

Policy Number:	ADM 2
Policy Type:	Administration Policy
Policy Name:	Internal Control Manual
Policy Owner:	Chief Executive Officer
Authority:	Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996

INTRODUCTION

The procedures detailed in this Internal Control Manual have been developed to:

1. Ensure that expenditures of Council are undertaken in a controlled environment to achieve the highest level of compliance with all Local Government legislation and Council policies; and
2. To meet the requirements of Regulation 5(2)(a) of the Local Government (Financial Management) Regulations 1996.

Regulation 5(2)(a) of the Local Government (Financial Management) Regulations 1996 states that the CEO is to:

“ensure that the resources of the local government are effectively and efficiently managed”.

The adoption of these procedures will meet the requirements of this regulation.

These procedures shall be reviewed on an annual basis.

1 THE PURCHASING SYSTEM

1.1 OBJECTIVES

The objectives of the purchasing system include:

- Adhering to Council policy ADM 4 – Purchasing Policy.
- That purchase orders are initiated for the supply of all goods and services required by Council, excepting those referred to in section 1.2.1 of this manual.
- That goods and services are verified in terms of quantity and quality.
- That supplier invoices are certified for payment by authorised persons.
- That accurate and prompt payment of creditors is made in accordance with the terms of credit.

1.2 PROCEDURES

1.2.1 Purchase Orders

A purchase order in a form approved by the Chief Executive Officer shall be issued in relation to the purchase of all goods and services except the following:

- Utilities
- Licenses
- Insurances, freight and postal charges
- Fuel
- Local suppliers where an account is set up
- Supply of goods or services under contract.
- Attendance at conferences and seminars (where payment is required in advance).
- Goods purchased from petty cash.

Officers authorised to sign purchase order forms and cheque requests (Authorised Officers) are those people appointed to the following positions:

Chief Executive Officer
Manager Corporate Services
Manager Infrastructure
Manager Caravan Park (up to \$1,000)
Plant Mechanic.
Leading Hand Gardener (up to \$1,000)
Executive Officer
Community Emergency Services Officer (up to \$1,000)

Purchase Orders shall be completed with the following information:

- The supplier's full name and address.
- A brief description of the goods or services required, including quantity if applicable.
- An estimate of the cost of the goods or services.
- The delivery point and date of delivery if applicable.
- The chart of account or job number.

The authorising officer shall ensure that the expenditure is authorised within the current year's adopted budget.

The purchase order form is in triplicate. The first copy (white) is to be forwarded to the supplier. The second copy (yellow) is to be forwarded to the Clerical Assistant Finance Officer who shall file it in purchase order number order, awaiting receipt of the supplier's invoice. The third copy is retained in the order book.

1.2.2 Local Purchases

Purchase Orders are not required for the provision of goods and services that are generally of a minor ongoing nature from local

suppliers where an account is set up. A signature of receipt is required to be placed on the invoice or cart note accompanying the goods.

1.2.3 Tenders

Tenders shall be processed in accordance with the Local Government (Functions and General) Regulations 1996 Sections 4 and 4A, Council delegation number 2 and Council policy ADM4 Purchasing Policy.

Tenders that result in contracts shall, following Council's acceptance of the Tender, be processed as follows:

- A purchase order shall be raised in accordance with guidelines detailed in section 1.2.1 of these procedures, or
- A letter of acceptance of tender will be written which details the conditions of the contract with reference to the tender documentation.

1.2.4 Corporate Credit Cards

Corporate credit cards have been approved for:

- the Chief Executive Officer
- the Youth Officer

Approved purchases shall be reported on a monthly basis to Council in conjunction with the normal presentation of accounts for payment.

1.2.5 Cheque Requests

Cheque requests in the form approved by the Chief Executive Officer are to be used for the payment of accounts due to people or organisations where no external invoice is rendered. Supporting documentation, where applicable, is to be attached to the cheque request. Only Authorised Officers can sign cheque requests, and in doing so shall ensure that the controls listed in section 1.2.1 of this manual are adhered to.

1.2.6 Certification of Invoices

All invoices received shall be stamped with the Shire of Nannup date stamp and the certifying stamp.

Where a purchase order form was generated for the supply of the goods or services, the second copy (yellow) of the purchase order form must be attached to the invoice. The invoice shall be passed on to the Authorising Officer for certification. The certification stamp shall be signed off in all sections by the Authorising Officer prior to the processing of the invoice through the financial system.

Having signed off the certification stamp, the authorising officer shall forward the invoice for payment.

The officer processing invoices shall:

- Verify that all prior procedures have been complied with. If any information or authorisation is lacking the invoice must be returned to the Authorising Officer for correction.
- Verify all prices and extensions.
- Process those correctly authorised invoices at least on a two weekly basis. Prior to the production of the cheques or electronic funds transfers, all invoices and the system invoice list shall be forwarded to the Manager Corporate Services or a person delegated by him for approval to proceed.
- All cheque and electronic funds transfer payments paid shall be listed and submitted to the next Ordinary Meeting of Council for endorsement.

Payment Vouchers supported by creditor's invoices, cart notes, quotations, purchase orders or any other relevant documentation shall be filed in cheque number or electronic fund transfer number order.

1.2.7 Assets

Those invoices that pertain to the purchase of assets over the Capitalisation Limit as set out in Policy FNC1, shall be recorded in the Council's Asset Management System.

1.2.8 Retention of Records

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's record Keeping Plan:

- Purchase order books.
- Contracts / Tender register.
- Cheque payment vouchers together with associated supporting documentation.

2 PETTY CASH

2.1 Objectives

The objective of the petty cash system is to provide an efficient means of handling approved minor Council purchases. Petty cash shall be maintained on an imprest system. The advance to be held for Petty Cash shall be \$150.

2.2 Procedures

Petty Cash disbursements are restricted to expenses that are of a minor nature. Each time a disbursement is made the petty cash voucher in the form approved by the Chief Executive Officer shall be completed in full. The petty cash voucher must be authorised by an Authorised Officer. Receipts are to be attached to the petty cash voucher wherever possible.

The petty cash advance shall be reconciled with cash on hand and processed vouchers, as required, prior to reimbursement, using the petty cash recoup sheet.

It is the responsibility of the Executive Officer to ensure that:

- The cash and relevant petty cash vouchers are secured at all times, and placed in the safe at night.
- The cash and relevant petty cash vouchers are regularly reconciled.
- Any discrepancies are reported to the Manager Corporate Services immediately.

3 PAYROLL

3.1 Objectives

The operation of the payroll system should ensure that:

- The exact payment is made to all staff for all hours worked in accordance with the relevant industry awards and individual contracts.
- Timely payment is made to all staff.
- Accurate, timely and meaningful recording of wage and salary costs is undertaken in the accounting system and subsequent management reports.
- Payment of deductions from salaries and wages to appropriate organisations is made at the end of each month.

3.2 Procedures

3.2.1 New Employees

When a new employee commences, the member of the Senior Management Team responsible for that employee shall ensure that a copy of the letter of employment addressed to the employee, stating the level of employment, wages/salaries per fortnight, and any other allowances paid per fortnight is forwarded to the Finance Officer.

The new employee will be required to complete the following documentation:

- Tax declaration forms.
- Superannuation forms.
- Deduction from payroll forms.
- Details of bank account for direct debiting purposes.

Upon receiving all the new employee information, the Finance Officer shall set up a payroll record for the new employee based on the details received.

A new employee file shall be created at this point.

3.2.2 Termination of Employees

Notification of an employee's termination shall be forwarded to the Finance Officer by the employee's supervisor as soon as practicable. The notification shall include all necessary information to enable a termination payment to be made.

The Finance Officer shall, upon receipt of the notice of termination, undertake the calculations for final payment, taking into account such matters as accrued leave and required notice in accordance with the relevant award or contract for the approval of the Manager Corporate Services, and amend the payroll system to ensure that further transactions are prevented.

3.2.3 Time Sheets

Time sheets in the form approved by the Chief Executive Officer shall be completed by the appropriate staff for the purposes of recording all ordinary hours, sick leave, annual leave, long service leave, rostered days off and overtime worked. The time sheets, when completed, are to be authorised by the Supervising Officer as detailed on the time sheet, and forwarded to the Finance Officer by 4pm of the Tuesday of the pay week.

Where the time sheet requires the recording of job number details or chart of account, this information is to be checked by the Supervising Officer prior to being signed off.

Any anomalies or discrepancies observed by the Finance Officer in the course of processing the time sheets shall be reported to the person authorising the time sheet for determination and suitable action.

3.2.4 General

All salaries and wages paid shall be credited to employees' bank accounts via direct banking.

Employee payments made outside of the appointed fortnightly schedule e.g. termination and pay adjustments, shall be processed through "one off pay run – P930W" to ensure correct allocation of costing.

The Finance Officer shall ensure that general ledger control accounts associated with payroll are balanced on a monthly basis.

3.2.5 Leave

All sick leave, annual leave, long service leave, rostered days off, study leave and time in lieu shall be applied for using the application for leave form. The leave form, after being approved by the Supervising Officer, shall be forwarded to the Finance Officer for the correct calculation of time off requested, and the maintenance of the appropriate leave accrual system.

When the processing of the form through the payroll system is complete, it shall be placed on the relevant employee's personal file.

3.2.6 Retention of Payroll Records

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's record Keeping Plan:

- Daily Attendance Records – Time Sheets.
- Employment History and Leave Entitlement Records.
- Payroll pre-listing audit reports.
- Bank details and bank deduction reports.
- Employee deduction reports.
- Hours Due reports.
- Payroll Journals Report.
- Group Certificates.

4 THE RECEIPTING SYSTEM

4.1 Objectives

The objective of the receipting system is to ensure that all monies received by Council are recorded and accurately processed in a timely manner.

4.2 Procedures

Only the following officers are permitted to issue receipts:

- ~~Finance Officer~~ Corporate Services Officer
- Executive Officer
- ~~Administration Support~~ Development Services Officer
- ~~Administration Assistant~~ Finance Officer
- Clerical Trainee

Any other officer requiring a receipt must give the money to one of the above officers who will then issue a receipt.

All monies received through the mail are to be recorded in a register. Each entry shall record the date of the receipt, details of the receipt, the initials of the officer issuing the receipt and the initials of the checking officer.

The person recording the money in the register shall not be the same officer issuing the receipt.

All cheques received through the mail shall be receipted on the same day.

At 4.30 p.m. each day, the cash on hand shall be reconciled using the daily cash receipts summary form.

All monies received shall be banked on at least a daily basis.

The cash drawer shall be secured at all times. All cash and cheques held over at the end of the day shall be placed in the safe overnight.

When balancing the till at the end of each day, if a discrepancy exists between the total of receipts and cash, the Manager Corporate Services shall be immediately notified. After exhausting all avenues to resolve the discrepancy, the following shall apply:

- If the amount of cash held is in excess of the receipts issued, the surplus shall be receipted into the Municipal Fund and held as a restricted asset.
- If the amount of cash held is less than the value of the receipts, if the monies held as restricted assets is not sufficient to address the shortfall, this will be addressed on a case by case basis.

Any variations to the above, must be discussed immediately with the Manager Corporate Services, or in his absence the Chief Executive Officer, whereupon further guidance will be given.

5 INVESTMENTS

5.1 Objectives

The objective of this procedure is to ensure that the investment of surplus Council funds is undertaken to ensure the maximisation of return within a secure environment.

5.2 Procedures

Surplus funds shall be invested in accordance with Policy FNC 7.

Details of the nature of the investment and interest rate payable on the investment will be maintained in the Investment Register.

Interest earnings on any investment shall be recorded in the books of account for the period in which the earnings were received.

6 THE JOURNAL SYSTEM

6.1 Objectives

The objective of this procedure is to limit the use of journals to:

- The bringing to account of direct debits and credits through the bank statement listing, and
- The correction of incorrect income and expenditure accounting record entries.

6.2 Procedures

An Authorised Officer, having verified that an incorrect allocation of income or expenditure has occurred, shall request a journal transfer to be made.

The request shall detail all particulars of the required journals including the reason, quantities, dollar values and any supporting documentation.

The journal transfer may only be processed by:

- the Manager Corporate Services
- the Finance Corporate Services Officer

Related Policies	
Related Procedures/Documents	Purchase Order Form, Cheque Request, Petty Cash Voucher, Petty Cash Recoup Sheet, Timesheet, Application for Leave, Daily Cash Receipts Summary
Delegated Level	
Adopted	OM 23 March 2000
Reviewed	OM 28 November <u>August</u> 201 <u>3</u> 4

Policy Number:	ADM19
Policy Type:	Administration Policy
Policy Name:	Privacy & Confidentiality
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Introduction

The Shire of Nannup is committed to protecting the privacy of personal information. This Privacy Policy embodies this commitment. The policy supports the council's need to collect information and the right of the individual to privacy. It ensures that the council can collect personal information necessary for its services and functions, while recognising the right of individuals to have their information handled in ways that they would reasonably expect and in ways that protect the privacy of their personal information.

