

Agenda Attachments 27 November 2014

Attachment	Title
9.1	Local Emergency Management Committee August 2014 Minutes
12.1. 1	Draft Scott River Bridle Trail
12.2. 1	Expression of Interest Responses, Separate Cover
12.3. 1	Master Furniture and Materials Palette
12.3. 2	Overall Nannup Mainstreet Masterplan
12.3. 3	85% Design Drawings,
12.3. 4	Nannup Mainstreet Cost Estimate,
12.4. 1	BRMP – Revised Local Level Process Flow
12.4. 2	Local governments letter to SEMC
12.4. 3	Position Paper
12.6. 1	Freedom of Information Statement 2014/15
12.7. 1	Code of Conduct 2014
12.8. 1	Financial Statements for the period ending 31 October 2014
12.8. 2	Table Showing Detailed Variances for 2014/15
12.9. 1	Monthly Accounts for Payment - October 2014

SHIRE OF NANNUP

NANNUP SHIRE LEMC MINUTES

Meeting held 6th August 2014

CONFIRMATION OF MINUTES

These minutes comprising pages 1-9 were confirmed by LEMC Chairperson on 5^{th} November 2014 as a true and accurate record.

Cr Allea

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

Bushfire Risk Management Plan - JC

SHIRE OF NANNUP BUSHFIRE RISK MANAGEMENT PLAN PILOT PROJECT 2014

The first stage on developing a Bushfire Risk Management Plan (BRMP) for the Shire of Nannup has been completed with a draft BRMP being submitted to the Office of Bushfire Risk Management for review. This BRMP is a snapshot of the bushfire risk and mitigation strategies that occur in part of the town of Nannup and it is planned to extend that out to include all of the Nannup town site and other parts of the Shire.

The risk assessment for the BRMP is based on AS/NZS 310000: 2009 Risk Management — Principles and Guidelines. Risk or the chance of a bushfire igniting, spreading and causing damage to the community or assets they value is determined by the likelihood of a bushfire; the chance of a bushfire igniting and spreading, and, consequence (threat, and vulnerability); the outcome or impact of a bushfire. Risk is rated and treatments identified for the assets which have a higher level of risk will have treatments assigned to mitigate that risk.

This work has included consultation with a number of State government agencies, managers and owners of important infrastructure and staff within the Shire through formal and one-to-one meetings. This will continue. It is planned to meet with local Fire Control Officers in August as part of the asset identification and risk assessment process in their management areas.

A cabinet submission to roll this BRMP process out over the rest of the Shire and cross other local authorities was not successful. Further information of what the potential financial commitments may be required to roll out BRMP across the State needs to be compiled and provided to the WA government as part of a review of the pilot BRMP project.

Other works will include:

- Review of BRMP Guidelines provide assistance to local governments on the bushfire risk process;
- Development of a handbook and training program to assist planning coordinators;
- Testing of the Bushfire Risk Management System a web based system to support the BRMP process with an ability to undertake risk assessments, record treatments and produce maps; and,
- Completion of BRMP for the Shire of Nannup.

John Carter, Bushfire Risk Planning Coordinator (0429 920 174 / brpc@nannup.wa.gov.au)

6. REPORTS

Executive Officer/CESO A report is attached

No other reports presented

7. GENERAL BUSINESS

<u>EM Plans</u> – LS has been revising the EM Plans to update and simplify the documents. VC advised some amendments are necessary and wondered where the "Terms of Reference" for the LEMC was acquired. The Terms of Reference document presented was quite out dated. Ms RB stated some elements of the EM Plans needed changing and that she would liaise with LS those changes. FD also has some changes regarding the school's details. Ms RB stated the Welfare Plan was originally in the EM Plans but had been removed. LS has developed the Welfare Plan as a separate document. All committee members are to read through the EM Plans and any changes report to LS.

