.4 Development incorporates suitable **open space** for its context to:

- Reflect the existing and/or desired streetscape character or as outlined under **local planning framework**;
- Provide access to natural sunlight for the **dwelling**
- Reduce building bulk on the site; consistent with the expectations of the applicable density code and/or as outlined in the **local planning framework**
- Provide an attractive setting for the buildings, landscape, vegetation and **streetscape**;
- Provide access for residents to use space external to the dwelling for outdoor pursuits and access within/around the **site**; and
- Provide space for **external fixtures** and essential facilities.

The size of the residence will significantly compromise the whole aesthetics of the streetscape. In comparison to the other dwellings, this house does not leave adequate space on the block for appropriate landscaping and vegetation. State Planning Policy states, in section 5.1.2, that:

5.1.2 Street setback

P2.1 **Buildings** set back from **street boundaries** an appropriate distance to ensure they:

- Contribute to, and are consistent with, an established streetscape;
- Provide adequate privacy and **open space** for dwellings;
- Accommodate site planning and requirements such as **parking, landscape** and utilities; and
- Allow safety clearances for easements for essential service corridors.

P2.2 **Buildings** mass and form that:

- Uses design features to affect the size and scale of the building;
- Uses appropriate minor projections that do not detract from the character of the streetscape;
- Minimises the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply; blank **walls**, servicing infrastructure access and meters and the like; and
- Positively contributes to the prevailing **development** context and streetscape.

We feel that the proposed build impacts not just us, but the whole of Dunnet Road and McAlpine Mews, significantly. We feel that, with the availability of so much sub-dividable land, the owners of Lot 22 should have purchased a bigger block more suitable to accommodating their needs. Indeed there are some beautiful, very large Queenslander style homesteads in the same subdivision; with commanding views that do not impinge on anyone else. Instead, the owners of Lot 515 have chosen one of the smallest (if not **the** smallest) blocks upon which to place one of the biggest homes.

As long term rate payers and residents of this community, we do not feel that we should have to compromise so heavily because of inconsiderate, poor design decisions, which will leave us with no morning sun, a house which dwarfs our own and absolutely no view.

Please give everything discussed in this letter the gravity it requires, and remember; this is a time for growth, and we need to get it right.

We thank you in advance for your support,

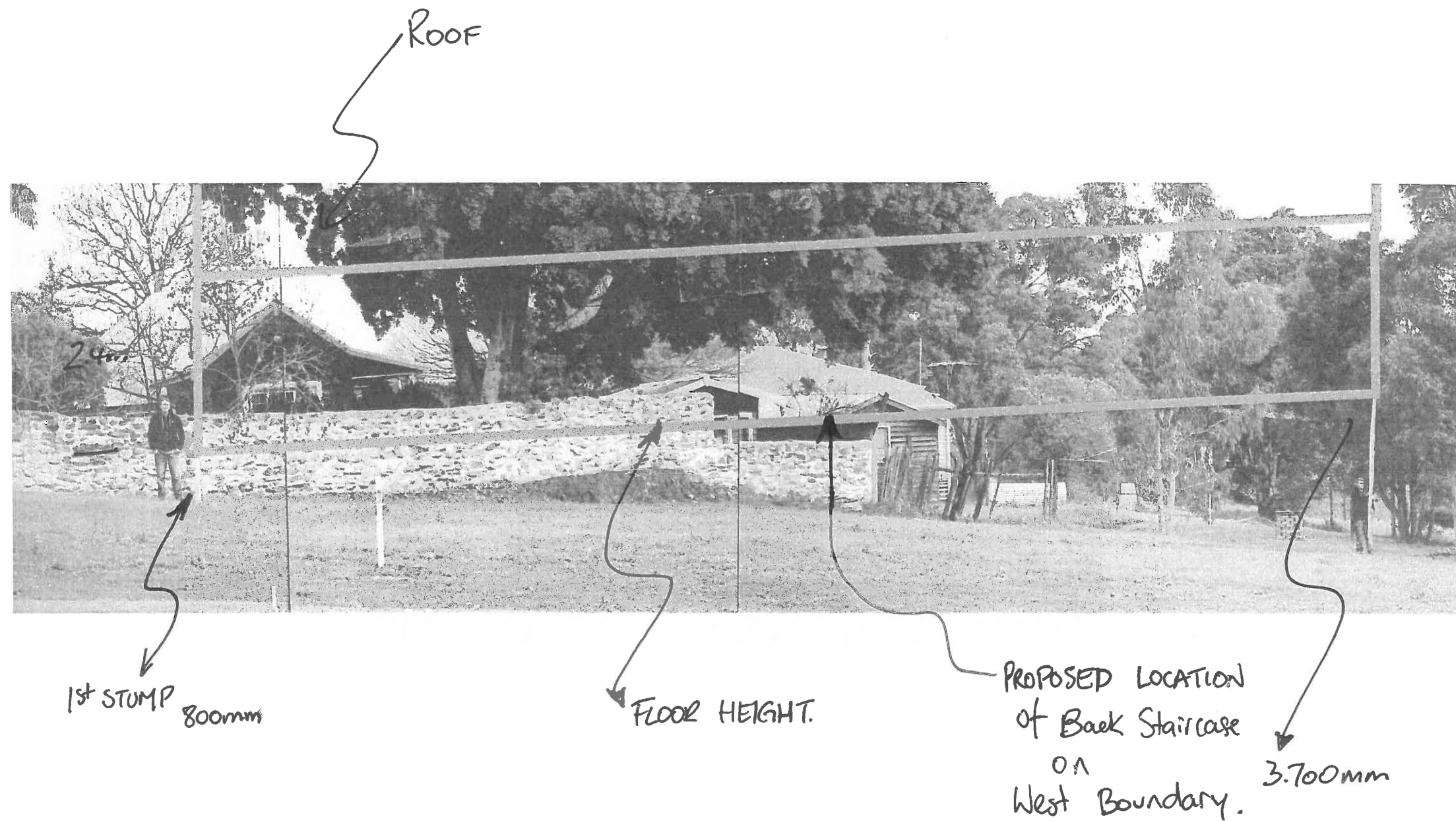
Yours sincerely

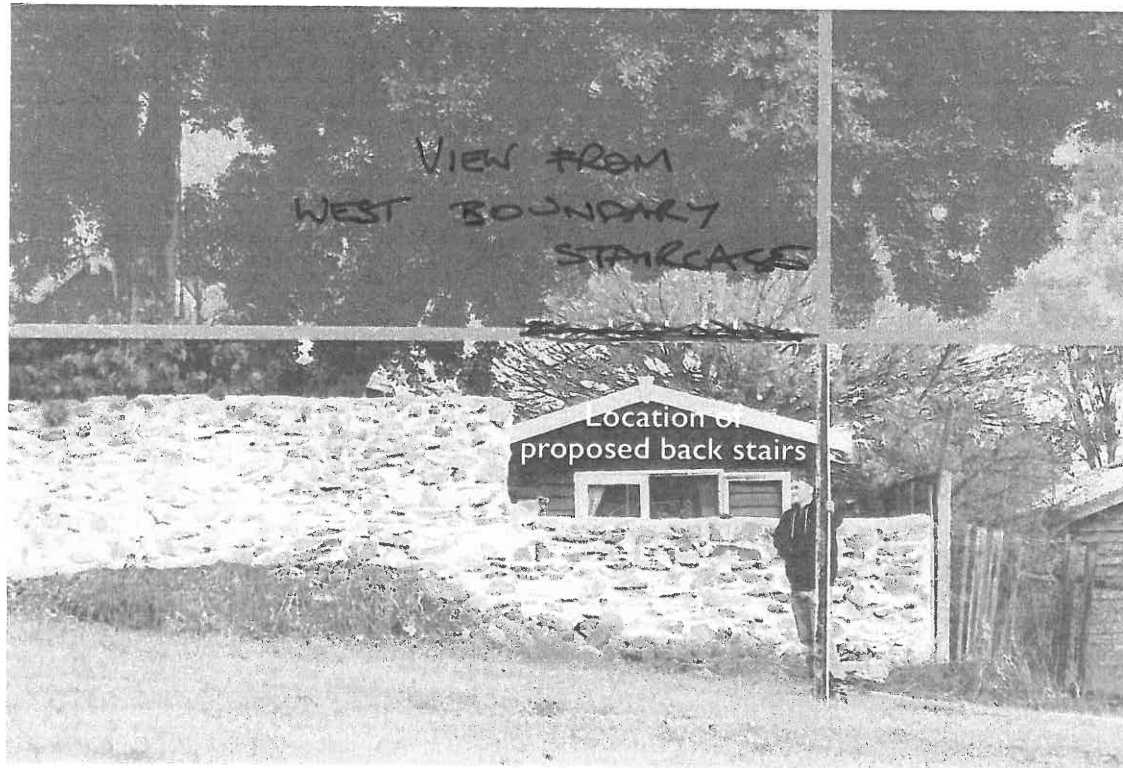


Christine Watkins



Heath Pickett

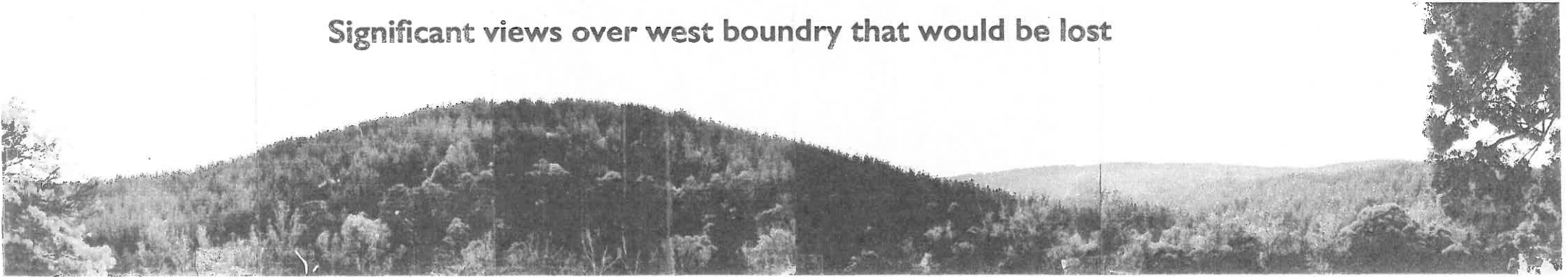




VIEW FROM
WEST BOUNDARY
STAIRCASE

Location of
proposed back stairs

Significant views over west boundry that would be lost

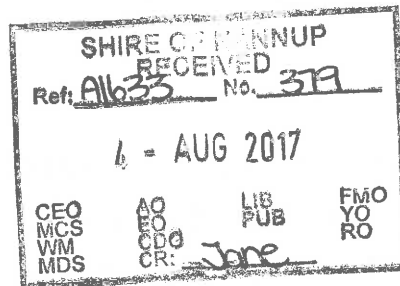


FLOOR HEIGHT
OF 'PORTICO'
EAST BOUNDARY.



Jan Brenkman
26 Dunnet Road, Nannup WA 6275

Nannup Shire,
Att: CEO Peter Clarke,
Adam Street,
Nannup—WA 6275.



3rd August, 2017

Dear Sir,

RE: Lot 515 McAlpine Mews, Nannup

I am writing to express my concern regarding the building application for the above mentioned property.

Mrs. Watkins of 21 Dunnet Road has discussed the details with me about a request having been made for a building (including veranda area and steps) which will exceed the normal guidelines for properties in relation to the size of land in the town-site. I refer in particular to the proposed height, the amount of space it will take up and as a result its proximity and impact on adjacent properties which on one side will not comply with the 6.3m setback. Although my property does not abut Lot 515, if the height and size of the proposed building does go ahead it will certainly have an impact on many of the people living in my area of Dunnet Road not just visually but also audibly.

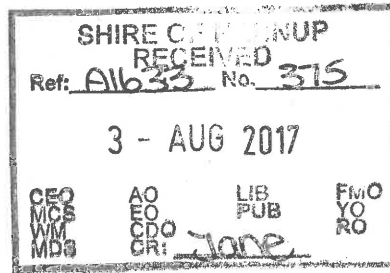
It seems to me that the type of dwelling envisaged by the owners would be more suited to a larger block and more appropriate for a different type of sub-division which offers more land.

It is my fervent hope that this request for Lot 515 will be thoroughly examined, not only from the point of view of existing property owners but very much for further developments on the subdivisions east of Nannup. It would be very disappointing if something unsuitable slips through now and creates a precedent for the future.

Yours sincerely,

Jan Brenkman (Mrs)

c.c. Cr's:
Tony Dean
Charles Gilbert
Norm Steer
Robin Mellema



To Whom it may concern,

I am writing to voice my concern at the proposed building lot of 515 McAlpine Mews. The height of the proposed dwelling, as well as the suggested proximity to boundary lines is extremely concerning for all residents whose properties boarder this Mews.



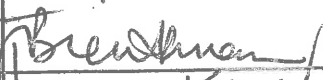
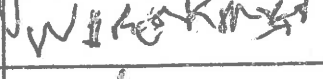


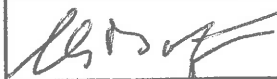



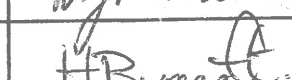
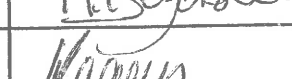




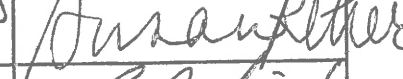



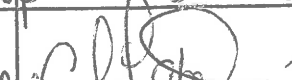


As a neighbour sharing a boundary with Lot 515 McAlpine Mews, my concern lies not only with the impact that this dwelling will have on my household, I am also extremely concerned about the knock on effect for the rest of Dunnet Road.

If this is approved, it opens the way for similar builds to be approved the whole way along McAlpine Mews. This will significantly impinge on the lifestyle of neighbouring residents in Dunnet Road. The scale of the build means that the Dunnet Road residents will have no views of Mt Folly and the surrounding hills and forests. It means that there will be limited sunlight reflected into the rear yards and buildings of the Dunnet Road residents.

As a council, you have an obligation to uphold the design aesthetics of the town; particularly in a street already earmarked for historical preservation. If residents were forced to extend their homes and make them double storey dwellings to continue to enjoy the views and lifestyles that they have enjoyed for so long, the whole streetscape of Dunnet Road will also change.

Keep the aesthetics of our town beautiful and maintain the balance between the old and the new; to everyone's advantage.

Vote no to the proposal of Lot 515 McAlpine Mews.

NAME	ADDRESS	SIGNITURE
M MARTIN	29 DUNNET RD NANNUP	
Jan MISCAMBLE	27 DUNNET RD NANNUP	
JAN BRECKMAN	26 " "	
Wouter BRECKMAN	26 " "	
Michelle Carter	23 Dunnet Rd Nannup	
Noelene Selkirk	22 Dunnet Rd Nannup	
Colin Bottomore	15 DUNNET ROAD	
Bret Clarke	19 DUNNET ROAD	
JENNY MARLOW	20 DUNNET RD.	
W. (Wally) MARLOW	20 DUNNET RD.	
WOGGIE	20 DUNNET RD.	
Holly BYCROFT.	20 DUNNET RD.	
Emma Donovan	7 McAlpine Mews	
Sue-C Donovan	Vasse Hwy 6269, Nannup	
Kelly Charteris	7 Mc Alpine Mews	
MARIAN BARRIE	31 Dunnet Rd Nannup	
SUE REITER	16 DUNNET RD NANNUP	
EILEEN PODZIUKA	18 DUNNET RD NANNUP	
Stefan Bosch	34 Dunnet Rd Nannup	
Tanya Walton	34 Dunnet Rd Nannup	
CAROLE PATCH	24 Dunnet Rd. Nannup	
Conne Brown	25 DUNNET RD, Nannup	
James Brown	25 Dunnet RD, nannup	

C. Watkins 21 Dunnet Rd Nannup

HEATH PICKETT. 21 DUNNET RD NANNUP




17 August 2017

Mr Peter Clarke
CEO
Shire of Nannup
PO Box 11
NANNUP WA 6275

Dear Mr Clarke,

Re: Lot 515 McAlpine Mews WA 6275 ("the Property")

Millford Homes/Total Home Frames have received correspondence from your Development Department which has indicated that pursuant to the neighbour advertising period, a number of objections have been raised in relation to the proposed design and boundary set-backs.

We have taken on board the concerns of the neighbours who have provided feedback in relation to the proposed design and build at the property, in particular with concerns that the set-back from the western boundary of the Property may not comply with the deemed comply requirements of the Residential Design Codes ("R-Codes"), along with the impact that this may have on the neighbours.

It is important to note that the Property is not a usual sized site with the western boundary being approximately 50m in length and the width between the western and eastern boundary being approximately 18m and tapering down to 12m at the northern and southern ends. The slope of the land drops approximately 5m over the site from south to north.

Every effort has been made to ensure that the design minimises the potential impact on the neighbours on the western boundary and conform with the deemed to comply provisions of the R-Codes. You will note that the edge of the decked Portico is approximately 1.274m away from the eastern boundary, which we acknowledge is 0.226m too close, however we would request a variation to the R-Codes as this has been done to allow as much separation from the western boundary as possible. The design has a 12.6m (approx.) set back from the northern section adjoining McAlpine Mews, which we believe complies with the required 6m set-back. Further the design of the decked Portico to the eastern side of the proposed dwelling, has been completed to ensure that this active living area, does not affect the privacy of the neighbours on the western boundary.

Noted in the concerns raised as a result of the neighbourhood consultation is the size of the home in comparison to the Property. As you are aware, the Property has been zoned R-15 which is required to have a minimum site area per dwelling of 580m² and average of 666m². The property is approximately 768m² some 115% above the average required and 132% above the minimum required. The R-Codes also stipulates that the minimum frontage of the site is 12m, which can be located at the northern connection to McAlpine Mews. The minimum open space required is 50% of the total site. The proposed design is a total of 276.36m² which gives a total of approximately 74% of open space. The set-back from the proposed dwelling to the southern boundary is 6m which is in compliance with the R-Codes.

As is demonstrated above, the Owner's proposed design is in compliance with the deemed to comply requirements of the R-Codes, along with ensuring that there is as little impact on the western boundary's neighbours.

However to this end, we acknowledge the concerns raised through the neighbour consultation and have amended the proposed plans to ensure that these concerns are met. In particular, we have proposed that a banked cut under the southern part of the proposed dwelling will be undertaken to lower the finished floor level of the house from 95.25 to 94.65. This will reduce the wall height at the highest part of the house over natural ground to 5.5m, which is well within the deemed to comply provision of 6m. This will also reduce the highest ridge height to 6.9m which is well within the deemed to comply provision of 9m.

Further to this, we have amended the plans so that the exterior wall facing the western boundary will have no major openings, thus ensuring adequate privacy for neighbours on the western boundary in line with the design principles of 5.1.3 of the R-Codes. This also allows for the boundary set-back from the western boundary to the proposed dwelling to be 2.5m. The current set back from the majority of the house is 3.7m and 2.7m from the stairs off the Laundry door. The majority of the proposed dwelling is 1.2m further set-back from the boundary than the deemed to comply requirements of the R-Codes.

The final concern of note from the concerns raised is that of adequate sunlight and ventilation. We have provided a shadow diagram which demonstrates the effect of the shadow on the neighbouring properties. As is demonstrated, the design of the home has no impact on the neighbouring properties, in particular those on the western side of the proposed development.

An item which was highlighted during the neighbour consultation process was why the first stump was set at 800mm and not at ground level. I feel it is important to clarify that the first stump was not set at 800mm, however the minimum finished floor level starts at 600mm out of natural ground. I can understand how this could have been misinterpreted, however the sub-floor structure of the proposed design is approximately 300mm thick which means that there is approximately 300mm of stump under the sub-floor structure, for which access is required to for sub-floor plumbing. To this end however, as indicated in the letter of concern, we have added the 600mm cut to the proposed site to reduce the finished floor level as indicated above.

Lastly we believe that the proposed design will enhance the area of Dunnet Road and McAlpine Mews, whilst at the same time being sympathetic to the prevailing street scape. The use of weatherboard cladding, timber frame construction and zincalume roof sheeting is very much in keeping with the area. The design, which is in line with the R-Codes and demonstrates compliance with the design principles will ensure that privacy for all neighbouring properties is maintained. The proposed amendments have been provided in a practical and pragmatic manner so as to build the home with minimal site works, so as not to cause undue disruption to neighbouring properties whilst addressing the concerns of neighbouring properties.

The Owners of the Property, Mr and Mrs Rogers, have been extremely cooperative, understanding that based on the feedback, the initial design may have had unintended consequences for neighbours along the western boundary. They have been more than willing to adjust the design of the home to ensure compliance with the R-Codes and submit amended plans that demonstrate a willingness to take on the constructive criticism provided through the neighbour consultation, with a practical approach to achieving positive planning outcomes for all parties involved. The Owners are looking forward to having the opportunity to build their home in Nannup and to become a part of the local community for the foreseeable future.

Please find enclosed with this letter a copy of the proposed amended plans.

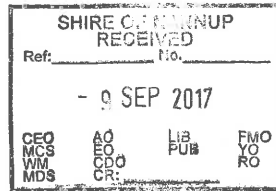
Should you have any questions that relate to the planning application, you are welcome to contact me on (08) 9308 8999.

Also should it be deemed necessary we would happily attend at the Shire of Nannup and meeting in person to provide any further information that was required.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'McKenzie Reed', with a long, sweeping horizontal line extending to the right.

McKenzie Reed
Sales and Compliance Consultant
Total Home Frames / Milford Homes



SERVICES AND DETAIL

FINAL

Electricity	YES	View	
Water	YES	Objectional Features	
Sewerage	YES	Access	YES
Gas		Improvements	
Telecom	YES	Fencing	
Road	YES	Adjoining Homes	YES
Footpath		Drainage	
Kerb	YES	Re Peg Required	

BUILDERS

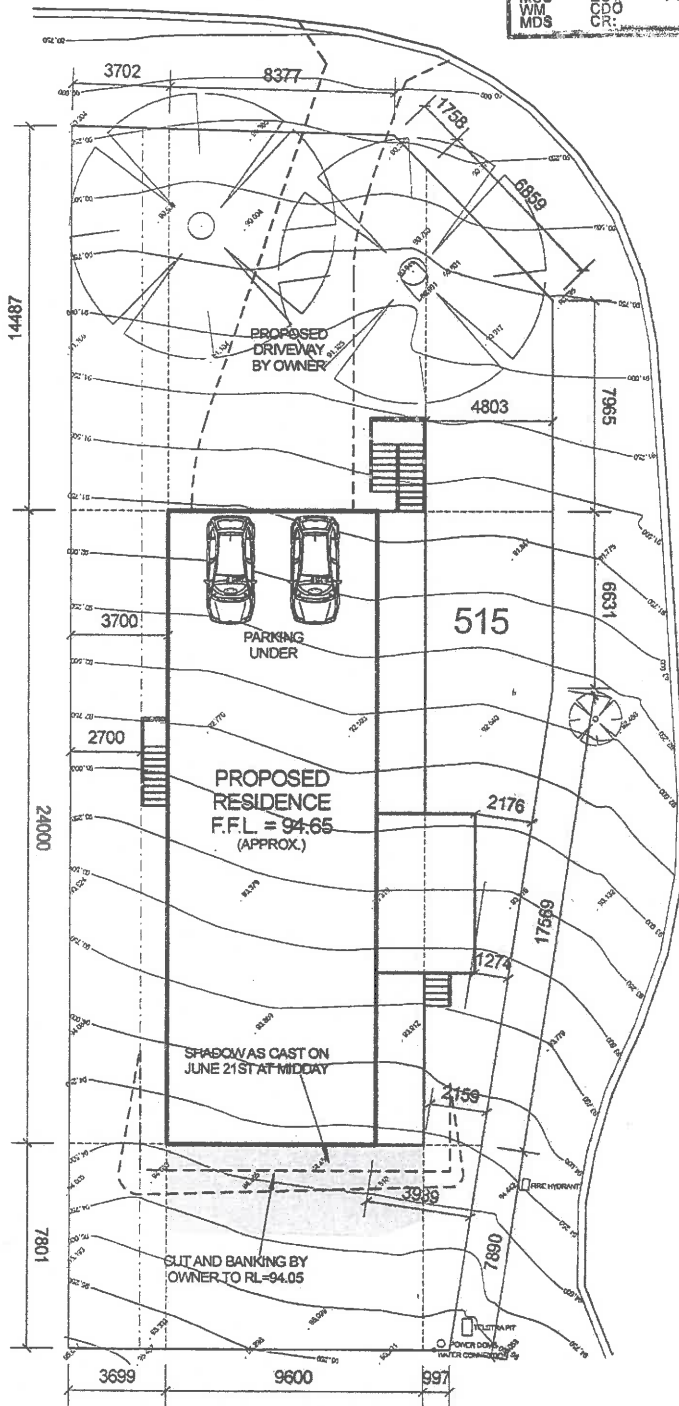
Services to be confirmed with AUTHORITIES. For easements etc. Check Certificate of Title. Site Survey only location of boundary pegs or fences in relation to the boundary is not guaranteed. The information shown on this drawing is current as at the date of the survey. Earthworks/ set out dimension may vary on site at the builders discretion. Sewer / Drainage may vary from schematic presentation check minimum clearance. Retaining not included / in addition to contract remains owners responsibility.

SURVEYOR:
JIM ROGERS

DRAWN BY J.R.

DATE 21/06/17

mob:0419311517
jim@wedgetailview.com
www.wedgetailview.com
ABN:35 207 046 852



McAlpine Mews

REFERENCE MARK
RL 10.520
△

GENERAL NOTES:

- (1). OWNER TO PROVIDE BUILDER WITH FULL & CLEAR ACCESS TO BUILDING SITE, NO GATES LOCKED AT ANY TIME.
- (2). A CLEAR ALL WEATHER ACCESS DRIVEWAY IS REQUIRED TO WITHIN 2 METERS OF THE PROPOSED BUILDING. THE DRIVEWAY IS REQUIRED AT THE POINT WHERE THE NATURAL GROUND IS CLOSEST LEVEL TO THE BUILDING FLOOR LEVEL ABOVE OR BELOW. THE ACCESS DRIVEWAY IS REQUIRED FOR SEMI & CONCRETE TRUCKS.
- (3). ALL BUILDING SITEMWORKS TO BE COMPLETED BY THE OWNER & PROVIDED FOR THE BUILDER PRIOR TO THE BUILDING STARTING CONSTRUCTION. BE AWARE OWNERS SHOULD SEEK PROFESSIONAL ADVICE (ENGINEER) FOR ANY SPECIAL SITE CONDITION REQUIREMENTS INCLUDING RETAINING WALLS. IF SAND FILL IS REQUIRED AT THE BUILDING SITE, THE OWNER IS TO PROVIDE THE BUILDER AND COUNCIL BUILDING INSPECTOR WITH A COMPACTION CERTIFICATE FROM THE OWNER'S EARTHMOVER / SITEMWORKER.
- (4). OWNER TO PROVIDE BUILDER WITH POWER & WATER WITHIN 10 METERS OF BUILDING SITE PRIOR TO THE BUILDER STARTING CONSTRUCTION. THE OWNER SHOULD APPLY DIRECT TO WESTERN POWER TO CONNECT THEIR MAINS POWER.
- (5). WITH SUSPENDED FLOOR CONSTRUCTION ALL WET AREA WASTE LOCATIONS HAVE A MINIMUM FALL. IT IS IMPORTANT EXCESSIVE WATER VOLUMES FOR CLEANING, ETC, SHOULD NOT OCCUR.
- (6). ANY ADDITIONAL ENERGY EFFICIENCY REQUIREMENTS BY LOCAL OR STATE GOVERNMENTS HAVE NOT BEEN ALLOWED FOR IN YOUR HOME. IF AN UPGRADE IS REQUIRED BY THE RELEVANT AUTHORITIES, ALL ADDITIONAL COSTS TO GO ON AN OFFICIAL HIA VARIATION FORM FOR THE OWNER TO PAY.



