



Shire of
Nannup
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Agenda Attachments

**February 2019
Ordinary Council Meeting**



Minutes

Public Copy

Council Meeting held Tuesday 22 January 2019

Unconfirmed

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Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.32 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

ATTENDANCE:

Shire President: Cr A Dean

Councillors: R Mellema, C Buckland, R Longmore, N Steer, V Hansen and C Stevenson, R Longmore.

David Taylor – Chief Executive Officer
Jon Jones – Manager Infrastructure
Robin Lorkiewicz – Acting Manager Corporate Services

APOLOGIES:

Tracie Bishop – Manager Corporate Services
Jane Buckland – Development Services Officer

VISITORS:

Ian Gibb, Julie Kay, Rita Stallard (left meeting at 4.50pm) and Len Gilchrist (left meeting at 4.47pm).

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr Andrew Cable tabled a question during the November 2018 Ordinary Shire Meeting and has been sent an answer via correspondence.

4. PUBLIC QUESTION TIME

The Shire President reminded everyone in attendance of the Shire of Nannup Standing Orders Law 2010, that members of the public state their names and addresses and ask their questions of the President regarding the business of Council and are not to be in the form of a statement or opinion.

Mr Len Gilchrist, Lot 35 Blackwood River Drive

Question 1

At the Annual Electors Meeting; my question to Cr Dean about the hundred thousand dollars which was in the bank; Cr Dean stated that the Music Club had saved the money over twenty years. This information was not stated in the Minutes. Why not when there were two people taking notes at the meeting?

Shire President:

Here is the question you asked at the meeting; Question 2 – “Where did the funds used by the Music Club for the deposit come from?” and I answered “I do not have an answer for this question, possibly they have saved these funds, to get a correct answer you would have to ask the Music Club directly”.

Mr Gilchrist:

That’s all I want to know, did you say that they had a hundred thousand dollars saved up over twenty years?

Shire President:

I said possibly they have saved these funds.

Mr Gilchrist:

That’s all I want to know, that’s all I want to know.

Mr Gilchrist handed a copy of his question to the meeting.

Question 2

Mr Gilchrist:

I’ve got a problem with the kangaroos out the back of my place and its costing me a lot of money. If I have to put up another fence, I’m thinking about billing the Council, because the Council has the right to employ a person to do a proper cull, there is one in Town. I cannot understand why they won’t do it at night time. I’ve had to spend a lot of money on wire, I think Cr Longmore is in the same position, I can see the kangaroos on my place, on his place and all around the area. This is not a joke; it is not a joke.

Shire President:

This question will be taken on notice.

Mr Gilchrist:

I hope something is done about it.

Shire President:

The question has been taken on notice.

Mr Gilchrist:

Well I’ll start bagging them up and putting them on your driveway.

Rita Stallard – East Nannup Road

Question 1

Mrs Stallard:

When will the Shire of Nannup 2019 Electors Meeting Minutes be confirmed?

Chief Executive Officer:

The Shire of Nannup 2019 Electors Meeting Minutes will be confirmed at the next Electors Meeting (December 2019). There is a typo in this Agenda and it does say they will be confirmed however we will amend that when we come to voting and the Minutes will be received by Council.

Question 2

Does the school have to pay when they hire the Recreation Centre?

Chief Executive Officer:

Yes, I would assume that to be the case.

Mrs Stallard:

Does the school have precedence over any other association?

Shire President:

I would not think so, however we will take your question on notice and investigate further.

Question 3

Mrs Stallard:

Are you aware that at the Old Roads Board Building there is a creeper growing on the wall, into the gutter and around a tree. It will kill the tree, it is in the gutter and there is leaf litter in the gutter on the side of the building, are you aware of that?

Shire President:

No I don't believe Council are aware of this; I will refer your question to the Chief Executive Officer for attention.

Question 4

The Town Hall gutters on the Bowling Club side are full of debris for five feet up the roof. It is not as bad on the other side, however it is not a very good advertisement for fire safety or maintenance of gutters, will something be done about that?

Shire President:

I will refer that to the Chief Executive Officer for action.

Question 5

Mrs Stallard:

Many years ago the Blackwood (River) was declared unfit for swimming. Has there been any alteration to that?

Shire President:

The Shire of Nannup does not perform tests on the water in the Blackwood River as it is the jurisdiction of the Department of Water and Environmental Regulation. I would assume they probably perform tests of such kind and you could contact them in regard to your query.

Question 6

Nannup Brook Bridge, there's signs up for emus, and if you're driving 60km/h or less you need to have a 1m space for bicycle riders, when over 60 it is a 1.5m space. Can something be done about this? There is no sign to say walkers cross these bridges as well, it is very dangerous and something needs to be done about the bridges. I understand its Main Roads responsibility, but if the Shire could write a letter it could make a significant difference, could that be done?

Shire President:

Those bridges are on Council's radar for upgrade to improve safety considering the possibility of future industry developments. There will be increased truck movements and these bridges will become a bottleneck and a safety issue for users. In the short term I can ask the Chief Executive Officer to enquire what can be done and in the short to medium term it is on our radar to upgrade.

Question 7

What is the Shire doing to lead the way to fight climate change and reducing our carbon footprint emissions?

Shire President:

Council is doing as much as we can all do in our own individual circumstances. You are aware that Council have installed solar panels on the roof of the Shire administration building which has led to a reduction in the amount of carbon that is put into the atmosphere. However, I am not aware of the Shire having an active carbon footprint program in place.

Mrs Stallard:

Can some thought be given to that in ways the Shire can reduce its Council carbon footprint and advertise as a sign of leadership?

Shire President:

Council can always put it on the long term agenda.

Question 8

Mrs Stallard:

How does Council dispose of mattresses that are deposited at the Nannup Waste Management Facility?

Manager Infrastructure:

The mattresses are collected and instead of being placed in landfill we refer them to a recycling company that deal with old mattresses. They take them away and break them down into their various components and send the materials away to recycling companies. That is the intention behind the charge for the mattresses; it is charged on a cost recovery basis.

Question 9

Mrs Stallard:

With regard to the Old Donkey Burner that was at the Recreation Centre. What are you going to do about the Donkey and would it be feasible to put it back exactly where it was, with a cover and with a plaque?

Chief Executive Officer:

The issue of where to put the Donkey (aka the Burner) at the Recreation Centre was raised in the Elector's Meeting Minutes and will be investigated further, this will be presented to Council for decision at a later date. Staff have attempted to attract interest to complete an art project incorporating the Burner of which there was no interest. It will be brought to Council to consider putting the Donkey back to the original position keeping in mind that the different groups at the Recreation Centre will need to be consulted.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

7. DECLARATIONS OF INTEREST

Nil.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 19001 LONGMORE/HANSEN

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 22 November 2018 be confirmed as a true and correct record.

CARRIED (8/0)

8.2 19002 BUCKLAND/LONGMORE

That the Minutes of the Annual Meeting of Electors held on Wednesday, 19 December 2018 be received.

CARRIED (8/0)

9. MINUTES OF COUNCIL COMMITTEES

9.1 Bush Fire Advisory Committee

That the Minutes of the Shire of Nannup Bush Fire Advisory Committee meeting held 5 November 2018 be received.

9.2 Warren Blackwood Alliance of Councils

That the Minutes of the Warren Blackwood Alliance of Councils meeting held 11 December 2018 be received.

9.3 Southern Forests & Blackwood Valley Tourism Association Interim Board

That the Minutes of Southern Forests & Blackwood Valley Tourism Association Interim Board meeting held 11 December 2018 be received.

9.4 Western Australian Local Government Association South West Zone

That the Minutes of the Western Australian Local Government Association South West Zone meeting held 23 November 2018 be received.

19003 STEVENSON/MELLEMA

That the Minutes from Items 9.1, 9.2, 9.3 and 9.4 be received en bloc.

CARRIED ENBLOC (8/0)

Cr Fraser was not present at the 5 November 2018 Bush Fire Advisory Committee meeting; the Minutes presented at 9.1 have her as chairing the meeting. Cr Stevenson chaired the 5 November meeting and this oversight will be corrected at the next scheduled Shire of Nannup Bush Fire Advisory Committee meeting.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

11. REPORTS BY MEMBERS ATTENDING COMMITTEES:

Date	Meeting	Councillor
11 Dec 2018	WBAC	
11 Dec 2018	Southern Forests & Blackwood Valley Tourism Association Interim Board	Longmore
	Blackwood Basin Group Management Committee	Longmore
	Western Australian Local Government Association – South West Zone	Dean

AGENDA NUMBER:	12.1
SUBJECT:	Request for Amendment of a Condition of Development Approval
LOCATION/ADDRESS:	Lot 9003 on Plan 408860 Hitchcock Drive, Nannup
NAME OF APPLICANT:	Askino Pty Ltd
FILE REFERENCE:	A1820
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 January 2019
PREVIOUS MEETING REFERENCE:	22 November 2018
ATTACHMENT:	12.1.1 – Letter from Trevor Hine (Askino Pty Ltd)

BACKGROUND:

The Shire administration has received a request from Trevor Hine of Askino Pty Ltd in relation to the Development Application for an estate site office and fenced parking compound at Lot 9003 Hitchcock Drive, Nannup which was considered by Council at its meeting of 22nd November 2018.

At the above mentioned meeting Council resolved the following at minute No.18181:

“That Council approve the Development Application for an estate site office and fenced parking compound on Lot 9003 on Plan 408860 Hitchcock Drive, Nannup subject to the following conditions:

- 1. The development approval is granted to 31 December 2021. To continue operating after 31 December 2021, there is a need to lodge a new Development Application to the Shire.**
- 2. The development hereby approved must be carried out in accordance with the submitted plans (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.**
- 3. The provision of details prior to occupation as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.**
- 4. The applicant/operator is to ensure that noise levels are considerate of adjoining and nearby properties at all times which comply with the Environmental Protection (Noise) Regulations 1997 (and any associated amendments).**

5. The use hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, vibration, odour, vapour, dust, waste water, waste products or other pollutants.
6. The hours of operation within the compound are limited to between 7.00am to 5.30pm Monday to Friday and 8.30am to 5.00pm Saturday, not including any public holidays.
7. The applicant/operator is to implement dust control measures to the satisfaction of local government on an on-going basis.
8. The vehicular crossover onto Hitchcock Drive is to be designed, constructed and drained to the satisfaction of the local government prior to occupation and thereafter suitably maintained by the applicant/operator.
9. The external walls and roof of the estate site office/outbuilding are clad in Colourbond colours to the satisfaction of the local government.
10. Details of proposed fence are to be provided to the satisfaction of the local government prior to installation and are to exclude barbed wire or electric fencing.
11. The estate site office is not to be used for habitable purposes.

Advice

- A. The applicant is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before undertaking any additional site and/or development works.
- B. The property is partly classified as a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. The applicant is encouraged to maintain a low fuel area within and around the compound.
- C. The applicant is encouraged to undertake revegetation to further screen the development.
- D. The applicant is encouraged to prepare and implement a Works Safety Plan prior to the commencement of operations.
- E. Some signs are exempt from development approval while other signs require a Development Application to the Shire. Please contact the Shire for further details.
- F. Part 14 of the Planning and Development Act 2005 provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.”

The applicant has requested that the Shire amend Condition 10 to allow the use of barbed wire on the fence surrounding the parking compound as outlined in Attachment 12.1.1.

COMMENT:

As per Council's resolution above, the applicant was required to provide details of the proposed fence surrounding the parking compound for the Shire's consideration prior to going ahead with the works. Condition 10 of Council's resolution excluded the use of barbed wire and electric fencing as it was considered not to be consistent with the Residential zoning of the property and the general amenity of the surrounding area.

In the report previously considered by Council, it was noted that the applicant and any contractors accessing the site are expected to address on-going management and safety of the site including through restricting access to unauthorised persons through fencing, gates and signage.

The applicant has suggested that without the use of barbed wire along the top of the fence, the security of the site would be difficult to manage. The applicant has also highlighted that the compound will largely be obscured from view by way of its location and the surrounding earth bunds therefore the general amenity of the area is unlikely to be compromised.

It is suggested that based on the information put forward by the applicant that Council agree to amend Condition 10 the development approval in order to allow the use of barbed wire, but not the use of electric fencing, as this will assist the applicant in the management and safety of the site.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations and LPS3.

POLICY IMPLICATIONS:

Local Planning Policy LPP21 Bush Fire Management and Local Planning Policy LPP22 Outbuildings. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to Local Planning Policies in determining Development Applications.

FINANCIAL IMPLICATIONS:

All costs associated with the development will be borne by the applicant. Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

STRATEGIC IMPLICATIONS:

The application raises precedent considerations given the size of the building in the Residential Zone (although it is noted there are unique circumstances) and it assists in the development of the Moonlight Ridge Estate. Given there is considerable undeveloped land in the Moonlight Ridge Estate, it is expected that development and sales will continue for at least the medium term.

RECOMMENDATION:

That Council:

1. Agree to amend Condition 10 of the Development Approval as resolved by Council on 22nd November 2018 as follows:

- 10. Details of the proposed fence are to be provided to the satisfaction of the local government prior to installation and are to exclude ~~barbed wire fencing or~~ electric fencing.*

VOTING REQUIREMENTS:

Simple Majority

19004 BUCKLAND/MELLEMA

That Council:

- 1. Agree to amend Condition 10 of the Development Approval as resolved by Council on 22nd November 2018 as follows:***

- 10. Details of the proposed fence are to be provided to the satisfaction of the local government prior to installation and is to exclude ~~barbed wire fencing or~~ electric fencing.***

CARRIED (6/2)

Voted Against Motion: Hansen, Stevenson.

AGENDA NUMBER:	12.2
SUBJECT:	Delegated Planning Decisions for November & December 2018
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 January 2019
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.2.1 – Register of Delegated Development Approvals

BACKGROUND:

To ensure the efficient and timely processing of planning related applications, Council delegates authority to the Chief Executive Officer to conditionally approve Application for Development Approval that meet the requirements of both Local Planning Scheme No.3 (LPS3) and adopted Council policy.

Delegated planning decisions are reported to Council on a monthly basis to ensure that Council has an appropriate level of oversight on the use of this delegation. A Register of Delegated Development Approvals, detailing those decisions made under delegated authority in November and December 2018 is presented in Attachment 12.2.1.

COMMENT:

As shown in the attachment, each application has been advertised in accordance with LPS3 and Council’s adopted Local Planning Policy *LPP5 Consultation* as detailed in the Policy Implications section of this report.

During November and December 2018, two (2) development applications were determined under delegated authority. The table below shows the number and value of development applications determined under both delegated authority and by Council for November and December 2018 compared to November and December 2017:

	November & December 2017	November & December 2018
Delegated Decisions	2 (\$699,000)	5 (\$72,000)
Council Decisions	0	1 (\$14,000)
Total	2 (\$699,000)	6 (\$50,000)

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Local Government Act 1995 and LPS3.

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires that a written record of each delegated decision is kept.

POLICY IMPLICATIONS:

Applications for Development Approval must be assessed against the requirements of LPS3 and Local Planning Policies adopted by Council. These Policies include Local Planning Policy *LPP5 Consultation* which details the level and scope of advertising required for Applications for Development Approval.

Each application processed under delegated authority has been processed and advertised, and has been determined to be consistent with the requirements of all adopted Local Planning Policies.

FINANCIAL IMPLICATIONS:

The required planning fees have been paid for all applications for Development Approval processed under delegated authority.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for November and December 2018 as per Attachment 12.2.1.

VOTING REQUIREMENTS:

Simple Majority

19005 STEVENSON/STEER

That Council receives the report on Delegated Development Approvals for November and December 2018 as per Attachment 12.2.1.

CARRIED (8/0)

AGENDA NUMBER:	12.3
SUBJECT:	Memorandum of Understanding - Managing Bushfires in Plantations
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Department of Fire and Emergency Services
FILE REFERENCE:	FNC6
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	9 January 2019
ATTACHMENTS:	12.3.1 – Memorandum of Understanding DFES Managing Bush Fires In Plantations

BACKGROUND:

The Department of Fire and Emergency Services (DFES) developed the MOU in consultation with the Department of Biodiversity, Conservations and Attractions (DBCA) and the Forest Industries Federation Western Australia (FIFWA) to address sharing resources during bushfires.

The Memorandum of Understanding (MOU) was developed in response to Recommendation 9 of the *reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire* by Euan Ferguson (also known as the Ferguson Report). Recommendation 9 stated the following;

“Recommendation 9: The State Emergency Management Committee, in consultation with Western Australian Farmers Federation, the Association of Bushfire Brigades, the Contractors Association of WA, and the Forest Industries Federation of WA, to establish systems for the voluntary registration of:

- *Farmer firefighting units;*
- *Contractor firefighting units; and*
- *Forestry industry brigades.*

The purpose of this arrangement is to facilitate the safe, efficient and effective recognition, organisation, deployment, management and coordination of farmer, contractor and forestry firefighter resources. The system would include a process for enabling access through traffic management points during bushfires. Progress towards establishing these systems are to be reported by State Emergency Management Committee in its annual preparedness report.”