<u>DCPFS Plans</u> – Ms RB stated she was Acting in the position and Anna Huxtable was finishing her work duties in Perth and possibly returning to the role, but this was not confirmed and other work may be required for Anna to perform. Roma also mentioned the issue at Welfare Centres with violence and possible Violence Restraining Orders. DCPFS can use the services of private security personnel but would use the police where possible. Roma suggested forming a local subcommittee to liaise with welfare groups/providers to network and get to know each other. Suggest meet twice a year before summer (bushfire season) and winter (storm season). Roma to discuss further with Mr RB.

LEMC Business Plans - VC presented the new template for the Executive Officer's reporting function to the SEMC. The committee member's present provided feedback with VC explaining the procedure to update and progress through the template. This will be the basis for the annual reporting and provide historical evidence of decisions and outcomes with community based initiatives. Each committee member and their agency can provide information to be included on the template for each of the 6 objectives; Strategic Oversight and Coordination. Risk. Shared Responsibility, Preparedness. Improvement and Governance. The committee under the direction of VC provided answers to some questions regarding the purpose of LEMC and their personnel involvement. These answers have been collected and Mr RB will collate and then send to VC for his reference.

<u>LEMC Terms of Reference</u> – VC expressed this should be looked at carefully and that members to provide input with the governance of LEMC. VC mentioned the tabled Terms of Reference (ToR) was outdated and required reworking. VC will liaise with Mr RB to tidy up and reword the document for distribution with committee members. The ToR will be distributed to committee members for further comment.

