

Memorandum

To: Councillors
From: Robert Jennings
Subject: Notice of an Ordinary Council Meeting
Date: 17 March 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 March 2014 in the Council Chambers, Nannup commencing at 4.15 pm.

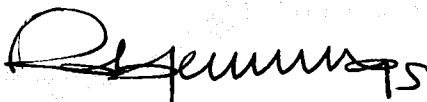
- 2.30 pm Plant Work Group meeting (3 Councillors)
- 2.45 pm Long Term Financial Plan information session
- 3.15 pm Information Session
- 3.45 pm Visitor Centre Presentation
- 4.15 pm Meeting commences
- 6.00 pm Australia Day award presentations
Citizenship ceremony
- 7.00 pm Dinner supplied by the Flower & Garden Association

Visitors:

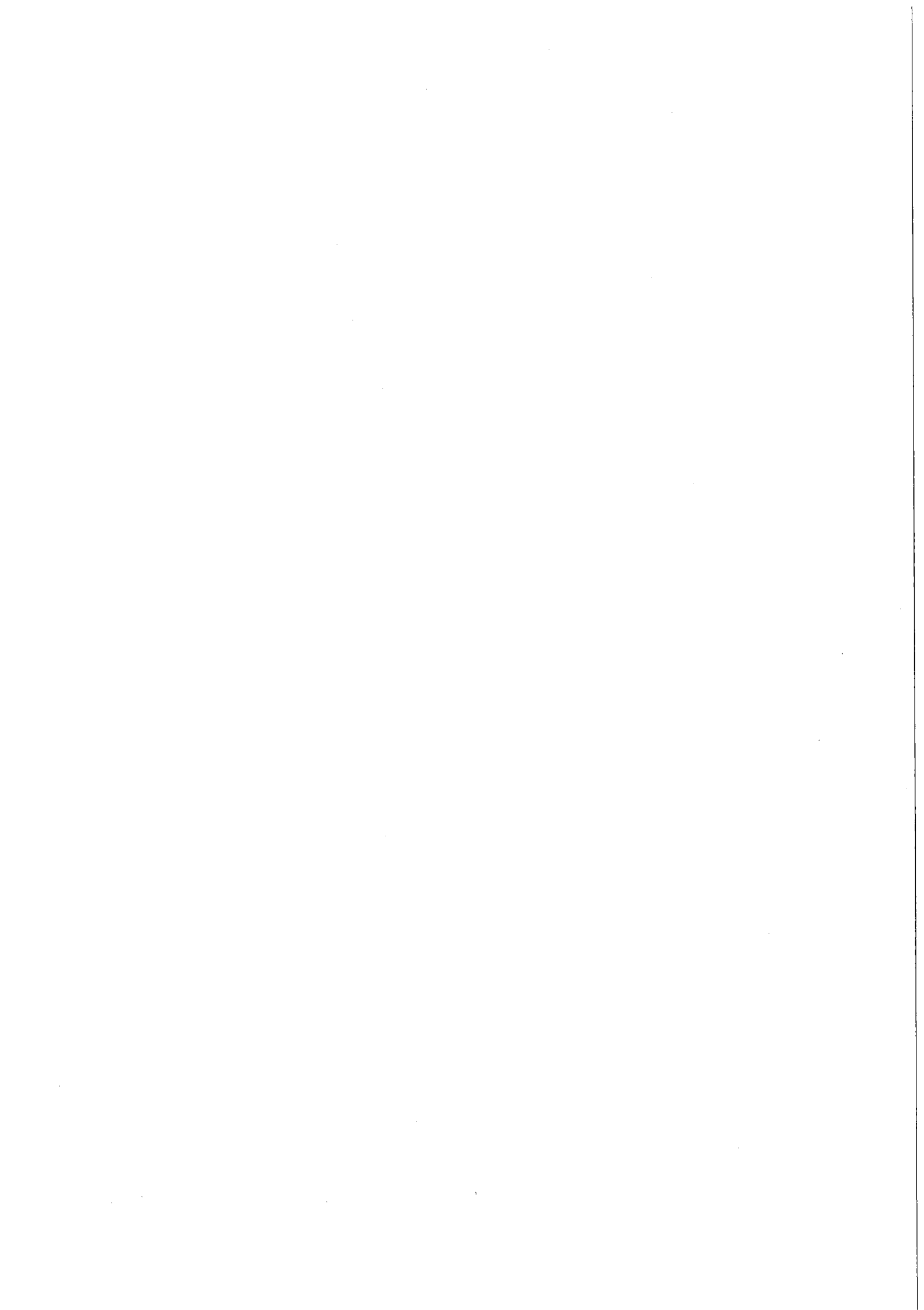
Australia Day Award recipients:

Barbara and John Dunnet, Freeman award
Trish and John Brockman, Danjangerup Cottages
Val & Neville Tanner, Friends of the Blackwood River
Foreshore

Citizenship: Charlie Cannon and partner



ROBERT JENNINGS
CHIEF EXECUTIVE OFFICER





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Agenda

Council Meeting to be held
on Thursday 27 March 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**
4. **PUBLIC QUESTION TIME**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
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 27 February 2014 be confirmed as a true and correct record.
9. **MINUTES OF COUNCIL COMMITTEES**
10. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
11. **REPORTS BY MEMBERS ATTENDING COMMITTEES**

Shire of Nannup
Ordinary Council Meeting Agenda: March 2014

12. REPORTS OF OFFICERS

Agenda No.	Description	Page No.
COMMUNITY & DEVELOPMENT SERVICES		
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12.11	Budget Monitoring – February 2014	35
12.12	Monthly Accounts for Payment	38

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

(a) OFFICERS

(b) ELECTED MEMBERS

CONFIDENTIAL ITEMS

13 (b).1	CEO Performance and Remuneration Review	40
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14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

Cr Gilbert

Q1. What is the maximum standard variation applicable to a paved main street footpath?

A1. This is currently being researched and a response will be given at the Council meeting

16. CLOSURE OF MEETING

COMMUNITY & DEVELOPMENT SERVICES

AGENDA NUMBER:	12.1
SUBJECT:	Planning Application seeking retrospective approval for signs on players' shelters–Town Oval
LOCATION/ADDRESS:	Reserve 9185 Warren Road, Nannup
NAME OF APPLICANT:	Nannup Tigers Football Club
FILE REFERENCE:	RES 9185
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:	17 March 2014

- Attachments
1. Location plan
 2. Planning framework – extract from *Local Planning Scheme No. 3* and extract from *Local Planning Policy No. 18 Signs and Advertisements*

BACKGROUND:

The Nannup Tigers Football Club has lodged a Planning Application seeking retrospective approval for various advertising signs on the players' shelters at the Town Oval. The location of the signs are shown in Attachment 1.

The applicant seeks approval for the existing metal signs without a time restriction on the approval. The signs are not currently or proposed to be illuminated.

Reserve 9185 is vested with the Shire for the purpose of recreation and showgrounds. The Management Order provides the Shire with the power to lease (or sub-lease or licence) the whole or portion of the reserve for up to 21 years.

The site is reserved as "Parks and Recreation" in the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)*.

Attachment 2 sets out the planning framework which is an extract from LPS3 and an extract from *Local Planning Policy No. 18 Signs and Advertisements*.

The Shire administration invited public comment on the Planning Application by writing to 11 adjoining/nearby landowners and Main Roads Western Australia,

placing details on the Shire website and having details at the Shire office. The Shire received no submissions on the Planning Application.

COMMENT:

It is highlighted that *Local Planning Policy No. 18 Signs and Advertisements* (see Attachment 3) has a presumption to not support signs on Shire managed land. The Policy does support some exceptions (e.g. moveable signs) and requires signs to be used for purposes approved by the Council.

Given the above, a key consideration with the application is that approval may create a precedent on Shire managed land which needs to be carefully considered. While a precedent is likely to be set, the precedent is not expected to be widespread given any future applicant will need to demonstrate that their Planning Application similarly addresses relevant matters including need, setbacks from boundaries and visibility from surrounding roads and properties. As required by LPS3, each future Planning Application needs to be assessed on its merits.

While noting the above, following an assessment of the application against LPS3, Local Planning Policy No. 18 and the Local Planning Strategy, it is suggested that the Council approve the Planning Application subject to conditions. In summary, the reasons for this include:

- the players' shelters are required structures for the comfort of the players, officials and visitors in wet or sunny conditions;
- the players' shelters and associated signs are well setback, being approximately 160 metres, from Warren Road;
- the signs are not considered distracting to motorists;
- the visual impact is moderated given the location of the signs, that the signs are contained on the structures and do not extend above the roof line and that the signs are not illuminated;
- it is suggested that the signs will not impact Nannup's "garden village" character;
- the site is outside of the Heritage Precinct;
- that no objections were received following extensive consultation, it can only be implied that nearby landowners and community members raise no objection and consider the signs appropriate; and
- the Shire has not received any written objection to the signs since they were installed.

Since the Council adopted *Local Planning Policy No. 18 Signs and Advertisements* on 26 July 2012, the only other Planning Application for signs considered by the Council was on 28 November 2013 for the Nannup Bowling Club site. It is suggested that the location of the signs on the Town Oval is in a considerably less visually sensitive location compared to the Nannup Bowling Club which is within the heritage precinct.

Should any additional signs be proposed by the Nannup Tigers Football Club, it is suggested that the signs should generally be moveable and/or temporary and brought out at games.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and LPS3.

POLICY IMPLICATIONS:

Local Planning Policy 18 is a non-statutory document which is designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy but is required to have regard to the policy it determining the Planning Application.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

That Council approve the Planning Application seeking retrospective planning approval for advertising signs on the players' shelters at Reserve 9185 Warren Road, Nannup subject to the following conditions:

1. No sign is illuminated.
2. All signs are well maintained to the satisfaction of the local government.

Advice

- A) In relation to Condition 2, this includes promptly addressing any possible graffiti or damage to the signs.
- B) Should any additional signs be proposed by the Nannup Tigers Football Club on Reserve 9185, the signs should generally be moveable and/or temporary and brought out at games.

- C) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal.

Location of players shelters





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Attachment 2 – Planning Framework

Extract from *Shire of Nannup Local Planning Scheme No. 3*

1.6.1 The local government's general aim is to recognise the unique qualities and characteristics of the Scheme Area and safeguard its natural resources, whilst promoting sustainable development through diversified residential, commercial, industrial, agricultural, timber, tourist and resource based activities.

1.6.2 The local government's general intentions are –

- (d) To manage the use and development of land by means of zoning and development controls to achieve compatibility between land uses, and the preservation, and where possible the enhancement of visual amenity of urban and rural uses.
- (f) To safeguard and enhance the character and amenity of the built and natural environment of the Scheme Area.”

5.8.14 Control of Advertisements

5.8.14.1 Objectives

The objectives of the provisions for the control of advertisements are –

- (a) to ensure that the visual quality and character of particular localities and transport corridors are not eroded;
- (b) to minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;
- (c) to prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of their colours, height, prominence, visual impact, size, relevance to the premises on which they are located, number and content;
- (d) to minimise clutter of advertising signs; and
- (e) to promote a high standard of design and presentation in outdoor advertising.

5.8.14.2 Power to Control Advertisements

- (a) For the purpose of this Scheme and subject to sub-clause 5.8.14.1, the erection, placement and display of advertisements and the use of land or buildings for that purpose is development within the definition of the Act requiring, except as otherwise provided, the prior approval of the local government. Such planning approval is required in addition to any licence pursuant to the local government's relevant Local Law or policy.
- (b) Application for the local government's approval pursuant to this Part shall be submitted in accordance with the provisions of Clause 9.1 of the Scheme and

shall be accompanied by a completed Additional Information Sheet in the form set out in Schedule 7 giving details of the advertisement(s) to be erected, placed or displayed on the land.

5.8.14.4 Consideration of Applications

Without limiting the generality of the matters which may be taken into account when making a decision upon an application for consent to erect, place or display an advertisement, the local government shall examine each such application in the light of the objectives of the Scheme and with particular reference to the character and amenity of the locality within which it is to be displayed, including its historic or landscape significance and traffic safety, and the amenity of adjacent area which may be affected.

Extract from *Local Planning Policy No. 18 Signs and Advertisements*

OBJECTIVES

The objectives of this Policy are to:

1. ensure that existing and future signage is maintained at a level which produces a positive image of the Shire of Nannup;
2. encourage advertising which complements the natural and urban environment whilst minimising any negative impacts;
3. promote a high standard of design and presentation;
4. minimise clutter of advertising signs;
5. control the erection of signs (size, type, location and quality) so as to minimise the proliferation of signs, prevent visual pollution and not detract from the amenity of an area;
6. prohibit advertising which is superfluous or unnecessary by virtue of their colours, height, prominence, visual impact, size, relevance to the premises on which they are located, number and content;
7. ensure that the visual quality and character of localities and transport corridors are not eroded;
8. minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;
9. provide further interpretation of LPS3 in the assessment of applications for signs;
10. set out guidelines that will assist in the regulation and control of signage;
11. provide increased certainty for advertisers, landowners, the community and others and to assist in providing greater consistency in decision making by the Council; and
12. facilitate the effective and timely processing of sign applications where in accordance with this Policy.

POLICY

It is Council's policy to achieve a balance between the provision of legitimate and appropriate signage and to minimise the adverse impacts that signs may have on the amenity, appearance and character of an area and/or on the municipality.

2. General

In assessing a Planning Application for a sign, the Council will have regard to matters including the following:

- size, shape, materials, colours, finish, wording, general appearance, quality and location of the sign;
- whether it is illuminated and the presence or rate of flashing lights;
- existing number of signs on the site and as relevant in the locality (especially adjoining main roads and key tourist routes);
- pedestrian, cyclist and motorist safety;
- the objectives of LPS3;
- provisions and requirements of LPS3;
- the character and amenity of the locality within which it is to be displayed, including its historic and/or landscape significance;
- whether the application will create or exacerbate a clutter of advertising signs;
- whether the sign will create a detrimental visual impact on the area and/or transport corridor;
- whether the advertising is superfluous or unnecessary by virtue of their colours, height, prominence, visual impact, size, relevance to the premises on which they are located, number and content;
- zoning of the lot;
- the amenity of adjacent areas which may be affected and the effect on the streetscape;
- whether the sign is proposed to be temporary or permanent;
- written comments from affected landowners and other stakeholders;
- adopted Nannup main street heritage area guidelines, other adopted design guidelines or adopted building and landscaping guidelines;
- for signs proposed in or near the Nannup townsite, taking account of the historic and garden village theme of Nannup; and
- any other circumstance and factor affecting the application in the opinion of the Council.

The Council will not support applications for advertisements that, in the opinion of Council, detract from the aesthetic qualities of an area by virtue of inappropriate size, colour, illumination and location. Additional to this, the Council will consider the existing number of signs placed in an area and/or on the building to ensure visual cluttering does not occur.

7. Signs within Road Reserves and on Shire Managed Land

Generally, the Council does not support signs being located in road reserves and on Shire managed land. Exceptions to this are moveable signs (section 11 of this Policy), real estate signs outside of townsites and adjacent to various zones (section 12) and directional signs (section 14).

Public open space and reserves within the municipality on land managed by the Shire, shall not be used for the erection of signage except for purposes as approved by Council.

8. Siting Restrictions Near Main Roads and Key Tourist Routes

The Council will generally not permit the siting of advertising signs on or in the vicinity of main roads and key tourist routes (for this Policy these are Vasse Highway, Brockman Highway, and Nannup-Balingup Road) when they provide vistas for the surrounding landscape. The protection of these vistas is important from a tourism and amenity viewpoint.

The Council may consider the erection of suitable advertising signs near main roads and key tourist routes where the signs are:

- on freehold land; and
- located on land or buildings on which the business or profession relates; or
- for new business and limited to a temporary period (as outlined in section 2); or
- for community development or advertising road safety (as outlined in section 2).

The Council will require that signs are sited to minimise the impact upon surrounding vistas and to minimise impacts on the area's amenity.

If an advertising sign is deemed to be in conflict with its surrounding environment and will detrimentally reduce the amenity of the area, then the Council will not support the proposed sign.

15. Main Roads Western Australia

The erection of signs near a highway or main road under the control of Main Roads Western Australia (MRWA) requires the approval of both the Council and MRWA.

MRWA require approval for any signage in, or in the vicinity of the road reserve of a declared highway or main road. A written application is required.

The Council does not generally support signs within road reserves managed by MRWA for reasons including visual impact and detrimentally impacting the amenity of the area. The Council will consider, on its merits, signs within road reserves managed on MRWA as set out in this Policy. Additionally, the Council will consider, on its merits, signs on adjoining freehold land as set out in this Policy.

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AGENDA NUMBER:	12.2
SUBJECT:	Planning Application for dwelling with attached therapy clinic
LOCATION/ADDRESS:	Lot 51 on DP 75649 Balingup Road, Nannup
NAME OF APPLICANT:	Gavin Griffiths
FILE REFERENCE:	A1721
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:	17 March 2014

- Attachments:
1. Location plan
 2. Original information from applicant
 3. Revised information (submission and plans) from applicant
 4. Submissions

BACKGROUND:

The applicant has lodged a Planning Application for a proposed dwelling with an attached therapy clinic. The location of the application site is shown in Attachment 1.

Details originally submitted by the applicant are provided in Attachment 2, while revised information is set out in Attachment 3. In summary, the applicant proposes a new building comprising four painted sea containers with a colourbond skillion roof. The building will consist of a dwelling along with a therapy clinic for physiotherapy, acupuncture and other health services.

