

# Memorandum

**To:** Councillors  
**From:** Robert Jennings  
**Subject:** Notice of an Ordinary Council Meeting  
**Date:** 16 June 2014

## NOTICE OF AN ORDINARY COUNCIL MEETING

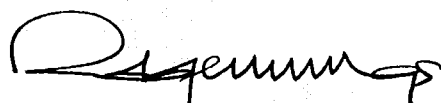
Dear Council Member,

The next Ordinary Meeting of the Shire of Nannup Council will be held on Thursday 26 June 2014 in the Council Chambers, Nannup commencing at 4.15 pm.

### Schedule for 26 June 2014

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12.00 pm	Economic Development & Tourism presentation - Louise Stokes
12.45 pm	Bushfire Risk Management Program - John Carter
1.30 pm	Residential Development and Design & other planning issues - Steve Thompson
2.15 pm	Visitor Centre Presentation -Nannup CRC
2.45 pm	Caravan Park presentation – Daniel Eddy & Rob Jennings
3.30 pm	Cuppa with a Councillor with Shire's outside staff
4.15 pm	Meeting commences
5.15 pm	Information Session
6.30 pm	Dinner at the Bridge Cafe with guest Maggie Longmore, retired Chairman of the Music Festival



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



# Agenda

Council Meeting to be held  
on Thursday 26 June 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 22 May 2014 be confirmed as a true and correct record.

9. **MINUTES OF COUNCIL COMMITTEES**

None

10. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
11. **REPORTS BY MEMBERS ATTENDING COMMITTEES**

Shire of Nannup  
Ordinary Council Meeting Agenda: 26 June 2014

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**12. REPORTS OF OFFICERS**

Agenda No.	Description	Page No.
<b>COMMUNITY &amp; DEVELOPMENT SERVICES</b>		
12.1	Draft Local Planning Policy No. 22 - Outbuildings: Submitted for consent to publicly advertise	3
12.2	Community Bus Feasibility Plan	7
12.3	Community Consultation Policy	9
12.4	Review of Shire of Nannup Corporate Business Plan 2013-2017	11
<b>FINANCE &amp; ADMINISTRATION</b>		
12.5	Adoption of 2014/15 Budget	13
12.6	Budget Monitoring – April 2014	15
12.7	Monthly Accounts for Payment	19

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

(a) OFFICERS

(b) ELECTED MEMBERS

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

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

Cr Gilbert.

Q1. Has the Chief Executive Officer considered a recommendation to Council to celebrate 2015 as an anniversary year of the Shire of Nannup?

As explanation, in 1890 (125 years ago) the Lower Blackwood Roads Board was created, being the forerunner of the Shire of Nannup. Around 160 years ago (about 1855) the first settlers started present day development of the area. The earliest settler exploration of the area was the Hardy Expedition of 1835 (180 years), 5 years after the settlement of Augusta, and 6 years after the Swan River colony.

A1. Thank you for your suggestion and explanation regarding the above proposal. It sounds like a good idea and Officers would be interested in any further thoughts you had on the idea. Perhaps a special gathering and photograph of current and past Councillors, staff and honorary freeman might be suitable amongst other activities.

**16. CLOSURE OF MEETING**

## **COMMUNITY & DEVELOPMENT SERVICES**

AGENDA NUMBER:	12.1
SUBJECT:	Draft Local Planning Policy No. 22 - Outbuildings: Submitted for consent to publicly advertise
LOCATION/ADDRESS:	Applies throughout the district
FILE REFERENCE:	ADM 9
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:	16 June 2014

Attachment 1: Draft Local Planning Policy No. 22 Outbuildings

### **BACKGROUND:**

The purpose of this report is to seek Council support to publicly advertise a draft planning policy relating to outbuildings (sheds).

The Shire does not have a Local Planning Policy on outbuildings. In recent months, the Council has recognised the need to develop an outbuildings policy to provide increased guidance to the Council, the Shire administration, landowners and applicants and assist in more consistent decision making from the local government. The draft policy, outlined in Attachment 1, is intended to generate community discussion and, in time, provide clearer guidelines for assessing Planning Applications.

The lack of an outbuildings policy means there is limited guidance for the community or applicants as to what outbuildings are supported or not supported and there is a lack of associated guidance for the local government in determining Planning Applications. Currently, the only guidance is the *Residential Design Codes of Western Australia* (which only relates to the Nannup townsite and which provides limited guidance on outbuildings) and there are some generic clauses in the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)* relating to matters such as amenity.

There is also no definition of "ancillary" in LPS3, which is mentioned in clause 8.2(b). The proposed Outbuildings Policy will assist to give guidance as to what ancillary means. If the outbuilding is located on a vacant lot or if the outbuilding

size is larger than average compared to what is generally accepted in the zone, then the outbuilding is not considered ancillary and a Planning Application is required.

The Minister for Planning has supported Amendment 13 which generally increases the range of permitted development and this is expected to be shortly gazetted (finalised). The need for an Outbuildings Policy will increase with the gazettal of Amendment 13. For instance, a Planning Application will be required where the proposed outbuilding is within the Flood Risk Land Special Control Area, is within the Landscape Values Area or is on a lot or location which does not have access to a dedicated and/or constructed road. While noting changes to LPS3 as a result of Amendment 13, most outbuildings in the district will continue to not require a Planning Application.

In recent years, outbuildings have been generally increasing in area and height. At the same time, there has been a trend towards smaller residential lots. This has resulted in greater visual impacts from outbuildings, a reduction in usable yard space and increased pressure for inappropriate uses. Based on the experiences in other local government districts, outbuildings that are inappropriately located, designed or used can create issues including:

- adverse impacts on the visual character of streets and neighbourhoods through the construction of large and/or high outbuildings;
- when outbuildings incorporate reflective materials such as zincalume® and are sited in visually prominent locations, there is greater potential for adverse impacts on the landscape, and in some instances reflection can cause a nuisance for surrounding/nearby residents;
- outbuildings, unlike most dwellings, are usually bland metal clad structures devoid of architectural features such as windows, verandahs, etc.; and
- use of outbuildings for illegal commercial or industrial use may result in adverse noise, traffic and visual impacts for neighbours and the locality.

**COMMENT:**

The draft planning policy (Attachment 1) seeks to balance the provision of legitimate and appropriate outbuildings, while minimising the adverse impacts of outbuildings on the amenity of neighbours. It is recognised that households have varying needs for the garaging of vehicles, storage of boats, caravans and other items, domestic workshops etc. As a general rule, people expect to have larger outbuildings on larger lots. Inappropriately located and/or designed outbuildings can however create amenity and other impacts.

It is highlighted that a Planning Application may be required for different sizes of outbuilding when compared to the maximum outbuilding size permitted (by policy) for the zone. For example, a Planning Application is required for an

outbuilding 80m<sup>2</sup> and above in the Special Rural Zone, with the maximum size for outbuildings on a Special Rural lot being 300m<sup>2</sup>.

There is no maximum outbuilding size in agricultural/rural areas. Subject to addressing matters such as setbacks, a Planning Application is only required for outbuildings which are greater than 300m<sup>2</sup> in rural areas.

The draft policy is considered appropriate to be publicly advertised for community and stakeholder comment. If Council agrees, submissions will be invited using various methods. Public advertising of the draft policy will assist to draw out comment from the community and stakeholders. It is proposed to consult widely for a six week period by the Shire administration writing to and inviting comments from a wide range of stakeholders and government agencies, placing public notices and details in local papers on multiple occasions, placing details on the Shire of Nannup website and information being available at the Shire office.

The goal of the draft policy is to encourage community and stakeholder debate and to seek the receipt of submissions. Following the close of the consultation period, the Council and the Shire administration will consider the submissions and determine whether the draft policy is suitable for final adoption or whether it should be modified.

The objective is to finalise a policy which will assist in increasing certainty for everyone with an interest in this issue and which will provide increased guidance to Council and the Shire administration in assessing Planning Applications.

#### **STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005* and LPS3. Clause 2.4 of LPS3 provides the ability to prepare or amend a Local Planning Policy.

#### **POLICY IMPLICATIONS:**

Local Planning Policies are non-statutory documents which provide guidance to assist the local government in its decision making. Accordingly, the local government is not bound by the policy but is required to have regard to the policy in determining Planning Applications.

Subject to Council's resolution, the Shire administration will publicly advertise the draft policy to the community and stakeholders.

#### **FINANCIAL IMPLICATIONS:**

There are costs to the Shire in advertising the draft policy.



**STRATEGIC IMPLICATIONS:**

The policy, if adopted, will assist the decision-making of the local government, inform applicants/landowners of Council requirements and raise community and stakeholder awareness. A finalised Outbuildings Policy is expected to have minimal economic impacts given that the focus of controlling outbuildings (including size, height, location etc.) is on Residential, Special Residential and Special rural zoned land rather than on industrial or agricultural/rural zoned land.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That Council:

1. Support the public release of draft *Local Planning Policy 22 – Outbuildings* outlined in Attachment 1 and require the draft policy to be publicly advertised in accordance with the requirements set out in the *Shire of Nannup Local Planning Scheme No. 3* with an increased advertising period of six weeks.
2. Reconsider draft *Local Planning Policy 22 – Outbuildings* following the close of the public submission period and will determine whether or not to adopt the policy with or without modification.

Policy Number:	LPP 022
Policy Type:	Local Planning Policy
Policy Name:	<b>Outbuildings</b>
Policy Owner:	Chief Executive Officer

**Authority:** Shire of Nannup Local Planning Scheme No. 3

## OBJECTIVES

The objectives of this Policy are to:

1. Retain or enhance the visual amenity of neighbourhoods through outbuildings not detracting from the streetscape/landscape and the amenity of adjoining/nearby properties through controlling building bulk (size and height), appropriate siting, colours and use.
2. Provide further interpretation of the R Codes and the *Shire of Nannup Local Planning Scheme No. 3* (LPS3) in the assessment of applications.
3. Set out the limitations for proposed outbuildings.
4. Promote the function and usability of residential yards.
5. Ensure that outbuildings are not used for permanent habitation and set out where the Council will support or not support the conversion of an outbuilding to a dwelling.
6. Provide increased certainty for landowners, the community and others and to assist in providing greater consistency in decision making by the local government.

## DEFINITIONS

In this Policy, the following definitions apply:

"Ancillary outbuilding" – is an outbuilding which is incidental to the predominant use of the land and other buildings on the lot. In particular, this is an outbuilding which is not oversized or over-height (as set out in Attachment 1) or is proposed on a vacant lot.

"Dwelling" - as defined in the *Residential Design Codes of Western Australia*, is a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

"Outbuildings" - are enclosed non-habitable Class 10a buildings, under the *Building Code of Australia* (BCA), that are detached from a dwelling and which are not used for commercial or industrial purposes.

"Over-height outbuilding" - an outbuilding that proposes a height greater than set out in Attachment 1 of this Policy.

"Oversize outbuilding" - an outbuilding that would result in a total combined outbuilding area on the lot which is greater than set out in Attachment 1 of this Policy.

"R Codes" - the *Residential Design Codes of Western Australia*, adopted by the Western Australian Planning Commission including any updates.

"Vacant lot" - is a lot or property upon which no dwelling is constructed and includes a lot created pursuant to the *Strata Titles Act 1985* (as amended).

## **Application of the Policy**

This Policy applies throughout the municipality.

This Policy does not apply to carports, studios, games rooms, patios, pergolas and verandahs and the like that are connected to or form part of the dwelling or the principle building on the property. In these cases, applications are assessed against criteria including compliance with setbacks, site coverage, overshadowing, and related requirements of the R Codes and LPS3 along with the requirements of the BCA.

Attachment 1 sets out, in general terms, when a Planning Application is and is not required, along with other key considerations.

## **Links to Local Planning Scheme and Other Documents**

This Policy relates to various requirements set out in LPS3, the R Codes and is also guided by the BCA. Where there is an inconsistency between this Policy and the R Codes, then the R Codes prevail to the extent of such inconsistency. Where there is an inconsistency between this Policy and LPS3, then LPS3 prevails to the extent of such inconsistency.

## **POLICY PROVISIONS**

### **1. General**

This Policy sets out the Council's position relating to outbuildings. It is Council's policy to achieve a balance between providing for the legitimate garaging, storage and other domestic needs of residents and to minimise the adverse impacts that outbuildings may have on neighbours and the amenity, appearance and character of neighbourhoods.

Most outbuildings in the municipality do not require the submission of a Planning Application to the local government and accordingly in these instances no planning approval is required. In particular, this is where the outbuilding's location, size, height, design and use comply with LPS3, the R Codes and this Policy (including Attachment 1).

A Planning Application for an outbuilding is required where:

- it necessitates the exercise of discretion by the local government including to vary the R Codes and to vary LPS3;
- the outbuilding is outside a designated/approved building envelope;
- the outbuilding is within a designated building exclusion area;
- the outbuilding is proposed within the Flood Risk Land Special Control Area;
- the outbuilding is proposed on a lot or location which does not have access to a dedicated and/or constructed public road;
- the outbuilding is located in a Heritage Area;
- the outbuilding is located within the Landscape Values Area or the Public Drinking Water Source Area;
- the outbuilding is located within a drainage/stormwater easement;

- the outbuilding is oversized and/or over-height (as set out in Attachment 1); or
- the outbuilding is proposed on a vacant lot (as set out in Attachment 1).

## 2. Assessing Applications

The Council will have regard to various matters in assessing outbuilding applications including:

- the zoning of the lot;
- lot size, shape and features, including the extent of existing screening;
- the existing level of development, including outbuildings, on the site;
- floor area of the proposed outbuilding and maintaining existing and generally accepted overall outbuilding floor area standards for the zone and/or the locality;
- ensuring that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property;
- setbacks and location of the proposed outbuilding;
- height of the proposed outbuilding, including impact, amenity and overshadowing on adjoining/nearby properties;
- the effect on the streetscape and visibility from nearby public places;
- the level of cut and fill;
- construction materials and proposed colour/s;
- the intended use of the outbuilding;
- provisions and requirements set out in LPS3, the R Codes and the BCA;
- relevant State Planning Policies and Local Planning Policies;
- other planning considerations including Structure Plans and Local Development Plans;
- written comments from affected landowners; and
- any other circumstance and factor affecting the application in the opinion of the Council.

The “onus of proof” rests with the applicant to justify their application and variations to this Policy.

## 3. Floor Area

The Council will determine the floor area as the total gross area of all outbuildings (existing and proposed) on the site. This excludes carports, studios, games rooms, patios, pergolas, verandahs and the like that are connected to, or form part of, the dwelling or the principle building on the property.

Applications for outbuildings that propose a mezzanine or a second story will be considered on their merits. The floor area of the mezzanine/second story will not be included in the calculation of gross floor area. However, the Council will consider potential impacts on privacy from the mezzanine/second story especially in residential areas.

## 4. Height

The height of the proposed outbuilding is measured from natural ground level.

An outbuilding that proposes a height greater than set out in Attachment 1 is defined as an “over-height” outbuilding for the purposes of this Policy.

#### 5. Setbacks/Location

For zones subject to the R codes, outbuildings are to setback in accordance with the R Codes. For other zones, setbacks are outlined in LPS3 or outbuildings are to be located within the approved building envelope for the site or outside of building exclusion areas.

The Council may approve outbuildings with walls or supporting columns that are setback less than 1.0 metre from side and rear boundaries on residential lots, subject to compliance with the fire separation requirements of the BCA and consultation with adjoining landowners.

#### 6. Colours

The Council supports colours that retain or enhance the area's amenity. The Council encourages outbuilding walls and roofs to be constructed of non-reflective colours that are essentially natural and earthy, rather than colours such as white or silver. The Council discourages the use of zincalume and unpainted fibre cement for outbuilding walls in the Residential, Special Residential, Special Rural and Special Use zones, especially for oversize and/or over-height outbuildings.

#### 7. Habitable Use and Conversion of Outbuildings to Dwellings

Outbuildings shall not be used for habitable purposes unless they gain local government approval and comply with LPS3, the R Codes and the BCA as a habitable unit.

#### 8. Outbuildings on Vacant Lots

In general, the Council does not support an outbuilding on a vacant lot in the Residential, Special Residential and Special Use zones except where the construction of a dwelling is imminent on the lot. The local government may consider approving an outbuilding on a vacant lot subject to the applicant gaining necessary approvals for the dwelling, or the applicant providing appropriate written assurances that a dwelling will be shortly applied for and substantially completed within two years of the outbuilding receiving conditional planning approval.

The local government may impose a planning condition requiring the payment of a bond, with the value determined to cover the cost of removing the outbuilding and stabilising the site to the satisfaction of the local government. Should construction of a dwelling not be substantially complete within 2 years from the granting of conditional planning approval for the outbuilding, the Council may require the owner to move or demolish the outbuilding and clear the property of all debris and building material. The planning approval for the outbuilding becomes permanent following the construction of the dwelling and ensuring that all planning conditions relating to the outbuilding have been met and are maintained.

#### 9. Land Uses

Outbuildings are not to be used for commercial, industrial, habitable or other non-domestic purposes. Outbuildings are to be used for low-key “domestic” uses, to the

satisfaction of the Council, that do not create undesirable impacts on adjoining or nearby properties.

## **ADMINISTRATION**

### **1. Matters to be Addressed Prior to Formally Lodging the Application**

Proponents are encouraged to discuss proposals that seek to vary Policy requirements with the Shire administration early on in the planning process and prior to the formal lodgement of any Planning Application.

### **2. Application Requirements**

Planning Applications are to include the following:

- the requirements set out in sections 9.1 and 9.2 of LPS3 which includes a site plan (including highlighting existing outbuildings) and setting out the location of any easements;
- floor plan/s and elevations detailing the area, wall and ridge heights and the external materials and colours to be used;
- details of intended use/s of the outbuilding;
- filling in the Form of Application for Planning Approval; and
- payment of the Shire Planning Application fee.

Subject to the proposed location and the scale of the proposed outbuilding, the local government may also require the applicant to provide:

- detailed contour information from a licensed surveyor;
- cross sections showing the extent of cut and fill;
- written information setting out why Policy requirements should be varied; and
- any other plan or information that the local government may reasonably require to enable the application to be determined.

Should a Planning Approval be issued, it will be necessary for the proponent to submit a Building Permit Application (which gains necessary approval) prior to undertaking construction.

### **3. Consultation with Landowners and Stakeholders**

The local government may consult with adjoining/nearby landowners where an application for an outbuilding is made that does not comply with the requirements of this Policy or where a proposed outbuilding has the potential to adversely impact landowners in the opinion of the local government. Alternatively, the local government may require the applicant to supply written comments from adjoining and other affected landowners, with the process undertaken in accordance with the consultation requirements of the R Codes.

### **4. Assessing the Planning Application**

Applications will be assessed on a case by case basis subject to this Policy, LPS3, the R Codes, the BCA, information provided by the applicant and any submissions received.

Should an application for an outbuilding not comply with requirements of this Policy, the application may be referred to Council for determination. The Council will however consider applications that:

- exceed the maximum permissible floor area for a single or aggregate outbuilding on a lot as set out in Attachment 1; or
- propose an outbuilding on a vacant lot in the Residential Zone, unless a Planning Application and/or Building Permit has been issued for a dwelling on the lot.

Where objections are received and the objections are not able to be adequately dealt with through conditions of approval, the application will be referred to Council for determination.

The Council may refuse a Planning Application where it is inconsistent with this Policy, LPS3, the R Codes, based on the information provided by the applicant, or based on information set out in any submission.

Related Policies:	LPP 001 Cut & Fill and Retaining Wall LPP 002 Private Stormwater Drainage Connections to Council's Stormwater Drains LPP 011 Development in Flood Prone Areas
Related Procedures/Documents:	
Delegation Level:	CEO, Building Surveyor
Adopted:	
Reviewed:	

## Draft Attachment 1

Shire of Nannup – Local Planning Policy No. 22 – Outbuildings						
Considerations	Floor Area <sup>1</sup>	Height	Setbacks / Location	Colours	Outbuildings on a vacant lot	Conversion of an outbuilding to a dwelling? <sup>2</sup>
Zones						
<b>Residential</b>	<p>Outbuildings which do not exceed 60m<sup>2</sup> do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings above 60m<sup>2</sup> are classified as “oversize” and require a Planning Application.</p> <p>Maximum floor area: 120m<sup>2</sup></p>	<p>Outbuildings that have a wall height that does not exceed 2.4 metres and/or a ridge height that does not exceed 4.2 metres do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings that have a wall height above 2.4 metres and/or a ridge height above 4.2 metres are classified as “over-height” and require a Planning Application.</p> <p>The maximum wall height is 5.0 metres and the maximum ridge height is 7.0 metres.</p>	<p>Outbuildings that comply with the setback requirements of the <i>Residential Design Codes of Western Australia</i> (R Codes) do not require a Planning Application, provided other considerations are met.</p> <p>Outbuildings that do not comply with the setback requirements of the R Codes require a Planning Application.</p>	<p>The Council supports colours that are compatible with the amenity of the area.</p> <p>The Council does not generally support the use of zincalume for outbuilding walls on outbuildings that are oversize and/or over-height. Applications proposing zincalume on outbuilding walls, for oversize and/or over-height outbuildings will be advertised for comment.</p>	<p>No Planning Application is required for outbuildings where a Building Permit has been issued and is valid for a dwelling provided other considerations are met.</p> <p>Proposals for an outbuilding on a vacant lot will require a Planning Application. The Council does not support an outbuilding on a vacant lot, but will entertain applications in limited circumstances as set out in the Policy.</p>	<p>The Council does not support an outbuilding being converted to a dwelling.</p>

**Note 1:** The Council will determine outbuilding floor areas based on the total combined gross floor area of outbuildings on the lot, which will include existing outbuildings proposed to be retained by the applicant along with the proposed outbuilding/s.

**Note 2:** There are limits to the number of dwellings on properties in different zones as set out in LPS3, the R Codes and other Local Planning Policies.