Attached Reports

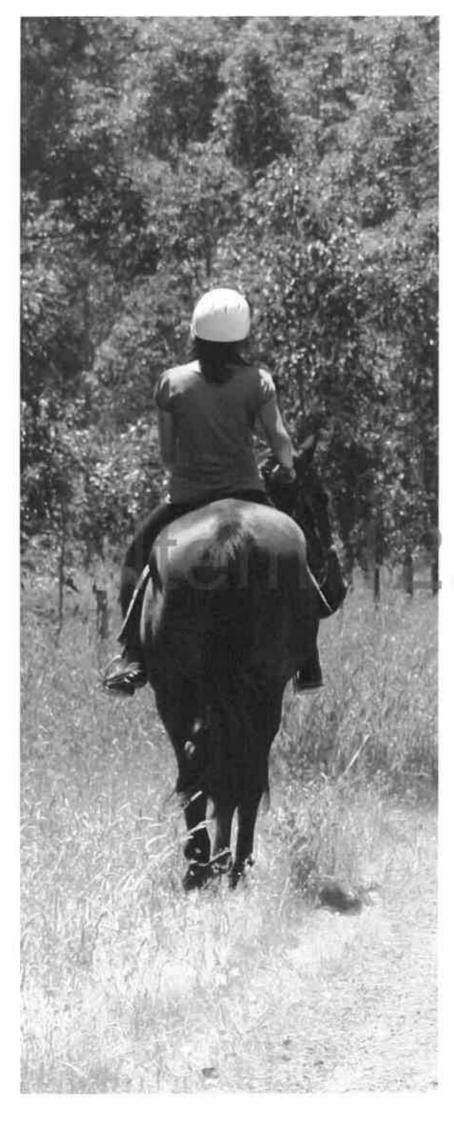
Executive Officer/CESO

LEMC Meeting 06-08-2014, CESO Shire of Nannup Report

- Bushfire Risk Management Planning meeting on the 16 May 2014 with stakeholders discussing feedback processes and trial timeline for reporting.
- State Storm Exercise (SES) was held at the DFES SW RHQ in Bunbury. The
 exercise progressed through a typical storm scenario with all agencies in
 attendance discussing improved methods of communication and notification to
 agencies and the public. Highlighted the need for improved communication
 and existing methods that could assist.
- WALGA presented their response to the Legislative Review at the City of Busselton (BSN) office with surrounding shires in attendance. Discussions about their response was debated and reasoning behind their comments. A workshop format was arranged to discuss as a group the various sections of the Concept paper. This information was collated and together with further consultations the feedback from the meetings would then be formally submitted to the Legislative Review team.
- The SWLGEMA meeting on the 27th May 2014 was held at the Shire of Bridgetown office. Further discussions regarding the Legislative Review and the City of Bunbury presented their risk management tool. John Kowal and Chris Widmer discussed risks and the impact to communities. Discussed the upcoming Emergency Management Conference (EMC) in Geraldton.
- Shire of Nannup is reviewing their Emergency Management Plans and Louise Stokes is heading the revised and simplified reviewed documents.
- I attended the Legislative Review at the Shire of Augusta Margaret River (AMR) office. Discussions with Chief and Deputy BFCO's from AMR and BSN with CESM Brendan Jordan we provided a response for local fire fighters to use and help with their decision process.
- I attended the Emergency Management Conference in Geraldton and the conference provided some excellent speakers to talk about community recovery and resilience. Key note speakers from around Australia attended namely; Ian Carpenter (Mayor), Noelene Jennings, Peter Kenyon, Mick Keelty, Nathaniel Forbes, Sally McKay, Lewis Winter, John Lane, Vic Bliss, Ben Muller. It was a very worthwhile and informative conference.

Shire of Nannup Local Emergency Management Committee Action List

Item No.	Action/Recommendation (Details)	Responsibility (Name/Agency)	Status Report	Completion Date
5.1	Darradup Brigade shed mobile	RB/CESO	Report back to committee	Nov '14
	communication options contact Telstra Mr	LS/Community	LS To provide report on	
1	Boyd Brown	Recovery Coord	outcome of grant submission	
5.2	Emergency Rural Numbering System to be	RB/CESO	Report back to committee	Nov '14
	further explored with quotation and future		Mr RB to provide budget for	
	implementation		ERNS installation	
7.1	Emergency exercise to be decided	All agencies	Report back to committee	Nov'14
	committee to provide possible scenarios		Committee to determine	
			exercise	





NANNUP TO SCOTT COAST BRIDLE **FEASIBILITY** STUDY

OCTOBER 2014



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	n TR01 Proposed Bridle Trail Alignment	
	an TR02 Proposed Alignment (with reference numbers)	
	n TR03 South West WA Strategic Bridle Trail Network 2: Consultation – Key Stakeholder Workshop Notes & Initial Mapping	
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Appendix 3: Additional feedback (Louise Stokes' email 08.04.2014)

Executive Summary

The Shire of Nannup Cultural Plan 2010 recommended the establishment of a local bridle trail network. In line with these recommendations, the Shire successfully applied for Lotterywest funding to undertake a study to establish the feasibility of developing a bridle trail connecting Nannup to the Scott Coast.

The Nannup to Scott Coast bridle trail concept developed from the desire to acknowledge and reference the historic stock route utilised by local stockmen to move cattle from the Nannup area down to the coast. The trail alignment proposed in this study would provide the opportunity to visit and/or acknowledge areas of cultural and/or historic significance whilst providing an insight into the life and journey of the travelling stockman along the route.

Members of the local horse riding community, together with Council representatives and DPaW, were invited to engage with the process of establishing a bridle trail between Nannup and the Scott Coast. The informal group came together on a couple of occasions to discuss ideas and inform a preferred trail alignment, effectively operating as a Steering Group to guide the process.

The preferred trail alignment utilises a combination of road reserves, forest tracks and existing shared use paths to connect Nannup township to the Scott Coast, establishing new trailheads at Gussies Mill and Unallocated Crown land at Milyeannup. The preferred route is illustrated in the below figure, with full mapping details included in Appendix 1 of the Study (Plans 1 R01 & TR02).



Figure i: Preferred Bridle Trail Alignment

- GPS mapping of the trail alignment
- Coordination and integration with the Bridgetown to Broke Inlet bridle trail project (subject to all necessaryagreements)
- Determination of specific infrastructure requirements
- Facilitating flora and fauna surveys
- Hygiene Management Plan
- Traffic assessments
- Riskassessments
- Consultation with the Noongar people
- Development of codes of conduct for trail users
- Establishing bushfire protocols/strategies

Item 12.1.1

1.4 Historic Stock Route - Nannup to Scott Coast

The area between Nannup and the Scott Coastis an area rich in local historyand is culturally significant to both Indigenous and European cultures.

