

# Memorandum

**To:** Councillors  
**From:** Robert Jennings  
**Subject:** Notice of an Ordinary Council Meeting  
**Date:** 13 February 2014

## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Nannup Council will be held on Thursday 27 February 2014 in the Council Chambers, Nannup commencing at 4.15 pm.

Schedule for 27 February 2014:

1.00 pm	Presentation/Update - Stephanie De Vaney – Agrifood Skills
1.45 pm	Audit Committee meeting
2.30 pm	Planning Survey response presentation – Steve Thompson
3.30 pm	Presentation, Feral Pig Update – Frank Camarri, Andrew Pound & Barbara Dunnet
4.15 pm	Meeting commences
5.30 pm	Information Session
6.00 pm	Dinner supplied by YoHo Pizza



**ROBERT JENNINGS**  
**CHIEF EXECUTIVE OFFICER**



Shire of  
**Nannup**  
rest • connect • grow

# Agenda

Council Meeting to be held  
on Thursday 27 February 2014  
Commencing at 4.15pm

# Agenda

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**  
(previously approved)
3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Ms P Fraser

Q5. Will Lake Jasper be opened to the public for powered boats?

A5. Lake Jasper is currently closed to powered boats. The Department of Parks and Wildlife is responsible for any changes to its use.

4. **PUBLIC QUESTION TIME**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Norm Steer application received for the period;  
27 February 2014 to 25 April 2014.

6. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
7. **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.

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

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 23 January 2014 be confirmed as a true and correct record.

9. **MINUTES OF COUNCIL ADVISORY COMMITTEES**

- a) Bushfire Advisory Committee
- b) Local Emergency Management Committee
- c) Annual Electors meeting
- d) Audit Committee meeting

**Shire of Nannup  
Ordinary Council Meeting Agenda: February 2014**

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

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

**12. REPORTS OF OFFICERS**

<b>Agenda No.</b>	<b>Description</b>	<b>Page No</b>
<b>COMMUNITY &amp; DEVELOPMENT SERVICES</b>		
12.1	Amendment No.15 to the Shire of Nannup LPS No. 3: submitted for final adoption	3
<b>FINANCE &amp; ADMINISTRATION</b>		
12.2	Compliance Audit Return 2013	9
12.3	Local Dog Law Final Adoption	11
12.4	Budget Review 2013/14	16
12.5	Budget Monitoring – January 2014	24
12.6	Monthly Accounts for Payment	27

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

(a) OFFICERS

(b) ELECTED MEMBERS

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

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

**16. CLOSURE OF MEETING**

# SHIRE OF NANNUP BUSHFIRE ADVISORY COMMITTEE MINUTES

3 FEBRUARY 2014

## AGENDA ITEMS

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- 1.0 DECLARATION OPENING
- 2.0 ATTENDANCE / APOLOGIES
  - 2.1 Attendance
  - 2.2 Apologies
- 3.0 QUESTION TIME FOR THE PUBLIC QUESTION
- 4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
  - 4.1 Bushfire Advisory Committee Minutes: 1<sup>st</sup> July 2013
- 5.0 MATTERS ARISING FROM PREVIOUS MINUTES
- 6.0 REPORTS FROM SHIRE OFFICERS AND DELEGATES
  - 6.1 Chief Bush Fire Control Officer
  - 6.2 Deputy Chief Fire Control Officer
  - 6.3 Shire Ranger
  - 6.4 Community Emergency Services Manager/Training Coordinator
  - 6.5 Shire Executive Officer
  - 6.6 Brigade's FCO Report
  - 6.7 Department of Fire and Emergency Services
  - 6.8 Volunteer Fire and Rescue Service
  - 6.9 Bushfire Ready Facilitators Report
  - 6.10 Department of Parks and Wildlife
  - 6.11 State Emergency Service
- 7.0 GENERAL BUSINESS
  - 7.1 FCO Boundaries
  - 7.2 Smoke masks
  - 7.3 Fire Break Changes
- 8.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (Confidential Items)
- 9.0 CLOSURE OF MEETING

## **BUSHFIRE ADVISORY COMMITTEE MINUTES**

### **1.0 DECLARATIONS – Nil**

### **2.0 ATTENDANCE**

Mark Scott	(Balingup Rd FCO)
Malcolm Cole	(Carlotta FCO)
David Vines	(Scott River FCO)
John Patman	(Chief BFCO)
Gerald Brown	(Cundinup FCO)
Anne Slater	(Elected Member)
Robin Mellema	(Nannup Brook FCO)
Vic Lorkiewicz	(East Nannup FCO)
Rob Bootsma	(CESO)
Derek McNutt	(Contracted Ranger)
Steve Mills	(DPaW)
Garth Lawrence	(DFES LSW Acting/DO)
John Gaunt	(Peerabeelup FCO)
Mario Camarri	(Resident)

### **APOLOGIES**

Chris Wade	(Deputy CBFCO/Infrastructure Manager)
Andy Wright	(DFES AO Geographe)
Danny Mosconi	(DFES LSW DO)

### **3.0 QUESTION TIME FROM THE PUBLIC**

- 3.1 Mario Camarri – expressed concern over the Rural Zoning recommendation to tabled at this meeting. The rural fire breaks were removed some years back due to erosion issues, good farming practices, mostly the fire break did not stop fires traveling over the breaks. He stated that managed pasture with livestock and some fire break measures were implemented as a whole approach to fire mitigation. Mario asked for the evidence and supporting documents that supports this recommendation. The meeting could not provide any factual evidence only information from neighboring shires and some Special Rural areas sharing common boundaries. Further discussion will take place in General Business.

### **4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

- 4.1 Bushfire Advisory Committee Minutes: 7<sup>th</sup> Oct 2013

Accepted – Gerald Brown  
Seconded – Mark Scott

### **5.0 MATTERS ARISING FROM PREVIOUS MINUTES - Nil**

## 6.0 REPORTS

- 6.1 Chief BFCO – Attended a fire at Rodda Rd in Jalbarragup, petrol water pump ignited the surrounding grasses and with a fresh breeze had the potential to burn a lot more. Fortunately the response was very good by brigades and it was controlled quickly.
- 6.1 Deputy Chief BFCO – As a result of the Rodda Rd fire it was requested that FCO's announce they are on line once the incident has been handed over from COMCEN. Further discussion of this issues lead to the request that the most senior officer on-line takes on the incident and manages it after COMCEN has hung up. Also a reminder to request the Incident Number from COMCEN.
- 6.2
- 6.3 Shire Ranger – Attached is the report
- 6.4 CESO/Training Coordinator – Attached is the report
- 6.5 Shire Executive Officer - Nil
- 6.6 Brigades FCO
- 6.7 Carlotta FCO – Carlotta shed completed with the 2.4 parked inside.
- 6.8 Balingup Road FCO – Air Support on CH640 unless otherwise requested. When requesting Air Support stipulate the channel for radio communications.
- 6.9 East Nannup FCO – Further investigations shed possibilities and grants. Vic also wanted the minutes of 7<sup>th</sup> July 2013 to be corrected with the statement from Section 6.1 Chief Fire Control Officer Report stating;

V Lorkiewicz advised that he has not done any training and if he was required to do any he would have to resign.

Vic would like the statement removed as he did not make the statement

The motion was moved by Mal Cole and seconded by Mark Scott

**The motion voted and agreed**

- 6.10 Scott River FCO – Nothing to report
- 6.11 Nannup Brook FCO – Nothing to report
- 6.12 Darradup FCO – re: Chief BFCO report
- 6.13 Cundinup FCO – Nothing to report
- 6.14 DFES – Garth Lawrence introduced himself to the meeting as the Acting District Officer for Capes Region. Explained that Nannup is included in the Capes Region together with Augusta Margaret River and Busselton.
- 6.15 VFRS – Nil
- 6.16 Bushfire Ready - Nil
- 6.17 DPaW – Steve Mills based in Nannup provided this report (Maps are available on request-contact R Bootsma on 9756 1018)
- To 03/02/2014 DPaW Blackwood District personnel attended 50 fires within the district 7 being greater than 1Ha. Nannup has had 6 fires within the Shire with 4 being abandoned campfires and 2 being escapes from private property (PP).
  - DPaW Rangers have been issuing infringements for campfires throughout DPaW managed camp grounds and reserves during the summer period, with an increase of reports during the Christmas – New Year period. Blackwood District has a total campfire ban in place between November and April each year.

- The district has also sent personal to assist in other Districts/Regions on several occasions.
- Completed the Barrabup prescribed burn and achieved a very good result. Thank you to the Brigades for assistance.
- Commenced preparation for the Autumn 2014 burn program, the district target is approximately 10,500 Ha across 21 burns.
- We have 4 burns planned within the Nannup Shire which are; BWD004 – Beaton (661Ha), BWD018 – Nelson (1592Ha), BWD021 – Sussex (175Ha), BWD013 – Jalbarragup (684Ha).
- We will be looking forward to working once again with the local brigades with bushfires and prescribed burning in autumn.

6.18 SES – Nil

## 7.0 GENERAL BUSINESS

### 7.1 FCO Boundaries

A discussion amongst Balingup Road FCO and East Nannup FCO regarding their respective southern and northern boundaries deduced Folly Plantation in question lies between their jurisdictional areas. More discussion is required with the Shire to arrange the Folly Plantation to be included in a FCO area. R Bootsma to follow up with meetings and maps to resolve.

### 7.2 Face smoke masks

Face masks are readily available with a variety of types and designs. The meeting requested the recommended type from DFES. R Bootsma informed the meeting the approved type was not disposable and required replacing filter cartridges and sterilising/washing the mask. The alternative was to use the disposal type but it was mentioned and DPaW supported the statement fire fighters should not rely on smoke masks. The meeting agreed to not pursue the cartridge filter type mask and use the disposable type if necessary.

### 7.3 Recommended changes to the Shire of Nannup Fuel Hazard Reduction & Firebreak Notice

Following from the comments from Mario Camarri the meeting discussed the, for's and against the recommendation based on history and good farming practices. The meeting did highlight the high fuel loads building up in road reserves and this situation was more concerning than establishing the Rural Zoning as a recommendation in the attached document. Originally rural properties had fire breaks but over time this practice was not stopping the spread of fire. Some rural properties carried out bare earth fire breaks alongside major roads to stop fires occurring due to passing motorists. The meeting decided not to adopt the Rural Zoning recommendation.

Other areas of concern which was indentified in the document namely The Valley, Ale Farm subdivision and Purple titles. The meeting decided to obtain relevant documents from planning to determine if any conditions with the property types were in conditional arrangements or other procedures were required to change existing agreements. The meeting decided more information was required for further comment.

## 8.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED – Nil

### 9.0 CLOSURE OF MEETING – 9:10pm

The meeting thanked Mr Mario Camarri for his input and respected comments, on the issue with Rural Zoning and the recommended changes.



**Recommended changes to Shire of Nannup**  
**Fuel hazard Reduction & Firebreak Notice.**

**Rural Zoning:** It is recommended that all properties in the Shire of Nannup zoned Rural be required to establish firebreaks as required with Special Rural Properties.

The regulation would read:

Rural means "Land within the Shire of Nannup which is zoned 'Rural' in the Shire of Nannup Local Planning Scheme No. 3."

- Firebreaks clear of all flammable material not less than 3 metres wide and 4 metres vertically shall be constructed immediately abutting all homesteads, buildings and fuel storage areas on the land. (Note: live standing trees may be permitted in this area).
- A Building Protection zone extending a further 20 metres from the homestead / building / fuel storage area firebreak shall be maintained. (Note: live standing trees may be permitted in this area).
- A trafficable area shall be constructed inside and within 6 metres of the boundary for the whole of each lot. Further, a 3 metre mineral earth firebreak shall be constructed within this trafficable area.
- There is no requirement for firebreaks where the whole area is not covered by homestead and/or buildings and is kept mown or slashed or clean of flammable material, or is kept green by efficient water reticulation systems installed by the landowner.

This regulation would not be enforceable until the 2015/2016 bush fire season.

**The Valley:** At the present time "The Valley" and "Cockatoo Valley" have two different firebreak requirements even though they are next door to one another.

Cockatoo Valley has a strategic Firebreak with residence paying a \$50 annual fee towards its upkeep. Whereas residents of "The Valley" are required to establish a 3 metre wide firebreak around each of their properties. There is a strategic firebreak at the back of "The Valley" and it is recommended that residents be approached to contribute \$50 each for its upkeep. This would bring the whole development into line.

**Ale Farm sub division:** *On the corner of Vasse Highway and Graphite road.* This is a unique sub division in that it is the only rural strata titled property in the state, and therefore does not fall into any of our zonings as far as firebreak requirements are concerned. The sub division consists of 10 blocks and it is recommended that their firebreak requirements should be the same as Special Rural blocks.

**Purple Titles:** The Shire has three existing Purple Title areas. These are areas where a large block of land has been purchased jointly by a number of people on which they may construct separate houses but have no official boundaries between their plots.

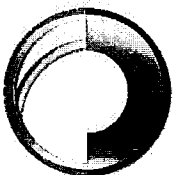
It is recommended that these areas should be regarded the same as Special Rural (see above under Rural Zoning).

*Derek McNutt*

Firebreak Inspector

(08) 9756 0050

07/01/2014



*Dracom Services*

PO Box 16 Nannup  
Western Australia 6275  
Phone: 08 9756 0050  
Mobile: 0414 986 525

14 January 2014  
The Shire of Nannup  
PO Box 11 Nannup WA 6275

### **Firebreak Inspection Report 2013 – 2014**

I was appointed Firebreak Inspector for the Shire of Nannup for the 2013 – 2014 fire season.

I started my duties on 11 November 2013. All assigned areas have been inspected, Plantations, Special Rural, and Urban.

The inspections have been carried out by myself following the regulations as set out in the Shire of Nannup “**Fuel Hazard Reduction & Firebreak Notice 2013-2014**”.

#### **The Process**

1. Physically inspect each property and determine if the fuel load reduction has been carried out as per the regulations. Requirements may differ depending on the zoning of the property.  
*It is not possible to inspect every boundary of every property given the length of the contract (200 to 250 hours), and so a judgment must be made from the section of boundary that can be observed.*
2. If the fuel load reduction meets regulations then no further action is required.
3. If the fuel load reduction does not meet requirements then a photo of the area in question is taken using the GeoJot+ software which also records the location where the photo is taken.
4. On returning to the office the photos are downloaded onto the firebreak desktop computer which are then processed by the second part of the software. This produces a report which includes the observations made in the field as well as the photograph, a Google map of the location showing the direction the photograph was taken.
5. A letter template is created in Word and a spreadsheet with details of the properties that do not comply is used to mail merge the information.
6. Letters are mailed to each non compliant property owner stating among other things that a second inspection will be carried out in fourteen days time and if no action has been taken to bring the fuel reduction up to regulations then a fine will be issued and the Shire will engage contractors to carry out the work at the property owners expense.

7. If after the second inspection nothing has been done then a fine is issued by the Manager Infrastructure, and the matter is handed to him to decide future action.

### **Synergy**

This is the Shires database that contains all the information for each property in the Shire of Nannup.

It was discovered that some of the zoning information is not accurate.

Because the regulations differ depending on the zoning of a property it is important to know what zone a property comes under. It seems that when the zoning for a property changes e.g. a rural property is sub divided and these lots become Special Rural this is not updated in Synergy. This has lead to some areas which should have been required to have firebreaks not being inspected. I have as far as possible clarified the zoning, but Synergy needs a complete check up to make sure that all the information is accurate.

The recent addition of the mapping option will make the future identification of properties much easier.

### **Plantations**

I started by carrying out inspections on all the plantations that the shire has on its plantation register. Because it was considered too wet to carry out the Scott River plantation inspections in December, this area was inspected in January.

I noted last year that the plantation register did not seem to be complete as I found plantations that were not listed. I have carried out more work this year, and have received reports from DFES and FPC detailing the plantations that they control in the Shire. I have also requested information from Bunbury Fibre Plantations which has a number of plantations in the Scott River region.

There are a number of plantations which we have no record of and more work needs to be done to bring this up to date. I know that Wendy did some work on updating the Plantation register before she left and this needs to be continued.

There were a number of firebreaks which did not conform to the regulations. The owners of the properties were informed by letter and on my second inspection all had carried out work to bring them up to standard.

*Folly Hill Plantation:* Some 14 lots within the plantation are owned by Mirannie Nominees, and over a number of years various Shire staff members have tried to get the company to abide by the regulations and install firebreaks. To date the company has ignored all requests, although they did slash the long grass adjacent to Dunnet Road when requested this year.

Fines have been issued in previous years all of which have been ignored.

The Shire did take the company to court a number of years ago and the Shire lost on a technicality, and since then the council has refused to take this matter any further.

We had a meeting with Tim Wall, Coordinator – Fire & Ranger Services, Shire of Busselton, to discuss this matter, and he advised that a Shire employee can take a course which will give them the knowledge to take the paperwork of a court case up to the day of the hearing, and then the Shire would need to employ a barrister for one day only, at a cost of approximately \$2000.

He also pointed out that if an incident did occur in this plantation resulting in a loss of properties and it was shown that the Shire knew of the dangers and did nothing about it, then the Shire and its officers may be liable.

With this in mind we have approached the office of the Premier of Western Australia for assistance and they have asked for a report which has been prepared and is about to be sent.

### **Accommodation Venues**

The accommodation venues were inspected and all comply with the regulations. I had to compile a new list of accommodation venues as no one seems to have a complete list. The list was compiled from information from CRC, Shire, websites, and local knowledge. I would like to suggest that an up to date list of accommodation venues should be maintained.

### **Special Rural**

Special Rural properties were inspected and generally the firebreaks were within regulation. Some notices were issued and on second inspection all complied.

### **The Valley**

This is the first fire season that The Valley properties have been required to have firebreaks. John Patman and I inspected the area and decided that it was unrealistic to expect residents to install firebreaks when their neighbours across the road did not have to do this. A strategic firebreak is in place at the back of the blocks. It is recommended that a change be made to the regulations covering The Valley, (see separate report "Recommended changes to Shire of Nannup Fuel Hazard Reduction & Firebreak Notice").

### **Cockatoo Valley**

Whilst Cockatoo Valley has a strategic firebreak, property owners are required to reduce the fuel load. This year there were no infringement notices sent.

### **Brookwood Estate**

This is the first year that residents have been required to install firebreaks, and whilst there was some initial resistance, it is very pleasing to see that most have complied, making the area a much safer place to live.

### **Nannup Townsite**

Following last year when a number of warning letters were sent out as well as a number of fines, this year there were few letters and only two fines.

### **Rural**

As Rural properties are not required to have firebreaks, no inspections have been carried out this year. I recommend that changes need to be made to the regulations covering Rural Properties (see separate report "Recommended changes to Shire of Nannup Fuel Hazard Reduction & Firebreak Notice").

### **Firebreak Variations**

If a property owner feels that they cannot install firebreaks on all or part of their property because of various reasons e.g. Steep terrain etc. Then they can apply for a variation which is assessed by the fire control officer for their area.

These variations are for one or five years and then need to be applied for again. Until now there has been no way to keep track of these applications which are a paper form, and in fact some of them have gone missing. I recommend that an electronic system be established to keep control of the variations and to make sure that the relevant people have access to the information.

Property owners need to be sent reminders that their Firebreak Variation needs to be renewed six months before it is due.

### **Future Inspections**

The system for firebreak inspections has been improved over the past two years, and hopefully this can be continued in years to come.

I will be putting together a **Firebreak Inspection Procedure** which can be used by future firebreak inspectors to carry out inspections.

### **Firebreak Inspections 2013-2014**

<b>Location</b>	<b>Inspected</b>	<b>Warning Letters</b>	<b>Fine Issued</b>	<b>Remarks</b>
Accommodation Venues	38	0	0	
Nannup Town Site	386	18	2	
Plantations	94	11	0	
Rural	0	0	0	
Special Rural	274	21	0	



Derek McNutt  
Firebreak Inspector  
BFAC Meeting 03-2-2014  
CESO Report

- Burn Over Blankets (BOB) have arrived and training is underway. Some blankets have been fitted, but more training and fitment of the BOB's are required.
- I assisted Derek McNutt with some fire break inspections and overall property owners have been compliant and more than willing to assist with extra work to comply if necessary.

- I have had numerous meetings with DFES LSW Manjimup and DPaW Manjimup (Warren), Pemberton (Donnelly) and Kirup (Blackwood) relating to operational matters and exchanging information.
- I have met with most agencies and their representatives discussing future meetings and working relationships.
- Provided assistance with the commissioning of the Automated Hydrant Pumpset installation at the Nannup District High School.
- I wrote several Fire Permits for residents in and around town. Met with property owners on site discussing fire plans and options for fuel reduction on their properties.
- I have met with some of the FCO's discussing requirements in their areas.
- Liaising with DFES and DPaW with regular meetings exchanging information and developing training packages for both agencies to incorporate.
- Regular discussions with other CESO/CESM relating to administrative and operational matters to assist our Shire and its volunteer bush fire brigades.
- A visit to DFES HO in Cockburn regarding ESL monies and accounting arrangements, capital proposals for submissions for alterations and equipment upgrades for volunteers. The next allocation of ESL money will be managed differently. The shire will hold the monies and this will make accounting and auditing a lot easier. DFES randomly audit shires to ensure correct use of the ESL and accounting/book keeping practices. Brigades can still purchase ESL listed items and retain their brigade bank accounts for fund raising and donations.
- Assisting neighbouring Shires with training. Driving On Road and Driving Off Road and completing DOFA's for the new 12.2 Bulk Water Tanker 's located in the Shire of AMR and the City of Busselton.
- Organizing meetings throughout the region with ROAC, SWLEMC, LEMC and as a Driving Instructor for training Driving Instructors at WAFESA in Forestfield.
- Discussions with FPC and DPaW in Nannup regarding plantation harvesting schedules.
- Brigade membership regarding active and auxiliary members. Could each brigade executive look at their membership and ascertain the type of membership. If members are no longer active or have retired from the brigade or have left the Shire.
- Can each brigade provide an itinerary of PPC for their fire fighters?
- The Nannup Shire recently received the 2014/2015 Local Government Grant Scheme Capital and Operational grant offers from DFES. I have written a letter with regards to their offer and I would like each of the two brigades to accept the letter so I can post it to DFES.
- I will liaise with the farmer response unit brigades to submit a proposal for dedicated fire appliances in their areas using the R2R model (Risk to Resource).
- This Wednesday 5<sup>th</sup> February 2104 the Shire will be hosting the LEMC for all agencies to discuss the last meeting minutes and introducing each other.
- Met with the Western Australian Governor Mr Malcolm McCusker AC CVO QC and other key individuals with the recovery from the Margaret River fires.

#### **BFAC Meeting 03-02-2014 Training Coordinator Report**

- Burn Over Blanket induction at the Nannup VFRS was very well received. A special thank you for the Nannup VFRS for hosting the joint training for BOB. Several members from VFRS and BFS were in attendance all participating in the theory and practical session. All agreed more training sessions with VFRS and BFS should be

carried out to understand each agency protocols and operations. The fire appliances are very different yet both agencies rely on each other for assistance.