TOTAL HOME FRAMES PTY LTD
IMAGINATIVE HILLSIDE HOMES
11 O'Connor Way Wangara W.A. 6065 Ph:93098999 Fax:93093211

OWNERS:
PETER & LINDA ROGERS
STREET: **MCALPINE MEWS**
COUNCIL: **SHIRE OF NANNUP**
LOT: **LOT 515**
UBURS: **NANNUP**

SERIES: **QUEENSLANDER**
VERSION: **5 x 2**

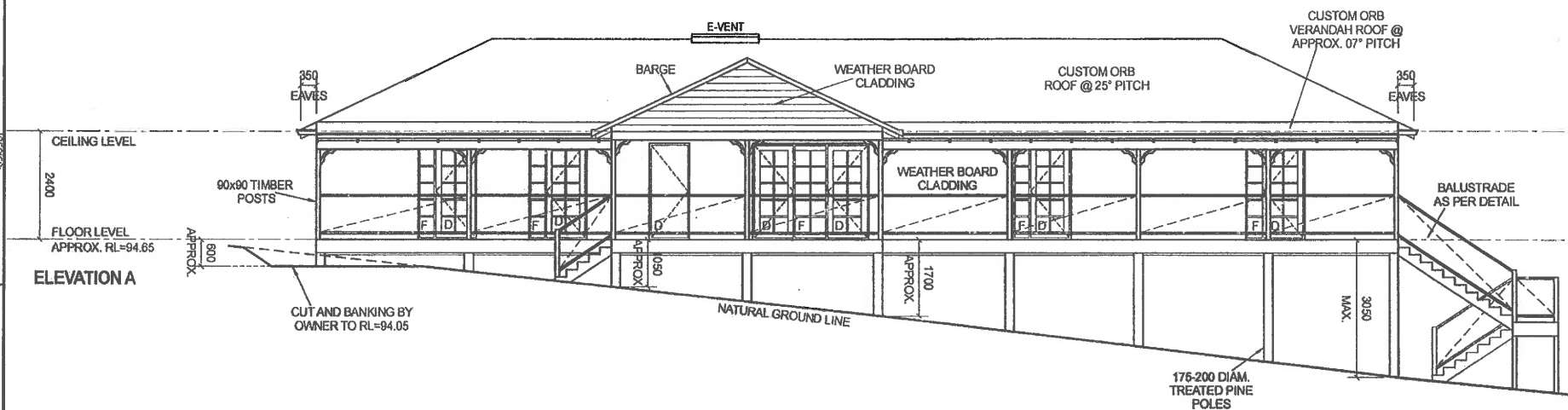
1. THESE PLANS ARE THE SOLE PROPERTY OF TOTAL HOME FRAMES AND MAY NOT BE REPRODUCED OR MODIFIED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION.
2. CONTRACTORS SHALL CHECK ALL DIMENSIONS AND CONDITIONS ON SITE PRIOR TO COMMENCING FABRICATION OR CONSTRUCTION. ANY DISCREPANCIES TO BE BROUGHT TO THE SUPERVISORS ATTENTION.
3. DO NOT SCALE FROM DRAWINGS.
4. OWNER TO NOTE THAT ALL SIZES SHOWN ARE WITHOUT PLASTERBOARD AND SHOULD BE ALLOWED FOR.
5. THE BUILDER RESERVES THE RIGHT TO ALTER DIMENSIONS ON SITE TO SUIT CONSTRUCTION, ENGINEERING OR SITE CONDITIONS.
6. NOTE: RETAINING WALLS, DEMOLITION, SEWER PILING, SUBSOIL DRAINS, BLASTING OR OTHER SITE WORKS ARE ALL AT THE OWNERS EXPENSE UNLESS SPECIFIED IN THE CONTRACT.
7. THE BUILDER HAS THE FULL POSSESSION OF THE SITE WHILE THE HOME IS UNDER CONSTRUCTION.

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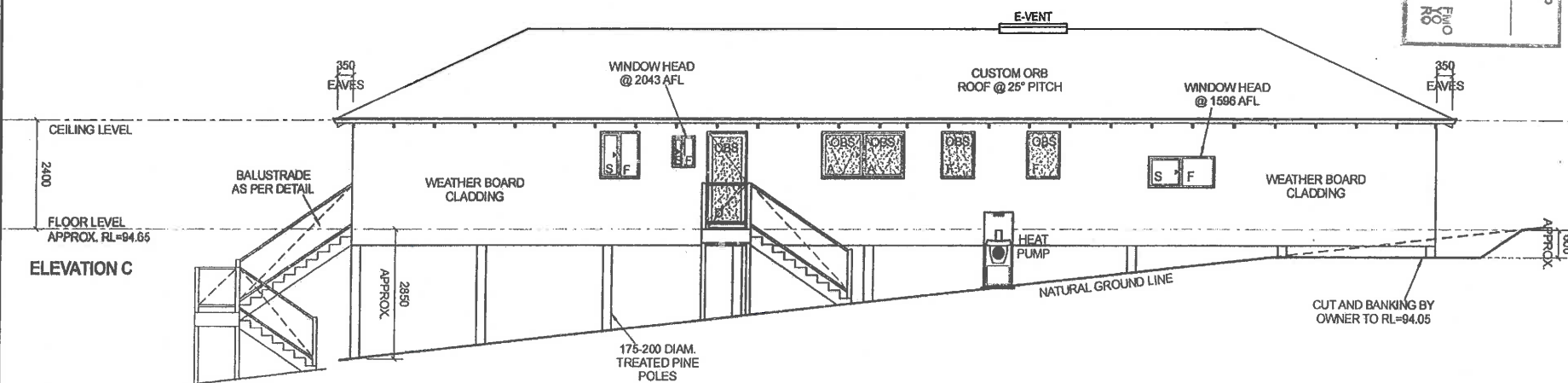
I / WE THE OWNERS AGREE TO THE CONTENTS OF THIS DOCUMENT AND ALL INITIALISED SHEETS	
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OWNERS:	
BUILDER:	
WITNESS:	
DATE:	

SITE PLAN	
DRAWN:	DATE:
A.Mayes	9/09/17
SCALE: 1 = 200	
SHEET No:	REV:
01	-
JOB No:	
21720	

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RECEIVED
Ref: _____ No. _____
- 9 SEP 2017
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AO
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VIN
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NOTE:
POSITION OF STUMPS
MAY VARY TO ELEVATIONS,
SUBJECT TO ENGINEERING

[illegible]

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- 9 SEP 2017

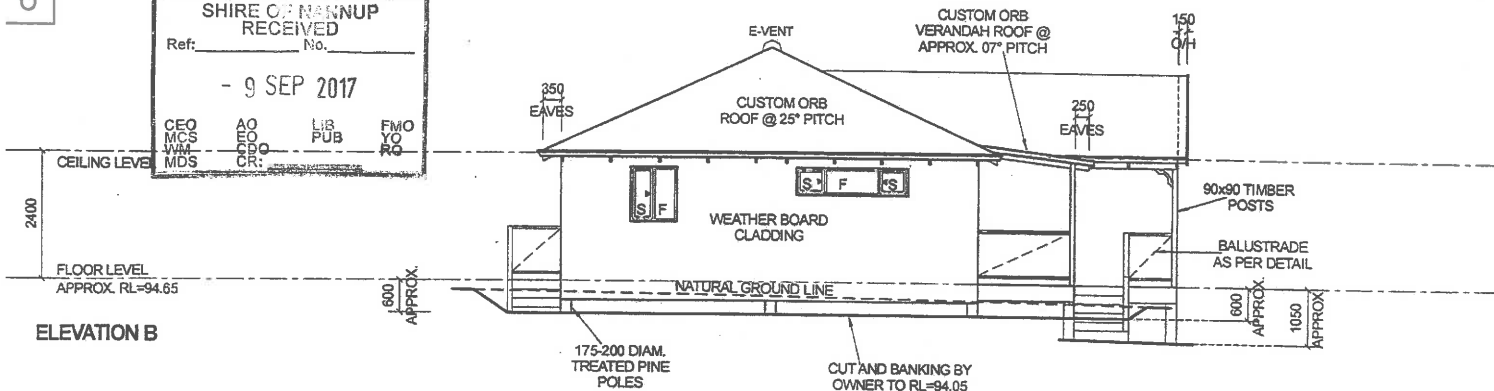
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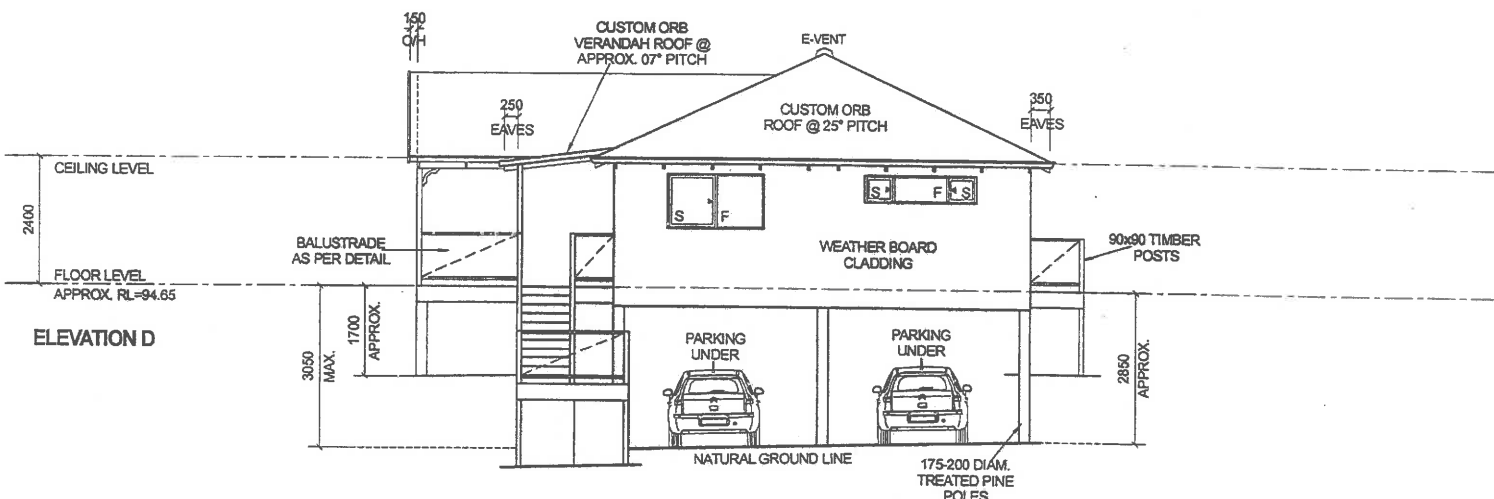
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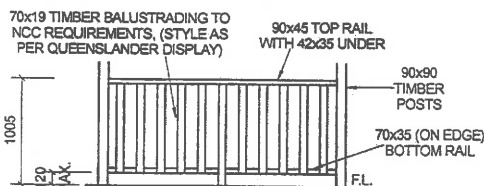
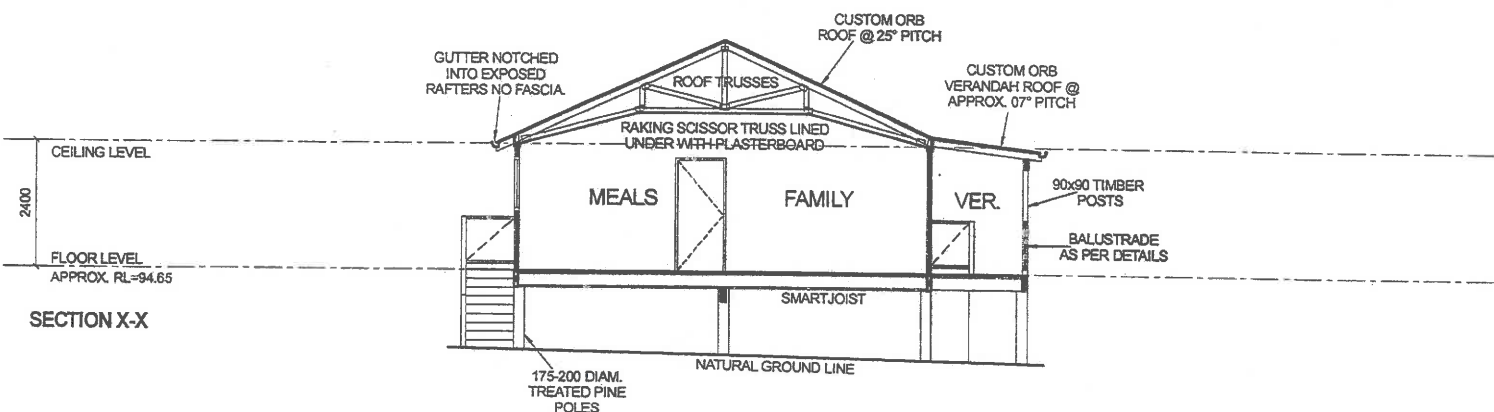
ELEVATION B



ELEVATION D



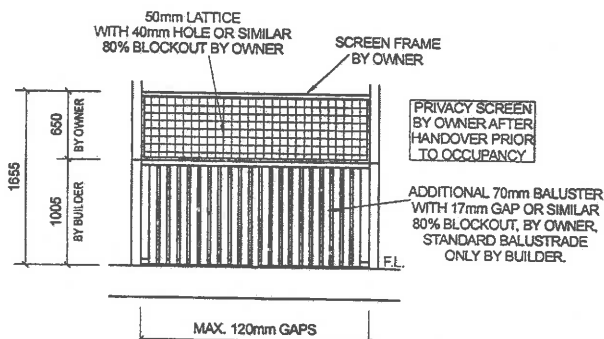
SECTION X-X


TYPICAL TIMBER BALUSTRADE
(TYPE 1) DETAIL 1:50

NOTE:
ALL WINDOW HEADS
@ APPROX 2143 A.F.L.
ALL SLIDING DOOR
HEADS @ 2143 A.F.L.

NOTE:
POSITION OF STUMPS
MAY VARY TO ELEVATIONS,
SUBJECT TO ENGINEERING

NOTE:
ALL BRACING & TRUSSING ETC TO
ENGINEERS DETAILS. ALL TIMBERS TO
AUSTRALIAN STANDARD 1684.2-2010.
FOR N2 WIND LOADS UNLESS
UPGRADE BY ENGINEER IS REQUIRED

TYPICAL TIMBER SCREEN DETAIL
DETAIL 1:50

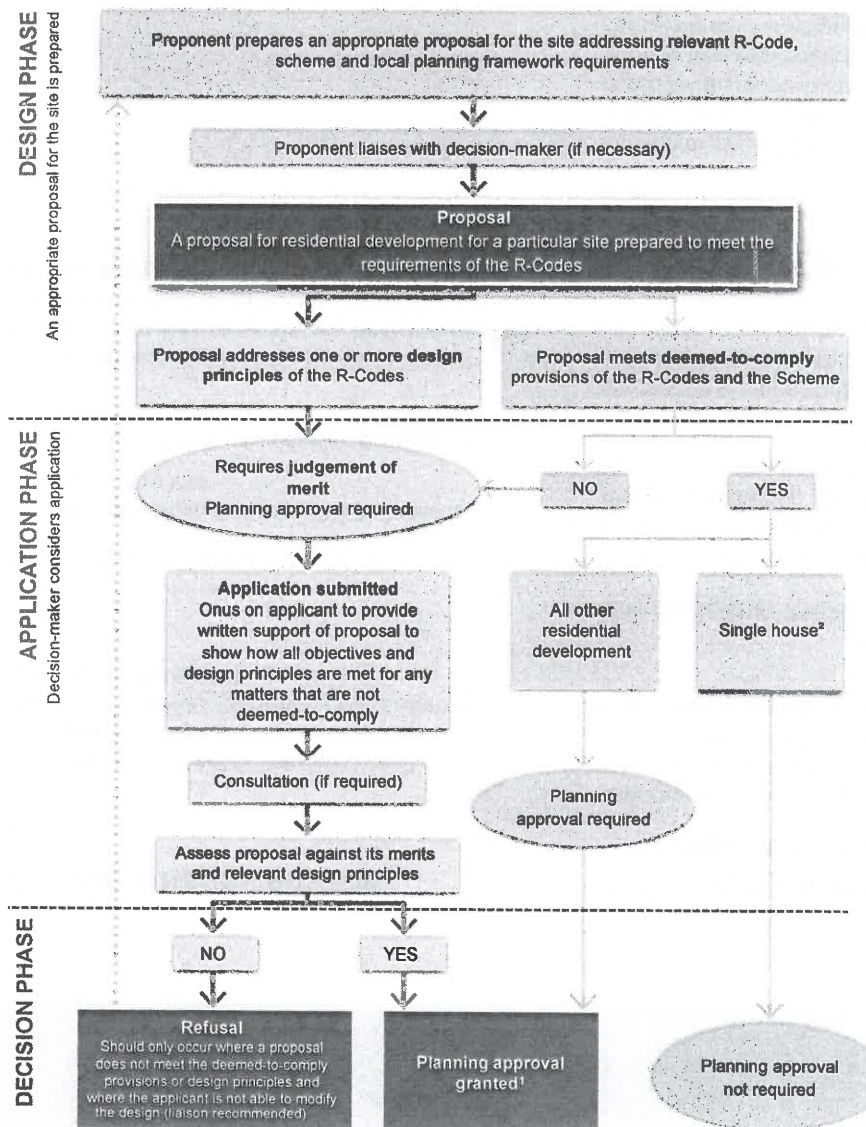
 <div>TOTAL HOME FRAMES PTY LTD IMAGINATIVE HILLSIDE HOMES <small>AOPI 15 079 047 000</small></div> <div>11 O'Connor Way Wangara WA. 6065 Ph:93098999 Fax:93093211</div>	SERIES: QUEENSLANDER	<div>1. THESE PLANS ARE THE SOLE PROPERTY OF TOTAL HOME FRAMES AND MAY NOT BE REPRODUCED OR MODIFIED IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION.</div> <div>2. CONTRACTORS SHALL CHECK ALL DIMENSIONS AND CONDITIONS ON SITE PRIOR TO COMMENCING FABRICATION OR CONSTRUCTION. ANY DISCREPANCIES TO BE BROUGHT TO THE SUPERVISORS ATTENTION.</div> <div>3. DO NOT SCALE FROM DRAWINGS.</div> <div>4. OWNER TO NOTE THAT ALL SIZES SHOWN ARE WITHOUT PLASTERBOARD AND SHOULD BE ALLOWED FOR.</div> <div>5. THE BUILDER RESERVES THE RIGHT TO ALTER DIMENSIONS ON SITE TO SUIT CONSTRUCTION, ENGINEERING OR SITE CONDITIONS.</div> <div>6. NOTE: RETAINING WALLS, DEMOLITION, SEWER PILING, SUBSOIL DRAINS, BLASTING OR OTHER SITE WORKS ARE ALL AT THE OWNERS EXPENSE UNLESS SPECIFIED IN THE CONTRACT.</div> <div>7. THE BUILDER HAS THE FULL POSSESSION OF THE SITE WHILEST THE HOME IS UNDER CONSTRUCTION.</div>	VARIATIONS		1. I / WE THE OWNERS AGREE TO THE CONTENTS OF THIS DOCUMENT AND ALL INITIALLED SHEETS	TITLE: ELEVATIONS 2			
	VERSION: 5 x 2		REV.	DETAILS			DATE	OWNERS:	DRAWN: DATE:
	PETER & LINDA ROGERS		-	-			-	OWNER'S:	A.Mayes 9/09/17
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Part 2 – R-Codes approval process

2.1 R-Codes approval

2.1.1

The R-Codes approval process is illustrated in the process flowchart below. This process flowchart has been designed as a guide for all **decision-makers**, developers and proponents using the R-Codes.



Notes

1. A decision-maker may use an alternative mechanism to planning approval to undertake assessment of proposals for **single house** as per clause 2.2.2.
2. The R-Codes do not require planning approval for a **single house** on a lot greater than 260m² or a lot subject to an approved **local development plan** or **local structure plan**; although, a **scheme** may require planning approval for a single house irrespective of the requirements of the R-Codes as per clause 2.3.
3. This flowchart does not illustrate the determination review process possible via the State Administrative Tribunal.

Part 2 – R-Codes approval process

Page 6

2.1.2

Where planning approval is required under a **scheme** a planning application shall be lodged with the relevant **decision-maker** for assessment and making a determination.

2.1.3

All applications for planning approval must provide all necessary details required under the **scheme** for the **decision-maker** to assess the proposal, including details where the application complies and does not comply with R-Code requirements.

2.1.4

All **residential development** is to comply with the requirements of the R-Codes. Approval under and in accordance with the R-Codes is required if the proposed residential development:

- (a) does not satisfy the **deemed-to-comply** provisions of Parts 5 and/or 6 of the R-Codes as appropriate; or
- (b) proposes to address a **design principle** of Parts 5 and/or 6 of the R-Codes which therefore requires the exercise of judgement by the **decision-maker**.

2.2 Single house approval

2.2.1

A proposal for a **single house** that meets the **deemed-to-comply** provisions of the R-Codes does not require planning approval, unless otherwise required by the **scheme** or clause 2.3.

2.2.2

Where a proposal for a **single house**:

- (a) does not satisfy the **deemed-to-comply** provisions; and
- (b) proposes to address a **design principle** of Part 5 of the R-Codes;

an application for planning approval (or other application as determined by the **decision-maker**) shall be made and determined prior to the issuing of a building permit.

2.3 Planning approval for single houses on small lots

Planning approval is required for the erection of a single house on any **lot** smaller than 260m², except where the single house complies with a **local structure plan** or **local development plan**.

2.4 Judging merit of proposals

Where a proposal does not meet **deemed-to-comply** provision(s) of the R-Codes and addresses **design principle(s)**, the **decision-maker** is required to exercise judgement to determine the proposal.

Judgement of merit is exercised only for specific element(s) of a proposal which do not satisfy the relevant deemed-to-comply provision(s).

2.5 Exercise of judgement

2.5.1

Subject to clauses 2.5.2 and 2.5.3, the **decision-maker** is to exercise its judgement to consider the merits of proposals having regard to objectives and balancing these with the consideration of **design principles** provided in the R-Codes.

The decision-maker, in its assessment of a proposal that addresses the design principle(s), should not apply the corresponding **deemed-to-comply** provision(s).

Part 2 – R-Codes approval process

2.5.2

In making a determination on the suitability of a proposal, the **decision-maker** shall exercise its judgement, having regard to the following:

- (a) any relevant purpose, objectives and provisions of the **scheme**;
- (b) any relevant objectives and provisions of the R-Codes;
- (c) a provision of a **local planning policy** adopted by the decision-maker consistent with and pursuant to the R-Codes; and
- (d) orderly and proper planning.

2.5.3

The **decision-maker** shall not vary the minimum or average **site area per dwelling** requirements set out in **Table 1** (except as provided in the R-Codes or the **scheme**).

2.5.4

The **decision-maker** shall not refuse to grant approval to an application where the application satisfies the **deemed-to-comply** provisions of the R-Codes and the relevant provisions of the **scheme** and any relevant **local planning policy**.

2.5.5

For the purpose of the R-Codes, a **local structure plan, local development plan or local planning policy**, will only be a relevant consideration in the exercise of judgement where it is:

- (a) specifically sanctioned by a provision of the R-Codes;
- (b) consistent with the **design principles** of the R-Codes; and
- (c) consistent with the objectives of the R-Codes.

RESIDENTIAL DESIGN CODES – SINGLE HOUSE ASSESSMENT

Assessment Number:	A1633
Date:	11/09/2017
Applicant:	Milford Homes/Total Home Frames
Proposal:	Single House
Property Address:	Lot 515 McAlpine Mews, Nannup
Zoning: Town Planning Scheme No 3:	Residential R15
Use Class:	Single House
Permissibility (i.e.P, D, A, X):	P
Lot Area:	768m²

Residential Design Codes – Part 5 – Design Elements					
	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
5.1	Context				
5.1.1	Site Area				
C1.1	Minimum Site Area (Table 1)	Minimum / Average Site Area Required: 580/666m ² Site Area Provided: 768m ²	Yes		Single lot.
Table 1	Battleaxe Lots	Minimum Site Area Required: Site Area Provided:	N/A	N/A	
Table 1	Minimum Frontage	Minimum Frontage Required: 12m Frontage Provided: 16.387m	Yes		Northern frontage to McAlpine Mews. Eastern frontage is greater.
5.1.2	Street Setback				
C2.1	Primary Street Setback (Table 1)	Minimum / Average Setback Required: 6m Minimum / Average Setback Provided: 14.487	Yes		Northern frontage to McAlpine Mews.
C2.2	Secondary Street Setback (Table 1)	Minimum Setback Required: 1.5m Setback Provided: 3.989	Yes		Eastern frontage to McAlpine Mews.
C2.3	Truncation (As per Secondary Street)	Minimum Setback Required: 1.5 Setback Provided: 6.25m	Yes		Proposed dwelling is well setback from corner truncation.
6.2.2	Minor Incursions	Maximum 1m if not more than 20% of frontage.	Yes		A porch, balcony or verandah may project not more than 1m into the street setback area provided that the total of such projections does not exceed 20% of the frontage at any level.
5.1.3	Lot Boundary Setback				
C3.1	Side Setbacks	Minimum Side Setback Required: 2.3m western side Setback Provided: 2.7m western side	Yes		No major openings to habitable rooms in western elevation.
C3.1	Rear Setback	Minimum Rear Setback Required: 6m Setback Provided: 7.801m	Yes		One major opening to habitable room in southern elevation (bedroom) plus verandah end.
C3.2	Boundary Walls	Maximum length / height permitted: Maximum length / height proposed:	N/A	N/A	

	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
5.1.4	Open Space				
C4	<u>Open Space</u> (Table 1)	Open Space Required: 50% of site Open Space Provided: 68%	Yes		Total dwelling area is 241.80m ² .
C6	<u>Building Height</u> (Table 3)	Maximum wall / roof height: Wall 6m/Roof 9m Wall height / roof provided: Wall 5.45m/Roof 7.0m	Yes		
5.2	Context				
5.2.1	Garages and Carports				
C1.1	<u>Primary Street Garage Setback</u>	Setback Required: Setback Provided:	N/A	N/A	
C1.2	<u>Carport Setbacks</u>	Setback Required: 6m Setback provided: 14.487m	Yes		Carport under dwelling
C1.3	<u>Manoeuvring Space</u>	6m minimum required if garage or carport fronts a private street or right of way	N/A	N/A	
C1.4	<u>Secondary Street Garage Setback</u>	Setback Required: Setback Provided:	N/A	N/A	
C1.5	<u>Maximum Carport Width</u>	Maximum width permitted: Maximum width proposed:	N/A	N/A	
5.2.2	Garage Width				
C2	<u>Garage Width</u>	Where a garage is in front of or within 1m of the dwelling, facing the primary street, max 50% at the setback line. 60% where there is an upper level balcony and the dwelling entry is clearly visible.	N/A	N/A	
5.2.3	Street Surveillance				
C3.1	<u>Dwelling Entry</u>	Clearly definable entry point require, visible and accessed from the street.	Yes		Portico, stairs & verandah face secondary street, additional stairs to front verandah also face primary street.
C3.2	<u>Major Openings</u>	At least one major opening from a habitable room faces the street or the pedestrian or vehicle approach.	Yes		Major openings face both street aspects.