The Nannup to Scott Coast bridle trail concept developed from the desire to acknowledge and reference the historic stock route utilised by local stockmen to move cattle from the Nannup area down to the coast. The trail alignment proposed in this study would provide the opportunity to visit and/or acknowledge areas of cultural and/or historic significance whilst providing an insight into the life and journey of the travelling stockman along the route.

A local family, the Dunnets, who farmed on the Balingup Road (north of Nannup) utilised this stock route until 1968, from which time the cattle were trucked. The original route utilised Dunnet Road and ran around the back of the school and cemetery (at Nannup) and onto the Vasse Highway. The Brockman Highwaywas then followed, with lunch and a rest break taken at Red Gully before camping overnight at Milyeannup Stock Yard; an area comprising a small paddock and hut located adjacent to Milyeannup Brook.

The following day they would continue along Brockman Highway before turning south onto Milyeannup Coast Road (formerly known as Canebreak Road) passing 'The Water Tree' (see below) and stopping for a rest break at the Canebreak site, comprising small paddock, tin shed and camp fire. From there they would continue onto their destination.

The Water Tree is a large jarrah tree located immediately adjacent to the Milyeannup Coast Road, approximately 3km south of the intersection with Stewart Road. Approximately 2m from the ground the jarrah forks and between the forks the tree has developed a hollow approximately 1.2 metres deep that fills with water, (although since around the year 2000 it is believed that the cavity has remained dry). It is understood that this water source was a welcome resource for both the local Indigenous community and the stockmen in warmer weather, who would utilise a cup, billycan or hat to collect water from the hollow.

Another stock route, utilised by the Davies family, also commenced from the Nannup area with a destination on the west coast, in the vicinity of Hamelin Bay (Shire of Augusta Margaret River), via Milyeannup Stock Yard and Alexander Bridge.

Further information regarding local history, the historic stock route and 'The Water Tree' can be found in the following publications:

- Nannup, A Place to Stop and Rest (Len Talbot, 2005)
- A Survey of Aboriginal Social Water Requirements for the Southern Blackwood Plateau and the Scott Coastal Plain Southwest, Western Australia (B.Goode, C. Irvine, A Goodreid, M Pasqua, 2006)

- stops/watering points/amenities, hazards, hygiene regimes, cultural heritage references (including indigenous) and trail project information;
- Waymarkers provide regularly spaced waymarker/directional signage along the Bridle Trail, with additional signage utilised along sections that might potentially be difficult to navigate;
- Site specific information/hazards conveys information specific to that location (eg. 'close the gate', 'entering/exiting DRA');
- Additional Interpretation acknowledge crossing points/overnight camps/resting places related to Old Stock Routes that cross the path of the Bridle Trail:

2.4 Mapping

The following plans identify the preferred alignment of the Nannup to Scott Coast Bridle Trail:

- TR01 Proposed Bridle Trail Alignment
- TR02 Proposed Alignment (with reference numbers)

An additional plan identifies the proposed bridle trail in the context of an 'aspirational' strategic bridle trail network across the south west region of WA:

TR03 South West WA Strategic Bridle Trail Network

These plans are located within Appendix 1 of this Study.

4. Strategic Trail Alignment Considerations

Information regarding keystrategic considerations relating to the establishment of a formalised bridle trail connecting Nannup to the Scott Coast are contained within several existing policy documents, management plans and guidelines, including:

- Policy Statement No.18 Policy Guidelines Recreation, Tourism & Visitor Services:
- Proposed Forest Management Plan 2014-2023;
- Managing Phytophthora Dieback in Bushland, Edition 4; 2008 (Dieback Working Group)
- WA Road Traffic Code 2000 & information pamphlet Western Australian Road Rules Relating to Horses and Riders

Other issues to be considered include:

- Private land:
- Western Australian Bush Fire Season:
- The Noongar

This section provides further details relating to these considerations.