The site:

- is 5971m² in area;
- was previously part of Lots 119 and 120 but was recently subject to a boundary adjustment and is now Lot 51 on Deposited Plan (DP) 75649;
- is now vacant with the recent demolition of the original dwelling;
- is zoned "Residential R10/R15" in the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)*, with a portion of the site within the Flood Risk Land Special Control Area. For the portion of the site which is in the floodplain, most is within the 1 in 25 average recurrence interval (ARI) floodplain and a portion is within the 1 in 100 (ARI) floodplain;
- is designated as a bush fire prone area in the endorsed *Bush Fire Hazard Strategy - Shire of Bridgetown-Greenbushes and Shire of Nannup*; and

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- 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 uses proposed by the applicant can be considered in the Residential Zone without the need for a rezoning. The proposed therapy clinic is consistent with LPS3 definition of "medical centre" which is defined as follows:

"Medical centre means premises used by one or more health consultant(s) for the investigation or treatment of human injuries or ailments and for general outpatient care (including preventative care, diagnosis, medical and surgical treatment, and counselling)."

As set out in the LPS3 Zoning Table, a medical centre is an "A" use in the Residential Zone. This means a Planning Application can legally be applied for and the Shire is able to determine the application following advertising.

The Shire administration invited public comment on the Planning Application for 21 days by writing to 14 adjoining/nearby landowners and 6 other stakeholders, placing a public notice in the Busselton-Dunsborough Times, placing details on the Shire website and having details at the Shire office. The Shire received 9 submissions on the Planning Application.

Key issues or concerns raised through the submissions included:

- the appearance of the building being constructed from sea containers;
- concerns that the site may be used in the future for industrial purposes;
- procedural concerns on the process and relating to commercial development in the Residential Zone; and
- flood risks.

Since the close of the submission period, the Shire administration has been negotiating with the applicant to address issues raised through the submissions and to ensure the proposed building is located outside of flood risk land.

COMMENT:

It is recommended that Council approve the Planning Application subject to conditions given that:

- the proposed therapy clinic will provide a valuable local service;
- the site is large enough to accommodate anticipated car parking from clients;
- the building is now located outside of the flood plain; and

- planning conditions can assist to control the appearance, use and management of the development.

While noting the above, the key issues with the application are summarised below:

- flood risk – the applicant has now relocated the building outside of flood risk land which is supported. Filling, backfill and the rock wall are however recommended to be located outside of the floodplain which may require a minor modification to the location of the building;
- expected trading days and hours of operation – the applicant advises these will follow normal office hours Monday to Friday, and on Saturday mornings;
- appearance of the building – the applicant now proposes to paint the sea containers and to construct a colourbond skillion roof which is an improvement of the original proposal. While noting that outside of the Nannup main street heritage precinct there are no Council building design guidelines, it is suggested that painted sea containers are out of character with Nannup's "garden village" character. Given the site's high profile location on a key "gateway" to town on a tourist route, it is suggested the sea containers should be appropriately clad (ideally in timber, related product or possibly colourbond) rather than only being painted;
- crossover – there are appropriate sight distances and it will need to be sealed in accordance with *Local Planning Policy No. 13 Car Parking and Vehicular Access*;
- parking - *Local Planning Policy No. 13 Car Parking and Vehicular Access* amongst other matters requires parking to be sealed in the Residential Zone where a home business/commercial use is proposed, to be generally located behind the building line and for car parking areas to be suitably landscaped/screened. There is also a need for the applicant to provide clearer plans showing the design of the car parking and vehicular manoeuvring areas. It is suggested that at least 5 car parking bays be provided, sealed and drained by the applicant to accommodate parking for the dwelling, other consultants, possible staff and clients;
- pedestrian access – while noting there is no footpath adjoining the site, it is recommended that no developer contribution is considered appropriate for this development;
- effluent disposal - the site is not connected to the reticulated sewerage system and the applicant advises it is not feasible to connect. Any on-site effluent disposal system will need to be suitably located, designed and maintained to the satisfaction of the local government; and
- possible future change of use – while it is not possible to make predictions as to what a future Council will do, the site's Residential zoning currently limits the potential industrial usage to "cottage industry" which is low-impact

industrial uses limited to 50m² in area. Any change of the site's zoning would be subject to community consultation.

Other issues are outlined in Attachment 4.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005 and LPS3

POLICY IMPLICATIONS:

Various Local Planning Policies are relevant in assessing the Planning Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Planning Application.

Additionally, there are various State Planning Policies which are relevant in assessing the Planning Application including *Environment and Natural Resources Policy*. This in part states "Consider flood risk by identifying floodways and land affected by 1 in 100 year flood events and avoid intensifying the potential for flooding as a result of inappropriately located land uses and development."

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

That Council approve the Planning Application for a dwelling with an attached therapy clinic (medical centre) on Lot 51 on DP75649 Balingup Road, Nannup subject to the following conditions:

1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Planning Approval has lapsed, no further development is to be carried out.
2. The development hereby approved must be carried out in accordance with the revised modified plans received on 17 March 2014 (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.

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3. No development (buildings, filling or rock wall) is permitted in the 1 in 25 ARI or the 1 in 100 ARI floodplain as set out in the *Blackwood River Flood Study*.
4. The floor level of the building is at least 68.68metres AHD.
5. A schedule of all materials to be used on the external surfaces of the building (which excludes Zincolume) shall be submitted to the satisfaction of the local government prior to the issue of a Building Permit.
6. The sea containers are appropriately clad prior to occupation to the satisfaction of the local government.
7. The provision of details with the Building Permit as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The local government will require that stormwater from the building, car parking area and access ways shall be collected, detained and suitably treated on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.
8. The development is to be connected to the reticulated water system prior to occupation.
9. The provision of details with the Building Permit as to the design of the car park, vehicle manoeuvring and vehicle access ways.
10. The car park, vehicle manoeuvring and vehicle access ways shall be laid out, constructed, sealed and drained to the satisfaction of the local government prior to occupation.
11. The vehicular crossover is to be designed, constructed, sealed and drained at the proponent's expense to the satisfaction of the local government prior to occupation.
12. The payment of a bond to the Shire for \$3,000, prior to the issue of a Building Permit, for the installation of the new sealed crossover.
13. A wastewater disposal system acceptable to the local government is installed prior to occupation.
14. No goods or materials may be stored in such a manner as to be visible from Balingup Road following the construction period.

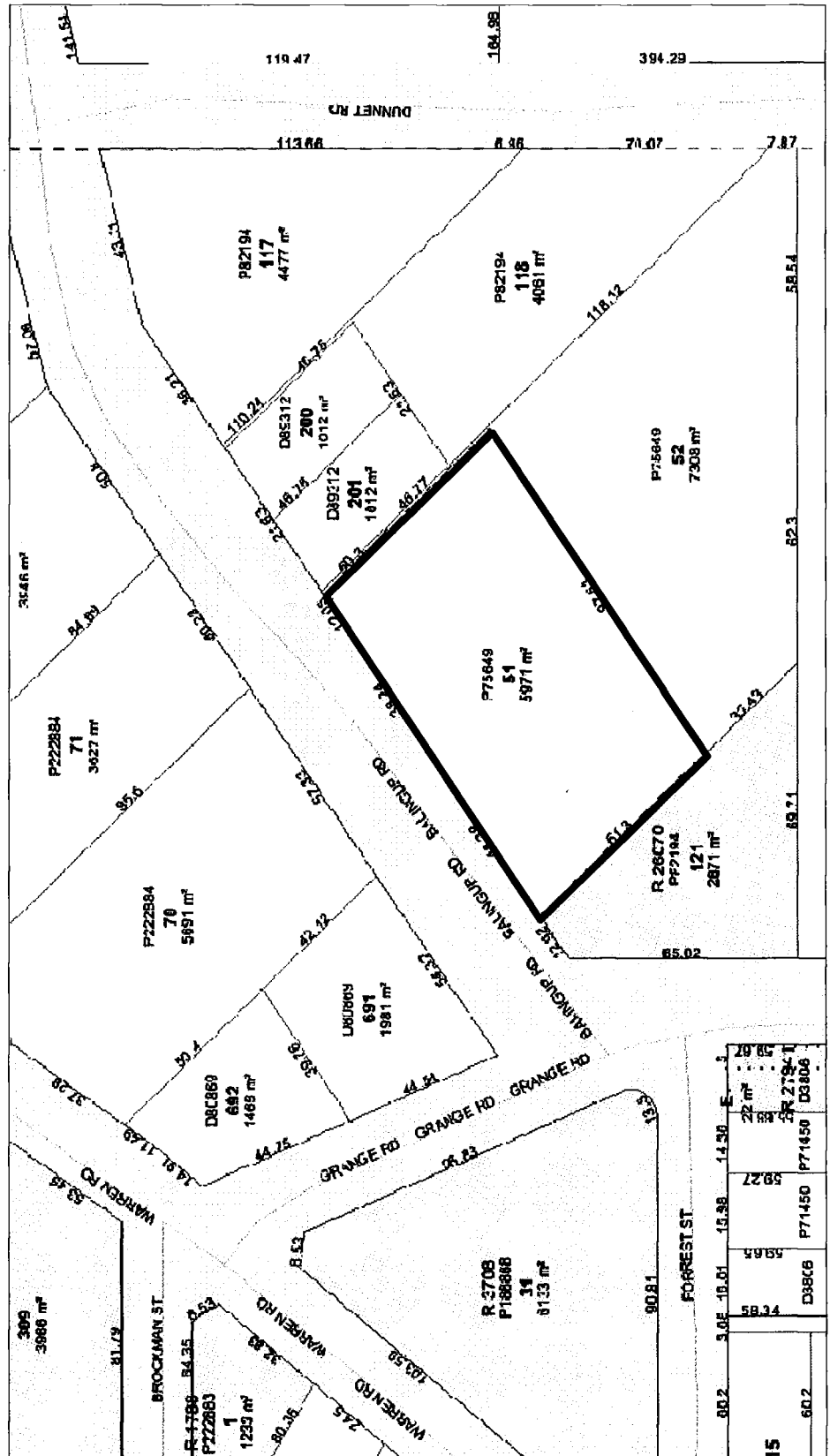
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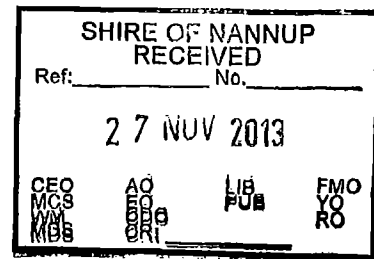
15. The submission of a landscape and planting plan to the satisfaction of the local government prior to 31 December 2014.
16. The site is landscaped and planted in accordance with the landscape and planting plan prior to occupation.
17. The landscaped and planted area is to be maintained at all times to the satisfaction of the local government.
18. The hours of operation, which are available for paying customers, are limited to between 7.00am and 8.00pm Monday to Saturday.
19. Car parking for clients is contained within Lot 51 Balingup Road.

Advice

- A) In relation to Condition 3, the floor level is as set out in the *Blackwood River Flood Study*, along with a freeboard (factor of safety) of 0.5 metre.
- B) In relation to Conditions 5 and 6, the sea containers are to be clad ideally in timber or related product. The local government will also approve colourbond.
- C) In relation to Condition 7, stormwater is to be suitably detained on site (e.g. rainwater tanks, soakwells). Stormwater from major storm events is supported to be connected to a Shire stormwater legal point of discharge if appropriately designed.
- D) In relation to Condition 12, the bond will be returned once the work has been completed to the satisfaction of the Shire.
- E) The proponent is advised that this Planning Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- F) The proponent is advised that the approved development must comply with all relevant provisions of the *National Construction Code (Building Code of Australia)*.
- G) The proponent is advised that the approved development must comply with all relevant provisions of the *Health Act 1911, Health Act (Laundries and Bathroom) Regulations, Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*, and the *Shire of Nannup Health Local Laws*.

- H) Signs may be erected or displayed to the specification and satisfaction of the Shire. *Local Planning Policy 18 Signs and Advertisements* sets a limit of 1m² for businesses in the Residential Zone.
- I) It is the responsibility of the proponent/landowner to advise the local government when all conditions relating to the development have been satisfied.
- J) The site is designated as a "bushfire prone area". As part of the building permit, the proponent will need to engage the services of a bushfire management consultant to either suitably demonstrate that the land is not bushfire prone or to determine the Bushfire Attack Level (BAL). The dwelling is then required to be constructed in accordance with Australian Standard AS3959-2009.
- K) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal.





Application for Planning Approval

Lot 119 Balingup Rd, Nannup

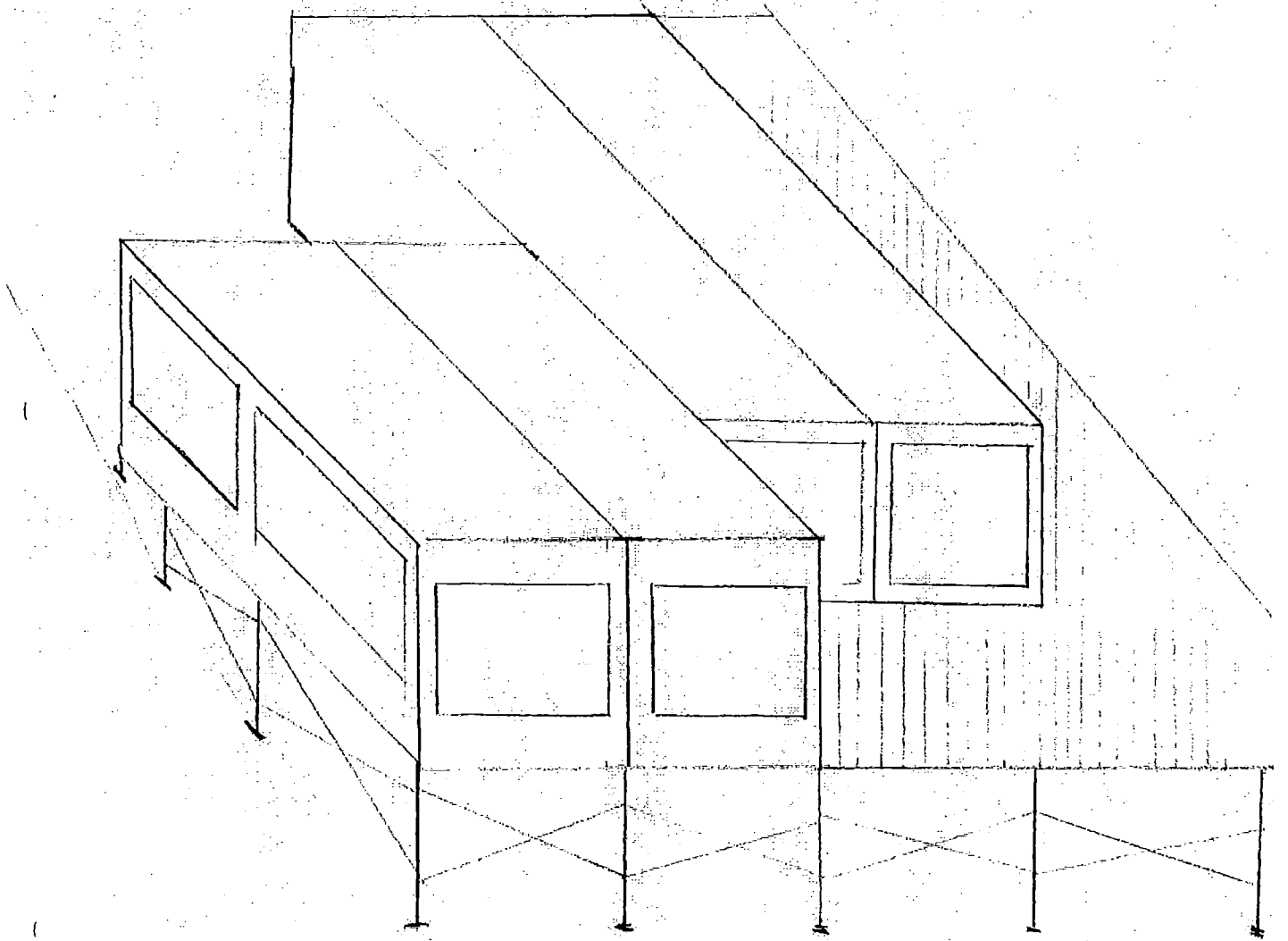
Proposal: Therapy clinic with short term accommodation facility

Covering Letter.

The application is for permission to construct a therapy clinic with adjoining occasional accommodation on the south west corner of the block on Balingup Rd. The building will be made up of 4 adjoining 20 foot sea containers in a staggered configuration (see diagram Appendix 1) to follow the natural contours of the land. The building will be situated in the Flood Risk Zone with appropriated consideration given to the provisions of the Special Control Area as outlined in the Shire of Nannup Local Planning Scheme.

1. The building shall be mounted on a steel frame 500mm above the 1 in 100 year flood level outlined for the land. A car park shall be constructed at the front of the block with a sealed crossover linking it to the entrance from Balingup Rd. The building will be linked to the carpark via a walkway also allowing disabled access. Measures will be taken to control run off of water before it leaves the property.
2. Effluent from the building shall be directed into the existing septic tank positioned adjacent to the existing dwelling at the top of the block via a dual pump system.
3. The sea containers are proposed to be positioned on the slope (see attached photo) on the south west corner of the block. Excavation work shall be carried out to set the rear of the containers into the side of the hill and a limestone retaining wall constructed with shale backfill and drainage pipe to manage hydrostatic pressure. A roof will bridge the space between the 2 containers and the retaining wall to allow continuation of the natural vegetation on the block on to the roof of the containers.