**Note 3:** Separate to Attachment 1, a Planning Application is required as set out in section 1 of the Policy.



# Draft Attachment 1

Shire of Nannup – Local Planning Policy No. 22 – Outbuildings						
Considerations	Floor Area <sup>1</sup>	Height	Setbacks / Location	Colours	Outbuildings on a vacant lot	Conversion of an outbuilding to a dwelling? <sup>2</sup>
Zones						
<b>Special Residential</b>	<p>Outbuildings which do not exceed 60m<sup>2</sup> do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings above 60m<sup>2</sup> are classified as "oversize" and require a Planning Application.</p> <p>Maximum floor area: 200m<sup>2</sup></p>	<p>Outbuildings that have a wall height that does not exceed 2.4 metres and/or a ridge height that does not exceed 4.2 metres do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings that have a wall height above 2.4 metres and/or a ridge height above 4.2 metres are classified as "over-height" and require a Planning Application.</p> <p>The maximum wall height is 6.0 metres and the maximum ridge height is 8.0 metres.</p>	<p>Outbuildings that comply with the setback requirements of the <i>Residential Design Codes of Western Australia</i> (R Codes) do not require a Planning Application, provided other considerations are met.</p> <p>Outbuildings that do not comply with the setback requirements of the R Codes require a Planning Application.</p>	<p>The Council supports colours that are compatible with the amenity of the area.</p> <p>The Council does not generally support the use of zincalume for outbuilding walls on outbuildings that are oversize and/or over-height. Applications proposing zincalume on outbuilding walls, for oversize and/or over-height outbuildings will be advertised for comment.</p>	<p>No Planning Application is required for outbuildings where a Building Permit has been issued and is valid for a dwelling provided other considerations are met.</p> <p>Proposals for an outbuilding on a vacant lot will require a Planning Application. The Council does not support an outbuilding on a vacant lot, but will entertain applications in limited circumstances as set out in the Policy.</p>	<p>The Council does not support an outbuilding being converted to a dwelling.</p>

**Note 1:** The Council will determine outbuilding floor areas based on the total combined gross floor area of outbuildings on the lot, which will include existing outbuildings proposed to be retained by the applicant along with the proposed outbuilding/s.

**Note 2:** There are limits to the number of dwellings on properties in different zones as set out in LPS3, the R Codes and other Local Planning Policies.

**Note 3:** Separate to Attachment 1, a Planning Application is required as set out in section 1 of the Policy.

# Draft Attachment 1

Shire of Nannup – Local Planning Policy No. 22 – Outbuildings						
Considerations	Floor Area <sup>1</sup>	Height	Setbacks / Location	Colours	Outbuildings on a vacant lot	Conversion of an outbuilding to a dwelling? <sup>2</sup>
Zones						
<b>Special Rural</b>	<p>Outbuildings which do not exceed 80m<sup>2</sup> do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings above 80m<sup>2</sup> are classified as “oversize” and require a Planning Application.</p> <p>Maximum floor area: 300m<sup>2</sup></p>	<p>Outbuildings that have a wall height that does not exceed 5.0 metres and/or a ridge height that does not exceed 7.0 metres do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings that have a wall height above 5.0 metres and/or a ridge height above 7.0 metres are classified as “over-height” and require a Planning Application.</p>	<p>Outbuildings that are located within designated building envelopes do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings that are located outside of designated building envelopes require a Planning Application and will generally be advertised for comment.</p>	<p>The Council supports colours that are compatible with the amenity of the area.</p> <p>The Council does not generally support the use of zincalume for outbuilding walls on outbuildings that are oversize and/or over-height. Applications proposing zincalume on outbuilding walls for oversize and/or over-height outbuildings will be advertised for comment.</p>	<p>No Planning Application is required (only a Building Permit) provided the outbuilding is consistent with other considerations in this Policy.</p> <p>Where a Planning Application is required, the Council will consider each application on its merits.</p>	<p>The Council will consider on its merits an outbuilding being converted to a dwelling.</p>

**Note 1:** The Council will determine outbuilding floor areas based on the total combined gross floor area of outbuildings on the lot, which will include existing outbuildings proposed to be retained by the applicant along with the proposed outbuilding/s.

**Note 2:** There are limits to the number of dwellings on properties in different zones as set out in LPS3, the R Codes and other Local Planning Policies.

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Considerations	Floor Area <sup>1</sup>	Height	Setbacks / Location	Colours	Outbuildings on a vacant lot	Conversion of an outbuilding to a dwelling? <sup>2</sup>
Zones						
<b>Agriculture</b> <b>Agriculture Priority 1 – Scott</b> <b>Coastal Plain</b> <b>Agriculture Priority 2</b> <b>Coastal Landscape</b>	<p>Outbuildings which do not exceed 300m<sup>2</sup> do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings above 300m<sup>2</sup> are classified as “oversize” and require a Planning Application.</p> <p>Maximum floor area: No maximum limit</p>	<p>Outbuildings that have a wall height that does not exceed 9.0 metres and/or a ridge height that does not exceed 12.0 metres do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings that have a wall height above 9.0 metres and/or a ridge height above 12.0 metres are classified as “over-height” and require a Planning Application.</p> <p>There is no maximum height limit.</p>	<p>Outbuildings that are located 20.0 metres or more from property boundaries do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings that are up to 20 metres from property boundaries require a Planning Application and will generally be advertised for comment.</p>	<p>The Council supports colours that are compatible with the amenity of the area and will allow the use of Zincalume.</p>	<p>No Planning Application is required (only a Building Permit) provided the outbuilding is consistent with other considerations in this Policy.</p> <p>Where a Planning Application is required, the Council will consider each application on its merits.</p>	<p>The Council will consider on its merits an outbuilding being converted to a dwelling.</p>

**Note 1:** The Council will determine outbuilding floor areas based on the total combined gross floor area of outbuildings on the lot, which will include existing outbuildings proposed to be retained by the applicant along with the proposed outbuilding/s.

**Note 2:** There are limits to the number of dwellings on properties in different zones as set out in LPS3, the R Codes and other Local Planning Policies.

**Note 3:** Separate to Attachment 1, a Planning Application is required as set out in section 1 of the Policy.

# Draft Attachment 1

Shire of Nannup – Local Planning Policy No. 22 – Outbuildings						
Considerations	Floor Area <sup>1</sup>	Height	Setbacks / Location	Colours	Outbuildings on a vacant lot	Conversion of an outbuilding to a dwelling? <sup>2</sup>
Zones						
<b>Special Use</b>  <b>Future Development</b>	For areas classified as Residential, Special Residential and Special Rural on an endorsed Structure Plan, refer to relevant zones in Attachment 1 under the headings of "Residential", "Special Residential" and "Special Rural".  Maximum floor area: Refer to related "zones" in Attachment 1.	For areas classified as Residential, Special Residential and Special Rural on an endorsed Structure Plan, refer to relevant zones under the headings of "Residential", "Special Residential" and "Special Rural" in Attachment 1.	Outbuildings that comply with the setback requirements of the R Codes, Building Code of Australia (BCA), Structure Plan and any relevant Local Development Plan do not require a Planning Application, provided other considerations are met.  Outbuildings that do not comply with the setback requirements of the R Codes, BCA, Structure Plan and any relevant Local Development Plan require a Planning Application.	Unless set out in a Local Development Plan, for areas classified as Residential, Special Residential and Special Rural on an endorsed Structure Plan, refer to relevant zones under the headings of "Residential", "Special Residential" and "Special Rural" in Attachment 1.	No Planning Application is required for outbuildings where a Building Permit has been issued and is valid for a dwelling provided other considerations are met.  Proposals for an outbuilding on a vacant lot will require a Planning Application. The Council does not support an outbuilding on a vacant lot, but will entertain applications in limited circumstances as set out in the Policy.	For areas classified as Residential, Special Residential and Special Rural on an endorsed Structure Plan, refer to relevant zones under the headings of "Residential", "Special Residential" and "Special Rural" in Attachment 1.

**Note 1:** The Council will determine outbuilding floor areas based on the total combined gross floor area of outbuildings on the lot, which will include existing outbuildings proposed to be retained by the applicant along with the proposed outbuilding/s.

**Note 2:** There are limits to the number of dwellings on properties in different zones as set out in LPS3, the R Codes and other Local Planning Policies.

**Note 3:** Separate to Attachment 1, a Planning Application is required as set out in section 1 of the Policy.

# Draft Attachment 1

Shire of Nannup – Local Planning Policy No. 22 – Outbuildings						
Considerations	Floor Area <sup>1</sup>	Height	Setbacks / Location	Colours	Outbuildings on a vacant lot	Conversion of an outbuilding to a dwelling? <sup>2</sup>
Zones						
<b>Town Centre</b>  <b>Mixed Use</b>	<p>Outbuildings which do not exceed 12m<sup>2</sup> do not require a Planning Application provided other considerations are met and there is no loss of car parking bays and/or vehicle manoeuvring areas.</p> <p>Outbuildings above 12m<sup>2</sup> require a Planning Application.</p> <p>Maximum floor area: No maximum limit</p>	<p>Outbuildings that have a wall height that does not exceed 2.4 metres and/or a ridge height that does not exceed 4.2 metres do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings that have a wall height above 2.4 metres and/or a ridge height above 4.2 metres require a Planning Application.</p> <p>Outbuildings should be compatible with building heights in the town centre.</p>	<p>Outbuildings are to be located in accordance with the BCA and to take account of required car parking bays and/or vehicle manoeuvring areas.</p>	<p>The Council supports colours that are compatible with the Main Street Heritage Area Guidelines.</p>	<p>A Planning Application is required.</p> <p>The Council will consider on its merits an outbuilding on a vacant lot provided relevant considerations, including the location/siting of development, have been appropriately addressed to the satisfaction of the Council.</p>	<p>The Council does not support an outbuilding being converted to a dwelling.</p>

**Note 1:** The Council will determine outbuilding floor areas based on the total combined gross floor area of outbuildings on the lot, which will include existing outbuildings proposed to be retained by the applicant along with the proposed outbuilding/s.

**Note 2:** There are limits to the number of dwellings on properties in different zones as set out in LPS3, the R Codes and other Local Planning Policies.

**Note 3:** Separate to Attachment 1, a Planning Application is required as set out in section 1 of the Policy.

## Draft Attachment 1

Shire of Nannup – Local Planning Policy No. 22 – Outbuildings						
Considerations	Floor Area <sup>1</sup>	Height	Setbacks / Location	Colours	Outbuildings on a vacant lot	Conversion of an outbuilding to a dwelling? <sup>2</sup>
Zones						
<b>Industry</b>	<p>Outbuildings which do not exceed 12m<sup>2</sup> do not require a Planning Application provided other considerations are met and there is no loss of car parking bays and/or vehicle manoeuvring areas.</p> <p>Outbuildings above 12m<sup>2</sup> require a Planning Application.</p> <p>Maximum floor area: No maximum limit</p>	<p>Outbuildings that have a wall height that does not exceed 2.4 metres and/or a ridge height that does not exceed 4.2 metres do not require a Planning Application provided other considerations are met.</p> <p>Outbuildings that have a wall height above 2.4 metres and/or a ridge height above 4.2 metres require a Planning Application.</p> <p>There is no maximum height limit.</p>	Outbuildings are to be located in accordance with LPS3 and the BCA.	The Council supports colours that are compatible with the amenity of the area and will allow the use of zincalume.	<p>A Planning Application is required.</p> <p>The Council will support outbuildings being located on vacant land provided other considerations, planning and servicing matters have been appropriately addressed to the satisfaction of Council.</p>	The Council will consider on its merits an outbuilding being converted to a caretaker's dwelling.

**Note 1:** The Council will determine outbuilding floor areas based on the total combined gross floor area of outbuildings on the lot, which will include existing outbuildings proposed to be retained by the applicant along with the proposed outbuilding/s.

**Note 2:** There are limits to the number of dwellings on properties in different zones as set out in LPS3, the R Codes and other Local Planning Policies.

**Note 3:** Separate to Attachment 1, a Planning Application is required as set out in section 1 of the Policy.

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: 26 June 2014**

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AGENDA NUMBER:	12.2
SUBJECT:	Community Bus Feasibility Plan
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 6
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Robert Jennings – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	17 June 2014

Attachment 1: Shire of Nannup Community Bus Feasibility Plan

**BACKGROUND:**

A Community Bus Feasibility Plan has been developed for Council to determine if there is support and need to purchase a community bus for use by community groups and residents in the Shire.

The purpose of the community bus is to provide an affordable 'local' transport service made available by the Nannup Shire for all community groups, youth, seniors and sporting clubs within the Shire. When the bus is not in use by these above mentioned priority core groups, it can be made available for hire by the broader community. It is not the intent for a community bus to be used for commercial gain.

A community bus is essentially for local residents to access experiences outside of town, to access regional physical recreation facilities and to provide social interaction which builds networks and a sense of community.

**COMMENT:**

The need for a community bus was first identified as a priority in a debrief after the Volunteer's Ball in 2001. The Community Bus Feasibility Plan outlines consultation that has been undertaken with the community from 2001 until 2011 when a pilot program was developed by the Shire in partnership with the Department of Sport and Recreation and the South West Development Commission. This project utilised the resources of existing school buses outside of travel hours for school children and provided a fortnightly bus service to Busselton and Manjimup, linking with recreational facilities that are not available in Nannup.

This pilot program identified that there was a community need for a community bus and that ongoing funding for a public transport service was not available. Any service provided would require the purchase of a community bus.

There has not been extensive consultation with the Nannup community as part of this feasibility plan as there was concern that community expectations would be raised, however there has been extensive community consultation since 2001 and up to 2011 when a pilot program was trialled.

The Community Bus Feasibility Plan details financial implications for Council, and outlines options to address the key issues of housing, management, administration, servicing, sustainability and drivers.

**STATUTORY ENVIRONMENT:** None

**POLICY IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:**

\$5,000 per year from 2015/16. The cost of the purchase price of the bus (and successive buses) plus housing would be covered by funding applications.

**STRATEGIC IMPLICATIONS:**

The Shire of Nannup Community Strategic Plan 2013- 2023 *1.3 Our Youth*  
The Shire of Nannup Community Strategic Plan 2013- 2023 *1.2 Our Aged*

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

That Council endorse the Shire of Nannup Community Bus Feasibility Report and the project as per the time schedule set out in the report. Final endorsement will be subject to the 2015/16 Budget process.





Shire of Nannup  
Community Bus Feasibility Plan  
June 2014.

## Contents

Executive Summary .....	3
Background.....	3
Research .....	3
Consultation .....	4
Current Transport Alternatives in Nannup.....	5
Strategic Priorities for a Community Bus .....	6
SWOT Analysis .....	6
Community Buses operating in other Shires.....	7
Model, Make & Capacity of Bus .....	8
Option A: Hiace 3.0L Diesel Commuter Bus 14 seats, Long Wheel Base. ....	8
Option B: Diesel Coaster Bus 24 seats.....	8
Option C: Diesel Coaster Bus 16 seats plus wheelchair access for one. ....	8
Financial Implications .....	8
Income Potential .....	8
Community Bus Hire Costs .....	9
Management Issues .....	11
Management/Administration .....	11
Volunteer Driver Requirements .....	11
Inspections & Maintenance .....	11
Bus Housing / Storage .....	12
Marketing & Publicity.....	12
Statutory Compliance.....	12
Risk Management.....	12
Sustainability .....	13
Timeframe .....	14
Officer Recommendations .....	14
Recommendations .....	15
APPENDIX 1 Previous Community Consultation .....	16
Community Bus meeting .....	19
2009 Community Planning Day .....	22
2011 Age Friendly Plan.....	23
Transport.....	23
2012 Youth Strategic Plan .....	25

## **Executive Summary**

The purpose of the community bus is to provide an affordable 'local' transport service made available by the Nannup Shire for all community groups, youth, seniors and sporting clubs within the Shire. When the bus is not in use by these above mentioned priority core groups, it can be made available for hire by the broader community. It is not the intent for a community bus to be used for commercial gain.

A community bus is essentially for local residents, to access experiences outside of town, to access regional physical recreation facilities, and to provide social interaction which builds networks and a sense of community.

The World Health Organisation estimates that the population of individuals aged 55-70 years will increase 70.8% by 2026, the 70 years plus age group will increase 102% between 2011-2026 and the age group of 85 years plus will increase by 97.9% by the year 2026 (*Shire of Nannup Age Friendly Community Plan*).

Without appropriate infrastructure in place in communities that assist seniors to 'age in place', there is a risk that they will move to municipalities that can meet their needs and smaller communities lose the valuable social fabric of senior citizens.

## **Background**

### **Research**

The need for a community bus was first identified as a priority in a debrief after the Volunteer's Ball in 2001. A community survey was conducted in 2003 and a community meeting hosted in 2004 with interested residents with a view to establish a community management committee to develop a funding application to purchase a 22 seater bus through grant funding.

This group identified that it was more cost effective to use the school buses that already existed in the region, compared to the ongoing costs of maintaining a community bus. This proposal also built capacity into the existing businesses. This system operated well until 2012 with school bus drivers regularly driving social groups to functions and providing a charter service for concerts, community events and sporting activities.

The need for a community bus was then raised in:

- 2009 Community Planning Day
- 2011 Age Friendly Community Plan
- 2012 Youth Plan
- 2012 Crime Prevention Plan

In 2011 a pilot program was developed by the Shire in partnership with the Department of Sport and Recreation and the South West Development Commission. This project utilised the resources of existing school buses outside of travel hours for school children and provided a fortnightly bus service to Busselton and Manjimup, linking with recreational facilities that are not available in Nannup. Three buses were utilised during the pilot: a 13 seater, 23 seater and 35 seater bus. The most popular destination was Busselton and the average number of participants on each trip was eight people.

As part of the 2012/13 budget process of Council investigated the purchase of two lease cars that seated seven people. It was identified that these vehicles would be an asset for transporting small groups of people to activities; however Council did not support the purchase of these cars, due to the cost and issues with volunteer driver insurance. Council provided a budget allocation for bus charters for youth and seniors activities.

In 2013 one of the bus drivers became aware of the insurance implications of driving community members on a school bus. To continue to offer a charter service an annual inspection and a Tourist Coach license was required. This was too onerous for the bus driver to comply with and the option to utilise the smaller school bus (23 seater) was no longer an option *(The email trail of documentation is available to view if requested)*.

The cost to hire the school buses outside of school hours is \$2.75 per kilometre, with a minimum charge of \$300. On average, based on these costs, a return bus trip to Busselton was \$318. This is an unsustainable hire charge that cannot be recouped with a 'user pays' philosophy.

This situation has led to ongoing requests from residents to Council to investigate the feasibility of a Shire community bus.

## **Consultation**

Consultation in developing this feasibility study has been undertaken with:

- Rio Tinto to determine if there are opportunities for funding and to determine if there is a need for a weekly airport bus for FIFO workers,
- Nannup District High School to determine if the school has additional demand for use of a community bus,
- Nannup Community Care to determine if aged care has demand for a bus and to investigate management options,
- The Nannup Community Resource Centre to investigate management options and the
- Nannup Youth Advisory Council.

**There has not been general community consultation as part of developing this feasibility plan, as there is a risk that community expectations could be raised if this were undertaken.**

Rio Tinto currently has five employees who live in the Shire of Nannup so it would not be cost effective to operate an airport bus service for personnel. An employment campaign is currently underway however it would not be feasible to incorporate Rio Tinto funding or sponsorship as an opportunity if it was determined to purchase a community bus.

The Nannup District High School has indicated that they could utilise a community bus on average five times per year. As most classes are in excess of 15 students, usage of the community bus would be for specialised trips with small classes or groups.

Nannup Community Care indicated that they support the purchase of a community bus and patronage would be a mix of hospital/client hire and encouraging Nannup Community Care clients and hospital residents to participate in community bus programs. Nannup Community Care does not have the resources to house or manage a community bus on behalf of the community.

Nannup Community Resource Centre supported the purchase of a community bus and demonstrated interest in both managing and housing a bus at 10 Warren Rd.

The Nannup Youth Advisory Council supports the purchase of a community bus for use by the priority target group of youth. The hire would primarily be for school holiday activities and dedicated youth activities.

### **Current Transport Alternatives in Nannup**

There is no public transport available within town or to neighbouring communities and there is no commercial taxi service operating in the Shire.

The Trans WA bus passes through town at 7am on Monday, Wednesday and Friday and returns through Nannup on Sunday, Tuesday and Thursday. The bus travels to Busselton via Augusta and Margaret River.

Veolio Transport provides a bus service from Nannup to Busselton at 7.20am and from Busselton to Nannup at 3.10pm during school term on week days. This service is primarily for school students who attend Busselton schools. Residents may travel on this service subject to availability and tickets may be purchased through the Community Resource Centre on online.

Over the past two years the youth school holiday program and camps have hired a commuter bus from Avis in Busselton at a cost of \$300 per day, however the need to travel to Busselton to pick up and return the bus is onerous and time consuming. Currently the Youth Officer in Busselton is contracted to assist with school holiday activities and his private business owns a commuter bus, so this is utilised for programs and activities. The cost of this is approximately \$386.00 per day which includes a supervisor for activities. This is in comparison to hiring a Nannup school bus for an activity of the same distance and timeframe of \$660 per day, without supervision included.

Contact with current bus service providers within the region identifies that there are no short or long term plans to establish a public transport solution for the Shire of Nannup due to a small population and remote location.

45% of the population in the Shire of Nannup are aged 55 years plus. With no public transport many senior residents are losing confidence to drive with an increase of log trucks and large vehicles on the roads (*Shire of Nannup Age Friendly Community Plan*).

## Strategic Priorities for a Community Bus

In 2013 Council adopted the Shire of Nannup Community Strategic Plan. The issue of public transport was raised consistently throughout consultation for this document and is therefore included as a priority under:

*Our Community: 1.2: Our Aged: Advocate for improved public transport for our aged,*

*Our Community: 1.3 Our Youth: Advocate for improved public transport for our youth.*

## SWOT Analysis

Strengths	Weaknesses
Increases socialisation & social capital Builds community resilience Provides public transport options More youth & seniors activities supported Builds capacity in regional recreational facilities Can be used by community organisations Assists to build an age friendly community	Reliant on annual Council support Impost on Council resources to manage Relies on volunteer goodwill (drivers)
Threats	Opportunities
Loss of funding options to replace bus at 60,000 kms (5-10 yrs) Community do not use bus to full potential, leaving Council with financial burden	Sponsorship or community fundraising Community to take ownership

## Community Buses operating in other Shires

There are a number of similar community bus hire services owned by several other rural Local Government Authorities throughout WA, including but not limited to:

Shire of Cranbrook  
Shire of Corrigin  
Shire of Meekathara  
Shire of Dalwallinu  
Shire of Pingelly  
Shire of Kondinin  
Shire of Wagin

Shire of Korda  
Shire of Wongan-Ballidu  
Shire of Lake Grace  
Shire of Yalgoo  
Shire of Manjimup  
Shire of Bridgetown-Greenbushes

Several of these above rural examples of community bus hire facility vehicles are owned and operated by the Shire and housed at their local Shire depot behind locked gates.