The purpose of this MOU is to establish mutual emergency response capability arrangements for bushfires within or near plantation estates and for bushfires where plantation resources may be used to support the local bushfire fighting response. It addresses overarching arrangements for bushfire response between plantation managements, State fire agencies and bushfire brigades.

COMMENT:

The purpose of this MOU is to establish mutual emergency response capability arrangements for:

- Bushfires within or near plantation estates
- Bushfires not impacting plantation estates but where plantations resources may be requested to support the local bush firefighting response.

The MOU is between the Department of Fire and Emergency Services (DFES), Forest Industries Federation WA (FIFWA) representing plantation managers who are signatories on page 7 of the MOU, Department of Biodiversity, Conservations and Attractions (DBCA) and Local Governments listed are invited to participate. Participating Local Government are listed under Appendix 1.

Participation in the MOU is discretionary and will not be legally binding, and is based on good faith. Local governments play a critical role in bushfire response and capability through the turn out of their bushfire brigades, particularly in regional areas, therefore being a significant beneficiary of this MOU in regards to Community safety. The region under the MOU consists of 20 local government areas of which seven (7) have committed as at the date of this report.

The MOU allows a collaborative approach to managing and preparing for bushfires located within plantation estates.

Due to the timing and the requirement to adhere to the response deadline by the 19th January 2019, this was unable to be discussed at a Bushfire Advisory Committee Meeting (BFAC). A brief will be included within the next meeting held in February 2019.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

This MOU will assist in all agencies working together in the event of a bushfire located within a plantation estate.

RECOMMENDATION:

That Council authorise the Chief Executive Officer to respond to the Department of Fire and Emergency Services committing the Shire of Nannup to participating in the “Memorandum of Understanding: Mutual Support in planning and responding to bushfires within or near plantation estates and other bushfires as required”.

VOTING REQUIREMENTS:

Simple Majority

19006 MELLEMA/STEVENSON

That Council authorise the Chief Executive Officer to respond to the Department of Fire and Emergency Services committing the Shire of Nannup to participating in the “Memorandum of Understanding: Mutual Support in planning and responding to bushfires within or near plantation estates and other bushfires as required”.

CARRIED (8/0)

AGENDA NUMBER:	12.4
SUBJECT:	Acceptance of Family Fun Day grants
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC6J
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	8 January 2019
ATTACHMENTS:	12.4.1 - Letters of Acknowledgement

BACKGROUND:

Funding acknowledgement has been received for the 2019 Family Fun Day of:

- \$3,000 Healthway,
- \$2,500 South West Catchment Council,
- \$2,800 Local Drug Action Group and
- \$1,300 Roadwise.

Whilst this funding is not over \$5,000, it is best practise for Council to accept the funding.

COMMENT:

Funding assistance ensures that this event is hosted to its full potential and minimises the financial cost to Council.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Council contributes \$1,100 annually to this event.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

1.3 Our Youth:

Continue to provide Youth services and activities in the Shire of Nannup

RECOMMENDATION:

That Council accepts the grants for 2019 Family Fun Day.

VOTING REQUIREMENTS:

Simple Majority

19007 HANSEN/LONGMORE

That Council accepts the grants for 2019 Family Fun Day.

CARRIED (8/0)

AGENDA NUMBER:	12.5
SUBJECT:	2019 Making Smoking History Forest Rally location
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ASS 14
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	8 January 2019
ATTACHMENTS:	12.5.1 - Community consultation consolidated 12.5.2 - Individual community consultation feedback forms

BACKGROUND:

Council, in consultation with Main Roads WA and the Forest Rally organisers have undertaken pre-planning for the 2019 event which will be hosted 5-7 April 2019.

Past feedback from main street traders has indicated that there is a preference for the pit lane to be moved out of the main street. Brockman St has been discounted as an option due to the flow of traffic management and constraints around logistics.

The other option is to move the rally pit stop to the Recreation Centre. Consultation has been forwarded to all businesses in the CBD of Nannup for comment.

COMMENT:

37 businesses were sent a questionnaire requesting feedback on a preferred location for the 2019 Making Smoking History Forest Rally pit lane.

14 businesses responded and one response was received from the Business Initiative Group.

Two businesses supported the event pit lane staying in the main street. Two submissions were not in favour of the pit lane staying in the main street or moving to the Recreation Centre, but favoured an alternate location of Grange Rd- Adam St.

One business does not support the rally in Nannup at all.

Ten businesses support the rally pit lane to be located at the Recreation Centre for 2019.

The value of the Making Smoking History Forest Rally in respect to economic and promotional benefits to the broader community is acknowledged. Historically the rally has based in the main street and this has been a unique element to the event,

creating a great atmosphere and encouraging residents and visitors to wander along and talk to rally crews and watch the action of the mechanics and teams. If this recommendation is endorsed by Council, considerable effort may be required to ensure that the event atmosphere is not compromised and the long term sustainability of the event is not jeopardised.

This consultation is simply to trial the event being hosted in an alternative location, given the extensive and ongoing feedback from businesses that are immediately impacted by the rally activities.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

5.1 Listen to the people:

Conduct community engagement for significant projects and other activities

RECOMMENDATION:

That Council supports the relocation of the 2019 Making Smoking History Forest Rally pit lane to the Nannup Recreation Centre as a trial for this year's event.

VOTING REQUIREMENTS:

Simple Majority

19008 BUCKLAND/MELLEMA

That Council supports the relocation of the 2019 Making Smoking History Forest Rally pit lane to the Nannup Recreation Centre as a trial for this year's event.

NOT CARRIED (6/2)

Voted Against: Dean, Steer, Longmore, Buckland, Mellema, Hansen.

The recommendation was not carried as Council decided it was against the atmosphere and spirit of the Forest Rally to have it at the Recreation Centre. The majority of Councillors felt the rally should remain in the main street to maintain the longevity & spirit of the event in Nannup.

AGENDA NUMBER:	12.6
SUBJECT:	Fee Waiver – The Nannup Clock Tower
LOCATION/ADDRESS:	Cnr Warren Rd and Forrest St
NAME OF APPLICANT:	The Nannup Clock Tower
FILE REFERENCE:	FNC 10
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	14 January 2019
ATTACHMENTS:	12.6.1 – Letter from The Nannup Clock Tower

BACKGROUND:

Ms Heather Walford from The Nannup Clock Tower has written to Council requesting that they waive the event application fee for their upcoming Nannup Clock Tower Opening and Community Celebration.

A number of supportive businesses on Forrest street are hosting a celebration for the opening of the Nannup Clock Tower scheduled for 24th January 2019 and the mark the occasion and thank the community for their support would like to mark the occasion with a community celebration in the form of a street party on Forrest Street.

COMMENT:

This event is designed to be a community celebration marking the occasion of a long term project opening in Nannup. This is a very important project for Nannup and the people and businesses involved have incurred a lot of expense to see it through. The waiver of the event application fee and the use of the lighting towers free of charge is a great opportunity for Council to continue to show their support to mark the celebration of its opening.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Policy BLD 1 – Relating to Use/Hire of Community Facilities

“Council will charge all hirers of its facilities as per its list of fees and charges which is reviewed annually in line with the budget.”

Should a “not for profit” community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration.”

FINANCIAL IMPLICATIONS:

Lost Revenue
Event Application Fee: \$275
Lighting Tower Hire: Quoted fee waived

STRATEGIC IMPLICATIONS:

Nil

RECOMMENDATION:

That Council;

1. Waive the event application fee associated with the Nannup Clock Tower Opening and associated Community Celebration.
2. Allow the use of light towers free of charge for the Nannup Clock Tower Opening Community Celebration.

VOTING REQUIREMENTS:

Simple Majority

19009 MELLEMA/LONGMORE

That Council;

- 1. Waive the event application fee associated with the Nannup Clock Tower Opening and associated Community Celebration.***
- 2. Allow the use of light towers free of charge for the Nannup Clock Tower Opening Community Celebration.***

CARRIED (8/0)

AGENDA NUMBER:	12.7
SUBJECT:	Review on Council Leases
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 10
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 December 2018
ATTACHMENTS:	12.7.1 - Overview of Leases Held Table

BACKGROUND:

As part of Council's strategic planning and to gauge a better understanding of the sustainability and equity of all leases currently held, a full review into what the impact of these leases is to the community was completed. While it needs to be acknowledged that within the community there will be different levels of tolerance per each lease dependent on individual preferences the aim of this review is to provide an overall view as to how one lease stacks up against another when a similar matrix is used.

The review was based around the financial impact, in addressing the overall bottom line to Council's budget per year; as well as the individual idiosyncrasies of individual leases and what these mean in terms of the ability to sublease/hire out rooms contained within the leased areas.

COMMENT:

The outcomes of this review have proved to be interesting. It has uncovered considerations that not necessarily were deliberated at the outset.

Overview – Leases in General:

Within this review a total of 9 properties were included. These are shown on the attachment and can be broken into the following categories of leases:

- 4 properties leased at Peppercorn rates,
- 1 property leased as per a commercial lease,
- 4 properties leased at a subsidised commercial lease.

In terms of the review, because of the differences within the terms of the leases, there are significant variations which make it difficult to compare the leases against each other. i.e. you cannot compare apples with apples.

At the outset of this review the direction given was that Council wanted the opportunity to consider possibly revising the terms and conditions within all leases. Reasoning for this was to ensure equity over all Council leases. It now appears, based on the way in which certain leases have been written, that this is not a possibility in the short term if at all. Contained within some lease agreements is the wording "*this agreement is terminated if both the Shire and the Tenant agree in writing*". Given that current terms are very favourable to the lessees it is not considered that this option would be taken up on their behalf. A further breakdown of the terms and conditions within each lease is given below.

When considering the true costs, it is important to apply depreciation. The reason for applying depreciation to an asset is to account for the *consumed* or *used* portion of an asset. It stands to reason, that by allowing an asset to be leased there is wear and tear applied to that asset that at some point in time will require a capital injection in order for the asset to not deteriorate to a point where it is inhabitable. This is considered the *consumed* or *used* portion of the asset. In theory, the depreciation figure should represent the amount that Council includes in a Reserve transfer each year to allow for this renewal as and when required by each asset. It is therefore considered not wise to exclude this figure from actual expenses of an asset even though this is a non-cash transaction.

Peppercorn Leases

Current lease agreements operating on this basis are:

1. Community House – In perpetuity
2. Bowling Club – Leased until 30/6/2020
3. Old Roads Building – In perpetuity
4. Pre-Primary/Men's Shed – Perpetuity for Playgroup, until Oct 2019 Men's Shed (as per draft MOU)

Of these leases only the Bowling Club has an expiry date. All other leases, if expiry based on lease agreements, would require both parties to agree to either vary or terminate the arrangement. Given that the terms are very favourable to the occupants this is considered unlikely to occur.

However, when looking at the vesting rights of these assets, it appears that the terms of the vesting rights were ignored by granting leases for these buildings in perpetuity. All vesting rights have built into them a maximum leasing term of 21 years. It would therefore appear that these current leases need to be withdrawn and reassigned with correct terms and conditions applied. The terms of the lease already completed will also need to be considered within the new lease terms.

While it is anticipated that the withdrawal of the current lease may not be perceived favourably by the current tenants, it does allow Council to consider the costs associated with these leases and adjust the terms accordingly. Feedback on terms and conditions to be applied to these revised leases would be appreciated. It may also be advisable to seek legal advice on what the impact of cancelling and reassigning may be.

Previous concerns with these leases have focussed on the ability of the lessees to sublet the buildings/rooms. Reviewing the current terms and conditions it appears

that provided that the hourly hire rate is not higher than hire rates applied to other Council buildings then this is acceptable. The lowest current hall hire rates for social events, broken into 4 hour increments, are at the rate of \$87. Based on this provided that the rate charged to other users does not exceed this then the terms and conditions of the lease remain intact.

In terms of the impact on the annual budget that these four properties have this is broken down below:

- Community House – an average expenditure cost of \$7,400 per year based on figures over 3.5 years;
- Bowling Club - an average expenditure cost of \$6,000 per year based on figures over 3.5 years;
- Old Roads Building - an average expenditure cost of \$3,900 per year based on figures over 3.5 years;
- Pre-Primary/Men's Shed - an average expenditure cost of \$14,000 per year based on figures over 3.5 years

A significant component of this expenditure applies to depreciation.

Officer recommendation is that based on terms of current lease structures there is nothing that can be changed at the present time. Only one lease has the ability to be changed at any point in time without the requirement for legal advice however this cannot be varied until 2020. If Councillors would like advice on how to proceed with restructuring these leases and the implications to Council of any changes, please let officers know and this process will be investigated.

Commercial Lease

This lease is held for the Nannup Caravan Park. All terms and conditions of this lease were reviewed by an independent legal firm prior to the lease being re-assigned in November 2018. Officers consider there is no further analysis required at this point in time.

Subsidised Leases

Council currently has 4 leases operating under these conditions. These are:

1. Lesser Hall – in the processed of being re-assigned to the Nannup Arts Council;
2. FROGS Day Care – Lease has expired as at July 2017. FROG's have requested an extension of this lease as per original lease.
3. Recreation Function Centre – Leased to Sportsman's Club - Lease has expired 31/10/2018 and is due for renewal.
4. Community Sheds – Leased to various community groups expires in June 2019.

These leases are defined as *Subsidised Leases* as a result of some income being received for each asset however the rental income is below that which could possibly be received in a true commercial lease. For a variety of reasons, Council has agreed at some point in time to subsidise this income in order for the community to receive a benefit from the groups using these assets.

As shown above two of these four leases have now expired and direction is requested as to how the new leases will be structured.

Lesser Hall

As per Council resolution at the November 2018 Ordinary Meeting of Council

18183 LONGMORE/HANSEN

That Council –

- 1. Receive the Expression of Interest from the Nannup Arts Council;**
- 2. Authorise the Chief Executive Officer to commence drafting a lease agreement in consultation with the Shire President based on the following principles;**
 - a. Rental Term – 2 years with a 2 year option allowing either party an opportunity to opt out (wind up) at the conclusion of 2 years or apply to exercise the option of an additional 2 years;**

The CEO has been negotiating with the Nannup Arts Council in regards to a lease between the two organisations. It is acknowledged that the rental income received from this lease will be lower than actual expenditure and to aid in closing this gap discussion have been held about the possibility of sub-leasing this space when not required by the Arts Council with any fees associated with this sub-leasing being given to Council up until full recovery is achieved. No further analysis of this draft lease is required at this point in time.

FROG's

In relation to the FROG's lease, all expenditure associated with the upkeep of the building is covered by the lessee. The only expense that Council currently incurs is related to depreciation. This is currently covered in its entirety by the rent received. Council does have the opportunity to have a market review of the rent however given that there is no impact to the annual budget for the upkeep of this building, Officer recommendation would be that this is not required. Officers would also recommend that the extension of the lease requested by FROG's be granted on this basis for a further five years. Bringing the new lease expiry date to 30/7/2022.

Nannup Sport and Recreation Association Lease

This lease has expired as at 31 October 2018 and now requires action by Council. At the November 2016 Ordinary Meeting of Council, the following endorsement was carried:

16159 LONGMORE/SLATER

That Council endorses the negotiations between the CEO and the Nannup Sport and Recreation Association in respect to the annual lease rental fees for the Function Room at the Nannup Recreation Centre and approves of the increase in annual lease fees from \$2,470 to \$5,000 per annum for the remaining 2 year period of the term of the lease at which time a further review will be undertaken.

CARRIED (7/0)

Based on this endorsement the Nannup Sport and Recreation Association will be notified that the term of the initial lease has now expired and a further review of their financial position is required prior to a new lease being signed.

When looking at actual expenditure versus income received there remains a significant gap largely as a result of the value of the building and depreciation costs incurred. Officer recommendation at this point would be to assess earning capacity of the organisation in the first instance and then assess if there is potential to increase rental capacity to shorten the gap between income and expenditure.

Community Sheds

This asset currently comprises six storage sheds currently leased to individual community groups. The Memorandum of Understanding surrounding this lease is due to expire on 30 June 2019 at which time Council may wish to revise the annual contribution received from these community groups. At present this contribution is for the amount of \$200 per shed. Current expenditure for the sheds averages \$5,700 annually based on the previous four years' expenditure. Also of consideration is the fact that three of the six sheds are currently not leased as a result of one being held by the Youth Advisory Council (YAC); one being used to house the community bus and the third is used to house community assets used by all groups.