- The Introduction to Fire Fighting and Bush Fire Firefighting course on the 30-11-2013 & 01-12-2013 in Nannup was well attended. Seven new members from North Nannup, two members from Balingup Road, two members from Carlotta, two members from East Nannup, one member from Nannup Brook, eight members from Augusta Margaret River and one member from Manjimup attended. A special thank you to the Trainers who presented the course they are: Peter Johnson-Nannup, Heather Tennant-Augusta Margaret River, Sharon Armstrong-Manjimup for assisting me on the weekend. The Regional Training Coordinator from LSW Manjimup Dropped by to observe our training.
- I have been involved in presenting the Bulk Water Tanker (BWT) 12.2 Drive Operate Fire Appliance (DOFA) for Augusta Margaret River and Busselton. The BWT 12.2 are located at Witchcliffe BFB in AMR and Yallingup Rural BFB in Busselton. Further training is scheduled throughout the year when identified individuals and myself are available for the training session.
- This year's LSW Training Calendar is now available and copies for brigade members to view. Most courses have pre-requisites, other competencies successfully completed, before nominating for desired course.
- There will be scheduled Introduction to Fire Fighting and Bush Fire Firefighting courses throughout the year each month within the region as long as there are enough numbers to host a course. It was identified that there were not enough courses available for new fire fighting recruits.
- Each fire fighting member who has completed the course successfully and has a volunteer identification number can register on the volunteer portal on the DFES website and have access to a range of information. I encourage fire fighters to register and look at what is available on the website. There are links or reference to other organizations/associations.
- Other training packages are being developed to provide additional and more specific training for fire fighters operating specialized equipment in our region. Once the training packages are complete they will made available for volunteers, staff and career personnel.
- The LSW Region will have a further three more Driving Instructors this February to assist with the back log of driving courses required to train fire fighters Driving On Road and Driving Off Road. Additional courses will require more trainers to present the training packages to volunteers, staff and career personnel.
- Joint training with other agencies will be made available in our Region. The LSW calendar identifies the joint training packages and it is good to interact with other agencies to understand their agency requirements. This provides an improved method of training, without the course cancellation that has occurred in the past, due to lack of numbers.
- If fire fighting members have any concerns or recommendations as to the training provided please contact me so I can raise the issue at our RTAC (Regional Training Advisory Committee).

**Rob Bootsma**



SHIRE OF NANNUP

# NANNUP SHIRE LEMC MINUTES

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Meeting held 5 February 2014

Evelyn Patman

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## CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 4 were confirmed by  
Council on 4<sup>th</sup> February 2013 as a true and accurate record.

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Cr \_\_\_\_\_

# **SHIRE OF NANNUP**

## **Local Emergency Management Advisory Committee**

**Wednesday 5<sup>th</sup> February 2014**

**Held in the Shirley Humble Room**

**Nannup Shire**

# **MINUTES**

## **1. OPENING**

Mr Tony Dean chaired the meeting and declared the meeting open at 5:30pm

## **2. ATTENDANCE & APOLOGIES**

Cr T Dean (Shire President)

Cr B Longmore – Nannup Shire

Ms A Huxtable – District Emergency Services Officer (CPFS)

Ms L Stokes – Community Recovery Coordinator

Ms F Dear – Nannup District High School (Principle)

Ms R Couper – Water Corporation

Mrs J Kemp – Country Women's Association

Mr R Bootsma – Community Emergency Services Officer

Ms D Stevens – Nannup Hospital Nurse Unit Manager

Mr L Gardiner – LSW DFES SES District Officer

Mr S Mills – Blackwood DPaW Fire Operations Officer

Mr D Swadkins – Nannup Police (Sergeant OIC)

Mr J Byrne – Nannup Police

Mr Vik Cheema – Community Emergency Management Officer (SEMC Secretariat)

### **Apologies were received from:**

Mr C Wade – Manager Infrastructure Nannup Shire

Mr J Patman – Chief Bush Fire Control Officer

Ms W Binns – Country Women's Association

## **3. PETITIONS/DEPUTATIONS/PRESENTATIONS**

None

#### **4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

*Moved - B Longmore  
Seconded – L Stokes*

That the meeting minutes of Local Emergency Management Advisory Committee meeting held Monday 4 February 2013 be confirmed as true and correct.

*CARRIED*

#### **5. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

##### **5.1 Communication Black Spot**

The CESM stated that in the near future, an external 'smart' antennae will be placed on the roof of the Scott River Lake Jasper Fire Shed to assist with mobile communications at the Fire Shed, there is some mobile coverage but this will improve the coverage both inside and outside for approximately 20 metres. Darradup Fire Shed will evaluate the installation of a YAGI aerial and Smart Antennae to be installed. At this Fire Shed; there is no mobile coverage but there is close by, once again, this will improve communications during an incident.

*Action: R Bootsma to follow up and report at next meeting*

##### **5.2 New Emergency Management Act**

- V Cheema provided a presentation to the meeting with the current status with the EM Act. This report is available, for further information contact Mr Vik Cheema.
- Vik also provided information about AWARE funding arrangements.
- From studies/feedback the statistical information indicated more focus on recovery is required. This is variable with the regions and specifically locations, depends on community acceptance and involvement.
- Mr Bob Hay from the Department of Premiers and Cabinet has been appointed as the Recovery Officer with the department.

*Action: V Cheema to provide the committee with updated information with the EM Act review progress.*

#### **6. REPORTS**

##### **6.1 Executive Officer/CESO**

- I have met with most agencies since my appointment as the Community Emergency Services Officer in the Shire of Nannup.
- I have been busy with getting up to speed with local issues and the shires infrastructure and capabilities. Coming from Augusta Margaret River with a

volunteer fire fighter back ground, Nannup may not have the emergency support equipment as neighbouring shires but it certainly has the commitment and passion for responding to an emergency. The shire has endorsed government initiatives and actively involved in pilot studies to provide valuable feedback to government agencies. The shire is proactive with promoting interaction with all agencies and stakeholders.

- Currently the shire is liaising with the Department of Premiers and Cabinet (DPC) and DFES with new initiatives
- I am actively liaising with DFES and DPaW developing new training packages to provide the region enhanced training.
- All brigades are currently in the process of the Burn Over Blanket (BOB) drill, training and fitment to their appliances. Joint training between VFRS and BFB personnel has been successful from feedback. Further exercises are planned in the future.
- SES facility is being fitted out to enable a Level 2 incident to be managed. Purchasing furniture is required and minor alterations to ensure facility can operate properly.
- The Nannup DSHS has an Automated Fire Hydrant Pumpset and Storage Tanks installed and commissioned to provide the school with reticulated outlets strategically positioned around the school for assisting with protecting the building structure.
- Further capital works at the Recreational Centre will provide additional fire hydrants to be installed in the future.
- Major events planned for Nannup that I am aware of are the Music Festival from 28 February to 3 March 2014, also Rally Australia in April. All the necessary documentations are being completed with the conditions for running these events addressed.  
I urge each agency to provide their requirements for these events to successfully operate with any other issues raised. I don't know if LEMC or other committees/groups have debriefings from major events, this may be beneficial for future reference.
- I am currently meeting with all agencies and government department personnel discussing proposed initiatives. They include Shire Fire Management Plans, Community Awareness initiatives, developing additional training packages for emergency volunteers and an all agency approach with exercises and communications.
- The offer for fire appliance replacement for 2014/2015 for two of our aging Heavy Tankers has been received and further discussions regarding suitability and possible build upgrades for the two appliances ongoing. Other fire brigade

infrastructure upgrades and additional capital works are being developed and submitted.

- The firebreak compliance this year when compared to previous years has been well managed and property owner's responsibility to comply. Most property owners have been able to perform the revised firebreak notice without any problems. Several variations have been submitted and individually assessed for approval.
- I would like to discuss the number of meetings LEMC meet in general business.
- If there is any matter or issue I can assist you with I'm only a phone call, email away or better still meet face to face over a cupper. I will leave my business card with you.

## **6.2 Community Recovery Coordinator**

1. Attended the SWLGEMA Recovery Workshop in October 2013
2. Deputy Recovery Coordinator appointed by SMT (Evelyn Patman)
3. Participated in the DCP&FS field exercise 2013
4. Completed AIMS 3 training
5. Completed Induction & Introduction to Bushfire Fighting & Bushfire Fire Fighting
6. Undertaken 2 units of Diploma of Emergency Management through AEMI along with Deputy Recovery Coordinator
7. Prepared Consolidated Recovery Plan for Shire of Nannup
8. Ordered Recovery Coordinator tabard through WALGA
9. Commenced documentation for the Shire of Nannup Animal Emergency Plan
  - Discussion document tabled, comment welcomed
  - Need to confirm that HMA who initiates AWT will pay all expenses incurred
  - CESO checking to see possibility of AWT training and PPC for accessing fire ground wildlife rescue once area blocked out.

## **6.3 DESO/CPFS**

- CPFS conducted its annual welfare field exercise on 31<sup>st</sup> July 2013 and there was good participation from CPFS Staff and local agencies.
- An exercise was completed and circulated to all exercise participants on 15/8/2013.
- I enquired about the progress of the WA Emergency Management Institute proposal which Shire President Tony Dean provided an update.

## **6.4 SWLGEMA Meeting**

Minutes of the last meeting Tuesday 19<sup>th</sup> November 2013 tabled.

## **6.5 District Senior High School**

- Ms F Dear said students were trialling a new initiative from DFES regarding a training tool and game for students to become fire aware. The training package provides a complete guide for the school to introduce as part of their curriculum.
- Recently an exercise with the students regarding, in case of an emergency, could they provide information specifically an address details for emergency responders. This exercise proved challenging with the lack of visual address information where they lived and therefore explanations on how to get to their properties varied.
- The Automated Reticulated Fire Hydrant System and Water Supply Tanks have been commissioned with key stakeholders taking part.

## **7. GENERAL BUSINESS**

Discussions regarding the rural numbering system followed and R Bootsma stated in other shires this initiative has been introduced with overwhelming success. The response from emergency responders has been good for mobilisation to addresses with less confusion as to the final address. A Huxtable also confirmed the success and importance of this system to eliminate any doubt or confusion with locating rural addresses. Ambulance and Police Officers stated they had difficulties locating addresses when called out.

*Action R Bootsma & A Huxtable to look into assistance with the implementation of the system in the Shire of Nannup*

The committee discussed the frequency of the LEMC meetings. All agreed to meet four times a year. February, May, August and November, time and actual dates to be confirmed.

The members discussed the time for the meetings and it was all agreed to start them at 3:00pm (1500hrs).

*Action R Bootsma to circulate and confirm time and dates*

## **8. NEXT MEETING**

Wednesday 7<sup>th</sup> May 2014 at 3:00pm (15:00hrs)

## **9. CLOSURE OF MEETING**

There being no further business the meeting was closed at 6:32pm.

19 December

2013 Shire of Nannup General Electors Meeting Minutes



## **MINUTES**

**Annual General Meeting of Electors**

**Shire of Nannup Shirley Humble Room 15 Adam St Nannup**

**19 December 2013 at 5.30pm**

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**1. Attendance and Apologies**

Councillor Dean welcomed members of the public and declared the meeting open at 5.30pm.

Attending:

Cr Dean – Shire President  
Councillors Mellema, Steer, Longmore, Gilbert  
R Jennings – Chief Executive Officer  
C Wade – Manager Infrastructure  
T Bishop – Acting Manager Corporate Services

Attending: Patricia Fraser, Rita Stallard, Maggie Longmore, Julie Kay, Janet Brenkman, Walter Brenkman

Apologies:

Gary Dobbin, Anne Slater, Joan Lorkiewicz and Vic Smith.

**2. Receiving of Annual Report**

Rita Stallard/Patricia Fraser

That the Shire of Nannup Annual Report for 2012/13 be received.

**Carried**

**3. Address by the Shire President****4. Questions on Notice**

None

**5. Questions on the Annual Report**

None

**6. Other Business at the Discretion of the Presiding Person**

Patricia Fraser

1. In relation to the Drift Project, did we end up completing the planned van sculpture?

No, after careful consideration it was not considered an economically viable project. As an alternative we have commissioned some signage to be completed to commemorate this project.

2. Having read about the future for Nannup within the Community Plan what does Council see as the future in relation to industry/employment/growth in our community?

Cr Dean:

- This is something that as a Council we are constantly revisiting.
- Our focus is on small industry and ways in which we can achieve sustainable growth within this area.
- As we are all aware the Mill has now cut its employment levels within Nannup



- Finally, we are constantly trying to encourage the service industries to look at ways of increasing their growth. The Australian Bureau of Statistics shows that we have had steady population growth with a 7% increase recorded from the last Census.

CEO:

- As part of our community consultations we have identified that the community would like an economic forum established.
- We have listened to business within the town and hope that through economic development plans we will be able to assist small business grow.
- With the planned establishment of a Trails Hub we anticipate that there will be employment opportunities for the community.
- We identify that our agriculture industry is a key industry to our community and are looking at how we can support this vital industry.
- With the completion of Mowen Road there is the opportunity for more visitors to our town and this is seen as a positive to our growth prospects.
- As long shots for economic growth we are continuing to lobby for obtaining control over coastal areas that would allow for environmental tourism prospects and the Institute of Emergency Management would also mean employment and growth prospects for our community.

Rita Stallard

1. I see our natural bushland and natural environment as our greatest asset. I therefore question why we are not looking at ways to secure grants that can be used to promote and enhance this asset. If we looked at promoting this asset it could lead to employment and tourism prospects. Most of the grants we seem to acquire are more for social aspects and I question why this is our focus?

Cr Dean:

Grants are becoming harder to obtain as both the Federal and State Governments tighten their spending. It is a worthwhile suggestion and one that is worth pursuing. Your comments will be passed on to the Community Development Officer for action where possible.

CEO:

A key message that came out of our Community consultation is the fact that our community considers our native environment to be a key asset to be preserved and promoted to the best of its ability. With this in mind we have looked at the tourism opportunities via the Trails Hub.

Julie Kay

1. Is fracking allowable in Nannup?

Cr Dean:

We are not sure if this is allowable, if we receive a definite proposal we will need to look at our options.

2. Why when there are 12 months of the year to choose from does the Nannup Shire decide to hold a ratepayers meeting 6 days before Christmas?

CEO:

It is a legislative requirement as per the *Local Government Act 1995* S2.57(2) that the annual electors meeting be held not more than 56 days after the local government accepts the annual report for the previous financial year. This year our Annual Report was accepted by

Council at our November meeting hence the requirement to hold the meeting prior to the Christmas break.

3. What was the idea of the Bridgetown Road reseal? Comments from other locals suggest that it has not improved the road surface.

MI:

The road was resealed for a length of approximately 200m as a result of road deterioration which was part of the town reseal program.

Woulter Brenkman

4. Why is the Shire Council not looking at using solar power for its Council building?  
Given that the shire office is used daily this should represent a significant saving to our shire.

CEO:

The Shire has identified that we need to look at ways to reduce our carbon footprint wherever possible. We will be including within the Recreation Centre upgrade solar panels where practicable. In terms of addressing solar panels in existing assets we have decided on a course of action that will see them replaced as the original breakdown.

We recognise that we need to be sustainable wherever possible and have looked at our options on a scaled basis. As an example, wherever possible fluorescent lighting is being utilised. Solar panels are identified however the initial costs involved with their installation have seen these not be included at this stage. We will continue to assess in the future and when practicable they will be implemented.

## **7. Meeting Closure**

There being no further business to discuss the Shire President thanked everyone for their attendance and declared the meeting closed at 5.47pm.

(d)

Minutes of Council Advisory Committees

# MINUTES

## Shire of Nannup - Audit Advisory Committee

### CONFIRMATION OF MINUTES

These minutes comprising pages 1 – 4 were confirmed by  
Council on \_\_\_\_\_ as a true and accurate record.

.....

**Tony Dean**  
**SHIRE PRESIDENT**

# Minutes

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The meeting was declared opened by the Shire President at 3.30 hours.

### **PRESENT:**

Dean, Dobbin, Gilbert, Lorkiewicz, Longmore, Mellema, Slater and Steer.

**VISITORS:** Mr Tim Partridge – AMD

**APOLOGIES:** Nil.

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

None.

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

None.

## 4. APPLICATIONS FOR LEAVE OF ABSENCE

None.

## 5. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

## 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

**Longmore/Steer**

Minutes of the meeting of 24 January 2013 be confirmed as a true and correct record.

**Carried 8/0**

## 7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

None.

## 8. REPORTS BY MEMBERS ATTENDING COMMITTEES

None.

**9. REPORTS OF OFFICERS**

<p>AGENDA NUMBER: 9.1</p> <p>SUBJECT: Acceptance of Shire of Nannup Annual Report 2012/13</p> <p>LOCATION/ADDRESS: N/A</p> <p>NAME OF APPLICANT: N/A</p> <p>FILE REFERENCE: ADM 17</p> <p>AUTHOR: Vic Smith - Manager Corporate Services</p> <p>DISCLOSURE OF INTEREST: Nil</p> <p>DATE OF REPORT: 13 November 2013</p>
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Attachment 1: Annual Report 2012/13 is included (separate cover) with this agenda.

Attachment 2: Auditor's Management Report 30 June 13

**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, Council's auditor, 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 2012/13 will be circulated to members prior to this committee meeting. It contains all statutory information required, including the audited Annual Financial Statements for the year under review and will form the basis of Mr Partridge's presentation.

A new requirement has been established under the Local Government (Audit) Regulations 1996 for the Chief Executive Officer to carry out a review at least biennially of the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

This requirement has been met by the inclusion in the Annual Report of a Review of Corporate Governance by the CEO. The main weakness in the corporate governance arrangements is the lack of a mature risk management framework within the Council; this will be a common theme amongst all local governments at this point in time.

**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 —

(d)

## Minutes of Council Advisory Committees

- (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.

Regulation 16(c) of the Local Government (Audit) Regulations 1996 requires the Audit Committee to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —

- (i) report to the council the results of that review; and
- (ii) give a copy of the CEO's report to the council.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** None.

**STRATEGIC IMPLICATIONS:** None.

**VOTING REQUIREMENTS:** Simple Majority.

### **RECOMMENDATIONS:**

1. That the Committee accept the Review of Corporate Governance by the CEO as set out in the Annual Report for 2012/13.
2. That Council accept the audited Annual Financial Statements for the Shire of Nannup, including the Review of Corporate Governance, for the financial year 2012/13.

### **GILBERT/LORKIEWICZ**

1. That the Committee accept the Review of Corporate Governance by the CEO as set out in the Annual Report for 2012/13.
2. That Council accept the audited Annual Financial Statements for the Shire of Nannup, including the Review of Corporate Governance, for the financial year 2012/13.

**CARRIED 8/0**

(d)

## Minutes of Council Advisory Committees



22 November 2013

**Cr. T Dean  
President  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275**

MEMBERS

Oliver M. Anderson, CA, CPA	David Proctor, CA, CPA
Stephen F. Dean, CA	Tim Partridge, CA, CPA
Sharon G. O'Brien, CA, CPA	Mark Covell, CA
John Mackenzie, CA, CPA	Shona Gurr, CA

Dear Tony

### **SHIRE OF NANNUP 30 JUNE 2013 MANAGEMENT REPORT**

Following completion of our 30 June 2013 audit, we provide our Management Report and audit recommendations.

#### **1.0 Our Audit Approach**

The Australian Auditing Standards are the professional Standards applicable to all audit engagements. Accordingly, our audit was conducted in accordance with Australian Auditing Standards, with testing designed solely to enable the expression of an opinion on the financial report of the Shire of Nannup. This involved us making an assessment of the risk of material misstatement, whether due to fraud or error, and then using our professional judgement, applying audit procedures to mitigate that risk.

To assist Council in understanding our role as external auditor, we have previously detailed our audit responsibilities and scope of work to be performed to meet those responsibilities in our audit engagement letter.

Australian Auditing Standards require us to document and evaluate Shire of Nannup's system of internal control to establish the level of reliance on the internal control system in determining the nature, timing and extent of other auditing procedures necessary to enable us to complete our audit. This work is not primarily directed towards the discovery of weaknesses or the detection of fraud or other irregularities and should not, therefore, be taken to assume that no other weaknesses exist. Accordingly the comments within this letter refer only to those matters that have come to our attention during the course of our normal audit work and may not identify all possible improvements that an internal controls review may detect.

Our audit approach is based on a risk analysis methodology which relies upon our understanding of Shire of Nannup's operations, strategies and risks. We performed a review of applicable accounting systems and tested those during our audit. The level of testing performed by us is determined by the degree of reliance we place on the internal control systems in place which has a resulting impact on the amount of substantive testing required during our audit procedures. The level of testing performed is also aligned with what is required to form an overall opinion on the financial statements which may not coincide with what the Shire of Nannup perceives should be tested.

Our audit also included evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates and judgements, as well as evaluating the overall presentation of the financial report. There were no areas of disagreement either in the accounting estimates or judgements or in the presentation and disclosures made in the financial report.



**Chartered  
Accountants**

Unit 10, 11 & 12, 13, 14 & 15, 16 & 17, 18 & 19, 20 & 21, 22 & 23, 24 & 25, 26 & 27, 28 & 29, 30 & 31, 32 & 33, 34 & 35, 36 & 37, 38 & 39, 40 & 41, 42 & 43, 44 & 45, 46 & 47, 48 & 49, 50 & 51, 52 & 53, 54 & 55, 56 & 57, 58 & 59, 60 & 61, 62 & 63, 64 & 65, 66 & 67, 68 & 69, 70 & 71, 72 & 73, 74 & 75, 76 & 77, 78 & 79, 80 & 81, 82 & 83, 84 & 85, 86 & 87, 88 & 89, 90 & 91, 92 & 93, 94 & 95, 96 & 97, 98 & 99, 100 & 101, 102 & 103, 104 & 105, 106 & 107, 108 & 109, 110 & 111, 112 & 113, 114 & 115, 116 & 117, 118 & 119, 120 & 121, 122 & 123, 124 & 125, 126 & 127, 128 & 129, 130 & 131, 132 & 133, 134 & 135, 136 & 137, 138 & 139, 140 & 141, 142 & 143, 144 & 145, 146 & 147, 148 & 149, 150 & 151, 152 & 153, 154 & 155, 156 & 157, 158 & 159, 160 & 161, 162 & 163, 164 & 165, 166 & 167, 168 & 169, 170 & 171, 172 & 173, 174 & 175, 176 & 177, 178 & 179, 180 & 181, 182 & 183, 184 & 185, 186 & 187, 188 & 189, 190 & 191, 192 & 193, 194 & 195, 196 & 197, 198 & 199, 200 & 201, 202 & 203, 204 & 205, 206 & 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(d)

## Minutes of Council Advisory Committees

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

None.

### **11. CLOSURE OF MEETING**

There being no further business to discuss the Chairperson declared the meeting closed at 16.03 hours.



# **COMMUNITY & DEVELOPMENT SERVICES**

AGENDA NUMBER:	12.1
SUBJECT:	Amendment No.15 to the Shire of Nannup Local Planning Scheme No. 3: submitted for final adoption
LOCATION/ADDRESS:	Portion of Lot 68 Warren Road, Nannup
NAME OF APPLICANT:	Dowling Giudici & Associates
FILE REFERENCE:	TPL1/15
AUTHOR:	Steve Thompson - Consultant Planner
REPORTING OFFICER:	Robert Jennings - Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995)
DATE OF REPORT	14 February 2014

- Attachment
1. Location Plan
  2. Extract of Amendment documentation from proponent
  3. Submissions
  4. Schedule of Submissions

## **BACKGROUND:**

### *A) The Amendment Site*

The amendment site, Lot 68 Warren Road, is shown in Attachment 1. Lot 68 has an area of 2.24 hectares and is gently sloping. The site contains two dwellings, a portion of Higgins Swamp and a stand of poplars.