Commitment

The council will:

1. collect only information which is required for a specified primary purpose;
2. not use or disclose personal information about an individual for a purpose other than:
 - (a) the purpose for which it was collected;
 - (b) a related purpose (or, in the case of sensitive information, a "*directly related*" purpose) which the individual would reasonably expect;
 - (c) a purpose required or permitted by law; or
 - (d) a purpose for which the consent of the individual has been obtained.
3. take all reasonable steps to make sure that the personal information collected, used or disclosed is accurate and up to date;
4. take all reasonable steps to protect and safeguard the personal information collected and to securely destroy the information when it is no longer required for the purpose for which it was collected;
5. make available policies relating to the management of personal information;
6. provide people with access to their own personal information and permit people to seek corrections if necessary.

Responsibility

The responsibility for protecting privacy does not lie with one individual or a group, but with all staff at all levels, no matter what role they fulfil.

Individuals

Individuals are at all times personally responsible for their conduct to others. They must:

- comply with any professional codes of practice which relate to their role
- understand and work within organisational policies
- uphold the duty of care they have to others, particularly service users and members of the public they encounter in the discharge of their duties
- be aware of and work within the legislative framework

Managers

Managers are responsible for their own conduct, attitudes and behaviours as described above. Additionally they are responsible for:

- ensuring individuals within their teams understand their roles and responsibilities with regard to privacy
- understanding and implementing privacy policies and standards relevant to the service and team
- ensuring policies are understood and implemented
- ensuring staff have the tools, resources and skills to promote and deliver services which uphold privacy
- monitoring the performance and actions of individuals and teams
- ensuring action is taken to address deficits and gaps in a timely and appropriate manner

Chief Executive Officer

The Chief Executive Officer is accountable to Council for all of the above and in addition must:

- lead, promote and champion the privacy agenda
- ensure measurable standards are set and met
- ensure that Council and the public are briefed on privacy policies, achievements and actions taken to rectify any deficits

Collection of Personal Information

Personal information is collected and used for the following purposes:

1. to provide services or to carry out statutory functions;
2. when dealing with any request or application for products or services;
3. when dealing with certain government agencies;
4. when required by law.

Personal information may include sensitive information (for example, religious beliefs, health status, ethnic origins, membership of a trade or professional association). If so, then the council will apply the National Privacy Principles required to that type of information.

Personal information may be collected in person, in writing, by telephone, through the website and through other methods of communication with individuals.

Sometimes personal information may need to be collected from third parties in the course of carrying out council's responsibilities, ensuring that information that has been provided is correct.

In each case, personal information collected will be treated in accordance with the principles set out above.

Use of Personal Information

Personal information may be used to maintain records, provide information and enable individuals to receive services. In addition, to satisfy regulatory requirements, personal information may be used to carry out administrative tasks and manage individuals' rights in relation to statutory obligations as required.

Disclosure of Personal Information to Third Parties

Personal information may be disclosed to third parties. These may include agents, contractors (including organisations used by us to store information in an electronic format), and other entities, to which it is reasonable to expect that information would be provided in the course of or incidental to the provision of products and/or services by the council.

Such disclosure will be in accordance with this policy.

Disclosure to the Individual

The council will take reasonable steps at or before the time it collects personal information from an individual, to ensure that the individual is aware of:

1. who is requesting the information and the full contact details;
2. the fact that person is able to gain access to the personal information collected and seek the correction of such information if necessary;
3. the purposes for which the personal information is collected;
4. the organisations (or types of organisations) that the personal information will usually be disclosed or transferred to;
5. any law which requires the council to collect the personal information;
6. the main consequences (if any) if all (or part) of the personal information requested is not provided.

However, there are circumstances, such as the exercise of statutory responsibilities, where this may not be required.

Access to Personal Information

Requests from an individual to review the personal information held about them by the council should be made in writing to the Chief Executive Officer.

In most circumstances the personal information collected will be made available. In certain circumstances access may be denied. These circumstances include, where:

1. it would have an unreasonable impact on the privacy of others;
2. the information relates to legal proceedings with the individual requesting access;
3. the information would reveal a commercially sensitive decision-making process;
4. providing access to the information would prejudice certain investigations;
5. the council is required by law not to disclose the information.

The council will respond to a request for access to information as a priority and will seek to do so within a maximum of 10 days.

There will be no charge to the individual for requesting access to their own personal information.

Correcting Inaccurate Information

If an individual believes that any information held about them is inaccurate or out of date, they should contact the council, who will review and update the relevant information as necessary.

Complaints

A complaint about information privacy is an expression of dissatisfaction with the council's procedures, staff, agents or quality of service associated with the collection or handling of personal information. The council will be efficient and fair when investigating and responding to information privacy complaints.

Any complaints about how the council has handled personal information should be addressed in writing to the Chief Executive Officer.

Related Policies	ADM 11 Records Management Policy ADM 12 Elected Members Records ADM 13 Electronic Mail
Related Procedures/Documents	Record Keeping Plan Record Keeping Procedures Freedom of Information Statement
Delegated Level	
Adopted	OM 24 July 2014
Reviewed	

Dog Act 1976
Local Government Act 1995

Shire of Nannup

Dogs Local Law 2014

DOG ACT 1976

The Shire of Nannup Dogs Local Law 2014

Contents

Part 1 - Preliminary

- 1.1 Citation
- 1.2 Commencement
- 1.3 Interpretation
- 1.4 Powers of the CEO
- 1.5 Application

Part 2 – Fencing requirements

- 2.1 Dogs to be confined

Part 3 – Maximum number of dogs

- 3.1 Maximum number

Part 4 – Enforcement

- 4.1 Penalties
- 4.2 Modified penalties

Schedule 1 – Modified penalty

Schedule 2 – Infringement notice

Schedule 3 – Withdrawal of infringement notice

DOG ACT 1976

THE SHIRE OF NANNUP DOGS LOCAL LAW 2014

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act* and under all other powers enabling it, the Council of the Shire of Nannup resolved on 28 August 2014 to make the following local law.

Part 1 - Preliminary

1.1 Citation

These local laws may be cited as the *Shire of Nannup Dogs Local Law 2014*.

1.2. Commencement

This local law comes into operation 14 days after the date of its publication in the Government Gazette.

1.3 Interpretation

(1) In these Local Laws, unless the context otherwise requires –

Act means the *Dog Act 1976*;

authorised person means a person who is appointed under Section 29 of the Act;

CEO means the Chief Executive Officer of the local government.

Council means the Council of the Shire of Nannup

fence where used in this local law shall include walls and screen walls;

local government means the Shire of Nannup

regulations means the Dog Regulations 2013;

schedule means a schedule in this local law

town planning scheme means a town planning scheme made by the local government under the Town Planning and Development Act 2005 which applies through the whole or part of the local government,

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

1.4 Powers of the CEO

The CEO shall, subject to Council resolution, exercise general supervision and control over all matters relating to this local law and the directions of such persons shall in all cases and for all purposes be presumed to be and to have been the directions of the Council.

1.5 Application

This local law applies throughout the Residential Zone of the Shire of Nannup Local Planning Scheme.

Part 2 – Fencing requirements

2.1 Dogs to be confined

- (1) The owner or occupier of a premises within the local government on which the dog is kept shall ensure that the means exist on the premises to effectively confine the dog within the premises.

- (2) Every part of a fence and every gate and door of a fence used to confine a dog shall be of type, height and construction which, having regard to the breed, age, size and physical condition of the dog, shall be capable of preventing the dog at all times from passing over, under or through it.
- (3) Where a door or gate forms part of the fence the gate shall be kept closed at all times, when the dog is on the premises, and be fitted with an effective self latching mechanism attached to the inside of the gate and a mechanism which enables the gate to be locked.

Part 3 – Maximum number of dogs

3.1. Maximum number of dogs

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

Part 4 – Enforcement

4.1 Penalties

- (1) A person who fails to do anything required or directed to be done under this local law or who does anything which under this local law that person is prohibited from doing commits an offence.
- (2) A person who commits an offence under this local law is, upon conviction, liable to a penalty not exceeding \$500 for each offence.

4.2 Modified penalties

- (1) The offenses described in the table set out in Schedule 1 hereto are prescribed pursuant to Section 45A of the Act as offences in relation to which a modified penalty applies and the amount appearing in the third column of that table directly opposite an offence is the modified penalty payable in respect of that offence if dealt with pursuant to this Part.
- (2) Where an Authorised Person has reason to believe that a person has committed an offence of the kind described in Schedule 1 a Notice

may be served on that person in the form contained in Schedule 2 (in this clause referred to as an infringement notice).

- (3) An infringement notice may be served on an alleged offender personally or by posting it to that person's address as ascertained from that person at the time immediately following the occurrence giving rise to the allegation of the offence or as recorded by the local government pursuant to the Act.
- (4) Where a person who received an infringement notice fails to pay the prescribed penalty within the time specified in the Notice, or within any further time as in any particular case as allowed by the local government, the person is deemed to have declined to have the allegation dealt with by way of a modified penalty.
- (5) A person on whom an infringement notice has been served may, within the time specified in the Notice or within any further time as in any particular case as allowed by the local government, send or deliver to the local government the amount of the modified penalty, with or without a reply as to the circumstances giving rise to the allegation, and the local government may thereupon appropriate that amount in satisfaction of the penalty and issue an acknowledgement.
- (6) An infringement notice may, whether or not the modified penalty has been paid, be withdrawn by the local government by sending of a Notice in the form contained in Schedule 3 to the alleged offender at the address specified in the Notice or to the person's last known place of residence or business and in that event any amount received by way of modified penalty shall be refunded.
- (7) Where a person does not contest an allegation that the person committed an offence of the kind to which this Part applies, the production of an acknowledgement from the local government issued under clause 4.2(5) is a defence to a charge of the offence in respect of which the modified penalty was paid.

Schedule 1 - Modified Penalties
[Clause 4.2]

Item	Clause	Nature of Offence	Modified Penalty
1.	2.1	Failing to provide means for effectively confining a dog.	\$50

Schedule 2 – Infringement notice
[Clause 4.2]

Infringement notice

<i>Dog Act 1976</i> Infringement notice		Infringement notice no.	
Alleged offender	Name Family name		
	Given names		
	or Company name		

	ACN		
	Address		
_____		Postcode	
Alleged offence	Description of offence		

	<i>Dog Act 1976 s.</i> or <i>Dog Regulations 2013 r.</i>		
	Date / /20 Time a.m./p.m.		
Modified penalty \$			
Authorised person/officer issuing notice	Name		
	Signature		
	Office		
Date	Date of notice / /20		

**Notice to
alleged
offender**

It is alleged that you have committed the above offence.

If you do not want to be prosecuted in court for the offence, pay the modified penalty **within 28 days** after the date of this notice.

How to pay

By post Send a cheque or money order (payable to 'CEO Shire of Nannup —
Dog Act 1976') to —

CEO Shire of Nannup, Adam Street,
Nannup WA 6275

In person Pay the cashier at —

Shire of Nannup, Adam Street, Nannup
WA 6275

If you do not pay the modified penalty within 28 days, you may be prosecuted or enforcement action may be taken under the *Fines, Penalties and Infringement Notices Enforcement Act 1994*. Under that Act, some or all of the following action may be taken — your driver's licence may be suspended; your vehicle licence may be suspended or cancelled; your details may be published on a website; your vehicle may be immobilised or have its number plates removed; and your property may be seized and sold.

If you need more time to pay the modified penalty, you can apply for an extension of time by writing to the Authorised Person at the above postal address.

If you want this matter to be dealt with by prosecution in court, sign here —

and post this notice to the CEO *Shire of Nannup* at the above postal address within 28 days after the date of this notice.

Schedule 3 – Withdrawal of infringement notice
[Clause 4.2]

Withdrawal of infringement notice

<i>Dog Act 1976</i> Withdrawal of infringement notice		Withdrawal no.
Alleged offender	Name Family name	
	Given names	
	or Company name	
	_____ ACN	
	Address _____ Postcode	
Infringement notice	Infringement notice no.	
	Date of issue / /20	
Alleged offence	Description of offence _____	
	<i>Dog Act 1976 s.</i> or <i>Dog Regulations 2013 r.</i>	

	Date / /20 Time a.m./p.m.	
CEO withdrawing notice	Name	
	Signature	
	<i>Shire of Nannup</i>	

Date	Date of withdrawal / /20
Withdrawal of infringement notice	<p>The above infringement notice issued against you has been withdrawn.</p> <p>If you have already paid the modified penalty for the alleged offence you are entitled to a refund.</p> <p>* Your refund is enclosed.</p> <p>or</p> <p>* If you have paid the modified penalty but a refund is not enclosed, to claim your refund sign this notice and post it to —</p> <p>CEO Shire of Nannup — Dog Act 1976</p> <p>Shire of Nannup, Adam Street, Nannup WA 6275</p>
<small>[*delete whichever is not applicable]</small>	Signature / /20

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

..... 2014.