Officer recommendation is that firstly in the interests of equity the three users currently not contributing be invoiced annually and then once the current MOU is completed a further review into suitable contributions be completed in order to close this gap between expenditure and income received.

Overall Impact on bottom line

On analysis of the impact that all leases currently held for Council owned assets it appears that there is a \$453,000 gap between income and expenses combined over the four-year period. This equates to \$113,250 per annum. While it is not wise to discount depreciation for the reasons shown above, if Council were in this instance to reduce this gap by the amount of depreciation, there still remains a financial cost to Council of \$95,171 for the same period or \$23,792 per annum. This cost is borne by ratepayers and Councillors need to consider if this is acceptable overall as a

contribution to ensuring that the community has access to the buildings and/or groups that may not be available if Council were to reach a cost neutral position.

If Councillors would like to reduce this figure to something more palatable there remains the issue of current leases and MOU's that in some instances are held in perpetuity. Officers are unsure of what the implications would be of terminating these documents and would require legal advice before this was considered.

Conclusion:

At this point in time the following actions would be proposed:

1. Peppercorn Leases will need adjusting to correctly reflect the terms and conditions of the vesting orders. Further feedback on how Council would like to proceed would be appreciated. It is recommended that built into these leases are options that ensure the facility becomes cost neutral. This will need to be a priority in relation to leased properties.

In respects to current hiring charge out rates used within these leases, no further action is recommended based on the following reasons:

- a. No lessees are currently acting outside of the terms of the MOU's or leases held.
 - b. Lessees are allowed within these documents the right to sublet these buildings provided that this rental/lease fee remains consistent with that of Council rentals. It does not appear that this is being breached at this point in time.
2. Commercial lease – No changes to this lease as new lease fully reviewed in November 2018 at the time of reassignment.
 3. Subsidised Leases – Two of these leases have currently expired and require review. Officer recommendation for these two leases is as follows:
 - a. Renew FROG's lease on the basis that costs are currently being met by the rental income
 - b. Write to the Sportsman's Association advising that the current lease has expired and asking for copies of their financials for the last 2 years as well as a written submission stating their intentions for the upcoming 5 years. This information will then be presented to Council for consideration prior to a lease agreement being completed.

The remaining two leases within this category include the following:

1. Supper Room which is currently being negotiated with the Arts Council on a 2-year basis. No further analysis is required at this point in time; and
2. The Community Sheds – Current MOU expires 30 June 2019. Recommendation would be to revise this annual contribution to close gap as well as incorporating a similar contribution from YAC and the Community Bus in order to remain fair to all parties.

It is also proposed that further analysis into the implications to ratepayers as a result of subsidised and peppercorn rentals be included in the Revenue Strategy currently

being prepared for Council. It is proposed that once this strategy has been completed in draft form that a workshop be arranged so that Councillor contribution can be included into this strategy.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

An annual cash contribution of \$23,792 from ratepayers to cover the gap between income received and cost of expenses to these assets per year.

STRATEGIC IMPLICATIONS:

Our Community Leadership 5.1: To listen and partner with our community leaders and all of our diverse groups

and

Council Leadership 6.1: Be an example of sustainability

RECOMMENDATION:

That following the review undertaken into current leases and Memorandums of Understanding between Council and various community groups the following actions be taken immediately:

1. Peppercorn leases be revised to correctly reflect the vesting orders of a maximum of 21-year lease term being allowed.
2. Commercial Lease of Nannup Caravan Park remain; and
3. Subsidised Leases:
 - a. FROG's lease be extended for a further five years under current CPI adjustment;
 - b. Contact be made with the Sportsman's Association requesting financial information prior to new lease being granted.
 - c. At the conclusion of the Community Sheds current MOU a full

review is completed prior to new MOU being granted.

4. Further analysis into the implications to ratepayers as a result of subsidised and peppercorn rentals be included in the Revenue Strategy currently being prepared for Council and be built into any further lease agreement of these facilities.

VOTING REQUIREMENTS:

Simple Majority

19010 MELLEMA/STEVENSON

That following the review undertaken into current leases and Memorandums of Understanding between Council and various community groups the following actions be taken immediately:

- 1. Peppercorn leases be revised to correctly reflect the vesting orders of a maximum of 21-year lease term being allowed.***
- 2. Commercial Lease of Nannup Caravan Park remain; and***
- 3. Subsidised Leases:***
 - a. FROG's lease be extended for a further five years under current CPI adjustment;***
 - b. Contact be made with the Sportsman's Association requesting financial information prior to new lease being granted.***
 - c. At the conclusion of the Community Sheds current MOU a full review is completed prior to new MOU being granted.***

Further analysis into the implications to ratepayers as a result of subsidised and peppercorn rentals be included in the Revenue Strategy currently being prepared for Council and be built into any further lease agreement of these facilities.

CARRIED (8/0)

AGENDA NUMBER:	12.8
SUBJECT:	Budget Review 2018/19
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	11 January 2019
PREVIOUS MEETING REFERENCE:	Adoption of 2018/19 Budget
ATTACHMENTS:	12.8.1 – Budget Review Statements 2018/19

SUMMARY:

As per the Financial Management Regulations 1996 Section 33A a review of a Local Governments annual budget must be completed between 1 January and 31 March each year. The following item allows Council to reach compliance within this area.

There are variances expected from the original estimates of the Budget which was adopted at the June 2018 Ordinary Council Meeting. These are largely as a result of timely and prudent savings by officers and funding opportunities and additional expenditure not known at budget adoption. Overall when each of the schedules is taken into consideration the outcome is expected to remain consistent with the original budget. The original budget was a balanced budget. This revision anticipates that there will now be a surplus of \$6,971.

COMMENT:

The statutory requirement for the budgetary review is relatively limited and simply requires the Council to evaluate the likely position at the end of the current financial year. This report goes much further than this and presents an in depth review of the Council's finances covering:

- Performance on the previous year
- Current expectations on income and expenditure
- The sustainability of reserves
- The Council's exposure to financial risk

Outturn from 2017/18 Budget – Actual v Estimated

The Annual Report adopted by Council on 22 November 2018 showed a gross surplus carried forward of \$1,453,924. This varies to the estimated expected outturn that was reported during the budgeting process for the 2018/19 financial year. At that point in

time it was estimated that surplus carried forward would be \$865,003. While early adoption of an Annual Budget has the bonus of allowing rates to be raised in a timely manner to ensure that there are no cash flow issues, the negative to this remains that at the time of adoption there is still an element of expenses and income that have not been fully accounted for and these will impact on the overall final carried forward figure. This new revised figure was made up of grant funding received in advance, various savings within anticipated expenses and additional income known at the time.

On analysis, it appears that the \$588,921 variance is a result of the timing differences relating to the budget adoption and end of year reporting. Given that the production of the Budget occurs within the early part of each calendar year, there is a need for an analysis which includes a projection of what expenses and income will be received within the final quarter of the financial year. Management made the decision to be conservative with these estimations in order to not place Council in the position of having overspent and have a deficit to carry forward into the new year. The surplus is as a result of various items including income streams being received and spending associated with this income not occurring within the same financial year, prior year income being recovered and savings wherever possible. At the November 2018 Ordinary meeting of Council this difference was analysed and Council endorsed actions to be taken to absorb the increased true surplus to reserve contributions and other identified areas that require increased funding for this financial year. Further information about each individual inclusion is shown within the notes attached to this item.

Anticipated Outturn for 2018/19

Council will see from the budget monitoring reported within the January 2019 Council meeting that as at 31 December 2018 a surplus for the year of \$6,971 is currently predicted. This is primarily as a result of savings being initiated wherever possible as well as increased funding received.

There are however variations expected from the original budget adopted in June 2018 to spending trends anticipated as at today.

Within each of the programs these are:

1. Governance – Reserve transfers to Assets Management, Equipment and Infrastructure will now be included as well as funding towards replacement computers and building maintenance.
2. General Purpose Funding – Due to interim rating there is an increase in rates income for this year with additional spends predicted in administration costs.
3. Law & Order – Staff training to ensure full compliance with our Ranger Services has been identified offset by increased fees from dog registrations.
4. Health – No identified changes within this program.
5. Education & Welfare – Increased expenditure to support the Recreation Community Arts Project as well as improvements to the youth space.
6. Housing – There has been increased expenditure noted in order to maintain these assets.

7. Community Amenities – 2018/19 was identified as a year where further analysis of requirements of our Waste Management site would be completed. This is to ensure that Council remain compliant with the regulations surrounding operation of this type of facility. Analysis to date has shown that there are components of this site that require expenditure and as a result, budget amendments will be required.
8. Recreation & Culture – There is nil impact on this schedule from planned budget amendments. Grant monies received will be fully expended within this financial year.
9. Transport – Greatest impact to this schedule is with the inclusion of grant funding Law & Order and the resulting decrease in labour costs to this schedule. Savings from this decrease will be used as reserve contributions.
10. Economic Services – Increases within this schedule will be to address Community concerns relating to Gracillis Road. Initially this will require surveying of this road and costs associated with this are included within the budget amendments.
11. Other Property & Services – Savings expected within wages and increased revenue due to sale of materials for the Bushfire Mitigation project.

For a full breakdown of the individual components within each schedule that have moved since the budget was adopted please refer to the attachments.

Sustainability of Reserves

Council maintains a number of reserves to meet recurrent capital expenditure requirements and other liabilities. Overall, Council's reserve funds represent a strong and sustainable position going forward. The budgeted position of these reserves is as follows:

Reserve Type	Opening Balance 1.7.18 \$	Budgeted Additions \$	Budgeted Payments \$	Budget Amendments \$	Revised Closing Balance 30.6.19 \$
<i>Leave</i>	\$ 188,642	\$ -	(0)		\$ 188,642
<i>Plant</i>	\$ 269,318	\$ -	(138,000)	\$ 120,000	\$ 251,318
<i>Recreation Centre</i>	\$ 544	\$ -	0		\$ 544
<i>Equipment</i>	\$ 80,919	\$ -	(18,000)	\$ 20,000	\$ 82,919
<i>Main Street Upgrade</i>	\$ -	\$ -	0		\$ -
<i>Waste Management</i>	\$ 93,710	\$ -	0	\$ 20,000	\$ 113,710
<i>Gravel Pit</i>	\$ 80,000	\$ -	0	\$ 142,000	\$ 222,000
<i>Emergency Management</i>	\$ 56,207	\$ -	0		\$ 56,207
<i>Aged Housing</i>	\$ 370,817	\$ -	0		\$ 370,817
<i>Asset Management</i>	\$ 633,188	\$ -	(100,000)	\$ 85,000	\$ 618,188

Shire of Nannup
Ordinary Council Meeting Minutes: 22 January
2019

Infrastructure Asset	\$ 75,000	\$ 30,000	(37,000)	\$ 50,000	\$ 155,000
Community Bus	\$ 23,859	\$ 5,000	0		\$ 28,859
New - Strategic Initiative Reserve	\$ -	\$ -	0	\$ 215,000*	\$ 215,000
Total	1,872,205	35,000	(293,500)	652,000	2,303,204

Anticipated changes to Reserve Balances 2018/19

Based on current modelling there are anticipated variances from the reserve transfers originally predicted. These are shown within the above table and represent savings from Surplus bought forward and as a result of grant funding received which in turn has allowed Council to lower expenses in other areas.

In regards to the Strategic Initiative Reserve the contribution shown above can be broken down into the reserve contribution included for the unknown being \$100,000 as well as contributions towards surveying costs of Gryscilus Road, Niche Wall, Quannup and LTO 19/20 contribution. By placing these additional known costs within this reserve it will ensure that if these projects have not been expensed within the current financial year, that they will not be carried forward as surplus funds.

Risks

The Council's immediate financial position is steady but this must be considered in the light of limited information on future expenditure needs and the impact that these would have on the rate liability.

As with previous years, there remains risk to Councils sustainability as a result of key funding streams being withdrawn and the overall impact that this has on rate revenue. Within the 2018/19 to date there have been no indications that this current position will change.

A review of Council's Long Term Financial Plan (LTFFP) is currently underway and once completed will help to illustrate what will need to be addressed in order to continue to meet the needs of the community while still being mindful of achieving financial sustainability. Findings relating to this annual review will be incorporated into Budget workshops scheduled to commence in March this year.

Conclusions

The variance that is shown between the actual and the estimated outturn for 2018/19 is primarily as a result of carried forward surplus being different from that reported within the budget statements.

Once the budget is amended to include unanticipated spending, savings identified as well as increased revenue streams within the individual schedules there is an overall surplus expected to the 2018/19 budget of \$6,971.

The Long Term Financial Plan will be updated and refined to inform the 2019/2020 budget and to comply with the requirements of the Integrated Planning Framework. Consideration must be taken of the impact that the reduction of capital grants will have

on the overall revenue required from rates in order to continue to maintain our cost base.

The overall reserve position is strong and supports Council's decision to ensure that it is in a good position to address potential capital projects identified by the community.

The work to complete the 2019/20 budget will commence early in the 2019 calendar year and Officers anticipate that with the inclusion of the various workshops arranged over the coming months that Council will be in a position to make an informed decision relating to the budget by the June 2019 Council meeting. This will enable officers to implement the budget and raise rates at the beginning of the 2019/20 financial year. This should place Council in a strong financial position moving forward.

STATUTORY ENVIRONMENT:

Sub-section 2A of the Regulations requires the Council to:

- (a) Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) Consider the local government's financial position as at the date of the review; and
- (c) Review the outcomes for the end of that financial year that are forecast in the budget.

POLICY IMPLICATIONS:

None

FINANCIAL IMPLICATIONS:

A potential surplus of \$6,971 for 2018/19.

STRATEGIC IMPLICATIONS:

None

RECOMMENDATION:

That Council endorses all variances shown within this report and attachments as part of the annual Budget Review for the 2018/19 financial year required to remain compliant with statutory obligations.

VOTING REQUIREMENTS:

Absolute Majority.

19011 HANSEN/STEVENSON

That Council endorses all variances shown within this report and attachments as part of the annual Budget Review for the 2018/19 financial year required to remain compliant with statutory obligations.

CARRIED (8/0)

AGENDA NUMBER:	12.9
SUBJECT:	Budget Monitoring – November 2018 & December 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Lorkiewicz – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	11 January 2019
ATTACHMENTS:	12.9.1 – Financial Statements for the period ending 30 November 2018 12.9.2 – Financial Statements for the period ending 31 December 2018

BACKGROUND:

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$30,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.9.1 and 12.9.2.

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

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

COMMENT:

Please refer to the attachment, Financial Statements for period(s) ending 30 November 2018 and 31 December 2018 for a detailed analysis of our end of year position, Note 2.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The attached financial statements detail financial outcomes for 2018/19.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

Monthly Financial Statements for the period(s) ending 30 November and 31 December 2018 be received.

VOTING REQUIREMENTS:

Simple Majority.

19012 STEER/MELLEMA

Monthly Financial Statements for the period(s) ending 30 November and 31 December 2018 be received.

CARRIED (8/0)

AGENDA NUMBER:	12.10
SUBJECT:	Monthly Accounts for Payment - November 2018 December 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Lorkiewicz –Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	11 January 2019
ATTACHMENTS:	12.10.1 – Accounts for Payment – November 2018 12.10.2 – Accounts for Payment – December 2018

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 November 2018 to 31 December 2018 as detailed hereunder and noted on the attached schedule, are submitted to Council.

COMMENT:

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

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

Municipal Account

Accounts paid by EFT	11113 – 11267		477,182.10
Accounts paid by cheque	20327 – 20339		19,500.30
Accounts paid by Direct Debit	DD10341.1	–	42,381.36
	DD10338.11		
<i>Sub Total Municipal Account</i>			\$539,063.76

Trust Account

Accounts paid by EFT	11144– 11230		2,694.34
Accounts Paid by cheque			0
<i>Sub Total Trust Account</i>			\$2,694.34
Total Payments			\$541,758.10

STATUTORY ENVIRONMENT:

LG (Financial Management) Regulation 13

POLICY IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS:

None.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$541,758.10 1 November 2018 to 31 December 2018 in the attached schedule(s) be endorsed.

VOTING REQUIREMENTS:

Simple Majority

19013 HANSEN/LONGMORE

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$541,758.10 1 November 2018 to 31 December 2018 in the attached schedule(s) be endorsed.

CARRIED (8/0)

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

13.1 OFFICERS

Nil

13.2 ELECTED MEMBERS

19014 MELLEMA/STEVENSON

That the Nannup Shire Council support the nomination of Andrew McNab as the Fire Control Officer for the Scott River Volunteer Bush Fire Brigade replacing John Dunnet (previous FCO).