	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
5.2.4	Street Walls and Fences				
C4	<u>Front Fences</u>	Front fences within the primary street setback area to be visually permeable above 1.2m of natural ground level.	N/A	N/A	
5.2.5	Sight Lines				
C5	<u>Sight Lines</u>	Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where structures adjoin vehicles access points.	N/A	N/A	
5.3	Site Planning and Design				
5.3.1	<u>Outdoor Living Areas</u>				
C1.1	<u>Outdoor Living Area</u> (Table 1)	Minimum area required: No minimum Minimum area provided: 580m² Behind the street setback area; Directly accessible from a habitable room; Min dimension of 4m; Min two-thirds without permanent roof cover.	Yes		Garden and verandah are directly accessible from habitable rooms. Covered verandah and portico area is 54.6m ² therefore approx. 80% of the outdoor living area is without permanent roof cover.
5.3.2	Landscaping				
C2	<u>Landscaping</u>	See provisions i. – x. in the R-Codes.	N/A	N/A	
5.3.3	Parking				
C3.1	<u>Resident Parking</u>	Number of spaces required: 2 Number of spaces provided: 2	Yes		Two spaces provided under dwelling.
5.3.4	Design of Parking Spaces				
C4.1	<u>AS2890.1</u>	Spaces and manoeuvring designed in accordance with AS2890.1	N/A	N/A	
5.3.5	Vehicular Access				

	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
C5.1	<u>Access to On-Site Parking</u>	Where available from a ROW; Secondary street if no ROW; Primary street if no secondary street or ROW.	Yes		Access is via McAlpine Mews.
C5.2	<u>Driveways</u>	4 dwellings or less, not narrower than 3m; None wider than 6m at the street boundary and 9m in aggregate.	Yes		3m at street widening to 6m at dwelling.
C5.3	<u>Driveway Location</u>	No closer than 0.5m to side boundary or street pole; No closer than 6m to a street corner; At right angles to the street; Avoid street trees or replace at applicant's cost.	Yes		Complies with all requirements.
5.3.7	Site Works				
C7.1	<u>Excavation or Fill in Street Setback</u>	Not exceeding 0.5m between the street and building or within 3 m of street alignment whichever the lesser.	Yes		Excavation is proposed to be 600mm at its deepest point and no greater than 500mm within the secondary street setback line.
C7.2	<u>Excavation or Fill more than 1m from boundary</u>	Within site but more than 1m from boundary, must comply with building heights	Yes		Excavation is proposed to be 600mm at its deepest point and complies with building heights.
C7.3	<u>Excavation or Fill within 1m of side or rear boundary</u>	Behind street setback and within 1 m of common boundary – not more than 0.5 m.	N/A	N/A	
5.3.8	Retaining Walls				
C8.1	<u>Retaining more than 0.5m</u>	Setback from lot boundaries in accordance with Table 1.	N/A	N/A	
C8.2	<u>Retaining less than 0.5m</u>	Can be on or within 1m of lot boundaries.	N/A	N/A	
5.3.9	Stormwater				
C9	<u>Stormwater Retention</u>	Must be contained on site.	Yes		Standard condition of building approval.
5.4	Building Design				
5.4.1	Visual Privacy				

	Design Element	Deemed to Comply Requirements	Satisfies the 'Deemed to Comply' req's	Complies with the 'Design Principles'	Comments
C1.1	<u>Setbacks for Visual Privacy</u>	R50 or lower; 4.5m for bedrooms and studies, 6m for other habitable rooms, 7.5m for outdoor active habitable spaces. R60 and above; 3m for bedrooms and studies, 4.5m for other habitable rooms, 6m for outdoor active habitable spaces.	Yes		All major openings to habitable rooms on the western elevation are screened using obscure glass. The major opening to the bedroom on the southern elevation is setback more than 4.5m from the boundary and the end of the verandah is setback more than 7.5m.
5.4.2	Solar Access				
C2.1	<u>Solar Access</u>	Shall not exceed 25% of adjoining site on R25 or lower, 35% for R30 and R40 and 50% for R50 and above.	Yes		No shadow will be cast on adjoining properties at midday, 21 June as per shadow diagram.
5.4.3	Outbuildings				
C3	<u>Outbuildings</u>	See provisions i. – viii of the R-codes.	N/A	N/A	
5.4.4					
C4.3	<u>Other External Fixtures</u>	Not visible from primary street, designed to integrate with building and not visually obtrusive.	Yes		Heat pump is located on the western elevation and is not visually obtrusive.
C4.4	<u>Antennas and Satellite Dishes</u>	Not visible from primary and secondary streets.	N/A	N/A	
5.4.5	Utilities and Facilities				
C5.3	<u>Clothes Drying</u>	Screened from primary and secondary streets	N/A	N/A	

Nannup Community Resource Centre
10 Warren Rd
Nannup 6275

Our ref: FNC 6W

13 September 2017

Dear Cheryle

NANNUP COMMUNITY BUS ADMINISTRATION CONTRACT

This document provides guidelines for use and management of the Nannup Community Bus ("the Bus") as agreed to by the signatories. It is expected that the Bus will be well-used by identified priority groups within the community and this agreement has been drawn up to ensure fair and equitable use of the Bus.

The priority purpose of the Bus is to provide an affordable transport service for youth, seniors, and community groups. The Nannup Community Bus is an asset of Council and the community and is a part solution to ongoing transport issues that will assist residents to 'age in place'.

INVOLVED GROUPS AND THEIR RESPONSIBILITIES

The Nannup Community Resource Centre (CRC) will:

- Undertake the administration of the Nannup Community Bus including:
 - a) Manage Bus hire bookings for programs/outings,
 - b) Operate a liability account within the CRC's financial management program for all transactions and forward booking fees,
 - c) Forward funds to Council at the end of the financial year.
- Review annually the Management Policy that is approved by the Friends of the Community Bus Working Party and incorporates management documents including:
 - a) Application and fees for use (Regular/Casual hirer)
 - b) Bond form
 - c) Breakdown/accident form
 - d) Bus condition of use form
 - e) Bus hirer key form
 - f) Fuel and cleaning instructions and checklist.
- Work with a volunteer bus manager/s who holds responsibility for ensuring that the Bus is returned clean and not damaged at the conclusion of each trip,

- Promote the service to community groups and residents,
- Ensure clients are fully aware of the hire conditions prior to hiring and collection of the Bus
- Set hire fees in consultation with the Friends of the Community Bus Working Party,
- Have a representative on the Friends of the Community Bus Working Party,
- Provide specific administration support and promotion for the Friends of the Community Bus outings,
- Maintain a register of nominated and registered drivers, check and keep record of driver's licenses and update the list whenever required,
- Encourage community groups to develop programs or social outings for members and residents.

Council will:

- Retain ownership of the Community Bus and the housing for the Bus at the Community Sheds on Kearney St,
- Coordinate servicing (as per Manufacturer's schedule), maintenance and any repairs arising,
- Administer all financial payments for the Bus, including but not limited to the servicing, repairs, cleaning costs, management contract fees, insurance and RAC membership,
- In conjunction with Nannup Volunteers administer and oversee the volunteer driver training program,
- Operate a separate reserve account for the funds being put towards future replacement of the Bus. The running and replacement funds will be augmented by income received in excess of the management fee payment and donations/fundraising.
- Coordinate the evaluation program in association with the Friends of the Community Bus Working Party and
- Assist to promote the service to community groups and residents

REPORTING

An end of financial year report to Council outlining:

- a) Viability report that incorporates the number of bookings, number of days hire,

- b) Number of volunteer drivers,
- c) Any reported incidents/accidents
- d) Any unintended consequences or good news stories for promotion of service and
- e) Any other relevant information.

GARAGING OF THE BUS

The Community Bus will be locked and located the Community Sheds on Kearney St. The Nannup Community Bus should not be stored on private property for extended periods of time to comply with insurance regulations and to protect against vandalism.

TERMS AND CONDITIONS OF CONTRACT

1. Any potential conflicts of interest that may arise must be declared to the Chief Executive Officer and any required actions taken to deal with the situation.
2. The agreement should be reviewed by Council if and when the agreement changes.

PAYMENT FOR SERVICES

A total of \$2,500.00 plus GST has been allocated for a twelve month period, commencing 04 August 2017.

FEEDBACK

To assist with the program development and administration we encourage the Community Resource Centre to provide feedback to the Shire of Nannup.

INSURANCE

The Nannup Community Resource Centre should maintain appropriate Public Liability Insurances for the duration of this contract.

CONFIDENTIALITY

All information and matters connected and related to this service are confidential and shall not be disclosed unless prior written consent is obtained.

Peter Clarke
Chief Executive Officer
Shire of Nannup
29 September 2017

Kevin Bird
Chairman
Nannup Community Resource Centre
29 September 2017

DRAFT



MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 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 July 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 July 2017 of \$2,918,176.

Items of Significance

The material variance adopted by the Shire of Nannup for the 2017/18 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
Significant Projects				
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	0% -	\$ 921,296	-\$ 921,296	\$ -
Non-operating Grants, Subsidies and Contributions	0% -	\$ 844,950	-\$ 844,950	\$ -
	0% -	\$ 1,766,246	-\$ 1,766,246	\$ -
Rates Levied	100%	\$ 1,581,907	\$ 1,581,907	\$ 1,586,719

% Compares current ytd actuals to annual budget

		Prior Year 30 June 2017	Current Year 30 June 2018	Note
Financial Position				
Adjusted Net Current Assets	815%	\$ 360,097	\$ 2,933,233	3
Cash and Equivalent - Unrestricted	0%	\$ -	\$ -	3 & 4
Receivables - Rates	1730%	\$ 91,878	\$ 1,589,433	3 & 6
Receivables - Other	27%	\$ 76,344	\$ 20,635	3 & 6
Payables	0%	\$ 5,420	\$ 0	3

% Compares current ytd actuals to prior year actuals at the same time

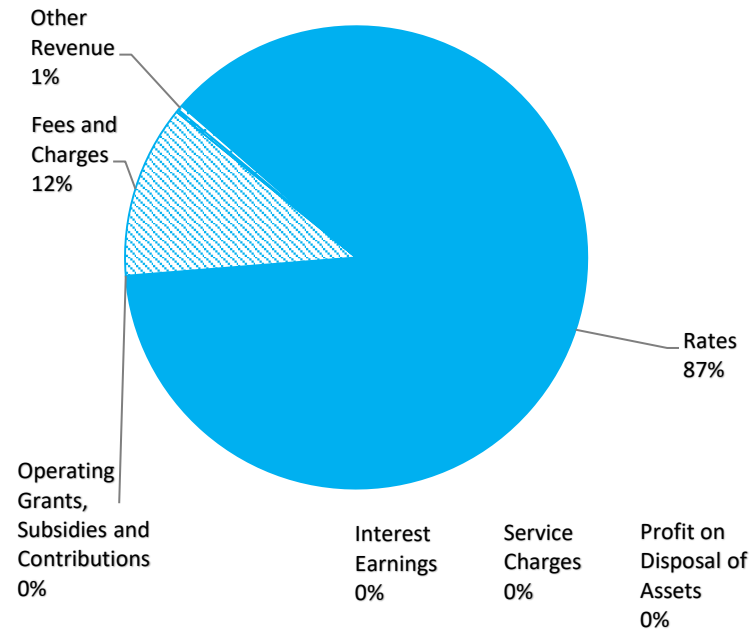
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

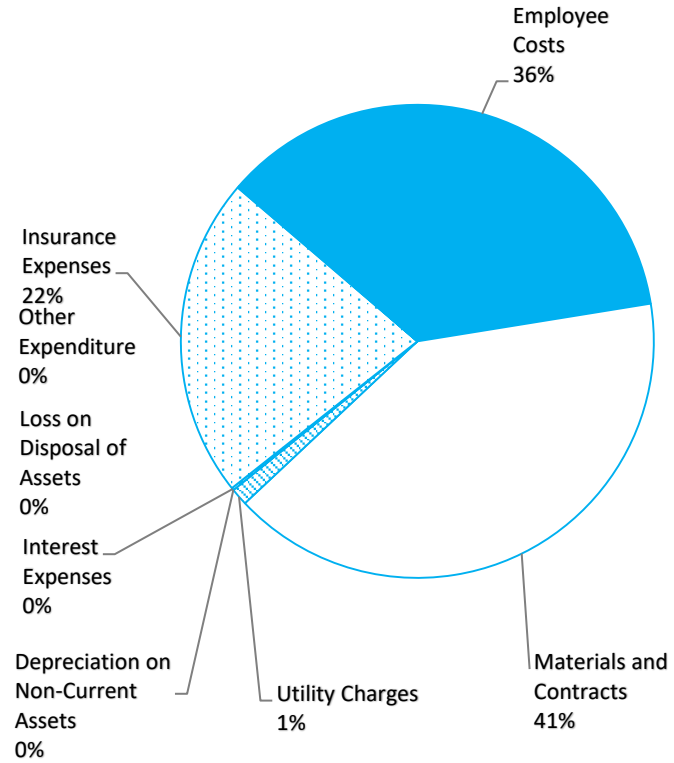
Prepared by: Robin Prime
Reviewed by: Tracie Bishop
Date prepared: 19/09/2017

SHIRE OF NANNUP
Information Summary
For the Period Ended 31 July 2017

Operating Revenue



Operating Expenditure



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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
Operating Revenues	\$		
MRD DIRECT GRANTS	\$47,000		
	<u>\$47,000</u>		
Operating Expense			
LICENSES	-\$30,000		
	<u>-\$30,000.00</u>		
Capital Expenses			
	<u>\$0.00</u>		

Gross Deficit / (Surplus) Expected		2017/18
Revenue	\$	47,000.00
Expenditure	-\$	30,000.00
Capital	\$	-
Projected Deficit / (Surplus)	\$	17,000.00

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
03	General Purpose Funding	0011	RATES LEVIED ALL AREAS	\$0.00	-\$1,586,718.50	NA	-\$1,586,718.50	Full year Rates Raised in July 2017.
03	General Purpose Funding	0041	LEGAL FEES	\$5,000.00	\$0.00	100%	-\$5,000.00	Legal Fees expenditure matched by Legal Fees Charged.
03	General Purpose Funding	0060	LEGAL FEES CHARGED	-\$5,000.00	\$0.00	100%	\$5,000.00	Legal Fees Charged matched by Legal Fees Expenditure.
03	General Purpose Funding	0061	NON-PAYMENT PENALTY	-\$10,500.00	-\$792.20	92%	\$9,707.80	No year end variance anticipated.
03	General Purpose Funding	0080	RATES WRITTEN OFF	\$1,000.00	-\$240.11	124%	-\$1,240.11	No year end variance anticipated.
03	General Purpose Funding	0091	EQUALISATION GRANT	-\$401,964.00	\$0.00	100%	\$401,964.00	No year end variance anticipated.
03	General Purpose Funding	0261	INSTALMENT INTEREST	-\$5,000.00	-\$331.10	93%	\$4,668.90	No year end variance anticipated.
03	General Purpose Funding	0271	INTEREST ON DEFERRED RATES	-\$1,600.00	\$0.00	100%	\$1,600.00	No year end variance anticipated.
03	General Purpose Funding	0291	LOCAL ROAD GRANT	-\$204,122.00	\$0.00	100%	\$204,122.00	No year end variance anticipated.
03	General Purpose Funding	0361	INSTALMENT ADMINISTRATION	-\$3,900.00	-\$210.00	95%	\$3,690.00	No year end variance anticipated.
03	General Purpose Funding	0366	GENERAL PURPOSE INCOME- ADMIN REALLOCATION	\$102,711.00	\$0.00	100%	-\$102,711.00	No year end variance anticipated.
03	General Purpose Funding	0422	RECOVERABLE EXPENSES	\$24,500.00	\$315.19	99%	-\$24,184.81	No year end variance anticipated.
03	General Purpose Funding	0472	RATING VALUATIONS	\$10,050.00	\$629.00	94%	-\$9,421.00	No year end variance anticipated.
03	General Purpose Funding	0523	DEPT OF TRAN. COMMISSION	-\$15,000.00	-\$1,501.27	90%	\$13,498.73	No year end variance anticipated.
03	General Purpose Funding	0533	SUNDRY INCOME	-\$11,968.28	-\$549.99	95%	\$11,418.29	No year end variance anticipated.
03	General Purpose Funding	0535	INSURANCE DIVIDEND	-\$14,000.00	\$0.00	100%	\$14,000.00	No year end variance anticipated.
03	General Purpose Funding	0573	EXPENSES RECOVERED (I)	-\$24,867.50	-\$5,080.00	80%	\$19,787.50	No year end variance anticipated.
03	General Purpose Funding	0594	ST JOHN'S. CONTRIBUTIONS	\$0.00	-\$553.00	NA	-\$553.00	No year end variance anticipated.
03	General Purpose Funding	4872	D.O.T. LICENSING EXPENSES	\$33,890.60	\$1,074.79	97%	-\$32,815.81	No year end variance anticipated.
03	General Purpose Funding	4873	INTEREST ON INVESTMENTS - GENERAL	-\$2,500.00	-\$541.21	78%	\$1,958.79	No year end variance anticipated.
03	General Purpose Funding	4883	INTEREST ON INVESTMENTS - RTR	-\$2,500.00	-\$770.56	69%	\$1,729.44	No year end variance anticipated.
	General Purpose Funding Total							
04	Governance	0112	ELECTION & POLL EXPENSES	\$4,000.00	\$0.00	100%	-\$4,000.00	No year end variance anticipated.
04	Governance	0122	STRATEGIC/COMMUNITY PLANNING	\$12,000.00	\$0.00	100%	-\$12,000.00	No year end variance anticipated.
04	Governance	0142	REFRESHMENTS & FUNCTIONS -COUNCIL	\$15,500.00	\$409.52	97%	-\$15,090.48	No year end variance anticipated.
04	Governance	0162	GRANTS	\$39,200.00	\$37,900.00	3%	-\$1,300.00	No year end variance anticipated.
04	Governance	0172	COUNCILLOR ALLOWANCES	\$56,600.00	\$4,860.00	91%	-\$51,740.00	No year end variance anticipated.
04	Governance	0182	SUBSCRIPTIONS	\$37,701.81	\$19,799.44	47%	-\$17,902.37	No year end variance anticipated.
04	Governance	0192	CONFERENCE EXPENSES	\$4,100.00	\$0.00	100%	-\$4,100.00	No year end variance anticipated.
04	Governance	0202	INSURANCE	\$13,623.25	\$3,838.63	72%	-\$9,784.62	No year end variance anticipated.
04	Governance	0242	A/LEAVE EXP ADMIN	\$33,457.00	\$0.00	100%	-\$33,457.00	No year end variance anticipated.
04	Governance	0272	SALARIES (ADM)	\$382,057.00	\$29,336.68	92%	-\$352,720.32	No year end variance anticipated.
04	Governance	0273	ACCRUED SALARIES & WAGES	\$1,630.00	\$0.00	100%	-\$1,630.00	No year end variance anticipated.
04	Governance	0282	SUPERANNUATION	\$40,830.00	\$4,059.54	90%	-\$36,770.46	No year end variance anticipated.
04	Governance	0292	INSURANCE	\$17,000.00	\$4,462.62	74%	-\$12,537.38	No year end variance anticipated.
04	Governance	0312	FURN & EQUIP MINOR	\$2,030.00	\$0.00	100%	-\$2,030.00	No year end variance anticipated.
04	Governance	0352	TRANSFER TO LSL RESERVE	\$25,000.00	\$0.00	100%	-\$25,000.00	No year end variance anticipated.
04	Governance	0353	CONTRIBUTION TO ASSET MANAGEMENT RESERVE	\$89,000.00	\$0.00	100%	-\$89,000.00	No year end variance anticipated.
04	Governance	0354	TRANSFER TO EQUIPMENT RESERVE	\$15,000.00	\$0.00	100%	-\$15,000.00	No year end variance anticipated.
04	Governance	0362	BUILDING & GDNS OPER&MTCE	\$74,053.12	\$1,498.99	98%	-\$72,554.13	No year end variance anticipated.
04	Governance	0372	COMPUTER MAINTENANCE	\$59,966.70	\$27,840.41	54%	-\$32,126.29	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
04	Governance	0382	PRINTING & STATIONERY	\$19,277.50	\$603.24	97%	-\$18,674.26	No year end variance anticipated.
04	Governance	0392	TELEPHONE	\$13,650.00	\$735.45	95%	-\$12,914.55	No year end variance anticipated.
04	Governance	0402	EQUIPMENT REPAIR & MTCE	\$10,000.00	\$200.00	98%	-\$9,800.00	No year end variance anticipated.
04	Governance	0412	POSTAGE	\$5,000.00	\$220.86	96%	-\$4,779.14	No year end variance anticipated.
04	Governance	0432	ACCOMMODATION AND TRAVEL	\$9,500.00	\$0.00	100%	-\$9,500.00	No year end variance anticipated.
04	Governance	0433	VEHICLE EXPENSES - ADMINISTRATION	\$4,000.00	\$0.00	100%	-\$4,000.00	No year end variance anticipated.
04	Governance	0442	BANK CHARGES	\$6,450.00	\$356.17	94%	-\$6,093.83	No year end variance anticipated.
04	Governance	0452	ADVERTISING	\$5,000.00	\$756.03	85%	-\$4,243.97	No year end variance anticipated.
04	Governance	0462	AUDIT FEES	\$14,230.00	\$0.00	100%	-\$14,230.00	No year end variance anticipated.
04	Governance	0466	GOVERNANCE - ADMIN REALLOCATION	\$177,591.00	\$0.00	100%	-\$177,591.00	No year end variance anticipated.
04	Governance	0482	LEGAL EXPENSES	\$10,000.00	\$7,688.00	23%	-\$2,312.00	No year end variance anticipated.
04	Governance	0492	STAFF TRAINING EXPENSES	\$10,000.00	\$0.00	100%	-\$10,000.00	No year end variance anticipated.
04	Governance	0502	SUNDRY EXPENSES	\$1,000.00	\$249.97	75%	-\$750.03	No year end variance anticipated.
04	Governance	0515	TRANSFER FROM ASSET MANAGEMENT RESERVE	-\$138,000.00	\$0.00	100%	\$138,000.00	No year end variance anticipated.
04	Governance	0532	DONATIONS	\$4,000.00	\$0.00	100%	-\$4,000.00	No year end variance anticipated.
04	Governance	0542	TRANSFER FROM LSL EXPENSE ADMIN	\$9,270.34	\$0.00	100%	-\$9,270.34	No year end variance anticipated.
04	Governance	0544	VEHICLES & PLANT GENERAL ADMIN	\$74,000.00	\$0.00	100%	-\$74,000.00	No year end variance anticipated.
04	Governance	0552	FRINGE BENEFIT TAX	\$6,500.00	\$0.00	100%	-\$6,500.00	No year end variance anticipated.
04	Governance	0577	ADMIN COSTS REALLOCATED TO SERVICES	-\$768,794.00	\$0.00	100%	\$768,794.00	No year end variance anticipated.
04	Governance	0812	RECRUITMENT EXPENSES	\$3,000.00	\$0.00	100%	-\$3,000.00	No year end variance anticipated.
04	Governance	5430	LSL T/F FROM RESERVE	-\$19,500.00	\$0.00	100%	\$19,500.00	No year end variance anticipated.
04	Governance	8052	PROF/LOSS SALE OF ASSETS	-\$42,000.00	\$0.00	100%	\$42,000.00	No year end variance anticipated.
04	Governance	9052	DEPRECIATION ADMIN BUILDINGS	\$18,500.00	\$0.00	100%	-\$18,500.00	No year end variance anticipated.
	Governance Total							
05	Law, Order, Public Safety	0566	LAW & ORDER- ADMIN REALLOCATION	\$58,198.00	\$0.00	100%	-\$58,198.00	No year end variance anticipated.
05	Law, Order, Public Safety	0602	ASSISTANCE TO BFB'S	\$42,638.00	\$0.00	100%	-\$42,638.00	No year end variance anticipated.
05	Law, Order, Public Safety	0622	FIREBREAK INSPECTIONS	\$12,000.00	\$0.00	100%	-\$12,000.00	No year end variance anticipated.
05	Law, Order, Public Safety	0632	CESO MOTOR VEHICLE RUNNING EXPENSES	\$14,000.00	\$1,382.89	90%	-\$12,617.11	No year end variance anticipated.
05	Law, Order, Public Safety	0642	INSURANCE - BUILDINGS & VEHICLES	\$31,000.00	\$23,151.58	25%	-\$7,848.42	No year end variance anticipated.
05	Law, Order, Public Safety	0652	MAINTENANCE OF FIRE BREAKS	\$15,598.00	\$0.00	100%	-\$15,598.00	No year end variance anticipated.
05	Law, Order, Public Safety	0653	STRATEGIC FIREBREAK - COCKATOO VALLEY (INCOME)	-\$1,400.00	\$0.00	100%	\$1,400.00	No year end variance anticipated.
05	Law, Order, Public Safety	0662	MINOR PLANT & EQUIPMENT < \$1200	\$500.00	\$0.00	100%	-\$500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0703	FESA LEVY DFES	-\$87,000.00	\$0.00	100%	\$87,000.00	No year end variance anticipated.
05	Law, Order, Public Safety	0704	DFES GRANT FOR CSM	-\$83,125.82	\$0.00	100%	\$83,125.82	No year end variance anticipated.
05	Law, Order, Public Safety	0712	MANAGEMENT SALARIES - FIRE BREAK INSPECTIONS	\$31,340.00	\$2,038.95	93%	-\$29,301.05	No year end variance anticipated.
05	Law, Order, Public Safety	0714	FIREBREAKS SUPERANNUATION	\$3,343.00	\$295.65	91%	-\$3,047.35	No year end variance anticipated.
05	Law, Order, Public Safety	0715	FIREBREAKS ANNUAL LEAVE EXPENSE	\$2,739.00	\$0.00	100%	-\$2,739.00	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
05	Law, Order, Public Safety	0716	FIREBREAKS LSL EXPENSE	\$759.04	\$0.00	100%	-\$759.04	No year end variance anticipated.
05	Law, Order, Public Safety	0722	COMMUNITY EMERGENCY SERVICES OFFICER	\$79,812.00	\$11,885.06	85%	-\$67,926.94	No year end variance anticipated.
05	Law, Order, Public Safety	0731	CESO SUPERANNUATION	\$7,993.00	\$834.53	90%	-\$7,158.47	No year end variance anticipated.
05	Law, Order, Public Safety	0732	FMO ANNUAL LEAVE	\$6,550.00	\$0.00	100%	-\$6,550.00	No year end variance anticipated.
05	Law, Order, Public Safety	0734	LONG SERVICE LEAVE - CESO	\$1,814.80	\$0.00	100%	-\$1,814.80	No year end variance anticipated.
05	Law, Order, Public Safety	0755	CESM TRAINING	\$1,530.00	\$0.00	100%	-\$1,530.00	No year end variance anticipated.
05	Law, Order, Public Safety	0762	MTCE PLANT & EQUIPMENT	\$1,500.00	\$0.00	100%	-\$1,500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0783	FIRE BREAK MAINTENANCE INCOME	-\$500.00	\$0.00	100%	\$500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0801	ANIMAL CONTROL SALARIES	\$29,961.00	\$900.30	97%	-\$29,060.70	No year end variance anticipated.
05	Law, Order, Public Safety	0802	RANGERS EXPENSES	\$29,324.00	\$1,310.41	96%	-\$28,013.59	No year end variance anticipated.
05	Law, Order, Public Safety	0803	ANIMAL CONTROL SUPERANNUATION	\$1,444.00	\$126.14	91%	-\$1,317.86	No year end variance anticipated.
05	Law, Order, Public Safety	0804	ANIMAL CONTROL ANNUAL LEAVE EXPENSE	\$1,184.00	\$0.00	100%	-\$1,184.00	No year end variance anticipated.
05	Law, Order, Public Safety	0805	ANIMAL CONTROL LSL EXPENSE	\$327.93	\$0.00	100%	-\$327.93	No year end variance anticipated.
05	Law, Order, Public Safety	0832	MAINTENANCE OF BRIGADE VEHICLES	\$14,918.00	\$394.98	97%	-\$14,523.02	No year end variance anticipated.
05	Law, Order, Public Safety	0833	DOG REGISTRATION FEES	-\$4,500.00	-\$21.25	100%	\$4,478.75	No year end variance anticipated.
05	Law, Order, Public Safety	0834	CAT REGISTRATION FEES	-\$500.00	\$0.00	100%	\$500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0842	MTCE LAND & BUILDINGS	\$1,500.00	\$0.00	100%	-\$1,500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0843	FINES AND PENALTIES	-\$1,500.00	-\$120.00	92%	\$1,380.00	No year end variance anticipated.
05	Law, Order, Public Safety	0852	CLOTHING & ACCESSORIES	\$500.00	\$0.00	100%	-\$500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0862	UTILITIES RATES & TAXES	\$2,154.00	\$428.11	80%	-\$1,725.89	No year end variance anticipated.
05	Law, Order, Public Safety	0872	OTHER GOODS & SERVICES	\$5,000.00	\$1,392.05	72%	-\$3,607.95	No year end variance anticipated.
05	Law, Order, Public Safety	0905	SES UTILITIES RATES & TAXES	\$2,800.00	\$293.11	90%	-\$2,506.89	No year end variance anticipated.
05	Law, Order, Public Safety	0922	SES INSURANCE	\$1,117.00	\$514.76	54%	-\$602.24	No year end variance anticipated.
05	Law, Order, Public Safety	0925	SES MINOR PLANT & EQUIPMENT <\$1200	\$0.00	\$12.94	NA	\$12.94	No year end variance anticipated.
05	Law, Order, Public Safety	0942	EMERGENCY RESPONSE	\$11,000.00	\$6,320.00	43%	-\$4,680.00	No year end variance anticipated.
05	Law, Order, Public Safety	0963	FESA LEVY SES	-\$20,700.00	\$0.00	100%	\$20,700.00	No year end variance anticipated.
05	Law, Order, Public Safety	0975	SES OTHER GOODS & SERVICES	\$7,481.00	\$0.00	100%	-\$7,481.00	No year end variance anticipated.
05	Law, Order, Public Safety	0995	SES PLANT PURCHASES \$1200 - \$5000	\$9,300.00	\$0.00	100%	-\$9,300.00	No year end variance anticipated.
05	Law, Order, Public Safety	9062	DEPRECIATION FIRE PREVENTION	\$29,305.00	\$0.00	100%	-\$29,305.00	No year end variance anticipated.
	Law, Order, Public Safety Total							
07	Health	0766	HEALTH- ADMIN REALLOCATION	\$12,963.00	\$0.00	100%	-\$12,963.00	No year end variance anticipated.
07	Health	1242	INSURANCE	\$110.25	\$86.36	22%	-\$23.89	No year end variance anticipated.
07	Health	1252	A/LEAVE EXP HEALTH	\$1,231.00	\$0.00	100%	-\$1,231.00	No year end variance anticipated.
07	Health	1262	HEALTH INSPECTION	\$51,390.00	\$1,061.80	98%	-\$50,328.20	No year end variance anticipated.
07	Health	1272	LSL EXPENSE HEALTH	\$341.20	\$0.00	100%	-\$341.20	No year end variance anticipated.
07	Health	1282	SUPERANNUATION	\$1,503.00	\$100.87	93%	-\$1,402.13	No year end variance anticipated.
07	Health	1322	HEALTH ADMIN EXPENSES	\$6,000.00	\$455.00	92%	-\$5,545.00	No year end variance anticipated.
07	Health	1353	SEPTIC TANK APPLICATION FEE	-\$1,500.00	-\$107.27	93%	\$1,392.73	No year end variance anticipated.
07	Health	1383	GENERAL LICENSE FEES	-\$7,000.00	-\$6,022.60	14%	\$977.40	No year end variance anticipated.
07	Health	1393	WATER TESTING FEES	-\$250.00	\$23.57	109%	\$273.57	No year end variance anticipated.
	Health Total							
08	Education & Welfare	0866	EDUCATION & WELFARE - ADMIN REALLOCATION	\$23,756.00	\$0.00	100%	-\$23,756.00	No year end variance anticipated.
08	Education & Welfare	0992	PRE-SCHOOLS MTCE	\$6,549.00	\$1,914.62	71%	-\$4,634.38	No year end variance anticipated.
08	Education & Welfare	0993	RENTAL INCOME - FROGS	-\$7,175.04	-\$1,745.77	76%	\$5,429.27	No year end variance anticipated.
08	Education & Welfare	1022	FAMILY FUN DAY EXPENSES	\$1,100.00	\$0.00	100%	-\$1,100.00	No year end variance anticipated.
08	Education & Welfare	1024	COMMUNITY EVENTS SUPPORT	\$5,084.00	\$0.00	100%	-\$5,084.00	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
08	Education & Welfare	1063	KIDS SPORT - EXPENDITURE	\$10,000.00	\$0.00	100%	-\$10,000.00	No year end variance anticipated.
08	Education & Welfare	1122	LDAG EXPENSES	\$0.00	\$448.00	NA	\$448.00	No year end variance anticipated.
08	Education & Welfare	1123	COMMUNITY DEVELOPMENT GRANTS	\$2,000.00	\$0.00	100%	-\$2,000.00	No year end variance anticipated.
08	Education & Welfare	1124	KIDS SPORT - INCOME	-\$10,000.00	\$0.00	100%	\$10,000.00	No year end variance anticipated.
08	Education & Welfare	1132	YOUTH PROGRAMS AND PLANNING	\$5,000.00	\$783.39	84%	-\$4,216.61	No year end variance anticipated.
08	Education & Welfare	1143	YOUTH ADVISORY COUNCIL INCOME	\$0.00	-\$72.73	NA	-\$72.73	No year end variance anticipated.
08	Education & Welfare	1153	SCHOOL HOLIDAY PROGRAMS CONTRIBUTIONS	-\$2,500.00	-\$750.92	70%	\$1,749.08	No year end variance anticipated.
08	Education & Welfare	1162	YOUTH ADVISORY COUNCIL EXPENDITURE	\$0.00	\$55.00	NA	\$55.00	No year end variance anticipated.
08	Education & Welfare	1173	CONTRIBUTIONS - COMMUNITY BUS	-\$5,000.00	\$0.00	100%	\$5,000.00	No year end variance anticipated.
08	Education & Welfare	1612	SENIORS ACTIVITIES	\$2,100.00	\$0.00	100%	-\$2,100.00	No year end variance anticipated.
08	Education & Welfare	1613	COMMUNITY BUS PROJECT	\$5,000.00	\$177.46	96%	-\$4,822.54	No year end variance anticipated.
08	Education & Welfare	1616	CULTURAL PLAN	\$2,000.00	\$0.00	100%	-\$2,000.00	No year end variance anticipated.
08	Education & Welfare	1642	COMMUNITY DEV. OFFICER	\$64,240.00	\$5,010.62	92%	-\$59,229.38	No year end variance anticipated.
08	Education & Welfare	1643	CDO SUPERANNUATION	\$4,362.00	\$809.84	81%	-\$3,552.16	No year end variance anticipated.
08	Education & Welfare	1645	CDO ADVERTISING & PROMOTION	\$1,208.60	\$0.00	100%	-\$1,208.60	No year end variance anticipated.
08	Education & Welfare	1647	CDO TRAINING	\$7,750.00	\$0.00	100%	-\$7,750.00	No year end variance anticipated.
08	Education & Welfare	3664	COMMUNITY BUS GRANT	-\$2,100.00	\$0.00	100%	\$2,100.00	No year end variance anticipated.
08	Education & Welfare	9092	DEPRECIATION EDUCATION	\$1,374.00	\$0.00	100%	-\$1,374.00	No year end variance anticipated.
	Education & Welfare Total							
09	Housing	1712	STAFF HOUSING MAINTENANCE	\$15,267.75	\$1,747.08	89%	-\$13,520.67	No year end variance anticipated.
09	Housing	1713	LEASED PROPERTY EXPENSES	\$203.30	\$0.00	100%	-\$203.30	No year end variance anticipated.
09	Housing	1723	RENTAL	-\$21,320.00	-\$1,240.00	94%	\$20,080.00	No year end variance anticipated.
09	Housing	9232	DEPRECIATION STAFF HOUSING	\$2,282.00	\$0.00	100%	-\$2,282.00	No year end variance anticipated.
	Housing Total							
10	Community Amenities	1034	SELF SUPPORTING LOAN INCOME INTEREST	-\$3,661.01	-\$342.36	91%	\$3,318.65	No year end variance anticipated.
10	Community Amenities	1066	COMMUNITY AMENITIES - ADMIN REALLOCATION	\$56,660.00	\$0.00	100%	-\$56,660.00	No year end variance anticipated.
10	Community Amenities	1762	DOMESTIC COLLECTION	\$43,482.86	\$2,998.84	93%	-\$40,484.02	No year end variance anticipated.
10	Community Amenities	1765	RECYCLING COLLECTION	\$43,482.86	\$3,231.60	93%	-\$40,251.26	No year end variance anticipated.
10	Community Amenities	1772	RUBBISH SITE CONTRACT	\$146,412.18	\$444.95	100%	-\$145,967.23	No year end variance anticipated.
10	Community Amenities	1803	MOBILE BIN CHARGES	-\$79,733.85	-\$81,190.00	-2%	-\$1,456.15	No year end variance anticipated.
10	Community Amenities	1805	RECYCLING CHARGES	-\$43,004.54	-\$44,520.00	-4%	-\$1,515.46	No year end variance anticipated.
10	Community Amenities	1813	TIP FEES	-\$6,015.96	\$0.00	100%	\$6,015.96	No year end variance anticipated.
10	Community Amenities	1817	WARR INCOME	-\$71,951.28	-\$73,024.00	-1%	-\$1,072.72	No year end variance anticipated.
10	Community Amenities	1824	STREET BIN PICKUPS	\$8,040.00	\$565.92	93%	-\$7,474.08	No year end variance anticipated.
10	Community Amenities	1832	TRANSFER TO LAND FILL SITE RESERVE	\$20,000.00	\$0.00	100%	-\$20,000.00	No year end variance anticipated.
10	Community Amenities	2132	TOWN PLANNING SERVICES	\$66,394.25	\$5,435.87	92%	-\$60,958.38	No year end variance anticipated.
10	Community Amenities	2142	PLANNING ADMIN EXPENSES	\$10,540.98	\$170.95	98%	-\$10,370.03	No year end variance anticipated.
10	Community Amenities	2152	LSL EXPENSE	\$1,023.59	\$0.00	100%	-\$1,023.59	No year end variance anticipated.
10	Community Amenities	2162	SUPERANNUATION	\$4,508.00	\$302.61	93%	-\$4,205.39	No year end variance anticipated.
10	Community Amenities	2172	TOWN PLANNING SCHEME	\$12,903.00	\$0.00	100%	-\$12,903.00	No year end variance anticipated.
10	Community Amenities	2192	ANNUAL LEAVE EXPENSE	\$3,694.00	\$0.00	100%	-\$3,694.00	No year end variance anticipated.
10	Community Amenities	2212	LPS AMENDMENT EXPENSES	\$1,560.60	\$0.00	100%	-\$1,560.60	No year end variance anticipated.
10	Community Amenities	2253	PLANNING FEES	-\$5,100.00	-\$1,115.84	78%	\$3,984.16	No year end variance anticipated.
10	Community Amenities	2302	CEMETERY OPER & MTCE-NP	\$25,636.19	\$445.68	98%	-\$25,190.51	No year end variance anticipated.
10	Community Amenities	2322	PUBLIC CONVENIENCES	\$71,628.93	\$5,268.86	93%	-\$66,360.07	No year end variance anticipated.
10	Community Amenities	2362	INTEREST REPAYMENTS - LOAN 37	\$3,661.00	\$843.78	77%	-\$2,817.22	No year end variance anticipated.
10	Community Amenities	2373	CEMETERY FEES	-\$5,000.00	-\$713.63	86%	\$4,286.37	No year end variance anticipated.
10	Community Amenities	9262	DEPRECIATION EXPENSE REFUSE	\$896.00	\$0.00	100%	-\$896.00	No year end variance anticipated.
10	Community Amenities	9312	DEPRECIATION PUBLIC TOILETS	\$1,727.00	\$0.00	100%	-\$1,727.00	No year end variance anticipated.
	Community Amenities Total							