### *B) The Proposal*

The proposed scheme amendment is to rezone a portion (approximately 4129m<sup>2</sup>) of Lot 68 Warren Road from "Special Use (SU5)" to "Residential R10/15" to facilitate the subdivision of the existing two dwellings. The majority of the site will remain zoned "Special Use (SU5)".

An extract of the proponent's original documentation is set out in Attachment 2. This provides background information which is generally not repeated in this report.

*C) Planning Framework*

The site is zoned "Special Use (SU5)" in the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)*. The statutory conditions/special provisions for SU5 require the preparation of a Structure Plan prior to subdivision.

The Council endorsed the *Higgins Swamp Structure Plan* at its meeting on 28 June 2012. This Structure Plan provided broad guidance for the area, however it is of a "preliminary" nature compared to LPS3 requirements and Western Australian Planning Commission (WAPC) guidelines.

*D) Council Resolution*

At the Council Meeting of 26 September 2013, the Council passed the following motion at minute No 9023:

"That Council:

1. Agree to adopt (initiate) an amendment to the *Shire of Nannup Local Planning Scheme No. 3*, pursuant to Part 5 of the *Planning and Development Act 2005*, through rezoning a portion of Lot 68 Warren Road, Nannup from "Special Use (SU5)" to "Residential R10/15".
2. Authorise the Shire President and the Chief Executive Officer to execute the Scheme Amendment No. 15 documents.
3. Note the Shire will refer Scheme Amendment No. 15 to the Environmental Protection Authority for assessment pursuant to section 81 of the *Planning and Development Act 2005*. Should the Environmental Protection Authority advise that the amendment does not require assessment, advertise the amendment in accordance with the *Town Planning Regulations 1967*.
4. Advise the applicant that the silver poplars be removed."

*E) EPA Decision and Community/Stakeholder Consultation*

Following the Council resolution, the Environmental Protection Authority (EPA) determined that the scheme amendment should not be assessed via an environmental impact assessment. Further, the EPA determined that it is not necessary to provide any advice or recommendations on the proposed amendment. The EPA decision effectively gave its "environmental clearance" to Amendment 15.

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: February 2014**

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Following the receipt of the EPA decision, the Shire met the requirements of the *Town Planning Regulations* through seeking public comment on Scheme Amendment No. 15 for a six week period by:

- writing to adjoining/nearby neighbours along with relevant State Government departments, servicing agencies and other stakeholders;
- placing a sign on-site;
- placing public notices in local papers;
- placing a notice on the Shire office notice board; and
- details being provided on the Shire's website.

*F) Submissions*

The Shire received 10 submissions on Scheme Amendment No. 15 which are set out in Attachment 3 and summarised in the Schedule of Submissions in Attachment 4. Two of the submissions are from the landowner.

The submissions from State Government departments and servicing agencies raise no objection or provide standard advice. The key matter raised is from the Department of Water which recommended that an Urban Water Management Plan be prepared.

The submission from Ms Margaret Gibb raises a concern about the unnecessary creation of additional residential lots due to the number of houses for sale and the vacant lots in Nannup.

**COMMENT:**

Overview

Following an assessment of the submissions against the Local Planning Strategy and relevant Council and WAPC policies and strategies, it is suggested that the scheme amendment is suitable for final adoption. In summary, the reasons for this include:

- the scheme amendment request is consistent with the Local Planning Strategy and the *Higgins Swamp Structure Plan*;
- the scheme amendment will simply facilitate separate lots for the existing two dwellings on Lot 68 Warren Road. The amendment does not change the use or density of development on the portion of Lot 68 Warren Road subject to the scheme amendment request;
- the amendment, which relates to the existing two dwellings, will not impact the future subdivision/development potential of the balance of land;

Shire of Nannup  
Ordinary Council Meeting Agenda: February 2014

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- the balance of Lot 68 Warren Road and the area which is zoned Special Use (SU5) will be subject to the preparation of a suitably detailed structure plan which is supported by appropriate technical investigations including a Local Water Management Strategy; and
- there is overall support from the community, State Government agencies and servicing authorities.

It is accordingly recommended that Council grant final adoption to Scheme Amendment No. 15.

#### Water Management

The Department of Water recommend that an Urban Water Management Plan be prepared to ensure there is an integrated approach to water management for the *Higgins Swamp Structure Plan* area.

It is suggested that it is unreasonable and onerous to require the landowner/applicant to prepare an Urban Water Management Plan, at the scheme amendment or subdivision stages, to facilitate separate lots for the existing two dwellings on Lot 68 Warren Road. It is highlighted that the amendment does not change the use on a portion of Lot 68 Warren Road.

A Local Water Management Strategy should however be prepared for the balance of the land subject to Special Use Zone No. 5 to complement the required (more detailed) Structure Plan. This will assist to ensure there is a coordinated approach to water management and land use. In time, the Local Water Management Strategy will be complemented by an Urban Water Management Plan.

#### Land Supply

Ms Gibb raises concerns relating to the amendment including that there are a number of houses and lots for sale in Nannup. Ms Gibb questions whether additional dwellings and another motel are required.

It is highlighted that the amendment does not propose a motel. A motel is not a permitted use in the Residential Zone.

The proposed amendment does not increase the number of dwellings on a portion of Lot 68 Warren Road. The amendment proposes to rezone a portion of Lot 68 from Special Use Zone SU5 (where residential uses are a permitted use) to Residential 10/15.

While noting the above, it is suggested that neither the Council nor the WAPC should seek to dictate land supply within the Nannup townsite. Instead, it is suggested that the market should determine decisions on land supply within the

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: February 2014**

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Nannup townsite provided the land is appropriately zoned and is suitable and capable of accommodating subdivision/development.

Removal of the Poplar Trees

The Council resolved in part on 26 September 2013 to "Advise the applicant that the silver poplars be removed." In response, the landowner's submission is set out in Attachment 4. The landowner sets out:

- they do not agree with Point 4 of the Council's resolution that the poplars need to be removed;
- a search on [www.biosecurity.wa.gov.au](http://www.biosecurity.wa.gov.au) reveals that *Populus alba* is a permitted organism in Western Australia and therefore we cannot see under what head of power the Council can require the removal of the poplars; and
- the poplars have gotten out of control. We suggest that we remove a 35 to 40 metre stretch of trees along our southern boundary (near Higgins Street). This would result in the removal of almost half of the poplars. The remaining half will be cleaned out of dead and sick trees and will be managed and looked after by us in the future.

The landowner's commitment to clear approximately half of the poplars and effectively manage the remainder of the retained poplars is supported. To progress the matter, it is recommended that Council resolve to require the clearing to be undertaken by 30 September 2014. It is also noted that no other submission was raised by stakeholders (residents, the Environmental Protection Authority or other government agencies) regarding the poplars.

Next Steps with the Scheme Amendment Process

Following the Council's decision whether or not to support final adoption of the scheme amendment (with or without modifications), the WAPC will next assess the scheme amendment request with the final decision made by the Minister for Planning.

Should the amendment be finally gazetted, the applicant is then required to gain subdivision approval from the WAPC. As part of this, the Shire will seek that stormwater management is appropriately addressed via on-site retention/detention, or if required, to a legal point of discharge and that crossovers are sealed.

Future Detailed Structure Plan and Supporting Investigations

Should the landowner or other landowners within the balance of the land subject to Special Use SU5 seek to subdivide, they will need to prepare and gain endorsement to a Structure Plan which is adopted by the Council and endorsed by the WAPC. As part of this, relevant technical investigations will be required

including a Local Water Management Strategy. The Structure Plan will be subject to community and stakeholder consultation.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act, Town Planning Regulations and LPS3.*

**POLICY IMPLICATIONS:**

Nil at this stage.

**FINANCIAL IMPLICATIONS:**

Public advertising was a budgeted cost.

**STRATEGIC IMPLICATIONS:**

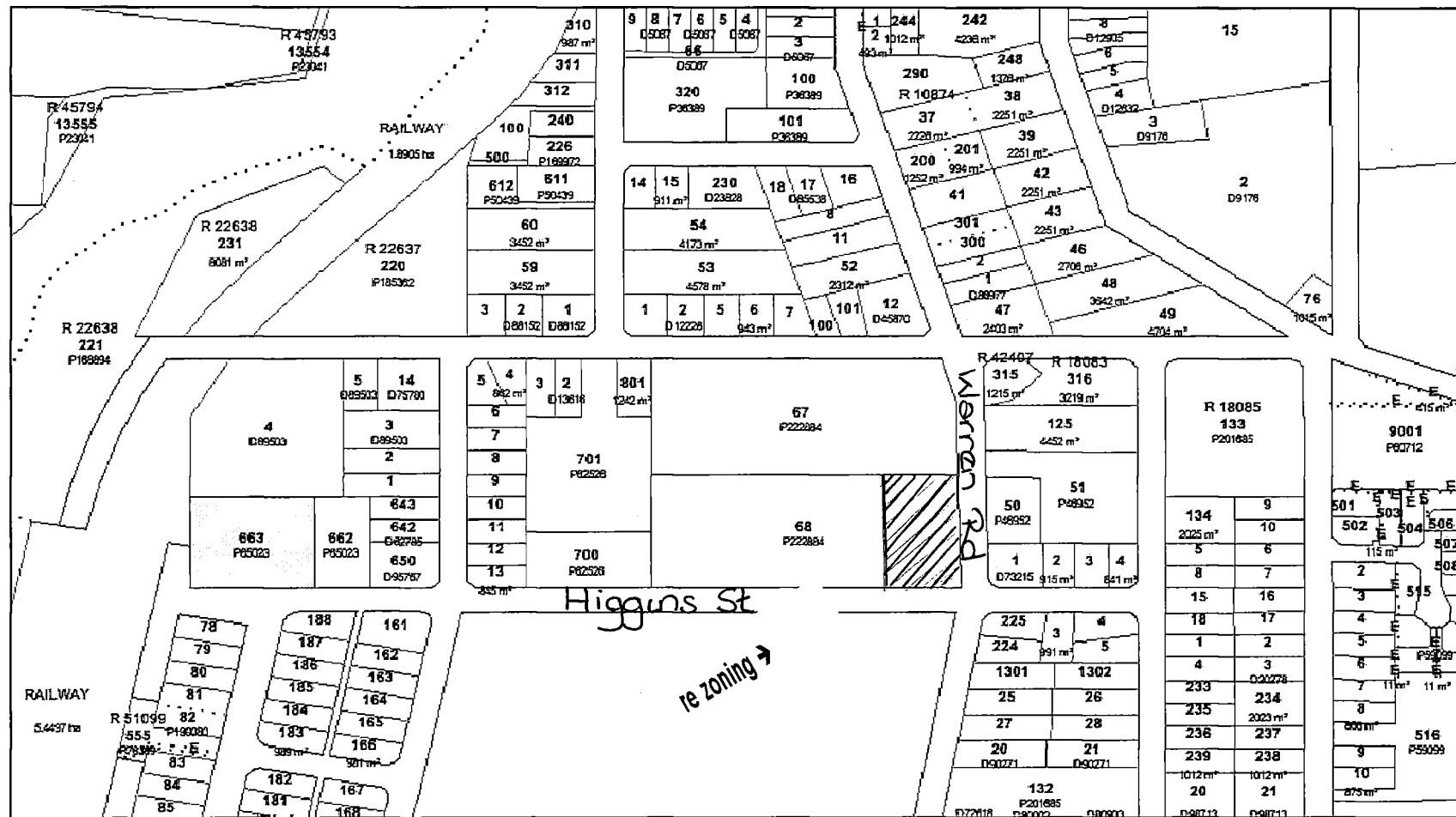
The site forms part of Policy Area No. 1 – Townsite in the *Shire of Nannup Local Planning Strategy*. The Strategy's recommendation for the policy area is that urban consolidation is encouraged subject to issues of effluent disposal and flooding being addressed where relevant. The site is outside of the 1 in 100 ARI floodplain.

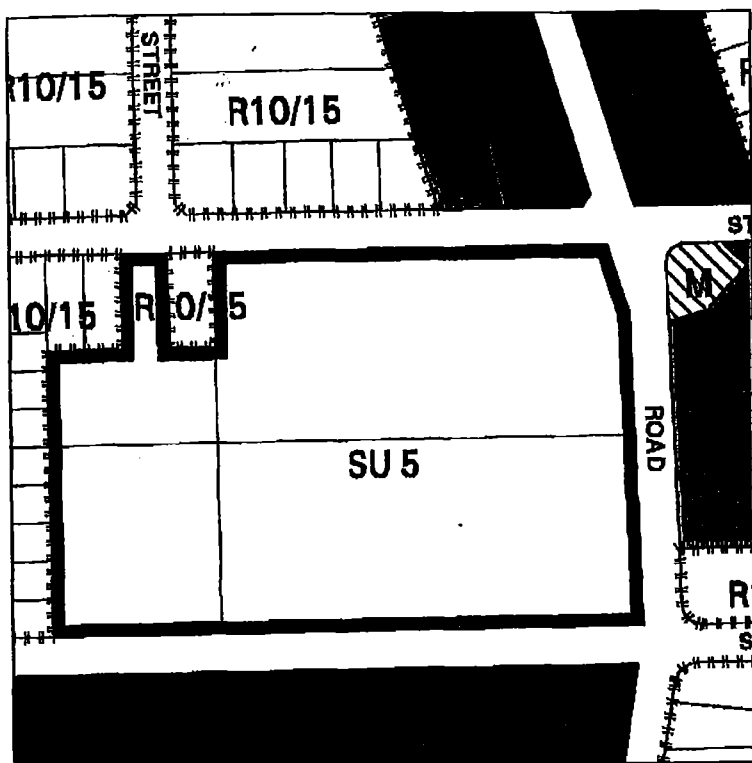
**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

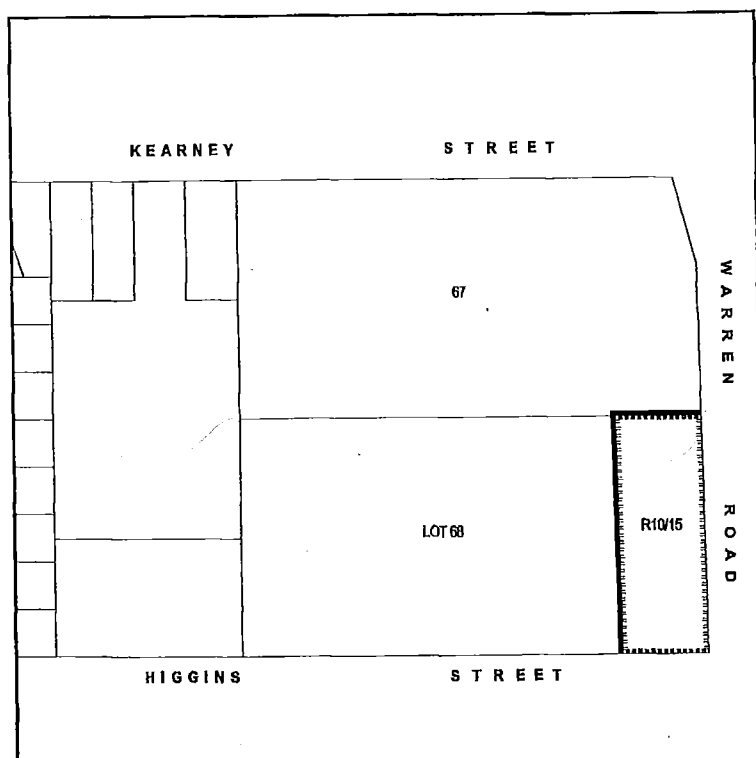
That Council:

1. In pursuance of Section 75 of the *Planning and Development Act 2005* grant final adoption of Amendment No. 15 to the *Shire of Nannup Local Planning Scheme No. 3* through rezoning a portion of Lot 68 Warren Road, Nannup from "Special Use (SU5)" to "Residential R10/15".
2. Adopt the recommendations in Attachment 4 relating to submissions and advise all persons and agencies who lodged a submission that their comments were noted.
3. Refer Scheme Amendment No. 15 to the Western Australian Planning Commission and seek final approval by the Honourable Minister for Planning.
4. Support the landowner's commitment to clear approximately half of the poplars and effectively manage the remainder of the retained poplars and seek for the landowner to undertake the proposed clearing and removal by 30 September 2014.





Existing Scheme Map [Scale approx 1:1000]







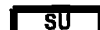
Proposed Scheme Map [Scale approx 1:1000]

# LEGEND



## SCHEME RESERVES

-  PARKS AND RECREATION
-  PUBLIC PURPOSE

## SCHEME ZONES

-  RESIDENTIAL
-  TOWN CENTRE
-  MIXED USE
-  INDUSTRY
-  SPECIAL USE

## OTHER

-  R CODING
-  HERITAGE AREA

Shire of Nannup  
Local Planning Scheme N° 3  
Amendment N° 15



# Report

## 1 Purpose of Amendment

The purpose of this amendment is to suitably rezone the portion of lot 68 Warren Road Nannup comprising 2 existing occupied dwellings in order to facilitate each of these dwellings being incorporated into their own separate lots.

## 2 Land Description

The land the subject of this amendment is more particularly described as lot 68 on Plan Number 222884; street address 92 Warren Road Nannup. A location map is provided at Figure 1 below. A copy of the land's *Certificate of Title* is provided at Appendix 1.

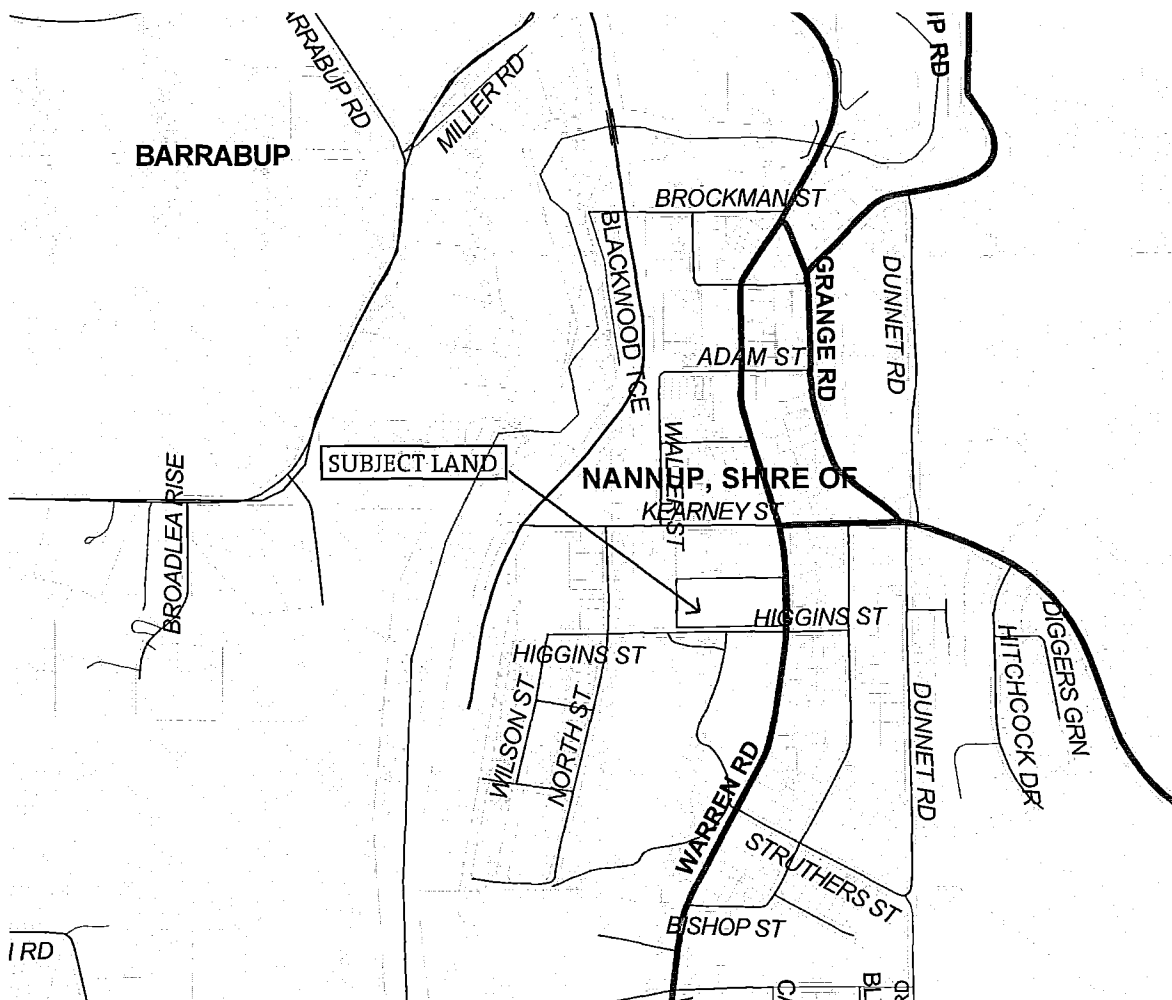


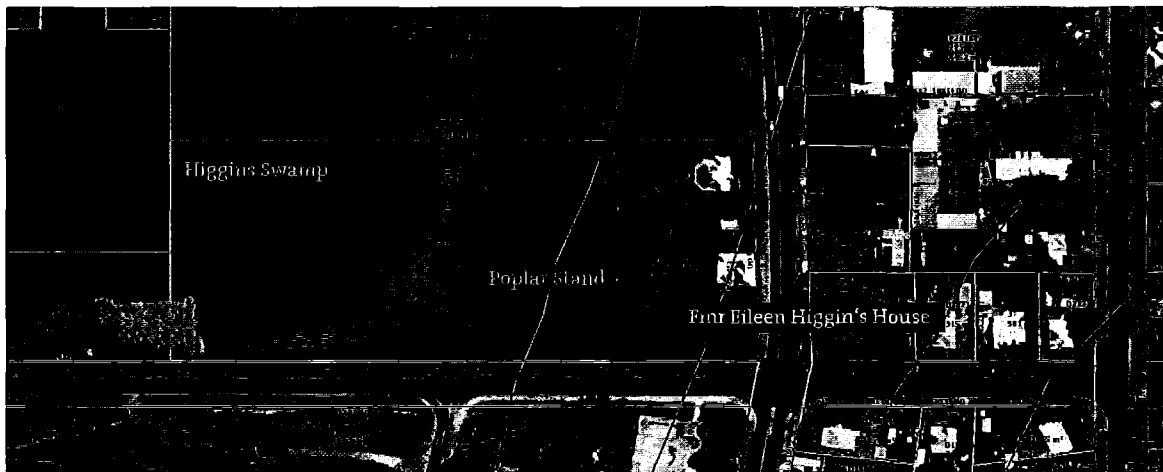
Figure 1 - Location Map

It is a 2.2460 hectare sized parcel of land located between Kearney and Higgins Street on the west side of Warren Road Nannup, on the southern boundary of what is generally defined and recognised as the Nannup town centre.

It is elevated between approximately 70 metres AHD and approximately 78 metres AHD, generally sloping downwards in a westward direction from its Warren Road lot boundary.

As can be seen from the site orthophoto below in Figure 2, the western portion of the lot comprises part of an intermittent wetland colloquially known as 'Higgins Swamp'; the central/eastern portion of the lot comprises a stand of poplars; with two (2) existing dwellings located along the lot's eastern flank, fronting Warren Road.