That the tabled motion be declared an urgent motion.

CARRIED (8/0)

**14. MEETING CLOSED TO THE PUBLIC
(Confidential Items)**

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil.

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

Nil.

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

Nil.

17. CLOSURE OF MEETING

The Shire President declared the meeting closed at 5.43pm.



MINUTES

Audit Advisory Committee

Meeting held on 27 November 2018

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MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The meeting was declared opened by the Shire President at 3.34pm

Visitors:

Tim Partridge – AMD Chartered Accountants

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

Cr Chris Buckland

PRESENT:

Shire President: Cr A Dean

Deputy Shire President: Cr R Mellema

Councillors: R Longmore, N Steer, P Fraser, V Hansen, C Stevenson

David Taylor – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE: Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE: Nil

5. PETITIONS/DEPUTATIONS/PRESENTATIONS

Tim Partridge, partner in AMD Chartered Accountants and Council's principal auditor gave a presentation looking at the 2017/18 Audit that had recently been completed and was to be presented to the Audit Committee today for endorsement.

6. DECLARATIONS OF INTEREST

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

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

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:

MELLEMA/LONGMORE

That the Minutes of the Audit Advisory Committee Meeting of the Shire of Nannup held in Council Chambers on 1 December 2016 be confirmed as a true and correct record.

7/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION: Nil

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

STEVENSON/STEER

That Standing Orders be suspended to allow a presentation from Council's auditor, Mr. Tim Partridge, and discussion from Councillors regarding this report.

7/0

STEVENSON/STEER

That Standing Orders be resumed

7/0

10. REPORTS OF OFFICERS

AGENDA NUMBER:	10.1
SUBJECT:	Acceptance of Shire of Nannup Annual Report 2017/18
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 17
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	20 November 2018

Attachment 10.1.1: Annual Report 2017/18 is included as a separate document within the November 2018 Ordinary Meeting of Council.

Attachment 10.1.2: Auditor's Management Report 30 June 18.

BACKGROUND:

The Terms of Reference of the Audit Advisory Committee define its objectives as:

- Review the Audit Management Report of the local authority.
- Make recommendations to Council on the appointment of the Auditor.
- Review the effectiveness of the Council's governance arrangements.

Mr Tim Partridge, from AMD Chartered Accountants, currently Council's auditors, will be present to outline the audit process undertaken in the development of the financial report, the management report and the audit recommendations.

COMMENT:

The Annual Report for the Shire of Nannup for the financial year 2017/18 has been circulated to members prior to this committee meeting as an attachment to Item 12.7 at the November 2018 Ordinary Meeting of Council. It contains all statutory information required, including the audited Annual Financial Statements for the year under review.

The Independent Auditors report compiled by AMD Chartered Accountants gave an opinion that the annual financial report of the Shire of Nannup:

- i. based on proper accounts and records; and
- ii. fairly represents, in all material respects, the results of the operations of Shire of Nannup for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards

There was one adverse ratio noted, being the Operating Surplus Ratio. As per the comment included within the meeting of 22 November 2018, this ratio assesses a local governments ability to finance long term financial plans with particular emphasis on asset management, and community service levels. What this ratio indicates with a ratio of (.14) is that rates would need to have been increased by 14% within the 2017/18 financial year in order to reach breakeven point.

This would be an extremely harsh move in any one year however it does highlight the need for Council to review rates modelling. Officers will work towards the development of a rating strategy in the new year to address this issue over subsequent financial years.

Management Report

There were 7 findings within the Management Report. This report is attached for Council consideration. Officers have noted auditor's comments and responded with actions to be taken in the future to address concerns.

STATUTORY ENVIRONMENT:

Section 7.12A of the Local Government Act 1995 deals with the duties of Local Government with respect to audits as follows:

- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
 - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATIONS:

1. That Council accept the audited Annual Financial Statements for the Shire of Nannup, for the financial year 2017/18.
2. That Council acknowledges the findings of the management letter issued by AMD Accountants as a result of the audit of the Annual Financial Statements and endorses the comments provided by management.

VOTING REQUIREMENTS: Simple Majority.

STEVENSON/MELLEMA

That Council accept the audited Annual Financial Statements for the Shire of Nannup, for the financial year 2017/18.

CARRIED (7/0)

11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN: Nil

12. CLOSURE OF MEETING

There being no further business to discuss the Shire President declared the meeting closed at 4.07pm.



Shire of
Nannup
rest • connect • grow

Shire of Nannup

Bush Fire Advisory Committee Meeting

Committee Meeting held
Monday 4th February 2019
at 7.00pm in Council Chambers
at the Nannup Shire Office

BUSHFIRE ADVISORY COMMITTEE MINUTES

1. DECLARATION OF OPENING

Chairperson Cr Stevenson opened the meeting 7:03pm

2. RECORD OF ATTENDANCE/APOLOGIES

Attendance

(CS) Cr Cate Stevenson– Shire of Nannup Councillor (Chairperson)

(RM) Robin Mellema– Chief BFCO

(AK) Ashley Kidd– Deputy CBFCO

(JP) John Patman– Deputy CBFCO

(RB) Rob Bootsma – CESM

(IW) Ian Wishart – Carlotta Bush FCO

(AM) Andrew McNab – Scott River FCO

(PL) Paul Lamers– North Nannup FCO

(JB) Jeff Bennett – DBCA Donnelly

(MM) Mark Moore - DBCA Blackwood

(PT) Peter Thomas – DFES District Officer

(PF) Patricia Fraser – Shire of Nannup Councillor

(JJ) Jonathon Jones – Shire of Nannup Manager Infrastructure

Apologies

John Gaunt – Peerabeelup FCO

Mark Scott– Balingup Road FCO

Gerald Brown – Cundinup FCO

Vic Lorkiewicz– East Nannup FCO

Carey Curtis– Nannup Brook FCO

Steve Mulvaney– Darradup FCO

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

(CS) introduced Andrew McNab to the committee and announced Council had endorsed his position as Scott River FCO. (CS) asked Andrew if he knew of the members present he said not all of them. (CS) asked the committee to introduce themselves and their title at this meeting.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Motion

“The Minutes of the Bushfire Advisory Meeting of the Shire of Nannup held in the Council Chambers on 5th November 2018 be confirmed as a true and correct record”.

Moved: John Patman

CARRIED

Seconded: Ashley Kidd

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

(AK) Insurance for firefighters this was raised at our last meeting regarding is there any difference with the premiums if numbers of firefighters was decreased. (RB) stated there is no significant savings with the premiums if a small number was reduced. (JP) stated each brigade should look at their membership and remove any firefighters that have left or passed away. The membership list can be obtained from the CESM.

There was some discussion regarding the new training packages and when will they be introduced. (RB) stated the training package will be announced hopefully in May for trainers and assessors to start the new courses for new volunteer firefighters. (RB) informed the meeting they are similar to the old 12 modules except that each course can be broken down into elements to suit the individual or group to enable more flexibility with training competencies.

(RM) asked about a dedicated firefighting pump trailer for remote area water supply for firefighters. (RB) said it will need to be designed with particular specifications and quotations to be submitted for a capital grant before the end of March to DFES. The submission will go to a committee for consideration and an approval process.

6. REPORTS

6.1 Chief Bush Fire Control Officer –

- Nursery Road incident response was very good with (JP) & (RB) attending initially with brigades ready for deployment. (JP) said the 000 call from a neighbouring property was the correct course of action although the property owners had the fire under control eventually. (RM) was very happy with the response and readiness from all involved.
- On Australia Day an incident with a camper and an open fire with a half 44 gallon steel drum required Mark Scott to notify the campers to extinguish the fire. Mark provided photographs of the site with some burnt ground surrounding the fire.

6.2 Deputy Chief Fire Control Officer -

- (CS) asked about the Cadets and (AK) replied the Cadets have been on holidays and the Cadet program will recommence now that school has reconvened from the holiday break.

6.3 Brigade's FCO Report

6.3.1 Balingup Road FCO No Report

6.3.2 Carlotta FCO - (IW) Nothing to Report

6.4.3 Cundinup FCO – No Report

6.4.4 Darradup FCO (JP behalf of SM)

Shed progressing well, plumbing and electrical work to be completed.

6.4.5 East Nannup FCO – No Report

- 6.4.6 Nannup Brook FCO - No Report
- 6.4.7 North Nannup FCO – (PL) Nothing to Report
- 6.4.8 Peerabeelup FCO – No report
- 6.4.9 Scott River FCO –
- 6.5 Councillor –
(PF) asked (JP) if the new television is being used in the brigade. (JP) said it has been used during training with Burn-over procedure and other training. The television is necessary with training from downloading online files/videos from the eAcademy to assist visually before practical training occurs.
- 6.6 Ranger – (CS) asked if the Ranger (Leigh Fletcher) had been invited to the committee (RB) said no at this stage it was a formality to introduce the position to the meeting based on fire break information.
- 6.7 Community Emergency Services Manager/Training Coordinator –
Little to report other than to say (RB) has been seconded to DFES Manjimup Regional Head Quarters for at least 4 weeks as Acting Area Officer South looking after VFRS in Donnybrook/Balingup, Bridgetown/Greenbushes and Boyup Brook, also John Patman is acting CESM part time while Rob is in Manjimup.
- 6.8 Department of Fire and Emergency Services – Report attached
- 6.9 Department of Bio-diversity Conservation and Attractions (Parks & Wildlife) – Reports attached

The reports are accepted as read

Move Robin Mellema
Seconded John Patman

CARRIED

7. GENERAL BUSINESS

- 7.1 Plantation Harvesting FDI's
(MM) provided information with FPC and harvesters for their operations regarding the Fire Danger Index. The FDI used by DBCA is not the same FDI used by BoM and DFES Fire Prediction messages. DBCA and FPC do have working procedures for elevated FDI's. (RB) stated from discussions with DFES staff there is no easy way to convert FDI's using the different types of Rate Of Spread tools, namely the McArthur and Jarrah Forest tables. (RB) There is some confusion with the application of FDI's and the different departments. Andrew McNab said the climate in Scott River Plain is very different to rest of Nannup and the weather forecast he uses is for Scott River is the Witchcliffe weather station unless there is a Northerly.

(PT) said that to overcome the difficulty with notifying all private harvesters the shire could use the Telstra Information Messaging System (TIMS). DFES Manjimup Office uses this service to broadcast messages to brigades and staff.

7.2 Firebreak Notice/Variation to Firebreak (CS/RM)

(CS) was concerned that residents may not be receiving correct advice regarding Firebreak Notice. (CS) urged FCO's and others when providing firebreak information refer to the Firebreak Notice with the specification so there is no confusion. (CS) also mentioned if areas of land could not comply due to terrain or other obstacles then a Variation to Firebreak form can be discussed with the FCO. The forms are available from the office or online at the Shire website.

7.3 Cockatoo Valley (JJ)

(JJ) provided the history with the development stages and different developers during The Valley and Cockatoo Valley projects. Originally the Strategic Fire Break (SFB) around most of the perimeter was arranged by the residents (\$30 each resident invoiced) employing a contractor to perform the SFB; this process started some 10 years ago. This became problematic and the shire stepped to organise for the SFB (\$50 invoiced currently to residents and not all residents paying) to be carried out as per developers plan. (JJ) also mentioned that there is a SFB access from the development to the state forest but there are large Jarrah trees in the SFB that requires one tree to be removed and that the SFB is on private property. Options are to remove the tree which will cost at least \$5,000 or continue the perimeter SFB to the Brockman Hwy and some part of the SFB will require permission from DBCA. (JJ) is in consultation with DBCA to seek approval and for DBCA to install a firebreak in their tenure.

7.4 MAF 2018/2019 (JJ/RB)

(JJ) and (RB) informed the committee the stage of the MAF18/19 project. Currently the money awarded for the project (\$476,500) is approximately half spent with a further \$90,000 of gravel to be purchased. Recently (JJ) instructed a contractor to provide a quote to chemically spray the mulching areas in Jalbarragup and Barrabup localities. The remainder of the project including other areas will start up in early April to complete the project ready for reporting back to state government for final summary and acquittal.

7.5 Fire handover template (RB)

(RB) sent out an email to counterparts at other shires with no response to a handover document. (RB) will liaise with the Chief and Deputy Chiefs to develop a handover form to enable the local incident controller to handover to the property owner the responsibilities of monitoring and patrolling the incident.

Other Business

- (RM) ask that (RB) develop a grant proposal for a trailer mounted pump and accessories for firefighting purposes. (RB) said the trailer will need to have specifications and equipment and he would liaise with the Chief & Deputy Chiefs.

Motion

“The CESM progress with a capital grant item expenditure for a water pump trailer complete with ancillary equipment for the purpose of providing a water supply to firefighters with Robin Mellema, Ashley Kidd and John Patman for the annual DFES LGGs submission by the end of March 2019”.

Moved: Robin Mellema

CARRIED

Seconded: John Patman

- ID cards be organised for FCO's and Fire Break Inspector.
- (JJ) explained the new water usage charges to be implemented by the Water Corporation. Shire use only at depot would be charged at \$2.53/kL and commercial water rate charges to be \$8.53/kL. To ensure fire brigades or the shire does not pay for water for fire suppression or training a dedicated and marked hydrant can be installed. The Recreation Centre has hydrants at the rear of the complex a hydrant could be designated and locked for the purpose but it will need approval from Water Corporation. (JJ) will liaise with Water Corp to ascertain the best solution.
- Terms of Reference (JJ) introduced some documents relating to ToR, Code of Conduct, Declaration of Interest and Proximity. These documents are required for committees operating under the shires corporate governance. (JJ) asked the committee to read and provide feedback so he can submit to Council these documents with approval from BFAC.
- (AK) enquired about the water supply tank in the Barrabup Shire Reserve with the inability to fill the new North Nannup 4.4B, (RB) stated the pipework is not suitable to gravity feed the appliance with a sufficient flow rate. An alternative would be to install larger pipework at current roadside level. (AK) asked when would this occur (RB) said as soon as possible.
- (CS) asked about the ESL fund allocation and should brigades provide an equipment list for (RB) to work through buying equipment. (RB) asked if brigades could provide the brigade list, a date was decided for a response from brigades and the list as 15th February 2019.
- Total Fire Bans (AK) said there was some confusion with advertised documents the location of TFB's. (PT) explained the process with announcing the TFB and the Harvest Vehicle Movement Ban (HVMB). There are various reasons why a TFB is imposed ranging from weather to resource availability. HVMB is decided by LG and if area is in a TFB and the FDI reaches 35 and above the Bush Fires Act states the LG must announce a HVMB. (AM) was concerned with announcing a HVMB for the whole shire as Scott River has a different weather pattern. (PT) also mentioned areas of the shire can be separated out so the HVMB is not affecting those areas.

8. DATE FOR NEXT MEETING PROPOSED

Monday 6th May 2019 at 7:00pm (1900 hrs)

9. CLOSURE OF MEETING – 8:54pm



NANNUP SHIRE LEMC MINUTES

Meeting held 6th February 2019

CESM

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SHIRE OF NANNUP

Local Emergency Management Advisory Committee

Wednesday 6th February 2019
Held at the Council Chambers

MINUTES

1. OPENING

Tony Dean chaired the meeting and declared the meeting open at 3:02pm

2. ATTENDANCE & APOLOGIES

Attendance:

(TD) Cr Tony Dean – President Shire of Nannup (Chairman)
(DT) Mr David Taylor – Shire of Nannup Chief Executive Officer
(RB) Mr Rob Bootsma – Nannup CESM Executive Officer
(LS) Mrs Louise Stokes – Shire of Nannup Community Development Officer
(Ms RB) Ms Roma Boucher – Department of Communities
(NH) Mr Nathan Hall - Area Officer Leeuwin, DFES
(JJ) Mr Jonathan Jones – Nannup Manager Infrastructure
(MM) Mr Mark Moore – Forest Officer Blackwood - DBCA

Apologies were received from:

Mr Vik Cheema – Office of Emergency Management.
Mrs Judy Kemp – Country Women’s Association
Mr Arron Kelemen – Nannup Police Constable
Mr Simon Bickers – Nannup Police Sergeant
Mr Josh Jackson – Water Corporation Blackwood
Ms Leonie Lynch - Department of Communities
Mr Mark Hunt - Department of Communities
Mrs Felicity Dear – Nannup District Senior High School Principle
Cr Robin Mellema – Deputy President Shire of Nannup
Mr Ian Guthridge – Dept of Primary Industries & Regional Development.

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

No petitions/deputations or presentations.

(LS) informed the committee through the chair that Felicity Dear will be replaced by Elizabeth Jones for 12 months as Nannup District Senior High School Principle. Also could the information be change in the LEMC contact list. (RB) to action.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the meeting minutes of Local Emergency Management Advisory Committee meeting held Wednesday 1st August 2019 be confirmed as true and correct.