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

on this day of..... 2014

A Dean
SHIRE PRESIDENT

R Jennings
CHIEF EXECUTIVE OFFICER

**DEPARTMENT OF LOCAL GOVERNMENT
COMMENTS ON PROPOSED DOGS LOCAL LAW**

The Departments comments are set out below:

Dogs Local Law

(A) Enactment clause

It is suggested that the enacting formula be reworded as follows:

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act* and under all other powers enabling it, the Council of the Shire of Nannup resolved on _____ to make the following local law.

The City should ensure the correct date appears in the final copy of the local law when it is formally made by the Council. A failure to do this may result in the Delegated Legislation Committee requesting an undertaking to amend the local law.

(B) Part Headings

Currently, the part headings in the local law are being named as sections. For example: **Section 1 – Preliminary**. It is suggested that the word “Section”, as it is used in the part headings in this local law be replaced with the word “Part”. It is further suggested that the part headings are centralised with only the first letter after the hyphen being a capital. For example:

Part 2 – Fencing requirements

(C) Table of Contents

The title of a local law should include the empowering legislation, followed by the name of the local government and then the citation of the local law. It is suggested that the table of contents be amended by deleting the current title and inserting the following:

**Dog Act 1976
Local Government Act 1995
Shire of Nannup
Dogs Local Law 2014**

It is suggested that the term “Arrangement” be replaced with “Contents”. It is further suggested that the contents page include all the part numbers along with the relevant clause numbers under those parts. For example:

Part 1 – Preliminary

1.1 Citation

1.2 Interpretation

Part 2 – Fencing Requirements

2.1....

It is suggested in the contents page that Schedules be centralised and bolded as follows:

**Schedule 1 - Modified Penalties
Schedule 2 - Infringement Notice
Schedule 3 – Withdrawal of Infringement Notice**

An example of a well laid out contents page, which the Shire may refer to when drafting its own, is the *Shire of Ashburton's Dogs local law*, which was gazetted on 8 March 2013.

(D) Clause titles

In drafting its local law, it is suggested that the Shire adopts the correct formatting for numbering its clauses, subclauses, paragraphs, and subparagraphs. For example:

1.1 Title

(1) Subclause 1 –

(a) Paragraph a;

(i) Subparagraph 1

It is further suggested that each clause begins with a clause title. While clause titles are used in clause 1.1 and 1.2, they have not been consistently been adopted throughout the rest of the local law.

(E) Citation Clause

The citation clause used by the Shire currently refers to "*Shire of Nannup Dog Local Laws 2014*". It is suggested that the local law be retitled as the *Shire of Nannup Dogs Local Law 2014* because the local law itself is singular while the subject of the local law may be plural. It is further suggested that the quotation marks enclosing the title of the local law be removed. Accordingly, the revised clause should read:

This local law may be cited as the *Shire of Nannup Dogs Local Law 2014*.

The Shire should also ensure that references to the term "local laws" be amended to "local law" as they appear throughout the local law.

(F) Commencement Clause

It is suggested that the Shire insert a commencement clause as clause 1.2 of the local law. An example of how a commencement clause may read is as follows:

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

(G) Interpretation Clause

It is suggested that the defined terms in the interpretation clause be in bold and italic typeface font and not include quotation marks. For example:

Act means the *Dog Act 1976*

Authorised person means a person who is appointed under section 29 of the Act

In clause 1.2, the definition of "***CEO***" currently sets out the power and functions of the CEO. This should be included as part of a separate clause rather than being included in the interpretation clause. An example of the definition of CEO as it has been used in previous local laws, which the City may choose to adopt, is as follows:

CEO means the Chief Executive Officer of the local government;

In relation to the definition of "***District***", it is suggested that the Shire considers whether the proposed local law is to apply to the entire district or merely to the "***Residential Zone***" of the Shire's planning scheme.

A definition for the term "***District***" commonly found in other local laws is as follows:

District means the district of the local government;

If the Shire intends that the local law only applies to residential areas in the Shire's planning scheme, it is suggested that the relevant clause be inserted into the body of the local law as a separate clause rather than be incorporated into clause 1.2.

The Delegated Legislation Committee has previously voiced concerns at the use of the word "***City***" and similarly "***Town***" and "***Shire***" in local laws as a replacement for the term "***Local Government***".

The Committee's current position is that "Local Government" is the correct terminology to be used in local laws since this is consistent with the term used in the *Local Government Act 1995*. It is therefore suggested that references to the "Shire" or "Shire of Nannup" be removed except for where it is referred to in the definition of local government. It is suggested that the Shire insert a definition for Local Government instead. A common definition for the term "Local Government" is as follows:

Local Government means the Shire of Nannup;

It is suggested that the term "Regulation" be deleted as it is not referred to in the body of the local law.

It is suggested that the word "Council" be defined in the local law as it is referred to repeatedly in the local law.

Further, it is suggested that the word "Regulations" be defined in the local law as:

Regulations mean the *Dog Regulations 2013*;

(H) Clause 2.1

It is suggested that the first letter of subclause (1) and (2) of clause 2.1 be in lower case.

It is further suggested that clause 2.1(b) be redrafted by replacing the subclause with the following:
cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog.

Clause 2.1(1) as it is currently drafted requires an owner or occupier of the premises to ensure that the means exist on the premises to effectively confine the dog on the premises. This subclause is ambiguous and may be difficult to enforce. It is suggested that the Shire considers whether it is appropriate to include this clause in the local law and make any necessary amendments.

(I) Clause 2.2

In clause 2.2, it is suggested that the Shire insert the words "and every gate and door of a fence" after the word "fence".

(J) Clause 2.3

In clause 2.3, it is suggested that the words "or door" be inserted in front of "gate". It is further suggested that the words ",except when the dog is not kept on the premises" be replaced with "when the dog is on the premises".

It is further suggested that the words "an effective self latching mechanism" be deleted where it appears for the second time.

(K) Part 4

It is suggested that clause 4.1 and 5.1 – 5.7 be consolidated under a single part number titled "**Part 4 – Enforcement**".

It is further suggested that clause 4.1 be redrafted so as to contain two subclauses: an offence clause and a penalty clause. For example:

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$500 for each offence.

(L) Clause 5.2

It is suggested that the words "hereto" as they are referred to in clause 5.2 be deleted.

It is further suggested that the following wording in clause 5.2 be deleted:

“informing that person that if the person does not wish to have a complaint of the alleged offence heard and determined by a Court the person may pay to the Council, within the time therein specified, the amount prescribed as the modified penalty”

Schedule 2 advises the recipient that he or she may dispose of a matter by payment of a penalty within a time limit or having it dealt with by a Court. It does not however inform them that if they do not wish to have a complaint heard by a Court, that they must pay a fee. While the two may apply similarly in practice, the current wording of the clause is not technically correct and must be amended.

(M) Clause 5.5

In clause 5.5, it is suggested that the City replaces:

- The words “alleged offender” with “person”;
- the word “Council” with “Local Government”; and
- the word “prescribed” with “modified”.

It is further suggested that the Shire considers whether subclause (2) of clause 5.5 is necessary as it is unlikely that a person who has paid a prescribed penalty with no reply would sequentially expect to have the notice withdrawn and the amount refunded. In any case, clause 5.6 already allows for the Shire to withdraw an infringement notice and refund the amount so paid.

(N) Clause 5.6

In relation to clause 5.6, the following suggestions are recommended:

- replace the word “prescribed” with “modified”;
- delete the word “hereto”;

It is also suggested that the Shire consider deleting the words “and any acknowledgment of the receipt of that amount shall for the purposes of any proceedings in respect of the alleged offence be deemed not have been issued”. This clause focuses on the instrument recording the payment received by the recipient. If an infringement notice is withdrawn, it will not matter whether an acknowledgment receipt of money is deemed to be issued or not.

(O) Clause 5.7

In clause 5.7, it is stated that the “production of an acknowledgment from the council is a defence to a charge of an offence”. The clause does not refer to a particular type of “acknowledgment”. It is suggested that the clause be redrafted by adopting wording that refers to an acknowledgment issued under clause 5.5(1).

(P) Schedule Formatting

Schedule titles should include the title name followed by a bracketed reference to the relevant clause of the local law. It is suggested that the words “Shire of Nannup” and “Dog Act 1976” be deleted and the relevant clause be inserted into each Schedule. For example:

Schedule 1 – Modified Penalties

[Clause 5.1]

(Q) Schedule 1

It is suggested that under column 2 of item 1, the words “clause 5.1 – 5.3” be replaced with “clause 2.1”. It is further suggested that the offence worded in column 3 of item 1, be changed to “Failing to provide means for effectively confining a dog.” Lastly, it is suggested that the modified penalty be changed from \$100 to \$50 due to the fact that under section 9.17(3) of the *Local Government Act 1995* and Section 45A(3) of the *Dog Act 1976*, a modified penalty for an offence must not exceed 10% of the maximum penalty for that offence.

(R) Schedule 2 and 3

Schedule 2 and 3 have currently adopted infringement notices in a form that is similar to form 7 and 8 of the *Dog Regulations 1976*. The *Dog Regulations 1976* have been repealed and superseded by the *Dog Regulations 2013* ("new regulations"). It is suggested that form in 8 and 9 of the new regulations be adopted in the place of the current forms in the local law, while ensuring that the requirements of clause 9.17 of the *Local Government Act 1995* have been met.

(S) Page numbers

It is suggested that page numbers should not be included in the gazetted version of the local law, since these numbers may not be correct after the local law is published in the Government Gazette.

Minor edits

The following minor edits are suggested:

- Clause 1.2: in the definition of *Authorised Person* – replace "authorised" with "appointed".
- Clause 1.2: in the definition of *Fence* – replace "Local Laws" with "local law".
- Clause 3.1: delete "excepting that" and replace with "and" and delete "may also be kept".
- Clause 5.1: insert the words "the third column of" in front of the words "that table".
- It is suggested that the word *infringement notice* be changed to lower case as it appears throughout the local law.
- It is suggested that the first letter of the "Notice" be capitalised throughout the local law.
- It is suggested that the words "Attachment 1" as they appear on every page of the local law be deleted.

Minister's Directions – pursuant to s 3.12(7) of the Local Government Act 1995

Please note: Once the City has published a local law in the *Government Gazette*, you must comply with the requirements of the Minister's *Local Laws Explanatory Memoranda Directions 2010*. The City, within ten working days of the gazettal publication date, needs to forward the signed EM material to the Committee at the current address -

Committee Clerk
Joint Standing Committee on Delegated Legislation
Legislative Council Committee Office
GPO Box A11
PERTH WA 6837
Tel: 9222 7300 Fax: 9222 7805
E-mail: delleg@parliament.wa.gov.au

A copy of the Minister's Directions and EM forms can be downloaded from the Department's webpage. Failure to comply with the Directions may render the local law inoperable.

My comments:

- have been provided to assist you with drafting matters;
- do not constitute legal advice;
- have been provided in good faith for your consideration; and
- should not be taken as an approval of content.

You should ensure that your proposed local law has had a detailed editorial analysis, and that the content is in accordance with your Council's policies and objectives.
If you have any queries regarding any of the comments above, please do not hesitate to contact me.

Kind Regards,

Charles Ma
Legislation Officer
Legislation
Department of Local Government and Communities
Tel: +61 8 6552 1659
Fax: +61 8 6552 1555
Email: charles.ma@dlgc.wa.gov.au
Web: www.dlgc.wa.gov.au

Subject: FW: Re : Nannup Rec. Centre Charges .

From: Neville Tanner [<mailto:nevilletanner@bigpond.com>]

Sent: 16 July 2014 12:44

To: Vic Smith

Subject: Re : Nannup Rec. Centre Charges .

Attention : Mr. Vic Smith
Manager Corporate Services
Shire of Nannup

As agreed at our meeting this morning I am writing on behalf of the Nannup Badminton players group expressing our concerns about the huge 50 % increase from \$20.00 to \$30.00 for the hire of the Nannup Rec. Centre this financial year .

Our playing group uses the Nannup Rec. Centre twice a week on Monday mornings and Tuesday evenings for almost every week of the year . As we are only a small playing group it will be a struggle for us to pay the 50% increase in hire fees as there is also the added expense of the cost of the shuttlecocks .

We therefore are asking the Shire Council to please consider a concession from the \$30.00 hire fee for our playing group which will certainly assist us to continue to play Badminton twice a week all year round . If the Council does not consider reducing this increased hire rate then the Badminton group will have to look at playing only once per week which in turn will reduce the income to the Shire from the Rec. Centre .

Regards ,

Neville Tanner



Jo Homer
18 Cockatoo Drive
Nannup WA 6275
Ph: 0478 775 909

17 August 2014

Nannup Shire Council
PO Box 11
Nannup WA 6275

To the Nannup Council,

I have been advised that the Recreation Centre hire fees are increasing to \$30 per hour. This is a significant rise in the fees and I am concerned about the extra cost that will impact on my local business and students.

Currently I have approximately 43 students enrolled in weekly classes through Freepirit Trapeze and have been running classes regularly for 3 years in Nannup. I have endeavoured to keep the enrolment fees as low as possible to the students to make classes accessible to all.