Vehicular access to the 2 dwellings is provided from both Warren Road and Higgins Street.



**Figure 2 - Site Orthophoto**

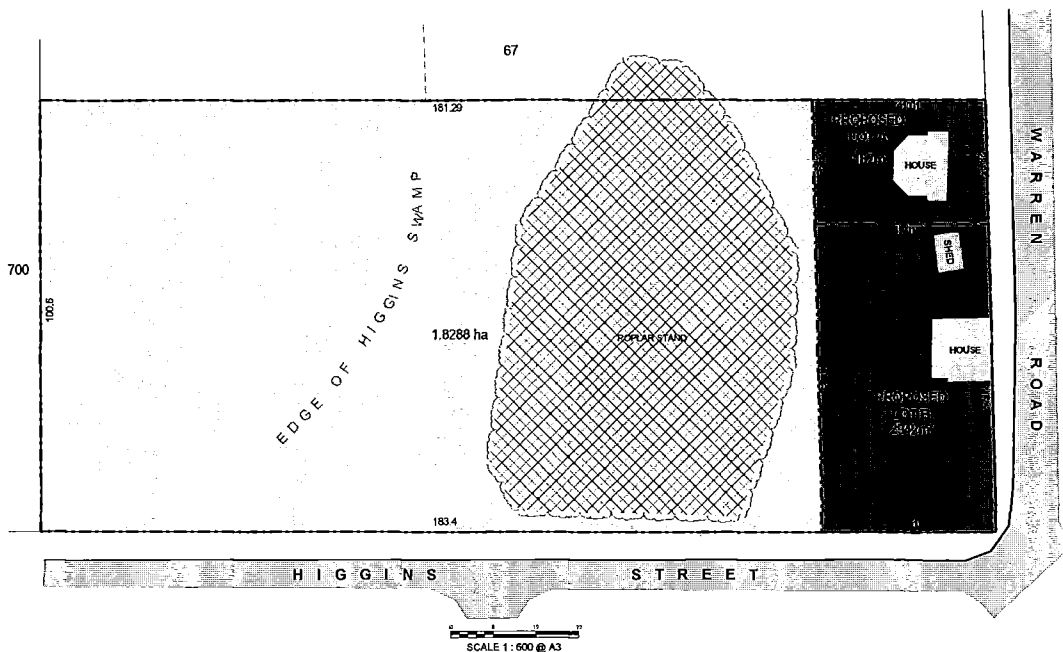
### **3 Background/Context**

The registered proprietors of lot 68 have identified the northern-most located dwelling as surplus to their requirements and hence, seek to dispose of it via the Nannup housing market. However, they seek to retain ownership of the southern-most dwelling but within a smaller-sized allotment.

According to the *Shire of Nannup Municipal Inventory* (1996) the southern-most dwelling was originally constructed as a hardware and blacksmith shop (c.1912) although it is referred to in the inventory as the place of 'Eileen Higgin's House and Swamp'. Notwithstanding its purported original purpose, the building has been adapted for residential occupancy which continues to this day. The northern-most dwelling is a more contemporary construction designed and built for residential occupancy.

The registered proprietors will retain the undeveloped balance portion of lot 68 as well as the current 'Special Use' zoning in place over it.

A preliminary plan of subdivision reflecting the intended subdivision is provided at Figure 3 over the page.



**Figure 3 - Indicative Plan of Subdivision**

The *Shire of Nannup Town Planning Scheme (TPS) 3* presently precludes lot 68 from being further subdivided into smaller lots without a Structure Plan having first been adopted by the Nannup local government and the Western Australian Planning Commission (WAPC).

A structure plan (entitled *Higgins Swamp Structure Plan*) over this lot and adjoining lots 67 Warren Road, 700 Higgins Street and 701 Kearney Street was prepared in 2012 by the registered proprietor of lot 67.

This structure plan primarily divides the structure plan area into a number of residential, conservation and mixed use precincts. It did not consider or address a future subdivision pattern for the plan area based on these precincts. The structure plan was adopted by the Nannup Shire Council in June 2012 subject to some minor modifications being carried out to the plan, which have since occurred.

Proposals for future land subdivision within these precincts, however, is still subject to formulation of more detailed structure plans.

For a small-scale 3 lot subdivision that proposes to contain the 2 existing dwellings on lot 68 each within their own allotment, the requirement for a further structure plan over this lot is considered onerous and unwarranted. As an alternative both the Shire of Nannup and the WAPC suggested amending TPS 3 by rezoning the portion of lot 68 containing the 2 existing dwellings and their proposed curtilages to 'Residential', with an assigned dwelling density coding of R10/15. Hence, this amendment.

## 4 Amendment Proposal

This amendment proposes to rezone that part of lot 68 comprising the 2 existing dwellings on the land and their respective curtilages from the 'Special Use' zone (SU5) to the 'Residential' zone with an assigned density coding of R10/15.

The proposed rezoning is illustrated on the proposed amendment map contained within this amendment document.

## 5 Justification for Amendment

The proposed partial rezoning of lot 68 to 'Residential' is justified on the grounds that:

- ▶ At the regional level, it will accord with the key **Community** land use planning and development principle expressed in the *State Planning Strategy* (1997);
- ▶ At the local level, it will accord with the aims of the *Nannup Townsite Strategy* (2000), the **Residential Areas** policy objectives expressed in the *Nannup Local Planning Strategy 2007*, and applicable provisions of the *Higgins Swamp Structure Plan*;
- ▶ The zoning will be consistent with adjacent residential zoned land and development; and
- ▶ The land is already capable for residential use by virtue of its 2 existing dwellings in place.

Each of these grounds are more fully explained as follows:

### *State Planning Strategy (1997)*

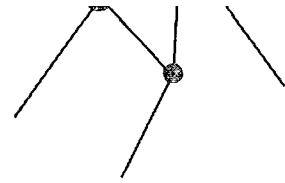
The current *State Planning Strategy* identifies five (5) key principles that define the State's primary planning aim, which is **the sustainable use and development of land**.

The 5 key principles are:

- ▶ Environment
- ▶ Community
- ▶ Economy
- ▶ Infrastructure
- ▶ Regional Development

Of these, the **Community** principle underpins the purpose of and has direct application to this amendment.





This principle is a tenet allowing for responses to social changes and facilitation of vibrant, safe and self-reliant communities. It facilitates this by ensuring sufficiently zoned and serviced land for a range of land uses such as housing. This amendment directly responds to this.

The **Community** principle also seeks to integrate land use and transport planning, promoting patterns of land use which reduce the need for transport, promote the use of public transport and reduce the dependence on private cars. The proximity of lot 68 to the Nannup town centre and with Warren Road as its frontage provides a high degree of accessibility to a wide range of commercial and community services and facilities without the need to travel long distances. This will aid in the achievement of this principle.

#### *Nannup Townsite Strategy (2000)*

This strategy identified land suitable for urban and rural-residential expansion of the Nannup Townsite. It divided the strategy area—the existing Nannup Townsite and its surrounds—into 10 policy areas.

Lot 68 is included in Policy Area 1—Nannup Townsite. The strategy recommends that within this policy area urban consolidation be encouraged subject to issues of effluent disposal and flooding being addressed where relevant.

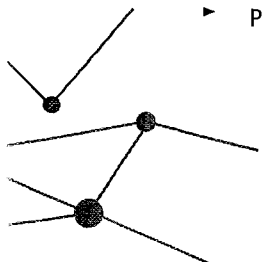
One of the aims of the strategy is to ensure an adequate ongoing supply of serviced and suitable land for housing, tourism, employment, commercial activities, recreation, community facilities and services. The amendment will facilitate the achievement of this particular aim in respect to housing.

#### *Nannup Local Planning Strategy (2007)*

This is a broad level strategy that sets out the Nannup local government's general aims and intentions for future long term growth and change within the Nannup local government area for a 10 - 15 year period. It references and incorporates the aforementioned *Nannup Townsite Strategy* and its aims in relation to the Nannup Townsite. However, it translates the broad-based aims of the townsite strategy into a local planning policy framework with detailed objectives to be applied to the use, development and subdivision of land within the townsite.

The strategy's general objectives for the Nannup Townsite are:

- ▶ Retain a compact townsite with its distinct village-like character and environmental features;
- ▶ Achieve site-responsive development that provides a variety of housing types to meet the varied accommodation needs of the areas population;
- ▶ Maximise the use of community facilities available in townships;
- ▶ Promote safety of people and property; and



- ▶ Provide for small scale home based businesses which provide local employment opportunities.

For existing and planned residential areas the Strategy cites the following specific land use and development objectives that are to apply to future land use and development within them:

- ▶ Ensure that land within a residential zone remains committed to single dwelling housing as the primary function and predominant land use of the zone. In particular circumstances, dependent upon site suitability, Council will be prepared to consider group dwelling development proposals;
- ▶ Allow for a variety of housing types where there are needs for such housing and where it can be integrated within the existing natural and built environment;
- ▶ To encourage an appropriate standard and appearance of development to complement the existing and diverse character of the town;
- ▶ Provide limited and controlled opportunities for non-residential uses that meet the needs of the local residential community and protect the residential amenity of the area;
- ▶ Ensure that non-residential uses are compatible with the surrounding neighbourhood, and the visual, environmental and landscape qualities of the area; and
- ▶ Prevent the establishment of commercial uses which would be more suitably located in the Town Centre zone.

Because there will be no alteration to the current use of and form of development on lot 68, the amendment will not detract from the attainment of any of the aforementioned objectives.

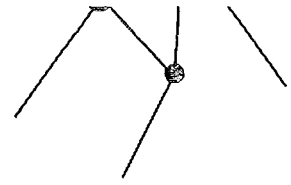
On the contrary, it will fulfill the aforementioned first-listed objective.

In addition to the aforementioned objectives, the following additional land subdivision objectives also apply when seeking approval to subdivide land within Nannup's residential areas:

- ▶ Ensure that the design of subdivisions is responsive to the land capabilities of the site and recognises the availability of service infrastructure and can provide for drainage and stormwater treatment;
- ▶ Ensure that the design of any new subdivision recognises and responds to existing physical, environmental and visual characteristics of the site and surrounding area;
- ▶ Provide for a range of lot sizes for the accommodation of various alternative housing and lifestyle opportunities; and
- ▶ Ensure an adequate on-going supply of serviced and suitable land for housing, tourism, employment, commercial activities, recreation, community facilities and services.

The intended subdivision will specifically fulfill the aforementioned first and fourth-listed subdivisional objectives.





In respect to the first subdivisional objective, lot 68 is serviced by existing reticulated power, water and sewerage systems. The proposed future lots will be capable of being connected to these systems.

In regard to stormwater and drainage, future lots will need to accord with the Nannup Shire's *Local Planning Policy (LPP) 002—Private Stormwater Drainage Connections to Council's Stormwater Drains*. This requirement applies at the time the proposed lots are created and requires fulfilment before final subdivision approval is granted.

#### *Higgins Swamp Structure Plan*

This Shire endorsed plan sets out future land use precincts and potential future road linkages within lot 68 and adjoining lots 67 Warren Road, 700 Higgins Street and lot 701 Kearney Road. A copy of this plan is reproduced at Appendix 2.

The plan was prepared for the registered proprietor of adjoining lot 67 as a precursor to undertaking a grouped dwelling development on part of lot 67 (and as required by the currently prescribed 'Special Use' zoning provisions applying to the aforementioned lots).

The structure plan includes the portion of lot 68 sought to be rezoned to 'Residential' in the Low Density Residential (R15) Precinct (LDR5). Within this precinct, a minimum average dwelling density ratio of 1 dwelling per 666m<sup>2</sup> land area applies.

With reference to the indicative plan of subdivision shown at Figure 3, the size of the proposed lots comprising the existing dwellings will exceed the prescribed average dwelling density for 'Residential' zoned land.

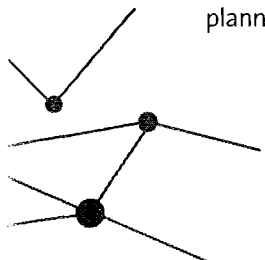
#### *Land Use and Zoning*

Given that the two existing dwellings on lot 68 have been designed and occupied for residential living purposes, it is logical and sensible to rezone the land upon which they sit to 'Residential'.

The proposed rezoning will also fit well with nearby residential zonings and residential development along surrounding streets such as Kearney, North and Higgins Street and along the east side of Warren Road south of Higgins Street as illustrated in the existing zoning map contained within this amendment document.

The current application of the 'Special Use' zoning to lot 68 is questioned in the context of the uses prescribed under this zone for the land. The current permissible uses under this zone are also allowed (either 'as-of-right' or at the discretion of the responsible authority) under the 'Residential' zoning.

Ordinarily, a 'Special Use' zoning is intended to reflect an intended special use of the land (or a mix of planned integrated uses) that generally cannot be accommodated under another type of zoning.



The proposed 'Residential' zoning better reflects the current use and form of development that has taken place on this part of lot 68, which is intended to remain into the foreseeable future.

#### *Capability for Residential Use*

Lot 68 is served by a reticulated power, water, sewerage and telecommunication systems. Both existing dwellings are connected to these systems.

The curtilages of both existing dwellings are well-drained as they are sited on downward slopes falling to the west (towards Higgins Swamp).

According to the State's *Contaminated Sites Database* lot 68 is not known or suspected as being a contaminated site pursuant to the State's *Contaminated Sites Act 2003*.

## **6 Effect of Amendment**

The principal effect of this amendment will be that a more appropriate zone will be in place that is reflective of the current residential use and form of existing development on the land. However, the opportunity and potential to use/develop the land for those uses prescribed under the current 'Special Use' zoning still remains.

A further effect is that a wider range of uses may be allowed than currently permitted under the 'Special Use' zoning applying to the land. A comparative list of these uses is provided at Appendix 3 to this report.

From the Shire of Nannup perspective, as the authority responsible for enforcing *Local Planning Scheme (LPS)* 3, the proposed residential zoning will enable greater control over the siting, disposition and form of any future residential development proposed for the land, by virtue of the application of the *Residential Design Codes of Western Australia* (the 'R'codes). These codes are the State's principal planning policy that guides the density, scale, and form of residential development.

Under the current 'Special Use' zoning, less weight is afforded to the application of these codes when assessing proposals and applications for extensions to existing residential development and/or new residential development.

## **7 Conclusion**

Given that the proposed rezoning will reflect the existing residential use presently being carried out on part of lot 68 and accord with salient State and local framework plans and planning policies—with negligible effect on the existing character and amenity of the surrounding area—it is contended that this amendment be allowed.



Jane Buckland

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**From:** Michael Heffernan [heff@westnet.com.au]  
**Sent:** Thursday, 5 December 2013 3:28 PM  
**To:** ShireofNannup  
**Subject:** Public consultation

Mr Chris Wade  
Acting Chief Executive Officer.

Dear Chris,  
thank you for your letter inviting me to comment on Scheme Amendment No  
15 - Rezoning of Lot 68 warren Road, Nannup.

I have looked at the proposal and have no opinion one way or other.

thanks again.

regards  
Mike Heffernan



Enquiries: Paul Davies  
Our Ref: 04/9418  
Your Ref: TPL1-15



9 December 2013

A/Chief Executive Officer  
Shire of Nannup  
PO Box 11  
NANNUP WA 6275

SHIRE OF NANNUP			
RECEIVED			
Ref: TPL1-15		No. 2013/503	
11 DEC 2013			
CEO	AO	LD	FMO
WCS	EO	PUB	YO
WML	EDD		RO
KLB	ORG	planner	

Dear Chris,

**PROPOSED SCHEME AMENDMENT NO 15 REZONING LOT 68 WARREN ROAD  
NANNUP**

I refer to your correspondence of 3 December 2013 and advise that Main Roads has no objection to the proposed scheme amendment.

It is recommended that at the subdivision stage the proponent be required to provide a corner truncation at the intersection of Higgins Street and Warren Road.

If you require any further information please contact me on 9724 5662.

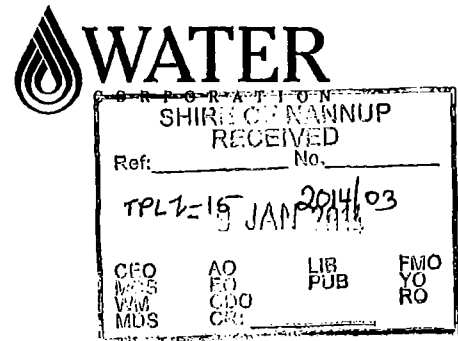
Yours faithfully,

Paul Davies  
ROAD CORRIDOR PLANNING MANAGER

Your Ref: TPL1-15  
Our Ref: JT1 2012 04865 V01  
Enquiries: Garry Crowd  
Telephone: 9791 0423

08 January 2014

Shire of Nannup  
PO BOX 11  
NANNUP WA 6275



Town Planning Scheme No. 3 - Amendment No.15  
Rezoning a Portion of Lot 68 Warren Road, Nannup

Thank you for referring the above amendment by your letter of 3 December 2013.

The Water Corporation makes no objection to the amendment and offers the following comment for shire council and developer information.

**Wastewater:**

The existing houses are served from two clustered sewer junctions located in the north east corner of Lot 68. Green title subdivision will require a sewer mains extension across Warren Road to provide service to the new southern lot fronting Warren Road and reconnection of the southern building by a licenced plumber. All works will be at developer cost.

**Water Supply:**

The existing houses are served from a single 20mm water service. Green title subdivision will require provision of a second water service and internal water service separation. All works will be at developer cost.

Any questions arising from this submission please contact the Enquiries Officer.



Garry Crowd  
Land Servicing Advisor  
DEVELOPMENT SERVICES

Your Ref: TPL1-15  
Our Ref: D13/6785  
Enquiries: Joeri Mak  
Phone: (08) 9725 5288  
Fax: (08) 9725 5270

**Head Office**

Level 1  
117 Great Eastern Highway  
Rivervale  
Western Australia 6103

**Postal Address**

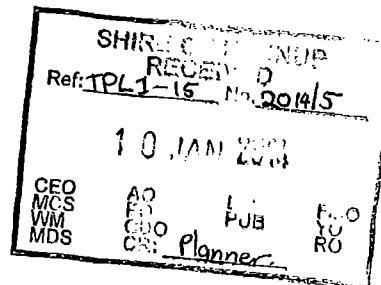
Locked Bag 888  
Perth Business Centre  
Western Australia 6849

Phone: (08) 9475 8888  
Facsimile: (08) 9475 8899

[www.fpc.wa.gov.au](http://www.fpc.wa.gov.au)

ABN 69 101 683 074

Mr Chris Wade  
Nannup Shire  
PO Box 11  
Nannup WA 6275

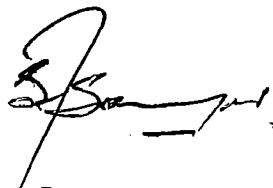


Dear Chris

**INVITATION TO COMMENT ON SCHEME AMENDMENT NO. 15 TO THE  
SHIRE OF NANNUP LOCAL PLANNING SCHEME NO. 3 – REZONING A  
PORTION OF LOT 68 WARREN ROAD NANNUP**

The Forest Product Commission (FPC) has received the Nannup shires letter in regards to the rezoning of land (Lot 68) across the road of FPC's Nannup office. FPC has no objections to rezoning the land residential - providing that the rezoning has no impact on FPC's Lot status as commercial. Or impact's on FPC's ability to continue, from time to time, to store chemicals and firefighting appliances on site.

Yours sincerely



Sean Sawyer  
Manager Plantations  
2<sup>nd</sup> January 2013

7 North Street  
NANNUP 6275

SHIRE OF NANNUP			
RECEIVED			
Ref: <del>444</del>	No. 2014/14		
TPI-15			
14 JAN 2014			
CFO	AO	LIB	FMO
PS	EO	PUB	YO
VS	CO		RO
OS	CS	Planning	

13<sup>th</sup> January 2014

Chris Wade  
Shire of Nannup

Dear Mr Wade

I am writing in connection with the proposed sub-division on Higgins Swamp and to reiterate on my original letter to the shire [which was never acknowledged or commented on despite the shire inviting comments]. I imagine this letter will receive about the same amount of attention. ①

I asked then if anyone from the Shire had walked around Nannup recently and seen the amount of houses for sale in Nannup and the vacant plots for sale on the Bridgetown/Dunnet Road sub division and Cockatoo Valley. There is so little work available in Nannup so do we really need all these proposed dwellings and another motel? I know it will provide extra revenue for the Shire from the rates, but is it really for the good of Nannup? ②

I can only hope that wise decisions will be made about this proposed sub-division.

Yours sincerely

  
Margaret Gibb



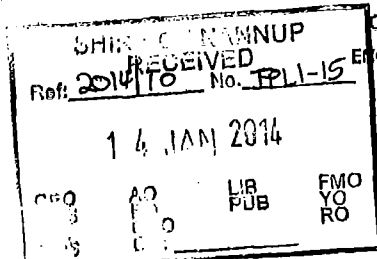
STATE  
HERITAGE  
OFFICE

Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

8 January 2014

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

Attention: Mr Chris Wade



YOUR REF  
OUR REF  
ENQUIRIES

TPL1-15  
P/31284  
Lauren Taylor  
(08) 6552 4152

Dear Chris

### **Scheme Amendment No. 15 to Local Planning Scheme No. 3**

Thank you for your correspondence received on 3 December 2013 regarding proposed Scheme Amendment No. 15 to rezone a portion of Lot 68 Warren Road, Nannup from 'Special Use (SU5)' to 'Residential R10/15'. The following advice is provided in response to the referral of a scheme amendment as set out under Section 79 of the *Planning and Development Act, 2005*.

The proposed Scheme Amendment has been considered for its potential impact on heritage places within the Scheme area. There is no objection to the proposal.

Should you have any queries regarding this advice please contact Lauren Taylor at [lauren.taylor@stateheritage.wa.gov.au](mailto:lauren.taylor@stateheritage.wa.gov.au) or on 6552 4152.

Yours sincerely

Callum Crofton  
A/Manager Development and Incentives

[www.stateheritage.wa.gov.au](http://www.stateheritage.wa.gov.au)  
[info@stateheritage.wa.gov.au](mailto:info@stateheritage.wa.gov.au)

18 of January, 2014

Robert Jennings  
Shire of Nannup  
PO Box 11  
Nannup WA, 6275

SHIRE OF NANNUP RECEIVED			
Ref: <u>TPU-15</u> No. _____			
20 JAN 2014			
CEO MCS VIM MDS	AO FO CDO ORI	LIR PUB <u>John</u>	FMO YO RO

## Submission – Scheme amendment 15 – Lot 68 Warren Rd, Nannup 6275

Dear Robert

Thanks for agreeing to adopt our Rezoning Request for lot 68 Warren Road Nannup.

We would like to point out that we don't agree with Point 4 of the Shire's response to our Request which says that the popular forest on our property needs to be removed.

According to a search on [www.biosecurity.wa.gov.au](http://www.biosecurity.wa.gov.au) Populus alba is a permitted organism in W.A and therefore we can't see under what head of power the Shire can require their removal.

However, it is clear to us that the 'forest' has gotten out of control. We suggest that we remove a 35 to 40 meters stretch of trees along our southern boundary (along Higgins St). This would result in the removal of almost half the 'forest'.

The remaining half will be cleaned out of dead and sick trees and will be managed and looked after by us in the future.

We hope that the council will be in favour to our suggestion.