Moved – Mr Nathan Hall
Seconded – Mr Jonathon Jones

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES –

(TD) asked about the Mitigation Activity Fund 2018/2019. (RB) provided informed the committee the project was performing as per works schedule and asked (JJ) money spent so far. (JJ) informed the committee the project has spent approximately \$222,000 up to mid December 2018. Other works in MAF18/19 are required with third party contractors to quote. Recently a weed spraying contractor provided a quote for spraying previous mulching work performed prior to Christmas 2018. The shire will need to purchase \$90,000 of gravel, this was removed from shire gravel supplies, this will recoverable through the MAF18/19 monies.

(LS) also mentioned from the previous minutes paragraph 2, General Business (RB) to investigate with Telstra the boosting of mobile signal strength during shire events. (RB) stated nothing has been done, expressing difficulty with liaising with someone within Telstra to communicate the issue. (RB) said the only contact he had was Boyd Brown as Telstra SW Manager, (Ms RB) said Boyd Brown is no longer Telstra SW Manager but is now Telstra State Manager. (Ms RB) would find out the local Telstra representative and pass on to (RB).

6. REPORTS

6.1 (RB) informed the committee from late notice was offered the opportunity to fulfil the role of Acting Area Officer South in the DFES Regional Head Quarters Manjimup Office. The CEO and Manager Infrastructure approved with a shire employee acting in the role of CESM on a part time basis. John Patman – Deputy Chief Bush Fire Control Officer was appointed the position.

6.2 (NH) Report provided.

6.3 (Ms RB) Report provided

6.4 (MM) No Report

6.5 (JJ) No Report other than what has been already mentioned.

6.6 (DT) Council meeting evacuation exercises were performed and some staff and employees have also performed evacuations as an ongoing training requirement.

7. GENERAL BUSINESS

7.1 Water Corporation activity test (last minutes)

(TD) asked (RB) the agenda item inclusion; (RB) informed the committee at the last LEMC meeting in August 2018 the Water Corporation representative Joshua Jackson mentioned the Water Corporation had developed small activities for desktop emergency exercises. Also he could provide some of these exercises to assist LEMC meeting. (RB) said he would contact him so the next meeting we may be able to perform an exercise.

GENERAL BUSINESS around the table

(LS) Informed the committee the Nannup DSHS are currently performing emergency exercises as part of their education program.

The Shire of Nannup LEMA documents; Plan B Contacts and Recovery Plan were updated and ready for the committee to provide any other amendments. (RB) will distribute these plans to all committee members for their input. The feedback will need to be by Friday 1st March 2019 so they can be amended from LEMC member's feedback ready for Council meeting endorsement in March 2019.

Red Cross are located in Nannup and recently introduced a readiness project with varied success. The Shire of Nannup is resource poor and was unable to commit personnel to all presentations.

Also (LS) mentioned she has completed the AIMS17 course presented by DFES.

(Ms RB) asked the committee who will fill out the Impact Assessment from the Recovery Plan document. (LS) stated more than likely a Local Government representative. (Ms RB) said there could be several numbers of assessments to be written out if a significant event occurred, (LS) said if that was the case state government assistance would be sought.

(LS) will look into LEMA documents to be made available on the shire website by liaising with other shires. Will need to remove confidential information before placing onto shire website.

8. NEXT MEETING

Wednesday 1st May 2019 at 3:00pm at the Shire Office – Council Chambers.

9. CLOSURE OF MEETING

Meeting was closed at 3:47pm.

Attachment 12.1.1

Register of Delegated Development Approvals

Application Number	Owner's Name	Applicant's Name	Assessment Number	Property Address	Type of Development	Works or Use	Proposed cost of development	Date Received	Advertised	Issue Date	Authority
2018/53	Stefan Murphy	WA Country Builders	A1687	Lot 801 Dean Rd, Nannup	Building envelope extension	Works & Use	\$335,752.00	11/12/2018	Yes - 2 weeks	4/01/2019	Delegated - CEO
2018/54	Leigh Fletcher	Leigh Fletcher	A417	Lot 129 (24) Carey St, Nannup	Overheight outbuilding	Works	\$15,000.00	11/12/2018	Yes - 2 weeks	4/01/2019	Delegated - CEO
2018/55	Paul & Felicity Martin	Paul & Felicity Martin	A1611	Lot 43 (4) Redtail Ramble, Nannup	Oversize outbuilding	Works	\$3,500.00	12/12/2018	Yes - 2 weeks	4/01/2019	Delegated - CEO
2018/56	Brendan & Vanessa Ashdown	Busseton Sheds Plus	A1231	Lot 16 (13) Perks Rd, Cundinup	Oversize outbuilding	Works	\$28,000.00	17/12/2018	Yes - 2 weeks	7/01/2019	Delegated - CEO
2018/57	Robert Thomas & Lena Wickison	Robert Thomas & Lena Wickison	A1816	Lot 1233(15) Diggers Green, Nannup	Retaining wall over 0.9m	Works	\$3,000.00	21/12/2018	No	4/01/2019	Delegated - CEO



Nannup - Compliance Audit Return 2018

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		Tracie Bishop
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		Tracie Bishop
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		Tracie Bishop
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Tracie Bishop
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Tracie Bishop



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Tracie Bishop
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Tracie Bishop
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Tracie Bishop
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Tracie Bishop
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	Yes		Tracie Bishop
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Tracie Bishop
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Tracie Bishop
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Tracie Bishop
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Tracie Bishop
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Tracie Bishop
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Tracie Bishop
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes		Tracie Bishop
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Tracie Bishop

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



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Tracie Bishop
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Tracie Bishop
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Tracie Bishop
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		Tracie Bishop
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		Tracie Bishop
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Tracie Bishop
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Tracie Bishop
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Tracie Bishop
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Tracie Bishop
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Tracie Bishop
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Tracie Bishop
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Tracie Bishop



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Tracie Bishop
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Tracie Bishop

Disposal of Property

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

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Tracie Bishop
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Tracie Bishop
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Tracie Bishop
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Tracie Bishop
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	Yes		Tracie Bishop
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	Yes		Tracie Bishop



No	Reference	Question	Response	Comments	Respondent
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	There were no issues raised within the Audit Report that required action. However there were issues raised within the Management letter that have been actioned and will be reported to Council at the next Audit Committee meeting.	Tracie Bishop
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes	Refer Question 7 above	Tracie Bishop
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	Refer Question 7 above	Tracie Bishop
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Tracie Bishop
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Tracie Bishop
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Tracie Bishop
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Tracie Bishop
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Tracie Bishop



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No	Reference	Question	Response	Comments	Respondent
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	Yes	The review in accordance with Regulation 17 of the Local Govt (Audit) Regulations 1996 was last completed in June 2016. Guidelines released from the Department have revised the time-frames surrounding this Audit. As a result of these guidelines the new review is required to be completed by June 2019. Currently Council is calling for quotes from an external qualified audit to complete this to comply.	Tracie Bishop
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	Yes	Please refer Question 15 above	Tracie Bishop



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	22/06/2017	Tracie Bishop
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Tracie Bishop
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	27/04/2017	Tracie Bishop
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Tracie Bishop
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	25/05/2017	Tracie Bishop
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	22/06/2017	Tracie Bishop
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	25/05/2017	Tracie Bishop



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Tracie Bishop
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Tracie Bishop
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Tracie Bishop
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Tracie Bishop
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Tracie Bishop



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

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	No	No tenders were called in year under review	Tracie Bishop
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Tracie Bishop
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	N/A		Tracie Bishop
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	N/A		Tracie Bishop



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Tracie Bishop
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	N/A		Tracie Bishop
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Tracie Bishop
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Tracie Bishop
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	N/A		Tracie Bishop
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	N/A		Tracie Bishop
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Tracie Bishop
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Tracie Bishop
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Tracie Bishop
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Tracie Bishop
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Tracie Bishop
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Tracie Bishop



No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Tracie Bishop
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Tracie Bishop
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Tracie Bishop
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Tracie Bishop
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Tracie Bishop
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Tracie Bishop
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Tracie Bishop
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Tracie Bishop
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	N/A		Tracie Bishop



Department of
**Local Government, Sport
and Cultural Industries**

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

Signed Mayor / President, Nannup

Signed CEO, Nannup



**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 January 2019**

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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SHIRE OF NANNUP
Information Summary
For the Period Ended 31 January 2019

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 16 January 2019 of \$2,315,375.

Items of Significance

The material variance adopted by the Shire of Nannup for the 2018/19 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	74%	-\$ 898,298	-\$ 1,623,849	-\$ 667,540
Non-operating Grants, Subsidies and Contributions	73%	-\$ 488,000	-\$ 488,000	-\$ 355,506
	74%	-\$ 1,386,298	-\$ 2,111,849	-\$ 1,023,046
Rates Levied	100%	\$ 1,705,864	\$ 1,705,864	\$ 1,712,311

% Compares current ytd actuals to annual budget

Financial Position	Prior Year 30		Current Year 30		Note
	June 2018		June 2019		
Adjusted Net Current Assets	177%	\$ 1,498,234	\$ 2,650,888		3
Cash and Equivalent - Unrestricted		\$ 1,452,083	\$ 2,017,638		3 & 4
Receivables - Rates	144%	\$ 302,196	\$ 435,564		3 & 6
Receivables - Other	390%	\$ 14,964	\$ 58,356		3 & 6
Payables	24%	\$ 402,731	\$ 97,584		3

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

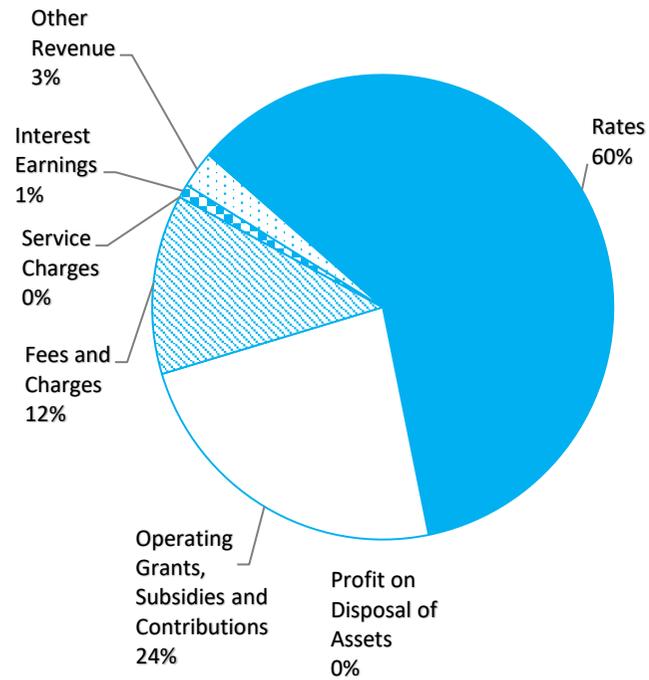
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

Preparation

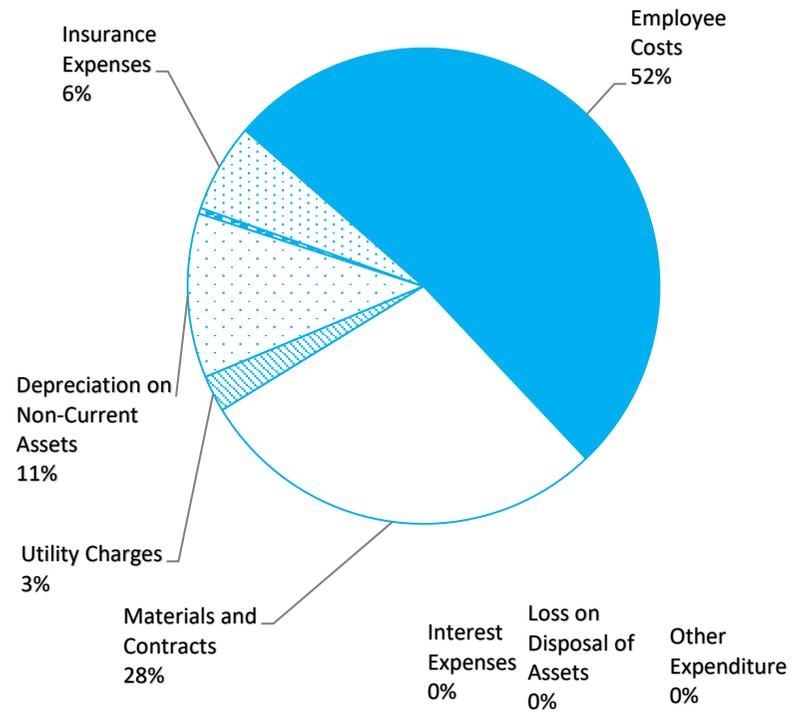
Prepared by: Robin Lorkiewicz
 Reviewed by: Tracie Bishop
 Date prepared: 20/02/2019

**SHIRE OF NANNUP
Information Summary
For the Period Ended 31 January 2019**

Operating Revenue



Operating Expenditure



SHIRE OF NANNUP
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 January 2019

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		1,453,924	1,453,924	1,453,632	(292)	(0%)	
Revenue from operating activities							
Governance		0	0	0	0		
General Purpose Funding - Rates	9	1,705,864	1,705,864	1,712,311	24,180	7%	
General Purpose Funding - Other		703,964	351,982	376,162	(259,700)	(72%)	
Law, Order and Public Safety		720,790	360,395	100,695	(259,700)	(72%)	
Health		12,975	6,488	13,026	6,539	101%	
Education and Welfare		29,819	14,909	172,886	157,976	1060%	
Housing		16,000	8,000	8,000	0	0%	
Community Amenities		276,868	138,434	264,267	125,833	91%	
Recreation and Culture		19,936	9,968	7,968	(2,000)	(20%)	
Transport		62,284	31,142	109,337	78,195	251%	
Economic Services		24,730	12,365	66,082	53,717	434%	
Other Property and Services		110,000	55,000	3,474	(51,526)	(94%)	
		3,683,230	2,694,547	2,834,208			
Expenditure from operating activities							
Governance		(1,042,323)	(521,162)	(461,446)	59,716	11%	
General Purpose Funding		(111,941)	(55,971)	(31,423)	24,547	44%	
Law, Order and Public Safety		(881,283)	(440,642)	(378,542)	62,100	14%	
Health		(54,951)	(27,475)	(32,878)	(5,403)	(20%)	
Education and Welfare		(135,746)	(67,873)	(55,881)	11,992	18%	
Housing		(30,410)	(15,205)	(17,344)	(2,139)	(14%)	
Community Amenities		(385,478)	(192,739)	(183,745)	8,994	5%	
Recreation and Culture		(262,088)	(131,044)	(121,645)	9,399	7%	
Transport		(1,548,135)	(774,067)	(387,864)	386,203	50%	
Economic Services		(165,345)	(82,672)	(124,817)	(42,145)	(51%)	
Other Property and Services		(862,303)	(431,152)	(387,001)	44,151	10%	
		(5,480,003)	(2,740,001)	(2,182,586)			
Financing Costs							
Community Amenities		(9,868)	(4,934)	(2,209)	2,724	(55%)	
		(9,868)	(4,934)	(2,209)			
Operating activities excluded from budget							
Add back Depreciation		821,280	410,640	215,027	(195,613)	(48%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	118,126	118,126	(28,646)	(146,772)	(124%)	▼
Adjust Provisions and Accruals		0	0	54,033	54,033		▲
Amount attributable to operating activities		(867,235)	478,378	889,825			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	488,000	244,000	355,506	111,506	46%	▲
Proceeds from Disposal of Assets	8	131,818	65,909	71,364	5,455	8%	
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(150,000)	(75,000)	(78,121)	(3,121)	(4%)	
Infrastructure Assets - Roads	13	(495,036)	(247,518)	(133,239)	114,279	46%	▲
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		
Plant and Equipment	13	(228,000)	(114,000)	(234,619)	(120,619)	(106%)	▼
Furniture and Equipment	13	(18,000)	(9,000)	(6,269)	2,731	30%	▲
Amount attributable to investing activities		(271,218)	(135,609)	(25,378)			
Financing Activities							
Proceeds from New Debentures		(350,000)	(350,000)	(350,000)	0	0%	
Proceeds from Advances		350,000	350,000	350,000	0	0%	
Self-Supporting Loan Principal		43,386	21,693	22,651	958	4%	
Transfer from Reserves	7	293,500	146,750	0	(146,750)	(100%)	▼
Repayment of Debentures	10	(43,386)	(21,693)	(22,651)	(958)	(4%)	
Transfer to Reserves	7	(602,000)	(301,000)	(2,704)	298,296	99%	▲
Amount attributable to financing activities		(308,500)	(154,250)	(2,704)			
Closing Funding Surplus(Deficit)	3	6,971	1,642,443	2,315,375			