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
11	Recreation And Culture	1166	RECREATION & CULTURE - ADMIN REALLOCATION	\$93,639.00	\$0.00	100%	-\$93,639.00	No year end variance anticipated.
11	Recreation And Culture	1732	COMMUNITY HOUSE	\$2,557.00	\$395.51	85%	-\$2,161.49	No year end variance anticipated.
11	Recreation And Culture	2422	TOWN HALL	\$36,560.00	\$2,339.76	94%	-\$34,220.24	No year end variance anticipated.
11	Recreation And Culture	2432	RECREATION CENTRE	\$51,406.00	\$5,291.83	90%	-\$46,114.17	No year end variance anticipated.
11	Recreation And Culture	2442	COMMUNITY MEETING ROOM	\$4,568.00	\$1,905.25	58%	-\$2,662.75	No year end variance anticipated.
11	Recreation And Culture	2453	GRANTS	-\$50,000.00	\$0.00	100%	\$50,000.00	No year end variance anticipated.
11	Recreation And Culture	2462	LESSER HALL (SUPPER ROOM)	\$2,500.00	\$598.00	76%	-\$1,902.00	No year end variance anticipated.
11	Recreation And Culture	2472	OLD ROADS BOARD BUILDING	\$3,335.00	\$472.84	86%	-\$2,862.16	No year end variance anticipated.
11	Recreation And Culture	2482	BOWLING CLUB	\$4,550.00	\$1,599.30	65%	-\$2,950.70	No year end variance anticipated.
11	Recreation And Culture	2492	CUNDINUP HALL	\$670.00	\$347.67	48%	-\$322.33	No year end variance anticipated.
11	Recreation And Culture	2502	CARLOTTA HALL	\$3,542.50	\$278.14	92%	-\$3,264.36	No year end variance anticipated.
11	Recreation And Culture	2503	COMMUNITY STORAGE SHEDS	\$260.00	\$0.00	100%	-\$260.00	No year end variance anticipated.
11	Recreation And Culture	2576	LEASE INCOME - COMMUNITY CENTRE	-\$5,100.00	\$0.00	100%	\$5,100.00	No year end variance anticipated.
11	Recreation And Culture	2577	LEASE INCOME SUPPER ROOM	-\$11,122.00	-\$5,569.28	50%	\$5,552.72	No year end variance anticipated.
11	Recreation And Culture	2642	PUBLIC PARKS GDNS & RESER	\$224,443.00	\$12,227.63	95%	-\$212,215.37	No year end variance anticipated.
11	Recreation And Culture	2833	RENTAL COMMUNITY STORAGE SHEDS	-\$600.00	\$0.00	100%	\$600.00	No year end variance anticipated.
11	Recreation And Culture	2842	PUBLIC ART MAINTENANCE	\$7,001.00	\$848.97	88%	-\$6,152.03	No year end variance anticipated.
11	Recreation And Culture	2902	SALARIES (LIB)	\$26,494.69	\$853.30	97%	-\$25,641.39	No year end variance anticipated.
11	Recreation And Culture	2922	LIBRARY OFFICE EXPENSES	\$5,010.00	\$2,177.68	57%	-\$2,832.32	No year end variance anticipated.
11	Recreation And Culture	2932	WRITE OFF OF DEBTS	\$200.00	\$0.00	100%	-\$200.00	No year end variance anticipated.
11	Recreation And Culture	2993	LOST BOOK CHARGE	-\$200.00	\$0.00	100%	\$200.00	No year end variance anticipated.
11	Recreation And Culture	3123	HISTORY OF NANNUP INCOME	\$0.00	-\$6.36	NA	-\$6.36	No year end variance anticipated.
11	Recreation And Culture	7043	REC CENTRE HIRE FEES	-\$5,000.00	-\$272.75	95%	\$4,727.25	No year end variance anticipated.
11	Recreation And Culture	7053	TOWN HALL HIRE	-\$3,060.00	\$0.00	100%	\$3,060.00	No year end variance anticipated.
11	Recreation And Culture	7432	FORESHORE PARK	\$23,565.68	\$1,893.97	92%	-\$21,671.71	No year end variance anticipated.
11	Recreation And Culture	7574	SALE OF HERITAGE TRAIL BOOKS	\$0.00	-\$2.73	NA	-\$2.73	No year end variance anticipated.
11	Recreation And Culture	9292	DEPRECIATION COMMUNITY SHEDS	\$1,100.00	\$0.00	100%	-\$1,100.00	No year end variance anticipated.
11	Recreation And Culture	9302	DEPRECIATION CARLOTTA HALL	\$541.00	\$0.00	100%	-\$541.00	No year end variance anticipated.
11	Recreation And Culture	9322	DEPRECIATION REC CENTRE	\$23,400.00	\$0.00	100%	-\$23,400.00	No year end variance anticipated.
11	Recreation And Culture	9332	DEPRECIATION TOWN HALL	\$1,600.00	\$0.00	100%	-\$1,600.00	No year end variance anticipated.
11	Recreation And Culture	9333	LESSER HALL DEPRECIATION	\$500.00	\$0.00	100%	-\$500.00	No year end variance anticipated.
11	Recreation And Culture	9334	BOWLING CLUB DEPRECIATION	\$1,700.00	\$0.00	100%	-\$1,700.00	No year end variance anticipated.
11	Recreation And Culture	9342	DEPRECIATION PARKS & GARDENS	\$6,500.00	\$0.00	100%	-\$6,500.00	No year end variance anticipated.
11	Recreation And Culture	9345	FORESHORE PARK DEPRECIATION	\$2,700.00	\$0.00	100%	-\$2,700.00	No year end variance anticipated.
11	Recreation And Culture	9353	COMMUNITY ROOM DEPRECIATION	\$2,100.00	\$0.00	100%	-\$2,100.00	No year end variance anticipated.
11	Recreation And Culture	9362	DEPRECIATION OLD ROADS BOARD	\$400.00	\$0.00	100%	-\$400.00	No year end variance anticipated.
11	Recreation And Culture	9392	DEPRECIATION CUNDINUP HALL	\$57.00	\$0.00	100%	-\$57.00	No year end variance anticipated.
Recreation And Culture Total								
12	Transport	1266	TRANSPORT - ADMIN REALLOCATION	\$217,723.00	\$0.00	100%	-\$217,723.00	No year end variance anticipated.
12	Transport	3160	BRIDGE MAINTENANCE	\$39,508.00	\$0.00	100%	-\$39,508.00	No year end variance anticipated.
12	Transport	3212	DEPOT OFFICE MTCE	\$43,784.00	\$910.29	98%	-\$42,873.71	No year end variance anticipated.
12	Transport	3221	MRD DIRECT GRANTS	-\$109,284.00	\$0.00	100%	\$109,284.00	\$47K Shortfall due to State Gov change in Budget Allocations. \$30K Savings in Licences due to Local Government Rebate reinstated. \$17K shortfall overall.
12	Transport	3230	CROSSOVERS	\$2,000.00	\$0.00	100%	-\$2,000.00	
12	Transport	3231	REGIONAL ROAD GROUP GRANTS	-\$210,000.00	\$0.00	100%	\$210,000.00	No year end variance anticipated.
12	Transport	3240	TRAFFIC SIGNS & CONTROL	\$1,000.00	\$207.00	79%	-\$793.00	No year end variance anticipated.
12	Transport	3261	ROADS TO RECOVERY GRANT	-\$444,000.00	\$0.00	100%	\$444,000.00	No year end variance anticipated.
12	Transport	3380	LOCAL ROAD MAINTENANCE	\$771,644.00	\$71,513.79	91%	-\$700,130.21	No year end variance anticipated.
12	Transport	3391	BLACKSPOT FUNDING	-\$550,000.00	\$0.00	100%	\$550,000.00	No year end variance anticipated.
12	Transport	3410	ROADVERGE MAINTENANCE	\$94,996.00	\$1,603.25	98%	-\$93,392.75	No year end variance anticipated.
12	Transport	3420	LIGHTING OF STREETS	\$25,000.00	\$1,927.45	92%	-\$23,072.55	No year end variance anticipated.
12	Transport	3440	CONTRACT STREET SWEEPING	\$11,000.00	\$0.00	100%	-\$11,000.00	No year end variance anticipated.
12	Transport	3450	TRAFFIC COUNTER PLACEMENT	\$3,459.00	\$226.87	93%	-\$3,232.13	No year end variance anticipated.
12	Transport	3470	SAFETY MEASURES WORKS	\$6,000.00	\$0.00	100%	-\$6,000.00	No year end variance anticipated.
12	Transport	3572	PURCHASE OF MINOR EQUIP.	\$6,000.00	\$0.00	100%	-\$6,000.00	No year end variance anticipated.
12	Transport	3682	TRANSFER TO PLANT RESERVE	\$150,000.00	\$0.00	100%	-\$150,000.00	No year end variance anticipated.
12	Transport	3685	TRANSFER FROM PLANT RESERVE	-\$130,000.00	\$0.00	100%	\$130,000.00	No year end variance anticipated.
12	Transport	4012	GRAVEL PIT REHABILITATION	\$20,000.00	\$0.00	100%	-\$20,000.00	No year end variance anticipated.
12	Transport	4263	SALE OF MATERIAL	-\$2,500.00	\$0.00	100%	\$2,500.00	No year end variance anticipated.
12	Transport	7120	ROMANS ROAD INV. SYSTEM	\$8,500.00	\$0.00	100%	-\$8,500.00	No year end variance anticipated.
12	Transport	8392	PROF/LOSS ON SALE ASSETS	\$130,000.00	\$0.00	100%	-\$130,000.00	No year end variance anticipated.
12	Transport	8393	INCOME SALE OF ASSETS	-\$182,000.00	\$0.00	100%	\$182,000.00	No year end variance anticipated.
12	Transport	9372	DEPRECIATION ROADS & FOOTPATHS	\$1,074,000.00	\$0.00	100%	-\$1,074,000.00	No year end variance anticipated.
12	Transport	9374	DEPRECIATION - BRIDGES	\$239,566.00	\$0.00	100%	-\$239,566.00	No year end variance anticipated.
Transport Total								
13	Economic Services	0102	AUSTRALIA DAY CELEBRATION	\$2,000.00	\$500.00	75%	-\$1,500.00	No year end variance anticipated.
13	Economic Services	1366	ECONOMIC SERVICES- ADMIN REALLOCATION	\$25,524.00	\$0.00	100%	-\$25,524.00	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
13	Economic Services	1373	SEPTIC TANK INSPECTION FEE	-\$1,428.00	-\$118.00	92%	\$1,310.00	No year end variance anticipated.
13	Economic Services	3265	MAIN STREET UPGRADE	-\$110,000.00	\$0.00	100%	\$110,000.00	No year end variance anticipated.
13	Economic Services	3266	TRANSFERS FROM MAIN STREET RESERVE	-\$63,940.00	\$0.00	100%	\$63,940.00	No year end variance anticipated.
13	Economic Services	3824	ELECTRIC CAR RECHARGE	\$315.00	\$0.00	100%	-\$315.00	No year end variance anticipated.
13	Economic Services	3862	FUNCTIONS/EVENTS SUPPORT	\$7,165.00	\$763.83	89%	-\$6,401.17	No year end variance anticipated.
13	Economic Services	3864	VISITOR CENTRE UPGRADE	\$8,075.00	\$0.00	100%	-\$8,075.00	No year end variance anticipated.
13	Economic Services	3894	VISITOR CENTRE UPGRADE	-\$28,850.00	\$0.00	100%	\$28,850.00	No year end variance anticipated.
13	Economic Services	3932	CARAVAN PARKS MAINTENANCE	\$1,660.00	\$1,464.87	12%	-\$195.13	No year end variance anticipated.
13	Economic Services	3933	CARAVAN PARKS INCOME	-\$12,700.00	\$0.00	100%	\$12,700.00	No year end variance anticipated.
13	Economic Services	3952	VISITOR CENTRE SUPPORT	\$15,000.00	\$0.00	100%	-\$15,000.00	No year end variance anticipated.
13	Economic Services	3962	REGIONAL PROMOTION	\$5,000.00	\$575.00	89%	-\$4,425.00	No year end variance anticipated.
13	Economic Services	3964	TOURISM PROMOTION	\$41,000.00	\$0.00	100%	-\$41,000.00	No year end variance anticipated.
13	Economic Services	4052	LSL EXPENSE BUILDING	\$1,564.65	\$0.00	100%	-\$1,564.65	No year end variance anticipated.
13	Economic Services	4062	BUILDING CONTROL SALARY	\$62,880.01	\$2,562.95	96%	-\$60,317.06	No year end variance anticipated.
13	Economic Services	4072	BUILDING CONTROL SUPERANNUATION	\$6,890.70	\$318.54	95%	-\$6,572.16	No year end variance anticipated.
13	Economic Services	4082	A/LEAVE EXP BUILDING	\$5,646.46	\$0.00	100%	-\$5,646.46	No year end variance anticipated.
13	Economic Services	4092	BUILDING CONTROL EXPENSES	\$3,121.00	\$328.43	89%	-\$2,792.57	No year end variance anticipated.
13	Economic Services	4153	CHGES & FEES BUILD PERMIT	-\$10,200.00	-\$682.20	93%	\$9,517.80	No year end variance anticipated.
13	Economic Services	9452	DEPRECIATION CARAVAN PARK	\$6,950.00	\$0.00	100%	-\$6,950.00	No year end variance anticipated.
Economic Services Total								
14	Other Property And Services	4292	PRIVATE WORKS - EXPENDITURE	\$27,170.00	\$0.00	100%	-\$27,170.00	No year end variance anticipated.
14	Other Property And Services	4312	TRAINING	\$90,607.00	\$0.00	100%	-\$90,607.00	No year end variance anticipated.
14	Other Property And Services	4321	ACCURUED SALARIES & WAGES - WORKS	\$3,833.00	\$0.00	100%	-\$3,833.00	No year end variance anticipated.
14	Other Property And Services	4322	LSL EXPENSE WORKS	\$26,379.00	\$0.00	100%	-\$26,379.00	No year end variance anticipated.
14	Other Property And Services	4323	PRIVATE WORKS -INCOME	-\$35,000.00	-\$1,223.64	97%	\$33,776.36	No year end variance anticipated.
14	Other Property And Services	4332	SALARIES (PWO)	\$68,821.00	\$11,958.81	83%	-\$56,862.19	No year end variance anticipated.
14	Other Property And Services	4352	A/LEAVE EXP WORKS	\$99,771.13	\$0.00	100%	-\$99,771.13	No year end variance anticipated.
14	Other Property And Services	4362	OCCUPATIONAL SUPER	\$104,387.00	\$8,424.27	92%	-\$95,962.73	No year end variance anticipated.
14	Other Property And Services	4402	SICK LEAVE	\$51,085.00	\$3,014.02	94%	-\$48,070.98	No year end variance anticipated.
14	Other Property And Services	4432	INSURANCE ON WORKS	\$52,750.00	\$28,099.72	47%	-\$24,650.28	No year end variance anticipated.
14	Other Property And Services	4452	PROTECTIVE CLOTHING	\$12,000.00	\$398.18	97%	-\$11,601.82	No year end variance anticipated.
14	Other Property And Services	4462	OCCUP. HLTH. SAFETY EXPEN	\$8,975.00	\$75.05	99%	-\$8,899.95	No year end variance anticipated.
14	Other Property And Services	4472	PLANT OVERHEADS WAGES	\$58,624.00	\$7,121.54	88%	-\$51,502.46	No year end variance anticipated.
14	Other Property And Services	4482	TYRES & BATTERIES	\$15,000.00	\$0.00	100%	-\$15,000.00	No year end variance anticipated.
14	Other Property And Services	4492	LICENSES	\$52,090.00	\$0.00	100%	-\$52,090.00	\$30k Savings anticipated due to Local Government Rebate reinstated, however \$47K worth of Grant Funding removed, \$17K Shortfall expected overall.
14	Other Property And Services	4512	LESS POC ALLOCATED TO W&S	-\$498,592.00	-\$17,167.70	97%	\$481,424.30	
14	Other Property And Services	4532	ADMINISTRATIVE EXPENSES	\$1,000.00	\$0.00	100%	-\$1,000.00	No year end variance anticipated.
14	Other Property And Services	4562	RDO ACCRUAL	\$0.00	-\$164.85	NA	-\$164.85	No year end variance anticipated.
14	Other Property And Services	4570	SALARIES	\$0.00	\$66,402.09	NA	\$66,402.09	No year end variance anticipated.
14	Other Property And Services	4580	WAGES	\$0.00	\$61,896.00	NA	\$61,896.00	No year end variance anticipated.
14	Other Property And Services	4590	LESS SALARIES ALLOCATED	\$0.00	-\$66,402.09	NA	-\$66,402.09	No year end variance anticipated.
14	Other Property And Services	4600	LESS WAGES ALLOCATED	\$0.00	-\$61,896.00	NA	-\$61,896.00	No year end variance anticipated.
14	Other Property And Services	4982	FUEL & OIL	\$150,000.00	\$6,424.29	96%	-\$143,575.71	No year end variance anticipated.
14	Other Property And Services	4992	SUNDRY TOOLS & STORES	\$3,000.00	\$59.94	98%	-\$2,940.06	No year end variance anticipated.
14	Other Property And Services	6792	PUBLIC HOLIDAY PAY	\$40,999.00	\$0.00	100%	-\$40,999.00	No year end variance anticipated.
14	Other Property And Services	6793	STORM CONTINGENCY - WAGES	\$20,000.00	\$0.00	100%	-\$20,000.00	No year end variance anticipated.
14	Other Property And Services	6802	PARTS AND EXTERNAL WORK	\$69,000.00	\$19,057.92	72%	-\$49,942.08	No year end variance anticipated.
14	Other Property And Services	7422	LESS PWO ALLOCATED TO W&S	-\$454,987.00	-\$37,207.51	92%	\$417,779.49	No year end variance anticipated.
14	Other Property And Services	7672	RECRUITMENT EXPENSES	\$2,000.00	\$0.00	100%	-\$2,000.00	No year end variance anticipated.
14	Other Property And Services	9382	DEPRECIATION WORKS PLANT	\$114,000.00	\$0.00	100%	-\$114,000.00	No year end variance anticipated.
14	Other Property And Services	9562	DEPRECIATION WORKS	\$6,000.00	\$0.00	100%	-\$6,000.00	No year end variance anticipated.
Other Property And Services Total								
Grand Total								

SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2017

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,516,942	1,516,942	1,516,942	0	0%	
Revenue from operating activities							
Governance		0	0	0	0		
General Purpose Funding - Rates	9	1,581,907	1,581,907	1,586,719	(49,203)	(82%)	
General Purpose Funding - Other		722,922	60,243	11,040	(16,461)	(99%)	
Law, Order and Public Safety		199,226	16,602	141	(16,461)	(99%)	
Health		8,750	729	6,106	5,377	737%	
Education and Welfare		29,775	2,481	2,569	88	4%	
Housing		21,320	1,777	1,240	(537)	(30%)	
Community Amenities		214,467	17,872	200,906	183,034	1024%	
Recreation and Culture		25,082	2,090	5,851	3,761	180%	
Transport		111,784	9,315	(1)	(9,316)	(100%)	
Economic Services		24,328	2,027	800	(1,227)	(61%)	
Other Property and Services		35,000	2,917	1,224	(1,693)	(58%)	
Profit on Disposal of Assets	8	0	0	0	0		
		2,974,560	1,697,961	1,816,595			
Expenditure from operating activities							
Governance		(351,923)	(29,327)	(144,816)	(115,489)	(394%)	
General Purpose Funding		(177,152)	(14,763)	(1,779)	12,984	88%	
Law, Order and Public Safety		(458,631)	(38,219)	(51,281)	(13,062)	(34%)	
Health		(73,538)	(6,128)	(1,704)	4,424	72%	
Education and Welfare		(139,524)	(11,627)	(9,199)	2,428	21%	
Housing		(17,753)	(1,479)	(1,747)	(268)	(18%)	
Community Amenities		(498,590)	(41,549)	(18,865)	22,684	55%	
Recreation and Culture		(510,900)	(42,575)	(31,230)	11,345	27%	
Transport		(2,564,180)	(213,682)	(76,389)	137,293	64%	
Economic Services		(192,792)	(16,066)	(6,514)	9,552	59%	
Other Property and Services		(123,912)	(10,326)	(30,277)	(19,951)	(193%)	
		(5,108,894)	(425,741)	(373,801)			
Financing Costs							
Community Amenities		(3,661)	(305)	(844)	(539)	177%	
Transport		0	0	0	0		
		(3,661)	(305)	(844)			
Operating activities excluded from budget							
Add back Depreciation		1,535,198	127,933	1	(127,932)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(602,797)	1,399,848	1,441,951			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	1,392,850	116,071	0	(116,071)	(100%)	▼
Proceeds from Disposal of Assets	8	0	0	0	0		
Land Held for Resale		0	0	0	0		
Land and Buildings	13	0	0	(270)	(270)		
Infrastructure Assets - Roads	13	(1,309,432)	(109,119)	(13,003)	96,116	88%	▲
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	(395,300)	(32,942)	(11,273)	21,669	66%	▲
Furniture and Equipment	13	0	0	0	0		
Amount attributable to investing activities		(311,882)	(25,990)	(24,546)			
Financing Activities							
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)	(1,288)	(15,460)	(14,171)	(1100%)	
Transfer to Reserves	7	(20,000)	(1,667)	(711)	956	57%	▲
Amount attributable to financing activities		(35,460)	(2,955)	(16,170)			
Closing Funding Surplus(Deficit)	3	566,803	2,887,845	2,918,176			

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 July 2017

	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	1,516,942	1,516,942	1,516,942	0	0%	
Revenue from operating activities							
Rates	9	1,581,907	1,581,907	1,586,719	4,812	0%	
Operating Grants, Subsidies and Contributions	11	924,296	77,025	0	(77,025)	(100%)	▼
Fees and Charges		383,174	31,931	219,962	188,031	589%	▲
Service Charges		0	0	0	0		
Interest Earnings		45,761	3,813	3,488	(325)	(9%)	
Other Revenue		39,422	3,285	6,428	3,143	96%	
Profit on Disposal of Assets	8	0	0	0	0		
		2,974,560	1,697,961	1,816,596			
Expenditure from operating activities							
Employee Costs		(1,897,110)	(158,093)	(135,096)	22,996	15%	
Materials and Contracts		(1,401,377)	(116,781)	(151,932)	(35,150)	(30%)	
Utility Charges		(95,550)	(7,962)	(4,437)	3,526	44%	▲
Depreciation on Non-Current Assets		(1,535,198)	(127,933)	0	127,933	100%	▲
Interest Expenses		(3,661)	(305)	(604)	(299)	(98%)	
Insurance Expenses		(168,460)	(14,038)	(82,130)	(68,091)	(485%)	▼
Other Expenditure		(11,200)	(933)	(448)	485	52%	▲
Loss on Disposal of Assets	8	0	0	0	0		
		(5,112,555)	(426,046)	(374,646)			
Operating activities excluded from budget							
Add back Depreciation		1,535,198	127,933	1	(127,932)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(602,797)	1,399,848	1,441,951			
Investing activities							
Grants, Subsidies and Contributions	11	1,392,850	116,071	0	(116,071)	(100%)	
Proceeds from Disposal of Assets	8	0	0	0	0		
Land Held for Resale		0	0	0	0		
Land and Buildings	13	0	0	(270)	(270)		
Infrastructure Assets - Roads	13	(1,309,432)	(109,119)	(13,003)	96,116	88%	▲
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	(395,300)	(32,942)	(11,273)	21,669	66%	▲
Furniture and Equipment	13	0	0	0	0		
Amount attributable to investing activities		(311,882)	(25,990)	(24,546)			
Financing Activities							
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)	(1,288)	(15,460)	(14,171)	(1100%)	
Transfer to Reserves	7	(20,000)	(1,667)	(711)	956	57%	▲
Amount attributable to financing activities		(35,460)	(2,955)	(16,170)			
Closing Funding Surplus (Deficit)	3	566,803	2,887,845	2,918,176	30,332	1%	

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 CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 July 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	(270)	0	0	0	(270)	(270)
Infrastructure Assets - Roads	13	(13,003)	0	(1,309,432)	(1,309,432)	(13,003)	1,296,429
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	(11,273)	0	(395,300)	(395,300)	(11,273)	384,027
Furniture and Equipment	13	0	0	0	0	0	0
Capital Expenditure Totals		(24,546)	0	(1,704,732)	(1,704,732)	(24,546)	1,680,186
Capital acquisitions funded by:							
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	\$556,975	0	0	(556,975)
Plant Replacement Reserve		0	0	\$413,229	0	0	(413,229)
Council contribution - operations				(2,674,936)	(1,704,732)	(24,546)	
Capital Funding Total				(1,704,732)	(1,704,732)	(24,546)	

Capital



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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:

Asset	Years	Method
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.

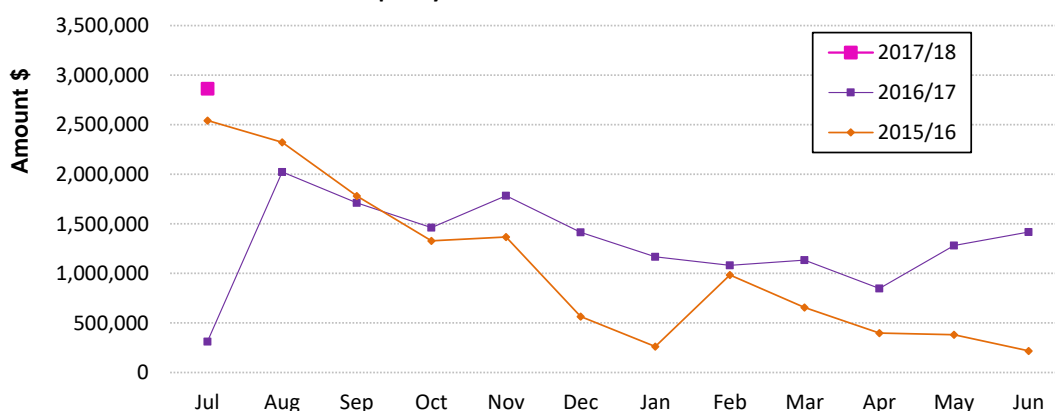
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	31 Jul 2016	31 Jul 2017
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,677,040	462,531	1,618,428
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	0	1,479,803	1,606,457
Receivables - Rates	6	105,781	91,878	1,589,433
Receivables - Other	6	23,494	76,344	20,635
Interest / ATO Receivable/Trust		30,915	27,907	40,013
Inventories		6,240	6,240	6,240
		<u>1,843,471</u>	<u>2,144,702</u>	<u>4,881,206</u>
Less: Current Liabilities				
Payables		(5,420)	(370)	(0)
Provisions		(405,645)	(335,935)	(396,452)
		<u>(411,065)</u>	<u>(336,305)</u>	<u>(396,452)</u>
Less:				
Cash Reserves	7	0	(1,479,803)	(1,606,457)
Restricted Assets		(35,110)	(34,349)	(35,110)
Unspent Grand Funding		0	0	
YAC Committee		(16,250)	(16,250)	(16,250)
ATO Liability		(0)	(37,534)	(29,600)
Current Loan	10	(30,919)	(15,460)	(15,460)
		<u>(82,280)</u>	<u>(1,583,396)</u>	<u>(1,702,878)</u>
Add:				
Current Proportion of Long Term Borrowing		30,919	15,460	15,460
Cash Backed Long Service Leave		135,897	119,637	135,897
		<u>166,816</u>	<u>135,097</u>	<u>151,356</u>
		<u>1,516,942</u>	<u>360,097</u>	<u>2,933,233</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 July 2017

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	618,178			618,178	CBA	Tiered	At Call
Reserve Bank Account		306,457		306,457	CBA	Tiered	At Call
Trust Bank Account			(41,029)	(41,029)	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
(b) Term Deposits							
Municipal	1,000,000			1,000,000	WBC	2.40%	21-Nov-17
Reserves		1,300,000		1,300,000	WBC	2.45%	21-Nov-17
Total	1,618,428	1,606,457	(41,029)	3,183,856			

Comments/Notes - Investments

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
	Opening surplus adjustment						0
	<u>Capital Expenditure</u>						0
	<u>Transport</u>						0
	<u>Capital Income</u>						0
	<u>General Purpose</u>						0
	<u>Operating Income</u>						0
	<u>Operating Expenditure</u>						0
				0	0	0	0

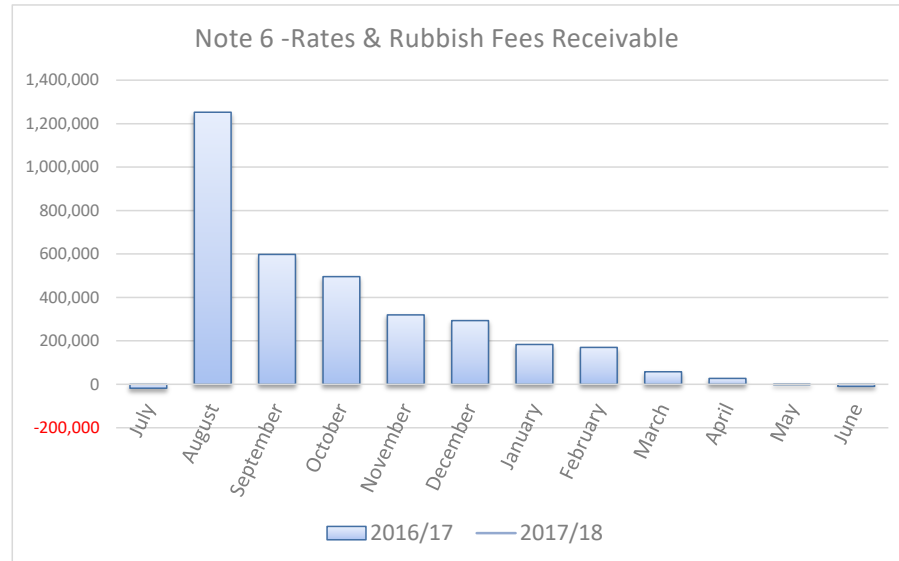
Classifications Pick List

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 July 2017

Note 6: Receivables

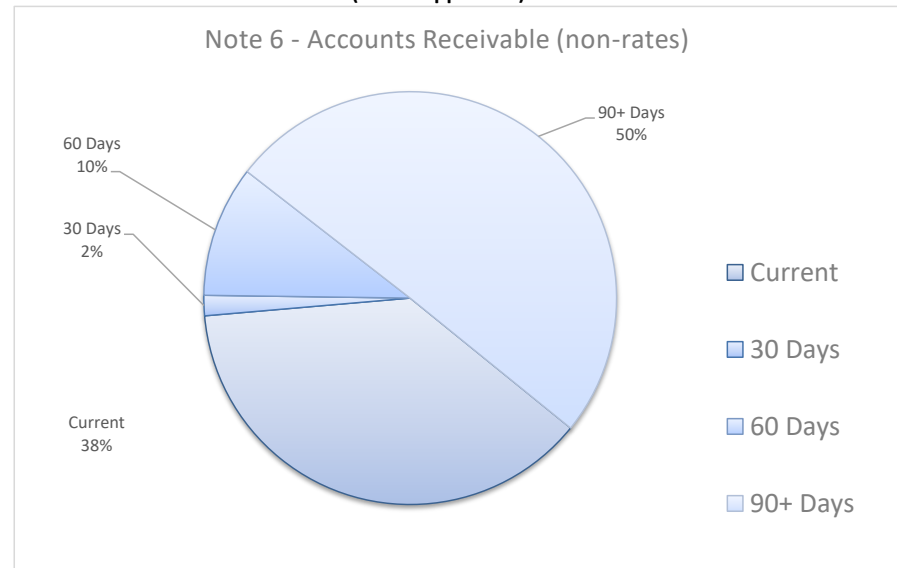
Receivables - Rates Receivable	31 Jul 2017	30 June 2017
	\$	\$
Opening Arrears Previous Years	68,606	78,115
Levied this year	1,586,719	1,534,244
<u>Less</u> Collections to date	(260,059)	(1,543,753)
Equals Current Outstanding	1,395,266	68,606
Net Rates Collectable	1,395,266	68,606
% Collected	16.39%	95.75%



Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	7,799	328	2,122	10,386	20,635
Balance per Trial Balance					
Sundry Debtors					20,635
Receivables - Other					40,013
Total Receivables General Outstanding					60,648
				Error Check	0.00

Amounts shown above include GST (where applicable)

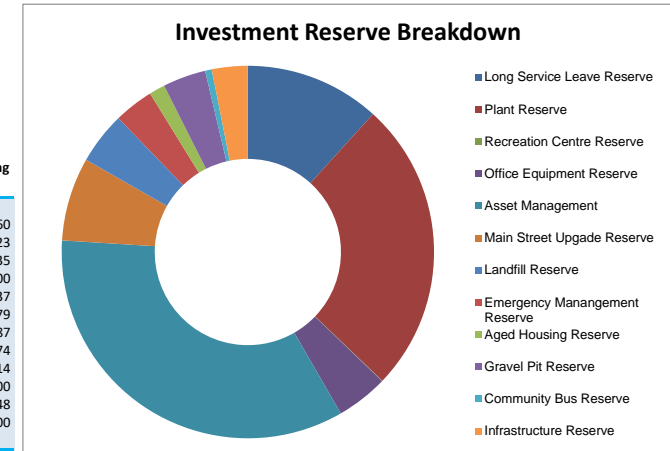


Comments/Notes - Receivables General

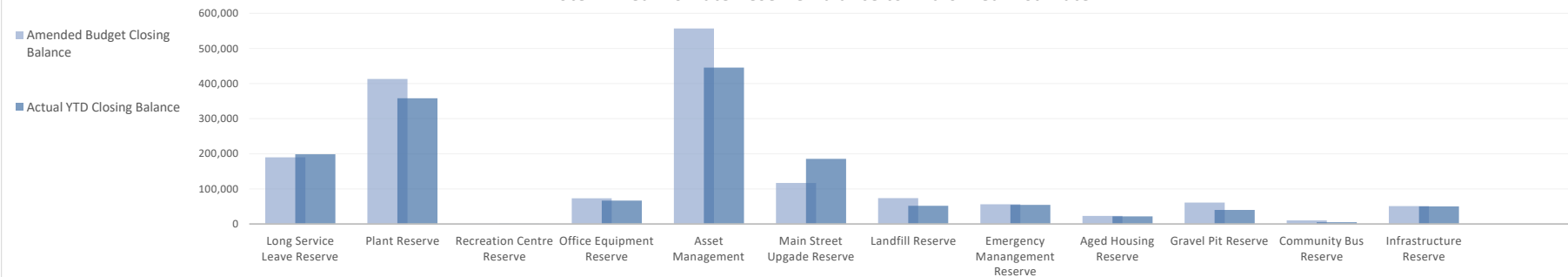
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 7: Cash Backed Reserve

Name	Opening Balance 1/7/2017	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	188,371	1,500	89	0	0	0	0	189,871	188,460
Plant Reserve	408,229	5,000	194	0	0	0	0	413,229	408,423
Recreation Centre Reserve	535	0	0	0	0	0	0	535	535
Office Equipment Reserve	72,166	1,000	34	0	0	0	0	73,166	72,200
Asset Management	550,975	6,000	262	0	0	0	0	556,975	551,237
Main Street Upgrade Reserve	116,423	500	55	0	0	0	0	116,923	116,479
Landfill Reserve	72,452	1,000	34	0	0	0	0	73,452	72,487
Emergency Manangement Reserve	55,248	1,000	26	0	0	0	0	56,248	55,274
Aged Housing Reserve	22,103	1,000	10	0	0	0	0	23,103	22,114
Gravel Pit Reserve	60,000	1,000	0	0	0	0	0	61,000	60,000
Community Bus Reserve	9,244	1,000	4	0	0	0	0	10,244	9,248
Infrastructure Reserve	50,000	1,000	0	0	0	0	0	51,000	50,000
	1,605,746	20,000	711	0	0	0	0	1,625,746	1,606,457



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 July 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 July 2017

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2017	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Governance								
Loan 37 NCRC	97,895		15,460	15,460	52,105	52,105	4,616	4,616 *
							-	0
Recreation and Culture								
					0	0	-	0
	97,895	0	15,460	15,460	52,105	52,105	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 2017_18

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	8.1670	416	6,626,996	541,227	0	0	541,227	541,227			541,227
UV	0.4257	211	119,888,000	510,363	0	0	510,363	510,363			510,363
UV Pastoral				0	0	0	0		0	0	0
Sub-Totals		627	126,514,996	1,051,590	0	0	1,051,590	1,051,590	0	0	1,051,590
Minimum Payment	Minimum										
	\$										
GRV	870.00	310	1,945,952	269,700	0	0	269,700	269,700	0	0	269,700
UV	1,050.00	210	26,923,986	220,500	0	0	220,500	220,500	0	0	220,500
Sub-Totals		520	28,869,938	490,200	0	0	490,200	490,200	0	0	490,200
		1,147	155,384,934	1,541,790	0	0	1,541,790	1,541,790	0	0	1,541,790
Concession							0				0
Amount from General Rates							1,541,790				1,541,790
Ex-Gratia Rates							44,928				44,928
Specified Area Rates							0				0
Totals							1,586,718				1,586,718

Comments - Rating Information

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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)
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General Equalisation	WALGGC	Operating	0	(401,964)	0	(401,964)	(401,964)		(401,964)	0	0	0
Grants Commission - Roads	WALGGC	Operating	0	(204,122)	0	(204,122)	(204,122)		(204,122)	0	0	0
Law, Order and Public Safety												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	Operating	0	(87,000)	0	(87,000)	(87,000)		(87,000)	0	0	0
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Operating	0	(20,700)	0	(20,700)	(20,700)		(20,700)	0	0	0
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(83,126)	0	(83,126)	(83,126)		(83,126)	0	0	0
Shed Grant Funding	Dept. of Fire & Emergency Serv.	Non-operating	0	0	0	0	0		0	0	0	0
Education and Welfare												
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	0	0	
Family Fun Day	Dept. Regional Development	Operating	0	0	0	0	0		0	0	0	0
Community Development Grants	Dept. Regional Development	Non-operating	0	0	0	0	0		0	0	0	0
Community Development Grants	Dept. Regional Development	Operating	0	(3,000)	0	(3,000)	(3,000)		(3,000)	0	0	0
Kidsport	Dept. Regional Development	Operating	0	(10,000)	0	(10,000)	(10,000)		(10,000)	0	0	0
Recreation and Culture												
Transport												
MRD Bridgework Grants	Main Roads WA	Operating	0	0	0	0	0		0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(444,000)	(444,000)	(444,000)		(444,000)	0	0	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(109,284)	0	(109,284)	(109,284)	47,000	(62,284)	0	0	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	0	0	0		0	0	0	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	(210,000)	(210,000)	(210,000)		(210,000)	0	0	0
			0	(921,296)	(844,950)	(1,766,246)	(1,766,246)	47,000	(1,719,246)	0	0	0
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	(921,296)	0	(921,296)	(921,296)	47,000	(874,296)	0	0	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	(844,950)	(844,950)	(844,950)	0	(844,950)	0	0	0
TOTALS			0	(921,296)	(844,950)	(1,766,246)	(1,766,246)	47,000	(1,719,246)	0	0	0

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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:

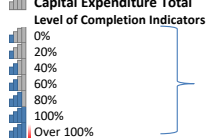
Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Jul 2017
	\$	\$	\$	\$
BCITF Levy	0	520	0	520
BRB Levy	0	712	0	712
Bonds	39,859	0	0	39,859
Nomination Deposit	0	0	0	0
Donation Rec Centre Deposit	0	0	0	0
Nannup Community Bus	0	0	0	0
	39,859	1,232	0	41,091.68

41,029
Error 63.00
\$63 July Commission Paid in August 2017

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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.								
Buildings								
Law, Order And Public Safety								
 East Nannup Fire Shed	0751	0	0	0	0	0	0	
 Buildings	0754	0	0	0	0	0	0	
Law, Order And Public Safety Total		0	0	0	0	0	0	
Recreation And Culture								
 Capital Works Recreation Centre	2574	270	0	270	0	0	270	
 Community Meeting Room	2444	0	0	0	0	0	0	
Recreation And Culture Total		270	0	270	0	0	270	
 Buildings Total		270	0	270	0	0	270	
Drainage/Culverts								
 Drainage/Culverts Total		0	0	0	0	0	0	
Footpaths								
 Footpaths Total		0	0	0	0	0	0	
Furniture & Office Equip.								
Governance								
 Shire Office	0254	0	0	0	0	0	0	
Governance Total		0	0	0	0	0	0	
 Furniture & Office Equip. Total		0	0	0	0	0	0	
Heritage Assets								
 Heritage Assets Total		0	0	0	0	0	0	
Plant , Equip. & Vehicles								
Governance								
 Vehicle purchases - Office Staff	0544	0	0	0	74,000	74,000	(74,000)	
Governance Total		0	0	0	74,000	74,000	(74,000)	
Law, Order And Public Safety								
 Ses Plant Purchases \$1200 - \$5000	0995	0	0	0	9,300	9,300	(9,300)	
 BLANK		0	0	0	0	0	0	
Law, Order And Public Safety Total		0	0	0	9,300	9,300	(9,300)	
Transport								
 Purchase Of Plant	3564	11,273	0	11,273	312,000	312,000	(300,727)	
 Loan Repayments L38	3604	0	0	0	0	0	0	
Transport Total		11,273	0	11,273	312,000	312,000	(300,727)	
 Plant , Equip. & Vehicles Total		11,273	0	11,273	395,300	395,300	(384,027)	
Public Facilities								
Economic Services								
 Caravan Park Upgrade	4024	0	0	0	0	0	0	
Economic Services Total		0	0	0	0	0	0	
 Public Facilities Total		0	0	0	0	0	0	
Roads (Non Town)								
Transport								
 Mowen Road	3130	0	0	0	0	0	0	
 Local Road Construction	3170	13,003	0	13,003	1,109,126	1,109,126	(1,096,123)	
 Mrd Special Bridgeworks	3180	0	0	0	0	0	0	
 Footpath Program	3210	0	0	0	16,366	16,366	(16,366)	
Transport Total		13,003	0	13,003	1,125,492	1,125,492	(1,112,489)	
 Roads (Non Town) Total		13,003	0	13,003	1,125,492	1,125,492	(1,112,489)	
Streetscapes								
Economic Services								
 Mainstreet Upgrade	3264	0	0	0	183,940	183,940	(183,940)	
Economic Services Total		0	0	0	183,940	183,940	(183,940)	
 Streetscapes Total		0	0	0	183,940	183,940	(183,940)	
Town Streets								
 Town Streets Total		0	0	0	0	0	0	
 Capital Expenditure Total		24,546	0	24,546	1,704,732	1,704,732	(1,680,186)	



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

31/07/2017



MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 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 August 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 August 2017 of \$3,092,643.

Items of Significance

The material variance adopted by the Shire of Nannup for the 2017/18 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
Significant Projects				
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	16% -	\$ 921,296	-\$ 921,296	-\$ 151,330
Non-operating Grants, Subsidies and Contributions	44% -	\$ 844,950	-\$ 844,950	-\$ 368,291
	29% -	\$ 1,766,246	-\$ 1,766,246	-\$ 519,621
Rates Levied	100%	\$ 1,581,907	\$ 1,581,907	\$ 1,587,026

% Compares current ytd actuals to annual budget

		Prior Year 30 June 2017	Current Year 30 June 2018	Note
Financial Position				
Adjusted Net Current Assets	153%	\$ 2,030,971	\$ 3,103,889	3
Cash and Equivalent - Unrestricted	0%	\$ -	\$ -	3 & 4
Receivables - Rates	50%	\$ 1,490,878	\$ 745,995	3 & 6
Receivables - Other	7%	\$ 181,083	\$ 13,020	3 & 6
Payables	0%	\$ 5,420	\$ 0	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: 19/09/2017

SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2017

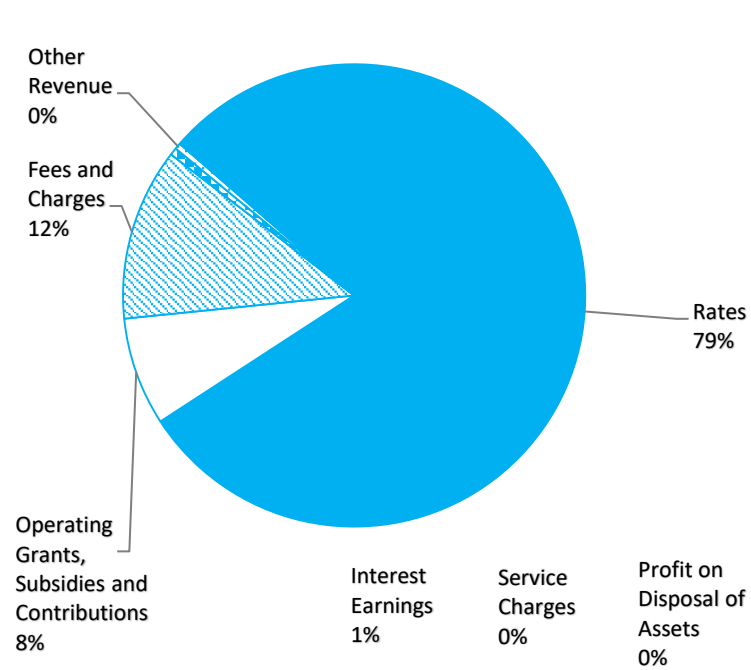
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,516,942	1,516,942	1,516,942	0	0%	
Revenue from operating activities							
Governance		0	0	0	0		
General Purpose Funding - Rates	9	1,581,907	1,581,907	1,587,026	55,099	46%	
General Purpose Funding - Other		722,922	120,487	175,586	(32,943)	(99%)	
Law, Order and Public Safety		199,226	33,204	261	(32,943)	(99%)	
Health		8,750	1,458	6,891	5,433	373%	
Education and Welfare		29,775	4,963	8,549	3,586	72%	
Housing		21,320	3,553	3,100	(453)	(13%)	
Community Amenities		214,467	35,744	204,816	169,072	473%	
Recreation and Culture		25,082	4,180	6,838	2,658	64%	
Transport		111,784	18,631	(1)	(18,632)	(100%)	
Economic Services		24,328	4,055	3,638	(417)	(10%)	
Other Property and Services		35,000	5,833	1,224	(4,609)	(79%)	
Profit on Disposal of Assets	8	0	0	0	0		
		2,974,560	1,814,016	1,997,928			
Expenditure from operating activities							
Governance		(351,923)	(58,654)	(233,575)	(174,921)	(298%)	
General Purpose Funding		(177,152)	(29,525)	(5,062)	24,463	83%	
Law, Order and Public Safety		(458,631)	(76,438)	(83,904)	(7,466)	(10%)	
Health		(73,538)	(12,256)	(9,830)	2,426	20%	
Education and Welfare		(139,524)	(23,254)	(22,904)	350	2%	
Housing		(17,753)	(2,959)	(2,208)	751	25%	
Community Amenities		(498,590)	(83,098)	(51,253)	31,845	38%	
Recreation and Culture		(510,900)	(85,150)	(65,975)	19,175	23%	
Transport		(2,564,180)	(427,363)	(206,809)	220,554	52%	
Economic Services		(192,792)	(32,132)	(11,348)	20,784	65%	
Other Property and Services		(123,912)	(20,652)	6,764	27,416	133%	
		(5,108,894)	(851,482)	(686,104)			
Financing Costs							
Community Amenities		(3,661)	(610)	(1,173)	(563)	92%	
Transport		0	0	0	0		
		(3,661)	(610)	(1,173)			
Operating activities excluded from budget							
Add back Depreciation		1,535,198	255,866	1	(255,865)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(602,797)	1,217,790	1,310,652			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	1,392,850	232,142	368,291	0	136,149	59% ▲
Proceeds from Disposal of Assets	8	0	0	0	0		
Land Held for Resale		0	0	0	0		
Land and Buildings	13	0	0	(270)	(270)		
Infrastructure Assets - Roads	13	(1,309,432)	(218,239)	(40,130)	178,109	82% ▲	
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	(395,300)	(65,883)	(47,388)	18,496	28% ▲	
Furniture and Equipment	13	0	0	1,593	1,593		
Amount attributable to investing activities		(311,882)	(51,980)	282,097			
Financing Activities							
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)	(2,577)	(15,460)	(12,883)	(500%)	
Transfer to Reserves	7	(20,000)	(3,333)	(1,588)	1,745	52% ▲	
Amount attributable to financing activities		(35,460)	(5,910)	(17,048)			
Closing Funding Surplus(Deficit)	3	566,803	2,676,841	3,092,643			

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.