Yours sincerely

Marc Huber and Irene Schmutz  
92 Warren Rd  
Nannup, 6275  
0488 265 142

**Jane Buckland**

---

**From:** South West Land Use Planning [southwest.landuse@water.wa.gov.au]  
**Sent:** Monday, 20 January 2014 3:24 PM  
**To:** Chris Wade; Jane Buckland  
**Subject:** Scheme Amendment No. 15 – Rezoning a portion of Lot 68 Warren Road, Nannup

Our Reference: WRD 228273, SRS 35284

Your Reference: TPL1 - 15

To: Shire of Nannup

Attention: Chris Wade, Jane Buckland

RE: Scheme Amendment No. 15 – Rezoning a portion of Lot 68 Warren Road, Nannup

Dear Chris & Jane,

Thank you for referring the above Scheme Amendment to the Department of Water.

Further to my conversation with Chris this afternoon, the Department notes that there is a structure plan - Higgins Swamp Structure Plan - over Lot 68 and the adjoining Lot 67 Warren Road; and Lot 700 Higgins Street and Lot 701 Kearney Street.

On 8<sup>th</sup> June 2012 the Department commented on the Higgins Swamp Structure Plan, advising the Shire of Nannup that a 'Local Water Management Strategy' should be prepared to support 'Local Structure Planning'.

It was noted that this would help ensure that an appropriate level of consideration was given to total water cycle management at each stage of the planning system.

At the June 2012 Ordinary Council Meeting, the Shire adopted the Higgins Swamp Structure Plan, subject to adding a provision that "An Urban Water Management Plan is to be prepared and implemented at the subdivision stage prior to the creation of new titles".

Given that the rezoning and subdivision proposed by Scheme Amendment No. 15 falls within the Higgins Swamp Structure Plan area, and the Structure Plan originally proposed for Lot 68 included:

- 3 Low Density Residential Lots,
- 2 Development Site lots, and
- a conservation area,

Can you advise whether the Shire intends to ask for an Urban Water Management Plan to be completed as a condition of Scheme Amendment No. 15?

It may also be that the full process of subdivision, as proposed by the Higgins Swamp Structure Plan, would be greatly assisted if each of the landowners was to cooperate to get an Urban Water Management Plan document completed for the entire structure plan area, rather than piecemeal.



The Shire might be able to suggest this as a preferred course of action, given that Scheme Amendment No. 15 could be viewed as part and parcel of the (eventual) bigger structure plan implementation.

As the land involved in the Higgins Swamp Structure Plan is a problem area in context of water management, rather than each of the landowners (3) preparing individual Urban Water Management Plans, one such plan for the whole of the Higgins Swamp structure plan area would facilitate ease of passage for subdivision.

Alternatively, the Department would suggest that Scheme Amendment No. 15 may be a catalyst for the Shire to ask the owner of Lot 68 to produce an Urban Water Management Plan for their Lot, in anticipation of further subdivision.

Whatever option is preferred, the Department seeks an integrated approach that would assist them in any drainage/flood advice.

I look forward to consideration of a way forward on the matter.

With respect to the Department's Regional Land Use Planning section, please be advised that Carol Anderson has retired from the public service and Brendan Kelly has taken on her duties.

It could be that Carol's retirement, the Christmas/New year break, along with officers' annual leave has interrupted the flow of responses to your referrals.

I thank you for your patience as we catch up.

Brendan Kelly

**Brendan Kelly**  
**Senior Natural Resource Management Officer**  
**Department of Water, South West Region**

**T: 08 97264194 | (m) 0407219515 | [www.water.wa.gov.au](http://www.water.wa.gov.au)**



**Government of Western Australia**  
**Department of Water**

**Disclaimer:**

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Department of  
Environment and Conservation

Your ref: TPL1-15 PRS35658

Our ref: 2006/003775

Enquiries: Tracy Teede

Phone: 9725 4300

Fax: 9725 4351

Email: [swlanduseplanning@DPAW.wa.gov.au](mailto:swlanduseplanning@DPAW.wa.gov.au)

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

ATTENTION: Chris Wade

**SHIRE OF NANNUP – LOCAL PLANNING SCHEME 3 SCHEME AMENDMENT 15 -  
LOT 68 WARREN ROAD NANNUP**

In response to your correspondence regarding the above application, the Department of Parks and Wildlife (DPaW) has assessed the proposal and has no objections to the application.

It is the expectation of DPaW that the planning system will appropriately address any environmental planning issues associated with this proposal.

Thank you for the opportunity to comment on this application. Please contact Tracy Teede at the DPaW South West Region office if you have any queries regarding this advice.

A handwritten signature in cursive script, appearing to read "T. Teede".

For Regional Manager

6 February 2014

**Shire of Nannup Local Planning Scheme No. 3  
Scheme Amendment No. 15 – Schedule of Submissions**

**Note:** All submissions are noted, however the terminology of “Dismiss”, “Upheld”, or “Partially Upheld” is typically used for recommendations to the Western Australian Planning Commission (WAPC). In the Council’s Recommendation column, if a submission is only “Noted”, it does not make it clear to the WAPC whether the Council agrees or does not agree with the submission. If a submission is “Upheld”, it means that Council agrees that the amendment should be modified as a result of the submission. Where ‘No modification to amendment required’ is stated, the submission is essentially dismissed.

No.	Name and Address of Submitter	Summary of Submissions	Council’s Comments	Council’s Recommendation
1	Mike Heffernan <a href="mailto:heff@westnet.com.au">heff@westnet.com.au</a>	I have no opinion one way or another.	That the submission be noted.	No modification to amendment required.
2	Paul Davies Main Roads WA PO Box 5010 Bunbury WA 6231	No objection to the Amendment.  Recommend that a truncation be provided at the subdivision stage.	That the submission be noted.  Agree that a truncation is required and this will be considered in more detail at the subdivision stage.	No modification to amendment required.
3	Garry Crowd Water Corporation PO Box 100 Leederville WA 6902	No objection to the Amendment.  The existing dwellings are serviced with sewerage and reticulated water. Green title (freehold) subdivision will require connection to each proposed lot.	That the submission be noted.  Detailed servicing arrangements will be addressed at the subdivision stage.	No modification to amendment required.
4	Sean Sawyer Forest Products Commission Locked Bag 888	No objection to the Amendment provided it has no impact on the Forest Product Commission’s office/depot for commercial /	That the submission be noted.  The proposed Amendment does not change the use on a portion of Lot 68 Warren Road as there are already two	No modification to amendment required.

	Perth Business Centre WA 6849	storage use (including storing chemicals and firefighting appliances).	dwellings. Accordingly, the Amendment does not change the land use compatibility between residential and commercial uses. It is also noted there is a generous distance between the office/depot and the existing dwellings.	
5	Margaret Gibb 7 North Street Nannup WA 6275	<p>There are a number of houses and lots for sale in Nannup. Questions whether additional dwellings and another motel are required.</p> <p>Raised concerns that the Shire did not acknowledge or comment on her submission on the draft <i>Higgins Swamp Structure Plan</i> in 2012.</p>	<p>That the submission be noted.</p> <p>The Amendment does not propose a motel.</p> <p>The proposed Amendment does not increase the number of dwellings on a portion of Lot 68 Warren Road. The Amendment proposes to rezone a portion of Lot 68 from Special Use Zone SU5 (where residential uses are a permitted use) to Residential 10/15.</p> <p>While noting the above, it is suggested that neither the Council nor the Western Australian Planning Commission should seek to dictate land supply within the Nannup townsite. The Council considers that the market should determine decisions on land supply within the Nannup townsite provided the land is appropriately zoned and is suitable and capable of accommodating subdivision/development.</p> <p>Shire records show that two letters were sent to Ms Gibb; one acknowledging her submission on 19 June 2012 and another on 11 July 2012 which advised of the Council's resolution on 28 June 2012. Ms Gibb's submission on the draft <i>Higgins Swamp Structure Plan</i> was considered by the Council at its meeting on 28 June 2012, including the matter of land supply.</p>	No modification to amendment required.

			The Shire has recently written to Ms Gibb responding to the matters raised and has provided a copy of the minutes for the agenda item relating to the <i>Higgins Swamp Structure Plan</i> on 28 June 2012. In this recent letter, the Shire provided considerable advance notice of the Council meeting on 27 February 2014, explained where the agenda can be viewed and invited Ms Gibb to attend the Council meeting.	
6	Callum Crofton State Heritage Office PO Box 7479 Cloisters Square PO WA 6850	No objection to the Amendment.	That the submission be noted	No modification to amendment required.
7	Marc Huber & Irene Schmutz 92 Warren Road Nannup WA 6275  (1 <sup>st</sup> submission)	Do not agree with the complete removal of the poplar trees on Lot 68 Warren Road (amendment site) as required by the Council.  The poplars are a permitted organism in Western Australia as set out in <a href="http://www.biosecurity.wa.gov.au">www.biosecurity.wa.gov.au</a>  It is not clear under what head of power the Council has to require the removal of the poplars.	That the submission be noted.  The Council resolved in part on 26 September 2013 to "Advise the applicant that the silver poplars be removed".  Noted  Agreed. Unless there was [redacted] it is not clear what head of power the Shire has to require the removal of the poplars through the scheme amendment process. In the <i>Shire of Nannup Local Planning Scheme No. 3</i> , there is no provision which provides this power through the scheme amendment process. The closest is clause 5.8.8 Untidy Sites, however it	No modification to amendment required.

			<p>is suggested this clause does not relate to the poplars but in instances where there are derelict structures, car bodies etc. [REDACTED] Clause 5.8.8 of the Scheme is outlined below:</p> <p><b>5.8.8 Untidy Sites</b></p> <p>With the intent of maintaining an acceptable standard of amenity, the local government may, by written notice as provided for in clause 11.7 and the provisions of sub section (4) of Section 10 of the Act, require an owner, occupier or lessee of land to undertake such works as may be necessary to restore or upgrade the conditions of a property to a standard commensurate with those generally prevailing in the vicinity.</p>	
		<p>Support the removal of a 35 – 40 metre stretch of trees on the lot's southern boundary which would result in the removal of approximately half of the poplar trees. The remaining half will be cleaned out and effectively managed.</p>	<p>Support the proposed clearing and management measures outlined by the landowner. No other submission was raised by stakeholders (residents, the Environmental Protection Authority or other government agencies) regarding the poplars.</p>	
8	<p>Brendan Kelly Department of Water PO Box 261 Bunbury WA 6231</p>	<p>Recommend that an Urban Water Management Plan be prepared to ensure there is an integrated approach to water management for the <i>Higgins Swamp Structure</i></p>	<p>That the submission be noted.</p> <p>It is suggested it is unreasonable and onerous to require the landowner/applicant to prepare an Urban Water Management Plan at the scheme amendment or subdivision</p>	<p>No modification to amendment required.</p>

		<i>Plan area.</i>	<p>stages to facilitate separate lots for the existing two dwellings on Lot 68 Warren Road. The Amendment does not change the use on a portion of Lot 68 Warren Road.</p> <p>A Local Water Management Strategy should however be prepared for the balance of the land subject to Special Use Zone No. 5 (SU5) to complement the required (more detailed) Structure Plan. This will assist to ensure there is a coordinated approach to water management and land use.</p>	
9	<p>Tracy Teede Department of Parks and Wildlife (previously Department of Environment and Conservation) PO Box 1693 Bunbury WA 6231</p>	<p>No objection to the Amendment.</p> <p>It is the expectation of the Department that the planning system will appropriately address any environmental planning issues associated with this proposal.</p>	<p>That the submission be noted.</p>	<p>No modification to amendment required.</p>
10	<p>Marc Huber &amp; Irene Schmutz 92 Warren Road Nannup WA 6275  (2<sup>nd</sup> submission)</p>	<p>Suggest that an Urban Water Management Plan be required when new development is proposed rather than at the Amendment stage given this has the goal of subdividing two existing dwellings from each other.</p> <p>In relation to Main Roads WA's submission relating to the truncation, suggests the</p>	<p>That the submission be noted.</p> <p>A Local Water Management Strategy should be prepared for the balance of the land subject to Special Use Zone No. 5 (SU5) to complement the required (more detailed) Structure Plan. This will assist to ensure there is a coordinated approach to water management and land use. The Local Water Management Strategy will in time be complemented by an Urban Water Management Plan.</p> <p>A truncation will be required and this will be considered in more detail at the subdivision stage. The Western Australian Planning Commission determines subdivision</p>	

		<p>subdivision of the two existing dwellings won't create more traffic on Higgins Street given the lots have their own existing separate entrances on Warren Road.</p>	<p>applications and will determine whether or not a truncation condition is imposed.</p> <p>It is noted that unless a truncation was obtained as part of the first stage subdivision application, there will be implementation and timing issues in securing the truncation in future subdivision stages. This includes there is no guarantee that the land on the corner of Higgins Street/Warren Road will be part of a subdivision application in the future stages and there may be possible separate ownership.</p>	
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# **FINANCE & ADMINISTRATION**

AGENDA NUMBER:	12.2
SUBJECT:	Compliance Audit Return 2013
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 14
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	3 February 2014

Attachment 1: Completed 2013 Compliance Audit Return

## **BACKGROUND:**

Council is required by section 14 of the Local Government Audit Regulations 1996 to complete a Compliance Audit Return each year covering the period 1 January to 31 December. The Compliance Audit Return is to be:

1. Presented to Council at a meeting of the Council;
2. Adopted by the Council;
3. The adoption recorded in the minutes of the meeting at which it is adopted;
4. Signed by the Shire President and Chief Executive Officer and returned to the Department of Local Government with a copy of the Council minutes of the meeting at which it was received; and
5. Submitted to the Department for Local Government by 31 March each year.

The return must also be reviewed by the Audit Committee prior to its adoption by Council.

## **COMMENT:**

The Annual Compliance Audit Return contains 78 questions of which:

- 49 were complied with; and
- 29 were not applicable to the Shire of Nannup during the year under review.

There were no areas of non-compliance.

**STATUTORY ENVIRONMENT:** Local Government Audit Regulations 1996.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** None.

**STRATEGIC IMPLICATIONS:** None.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That Council adopt the Local Government Compliance Audit Report for the Shire of Nannup for the period 1 January 2013 to the 31 December 2013, and submits the report to the Department of Local Government as required.



## Nannup - Compliance Audit Return 2013

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities 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 2013.	N/A		Vic Smith
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 2013.	N/A		Vic Smith
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 2013.	N/A		Vic Smith
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 2013.	N/A		Vic Smith
5	s3.59(5)	Did the Council, during 2013, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Vic Smith



### 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		Vic Smith
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Vic Smith
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Vic Smith
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Vic Smith
5	s5.18	Has Council reviewed delegations to its committees in the 2012/2013 financial year.	Yes	All Committee Terms of Reference reviewed but no delegations given	Vic Smith
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		Vic Smith
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Vic Smith
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Vic Smith
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Vic Smith
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Vic Smith
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Vic Smith
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 2012/2013 financial year.	Yes		Vic Smith
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		Vic Smith

### 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		Vic Smith
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		Vic Smith



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		Vic Smith
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.	Yes		Vic Smith
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.	N/A		Vic Smith
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2013.	Yes		Vic Smith
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2013.	Yes		Vic Smith
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		Vic Smith
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		Vic Smith
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		Vic Smith
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		Vic Smith
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		Vic Smith
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		Vic Smith
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		Vic Smith



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		Vic Smith
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Vic Smith

### 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		Vic Smith
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		Vic Smith

### Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Vic Smith

### 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		Vic Smith
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.	N/A	No delegations given	Vic Smith
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	AMD Chartered Accountants	Vic Smith
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes	AMD Chartered Accountants	Vic Smith
5	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		Vic Smith



No	Reference	Question	Response	Comments	Respondent
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2013 received by the local government within 30 days of completion of the audit.	Yes		Vic Smith
7	s7.9(1)	Was the Auditor's report for 2012/2013 received by the local government by 31 December 2013.	Yes		Vic Smith
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Vic Smith
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Vic Smith
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Vic Smith
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Vic Smith
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Vic Smith
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Vic Smith
14	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		Vic Smith
15	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		Vic Smith



### Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Vic Smith
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.	N/A		Vic Smith
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).	N/A		Vic Smith
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).	N/A		Vic Smith
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Vic Smith

### 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		Vic Smith
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	No complaints received	Vic Smith
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	No complaints received	Vic Smith
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	No complaints received	Vic Smith
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	No complaints received	Vic Smith
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes	No complaints received	Vic Smith





### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Vic Smith
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		Vic Smith
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Vic Smith
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Vic Smith
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.	Yes		Vic Smith
6	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		Vic Smith
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Vic Smith
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Vic Smith
9	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		Vic Smith
10	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		Vic Smith
11	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		Vic Smith



No	Reference	Question	Response	Comments	Respondent
12	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		Vic Smith
13	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		Vic Smith
14	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).	Yes		Vic Smith
15	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, \$100,000 or less.	Yes		Vic Smith

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

\_\_\_\_\_  
Signed Mayor / President, Nannup

\_\_\_\_\_  
Signed CEO, Nannup

**Shire of Nannup  
Ordinary Council Meeting Agenda: February 2014**

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AGENDA NUMBER:	12.3
SUBJECT:	Local Dog Law Final Adoption
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 5
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	14 February 2014

Attachment 1: Draft Local Dog Law

Attachment 2: Comments Received on the Draft Local Dog Law

**BACKGROUND:**

At its meeting on 26 September 2013 Council resolved to locally advertise its intention to make a Dog Local Law as allowed under sections 49 – 51 of the Dog Act 1976. The purpose of the local law is to control dogs within the Nannup townsite with the effect being the effective and fair control of dogs in the area.

A draft for a Local Dog Law was produced for Council's consideration based on the local dog law in place at the City of Busselton and covered the following areas:

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

This draft is attached at Attachment 1.

**COMMENT:**

Consultation

Before proceeding with the complex process of instituting a new local law Council made the proposed draft of the local law available for local public

comment to establish whether there was public support for the provisions contained within the draft.

The draft local law was publicised for public consultation for a period of six weeks by the Shire administration placing public notices and details in local papers, on the Shire of Nannup website and information being available at the Shire office. While there was some interest in the document, only one response was received; this is appended at Attachment 2.

Council must now decide whether to proceed with the gazettal of the Local Dog Law and, if it wishes to proceed, whether to include all the provisions in the draft. Officers comments on each of the provisions are set out below.

#### Dog Pounds

Whilst the draft local law contains provisions for the establishment of a dog pound, the inclusion of the provisions does not require the council to establish a pound. Including these provisions within the local law would allow the council to establish a pound should it chose to do so at some future point. Council's current arrangement is to utilise the services of the City of Busselton rangers and up to this point it has not been necessary to establish a local dog pound. Officers recommend that this section be removed from the new local law.

#### Prohibited Areas

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

- Public buildings
- Shops
- Houses of Worship

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

In a practical sense the council would not be able to effectively police this provision without engaging a local ranger. There have been no issues arising locally and officers do not believe that this provision is required.

#### Dog Fouling

The draft local law creates an offence whereby the owner of the dog fails to remove dog excrement from a street or public place. As above the council would not be able to effectively police this provision without engaging a local ranger. There have been no issues arising locally and officers do not believe that this provision is required.

### Fencing Requirements

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

This is one of two areas where local powers to control dogs more effectively would have been useful. The City of Busselton rangers have been able to provide advice in the past on the appropriateness of fencing and this provision can therefore be effectively implemented. Officers recommend that this element be retained.

### Limitation of Dog Numbers

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

This is the second area where local powers to control dogs more effectively would have been useful and has been the subject of much public comment over the past year. Officers recommend that this element be retained.

### Kennels

The draft local law defines in some detail the conditions for the creation of kennels. Under the current Town Planning Scheme kennels are not permitted within the Nannup Townsite. Outside of this area kennels are a permitted use and would be subject to a planning approval being granted. It does not therefore seem appropriate to include these provisions in the local law as they would be more than adequately addressed through the planning process.

### Fines and Penalties

The maximum penalty allowed under the Dog Act is \$2,000 and for the purposes of the local law this sum has been reduced to \$250. Persons committing an offence under the local law can opt to pay a modified penalty instead of attending a court hearing. The modified penalty cannot be more than 20% of the maximum penalty, making the penalty in the draft local law \$50. The offences to which a penalty would apply are detailed in Schedule 2 of the draft local law.

If Officers' recommendations are supported on a limited number of penalties would apply.

### Conclusions

The consultation process did not reveal that there was either overwhelming support or great opposition to the proposed local law and Council must now decide whether it wishes to proceed with any or all of the provisions contained within the initial draft.

When dealing with dog complaints by far the majority of issues outside of the provisions within the Dog Act relate to fencing and the number of dogs on a property in the townsite. Officers' recommendation is therefore that the provisions in the new local law relate to these issues only. It should be noted that the local law could be amended in future if new issues arise. However, care should be taken to ensure that any provisions contained within the new local law can be policed effectively.

### Process to Be Followed

The first decision is for Council to determine the extent of the powers to be contained within the local law. If the original draft as set out in Attachment 1 is supported then Council can move immediately to the formal consultation stage (see below). If Council decides to modify the initial draft at Attachment 1 a revised draft will be produced for formal consultation.

The procedure for making local laws is set out in Section 31 of the Local Government Act 1995. Should Council decide to proceed with the making of a Local Dog Law it would next be necessary to give State-wide public notice of the proposed local law and to submit the proposed local law to the Minister for Local Government.

Council will then need to consider any responses received and decide whether to make the local law; an absolute majority decision would be required.

### **STATUTORY ENVIRONMENT:**

Sections 49 – 51 of the Dog Act 1976.

Local Government Act 1995 Section 3.12 (1) states:

*In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*

Local Government Act 1995 Section 3.12 (2) states:

*At a Council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*

Local Government (Functions and General) Regulations 1996 Section 3 states:

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: February 2014**

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*For the purpose of Section 3.12, the person presiding at a council meeting is to give notice of the purpose and effect of a local law by ensuring that –*

- (a) the purpose and effect of the proposed local law is included in the agenda for that meeting; and*
- (b) the minutes of the meeting of the council include the purpose and effect of the proposed local law.*

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:** None.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That Council:

1. Note the comments received on the Local Dog Law; and
2. Redraft the proposed local dog law to limit the provisions to the adequacy of fencing and the limitation of dog numbers.

**DOG ACT 1976**

**Shire of Nannup**

**DOG LOCAL LAWS**

**- 2014 -**



**DOG ACT 1976**

**The Shire of Nannup Dog Local Laws 2013**

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**ARRANGEMENT**

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**Section**

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

**SCHEDULES OF FORMS AND FEES**

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

**DOG ACT 1976**

**THE SHIRE OF NANNUP DOG LOCAL LAWS 2013**

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

**Section 1 - Preliminary**

**1.1 Citation**

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

**1.2. Interpretation**

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

**"Act"** means the *Dog Act 1976*;

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

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

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

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

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

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

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

**"Regulation"** means the Dog Regulations 1976;

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

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

## **Section 2 – Impounding of Dogs**

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

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

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

### **Section 3 – Prohibited Places**

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

#### **Section 4 – Fouling of Streets and Public Places and Reserves**

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

#### **Section 5 – Fencing Requirements**

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

#### **Section 6 – Maximum Number of Dogs**

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

**Section 7 – Application for Kennel Establishment License**

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

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

## **Section 8 – Construction of Kennels**

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

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



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

#### **Section 9 – Duties of the License Holder**

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

#### **Section 10 – Penalties**

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

#### **Section 11 – Modified Penalties**

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

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

**Schedule 1****Shire of Nannup****DOG ACT 1976****Fees**

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

**Schedule 2**  
**Shire of Nannup**  
**DOG ACT 1976**

**Modified Penalties**

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

### Schedule 3

#### Shire of Nannup

#### DOG ACT 1976

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

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

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

of.....