*"(The Wongan-Ballidu Shire)...owns two community buses, and we keep them at our Depot Garage, the doors of which open onto the street. This allows for anyone hiring the bus to undo the lock (the key for the padlock is with the bus keys we give them), take the bus from the depot garage, lock the door, and vice versa when they return the bus."*

*"(The Manjimup Shire)...contracts the local Manjimup Community Resource Centre as our community bus manager, they are paid a monthly management fee to handle all the bus bookings, enforcing cleaning fees (where required), and carry out all the bus booking system checks in place. We also have an extensive 'management agreement' in place that protects both the Shire and the Community Resource Centre, and also protects this extremely valuable community asset – the community bus."*

*"Our shire administration office handles the management of the community bus and all bookings/enquiries are handled by customer service officers. The bus is kept in a locked shed at our depot. Groups hiring the bus are required to return the bus clean and refuelled."*

*"(The Shire of Lake Grace)...and the Lake Grace Community Bus Committee will jointly manage the Lake Grace Community Bus. Shire staff and the Community Bus Committee will meet and liaise regularly. The Committee will manage the bookings and accounts for the bus, and arrange cleaning and maintenance."*

*"Our Committee will also report matters related to maintenance, repairs, licensing, insurance and garaging to Shire staff. The Shire mechanical staff will maintain and regularly service the vehicle according to warranty conditions and maintenance schedules provided by the bus manufacturer. The bus will be housed at the community bus shed at the Shire depot." (Serpentine Jarrahdale Shire: A Review of Current Management Issues and Recommendations for Future Consideration: Community Bus Facilities & Services)*

## **Model, Make & Capacity of Bus**

Consultations has been undertaken with other Shires, car salesmen and hire car companies to determine the most appropriate size, model and make of bus purchased. Nissan, Toyota, VW, Mitsubishi were researched and it was determined that Toyota was the most popular and reliable model for a community bus.

Meetings were subsequently held with Busselton Toyota and Bunbury Toyota and a quotation has been received from Bunbury Toyota.

There are three preferred options for purchase of a community bus:

### **Option A: Hiace 3.0L Diesel Commuter Bus 12 seats with storage space, Long Wheel Base.**

With two rear seats removed, this vehicle then qualifies as a standard car and does not require a LR license. Removing the seats provides an area for walking frames and luggage to be stored. An F endorsed license is required by drivers.

Purchase price including on road costs & GST: \$52,654.26<sup>b</sup>

### **Option B: Diesel Coaster Bus 24 seats**

This bus provides for the option of a wheelchair lift to be incorporated by removing three seats. The cost to fit the wheelchair lift if required is approximately \$6,000.00. An LR and F endorsement license are required for drivers.

The purchase price including on road costs and GST: \$101,318.00

### **Option C: Diesel Coaster Bus 16 seats plus wheelchair access for one.**

There is opportunity to incorporate a wheelchair lift into the coaster bus, providing access for one wheelchair. There is a 12 month warranty on the conversion and products used. The company recommends that the system is serviced twice per year. On-site training is provided to personnel using the lift.

An LR and F endorsement license are required for drivers.

The cost of the bus including the modification and on road costs is \$149,850.

## **Financial Implications**

### **Income Potential**

It is not intended that a community bus impact on the local business economy and act as a shopping bus. The pilot program in 2011 illustrated that the demographic that utilises the community bus shop locally and do not have the capacity to carry shopping bags around town whilst waiting for a bus pickup, and there is limited storage space on the bus itself.

The community bus is a public transport option for those who have limited or no capacity to travel out of town. Whilst the patrons may do shopping in the destination centre, it is generally for items that are not available to purchase in Nannup.



Other reasons for using the bus service during the pilot program included: social outlet, opportunity to go somewhere for the morning, to have recreation and physical activity, for appointments (medical/legal/business) or to go to the bank.

In addition to a weekly or fortnightly bus service to neighbouring communities the bus may be used by community organisations, sporting groups, youth and seniors activities and for small scale school excursions.

It is difficult to determine the income potential and therefore the profit/loss of a community bus service without further analysis. Research has been undertaken with other Shires who have community busses.

On average, the income per year is between \$8,000 and \$18,000 and depends primarily on how active the community has been in utilising the bus and developing programs. The key to achieving high income and good community participation is to appoint a bus manager. This could be part of a management contract.

### **Community Bus Hire Costs**

Hire fees are differentiated between core user groups as per funding agreements and other community users. It is noted that a community bus is not for commercial use.

#### **Commuter Bus**

Core User Groups (youth & seniors)	\$55 per day (inclusive of 150kms + additional mileage @ 25¢/km)
Other users	\$110 per day (inclusive of 150kms + additional mileage @ 25¢/km)

#### **Coaster Bus**

Core User Groups (youth & seniors)	\$110 per day (inclusive of 150kms + additional mileage @ 25¢/km)
Other users	\$220 per day (inclusive of 150kms + additional mileage @ 25¢/km)

Funding for a community bus is available from Lotterywest and the Department of Veteran Affairs.

It is a requirement of their funding that target audiences qualify for a reduced fee to use the bus. The target market for Nannup has been identified through previous consultation as seniors and youth.

Council has \$5,250 in restricted assets from seniors activities and community donations which could be allocated to this project should a grant be submitted as the applicants contribution.

In the proposed time schedule an allocation of \$4,000 has been incorporated as a target for community fundraising. These funds would be retained in an operating account for incidentals and to underwrite any shortfall in Council budgeting.

Should there be a profit at the end of the year, these funds would be transferred to the restricted assets account for future changeover of a community bus. When a replacement bus is required (estimated at 60,000 kms) the funding bodies would need to see evidence of a sustainable service, so the grant application would be the full amount, less trade in value, less any profits or community fundraising that has accumulated over the period of the service.

The following two tables illustrate the financial implications of providing a bus service including lifecycle costs which have been sourced from Bunbury Toyota and Shires that currently have community buses.

Table A incorporates management costs if the service was to be externally managed.

A higher contribution has been allocated to the coaster bus for management and maintenance as it is a larger bus, and therefore may have higher running costs and customer enquiries.

Table A

Item	Commuter Bus	Coaster Bus
Maintenance & Running costs	\$6,200	\$8,200
Insurance	\$4,758	\$10,309
RAC Roadside Assist	\$ 75	\$ 75
Administration	\$1,000	\$1,000
Management contract	\$2,000	\$3,000
<b>Total</b>	<b>14,033</b>	<b>\$22,584</b>
<b>Projected Income</b>	<b>\$8,000</b>	<b>\$10,000</b>
<b>Anticipated Profit/Loss</b>	<b>-\$6,033</b>	<b>-\$12,584</b>

Table B without external management costs:

Item	Commuter Bus	Coaster Bus
Maintenance & Running costs	\$6,200	\$8,200
Insurance	\$4,758	\$10,309
RAC Roadside Assist	\$ 75	\$ 75
Administration	\$1,000	\$1,000

<b>Total</b>	<b>12,033</b>	<b>\$20,584</b>
<b>Projected Income</b>	<b>\$8,000</b>	<b>\$10,000</b>
<b>Anticipated Profit/Loss</b>	<b>-\$4,033</b>	<b>-\$10,584</b>

## **Management Issues**

### **Management/Administration**

Research into how other Shires manage their community bus service indicates that either the Council handles the administration of the bus, or offers a management contract by tender to community organisations.

There was no definitive rationale for which was the best option, in Nannup the management of the community bus could be undertaken by the Shire front desk staff as part of the standard hire facilities. This would effectively save \$2,000 in the budget.

The other option is that the contract for management of the community bus could be offered to community organisations by tender. The Nannup Community Resource Centre has indicated interest in managing the contract.

### **Volunteer Driver Requirements**

Volunteer drivers would primarily be utilised for community bus trips. An F Endorsed license is required (medical and license cost \$107) and all volunteers would have to receive an induction and comply with the Shire's Volunteer policy.

A list of registered volunteer drivers could be developed and be available for community organisations to contact to negotiate travel arrangements.

### **Inspections & Maintenance**

A community bus would need to be inspected prior to and after every hire and any notes, countersigned by the hirer at the time of the inspection, detailing the vehicles condition, fuel levels, and cleanliness. This would be the role of the community bus manager to oversee.

A community bus could be maintained and serviced by the Shire in accordance with the servicing schedule and Council's practice on maintenance and repairs.

## **Bus Housing / Storage**

A survey has been undertaken of possible sites for a community bus to be garaged.

The Shire Depot is not a possibility, as it is not desired for community members to access the Depot due to occupational health and safety requirements.

There are three possible locations that have been identified including:

### **Kearney Street Community Shed.**

There is opportunity for an additional bay to be located next to the existing community sheds. Estimated costs for the construction of a shed, including the site works, removing two trees and extending the bitumen entrance is \$15,000 based on the costs of the recent shared equipment bay construction project. Community shed users would be provided with either a key to the shed, or a combination code to open the door.

This cost of this storage solution could be incorporated into a funding application.

### **Nannup Community Resource Centre**

There is space at the rear of the Community Resource Centre to house a community bus, however this is not secure and would not incorporate a garage.

This option may be feasible if the Community Resource Centre manages the bus.

This is not the preferred storage solution for a community bus.

### **Nannup Recreation Centre.**

On the west side of the building there is space to extend the roof of the existing hall to enclose a garage for a community bus. This would only be possible for the commuter bus due to the size restrictions. One identified potential problem for this site is that it may conflict with the proposed stage two Recreation Centre expansion program to increase the size of the Recreation hall itself.

## **Marketing & Publicity**

If it was determined to purchase a community bus, a marketing plan would be developed.

## **Statutory Compliance**

All statutory and Shire requirements, such as a register of permitted drivers and licence details, would need to be complied with – as the Shire is operating a *hire & drive vehicle service*.

## **Risk Management**

The SWOT analysis illustrates there are several risks and threats that must be mitigated and risk minimised to ensure that the project is achievable, sustainable, and protects Council from financial burden.

Threat	Risk Level	Treatment
Reliant on annual Council support	High	Promotional campaign to encourage community participation and ownership
Community do not use bus to full potential and Council leaving Council with financial burden	High	Community to undertake fundraising to demonstrate to Council and funding bodies support for program  Part community funds retained in operational account to buffer potential shortfall in funding and incidentals
Impost on Council resources to manage	Medium	Administration, management, hire policies developed  Contract secured with Community Resource Centre to manage service
Relies on volunteer goodwill (drivers)	High	Community groups to source own drivers  Driver register to be developed in conjunction with community groups  Community groups encouraged to provide honorarium to volunteer drivers
Loss of funding options to replace bus at 60,000 kms (5-10 yrs)	Low	Community bus does not have to be replaced at 60,000kms  Good relationship building undertaken with funding bodies, media stories and community feedback collated throughout program to demonstrate need and use

## Sustainability

It has been realized in the past two years that funding of a 'bus service' is not possible and the only option for affordable transport in the Shire of Nannup is to purchase a community bus.

The bus itself and garage solution can be sourced with funding, however there is no existing funding available for ongoing maintenance and operating expenses of a community bus.

Council would need to make a commitment to support the services of a community bus for this project to be achieved. Based on the advice from regional Shires that

operate a community bus and the costs outlined in this study a budget allocation of \$5,000 - \$10,000 per year would be required to ensure that the service is sustainable.

There is currently a shortfall in the budget of \$1,000 per year if Council chose to contract the management to the Community Resource Centre. These funds could be covered by profits or community fundraising. It is acknowledged that the 2015/16 Council budget will be restrictive, and it is for this reason that only \$5,000 per year has been requested from Council for this service.

Any profits from the bus hire annually could be deposited to a reserve account to assist with the replacement costs of a community bus. Lotterywest will continue to fund community buses for small Shires; however a level of commitment is required from Councils to demonstrate that the service is being supported.

## Timeframe

Month	Activity
June 2014	Council endorses the Shire of Nannup Community Bus Feasibility Plan
August – December	Community consultation Community fundraising (target \$4,000) Management, administration, hire policies developed
January 2015	Grant applications submitted
June 2015	Funding application approved Council allocates \$5,000 in budget annually
August 2015	Construction commences for bus housing Community bus purchased Volunteer drivers induction
September 2015	Community bus launch

## Officer Recommendations

The social impacts for a regional and remote community are critical. With an ageing population there is a need to ensure that residents remain engaged and connected with activities and people for their wellbeing. If Nannup cannot provide the essential infrastructure and services required to assist people to age in place, they will move to other towns, increasing the impact on services in these locales and Nannup would lose the valuable fabric of seniors in the community.

Similarly for youth, there is a need to provide transport options for them on school holidays. In the past two years camps have featured on the school holiday program and it has been wonderful to see the growth in confidence and leadership in the youth who have participated. Camps are a great opportunity for young people to leave town for a period of time and participate in activities and meet people that they would not normally do if they stayed in Nannup. As many Nannup youth attend schools in Manjimup, Margaret River or Busselton the bus service on school holidays provides the opportunity for them to remain connected to their friends and support networks.

Environmentally the option to run one bus service as opposed to multiple cars is a benefit and reduces ongoing road maintenance.

It is recommended that Council seek funding in the 2014/15 financial year for a 12 seater commuter bus and that an additional bay is constructed on the Kearney Street Community Shed's to house the bus.

A management contract would be negotiated with the Community Resource Centre to undertake the administration and bookings for the bus and an allocation of \$2,000 has been incorporated into the budget for this.

## **Recommendations**

1. That Council endorse the Shire of Nannup Community Bus Feasibility Report and the project is achieved as per the time schedule.

## **APPENDIX 1 Previous Community Consultation**

17 June 2014

Our Ref: ASS 5

«First\_Name» «Last\_Name»

«Company\_Name»

«Address\_Line\_1»

«City\_State\_Postcode»

Dear «First\_Name»,

### **NANNUP COMMUNITY BUS**

We've talked about it for a long time....and now it's time to get into *gear* and see who is serious about the idea of purchasing a bus for use by the Nannup community.

The purpose of this letter is to find out more formally about the need for a community bus, who and how it would be used and of course who wants to be a part of the action in making it happen!

Naturally, there will be some issues to work through, such as who pays the registration, insurance, maintenance, where it's stored, how much groups pay to use it, disabled access facilities, air conditioning, number of seats etc. One way to work this out is by forming a management committee who will help make these decisions and oversee the management of the bus after purchasing.

So please reply by filling in the form on the following page to indicate your / your group's interest in getting a community bus. Please add comments if you like and return this form to Rachelle at the Shire by Thursday 18<sup>th</sup> December. I will collate this information and contact those interested in January 2004 to nut out the details.

Enjoy the holiday season!

Yours Sincerely,

Rachelle Maddock

Youth & Community Development Officer



## NANNUP COMMUNITY BUS

Question	Yes	No	Not answered
Should Nannup have a Community Bus?	13	1	1
Would you/ your group use the bus?	13	0	2
Would you/ your group write a letter of support for a grant application to access funds to purchase a bus?	13	1	1
Would you/ a member of you group join the Community Bus Management Committee?	9	3	3

**Results  
of  
Expressi  
on of  
Interest  
Forms**

Comments:

Comments on Question One:

- We should have at least one (bus) if not two.
- Provide a service and fill a need for the community.
- After speaking to many clubs in town, there is a lot of interest in the idea of a bus.
- It would be great. When we go places we all go in separate cars. So we could all be together on one bus, very nice.
- There are four school buses that are under utilised now.

Comments on Question Two

- Too often moving volunteers around is at the expense of the volunteers themselves- this is not good.

- Perhaps on Sat mornings the team could use the bus to ferry the team to Busselton on occasions, ie: parents unable to attend due to work commitments.
- Class excursions would be able to use the bus.
- As a group we would certainly use it.
- We could go to a lot of places which we don't even think to go now, because some people don't like long distance drives.
- Transporting to outside events, preventing drinking & driving and fatigue.

#### General Comments:

- Rachelle, keep me informed.
- Good one Rachelle
- I probably will not be involved with the junior footy in 2004 as my son will be playing in Busselton, but I'm sure there could be a representative in this particular group.
- The R.S.L. Committee and members fully support the idea of a Community Bus. As many of our members are elderly and not keen on driving distances to functions they would most likely use the bus regularly.
- I believe this is a positive step and one that will benefit our community.
- Unsure. Would depend on commitments at time and requirements of group.
- I do hope we can get this bus, it would be lovely for the Nannup community. Some people now haven't got a car, don't like asking other people, so they stay home. That's a shame.
- School bus contractors are just like any other small business in our community- would consideration be given going into business against our grocer, café, baker, newsagent etc? I THINK NOT!
- We understand there are people in Nannup who think a community bus would be good for the area. This was discussed after the first volunteer's ball in 2001. Eventually we decided there were too many stumbling blocks. You require volunteer drivers, plus insurance, running costs, garaging, maintenance, licensing costs. How much will it cost to use the bus? We aren't against the concept, but it isn't a cheap way to travel. Nannup- Balingup return was \$25 for the Jalbrook Concert. Most people couldn't afford to use it.

## Community Bus meeting

# Community Bus Meeting

*Monday 16<sup>th</sup> February 1pm*

*Shire Function Room*

### Attendance:

	<b>Name</b>	<b>Representing</b>
<b>1</b>	Phil Johnson	Bowling Club
<b>2</b>	Amanda Dean	Lions Club
<b>3</b>	Pam McDonald	RSL Club
<b>4</b>	Marg Williams	Friendship Club
<b>5</b>	Anne Stewart	Wellness Club
<b>6</b>	Pat Twiss	CWA
<b>7</b>	Rob Dennison	Men's Darts
<b>8</b>	Hala Bereza	
<b>9</b>	Rhoda Rowe	
<b>10</b>	Roy Rowe	
<b>11</b>	Min Cross	
<b>12</b>	Tony Cross	
<b>13</b>	Geoff Kemp	School Bus contractor
<b>14</b>	Judy Kemp	School Bus contractor
<b>15</b>	Silvia Della	
<b>16</b>	Hazel Green	
<b>17</b>	Jo Booth	
<b>19</b>	Rachelle Maddock	Youth & Community Development Offic.
	<b>Apologies</b>	
	Chris Boulton	School Principal
	Dave Cole	Footy Club
	Louise Stokes	
	Cheryle Brown	
	Carol Pinkerton	Nannup Visitors Centre Historical Society

The meeting was chaired by Rachelle Maddock, Youth and Community Development Officer, Shire of Nannup.

Opening: 1:05pm

### **Presentation by Rachelle**

Rachelle introduced herself and explained how in her role as Community Development Officer (CDO) for the Shire she has acted upon the community's expressed need for a community bus (CB). This initiated a research exercise by Rachelle on the community's behalf resulting in the following information being gathered:

- Bus quotations (approx. \$90,000 for a New 2004 Toyota Coaster 22 seat bus)
- Grant bodies that may assist with the purchase of a CB are Department of Veteran's Affairs and Lotterywest.
- In order to make such an application consideration must be given to
  - maintenance
  - storage
  - insurance
  - registration
  - replacement of the bus in 10 – 15 years
  - Shire / community contribution (can include in-kind)
- Manjimup Community Bus (MCB) is the most reasonably priced. Can be hired at a cost of 25c/km not including driver or fuel. Utilisation is high, no subsidy is given by Shire to keep it at this low rate.
- Most other buses in the region, such as Balingup and Greenbushes are approximately 90c-\$1/km.
- Other details from MCB gathered:
  - Conditions for use of the CB for Youth & Seniors
  - Management Agreement for the MCB entered into between Shire of Manjimup and the Manjimup-Warren Masonic Lodge (management committee)
  - Schedule of Prescribed Fees & Charges for the CB
  - Weekly vehicle safety inspection form
  - Tax invoice (given to users)
  - Grant application form submitted to Lotterywest in 2001

### **Presentation by Geoff Kemp**

As owner of two buses (one being a Toyota Coaster), Geoff was able to give the group an idea of the costs involved in running such a bus:

Fixed Costs	\$ Per Annum
Administration	2,500

Comprehensive Insurance if you have nominated drivers	2,000
Replacement of bus (increase in value)	15,000
Storage	2,000
Registration / third party	700
Cleaning @ \$20/week	1,040
<b>Variable Costs</b>	<b>\$ Per 100km</b>
Fuel	20
Tires	200
Repairs / Maintenance	26

The group then put forward some of their views and experiences with regard to community buses or similar. This included past attempts to organise shopping / sporting trips from Nannup to neighbouring towns which have not been very successful.

Ultimately there was a decision to be made which Rachelle put to the white board as "To Buy" or "Not to Buy" with some points about each option including alternatives:

<b>To Buy</b>	<b>Not to Buy</b>
<ul style="list-style-type: none"> <li>• Grant applications</li> <li>• Shire &amp; Community Contributions (maintenance, storage, reg, insurance etc)</li> <li>• Management committee</li> </ul>	<ul style="list-style-type: none"> <li>• MCB 25c/km <b>not</b> inc. fuel / driver</li> <li>• Local bus \$1.30km inc. fuel / driver – available Mon-Fri 9-3, Wed 9-2, Weekends &amp; School Hols</li> <li>• Car pooling</li> <li>• ASWA – 15 seat busses – one in Busselton &amp; one in Bunbury \$50 flat rate not inc. fuel / driver however driver doesn't require MR (B) class license to drive bus due to size.</li> </ul>

The group agreed that a lot of information had been taken on board today and that they should take this back to their organisations for discussion, then meet again in April to make the decision on whether to go ahead.