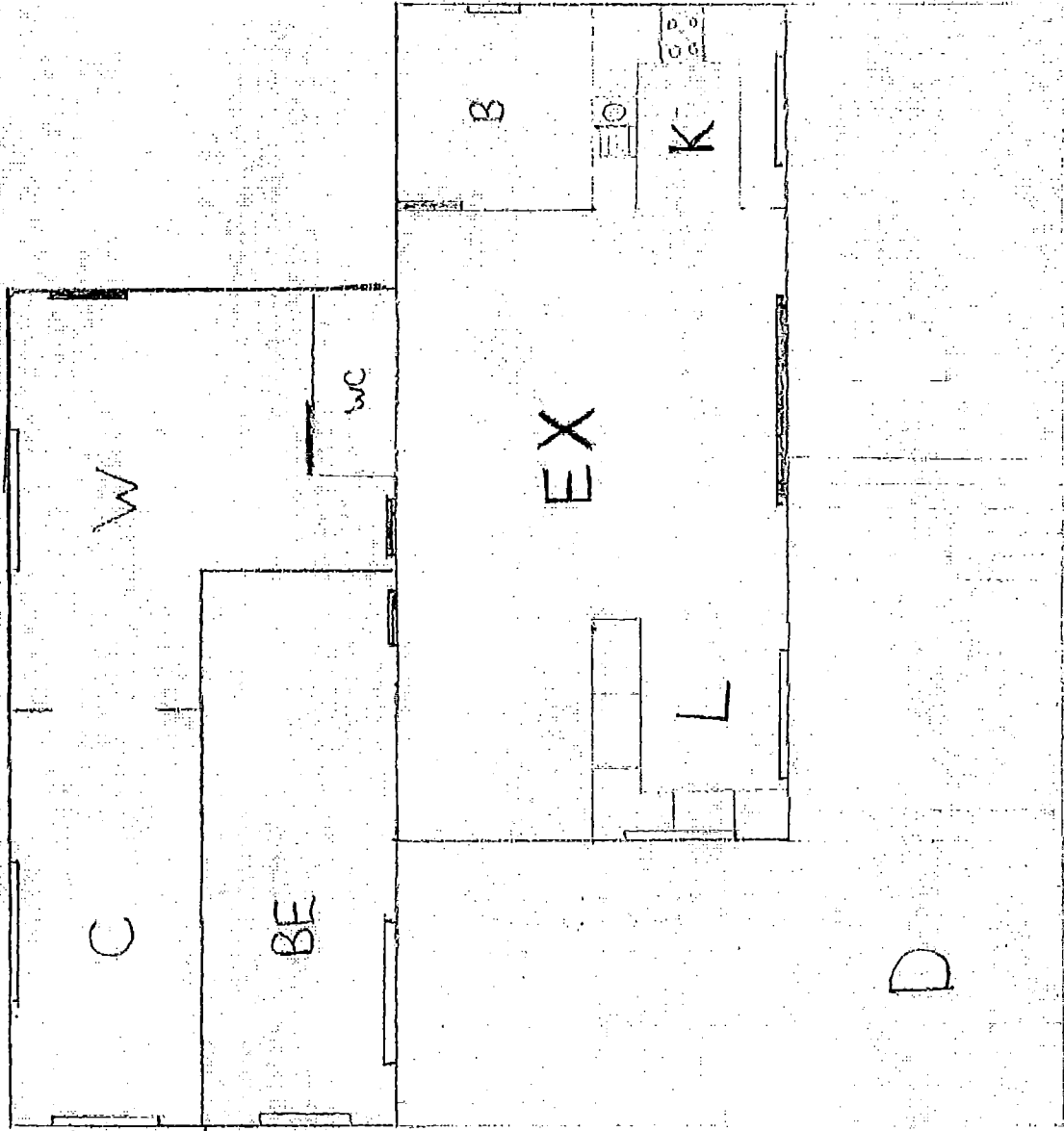
The application for the clinic to be located in the existing flood zone is to take advantage of the most aesthetically pleasing aspect of the block and the area easiest to access for clients. Due to the sloping nature of the block, positioning a clinic at the top of the block would make access extremely difficult particularly for clients with compromised mobility. The front of the block provides easy parking off the road and a short walk to the entrance of the building. The sea containers will be set into the slope at the rear end and I propose to construct a rooftop garden with the objective of allowing the building to blend in with the native vegetation on the block. The balcony will be constructed of local timber and positioned toward the treeline along Dry Creek at the southern border of the block to again blend in with the natural aesthetics of the land.



FLOOR PLAN

WINDOW

DOOR



C CONSULTATION

W WAITING ROOM

WC TOILET

BE BEDROOM

EX EXERCISE AREA

B BATHROOM

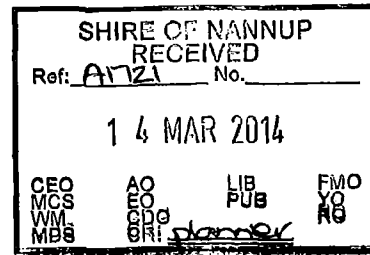
K KITCHEN

L LOUNGE

D DECK

Planning submission

Lot 119 Balingup Rd, Nannup



Proposal: Dwelling with attached therapy clinic.

Design: x4 Sea Containers

In response to the feedback and submissions received regarding the planned proposal, I submit the following modifications:

1. The block has been surveyed by Roger Machin and the flood level marked with star pickets on the block. An area adjacent to the original dwelling (see attached aerial diagrams) has been marked out as a suitable building envelope sitting on a slope coming down to the flood line level. The area measures approx. 12m x 12m which will allow space for the 4 sea containers and surrounding decking and rear entry. The fall from the rear of the area to the flood line level has been calculated by Roger as 2.5 metres. The proposal is to build a rock wall along the flood line at this height and back fill the area to provide a level building site onto which the containers can be mounted on standard footings. As such, the floor level of the dwelling will sit 2.5 metres above the 100 year flood level and the dwelling will be outside the flood zone as recommended.
2. In response to the aesthetic appearance of the containers, I propose to construct a skillion roof over the containers and part of the decking (see attached diagram) which will also cover the rear entrance and part of the decking. The containers will be painted a uniform colour matching the colorbond skillion roof with no external cladding. The dominant feature of the external walls will be large tinted windows and glass sliding doors and the decking using recycled jarrah floorboards from the original house.
3. Clinic times will be dependent on the therapists available but will follow normal office hours Monday to Friday and Saturday mornings.
4. The car park will be positioned at the bottom of the block to the right of the existing driveway with a sealed crossover linking it to Balingup Rd. A walkway will connect the car park to the clinic/dwelling.

SIDE VIEW

ROOF

DECK

CONTAINER

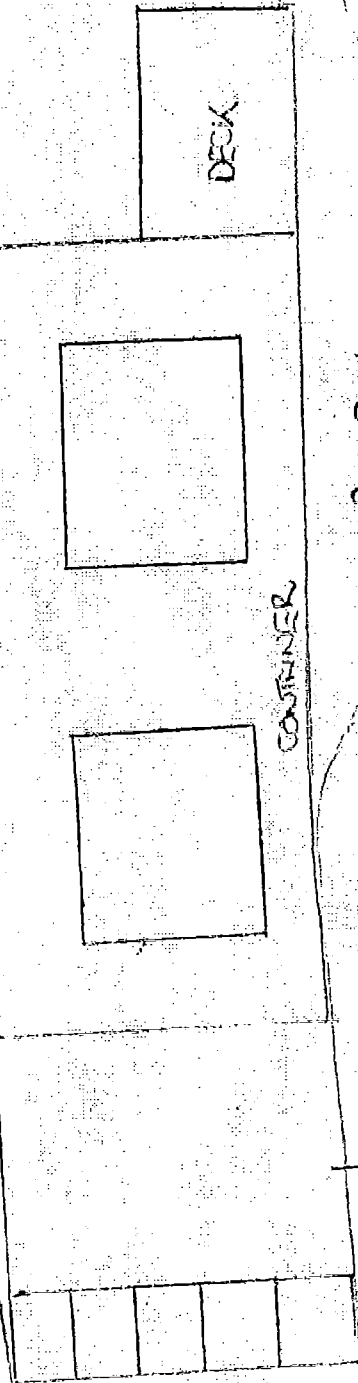
BACKFILL

ROCK WALL

FLOOD LEVEL

68.12 m AHD

25'



WALL

ENTRANCE

TOP VIEW

12.2 m

DECK

CONTAINERS 1.2

CONTAINERS 3.4

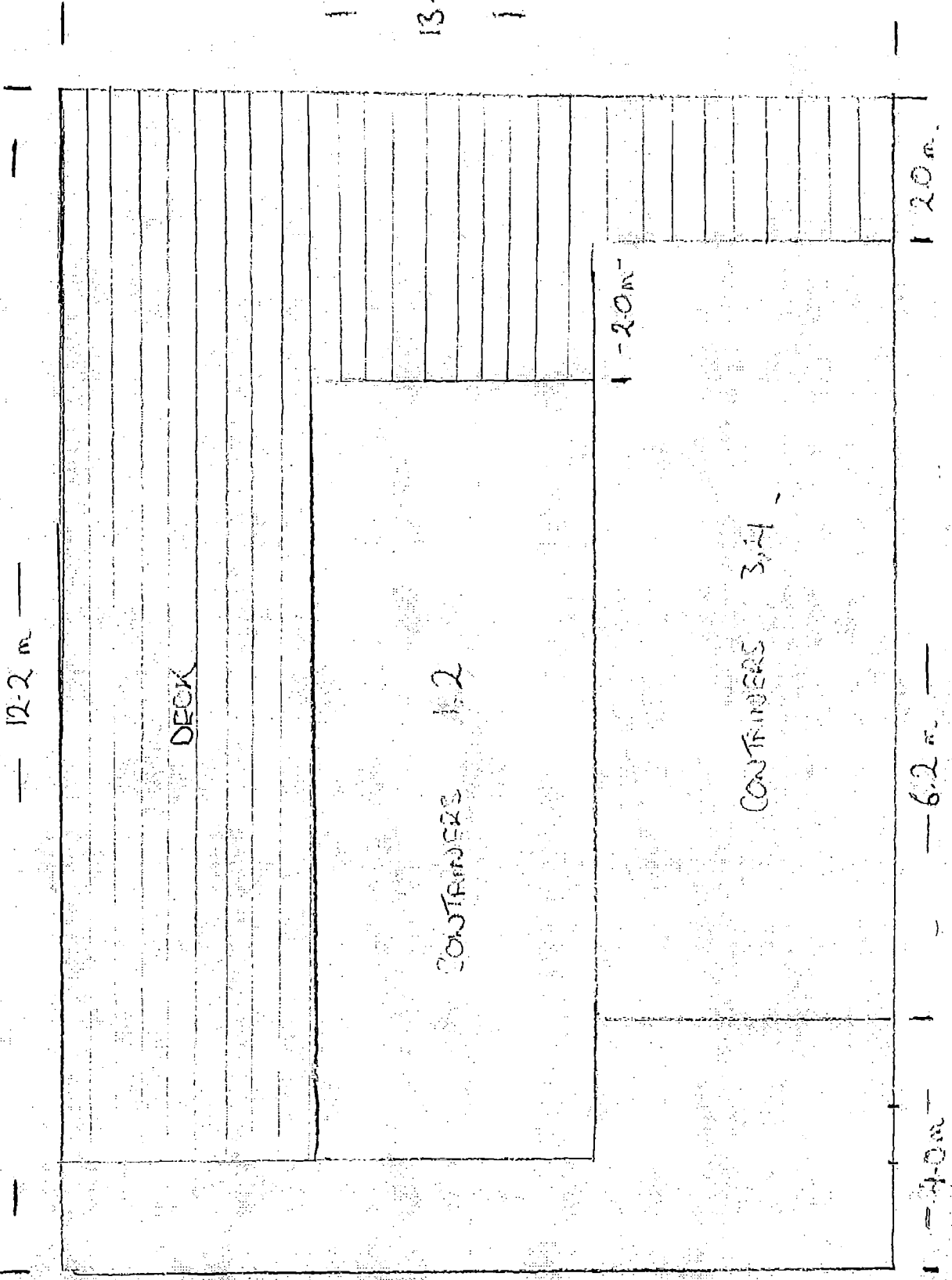
2.0 m

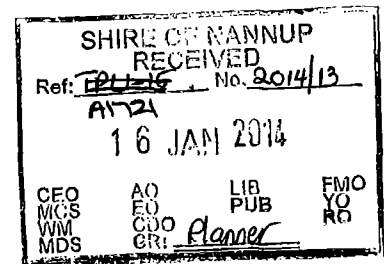
13.6 m

6.2 m

4.0 m

2.0 m





15th January 2014

Attention Chris Wade

Acting Chief Executive Officer

Shire of Nannup

Dear Chris,

Thank you for giving us the opportunity to put forward our views for the proposed Therapy clinic with short term accommodation on Lot 119 Balingup Road, Nannup.

When we first heard that sea containers were going to be erected for offices on the property we were not impressed but after looking at the plans and comments on how they will be built into the bank and will have roof top gardens, trees surrounding and be made to blend in with the environment we would be happy, if this is the case.

We would prefer to keep commercial businesses along Warren Road or the industrial area where other businesses operate rather than in a residential zone and am worried that if the property is sold at a later date we could end up with a Joinery or concreting business etc on our door step so with that in mind we would like to put forward the below comments.

If the said property is sold it has to stay as a Therapy / Doctor clinic or in that nature only.

Would like to know the trading days and times of the clinic.

Sea containers to be blended in with the environment as stipulated in the proposal.

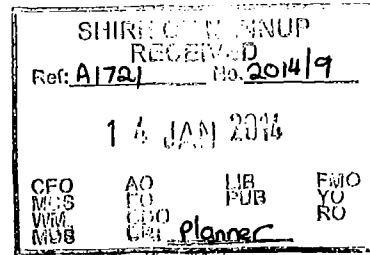
Thanking you,

A handwritten signature in black ink, appearing to be 'D. M.' or similar.

Marty & Debbie Brown

Lot 73 Balingup Road

Nannup WA 6275



13th January 2014

Phil Hancocks & Kay Savory

Lot 70 Balingup Rd

Nannup WA 6275

Shire of Nannup

Ref: A1721

Dear Chris,

In reply to your letter re: PLANNING APPLICATION FOR LOT 51 BALINGUP RD. we would like to provide our views for consideration .

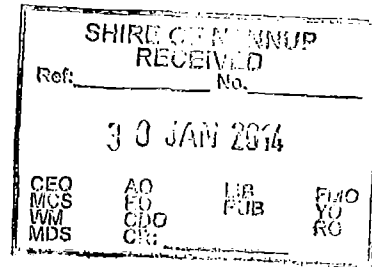
A. If approval is passed for commercial use as a therapy clinic & occasional accommodation, we would want this to continue if & when the property is sold. It is our concern that if the property was deemed commercial, this may be used for other purposes at a later date.

B. We would also like to know what days & hours the clinic would be open.

Yours faithfully

A handwritten signature in black ink, appearing to read 'K S Savory'. The signature is written in a cursive style and is positioned to the left of a large, circular scribble or stamp.

Phil Hancocks & Kay Savory



30th January 2014

Nannup Shire
Your REF A1721

Att: Chris Wade

Dear Chris,

In Answer to the Planning Application Proposal sent on the 7th January

Is the planning application for Lot 51 or Lot 119! Both are listed on the paper work I received.

I believe that the Proposal was to be advertised within the Shire of Nannup to allow residents and businesses already trading as Therapists in similar or same to the proposal. However it was not, instead being advertised in the Busselton/Dunsborough Times.

Balingup Rd is one of the prettiest scenic drives in the SW and is advertised as such. I do not wish to see a yard of containers just left on the block if the business is not a viable one.

Already we have far too many half started projects just left about town due to the fact that we do not have a viable economic situation here in Nannup. The people already in business here should be taken into consideration.

Perhaps some correct plans of the Lot involved and the construction of the buildings need to be carefully looked at and considered.

I do not believe that Mr Griffiths owns the land marked in your enclosed plans and photos given. The advice I was sent by your zoning consultants in Albany was on the Lot 119. This needs to be clarified.

Cheers
Dale Spencer
200 Balingup Road
Nannup 6275

PO Box 59
Nannup
WA 6275
31st January 2014

Planning Unit
Shire of Nannup

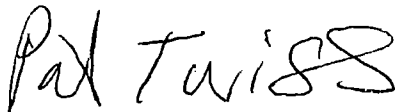
Re: Planning Application Lot 51 Balingup Road

Thank you for the opportunity to make a comment concerning the above. I am more than happy for a business to be developed on the property but have reservations regarding the appearance of the building particularly on the Nannup tourist drive to Balingup.

My concern is for the look of the four containers that will always have the appearance of containers with flat roofs on the hillside and not of a designed building. I understand the owner has plans to earth the roof and other landscaping plans for the property that may help to hide the fact of such a boxlike building. I think they should be covered with a low roof. My wish is that the Shire will ensure that the owner's plans are fully designed to comply with the Council's building specifications.

Unsightly containers have been put on a site in Wilson Street and have been there for months with no further action. Another container (with a low roof) is at the back of a property in Walter Street. Is this a precedent for future construction work in Nannup?

Yours sincerely

A handwritten signature in black ink that reads "Pat Twiss". The signature is written in a cursive, slightly slanted style.

Pat Twiss

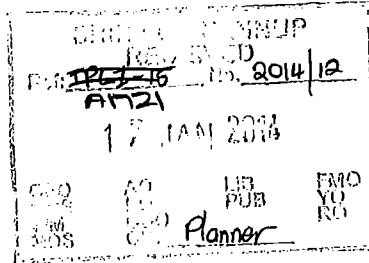


**Government of Western Australia
WA Country Health Service**

South West

Your Ref:
Our Ref: GL:jrc
Enquiries: Janelle Cicchillitti (9781 2309)

Mr Chris Wade
Acting Chief Executive Officer
Shire of Nannup
PO Box 11
NANNUP WA 6275



Dear Mr Wade

**Re: Planning Application – Lot 51 Balingup-Nannup Road – Proposed
Physiotherapy Clinic**

Thank you for your letter dated 7 January 2014 regarding the planning application for a proposed physiotherapy clinic in Nannup.