Please reconsider increasing the fees so high and also to delay the increase until Term 4 begins so that I can be prepared to pass the increase in fees onto my students. I dearly love teaching what I do and it also is very important to the students in our community.

Thank you so much for your consideration in this matter!

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jo Homer", written in a fluid, cursive style.

Jo Homer

Freepirit Trapeze

www.freepirittrapeze.com.au

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

	2013/14 Y-T-D Actual \$	2013/14 Y-T-D Budget \$	2013/14 Budget \$	Variances Y-T-D Budget to Actual %
Operating				
Revenues/Sources				
Governance	94	1,000	1,000	91%
General Purpose Funding	771,270	1,484,797	1,484,797	48%
Law, Order, Public Safety	374,377	294,300	294,300	(27%)
Health	2,818	3,600	3,600	22%
Education and Welfare	91,945	12,360	12,360	(644%)
Housing	19,396	19,396	19,396	0%
Community Amenities	121,833	116,596	116,596	(4%)
Recreation and Culture	42,388	25,570	25,570	(66%)
Transport	3,270,210	3,390,897	3,390,897	4%
Economic Services	147,695	159,000	159,000	7%
Other Property and Services	99,327	26,894	26,894	(269%)
	<u>4,941,353</u>	<u>5,534,410</u>	<u>5,534,410</u>	<u>(11%)</u>
(Expenses)/(Applications)				
Governance	(306,031)	(303,291)	(303,291)	1%
General Purpose Funding	(133,322)	(799,524)	(799,524)	(83%)
Law, Order, Public Safety	(456,908)	(421,253)	(421,253)	8%
Health	(55,052)	(52,079)	(52,079)	6%
Education and Welfare	(254,591)	(240,097)	(240,097)	6%
Housing	(40,555)	(36,472)	(36,472)	11%
Community Amenities	(411,650)	(428,009)	(428,009)	(4%)
Recreation & Culture	(489,358)	(450,066)	(450,066)	9%
Transport	(2,415,702)	(2,517,109)	(2,517,109)	(4%)
Economic Services	(349,956)	(321,900)	(321,900)	9%
Other Property and Services	(287,436)	(22,105)	(22,105)	1200%
	<u>(5,200,561)</u>	<u>(5,591,905)</u>	<u>(5,591,905)</u>	<u>(7%)</u>
Adjustments for Non-Cash				
(Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	144,782	42,200	42,200	243%
Depreciation on Assets	2,012,115	1,929,378	1,929,378	4%
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(607,690)	(396,577)	(396,577)	53%
Purchase Infrastructure Assets	(3,316,509)	(4,744,785)	(4,744,785)	(30%)
Purchase Plant and Equipment	(487,195)	(475,000)	(475,000)	3%
Purchase Furniture and Equipment	(14,995)	(9,600)	(9,600)	56%
Proceeds from Disposal of Assets	2,592	177,000	177,000	(99%)
Repayment of Debentures	(68,743)	(68,743)	(68,743)	0%
Proceeds from New Debentures	0	0	0	0%
Leave Provisions	1,769	195,531	195,531	(99%)
Accruals	0	8,286	8,286	(100%)
Self Supporting Loan Principal Income	12,915	12,915	12,915	(0%)
Transfers (to)/from Reserves	200,000	(387,280)	(387,280)	(152%)
ADD Net Current Assets July 1 B/Fwd	2,368,085	2,476,138	2,476,138	
LESS Net Current Assets Year to Date	1,285,951	0	0	
Amount Raised from Rates	<u>(1,298,032)</u>	<u>(1,298,032)</u>	<u>(1,298,032)</u>	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

	2013/14 Actual \$	Brought Forward 01-July-2013 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	1,218,691	2,589,881
Cash - Restricted	8,022	43,591
Cash - Reserves	1,769,090	1,930,442
Receivables	823,722	493,244
Inventories	0	0
	<u>3,819,525</u>	<u>5,057,158</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(756,463)</u>	<u>(715,040)</u>
	3,063,063	4,342,118
Less: Cash - Reserves - Restricted	(1,777,112)	(1,974,033)
NET CURRENT ASSET POSITION	<u><u>1,285,951</u></u>	<u><u>2,368,085</u></u>

						Attachment 2
OPERATING EXPENSES TO 30 JUNE 2014						
Governance Expenditure						
				(Under Expended)/Over Expended		
Budget \$	Actual \$	Explanation	Current \$	Year End \$		
2,500	1,856	Election Expenses	(644)	2,500		
0	5,935	Strategic Planning	5,935	5,935		
15,450	13,831	Refreshments	(1,619)	13,831		
37,650	49,836	Donations/contributions	12,186	49,836		
		Additional grant for Scott River Growers Group & Lotterywest Bridle Trail Grant				
34,800	26,781	Councillor allowances	(8,019)	26,781		
20,818	16,704	Subscriptions	(4,114)	16,704		
8,500	4,269	Conference Expenses	(4,231)	4,269		
9,747	11,322	Insurance	1,575	11,322		
5,500	7,000	Bank Charges	1,500	7,000		
10,800	12,070	Audit Fees	1,270	12,070		
2,500	1,747	Legal Expenses	(753)	1,747		
1,000	664	Gratuities	(336)	664		
1,500	0	Blackwood Valley Trails	(1,500)	1,500		
150,765	152,014		1,249	154,158		
General Adminstration						
Budget \$	Actual \$	Explanation	Current \$	Year End \$		
36,533	0	Annual Leave expense	(36,533)	36,533		
409,357	385,822	Admin Salaries	(23,535)	385,822		
43,041	39,456	Superannuation	(3,585)	39,456		
2,161	18,770	Insurance	16,609	18,770		
2,000	2,109	Minor furniture & equip	109	2,109		
36,161	28,167	Building & Gardens maintenance	(7,994)	31,475		
Less spent on maintaining admin buildings In year						

Budget	Actual	Explanation	Current	Year End
38,530	48,392	Computer maintenance	9,862	48,392
19,000	22,202	Printing & Stationery	3,202	22,202
12,750	16,430	Telephone Expenses	3,680	16,430
3,000	941	Office Equipment Maintenance	(2,059)	941
4,300	5,483	Postage	1,183	5,483
9,000	15,318	Vehicle & Travel	6,318	15,318
5,000	5,682	Advertising	682	5,682
12,500	12,091	Staff training expenses	(409)	12,091
500	250	Sundry expenses	(250)	250
12,319	1,769	Long Service Leave	(10,550)	12,319
19,000	25,790	Fringe Benefits Tax	6,790	25,790
0	278	Recruitment Expenses	278	278
0	843	Depreciation - Furniture	843	843
21,299	30,842	Depreciation - Plant & Equipment	9,543	30,842
686,451	660,635		(25,816)	711,026
General Purpose Revenue				
\$	\$		\$	\$
5,000	4,718	Rates Legal expenses	(282)	4,718
8,200	9,188	Rating Valuation Expenses	988	9,188
100	0	Write offs - rates	(100)	21,000
17,938	24,447	DOT Licensing Expenses	6,509	24,447
665,428	0	Royalties for Regions Expenditure	(665,428)	0
695,666	38,353		(658,313)	59,353
Law & Public Order				
\$	\$		\$	\$
10,000	5,872	DFES - Vehicle maint	(4,128)	5,872
42,605	54,547	DFES - Grants to Brigades	11,942	54,547
11,398	7,279	CESO - Vehicle	(4,119)	7,279
34,895	30,301	DFES - Insurance	(4,594)	30,301

Operating Expenses

Budget	Actual		Explanation	Current	Year End
7,740	6,384	Maintenance of Strategic Firebreaks	Small saving expected	(1,356)	6,384
35,643	43,383	Firebreak Inspections	Offset by savings on maintenance	7,740	43,383
74,605	55,985	CESO - Salary costs	Offset by reduced grant	(18,620)	55,985
5,595	0	CESO - Annual Leave	Offset by reduced grant	(5,595)	0
500	3	CESO - Uniforms	Offset by reduced grant	(497)	3
1,200	358	CESO - Training	Offset by reduced grant	(842)	358
1,000	5,603	DFES - Maint of equipment	Budget reallocated during the year. No overall effect.	4,603	5,603
4,000	1,917	Animal Control	Small saving expected	(2,083)	1,917
10,000	5,872	Firebreak maintenance	Saving used for additional inspections	(4,128)	5,872
4,000	500	DFES - Maint of land & buildings	Budget reallocated during the year. No overall effect.	(3,500)	500
1,000	0	DFES - Clothing & accessories	Budget reallocated during the year. No overall effect.	(1,000)	0
1,500	2,140	DFES - Utilities	Budget reallocated during the year. No overall effect.	640	2,140
10,000	4,545	DFES - Other goods & services	Budget reallocated during the year. No overall effect.	(5,455)	4,545
0	2,876	SES - Utilities	Expenditure on Other Goods & Services reduced - no impact expected	2,876	2,876
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	471
0	290	SES - Maint of plant & equipment	Expenditure on Other Goods & Services reduced - no impact expected	290	290
1,000	1,935	Emergency response	Response to bush fires	935	1,935
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	856
0	0	SES - Clothing & accessories	Reduced - Reallocated to utilities and insurance	0	0
7,974	4,935	SES - Other goods & services	No year end variance anticipated	(3,039)	4,935
19,000	19,000	Sentinel Alarm	Depreciation charges reviewed in year - no impact on rates	0	19,000
61,584	111,797	Depreciation		50,213	111,797
346,265	368,485			22,220	368,485
Health					
\$	\$			\$	\$
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	41,545	Health costs	Additional cost of reallocated salaries	4,883	41,545

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
11,349	3,273	Admin Expenses	Savings to fund additional cost of planning services	(8,076)	3,273
601	0	Planning - Long Service Leave	No year end variance anticipated	(601)	601
2,101	2,350	Planning - Superannuation	Small overspend at end of year	249	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	298
8,346	5,496	Cemetery Exp	Small saving expected	(2,850)	5,496
28,434	30,456	Public Conveniences	Small saving expected	2,022	30,456
7,161	7,073	SSL Interest	No year end variance anticipated	(88)	7,161
3,325	4,475	Depreciation - waste facility	Depreciation charges reviewed in year - no impact on rates	1,150	4,475
5,720	8,993	Depreciation - toilets	Depreciation charges reviewed in year - no impact on rates	3,273	8,993
374,174	362,451			(11,723)	364,957
Recreation & Culture					
\$	\$			\$	\$
9,179	11,864	Town Hall	Expenditure part of Centenary celebrations grant funded	2,685	11,864
14,769	20,997	Rec Centre	Overspend result of cleaning apparatus needing upgrades. Cleaning costs increased with increased facility usage	6,228	20,997
2,773	2,796	Comm Centre	Small overspend at end of year	23	2,796
3,713	6,355	Supper Room	Additional costs for new door	2,642	6,355
1,314	1,877	Old Roads Building	Small overspend at end of year	563	1,877
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	Small saving expected	(23)	2,069
1,387	934	Community House	Small saving expected	(453)	934
161,118	143,422	Public Parks	Less work undertaken than initially anticipated	(17,696)	143,422
4,218	4,424	Art Maintenance	Small overspend at end of year	206	4,424
5,750	5,310	Office Expenses - Library	Small saving expected	(440)	5,310
200	16	Write-Offs - Library	Small saving expected	(184)	16
8,991	7,099	Foreshore Park	Slight variance - maintenance less than anticipated	(1,892)	7,099
0	1,875	Depreciation Community House	Depreciation charges reviewed in year - no impact on rates	1,875	1,875
10,868	42,341	Depreciation Recreation Centre	Depreciation charges reviewed in year - no impact on rates	31,473	42,341
39,273	35,758	Depreciation Parks	Depreciation charges reviewed in year - no impact on rates	(3,515)	35,758
268,328	290,123			21,795	290,123