Meeting closed 2.05pm

## 2009 Community Planning Day

Group 3 Seniors Interests

Facilitator: Cecilia Aldridge

Goal	Action	Benefits	Gaps
Transport	Community bus trialled within on monthly basis	Increases physical and socialisation of residents	Funding
	Investigate community bus through SWDC and Lotterywest	Opens up leisure activities for residents	Management, maintenance, bookings, cleaning, storage, drivers and insurance to be resolved
		Reduces travel costs for sporting groups	

## 2011 Age Friendly Plan

### Transport

What the SWDC Active Ageing Research Project said:	What the Nannup community said:
<p>Transport was cited as the most significant area of unmet need for older people in the South West. Lack of transport is a major hindrance for people accessing a range of services.</p> <p>The lack of public transport increases social isolation among older people, particularly in small communities. The increased loss of drivers licenses due to mandatory reporting of medical conditions will further increase this sense of isolation.</p> <p>Possible improvements/solutions:</p> <ul style="list-style-type: none"> <li>• Improved transport services - in particular finding an alternative to public transport. Suggested increase in "HACC type" transport.</li> <li>• Expansion of HACC eligibility and services.</li> <li>• Local government to assist in provision of community transport.</li> <li>• Passing lanes on key transport routes</li> <li>• Improved road surfaces and design</li> <li>• Driver retraining and support</li> <li>• Local licenses for older drivers</li> <li>• Encourage vehicle pooling</li> <li>• Encourage volunteer driver programs</li> <li>• Provide information on local travel assistance programs (eg public transport vouchers, car licensing).</li> <li>• Develop community transport options to provide door-to-door</li> </ul>	<p>Based on these reports, the community agrees that they have:</p> <ol style="list-style-type: none"> <li>1. A very poor transport system (it takes 4 hrs to get from Nannup to Bunbury via TransWa bus).Need direct bus service to Bunbury and Busselton. People are not aware of public bus services.</li> <li>2. People living in outlying areas can't get into town if no car.</li> <li>3. A poor standard of road networks.</li> <li>4. Reduce town speed limit from 50 to 30 or 40km per hour (60km per hr in semi rural eg Barrabup Rd, Greenwood and Blackwood).</li> <li>5. A need for Health Department to change policy and authorise ambulances to go direct to Bunbury instead of Bridgetown.</li> <li>6. A need for more resting bays/ lookouts on highways so that vehicles can pull over.</li> <li>7. A need for "defensive driver" training for older drivers.</li> <li>8. Need a community bus, car or local taxi service. Needs funding to purchase and maintain; and drivers.</li> <li>9. Investigate school buses providing transport for outlying community members to come into town.</li> <li>10.Needs a local transport resource/booking centre (possibly CRC).</li> <li>11.Self funded retirees and "fit" pensioners are "hard done to" – ineligible HACC services and there are no affordable alternatives (eg taxis).</li> </ol>

<p>transport.</p> <ul style="list-style-type: none"> <li>• Shared use of community buses and HACC vehicles</li> <li>• Widely disseminate information to older people about public and community transport options</li> <li>• Improve volunteering base for transportation</li> <li>• Investigate use of school bus in non-peak times</li> <li>• Encourage retailers to provide home delivery.</li> <li>• Encourage cycling culture</li> </ul>		<p>12. Need to change system so that any senior without a drivers license is eligible for HACC transport support.</p> <p>13. Review system for seniors fuel card so it can be used to pay for people to travel on HACC transport and community bus/any transport.</p> <p>14. R4R fuel card – value needs to be increased for communities where there is no public transport. eg raise to \$1000 per person.</p>
	Strategy	Responsibility
1	Investigate pilot project for regional transport with SWDC, DSR	Shire
2	Investigate resource sharing with other Shires and agencies and seek grants to improve local transport links across the South West.	Shire
3	Investigate community bus or car through SWDC and Lotterywest. Research to include availability of volunteer drivers, vehicle maintenance and ongoing costs. Liaise with CRC re opportunities for CRC to manage booking system.	Shire
4	Lobby Police to reduce speed limits in semi-rural subdivisions	WA Police/Shire
5	Include defensive driving course as part of Seniors activities	Shire
6	Lobby State Government to allow seniors without a driving license to qualify for transport support.	SWDC/Shire

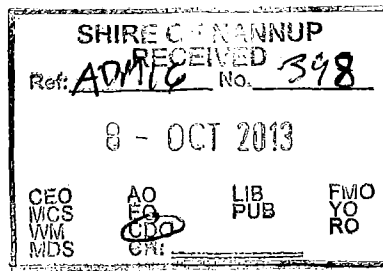


## 2012 Youth Strategic Plan

Objectives	2012-14 Priorities	Action	Funding Source	Policy Document	Status	Priority
Youth Space	Complete youth area at rear of Town Hall	Consult with young people about need of the space	Count Me In	Shire of Nannup Forward Plan 2011/12 – 2015/16 Program 13.2C Economic Services and Tourism	Underway	Medium
		Complete fit out of space	Volunteers Grant		Underway	Medium
Ensure children and youth have the opportunity to fully participate in Community life	Develop and implement school holiday activities	Identify activities that promote skills development and social interaction	\$5000 Council budget  Participant fees	Shire of Nannup Forward Plan 2011/12 – 2015/16 Program 13.2D Economic Services and Tourism	Underway and ongoing	Medium
	Family Fun Day	Develop and promote program to youth and visitors to the region	Count Me In Grant		Annual	Medium
	Increase Swimming/ Water/Ocean confidence and awareness	Camps and school holiday programs that provide for this need	Investing In Our Youth  LDAG  Lottery west  Strategic Crime Prevention Grant		Ongoing	Medium
	Develop and implement school holiday activities at Scott River	Consult with residents and families  Develop plan for year and promote so that families can	\$2000 Scott River Ball funding  Count Me In			High

Objectives	2013/14 Priorities	Actions	Funding Source	Policy Documents	Status	Priority
		plan holidays around activities				
Youth actively manage and coordinate events and camps for youth	Youth Advisory Council meetings held and activities coordinated by youth for youth	YAC meet weekly (during school term)	Participant fees	Shire of Nannup Forward Plan 2011/12 – 2015/16 Program 13.2C Economic Services and Tourism	On going	Medium
		Count Me In & LDAG meet quarterly to review grant program and coordinate programs	Count Me In Investing In Our Youth Local Drug Action Group		On going	High
		Work with Festivals to increase youth components and participation by young people	Lottery west		On going	Medium
		Fundraise for youth events and to raise the profile of YAC	Strategic Crime Prevention Grant		On going	Medium
Assist economic development opportunities for young people	Develop a Youth Strategy	Prepare youth strategy and present to Council for adoption and implementation	\$1000 SWDC  The Shire of Nannup	Shire of Nannup Forward Plan 2011/12 – 2015/16 Program 13.2C Economic Services and Tourism	Consultation concluded, survey underway	High

Objectives	2013/14 Priorities	Actions	Funding Source	Policy Document	Status	Priority
		Encourage Youth Employment / traineeships and apprenticeships	CRC  Local Businesses  The Apprentice and Training Centre		Meetings commenced	Medium
Transport	Increase public transport to adjoining towns	Advocate for improved public transport for our youth	Advocacy meetings held with relevant agencies	Advocate		High



PO Box 286  
Nannup 6275

Ph. 97560009

7<sup>th</sup> October 2013

Ms Louise Stokes  
Community Development Officer  
Shire of Nannup  
Adam Street  
Nannup 6275

Dear Louise

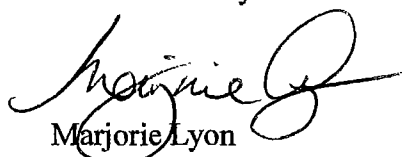
**Re: Community Bus**

I am writing to you on behalf of the Community Op Shop volunteers in support of your efforts to secure a community bus for Nannup. Most of us are aged in our sixties and seventies and in one case over 80 and for some of us this has already meant not driving out of Nannup; for the rest of us this point will be reached sooner rather than later. The risks are too great with kangaroos, emus, the possibility of a breakdown (even a puncture is a major episode for the elderly) and no mobile phone coverage for the greater part of the journey to neighbouring towns. Our opinion is, that except for ill health, losing the ability to go whenever and wherever we wish is the biggest contributor to decline in ageing persons and in itself this loss can and does have a major effect on physical and mental wellbeing. For many without the support of family living in Nannup, the loss of the ability to drive signals the end of life in Nannup, which means uprooting and leaving all that is familiar. Trying to establish a network of friends and pastimes enjoyed in Nannup, in alien surroundings, is almost impossible to achieve leading to further decline and often a "waiting to die" mentality developing.

A community bus offering regular services to our closest towns and also from outer areas into town, would enable seniors to attend appointments, go on shopping trips, to the movies, out to lunch, a walk on the beach; the possibilities are limited only by ones imagination and desire. In short independence and control would be maintained.

I have written this from the point of view of a person in their seventies, but I can see many advantages for all age groups in Nannup, particularly for the younger people during school holidays. Opinions of the other age groups are best obtained from them.

Yours faithfully

  
Marjorie Lyon

SHIRE OF NANNUP RECEIVED			
Ref: _____		No. _____	
18 NOV 2013			
CEO MCS WM MDB	AO EO CDO CRI	LIB PUB	FMO YO AS



## Nannup Historical Society Inc.

Old Roads Board Building, Warren Road, Nannup, WA 6275.

November 2013

Shire of Nannup  
Louise Stokes  
Community Development Officer  
P O Box 11  
Nannup 6275

Dear Louise

The committee & members of Nannup Historical Society support the feasibility of a community bus for community use. There is a lack of public transport in Nannup, further hindered by the limitations now placed on travel on school buses and the cost involved for private use.

All the members of Nannup Historical Society are seniors and appreciate that a community bus would be economical and encourage sociability. They would benefit but so would other sections of the Nannup Community who live in isolated places within the Shire.

Thank you and good luck with your endeavours to help the people of Nannup.

Kind regards

Margaret Gibb  
SECRETARY

Nannup Historical Society

Ross F Croft JP  
PO Box 100  
Nannup WA 6275  
08-97563061

21 November 2013

The Shire of Nannup  
Louise Stokes  
Community Development Officer  
PO Box 11  
Nannup WA 6275

**Re: Letter of Support – Community Bus.**

I write as a private citizen in support of the initiative to develop a business case to ascertain the need and feasibility to have a community bus.

From a personal viewpoint, I am very much in support of the need for a community bus for Nannup.

The present public transport system in and out of Nannup is most inadequate and there is very limited transport within the township.

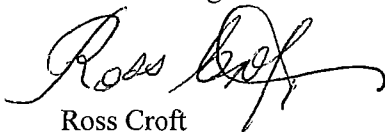
I am informed that there are as many as 21 elderly widows in Nannup, most of whom do not drive and as a result are rarely able take any leisure trips out of town. This limits their independence as they rely mostly on younger friends or family for the occasional social outing.

Similarly, any specialist health requirements necessitate travel to either Busselton or Bunbury. This can often present a problem, as the Nannup Community Care can only accommodate a small number of persons requiring this type of travel. A community bus would alleviate some of the pressure currently placed on this organisation as well as allowing those community members who would like to visit a larger centre to acquire necessary items otherwise not readily available in Nannup.

There are also a number of elderly gentlemen in Nannup who would benefit greatly from the provision of a community bus.

As I move around the community, being a volunteer driver for Nannup Community Care, a St John's Ambulance Officer and generally assisting the elderly, I am convinced that there is a need for a community bus to fill the current void. The stimulation and well being of our older residents would be well served by having this valuable asset available.

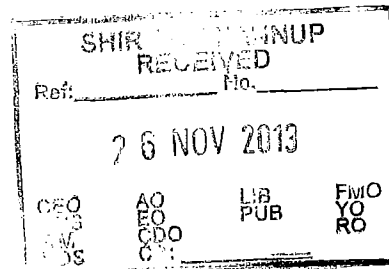
As a citizen of this town, I fully support the idea of putting in place a community asset that would be of great benefit to all residents.



Ross Croft

Carol Pinkerton  
141 Warren Road  
NANNUP 6275

Nannup Shire  
Louise Stokes  
Community Development Officer  
Adam Street  
NANNUP 6275



Dear Louise

I wholeheartedly support this latest effort to obtain a community bus for use by the people of Nannup. For me personally reliable access to a bus service to travel out of Nannup and on to a Perth connection is very important.

Although there is a Perth service that comes through Nannup on three days a week, this is not direct and involves travel to Augusta, Margaret River, Dunsborough then on to Busselton, before commencing the trip to Perth, thereby increasing travelling time by two and a half hours. It also leaves Nannup at 7 a.m. which is rather inconvenient.

There is an alternative of using the school bus to Busselton but this is subject to availability of seating and of course only runs during school term times. Also passengers have been prevented from boarding if the driver decides it is only a school bus and not available to the public, which for me would be extremely inconvenient as I would be making a through trip to Perth.

Recent provision of a bus through special funding to make weekly trips to other towns proved that there was a pool of people who would use this service for shopping or to access the leisure facilities that neighbouring towns offer.

With an increasing elderly population living in Nannup there is also more need for residents to visit larger centres for medical appointments and these could easily be scheduled if there was a regular bus service that could be relied upon.

I personally visit my family in Perth more frequently since my husband died and I have given up on driving because I find the traffic in Perth too busy and by the time I reach that point in my journey I am quite tired. To have a community bus to provide journeys to Busselton and other local centres would greatly enhance my quality of life here in Nannup.

Sincerely, Carol Pinkerton



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

South West

Shire of Nannup  
Louise Stokes  
Community Development Officer  
PO Box 11  
Nannup WA 6275

Dear Louise

As a HACC funded service provider we have had many requests for transport over the years, from people who are not HACC eligible; and from other services or agencies on behalf of people who are not HACC eligible. Therefore I would like to provide support for the Business Case being developed for a community bus, as the lack of public transport is a significant issue for the whole community and has been evident for many years.

A community bus service would be accessible to all community members who need this transport option, including families who may have only one vehicle; people without drivers' licenses; the local youth; etc. At the same time providing an opportunity for various individuals and groups within the community to come together, reducing social isolation, and encouraging independence, particularly for the youth.

Given the low socioeconomic status of the Nannup LGA, it could provide an affordable means of transport to access larger regional centres, on a regular basis, to purchase items and access other services, and obtain resources that are not available in town. Nannup Community Care also has a number of current clients who are capable of utilizing this transport and would be encouraged to do so.

I look forward to a successful outcome in obtaining a Community Bus and will encourage further support.

Yours sincerely

Cecilia Aldridge  
Coordinator  
Nannup Community Care  
Nannup Health Service

12/12/13



**Shire of Nannup**  
**Ordinary Council Meeting Agenda: 26 June 2014**

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AGENDA NUMBER:	12.3
SUBJECT:	Community Consultation Policy
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 19
AUTHOR:	Louise Stokes- Community Development Officer
REPORTING OFFICER:	Robert Jennings- Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 June 2013

Attachment 1: Community Consultation Policy

**BACKGROUND:**

Council does not currently have a formal policy detailing both

- a) how consultation will be undertaken and
- b) the level of consultation for different projects.

A suggested policy is appended at Attachment 1.

**COMMENT:**

The objective of this policy is to;

- Provide a framework to guide Council in undertaking community consultation and engagement activities;
- Facilitate Council decision-making that is open, transparent, responsive and accountable to the community; and
- Provide a framework for staff to facilitate a coordinated and consistent approach to community consultation and engagement across Council.

Council has key strategic projects in the planning and construction stages, including the Recreation Precinct and Main Street project. It is essential that community consultation and ongoing communication are undertaken to ensure that information from residents is both received and provided.

All future agenda items will state the level of community consultation required should this policy be adopted by Council.

**STATUTORY ENVIRONMENT:** None

**POLICY IMPLICATIONS:** Policies are non-statutory documents which provide guidance to assist the local government in its decision making. Accordingly, the local government is not bound by the policy but is required to have regard to the policy when undertaking projects.

**FINANCIAL IMPLICATIONS:** None

**STRATEGIC IMPLICATIONS:** None

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION:**

That Council approve the Community Consultation Policy as per Attachment 1.

<b>Policy Number:</b>	ADM 19
<b>Policy Type:</b>	Administration Policy
<b>Policy Name:</b>	<b>Community Consultation</b>
<b>Policy Owner:</b>	Chief Executive Officer
<b>Authority:</b>	Shire of Nannup

## OBJECTIVE

The purpose of this policy is to:

1. Provide a framework to guide Council in undertaking community consultation and engagement activities;
2. Facilitate Council decision-making that is open, transparent, responsive and accountable to the community; and
3. Provide a framework for staff to facilitate a coordinated and consistent approach to community consultation and engagement across Council.

## POLICY

### 1. Council's decision-making processes

Council has various strategies to guide its decision-making. Consultation is an integral part of this strategy development. Community engagement is a process that allows people to participate in decisions that affect them, and at a level that meets their expectations. It helps strengthen the relationship between communities and government, enabling all the concerned groups to become part of the process.

Consultation is also integral to measuring our success and identifying new opportunities and areas for improvement. It is a continuous process.

In making specific decisions, council is guided by relevant legislation and strategies, and consults with stakeholders. Stakeholders include those who may be affected by the decision and those who may have an interest in the decision.

#### *Shire of Nannup Community Plan*

##### ***Vision***

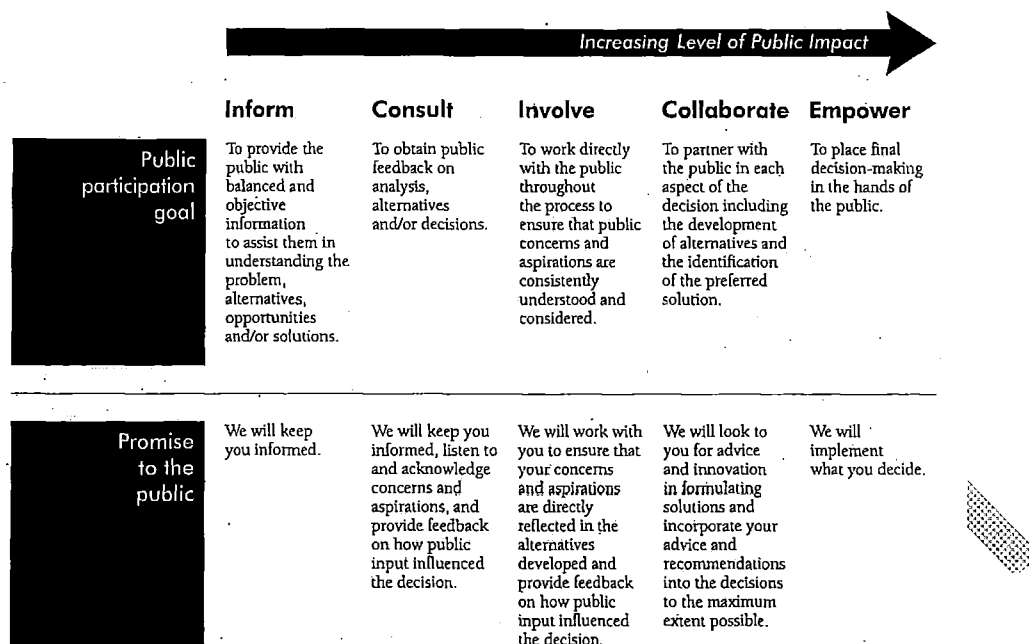
*We are a unique town that role models sustainability, friendliness, taking the time to celebrate our heritage and festivals.*

*We are surrounded by amazing nature, with charming historic and built fabric.*

*Our leaders provide for and listen to all of us.*

This policy is based on the widely recognised International Association for Public Participation (IAP2) Spectrum of Engagement.

# IAP2 Spectrum of Public Participation



Public Participation Spectrum, developed by the International Association for Public Participation (IAP2)

## 2. What is Consultation

Consultation is the process of informed communication between the council and the community on an issue prior to the council making a decision or determining a direction on that issue.

### Key elements

- It is a process, not an outcome.
- It recognises the council has the mandate to be the decision-maker. Consultation is the process by which the council gathers information in order to make a decision. Consultation impacts on a decision through influence, rather than power.
- Consultation is about input into decision-making, not joint decision-making or decision-making by referendum.

## 3. What is Engagement

Community engagement is a characteristic of democratic governance.

Engagement is achieved when the community is and feels part of the overall governance of that community. It is informed, connected and feels it has a role to play.

Engagement, by this definition, is an outcome.

It occurs when there is good ongoing information flow, consultation and participation

between a council and its community.

#### **4. Principles underpinning council's consultations**

##### Inclusiveness

- The consultation must encourage the involvement of people who are affected by or interested in a decision.
- Affected and interested parties will be given equal opportunity to participate, including groups who have traditionally not participated previously.
- The type of consultation or contact that is made is sensitive to a group's particular needs.

##### Purpose

- Consultation is purpose-driven.
- There is a clear statement about what the consultation is about.
- There is a clear statement about the role of council and the role of the participants in the consultation.
- There is a clear statement about how participants' input will be used.
- The type of consultation that is chosen is appropriate for the task.
- There is a commitment from the council to the principles and processes that this document defines in relation to consultation.
- There is a commitment from the council that it will respect the diverse range of interests and views which may exist around a particular issue and make genuine attempts to resolve conflicts, while recognizing that it has the ultimate decision-making role.

##### Provision of information

- Information relating to the consultation can be accessed easily by everyone involved before key decisions are made.
- Information must be presented in an easily understood format.
- All information on issues that the council is consulting upon will be available unless it is of a commercially sensitive or personnel nature.
- In some circumstances, council may determine to recover part of the cost of providing the information. These circumstances may include situations where documentation is costly to reproduce ie maps/plans/lengthy reports, etc. In such instances the council will endeavour to facilitate access via individual viewing, loaning of the material and or other appropriate methods.

### Informed consultation

- Consultation is most effective when people have the facts before them. This means that council may have the officers do some development work on an issue or proposal, prior to the commencement of the consultation.
- This work will generally be described as the scoping work or study. This scoping work will be the factual information that council puts into the public arena for consultation.
- On occasions, council may develop a preliminary preference for a particular position. When this occurs, council will indicate what that preliminary position is. This will assist the community to understand where the council stands at the start of the consultation.

### Timing

- The consultation will take place early enough in the decision-making process to ensure that its outcomes are able to be considered prior to the decisions being made.
- The timeframe for the consultation process will be clearly communicated, including when decision-making is to take place.

### Informing people of the final outcomes

- After a decision has been made upon which feedback has been sought and received, those who provided feedback and or had input into the process will be informed of the final decision and the reasons for it.

## **5. Who will speak for Council**

The Shire President represents Council's views on strategic and political matters, whilst the Chief Executive Officer is the delegated authority to speak on behalf of Council for operational matters.

## **6. Choosing to Consult**

### When Council must consult - Statutory consultation

Council has responsibilities and makes decisions under a wide variety of State and Federal legislation. In many instances the legislation sets minimum standards and this relates to the following matters:

- Setting Councillor allowances
- Adopting a council plan
- Making a local law
- Changing the council's system of land valuations for council rates
- Adopting a budget
- Declaring a special rate or a special charge

- Selling, exchanging or leasing land
- Deviating or discontinuing a road

The consultation required by law for these matters must include the following:

- The council must publish a public notice (in a local or daily newspaper, and on the council's website) that identifies the proposal and tells people that they have the right to make a written submission to the council.
- People who wish to make submissions must lodge them by the date specified in the public notice, which is a date not less than 28 days of the public notice.
- Anyone who has made a written submission and asked to be heard in support of this submission is entitled to speak to the council or a committee appointed for the purpose. The submitter may appear in person or be represented by someone else.
- The council must fix a time, date and place for this meeting and give reasonable notice of the meeting to each person requesting to be heard.
- The council must consider any submissions received before making a decision.
- After it has made a decision, the council must write to a person who has lodged a submission advising of the council decision and the reasons for it.

Planning applications carry their own statutory legislative requirements for consultation.

Council has a policy relating to consultation for planning applications, which is filed in the Corporate Library, Policy number: LPP 005

#### When Council may not need to consult

This framework will apply predominantly to matters requiring a decision by council. It will not necessarily apply to routine, day-to-day activities such as:

- maintenance activities, including tree maintenance
- works such as new footpaths or roadworks
- implementing an existing plan
- where the work is integral to the work of an advisory committee.

However as a courtesy, when undertaking day-to-day activities such as tree works/footpath works/road works and the like, council will communicate with people living at affected properties where appropriate and in the most appropriate way.

There may be occasions when council does not consult on a matter due to circumstances/requirements beyond its control, such as statutory requirements, funding requirements or policy requirements of other levels of government/agencies.

### When council will consult

Council believes that there are basically six different categories of issues on which it will wish to consult:

- |                       |                                                                                                                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Category One</b>   | <b>Matters that are significant 'one-off' issues *</b><br><br>For example: Digging a small trench outside a home                                                                               |
| <b>Category Two</b>   | <b>Matters that change the current arrangements/uses on a single site</b><br><br>For example: The temporary closure of a sporting facility for maintenance works                               |
| <b>Category Three</b> | <b>Matters impacting on an area or neighbourhood</b><br><br>For example: Traffic management proposals/solutions, streetscape proposals                                                         |
| <b>Category Four</b>  | <b>Service planning matters which have impacts across the shire</b><br><br>For example : Changes to the waste disposal service                                                                 |
| <b>Category Five</b>  | <b>Major plans which have impacts across the shire</b><br><br>For example: Development of strategies relating to residential/industrial land use, open space planning or economic development. |
| <b>Category Six</b>   | <b>Major projects or issues with shire-wide impacts</b><br><br>For example: Bushfire Prone Areas Amendment                                                                                     |

## **7. Determining the level of participation**

The nature of the decision will influence the level of consultation, or public participation.