WA Country Health Service (WACHS) – South West supports any proposal for private health service providers to set up practice in rural communities.

Yours sincerely

**Grace Ley
REGIONAL DIRECTOR
WA COUNTRY HEALTH SERVICE – South West**

13 January 2014

cc: Jo Moore, Director Population Health

Jane Buckland

From: Bronwen Tucker [Bronwen.Tucker@watercorporation.com.au]
Sent: Wednesday, 15 January 2014 11:12 AM
To: ShireofNannup
Subject: Shire of Nannup - DEV - Application for Physiotherapy Clinic - Lot 51 Balingup Nannup Road

Dear Sirs

I am contacting you from Land Planning in Development Services Branch regarding your letter of **7 January 2014**

Please be advised that the Water Corporation has no comment in reference to the attached application received at this stage however at building licence stage the usual application will still need to be submitted to the Water Corporation.

Your Reference: A1721
Our Reference: JT1 2012 04865 V01

Kind Regards,
Bronwen Tucker
Administrative Support Officer (UDAC)
Development Services
Water Corporation
T: (08) 9420 2158
www.watercorporation.com.au



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Jane Buckland

From: dale spencer [mumnuttie@hotmail.com]
Sent: Thursday, 9 January 2014 2:55 PM
To: ShireofNannup
Subject: development application for clinic.....phone call follow up

Att: Wayne Jolley, Chris Wade and Jane

I have received the Planning Application for Lot 51 Balingup-Nannup Road

Ref: A1721

my concerns being

Will there be an application for a re-zoning of the area, if so where would the boundary of this zone extend to

If a temporary commercial zone is applied, will it be reviewed when and if the premise change hands or cease to exist as the business put forward in the proposal

My thoughts are if zones are to be changed residents are to be made aware and perhaps even have a say on that matter. please correct me in this area

Nannup has facilities already within the township now vacant frequently which are used for a part-time therapies similar to which is being proposed

I would also like to have some feedback on the current road speed limit between Dunnett -Balingup rd intersection to the Grange rd -Balingup Intersection. Would that be able to be reduced as to limit the risks of accidents with the extra vehicles pulling out onto Balingup Road. Some vehicles coming into Nannup from that direction tend to speed and there is not a great visual distance coming around that bend.

The speed limit could possibly be reviewed regardless of the above application.

Looking forward to your reply

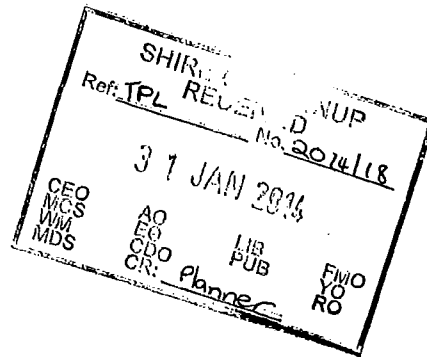
Dale Spencer
200 Balingup Rd
Nannup
97561888

HOLBERRY HOUSE

No 14 Grange Road, Nannup, Western Australia, 6275. PO Box 99, Nannup, WA 6275
T: 61 8 97 561 276 F: 61 8 97 561 394
E: holberryhouse@wn.com.au www.holberryhouse.com

Shire of Nannup
PO Box 11
Nannup 6275

30 January 2014



Dear Robert,

REF: A1721

Thank you for the opportunity to comment on the Planning Application of Lot 51 Balingup Rd, Nannup for the proposed Physiotherapy clinic.

We have no objections to this proposal and do not believe that it will impact on Holberry House as a neighbouring property or have negative visual impact from the road.

Yours sincerely,

Louise and Chris Stokes

Handwritten marks at the bottom of the page, including several vertical lines and small symbols.

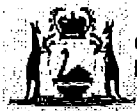
Jane Buckland

From: South West Land Use Planning [southwest.landuse@water.wa.gov.au]
Sent: Monday, 10 February 2014 4:04 PM
To: Jane Buckland
Subject: FW: Planning Application – Lot 51 Balingup-Nannup Road,

Forward...

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

T: 08 97264194 | (m) 0407219515 | www.water.wa.gov.au



Government of Western Australia
Department of Water

From: KELLY Brendan
Sent: Monday, 3 February 2014 3:50 PM
To: jane@nannup.wa.gov.au
Subject: Planning Application – Lot 51 Balingup-Nannup Road,

Our Reference: WRD233014

Your Reference: A1721

To: Shire of Nannup

Attention: Jane Buckland

RE: Planning Application – Lot 51 Balingup-Nannup Road, Proposed Physiotherapy Clinic

Dear Jane,

Thank you for referring the planning application for the above property to the Department of Water for comment.

As requested, comments are largely confined to specific flood levels for this site, in context of the limited detail provided in the proposal.

In carrying out its role in floodplain management, the Department of Water provides advice and recommends guidelines for development on floodplains, with the object of minimising flood risk and damage.

The Blackwood River Flood Study though Nannup shows that a portion of the Lot 51 is affected by major flooding with the following flood levels expected:

- | | |
|----------------|-------------|
| ✓ 25 year ARI | 66.6 m AHD |
| ✓ 100 year ARI | 68.18 m AHD |

The Department's floodplain development strategy₁ for the area states:

- Proposed development (i.e. filling, building, etc) that is located outside of the 100 year ARI floodplain is considered acceptable with respect to major flooding. However, a minimum habitable floor level of 68.68 m AHD is recommended to ensure adequate flood protection.
- Proposed development (i.e. filling, building, etc) that is located within the 100 year ARI floodplain and is considered obstructive to major flows is not acceptable, as it would increase flood levels upstream. No new dwellings are acceptable in the floodplain.

I ask you to note that the concept plan accompanying this proposal remains poorly defined and consequently the Department cannot provide detailed comment.

However, although it is unclear whether the sketches accompanying the proposal are drawn to scale, there appears little doubt that that the structure will be exposed to flood risk.

Specifically, the north western end of the sea-container structure appears to be located at a level of 64.5 m AHD, thus requiring vertical supports, which will be 4.16 m high, if the minimum habitable floor level of 68.68 m AHD is to be attained.

In this respect, it is a matter for the Shire of Nannup to assess the integrity of such a structure to ensure that the engineering reliability satisfies the building code.

For example, due to the height of the vertical supports within the area likely to be flood affected, the Shire would need to take into account the weight of floating debris that may snag on the support structures, or struts.

Any chance failure of the structure may pose an unacceptable risk to life and/or property.

Certainly the Department would not support fill of the land to the required height, however the matter of approving vertical supports should be subject to a proper risk assessment.

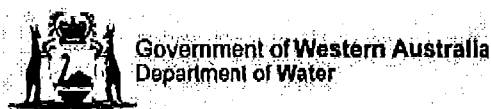
From a Department point of view it would be appropriate for it to view and assess the final position of the sea-container structure, which could only occur with the lodging of a more detailed and properly drawn plan.

In addition, it should be noted that this advice is related to major flooding only and other planning issues, such as environmental and ecological considerations, may also need to be addressed.

If you wish to discuss the matter further please telephone Brendan Kelly on 97264194

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

T: 08 97264194 | (m) 0407219515 | www.water.wa.gov.au



Disclaimer:

This e-mail is confidential to the addressee and is the view of the

WORKS & SERVICES

AGENDA NUMBER:	12.3
SUBJECT:	Bushfire Risk Planning Coordinator
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FRC2
AUTHOR:	Chris Wade – Manager Infrastructure
REPORTING OFFICER:	Chris Wade – Manager Infrastructure
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	12 March 2014

Attachment 1. MOU–Department of Fire and Emergency Services & the Shires of Nannup & Augusta Margaret River

BACKGROUND:

Council has been regularly informed over recent months regarding the status of the Pilot Bushfire Risk Management Plan and the employment of a temporary Coordinator for this program. This project is to be fully funded by the Department of Fire and Emergency Services. The Coordinator will work between The Shire of Nannup and The Shire of Augusta Margaret River, liaising with all the relevant stakeholders that have some form of land management responsibility within the two local government areas.

The aim of the pilot program is to identify vulnerable communities, as well as key assets and infrastructure to be protected against bushfire risk based on importance to the community. It will bring together all agencies responsible for land management within local government boundaries.

The pilot program will run for five months at which time a full report including Council's views will be prepared by the steering committee and presented to Cabinet for budget and legislation considerations to implement the program full time.

COMMENT:

The contribution for the pilot program is \$70,000 from DFES. Council need to accept the funding for the project as it is over \$5,000. The funding covers;

- Wages for five months
- Overheads
- Vehicle

- Computer
- Phone

The impost to Council will be minimal and only require limited officer time. This has already been allocated through the budget as Council is required to carry out its own bush fire mitigation works on land that it manages.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

An income of \$70,000 will be received with a matching expenditure over the next five months. In the future there may be a requirement for Council to allocate future funding to the mitigation works on Council managed land.

STRATEGIC IMPLICATIONS:

If the pilot project is successful and the State Government passes legislation to provide legislative power to enforce mitigation works on other government agencies it should in theory create a safer shire.

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

Council receive the \$70,000 contribution from the Department of Fire and Emergency Services for the Pilot Bushfire Risk Planning Coordinator.



MEMORANDUM OF UNDERSTANDING

between the

**DEPARTMENT OF FIRE AND EMERGENCY
SERVICES**

AND

**THE SHIRES OF:
NANNUP and
AUGUSTA-MARGARET RIVER**

FOR THE

**THE PROVISION OF A SHARED BUSHFIRE RISK
PLANNING COORDINATOR**

1. PURPOSE

- 1.1 This Memorandum of Understanding (**MOU**) is intended to identify and document the respective roles and responsibilities of the Shires of Nannup and Augusta-Margaret River (**the Shires**) and the Department of Fire and Emergency Services (**DFES**) as considered necessary to manage the Bushfire Risk Management Plan (**BRMP**) pilot program and the shared position of a Bushfire Risk Planning Coordinator (**BRPC**) for the Shires.
- 1.2 This MOU outlines the responsibilities and undertakings of the parties within this agreement, in accordance with DFES's best practices.
- 1.3 This MOU does not constitute or create and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any party.

2. DFES

This MOU will support DFES's mission, vision and values:

Mission: In partnership with the people of Western Australia to:

- Improve community safety practices; and
- Provide timely, quality and effective emergency services.

Vision: A safer community.

Values: Put the community first;
Work together as a committed team;
Respect and value each other;
Continuously improve our service;
Act with integrity and honesty;
Have open and honest two-way communications;
Strive to keep ourselves and others safe.

3. SHIRE OF NANNUP

Vision: To foster a community that acknowledges its heritage, values and lifestyles whilst encouraging sustainable development.

Mission: The Shire of Nannup will deliver quality services, facilities and representation in order to achieve our Vision.

4. SHIRE OF AUGUSTA-MARGARET RIVER

Vision: A prosperous and connected community that values its natural environment and character as it grows sustainably into the future.

Mission: To protect the natural environment, strengthen our communities, foster local economic prosperity, and responsibly manage the community's infrastructure and assets.

5. DEFINITIONS

Shires: means the Shires of Nannup and Augusta-Margaret River, in their individual right, as well as collectively.

6. MOU OBJECTIVES

- 6.1 To establish an agreement between the Shires and DFES, in regard to the delivery of the BRMP Pilot program within the BRMP project.
- 6.2 To establish and agree upon specific responsibilities with respect to the delivery of the pilot Bushfire Risk Management Plan within the Shires.

7. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

- 7.1 DFES will provide strategic assistance and advice to the Shires concerning the development and implementation of Bushfire Risk Management Plans and the BRMP Pilot Program.
- 7.2 DFES will provide templates, guidelines and the procedures necessary for the Shires to develop their pilot BRMPs.
- 7.3 DFES will provide technical expert advice and support through the Bushfire Risk Management Officers from their Lower South West Regional Office.

8. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRES

- 8.1 The Shires will deliver the following services:
 - 8.1.1 the outcomes of the Pilot Program as contained in the Pilot Outcomes document. Please see attached the Pilot Outcomes document.
- 8.2 The Shires agree that the BRPC position will be established with and administered by the Shire of Nannup on an in-kind basis.
- 8.3 The Shires agree to procure and maintain Workers Compensation insurance or comparable Personal Accident Insurance for the position of the BRPC.

9. BUSHFIRE RISK PLANNING COORDINATOR (BRPC) ACKNOWLEDGMENTS

- 9.1 The BRPC will undertake the role as per the agreed Job Description Form (JDF). Please see attached the JDF.
- 9.2. The BRPC will be an employee of the Shire of Nannup and as such will report to the Manager Infrastructure or their delegate of that Shire and liaise with the Manager Community Development & Safety from the Shire of Augusta-Margaret River.

10. CONDITIONS OF EMPLOYMENT

- 10.1 The BRPC will be employed under the Local Government Industry Award for a 5 month period.
- 10.2. The hours of duty will generally be 152 hours over a 19 day cycle. The BPRC will be expected to manage their own time and may be required to work some weekends and nights, as required.
- 10.4 Overtime will only be paid with the approval of the Shire of Nannup.
- 10.5 Any performance based issue or grievance will be addressed by the use of the appropriate Shire of Nannup internal policies.

10.6 The vehicle used by the BPRC, will be supplied by Shire of Nannup.

11.0 FINANCIAL PROVISIONS

- 11.1 The Shire of Nannup agrees to be the "host" Shire, on an "in-kind" basis (i.e. it will not attract any administration or management fee), for the purpose of administering the financial implications of this arrangement.
- 11.2 DFES will be responsible for all costs associated with the BRPC position.
- 11.3 DFES will pay a once-off invoice of \$70,000 (for the BRPC position) to the Shire of Nannup prior to the commencement of the position.

12. HUMAN RESOURCE ARRANGEMENTS

- 12.1 The selection process for the position of the BRPC will be managed by the Shire of Nannup in consultation with the Shire of Augusta-Margaret River and with the support of DFES.
- 12.2 The BRPC will be required to work to the Pilot Outcomes, agreed between DFES and the Shires.
- 12.3 The Shire of Nannup will provide the equipment of a laptop computer and datacard and a mobile phone to the BRPC.
- 12.4 The Shires will provide office space for the BRPC.

13. DURATION AND AMENDMENTS

This MOU will take effect from the date of the last signature and will remain in force for a period of six months with an option to extend for a further three months by agreement of all parties. This Agreement shall not be altered, varied or modified in any respect except by agreement in writing.

14. DISPUTE RESOLUTION

- 14.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties must confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 14.2 If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the DFES CEO or a nominated delegate and the Shire's CEO's or their nominated delegate.

15. TERMINATION

This Agreement may be terminated by:

- (a) Mutual agreement of all parties in writing at any time:

16. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

Commissioner Fire & Emergency Services,
Emergency Services Complex,
20 Stockton Bend,
Cockburn Central WA 6164

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

Chief Executive Officer
Shire of Augusta-Margaret River
PO Box 61
Margaret River WA 6285

This Memorandum of Understanding is made

BETWEEN THE

**Department of Fire and Emergency Services
20 Stockton Bend
COCKBURN CENTRAL WA 6164**

and the

Shire of Nannup and Shire of Augusta-Margaret River

and will take effect from the date of the last signature

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

Wayne Gregson
Commissioner Fire &
Emergency Services

Signature

Date

SIGNED for and on behalf of the Shire of Nannup by:

Robert Jennings
CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Shire of Augusta-Margaret River by:

Gary Evershed
CHIEF EXECUTIVE OFFICER

Signature

Date

Attachment 1.

Indicative costs as at March 2014 for a BRPC Officer.

ITEM	PILOT COSTS
Salary	\$43,200
On Costs: Workers Compensation Superannuation Annual Leave/LSL Payroll Tax	\$9,700
Sanctioned Overtime	N/A
ITC COST	
Laptop Computer & datacard	\$2,000
Mobile Phone	\$800
VEHICLE COSTS	
Lease/servicing/fuel	\$7,500
Other	
Travel	\$3,750
BRMP Workshops	\$1,000
Other (inc. equipment & furniture)	\$2,050
Grand Total	\$70,000

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

AGENDA NUMBER:	12.4
SUBJECT:	Vasse Highway Alignment Changes
LOCATION/ADDRESS:	Vasse Highway St John's Brook
NAME OF APPLICANT:	Main Roads Western Australia
FILE REFERENCE:	A207
AUTHOR:	Chris Wade – Manager Infrastructure
REPORTING OFFICER:	Chris Wade – Manager Infrastructure
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	12 March 2014

Attachment 1. Letter from Main Roads Western Australia

BACKGROUND:

Council has received correspondence from Main Roads Western Australia (MRWA) requesting support for a change in the road dedication boundaries as part of the statutory requirements for the Vasse Highway at Lot 3485 (Haddon).

COMMENT:

As part of the Vasse Highway upgrade works there is a requirement for a small road alignment adjustment at St John's Brook on the property owned by Mr and Mrs Haddon. The land owners fully support the changes requested. As the road is managed by MRWA there are no implications to Council.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: None.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

Council inform Main Roads Western Australia that they support the road dedication changes as per the attached plan to Lot 3485 Vasse Highway.