Operating Expenses

Budget	Actual		Explanation		Current	Year End
Transport						
\$	\$				\$	\$
37,015	34,789	Depot Maintenance	Maintenance costs less than anticipated		(2,226)	34,789
5,000	4,367	Traffic Signs	Small saving expected		(633)	4,367
26,089	30,497	Bridge Maintenance	Small overspend at end of year		4,408	30,497
5,000	3,167	Crossovers	Small saving expected		(1,833)	3,167
622	0	Loan - accrued interest	No year end variance anticipated		(622)	0
308,749	302,114	Local Road Maintenance	Small saving expected		(6,635)	302,114
58,310	40,410	Road Verge Maintenance	Less work undertaken than expected to roadside trees		(17,900)	40,410
24,750	21,388	Street Lighting	Small saving expected		(3,362)	21,388
8,000	7,932	Street Sweeping	Small saving expected		(68)	7,932
3,297	3,863	Traffic Counter Maintenance	Small overspend at end of year		566	3,863
6,000	5,217	Safety Works	Small saving expected		(783)	5,217
6,000	5,929	Equipment replacement	Small saving expected		(71)	5,929
9,346	8,482	Loan - Interest	No year end variance anticipated		(864)	9,346
55,828	55,828	Loan - Principal	No year end variance anticipated		0	55,828
18,609	20,000	Gravel Pit	Small overspend at end of year		1,391	20,000
4,794	4,794	ROMANS	No year end variance anticipated		0	4,794
1,524,665	1,384,399	Depreciation - Roads	Depreciation charges reviewed in year - no impact on rates		(140,266)	1,384,399
2,102,074	1,933,176				(168,898)	1,934,039
Economic Services						
\$	\$				\$	\$
800	1,465	Australia Day	Costs higher than anticipated		665	1,465
0	6,976	Caravan Park goods for resale	Net cost of stock purchases		6,976	6,976
10,958	9,499	Functions & Events	Small saving expected		(1,459)	9,499
90,959	86,132	Caravan Park	No year end variance anticipated - some costs still to be charged		(4,827)	86,132
4,000	4,635	Caravan Park admin expenses	Small overspend at end of year		635	4,635
14,165	32,611	Caravan park utilities	Water and electricity expenditure substantially higher than 12/13		18,446	32,611
5,000	3,562	Caravan Park promotion	Small saving expected		(1,438)	3,562
13,508	28,415	Caravan Park & Camping	Small overspend at end of year		14,907	28,354
45,638	38,068	Caravan park wages	Higher use of caretakers and cleaners than budgeted		(7,570)	51,429
25,000	25,811	Visitor Centre services	Offset by charges to be collection for commission		811	25,811
14,000	10,590	Regional Promotion	Small saving expected		(3,410)	10,590
10,000	7,231	Tourism promotion	Small saving expected		(2,769)	7,231

Operating Expenses

Budget	Actual		Explanation	Current	Year End
807	0	Building Control - Long Service Leave	No year end variance anticipated	(807)	807
26,828	27,419	Building Control - Salary	Small overspend at end of year	591	27,419
2,821	3,399	Building Control - Superannuation	Small overspend at end of year	578	3,399
2,394	0	Building Control - Annual Leave	No year end variance anticipated	(2,394)	2,394
2,365	1,099	Building Control - Expenses	Small saving expected	(1,266)	1,099
12,630	17,909	Depreciation - Caravan Park	Depreciation charges reviewed in year - no impact on rates	5,279	17,909
281,873	304,821			22,948	321,322
Other Property & Services					
\$	\$			\$	\$
3,147	45,247	Private Works	Offset by increased income	42,100	45,247
10,000	9,098	Training	Small saving expected	(902)	9,098
27,708	0	Long Service Leave	No year end variance anticipated	(27,708)	27,708
90,756	70,783	Salaries	Salaries have been reallocated to other services	(19,973)	70,783
76,235	0	Annual Leave	No year end variance anticipated	(76,235)	76,235
150,489	110,346	Superannuation	Saving due to lower than expected use of casual employees	(40,143)	110,346
0	0	Office expenses	No year end variance anticipated	0	0
28,422	14,675	Sick pay	Less sick leave taken than expected	(13,747)	14,675
71,294	65,994	Insurances	Insurances reallocated during the year	(5,300)	65,994
10,000	10,031	Protective Clothing	Small overspend at end of year	31	10,031
3,500	2,277	Safety Meetings	Small saving expected	(1,223)	2,277
54,305	27,434	Wages - plant	Salaries have been reallocated to other services	(26,872)	27,434
28,000	26,900	Tyres & Batteries	Small saving expected	(1,100)	26,900
28,291	22,549	Insurances & Licenses	Insurances reallocated during the year	(5,742)	22,549
1,000	393	Admin Expenses	Small saving expected	(607)	393
0	(8,996)	Workers Comp	Will be balanced by expenditure no variance expected	(8,996)	0
200,000	249,598	Fuel & Oil	Slight overspend due to escalating fuel costs	49,598	249,598
4,000	2,606	Sundry Tools	Small saving expected	(1,394)	2,606
34,949	35,003	Holiday Pay	Small overspend at end of year	54	35,003
55,000	84,912	Parts & External Work	High cost of grader repair	29,912	84,912
2,000	0	Recruitment Exp	Small saving expected	(2,000)	0
219,238	290,325	Depreciation - Vehicles	Depreciation charges reviewed in year - no impact on rates	71,087	290,325
9,846	16,295	Depreciation - Depot	Depreciation charges reviewed in year - no impact on rates	6,449	16,295
1,108,180	1,075,471			(32,709)	1,188,410

Operating Expenses

<i>Budget</i>	<i>Actual</i>		<i>Explanation</i>		<i>Current</i>	<i>Year End</i>
6,229,842	5,402,636	TOTAL			(827,206)	5,670,521
			Less Non Cash Depreciation increases			(49,562)
			Total Adjustments			(49,562)
			Total Expenditure Savings Anticipated for Year			(609,817)

OPERATING INCOME TO 30 JUNE 2014			Attachment 2
Budget	Actual	Explanation	(Over)/Under received
			Current Anticipated Year End
General Purpose Revenue			
\$	\$		\$
(1,298,032)	(1,293,228)	Rate Revenue	4,804 (1,293,228)
(5,000)	(4,880)	Legal Fees	120 (4,880)
(12,500)	(13,263)	Int on Overdue rates	(763) (13,263)
(390,930)	(425,382)	Equalisation Grant	(34,452) (425,382)
(4,000)	(4,542)	Interest on Instalments	(542) (4,542)
(248,259)	(214,479)	Local Road Grant	33,780 (214,479)
(665,428)	0	R4R	665,428 0
(3,800)	(3,641)	Admin Charges	159 (3,641)
0	(24,091)	DOT Commission	(24,091) (24,091)
(21,000)	(26,454)	Sundry Income	(5,454) (26,454)
(60,000)	(22,875)	Interest on Investment - General	37,125 (40,000)
(42,000)	(30,503)	Interest on Investment - R4R	11,497 (47,000)
(2,750,949)	(2,063,339)		687,610 (2,096,960)
General Administration			
\$	\$		\$
(1,000)	(94)	Shirley Humble room hire	906 (94)
(1,000)	(94)		906 (94)
Law & Order			
\$	\$		\$
(115,000)	(131,630)	DFES Grant - Brigades	(16,630) (131,630)
(75,000)	(63,692)	DFES Grant - CFES	11,308 (63,692)
(5,000)	(750)	Firebreak Fines	4,250 (750)
(2,000)	(3,078)	Dog Registrations	(1,078) (3,078)
(1,000)	(912)	Cat Registrations	88 (912)
(100)	0	Fines - Animal Control	100 0
(9,000)	(9,600)	DFES Grant - SES	(600) (9,600)
(207,100)	(209,662)		(2,562) (209,663)

Operating Income

Budget	Actual	Explanation	(Over)/Under received
Health			
\$	\$		\$
(1,000)	(1,013)	Septic Tank Inspections	(13)
(2,600)	(1,868)	Gen License Fees	732
		Inspection fees slightly under anticipated outcomes	(1,013)
		Licence Fees slightly under anticipated outcomes	(1,868)
(3,600)	(2,881)		719
			(2,881)
Education & Welfare			
\$	\$		\$
(6,760)	(6,760)	FROGS lease income	0
(2,000)	(5,194)	School holiday contributions	(3,194)
(1,500)	(41,891)	CDO grants	(40,391)
(2,100)	0	Seniors activities contributions	2,100
0	(19,000)	Bridle Trail - Lotterwest Grant	(19,000)
		Additional grants received for Heritage Trail, Town Hall Centenary, Bridle trail and Community Sheds	(41,891)
		Offset by reduced expenditure	0
		Additional grants received for Bridle Trail	(19,000)
(12,360)	(72,845)		(60,485)
			(70,551)
Housing			
\$	\$		\$
(19,396)	(19,396)	Rental Income	0
		Budget expected to be met	(19,396)
(19,396)	(19,396)		0
			(19,396)
Community Amenities			
\$	\$		\$
(12,915)	(12,915)	Self Supporting Loan - Principal	0
(7,161)	(7,161)	Self Supporting Loan - Interest	0
(51,810)	(52,251)	Mobile Bin Charges	(441)
(34,625)	(33,995)	Recycling Fees	630
(9,800)	(13,492)	Tip Fees	(3,692)
(7,200)	(5,264)	Tip Passes	1,936
0	0	LPS Amend Contributions	0
(3,000)	(6,277)	Town planning fees	(3,277)
(3,000)	(3,394)	Cemetery Fees	(394)
		Demand higher than expected	(6,277)
		Cemetery fees slightly over anticipated outcomes	(3,394)
(129,511)	(134,748)		(5,237)
			(134,748)

Operating Income

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>	<i>(Over)/Under received</i>
Recreation & Culture			
\$	\$		\$
(6,000)	(7,734)	Hire Fees - Rec Centre	(1,734)
(6,500)	(3,987)	Hire Fees - Other Venues	2,513
(10,400)	(10,400)	Supper Room lease	0
(2,470)	(2,400)	Community Centre lease	70
(200)	(31)	Lost Book charges	169
			(31)
(25,570)	(24,553)		1,017
			(24,553)
Transport			
\$	\$		\$
(85,816)	(85,816)	Main Roads - Direct Grant	0
(2,000)	(450)	Crossover fees	1,550
(150,000)	0	Mowen Road Supervision Fee	150,000
(2,000)	(1,741)	Sale of materials	259
			(1,741)
(239,816)	(88,007)		151,809
			(238,007)
Economic Services			
\$	\$		\$
(142,000)	(134,647)	Caravan Park Income	7,353
(17,000)	(10,083)	Building Control fees	6,917
			(10,083)
(159,000)	(144,730)		14,270
			(145,733)
Other Property & Services			
\$	\$		\$
(26,894)	(99,327)	Private Works	(72,433)
			(99,327)
(26,894)	(99,327)		(72,433)
			(99,327)
(3,368,096)	(2,649,919)	TOTAL INCOME	718,177
		TOTAL	(2,832,250)
		Less: Income tied to additional expenditure	59,391
		Private Works income to Plant Reserve	50,000

Operating Income

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>	<i>(Over)/Under received</i>
		Anticipated (Over)/Under Budget:	645,237

					Attachment 2
CAPITAL EXPENDITURE TO 30 JUNE 2014					
Budget	Actual	Explanation	(Over)/Under Budget	Anticipated	
			Current	Year End	
General Administration					
9,600	14,995	Furniture & equipment	(5,395)	9,600	
18,000	19,472	Purchase of vehicles	(1,472)	19,472	
15,000	18,869	Capital works - Shire Office	15,537	18,869	
0	0	Plant & equipment	0	0	
42,600	53,336		8,670	47,941	
Recreation & Culture					
0	535,781	Recreation Centre upgrade	(535,781)	535,781	
		Recreation Centre Upgrade Income		(535,781)	
0	535,781			0	
Transport					
2,231,636	2,300,879	Mowen Road - construction	(69,243)	2,133,062	
504,151	505,192	Local roads - construction	(1,041)	377,663	
558,000	392,000	Special Bridgeworks	166,000	392,000	
50,156	65,381	Footpath program	(15,225)	65,381	
(160,000)	(160,000)	Regional Road Group grants	0	(160,000)	
(25,000)	(25,000)	Footpaths grant	0	(25,000)	
(208,081)	(205,203)	Roads to Recovery grant	(2,878)	(205,203)	
(558,000)	(392,000)	Special Bridgeworks grant	(166,000)	(392,000)	
(2,200,000)	(2,400,000)	Mowen Road grant	200,000	(2,400,000)	
415,000	432,227	Purchase of vehicles	(17,227)	415,000	
(135,000)	(25,015)	Income from sale of assets	(109,985)	(135,000)	
472,862	488,462		(15,600)	65,903	
Economic Services					
0	5,568	Main Street upgrade	(5,568)	5,568	
0	47,488	Caravan Park upgrade	(47,488)	47,488	
0	5,840	Caravan Park accommodation	(5,840)	5,840	
0	0	Caravan Park furniture & equipment	0	0	
		Main Street reserve		(5,568)	
		Royalties for Regions funding		(47,488)	
		DoT Income		(5,840)	
0	58,896		(58,896)	0	
515,462	1,136,475	TOTAL NET EXPENDITURE			(401,618)
		Unspent Capital Grants			