## **8. Methods of communication and consultation**

The methods used in relation to any consultation will be selected to suit the category of the issue and the identified stakeholders. It is recommended that several communication methods be used to maximize awareness and participation in the consultation.

It is important to ensure that communications (e.g. printed material) and consultations (e.g. public meetings/forums) are accessible to all people who may be interested in or affected by the decision. This includes those who may have an impairment/disability, those who may not have access to transport, and those who may not have internet access.

It is also important to consider the availability of identified stakeholders and provide a choice of meeting/discussion times. For example, many residents may not be available during the day due to work commitments whilst others may not be available or willing to attend a consultation forum at night due to family commitments, lack of transport, etc.



Methods that may be used include, but are not limited to, the following:

Printed material

- Letter/flier to every affected household or group
- Fact sheet/s
- Brochures
- Technical reports
- Scoping/draft document
- Council newsletter

Media

- Media advertising
- Media release/briefing/photo opportunity
- Community-based newsletters

Display

- Sign/notification on-site
- Static display
- Community noticeboards

Technological

- Council's website
- eNewsletter
- Email mail list

Surveys

- Comment form
- Surveys (online, written or verbal)
- Interviews
- Listening post (in person, in public places)
- Random phone surveys

Small groups (The characteristics of the participants should represent the target group).

- Advisory committees
- Reference group or working group

Public forums

- Tours
- Events
- Public meeting
- Workshops

## Social Media

Council does not currently have a social media policy that provides a framework for the issues/processes this organisation needs to consider in using tools such as Facebook, Instagram, Twitter and LinkedIn. Council engages in social media through a facebook page for the Youth Advisory Council and the Well Being Warren Blackwood project.

This is an area where further policy development is likely to occur over the next 12 months.

In all consultations, life cycle costs must be incorporated into the project development.

## 9. Things to consider

When planning a consultation, consider the following points:

A	Write to every affected household/group	Writing to a select group of people based on a geographic area needs careful consideration. Consider the diversity of your audience and ensure your message is in clear, simple language and meets the requirements of people with a vision impairment, including older people.
B	Survey/other forms of formal market research	The validity of a survey is critical if you or council intend to rely on it to support a particular view. If external organisations are being engaged, it should be presented to council in the context of the broader consultation plan being pursued.
C	Council's shire-wide newsletter	Council produces a newsletter twice a year that is distributed with the rates and via post box delivery for the second newsletter. Additional copies are available at the Shire offices.
D	Community-based newsletters	Council distributes an email newsletter bi-monthly or monthly, depending on the events, activities and projects to be communicated. The newsletter is promoted on the Shire website, so that individuals can add their details to the database.
E	Council's website	Council's website provides the opportunity to publish information relating to a consultation quickly and can be updated as frequently as required. It also enables a lot of content to be published without any cost.  It can be an effective way to communicate with those who may have a vision impairment, as it provides the ability to increase the type size and may be read by a screen reader device/software.  Council promotes an Events calendar on their website and encourages community members to promote their event using this service.
F	Letter/flier to specific area	Sending an internal email to everyone may identify someone else in the organisation who is conducting a mail-out or poster run, enabling you to share the mail preparation and postage costs. Consider the community noticeboards/shops/facilities where you may be able to put up a flier.
G	Council-organised meeting	Council hosts community meetings four times per year in conjunction with the Volunteer Fire Brigades and community groups.  It is important to consider the timing, length of meeting and catering/seating requirements.
H	Media release/advertisement	The Nannup Community Resource produces the Nannup Telegraph with a

## Attachment 1

	(including print media, local radio and regional promotion)	deadline for material by the 20 <sup>th</sup> of each month. They are also the agent for media articles for the Donnybrook Bridgetown Mail. All media advertisements must be authorized by the CEO prior to release. If submitting photographs with people, their permission must be sought for release, and their names provided to the media. Children must have authority from parents/guardians for printing.
I	Input via advisory committee or working party	Council has a Risk Management Advisory Committee and working parties are established on an 'as needs basis'. All groups will have Terms of Reference and a Councilor and Officer will attend meetings. Minutes must be presented to Council.
J	Personal contact or meetings on site	The offer of personal contact can be an excellent way to personally interact with residents, however consider issues such as timing and safety.
K	Feedback at council offices/service centres	Customer feedback and complaint forms are held at the Shire offices and are forwarded to the appropriate officer for comment or to be dealt with.
L	Public comment with submissions invited	A folder is on the front desk with current public comment submissions and plans.
M	Notification on-site (if appropriate)	In the case of works or a project that is funded by council, ensure that council's logo is included at an appropriate size on the sign.

Also to note:

- Avoid sending letters/holding meetings, etc. during holiday periods
- Include a reply paid envelope if seeking a response on important matters

## 10. Consultation category/methods matrix

The following are recommended methods for each type of issue. However, it is acknowledged that:

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

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

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

## 11. How council will plan a consultation for a Category 6 Project

Step 1. Identify the category of the issue, project or policy – according to the list in the 'When Council will Consult' section.

Step 2 Identify the scope of the decision, taking into account what data exists, what research is required and what is to be consulted on.

Step 3 Consult with internal stakeholders, who may:

- need to have input in relation to the proposal/may have actions assigned to them
- be affected by the decision
- have conducted consultation on a similar issue or with the same sector of the community
- have expertise in conducting consultations or elements thereof (e.g. council's sustainable communities planner/social planner)
- be willing to participate in an internal working group

Advise the following stakeholders of the proposal and proposed consultation:

- Councillors
- staff within the organization
- advisory committees of council or working parties

Step 4 Identify the external stakeholders who may be affected or have an interest in the decision.

External stakeholders may include

- Residents in the immediate area
- Ratepayers (including those who do not live in the shire)
- Service users
- Business operators, Business and Tourism Associations and relevant industry associations.
- Investors/developers (re: infrastructure requirements)
- Local community groups and organizations
- Healthcare providers
- Partner agencies (e.g. catchment management authorities)
- Advocacy groups (e.g. welfare organizations/environment groups)
- Special interest groups (e.g. commuters)
- Utilities (water, electricity, gas)
- Emergency services (Police, SES, Ambulance)
- Australian and State Government departments

Step 5 Identify the goal of the consultation, including the level of participation. Refer to the Level of Participation section of this document.

Consider establishing a working group, including members of the community.

- Step 6 Select the consultation method/s appropriate for the category of issue and suited to the identified stakeholders. Refer to the 'Methods of communication and consultation' section of this document and the consultation category/methods matrix.
- Step 7 Consider privacy implications of submissions: e.g. Whether submitters' names and addresses will be included in public documents such as council reports.
- Step 8 Identify the timeframe for the consultation and decision-making.
- Step 9 Ensure that adequate resources will be committed to the consultation process. This includes:
- identify who will manage/auspice the consultation process and who will do the work.
- Step 10 The details identified via the steps above form the basis of an implementation plan. Present this to the relevant manager for approval.
- Step 11 When communicating about a forthcoming consultation, develop a one-page summary (for use in advertisements, letters, fliers, etc.) stating:
- Purpose of the consultation – refer to step 5
  - Background (summarized) – what is proposed
  - Contact person/s
  - Closing date for public comments.
- Step 12 After the consultation has been finalized and the decision made, those who provided feedback or had input into the process must be informed of the final decision and the reasons for it.
- Step 13 Review consultation process: what worked/what didn't work.

## **12. How council uses feedback and input from consultations**

In preparing a proposal, council may have already consulted with a sector of the community and developed a background paper or draft document, which council will adopt for public comment.

Following the designated closing date for feedback or input, council will:

- Analyse the feedback received;
- Consider the feedback in the context of the other data, advice, strategies and/or legislation that is relevant to this matter;
- Review the proposal in the context of concerns or suggestions expressed. There is a commitment from the council that it will respect the diverse range of interests and views which may exist around a particular issue and make genuine attempts to resolve conflicts, while recognizing that it has the ultimate decision-making

- role.
- A report will be presented to council for a decision.
  - The decision will be reviewed once implemented, at a time to be determined.
  - Agenda items will incorporate the level of consultation required.

Related Policies	
Related Procedures/Documents	LPP 014
Delegated Level	
Adopted	26 June 2014
Reviewed	

DRAFT

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: 26 June 2014**

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AGENDA NUMBER:	12.4
SUBJECT:	Review of the Shire of Nannup Corporate Business Plan 2013-2017
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 29a
AUTHOR:	Evelyn Patman – Executive Officer
REPORTING OFFICER:	Robert Jennings, Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	16 June 2014

Attachment: 1. Shire of Nannup Corporate Business Plan Review

**BACKGROUND:**

The Shire of Nannup's Corporate Business Plan comes from the Strategic Community plan and sets out in more detail the direction and specific actions for our organisation through the communities' priorities for the next four years. It is aligned to the Community Strategic Plan and, as such is divided into six key themes, supplying 15 key focus points (objectives) for our communities' future. It has been twelve months since the integrated planning framework has been in place.

**COMMENT:**

The purpose of the annual review is to identify our current position in relation to the delivery of the Corporate Business Plan's priorities and reprioritises activities to ensure that we are meeting the long term priorities established by the Strategic Community Plan.

Councillors have been regularly updated using the Goals and Projects 2013-2014 planner in the monthly Information reports. This has formed a consistent review mechanism to assess the performance of the Corporate Business Plan.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:** None



**STRATEGIC IMPLICATIONS:**

Ensure compliance with Local Government Act 1995 provisions with regard to Integrated Planning

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council accepts the Shire of Nannup Corporate Business Plan review as per the attachment.

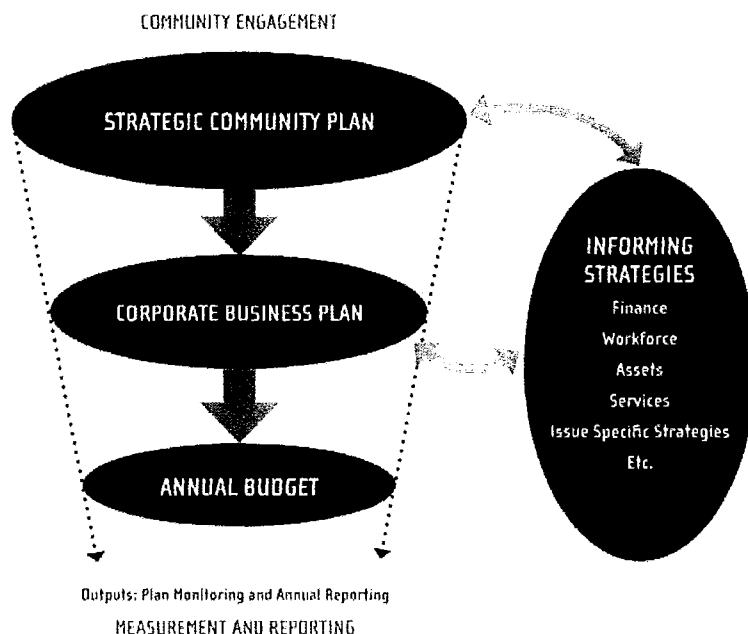
# Corporate Business Plan

## 2014 Review

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

### Overview

Council activities are prepared, implemented and reviewed in response to the objectives in the Strategic Community plan with the other supporting documents underpinning the delivery of the program. It has now been twelve months since the integrated planning framework has been in place and a review of progress is required.



The key documents in the Integrated Planning suite are the Strategic Community Plan, the Corporate Business Plan and the Annual Budget. They are supported by three other planning documents - the Asset Management Plan, Long Term Financial Plan and the Workforce Plan.

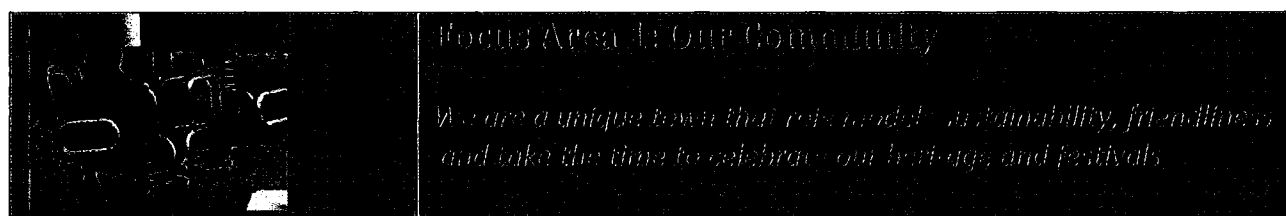
The Shire of Nannup's Corporate Business Plan is generated from the Strategic Community plan and sets out in more detail the direction and specific actions for our organisation through the communities' priorities for the next four years. It is aligned to the Community Strategic Plan and,

as such is divided into six key themes, supplying 15 key focus points (objectives) for our communities' future;

1. We will retain our pride in being a small, friendly town that is a nice place to live and full of wonderful people
2. We role model self sufficiency and sustainability as a community
3. We respect and value our aged
4. Our youth are important and we will focus our energy to give them reasons to stay in Nannup (or come back)
5. We will have a sustainable, innovative and equitable economy
6. Working together to attract people to our amazing Shire
7. Keep the charm and fabric of our unique shire and upgrade the amenity
8. Providing a quality planning outcome for community benefit through good consultation
9. Increase coverage of our communication systems
10. We will protect our amazing nature, magnificent forests, managed bush land, rivers, agriculture and our pristine coastline
11. Keep our beautiful combination of natural landscapes and built environments to retain our community and amenity
12. To achieve a green clean future
13. To listen and partner with our community leaders and all our diverse groups.
14. To have united community groups working together
15. A listening leadership that provides and represents all

Council have worked hard in the last year to further build on our networks including our neighbouring shires, politicians and government agencies. This builds a strong foundation for a better working relationship within the district with our neighbouring Shires and potential support from our stakeholders to deliver results and open up opportunities for our community.

Councillors have been regularly updated using the Goals and Projects 2013-2014 planner in the Information reports. This has formed a consistent review mechanism to assess the performance of the Corporate Business Plan. This review follows a similar structure to the Corporate Business Plan stating the focus area and the objectives followed by our significant achievements. A complete report on each of the objectives is in Appendix 1.



#### Objective 1.1 All of Us / Who we are

*We will retain our pride in being a small, friendly town that is a nice place to live and full of wonderful people.*

*We will role model self sufficiency and sustainability as a community*

#### Objective 1.2 Our Aged

*We respect and value our aged*

#### Objective 1.3 Our Youth

*Our youth are important and we will focus our energy to give them reasons to stay in Nannup (or come back)*

#### Significant/Achievements

- The Well Being Warren Blackwood Healthy Communities project completed in Nannup with sustainability built into programs. Support provided to the Community Organic Garden with funding applications. Continue to work with community groups on governance, support funding applications and community development.
- Project partnership with Nannup Historical Society to complete Heritage Trail project, member of Warren Blackwood Events Alliance, promoted regional events calendar, regularly update Council's event calendar and host community activities within the Shire. Completed Drift and Jalbarragup Bridge interpretive sites and undertaken community grants program.
- Youth space created at the back of the Town hall for young adults to meet twice a week during school terms and over the holidays.
- Increased compliance of Firebreaks being maintained. This is mainly due to better community awareness programs.
- Community Bus feasibility plan completed.
- Improved networking with community welfare groups including the Nannup District High School, Nannup Hospital and the WA Community Health representatives and Nannup police.



## Focus Area 2 : Our Economy

*Sustainability is the key to Nannup's future*

### Objective 2.1 The Big Picture

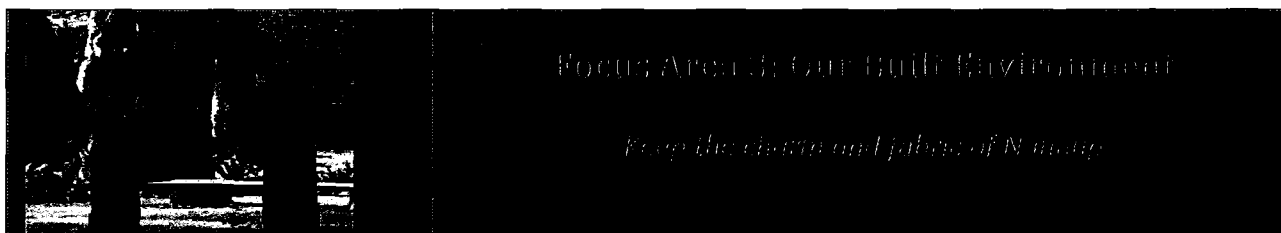
*We will have a sustainable, innovative and equitable economy*

### Objective 2.2 Tourism/Recreation

*Working together to attract people to our amazing Shire*

### Significant Achievements

- Mowen Road is almost complete with the final seal being the only remaining task remaining.
- Networking with politicians and stakeholders for the development of the WA Emergency Management Institute to be situated in Nannup.
- Regional brand developed and signage completed throughout the Shire.
- Hosted meeting with agricultural producers, investigated development of culinary trails, developed partnership with "From Paddock to Plate" for producers and events, met with Margaret River Gourmet Escape to consider inclusion in 2014 or 2015 event.
- Two Economic Development workshops held with businesses, participated in Regional Tourism Forum program development, hosted Mowen Rd promotional strategy workshop with regional Councils and stakeholder groups.
- Offering basic training courses for youth to help increase skills and increase employability.
- Manage the Visitor Service contract, have produced and distributed a regional map, participated in the ASW Winter Down South campaign, develop partnership with Munda Biddi Foundation and undertaken promotional activities with the Blackwood River Valley Marketing Association.
- Received funding for in depth analysis of Trails Hub for Nannup. Received funding for planning of bridle trail Nannup to Scott River and participated in regional bridle trail project.



### **Objective 3.1 Our Shire and Streetscape**

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

### **Objective 3.2 Planning and Building**

*Providing a quality planning outcome for community benefit through good consultation*

### **Objective 3.3 Our Communication**

*Increased coverage of communication systems*

## **Significant Achievements**

- Sourced funding in full for construction of the Recreation Centre precinct, undertaken community consultation, developed relationship with funding bodies and developed community sponsorship documentation for organisation to undertake fundraising.
- 70% of the Caravan Park renovation work completed. New powered sites complete as well as some plumbing and drainage works for existing and new sites and a dump point installed. Tracking well to achieving 100% compliancy with current legislation and creating a viable business for the Shire of Nannup.
- Assisted with development on WAEMI feasibility study, participated in meetings with Politicians, Architect, Murdoch University and stakeholders to develop project.
- Disposal facilities made available to all residents without the need to purchase a tip pass and tip opening times rationalised.
- Quannup lease property is progressing positively. Generally have support from various funding bodies and government



**Objective 4.1      Our Sanctuary**

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

**Objective 4.2      Our Location**

*Keep our beautiful combination of natural landscapes and built environments to retain our community and amenity*

**Objective 4.3      Our Sustainable Future**

*To achieve a green clean future*

**Significant Achievements**

- Incorporated energy efficient systems into the Caravan Park upgrade and Recreation Centre project.
- Initial works have commenced with various policies and changes to the Local Planning Scheme #3.



### Objective 5.1 Listening

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

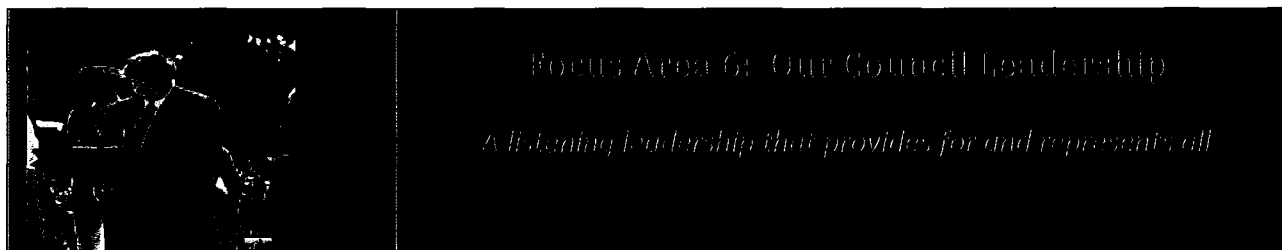
### Objective 5.2 Working Together

*To have united community groups working together*

### Significant Achievements

- Councillor - community sessions held in Darradup, North Nannup and next meeting for Carlotta scheduled. Existing avenues of communication including complaints forms, emails and meetings still active. Numerous individual meetings held.
- Received funding for additional bay at Community Shed and to purchase shared equipment for community groups and events, developed communications policy for major projects and activities, met regularly with regional Shires, CDO network meetings and SWDC.
- Ongoing community engagement for Recreation Centre, planning strategy etc. Draft of Community Engagement Policy has been completed.
- Support the development of community organisations through governance training and funding workshops, promote community email newsletters.





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

*A listening leadership that provides and represents all*

#### Objective 6.2 We are One

*To do what is right and fair for the people*

#### Significant Achievements

- Cat act and internal procedures now in place.
- Community Forum on Economic Development. Consultation on Planning Strategy, Recreation Centre, Bushfire Risk Planning Pilot and planning legislation generally.
- Excellent relationship through Warren Blackwood Alliance with Bridgetown-Greenbushes and Manjimup, good relationship with Boyup Brook and others through Mowen Road promotion activities. Generally good relationship with SW shires through SW Zone Local Government meetings and shared services.
- Now seeking funding for grants to improve our building sustainability.
- Significant work done in Community and Youth sections to progress social sustainability. Significant work done on financial sustainability over last three years.
- CEO ongoing interview sessions. Community consultation on all scales of projects. Community Engagement Policy to be presented to Council shortly.

Strategy	Action	Priority	Budget	Comments on the achievements for this year
<b>Strategy 1.1.1</b> Promote a connected, safe and healthy town	Educate and enforce health	High	Nil	Routine inspections being carried out. Discussions held with community members explaining various requirements in relation to health. Brochures being developed for the front desk and website.
<b>Strategy 1.1.1</b> Promote a connected, safe and healthy town	Educate and enforce our Community Development work	High	40,000 + grants	The Well Being Warren Blackwood Healthy Communities project completed in Nannup with sustainability built into programs. Support provided to the Community Organic Garden with funding applications. Continue to work with community groups on governance, support funding applications and community development
<b>Strategy 1.1.1</b> Promote a connected, safe and healthy town	Educate and enforce emergency management - Firebreak Maintenance Strategy	High	10,000.00	Implementation of Council's Fuel reduction notice as per Bushfires Act. Firebreak inspections complete with a large increase of properties complying due to education programs
<b>Strategy 1.1.1</b> Promote a connected, safe and healthy town	Educate and enforce planning regulations	High	Nil	There has been an increase in building and planning applications this year. Illegal works have been quickly identified and acted on
<b>Strategy 1.1.1</b> Promote a connected, safe and healthy town	Educate and enforce emergency management and planning regulations (Sentinal Alert Pilot)	High	Nil	Council will continue to enforce the message of self awareness and requirements of individual land owners throughout the shire to make a safer community.
<b>Strategy 1.1.1</b> Promote a connected, safe and healthy town	Educate and enforce emergency management and regulations - Emergency Management Review Stage 2	High	Nil	Ongoing updating of Council's emergency Management procedures.