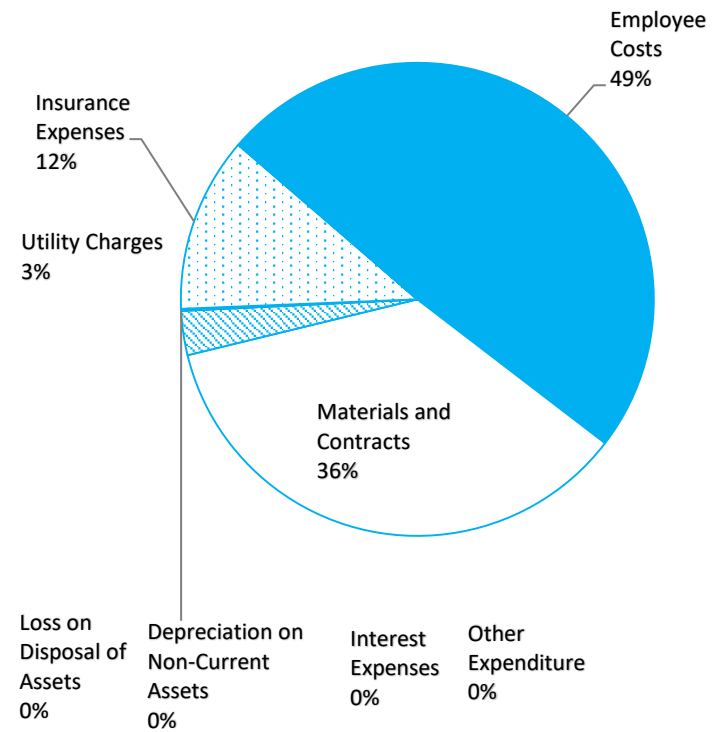
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NANNUP
Information Summary
For the Period Ended 31 August 2017

Operating Revenue



Operating Expenditure



SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2017

	Note	Amended Annual Budget	Amended YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	1,516,942	1,516,942	1,516,942	0	0%	
Revenue from operating activities							
Rates	9	1,581,907	1,581,907	1,587,026	5,119	0%	
Operating Grants, Subsidies and Contributions	11	924,296	154,049	151,330	(2,720)	(2%)	
Fees and Charges		383,174	63,862	240,764	176,902	277%	▲
Service Charges		0	0	0	0		
Interest Earnings		45,761	7,627	10,301	2,674	35%	
Other Revenue		39,422	6,570	8,508	1,938	29%	
Profit on Disposal of Assets	8	0	0	0	0		
		2,974,560	1,814,016	1,997,929			
Expenditure from operating activities							
Employee Costs		(1,897,110)	(316,185)	(336,861)	(20,676)	(7%)	
Materials and Contracts		(1,401,377)	(233,563)	(246,052)	(12,489)	(5%)	
Utility Charges		(95,550)	(15,925)	(20,761)	(4,836)	(30%)	
Depreciation on Non-Current Assets		(1,535,198)	(255,866)	0	255,866	100%	▲
Interest Expenses		(3,661)	(610)	(932)	(322)	(53%)	
Insurance Expenses		(168,460)	(28,077)	(82,224)	(54,148)	(193%)	▼
Other Expenditure		(11,200)	(1,867)	(448)	1,419	76%	▲
Loss on Disposal of Assets	8	0	0	0	0		
		(5,112,555)	(852,093)	(687,278)			
Operating activities excluded from budget							
Add back Depreciation		1,535,198	255,866	1	(255,865)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(602,797)	1,217,790	1,310,652			
Investing activities							
Grants, Subsidies and Contributions	11	1,392,850	232,142	368,291	136,149	59%	
Proceeds from Disposal of Assets	8	0	0	0	0		
Land Held for Resale		0	0	0	0		
Land and Buildings	13	0	0	(270)	(270)		
Infrastructure Assets - Roads	13	(1,309,432)	(218,239)	(40,130)	178,109	82%	▲
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	(395,300)	(65,883)	(47,388)	18,496	28%	▲
Furniture and Equipment	13	0	0	1,593	1,593		
Amount attributable to investing activities		(311,882)	(51,980)	282,097			
Financing Activities							
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)	(2,577)	(15,460)	(12,883)	(500%)	
Transfer to Reserves	7	(20,000)	(3,333)	(1,588)	1,745	52%	▲
Amount attributable to financing activities		(35,460)	(5,910)	(17,048)			
Closing Funding Surplus (Deficit)	3	566,803	2,676,841	3,092,643	415,802	16%	▲

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.

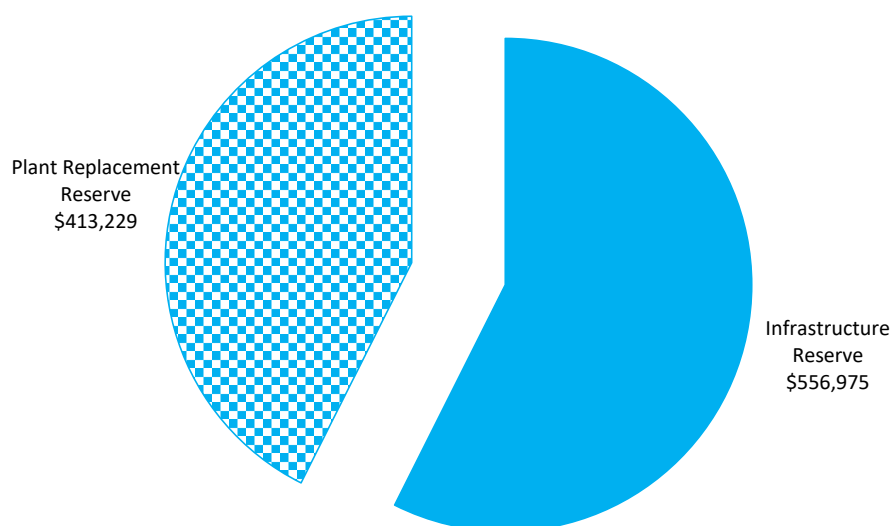
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NANNUP
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 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	(270)	0	0	0	(270)	(270)
Infrastructure Assets - Roads	13	(40,130)	0	(1,309,432)	(1,309,432)	(40,130)	1,269,302
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	(47,388)	0	(395,300)	(395,300)	(47,388)	347,913
Furniture and Equipment	13	(1,593)	0	0	0	(1,593)	(1,593)
Capital Expenditure Totals		(89,381)	0	(1,704,732)	(1,704,732)	(89,381)	1,615,351
Capital acquisitions funded by:							
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	\$556,975	0	0	(556,975)
Plant Replacement Reserve		0	0	\$413,229	0	0	(413,229)
Council contribution - operations				(2,674,936)	(1,704,732)	(89,381)	
Capital Funding Total				(1,704,732)	(1,704,732)	(89,381)	

Capital



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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:

Asset	Years	Method
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 August 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
Operating Revenues	\$		
MRD DIRECT GRANTS	\$47,000		
	<u>\$47,000</u>		
Operating Expense			
LICENSES	-\$30,000		
	<u>-\$30,000.00</u>		
Capital Expenses			
	<u>\$0.00</u>		

Gross Deficit / (Surplus) Expected		2017/18
Revenue	\$	47,000.00
Expenditure	-\$	30,000.00
Capital	\$	-
Projected Deficit / (Surplus)	\$	17,000.00

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
03	General Purpose Funding	0011	RATES LEVIED ALL AREAS	\$0.00	-\$1,587,025.84	NA	-\$1,587,025.84	Full year Rates Raised in July 2017.
03	General Purpose Funding	0041	LEGAL FEES	\$5,000.00	\$0.00	100%	-\$5,000.00	Legal Fees expenditure matched by Legal Fees Charged.
03	General Purpose Funding	0060	LEGAL FEES CHARGED	-\$5,000.00	\$0.00	100%	\$5,000.00	Legal Fees Charged matched by Legal Fees Expenditure.
03	General Purpose Funding	0061	NON-PAYMENT PENALTY	-\$10,500.00	-\$1,174.07	89%	\$9,325.93	No year end variance anticipated.
03	General Purpose Funding	0080	RATES WRITTEN OFF	\$1,000.00	-\$240.11	124%	-\$1,240.11	No year end variance anticipated.
03	General Purpose Funding	0091	EQUALISATION GRANT	-\$401,964.00	-\$97,622.75	76%	\$304,341.25	No year end variance anticipated.
03	General Purpose Funding	0261	INSTALMENT INTEREST	-\$5,000.00	-\$4,569.14	9%	\$430.86	No year end variance anticipated.
03	General Purpose Funding	0271	INTEREST ON DEFERRED RATES	-\$1,600.00	\$0.00	100%	\$1,600.00	No year end variance anticipated.
03	General Purpose Funding	0291	LOCAL ROAD GRANT	-\$204,122.00	-\$53,706.75	74%	\$150,415.25	No year end variance anticipated.
03	General Purpose Funding	0361	INSTALMENT ADMINISTRATION	-\$3,900.00	-\$3,345.00	14%	\$555.00	No year end variance anticipated.
03	General Purpose Funding	0366	GENERAL PURPOSE INCOME- ADMIN REALLOCATION	\$102,711.00	\$0.00	100%	-\$102,711.00	No year end variance anticipated.
03	General Purpose Funding	0422	RECOVERABLE EXPENSES	\$24,500.00	\$968.24	96%	-\$23,531.76	No year end variance anticipated.
03	General Purpose Funding	0472	RATING VALUATIONS	\$10,050.00	\$2,070.77	79%	-\$7,979.23	No year end variance anticipated.
03	General Purpose Funding	0523	DEPT OF TRAN. COMMISSION	-\$15,000.00	-\$4,702.73	69%	\$10,297.27	No year end variance anticipated.
03	General Purpose Funding	0533	SUNDRY INCOME	-\$11,968.28	-\$1,200.89	90%	\$10,767.39	No year end variance anticipated.
03	General Purpose Funding	0535	INSURANCE DIVIDEND	-\$14,000.00	\$0.00	100%	\$14,000.00	No year end variance anticipated.
03	General Purpose Funding	0573	EXPENSES RECOVERED (I)	-\$24,867.50	-\$5,200.00	79%	\$19,667.50	No year end variance anticipated.
03	General Purpose Funding	0594	ST JOHN'S. CONTRIBUTIONS	\$0.00	-\$185.18	NA	-\$185.18	No year end variance anticipated.
03	General Purpose Funding	4872	D.O.T. LICENSING EXPENSES	\$33,890.60	\$2,263.19	93%	-\$31,627.41	No year end variance anticipated.
03	General Purpose Funding	4873	INTEREST ON INVESTMENTS - GENERAL	-\$2,500.00	-\$945.41	62%	\$1,554.59	No year end variance anticipated.
03	General Purpose Funding	4883	INTEREST ON INVESTMENTS - RTR	-\$2,500.00	-\$1,346.05	46%	\$1,153.95	No year end variance anticipated.
	General Purpose Funding Total							
04	Governance	0112	ELECTION & POLL EXPENSES	\$4,000.00	\$0.00	100%	-\$4,000.00	No year end variance anticipated.
04	Governance	0122	STRATEGIC/COMMUNITY PLANNING	\$12,000.00	\$0.00	100%	-\$12,000.00	No year end variance anticipated.
04	Governance	0142	REFRESHMENTS & FUNCTIONS -COUNCIL	\$15,500.00	\$909.56	94%	-\$14,590.44	No year end variance anticipated.
04	Governance	0162	GRANTS	\$39,200.00	\$37,900.00	3%	-\$1,300.00	No year end variance anticipated.
04	Governance	0172	COUNCILLOR ALLOWANCES	\$56,600.00	\$12,509.88	78%	-\$44,090.12	No year end variance anticipated.
04	Governance	0182	SUBSCRIPTIONS	\$37,701.81	\$20,399.44	46%	-\$17,302.37	No year end variance anticipated.
04	Governance	0192	CONFERENCE EXPENSES	\$4,100.00	\$0.00	100%	-\$4,100.00	No year end variance anticipated.
04	Governance	0202	INSURANCE	\$13,623.25	\$3,838.63	72%	-\$9,784.62	No year end variance anticipated.
04	Governance	0242	A/LEAVE EXP ADMIN	\$33,457.00	\$0.00	100%	-\$33,457.00	No year end variance anticipated.
04	Governance	0272	SALARIES (ADM)	\$382,057.00	\$73,256.65	81%	-\$308,800.35	No year end variance anticipated.
04	Governance	0273	ACCRUED SALARIES & WAGES	\$1,630.00	\$0.00	100%	-\$1,630.00	No year end variance anticipated.
04	Governance	0282	SUPERANNUATION	\$40,830.00	\$10,173.70	75%	-\$30,656.30	No year end variance anticipated.
04	Governance	0292	INSURANCE	\$17,000.00	\$4,462.62	74%	-\$12,537.38	No year end variance anticipated.
04	Governance	0312	FURN & EQUIP MINOR	\$2,030.00	\$0.00	100%	-\$2,030.00	No year end variance anticipated.
04	Governance	0352	TRANSFER TO LSL RESERVE	\$25,000.00	\$0.00	100%	-\$25,000.00	No year end variance anticipated.
04	Governance	0353	CONTRIBUTION TO ASSET MANAGEMENT RESERVE	\$89,000.00	\$0.00	100%	-\$89,000.00	No year end variance anticipated.
04	Governance	0354	TRANSFER TO EQUIPMENT RESERVE	\$15,000.00	\$0.00	100%	-\$15,000.00	No year end variance anticipated.
04	Governance	0362	BUILDING &GDNS OPER&MTCE	\$74,053.12	\$5,707.97	92%	-\$68,345.15	No year end variance anticipated.
04	Governance	0372	COMPUTER MAINTENANCE	\$59,966.70	\$46,019.12	23%	-\$13,947.58	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
04	Governance	0382	PRINTING & STATIONERY	\$19,277.50	\$3,872.27	80%	-\$15,405.23	No year end variance anticipated.
04	Governance	0392	TELEPHONE	\$13,650.00	\$1,493.26	89%	-\$12,156.74	No year end variance anticipated.
04	Governance	0402	EQUIPMENT REPAIR & MTCE	\$10,000.00	\$200.00	98%	-\$9,800.00	No year end variance anticipated.
04	Governance	0412	POSTAGE	\$5,000.00	\$1,499.31	70%	-\$3,500.69	No year end variance anticipated.
04	Governance	0432	ACCOMMODATION AND TRAVEL	\$9,500.00	\$859.10	91%	-\$8,640.90	No year end variance anticipated.
04	Governance	0433	VEHICLE EXPENSES - ADMINISTRATION	\$4,000.00	\$0.00	100%	-\$4,000.00	No year end variance anticipated.
04	Governance	0442	BANK CHARGES	\$6,450.00	\$1,126.22	83%	-\$5,323.78	No year end variance anticipated.
04	Governance	0452	ADVERTISING	\$5,000.00	\$1,306.03	74%	-\$3,693.97	No year end variance anticipated.
04	Governance	0462	AUDIT FEES	\$14,230.00	\$0.00	100%	-\$14,230.00	No year end variance anticipated.
04	Governance	0466	GOVERNANCE - ADMIN REALLOCATION	\$177,591.00	\$0.00	100%	-\$177,591.00	No year end variance anticipated.
04	Governance	0482	LEGAL EXPENSES	\$10,000.00	\$7,688.00	23%	-\$2,312.00	No year end variance anticipated.
04	Governance	0492	STAFF TRAINING EXPENSES	\$10,000.00	\$103.36	99%	-\$9,896.64	No year end variance anticipated.
04	Governance	0502	SUNDRY EXPENSES	\$1,000.00	\$249.92	75%	-\$750.08	No year end variance anticipated.
04	Governance	0515	TRANSFER FROM ASSET MANAGEMENT RESERVE	-\$138,000.00	\$0.00	100%	\$138,000.00	No year end variance anticipated.
04	Governance	0532	DONATIONS	\$4,000.00	\$0.00	100%	-\$4,000.00	No year end variance anticipated.
04	Governance	0542	TRANSFER FROM LSL EXPENSE ADMIN	\$9,270.34	\$0.00	100%	-\$9,270.34	No year end variance anticipated.
04	Governance	0544	VEHICLES & PLANT GENERAL ADMIN	\$74,000.00	\$0.00	100%	-\$74,000.00	No year end variance anticipated.
04	Governance	0552	FRINGE BENEFIT TAX	\$6,500.00	\$0.00	100%	-\$6,500.00	No year end variance anticipated.
04	Governance	0577	ADMIN COSTS REALLOCATED TO SERVICES	-\$768,794.00	\$0.00	100%	\$768,794.00	No year end variance anticipated.
04	Governance	0812	RECRUITMENT EXPENSES	\$3,000.00	\$0.00	100%	-\$3,000.00	No year end variance anticipated.
04	Governance	5430	LSL T/F FROM RESERVE	-\$19,500.00	\$0.00	100%	\$19,500.00	No year end variance anticipated.
04	Governance	8052	PROF/LOSS SALE OF ASSETS	-\$42,000.00	\$0.00	100%	\$42,000.00	No year end variance anticipated.
04	Governance	9052	DEPRECIATION ADMIN BUILDINGS	\$18,500.00	\$0.00	100%	-\$18,500.00	No year end variance anticipated.
	Governance Total							
05	Law, Order, Public Safety	0566	LAW & ORDER- ADMIN REALLOCATION	\$58,198.00	\$0.00	100%	-\$58,198.00	No year end variance anticipated.
05	Law, Order, Public Safety	0602	ASSISTANCE TO BFB'S	\$42,638.00	\$9,340.91	78%	-\$33,297.09	No year end variance anticipated.
05	Law, Order, Public Safety	0622	FIREBREAK INSPECTIONS	\$12,000.00	\$0.00	100%	-\$12,000.00	No year end variance anticipated.
05	Law, Order, Public Safety	0632	CESO MOTOR VEHICLE RUNNING EXPENSES	\$14,000.00	\$2,146.17	85%	-\$11,853.83	No year end variance anticipated.
05	Law, Order, Public Safety	0642	INSURANCE - BUILDINGS & VEHICLES	\$31,000.00	\$23,151.58	25%	-\$7,848.42	No year end variance anticipated.
05	Law, Order, Public Safety	0652	MAINTENANCE OF FIRE BREAKS	\$15,598.00	\$0.00	100%	-\$15,598.00	No year end variance anticipated.
05	Law, Order, Public Safety	0653	STRATEGIC FIREBREAK - COCKATOO VALLEY (INCOME)	-\$1,400.00	\$0.00	100%	\$1,400.00	No year end variance anticipated.
05	Law, Order, Public Safety	0662	MINOR PLANT & EQUIPMENT < \$1200	\$500.00	\$0.00	100%	-\$500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0703	FESA LEVY DFES	-\$87,000.00	\$0.00	100%	\$87,000.00	No year end variance anticipated.
05	Law, Order, Public Safety	0704	DFES GRANT FOR CSM	-\$83,125.82	\$0.00	100%	\$83,125.82	No year end variance anticipated.
05	Law, Order, Public Safety	0712	MANAGEMENT SALARIES - FIRE BREAK INSPECTIONS	\$31,340.00	\$5,113.23	84%	-\$26,226.77	No year end variance anticipated.
05	Law, Order, Public Safety	0714	FIREBREAKS SUPERANNUATION	\$3,343.00	\$741.42	78%	-\$2,601.58	No year end variance anticipated.
05	Law, Order, Public Safety	0715	FIREBREAKS ANNUAL LEAVE EXPENSE	\$2,739.00	\$0.00	100%	-\$2,739.00	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
05	Law, Order, Public Safety	0716	FIREBREAKS LSL EXPENSE	\$759.04	\$0.00	100%	-\$759.04	No year end variance anticipated.
05	Law, Order, Public Safety	0722	COMMUNITY EMERGENCY SERVICES OFFICER	\$79,812.00	\$22,627.71	72%	-\$57,184.29	No year end variance anticipated.
05	Law, Order, Public Safety	0731	CESO SUPERANNUATION	\$7,993.00	\$1,812.04	77%	-\$6,180.96	No year end variance anticipated.
05	Law, Order, Public Safety	0732	FMO ANNUAL LEAVE	\$6,550.00	\$0.00	100%	-\$6,550.00	No year end variance anticipated.
05	Law, Order, Public Safety	0734	LONG SERVICE LEAVE - CESO	\$1,814.80	\$0.00	100%	-\$1,814.80	No year end variance anticipated.
05	Law, Order, Public Safety	0755	CESM TRAINING	\$1,530.00	\$520.00	66%	-\$1,010.00	No year end variance anticipated.
05	Law, Order, Public Safety	0762	MTCE PLANT & EQUIPMENT	\$1,500.00	\$130.68	91%	-\$1,369.32	No year end variance anticipated.
05	Law, Order, Public Safety	0783	FIRE BREAK MAINTENANCE INCOME	-\$500.00	\$0.00	100%	\$500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0801	ANIMAL CONTROL SALARIES	\$29,961.00	\$2,211.96	93%	-\$27,749.04	No year end variance anticipated.
05	Law, Order, Public Safety	0802	RANGERS EXPENSES	\$29,324.00	\$3,932.65	87%	-\$25,391.35	No year end variance anticipated.
05	Law, Order, Public Safety	0803	ANIMAL CONTROL SUPERANNUATION	\$1,444.00	\$316.34	78%	-\$1,127.66	No year end variance anticipated.
05	Law, Order, Public Safety	0804	ANIMAL CONTROL ANNUAL LEAVE EXPENSE	\$1,184.00	\$0.00	100%	-\$1,184.00	No year end variance anticipated.
05	Law, Order, Public Safety	0805	ANIMAL CONTROL LSL EXPENSE	\$327.93	\$0.00	100%	-\$327.93	No year end variance anticipated.
05	Law, Order, Public Safety	0832	MAINTENANCE OF BRIGADE VEHICLES	\$14,918.00	\$680.88	95%	-\$14,237.12	No year end variance anticipated.
05	Law, Order, Public Safety	0833	DOG REGISTRATION FEES	-\$4,500.00	-\$21.25	100%	\$4,478.75	No year end variance anticipated.
05	Law, Order, Public Safety	0834	CAT REGISTRATION FEES	-\$500.00	\$0.00	100%	\$500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0842	MTCE LAND & BUILDINGS	\$1,500.00	\$0.00	100%	-\$1,500.00	No year end variance anticipated.
05	Law, Order, Public Safety	0843	FINES AND PENALTIES	-\$1,500.00	-\$240.00	84%	\$1,260.00	No year end variance anticipated.
05	Law, Order, Public Safety	0852	CLOTHING & ACCESSORIES	\$500.00	\$332.47	34%	-\$167.53	No year end variance anticipated.
05	Law, Order, Public Safety	0862	UTILITIES RATES & TAXES	\$2,154.00	\$1,042.30	52%	-\$1,111.70	No year end variance anticipated.
05	Law, Order, Public Safety	0872	OTHER GOODS & SERVICES	\$5,000.00	\$1,747.46	65%	-\$3,252.54	No year end variance anticipated.
05	Law, Order, Public Safety	0905	SES UTILITIES RATES & TAXES	\$2,800.00	\$429.20	85%	-\$2,370.80	No year end variance anticipated.
05	Law, Order, Public Safety	0922	SES INSURANCE	\$1,117.00	\$514.76	54%	-\$602.24	No year end variance anticipated.
05	Law, Order, Public Safety	0925	SES MINOR PLANT & EQUIPMENT <\$1200	\$0.00	\$12.94	NA	\$12.94	No year end variance anticipated.
05	Law, Order, Public Safety	0942	EMERGENCY RESPONSE	\$11,000.00	\$6,320.00	43%	-\$4,680.00	No year end variance anticipated.
05	Law, Order, Public Safety	0963	FESA LEVY SES	-\$20,700.00	\$0.00	100%	\$20,700.00	No year end variance anticipated.
05	Law, Order, Public Safety	0975	SES OTHER GOODS & SERVICES	\$7,481.00	\$67.52	99%	-\$7,413.48	No year end variance anticipated.
05	Law, Order, Public Safety	0995	SES PLANT PURCHASES \$1200 - \$5000	\$9,300.00	\$0.00	100%	-\$9,300.00	No year end variance anticipated.
05	Law, Order, Public Safety	9062	DEPRECIATION FIRE PREVENTION	\$29,305.00	\$0.00	100%	-\$29,305.00	No year end variance anticipated.
	Law, Order, Public Safety Total							
07	Health	0766	HEALTH- ADMIN REALLOCATION	\$12,963.00	\$0.00	100%	-\$12,963.00	No year end variance anticipated.
07	Health	1242	INSURANCE	\$110.25	\$86.36	22%	-\$23.89	No year end variance anticipated.
07	Health	1252	A/LEAVE EXP HEALTH	\$1,231.00	\$0.00	100%	-\$1,231.00	No year end variance anticipated.
07	Health	1262	HEALTH INSPECTION	\$51,390.00	\$9,035.77	82%	-\$42,354.23	No year end variance anticipated.
07	Health	1272	LSL EXPENSE HEALTH	\$341.20	\$0.00	100%	-\$341.20	No year end variance anticipated.
07	Health	1282	SUPERANNUATION	\$1,503.00	\$252.97	83%	-\$1,250.03	No year end variance anticipated.
07	Health	1322	HEALTH ADMIN EXPENSES	\$6,000.00	\$455.00	92%	-\$5,545.00	No year end variance anticipated.
07	Health	1353	SEPTIC TANK APPLICATION FEE	-\$1,500.00	-\$429.08	71%	\$1,070.92	No year end variance anticipated.
07	Health	1383	GENERAL LICENSE FEES	-\$7,000.00	-\$6,507.96	7%	\$492.04	No year end variance anticipated.
07	Health	1393	WATER TESTING FEES	-\$250.00	\$46.05	118%	\$296.05	No year end variance anticipated.
	Health Total							
08	Education & Welfare	0866	EDUCATION & WELFARE - ADMIN REALLOCATION	\$23,756.00	\$0.00	100%	-\$23,756.00	No year end variance anticipated.
08	Education & Welfare	0992	PRE-SCHOOLS MTCE	\$6,549.00	\$1,914.62	71%	-\$4,634.38	No year end variance anticipated.
08	Education & Welfare	0993	RENTAL INCOME - FROGS	-\$7,175.04	-\$1,745.77	76%	\$5,429.27	No year end variance anticipated.
08	Education & Welfare	1022	FAMILY FUN DAY EXPENSES	\$1,100.00	\$0.00	100%	-\$1,100.00	No year end variance anticipated.
08	Education & Welfare	1024	COMMUNITY EVENTS SUPPORT	\$5,084.00	\$0.00	100%	-\$5,084.00	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
08	Education & Welfare	1063	KIDS SPORT - EXPENDITURE	\$10,000.00	\$555.00	94%	-\$9,445.00	No year end variance anticipated.
08	Education & Welfare	1122	LDAG EXPENSES	\$0.00	\$855.27	NA	\$855.27	No year end variance anticipated.
08	Education & Welfare	1123	COMMUNITY DEVELOPMENT GRANTS	\$2,000.00	-\$1,300.00	165%	-\$3,300.00	No year end variance anticipated.
08	Education & Welfare	1124	KIDS SPORT - INCOME	-\$10,000.00	\$0.00	100%	\$10,000.00	No year end variance anticipated.
08	Education & Welfare	1132	YOUTH PROGRAMS AND PLANNING	\$5,000.00	\$1,142.03	77%	-\$3,857.97	No year end variance anticipated.
08	Education & Welfare	1143	YOUTH ADVISORY COUNCIL INCOME	\$0.00	-\$152.73	NA	-\$152.73	No year end variance anticipated.
08	Education & Welfare	1153	SCHOOL HOLIDAY PROGRAMS CONTRIBUTIONS	-\$2,500.00	-\$841.83	66%	\$1,658.17	No year end variance anticipated.
08	Education & Welfare	1162	YOUTH ADVISORY COUNCIL EXPENDITURE	\$0.00	\$55.00	NA	\$55.00	No year end variance anticipated.
08	Education & Welfare	1173	CONTRIBUTIONS - COMMUNITY BUS	-\$5,000.00	-\$4,509.07	10%	\$490.93	No year end variance anticipated.
08	Education & Welfare	1612	SENIORS ACTIVITIES	\$2,100.00	\$0.00	100%	-\$2,100.00	No year end variance anticipated.
08	Education & Welfare	1613	COMMUNITY BUS PROJECT	\$5,000.00	\$308.78	94%	-\$4,691.22	No year end variance anticipated.
08	Education & Welfare	1616	CULTURAL PLAN	\$2,000.00	\$0.00	100%	-\$2,000.00	No year end variance anticipated.
08	Education & Welfare	1642	COMMUNITY DEV. OFFICER	\$64,240.00	\$11,595.03	82%	-\$52,644.97	No year end variance anticipated.
08	Education & Welfare	1643	CDO SUPERANNUATION	\$4,362.00	\$1,632.14	63%	-\$2,729.86	No year end variance anticipated.
08	Education & Welfare	1645	CDO ADVERTISING & PROMOTION	\$1,208.60	\$128.00	89%	-\$1,080.60	No year end variance anticipated.
08	Education & Welfare	1647	CDO TRAINING	\$7,750.00	\$4,718.18	39%	-\$3,031.82	No year end variance anticipated.
08	Education & Welfare	3664	COMMUNITY BUS GRANT	-\$2,100.00	\$0.00	100%	\$2,100.00	No year end variance anticipated.
08	Education & Welfare	9092	DEPRECIATION EDUCATION	\$1,374.00	\$0.00	100%	-\$1,374.00	No year end variance anticipated.
	Education & Welfare Total							
09	Housing	1712	STAFF HOUSING MAINTENANCE	\$15,267.75	\$2,207.61	86%	-\$13,060.14	No year end variance anticipated.
09	Housing	1713	LEASED PROPERTY EXPENSES	\$203.30	\$0.00	100%	-\$203.30	No year end variance anticipated.
09	Housing	1723	RENTAL	-\$21,320.00	-\$3,100.00	85%	\$18,220.00	No year end variance anticipated.
09	Housing	9232	DEPRECIATION STAFF HOUSING	\$2,282.00	\$0.00	100%	-\$2,282.00	No year end variance anticipated.
	Housing Total							
10	Community Amenities	1034	SELF SUPPORTING LOAN INCOME INTEREST	-\$3,661.01	-\$678.05	81%	\$2,982.96	No year end variance anticipated.
10	Community Amenities	1066	COMMUNITY AMENITIES - ADMIN REALLOCATION	\$56,660.00	\$0.00	100%	-\$56,660.00	No year end variance anticipated.
10	Community Amenities	1762	DOMESTIC COLLECTION	\$43,482.86	\$6,028.36	86%	-\$37,454.50	No year end variance anticipated.
10	Community Amenities	1765	RECYCLING COLLECTION	\$43,482.86	\$6,488.64	85%	-\$36,994.22	No year end variance anticipated.
10	Community Amenities	1772	RUBBISH SITE CONTRACT	\$146,412.18	\$9,611.61	93%	-\$136,800.57	No year end variance anticipated.
10	Community Amenities	1803	MOBILE BIN CHARGES	-\$79,733.85	-\$81,015.34	-2%	-\$1,281.49	No year end variance anticipated.
10	Community Amenities	1805	RECYCLING CHARGES	-\$43,004.54	-\$44,638.90	-4%	-\$1,634.36	No year end variance anticipated.
10	Community Amenities	1813	TIP FEES	-\$6,015.96	-\$1,186.82	80%	\$4,829.14	No year end variance anticipated.
10	Community Amenities	1817	WARR INCOME	-\$71,951.28	-\$72,896.00	-1%	-\$944.72	No year end variance anticipated.
10	Community Amenities	1824	STREET BIN PICKUPS	\$8,040.00	\$1,269.17	84%	-\$6,770.83	No year end variance anticipated.
10	Community Amenities	1832	TRANSFER TO LAND FILL SITE RESERVE	\$20,000.00	\$0.00	100%	-\$20,000.00	No year end variance anticipated.
10	Community Amenities	2132	TOWN PLANNING SERVICES	\$66,394.25	\$13,985.25	79%	-\$52,409.00	No year end variance anticipated.
10	Community Amenities	2142	PLANNING ADMIN EXPENSES	\$10,540.98	\$170.95	98%	-\$10,370.03	No year end variance anticipated.
10	Community Amenities	2152	LSL EXPENSE	\$1,023.59	\$0.00	100%	-\$1,023.59	No year end variance anticipated.
10	Community Amenities	2162	SUPERANNUATION	\$4,508.00	\$758.88	83%	-\$3,749.12	No year end variance anticipated.
10	Community Amenities	2172	TOWN PLANNING SCHEME	\$12,903.00	\$147.50	99%	-\$12,755.50	No year end variance anticipated.
10	Community Amenities	2192	ANNUAL LEAVE EXPENSE	\$3,694.00	\$0.00	100%	-\$3,694.00	No year end variance anticipated.
10	Community Amenities	2212	LPS AMENDMENT EXPENSES	\$1,560.60	\$0.00	100%	-\$1,560.60	No year end variance anticipated.
10	Community Amenities	2253	PLANNING FEES	-\$5,100.00	-\$2,595.00	49%	\$2,505.00	No year end variance anticipated.
10	Community Amenities	2302	CEMETERY OPER & MTCE-NP	\$25,636.19	\$3,088.48	88%	-\$22,547.71	No year end variance anticipated.
10	Community Amenities	2322	PUBLIC CONVENIENCES	\$71,628.93	\$9,705.09	86%	-\$61,923.84	No year end variance anticipated.
10	Community Amenities	2362	INTEREST REPAYMENTS - LOAN 37	\$3,661.00	\$1,172.55	68%	-\$2,488.45	No year end variance anticipated.
10	Community Amenities	2373	CEMETERY FEES	-\$5,000.00	-\$1,805.44	64%	\$3,194.56	No year end variance anticipated.
10	Community Amenities	9262	DEPRECIATION EXPENSE REFUSE	\$896.00	\$0.00	100%	-\$896.00	No year end variance anticipated.
10	Community Amenities	9312	DEPRECIATION PUBLIC TOILETS	\$1,727.00	\$0.00	100%	-\$1,727.00	No year end variance anticipated.
	Community Amenities Total							