Enquiries: Colin Nicholls on (08) 97245664
Our Ref: 14/1102
Your Ref:

A207

SHIRE OF NANNUP			
Ref: 9	RECEIVED		
	No. 2014/28		
18 FEB 2014			
GEO	AD	LIB	FMO
S	ED	PUB	YO
MDS	CR: MI		RO



17 February 2014

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

Dear Sir

**VASSE HIGHWAY 37.5 TO 38.05SLK
ST JOHN BROOK, SHIRE OF NANNUP
SUPPORT FOR DEDICATION**

As part of the current road upgrade works on the Vasse Highway an area has been identified where the boundary and fencing are close to the existing carriageway.

Main Roads proposes to acquire a portion of land from Lot 3485 to move the boundary back from the edge of the road surface.

Main Roads has met with the owners of Lot 3485 (Haddon), and there is not anticipated to be an objection to the road widening proposal.

To facilitate the road works, Main Roads needs to acquire and dedicate land as road. Subsequently Main Roads seeks the Shire's support for dedication of the land as road.

Enclosed is an A3 copy of Main Roads drawing numbered 201202-0736-1 showing the area required as road.

To satisfy statutory requirements, could you please present this drawing to Council and request their support for the future dedication of the land as road. Council's support for the dedication is required to allow formalities to proceed with the Department of Lands.

If their approval is forthcoming, a letter of confirmation and a copy of the plan bearing Council's endorsement should be returned to the Main Roads Director South West Operations at PO Box 5010 Bunbury 6231.

Also, could you please provide a copy of Council's resolution and ensure that a direct reference to Section 56 of the Land Administration Act (1997) is included in the letter of confirmation.

If you require any further information please contact Colin Nicholls on (08) 97245664. In reply please quote file reference 14/1102.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Brett Belstead', written in a cursive style.

Brett Belstead
Director South West Operations

NO.	DATE	DESCRIPTION	APPROVED
1.	3.02.2014	LAND REQUIREMENT LINE AND AREA CHANGED.	<i>[Signature]</i>

NOTES

1. DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
2. SLK IS A M.R. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
3. DIMENSIONS SOURCED FROM LANDGATE.

LEGEND

- LAND REQUIRED FOR ROAD PURPOSES.
- BOUNDARY TO BE SURVEYED.

METADATA

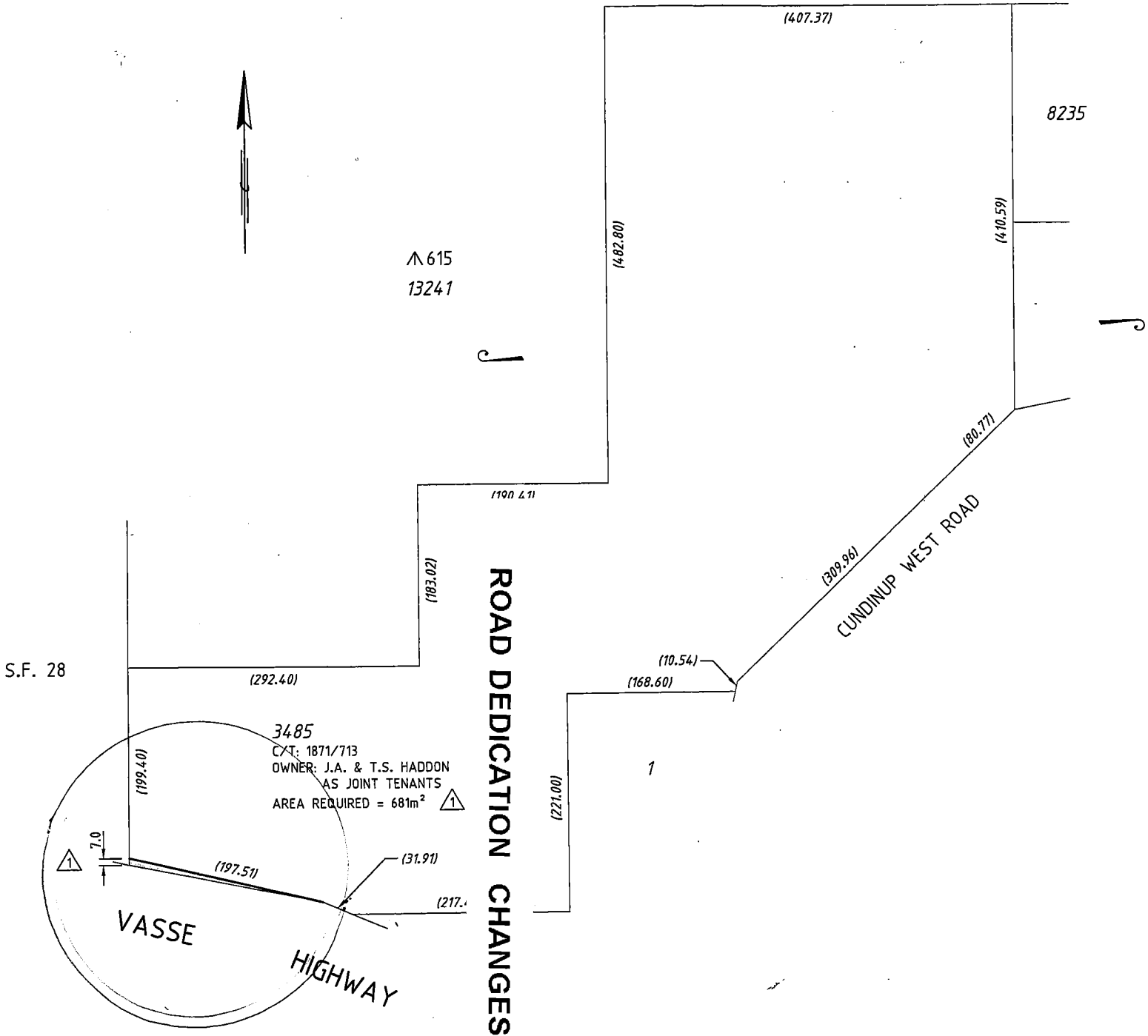
GROUND SURVEY STANDARD:
 DATE OF CAPTURE:
 MAPPING SURVEY STANDARD:
 DATE OF CAPTURE:
 MAIN ROADS PROJECT ZONE: COL 94
 HEIGHT DATUM:

SOUTH WEST REGION
 ROBERTSON DRIVE BUNBURY 6230
 Telephone (08) 9724 5600 Fax (08) 9724 5656

FILE NUMBER	05/0639 14/1102
DESIGNED/DRAWN	B. GRINTER/R.B.G. 23/10/2013
VERIFIED	C. NICHOLLS 18/12/2013
APPROVED	B. BELSTEAD 18/12/2013

VASSE RD (M8)
 PASSING LANE ST. JOHN BROOK SECTION
 37.48 SLK TO 38.05 SLK
 LAND DEALINGS PLAN
 LOT 3485 (HADDON)

LOCAL AUTHORITY	(216) SHIRE OF HANUP	DRAWING NUMBER	7200	AMENDMENT	201302-0736-1
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SCALE 1:1000 METRE/METRE

A 3

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

AGENDA NUMBER:	12.5
SUBJECT:	Surplus Equipment
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	R047
AUTHOR:	Chris Wade – Manager Infrastructure
REPORTING OFFICER:	Chris Wade – Manager Infrastructure
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	12 March 2014

BACKGROUND:

During the construction of Mowen Road, Council has purchased a substantial quantity of small plant and equipment using Main Roads Western Australia (MRWA) funding.

Some of this equipment is no longer needed and Council needs to now dispose of the equipment through a tender process.

COMMENT:

A final inventory list is currently being created. As the equipment is returned to the depot, it is inspected and then added to the inventory. If any of the Mowen Road equipment is in better condition than Council's existing equipment it will be replaced by the surplus equipment.

The equipment ranges from compactors, pumps, trailers and a shower block.

To keep the process timely, the officer's recommendation will be to give the Chief Executive Officer delegated authority to dispose of this equipment through a tender process. This will allow the process to start in the near future and dispose of assets that, in the case of trailers are incurring the cost of registration fees and insurance.

All income received from the tender process will be returned to the Mowen Road budget as per MRWA requirements.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

An income will be credited into Mowen Road Construction budget. This is an unknown figure until the tender process is completed.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple majority.

RECOMMENDATION:

Council give delegated authority to the Chief Executive Officer to dispose of the Mowen Road surplus small plant and equipment.

FINANCE & ADMINISTRATION

AGENDA NUMBER:	12.6
SUBJECT:	Local Dog Law
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WRK 28
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	4 March 2014

Attachment: 1. Draft Local Dog Law

BACKGROUND:

At its meeting on 27 February 2014 Council resolved to make a Dog Local Law, the purpose of which is to control dogs within the Nannup townsite with the effect being the effective and fair control of dogs in the area.

The new law will be drafted to limit the number of dogs that can be kept on a property and to detail the measures required to contain them to the property. The draft Local Dog Law is appended at Attachment 1.

COMMENT:

The Dog Local Law would be established under sections 49 – 51 of the Dog Act 1976 and covers the following areas:

- Fencing requirements
- Limitation of dog numbers

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.

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.

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 \$500. 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.

Process to Be Followed

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:

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 proceed with the making of the proposed Local Dog Law as set out in Attachment 1 by giving State-wide public notice and supplying a copy of the proposed local law to the Minister for Local Government.

DOG ACT 1976

Shire of Nannup

DOG LOCAL LAWS

- 2014 -

DOG ACT 1976

The Shire of Nannup Dog Local Laws 2013

ARRANGEMENT

Section

1. Preliminary
2. Fencing Requirements
3. Maximum Number of Dogs
4. Penalties
5. Modified Penalties

SCHEDULES OF FORMS AND FEES

<u>Schedule Number</u>	<u>Description</u>
1.	Modified Penalty
2.	Infringement Notice
3.	Withdrawal of Infringement Notice

DOG ACT 1976

THE SHIRE OF NANNUP DOG LOCAL LAWS 2014

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 2014*".

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;

"Regulation" means the Dog Regulations 1976;

- 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 – Fencing Requirements

- 2.1. The owner or occupier of premises within the District on which the dog is kept shall –
 - 2.1.1 Ensure that the means exist on the premises to effectively confine the dog within the premises; and
 - 2.1.2 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.
- 2.2. 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.
- 2.3. 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 3 – Maximum Number of Dogs

- 3.1. 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 4 – Penalties

- 4.1 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 5 – Modified Penalties

- 5.1 The offenses described in the table set out in Schedule 1 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.
- 5.2 Where an Authorised Person has reason to believe that a person has committed an offence of the kind described in Schedule 1 hereto a notice may be served on that person in the form contained in Schedule 2 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.
- 5.3 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.
- 5.4 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.
- 5.5 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

—

- 5.5.1 appropriate that amount in satisfaction of the penalty and issue an acknowledgement; or
 - 5.5.2 withdraw the Infringement Notice and refund the amount so paid.
- 5.6 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 3 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.
- 5.7 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

Modified Penalties

Item	Clause	Nature of Offence	Modified Penalty
1.	5.1 – 5.3	Failing to keep premises fenced as required by the Local Law.	\$100

**Schedule 2
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 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 3
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:.....

Passed at a meeting of the Local Government of the Shire of Nannup held on:
..... 2014.

The Common Seal of the Shire of Nannup was hereunto affixed in the presence
of:
on this day of..... 2014

A Dean
SHIRE PRESIDENT

R Jennings
CHIEF EXECUTIVE OFFICER

Shire of Nannup
Ordinary Council Meeting Agenda: March 2014

AGENDA NUMBER:	12.7
SUBJECT:	Nannup Visitor Services
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ASS 21
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	17 March 2014

BACKGROUND

Following the decision of the Nannup Tourism Association (NTA) to dissolve, a presentation was given to Councillors during the Information Session of the September 2012 meeting regarding the status and future actions regarding both the Visitor Centre and the Caravan Park. At that meeting it was decided to support the tourism industry by releasing an Expression of Interest for Nannup Visitor Services.

A contract was entered into with the Nannup Community Resource Centre (CRC) for a twelve month period for a sum of \$28,000 and terminating on 30 April 2014. The contract included the use of the Bookeasy accommodation booking system, licensed by the Shire.

Council needs to decide whether to continue with the visitor services contract and the associated Bookeasy accommodation system.

COMMENT

It would be premature to make a decision on the longer term extension or retendering of the visitor services contract, as this would tie Council's hands in consideration of the 2014/15 budget. In order to allow the services to continue and for maximum flexibility in considering the 2014/15 budget the recommendation is that the contract be extended to the end of the financial year.

Clause 8 of the visitor services contract states:

"The Accommodation system 'Bookeasy' will be activated in conjunction with the Shire, offering electronic booking capacity for accommodation and tours operators. The payment arrangement for this service will be run on a trial period of 6 months, after which the cost implications of the service for the Nannup Community Resource Centre will be reviewed and funding sought at a Council meeting to cover any evidence based losses."

The agreement with the CRC is that the council handles the administration associated with the payments collected via the Bookeasy system. Commission of 12.5% is taken on all bookings, with 8% being paid to the CRC and 4.5% to Bookeasy. The council receives no income for the reconciliation work undertaken; this work takes about ½ day per month to carry out. The balance of the booking is collected directly by the accommodation provider.

The Bookeasy system was finally activated on 25 September 2013 and is therefore due to be reviewed under the terms of the contract. Feedback has been sought from the CRC on their experience of using Bookeasy. Their comments are as follows:

The positives for the CRC include:

- Ability to provide service to clients
- People ringing up who don't have email or internet can be assisted
- People dropping in to the centre can be assisted.

The negatives of service delivery include:

- Continuous problems with Bookeasy system from the back end. It is thought this is because the current interface that the CRC is using for Bookeasy is not up-to-date and upgrades are not being applied. The concern is that as upgrades to the system are not included in the Bookeasy service and have to be paid for, that there will be continued problems whenever upgrades are done.
- Bookeasy support from their Head Office is not particularly good. It is acknowledged that these issues may not be resolved with another booking system.

The CRC has indicated that they are not willing to take on the administration of finances for Bookeasy.

If the council were to cancel the Bookeasy license it would be required to pay a termination penalty equivalent to the remaining minimum license fee. If the license were terminated on 1 July 2014 the termination penalty would be \$6,000. Again, it would be premature at this point to stop using the Bookeasy accommodation system; however, if Council choose to retender the visitor services contract then this position could also be reconsidered.

STATUTORY ENVIRONMENT: None.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

The budget for 2013/14 is \$25,000 for the provision of visitor services.

STRATEGIC IMPLICATIONS:

The Shire of Nannup Forward Plan 2011/12- 2015/16
Program 13 Economic Services and Tourism.

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

1. That the Bookeasy accommodation system continue to be used and this position be reconsidered if the contract for visitor services is retendered or extended.
2. Council extends the contract for the provision of visitor services to 30 June 2014.

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

AGENDA NUMBER:	12.8
SUBJECT:	Community Kindergarten Memorandum of Understanding
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	BLD 11
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	17 March 2014

Attachment: 1. Letter from Community Kindergarten

BACKGROUND:

A letter has been received from the President of the Community Kindergarten requesting an extension of the Memorandum of Understanding (MOU) for a further 12 months. Council last considered the MOU as part of its wider review of leases in March 2013. At that time Council did not wish to change the terms and conditions of the MOU and extended it to 30 June 2014.

COMMENT:

The MOU sets out the obligations of the Shire and Nannup Community Kindergarten Inc. The organisation is responsible for utility charges (except for water), internal fittings and the playground equipment. The Council is responsible for building maintenance, building insurance, water charges and grounds maintenance. There is no rental or lease payment charged.

The MOU is for a one year term and requires the terms to be reviewed each year on the anniversary of the agreement date. Where there are no changes proposed to the terms and conditions the Chief Executive Officer has delegated authority to extend the term of the agreement for another year.

The commercial rental for the Community Kindergarten has been assessed at \$180 per week. Now that the FROGS Early Learning Centre is operating and paying a commercial lease (\$160 per week) there seems little justification for this to continue.

The FROGS Early Learning Centre is governed by the standard lease document adopted by Council at its meeting on 28 July 2011 and Council resolved that this document is to be used as the basis for all future leases of council property.

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

The Council has adopted a general principle of “user contributes” but in terms of its arrangements for the lease of its buildings there is no common approach. In the case of the Community Kindergarten the costs borne by the Council were as follows:

	Actual 2012/13
	\$
Labour	1,633
Insurance	1,128
Maintenance & Cleaning	2,764
	<u>5,525</u>

In the case of the Community Kindergarten there is a marked difference of approach to this organisation when compared to the FROGS Early Learning Centre, which provides a broadly similar service.

STATUTORY ENVIRONMENT: Residential Tenancies Act.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

A full commercial lease would generate additional income of \$9,360 per annum.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATIONS

Council offer the Nannup Community Kindergarten a five year lease based on the commercial assessment of \$180 per week, commencing on 1 July 2014.

Nannup Community Kindergarten

Adam street Nannup WA 6275

PO BOX 311 Nannup WA 6275

Ph: (08) 9756 1209

10th March 2014

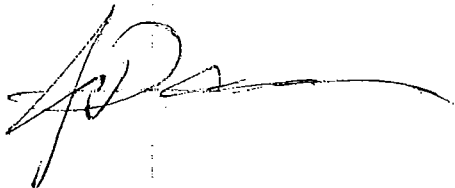
To The Nannup Shire,

The Nannup Kindergarten year has commenced and the Kindergarten Committee would like to renew the Memorandum of Understanding with Shire of Nannup.

As per prior arranged agreement we would like to continue use of the premises for the Community Kindergarten for 2014.

Your valuable contribution to the gardening continues to be much appreciated and we look forward to your continued support.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Jodi Donovan', with a long horizontal flourish extending to the right.