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 JULY 2014

	2014/15 Y-T-D Actual \$	2014/15 Y-T-D Budget \$	2014/15 Budget \$	Variances Y-T-D Budget to Actual %
Operating				
Revenues/Sources				
Governance	37	83	1,000	55%
General Purpose Funding	1,971	123,082	1,476,980	98%
Law, Order, Public Safety	4,645	21,794	261,522	79%
Health	320	217	2,600	(48%)
Education and Welfare	1,770	1,153	13,830	(54%)
Housing	1,492	1,400	16,796	(7%)
Community Amenities	923	13,772	165,258	93%
Recreation and Culture	13,971	3,767	45,200	(271%)
Transport	41	183,590	2,203,081	100%
Economic Services	6,377	13,571	162,850	53%
Other Property and Services	0	2,083	25,000	100%
	<u>31,547</u>	<u>364,510</u>	<u>4,374,117</u>	<u>(91%)</u>
(Expenses)/(Applications)				
Governance	(88,570)	(23,906)	(286,876)	270%
General Purpose Funding	(11,645)	(11,915)	(142,982)	(2%)
Law, Order, Public Safety	(38,432)	(38,727)	(464,719)	(1%)
Health	(2,530)	(5,572)	(66,865)	(55%)
Education and Welfare	(14,235)	(13,194)	(158,323)	8%
Housing	(2,625)	(3,516)	(42,194)	(25%)
Community Amenities	(34,628)	(42,256)	(507,068)	(18%)
Recreation & Culture	(31,765)	(45,656)	(547,868)	(30%)
Transport	(207,600)	(210,544)	(2,526,531)	(1%)
Economic Services	(30,713)	(25,787)	(309,444)	19%
Other Property and Services	(26,754)	(1,569)	(18,827)	1605%
	<u>(489,495)</u>	<u>(422,641)</u>	<u>(5,071,697)</u>	<u>16%</u>
Adjustments for Non-Cash				
(Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	0		(5,000)	0%
Depreciation on Assets	171,384	170,821	2,049,850	0%
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	0		(40,000)	0%
Purchase Infrastructure Assets	(4,162)		(2,551,081)	0%
Purchase Plant and Equipment	0		(479,300)	0%
Purchase Furniture and Equipment	0	0	0	0%
Proceeds from Disposal of Assets	9		145,000	0%
Repayment of Debentures	0	(6,060)	(72,723)	(100%)
Proceeds from New Debentures	0	0	0	0%
Leave Provisions	0		205,583	0%
Accruals	0		8,449	0%
Self Supporting Loan Principal Income	0	1,143	13,713	(100%)
Transfers (to)/from Reserves	0		58,120	0%
ADD Net Current Assets July 1 B/Fwd	2,118,087	0	0	
LESS Net Current Assets Year to Date	1,827,423	1,472,741	0	
Amount Raised from Rates	<u>(53)</u>	<u>(1,364,969)</u>	<u>(1,364,969)</u>	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 JULY 2014

	2014/15 Actual \$	Brought Forward 01-July-2014 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	741,881	1,185,834
Cash - Restricted	76,506	40,879
Cash - Reserves	1,769,090	1,769,090
Receivables	1,472,724	1,463,185
Inventories	0	0
	<u>4,060,201</u>	<u>4,458,988</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(387,182)</u>	<u>(530,933)</u>
	3,673,019	3,928,056
Less: Cash - Reserves - Restricted	(1,845,596)	(1,809,969)
NET CURRENT ASSET POSITION	<u><u>1,827,423</u></u>	<u><u>2,118,087</u></u>

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[illegible]

[illegible]

<i>Budget</i>	<i>Actual</i>	<i>Explanation</i>	<i>Current</i>	<i>Year End</i>
3,000	0	Office Equipment Maintenance	(3,000)	3,000
4,400	0	Postage	(4,400)	4,400
6,000	752	Accommodation & Travel	(5,248)	6,000
4,625	1,089	Advertising	(3,536)	4,625
12,200	5,556	Staff training expenses	(6,644)	12,200
300	0	Sundry expenses	(300)	300
11,841	0	Long Service Leave	(11,841)	11,841
19,750	0	Fringe Benefits Tax	(19,750)	19,750
	0	Recruitment Expenses	0	0
	72	Depreciation - Furniture	72	0
29,529	2,905	Depreciation - Plant & Equipment	(26,624)	29,529
702,509	69,904		(632,605)	702,509
General Purpose Revenue				
\$	\$		\$	\$
5,000	150	Rates Legal expenses	(4,850)	5,000
8,350	157	Rating Valuation Expenses	(8,193)	8,350
100	0	Write offs - rates	(100)	100
25,677	1,787	DOT Licensing Expenses	(23,890)	25,677
39,127	2,094		(37,033)	39,127
Law & Public Order				
\$	\$		\$	\$
16,394	0	DFES - Vehicle maint	(16,394)	16,394
55,900	0	DFES - Assistance to Bush Fire Brigades	(55,900)	55,900
6,000	0	CESO - Vehicle	(6,000)	6,000
31,816	0	DFES - Insurance	(31,816)	31,816
10,000	6,065	Maintenance of Strategic Firebreaks	(3,935)	10,000
500	0	DFES - minor equipment	(500)	500
30,156	2,009	Firebreak Inspections	(28,147)	30,156
2,672	146	Superannuation	(2,526)	2,672
928	0	Annual leave expense	(928)	928
74,485	5,132	CESO - Salary & Insurance costs	(69,353)	74,485
7,499	119	CESO - Superannuation	(7,380)	7,499

Operating Expenses

Budget	Actual		Explanation	Current	Year End
6,317	0	CESO - Annual Leave	No year end variance anticipated	(6,317)	6,317
2,193	0	CESO - Long Service Leave	No year end variance anticipated	(2,193)	2,193
500	0	CESO - Uniforms	No year end variance anticipated	(500)	500
1,500	358	CESO - Training	No year end variance anticipated	(1,142)	1,500
1,500	8	DFES - Maint of equipment	No year end variance anticipated	(1,492)	1,500
7,063	267	Animal Control - Salaries	No year end variance anticipated	(6,796)	7,063
3,500	0	Animal Control	No year end variance anticipated	(3,500)	3,500
743	39	Animal Control - Superannuation	No year end variance anticipated	(704)	743
626	0	Animal Control - Annual leave expense	No year end variance anticipated	(626)	626
217	0	Animal Control - Long Service Leave	No year end variance anticipated	(217)	217
10,000	245	Firebreak Inspections	No year end variance anticipated	(9,755)	10,000
1,500	0	DFES - Maint of land & buildings	No year end variance anticipated	(1,500)	1,500
500	259	DFES - Clothing & accessories	No year end variance anticipated	(241)	500
1,800	37	DFES - Utilities	No year end variance anticipated	(1,763)	1,800
5,000	0	DFES - Other goods & services	No year end variance anticipated	(5,000)	5,000
2,800	182	SES - Utilities	No year end variance anticipated	(2,618)	2,800
1,003	0	SES - Insurance	No year end variance anticipated	(1,003)	1,003
	0	SES - Minor plant	No year end variance anticipated	0	0
	0	SES - Maint of plant & equipment	No year end variance anticipated	0	0
1,000	338	Emergency response	No year end variance anticipated	(662)	1,000
	0	SES - Maintenance of vehicles	No year end variance anticipated	0	0
	0	SES - Maint of land & buildings	No year end variance anticipated	0	0
	0	SES - Clothing & accessories	No year end variance anticipated	0	0
7,597	0	SES - Other goods & services	No year end variance anticipated	(7,597)	7,597
116,658	9,734	Depreciation	No year end variance anticipated	(106,924)	116,658
408,367	24,937			(383,430)	408,367
Health					
\$	\$			\$	\$
100	0	Insurance	No year end variance anticipated	(100)	100
1,599	0	Health - annual leave	No year end variance anticipated	(1,599)	1,599
48,791	1,167	Health Inspections	No year end variance anticipated	(47,624)	48,791
555	0	Long Service Leave	No year end variance anticipated	(555)	555
1,898	183	Superannuation	No year end variance anticipated	(1,715)	1,898
2,050	0	Admin Expenses	No year end variance anticipated	(2,050)	2,050

Operating Expenses

Budget	Actual	Explanation	Current	Year End
54,993	1,350		(53,643)	54,993
Education & Welfare				
\$	\$		\$	\$
8,937	114	Pre School maintenance	(8,823)	8,937
1,100	0	Family Fun day	(1,100)	1,100
1,000	0	Community Events support	(1,000)	1,000
9,650	705	School holiday program	(8,945)	9,650
0	65	Cultural Plan	65	0
2,100	0	Seniors activities	(2,100)	2,100
79,212	5,904	Community Development	(73,308)	79,212
7,274	361	CDO - Superannuation	(6,913)	7,274
8,129	0	Promotions	(8,129)	8,129
2,126	0	CDO - Long Service Leave	(2,126)	2,126
1,500	0	Training	(1,500)	1,500
15,587	1,324	Depreciation	(14,263)	15,587
136,615	8,472		(128,143)	136,615
Housing				
\$	\$		\$	\$
13,243	0	Building Maintenance	(13,243)	13,243
17,500	1,486	Depreciation	(16,014)	17,500
30,743	1,486		(29,257)	30,743
Community Amenities				
\$	\$		\$	\$
34	0	SSL Accrued Interest	(34)	34
13,713	0	SSL Principal	(13,713)	13,713
35,620	2,731	Collection - domestic waste	(32,890)	35,620
41,300	2,247	Collection - recycling	(39,053)	41,300
114,080	8,967	Waste Management Facility	(105,113)	114,080
12,000	504	Street Bin Pick up	(11,496)	12,000
120,760	10,674	Town Planning Services	(110,086)	120,760
9,650	0	Admin Expenses	(9,650)	9,650
1,447	0	Planning - Long Service Leave	(1,447)	1,447

Operating Expenses

Budget	Actual		Explanation	Current	Year End
4,951	237		Planning - Superannuation	(4,714)	4,951
7,500	0		Town Planning Scheme review	(7,500)	7,500
4,172	0		Planning - Annual Leave	(4,172)	4,172
1,500	0		LPS Amend Exp	(1,500)	1,500
13,390	1,669		Cemetery Exp	(11,721)	13,390
38,860	1,308		Public Conveniences	(37,552)	38,860
6,363	0		SSL Interest	(6,363)	6,363
4,475	380		Depreciation - waste facility	(4,095)	4,475
8,993	764		Depreciation - toilets	(8,229)	8,993
438,808	29,481			(409,327)	438,808

Recreation & Culture

\$	\$			\$	\$
12,027	208		Town Hall	(11,819)	12,027
21,576	750		Rec Centre	(20,826)	21,576
3,008	0		Comm Centre	(3,008)	3,008
1,281	0		Supper Room	(1,281)	1,281
1,387	0		Old Roads Building	(1,387)	1,387
2,508	0		Bowling Club	(2,508)	2,508
519	0		Cundinup Hall	(519)	519
428	0		Carlotta Hall	(428)	428
1,242	0		Community House	(1,242)	1,242
245,230	10,402		Public Parks	(234,828)	245,230
7,500	0		Art Maintenance	(7,500)	7,500
15,154	2,275		Library Salaries & Insurance	(12,879)	15,154
3,850	15		Office Expenses - Library	(3,835)	3,850
200	0		Write-Offs - Library	(200)	200
33,243	0		Foreshore Park	(33,243)	33,243
1,875	159		Depreciation Community House	(1,716)	1,875
3,125	265		Depreciation Community Sheds	(2,860)	3,125
1,850	157		Depreciation Carlotta Hall	(1,693)	1,850
42,341	3,596		Depreciation Recreation Centre	(38,745)	42,341
26,150	2,221		Depreciation Town Hall	(23,929)	26,150
35,758	3,037		Depreciation Parks	(32,721)	35,758
1,625	138		Depreciation Old Roads Board	(1,487)	1,625
425	36		Depreciation Cundinup Hall	(389)	425

Operating Expenses

Budget	Actual	Explanation	Current	Year End
462,302	23,259		(439,043)	462,302
Transport				
\$	\$		\$	\$
39,542	278	Depot Maintenance	(39,264)	39,542
5,000	0	Traffic Signs	(5,000)	5,000
32,000	1,814	Bridge Maintenance	(30,186)	32,000
5,000	650	Crossovers	(4,350)	5,000
622	0	Loan - accrued interest	(622)	622
690,000	53,047	Local Road Maintenance	(636,953)	690,000
85,000	14,455	Road Verge Maintenance	(70,545)	85,000
23,850	0	Street Lighting	(23,850)	23,850
9,000	0	Street Sweeping	(9,000)	9,000
5,000	0	Traffic Counter Maintenance	(5,000)	5,000
6,000	0	Safety Works	(6,000)	6,000
6,000	0	Equipment replacement	(6,000)	6,000
6,165	0	Loan - Interest	(6,165)	6,165
59,010	0	Loan - Principal	(59,010)	59,010
30,000	0	Gravel Pit	(30,000)	30,000
5,000	0	ROMANS	(5,000)	5,342
1,384,401	117,579	Depreciation - Roads	(1,266,822)	1,384,401
2,391,590	187,823		(2,203,767)	2,391,932
Economic Services				
\$	\$		\$	\$
800	0	Australia Day	(800)	800
12,825	0	Functions & Events	(12,825)	12,825
80,518	6,941	Caravan Park	(73,577)	80,518
4,100	379	Caravan Park admin expenses	(3,721)	4,100
24,950	1,011	Caravan park utilities	(23,939)	24,950
2,000	1,018	Caravan Park promotion	(982)	2,000
20,113	337	Caravan Park & Camping	(19,776)	20,113
44,298	1,785	Caravan park wages	(42,513)	44,298
10,000	0	Visitor Centre services	(10,000)	10,000
7,500	3,000	Regional Promotion	(4,500)	7,500
10,000	1,255	Tourism promotion	(8,745)	10,000