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
11	Recreation And Culture	1166	RECREATION & CULTURE - ADMIN REALLOCATION	\$93,639.00	\$0.00	100%	-\$93,639.00	No year end variance anticipated.
11	Recreation And Culture	1732	COMMUNITY HOUSE	\$2,557.00	\$440.66	83%	-\$2,116.34	No year end variance anticipated.
11	Recreation And Culture	2422	TOWN HALL	\$36,560.00	\$3,727.95	90%	-\$32,832.05	No year end variance anticipated.
11	Recreation And Culture	2432	RECREATION CENTRE	\$51,406.00	\$8,536.09	83%	-\$42,869.91	No year end variance anticipated.
11	Recreation And Culture	2442	COMMUNITY MEETING ROOM	\$4,568.00	\$1,905.25	58%	-\$2,662.75	No year end variance anticipated.
11	Recreation And Culture	2453	GRANTS	-\$50,000.00	\$0.00	100%	\$50,000.00	No year end variance anticipated.
11	Recreation And Culture	2462	LESSER HALL (SUPPER ROOM)	\$2,500.00	\$598.00	76%	-\$1,902.00	No year end variance anticipated.
11	Recreation And Culture	2472	OLD ROADS BOARD BUILDING	\$3,335.00	\$557.67	83%	-\$2,777.33	No year end variance anticipated.
11	Recreation And Culture	2482	BOWLING CLUB	\$4,550.00	\$9,166.39	-101%	\$4,616.39	No year end variance anticipated.
11	Recreation And Culture	2492	CUNDINUP HALL	\$670.00	\$347.67	48%	-\$322.33	No year end variance anticipated.
11	Recreation And Culture	2502	CARLOTTA HALL	\$3,542.50	\$278.14	92%	-\$3,264.36	No year end variance anticipated.
11	Recreation And Culture	2503	COMMUNITY STORAGE SHEDS	\$260.00	\$0.00	100%	-\$260.00	No year end variance anticipated.
11	Recreation And Culture	2576	LEASE INCOME - COMMUNITY CENTRE	-\$5,100.00	\$0.00	100%	\$5,100.00	No year end variance anticipated.
11	Recreation And Culture	2577	LEASE INCOME SUPPER ROOM	-\$11,122.00	-\$5,569.28	50%	\$5,552.72	No year end variance anticipated.
11	Recreation And Culture	2642	PUBLIC PARKS GDNS & RESER	\$224,443.00	\$31,347.38	86%	-\$193,095.62	No year end variance anticipated.
11	Recreation And Culture	2833	RENTAL COMMUNITY STORAGE SHEDS	-\$600.00	-\$600.00	0%	\$0.00	No year end variance anticipated.
11	Recreation And Culture	2842	PUBLIC ART MAINTENANCE	\$7,001.00	\$1,012.59	86%	-\$5,988.41	No year end variance anticipated.
11	Recreation And Culture	2902	SALARIES (LIB)	\$26,494.69	\$2,240.95	92%	-\$24,253.74	No year end variance anticipated.
11	Recreation And Culture	2922	LIBRARY OFFICE EXPENSES	\$5,010.00	\$2,456.84	51%	-\$2,553.16	No year end variance anticipated.
11	Recreation And Culture	2932	WRITE OFF OF DEBTS	\$200.00	\$0.00	100%	-\$200.00	No year end variance anticipated.
11	Recreation And Culture	2993	LOST BOOK CHARGE	-\$200.00	\$0.00	100%	\$200.00	No year end variance anticipated.
11	Recreation And Culture	3123	HISTORY OF NANNUP INCOME	\$0.00	-\$12.72	NA	-\$12.72	No year end variance anticipated.
11	Recreation And Culture	7043	REC CENTRE HIRE FEES	-\$5,000.00	-\$477.32	90%	\$4,522.68	No year end variance anticipated.
11	Recreation And Culture	7053	TOWN HALL HIRE	-\$3,060.00	-\$172.73	94%	\$2,887.27	No year end variance anticipated.
11	Recreation And Culture	7432	FORESHORE PARK	\$23,565.68	\$3,359.77	86%	-\$20,205.91	No year end variance anticipated.
11	Recreation And Culture	7574	SALE OF HERITAGE TRAIL BOOKS	\$0.00	-\$5.46	NA	-\$5.46	No year end variance anticipated.
11	Recreation And Culture	9292	DEPRECIATION COMMUNITY SHEDS	\$1,100.00	\$0.00	100%	-\$1,100.00	No year end variance anticipated.
11	Recreation And Culture	9302	DEPRECIATION CARLOTTA HALL	\$541.00	\$0.00	100%	-\$541.00	No year end variance anticipated.
11	Recreation And Culture	9322	DEPRECIATION REC CENTRE	\$23,400.00	\$0.00	100%	-\$23,400.00	No year end variance anticipated.
11	Recreation And Culture	9332	DEPRECIATION TOWN HALL	\$1,600.00	\$0.00	100%	-\$1,600.00	No year end variance anticipated.
11	Recreation And Culture	9333	LESSER HALL DEPRECIATION	\$500.00	\$0.00	100%	-\$500.00	No year end variance anticipated.
11	Recreation And Culture	9334	BOWLING CLUB DEPRECIATION	\$1,700.00	\$0.00	100%	-\$1,700.00	No year end variance anticipated.
11	Recreation And Culture	9342	DEPRECIATION PARKS & GARDENS	\$6,500.00	\$0.00	100%	-\$6,500.00	No year end variance anticipated.
11	Recreation And Culture	9345	FORESHORE PARK DEPRECIATION	\$2,700.00	\$0.00	100%	-\$2,700.00	No year end variance anticipated.
11	Recreation And Culture	9353	COMMUNITY ROOM DEPRECIATION	\$2,100.00	\$0.00	100%	-\$2,100.00	No year end variance anticipated.
11	Recreation And Culture	9362	DEPRECIATION OLD ROADS BOARD	\$400.00	\$0.00	100%	-\$400.00	No year end variance anticipated.
11	Recreation And Culture	9392	DEPRECIATION CUNDINUP HALL	\$57.00	\$0.00	100%	-\$57.00	No year end variance anticipated.
Recreation And Culture Total								
12	Transport	1266	TRANSPORT - ADMIN REALLOCATION	\$217,723.00	\$0.00	100%	-\$217,723.00	No year end variance anticipated.
12	Transport	3160	BRIDGE MAINTENANCE	\$39,508.00	\$3,240.00	92%	-\$36,268.00	No year end variance anticipated.
12	Transport	3212	DEPOT OFFICE MTCE	\$43,784.00	\$2,760.24	94%	-\$41,023.76	No year end variance anticipated.
12	Transport	3221	MRD DIRECT GRANTS	-\$109,284.00	\$0.00	100%	\$109,284.00	\$47K Shortfall due to State Gov change in Budget Allocations. \$30K Savings in Licences due to Local Government Rebate reinstated. \$17K shortfall overall.
12	Transport	3230	CROSSOVERS	\$2,000.00	\$0.00	100%	-\$2,000.00	No year end variance anticipated.
12	Transport	3231	REGIONAL ROAD GROUP GRANTS	-\$210,000.00	-\$84,000.00	60%	\$126,000.00	No year end variance anticipated.
12	Transport	3240	TRAFFIC SIGNS & CONTROL	\$1,000.00	\$387.64	61%	-\$612.36	No year end variance anticipated.
12	Transport	3261	ROADS TO RECOVERY GRANT	-\$444,000.00	-\$220,000.00	50%	\$224,000.00	No year end variance anticipated.
12	Transport	3380	LOCAL ROAD MAINTENANCE	\$771,644.00	\$184,612.87	76%	-\$587,031.13	No year end variance anticipated.
12	Transport	3391	BLACKSPOT FUNDING	-\$550,000.00	\$0.00	100%	\$550,000.00	No year end variance anticipated.
12	Transport	3410	ROADVERGE MAINTENANCE	\$94,996.00	\$3,918.32	96%	-\$91,077.68	No year end variance anticipated.
12	Transport	3420	LIGHTING OF STREETS	\$25,000.00	\$3,836.17	85%	-\$21,163.83	No year end variance anticipated.
12	Transport	3440	CONTRACT STREET SWEEPING	\$11,000.00	\$0.00	100%	-\$11,000.00	No year end variance anticipated.
12	Transport	3450	TRAFFIC COUNTER PLACEMENT	\$3,459.00	\$3,420.53	1%	-\$38.47	No year end variance anticipated.
12	Transport	3470	SAFETY MEASURES WORKS	\$6,000.00	\$1,084.31	82%	-\$4,915.69	No year end variance anticipated.
12	Transport	3572	PURCHASE OF MINOR EQUIP.	\$6,000.00	\$3,548.82	41%	-\$2,451.18	No year end variance anticipated.
12	Transport	3682	TRANSFER TO PLANT RESERVE	\$150,000.00	\$0.00	100%	-\$150,000.00	No year end variance anticipated.
12	Transport	3685	TRANSFER FROM PLANT RESERVE	-\$130,000.00	\$0.00	100%	\$130,000.00	No year end variance anticipated.
12	Transport	4012	GRAVEL PIT REHABILITATION	\$20,000.00	\$0.00	100%	-\$20,000.00	No year end variance anticipated.
12	Transport	4263	SALE OF MATERIAL	-\$2,500.00	\$0.00	100%	\$2,500.00	No year end variance anticipated.
12	Transport	7120	ROMANS ROAD INV. SYSTEM	\$8,500.00	\$0.00	100%	-\$8,500.00	No year end variance anticipated.
12	Transport	8392	PROF/LOSS ON SALE ASSETS	\$130,000.00	\$0.00	100%	-\$130,000.00	No year end variance anticipated.
12	Transport	8393	INCOME SALE OF ASSETS	-\$182,000.00	\$0.00	100%	\$182,000.00	No year end variance anticipated.
12	Transport	9372	DEPRECIATION ROADS & FOOTPATHS	\$1,074,000.00	\$0.00	100%	-\$1,074,000.00	No year end variance anticipated.
12	Transport	9374	DEPRECIATION - BRIDGES	\$239,566.00	\$0.00	100%	-\$239,566.00	No year end variance anticipated.
Transport Total								
13	Economic Services	0102	AUSTRALIA DAY CELEBRATION	\$2,000.00	\$500.00	75%	-\$1,500.00	No year end variance anticipated.
13	Economic Services	1366	ECONOMIC SERVICES- ADMIN REALLOCATION	\$25,524.00	\$0.00	100%	-\$25,524.00	No year end variance anticipated.

Prog	Programme Description	COA	Description	Original Budget	YTD Actual	Variance (%)	Variance (\$)	Explanation
13	Economic Services	1373	SEPTIC TANK INSPECTION FEE	-\$1,428.00	-\$472.00	67%	\$956.00	No year end variance anticipated.
13	Economic Services	3265	MAIN STREET UPGRADE	-\$110,000.00	-\$64,291.00	42%	\$45,709.00	No year end variance anticipated.
13	Economic Services	3266	TRANSFERS FROM MAIN STREET RESERVE	-\$63,940.00	\$0.00	100%	\$63,940.00	No year end variance anticipated.
13	Economic Services	3824	ELECTRIC CAR RECHARGE	\$315.00	\$85.09	73%	-\$229.91	No year end variance anticipated.
13	Economic Services	3862	FUNCTIONS/EVENTS SUPPORT	\$7,165.00	\$763.83	89%	-\$6,401.17	No year end variance anticipated.
13	Economic Services	3864	VISITOR CENTRE UPGRADE	\$8,075.00	\$0.00	100%	-\$8,075.00	No year end variance anticipated.
13	Economic Services	3894	VISITOR CENTRE UPGRADE	-\$28,850.00	\$0.00	100%	\$28,850.00	No year end variance anticipated.
13	Economic Services	3932	CARAVAN PARKS MAINTENANCE	\$1,660.00	\$1,464.87	12%	-\$195.13	No year end variance anticipated.
13	Economic Services	3933	CARAVAN PARKS INCOME	-\$12,700.00	\$0.00	100%	\$12,700.00	No year end variance anticipated.
13	Economic Services	3952	VISITOR CENTRE SUPPORT	\$15,000.00	\$0.00	100%	-\$15,000.00	No year end variance anticipated.
13	Economic Services	3962	REGIONAL PROMOTION	\$5,000.00	\$695.00	86%	-\$4,305.00	No year end variance anticipated.
13	Economic Services	3964	TOURISM PROMOTION	\$41,000.00	\$0.00	100%	-\$41,000.00	No year end variance anticipated.
13	Economic Services	4052	LSL EXPENSE BUILDING	\$1,564.65	\$0.00	100%	-\$1,564.65	No year end variance anticipated.
13	Economic Services	4062	BUILDING CONTROL SALARY	\$62,880.01	\$6,676.26	89%	-\$56,203.75	No year end variance anticipated.
13	Economic Services	4072	BUILDING CONTROL SUPERANNUATION	\$6,890.70	\$834.92	88%	-\$6,055.78	No year end variance anticipated.
13	Economic Services	4082	A/LEAVE EXP BUILDING	\$5,646.46	\$0.00	100%	-\$5,646.46	No year end variance anticipated.
13	Economic Services	4092	BUILDING CONTROL EXPENSES	\$3,121.00	\$328.43	89%	-\$2,792.57	No year end variance anticipated.
13	Economic Services	4153	CHGES & FEES BUILD PERMIT	-\$10,200.00	-\$3,166.16	69%	\$7,033.84	No year end variance anticipated.
13	Economic Services	9452	DEPRECIATION CARAVAN PARK	\$6,950.00	\$0.00	100%	-\$6,950.00	No year end variance anticipated.
Economic Services Total								
14	Other Property And Services	4292	PRIVATE WORKS - EXPENDITURE	\$27,170.00	\$3,370.24	88%	-\$23,799.76	No year end variance anticipated.
14	Other Property And Services	4312	TRAINING	\$90,607.00	\$0.00	100%	-\$90,607.00	No year end variance anticipated.
14	Other Property And Services	4321	ACCURIED SALARIES & WAGES - WORKS	\$3,833.00	\$0.00	100%	-\$3,833.00	No year end variance anticipated.
14	Other Property And Services	4322	LSL EXPENSE WORKS	\$26,379.00	\$0.00	100%	-\$26,379.00	No year end variance anticipated.
14	Other Property And Services	4323	PRIVATE WORKS -INCOME	-\$35,000.00	-\$1,223.64	97%	\$33,776.36	No year end variance anticipated.
14	Other Property And Services	4332	SALARIES (PWO)	\$68,821.00	\$29,964.06	56%	-\$38,856.94	No year end variance anticipated.
14	Other Property And Services	4352	A/LEAVE EXP WORKS	\$99,771.13	\$0.00	100%	-\$99,771.13	No year end variance anticipated.
14	Other Property And Services	4362	OCCUPATIONAL SUPER	\$104,387.00	\$21,684.23	79%	-\$82,702.77	No year end variance anticipated.
14	Other Property And Services	4402	SICK LEAVE	\$51,085.00	\$6,578.94	87%	-\$44,506.06	No year end variance anticipated.
14	Other Property And Services	4432	INSURANCE ON WORKS	\$52,750.00	\$28,099.72	47%	-\$24,650.28	No year end variance anticipated.
14	Other Property And Services	4452	PROTECTIVE CLOTHING	\$12,000.00	\$1,552.93	87%	-\$10,447.07	No year end variance anticipated.
14	Other Property And Services	4462	OCCUP. HLTH. SAFETY EXPEN	\$8,975.00	\$2,312.43	74%	-\$6,662.57	No year end variance anticipated.
14	Other Property And Services	4472	PLANT OVERHEADS WAGES	\$58,624.00	\$16,039.05	73%	-\$42,584.95	No year end variance anticipated.
14	Other Property And Services	4482	TYRES & BATTERIES	\$15,000.00	\$0.00	100%	-\$15,000.00	No year end variance anticipated.
14	Other Property And Services	4492	LICENSES	\$52,090.00	\$0.00	100%	-\$52,090.00	\$30k Savings anticipated due to Local Government Rebate reinstated, however \$47K worth of Grant Funding removed, \$17K Shortfall expected overall.
14	Other Property And Services	4512	LESS POC ALLOCATED TO W&S	-\$498,592.00	-\$48,297.00	90%	\$450,295.00	
14	Other Property And Services	4532	ADMINISTRATIVE EXPENSES	\$1,000.00	\$0.00	100%	-\$1,000.00	No year end variance anticipated.
14	Other Property And Services	4562	RDO ACCRUAL	\$0.00	-\$377.16	NA	-\$377.16	No year end variance anticipated.
14	Other Property And Services	4570	SALARIES	\$0.00	\$162,241.43	NA	\$162,241.43	No year end variance anticipated.
14	Other Property And Services	4580	WAGES	\$0.00	\$160,523.54	NA	\$160,523.54	No year end variance anticipated.
14	Other Property And Services	4590	LESS SALARIES ALLOCATED	\$0.00	-\$162,241.43	NA	-\$162,241.43	No year end variance anticipated.
14	Other Property And Services	4600	LESS WAGES ALLOCATED	\$0.00	-\$160,523.54	NA	-\$160,523.54	No year end variance anticipated.
14	Other Property And Services	4982	FUEL & OIL	\$150,000.00	\$10,013.20	93%	-\$139,986.80	No year end variance anticipated.
14	Other Property And Services	4992	SUNDRY TOOLS & STORES	\$3,000.00	\$353.64	88%	-\$2,646.36	No year end variance anticipated.
14	Other Property And Services	6792	PUBLIC HOLIDAY PAY	\$40,999.00	\$0.00	100%	-\$40,999.00	No year end variance anticipated.
14	Other Property And Services	6793	STORM CONTINGENCY - WAGES	\$20,000.00	\$0.00	100%	-\$20,000.00	No year end variance anticipated.
14	Other Property And Services	6802	PARTS AND EXTERNAL WORK	\$69,000.00	\$27,294.77	60%	-\$41,705.23	No year end variance anticipated.
14	Other Property And Services	7422	LESS PWO ALLOCATED TO W&S	-\$454,987.00	-\$105,678.67	77%	\$349,308.33	No year end variance anticipated.
14	Other Property And Services	7672	RECRUITMENT EXPENSES	\$2,000.00	\$0.00	100%	-\$2,000.00	No year end variance anticipated.
14	Other Property And Services	9382	DEPRECIATION WORKS PLANT	\$114,000.00	\$0.00	100%	-\$114,000.00	No year end variance anticipated.
14	Other Property And Services	9562	DEPRECIATION WORKS	\$6,000.00	\$0.00	100%	-\$6,000.00	No year end variance anticipated.
Other Property And Services Total								
Grand Total								

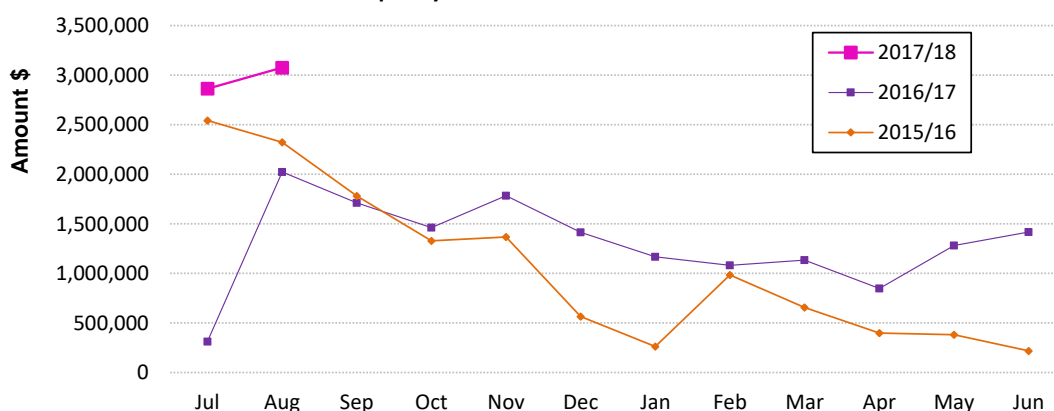
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	31 Aug 2016	31 Aug 2017
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,677,040	627,701	2,690,010
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	0	1,480,299	1,607,335
Receivables - Rates	6	105,781	1,490,878	745,995
Receivables - Other	6	23,494	181,083	13,020
Interest / ATO Receivable/Trust		30,915	45,093	30,379
Inventories		6,240	6,240	6,240
		1,843,471	3,831,295	5,092,980
Less: Current Liabilities				
Payables		(5,420)	0	(0)
Provisions		(405,645)	(312,149)	(394,108)
		(411,065)	(312,149)	(394,108)
Less:				
Cash Reserves	7	0	(1,480,299)	(1,607,335)
Restricted Assets		(35,110)	(34,349)	(35,110)
Unspent Grand Funding		0	0	
YAC Committee		(16,250)	(16,250)	(16,250)
ATO Liability		(0)	(59,126)	(72,184)
Current Loan	10	(30,919)	(15,460)	(15,460)
		(82,280)	(1,605,483)	(1,746,339)
Add:				
Current Proportion of Long Term Borrowing		30,919	15,460	15,460
Cash Backed Long Service Leave		135,897	101,849	135,897
		166,816	117,308	151,356
		1,516,942	2,030,971	3,103,889

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 August 2017

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	1,689,760			1,689,760	CBA	Tiered	At Call
Reserve Bank Account		307,335		307,335	CBA	Tiered	At Call
Trust Bank Account			(42,121)	(42,121)	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
(b) Term Deposits							
Municipal	1,000,000			1,000,000	WBC	2.40%	21-Nov-17
Reserves		1,300,000		1,300,000	WBC	2.45%	21-Nov-17
Total	2,690,010	1,607,335	(42,121)	4,255,224			

Comments/Notes - Investments

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
	Opening surplus adjustment						0
	<u>Capital Expenditure</u>						0
	<u>Transport</u>						0
	<u>Capital Income</u>						0
	<u>General Purpose</u>						0
	<u>Operating Income</u>						0
	<u>Operating Expenditure</u>						0
				0	0	0	0

Classifications Pick List

Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Opening Surplus(Deficit)
Non Cash Item