4.1 Policy Statement No.18 Policy Guidelines – Recreation, Tourism & Visitor Services (Department of Environment and Conservation) Policy Statement

Policy No.18 was developed by the Department of Environment and Conservation (now DPaW) WA. The objective of the policy guidelines contained within Policy 18 is:

 To provide world-class recreation and tourism opportunities, services and facilities for visitors to the public conservation estate while maintaining in perpetuity Western Australia's natural and cultural heritage.

Section A of the Policy Statement includes a set of Policy Guidelines applicable to all activities that may be undertaken on lands and waters managed by DPaW. These policy guidelines seek to protect and manage existing recreational sites of value, aboriginal sites and sites of heritage value. Public access is generally permitted and, where appropriate, facilitated to areas of lands and waters managed by DPaW.

The policy asserts that recreation and tourist facilities will be continually developed to ensure that residents and visitors are afforded quality nature based tourism and recreation opportunities and that DPaW will attempt to accommodate organised activities and events that are compatible with management/maintenance plans and 'necessary' operations.

Section B details PolicyGuidelines applicable to specific activities. Broadly speaking, the policy guidelines seek to accommodate a wide variety of activities as far as possible, where they do not conflict with the protection of the natural and cultural environment, other park visitors or management operations. The suitability

- areas of special scientific or cultural value
- other areas requiring special protection (Unless approved byDPaW CEO)
- Horse riding will not generally be permitted:
 - Nature reserves
 - (Unless permitted byway of an approved management plan, where 'right of access' is recognised, or where the activity has been previously allowed and where the impacts of the activity can be minimised and controlled)
- Conservation and Land Management Regulations 2002 all horse riding to accord with these regulations
- Disease Risk Areas (DRA):
 - Horses mayuse dedicated public open roads but must not leave the road surface
 - In dry summer months, horses maybe allowed to enter DRA on road surfaces if a DPaW permit has been issued.
- Special events require DPaWapproval
- Control Horses must be controlled at all times and kept within specified zones/designated horse trails
- Dedicated trails where practicable trails for horse riding, cycling and bush walking should be separated
- Camping in areas where camping is permitted, camp at approved/ designated campsites
- Feeding the use of processed, weed-free feed maybe required. Grazing in National Parks and Conservation Parks is not permitted, with restrictions in other areas, as detailed in local management guidelines
- Trail Closure trails maybe closed due to weather conditions, erosion, disease, weed introduction/spread, degradation of vegetation/water source, user conflict, visitor safety, lack of compliance.
- Fees fees may be charged

Appendix 4 of the Policy Statement includes a tabulated reference guide that should be read in conjunction with the Policy Guidelines summarised.

Parks and Visitors Services Strategy 2007-2011 (Department of Environment and Conservation)

The Parks and Visitors Services Strategy provides a framework for managing nature-based tourism and recreation to protect natural areas. Although the Strategy provided a management framework up until 2011, the vision and focus areas identified remain relevant, and the Strategy forms part of DPaW's Policy Statement No.18.

The Strategy articulates a number of key focus areas in relation to managing natural areas for public use. These focus areas include:

provided through a management system that is based on consideration of its impacts on biodiversity and is precautionary in nature.

Recreation and Tourism

The Plan recognises that the area covered by the plan provides important opportunities to meet the growing public demand for outdoor recreation and nature based tourism and seeks to protect and maintain the range and quality of these opportunities and experiences. Threats to identified values include:

- Degradation of natural areas, assets and facilities that support recreation and tourism:
- Inadequate planning, leading to conflicts with other land uses or activities and/or recreation and tourism opportunities not matched to community demand;
- Poor design of assets and facilities leading to user dissatisfaction or safety risks
- Inappropriate behaviour affecting the enjoyment of others, and inappropriate use of and/or wilful damage to facilities provided;
- Inappropriate fire regimes, including uncontrolled bush fires.