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 January 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)		1,453,924	1,453,924	1,453,632	(292)	(0%)	
Revenue from operating activities							
Rates	9	1,705,864	1,705,864	1,712,311	6,447	0%	
Operating Grants, Subsidies and Contributions	11	1,390,938	695,469	667,540	(27,929)	(4%)	
Fees and Charges		421,404	210,702	354,521	143,820	68%	▲
Service Charges		0	0	0	0		
Interest Earnings		43,868	21,934	26,948	5,015	23%	
Other Revenue		121,156	60,578	72,885	12,307	20%	
		3,683,229	2,694,547	2,834,206			
Expenditure from operating activities							
Employee Costs		(1,751,166)	(875,583)	(991,489)	(115,906)	(13%)	▼
Materials		(2,292,407)	(1,146,203)	(545,769)	600,434	52%	▲
Contracts		(221,000)	(110,500)	(316,843)	(206,343)	(187%)	▼
Utility Charges		(92,249)	(46,124)	(48,029)	(1,904)	(4%)	
Depreciation on Non-Current Assets		(821,280)	(410,640)	(215,027)	195,613	48%	▲
Interest Expenses		(9,868)	(4,934)	(7,501)	(2,567)	(52%)	
Insurance Expenses		(182,575)	(91,288)	(116,501)	(25,214)	(28%)	
Other Expenditure		(1,200)	(600)	0	600	100%	▲
(Profit)/Loss on Sale of Assets		(118,126)	(59,063)	56,364	115,427	195%	
		(5,489,870)	(2,744,935)	(2,184,796)			
Operating activities excluded from budget							
Add back Depreciation		821,280	410,640	215,027	(195,613)	(48%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	118,126	118,126	(28,646)	(146,772)	(124%)	▼
Adjust Provisions and Accruals		0	0	54,033	54,033		▲
Amount attributable to operating activities		(867,235)	478,378	889,824			
Investing activities							
Non-Operating Grants, Subsidies and Contributions	11	488,000	244,000	355,506	111,506	46%	▲
Proceeds from Disposal of Assets	8	131,818	65,909	71,364	5,455	8%	
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(150,000)	(75,000)	(78,121)	(3,121)	(4%)	
Infrastructure Assets - Roads	13	(495,036)	(247,518)	(133,239)	114,279	46%	▲
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		
Plant and Equipment	13	(228,000)	(114,000)	(234,619)	(120,619)	(106%)	▼
Furniture and Equipment	13	(18,000)	(9,000)	(6,269)	2,731	30%	▲
Amount attributable to investing activities		(271,218)	(135,609)	(25,378)			
Financing Activities							
Proceeds from New Debentures		(350,000)	(175,000)	(350,000)	(175,000)	100%	
Proceeds from Advances		350,000	175,000	350,000	175,000	100%	▲
Self-Supporting Loan Principal		43,386	21,693	22,651	958	4%	
Transfer from Reserves	7	293,500	146,750	0	(146,750)	(100%)	▼
Repayment of Debentures	10	(43,386)	(21,693)	(22,651)	(958)	(4%)	
Transfer to Reserves	7	(602,000)	(301,000)	(2,704)	298,296	99%	▲
Amount attributable to financing activities		(308,500)	(154,250)	(2,704)			
Closing Funding Surplus (Deficit)	3	6,971	1,642,443	2,315,375	672,932	41%	▲

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.

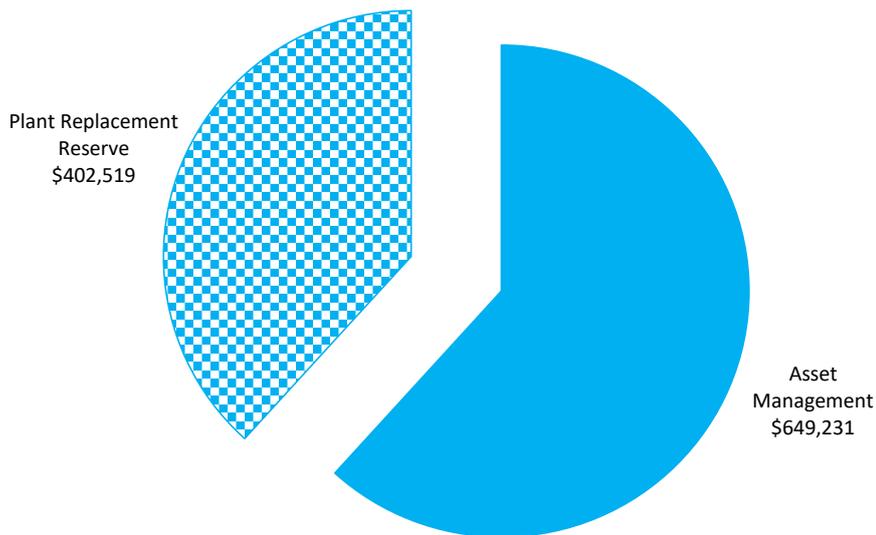
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NANNUP
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 January 2019

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	(78,121)	0	0	(150,000)	(78,121)	(78,121)
Infrastructure Assets - Roads	13	(133,239)	0	(495,036)	(495,036)	(133,239)	361,797
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
Proceeds from Advances		0	0	350,000	350,000	350,000	0
Plant and Equipment	13	(234,619)	0	(228,000)	(228,000)	(234,619)	(6,619)
Furniture and Equipment	13	(6,269)	0	0	(18,000)	(6,269)	(6,269)
Capital Expenditure Totals		(452,247)	0	(373,036)	(541,036)	(102,247)	270,789
Capital acquisitions funded by:							
Capital Grants and Contributions				(171,140)	(142,000)	(73,393)	
Borrowings				(350,000)	(350,000)	350,000	
Other (Disposals & C/Fwd)				65,909	131,818	71,364	
Council contribution - Cash Backed Reserves							
Asset Management		0	0	\$649,231	(100,000)	0	(649,231)
Plant Replacement Reserve		0	0	\$402,519	(138,000)	0	(402,519)
Council contribution - operations				(969,556)	57,146	(450,219)	
Capital Funding Total				(373,036)	(541,036)	(102,247)	

Capital



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

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	20 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 to 60 years	Straight Line
Kerbs	100 years	Straight Line
Parks & Gardens	50 to 75 years	Straight Line
Water Supply Piping and Draing Systems	75 to 130 years	Straight Line
Bridges	90 to 110 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

Revenues 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 January 2019

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 2018/19 year is \$30,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$		
GRANTS AND SUBSIDIES - OPERATING	1,500	Permanent	Small Library activation grant for Seniors
FEES AND CHARGES	200	Permanent	Small increase in fees & charges overall
INTEREST EARNINGS	2,000	Permanent	Increase in instalment interest
OTHER REVENUE	90,000	Permanent	Sale of Council gravel for Bushfire Mitigation Project
Operating Expense			
			Overall cost of employment remains stable. Variations are the result of Mechanic reducing hours and a Workers Compensation claim. However portion of wages now covered within grant funding resulting in an overall saving from Council revenue which will now be used in other areas.
EMPLOYEE COSTS	124,000	Permanent	
MATERIAL AND CONTRACTS	-142,650.00	Permanent	Large variance as result of Bushfire Mitigation works not included within budget.
	<u>-18,650.00</u>		
Capital Revenue			
			The receipt of Bushfire Mitigation funding has resulted in a significant grant increase for 18/19. This has resulted in rate income previously being allocated to wages now being moved to reserve funds
GRANTS, SUBSIDIES AND CONTRIBUTIONS	472,000	Permanent	
	<u>\$472,000.00</u>		
Capital Expenses			
PLANT AND EQUIPMENT	-15,000.00	Permanent	Purchase of Grave Shoring system
INFRASTRUCTURE ASSETS - OTHER	-472,000.00	Permanent	No Material Variance
	<u>-487,000.00</u>		
Other Items			
TRANSFER TO RESERVES	-652,000.00	Permanent	No Material Variance
RATE REVENUE	10,000	Permanent	Interim rating higher than anticipated
OPENING FUNDING SURPLUS (DEFICIT)	588,921	Permanent	As per Council Resolution 18187 Acceptance of Shire of Nannup Annual Report 2017/18
	<u>-53,079.00</u>		

Gross (Deficit) / Surplus Expected	ORIG EST
Revenue	\$ 93,700.00
Expenditure	-\$ 18,650.00
Capital	-\$ 15,000.00
Other Items	-\$ 53,079.00
Projected (Deficit) / Surplus	\$ 6,971.00

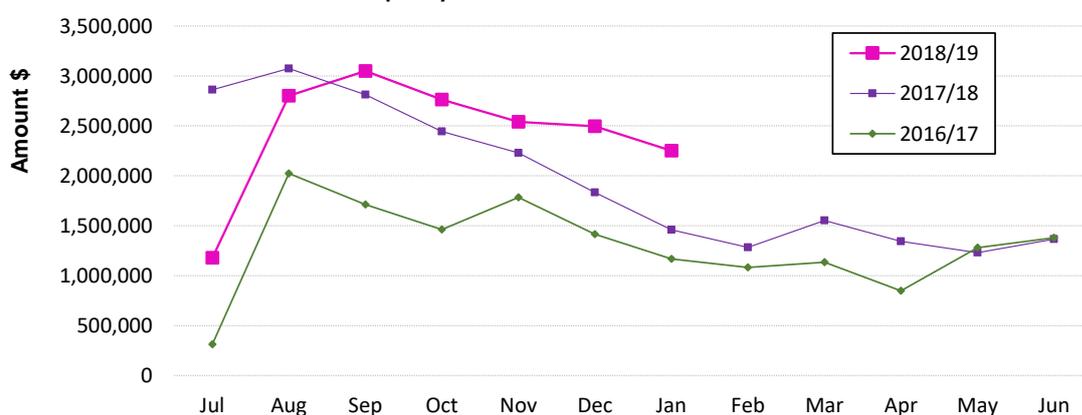
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2018	31 Jan 2018	31 Jan 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,534,384	1,452,083	2,150,728
Cash Restricted - Conditions over Grants	11	(725,551)	0	0
Cash Restricted	4	(19,456)	1,979,044	2,017,638
Receivables - Rates & Rubbish		147,487	302,196	435,564
Receivables - Other	6	171,679	14,964	58,356
Interest / ATO Receivable/ Trust	6	33,247	16,674	376,586
Inventories		6,240	6,240	6,240
		2,148,031	3,771,202	5,045,114
Less: Current Liabilities				
Payables		(402,731)	(0)	(97,584)
Provisions		(364,580)	(346,693)	(310,546)
		(767,311)	(346,694)	(408,131)
Less:				
Cash Reserves	7	19,456	(1,979,044)	(2,017,638)
Restricted Assets		(19,324)	(5,052)	(4,324)
YAC Committee		(16,250)	(16,250)	(16,250)
ATO Liability	10	(33,844)	(57,197)	(48,289)
Loans receivable - Clubs/Institutions		(49,953)	(955)	(17,429)
		(49,953)	(2,058,498)	(2,103,931)
Add:				
Cash Backed Long Service Leave		122,864	132,224	117,836
		122,864	132,224	117,836
		1,453,632	1,498,234	2,650,888

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	1,550,478			1,550,478	CBA	Tiered	At Call
Reserve Bank Account		17,638		17,638	CBA	Tiered	At Call
Trust Bank Account			0	0	CBA	Tiered	At Call
Cash On Hand	250			250	N/A	Nil	On Hand
(b) Term Deposits							
Municipal	600,000			600,000	CBA	2.71%	14-Feb-19
Reserves		2,000,000		2,000,000	CBA	2.71%	14-Feb-19
Total	2,150,728	2,017,638	0	4,168,367			

Comments/Notes - Investments

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

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(Deficit)				865,003
	Surplus Brought Forward amendment				588,921		1,453,924
	Expenditure and Income Net from original Budget					(865,003)	588,921
	Operating Permanent Changes						
	Governance						
103620.02	Painting of internal walls - Administration building		Operating Expenses			(14,000)	574,921
101420.02	Refreshments		Operating Expenses			(3,000)	571,921
101620.02	Grants		Operating Expenses			(1,000)	570,921
103720.02	Computer Maintenance		Operating Expenses			(10,000)	560,921
103550.09	Asset Management Reserve Transfer In	18187	Operating Expenses			(85,000)	475,921
103540.09	Equipment Reserve	18187	Operating Expenses			(20,000)	455,921
103550.09	Infrastructure Reserve		Operating Expenses			(50,000)	405,921
	General Purpose Funding						
100110.21	Rate Income		Operating Revenue		10,000		415,921
102610.25	Instalment Interest		Operating Revenue		2,000		417,921
104920.02	Staff Training		Operating Expenses			(2,000)	415,921
103820.02	Printing and Stationery		Operating Expenses			(6,000)	409,921
104120.02	Postage		Operating Expenses			(2,000)	407,921
	Law & Order						
108020.02	Animal Control expenses		Operating Expenses			(7,000)	400,921
106020.02	Firebreak Inspections		Operating Expenses			(5,000)	395,921
109730.60	Bushfire Mitigation works- employee costs		Operating Expenses			(102,000)	293,921
109730.60	Bushfire Mitigation works		Operating Expenses			(150,000)	143,921
109730.60	Bushfire Mitigation works		Operating Expenses			(220,000)	(76,079)
108430.23	Fines & Penalties - Ranger		Operating Revenue		2,000		(74,079)
108330.23	Dog Registrations		Operating Revenue		1,000		(73,079)
169930.24	Grant - Emergency Management Plan Review		Capital Revenue		472,000		398,921
	Education & Welfare						
116530.02	CDO Initiatives		Operating Expenses			(3,500)	395,421
111230.02	Community Development Grants		Operating Expenses			(14,000)	381,421
111320.02	Youth Programs		Operating Expenses			(1,000)	380,421
	Housing						
117120.02	Staff Housing Maintenance	18187	Operating Expenses			(6,000)	374,421
117230.23	Rental Income		Operating Revenue			(4,800)	369,621
	Community Amenities						
117720.02	Waste Management Site	18187	Operating Expenses			(40,000)	329,621
118030.23	Mobile Bin Charges		Operating Revenue		2,000		331,621
118320.09	Waste Management Site Reserve transfer in	18187	Operating Expenses			(20,000)	311,621
121720.02	Town Planning Scheme		Operating Expenses		6,000		317,621
123020.02	Cemetery Operations & Maintenance	18187	Operating Expenses			(15,000)	302,621
123220.01	Employee costs		Operating Expenses			(3,000)	299,621
	Recreation and Culture						
129930.22	Activation grant - Seniors		Operating Revenue		1,500		301,121
129220.02	Library Office Expenses		Operating Expenses			(1,500)	299,621
	Transport						
132120.02	Footpath Program		Operating Expenses			(40,000)	259,621
134100.02	Road Verge Maintenance		Operating Expenses		40,000		299,621
132400.02	Traffic Signs Control		Operating Expenses			(5,000)	294,621
133800.01	Local Road Maintenance employee cost		Operating Expenses		102,000		396,621
134800.09	Gravel Reserve Reserve Contribution In		Operating Expenses			(142,000)	254,621
136820.09	Plant Reserve - Transfer In	18187	Operating Expenses			(120,000)	134,621
	Economic Development						
139620.02	Regional Promotion		Operating Expenses			(4,650)	129,971
139660.02	Riverside trail		Operating Expenses			(9,000)	120,971
999999.09	Gryscillus Road Surveying	18187	Operating Expenses			(30,000)	90,971
139120.02	Caravan Park Legal Costs		Operating Expenses			(5,000)	85,971
	Other Property & Services						
143120.02	Training Budget		Operating Expenses			(4,000)	81,971
144620.02	OHS Training Budget		Operating Expenses			(5,000)	76,971
144720.01	Plant Overhead wages		Operating Expenses		25,000		101,971
143230.30	Sale of Materials		Operating Revenue		90,000		191,971
	Capital Expenditure						
199920.09	Restricted Assets - For integrated planning, Niche Wall installation & WBAC Regional promotion 19/20, Quannup Carried Forwards		Capital Expenses			(85,000)	106,971
999999.09	Strategic Initiatives Reserve Initial Transfer In		Capital Expenses			(100,000)	6,971
				0	1,342,421	(2,200,453)	6,971