<b>Strategy 1.1.2</b> Value our heritage and festivals	Support and fund events through our community grants program	Medium	40,000 + grants	Project partnership with Nannup Historical Society to complete Heritage Trail project, member of Warren Blackwood Events Alliance, promoted regional events calendar, regularly update Council's event calendar and host community activities within the Shire. Completed Drift and Jalbarragup Bridge interpretive sites and undertaken community grants program.
<b>Strategy 1.1.3</b> Support the development of a self-sufficient community	Develop a strategy that supports a self-sufficient community Hot Rocks Program	Low	Nil	Work to commence 2014-15, budget dependant
<b>Strategy 1.2.1</b> Provide an aged friendly environment	Provide a range of communication for the community relating to the Shire's aged activities	Low	Nil	Workshops with community members and groups to further develop knowledge and position on issues assisting in indentifying collaboration opportunities
<b>Strategy 1.2.1</b> Provide an aged friendly environment	Advocate for improved public transport for our aged	Medium	Nil	Feasibility plan completed for community bus and ongoing discussions with Alliance Housing on Danjangerup Cottages future
<b>Strategy 1.2.2</b> Support the Nannup hospital in providing an exemplary health service	Advocate for improved facilities and services for our aged	Medium	Nil	Ongoing partnership meetings to achieve identified health plan goals. Meetings with medical practitioners and Department of Health held.
<b>Strategy 1.2.2</b> Support the Nannup hospital in providing an exemplary health service	Advocate for the provision of a regular consistent General Practitioner service	Medium	Nil	Ongoing partnership meetings to achieve identified health plan goals. Meetings with medical practitioners and Department of Health held.
<b>Strategy 1.3.1</b> Partner the Nannup District High School to become a school of choice for all	Work in partnership with the Nannup District High School	Medium	Nil	There is regular communication between the Shire and the NDHS. The shire supports the school by looking and applying for grants, speakers, workshops and services that may be of benefit to students and staff.

<b>Strategy 1.3.2</b> Create a youth friendly town	Provide a space for the youth to own/use and continue Youth Services in the Shire of Nannup	High	2,000 + Grants	The rear of the townhall has been converted to allow a youth friendly space where youth activities and workshops can be held. This space is open twice a week in during the week and often during the holidays.
<b>Strategy 1.3.3</b> Increase public transport to adjoining towns	Advocate for improved public transport for our youth	Medium	Nil	Feasibility plan completed for community bus
<b>Strategy 2.1.1</b> Promote innovative ideas and value add to businesses and industry	Facilitate a forum with industry, community and business groups to encourage innovative ideas and value adding to their products	Medium	4,000	2 x Economic Development workshops held with businesses, participated in Regional Tourism Forum program development, hosted Mowen Rd promotional strategy workshop with regional Councils and stakeholder groups
<b>Strategy 2.1.1</b> Promote innovative ideas and value add to businesses and industry	Facilitate with industry, community and business groups- Agricultural Promotion	Medium	5,000	Meetings held with producers to determine viability of a culinary trail and with Margaret River Gourmet to incorporate Nannup producers into this event.
<b>Strategy 2.1.2</b> Work collaboratively with State and Federal Government agencies to improve our economy	Contracts from Government Departments - Mowen Road	Low	28,000,000	The final year of works on Mowen Road will see the project completed.
<b>Strategy 2.1.2</b> Work collaboratively with State and Federal Government agencies to improve our economy	Apply for more contracts from Government Departments and advocate for a greater presence in the district (eg. Main Roads)	Low	Nil	Discussions with agencies on Emergency Management institute and request to Main Roads to undertake Brockman Highway upgrades.
<b>Strategy 2.1.3</b> Encourage and support more industry, businesses and employment into our Shire	Work with industry, community and business groups to determine the best method of support	Medium	4,000	Ongoing consultation with business sector to achieve goals, business continuity discussions with business for emergency recovery.

<b>Strategy 2.1.3</b> Encourage and support more industry, businesses and employment into our Shire	Advocate to develop existing industries and create new industries (eg. a WA Emergency Management Institute)	Medium	4,000	Hosted 2 Economic Development workshops for businesses and traders, continued to assist lobbying for WAEMI project, assisted with communication to affected Mill workers who were made redundant and hosted a meeting and workshop for workers with regional service and employment providers.
<b>Strategy 2.1.4</b> Promote employment for Youth	Support the transition from education to further training and employment	Medium	Nil	Offering basic training courses to help increase skills and increase employability. Advocating businesses to look at taking on apprentices and trainees.
<b>Strategy 2.2.1</b> Support tourism providers and promote our district	Support the provision of a Visitor Centre service	Medium	25,000	Manage the Visitor Service contract, have produced and distributed a regional map, participated in the ASW Winter Down South campaign, develop partnership with Munda Biddi Foundation and undertaken promotional activities with the Blackwood River Valley Marketing Association
<b>Strategy 2.2.2</b> Marketing and branding of our Shire to promote regional produce and services	Create a unique Nannup brand for regional recognition	Low		Regional brand developed and signage completed throughout the Shire. Hosted meeting with agricultural producers, investigated development of culinary trails, developed partnership with "From Paddock to Plate" for producers and events, met with Margaret River Gourmet Escape to consider inclusion in 2014 or 2015 event.
<b>Strategy 2.2.3</b> Increased and varied trails throughout the district	Work with DEC and others to establish a trails hub	Medium	Nil	Received funding for in depth analysis of Trails Hub for Nannup. Received funding for planning of bridle trail Nannup to Scott River and participated in regional bridle trail project.
<b>Strategy 3.1.1</b> Well maintained quality infrastructure for our community and visitors and promote activity	Maintain and clean our beautiful town, streetscape, public buildings, cemetery and parks	High		General improvements and upgrading will continue subject to resources and budgets.
<b>Strategy 3.1.1</b> Well maintained quality infrastructure for our community and visitors and promote activity	Maintain and clean our beautiful town, -Waste Management	High	87,580	Disposal facilities made available to all residents without the need to purchase a tip pass and tip opening times rationalised.

<b>Strategy 3.1.1</b> Well maintained quality infrastructure for our community and visitors and promote activity	Upgrade Recreation Centre	High	2,600,000	Sourced funding in full for construction of the Recreation Centre precinct, undertaken community consultation, developed relationship with funding bodies and developed community sponsorship documentation for organisation to undertake fundraising.
<b>Strategy 3.1.1</b> Well maintained quality infrastructure for our community and visitors and promote activity	Upgrade Caravan Park	High	200,000	70% of work completed. New powered sites complete as well as some plumbing and drainage works for existing and new sites and a dump point installed. Almost 100% compliant with current legislation and a viable business for the Shire of Nannup
<b>Strategy 3.1.1</b> Well maintained quality infrastructure for our community and visitors and promote activity	Advocate for a draw card/ attraction to attract visitors (WAEMI)	Medium	4,000,000	Assisted with development on feasibility study, participated in meetings with Politicians, Architect, Murdoch University and stakeholders to develop project.
<b>Strategy 3.1.2</b> Capture and promote our unique charm and fabric	Developed heritage section in local planning scheme	Medium	Nil	Local heritage listing has been updated with a heritage policy being approved by Council and then community consultation can commence.
<b>Strategy 3.1.3</b> Maintain our distinct town's look and feel	Planning strategy to protect our Main Street distinctiveness and heritage	Medium	Nil	No works have commenced on this project this year.
<b>Strategy 3.2.1</b> Sustainable growth for the benefit of the community	Planning Scheme to advocate for quality of life, industries and high quality development	Low	Nil	Initial works have commenced with various policies and changes to the Local Planning Scheme #3
<b>Strategy 3.2.2</b> Develop the south coast access and recreation opportunities	Work with State Government agencies to improve our coastal access and recreational opportunities	Low	Nil	Quannup lease property is progressing positively. Generally have support from various funding bodies and government
<b>Strategy 3.3.1</b> Improve all forms of communication within the shire	Work with relevant agencies to improve and secure appropriate local radio and television coverage, increased mobile phone and internet coverage	High	Nil	Work with relevant agencies will be continued

<b>Strategy 4.2.1</b> Balance community, environment and economic development in our shire.	Update the Planning Scheme and incorporate a strategy of balancing community, environment and economic development	Low	Nil	Initial works have commenced with various policies and changes to the Local Planning Scheme #3
<b>Strategy 4.3.1</b> To provide a sustainable, harmonious community and promote self-sufficiency.	Role model environmentally sustainable solutions such as recycling and energy efficiency	Low	Nil	Energy efficient systems incorporated into caravan park upgrade and recreation centre project.
<b>Strategy 4.3.2</b> Promote a healthy lifestyle and alternative methods of transport.	Improve bike and pedestrian friendly path network	Low	25,000.00	Carey Street works completed. Ongoing and grant dependant
<b>Strategy 5.1.1</b> Listen to the people	Conduct community engagement for significant projects and other activities	Medium	Nil	Ongoing community engagement for Recreation Centre, planning strategy etc. Draft of Community Engagement Policy to go to Council.
<b>Strategy 5.1.1</b> Listen to the people	Provide open communications to residents with Shire staff and Councillors	High	Nil	Another Councillor - community session held in North Nannup and next meeting for Carlotta scheduled. Existing avenues of communication including complaints forms, emails and meetings still active. Numerous individual meetings held.
<b>Strategy 5.1.2</b> Support existing and emerging community groups	Provide community funding and support for events and community groups	Medium		Support the development of community organisations through governance training and funding workshops, promote community email newsletters
<b>Strategy 5.2.1</b> Meeting of major community groups to share resources and goals	Advocate for meetings and sharing of resources	Low	Nil	Received funding for additional bay at Community Shed and to purchase shared equipment for community groups and events, developed communications policy for major projects and activities, met regularly with regional Shires, CDO network meetings and SWDC.
<b>Strategy 6.1.1</b> Be an exemplar of sustainability	Balance our environmental, social and financial requirements	Medium	Nil	Now seeking funding for grants to improve our building sustainability. Significant work done in Community and Youth sections to progress social sustainability. Significant work done on financial sustainability over last three years.

<b>Strategy 6.1.2</b> Provide a listening leadership that represents the people	Deliver ongoing community engagement to inform a representative community vision	High	Nil	CEO ongoing interview sessions. Community consultation on all scales of projects. Community Engagement Policy to be presented to Council.
<b>Strategy 6.1.3</b> Be a role model for a cohesive and healthy community	Collaboration between Councillors and also with the community	High	Nil	Community collaborations through Community and Youth areas. Successful budget workshops and considerable information provided to Councillors through meetings and other structures.
<b>Strategy 6.1.3</b> Be a role model for a cohesive and healthy community	Collaboration between Councillors - Strategic Risk Management Plan	High	Nil	Risk Management policies reviewed and updated. Plan to be developed through the Risk Management Advisory Committee. Risk Tolerance agreed and reporting format adopted. A Risk Identification workshop was held on 8 May 2014
<b>Strategy 6.1.3</b> Be a role model for a cohesive and healthy community	Collaboration between Councillors - Cat Act Implementation	High	2,000	Cat act and internal procedures now in place
<b>Strategy 6.1.4</b> Provide a stable, consistent and honest government	Council and committee meetings that are open and transparent	High	Nil	Council meetings achieved to Local Government Act 1995 high standards.
<b>Strategy 6.2.1</b> To do what is right for the people - for betterment of majority of community	Conduct community forums for project specific matters	Medium	Nil	Community Forum on Economic Development. Consultation on Planning Strategy, Recreation Centre, Bushfire Risk Planning Pilot and planning legislation generally.
<b>Strategy 6.2.2</b> Develop a policy on diversity	Take account of our diverse community in our plans	Low	Nil	Complete. New policy included in the Annual Report 2012-13.
<b>Strategy 6.2.3</b> Maintain good working relationship with neighbouring shires	Active participation in the Warren Blackwood Alliance of Councils	Medium	Nil	Excellent relationship through Warren Blackwood Alliance with Bridgetown-Greenbushes and Manjimup, good relationship with Boyup Brook and others through Mowen Road promotion activities. Generally good relationship with SW shires through SW Zone Local Government meetings and shared services.



# **FINANCE & ADMINISTRATION**

AGENDA NUMBER:	12.5
SUBJECT:	Adoption of 2014/15 Budget
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC3
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	12 June 2014

Attachment 1: 2014/15 Budget (Separate Cover)

## **BACKGROUND:**

Section 5.2 of the Local Government Act 1995 stipulates that no later than 31 August each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt by absolute majority in the form and manner prescribed a budget for its municipal fund for the financial year.

The 2014/15 budget is based on a deficit of \$1,364,969, being the rate requirement for the year. The formal budget statements submitted for adoption are based on the adopted draft budget and rate in the dollar; any variation to the draft budget or rate in the dollar would require these decisions to be rescinded and the formal statements at Attachment 1 to be amended prior to adoption.

## **COMMENT:**

Section 6.2 of the Local Government Act 1995 and Financial Management Regulations Part 3 stipulate the requirements for the content of the budget and these are reflected in Attachment 1.

Councillors will note that the comparative figures for 2013/14 are estimates only as the end of year has not been finalised; however this has no bearing on the adoption of the budget itself. At its meeting on 28 February 2014 Council resolved to transfer any surplus or deficit arising at the end of the financial year to/from the Rate Equalisation Reserve; there is therefore not expected to be any unallocated surplus for 2013/14.

Whilst the Rate Setting Statement shows a surplus on 2013/14 of just \$633,499 this is primarily made up of grants received in 2013/14 where the expenditure will be incurred in 2014/15; these funds will therefore be carried forward into the next financial year.

**Shire of Nannup  
Ordinary Council Meeting Agenda: 26 June 2014**

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The budget also reflects Council resolution 9125 in relation to Fees and Charges. Formal adoption is required by section 6.16 of the Local Government Act 1995 as part of the approval of the annual budget.

There have been two changes to the schedule since the adoption of the fees and charges:

1. Clarification that the fees for the caravan park in relation to the Nannup Music Festival weekend are for three nights rather than per night.
2. The implementation of Council resolution 9048 of November 2013 setting the level of performance bonds for crossovers.

### **Budget Monitoring**

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires that:

*Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.*

Currently the materiality level for budget variances for reporting purposes has been set at 10% or \$5,000, whichever is greater. It is not proposed to amend this limit for monthly reporting for 2014/15.

Under the Regulations reporting can be broken down by program area, the nature or type of expenditure or by business unit. For statutory reporting purposes a breakdown by program area is used.

The Regulations allow Council to incorporate any supplementary information that it seems appropriate into its monthly reporting. The current reporting format makes extensive use of this provision; this supplementary information focuses attention on the expected outturn position rather than the monthly variation.

**STATUTORY ENVIRONMENT:** Local Government Act 1995 Part 6.

**POLICY IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:** 2014/15 budget.

**STRATEGIC IMPLICATIONS:** This budget forms the basis for the Long Term Financial Plan.

**VOTING REQUIREMENTS:** Absolute Majority.

**RECOMMENDATION:**

That Council adopt the budget papers for 2014/15 as set out in Attachment 1.

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: 26 June 2014**

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AGENDA NUMBER:	12.6
SUBJECT:	Budget Monitoring – April 2014
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Corporate Finance Officer
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	17 June 2014

Attachment 1: Monthly Financial Statements for the period ending 31 May 2014  
Attachment 2: Table Showing Detailed Variances for 2013/14

**BACKGROUND:**

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

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

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

**COMMENT:**

The gross deficit that is anticipated for the end of this financial year is expected to be \$62,467; this is shown in the table below.

	<i>(Surplus)/Deficit</i> \$
<b>Gross (surplus)/deficit expected for the year</b>	
Income – under received	\$653,640
Expenditure – underspent	-\$591,173
<b>Projected deficit at end of the year</b>	<b>\$62,467</b>

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: 26 June 2014**

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This monitoring report is informed by the detailed review carried out in preparing the formal budget documents presented elsewhere on the agenda today. The following paragraphs list the major variations with more detailed information being presented in Attachment 2.

Income for the year is expected to be \$653,640 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 within this financial year. 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.

Interest income has been difficult to monitor because much of the council's surplus cash is placed as a term deposit to maximise returns. These term deposits will not mature until November 2014 but there is a risk that the interest due to 30 June 2014 will be lower than budgeted by up to \$15,000.

The grant to fund the Community Emergency Services Officer is expected to be \$11,300 lower than budgeted; this is offset by lower expenditure as the post was vacant for part of the year.

Income in Education and Welfare is approximately \$61,500 higher than budgeted due to the receipt of grants to develop a heritage trail, a bridle trail from Nannup to the South Coast, construct community sheds 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 \$21,000 higher than budgeted. This increase in income has been 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 exceeding the 2013/14 budget; however, this is offset by an anticipated reduction in income from Building Control fees of \$7,500.

As previously reported, there will be savings shown within the Parks and Gardens budget of approximately \$40,000 and Road Verges of \$23,000. This is a combined result of careful planning and spending. There is a saving on Local Roads Maintenance which offsets additional spending on Local Road Construction.

As reported previously, savings within these areas 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. Within the August 2013 report it was noted that the vehicle overspend is due to a major repair to a grader that was initially hoped could be substantially recouped from the supplier.

It is also noted that fuel expenditure is anticipated to exceed the budget by approximately \$50,000. Expenditure on fuel is close to the actual spending for 2012/13 and the anticipated saving of \$50,000 included in the 2013/14 budget is unlikely to be achieved.

Some employee costs are anticipated to be lower than originally budgeted, with superannuation being the principle area, accounting for a saving of approximately \$34,000. This will be due in part to the shorter time taken to complete the Mowen Road works.

Within the income variances showing, Private Works will exceed budget expectations. At this stage it is anticipated that there will be a gross surplus of \$70,300 in this area. Once expenses have been accounted for there will be a net surplus of \$46,764. As noted last month, policy WRK 12 would see this surplus transferred to the Plant Reserve; this would result in the additional income having no overall effect on the end of year position.

The income and expenditure of the caravan park is continuing to being monitored and income appears to be tracking consistent with budgetary expectations. Current expectations should see it close to the budgeted figure of \$140,000. Although the attachment only shows income of approximately \$126,000 this does not take account of income relating to May that was banked in June; the true income figure to the end of May is approximately \$132,000.

In terms of expenditure, there is still the need to monitor this closely, as the original estimates were limited by the lack of historic data. To date, expenditure relating to utilities and maintenance are exceeding the budget. In the maintenance area safety works to trees at the park has exceeded the budget by \$3,000 and \$2,000 was spent on toilet hire for the Nannup Music Festival. The additional income generated during the festival would have offset this cost. Officers will examine the maintenance expenditure in detail at the year end to ensure that expenditure relating to the caravan park upgrade project has not been incorrectly allocated to maintenance costs. At this point it is anticipated that the overall expenses within this area will exceed the budget by \$29,000.

As previously reported the Health portfolio has an overspend anticipated of approximately \$5,000 and staff accommodation and travel has an overspend of approximately \$5,000 expected; this is due to training courses attended in Perth that required overnight accommodation and reimbursement for travel costs.

Officers continue to liaise with the Department of Parks and Wildlife (DPaW) regarding the outstanding rates on 16 Carey Street. As long as DPaW continue to dispute liability for these arrears officers have included a possible bad debt provision for the full liability of \$24,000 in these projections. The estimates for 2014/15 do not include a contribution in respect of this property and any resolution favourable to the council will therefore have a beneficial impact on the 2014/15 budget.

Please refer to attachments for detailed breakdowns within these areas.

Capital expenditure items are largely within allocated budgets. There are overspends in the construction area relating to local roads and the Carey Street footpath that will be offset by lower expenditure on road maintenance.

Attachment 2 provides a detailed breakdown of income and expenditure incurred to 31 May 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.

As previously reported, any deficit will be offset by the uncommitted surplus carried forward from the 2012/13 financial year.