Jodi Donovan

(President Nannup Community Kindergarten)

Shire of Nannup
Ordinary Council Meeting Agenda: March 2014

AGENDA NUMBER:	12.9
SUBJECT:	Royalties for Regions Update
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 16
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	4 March 2014

Attachment 1. Summary of Projects

BACKGROUND:

The Council receives substantial funding through Royalties for Regions grants. This report seeks to update Council on the current status of these grants and to seek endorsement to the deployment of allocations.

COMMENT:

The following paragraphs set out the status of Royalties for Regions grants from 2010/11 to 2013/14. In order to view the full picture on the projects supported by these grants a summary of the full funding and expenditure on the projects is shown in Attachment 1.

2010/11

From 2010/11 grants are split into Individual and Regional components.

The individual allocation for 2010/11 covered six projects. Actual income and grant expenditure was as follows:

Element	Budget \$	Actual \$
Income		
Grant	381,625	381,625
Expenditure		
Cockatoo Valley Footpath	80,000	80,000
Foreshore improvements	15,000	15,000
Scott River Fire Shed	21,625	21,625
Town Entrances	50,000	50,000
FROGS	120,000	120,000
Marinko Thomas Park	95,000	95,000
Total Expenditure	381,625	381,625
Balance	0	0

Shire of Nannup
Ordinary Council Meeting Agenda: March 2014

The grant was acquitted on 6 November 2013.

The regional allocation for 2010/11 was devoted entirely to the Recreation Centre project. Actual income and grant expenditure to 31 January 2014 was as follows:

Element	Budget \$	Actual \$
Income		
Grant	205,490	205,490
Expenditure		
Building construction	205,490	54,344
Balance	0	151,146

It is important that this money is spent as soon as reasonably practical as it is delaying the receipt of the Regional CLGF grant for 2012/13. This grant cannot be paid until all the regional projects for 2010/11 have been acquitted and the Recreation Centre upgrade is one of these. Unfortunately, all of the grant was allocated to construction costs in the Financial Assistance Agreement and cannot be allocated to the design costs so far incurred. The award of the contract for the construction of the centre as agreed at the last Council meeting (subject to the caveats preceding the recommendation) will allow sufficient payments to be made to acquit the grant. Acquittal should be possible by the end of February.

2011/12

The individual allocation for 2011/12 covered three projects. Actual income and grant expenditure to 31 January 2014 was as follows:

Element	Budget \$	Actual \$
Income		
Grant	335,468	335,468
Expenditure		
Brockman Street caravan park	100,000	9,891
Heart of Nannup – consultation & design	14,250	14,250
Heart of Nannup – services relocation	81,468	0
Recreation Centre	140,000	0
Total Expenditure	335,468	24,141
Balance	0	311,327

Shire of Nannup
Ordinary Council Meeting Agenda: March 2014

Council amended the use of the Main Street Upgrade Reserve on two occasions:

1. To allocate \$100,000 of the reserve to the Brockman Street Caravan Park upgrade to replace the funding lost from the 2012/13 Individual allocation (see below); and
2. To allocate up to \$176,981 to the Recreation Centre Upgrade to underpin the budget for fundraising and sponsorship.

The impact of this was to reduce the reserve to very low levels, which would not allow the design work on the project to be fully funded. In order to address this officers have sought to agree a variation to the Financial Assistance Agreement (FAA) to allow funding to be moved from construction to design. The Department for Regional Development were unable to agree to this as the funding must be primarily for the construction of infrastructure. However, agreement has been reached to amend the FAA to increase the allocation to the Recreation Centre project. This will allow a compensating transfer to be made from the Recreation Centre Reserve to the Main Street Upgrade Reserve, providing sufficient funds to complete the design work from the council's own resources. The revised allocation is set out below.

Element	Budget \$	Actual \$
Income		
Grant	335,468	335,468
Expenditure		
Brockman Street caravan park	100,000	14,552
Recreation Centre	235,468	0
Total Expenditure	335,468	14,552
Balance	0	320,916

Since \$14,250 has already been spent on the design work for the Main Street project the transfer from the Recreation Centre Reserve will need to be reduced by this amount. A transfer of \$81,468 will therefore be required.

The regional allocation for 2011/12 covered three projects. Actual income and grant expenditure to 31 January 2014 was as follows:

Element	Budget \$	Actual \$
Income		
Grant	250,188	250,188

Shire of Nannup
Ordinary Council Meeting Agenda: March 2014

Expenditure		
Heart of Nannup - design	33,528	33,528
Heart of Nannup – service relocations	95,000	0
Heart of Nannup - footpaths & kerbs	106,500	0
Heart of Nannup – traffic management	7,160	0
Heart of Nannup – project management	8,000	0
Total Expenditure	250,188	33,528
Balance	0	216,660

2012/13

The individual allocation for 2012/13 will not now be received because this funding was cut from the State budget for those authorities that had not acquitted their Individual 2010/11 grant by 30 June 2013. Council's request for a review of this decision did not result in it being rescinded, although WALGA continues to press the issue with the Minister. The new Minister, the Hon Terry Redman MLA, is sympathetic to the plight of those councils who have been deemed ineligible for the funding and is seeking to have the funding reinstated in the 2014/15 budget. Letters have been received from both the Minister and the Director General of the Department for Regional Development; these are appended at Attachment 2.

The regional allocation is devoted entirely to the Heart of Nannup project. The project has been approved by the Department for Regional Development and the Financial Assistance Agreement is awaited. The position is summarised below.

Element	Budget	Actual
	\$	\$
Heart of Nannup	386,188	0
Total	386,188	0

2013/14

The funding for 2013/14 was cut from the State budget following the election last year.

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS:

A transfer of \$81,468 from the Recreation Centre Reserve to the Main Street Upgrade Reserve.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority

RECOMMENDATION:

That \$81,468 be transferred from the Recreation Centre Reserve to the Main Street Upgrade Reserve.

Projects	Exp to 31/1/14	R4R Ind	R4R Region	Other Grants	Other Conts	Shire Reserves	Shire Budget	Total
Cockatoo Valley	184,488	(80,000)		(92,600)			(11,888)	0
Shire Depot	15,000	(15,000)						0
Scott River Fire Shed	104,338	(21,625)		(81,714)	(999)			0
Town Entrances	52,617	(50,000)					(2,617)	0
FROGS	391,279	(120,000)		(219,846)		(51,433)		0
Marinko Thomas Park	95,000	(95,000)						0
Brockman Street	14,552	(100,000)				(100,000)		(185,448)
Heart of Nannup	125,264	0	(636,376)	(170,280)	(200,000)	(56,372)		(937,764)
Recreation Centre	319,423	(235,468)	(205,490)	(990,000)	(514,631)	(661,920)		(2,288,086)
WAEMI	22,046	0	0	(25,000)				(2,954)
	1,324,007	(717,093)	(841,866)	(1,579,440)	(715,630)	(769,725)	(14,505)	(3,314,252)

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

AGENDA NUMBER:	12.10
SUBJECT:	Update of the Long Term Financial Plan
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	17 March 2014

BACKGROUND:

Council adopted the Long Term Financial Plan at its meeting on 27 June 2013. This plan was based on the 2012/13 budget projected forward for known variations and predicted a rate increase of 6.92% for 2013/14, with consequent impacts on future years. It is good practice to review the projections on an annual basis to inform the budget debate for the upcoming financial year.

COMMENT:

The actual budget adopted for 2013/14 was markedly different to the projected position used in the adopted Long Term Financial Plan; the actual rate of 5% increase was lower than predicted and the budget contained measures to mitigate cost pressures projected for 2015/16.

The main issue facing the council over the next 10 years continues to be the loss of capital grant funding for the Mowen Road construction project. The operational expenditure currently being supported by capital grants will need to be met from rate income unless compensating income streams or savings in operational expenditure can be identified. This represents a significant challenge for the council.

This issue was initially identified in the preparation for the 2012/13 budget, when the Long Term Financial Planning model was initially developed. At that time the increase in rates in 2015/16 was projected to be just over 100% but decisions taken during the budget process and further refinement of the model reduced this projection to just over 38%. The budget for 2013/14 included further measures to mitigate the projected increase, notably the establishment of a Rate Equalisation Reserve.

The projections in the Long Term Financial Plan have been updated to reflect the actual budget adopted for 2013/14 and known variations that will be incorporated

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

in the 2014/15 budget. The main change to the projections is that the impact of the withdrawal of the capital grant for the Mowen Road construction project has been brought forward to 2014/15. The reason for this is that the expenditure profile on the project for 2014/15 is different to the 2013/14 profile. The change is primarily in the balance of expenditure between the in-house the work crew and external contractors. As 2014/15 is the last year of works the expenditure profile is skewed to be predominantly external contractors.

This change produces an anticipated rate requirement 27% higher for 2014/15 than 2013/14; however this is mitigated by the removal of the contribution to the Rate Equalisation Reserve of \$150,000, reducing the increase to 11.7%. The increase for 2015/16 is initially projected to be 33% but this includes some one-off capital expenditure which could be deferred to future years or only undertaken if suitable grants can be sourced. If this capital expenditure is removed from the projection then the increase for 2015/16 would reduce to around 22%. The table below summarises this position.

Year	Rate Requirement	Increase Annual \$	Increase Annual %
2013/14	1,298,032	0	5.00
2014/15	1,449,550	151,514	11.67
2015/16	1,774,019	324,468	22.38
2016/17	1,992,226	218,207	12.30
2017/18	2,059,218	66,993	3.36
2018/19	2,090,050	30,832	1.50
2019/20	2,140,999	50,949	2.44
2020/21	2,160,426	19,427	0.91
2021/22	2,233,567	73,141	3.39
2022/23	2,221,900	-11,667	(0.52)
2023/24	2,280,999	59,100	2.66

After the financial position stabilises by 2017/18 the pressure on income streams is expected to reduce and rate increases of around the level of CPI are anticipated.

Council has not set a "target rate" for rate increases. The setting of a "target rate" would allow the projections to incorporate a savings target, changing the emphasis of the projection away from the potential rate burden and focussing instead on the measures needed to reduce the net budget to the target level. Where the projected increase is lower than the "target rate" it would identify headroom which could be used to fund special projects; this could be done through a reserve contribution. This would be one way of replacing funding such as Royalties for Regions. The 5% figure suggested in the recommendation reflects comments from the Long Term Financial Plan workshop.

Setting a "target rate" (whether it be the 5% as suggested in the recommendation or some other figure) is a financial planning tool and would not be the equivalent of setting future rate increases, as each year's rate would still be considered on its merits in the annual budget.

Budget workshops for 2014/15 have already commenced and are focussed on reducing the projected increases over the coming years to a more acceptable level. A Council workshop in the new financial year will re-examine the Long Term Financial Plan.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

There will be considerable policy implications regarding future budgets as a result of the projections in the Long Term Financial Plan.

FINANCIAL IMPLICATIONS:

The 2014/15 projected budget will need to be reduced to achieve an acceptable rate increase.

STRATEGIC IMPLICATIONS:

The Long Term Financial Plan sets out the strategic financial issues facing the council over the next ten years.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

Council note the revised projections in the Long Term Financial Plan and set a "target rate" of 5% on which to base estimates of required savings or opportunities for investment in community services.

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

AGENDA NUMBER:	12.11
SUBJECT:	Budget Monitoring – February 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	10 March 2014

- Attachment 1. Monthly Financial Statements period ending 28 February 2014
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 \$1,474; this is shown in the table below.

	<i>(Surplus)/Deficit</i> \$
Gross (surplus)/deficit expected for the year	
Income – under received	\$670,333
Expenditure – underspent	-\$668,859
Projected deficit at end of the year	\$1,474

Shire of Nannup
Ordinary Council Meeting Agenda: March 2014

This has changed dramatically from previous reports as a result of analysis completed within the infrastructure area. While overall income within our adopted budget is still lower than originally projected and expenses in some areas are still expected to exceed expectations, there is an anticipated saving within the Parks and Gardens areas of approximately \$50,000 and this has seen the anticipated deficit drop significantly. Significant variances are detailed in the following paragraphs.

Income for the year is expected to be \$670,333 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.

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.

Department of Transport licensing commission is expected to be approximately \$20,000 higher than budgeted. This increase in income 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.

There is also a significant income variation in the anticipated income from planning fees. This has been increased to \$6,000 to reflect the actual income to date already exceeding the 2013/14 budget.

As mentioned earlier within this report, savings are currently being shown within the Parks and Gardens of \$50,000. This is a combined result of careful planning and spending. The savings will be used to offset the repairs to council vehicles which is expected to result in an overspend of \$30,000 at the end of the year. As mentioned in our August 2013 report, this overspend is due to a major repair to a grader that was initially hoped could be substantially recouped from the supplier.

Private works income will also exceeded budget expectations; at this stage it is anticipated that there will be a surplus of \$49,000 in this area. However Councillors will be aware that as per our policy WRK 12, all profit on Private Works generated during the year is to be transferred from the Municipal Fund to the Plant Reserve Fund each year. Therefore this additional income will have no overall effect on our end of year position.

The income and expenditure of the caravan park is being monitored and income appears to be tracking consistent with budgetary expectations. Current expectations should see it reach the budgeted figure of \$140,000. In terms of expenditure, 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.

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.

All capital expenditure items are currently within allocated budgets.

Previous reports stated that the any deficit would be supported in full by the uncommitted surplus carried forward from the 2012/13 financial year. This now appears unnecessary if projections continue as anticipated.

Officers will continue to monitor spending and adjust where possible to eliminate any overspends currently projected.

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: In accordance with Council Resolution 9095 surpluses or deficits arising at the end of the year will be transferred to the Rate Equalisation Reserve.

STRATEGIC IMPLICATIONS: None.

VOTING REQUIREMENTS: Simple Majority.

RECOMMENDATION:

It is recommended that the Monthly Financial Statements for the period ending 28 February 2014 be received.

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STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 28 FEBRUARY 2014

	2013/14 Y-T-D Actual \$	2013/14 Y-T-D Budget \$	2013/14 Budget \$	Variances Y-T-D Budget to Actual %
<u>Operating</u>				
Revenues/Sources				
Governance	0	500	1,000	100%
General Purpose Funding	400,595	742,399	1,484,797	46%
Law, Order, Public Safety	106,278	147,150	294,300	28%
Health	1,423	1,800	3,600	21%
Education and Welfare	41,194	6,180	12,360	(567%)
Housing	12,682	9,698	19,396	(31%)
Community Amenities	107,893	58,298	116,596	(85%)
Recreation and Culture	21,468	12,785	25,570	(68%)
Transport	2,811,940	1,695,449	3,390,897	(66%)
Economic Services	93,458	79,500	159,000	(18%)
Other Property and Services	19,765	13,447	26,894	(47%)
	<u>3,616,696</u>	<u>2,767,205</u>	<u>5,534,410</u>	<u>31%</u>
(Expenses)/(Applications)				
Governance	(224,169)	(151,646)	(303,291)	48%
General Purpose Funding	(82,944)	(399,762)	(799,524)	(79%)
Law, Order, Public Safety	(236,526)	(210,627)	(421,253)	12%
Health	(35,976)	(26,040)	(52,079)	38%
Education and Welfare	(150,440)	(120,049)	(240,097)	25%
Housing	(17,031)	(18,236)	(36,472)	(7%)
Community Amenities	(242,644)	(214,005)	(428,009)	13%
Recreation & Culture	(207,722)	(225,033)	(450,066)	(8%)
Transport	(637,490)	(1,258,555)	(2,517,109)	(49%)
Economic Services	(199,215)	(160,950)	(321,900)	24%
Other Property and Services	64,298	(11,053)	(22,105)	(682%)
	<u>(1,969,860)</u>	<u>(2,795,953)</u>	<u>(5,591,905)</u>	<u>(30%)</u>
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>				
(Profit)/Loss on Asset Disposals	65,272	21,100	42,200	209%
Depreciation on Assets	0	964,689	1,929,378	(100%)
<u>Capital Revenue and (Expenditure)</u>				
Purchase Land and Buildings	(314,270)	(198,289)	(396,577)	58%
Purchase Infrastructure Assets	(2,561,799)	(1,272,393)	(4,744,785)	101%
Purchase Plant and Equipment	(485,133)	(237,500)	(475,000)	104%
Purchase Furniture and Equipment	0	(4,800)	(9,600)	(100%)
Proceeds from Disposal of Assets	25,015	88,500	177,000	(72%)
Repayment of Debentures	(29,680)	(34,372)	(68,743)	(14%)
Proceeds from New Debentures	(5,287)	0	0	0%
Leave Provisions	1,769	0	195,531	0%
Accruals	0	0	8,286	0%
Self Supporting Loan Principal Income	7,439	5,381	12,915	38%
Transfers (to)/from Reserves	0	0	(387,280)	0%
ADD Net Current Assets July 1 B/Fwd	2,368,085	2,476,138	2,476,138	
LESS Net Current Assets Year to Date	2,016,281	3,077,740	0	
Amount Raised from Rates	<u>(1,298,032)</u>	<u>(1,298,032)</u>	<u>(1,298,032)</u>	
	1,298,032	1,298,032	1,298,032	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 28 FEBRUARY 2014

	2012/13 Actual \$	Brought Forward 01-July-2013 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	1,541,341	2,589,881
Cash - Restricted	153,261	43,591
Cash - Reserves	1,940,432	1,930,442
Receivables	1,149,597	493,244
Inventories	0	0
	<u>4,784,630</u>	<u>5,057,158</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(674,656)</u>	<u>(715,040)</u>
	4,109,974	4,342,118
Less: Cash - Reserves - Restricted	(2,093,693)	(1,974,033)
NET CURRENT ASSET POSITION	<u><u>2,016,282</u></u>	<u><u>2,368,085</u></u>