Operating Expenses

Budget	Actual		Explanation		Current	Year End
1,199	0		Building Control - Long Service Leave	No year end variance anticipated	(1,199)	1,199
39,007	9,939		Building Control - Salary	No year end variance anticipated	(29,068)	39,007
4,104	1,210		Building Control - Superannuation	No year end variance anticipated	(2,894)	4,104
3,458	0		Building Control - Annual Leave	No year end variance anticipated	(3,458)	3,458
3,339	0		Building Control - Expenses	No year end variance anticipated	(3,339)	3,339
17,910	1,521		Depreciation - Caravan Park	No year end variance anticipated	(16,389)	17,910
286,121	28,395				(257,726)	286,121
Other Property & Services						
\$	\$				\$	\$
23,154	0		Private Works	No year end variance anticipated	(23,154)	23,154
10,000	2,951		Training	No year end variance anticipated	(7,049)	10,000
3,562	0		Accrued salaries & wages	No year end variance anticipated	(3,562)	3,562
28,921	0		Long Service Leave	No year end variance anticipated	(28,921)	28,921
89,960	6,026		Salaries	No year end variance anticipated	(83,934)	89,960
80,096	0		Annual Leave	No year end variance anticipated	(80,096)	80,096
112,442	8,108		Superannuation	No year end variance anticipated	(104,334)	112,442
0	0		Office expenses	No year end variance anticipated	0	0
30,646	1,043		Sick pay	No year end variance anticipated	(29,603)	30,646
69,294	0		Insurances	Reduced cost of Workers Comp Insurance through lower employee numbers	(69,294)	44,294
10,000	0		Protective Clothing	No year end variance anticipated	(10,000)	10,000
4,500	0		Safety Meetings	No year end variance anticipated	(4,500)	4,500
56,382	1,956		Wages - plant	No year end variance anticipated	(54,426)	56,382
30,000	0		Tyres & Batteries	No year end variance anticipated	(30,000)	30,000
19,045	0		Insurances & Licenses	No year end variance anticipated	(19,045)	19,045
	0		Admin Expenses	No year end variance anticipated	0	0
	0		Workers Comp	No year end variance anticipated	0	0
225,000	0		Fuel & Oil	No year end variance anticipated	(225,000)	225,000
4,000	0		Sundry Tools	No year end variance anticipated	(4,000)	4,000
37,884	0		Holiday Pay	No year end variance anticipated	(37,884)	37,884
60,000	7,262		Parts & External Work	No year end variance anticipated	(52,738)	60,000
2,000	240		Recruitment Exp	No year end variance anticipated	(1,760)	2,000
324,510	24,626		Depreciation - Vehicles	No year end variance anticipated	(299,884)	324,510
16,295	1,384		Depreciation - Depot	No year end variance anticipated	(14,911)	16,295
1,237,691	53,598				(1,184,093)	1,212,691

Operating Expenses

Budget	Actual		Explanation		Current	Year End
6,324,914	504,375	TOTAL			(5,820,539)	6,300,256
			Less Expenditure tied to additional grants			0
			Less Non Cash Depreciation increases			0
			Total Expenditure Savings Anticipated for Year			(24,658)

OPERATING INCOME TO 31 JULY 2014				Attachment 2
Budget	Actual	Explanation	(Over)/Under received	
			Current	Anticipated Year End
General Purpose Revenue				
\$	\$		\$	\$
(1,364,969)	(53)	Rate Revenue	1,364,917	(1,370,072)
(5,000)	(4,684)	Legal Fees	316	(5,000)
(12,000)	(1,242)	Int on Overdue rates	10,758	(12,000)
(800,000)	0	Equalisation Grant	800,000	(833,963)
(4,500)	0	Interest on Instalments	4,500	(4,500)
(500,000)	0	Local Road Grant	500,000	(463,293)
(3,900)	0	Admin Charges	3,900	(3,900)
(22,000)	0	DOT Commission	22,000	(22,000)
(25,700)	(7)	Sundry Income	25,693	(25,700)
(60,000)	0	Interest on Investment - General	60,000	(60,000)
(12,000)	0	Interest on Investment - RTR	12,000	(12,000)
(2,810,069)	(5,986)		2,804,083	(2,812,428)
General Administration				
\$	\$		\$	\$
(1,000)	0	Shirley Humble room hire	1,000	(1,000)
(1,000)	0		1,000	(1,000)
Law & Order				
\$	\$		\$	\$
(2,500)	0	Costs Recovered - Cockatoo Valley	2,500	(2,500)
(114,910)	0	DFES Grant - Brigades	114,910	(114,910)
(78,812)	0	DFES Grant - CFSO	78,812	(78,812)
(500)	0	Firebreak Fines	500	(500)
(3,000)	(81)	Dog Registrations	2,919	(3,000)
(1,000)	0	Cat Registrations	1,000	(1,000)
(100)	0	Fines - Animal Control	100	(100)
(20,700)	0	DFES Grant - SES	20,700	(20,700)
(221,522)	(81)		221,441	(221,522)
Health				

Budget	Actual	Explanation	(Over)/Under received
\$	\$		\$
(1,300)	0	Septic Tank Inspections	Budget expected to be met
(1,300)	(320)	Gen License Fees	Budget expected to be met
(2,600)	(320)		
			2,280
			(2,600)
		Education & Welfare	
\$	\$		\$
(6,930)	(1,733)	FROGS lease income	Budget expected to be met
(4,050)	0	School holiday contributions	Budget expected to be met
(750)	0	CDO grants	Budget expected to be met
(2,100)	0	Seniors activities contributions	Budget expected to be met
(13,830)	(1,733)		
			12,098
			(13,830)
		Housing	
\$	\$		\$
(16,796)	(1,492)	Rental Income	Budget expected to be met
(16,796)	(1,492)		
			15,304
			(16,796)
		Community Amenities	
\$	\$		\$
(13,713)	0	Self Supporting Loan - Principal	Budget expected to be met
(6,363)	0	Self Supporting Loan - Interest	Budget expected to be met
(56,520)	0	Mobile Bin Charges	Bin numbers slightly higher than budgeted
(34,625)	0	Recycling Fees	Bin numbers slightly higher than budgeted
(10,000)	(323)	Tip Fees	Budget expected to be met
(28,750)	0	Disposal charge	Lower number of passes issued than expected
	0	LPS Amend Contributions	0
(6,000)	0	Town planning fees	Budget expected to be met
(3,000)	(600)	Cemetery Fees	Budget expected to be met
(20,000)	0	Grants - Qannup	Budget expected to be met
(178,971)	(923)		
			178,048
			(183,228)
		Recreation & Culture	
\$	\$		\$
(3,000)	(627)	Hire Fees - Rec Centre	Budget expected to be met
(6,500)	(172)	Hire Fees - Town Hall	Budget expected to be met
			2,373
			6,328
			(3,000)
			(6,500)

Operating Income



Shire of
Nannup
rest • connect • grow

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

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

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
Total	14,033	\$22,584
Projected Income	\$8,000	\$10,000
Anticipated Profit/Loss	-\$6,033	-\$12,584

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

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

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

19 August 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 18th 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

Results of Expressi on of Interest Forms

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

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 16th February 1pm

Shire Function Room

Attendance:

	Name	Representing
1	Phil Johnson	Bowling Club
2	Amanda Dean	Lions Club
3	Pam McDonald	RSL Club
4	Marg Williams	Friendship Club
5	Anne Stewart	Wellness Club
6	Pat Twiss	CWA
7	Rob Dennison	Men's Darts
8	Hala Bereza	
9	Rhoda Rowe	
10	Roy Rowe	
11	Min Cross	
12	Tony Cross	
13	Geoff Kemp	School Bus contractor
14	Judy Kemp	School Bus contractor
15	Silvia Della	
16	Hazel Green	
17	Jo Booth	
19	Rachelle Maddock	Youth & Community Development Offic.
	Apologies	
	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
Variable Costs	\$ Per 100km
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:

To Buy	Not to Buy
<ul style="list-style-type: none"> Grant applications Shire & Community Contributions (maintenance, storage, reg, insurance etc) Management committee 	<ul style="list-style-type: none"> MCB 25c/km not inc. fuel / driver Local bus \$1.30km inc. fuel / driver – available Mon-Fri 9-3, Wed 9-2, Weekends & School Hols Car pooling ASWA – 15 seat busses – one in Busselton & 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.

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"> • Improved transport services - in particular finding an alternative to public transport. Suggested increase in "HACC type" transport. • Expansion of HACC eligibility and services. • Local government to assist in provision of community transport. • Passing lanes on key transport routes • Improved road surfaces and design • Driver retraining and support • Local licenses for older drivers • Encourage vehicle pooling • Encourage volunteer driver programs • Provide information on local travel assistance programs (eg public transport vouchers, car licensing). • Develop community transport options to provide door-to-door 	<p>Based on these reports, the community agrees that they have:</p> <ol style="list-style-type: none"> 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 Busseton. People are not aware of public bus services. 2. People living in outlying areas can't get into town if no car. 3. A poor standard of road networks. 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). 5. A need for Health Department to change policy and authorise ambulances to go direct to Bunbury instead of Bridgetown. 6. A need for more resting bays/ lookouts on highways so that vehicles can pull over. 7. A need for "defensive driver" training for older drivers. 8. Need a community bus, car or local taxi service. Needs funding to purchase and maintain; and drivers. 9. Investigate school buses providing transport for outlying community members to come into town. 10. Needs a local transport resource/booking centre (possibly CRC). 11. Self funded retirees and "fit" pensioners are "hard done to" – ineligible HACC services and there are no affordable alternatives (eg taxis).

<p>transport.</p> <ul style="list-style-type: none"> • Shared use of community buses and HACC vehicles • Widely disseminate information to older people about public and community transport options • Improve volunteering base for transportation • Investigate use of school bus in non-peak times • Encourage retailers to provide home delivery. • Encourage cycling culture 		<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	2013/14 Priorities	Actions	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	\$2000 Scott River Ball funding			High
		Develop plan for year and promote so that families can	Count Me In			

Objectives	2013/14 Priorities	Actions	Funding Source	Policy Documents	Timeline	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 Documents	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