**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 31 May 2014 be received.

## SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

<u>Operating</u>	2013/14 Y-T-D Actual \$	2013/14 Y-T-D Budget \$	2013/14 Budget \$	Variances Y-T-D Budget to Actual %
<b>Revenues/Sources</b>				
Governance	84	917	1,000	91%
General Purpose Funding	608,918	1,361,064	1,484,797	55%
Law, Order, Public Safety	264,658	269,775	294,300	2%
Health	2,481	2,383	3,600	(4%)
Education and Welfare	60,945	11,330	12,360	(438%)
Housing	17,904	17,780	19,396	(1%)
Community Amenities	119,829	106,880	116,596	(12%)
Recreation and Culture	40,931	23,439	25,570	(75%)
Transport	3,172,074	3,108,322	3,390,897	(2%)
Economic Services	138,241	146,667	159,000	6%
Other Property and Services	97,123	24,653	26,894	(294%)
	<u>4,523,187</u>	<u>5,073,209</u>	<u>5,534,410</u>	<u>(11%)</u>
<b>(Expenses)/(Applications)</b>				
Governance	(295,561)	(278,017)	(303,291)	6%
General Purpose Funding	(131,147)	(732,897)	(799,524)	(82%)
Law, Order, Public Safety	(412,898)	(386,149)	(421,253)	7%
Health	(49,224)	(47,739)	(52,079)	3%
Education and Welfare	(219,620)	(220,089)	(240,097)	(0%)
Housing	(37,308)	(33,433)	(36,472)	12%
Community Amenities	(354,972)	(392,342)	(428,009)	(10%)
Recreation & Culture	(426,109)	(412,561)	(450,066)	3%
Transport	(2,149,220)	(2,307,350)	(2,517,109)	(7%)
Economic Services	(316,437)	(295,075)	(321,900)	7%
Other Property and Services	(231,942)	(20,263)	(22,105)	1045%
	<u>(4,624,439)</u>	<u>(5,125,913)</u>	<u>(5,591,905)</u>	<u>(10%)</u>
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>				
(Profit)/Loss on Asset Disposals	93,707	42,200	42,200	122%
Depreciation on Assets	1,840,285	1,768,597	1,929,378	4%
<b>Capital Revenue and (Expenditure)</b>				
Purchase Land and Buildings	(569,270)	(363,529)	(396,577)	57%
Purchase Infrastructure Assets	(3,194,582)	(4,349,386)	(4,744,785)	(27%)
Purchase Plant and Equipment	(485,133)	(435,417)	(475,000)	11%
Purchase Furniture and Equipment	0	(8,800)	(9,600)	(100%)
Proceeds from Disposal of Assets	24,909	162,250	177,000	(85%)
Repayment of Debentures	(38,236)	(38,236)	(68,743)	(0%)
Proceeds from New Debentures	0	0	0	0%
Leave Provisions	1,769	0	195,531	0%
Accruals	0	0	8,286	0%
Self Supporting Loan Principal Income	10,708	11,839	12,915	(10%)
Transfers (to)/from Reserves	0	0	(387,280)	0%
<b>ADD Net Current Assets July 1 B/Fwd</b>	<b>2,368,085</b>	<b>2,476,138</b>	<b>2,476,138</b>	
<b>LESS Net Current Assets Year to Date</b>	<b>1,249,022</b>	<b>510,984</b>	<b>0</b>	
<b>Amount Raised from Rates</b>	<b><u>(1,298,032)</u></b>	<b><u>(1,298,032)</u></b>	<b><u>(1,298,032)</u></b>	

## SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2012 TO 31 MAY 2014

	2012/13 Actual \$	Brought Forward 01-July-2013 \$
<b>NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	938,275	2,589,881
Cash - Restricted	42,673	43,591
Cash - Reserves	1,966,569	1,930,442
Receivables	894,743	493,244
Inventories	0	0
	<u>3,842,261</u>	<u>5,057,158</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(583,997)</u>	<u>(715,040)</u>
	3,258,264	4,342,118
Less: Cash - Reserves - Restricted	(2,009,242)	(1,974,033)
<b>NET CURRENT ASSET POSITION</b>	<u><u>1,249,022</u></u>	<u><u>2,368,085</u></u>



# OPERATING EXPENSES TO 31 MAY 2014

## Governance Expenditure

				(Under Expended)/Over Expended	
<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
\$	\$			\$	\$
2,500	1,180	Election Expenses	No year end variance anticipated	(1,320)	1,200
0	5,935	Strategic Planning	Late payment for strategic plan summaries	5,935	2,800
15,450	12,946	Refreshments	No year end variance anticipated	(2,504)	15,450
37,650	49,836	Donations/contributions	Additional grant for Scott River Growers Group & Lotterywest Bridle Trail Grant	12,186	50,836
34,800	24,405	Councillor allowances	No year end variance anticipated	(10,395)	26,195
20,818	16,707	Subscriptions	No industrial advice has been required during the year	(4,111)	16,712
8,500	3,864	Conference Expenses	saving offset by travel costs reallocated	(4,636)	4,600
9,747	11,322	Insurance	Change in insurance allocation. Insurance overall on budget	1,575	11,322
0	0	CEO performance review		0	0
5,500	6,022	Bank Charges	Small increase on year	522	7,000
10,800	8,970	Audit Fees	Additional acquittal audits carried out	(1,830)	12,070
2,500	734	Legal Expenses	No year end variance anticipated	(1,766)	750
1,000	664	Gratuities	No year end variance anticipated	(336)	700
0	0	Members consumables		0	0
1,500	0	Blackwood Valley Trails	No charge was levied in 2012/13	(1,500)	0
<b>150,765</b>	<b>142,584</b>			<b>(8,181)</b>	<b>149,635</b>

## General Administration

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
\$	\$			\$	\$
36,533	0	Annual Leave expense	No year end variance anticipated	(36,533)	36,533
409,357	356,445	Admin Salaries	Salaray costs reallocated. Other budget heads will be overspent	(52,912)	389,235
43,041	36,659	Superannuation	Salaray costs reallocated. Other budget heads will be overspent	(6,382)	40,000
2,161	18,770	Insurance	Changes to insurance allocation. Insurance overall on budget	16,609	18,770
2,000	1,859	Minor furniture & equip	No year end variance anticipated	(141)	2,000
36,161	22,541	Building & Gardens maintenance	Actual allocation of wages to budget different to estimate	(13,620)	29,895

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
38,530	48,342	Computer maintenance	Higher than expected maintenance requirements for this financial year. Any excess will be netted off by Office Equipment Expense Account.		9,812	48,730
19,000	18,760	Printing & Stationery	No significant year end variance anticipated		(240)	20,000
12,750	13,535	Telephone Expenses	No significant year end variance anticipated		785	14,000
3,000	941	Office Equipment Maintenance	No significant year end variance anticipated		(2,059)	1,000
4,300	5,044	Postage	Costs associated with rates mailouts higher than anticipated.		744	5,500
9,000	14,121	Vehicle & Travel	Elements of travel and accommodation costs have previously been shown in the staff training budget. These have now ben grouped against this budget heading		5,121	14,200
5,000	5,112	Advertising	No significant year end variance anticipated		112	5,500
12,500	8,056	Staff training expenses	No year end variance anticipated		(4,444)	12,500
500	250	Sundry expenses	No significant year end variance anticipated		(250)	250
0	0	Uniforms	No year end variance anticipated		0	0
12,319	1,769	Long Service Leave	No year end variance anticipated		(10,550)	12,319
19,000	20,980	Fringe Benefits Tax	No significant year end variance anticipated		1,980	20,980
0	278	Recruitment Expenses	Expenditure paid for from salary savings		278	280
0	774	Depreciation - Furniture	Depreciation charges reviewed as part of budget process		774	930
21,299	28,216	Depreciation - Plant & Equipment	Depreciation charges reviewed as part of budget process		6,917	33,860
<b>686,451</b>	<b>602,454</b>				<b>(83,997)</b>	<b>706,482</b>
<b>General Purpose Revenue</b>						
\$	\$				\$	\$
5,000	(748)	Rates Legal expenses	No significant year end variance anticipated		(5,748)	4,000
8,200	2,383	Rating Valuation Expenses	No significant year end variance anticipated		(5,817)	9,100
100	0	Write offs - rates	A bad debt provision may be required for 16 Carey Street		(100)	24,061
17,938	22,709	DOT Licensing Expenses	Salary allocations have been amended. Offset by savings elsewhere		4,771	25,937
665,428	0	Royalties for Regions Expenditure	Expenditure reduced due to non-receipt 12/13 & 13/14 grant		(665,428)	0
<b>696,666</b>	<b>24,344</b>				<b>(672,322)</b>	<b>63,098</b>
<b>Law &amp; Public Order</b>						
\$	\$				\$	\$
10,000	5,426	DFES - Vehicle maint	Funded by ESL Grant. Offset by savings on other budget heads		(4,574)	19,000

Operating Expenses

<i><b>Budget</b></i>	<i><b>Actual</b></i>		<i><b>Explanation</b></i>		<i><b>Current</b></i>	<i><b>Year End</b></i>
11,398	5,813	CESO - Vehicle	Saving partially offset by reduced grant		(5,585)	7,500
34,895	30,301	DFES - Insurance	Change in insurance allocation. Insurance overall on budget		(4,594)	30,301
7,740	6,065	Maintenance of Strategic Firebreaks	Actual allocation of wages to budget different to estimate		(1,675)	6,090
0	0	DFES - minor equipment	No year end variance anticipated		0	0
35,643	41,452	Firebreak Inspections	No year end variance anticipated		5,809	35,643
74,605	50,787	CESO - Salary costs	Funded by DFES Grant. Grant will be lower to compensate		(23,818)	63,483
5,595	0	CESO - Annual Leave	No year end variance anticipated		(5,595)	5,595
500	3	CESO - Uniforms	Funded by DFES Grant. Grant will be lower to compensate		(497)	100
1,200	2,199	CESO - Training	Funded by DFES Grant		999	1,500
1,000	4,952	DFES - Maint of equipment	Funded by ESL Grant. Offset by savings on other budget heads		3,952	5,000
4,000	1,917	Animal Control	No significant year end variance anticipated		(2,083)	2,500
10,000	5,426	Firebreak inspections	No year end variance anticipated		(4,574)	10,000
4,000	303	DFES - Maint of land & buildings	Funded by ESL Grant. Offset by expenditure on other budget heads		(3,697)	500
1,000	0	DFES - Clothing & accessories	Funded by ESL Grant. Offset by expenditure on other budget heads		(1,000)	500
1,500	1,693	DFES - Utilities	No significant year end variance anticipated		193	1,695
10,000	4,517	DFES - Other goods & services	Funded by ESL Grant. Offset by expenditure on other budget heads		(5,483)	7,625
0	2,513	SES - Utilities	Expenditure on Other Goods & Services reduced - no impact expected		2,513	2,700
1,026	1,638	SES - Insurance	Change in insurance allocation. Insurance overall on budget		612	1,638
0	471	SES - Minor plant	Expenditure on Other Goods & Services reduced - no impact expected		471	500
0	290	SES - Maint of plant & equipment	Expenditure on Other Goods & Services reduced - no impact expected		290	300
1,000	1,680	Emergency response	Response to bush fires		680	1,680
0	0	SES - Maintenance of vehicles			0	0
0	856	SES - Maint of land & buildings	Expenditure on Other Goods & Services reduced - no impact expected		856	900
0	0	SES - Clothing & accessories			0	0
7,974	4,342	SES - Other goods & services	Reduced - Reallocated to utilities and insurance		(3,632)	4,400
0	19,000	Sentinel Alarm	Funded by carry forward from 2012/13		19,000	0
61,584	102,378	Depreciation	Depreciation charges reviewed as part of budget process		40,794	122,853
<b>284,660</b>	<b>294,019</b>				<b>9,359</b>	<b>332,003</b>
<b>Health</b>						
<b>\$</b>	<b>\$</b>				<b>\$</b>	<b>\$</b>
176	95	Insurance	Change in insurance allocation. Insurance overall on budget		(81)	95
595	0	Health - annual leave	No year end variance anticipated		(595)	595
36,662	36,967	Health costs	Health expenses higher than anticipated		305	42,330
200	0	Long Service Leave	No year end variance anticipated		(200)	200

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
700	652	Superannuation	No year end variance anticipated		(48)	720
2,000	889	Admin Expenses	No significant year end variance anticipated		(1,111)	1,000
<b>40,333</b>	<b>38,602</b>				<b>(1,731)</b>	<b>44,940</b>
<b>Education &amp; Welfare</b>						
<b>\$</b>	<b>\$</b>				<b>\$</b>	<b>\$</b>
8,363	5,069	Pre School maintenance	Slight variance - maintenance less than anticipated		(3,294)	5,595
1,100	6,685	Family Fun day	Additional expenditure funded by grants and contributions		5,585	1,100
7,500	11,875	School holiday program	Additional expenditure funded by grants and contributions		4,375	7,500
4,000	6,131	Cultural Plan	Additional Expenditure funded by carry forward from 12/13		2,131	4,000
7,100	269	Seniors activities	No significant year end variance anticipated		(6,831)	5,000
95,775	87,197	Community Development	Additional grant funded spending		(8,578)	142,325
2,000	0	Promotions	Saving anticipated		(2,000)	0
2,000	(6)	Training	Saving anticipated		(2,006)	0
11,891	14,306	Depreciation	Depreciation charges reviewed as part of budget process		2,415	17,167
<b>139,729</b>	<b>131,526</b>				<b>(8,203)</b>	<b>182,687</b>
<b>Housing</b>						
<b>\$</b>	<b>\$</b>				<b>\$</b>	<b>\$</b>
16,104	10,556	Building Maintenance	Small saving at year end		(5,548)	13,068
9,039	16,062	Depreciation	Depreciation charges reviewed as part of budget process		7,023	16,062
<b>25,143</b>	<b>26,617</b>				<b>1,474</b>	<b>29,130</b>
<b>Community Amenities</b>						
<b>\$</b>	<b>\$</b>				<b>\$</b>	<b>\$</b>
34	0	SSL Accrued interest	No year end variance anticipated		(34)	34
12,915	10,708	SSL Principal	No year end variance anticipated		(2,207)	12,915
34,750	29,975	Collection - domestic waste	No year end variance anticipated		(4,775)	34,750
42,800	32,686	Collection - recycling	Reduced number of recycling bins being charged for		(10,114)	38,000
111,235	81,166	Waste Management Facility	Site management contract lower than budgeted		(30,069)	108,100
16,392	6,214	Street Bin Pick up	Amended allocation from Works Crew		(10,178)	17,200
87,227	93,225	Town Planning Services	Overlap between recruitment to enable staff training. Variance partially offset by admin expenses		5,998	94,240

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
11,349	3,163	Admin Expenses	Savings will offset planning services costs		(8,186)	6,500
601	0	Planning - Long Service Leave	No year end variance anticipated		(601)	601
2,101	2,129	Planning - Superannuation	No significant year end variance anticipated		28	2,350
1,784	0	Planning - Annual Leave	No year end variance anticipated		(1,784)	1,784
0	298	LPS Amend Exp	Small variance anticipated. Bushfire prone area amendment		298	500
8,346	5,227	Cemetery Exp	Amended allocation from Works Crew		(3,119)	5,870
28,434	26,102	Public Conveniences	No significant year end variance anticipated		(2,332)	27,527
7,161	5,934	SSL Interest	No year end variance anticipated		(1,227)	7,161
3,325	4,107	Depreciation - waste facility	Depreciation charges reviewed as part of budget process		782	4,928
5,720	8,254	Depreciation - toilets	Depreciation charges reviewed as part of budget process		2,534	9,900
<b>374,174</b>	<b>309,186</b>				<b>(64,988)</b>	<b>372,360</b>
<b>Recreation &amp; Culture</b>						
<b>\$</b>	<b>\$</b>				<b>\$</b>	<b>\$</b>
9,179	8,889	Town Hall	Expenditure part of Centenary celebrations grant funded		(290)	10,643
14,769	19,121	Rec Centre	Overspend result of cleaning apparatus needing upgrades. Cleaning costs increased with increased facility usage		4,352	21,852
2,773	2,796	Comm Centre	Slight increase due to overall increase in costs		23	2,870
3,713	6,365	Supper Room	Alterations to door higher than expected partially offset by savings to Carlotta Hall		2,652	6,344
1,314	1,743	Old Roads Building	No significant year end variance anticipated		429	1,898
2,208	2,494	Bowling Club	Change in insurance allocation. Insurance overall on budget		286	2,494
475	492	Cundinup Hall	Change in insurance allocation. Insurance overall on budget		17	492
2,092	2,069	Carlotta Hall	Works carried over from 12/13 funded by carry fwd		(23)	4,083
1,387	934	Community House	No year end variance anticipated		(453)	653
161,118	110,114	Public Parks	Less work undertaken than initially anticipated		(51,004)	121,402
4,218	4,174	Art Maintenance	No significant year end variance anticipated		(44)	4,500
5,750	5,041	Office Expenses - Library	No significant year end variance anticipated		(709)	4,300
200	16	Write-Offs - Library	No significant year end variance anticipated		(184)	16
8,991	6,778	Foreshore Park	Slight variance - maintenance less than anticipated		(2,213)	7,832
0	1,721	Depreciation Community House	Depreciation charges reviewed as part of budget process		1,721	2,064
10,868	38,861	Depreciation Recreation Centre	Depreciation charges reviewed as part of budget process		27,993	46,633
39,273	32,819	Depreciation Parks	Depreciation charges reviewed as part of budget process		(6,454)	39,383
<b>268,328</b>	<b>244,427</b>				<b>(23,901)</b>	<b>277,459</b>

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
<b>Transport</b>						
<b>\$</b>	<b>\$</b>				<b>\$</b>	<b>\$</b>
37,015	30,040	Depot Maintenance	Maintenance costs less than anticipated		(6,975)	31,203
5,000	3,515	Traffic Signs	No significant year end variance anticipated		(1,485)	3,800
26,089	30,283	Bridge Maintenance	Actual time spent varies to budget. Overall saving on maintenance		4,194	30,860
5,000	3,167	Crossovers	No significant year end variance anticipated		(1,833)	3,200
622	0	Loan - accrued interest	No year end variance anticipated		(622)	622
308,749	271,744	Local Road Maintenance	Offset by small overpend on Local Road Construction		(37,005)	295,500
58,310	32,260	Road Verge Maintenance	Lower level of activity than planned		(26,050)	35,200
24,750	17,759	Street Lighting	Small saving anticipated		(6,991)	22,700
8,000	4,225	Street Sweeping	Small saving anticipated		(3,775)	4,600
3,297	3,863	Traffic Counter Maintenance	No significant year end variance anticipated		566	4,200
6,000	4,375	Safety Works	No significant year end variance anticipated		(1,625)	5,000
6,000	5,835	Equipment replacement	No year end variance anticipated		(165)	6,000
9,346	4,196	Loan - Interest	No year end variance anticipated		(5,150)	9,346
55,828	27,527	Loan - Principal	No year end variance anticipated		(28,301)	55,828
18,609	20,000	Gravel Pit	No significant year end variance anticipated		1,391	20,000
4,794	4,794	ROMANS	No year end variance anticipated		0	4,794
1,524,665	1,270,613	Depreciation - Roads	No significant year end variance anticipated		(254,052)	1,524,736
<b>2,102,074</b>	<b>1,734,196</b>				<b>(367,878)</b>	<b>2,057,589</b>
<b>Economic Services</b>						
<b>\$</b>	<b>\$</b>				<b>\$</b>	<b>\$</b>
800	1,430	Australia Day	Costs higher than anticipated		630	1,430
10,958	9,499	Functions & Events	Reallocation of time from employees		(1,459)	13,477
90,959	79,414	Caravan Park	No significant year end variance anticipated		(11,545)	90,762
4,000	4,312	Caravan Park admin expenses	No significant year end variance anticipated		312	4,500
14,165	27,914	Caravan park utilities	Water and Gas expenditure above budgeted amounts		13,749	27,500
5,000	2,909	Caravan Park promotion	Small saving will offset additional costs of maintenance		(2,091)	3,000
13,508	26,896	Caravan Park & Camping	Maintenance costs higher than budget		13,388	29,660
45,638	35,429	Caravan park wages	No year end variance anticipated		(10,209)	45,638
25,000	20,852	Visitor Centre services	No year end variance anticipated		(4,148)	25,000
14,000	7,150	Regional Promotion	No year end variance anticipated		(6,850)	14,000
10,000	8,454	Tourism promotion	No year end variance anticipated		(1,546)	10,000
807	0	Building Control - Long Service Leave	No year end variance anticipated		(807)	807
26,828	25,156	Building Control - Salary	No year end variance anticipated		(1,672)	26,828

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
2,821	3,120	Building Control - Superannuation	No year end variance anticipated		299	2,821
2,394	0	Building Control - Annual Leave	No year end variance anticipated		(2,394)	2,394
2,365	799	Building Control - Expenses	No significant year end variance anticipated		(1,566)	1,600
12,630	16,207	Depreciation - Caravan Park	Depreciation charges reviewed as part of budget process		3,577	19,448
<b>281,873</b>	<b>269,541</b>				(12,332)	318,865
<b>Other Property &amp; Services</b>						
\$	\$				\$	\$
22,158	45,247	Private Works	Private Works costs more than offset by additional income generated		23,089	45,700
10,000	8,397	Training	Small saving anticipated at year end		(1,603)	7,000
27,708	0	Long Service Leave	No year end variance anticipated		(27,708)	27,708
90,756	64,989	Salaries	Amendment to salary allocations		(25,767)	80,756
76,235	0	Annual Leave	No year end variance anticipated		(76,235)	76,235
150,489	110,583	Superannuation	Reduced use of casual employees compared to budget		(39,906)	116,600
0	0	Office expenses	No year end variance anticipated		0	0
28,422	13,061	Sick pay	Less sick leave taken than estimated in budget		(15,361)	14,000
71,294	65,994	Insurances	Insurance reallocation. Insurance overall on budget		(5,300)	65,994
10,000	6,471	Protective Clothing	No year end variance anticipated		(3,529)	10,000
3,500	2,186	Safety Meetings	Less time coded to safety meetings than estimated		(1,314)	1,000
54,305	24,695	Wages - plant	Salary costs reallocated in part to other budget heads over the year		(29,610)	30,000
28,000	23,601	Tyres & Batteries	Small saving anticipated at year end		(4,399)	25,000
28,291	22,039	Insurances & Licenses	Insurance reallocation. Insurance overall on budget		(6,252)	22,063
1,000	0	Admin Expenses	No year end variance anticipated		(1,000)	1,000
0	(8,996)	Workers Comp	Will be balanced by expenditure no variance expected		(8,996)	0
200,000	214,316	Fuel & Oil	Anticiapted savings in fuel not achieved		14,316	250,000
4,000	925	Sundry Tools	Small saving anticipated at year end		(3,075)	1,000
34,949	32,365	Holiday Pay	No year end variance anticipated		(2,584)	34,949
55,000	84,008	Parts & External Work	High cost of grader repair		29,008	85,000
2,000	0	Recruitment Exp	No year end variance anticipated		(2,000)	2,000
219,238	260,563	Depreciation - Vehicles	Depreciation charges reviewed as part of budget process		41,325	312,675
9,846	14,956	Depreciation - Depot	Depreciation charges reviewed as part of budget process		5,110	17,950
<b>1,127,191</b>	<b>985,401</b>				(141,790)	1,226,630
<b>6,177,387</b>	<b>4,802,897</b>	<b>TOTAL</b>			<b>(1,374,490)</b>	<b>5,760,878</b>

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
			Less Expenditure tied to additional grants			(46,550)
			Less Non Cash Depreciation increases			(128,114)
			Total Expenditure Savings Anticipated for Year			(591,173)

Operating Expenses



				Attachment 2	
OPERATING INCOME TO 31 MAY 2014					
Budget	Actual		Explanation	(Over)/Under received	
				Current	Anticipated Year End
General Purpose Revenue					
\$	\$			\$	\$
(1,298,032)	(1,295,913)	Rate Revenue	Interim rates still anticipated	2,119	(1,298,032)
(5,000)	(4,684)	Legal Fees	Budget expected to be met	316	(5,000)
(12,500)	(15,497)	Int on Overdue rates	Interest collected higher than anticipated	(2,997)	(15,500)
(781,860)	(319,037)	Equalisation Grant	Half of the income was received in 2012/13 and has been carried forward	462,824	(816,312)
(4,000)	(4,542)	Interest on Instalments	Interest collected higher than anticipated	(542)	(4,700)
(496,518)	(160,859)	Local Road Grant	Half of the income was received in 2012/13 and has been carried forward	335,659	(462,738)
(665,428)	0	R4R	Loss of R4R Individual 2013/14 grant confirmed	665,428	0
(3,800)	(3,641)	Admin Charges	Budget expected to be met	159	(3,800)
(20,000)	(18,154)	DOT Commission	Budget expected to be met	1,846	(21,000)
(21,000)	(26,202)	Sundry Income	Income higher than anticipated	(5,202)	(28,150)
(60,000)	(22,435)	Interest on Investment - General	Timing issue from term deposit - budget expected to be met	37,565	(40,000)
(42,000)	(29,876)	Interest on Investment - R4R	Timing issue from term deposit - budget expected to be met	12,124	(47,000)
(3,410,138)	(1,900,841)			1,509,297	(2,742,232)
General Administration					
\$	\$			\$	\$
(1,000)	0	Shirley Humble room hire	Most of this income is currently shown in the Recreation & Culture budget	1,000	(200)
(1,000)	0			1,000	(200)
Law & Order					
\$	\$			\$	\$
(115,000)	(100,873)	DFES Grant - Brigades	Budget expected to be met	14,127	(115,000)
(75,000)	(63,692)	DFES Grant - CESO	Offset by lower costs	11,308	(63,692)
(5,000)	(750)	Firebreak Fines	Budget not expected to be met	4,250	(750)
(2,000)	(2,978)	Dog Registrations	Slightly higher than anticipated registrations received	(978)	(3,000)
(1,000)	(7,867)	Cat Registrations	Budget expected to be met	(6,867)	(900)
(100)	(7,000)	Fines - Animal Control	Budget expected to be met	(6,900)	0
(9,000)	(7,420)	DFES Grant - SES	Budget revisions due to 12/13 DFES return	1,580	(10,108)
(207,100)	(190,580)			16,520	(193,450)