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

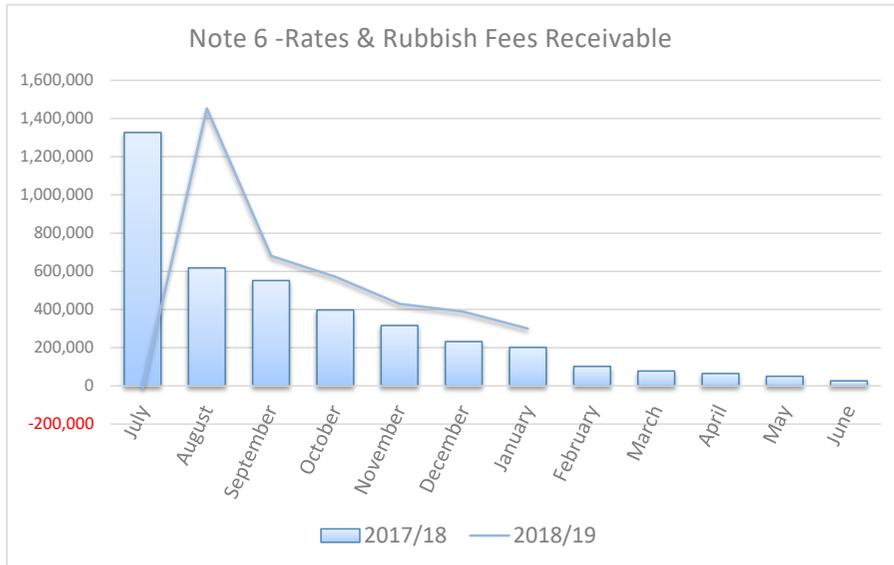
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 6: Receivables

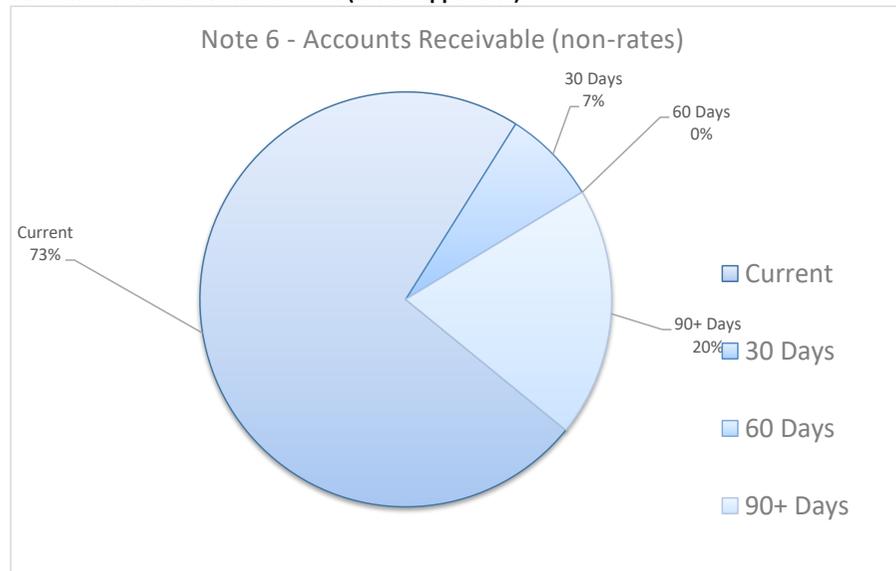
Receivables - Rates Receivable	31 Jan 2019	30 June 2018
	\$	\$
Opening Arrears Previous Years	94,693	68,506
Levied this year	1,711,944	1,591,879
Less Collections to date	(1,412,446)	(1,565,692)
Equals Current Outstanding	394,191	94,693
Net Rates Collectable	394,191	94,693
% Collected	82.51%	94.30%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	43,689	4,422	0	11,628	59,739
Balance per Trial Balance					
Sundry Debtors					58,356
Receivables - Other					376,586
Total Receivables General Outstanding					434,943
				Error Check	0.00

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates

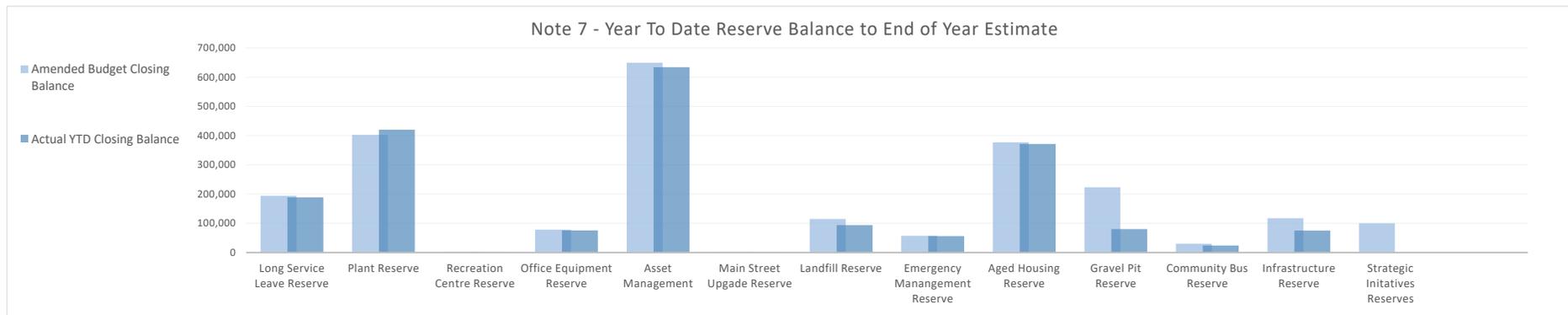
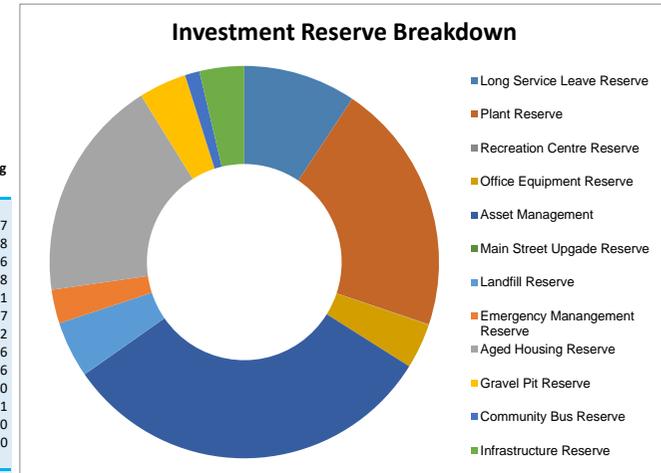


Comments/Notes - Receivables General

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 7: Cash Backed Reserve

Name	Opening Balance 1/7/2018	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	\$ 188,703	\$ 5,000	\$ 274	\$ 0	\$ 0	\$ 0	\$ 0	\$ 193,703	\$ 188,977
Plant Reserve	419,519	1,000	609	120,000	0	(138,000)	0	402,519	420,128
Recreation Centre Reserve	545	1,500	1	0	0	0	0	2,045	546
Office Equipment Reserve	75,458	500	110	20,000	0	(18,000)	0	77,958	75,568
Asset Management	633,231	1,000	919	115,000	0	(100,000)	0	649,231	634,151
Main Street Upgrade Reserve	57	1,000	0	0	0	0	0	1,057	57
Landfill Reserve	93,746	1,000	136	20,000	0	0	0	114,746	93,882
Emergency Management Reserve	56,234	1,000	82	0	0	0	0	57,234	56,316
Aged Housing Reserve	370,827	6,000	538	0	0	0	0	376,827	371,366
Gravel Pit Reserve	80,000	1,000	0	142,000	0	0	0	223,000	80,000
Community Bus Reserve	24,376	1,000	35	5,000	0	0	0	30,376	24,411
Infrastructure Reserve	75,000	0	0	80,000	0	(37,500)	0	117,500	75,000
Strategic Initiatives Reserves	0	0	0	100,000	0	0	0	100,000	0
	2,017,697	20,000	2,704	602,000	0	(293,500)	0	2,346,197	2,020,401



SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

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	\$	\$	\$	\$	\$	\$	\$	\$
P170	Hyundai Sonata	15,000	16,364	1,364		131,818	131,818		0
P558	Volvo Backhoe	85,010	55,000		(30,010)				
		0	71,364	1,364	(30,010)	131,818	131,818	0	0

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual			Total Revenue	Amended Budget			
				Rate Revenue	Interim Rates	Back Rates		Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	8.6979	418	6,793,736	590,912	16,080	0	606,992	590,912			590,912
UV	0.4534	207	118,337,000	536,540	0	0	536,540	536,540			536,540
UV Pastoral				0	0	0	0		0	0	0
Sub-Totals		625	125,130,736	1,127,452	16,080	0	1,143,532	1,127,452	0	0	1,127,452
Minimum Payment	\$										
GRV	928.00	320	2,076,672	296,960	0	0	296,960	314,848	0	0	314,848
UV	1,118.00	200	25,824,398	223,600	0	0	223,600	205,712	0	0	205,712
Sub-Totals		520	27,901,070	520,560	0	0	520,560	520,560	0	0	520,560
		1,145	153,031,806	1,648,012	16,080	0	1,664,092	1,648,012	0	0	1,648,012
Concession							0				0
Amount from General Rates							1,664,092				1,648,012
Ex-Gratia Rates							47,852				47,852
Specified Area Rates							0				0
Totals							1,711,944				1,695,864

Comments - Rating Information

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2018	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Governance								
Loan 37 NCRC	50,561		10,040	17,429	40,521	33,132	2,209	9,868 *
Loan 39 NMC		350,000	12,611	25,957	337,389	324,043	5,097	0
	50,561	350,000	22,651	43,386	377,910	357,175	7,307	9,868

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

* Per SSL 2018_19

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 11: Grants and Contributions

	Grant Provider	Type	Opening	Amended Budget		YTD	Annual	Post	Expected	YTD Actual		Unspent
			Balance	Operating	Capital	Budget	Budget	Variations		Revenue	(Expended)	Grant
			(a)	(b)		(a)+(b)	(d)	(e)	(d)+(e)	(c)	(a)+(b)+(c)	
			\$	\$	\$	\$	\$	\$	\$	\$	\$	
General Purpose Funding												
Grants Commission - General Equalisation	WALGGC	operating	(434,077)	(393,337)	0	(827,414)	(393,337)		(393,337)	(208,372)	208,372	0
Grants Commission - Roads	WALGGC	operating	(262,334)	(208,127)	0	(470,461)	(208,127)		(208,127)	(111,109)	111,109	0
Law, Order and Public Safety												
FESA LEVY DFES	Dept. of Fire & Emergency Serv.	operating - Tied	0	(120,000)	0	(120,000)	(120,000)		(120,000)	(64,000)	64,000	0
Bushfire Management Plan	Dept. of Fire & Emergency Serv.	operating - Tied	(19,140)	0	0	(19,140)	0		0	0	0	(19,140)
Bushfire Mitigation Works 2018/19	Dept. of Fire & Emergency Serv.	Non-operating	0	0	0	0	0		0	(238,250)	238,250	0
Grant FESA - SES	Dept. of Fire & Emergency Serv.	operating - Tied	0	(12,000)	0	(12,000)	(12,000)		(12,000)	(9,393)	9,393	0
CESM MOA Grant	Dept. of Fire & Emergency Serv.	Operating	0	(87,550)	0	(87,550)	(87,550)		(87,550)	(21,345)	21,345	0
Education and Welfare												
Grants - Community Bus	Contributions	Operating	0	(2,000)	0	(2,000)	(2,000)		(2,000)	0	0	0
Local Drug Action Group	Local Drug Action Group	Non-operating	0	0	0	0	0		0	(4,144)	4,144	0
Family Fun Day	Dept. Regional Development	Operating	0	0	0	0	0		0	(7,600)	7,600	0
Community Development Grants	Dept. Regional Development	Non-operating	0	0	0	0	0		0	(12,645)	12,645	0
Community Development Grants	Dept. Regional Development	Operating	0	(3,000)	0	(3,000)	(3,000)		(3,000)	(134,884)	134,884	0
Department of Local Government, Active Healthy Living	Dept of Local Government	operating - Tied	(10,000)	0	0	(10,000)	0		0	0	0	(10,000)
Kidsport	Dept. Regional Development	operating - Tied	0	(10,000)	0	(10,000)	(10,000)		(10,000)	0	0	0
Recreation and Culture												
Grants - Recreation and Culture	LotteryWest	Non-operating	0	0	(50,000)	(50,000)	(50,000)		(50,000)	2	(2)	0
Grants - Libraries	Good Things Foundation	Operating	0	0	0	0	0		0	(1,500)	1,500	0
Grants - Youth Activities	Dept. of Communities	Operating	0	0	0	0	0		0	0	0	0
Transport												
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	(228,000)	(228,000)	(228,000)		(228,000)	(16,469)	16,469	0
MRD Grants - Capital Projects	Regional Road Group	Operating	0	(62,284)	0	(62,284)	(62,284)		(62,284)	(109,337)	109,337	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
			(725,551)	(898,298)	(488,000)	(2,111,849)	(1,386,298)	0	(1,386,298)	(1,023,046)	1,023,046	(29,140)
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		(696,411)	(756,298)	0	(1,452,709)	(756,298)	0	(756,298)	(594,148)	594,148	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		(29,140)	(142,000)	0	(171,140)	(142,000)	0	(142,000)	(73,393)	73,393	(29,140)
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	(488,000)	(488,000)	(488,000)	0	(488,000)	(355,506)	355,506	0
TOTALS			(725,551)	(898,298)	(488,000)	(2,111,849)	(1,386,298)	0	(1,386,298)	(1,023,046)	1,023,046	(29,140)

SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

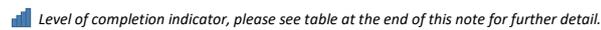
Note 12: Trust Fund

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 2018	Amount Received	Amount Paid	Closing Balance 31 Jan 2019
	\$	\$	\$	\$
BCITF Levy	0	2,711	2,541	170
BRB Levy	0	6,791	4,907	1,884
Bonds	44,732	41,600	(400)	85,932
Nomination Deposit	0	0	0	0
Donation Rec Centre Deposit	0	0	0	0
Nannup Community Bus	0	0	0	0
	44,732	51,102	7,048	87,986.24
				87,986
			Error	0.00

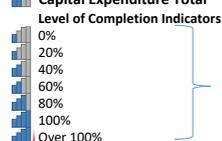
SHIRE OF NANNUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
								
Buildings								
Recreation And Culture								
	Capital Works Recreation Centre	2574	0	0	150,000	0	0	
	Town Hall	2422	11,027	0	0	0	11,027	
	Recreation And Culture Total		11,027	0	150,000	0	11,027	
	Buildings Total		78,121	0	150,000	0	78,121	
Furniture & Office Equip.								
Governance								
	Shire Office	0254	6,269	0	0	0	6,269	
	Shire Offices	0584	0	0	18,000	0	0	
	Governance Total		6,269	0	18,000	0	6,269	
	Furniture & Office Equip. Total		6,269	0	18,000	0	6,269	
Plant , Equip. & Vehicles								
Governance								
	Vehicle purchases - Office Staff	0544	0	0	0	50,000	(50,000)	
	Governance Total		0	0	50,000	50,000	(50,000)	
Transport								
	Purchase Of Plant	3564	234,619	0	178,000	178,000	56,619	
	Transport Total		234,619	0	178,000	178,000	56,619	
	Plant , Equip. & Vehicles Total		234,619	0	228,000	228,000	6,619	
Roads (Non Town)								
Transport								
	Local Road Construction	3170	130,839	0	486,250	486,250	(355,411)	
	Footpath Program	3210	0	0	8,786	8,786	(8,786)	
	Transport Total		130,839	0	495,036	495,036	(364,197)	
	Roads (Non Town) Total		130,839	0	495,036	495,036	(364,197)	
Streetscapes								
Economic Services								
	Mainstreet Upgrade	3264	2,400	0	0	0	2,400	
	Economic Services Total		2,400	0	0	0	2,400	
	Streetscapes Total		2,400	0	0	0	2,400	
	Capital Expenditure Total		452,247	0	891,036	723,036	(270,789)	