The Department commits to:

- Maintaining understanding of visitor and recreation demand including knowledge, attitudes and activities of visitors in the area;
- Continuing to support and plan for recreation and tourism, and provide and maintain safe and appropriate recreation and tourism facilities and services, in location and in a manner that seeks to meet demand and minimise conflicts with other ecologically sensitive forest management values;
- Providing for the expansion of camping and caravanning facilities in the area covered by the plan;
- Working with relevant water agencies and utilities in planning for and managing tourism and recreation activities in water catchment areas;
- Seeking to enrich visitor experiences and develop and nurture lifelong connections between the community and natural areas, by providing opportunities to learn, explore and interact with the natural and cultural environment.

4.4 Managing Phytophthora Dieback in Bushland, Edition 4; 2008 (Dieback Working Group)

Phytophthora Dieback is a disease caused by the introduced pathogen *Phytophthora cinnamon* and causes significant damage in the South West Ecoregion of Western Australia (one of the world's top 34 'biodiversity hotspots') because:

- Over 40% of native plant species in the region are susceptible
- The climate and soils of the South West Australia Ecoregion suit the pathogen's survival and spread; and

4.6 Private Land

Privately owned land should be avoided wherever possible to minimise potential issues and delays associated with access negotiation. Where there are no feasible alternatives, rights of access and responsibilities for maintenance, risk and liability will need to be discussed and agreed with the land owner.

4.7 Western Australia Bushfire Season

Large areas of south west Western Australia suffer from the threat of bushfires. It is recommended that closures of part or all of the bridle trail should be considered during high risk periods of the bushfire season, which typically runs between October and April. The Department of Fire and Emergency Services (DFES) should be consulted to ensure appropriate polices are in place and information is readily accessible bypotential users of the bridle trail.

4.8 The Noongar

The Noongar are the traditional Aboriginal custodians of the Study area, (covered by the South West and Warren Regions of the Department of Parks and Wildlife). The Noongar need to be engaged to ensure that the proposed bridle trail is acceptable.

Item 12.1.1

	Section of Trail	Trail Component	Section (approx.)	Key Issues to consider	Land Owner/ Manager / Key Stakeholders stakeholders	Required
_	north from Gussies Mill	bridge & intersection)		and the second		
	site)	Main road intersection	n/a	Intersection of Vasse Highw ay and Brockman Highw ay to be navigated on road carriageway	Son	Agreement with MRWA on safety aspects and required infrastructure associated with road crossings
		Existing 'Shared Use Path' (varies in w idth)	1.2km to Markino Tomas Park 4km to Riverbend camp ground (note ne existing path adjacent Balingup	Path user conflict. In sections path does not conformwith shared use path standards and designed primarily for pedestrian and bicycle users	SoN MRWA Local community Path users	Agreement with SolVMRWA on safety aspects and required infrastructure associated with horse riding on shared use path
		Minor road crossings (multiple)	n/a	Agreed treatments and any associated infrastructure required (w arning signage etc.) to meet safety requirements	Son	Agreement with MRWA on safety aspects and required infrastructure associated with road crossings

Required	MRWA on safety aspects and required infrastructure associated with road crossings	Agreement with MRWA/SoN on safety aspects and required infrastructure associated with road use.	Designation of bridle trail by DPaW and incorporation into relevant management plan	Agreement with MRWA/SoN on safety aspects and required infrastructure associated with road use.
Land Owner/ Manager/Key Stake holder/Other stakeholders	N. O.	MRWA SoN Local community Road users	Department of Parks & Wildlife (DPaW)	MRWA SoN DPaW Local community Road users
Key (s sues to consider	crossing of major highway	Elatively narrow road reserve with limited opportunity for riding off main carriageway. Only used for local access – anticipate very low vehicular traffic use. Runs adjacent to State Forest (in part).	Rings Rd reserve stops 750m short of River Road. Use of forest tracks would provide link. Rins through State Forest.	Unsealed road (sealed for first 3.7km). Relatively narrow road reserve with some opportunity for riding just off main carriageway.
Section tangth (approx.)		1.7km	0.75km	14.5km
TrallComponent	of Brockman Highway to enter Rinns Road	Use of road reserve	Use existing forest track	Use of road reserve
Section of Trail		Rinns Rd MRWA Access Road	Foresttrack	River Road MRWA Access Road (in part)
Ref. No.		ro	9	_