Budget	Actual			Explanation	(Over)/Under received	
Health						
\$	\$				\$	\$
(1,000)	(1,465)	Septic Tank Inspections	Inspection fees slightly under anticipated outcomes	(465)	(700)	
(2,600)	(1,633)	Gen License Fees	Licence Fees slightly under anticipated outcomes	967	(1,950)	
(3,600)	(3,098)			502	(2,650)	
Education & Welfare						
\$	\$			\$	\$	
(6,760)	(6,760)	FROGS lease income	Budget expected to be met	0	(6,760)	
(2,000)	(4,905)	School holiday contributions	Budget expected to be met	(2,905)	(3,400)	
(1,500)	(40,891)	CDO grants	Additional grants received for Heritage Trail, Town Hall Centenary, Bridle trail and Community Sheds	(39,391)	(61,500)	
(2,100)	0	Seniors activities contributions	Offset by reduced expenditure	2,100	(273)	
(12,360)	(52,556)			(40,196)	(71,933)	
Housing						
\$	\$			\$	\$	
(19,396)	(17,904)	Rental Income	Budget expected to be met	1,492	(19,396)	
(19,396)	(17,904)			1,492	(19,396)	
Community Amenities						
\$	\$			\$	\$	
(12,915)	(10,708)	Self Supporting Loan - Principal	Budget expected to be met	2,207	(12,915)	
(7,161)	(6,022)	Self Supporting Loan - Interest	Budget expected to be met	1,140	(7,161)	
(51,810)	(52,401)	Mobile Bin Charges	Bin numbers slightly higher than budgeted	(591)	(52,400)	
(34,625)	(34,925)	Recycling Fees	Bin numbers slightly higher than budgeted	(300)	(34,925)	
(9,800)	(11,686)	Tip Fees	Tip usage higher than anticipated	(1,886)	(12,000)	
(7,200)	(5,264)	Tip Passes	Lower number of passes issued than expected	1,936	(5,250)	
0	0	LPS Amend Contributions		0	0	
(3,000)	(6,138)	Town planning fees	Demand higher than expected	(3,138)	(6,200)	
(3,000)	(3,394)	Cemetery Fees	Cemetery fees slightly over anticipated outcomes	(394)	(3,500)	
(129,511)	(130,537)			(1,026)	(134,351)	
Recreation & Culture						

Operating Income

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>		<i>(Over)/Under received</i>	
\$	\$			\$	\$
(6,000)	(6,986)	Hire Fees - Rec Centre	Fees anticipated to be slightly higher than expected	(986)	(7,200)
(6,500)	(3,925)	Hire Fees - Other Venues	Fees anticipated to be slightly lower than expected	2,575	(4,250)
(10,400)	(10,400)	Supper Room lease	Budget expected to be met	0	(10,400)
(2,470)	(2,400)	Community Centre lease	Budget expected to be met	70	(2,400)
(200)	(270)	Lost Book charges	Includes sales of History of Nannup	(70)	(281)
(25,570)	(23,980)			1,590	(24,531)
<b>Transport</b>					
\$	\$			\$	\$
(85,816)	(85,816)	Main Roads - Direct Grant	Budget expected to be met	0	(85,816)
(2,000)	(450)	Crossover fees	Varies with demand - expected to be lower than budget	1,550	(450)
(150,000)	0	Mowen Road Supervision Fee	Charged at year end - budget expected to be met	150,000	(150,000)
(2,000)	(1,605)	Sale of materials	Varies with demand - expected to be lower than budget	396	(1,650)
(239,816)	(87,871)			151,946	(237,916)
<b>Economic Services</b>					
\$	\$			\$	\$
(142,000)	(126,236)	Caravan Park Income	Budget expected to be met	15,764	(142,000)
(17,000)	(9,153)	Building Control fees	Varies with demand	7,847	(9,500)
(159,000)	(135,389)			23,611	(151,500)
<b>Other Property &amp; Services</b>					
\$	\$			\$	\$
(26,894)	(97,123)	Private Works	Varies with demand	(70,229)	(97,200)
(26,894)	(97,123)			(70,229)	(97,200)
(4,027,285)	(2,449,299)	<b>TOTAL INCOME</b>	<b>TOTAL</b>	<b>1,577,986</b>	<b>(3,481,909)</b>
			Less: Income tied to additional expenditure		61,500
			Less: Private work income excess to plant reserve as per Council policy		46,764
			Anticipated (Over)/Under Budget:	1,577,986	653,640

Operating Income

				Attachment 2	
CAPITAL EXPENDITURE TO 31 MAY 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	22,451	Purchase of vehicles	Changeover costs higher than budgeted	(4,451)	(4,451)
15,000	18,869	Capital works - Shire Office	Contract costs higher than budgeted	(3,869)	(3,869)
0	0	Plant & equipment		0	0
42,600	41,320			1,280	1,280
Recreation & Culture					
0	498,258	Recreation Centre upgrade	To be funded from Recreation Centre Reserve and Grants	(498,258)	500,000
			Recreation Centre Upgrade income		(500,000)
0	498,258			(498,258)	0
Transport					
2,231,636	2,200,822	Mowen Road - construction	Additional expenditure in 2013/14 to be funded from additional grant	30,814	2,231,636
504,151	505,192	Local roads - construction	Offset by saving on Local Roads Maintenance	(1,041)	513,950
558,000	392,000	Special Bridgeworks	Expenditure matches level of Special Bridgework grant	166,000	392,000
50,156	65,381	Footpath program	Offset by saving on Local Roads Maintenance	(15,225)	65,381
(160,000)	(160,000)	Regional Road Group grants	No variation expected at year end	0	(160,000)
(25,000)	(25,000)	Footpaths grant	No variation expected at year end	0	(25,000)
(208,081)	(205,203)	Roads to Recovery grant	No variation expected at year end	(2,878)	(208,081)
(558,000)	(294,000)	Special Bridgeworks grant	Expenditure matches level of Special Bridgework grant	(264,000)	(392,000)
(2,200,000)	(2,400,000)	Mowen Road grant	Additional grant received	200,000	(2,400,000)
415,000	430,165	Purchase of vehicles	Actual includes cost of replacement vehicle to be charged to Mowen Road	(15,165)	415,000
(135,000)	(180,189)	Income from sale of assets	Additional income from assets sold as Mowen Road project ceases	45,189	(180,189)
472,862	329,168			143,694	252,697

Economic Services					
0	5,568	Main Street upgrade	To be funded from Main Street reserve	(5,568)	5,568
0	29,176	Caravan Park upgrade	To be funded from Royalties for Regions grant	(29,176)	40,993
0	5,840	Caravan Park accommodation	Funded by additonal Dept of Transport income	(5,840)	5,840
0	0	Caravan Park furniture & equipment		0	0
			Main Street reserve		(5,568)
			Royalties for Regions funding		(40,993)
			DoT Income		(5,840)
			Mowen Road c/f		200,000
			Transfer to Plant Reserve		45,189
0	40,584			(40,584)	245,189
515,462	909,331	TOTAL NET EXPENDITURE	Unfunded Capital Expenditure		(16,296)

**Shire of Nannup**  
**Ordinary Council Meeting Agenda: 26 June 2014**

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AGENDA NUMBER:	12.7
SUBJECT:	Monthly Accounts for Payment
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Corporate Finance Officer
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	Date 13 June 2014

Attachment 1: Schedule of Accounts for Payment – May 2014

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 31 May 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. A breakdown of this expenditure in the monthly financial report is required to comply with financial regulations. There are no credit card transactions to report for May 2014.

**Municipal Account**

Accounts paid by EFT	6033 - 6131	\$204,899.20
Accounts paid by cheque	19499 –19519	\$13,513.59
Accounts paid by Direct Debit		\$0.00

Sub Total Municipal Account	\$218,412.79
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**Trust Account**

Accounts paid by EFT	\$0.00
Accounts Paid by cheque	\$0.00

Sub Total Trust Account	\$0.00
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<b>Total Payments</b>	<b>\$218,412.79</b>
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**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 \$218,412.79 in the attached schedule be endorsed.

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

	<b>Name</b>	<b>Invoice Description</b>	<b>Amount</b>
EFT6033	GUMNUTS GALORE	SEEDLINGS AND A ROSE	\$49.60
EFT6034	BP NANNUP	APRIL FUEL ACCOUNT	\$28.42
EFT6035	DORMAR INDENTS	CARAVAN PARK SHOP ITEMS P/O 14408	\$1,254.88
EFT6036	KERRIE YABSLEY	REIMBURSEMENT FOR SCHOOL HOLIDAY PROGRAM	\$62.95
EFT6037	HILL'S TULIPS TASMANIA	SEEDLINGS	\$4,801.41
EFT6038	QUICK CORPORATE AUSTRALIA	ARCHIVE BOX	\$39.97
EFT6039	LONSDALE PARTY HIRE	TRESTLE TABLE P/O 14359	\$3,340.00
EFT6040	DEAN GUJA	APRIL 2014	\$2,560.00
EFT6041	CAPE TO CAPE EXPLORER TOURS	1 X BUS AND DRIVER HIRE 23 APRIL 14	\$425.00
EFT6042	JOHNSON'S FOODSERVICE	CARAVAN PARK ICECREAMS	\$490.36
EFT6043	COCA-COLA AMATIL (AUST) PTY LTD	COKE - CARAVAN PARK SHOP	\$251.20
EFT6044	BJ & FH TOMAS	P/O 11636 TRACTOR HIRE	\$1,914.00
EFT6045	COMPASS RENOVATIONS	PAINTING - NANNUP SHIRE BUILDING	\$3,332.00
EFT6046	SHEA CULLEN	MEALS AND TRAVEL TRANSPORT TRAINING	\$804.63
EFT6047	JOHN CARTER	MEDICAL EXPENSES	\$82.50
EFT6048	SATTVA HEALTH MANAGEMENT	CHOCOLATE WORKSHOP	\$200.00
EFT6049	WARRICK WELDING	205 PLATE 8MM THICK	\$176.00
EFT6050	DEPARTMENT OF PRIMARY INDUSTRIES,	TULIPS TO WA	\$70.08
EFT6051	BUSSELTON PEST & WEED CONTROL	BRIDGE WHITE ANT TREATMENT P/O 14329	\$3,872.00
EFT6052	HOLCIM AUSTRALIA PTY LTD	10MM SEALING AGG	\$3,201.66
EFT6053	LANDGATE	GRV INTERIM VALS	\$212.13
EFT6054	DELL AUSTRALIA PTY LTD	P/O 14138 LATITUDE 15 5000 SERIES	\$2,398.14
EFT6055	D & J MILLER (DO YOUR BLOCK	GRAVEL APRON AS QUOTED P/O 14361	\$682.00
EFT6056	HOWSON MANAGEMENT PTY LTD	FOOTPATH DATA COLLECTION P/O 14330	\$9,405.00
EFT6057	HOLBERRY HOUSE	ACCOMODATION STEVE THOMPSON P/O 14257	\$115.00
EFT6058	TOLL IPEC ROAD EXPRESS PTY LTD	SUNNY INDUST	\$483.26
EFT6059	JASON SIGNMAKERS	SLOW MOVING VEHICLES	\$344.30
EFT6060	K & C HARPER	REC CENTRE	\$372.90
EFT6061	METAL ARTWORK CREATIONS	WHITE ALUMINIUM STAFF BADGE	\$13.48
EFT6062	NANNUP HARDWARE & AGENCIES	12 HI-VIS VEST	\$1,357.15
EFT6063	NANNUP HOTEL MOTEL	COUNCIL DINNER AT NANNUP HOTEL 24/04/2014	\$530.40
EFT6064	NICHOLLS MACHINERY	P/O 14458 NEW HARDI	\$6,270.00
EFT6065	PRESTIGE PRODUCTS	CLEANING PRODUCTS	\$189.20
EFT6066	RICOH BUSINESS CENTRE	PHOTO COPIER BILLING	\$991.79
EFT6067	SUGAR MOUNTAIN ELECTRICAL SERVICES	STATE EMERGENCY SERVICES BUILDING	\$5,752.65
EFT6068	TRACIE BISHOP	CPA MEMBERSHIP	\$150.00
EFT6069	WORTHY CONTRACTING	NANNUP WASTE MANAGEMENT FACILITY - APRIL 2014	\$9,863.33
EFT6070	WADIFARM CONSULTANCY SERVICES	5 ADDITIONAL PHOTOS OF TOM WILDE AT REC CENTRE	\$163.00
EFT6071	SLATER-GARTRELL SPORTS	P/O 14342 ULTRA WHITE LINE MARKING PAINT	\$479.60
EFT6072	LANDGATE	GRV INTERIM	\$491.99
EFT6073	MJB INDUSTRIES	DELIVERY TO DEPOT , CONCRETE PIPES P/O 14339	\$5,947.02
EFT6074	AUSRECORD	FILING SUPPLIES	\$224.06
EFT6075	NANNUP SKIP BINS	SKIP BIN SERVICE 16/04/2014,23/04/2014	\$440.00
EFT6076	WESFARMERS KLEENHEAT GAS PTY LTD	CARAVAN PARK	\$132.00
EFT6077	ROBERT LONGMORE	TRAVEL REIMBURSEMENT 06/05/2014,07/05/2014	\$362.00
EFT6078	P & F MARTIN	NP3395 VEHICLE SERVICE	\$183.05
EFT6079	NANNUP PHARMACY	SYRINGE AND IBUPROFEN TABLETS	\$20.94
EFT6080	EDGE PLANNING & PROPERTY	PLANNING SERVICES BETWEEN - 13-26 APRIL 2014	\$6,471.19
EFT6081	BUSSELTON PSI PTY LTD	ASKINO PTY LTD - A1651	\$4,117.73
EFT6082	PICKLE & O	LUNCH, DELIVERED 16/05/2014 P/O 14345	\$428.00
EFT6083	QUALITY PUBLISHING AUSTRALIA EX	P/O 14412 MAPS FOR RESALE	\$242.09
EFT6084	JOHNSON'S FOODSERVICE	CARAVAN PARK ICECREAMS	\$167.90
EFT6085	DEPENDABLE LAUNDRY SOLUTIONS	P/O 14410 MONEY BOX MAYTAG	\$110.00
EFT6086	JOANNA KEPA	06/05/2014 AND 13/05/2014 HELP WITH YAC	\$150.00
EFT6087	JOHN STANLEY ASSOCIATES	GHOST TOWN HOME TOWN PRESENTATION 15 MAY	\$1,100.00
EFT6088	ZANPHIRE PTY LTD	SEA CONTAINER - 17/04/2014-15/05/2014	\$176.00
EFT6089	JOHN CARTER	FUEL REIMBURSEMENT FOR HIRE CAR	\$50.14
EFT6090	COOK'S TOURS PTY LTD	QUARTER PAGE ADVERTISEMENT P/O 14404	\$570.00
EFT6091	COUNTRY'S JUNIOR FOOTBALL CLUB	KIDSPORT VOUCHERS 2014 COUNTRYS JFC FEES P/O	\$440.00
EFT6092	NATURALISTE CABINETS	LAMINATE BENCHTOP	\$80.00
EFT6093	AMD CHARTERED ACCOUNTANTS	ACUITTAL AUDIT 2014, 10 APRIL 2014	\$385.00
EFT6094	BLACKWOOD CAFE - SUMART	PIZZAS FOR LOUISE MEETING P/O 14375	\$240.90
EFT6095	BRIDGETOWN MEDICAL GROUP	JOHN MILLER - MEDICAL	\$158.10
EFT6096	D & J COMMUNICATIONS	RADIO EQUIPMENT REMOVAL	\$506.00



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

EFT6097	HOLCIM AUSTRALIA PTY LTD	10MM SEALING AGG X 6	\$30,548.98
EFT6098	DEPARTMENT OF FIRE AND EMERGENCY	ESLB 3RD QTR CONTRIBUTION	\$20,318.33
EFT6099	HOLBERRY HOUSE	ACCOMODATION 3X SINGLE ROOMS, 1X DOUBLE	\$570.00
EFT6100	TOLL IPEC ROAD EXPRESS PTY LTD	VOGUE FURNITURE	\$42.86
EFT6101	INSIGHT CCS PTY LTD	APRIL 2014	\$148.98
EFT6102	K & C HARPER	BROCKMAN STREET, SUPPLY SEWERAGE PUMPING	\$11,729.08
EFT6103	LOCAL GOVERNMENT MANAGERS	REGIONAL SPOTLIGHT FORUM 16 MAY 2014	\$60.00
EFT6104	MALATESTA ROAD PAVING	BITUMEN PRODUCTS P/O 40920	\$600.00
EFT6105	METAL ARTWORK CREATIONS	WHITE ALUMINIUM NAME BADGES X 3 P/O 14142	\$36.58
EFT6106	NANNUP NEWSAGENCY	POSTAGE	\$515.87
EFT6107	NANNUP EZIWAY SELF SERVICE STORE	CAR RALLY NDHS	\$90.70
EFT6108	NANNUP HOTEL MOTEL	OFF ROAD DRIVER'S COURSE, DINNER PROVIDED FOR 5	\$172.00
EFT6109	NANNUP COMMUNITY RESOURCE CENTRE	TELEGRAPH ADVERT 2014 MAY	\$242.00
EFT6110	NANNUP LIQUOR STORE	COUNCIL MEETING	\$458.88
EFT6111	PRESTIGE PRODUCTS	CLEANING PRODUCTS TOILET ROLLS	\$172.59
EFT6112	SW PRECISION PRINT	NANNUP FLAGGING A4 BROCHURES	\$589.00
EFT6113	THE PAPER COMPANY OF AUSTRALIA PTY	A480 A ONE PAPER, A380 COPYMATE P/O 14275	\$209.83
EFT6114	RICOH BUSINESS CENTRE	PHOTOCOPIER	\$51.70
EFT6115	SYNERGY	ACCOUNT 682823230	\$5,137.75
EFT6116	SUGAR MOUNTAIN ELECTRICAL SERVICES	TOWN HALL SUPPER ROOM P/O 1334	\$556.24
EFT6117	SHIRE OF MANJIMUP	IT CONSULTANCY SERVICES	\$937.50
EFT6118	TOTAL EDEN	SPRINKLER GEAR P/O 13391	\$909.61
EFT6119	WARREN BLACKWOOD WASTE	WASTE COLLECTION APRIL 2014	\$8,891.11
EFT6120	WORTHY CONTRACTING	RIVER ROAD 14TH & 15TH APRIL 2014	\$7,946.40
EFT6121	WESFARMERS KLEENHEAT GAS PTY LTD	30/04/2014-21/05/2014	\$132.00
EFT6122	LONSDALE PARTY HIRE	12 STEEL PEGS FOR COMMUNITY TENT	\$264.00
EFT6123	BUNBURY TRUCKS	P/O 14460 SERVICE ON VEHICLE NP3003	\$2,641.62
EFT6124	AUSTRALIA POST	PO BOX 11	\$107.00
EFT6125	BLACKWOOD CAFE - SUMART	FOOD AND BEVERAGE	\$67.90
EFT6126	JASON SIGNMAKERS	P/O 14343 MOWEN ROAD SIGN	\$209.66
EFT6127	NANNUP EZIWAY SELF SERVICE STORE	CARAVAN PARK	\$1,261.81
EFT6128	ROD'S AUTO ELECTRICS	SUPPLY PART P/O 14194	\$17.25
EFT6129	RICOH BUSINESS CENTRE	PHOTOCOPIER BILLING JOB #92248	\$51.70
EFT6130	WA LOCAL GOVERNMENT	Superannuation contributions	\$18,037.30
EFT6131	AUSTRALIAN TAXATION OFFICE	OUTSTANDING AMOUNT DUE	\$1,248.87

**EFT PAYMENTS - MUNICIPAL ACCOUNT** **\$204,899.20**

19499	THE GRYGLICKI FAMILY TRUST	BUS CHARTER FROM DEPOT TO NANNUP TO MEELUP	\$726.00
19500	BUSSELTON MOTORS	NP0 SERVICE	\$334.36
19501	NANNUP SPORT & RECREATION	KIDSPORT P/O 14095, 14097, 14096,14099 14100	\$6,314.00
19502	BOOEASY PTY LTD	BOOEASY BOOKING	\$440.00
19504	SHIRE OF NANNUP	CHANGE OF PLATES ON SHIRE VEHICLES	\$75.00
19505	WA NATURALLY PUBLICATIONS	MAPS AND BOOKS FOR RESALE - NANNUP CARAVAN	\$340.98
19506	CITY OF BUSSELTON	RANGER SERVICES, NP8,NP6,NP7	\$180.00
19507	GRUB HUB	MILK AND UNLEADED FUEL	\$30.10
19508	SENSIS PTY LTD	CARAVAN PARK AD APRIL - MAY 2014	\$57.97
19509	CANNING BRIDGE AUTO LODGE	ACCOMMODATION FOR RATES TRAINING	\$930.00
19510	BUNNINGS- BUSSELTON	METAL SCREWS, STORAGE CRATE	\$268.74
19511	NANNUP GARDEN VILLAGE COMMITTEE	CATERING COUNCIL MEETING 27/03/2014	\$578.00
19512	TASFREIGHT	PALLET OF TULIPS	\$627.13
19513	ST.JOHN AMBULANCE	ST JOHNS AMBULANCE FUND MAY 2014	\$316.00
19514	AMP LIFE LTD	Superannuation contributions	\$332.90
19515	AUSTRALIAN SUPER	Superannuation contributions	\$1,139.12
19516	IIML ACF IPS APPLICATION TRUST	Superannuation contributions	\$697.95
19517	GENERATIONS PERSONAL SUPER	Superannuation contributions	\$42.05
19518	BT BUSINESS SUPER	Superannuation contributions	\$19.60
19519	ONEPATH MASTERFUND	Superannuation contributions	\$63.69

**CHEQUE PAYMENTS - MUNICIPAL ACCOUNT** **\$13,513.59**

**CHEQUE PAYMENTS - TRUST ACCOUNT** **\$0.00**

**TOTAL MUNICIPAL PAYMENTS FOR PERIOD** **\$ 218,412.79**

**TOTAL TRUST PAYMENTS FOR PERIOD** **\$ -**

**TOTAL PAYMENTS FOR PERIOD: \$ 218,412.79**