OPERATING EXPENSES TO 28 FEBRUARY 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)	1,500	(1,000)
0	0	Strategic Planning	Late payment for strategic plan summaries	0	0	0
15,450	10,381	Refreshments	No year end variance anticipated	(5,069)	15,450	0
37,650	49,836	Donations/contributions	Additional grant for Scott River Growers Group	12,186	50,836	13,186
34,800	18,360	Councillor allowances	No year end variance anticipated	(16,440)	34,800	0
20,818	15,962	Subscriptions	Timing Issues. No year end variance anticipated	(4,856)	20,818	0
8,500	3,864	Conference Expenses	No year end variance anticipated	(4,636)	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	4,519	Bank Charges	No year end variance anticipated	(981)	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	122,856			(27,909)	162,259	

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	258,030	Admin Salaries	No year end variance anticipated	(151,327)	409,357	0
43,041	26,870	Superannuation	No year end variance anticipated	(16,171)	43,041	0
2,161	18,770	Insurance	Changes to insurance allocation. Insurance overall on budget	16,609	18,762	16,601
2,000	1,509	Minor furniture & equip	No year end variance anticipated	(491)	2,000	0
44,756	18,899	Building & Gardens maintenance	No year end variance anticipated	(25,857)	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)	43,500	4,970
19,000	13,571	Printing & Stationery	No year end variance anticipated	(5,429)	19,000	0
12,750	9,336	Telephone Expenses	No year end variance anticipated	(3,414)	14,750	2,000
3,000	2,304	Office Equipment Maintenance	No year end variance anticipated	(696)	3,000	0
4,300	3,944	Postage	Costs associated with rates mailouts higher than anticipated.	(356)	5,800	1,500
9,000	4,587	Vehicle & Travel	No year end variance anticipated	(4,413)	9,000	0
5,000	3,245	Advertising	No year end variance anticipated	(1,755)	5,000	0
12,500	5,932	Staff training expenses	No year end variance anticipated	(6,568)	12,500	0
500	70	Sundry expenses	No year end variance anticipated	(430)	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	278	Recruitment Expenses	Expenditure paid for from salary savings	278	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)	29,761	8,462

Budget	Actual	Explanation		Current	Year End	
695,046	420,567			(274,479)	728,579	
General Purpose Revenue						
\$	\$			\$	\$	
5,000	192	Rates Legal expenses	No year end variance anticipated	(4,808)	5,000	0
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)	5,100	0
22,938	16,929	DOT Licensing Expenses	No year end variance anticipated	(6,009)	22,938	0
670,428	0	Royalties for Regions Expenditure	Expenditure reduced due to non-receipt 12/13 & 13/14 grant	(670,428)	0	(670,428)
716,666	18,307			(698,359)	41,238	
Law & Public Order						
\$	\$			\$	\$	
10,000	4,630	DFES - Vehicle maint	No year end variance anticipated	(5,370)	10,000	0
11,398	3,425	CESO - Vehicle	No year end variance anticipated	(7,973)	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	1,963	Maintenance of Strategic Firebreaks	No year end variance anticipated	(8,150)	10,113	0
0	0	DFES - minor equipment	No year end variance anticipated	0	0	0
35,643	14,517	Firebreak Inspections	No year end variance anticipated	(21,126)	35,643	0
74,605	52,252	CESO - Salary costs	No year end variance anticipated	(22,353)	74,605	0
5,595	0	CESO - Annual Leave	No year end variance anticipated	(5,595)	5,595	0
500	3	CESO - Uniforms	No year end variance anticipated	(497)	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	4,630	Firebreak maintenance	No year end variance anticipated	(5,370)	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	907	DFES - Utilities	No year end variance anticipated	(593)	1,500	0
10,000	4,386	DFES - Other goods & services	No year end variance anticipated	(5,614)	10,000	0
0	2,356	SES - Utilities	Expenditure on Other Goods & Services reduced	2,356	2,356	2,356
1,026	955	SES - Insurance	Change in insurance allocation. Insurance overall on budget	(71)	955	(71)
0	109	SES - Minor plant		109	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)	116,779	55,195
287,033	148,207			(138,826)	339,866	
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	27,196	Health costs	No year end variance anticipated	(9,466)	36,662	0
200	0	Long Service Leave	No year end variance anticipated	(200)	200	0

Budget	Actual		Explanation	Current	Year End	
700	394	Superannuation	No year end variance anticipated	(306)	700	0
2,000	889	Admin Expenses	No year end variance anticipated	(1,111)	2,000	0
40,333	28,574			(11,759)	40,252	
Education & Welfare						
\$	\$			\$	\$	
9,824	2,855	Pre School maintenance	No year end variance anticipated	(6,969)	9,824	0
1,100	7,677	Family Fun day	No year end variance anticipated	6,577	1,100	0
7,500	13,431	School holiday program	No year end variance anticipated	5,931	7,500	0
7,100	269	Seniors activities	No year end variance anticipated	(6,831)	7,100	0
103,775	57,068	Community Development	Additional grant funded spending	(46,707)	129,150	25,375
11,891	0	Depreciation	No year end variance anticipated	(11,891)	15,587	3,696
141,190	81,299			(59,891)	170,261	
Housing						
\$	\$			\$	\$	
16,104	9,892	Building Maintenance	No year end variance anticipated	(6,212)	16,104	0
9,039	0	Depreciation	No year end variance anticipated	(9,039)	9,039	0
25,143	9,892			(15,251)	25,143	
Community Amenities						
\$	\$			\$	\$	
34	0	SSL Accrued interest	No year end variance anticipated	(34)	34	0
12,915	7,439	SSL Principal	No year end variance anticipated	(5,476)	12,915	0
34,750	21,125	Collection - domestic waste	No year end variance anticipated	(13,625)	34,750	0
42,800	22,233	Collection - recycling	No year end variance anticipated	(20,567)	42,800	0
111,235	63,224	Waste Management Facility	No year end variance anticipated	(48,011)	111,235	0
19,130	6,053	Street Bin Pick up	No year end variance anticipated	(13,077)	19,130	0
87,227	62,489	Town Planning Services	Overlap between recruitment to enable staff training variance offset by admin expenses	(24,738)	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	1,355	Planning - Superannuation	No year end variance anticipated	(746)	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	5,617	Cemetery Exp	No year end variance anticipated	(6,014)	11,631	0
32,936	21,552	Public Conveniences	No year end variance anticipated	(11,384)	32,936	0
7,161	4,237	SSL Interest	No year end variance anticipated	(2,924)	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)	8,993	3,273
384,699	217,728			(166,971)	388,270	
Recreation & Culture						
\$	\$			\$	\$	
9,843	7,473	Town Hall	Expenditure part of Centenary celebrations grant funded	(2,370)	11,062	1,219
15,064	17,226	Rec Centre	Overspend result of cleaning apparatus needing upgrades. Cleaning costs increased with increased facility usage	2,162	20,000	4,936
2,773	2,796	Comm Centre	Slight increase due to overall increase in costs	23	3,000	227

Budget	Actual		Explanation	Current	Year End	
6,713	6,365	Supper Room	No year end variance anticipated	(348)	6,713	0
1,314	1,307	Old Roads Building	No year end variance anticipated	(7)	1,314	0
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	85,909	Public Parks	Less work undertaken than initially anticipated	(142,373)	150,000	(78,282)
7,138	287	Art Maintenance	No year end variance anticipated	(6,851)	7,138	0
5,750	2,615	Office Expenses - Library	No year end variance anticipated	(3,135)	5,750	0
200	16	Write-Offs - Library	No year end variance anticipated	(184)	200	0
11,510	3,050	Foreshore Park	No year end variance anticipated	(8,460)	11,510	0
0	1,875	Depreciation Community House	No year end variance anticipated	1,875	1,875	1,875
10,868	42,441	Depreciation Recreation Centre	No year end variance anticipated	31,573	42,441	31,573
39,273	35,758	Depreciation Parks	No year end variance anticipated	(3,515)	35,758	(3,515)
346,190	213,108			(133,082)	304,532	
Transport						
\$	\$			\$	\$	
41,104	14,737	Depot Maintenance	No year end variance anticipated	(26,367)	41,104	0
5,000	3,202	Traffic Signs	No year end variance anticipated	(1,798)	5,000	0
32,294	15,648	Bridge Maintenance	No year end variance anticipated	(16,646)	32,294	0
5,000	2,367	Crossovers	No year end variance anticipated	(2,633)	5,000	0
622	0	Loan - accrued interest	No year end variance anticipated	(622)	622	0
509,512	363,050	Local Road Maintenance	No year end variance anticipated	(146,462)	509,512	0
75,830	18,972	Road Verge Maintenance	No year end variance anticipated	(56,858)	75,830	0
24,750	12,549	Street Lighting	No year end variance anticipated	(12,201)	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	1,384,401	Depreciation - Roads	No year end variance anticipated	(140,264)	(1,384,401)	(2,909,066)
2,333,900	1,874,195			(459,705)	(575,236)	
Economic Services						
\$	\$			\$	\$	
800	1,390	Australia Day	Costs higher than anticipated	590	1,500	700
14,243	1,446	Functions & Events	No year end variance anticipated	(12,797)	14,243	0
90,959	57,415	Caravan Park	No year end variance anticipated	(33,544)	90,959	0
4,000	2,566	Caravan Park admin expenses	No year end variance anticipated	(1,435)	4,000	0
14,165	18,058	Caravan park utilities	Water and Gas expenditure above budgetted amounts	3,893	24,500	10,335
5,000	1,860	Caravan Park promotion	No year end variance anticipated	(3,140)	5,000	0
21,174	19,007	Caravan Park & Camping	Anticipated overspend	(2,167)	29,174	8,000
45,638	25,952	Caravan park wages	No year end variance anticipated	(19,686)	45,638	0
25,000	15,668	Visitor Centre services	No year end variance anticipated	(9,332)	25,000	0
14,000	3,271	Regional Promotion	No year end variance anticipated	(10,729)	14,000	0
10,000	8,454	Tourism promotion	No year end variance anticipated	(1,546)	10,000	0

Budget	Actual		Explanation	Current	Year End	
807	0	Building Control - Long Service Leave	No year end variance anticipated	(807)	807	0
26,828	17,384	Building Control - Salary	No year end variance anticipated	(9,444)	26,828	0
2,821	2,142	Building Control - Superannuation	No year end variance anticipated	(679)	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	17,910	Depreciation - Caravan Park	No year end variance anticipated	5,280	17,910	5,280
292,824	193,322			(99,502)	317,139	
Other Property & Services						
\$	\$			\$	\$	
22,158	4,998	Private Works	No year end variance anticipated	(17,160)	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	43,726	Salaries	No year end variance anticipated	(47,030)	90,756	0
76,235	0	Annual Leave	No year end variance anticipated	(76,235)	76,235	0
150,489	83,248	Superannuation	No year end variance anticipated	(67,241)	150,489	0
0	0	Office expenses	No year end variance anticipated	0	0	0
28,422	9,936	Sick pay	No year end variance anticipated	(18,486)	28,422	0
71,294	65,994	Insurances	No year end variance anticipated	(5,300)	65,994	(5,300)
10,000	4,734	Protective Clothing	No year end variance anticipated	(5,266)	10,000	0
3,500	700	Safety Meetings	No year end variance anticipated	(2,800)	3,500	0
54,305	21,288	Wages - plant	No year end variance anticipated	(33,017)	54,305	0
28,000	2,865	Tyres & Batteries	No year end variance anticipated	(25,135)	28,000	0
28,291	17,299	Insurances & Licenses	No year end variance anticipated	(10,992)	28,291	0
1,000	0	Admin Expenses	No year end variance anticipated	(1,000)	1,000	0
0	(9,302)	Workers Comp	Will be balanced by expenditure no variance expected	(9,302)	0	0
200,000	133,122	Fuel & Oil	No year end variance anticipated	(66,878)	200,000	0
4,000	574	Sundry Tools	No year end variance anticipated	(3,426)	4,000	0
34,949	18,793	Holiday Pay	No year end variance anticipated	(16,156)	34,949	0
55,000	84,285	Parts & External Work	High cost of grader repair	29,285	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	490,657			(636,534)	1,151,891	
6,540,980	3,818,712	TOTAL		(2,722,268)	3,094,194	(3,446,786)
			Less Expenditure tied to additional grants		(25,300)	
			Less Non Cash Depreciation increases		2,803,227	
			Total Expenditure Savings Anticipated for Year		(668,859)	

						Attachment 2	
OPERATING INCOME TO 28 FEBRUARY 2014							
Budget	Actual	Explanation	(Over)/Under received				
			Current	Anticipated Year End			
General Purpose Revenue							
\$	\$			\$	\$		
(1,298,032)	(1,294,994)	Rate Revenue	Interim rates still anticipated	3,038	(1,294,994)	(3,038)	
(5,000)	0	Legal Fees	Budget expected to be met	5,000	(5,000)	0	
(12,500)	(10,730)	Int on Overdue rates	Budget expected to be met	1,770	(12,500)	0	
(781,860)	(212,691)	Equalisation Grant	Budget expected to be met	569,169	(781,860)	0	
(4,000)	(4,542)	Interest on Instalments	Budget expected to be met	(542)	(4,600)	600	
(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)	(3,641)	Admin Charges	Budget expected to be met	159	(3,800)	0	
(22,550)	(11,123)	DOT Commission	Budget expected to be met	11,427	(20,000)	(2,550)	
(21,000)	(23,444)	Sundry Income	Budget expected to be met	(2,444)	(25,000)	4,000	
(60,000)	(11,285)	Interest on Investment - General	Timing issue from term deposit - budget expected to be met	48,715	(60,000)	0	
(42,000)	(14,001)	Interest on Investment - R4R	Timing issue from term deposit - budget expected to be met	27,999	(42,000)	0	
(3,412,688)	(1,693,690)			1,718,998	(2,746,272)		
General Administration							
\$	\$			\$	\$		
(1,000)	0	Shirley Humble room hire	Budget expected to be met	1,000	(500)	(500)	
(1,000)	0			1,000	(500)		
Law & Order							
\$	\$			\$	\$		
(115,000)	(91,392)	DFES Grant - Brigades	Budget expected to be met	23,608	(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 not expected to be met	5,000	(1,500)	(3,500)	
(2,000)	(2,649)	Dog Registrations	Budget expected to be met	(649)	(2,650)	650	
(1,000)	(738)	Cat Registrations	Budget expected to be met	262	(1,000)	0	
(100)	0	Fines - Animal Control	Budget expected to be met	100	(100)	0	
(9,000)	(7,420)	DFES Grant - SES	Budget expected to be met	1,580	(9,000)	0	
(207,100)	(102,199)			104,901	(204,250)		

Budget	Actual	Explanation		(Over)/Under received		
Health						
\$	\$			\$	\$	
(1,000)	(787)	Septic Tank Inspections	Budget expected to be met	213	(1,000)	0
(2,600)	(1,423)	Gen License Fees	Budget expected to be met	1,177	(2,600)	0
(3,600)	(2,210)			1,390	(3,600)	
Education & Welfare						
\$	\$			\$	\$	
(6,760)	(3,380)	FROGS lease income	Budget expected to be met	3,380	(6,760)	0
(2,000)	(4,573)	School holiday contributions	Budget expected to be met	(2,573)	(2,000)	0
(1,500)	(28,292)	CDO grants	Additional grants received for Heritage Trail and Town Hall Centenary	(26,792)	(28,800)	27,300
(2,100)	(273)	Seniors activities contributions	Budget expected to be met	1,827	(273)	(1,827)
(12,360)	(36,517)			(24,157)	(37,833)	
Housing						
\$	\$			\$	\$	
(19,396)	(12,682)	Rental Income	Budget expected to be met	6,714	(19,396)	0
(19,396)	(12,682)			6,714	(19,396)	
Community Amenities						
\$	\$			\$	\$	
(12,915)	(7,439)	Self Supporting Loan - Principal	Budget expected to be met	5,476	(12,915)	0
(7,161)	(4,271)	Self Supporting Loan - Interest	Budget expected to be met	2,890	(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)	(8,838)	Tip Fees	Budget expected to be met	962	(9,800)	0
(7,200)	(68)	Tip Passes	Fees included above	7,132	(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)	(115,333)			14,178	(133,091)	
Recreation & Culture						
\$	\$			\$	\$	
(6,000)	(5,368)	Hire Fees - Rec Centre	Budget expected to be met	632	(6,000)	0
(6,500)	(3,082)	Hire Fees - Other Venues	Budget expected to be met	3,418	(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)	(21,274)			4,296	(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)	(674)	Sale of materials	Varies with demand - budget expected to be met	1,326	(2,000)	0
(239,816)	(86,940)			152,876	(239,816)	
Economic Services						
\$	\$			\$	\$	
(142,000)	(84,812)	Caravan Park Income	Budget expected to be met	57,188	(142,000)	0
(17,000)	(6,537)	Building Control fees	Varies with demand	10,463	(10,000)	(7,000)
(159,000)	(91,349)			67,651	(152,000)	
Other Property & Services						
\$	\$			\$	\$	
(26,894)	(19,765)	Private Works	Varies with demand - budget expected to be met	7,129	(76,000)	49,106
(26,894)	(19,765)			7,129	(76,000)	
(4,029,835)	(2,079,759)	TOTAL INCOME	TOTAL	1,950,076	(3,434,008)	(595,827)
			Less: Income tied to additional expenditure		25,400	
			Less: Private work income excess to plant reserve as per Council policy		49,106	
			Anticipated (Over)/Under Budget:	1,950,076	670,333	

Operating Income

CAPITAL EXPENDITURE TO 28 FEBRUARY 2014

Budget	Actual		Explanation	(Over)/Under Budget	
				Current	Anticipated Year End
General Administration					
9,600	0	Furniture & equipment	Expected to be spent at year end	9,600	9,600
18,000	54,968	Purchase of vehicles	Changeover costs higher than budgeted	(36,968)	19,472
0	15,537	Capital works - Shire Office		15,537	15,537
0	0	Plant & equipment		0	0
27,600	70,505			(11,831)	44,609
Recreation & Culture					
0	272,923	Recreation Centre upgrade	To be funded from Recreation Centre Reserve	(272,923)	2,383,500
			Recreation Centre Upgrade income		(2,383,500)
0	272,923			(272,923)	0
Transport					
2,231,636	1,763,670	Mowen Road - construction	No variation expected at year end	467,966	2,231,636
504,151	347,287	Local roads - construction	No variation expected at year end	156,864	504,151
558,000	392,000	Special Bridgeworks	No variation expected at year end	166,000	558,000
50,156	39,709	Footpath program	No variation expected at year end	10,447	50,156
(160,000)	(129,000)	Regional Road Group grants	No variation expected at year end	(31,000)	(160,000)
(25,000)	0	Footpaths grant	No variation expected at year end	(25,000)	(25,000)
(208,081)	0	Roads to Recovery grant	No variation expected at year end	(208,081)	(208,081)
(558,000)	(196,000)	Special Bridgeworks grant	No variation expected at year end	(362,000)	(558,000)
(2,200,000)	(2,400,000)	Mowen Road grant	No variation expected at year end	200,000	(2,200,000)
415,000	430,165	Purchase of vehicles	No variation expected at year end	(15,165)	415,000
(135,000)	(25,015)	Income from sale of assets	No variation expected at year end	(109,985)	(135,000)
472,862	222,815			250,047	472,862
Economic Services					
0	5,568	Main Street upgrade	To be funded from Main Street reserve	(5,568)	25,000
0	15,074	Caravan Park upgrade	To be funded from Royalties for Regions grant	(15,074)	200,000
0	5,840	Caravan Park accommodation	Funded by additional Dept of Transport income	(5,840)	5,840
0	0	Caravan Park furniture & equipment		0	0
			Main Street reserve		(125,000)
			Royalties for Regions funding		(100,000)
			DoT Income		(5,840)
0	26,482			(26,482)	0
500,462	592,726	TOTAL NET EXPENDITURE	Unfunded Capital Expenditure		17,009

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

AGENDA NUMBER:	12.12
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 17 March 2014

Attachment 1: Schedule of Accounts for Payment – Feb 2014

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 28 February 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, when available, in Attachment 2. Please note that due to relevant staff members being away on leave this report has not been completed for this period but will be included within the April report.