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

Owner (name and address).....

Occupier (name and address).....

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

Number of Dogs to be kept.....

Breed of Dogs to be kept.....

Attached hereto –

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

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

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

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

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

**Schedule 4**

**Shire of Nannup**

**DOG ACT 1976**

**License to Keep an Approved Kennel Establishment**

.....  
.....

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

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

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

.....  
Chief Executive Officer

Attachment

**Schedule 5**

**Shire of Nannup**

**DOG ACT 1976**

**INFRINGEMENT NOTICE**

No.....

Date.....

To .....

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

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

.....  
.....

.....  
(Authorised Person)

You may dispose of this matter by;

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

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

**Schedule 6**

**Shire of Nannup**

**DOG ACT 1976**

**WITHDRAWAL OF INFRINGEMENT NOTICE**

No.....

Date.....

To .....

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

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

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

(Signed) .....  
(Authorised Person)

Date:.....

Attachment



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

..... 2013.

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

on this ..... day of..... 2013

\_\_\_\_\_  
A Dean  
SHIRE PRESIDENT

\_\_\_\_\_  
R Jennings  
CHIEF EXECUTIVE OFFICER

### Comments Received on the Draft Local Dog Law

Comment Received	Officer Comment
<p>Fencing – The fencing requirements should include the requirement to have mandatory self locking gates.</p>	<p>This is referenced in paragraph 5.3 of the Local Law:</p> <p><i>“Where a gate forms part of the fence the gate shall be kept closed at all times, except when the dog is not kept on the premises, and be fitted with an effective self latching mechanism, an effective self latching mechanism attached to the inside of the gate and a mechanism which enables the gate to be locked.”</i></p> <p>This makes reference to self-latching rather than self locking and it is difficult to see how a self locking mechanism would be effected.</p> <p>The current wording appears adequate for the purpose.</p>
<p>The Local Law should cover Dangerous Dogs or make reference to the provisions in the Dog Act</p>	<p>Dangerous Dogs are covered extensively in Section 33 of the Dog Act 1976. It would appear to achieve very little to include a reference to this in the Local Dog Law.</p> <p>If Council wished to make reference to the Dog Act a section could be added as follows:</p> <p><b><i>Dangerous Dogs</i></b></p> <p><i>The provisions contained in Section 33 of the Dog Act 1976 shall apply.</i></p>
<p>The Local Law should cover Nuisance Dogs or make reference to the provisions in the Dog Act</p>	<p>Nuisance Dogs are covered in Section 38 of the Dog Act 1976. It would appear to achieve very little to include a reference to this in the Local Dog Law.</p> <p>If Council wished to make reference to the Dog Act a section could be added as follows:</p> <p><b><i>nuisance Dogs</i></b></p> <p><i>The provisions contained in Section 38 of the Dog Act 1976 shall apply.</i></p>

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AGENDA NUMBER:	12.4
SUBJECT:	Budget Review 2013/14
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Finance Officer
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	17 February 2014

**BACKGROUND:**

Council is required by section 33A of the Local Government (Financial Management) Regulations 1996 (the Regulations) to conduct a review of its budget. This review must be completed between 1 January and 31 March each financial year. Council is also required to submit the outcome of the review to the Department of Local Government within 30 days of the acceptance of the review.

**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 longer term financial prospects
- The sustainability of reserves
- The Council's exposure to financial risk

Outturn from 2012/13 Budget – Actual v Estimated

The Annual Report adopted by Council on 28 November 2013 showed a gross surplus carried forward of \$2,808,293. This varies to the estimated expected outturn that was reported during the budgeting process for the 2013/14 financial year. At that point in time it was estimated that the gross surplus carried forward would be \$2,308,250.

On analysis, it appears that the \$500,043 variance is a result of infrastructure capital expenditure being less than previously expected. This is a result of Mowen Road expenses not being as high as budgeted expectations.

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The table below shows a breakdown of the surplus carried forward from 2012/13.

	\$
Set Aside to meet current liabilities arising in 2013/14	396,617
Unspent grants carried forward to 2012/13	1,751 978
Grants for 2013/14 received in 2012/13	639,189
Expenditure committed in 2012/13 carried forward to 2013/14	19,966
Uncommitted surplus carried forward	33,910
<b>Total</b>	<b>2,808,293</b>

The uncommitted surplus of \$33,910 has increased from the figure of \$987 reported for the last financial year.

Anticipated Outturn for 2013/14

Members will see from the budget monitoring report elsewhere on the agenda that as at 31 January 2014 a deficit for the year of \$53,058 is currently predicted. This is made up of income expected to be lower than budgeted of \$662,818 offset by projected expenditure being \$609,760 less than budgeted. This deficit will be partially offset by the uncommitted surplus carried forward from the 2012/13 financial year resulting in an anticipated deficit carried forward at 30 June 2014 of \$19,148.

Income is lower largely as a result of the Royalties for Regions grant income for the 2013/14 financial year being withdrawn. At the time when the budget was set this funding of \$665,428 had been expected and had been incorporated into our final budget for the period. The reduced income will be offset by reduced expenditure on projects funded from Royalties for Regions, principally the Main Street upgrade.

The income expected from the caravan park is being closely monitored and appears to be tracking consistent with budgetary expectations. Current expectations should see income reach the budgeted figure of \$140,000. It should be noted that figures shown up to the end of January for the caravan park income have a time lag attached and approximately \$8,000 of income for January was receipted in the first week of February.

In terms of expenditure relating to the caravan park, this is still being monitored closely as a result of lack of historic data. To date this area is trending with higher than expected expenses within the utilities and maintenance areas. At this point it is anticipated that the overall expenses within this area will exceed the budget by \$18,000.

There are expected to be savings within the fuels and oils and parks and gardens areas and the Manager Infrastructure is currently evaluating this. Savings achieved in this area would reduce the anticipated end of year deficit.

Other areas where expenditure is anticipated to exceed expectations include maintenance of the Recreation Centre by \$2,000 and Planning also by \$2,000. The expenses at the Recreation Centre are the result of additional cleaning apparatus being purchased to allow for more efficient and effective cleaning of shire property. The overspend shown within the planning area is the result of a change in administration staff which necessitated the need for an overlap of staff members to facilitate training.

Council has made three changes to budgeted expenditure over the course of this financial year covering income from Department of Transport commission, a community grant to the Scott River Growers Group and capital works to the accommodation at the caravan park. These changes are formalised in the recommendation.

#### Long Term Financial Position

The Long Term Financial Plan (LTFP) was formally adopted by Council at the June 2013 Council meeting. Identified within this document was the fact that despite the Shire of Nannup having a history of prudent financial management and of making difficult decisions when the need arises, this stability is being threatened by a projected reduction in capital grants that are supporting ongoing revenue expenditure.

The majority of the council's income for 2012/13, approximately \$7.5 million, was in the form of capital grants. Revenue grants account for another \$1.5 million and rate income \$1.2 million. Fees and charges for services were approximately \$550,000. The heavy reliance on capital grants means that as these grants decline, there will be increasing pressure put on other income streams, primarily rate income, to fund the shortfall. This situation arises because the capital grants are making a contribution to the council's fixed overheads and other operational costs that will remain once the grant income has gone.

With this outlook in mind, Council have identified that is a need to establish a reserve to act as a buffer for periods where high rate increases would otherwise be needed. Included within the 2013/14 financial year there is a budgeted reserve contribution of \$150,000 to a Rates Equalization Reserve as a method of mitigating the projected shortfall in capital grants.

Since this projection was prepared the 2013/14 budget has been adopted at a lower level than this initial projection showed. The revised projection shows that the predicted cost pressures have been bought forward from 2015/16 to 2014/15; this is a result of the works to Mowen Road in the final year (2014/15) having a different cost profile to previous years.

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The table below shows the most recent projection incorporated in the Long term Financial Plan.

Year	Budget Projection \$	Increase Annual \$	Increase Annual %	Increase Cumulative \$	Increase Cumulative %
2013/14	1,298,036	0	5.00	0	5.00
2014/15	1,651,550	353,514	27.23	353,514	27.23
2015/16	1,743,576	92,025	5.57	445,540	34.32
2016/17	1,896,226	152,650	8.75	244,675	46.08
2017/18	1,962,198	65,973	3.48	218,623	51.17
2018/19	1,991,990	29,791	1.52	95,764	53.46
2019/20	2,041,877	49,887	2.50	79,679	57.31
2020/21	2,055,222	13,345	0.65	63,232	58.33
2021/22	2,132,259	77,037	3.75	90,382	64.27
2022/23	2,119,465	(12,793)	(0.60)	64,244	63.28
2023/24	2,177,416	57,951	2.73	45,158	67.75

A series of workshops will be held over the coming weeks to examine options for reducing the anticipated rate increase. An update of the Long Term Financial Plan projections will be presented to Council at the March meeting.

#### Asset Management Plan

The Asset Management Plan (AMP) was formally adopted by Council at the June 2013 Council meeting. Within this document it was acknowledged that the replacement value of all Council owned buildings is \$17,378,000. This figure will be revised over the coming months to reflect valuations undertaken in January 2014. Valuations of specific buildings will be used as a representation of current values for all buildings of a similar type. The AMP will be updated with these new valuations. Valuations have also been obtained for newly completed buildings that were previously included within the AMP at construction cost.

Based on the current AMP, over the next ten years the costs associated with maintenance and repairs to these assets is estimated to be \$1,811,343. This will require an annual revenue contribution of \$181,134. Included within the budget for the 2013/14 financial year was a contribution to the Asset Management Reserve of \$180,000 to reflect this liability.

#### Sustainability of Reserves

The Council maintains a number of reserves to meet recurrent capital expenditure requirements and other liabilities, such as long service leave. The budgeted position of these reserves is as follows:

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Reserve	Opening Bal 1.7.13 \$	Budgeted Additions \$	Budgeted Payments \$	Closing Bal 30.6.14 \$
Long Service Leave	139,086	27,400		166,486
Plant	490,470	276,300	(280,000)	486,770
Recreation Centre	784,181	10,000		794,181
Office Equipment	34,037	15,100	(9,600)	39,537
Main Street Upgrade	281,329	4,500		285,829
Land Fill Site	20,167	10,200		30,367
Gravel Pit		180		180
Emergency Management	50,838	500		51,338
Aged Housing	20,334	200		20,534
Asset Management	110,000	182,500		292,500
Rate Equalization		150,000		150,000
<b>Total</b>	<b>1,930,442</b>	<b>651,880</b>	<b>(289,600)</b>	<b>2,292,722</b>

As mentioned in the LTFP and AMP respectively, there are reserve contributions of \$150,000 and \$180,000 budgeted within the 2013/14 financial year to allow the council to continue to strategically plan to be in a strong position to provide for all necessary capital expenditure moving forward. Overall, Council's reserve funds represent a strong and sustainable position going forward.

#### Risks

The Council's immediate financial position is relatively strong 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.

A number of key funding streams have now ceased and the overall impact that this will have on rate revenue is yet to be fully analysed. Funding for road construction under the Commodity Routes program ceased in 2013/14, the Royalties for Regions programs have also ceased and the grant funding received under Mowen Road is drawing to a close. In general this will mean upward pressure will be applied to the base budget, which in turn will mean that either pressure will be applied to the amount of rates revenue required each year or savings must be found.

The initial work on the Long Term Financial Plan will need to be revisited and updated to address this issue. This will be reported to Council at the March meeting.

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The impact from Council taking over the administration of the Brockman Street and Riversbend caravan parks following the dissolution of the Nannup Tourism Association will continue to be monitored. At the time of compiling the 2013/14 budget it was estimated that expenditure required would exceed income received. Further analysis completed as part of the budget review has shown that expenditure has increased by \$18,000 within the utilities and maintenance areas. This will need to be addressed in the 2014/15 budget and remains a risk in 2013/14.

Other risks identified at last year's budget review have been mitigated and the underlying financial position remains strong.

**Budget Timetable**

The timetable for compiling the 2014/15 budget is set out below. In an effort to provide Councillors with the information required to make informed decisions for the upcoming budget, a number of workshops and consultation time for discussion on the various components of the budgetary process have been arranged. These workshops have commenced in February 2014 so that the Budget and Rate in the Dollar will be finalised and ready to be brought to the May 2014 Council meeting for adoption.

Activity	Report to Council	Comment
Long Term Financial Plan Workshop	20-Feb	Informal general review of our LTFP – completed.
Budget review 2013/14	27-Feb	Complete
2014/15 Budget – First Councillor Workshop	20-Mar	This is the first of three workshops scheduled. Council will consider budgetary issues to provide guidance to Officers.
Review of fees and charges	27-Mar	Work almost complete.
Long Term Financial Plan	27-Mar	Annual review of the LTFP is required. It is anticipated to provide a workshop at information session followed by formal adoption at Council Meeting.
2014/15 Budget – Second Councillor Workshop	3-Apr	Second workshop to revisit works completed on the 20 March 2014.
2014/15 Budget/Rate in the Dollar Workshops	17-Apr	Final workshop based around 2014/15 Budget if required. This workshop will also include the first workshop based around the required Rate in the Dollar requirement for the 2014/15 financial year.
Budget Requirement 2014/15	28 Apr	Council to agree budget requirement for 2014/15 financial year.



**Shire of Nannup**  
**Ordinary Council Meeting Agenda: February 2014**

Rate in the Dollar – Second Workshop	8-May	Carrying on from workshop of the 17 April.
Rate in the Dollar – Third Workshop	15-May	Final Rate in the Dollar workshop if required.
Formal Budget adoption	22-May	This is the presentation of the budget agreed by Council at the May meeting in the statutory format.
Rate in the Dollar	22-May	Rate models have been developed to allow Council to assess the impact of different options for raising the rates required.

**Conclusions**

The variance that is shown between the actual and the estimated outturn for 2012/13 is primarily as a result of Mowen Road expenditure not being as high as first anticipated. As this is an ongoing capital project this will be carried forward to the 2013/14 financial year and has been included within the 2013/14 budget.

Performance in the first seven months of 2013/14 is projected to result in an end of year deficit of \$53,058. This is the result of a number of overspends which have been noted above. This deficit will be covered to a large degree by the uncommitted surplus carried forward from the 2012/13 financial year thereby reducing this amount to a \$19,148 anticipated deficit at 30 June 2014.

The final position will not be known until the accounts have been closed; therefore, if the anticipated deficit is realised at the end of the financial year it would be the Officers' recommendation that the reserve contribution to the Rates Equalization Reserve be lowered to ensure that the overspend is not carried forward into the new financial year. This is reflected in the recommendation below.

A key risk to the final outturn remains the final costs and income relating to the caravan park and these will be closely monitored. Performance in all areas will continue to be monitored on a monthly basis and this information used to compile the 2014/15 budget.

The Long Term Financial Plan will be updated and refined to inform the 2014/15 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 Asset Management Plan will be revised to reflect current trends identified within the revaluation.

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 2014/15 budget has already commenced 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 May 2014 Council meeting. This will enable officers to implement the budget and raise rates at the beginning of the 2014/15 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 deficit potential of \$53,058 for 2013/14.

**STRATEGIC IMPLICATIONS:** None

**VOTING REQUIREMENTS:** Absolute majority.

**RECOMMENDATION:**

- 1. Council amend the 2013/14 budget as follows:
  - a) Include an item of \$20,000 for income from Department of transport Licensing;
  - b) Include an item of \$15,000 as a community grant to the Scott River Growers group
  - c) Include an item of \$5,000 for capital works to the accommodation at the Brockman Street Caravan Park.
- 2. Authorise officers to transfer any surplus or deficit arising at the end of the financial year to/from the Rates Equalisation Reserve, as required.

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: February 2014**

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AGENDA NUMBER:	12.5
SUBJECT:	Budget Monitoring – January 2014
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Finance Officer
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	14 February 2014

Attachment 1: Monthly Financial Statements for period ending 31 January 2014

Attachment 2: Table Showing Detailed Variances for 2013/14

**BACKGROUND:**

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

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

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

**COMMENT:**

The gross deficit that is anticipated for the end of this financial year is expected to be \$53,058; this is shown in the table below.

	<i>(Surplus)/Deficit</i> \$
<b>Gross (surplus)/deficit expected for the year</b>	
Income – under received	\$662,818
Expenditure – underspent	-\$609,760
<b>Projected deficit at end of the year</b>	<b>-\$53,058</b>

**Shire of Nannup  
Ordinary Council Meeting Agenda: February 2014**

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This is a result of both income not being projected to be lower than expected and expenditure in a number of areas expected to exceed budgets. The deficit will be covered to a large degree by the uncommitted surplus carried forward from the 2012/13 financial year thereby reducing this amount to a \$19,148 anticipated deficit at 30 June 2014. Officers will continue to monitor spending and achieve savings to eliminate as much of the anticipated deficit as possible. It would be the Officers' recommendation going forward to reduce the reserve contribution to the Rates Equalization reserve by the amount of the deficit at the end of the year to ensure that we reach a balanced position and 2014/15 rate revenue is not required to fund this shortfall.

Income for the year is expected to be \$662,818 lower than budgeted. The main reason for this is that the Royalties for Regions grants for 2013/14 will not be received following the revisions to the State government's budget. This will have no net effect on the council's budget since these grants had been allocated to specific projects; the spending on these projects will be reduced to compensate for the loss of grant.

As previously reported, income in Education and Welfare is approximately \$25,400 higher than budgeted due to the receipt of a grant to develop a heritage trail and for the Town Hall Centenary celebrations; this will be matched by expenditure and will not therefore result in a budget variation.

Income from the Department of Transport licensing commission is expected to be approximately \$20,000 higher than budgeted. This saving will be used to fund the Scott River Growers Group expenditure of \$15,000 approved by Council in August 2013 and to offset capital expenditure of \$5,800 at the caravan park.

The only other significant income variation is an increase in the anticipated income from planning fees. The anticipated income has been increased to \$6,000 to reflect the actual income to date already exceeding the 2013/14 budget.

At this point in time the budget for repairs to council vehicles is expected to be overspent by \$30,000 at the end of the year; this is due to a major repair to a grader, as reported to Council in August 2013. It was initially hoped that this cost could be substantially recouped from the supplier but this is looking increasingly unlikely. Officers are examining options for mitigating the overspend by savings in other budgets.

The income expected from the caravan park is being monitored and appears to be tracking consistent with budgetary expectations. Current expectations should see income reach the budgeted figure of \$140,000. It should be noted that figures shown up to the end of January for the caravan park income have a time lag attached and approximately \$8,000 of income for January was receipted in the first week of February.

The performance of the caravan park is being closely monitored. A detailed review of expenditure has been carried out and expenditure is expected to be higher than budgeted within the utilities and maintenance areas. At this point it is anticipated that the overall expenses within this area will exceed the budget by \$18,000.

Other areas with higher expenditure than shown within the Budget for 2013/14 include the Recreation Centre maintenance and planning administration. Please refer to attachments for detailed breakdowns within these areas.

There are expected to be savings within the fuels and oils and parks and gardens areas and the Manager Infrastructure is currently evaluating this. Savings achieved in this area would reduce the anticipated end of year deficit.

All capital expenditure items are currently within allocated budgets.

Attachment 2 provides a detailed breakdown of income and expenditure incurred to 31 January 2014 and the associated annual budgets. The first two columns show the budget and the income or expenditure to date against each account code. The two columns on the right show the budget remaining for the year and the anticipated income or expenditure at the year end.

The variances shown in the statutory statements at Attachment 1 that are not commented on above result from income and expenditure not being in accordance with the profile adopted for the budgets and are therefore due to timing differences.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** None.

**STRATEGIC IMPLICATIONS:** None.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

It is recommended that the Monthly Financial Statements for the period ending 31 January 2014 be received.

## SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014

	2013/14 Y-T-D Actual \$	2013/14 Y-T-D Budget \$	2013/14 Budget \$	Variances Y-T-D Budget to Actual %
<b><u>Operating</u></b>				
<b>Revenues/Sources</b>				
Governance	0	500	1,000	100%
General Purpose Funding	364,959	742,399	1,484,797	51%
Law, Order, Public Safety	72,867	147,150	294,300	50%
Health	1,760	1,800	3,600	2%
Education and Welfare	35,223	6,180	12,360	(470%)
Housing	9,698	9,698	19,396	0%
Community Amenities	103,474	58,298	116,596	(77%)
Recreation and Culture	19,619	12,785	25,570	(53%)
Transport	2,307,723	1,695,449	3,390,897	(36%)
Economic Services	59,784	79,500	159,000	25%
Other Property and Services	18,639	13,447	26,894	(39%)
	<u>2,993,746</u>	<u>2,767,205</u>	<u>5,534,410</u>	<u>8%</u>
<b>(Expenses)/(Applications)</b>				
Governance	(226,029)	(151,646)	(303,291)	49%
General Purpose Funding	(60,715)	(399,762)	(799,524)	(85%)
Law, Order, Public Safety	(199,017)	(210,627)	(421,253)	(6%)
Health	(26,941)	(26,040)	(52,079)	3%
Education and Welfare	(93,027)	(120,049)	(240,097)	(23%)
Housing	(13,173)	(18,236)	(36,472)	(28%)
Community Amenities	(175,510)	(214,005)	(428,009)	(18%)
Recreation & Culture	(169,199)	(225,033)	(450,066)	(25%)
Transport	(523,076)	(1,258,555)	(2,517,109)	(58%)
Economic Services	(148,313)	(160,950)	(321,900)	(8%)
Other Property and Services	43,044	(11,053)	(22,105)	(489%)
	<u>(1,591,957)</u>	<u>(2,795,953)</u>	<u>(5,591,905)</u>	<u>(43%)</u>
<b><u>Adjustments for Non-Cash</u></b>				
<b><u>(Revenue) and Expenditure</u></b>				
(Profit)/Loss on Asset Disposals	65,272	21,100	42,200	209%
Depreciation on Assets	0	964,689	1,929,378	(100%)
<b><u>Capital Revenue and (Expenditure)</u></b>				
Purchase Land and Buildings	(272,833)	(198,289)	(396,577)	38%
Purchase Infrastructure Assets	(2,168,340)	(1,272,393)	(4,744,785)	70%
Purchase Plant and Equipment	(436,343)	(237,500)	(475,000)	84%
Purchase Furniture and Equipment	0	(4,800)	(9,600)	(100%)
Proceeds from Disposal of Assets	0	88,500	177,000	(100%)
Repayment of Debentures	(32,815)	(34,372)	(68,743)	(5%)
Proceeds from New Debentures	0	0	0	0%
Leave Provisions	1,769	0	195,531	0%
Accruals	0	0	8,286	0%
Self Supporting Loan Principal Income	5,287	5,381	12,915	(2%)
Transfers (to)/from Reserves	0	0	(387,280)	0%
<b>ADD Net Current Assets July 1 B/Fwd</b>	<b>2,368,085</b>	<b>2,476,138</b>	<b>2,476,138</b>	
<b>LESS Net Current Assets Year to Date</b>	<b>2,229,904</b>	<b>3,077,740</b>	<b>0</b>	
<b>Amount Raised from Rates</b>	<b><u>(1,298,032)</u></b>	<b><u>(1,298,032)</u></b>	<b><u>(1,298,032)</u></b>	
	<b>1,298,032</b>	<b>1,298,032</b>	<b>1,298,032</b>	

## SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 JANUARY 2014

	2012/13 Actual \$	Brought Forward 01-July-2013 \$
<b>NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	917,849	2,589,881
Cash - Restricted	88,860	43,591
Cash - Reserves	1,938,129	1,930,442
Receivables	1,773,814	493,244
Inventories	0	0
	<u>4,718,653</u>	<u>5,057,158</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(461,759)</u>	<u>(715,040)</u>
	4,256,894	4,342,118
Less: Cash - Reserves - Restricted	(2,026,989)	(1,974,033)
<b>NET CURRENT ASSET POSITION</b>	<u><u>2,229,905</u></u>	<u><u>2,368,085</u></u>

				Attachment 2		
OPERATING INCOME TO 31 JANUARY 2014						
Budget	Actual		Explanation	(Over)/Under received		
				Current	Anticipated Year End	
General Purpose Revenue						
\$	\$			\$	\$	
(1,298,032)	(1,295,374)	Rate Revenue	Interim rates still anticipated	2,658	(1,298,032)	0
(5,000)	0	Legal Fees	Budget expected to be met	5,000	(5,000)	0
(12,500)	(4,146)	Int on Overdue rates	Budget expected to be met	8,354	(12,500)	0
(781,860)	(212,691)	Equalisation Grant	Budget expected to be met	569,169	(781,860)	0
(4,000)	(4,510)	Interest on Instalments	Budget expected to be met	(510)	(4,200)	200
(496,518)	(107,240)	Local Road Grant	Budget expected to be met	389,279	(496,518)	0
(665,428)	0	R4R	Loss of R4R Individual 2012/13 & 2013/14 grant confirmed	665,428	0	(665,428)
(3,800)	(3,626)	Admin Charges	Budget expected to be met	174	(3,800)	0
(22,550)	(8,077)	DOT Commission	Budget expected to be met	14,473	(22,550)	0
(21,000)	(12,418)	Sundry Income	Budget expected to be met	8,582	(21,000)	0
(60,000)	(5,941)	Interest on Investment - General	Timing issue from term deposit - budget expected to be met	54,059	(60,000)	0
(42,000)	(8,458)	Interest on Investment - R4R	Timing issue from term deposit - budget expected to be met	33,542	(42,000)	0
(3,412,688)	(1,662,481)			1,750,207	(2,747,460)	
General Administration						
\$	\$			\$	\$	
(1,000)	0	Shirley Humble room hire	Budget expected to be met	1,000	(1,000)	0
(1,000)	0			1,000	(1,000)	
Law & Order						
\$	\$			\$	\$	
(115,000)	(61,142)	DFES Grant - Brigades	Budget expected to be met	53,858	(115,000)	0
(75,000)	0	DFES Grant - CESO	Budget expected to be met	75,000	(75,000)	0
(5,000)	0	Firebreak Fines	Budget expected to be met	5,000	(3,000)	(2,000)
(2,000)	(2,624)	Dog Registrations	Budget expected to be met	(624)	(2,650)	650
(1,000)	(720)	Cat Registrations	Budget expected to be met	280	(1,000)	0
(100)	0	Fines - Animal Control	Budget expected to be met	100	(100)	0
(9,000)	(4,733)	DFES Grant - SES	Budget expected to be met	4,267	(9,000)	0
(207,100)	(69,219)			137,881	(205,750)	



Budget	Actual	Explanation		(Over)/Under received		
Health						
\$	\$			\$	\$	
(1,000)	(787)	Septic Tank Inspections	Budget expected to be met	213	(1,000)	0
(2,600)	(1,018)	Gen License Fees	Budget expected to be met	1,582	(2,600)	0
(3,600)	(1,805)			1,795	(3,600)	
Education & Welfare						
\$	\$			\$	\$	
(6,760)	(3,380)	FROGS lease income	Budget expected to be met	3,380	(6,760)	0
(2,000)	(3,470)	School holiday contributions	Budget expected to be met	(1,470)	(2,000)	0
(1,500)	(28,792)	CDO grants	Additional grants received for Heritage Trail and Town Hall Centenary	(27,292)	(28,800)	27,300
(2,100)	(273)	Seniors activities contributions	Budget expected to be met	1,827	(2,100)	0
(12,360)	(35,914)			(23,554)	(39,660)	
Housing						
\$	\$			\$	\$	
(19,396)	(11,190)	Rental Income	Budget expected to be met	8,206	(19,396)	0
(19,396)	(11,190)			8,206	(19,396)	
Community Amenities						
\$	\$			\$	\$	
(12,915)	(5,287)	Self Supporting Loan - Principal	Budget expected to be met	7,628	(12,915)	0
(7,161)	(3,078)	Self Supporting Loan - Interest	Budget expected to be met	4,083	(7,161)	0
(51,810)	(52,140)	Mobile Bin Charges	Bin numbers slightly higher than budgeted	(330)	(52,140)	330
(34,625)	(34,875)	Recycling Fees	Bin numbers slightly higher than budgeted	(250)	(34,875)	250
(9,800)	(7,395)	Tip Fees	Budget expected to be met	2,405	(9,800)	0
(7,200)	(23)	Tip Passes	Fees included above	7,177	(7,200)	0
0	0	LPS Amend Contributions		0	0	0
(3,000)	(4,908)	Town planning fees	Demand higher than expected	(1,908)	(6,000)	3,000
(3,000)	(2,794)	Cemetery Fees	Budget expected to be met	206	(3,000)	0
(129,511)	(110,499)			19,012	(133,091)	
Recreation & Culture						
\$	\$			\$	\$	
(6,000)	(3,986)	Hire Fees - Rec Centre	Budget expected to be met	2,014	(6,000)	0
(6,500)	(2,883)	Hire Fees - Other Venues	Budget expected to be met	3,617	(6,500)	0
(10,400)	(10,400)	Supper Room lease	Budget expected to be met	0	(10,400)	0
(2,470)	(2,400)	Community Centre lease	Budget expected to be met	70	(2,400)	(70)
(200)	(24)	Lost Book charges	Budget expected to be met	176	(200)	0
(25,570)	(19,693)			5,877	(25,500)	

Operating Income

Budget	Actual		Explanation	(Over)/Under received		
Transport						
\$	\$			\$	\$	
(85,816)	(85,816)	Main Roads - Direct Grant	Budget expected to be met	0	(85,816)	0
(2,000)	(450)	Crossover fees	Varies with demand - budget expected to be met	1,550	(2,000)	0
(150,000)	0	Mowen Road Supervision Fee	Charged at year end - budget expected to be met	150,000	(150,000)	0
(2,000)	(559)	Sale of materials	Varies with demand - budget expected to be met	1,441	(2,000)	0
(239,816)	(86,825)			152,991	(239,816)	
Economic Services						
\$	\$			\$	\$	
(142,000)	(68,023)	Caravan Park Income	Budget expected to be met	73,977	(142,000)	0
(17,000)	(5,985)	Building Control fees	Varies with demand - budget expected to be met	11,015	(14,000)	(3,000)
(159,000)	(74,007)			84,993	(156,000)	
Other Property & Services						
\$	\$			\$	\$	
(26,894)	(19,079)	Private Works	Varies with demand - budget expected to be met	7,815	(26,894)	0
(26,894)	(19,079)			7,815	(26,894)	
(4,029,835)	(2,021,494)	TOTAL INCOME	TOTAL	2,008,341	(3,392,417)	(637,418)
			Less: Income tied to additional expenditure		25,400	
			Anticipated (Over)/Under Budget:	2,008,341	662,818	

					Attachment 2			
OPERATING EXPENSES TO 31 JANUARY 2014								
Governance Expenditure								
					(Under Expended)/Over Expended			
Budget	Actual		Explanation		Current	Year End		
\$	\$				\$	\$		
2,500	1,180	Election Expenses	No year end variance anticipated		(1,320)	2,500		0
0	0	Strategic Planning	Late payment for strategic plan summaries		0	0		0
15,450	9,361	Refreshments	No year end variance anticipated		(6,089)	15,450		0
37,650	49,836	Donations/contributions	Additional grant for Scott River Growers Group		12,186	50,836		13,186
34,800	17,561	Councillor allowances	No year end variance anticipated		(17,240)	34,800		0
20,818	15,962	Subscriptions	Timing Issues. No year end variance anticipated		(4,856)	20,818		0
8,500	2,973	Conference Expenses	No year end variance anticipated		(5,527)	8,500		0
9,747	9,055	Insurance	Change in insurance allocation. Insurance overall on budget		(692)	9,055		(692)
0	0	CEO performance review			0	0		0
5,500	3,564	Bank Charges	No year end variance anticipated		(1,936)	5,500		0
10,800	8,620	Audit Fees	No year end variance anticipated		(2,180)	10,800		0
2,500	415	Legal Expenses	No year end variance anticipated		(2,085)	2,500		0
1,000	664	Gratuities	No year end variance anticipated		(336)	1,000		0
0	0	Members consumables			0	0		0
1,500	0	Blackwood Valley Trails	No year end variance anticipated		(1,500)	1,500		0
150,765	119,190				(31,575)	163,259		
General Administration								
Budget	Actual		Explanation		Current	Year End		
\$	\$				\$	\$		
36,533	0	Annual Leave expense	No year end variance anticipated		(36,533)	36,533		0
409,357	227,491	Admin Salaries	No year end variance anticipated		(181,866)	409,357		0
43,041	24,023	Superannuation	No year end variance anticipated		(19,018)	43,041		0
2,161	18,770	Insurance	Changes to insurance allocation. Insurance overall on budget		16,609	18,762		16,601
2,000	1,227	Minor furniture & equip	No year end variance anticipated		(773)	2,000		0
44,756	25,140	Building & Gardens maintenance	No year end variance anticipated		(19,616)	44,756		0
38,530	36,655	Computer maintenance	Higher than expected maintenance requirements for this financial year. Any excess will be netted off by Office Equipment Expense Account.		(1,875)	38,530		0
19,000	12,989	Printing & Stationery	No year end variance anticipated		(6,011)	19,000		0
12,750	5,878	Telephone Expenses	No year end variance anticipated		(6,872)	12,750		0
3,000	1,468	Office Equipment Maintenance	No year end variance anticipated		(1,532)	3,000		0
4,300	3,674	Postage	Costs associated with rates mailouts higher than anticipated.		(626)	5,300		1,000
9,000	4,087	Vehicle & Travel	No year end variance anticipated		(4,913)	9,000		0
5,000	2,365	Advertising	No year end variance anticipated		(2,635)	5,000		0
12,500	3,700	Staff training expenses	No year end variance anticipated		(8,800)	12,500		0
500	0	Sundry expenses	No year end variance anticipated		(500)	500		0
0	0	Uniforms	No year end variance anticipated		0	0		0
12,319	1,769	Long Service Leave	No year end variance anticipated		(10,550)	12,319		0
19,000	14,798	Fringe Benefits Tax	No year end variance anticipated		(4,202)	19,000		0
0	214	Recruitment Expenses	Expenditure paid for from salary savings		214	0		0
0	0	Depreciation - Furniture	No year end variance anticipated		0	0		0
21,299	0	Depreciation - Plant & Equipment	No year end variance anticipated		(21,299)	21,299		0

Budget	Actual	Explanation		Current	Year End		
695,046	384,247			(310,799)	712,647		
General Purpose Revenue							
\$	\$			\$	\$		
0	192	Rates Legal expenses	No year end variance anticipated	192	5,000		5,000
13,200	1,186	Rating Valuation Expenses	No year end variance anticipated	(12,014)	8,200		(5,000)
5,100	0	Write offs - rates	No year end variance anticipated	(5,100)	100		(5,000)
22,938	14,904	DOT Licensing Expenses	No year end variance anticipated	(8,034)	17,073		(5,865)
670,428	0	Royalties for Regions Expenditure	Expenditure reduced due to non-receipt 12/13 & 13/14 grant	(670,428)	0		(670,428)
711,666	16,282			(695,384)	30,373		
Law & Public Order							
\$	\$			\$	\$		
20,000	0	DFES - Vehicle maint	No year end variance anticipated	(20,000)	20,000		0
11,398	2,401	CESO - Vehicle	No year end variance anticipated	(8,997)	11,398		0
34,895	30,301	DFES - Insurance	Change in insurance allocation. Insurance overall on budget	(4,594)	30,301		(4,594)
10,113	1,513	Maintenance of Strategic Firebreaks	No year end variance anticipated	(8,600)	10,113		0
0	0	DFES - minor equipment	No year end variance anticipated	0	0		0
35,643	13,532	Firebreak Inspections	No year end variance anticipated	(22,111)	35,643		0
74,605	45,122	CESO - Salary costs	No year end variance anticipated	(29,483)	74,605		0
5,595	0	CESO - Annual Leave	No year end variance anticipated	(5,595)	5,595		0
500	0	CESO - Uniforms	No year end variance anticipated	(500)	500		0
1,200	1,444	CESO - Training	No year end variance anticipated	244	1,200		0
1,000	869	DFES - Maint of equipment	No year end variance anticipated	(131)	1,000		0
4,000	1,332	Animal Control	No year end variance anticipated	(2,668)	4,000		0
10,000	4,450	Firebreak maintenance	No year end variance anticipated	(5,550)	10,000		0
4,000	0	DFES - Maint of land & buildings	No year end variance anticipated	(4,000)	4,000		0
1,000	0	DFES - Clothing & accessories	No year end variance anticipated	(1,000)	1,000		0
1,500	671	DFES - Utilities	No year end variance anticipated	(829)	1,500		0
10,000	3,548	DFES - Other goods & services	No year end variance anticipated	(6,452)	8,411		(1,589)
0	1,300	SES - Utilities	Expenditure on Other Goods & Services reduced	1,300	733		733
1,026	955	SES - Insurance	Change in insurance allocation. Insurance overall on budget	(71)	955		(71)
0	0	SES - Minor plant		0	0		0
0	0	SES - Maint of plant & equipment		0	0		0
1,000	1,680	Emergency response	Response to bush fires	680	1,680		680
0	0	SES - Maintenance of vehicles		0	0		0
0	856	SES - Maint of land & buildings	Expenditure on Other Goods & Services reduced	856	856		856
0	0	SES - Clothing & accessories		0	0		0
7,974	2,592	SES - Other goods & services	Reduced - Reallocated to utilities and insurance	(5,382)	6,385		(1,589)
0	19,000	Sentinel Alarm		19,000	0		0
61,584	0	Depreciation	No year end variance anticipated	(61,584)	61,584		0
297,033	131,569			(165,464)	291,459		
Health							
\$	\$			\$	\$		
176	95	Insurance	Change in insurance allocation. Insurance overall on budget	(81)	95		(81)
595	0	Health - annual leave	No year end variance anticipated	(595)	595		0
36,662	24,072	Health costs	No year end variance anticipated	(12,590)	36,662		0
200	0	Long Service Leave	No year end variance anticipated	(200)	200		0

Budget	Actual	Explanation		Current	Year End	
700	320	Superannuation	No year end variance anticipated	(380)	700	0
2,000	889	Admin Expenses	No year end variance anticipated	(1,111)	2,000	0
40,333	25,376			(14,957)	40,252	
Education & Welfare						
\$	\$			\$	\$	
9,824	1,985	Pre School maintenance	No year end variance anticipated	(7,839)	9,824	0
1,100	5,077	Family Fun day	No year end variance anticipated	3,977	1,100	0
7,500	6,081	School holiday program	No year end variance anticipated	(1,419)	7,500	0
7,100	41	Seniors activities	No year end variance anticipated	(7,059)	7,100	0
103,775	50,684	Community Development	Additional grant funded spending	(53,091)	129,150	25,375
11,891	0	Depreciation	No year end variance anticipated	(11,891)	11,891	0
141,190	63,868			(77,322)	166,565	
Housing						
\$	\$			\$	\$	
16,104	8,895	Building Maintenance	No year end variance anticipated	(7,209)	16,104	0
9,039	0	Depreciation	No year end variance anticipated	(9,039)	9,039	0
25,143	8,895			(16,248)	25,143	
Community Amenities						
\$	\$			\$	\$	
34	0	SSL Accrued interest	No year end variance anticipated	(34)	34	0
12,915	5,287	SSL Principal	No year end variance anticipated	(7,628)	12,915	0
34,750	17,753	Collection - domestic waste	No year end variance anticipated	(16,997)	34,750	0
42,800	18,699	Collection - recycling	No year end variance anticipated	(24,101)	42,800	0
111,235	63,224	Waste Management Facility	No year end variance anticipated	(48,011)	111,235	0
19,130	5,467	Street Bin Pick up	No year end variance anticipated	(13,663)	19,130	0
87,227	55,995	Town Planning Services	Overlap between recruitment to enable staff training	(31,232)	87,227	0
11,349	2,107	Admin Expenses	No year end variance anticipated	(9,242)	11,349	0
601	0	Planning - Long Service Leave	No year end variance anticipated	(601)	601	0
2,101	1,134	Planning - Superannuation	No year end variance anticipated	(967)	2,101	0
1,784	0	Planning - Annual Leave	No year end variance anticipated	(1,784)	1,784	0
0	298	LPS Amend Exp	Small variance anticipated. Bushfire prone area amendment	298	298	298
11,631	4,209	Cemetery Exp	No year end variance anticipated	(7,422)	11,631	0
32,936	18,320	Public Conveniences	No year end variance anticipated	(14,616)	32,936	0
7,161	3,043	SSL Interest	No year end variance anticipated	(4,118)	7,161	0
3,325	0	Depreciation - waste facility	No year end variance anticipated	(3,325)	3,325	0
5,720	0	Depreciation - toilets	No year end variance anticipated	(5,720)	5,720	0
384,699	195,535			(189,164)	384,997	
Recreation & Culture						
\$	\$			\$	\$	
9,843	11,488	Town Hall	Expenditure part of Centenary celebrations grant funded	1,645	11,062	1,219
15,064	14,583	Rec Centre	Overspend result of cleaning apparatus needing upgrades.	(481)	17,064	2,000
2,773	2,796	Comm Centre	Slight increase due to overall increase in costs	23	3,000	227
6,713	744	Supper Room	No year end variance anticipated	(5,969)	6,713	0
1,314	794	Old Roads Building	No year end variance anticipated	(520)	1,314	0

Budget	Actual		Explanation	Current	Year End		
2,208	2,494	Bowling Club	Change in insurance allocation. Insurance overall on budget	286	2,500		292
475	492	Cundinup Hall	Change in insurance allocation. Insurance overall on budget	17	492		17
3,392	2,069	Carlotta Hall	Works carried over from 12/13 funded by carry fwd	(1,323)	3,392		0
1,387	934	Community House	No year end variance anticipated	(453)	1,387		0
228,282	86,520	Public Parks	No year end variance anticipated	(141,762)	228,282		0
7,138	215	Art Maintenance	No year end variance anticipated	(6,923)	7,138		0
5,750	2,615	Office Expenses - Library	No year end variance anticipated	(3,135)	5,750		0
200	0	Write-Offs - Library	No year end variance anticipated	(200)	200		0
11,510	1,255	Foreshore Park	No year end variance anticipated	(10,255)	11,510		0
0	0	Depreciation Community House	No year end variance anticipated	0	0		0
10,868	0	Depreciation Recreation Centre	No year end variance anticipated	(10,868)	10,868		0
39,273	0	Depreciation Parks	No year end variance anticipated	(39,273)	39,273		0
<b>346,190</b>	<b>127,000</b>			<b>(219,190)</b>	<b>349,945</b>		
Transport							
\$	\$			\$	\$		
41,104	12,202	Depot Maintenance	No year end variance anticipated	(28,902)	41,104		0
5,000	1,856	Traffic Signs	No year end variance anticipated	(3,144)	5,000		0
32,294	6,865	Bridge Maintenance	No year end variance anticipated	(25,429)	32,294		0
5,000	1,567	Crossovers	No year end variance anticipated	(3,433)	5,000		0
622	0	Loan - accrued interest	No year end variance anticipated	(622)	622		0
509,512	335,385	Local Road Maintenance	No year end variance anticipated	(174,127)	509,512		0
75,830	9,972	Road Verge Maintenance	No year end variance anticipated	(65,858)	75,830		0
24,750	10,707	Street Lighting	No year end variance anticipated	(14,043)	24,750		0
8,000	1,495	Street Sweeping	No year end variance anticipated	(6,505)	8,000		0
5,085	0	Traffic Counter Maintenance	No year end variance anticipated	(5,085)	5,085		0
6,000	1,124	Safety Works	No year end variance anticipated	(4,876)	6,000		0
6,000	132	Equipment replacement	No year end variance anticipated	(5,868)	6,000		0
9,346	4,196	Loan - Interest	No year end variance anticipated	(5,150)	9,346		0
55,828	27,527	Loan - Principal	No year end variance anticipated	(28,301)	55,828		0
20,070	20,000	Gravel Pit	No significant year end variance anticipated	(70)	20,000		(70)
4,794	4,794	ROMANS	No year end variance anticipated	0	4,794		0
1,524,665	0	Depreciation - Roads	No year end variance anticipated	(1,524,665)	1,524,665		0
<b>2,333,900</b>	<b>437,823</b>			<b>(1,896,077)</b>	<b>2,333,830</b>		
Economic Services							
\$	\$			\$	\$		
800	488	Australia Day	No year end variance anticipated	(312)	800		0
14,243	1,446	Functions & Events	No year end variance anticipated	(12,797)	14,243		0
90,959	50,793	Caravan Park	No year end variance anticipated	(40,166)	90,959		0
4,000	1,946	Caravan Park admin expenses	No year end variance anticipated	(2,055)	4,000		0
14,165	14,309	Caravan park utilities	Water and Gas expenditure above budgetted amounts	144	24,500		10,335
5,000	1,860	Caravan Park promotion	No year end variance anticipated	(3,140)	5,000		0
21,174	16,737	Caravan Park & Camping	No year end variance anticipated	(4,437)	29,174		8,000
45,638	24,392	Caravan park wages	No year end variance anticipated	(21,246)	45,638		0
25,000	10,407	Visitor Centre services	No year end variance anticipated	(14,593)	25,000		0
14,000	10,763	Regional Promotion	No year end variance anticipated	(3,237)	14,000		0
10,000	300	Tourism promotion	No year end variance anticipated	(9,700)	10,000		0
807	0	Building Control - Long Service Leave	No year end variance anticipated	(807)	807		0
26,828	15,396	Building Control - Salary	No year end variance anticipated	(11,432)	26,828		0

Budget	Actual	Explanation		Current	Year End		
2,821	1,863	Building Control - Superannuation	No year end variance anticipated	(958)	2,821		0
2,394	0	Building Control - Annual Leave	No year end variance anticipated	(2,394)	2,394		0
2,365	799	Building Control - Expenses	No year end variance anticipated	(1,566)	2,365		0
12,630	0	Depreciation - Caravan Park	No year end variance anticipated	(12,630)	12,630		0
292,824	151,498			(141,326)	311,159		
Other Property & Services							
\$	\$			\$	\$		
22,158	4,314	Private Works	No year end variance anticipated	(17,844)	22,158		0
10,000	8,397	Training	No year end variance anticipated	(1,603)	10,000		0
27,708	0	Long Service Leave	No year end variance anticipated	(27,708)	27,708		0
90,756	37,931	Salaries	No year end variance anticipated	(52,825)	90,756		0
76,235	0	Annual Leave	No year end variance anticipated	(76,235)	76,235		0
150,489	72,187	Superannuation	No year end variance anticipated	(78,302)	150,489		0
0	0	Office expenses	No year end variance anticipated	0	0		0
28,422	9,229	Sick pay	No year end variance anticipated	(19,193)	28,422		0
71,294	65,994	Insurances	No year end variance anticipated	(5,300)	65,994		(5,300)
10,000	4,291	Protective Clothing	No year end variance anticipated	(5,709)	10,000		0
3,500	700	Safety Meetings	No year end variance anticipated	(2,800)	3,500		0
54,305	19,194	Wages - plant	No year end variance anticipated	(35,111)	54,305		0
28,000	747	Tyres & Batteries	No year end variance anticipated	(27,253)	28,000		0
28,291	17,206	Insurances & Licenses	No year end variance anticipated	(11,085)	28,291		0
1,000	0	Admin Expenses	No year end variance anticipated	(1,000)	1,000		0
0	(9,611)	Workers Comp	Will be balanced by expenditure no variance expected	(9,611)	0		0
200,000	56,120	Fuel & Oil	No year end variance anticipated	(143,880)	200,000		0
4,000	53	Sundry Tools	No year end variance anticipated	(3,947)	4,000		0
34,949	15,885	Holiday Pay	No year end variance anticipated	(19,064)	34,949		0
55,000	67,952	Parts & External Work	High cost of grader repair	12,952	85,000		30,000
2,000	0	Recruitment Exp	No year end variance anticipated	(2,000)	2,000		0
219,238	0	Depreciation - Vehicles	No year end variance anticipated	(219,238)	219,238		0
9,846	0	Depreciation - Depot	No year end variance anticipated	(9,846)	9,846		0
1,127,191	370,589			(756,602)	1,151,891		
6,545,980	2,031,873	TOTAL		(4,514,107)	5,961,520		(584,460)
		Less Expenditure tied to additional grants			(25,300)		
		Total Expenditure Savings Anticipated for Year			(609,760)		

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: February 2014**

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AGENDA NUMBER:	12.6
SUBJECT:	Monthly Accounts for Payment
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Finance Officer
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	Date 14 February 2014

Attachment 1: Schedule of Accounts for Payment January 2014

Attachment 2: Schedule of Credit Card Transactions Nov 2013 – Jan 2014

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 31 January 2014 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 are two corporate credit cards currently in use. The 2012/13 audit included a recommendation to show the breakdown of this expenditure in the monthly financial report to comply with financial regulations. This breakdown is now shown in Attachment 2.