Required	MRWA/SoN on safety aspects and required infrastructure associated with bridge use.	Agreement with MRWA/SoN on safety aspects and required infrastructure associated with road use.	Agreement with MRWA/SoN on safety aspects and required infrastructure associated with bridge use.	Agreement with MRWA/SoN on safety aspects and required infrastructure associated with road use.
Land Owner/ Manager / Key Stakeholder/ Other stakeholders	SoN Local community Road users	MRWA SoN Local community Road users	MRWA SoN Local community Road users	MRWA DPaW SoN Local community Road users
Key Issues to consider	May become unpassable curing periods of high w ater flow .	Sealed Road. Road reserve with some opportunity for riding adjacent to main carriageway. Only used for local access—articipate low vehicular traffic use. Runs through National Park (in part).	Bridge Appropriate safety barriers	Unsealed road. Relatively narrow road reserve with limited opportunity for riding off main carriageway. Only used for local access –
Section length (approx.)	נכו	3km	n/a	0.4km
TrailComponent	bridge	Use of road reserve	Water crossing - bridge	Use of road reserve (Continue on Denny Road heading south at junction with Longbottom Road)
Section of Trail.		Denny Road MRWA Access Road		Potential Connection: seasonal linkage to historic camp ground Denny Road MRWA Access Road
Ref. No.		10		(E)

No. 1	Section of Trail	TrailComponent	Section length (approx.)	Xey is sues to consider	Land Owner/ Manager/Key Stakeholder/Other stakeholders	Required Outcome
(iii)	An alternative to deliver a connection with reserve from the Longbottom Road junction speed vehicular traffic - would raise signific	onnection with the histor m Road junction, heading ild raise significant safet	ic camp groung west for 3.44	An alternative to deliver a connection with the historic camp around Milyeannup stock yard) would be to utilise Brockman Highway road reserve from the Longbottom Road Junction, heading west for 3.4km. — this is a major highway with relatively narrow road reserve and high speed vehicular traffic - would raise significant safety concerns. Use of this road reserve should be minimised as far as possible.	Id be to utilise Brockman H th relatively narrowroad n e minimised as far as pos	Highway road eserve and high sible.
=	Longbottom Road MRWA Access Road	Use of road reserve	3.8km	Sealed Road. Road reserve with some apportunity for riding adjacent to main carriageway. Only used for local access—anticipate low vehicular traffic use. Runs through National Park (in part) and State Forest.	MRWA SoN Local community Road users	Agreement with MRWA/SoN on safety aspects and required infrastructure associated with road use.
		Water crossing - bridge	n/a	Road narrows over bridge with low safety barriers.	MRWA SoN Local community Road users	Agreement with MRWA/SoN on safety aspects and required infrastructure associated with bridge use.
12	Brockman Highway MRWA Primary Distributor	Cross fromnorth side of Brockman Highway to the wider vergeon the south side	n/a	Rିଣ safety issues - crossing of major highway	MRWA	Agreement with MRWA on safety aspects and required infrastructure associated with road crossings
		Use of road reserve	0.55km	Road safety issues. Sealed road.	MRWA SoN	Agreement with MRWA/SoN on