SHIRE OF NANNUP ACCOUNTS FOR PAYMENT - JULY 2014				Attachment 1
EFT/ Cheque	Name	Invoice Description	Amount	
EFT6239	RED 11	EXT TAPE, CABLES P/O 14131	\$ 3,222.66	
EFT6240	ROBERT LONGMORE	COUNCILLOR REIMBURSEMENT	\$ 132.00	
EFT6241	NANNUP PHARMACY	SUNDRY ITEMS	\$ 11.98	
EFT6243	KERRIE YABSLEY	REIMBURSEMENT OF EXPENSES	\$ 185.64	
EFT6244	WEBSECURE TECHNOLOGIES PTY LTD	FIREWALL APPLIANCE P/O 14143	\$ 852.50	
EFT6245	DUNBAR WA PTY LTD/ FORIS IRRIGATION	RETICULATION SUPPLIES	\$ 1,858.51	
EFT6246	COMPASS RENOVATIONS	TOWN HALL MAINTENANCE	\$ 269.50	
EFT6247	GEOGRAPHE FRENCH AUSTRALIAN FESTIVALS INC.	CINEFESTOZ 2014	\$ 2,750.00	
EFT6248	BOYANUP BOTANICAL	PLANT SUPPLIES	\$ 216.48	
EFT6249	EVERYDAY POTTED PLANTS	PLANT SUPPLIES	\$ 638.38	
EFT6250	CHARLES GILBERT	COUNCILLOR REIMBURSEMENT	\$ 2,068.00	
EFT6251	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT COSTS	\$ 11.09	
EFT6252	INSIGHT CCS PTY LTD	MAY 2014 AFTER HOUR SERVICE	\$ 138.36	
EFT6253	NANNUP COMMUNITY RESOURCE CENTRE	PROVISION OF INFORMATION SERVICES MAY + JUNE 14	\$ 5,133.70	
EFT6254	CHRIS WADE	REIMBURSEMENT OF EXPENSES	\$ 319.00	
EFT6255	MJB INDUSTRIES	PIPE SUPPLIES	\$ 2,523.75	
EFT6256	QUICK CORPORATE AUSTRALIA	STATIONERY SUPPLIES	\$ 620.67	
EFT6257	CAPE TO CAPE EXPLORER TOURS	1 X BUS AND DRIVER HIRE FOR NANNUP YAC	\$ 425.00	
EFT6258	PICKLE & O	MORNING TEAS AND LUNCHES - VARIOUS DATES	\$ 540.00	
EFT6259	SCOPE BUSINESS IMAGING	FK-511 FAX KIT	\$ 572.00	
EFT6260	BEYOND IQ PTY LTD	DELIVER WORKSHOPS,	\$ 4,086.50	
EFT6261	HOLISTICS IN HOUSE	DESIGN AND PRINT RACK CARDS FOR CARAVAN PARK	\$ 965.00	
EFT6262	IT VISION GROUP INC	MEMBERSHIP ANNUAL SUBSCRIPTION 2014/15	\$ 660.00	
EFT6263	TECNIFIRE 2000	REAL EASY WINDER COMPLETE	\$ 270.00	
EFT6264	CID EQUIPMENT PTY. LTD.	GEAR SHIFTER	\$ 4,269.40	
EFT6265	HOLBERRY HOUSE	3 NIGHTS ACCOMODATION	\$ 460.00	
EFT6266	TOLL IPEC ROAD EXPRESS PTY LTD	FREIGHT COSTS	\$ 63.95	
EFT6267	NANNUP COMMUNITY RESOURCE CENTRE	JULY TELEGRAPH	\$ 363.00	
EFT6268	SW PRECISION PRINT	RATES STATIONERY	\$ 720.00	
EFT6269	IT VISION	ANNUAL SUBSCRIPTION	\$ 22,090.20	
EFT6270	WALGA	SHORT COURSE BOOKING FOR OFFICER TRAINING	\$ 990.00	
EFT6271	GREENLINE AGRICULTURE	SUNDRY SUPPLIES	\$ 259.58	
EFT6272	B & B STREET SWEEPING PTY LTD	HIRE OF STREET SWEEPER	\$ 2,931.50	
EFT6273	BEYOND SAFETY	SAFETY WEAR	\$ 180.00	
EFT6274	P & F MARTIN	VEHICLE SERVICE - NP 3017	\$ 1,641.10	
EFT6275	ARBOR GUY	TREE REMOVAL	\$ 2,200.00	
EFT6276	KERRIE YABSLEY	CONFERENCE IN BUSSELTON	\$ 363.62	
EFT6277	ENVIRONMENTAL HEALTH AUSTRALIA INC.	IM ALERT ONLINE	\$ 330.00	
EFT6278	BUSSELTON MULTI SERVICE	ENGRAVED PLATE FOR AUSTRALIA DAY	\$ 38.50	
EFT6279	BUSSELTON PSI PTY LTD	SKIP TRACE	\$ 165.00	
EFT6280	DANIEL EDDY	REIMBURSEMENT OF EXPENSES	\$ 360.00	
EFT6281	DEPENDABLE LAUNDRY SOLUTIONS	ELECTRIC DRYER	\$ 1,595.00	
EFT6282	JOANNA KEPA	SUPERVISION FOR VAC	\$ 265.00	
EFT6284	FIRE & SAFETY WA	SAFETY WEAR - BRIGADES	\$ 4,892.58	
EFT6285	ZANPHIRE PTY LTD	SEA CONTAINER HIRE	\$ 176.00	
EFT6286	JOHN CARTER	REIMBURSEMENT OF EXPENSES	\$ 59.97	
EFT6287	CITY & REGIONAL FUELS	FUEL SUPPLIES - DEPOT	\$ 1,323.26	
EFT6288	ARROW BRONZE	MEMORIAL PLAQUE CASTING	\$ 257.40	
EFT6289	BLACKWOOD CAFE - SUMART	REFRESHMENTS	\$ 43.60	
EFT6290	D & J COMMUNICATIONS	RADIO MAINTENANCE	\$ 1,317.80	
EFT6291	GEOGRAPHE SAWS & MOWERS	SUNDRY SUPPLIES	\$ 1,146.00	
EFT6292	WAYNE G H JOLLEY	REIMBURSEMENT OF EXPENSES	\$ 275.00	
EFT6293	NANNUP HARDWARE & AGENCIES	SUNDRY SUPPLIES	\$ 9,275.70	
EFT6294	NANNUP NEWSAGENCY	POSTAGE AND STATIONERY SUPPLIES	\$ 404.45	
EFT6295	NANNUP HOTEL MOTEL	MEALS AND DRINKS PROVIDED 30 JUNE 2014	\$ 280.00	
EFT6296	PRESTIGE PRODUCTS	CELANING PRODUCTS	\$ 155.93	
EFT6297	SW PRECISION PRINT	500 BUSINESS CARDS	\$ 236.50	
EFT6298	ROD'S AUTO ELECTRICS	SUPPLY PARTS	\$ 8.00	
EFT6299	RICOH BUSINESS CENTRE	PHOTOCOPIER BILLING	\$ 1,311.88	
EFT6300	SYNERGY	ELECTRICITY EXPENSES	\$ 4,715.95	
EFT6301	SUGAR MOUNTAIN ELECTRICAL SERVICES	POWER TO 16 SITES UPGRADE POWER BOARD	\$ 20,168.11	
EFT6302	SOUTHWEST TYRE SERVICE	TYRE SUPPLIES	\$ 1,110.00	
EFT6303	WORTHY CONTRACTING	NANNUP WASTE MANAGEMENT FACILITY - JUNE 14	\$ 9,863.33	
EFT6304	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 27,809.35	
EFT6305	A TASTE OF NANNUP	HINGED WOOD BOX - YAC PURCHASE	\$ 210.00	
EFT6306	EDGE PLANNING & PROPERTY	PLANNING SERVICES 22/6 - 5/7	\$ 8,226.79	
EFT6307	COVS PARTS	SUNDRY SPARE PARTS	\$ 193.31	
EFT6308	ARROW BRONZE	MEMORIAL PLAQUE CASTING	\$ 267.30	
EFT6309	LANDGATE	REVALUATIONS	\$ 35.65	
EFT6310	HOLBERRY HOUSE	TRAINING AND MEALS - FIREBRIGADE	\$ 834.00	
EFT6311	NANNUP LIQUOR STORE	REFRESHMENTS	\$ 528.77	
EFT6312	SW PRECISION PRINT	PURCHASE ORDER BOOKS	\$ 420.00	
EFT6313	LGIS INSURANCE BROKING	RENEWAL - POLICY 634008343VET	\$ 37,424.34	
EFT6314	LGIS RISK MANAGEMENT	STRATEGIC RISK WORKSHOP	\$ 2,543.90	

SHIRE OF NANNUP
ACCOUNTS FOR PAYMENT - JULY 2014

EFT/ Cheque	Name	Invoice Description	Amount
EFT6315	SQUIRE SANDERS	NATIVE TITLE CLAIMS SNC#1 & SNC#2	\$ 223.43
EFT6316	NANNUP COMMUNITY RESOURCE CENTRE	JUNE ADVERT - FULL PAGES	\$ 242.00
EFT6317	CAMERON BARKER	SCHOOL HOLIDAY PROGRAM SUPERVISION	\$ 250.00
EFT6318	ARBOR GUY	STORM DAMAGE CLEAN UP	\$ 6,600.00
EFT6319	BUSSELTON MULTI SERVICE	SUNDRY MAINTENANCE	\$ 71.50
EFT6320	COVS PARTS	SUNDRY SPARE PARTS	\$ 54.85
EFT6321	BUSSELTON PSI PTY LTD	SKIP TRACE	\$ 165.00
EFT6322	PICKLE & O	REFRESHMENTS 7/7 & 21/7	\$ 1,214.00
EFT6323	DUNBAR WA PTY LTD/ FORIS IRRIGATION	BUILDERS SAND	\$ 467.50
EFT6324	LEWIS HORNE	YOUTH ART WORKSHOP JULY HOLIDAYS	\$ 530.00
EFT6325	GEOGRAPHE CAMPING & OUTDOORS	GAZEBO	\$ 995.70
EFT6326	BLACKWOOD CAFE - SUMART	REFRESHMENTS	\$ 47.00
EFT6327	BRIDGETOWN MEDICAL GROUP	MEDICAL - NEW EMPLOYEE	\$ 264.00
EFT6328	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 32.29
EFT6329	CJD EQUIPMENT PTY. LTD.	SUNDRY SPARE PARTS	\$ 3,470.96
EFT6330	GUMPTION PTY LTD	MARKETING AND PRINT COSTS	\$ 1,380.00
EFT6331	INSIGHT CCS PTY LTD	PHONE - JUNE 2014	\$ 178.95
EFT6332	K & C HARPER	INSTALL SEWERAGE PUMPING STATION	\$ 1,076.79
EFT6333	KLEENHEAT GAS PTY. LTD.	GAS USAGE	\$ 132.00
EFT6334	MALATESTA ROAD PAVING	BITUMEN PRODUCTS	\$ 2,200.00
EFT6335	NANNUP EZIWAY SELF SERVICE STORE	GAS BOTTLES	\$ 580.03
EFT6336	NANNUP HOTEL MOTEL	MEALS 14/7 & 15/7	\$ 173.00
EFT6337	LOUISE STOKES	TRAILER TRANSPORT	\$ 276.80
EFT6338	TRACIE BISHOP	REIMBURSEMENT OF EXPENSES	\$ 450.00
EFT6339	WALGA	ADVERTISING - JUNE	\$ 811.64
EFT6340	WARREN BLACKWOOD WASTE	BIN COLLECTION - JUNE	\$ 5,475.55
EFT6341	ARBOR GUY	TREE WORKS CONDUCTED 21/7 - 24/7	\$ 13,700.50
EFT6342	BUSSELTON TOYOTA	VEHICLE SERVICE	\$ 283.10
EFT6343	LGISWA - BUSH FIRE	RENEWAL - POLICY 000061	\$ 19,593.75
EFT6344	LGISWA - CASUAL HIRERS	RENEWAL - POLICY 000365	\$ 1,963.50
EFT6345	LGISWA - FIDELITY GUARANTEE	RENEWAL - POLICY 05CH005846	\$ 702.05
EFT6346	JOANNA KEPA	ASSISTANCE YAC OUTINGS	\$ 360.00
EFT6347	FIRE & SAFETY WA	PROTECTIVE CLOTHING	\$ 284.82
EFT6348	COURIER AUSTRALIA	FREIGHT CHARGES	\$ 290.55
EFT6349	LANDGATE	REVALUATIONS	\$ 121.70
EFT6350	LGIS PROPERTY	RENEWAL - POLICY 000061	\$ 18,425.72
EFT6351	LGIS WORKCARE	RENEWAL - POLICY 000059	\$ 32,454.41
EFT6352	LGIS LIABILITY	RENEWAL - POLICY 000061	\$ 7,140.55
EFT6353	SYNERGY	ELECTRICITY EXPENSES	\$ 295.65
EFT6354	WORTHY CONTRACTING	NANNUP WASTE M'MENT FACILITY JULY 2014	\$ 9,863.33
EFT6355	AUSTRALIAN TAXATION OFFICE	JULY BAS	\$ 20,880.00
		Total Municipal Fund EFT Payments - July 14	\$ 356,994.06
19553	GRUB HUB	FUEL PURCHASES	\$ 289.77
19554	BOREHAM VALLEY NURSERY	PLANT SUPPLIES	\$ 500.50
19555	NANNUP GARDEN VILLAGE COMMITTEE	REIMBURSEMENT OF SITE HIRE	\$ 112.00
19556	SHIRE OF NANNUP	LEGAL FEES PAID FOR UNPAID RATE COLLECTION	\$ 631.83
19558	SENSIS PTY LTD	TOURIST ATTRACTIONS	\$ 57.97
19559	MARGARET RIVER BAKERY	REFRESHMENTS - YAC	\$ 50.00
19560	NUMERO PTY LTD	HIRE OF CAR ON MONTHLY TERM - BUSHFIRE OFFICE	\$ 1,246.66
19561	GRUB HUB	FUEL PURCHASES	\$ 259.14
19562	BOOEASY PTY LTD	JUN 2014	\$ 220.00
19563	DARDANUP REMOVALS	26/06/2014 AS PER QUOTE	\$ 395.00
19564	ST JOHN AMBULANCE	ST JOHN AMBULANCE FUND JUNE 2014	\$ 1,330.00
19565	SHIRE OF AUGUSTA MARGARET RIVER	REIMBURSEMENT FOR JOINT BUSINESS CARDS	\$ 205.00
19566	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$ 282.80
19567	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 754.38
19568	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$ 513.58
19569	ONEPATH MASTERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 94.19
19570	SOUTHWEST FOOD BOWL ASSOCIATION INC	AGRICULTURAL PROMOTIONS	\$ 3,000.00
19571	WATER CORPORATION	WATER USAGE	\$ 446.00
19573	BUNNINGS- BUSSELTON	SUNDRY SUPPLIES	\$ 251.75
19574	JOHN PAPAS TRAILERS PTY LTD	6X4 HEAVY DUTY TRAILER	\$ 995.00
19575	RUSSELL ASHLEY	CROSSOVER CONTRIBUTION	\$ 650.00
19576	FIRE TRADER	SAFETY GEAR, HELMETS	\$ 2,695.00
19577	SHIRE OF NANNUP	CONSTRUCTION TRAINING FUND - REC CENTRE UPGRADE	\$ 7,250.00
		Total Municipal Fund Cheque Payments Made - July 14	\$ 22,230.57
		Total Trust Fund Payments - July 14	\$ -
		TOTAL MUNICIPAL PAYMENTS FOR PERIOD	\$ 379,224.63
		TOTAL TRUST PAYMENTS FOR PERIOD	\$ -
		TOTAL PAYMENTS FOR PERIOD:	\$ 379,224.63