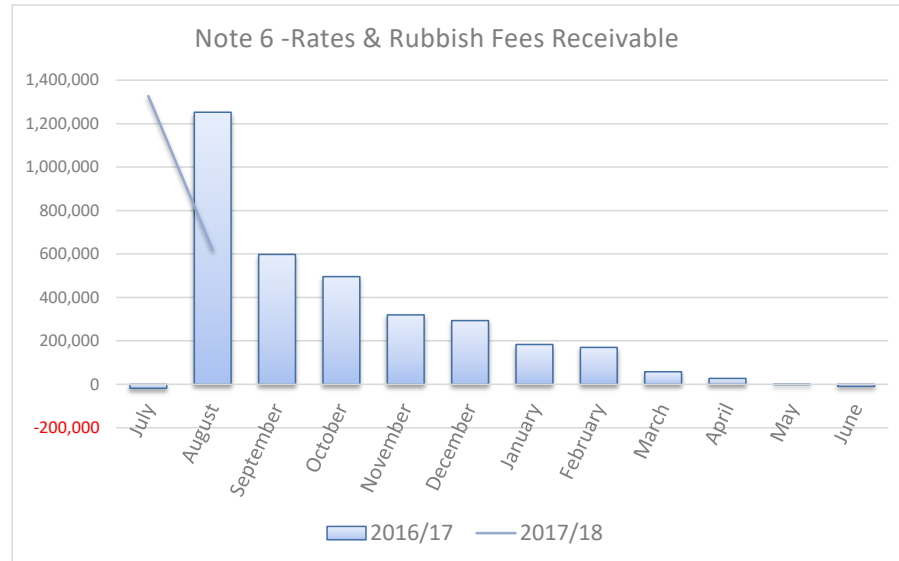
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 6: Receivables

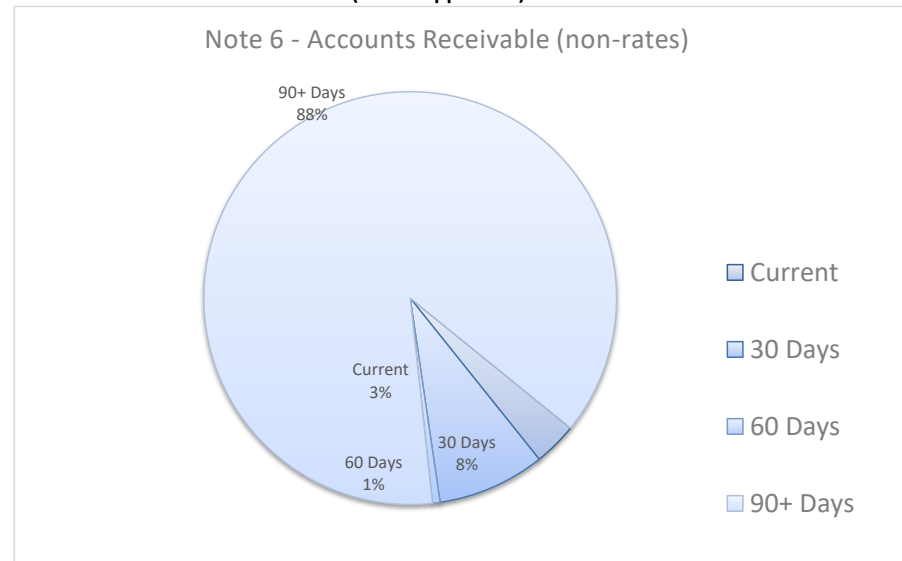
Receivables - Rates Receivable	31 Aug 2017	30 June 2017
	\$	\$
Opening Arrears Previous Years	68,606	78,115
Levied this year	1,587,026	1,534,244
<u>Less</u> Collections to date	(969,583)	(1,543,753)
Equals Current Outstanding	686,049	68,606
Net Rates Collectable	686,049	68,606
% Collected	61.09%	95.75%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	445	1,098	77	11,401	13,020
Balance per Trial Balance					
Sundry Debtors					13,020
Receivables - Other					30,379
Total Receivables General Outstanding					43,399
				Error Check	0.00

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates

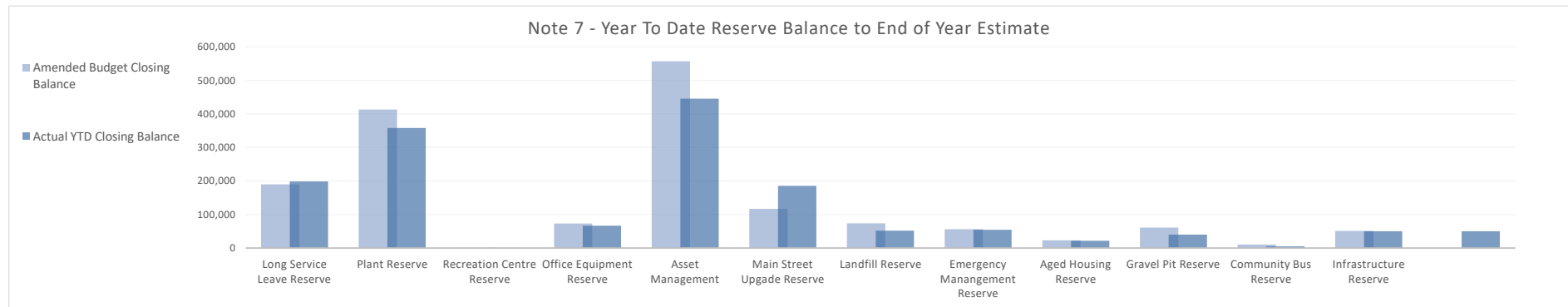
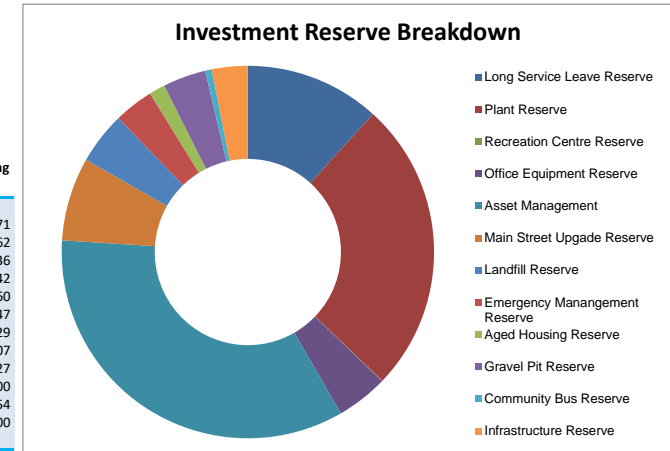


Comments/Notes - Receivables General

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 7: Cash Backed Reserve

Name	Opening Balance 1/7/2017	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	188,371	1,500	200	0	0	0	0	189,871	188,571
Plant Reserve	408,229	5,000	434	0	0	0	0	413,229	408,662
Recreation Centre Reserve	535	0	1	0	0	0	0	535	536
Office Equipment Reserve	72,166	1,000	77	0	0	0	0	73,166	72,242
Asset Management	550,975	6,000	585	0	0	0	0	556,975	551,560
Main Street Upgrade Reserve	116,423	500	124	0	0	0	0	116,923	116,547
Landfill Reserve	72,452	1,000	77	0	0	0	0	73,452	72,529
Emergency Manangement Reserve	55,248	1,000	59	0	0	0	0	56,248	55,307
Aged Housing Reserve	22,103	1,000	23	0	0	0	0	23,103	22,127
Gravel Pit Reserve	60,000	1,000	0	0	0	0	0	61,000	60,000
Community Bus Reserve	9,244	1,000	10	0	0	0	0	10,244	9,254
Infrastructure Reserve	50,000	1,000	0	0	0	0	0	51,000	50,000
	1,605,746	20,000	1,588	0	0	0	0	1,625,746	1,607,335



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 August 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
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	8.1670	416	6,626,996	541,227	0	0	541,227	541,227			541,227
UV	0.4257	211	119,888,000	510,363	0	0	510,363	510,363			510,363
UV Pastoral				0	0	0	0		0	0	0
Sub-Totals		627	126,514,996	1,051,590	0	0	1,051,590	1,051,590	0	0	1,051,590
Minimum Payment	Minimum										
	\$										
GRV	870.00	310	1,945,952	269,700	0	0	269,700	269,700	0	0	269,700
UV	1,050.00	210	26,923,986	220,500	0	0	220,500	220,500	0	0	220,500
Sub-Totals		520	28,869,938	490,200	0	0	490,200	490,200	0	0	490,200
		1,147	155,384,934	1,541,790	0	0	1,541,790	1,541,790	0	0	1,541,790
Concession							0				0
Amount from General Rates							1,541,790				1,541,790
Ex-Gratia Rates							44,928				44,928
Specified Area Rates							0				0
Totals							1,586,718				1,586,718

Comments - Rating Information

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2017	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Governance								
Loan 37 NCRC	97,895		15,460	15,460	52,105	52,105	4,616	4,616 *
							-	0
Recreation and Culture								
					0	0	-	0
	97,895	0	15,460	15,460	52,105	52,105	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 2017_18

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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)
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General Equalisation	WALGGC	Operating	0	(401,964)	0	(401,964)	(401,964)		(401,964)	(97,623)	97,623	0
Grants Commission - Roads	WALGGC	Operating	0	(204,122)	0	(204,122)	(204,122)		(204,122)	(53,707)	53,707	0
Law, Order and Public Safety												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	Operating	0	(87,000)	0	(87,000)	(87,000)		(87,000)	0	0	0
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Operating	0	(20,700)	0	(20,700)	(20,700)		(20,700)	0	0	0
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(83,126)	0	(83,126)	(83,126)		(83,126)	0	0	0
Shed Grant Funding	Dept. of Fire & Emergency Serv.	Non-operating	0	0	0	0	0		0	0	0	0
Education and Welfare												
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	0	0	
Family Fun Day	Dept. Regional Development	Operating	0	0	0	0	0		0	0	0	0
Community Development Grants	Dept. Regional Development	Non-operating	0	0	0	0	0		0	0	0	0
Community Development Grants	Dept. Regional Development	Operating	0	(3,000)	0	(3,000)	(3,000)		(3,000)	0	0	0
Kidsport	Dept. Regional Development	Operating	0	(10,000)	0	(10,000)	(10,000)		(10,000)	0	0	0
Recreation and Culture												
Transport												
MRD Bridgework Grants	Main Roads WA	Operating	0	0	0	0	0		0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(444,000)	(444,000)	(444,000)		(444,000)	(220,000)	220,000	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(109,284)	0	(109,284)	(109,284)	47,000	(62,284)	0	0	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	0	0	0		0	0	0	0
Grant - Regional Road Group	Regional Road Group	Non-operating	0	0	(210,000)	(210,000)	(210,000)		(210,000)	(84,000)	84,000	0
			0	(921,296)	(844,950)	(1,766,246)	(1,766,246)	47,000	(1,719,246)	(519,621)	519,621	0
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	(921,296)	0	(921,296)	(921,296)	47,000	(874,296)	(151,330)	151,330	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	(844,950)	(844,950)	(844,950)	0	(844,950)	(368,291)	368,291	0
TOTALS			0	(921,296)	(844,950)	(1,766,246)	(1,766,246)	47,000	(1,719,246)	(519,621)	519,621	0

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 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 2017	Amount Received	Amount Paid	Closing Balance 31 Aug 2017
	\$	\$	\$	\$
BCITF Levy	0	2,108	520	1,588
BRB Levy	0	1,923	712	1,211
Bonds	39,859	0	(500)	39,359
Nomination Deposit	0	0	0	0
Donation Rec Centre Deposit	0	0	0	0
Nannup Community Bus	0	0	0	0
	39,859	4,031	732	42,157.57

42,121
Error 36.50
\$36.50 Commissions Paid in September 2017

Note 13: Capital Acquisitions

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

31/08/2017

List of Accounts Due & Submitted to Committee				
ACCOUNTS FOR PAYMENT - AUGUST 2017				
EFT/ Cheque	Date	Name	Invoice Description	Amount
<u>Shire of Nannup Municipal Fund</u>				
EFT9683	02/08/2017	DATA #3 LIMITED	ANNUAL RENEWAL VEEM-HYPER V 2017	4602.77
EFT9684	02/08/2017	ROBERT LONGMORE	COUNCILLOR ATTENDANCE FEE	260.00
EFT9685	02/08/2017	GUMNUTS GALORE	PLANTS	39.80
EFT9686	02/08/2017	P & F MARTIN	LOAD AND DELIVER ABANDONED FORD LASER FROM SHIRE DEPOT TO TIP.	88.00
EFT9687	02/08/2017	BUSSELTON BEARING SERVICES	MISCELLANEOUS PARTS FOR VEHICLE REPAIR	159.37
EFT9688	02/08/2017	COVS PARTS	MECHANICAL FUEL METER	531.77
EFT9689	02/08/2017	CITY & REGIONAL FUELS	FUEL EXPENSE	5573.36
EFT9690	02/08/2017	CHUBB FIRE & SECURITY	FIRE DETECTION SYSTEM FOR REC CENTRE JULY 2017	276.49
EFT9691	02/08/2017	ENDURA PAINT PTY LTD	PAINT SUPPLIES	257.30
EFT9692	02/08/2017	TIME PLUS COMMUNICATIONS	RADIO EQUIPMENT	1440.00
EFT9693	02/08/2017	AUSTRALIAN PLANT WHOLESALERS	PLANTS	440.00
EFT9694	02/08/2017	U SCAPE GARDEN CENTRE	ROSES & OTHER PLANTS	203.25
EFT9695	02/08/2017	NETWORK CONNECTORS	RADIO EQUIPMENT	527.34
EFT9696	02/08/2017	ARROW BRONZE	CEMETERY PLAQUE - REIMBURSED BY CUSTOMER	489.77
EFT9697	02/08/2017	BUNNINGS- BUSSELTON	STORAGE CRATES	107.76
EFT9698	02/08/2017	EVERYDAY POTTED PLANTS	DELIVERY FOR PLANTS	55.00
EFT9699	02/08/2017	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT CHARGES	39.34
EFT9700	02/08/2017	NANNUP HARDWARE & AGENCIES	MISCELLANEOUS HARDWARE ITEMS, BROOM, BOOTS ETC.	394.10
EFT9701	02/08/2017	PRESTIGE PRODUCTS	CLEANING SUPPLIES	36.96
EFT9702	02/08/2017	ST.JOHN AMBULANCE	MONTHLY MEMBERSHIP PAYMENTS	429.00
EFT9703	02/08/2017	TOTAL EDEN	HOSE & FITTINGS	46.94
EFT9704	02/08/2017	WORTHY CONTRACTING	NANNUP WASTE MANAGEMENT FACILITY - JUNE 2017	10083.33
EFT9705	08/08/2017	WA & YJ SMITH	RATES REFUND FOR PENSIONER WHO PAID IN FULL ENTITLED TO REBATE	531.68
EFT9706	09/08/2017	EDGE PLANNING & PROPERTY	PLANNING SERVICES BETWEEN 16-29 JULY 2017	2401.30
EFT9707	09/08/2017	DEAN GUIA	HEALTH OFFICER HOURS & TRAVEL	3246.00
EFT9708	09/08/2017	OFFICE OF EMERGENCY MANAGEMENT	TWO DAY EMERGENCY MANAGEMENT CONFERENCE	460.00
EFT9709	09/08/2017	NANNUP DELI	REFRESHMENTS	55.70
EFT9710	09/08/2017	OFFICEWORKS	VARIOUS OFFICE SUPPLIES	15.32
EFT9711	09/08/2017	CHUBB FIRE & SECURITY	FIRE AND SAFETY EQUIPMENT CHECK RECREATION CENTRE	2301.86
EFT9712	09/08/2017	GT FABRICATION	ALLOY ROOF RACK FOR RANGERS HILUX	1210.00
EFT9713	09/08/2017	APRA AMCOS	LICENSE FEES FOR ON HOLD MUSIC SYSTEM 01/09/2017 - 31/08/2018	155.75
EFT9714	09/08/2017	BOC LIMITED	OXYGEN, DISSOLVED ACETYLENE, HANDIGAS AND CO2 FOR PERIOD 28/06/2017 - 28/07/2017	68.12
EFT9715	09/08/2017	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS PROGRAM 2017/18 - LIBRARY	60.50
EFT9716	09/08/2017	NANNUP NEWSAGENCY	POSTAGE	1487.10
EFT9717	09/08/2017	NANNUP HOTEL MOTEL	MEALS FRIDAY 21/7/2017 AND SATURDAY 22/07/2017	288.00
EFT9718	09/08/2017	PRESTIGE PRODUCTS	VARIOUS CLEANING PRODUCTS	1139.16
EFT9719	09/08/2017	SW PRECISION PRINT	1200 FIRE INFORMATION BROCHURES & SHIRE INFORMATION FLYERS	2310.00
EFT9720	09/08/2017	SYNERGY	ELECTRICITY EXPENSE	260.85
EFT9721	09/08/2017	LOUISE STOKES	ACCOMMODATION EM CONFERENCE	403.04
EFT9722	09/08/2017	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY JULY 2017	487.00
EFT9723	09/08/2017	BUILDING COMMISSION	BUILDING SERVICES LEVY JULY 2017	682.40
EFT9726	24/08/2017	NANNUP PHARMACY	HANDWASH	29.99
EFT9727	24/08/2017	LORRAINE LEARMOND	PROJECT OFFICER HOME MAINTENANCE ROLE	896.00
EFT9728	24/08/2017	EDGE PLANNING & PROPERTY	PLANNING SERVICES BETWEEN 30/7/2017 - 12/8/17	1882.10
EFT9729	24/08/2017	BUSSELTON BEARING SERVICES	HYDRAULIC HOSE	126.09
EFT9730	24/08/2017	SOUTH WEST ZONE WALGA	ANNUAL FEES	600.00
EFT9731	24/08/2017	COVS PARTS	BATTERY HP MF 12V	362.92
EFT9732	24/08/2017	AUSTRALIA'S SOUTHWEST	2018 ESSENTIAL MEMBERSHIP	132.00
EFT9733	24/08/2017	ANNE SLATER	TRAVEL TO WALGA CONFERENCE AND RETURN	366.24
EFT9734	24/08/2017	CITY & REGIONAL FUELS	OIL EXPENSES	2980.94
EFT9735	24/08/2017	SCOPE BUSINESS IMAGING	PREVENTATIVE SERVICE PLAN	835.72
EFT9736	24/08/2017	NANNUP SPORTS & RECREATION ASSOC (INC)	KIDSPORT - AUSKICK	555.00
EFT9737	24/08/2017	OFFICEWORKS	VARIOUS OFFICE STORAGE SUPPLIES	317.51
EFT9738	24/08/2017	SAMANTHA TRURAN	GRAVITY BUS TRIP SUPERVISION	75.00
EFT9739	24/08/2017	CLEANAWAY	DOMESTIC WASTE BINS & RECYCLING BINS	6915.21
EFT9740	24/08/2017	LEARMOND CARPENTRY	NEW CEILING IN BOWLING CLUB TOILET	8323.80
EFT9741	24/08/2017	CHUBB FIRE & SECURITY	FIRE EQUIPMENT ANNUAL SERVICE - TOWN HALL	1045.66
EFT9742	24/08/2017	PRESTON POWER EQUIPMENT	STIHL CHAINSAWS & 100FT REEL	2756.70
EFT9744	24/08/2017	GPT POWER TOOLS	2 X PETROL JACK HAMMERS	748.00
EFT9745	24/08/2017	BUNNINGS- BUSSELTON	1 X FLAT BBQ PLATE, 1 X 8.5KG GAS CYLINDER	215.75

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ACCOUNTS FOR PAYMENT - AUGUST 2017				
EFT/ Cheque	Date	Name	Invoice Description	Amount
EFT9746	24/08/2017	BULLIVANTS	ANNUAL ONSITE INSPECTION AND TESTING FOR ALL LIFTING EQUIPMENT	1192.74
EFT9747	24/08/2017	BOC LIMITED	OXYGEN C SIZE	130.68
EFT9748	24/08/2017	BUSSELTON PEST & WEED CONTROL	ANNUAL TERMITE MAINTENANCE SPRAY FOR 10 BRIDGES IN SHIRE.	3564.00
EFT9749	24/08/2017	GEOGRAPHE SAWS & MOWERS	BG 86 C-E-Z	470.00
EFT9750	24/08/2017	LANDGATE	INTERIM VALUATIONS	1441.77
EFT9751	24/08/2017	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT CHARGES - LIBRARY	100.70
EFT9752	24/08/2017	JASON SIGNMAKERS	ROADS TO RECOVERY SIGNS	1062.18
EFT9753	24/08/2017	STATE LIBRARY OF WESTERN AUSTRALIA	ANNUAL FEE FOR LOST & DAMANGED PUBLIC LIBRARY MATERIALS 2017/18	220.00
EFT9754	24/08/2017	NANNUP HARDWARE & AGENCIES	MISCELLANEOUS HARDWARE ITEMS	430.79
EFT9755	24/08/2017	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND FOOD FOR NEURAL KNITWORKS	371.55
EFT9756	24/08/2017	NANNUP COMMUNITY RESOURCE CENTRE	ADVERTISEMENT IN NANNUP TELEGRAPH FOR COMMUNITY SHED	8.80
EFT9757	24/08/2017	SW PRECISION PRINT	PURCHASE ORDER BOOKS	311.00
EFT9758	24/08/2017	ST.JOHN AMBULANCE	BALANCE OWING ON JULY 2017 MEMBERSHIP FEES	35.00
EFT9759	24/08/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2017 WALGA CONVENTION PARKING AND FULL DELEGATE REGISTRATION - PETER CLARKE	7726.00
EFT9760	24/08/2017	WORK CLOBBER	PROTECTIVE CLOTHING EXPENSE	929.00
EFT9761	24/08/2017	ALLEASING PTY LTD	OFFICE COMPUTERS LEASE	723.80
EFT9762	31/08/2017	DATA #3 LIMITED	MICROSOFT SUBSCRIPTION 2017/18	14558.08
EFT9763	31/08/2017	PRITCHARD BOOKBINDERS	BINDING OF MINUTES	331.10
EFT9764	31/08/2017	DEAN GUJA	HEALTH OFFICER HOURS & TRAVEL	3127.00
EFT9765	31/08/2017	DRACOM SERVICES	CREATE NEW HOME MAINTENANCE PAGE FOR EVERYTHING NANNUP WEBSITE	150.00
EFT9766	31/08/2017	ANNE-MARIE JEFFS	GROUNDNS MAINTENANCE AT SES SHED 2 HOURS	80.00
EFT9767	31/08/2017	ALLEASING PTY LTD	OFFICE COMPUTERS LEASE	501.57
EFT9768	31/08/2017	STIHL SHOP REDCLIFFE	MUFFLER	184.80
EFT9769	31/08/2017	AUSTRALIAN TAXATION OFFICE	JULY BUSINESS ACTIVITY STATEMENT PAYMENT	5042.00
EFT9770	31/08/2017	CEMETERIES & CREMATORIA ASSOC OF WA	MEMBERSHIP 2017/2018	120.00
EFT9771	31/08/2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL 1ST QUARTER CONTRIBUTION 2017/18	26262.05
EFT9772	31/08/2017	JR & A HERSEY PTY LTD	2 X LED BEACONS	998.80
EFT9773	31/08/2017	INSIGHT CCS PTY LTD	OVERCALL FEES FOR JULY 2017	97.25
EFT9774	31/08/2017	NANNUP HOTEL MOTEL	CATERING FOR SHIRE MEETING MEAL THURSDAY 24/8/17	408.50
EFT9775	31/08/2017	NANNUP COMMUNITY RESOURCE CENTRE	5 FULL PAGE ADVERTS SHIRE NOTES	737.00
EFT9776	31/08/2017	THE PAPER COMPANY OF AUSTRALIA PTY LTD	5 X BOXES A4 WHITE COPY PAPER, 3 X 3 BOXES A3 WHITE COPY PAPER	243.71
EFT9777	31/08/2017	SHIRE OF MANJIMUP	CONTRIBUTION TO CLUB DEVELOPMENT OFFICER SCHEME 2017/2018	4730.00
EFT9778	31/08/2017	STEWART & HEATON CLOTHING CO. PTY LTD	PROTECTIVE CLOTHING EXPENSE	268.32
EFT9779	31/08/2017	WESTERN POWER	COMMERCIAL CONNECTION EAST NANNUP FIRE SHED	10275.00
Total EFT Payments for period:				\$ 159,643.25
20209	02/08/2017	SHIRE OF NANNUP	GRAVITY TRIP - SOCKS FOR KIDS, LUNCH AND VOUCHERS	91.70
20210	24/08/2017	RAC BUSINESSWISE	ANNUAL RAC MEMBERSHIP FOR COMMUNITY BUS	104.00
20211	24/08/2017	BUSSELTON HYDRAULIC SERVICES	TWO WIRE NON SKIVE HOSE	123.44
20212	24/08/2017	NANNUP BOWLING CLUB	FOOD PREP WED 16/8/17	90.00
20213	24/08/2017	TELSTRA	TELEPHONE EXPENSE DARRADUP FIRE SHED - PART OF ESL EXPENDITURE	51.95
20214	24/08/2017	WATER CORPORATION	SERVICE CHARGES 1/7/17 - 31/8/17	1877.12
20215	31/08/2017	WELDING SOLUTIONS WA P/L	SKID MOUNT WATER TANK (BALANCE OWING: DEPOSIT PAID 28/7/17)	39726.25
20216	31/08/2017	TELSTRA	TELEPHONE EXPENSE DARRADUP FIRE SHED - PART OF ESL EXPENDITURE	23.34
Total Cheque Payments for period:				\$ 42,087.80
DD9915.1	02/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	9215.00
DD9915.2	02/08/2017	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	932.15
DD9915.3	02/08/2017	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	595.46
DD9915.4	02/08/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	462.31
DD9915.5	02/08/2017	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	112.58
DD9930.1	16/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	9056.39
DD9930.2	16/08/2017	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	932.15
DD9930.3	16/08/2017	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	595.46
DD9930.4	16/08/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	462.31
DD9930.5	16/08/2017	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	103.10
DD9931.1	30/08/2017	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	9056.39
DD9931.2	30/08/2017	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	595.46
DD9931.3	30/08/2017	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	932.15
DD9931.4	30/08/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	462.32
DD9931.5	30/08/2017	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	118.51
DD9931.6	30/08/2017	BONNIE LOCH SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	46.51
DD9945.1	31/08/2017	WESTNET	WESTNET AUGUST 2017	184.84
DD9945.2	31/08/2017	SYNERGY	SYNERGY MAY - JULY 2017 VARIOUS	3622.65
DD9945.3	31/08/2017	CORPORATE CREDIT CARD - SHIRE OF NANNUP	CORPORATE CREDIT CARD P CLARKE AUGUST 2017	1017.45
DD9945.4	31/08/2017	TELSTRA	TELSTRA AUGUST 2017	1630.19
DD9945.5	31/08/2017	CALTEX AUSTRALIA	CALTEX AUGUST 2017	918.26
DD9945.6	31/08/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 AUGUST 2017	1666.06
DD9945.7	31/08/2017	SGFLEET	SG FLEET AUGUST 2017	839.61
DD9945.8	31/08/2017	ALLEASING PTY LTD	ALLEASING - COMPUTER LEASE	723.80
DD9945.9	31/08/2017	BP AUSTRALIA	BP FUEL AUGUST 2017	354.04
Total Direct Debit Payments for period:				\$ 37,485.74
Shire of Nannup Trust Fund				
22805	31/08/2017	SHIRE OF NANNUP	REFUND OF CROSSOVER BOND - LOT 47 LESCHENAUTLIA DRIVE, MONIES PAID BACK TO SHIRE AS	500.00
Total Trust Payments for period:				\$ 500.00
TOTAL MUNICIPAL PAYMENTS FOR PERIOD				\$ 239,216.79
TOTAL TRUST PAYMENTS FOR PERIOD				\$ 500.00
TOTAL PAYMENTS FOR PERIOD:				\$ 239,716.79

SHIRE OF NANNUP			
CREDIT CARD TRANSACTIONS -AUGUST 2017			
Date	Supplier	Description	Amount
1/08/2017	INGOGO Sydney	Taxi WALGA Conference	\$ 10.82
1/08/2017	INGOGO Sydney	Taxi WALGA Conference	\$ 15.33
1/08/2017	Perth Caffè Italia	Meals Councillors & CEO WALGA Conference	\$ 448.50
5/08/2017	CPP Convention Centre	Parking WALGA Conference	\$ 22.80
7/08/2017	EB 10th Australasian	CESM Workshop	\$ 520.00
		Total Credit Card Purchase - Peter Clarke	\$ 1,017.45