31/01/2019

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



Attachment 12.5.1

LIST OF ACCOUNTS DUE AND SUBMITTED TO COMMITTEE				
ACCOUNTS FOR PAYMENT - JANUARY 2019				
EFT/ Cheque	Date	Name	Invoice Description	Amount
Shire of Nannup Municipal Fund				
EFT11268	08/01/2019	FOREST ADVENTURES SOUTH WEST PTY LTD	SCHOOL HOLIDAY PROGRAM ACTIVITY	324.00
EFT11269	15/01/2019	RICOH AUSTRALIA	PRINTER SUPPLIES	126.50
EFT11270	15/01/2019	MARKETFORCE PTY LTD	ADVERTISING EXPENSE	155.61
EFT11271	15/01/2019	JP REPAIRS	TYRES - FIT AND BALANCE	3,420.00
EFT11272	15/01/2019	BP NANNUP	FUEL & OIL EXPENSES	167.76
EFT11273	15/01/2019	NANNUP PHARMACY	STAFF MEDICAL SUPPLIES - INCLUDING SUNSCREEN	304.78
EFT11274	15/01/2019	ARBOR GLUY	ARBORIST EXPENSES	3,190.00
EFT11275	15/01/2019	A TASTE OF NANNUP	CONTRACT PAYMENT	6,875.00
EFT11276	15/01/2019	EDGE PLANNING & PROPERTY	LOCAL PLANNING SCHEME	5,577.00
EFT11277	15/01/2019	BUSSELTON MULTI SERVICE	ENGRAVING	44.00
EFT11278	15/01/2019	DRACOM SERVICES	FIREBREAK INSPECTIONS 2018/19	2,600.00
EFT11279	15/01/2019	BLACKWOOD CARPET CLEANING	CARPET AND OFFICE CHAIR CLEAN	880.00
EFT11280	15/01/2019	COMPASS RENOVATIONS	HOUSING REPAIR	400.00
EFT11281	15/01/2019	CITY & REGIONAL FUELS	FUEL & OIL EXPENSES	2,463.73
EFT11282	15/01/2019	SCOPE BUSINESS IMAGING	PRINTER SERVICE	1,244.60
EFT11283	15/01/2019	GRACE RECORDS MANAGEMENT PTY LTD	RECORDS MANAGEMENT	55.00
EFT11284	15/01/2019	NANNUP DELI	REFRESHMENTS	309.38
EFT11285	15/01/2019	BROOKS HIRE	HIRE OF EQUIPMENT	246.40
EFT11286	15/01/2019	OFFICEWORKS	STATIONERY EXPENSES	251.23
EFT11287	15/01/2019	NANNUP MOUNTAIN BIKE CLUB	SCHOOL HOLIDAY PROGRAM ACTIVITY	250.00
EFT11288	15/01/2019	CHUBB FIRE & SECURITY	SECURITY ALARM MAINTENANCE VARIOUS LOCATIONS	1,527.11
EFT11289	15/01/2019	STIHL SHOP REDCLIFFE	FUEL & OIL EXPENSES	190.80
EFT11290	15/01/2019	AW ROADWORKS PTY LTD	TRAFFIC CONTROL	5,775.00
EFT11291	15/01/2019	NANNUP LIQUOR STORE	REFRESHMENTS	61.83
EFT11292	15/01/2019	SURGERY 82	MEDICAL APPOINTMENT - OUTDOOR WORK STAFF	112.65
EFT11293	15/01/2019	DEPARTMENT OF JUSTICE	REFUND OF OVERPAYMENT MADE BY FINES ENFORCEMENT REGISTRY	60.00
EFT11294	15/01/2019	AUSTRALIAN TAXATION OFFICE - BAS	BUSINESS ACTIVITY STATEMENT NOVEMBER 2018	1,895.00
EFT11295	15/01/2019	BUNNINGS- BUSSELTON	PARKS AND GARDEN EXPENSES	159.80
EFT11296	15/01/2019	BULLIVANTS	SMALL EQUIPMENT PURCHASE	119.77
EFT11297	15/01/2019	CJD EQUIPMENT PTY. LTD.	FUEL & OIL EXPENSES	345.02
EFT11298	15/01/2019	LANDGATE	INTERIM VALUATIONS	1,033.91
EFT11299	15/01/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL FOR 2019/19 QUARTER 2	26,077.80
EFT11300	15/01/2019	TOLL IPEC ROAD EXPRESS PTY LTD	PATHWEST WATER TESTING	33.84
EFT11301	15/01/2019	NANNUP NEWSAGENCY	POSTAGE & STATIONERY	476.71
EFT11302	15/01/2019	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS	231.85
EFT11303	15/01/2019	NICHOLS MACHINERY	SMALL EQUIPMENT PURCHASE	69.28
EFT11304	15/01/2019	THE PAPER COMPANY OF AUSTRALIA PTY LTD	PAPER SUPPLIES	123.75
EFT11305	15/01/2019	SUGAR MOUNTAIN ELECTRICAL SERVICES	ELECTRICAL REPAIRS COMMUNITY HOUSE	124.66
EFT11306	15/01/2019	ST. JOHN AMBULANCE - NANNUP	ST JOHN AMBULANCE SUBSCRIPTIONS DECEMBER 2018	146.00
EFT11307	15/01/2019	LOUISE STOKES	REIMBURSEMENT OF EXPENSES	175.97
EFT11308	15/01/2019	IT VISION	PURCHASE ORDER SOFTWARE	38.50
EFT11309	15/01/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA IN HOUSE PLANNING TRAINING FOR COUNCILLORS	7,900.00
EFT11312	21/01/2019	B & B STREET SWEEPING PTY LTD	STREET SWEEPING	1,573.00
EFT11313	21/01/2019	CIVIC LEGAL	LEGAL FEES	295.90
EFT11314	21/01/2019	H POLESY & CO P/L	SAND BAGS	1,826.00
EFT11315	21/01/2019	LORRAINE LEARMOND	CONTRIBUTION TOWARDS TRAINING FOR CERTIFICATE 3	490.00
EFT11316	21/01/2019	JOHN PATMAN	HONORARIUM AS DEPUTY CBFCO 2018/19	750.00
EFT11317	21/01/2019	ROB BOOTSMA	REIMBURSEMENT OF EXPENSES	99.90
EFT11318	21/01/2019	CITY & REGIONAL FUELS	FUEL & OIL EXPENSES	2,696.36
EFT11319	21/01/2019	OFFICEWORKS	STATIONERY EXPENSES	154.02
EFT11320	21/01/2019	ASHLEY KIDD	HONORARIUM AS DEPUTY CBFCO 2018/19	750.00
EFT11321	21/01/2019	AW ROADWORKS PTY LTD	TRAFFIC CONTROL	1,122.00
EFT11322	21/01/2019	NANNUP BRIDGE CAFÉ	BLACKWOOD ALLIANCE OF COUNCIL	651.00
EFT11323	21/01/2019	BELL FIRE EQUIPMENT	REPAIR HOSEREEL - FIRE EXTINGUISHER EXPENSES	715.00
EFT11324	21/01/2019	D & J COMMUNICATIONS	LABOUR & SUPPLY - RADIO COMMUNICATIONS	1,366.20
EFT11325	21/01/2019	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	23.49
EFT11326	21/01/2019	METAL ARTWORK CREATIONS	NAME BADGES	25.30
EFT11327	21/01/2019	NANNUP COMMUNITY RESOURCE CENTRE	ADVERTISING EXPENSE	269.70
EFT11328	21/01/2019	PRESTIGE PRODUCTS	CLEANING SUPPLIES	1,033.23
EFT11329	21/01/2019	SW PRECISION PRINT	STATIONERY EXPENSES	459.00
EFT11330	21/01/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA IN HOUSE PLANNING TRAINING FOR COUNCILLORS	865.00
EFT11331	21/01/2019	WORK CLOBBER	PROTECTIVE CLOTHING	151.00
EFT11332	31/01/2019	JP REPAIRS	TYRES FOR COMMUNITY BUS	745.00
EFT11333	31/01/2019	DEPARTMENT OF PREMIER AND CABINET	ADVERTISING EXPENSE	218.04
EFT11334	31/01/2019	LORRAINE LEARMOND	REIMBURSEMENT OF EXPENSES	60.77
EFT11335	31/01/2019	EDGE PLANNING & PROPERTY	PLANNING SERVICES	957.00
EFT11336	31/01/2019	DEAN GUJA	ENVIRONMENT HEALTH OFFICER SERVICES	3,388.00
EFT11337	31/01/2019	CAPE TO CAPE EXPLORER TOURS	SCHOOL HOLIDAY PROGRAM ACTIVITY	770.00
EFT11338	31/01/2019	PICKLE & O	CATERING - WALGA PLANNING TRAINING	760.00
EFT11340	31/01/2019	INTERIA SYSTEMS	MINOR FURNITURE PURCHASE - ADMINISTRATION OFFICE	1,820.50
EFT11341	31/01/2019	NANNUP MEN'S SHED INC.	RIVERSIDE TRAIL EXPENSES	1,800.00
EFT11342	31/01/2019	WENDY SLEE	FAMILY FUN DAY	250.00
EFT11343	31/01/2019	MAINSPRAY	VERGE MAINTENANCE	2,691.70
EFT11344	31/01/2019	AW ROADWORKS PTY LTD	TRAFFIC CONTROL	10,618.85
EFT11345	31/01/2019	MARTIN TINNEY	SHIRE WORKS YARD CLEANUP	500.00
EFT11346	31/01/2019	CHRISTINE EDWARDS	SCHOOL HOLIDAY PROGRAM ACTIVITIES - SUPERVISION	162.50
EFT11347	31/01/2019	SAFARI TENTS AUSTRALIA	SOUND SHELL REPAIR - ARBORETUM	5,307.50
EFT11348	31/01/2019	TREE LIMBS GARDEN MAINTENANCE	SES BUILDING MAINTENANCE	80.00
EFT11350	31/01/2019	BUBBLE VENTURES PTY LTD	FAMILY FUN DAY	499.99
EFT11351	31/01/2019	MARC HUBER	RATES REFUND	641.34
EFT11352	31/01/2019	AUSTRALIAN TAXATION OFFICE - BAS	BUSINESS ACTIVITY STATEMENT DECEMBER 2018	34,736.00
EFT11353	31/01/2019	BELL FIRE EQUIPMENT	FIRE SAFETY EQUIPMENT MAINTENANCE	1,232.00
EFT11354	31/01/2019	BUSSELTON PRINT IT	AUSTRALIA DAY SIGNAGE	65.00
EFT11355	31/01/2019	CJD EQUIPMENT PTY. LTD.	TRANSMISSION REPAIR	867.31
EFT11356	31/01/2019	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	52.37
EFT11357	31/01/2019	K & C HARPER	REFUND OF BONDS HELD	15,000.00
EFT11358	31/01/2019	NANNUP HARDWARE & AGENCIES	HARDWARE SUPPLIES	3,124.00
EFT11359	31/01/2019	STEWART & HEATON CLOTHING CO. PTY LTD	PROTECTIVE CLOTHING	1,653.12

Total EFT Payments for period: 5 **178,881.33**

**LIST OF ACCOUNTS DUE AND SUBMITTED TO COMMITTEE
ACCOUNTS FOR PAYMENT - JANUARY 2019**

EFT/ Cheque	Date	Name	Invoice Description	Amount
20340	15/01/2019	ELIZABETH HORNE & CHRIS MASTERMAN	RATES REFUND	301.52
20341	15/01/2019	CHRIS RUTTER	REFUND OF BUILDING SERVICES LEVY	61.65
20343	21/01/2019	DEPARTMENT OF TRANSPORT	LICENSING EXPENSES DARRADUP VBFB TRAILER	66.65
20344	21/01/2019	SHIRE OF DONNYBROOK/BALINGUP	GRAVE DIGGING EQUIPMENT HIRE	723.21
20345	21/01/2019	TELSTRA	TELEPHONE EXPENSES	90.10
20346	31/01/2019	JUICE STRETCH TENTS	MARQUEE INSTALLATION - AUSTRALIA DAY	459.80
20347	31/01/2019	WESTERN AUSTRALIAN REGIONAL NEWSPAPERS	ADVERTISEMENT	160.00
Total Cheque Payments for period:				\$ 1,862.92
DD10375.1	31/01/2019	CORPORATE CREDIT CARD - SHIRE OF NANNUP	CORPORATE CREDIT CARD JANUARY 2019	1,547.21
DD10375.2	31/01/2019	WATER CORPORATION	WATER CORPORATION JANUARY 2019	6,474.03
DD10375.3	31/01/2019	SYNERGY	SYNERGY RAC CAR RECHARGE JANUARY 2019	3,078.80
DD10375.4	31/01/2019	TELSTRA	TELSTRA JANUARY 2019	1,413.16
DD10375.5	31/01/2019	SGFLEET	SG FLEET JANUARY 2019	1,804.72
DD10375.6	31/01/2019	BOC LIMITED	BOC JANUARY 2019	70.08
DD10375.7	31/01/2019	BP AUSTRALIA	BP JANUARY 2019	911.70
DD10375.8	23/01/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE LOAN 37 & LOAN 39 PERIOD ENDING 31 DECEMBER 2018	1,023.66
DD10375.9	31/01/2019	CLEANAWAY	CLEANAWAY CONTRACT JANUARY 2019	7,018.98
DD10381.1	02/01/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	8,225.26
DD10381.2	02/01/2019	ASGARD ELEMENTS - SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	436.64
DD10381.3	02/01/2019	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	601.47
DD10381.4	02/01/2019	HSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	652.08
DD10381.5	02/01/2019	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	321.40
DD10381.6	02/01/2019	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	338.44
DD10381.7	02/01/2019	AMG SUPER	SUPERANNUATION CONTRIBUTIONS	259.55
DD10381.8	02/01/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	210.87
DD10382.1	16/01/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	8,193.26
DD10382.2	16/01/2019	ASGARD ELEMENTS - SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	369.05
DD10382.3	16/01/2019	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	601.47
DD10382.4	16/01/2019	HSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	783.28
DD10382.5	16/01/2019	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	321.40
DD10382.6	16/01/2019	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	338.44
DD10382.7	16/01/2019	AMG SUPER	SUPERANNUATION CONTRIBUTIONS	259.55
DD10382.8	16/01/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	210.87
DD10383.1	30/01/2019	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	8,167.72
DD10383.2	30/01/2019	LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	601.47
DD10383.3	30/01/2019	HSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1,153.60
DD10383.4	30/01/2019	FIRST WRAP PLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	321.40
DD10383.5	30/01/2019	SUNSUPER SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	338.44
DD10383.6	30/01/2019	AMG SUPER	SUPERANNUATION CONTRIBUTIONS	274.56
DD10383.7	30/01/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	210.87
DD10383.8	30/01/2019	ASGARD ELEMENTS - SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	111.96
DD10375.10	31/01/2019	GO GO MEDIA * DIRECT DEBIT*	GO GO MEDIA JANUARY 2019	75.90
DD10375.11	31/01/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 37 JANUARY 2019	5,039.23
DD10375.12	31/01/2019	CALL ASSOCIATES PTY LTD - INSIGHT & CONNECT	OVERCALLS JANUARY 2019	246.68
DD10375.13	31/01/2019	WESTNET	WESTNET JANUARY 2019	184.84
DD10375.14	31/01/2019	MAIA FINANCIAL PTY LTD	ALL LEASING JANUARY 2019	2,298.60
DD10375.15	31/01/2019	CALTEX AUSTRALIA	CALTEX JANUARY 2019	835.63
Total Direct Debit Payments for period:				\$ 65,326.27
Shire of Nannup Trust Fund				
EFT11310	15/01/2019	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT DECEMBER 2018	36.36
EFT11311	15/01/2019	BUILDING COMMISSION	BSL DECEMBER 2018	920.85
22809	31/01/2019	JULIE MACDONALD	REFUND OF BOND HELD FOR RECREATION CENTRE - FUNERAL	200.00
Total Trust Payments for period:				\$ 1,157.21
TOTAL MUNICIPAL PAYMENTS FOR PERIOD				\$ 246,070.53
TOTAL TRUST PAYMENTS FOR PERIOD				\$ 1,157.21
TOTAL PAYMENTS FOR PERIOD:				\$ 247,227.74

SHIRE OF NANNUP			
ACCOUNTS FOR PAYMENT - JANUARY 2019			
Date	Supplier	Description	Amount
2/12/2018	CALTEX FORREST HIGHWAY	DIESEL NPO	\$ 87.18
4/12/2018	GEOSPATIAL	SOFTWARE FOR RANGER SERVICES	\$ 895.25
4/12/2018	BANK FEE	INTERNATIONAL TRANSACTION FEE FOR GEOSPATIAL PURCHASE	\$ 22.38
9/12/2018	CALTEX ALBANY	DIESEL NPO	\$ 40.24
9/12/2018	BALINGUP LIQUOR	DIESEL NPO	\$ 43.19
11/12/2018	MELO VELO	PRESIDENTS MEETING	\$ 24.00
19/12/2018	MELO VELO	PRESIDENTS MEETING	\$ 14.40
5/01/2019	BALINGUP LIQUOR	DIESEL NPO	\$ 37.02
9/01/2019	NANNUP BRIDGE CAFÉ	PRESIDENTS MEETING	\$ 24.00
18/10/2019	NITRO	PDF SOFTWARE	\$ 349.95
22/01/2019	MELO VELO	PRESIDENTS MEETING	\$ 9.60
			\$ 1,547.21