Municipal Account

Accounts paid by EFT	5736 - 5836	\$ 475,717.85
Accounts paid by cheque	19431 –19430	\$18,020.26
Accounts paid by Direct Debit		\$0.00
Sub Total Municipal Account		<hr/> \$493,738.11

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

Trust Account	
Accounts paid by EFT	\$0.00
Accounts Paid by cheque	0.00
Sub Total Trust Account	<u>\$0.00</u>
Total Payments	<u><u>\$493,738.11</u></u>

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 \$493,738.11 in the attached schedule be endorsed.

SHIRE OF NANNUP
ACCOUNTS FOR PAYMENT - FEBRUARY 2014

EFT5736	SPLIT TEAM	SUPPLY AND INSTALL TOSHIBA AIRCON - LESSER HALL	\$ 2,580.00
EFT5737	GUMNUTS GALORE	GARDENING SUPPLIES	\$ 52.20
EFT5738	MANJIMUP BOUNCY CASTLES	FAMILY FUN DAY	\$ 1,000.00
EFT5739	NANNUP BRIDGE CAFE	COUNCIL DINNER	\$ 385.00
EFT5740	BP NANNUP	JANUARY MISC FUEL ACCOUNT	\$ 162.95
EFT5741	SCANIA AUSTRALIA - BUNBURY OFFICE	SUNDRY SPARE PARTS	\$ 1,633.61
EFT5742	HITACHI CONSTRUCTION MACHINERY AUST P/L	SUNDRY SPARE PARTS	\$ 10.32
EFT5743	KERRIE YABSLEY	REIMBURSEMENT OF EXPENSES	\$ 129.24
EFT5744	QUICK CORPORATE AUSTRALIA	STATIONARY	\$ 244.87
EFT5745	EDGE PLANNING & PROPERTY	PLANNING SERVICES	\$ 4,514.40
EFT5746	VIC SMITH	REIMBURSEMENT OF EXPENSES	\$ 594.23
EFT5747	BUSSELTON MULTI SERVICE	KEYS CUT	\$ 39.00
EFT5748	BRENTON BOOTHEY	YAC SUPERVISION	\$ 1,050.00
EFT5749	BLACKWOOD RIVER CANOEING	YAC CANOEING	\$ 240.00
EFT5750	CAPE TO CAPE EXPLORER TOURS	NANNUP YAC ESCAPE TO CAPE VISIT	\$ 425.00
EFT5751	DOWN SOUTH AUTO ELECTRIX & AIR	AIR CON MAINTENANCE	\$ 374.00
EFT5752	BJ & FH TOMAS	CARLOTTA FIRE SHED INSTALMENT	\$ 21,696.45
EFT5753	REGAL APARTMENTS PTY LTD	STAFF TRAINING ACCOMODATION	\$ 1,150.00
EFT5754	COMPASS RENOVATIONS	PROGRESS PAYMENT FOR SHIRE OFFICE PAINTING	\$ 6,000.00
EFT5755	JANE BUCKLAND	TRAVEL REIMBURSEMENT, LICENSING TRAINING	\$ 487.80
EFT5756	SAUL HARVEY CRESSWELL	MUSIC GIG 31/01/2014	\$ 450.00
EFT5757	RURAL CINEMA	GENERAL CINEMA HIRE	\$ 3,412.00
EFT5758	BELLA BLAKEMORE	BELLA BLAKEMORE- OUT DOOR MOVIES	\$ 475.00
EFT5759	SHEA CULLEN	REIMBURSEMENT OF POLICE CLEARANCE	\$ 63.50
EFT5760	LEWIS HORNE	AFER SCHOOL ART WORKSHOP & 2014 FAMILY FUN DAY	\$ 522.50
EFT5761	AMD CHARTERED ACCOUNTANTS	ACQUITTAL AUDIT FOR SOUTH WEST DEVELOPMENT	\$ 495.00
EFT5762	BOC LIMITED	GAS SUPPLIES	\$ 165.66
EFT5763	CJD EQUIPMENT PTY. LTD.	SUNDRY SPARE PARTS	\$ 367.28
EFT5764	GEOGRAPHE SAWS & MOWERS	SUNDRY SPARE PARTS	\$ 703.00
EFT5765	LANDGATE	USEAGE FEES	\$ 2.60
EFT5766	D & J MILLER (DO YOUR BLOCK CONTRACTING)	COMMUNITY SHED	\$ 1,584.00
EFT5767	DOBBIN DESIGN	TOWN HALL WORK	\$ 3,488.89
EFT5768	GUMPTION PTY LTD	DESIGN OF NANNUP REC BROCHURE	\$ 875.00
EFT5769	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$ 34.30
EFT5770	JASON SIGNMAKERS	SIGNAGE	\$ 273.79
EFT5771	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY BOOKS	\$ 17.60
EFT5772	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$ 2,803.26
EFT5773	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$ 38.23
EFT5774	NANNUP COMMUNITY RESOURCE CENTRE	DECEMBER 2013 - VISITOR CENTRE CONTRACT	\$ 5,632.00
EFT5775	ROD'S AUTO ELECTRICS	REPAIRS TO JOHN DEERE MACHINERY	\$ 1,794.88
EFT5776	RICOH BUSINESS CENTRE	PHOTOCOPIER USAGE	\$ 468.61
EFT5777	SYNERGY	ELECTICITY EXPENSES	\$ 3,706.30
EFT5778	SUGAR MOUNTAIN ELECTRICAL SERVICES	REC CENTRE WORKS	\$ 1,878.33
EFT5779	TOTAL EDEN	SUNDRY SUPPLIES	\$ 157.08
EFT5780	TRADE HIRE	TRAILER BOOMLIFT - MOWEN ROAD	\$ 374.00
EFT5781	WARREN BLACKWOOD WASTE	WASTE SERVICES	\$ 7,596.11
EFT5782	NANNUP SURVEYS	MOWEN ROAD WORKS	\$ 5,720.00
EFT5783	GUMNUTS GALORE	PLANT FOR AUSTRALIA DAY	\$ 10.95
EFT5784	SETTLERS ROOFING AND GRADING	MOWEN ROAD WATER CARTING	\$ 14,124.00
EFT5785	P. M TREASURE - EARTHMOVING CONTRACTOR	GRADER HIRE	\$ 23,232.00
EFT5786	MAX OWENS & CO	FIRE BREAKS WORKS	\$ 110.00
EFT5787	PETER TILLEY	MOWEN ROAD WATER CARTING	\$ 14,124.00
EFT5788	MINING AND CIVIL PLANT HIRE PTY LTD	GRADER HIRE	\$ 19,591.00
EFT5789	D & J MILLER (DO YOUR BLOCK CONTRACTING)	MOWEN ROAD WORKS	\$ 11,616.00
EFT5790	SCOTTIES EXCAVATIONS	MOWEN ROAD WORKS	\$ 6,732.00
EFT5791	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 17,047.36
EFT5792	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL FOR 2013/14	\$ 2,439.80
EFT5793	NANNUP SURVEYS	MOWEN ROAD WORKS	\$ 10,945.00
EFT5794	NANNUP SKIP BINS	SKIP BIN SERVICE	\$ 460.00
EFT5795	SPLIT TEAM	AIR CONDITIONER MAINTENANCE - VARIOUS SITES	\$ 1,375.20
EFT5796	ROBERT LONGMORE	REIMBURSEMENT OF EXPENSES	\$ 376.05
EFT5797	SCANIA AUSTRALIA	SUNDRY MAINTENANCE WORKS	\$ 653.67
EFT5798	IMINI HOLDINGS PTY LTD	TRANSPORTABLE - MOWEN ROAD	\$ 506.00
EFT5799	SCANIA AUSTRALIA - BUNBURY OFFICE	SUNDRY SPARE PARTS	\$ 109.56
EFT5800	ARBOR GUY	NANNUP ARBORETUM TREE MAINTENANCE	\$ 11,576.40
EFT5801	SETTLERS ROOFING AND GRADING	MOWEN ROAD WATER CARTING	\$ 15,840.00

SHIRE OF NANNUP
ACCOUNTS FOR PAYMENT - FEBRUARY 2014

EFT5802	P. M TREASURE - EARTHMOVING CONTRACTOR	GRADER HIRE	\$ 25,047.00
EFT5803	DORMAR INDENTS	CARAVAN PARK SUPPLIES	\$ 900.20
EFT5804	DAVMECH	VEHICLE MAINTENANCE	\$ 3,475.23
EFT5805	PETER TILLEY	MOWEN ROAD CARTING	\$ 15,840.00
EFT5806	DEAN GUJA	EHO SERVICES	\$ 2,560.00
EFT5807	COVS PARTS	OIL SEAL	\$ 45.78
EFT5808	BOLLIG DESIGN GROUP	REC CENTRE UPGRADE	\$ 8,668.00
EFT5809	MINING AND CIVIL PLANT HIRE PTY LTD	140H GRADER - MOWEN ROAD	\$ 24,882.00
EFT5810	BUSSELTON TEE-BALL ASSOCIATION INC.	KIDS SPORT VOUCHERS	\$ 1,585.00
EFT5811	JOHNSON'S FOODSERVICE	CARAVAN PARK SUPPLIES	\$ 307.68
EFT5812	BJ & FH TOMAS	COMMUNITY SHED CONSTRUCTION	\$ 8,000.00
EFT5813	JOANNA KEPA	YAC SUPERVISION	\$ 230.00
EFT5814	PREMIER AWARDS PTY LTD	MOWEN ROAD GIFTS	\$ 1,146.01
EFT5815	ROSS NUNN AND TANYA CHALLIS	HIRE OF VOLVO EXCAVATOR AND OPERATOR	\$ 1,540.00
EFT5816	BRIDGETOWN MEDICAL GROUP	STAFF EXPENSES	\$ 70.10
EFT5817	D & J COMMUNICATIONS	CHANGE OVER RADIOS	\$ 1,202.30
EFT5818	D & J MILLER (DO YOUR BLOCK CONTRACTING)	MOWEN ROAD WORKS	\$ 15,312.00
EFT5819	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL FOR 2013/14	\$ 1,438.50
EFT5820	FTE ENGINEERING	P/O14193 AIR FITTINGS	\$ 81.22
EFT5821	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT EXPENSES	\$ 60.46
EFT5822	INSIGHT CCS PTY LTD	JANUARY 2014 AFTER HOURS CALL SERVICE	\$ 42.20
EFT5823	K & C HARPER	INSTALL NEW SEWER MAIN FOR CARAVAN PARK	\$ 10,318.44
EFT5824	LOCAL GOVERNMENT MANAGERS AUSTRALIA	CONFERENCE EXPENSES	\$ 980.00
EFT5825	MALATESTA ROAD PAVING	BITUMEN PRODUCTS 04/02/2014	\$ 58,406.40
EFT5826	METAL ARTWORK CREATIONS	STAFF BADGES	\$ 36.30
EFT5827	MANJIMUP TOYOTA & MITSUBISHI	MOWEN ROAD VEHICLE PURCHASE	\$ 26,724.54
EFT5828	NANNUP NEWSAGENCY	POSTAGE AND STATIONERY COSTS	\$ 261.55
EFT5829	NANNUP EZIWAY SELF SERVICE STORE	GAS BOTTLE SUPPLIES, GENERAL SUPPLIES	\$ 1,294.47
EFT5830	NANNUP COMMUNITY RESOURCE CENTRE	TELEGRAPH DEC 2013	\$ 363.00
EFT5831	NANNUP LIQUOR STORE	REFRESHMENTS	\$ 257.94
EFT5832	SYNERGY	ELECTRICITY EXPENSES	\$ 1,944.35
EFT5833	SUGAR MOUNTAIN ELECTRICAL SERVICES	MAINTENANCE WORKS	\$ 176.00
EFT5834	SOUTHWEST TYRE SERVICE	TYRE SUPPLIES	\$ 110.00
EFT5835	SCOTTIES EXCAVATIONS	MOWEN ROAD WORKS	\$ 25,228.50
EFT5836	LOUISE STOKES	TRAVEL EXPENSES	\$ 445.70

Total EFT Payments : \$ 475,717.85

19431	WARREN BLACKWOOD STRATEGIC ALLIANCE	CONTRIBUTION FOR PRINTING 2014 EVENTS CALENDER	\$ 1,100.00
19432	BUSSELTON MOTORS	SERVICE OF SHIRE VEHICLE	\$ 102.51
19433	BOOKEASY PTY LTD	BOOKEASY NOV 2013	\$ 440.00
19434	NASHIE'S COTTAGE	BOOK EASY PAYMENT	\$ 122.50
19435	MARGARET RIVER GOURMET MEATS	FUN DAY SUPPLIES	\$ 500.00
19436	BUNNINGS- BUSSELTON	IRRIGATION SUPPLIES	\$ 336.17
19437	BUSSELTON HYDRAULIC SERVICES	HOSE TAIL	\$ 358.51
19438	WATER CORPORATION	WATER EXPENSES	\$ 3,305.24
19439	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$ 258.52
19440	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 864.00
19441	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 499.23
19442	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	\$ 62.37
19443	GENERATIONS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 347.92
19444	AUSTRALIAN ETHICAL SUPERANNUATION PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 371.12
19445	BT BUSINESS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 19.60
19446	REST	SUPERANNUATION CONTRIBUTIONS	\$ 19.60
19447	GRUB HUB	MOWEN SUPPLIES	\$ 806.12
19448	BOOKEASY PTY LTD	BOOKEASY MON FEES JAN 2014	\$ 220.00
19449	GARY DOBBIN	COUNCILLOR REIMBURSEMENT	\$ 1,408.00
19450	RICHARD GRIMSON	CROSS OVER	\$ 800.00
19451	MANJIMUP MITRE 10 & RETRAVISION	SUNDRY SUPPLIES	\$ 528.95
19452	BUNNINGS- BUSSELTON	SUNDRY SUPPLIES	\$ 62.99
19453	HARVEY NORMAN ELECTRICS BUSSELTON	CAMERA	\$ 311.00
19454	LIONS CLUB OF NANNUP	CATERING FOR FAMILY FUN DAY	\$ 300.00
19455	WATER CORPORATION	WATER EXPENSES	\$ 4,875.91

Total Cheque Payments : \$ 18,020.26

TOTAL MUNICIPAL PAYMENTS FOR PERIOD \$ 493,738.11

TOTAL TRUST PAYMENTS FOR PERIOD \$ -

TOTAL PAYMENTS FOR PERIOD: \$ 493,738.11

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

(a) OFFICERS

None.

(b) ELECTED MEMBERS

13(b)1. CEO Performance and Remuneration Review

That Council introduce new business of an urgent nature.

13(b)1. CEO Performance and Remuneration Review

Pursuant to Section 5.23 (2) of the Local Government Act 1995 the following item deals with:

- (a) a matter affecting an employee, and*
- (b) the personal affairs of a person,*

and hence Council is advised to close the meeting to members of the public by resolution.

AGENDA NUMBER:	13(b).1
SUBJECT:	CEO Performance and Remuneration Review
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	Mr Robert Jennings
FILE REFERENCE:	P191
AUTHOR:	Tony Dean – Shire President
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	Mr Robert Jennings LG Act 5.63 (1) (d) (i)
DATE OF REPORT	Date 17 March 2014