**Municipal Account**

Accounts paid by EFT	5616 - 5733	\$ 541,996.32
Accounts paid by cheque	19405 –19430	\$538,036.50
Accounts paid by Direct Debit		\$0.00
Sub Total Municipal Account		<u>\$1,080,032.82</u>

**Trust Account**

Accounts paid by EFT	\$0.00
Accounts Paid by cheque	0.00
Sub Total Trust Account	<u>\$0.00</u>

**Total Payments**

\$1,080,032.82



**STATUTORY ENVIRONMENT:** LG (Financial Management) Regulation 13

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

As indicated in Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** None.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$1,080,032.82 in the attached schedule be endorsed.

**SHIRE OF NANNUP**  
**ACCOUNTS FOR PAYMENT - JANUARY 2014**

Chq/EFT	Name	Description	Amount
EFT5616	SLATER-GARTRELL SPORTS	CAP FOR LINE MARKING MACHINE	\$ 44.00
EFT5617	NANNUP SURVEYS	MOWEN ROAD CONSTRUCTION SURVEY	\$ 6,820.00
EFT5618	B & B STREET SWEEPING PTY LTD	STREET SWEEPER WORKS	\$ 1,644.50
EFT5619	JP REPAIRS	TYRE SUPPLIES	\$ 960.00
EFT5620	CIVIC LEGAL	REVIEW OF SUBDIVISION LOT 8271 BROCKMAN HWY	\$ 1,650.00
EFT5621	LEAWAY INVESTMENTS PTY LTD	MOWEN ROAD WORKS	\$ 926.75
EFT5622	NANNUP SKIP BINS	MOWEN ROAD WORKS	\$ 810.00
EFT5623	NANNUP BRIDGE CAFE	WARREN BLACKWOOD STRATEGIC ALLIANCE	\$ 518.50
EFT5624	BP NANNUP	DECEMBER FUEL ACCOUNT	\$ 302.23
EFT5625	P & F MARTIN	SERVICE ON VEHICLE	\$ 266.00
EFT5626	NANNUP PHARMACY	FIRST AID SUPPLIES	\$ 77.60
EFT5627	ARBOR GUY	REMOVAL OF TREE	\$ 825.00
EFT5628	BUSSELTON TOYOTA	VEHICLE SUPPLIES	\$ 3,256.00
EFT5629	SETTLERS ROOFING AND GRADING	MOWEN ROAD WATER CARTING	\$ 8,448.00
EFT5630	P. M. TREASURE - EARTHMOVING CONTRACTOR	GRADER HIRE - MOWEN ROAD	\$ 12,705.00
EFT5631	DORMAR INDENTS	CARAVAN PARK STOCK	\$ 968.57
EFT5632	EDGE PLANNING & PROPERTY	PLANNING CONTRACT	\$ 4,700.84
EFT5633	DAVMECH	REPAIR MOWEN ROAD GENERATOR	\$ 3,488.69
EFT5634	GAS-IT PIPE CONTRACTING	CUNDINUP SOUTH ROAD, ROAD TRAFFIC MANAGEMENT	\$ 9,293.90
EFT5635	SQUIRE SANDERS	NATIVE TITLE CLAIMS	\$ 107.71
EFT5636	PETER TILLEY	MOWEN ROAD WATER CARTING	\$ 8,448.00
EFT5637	STAPLES AUSTRALIA PTY LTD	STATIONARY	\$ 198.81
EFT5638	BUNBURY TRUCKS	NEW HINO 300 SERIES 917	\$ 62,240.00
EFT5639	DRACOM SERVICES	FIREBREAK INSPECTIONS	\$ 3,596.90
EFT5640	NAS SECURITY	FIXED ISSUES WITH ALARM AND SYSTEM	\$ 275.00
EFT5641	DANIEL EDDY	REIMBURSEMENT OF EXPENSES	\$ 735.85
EFT5642	CAPE TO CAPE EXPLORER TOURS	BUS HIRE	\$ 495.00
EFT5643	BLACKWOOD CARPET CLEANING	STEAM CLEANING CARPETS	\$ 445.00
EFT5644	WESTERN STABILISERS	CUNDINUP SOUTH ROAD	\$ 8,650.40
EFT5645	PICKLE & O	CHRISTMAS PARTY	\$ 3,825.00
EFT5646	LIBRA ENTERPRISES (WA) PTY LTD	STOCK FOR CARAVAN PARK	\$ 306.67
EFT5647	DOWN SOUTH AUTO ELECTRIX & AIR	AIR CONDITIONER MAINTENANCE	\$ 253.00
EFT5648	NANNUP DISTRICT HIGH SCHOOL P & C	4 BAGS OF RAGS	\$ 24.00
EFT5649	REGAL APARTMENTS PTY LTD	ACCOMODATION - STAFF TRAINING	\$ 1,150.00
EFT5650	COMPASS RENOVATIONS	PROGRESS PAYMENT - PAINTING OF SHIRE OFFICES	\$ 3,500.00
EFT5651	CAPITAL EQUIPMENT MACHINERY SALES	AUTOVAC AND VACUUM ATTACHMENT	\$ 1,919.50
EFT5652	CARDIACTIVE PTY LTD	ADDITIONAL PATHOLOGY SERVICES	\$ 97.35
EFT5653	BUSSELTON PEST & WEED CONTROL	MARINKO TOMAS SPOT TREATMENT	\$ 132.00
EFT5654	D & J COMMUNICATIONS	NEW TRUCK RADIO	\$ 369.60
EFT5655	COATES HIRE	GENERATOR HIRE	\$ 4,414.56
EFT5656	LANDGATE	RURAL UV INTERIM	\$ 75.10
EFT5657	D & J MILLER (DO YOUR BLOCK CONTRACTING)	WATER CARTING MOWEN ROAD	\$ 5,478.00
EFT5658	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$ 460.03
EFT5659	INSIGHT CCS PTY LTD	AFTER HOURS CALL CENTRE - NOVEMBER 2013	\$ 100.83
EFT5660	MALATESTA ROAD PAVING	BITUMEN PRODUCTS MOWEN ROAD	\$ 60,683.04
EFT5661	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$ 2,811.20
EFT5662	NANNUP NEWSAGENCY	POSTAGE AND STATIONARY	\$ 684.97
EFT5663	NANNUP EZIWAY SELF SERVICE STORE	SUNDRY SUPPLIES	\$ 741.20
EFT5664	RETURNED SERVICEMEN'S LEAGUE	HIRE OF R.S.L HALL	\$ 75.00
EFT5665	NANNUP LIQUOR STORE	REFRESHMENTS	\$ 837.62
EFT5666	PRESTIGE PRODUCTS	CLEANING PRODUCTS	\$ 320.10
EFT5667	RICOH BUSINESS CENTRE	PHOTOCOPIER EXPENSES	\$ 1,309.77
EFT5668	SYNERGY	ELECTRICITY EXPENSES	\$ 4,882.35
EFT5669	SUGAR MOUNTAIN ELECTRICAL SERVICES	BROCKMAN STREET CARAVAN PARK MAINTENANCE	\$ 220.00
EFT5670	SOUTHWEST TYRE SERVICE	TYRE SUPPLIES	\$ 716.00
EFT5671	SHIRE OF MANJIMUP	IT CONSULTANCY	\$ 750.00
EFT5672	SCOTTIES EXCAVATIONS	MOWEN ROAD WORKS	\$ 12,358.50
EFT5673	IT VISION	IT VISIO SYNERGY UPGRADE	\$ 1,760.00
EFT5674	WORTHY CONTRACTING	MOWEN ROAD TRUCK, PIG AND WATER TRUCK HIRE	\$ 24,097.33
EFT5675	WORK CLOBBER	PROTECTIVE CLOTHING SUPPLIES	\$ 156.00
EFT5676	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 24,257.10
EFT5677	CAMERON BARKER	YAC CAMP AND FUN DAY HELPER	\$ 1,550.00
EFT5678	OUTDOOR DISCOVERIES	ABSEILING AND ADVENTURE CAMP	\$ 1,216.60
EFT5679	WEST OZ ACTIVE ADVENTURE TOURS	REGIONAL YAC CAMP	\$ 985.89
EFT5680	LOOSE GOOSE CHALETs	SET UP AND PACK DOWN OF MARQUEE	\$ 495.00
EFT5681	NANNUP SURVEYS	MOWEN ROAD SURVEY WORKS	\$ 8,580.00

**SHIRE OF NANNUP**  
**ACCOUNTS FOR PAYMENT - JANUARY 2014**

Chq/EFT	Name	Description	Amount
EFT5682	DATA #3 LIMITED	BACKUP FOR AGENT APPLICATIONS	\$ 742.04
EFT5683	ROBERT LONGMORE	COUNCILLOR REIMBURSEMENT	\$ 176.00
EFT5684	IMINI HOLDINGS PTY LTD	TRANSPORTABLE HIRE	\$ 2,783.00
EFT5685	SETTLERS ROOFING AND GRADING	MOWEN ROAD WATER CARTING	\$ 14,256.00
EFT5686	P. M TREASURE - EARTHMOVING CONTRACTOR	GRADER HIRE	\$ 25,652.00
EFT5687	BATTERY ALL TYPES	BATTERIES	\$ 523.80
EFT5688	EDGE PLANNING & PROPERTY	PLANNING SERVICES	\$ 2,747.25
EFT5689	JUSBKIDS	JUSBKIDS MOBILE GYM FAMIL FUN DAY	\$ 473.00
EFT5690	PETER TILLEY	MOWEN ROAD CARTING	\$ 15,312.00
EFT5691	DEAN GUJA	EHO SERVICES - TRAVEL AND HOURS	\$ 2,560.00
EFT5692	DRACOM SERVICES	FIREBREAK INSPECTIONS	\$ 2,489.60
EFT5693	DOWN SOUTH AUTO ELECTRIX & AIR	CHECK AND RECHARGE A/C - MOWEN ROAD	\$ 253.00
EFT5694	JOHNSON'S FOODSERVICE	ICE CREAMS SUPPLIES - CARAVAN PARK	\$ 211.96
EFT5695	ARGOS FIRE SAFETY PTY LTD	FIRE EQUIPMENT	\$ 3,986.29
EFT5696	BUSSELTON ICE SUPPLY	25 BAGS OF ICE	\$ 75.00
EFT5697	WEBSECURE TECHNOLOGIES PTY LTD	ANNUAL MAINTENANCE	\$ 302.50
EFT5698	JOANNA KEPA	FAMILY FUN DAY ASSISTANT	\$ 150.00
EFT5699	CLARK RUBBER BUSSELTON	UTE MATTING ROLL RUBBER	\$ 623.70
EFT5700	COMPASS RENOVATIONS	PROGRESS PAYMENT FOR SHIRE OFFICE BUILDING	\$ 4,000.00
EFT5701	ROSS CARPENTRY	REPAIRS RIVERBEND CARAVAN PARK	\$ 3,550.00
EFT5702	LASERSCAPE	NANNUP FAMILY FUN DAY LASERTAG	\$ 770.00
EFT5703	TRAFFIC AGENCY	FAMILY FUN DAY PERFORMANCE BY QYNN BEARDMAN	\$ 880.00
EFT5704	FIRE & SAFETY WA	HELMETS	\$ 552.16
EFT5705	BULLIVANTS	SUNDRY SUPPLIES	\$ 58.96
EFT5706	BLACKWOOD CAFE - SUMART	REFRESHMENTS	\$ 30.00
EFT5707	BRIDGETOWN MEDICAL GROUP	STAFF MEDICAL	\$ 88.00
EFT5708	COATES HIRE	ROLLER DRUM AND ROLLER SMOOTH	\$ 17,319.85
EFT5709	CJD EQUIPMENT PTY. LTD.	SUNDRY SUPPLIES	\$ 422.69
EFT5710	GEOGRAPHE SAWS & MOWERS	SUNDRY SUPPLIES	\$ 60.00
EFT5711	D & J MILLER (DO YOUR BLOCK CONTRACTING)	MOWEN ROAD WORKS	\$ 15,048.00
EFT5712	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$ 130.71
EFT5713	INSIGHT CCS PTY LTD	AFTER HOURS CALL CENTRE - DECEMBER 2013	\$ 165.42
EFT5714	JASON SIGNMAKERS	SIGNAGE	\$ 143.00
EFT5715	WA LIBRARY SUPPLIES	BARCODE LABELS	\$ 276.15
EFT5716	MALATESTA ROAD PAVING	SUPPLY AND SPRAY MOWEN ROAD	\$ 75,589.84
EFT5717	METAL ARTWORK CREATIONS	GOLD GRADUATION MEDAL	\$ 25.58
EFT5718	MUIRS MANJIMUP	SERVICE TO MOWEN ROAD UTE	\$ 1,139.05
EFT5719	NICHOLLS MACHINERY	BLADE KIT	\$ 55.00
EFT5720	NANNUP LIQUOR STORE	REFRESHMENTS	\$ 48.99
EFT5721	PRESTIGE PRODUCTS	CLEANING PRODUCTS	\$ 809.60
EFT5722	SW PRECISION PRINT	FAMILY FUN DAY FLYER & POSTERS	\$ 1,250.50
EFT5723	THE PAPER COMPANY OF AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$ 192.23
EFT5724	ROD'S AUTO ELECTRICS	SUNDRY MAINTENANCE	\$ 259.97
EFT5725	SUGAR MOUNTAIN ELECTRICAL SERVICES	SUNDRY ELECTRICAL WORKS	\$ 582.22
EFT5726	STEWART & HEATON CLOTHING CO. PTY LTD	PEERABEELUP AND NORTH NANNUP UNIFORMS	\$ 2,186.11
EFT5727	LOUISE STOKES	TRAVEL FOR FAMILY FUN DAY POSTER DISTRIBUTION	\$ 124.26
EFT5728	IT VISION	MAPPING MODULE	\$ 5,661.72
EFT5729	WALGA	AMENDMENT ADVERTISING DEC 2013	\$ 386.78
EFT5730	WARREN BLACKWOOD WASTE	BIN PICKUPS	\$ 6,344.53
EFT5731	WORTHY CONTRACTING	NANNUP WASTE FACILITY JAN 2014	\$ 15,412.83
EFT5732	CHRIS WADE	REIMBURSEMENT OF EXPENSES	\$ 180.00
EFT5733	WREN OIL	WASTE DISPOSAL	\$ 443.47
<b>Total Municipal EFT Vouchers :</b>			<b>\$ 541,996.32</b>
19405	BUSSELTON TELEPHONES	RECONNECT PHONE LINE	\$ 200.00
19406	BOOEASY PTY LTD	DEC 2013 MONTHLY FEES	\$ 220.00
19407	ANNE SLATER	COUNCILLOR REIMBURSEMENT	\$ 1,501.50
19408	MARGARET RIVER SURGERY	MEDICAL CONSULTATION	\$ 128.10
19409	SOUTHWEST FOOD BOWL ASSOCIATION INC	RETURN OF FUNDS FOR SW FOODBOWL EVENT 2013	\$ 5,647.54
19410	JEANNE LEWELLYN	CROSSOVER REIMBURSEMENT	\$ 766.75
19411	AUSTRALIAN TAXATION OFFICE	DEC 2013 BAS	\$ 91,143.00
19412	NANNUP BOWLING CLUB	HIRE OF BOWLING CLUB AND USE OF KITCHEN	\$ 200.00
19413	CHRIS WILLIAMSON	SUNDRY MATERIALS SENIORS ACTIVITY	\$ 20.00
19414	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$ 434.17
19415	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,149.20
19416	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 775.49

**SHIRE OF NANNUP**  
**ACCOUNTS FOR PAYMENT - JANUARY 2014**

Chq/EFT	Name	Description	Amount
19417	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	\$ 383.96
19418	CHALLENGER	SUPERANNUATION CONTRIBUTIONS	\$ 448.32
19419	GENERATIONS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 540.88
19420	AUSTRALIAN ETHICAL SUPERANNUATION PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 386.47
19421	BT BUSINESS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 126.17
19422	REST	SUPERANNUATION CONTRIBUTIONS	\$ 123.72
19423	DEEP FOREST IRON	REPAIRS TO SLASHER	\$ 80.00
19424	SHANNON MEADS	CROSS OVER SUBSIDY	\$ 800.00
19425	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENCE RENEWAL- CARLOTTA FIRE TOWER	\$ 101.00
19426	BUSSELTON HYDRAULIC SERVICES	REPAIR A/C HOSE - KUBOTA TRACTOR A/C FITTING	\$ 82.50
19427	MAIN ROADS WA	REINFORCED CONCRETE OVERLAY - VARIOUS LOCATIONS	\$ 431,200.00
19428	NANNUP BAKERY	FAMILY FUN DAY SUPPLIES	\$ 495.00
19429	SHIRE OF NANNUP	PETTY CASH RECOUP	\$ 144.10
19430	WATER CORPORATION	WATER EXPENSES	\$ 938.63
<b>Total Municipal Cheque Vouchers :</b>			<b>\$ 538,036.50</b>
<b>TOTAL MUNICIPAL PAYMENTS FOR PERIOD</b>			<b>\$1,080,032.82</b>
<b>TOTAL TRUST PAYMENTS FOR PERIOD</b>			<b>\$0.00</b>
<b>TOTAL PAYMENTS FOR PERIOD:</b>			<b>\$1,080,032.82</b>

SHIRE OF NANNUP			
CREDIT CARD TRANSACTIONS - NOVEMBER 2013			
	Supplier	Description	Amount
4/11/13	IGA River	Sundry refreshments - Melbourne Cup Luncheon	\$ 138.31
14/11/2013	Richard & Natasha Ei	Youth Supplies	\$ 79.95
		<b>Total Credit Card Purchase - Kerrie Yabsley November 2013</b>	<b>\$ 218.26</b>
30/10/2013	South West Institute of Technology	Staff Training Course	\$ 243.00
5/11/2013	Prezi Inc.	Annual License of software package	\$ 167.99
6/11/2013	Dept of Commerce	Sundry Expense	\$ 8.65
5/11/2013	Intl transaction Fee	Transaction costs	\$ 4.20
		<b>Total Credit Card Purchase - Rob Jennings November 2013</b>	<b>\$ 423.84</b>
		<b>Total Credit Card Purchases November 2013</b>	<b>\$ 642.10</b>
SHIRE OF NANNUP			
CREDIT CARD TRANSACTIONS - DECEMBER 2013			
	Supplier	Description	Amount
29/11/2013	Wotif	Accommodation	\$ 125.50
29/11/2013	Atrium Resort	staff training expenses	\$ 29.50
30/11/2013	Bunnings	Library time supplies	\$ 22.58
2/12/13	AAC Wristbands	Youth Supplies	\$ 132.74
4/12/13	Spotlight	Art workshop supplies	\$ 43.13
4/12/13	Kmart	Youth Space Launch supplies	\$ 46.50
11/12/13	Kmart	Xmas Function supplies	\$ 310.50
18/12/13	Down South Wholesalers	Event supplies	\$ 28.05
23/12/2013	Down South Camping	Youth Camp Supplies	\$ 199.00
		<b>Total Credit Card Purchase - Kerrie Yabsley December 2013</b>	<b>\$ 937.50</b>
		<b>Total Credit Card Purchase - Rob Jennings December 2013</b>	<b>\$ -</b>
		<b>Total Credit Card Purchases December 2013</b>	<b>\$ 937.50</b>
SHIRE OF NANNUP			
CREDIT CARD TRANSACTIONS - JANUARY 2014			
	Supplier	Description	Amount
7/1/2014	South West Sports Centre	YAC Activity	\$ 48.80
7/1/14	Branded Products	Emerg Mgmt Green Bag Supplies	\$ 921.21
7/1/14	Eagle Boys Pizza	YAC Activity	\$ 35.95
13/1/14	Woolworths - M/River	Youth Camp Supplies	\$ 15.12
13/1/14	Red Dot Stores	YAC Activity	\$ 23.92
13/1/14	Coles	Youth Camp Supplies	\$ 379.85
13/1/14	IGA River	Youth Camp Supplies	\$ 211.54
14/1/14	BP Nannup	Youth Camp Supplies	\$ 94.79
14/1/14	Northcliffe Newsagency	YAC Activity	\$ 54.92
15/1/14	Shire of Manjimup	YAC Activity	\$ 120.00
16/1/14	Karridale Roadhouse	Youth Camp Supplies	\$ 158.52
20/1/14	Coles	Youth Camp Supplies	\$ 96.70
21/1/14	Woolworths - M/River	Youth Camp Supplies	\$ 144.33
21/1/14	Dardanup Butchering Co	Family Fun Day	\$ 142.04
29/1/14	Margaret River Games	YAC Activity	\$ 16.90
29/1/14	Margaret River Beads	YAC Activity	\$ 46.50
		<b>Total Credit Card Purchase - Kerrie Yabsley January 2014</b>	<b>\$ 2,511.09</b>
		<b>Total Credit Card Purchase - Rob Jennings January 2014</b>	<b>\$ -</b>
		<b>Total Credit Card Purchases January 2014</b>	<b>\$ 2,511.09</b>