Required	Designation of bridle trail by DPaW and incorporation into relevant management plan	Designation of bridle trail by DPaW and incorporation into relevant management plan	Agreement with MRWA/SoN on safety aspects and required infrastructure associated with road use.
Land Owner/ Manager/Key Stakeholder/Other stakeholders	DPaW	DPaW	MRWA SoN Road users
Key is ues to consider	Use short section (cut- through) of unsealed forest track to avoid riding adjacent to Great South Road.	Unsealed road. Narrow road reserve with limited opportunity for riding off main carriageway. Meinly used for management access—anticipate very low vehicular traffic use. Runs through National Park	Sealed road. Significant highw ay with moderately high vehicular tracing volumes and high speeds. Road reserve is relatively wide with opportunities for reling adjacent to main comageway (on both sides). Verges slope away from road carriageway noticeably.
Section length (approx.)	0.15km	12.1km	0.75km
Trail Component	Use of track	Use of road reserve	Use of road reserve
Section of Trail.	ForestTrack	Milyeannup Road	Stewart Road MRWA Primary Distributor
Raf. No.	15	9	17

No. of	Section of Trail	TrailComponent	Section length (approxu)	Key Issues to consider	Land Owner / Manager / Key Stake holder / Other stakeholders	Required
20	Milyeannup Coast Road	Interpretation Point	n/a	The Water Tree Suitable location for signage.	DPaW	Approval from DPaW
	(to point north of Fouracres Rd)	Interpretation Point	р/ч	Canebreak rest site Suitable location for signage.	DPaW	Approval from DPaW
	MRWA Access Road (to point south of Fouracres Rd)	Use of road reserve	16.9km	Sealed road. Significant highw ay with roderately high vehicular traffic volumes and high speeds. Used as heavy haulage route for plantation timber. Road reserve is relatively wide with possible opportunities for riding adjacent to main carriageway (on both sides). Way require roadside vegetation removal.	MRWA SoN Department of Environmental Regulation (DER) Local community Road users	Agreement with MRWA/SoN on safety aspects and required infrastructure associated with road use. Securing vegetation removal permits (if required) – DER
		Main road intersection	n/a	Intersection w ith South Coast Road and Pagett Road. To be navigated w ithin road reserve.	MRWA	Agreement with MRWA on safety aspects and required infrastructure associated with road crossings
		Main road intersection	n/a	Intersection of Milyeannup Coast Road, Fouracres Road and Governor Broome	MRWA	Agreement with MRWA on safety aspects and

6. Bridle Trail Infrastructure

Horse Trail Infrastructure Guidelines - Peri Urban Precincts (HorseSA; 2010)

These guidelines provide useful information in relation to horse trail infrastructure requirements. Whilst the guide was written with peri urban environments in mind, much of the information is relevant to the environments and conditions that are likely to be encountered along the trail alignment. Trail infrastructure that will likely be required along this Bridle Trail includes:

Barriers/control points: controlling access onto a trail, modifying speed or direction of users, often providing a barrier to unauthorised vehicular access.
 Suitable barriers mayinclude the use of bollards, posts or rocks. Barriers should not require a horse to step over an obstacle exceeding 35cm in height and should have no protruding sharp edges. A cavaletti (step-over) allows safe access for horse and rider and should preferably be 3m wide, with a step-over height of 30-35cm.

Control points should provide a hardened, horse-friendly surface.



Photo: Cavaletti Step-over

 Bridges: single most expensive item to include on a trail and may need to service recreational trail users and other users, such as emergency service vehicles.

Careful consideration of construction materials is required, avoiding noisy materials and providing anti-slip surfacing. The colour and consistency of the surface of the trail should continue from the trail tread approaching the bridge, and over the bridge itself. Preferred widths are greater than 3.5m wide, with parapets.

 Boardwalks: a series of interconnected bridges positioned above ground height, enabling users to navigate over areas of sand, marshes or wetland. Horse trails rarelyhave boardwalks.

- Watering Points: Trail heads require an identified source for stock water.
 Troughs require regular inspection (preferablydaily) cleaning and
 maintenance. Taps fitted with self-turning-off handles can be supplied by
 mains or watertank, which is regularly filled through access to a roof
 catchment.
- Traffic Separation: riding along roadsides should be avoided as far as possible. Horses under the control of a rider are permitted to travel either way on the verge or footpath with due care. Where unavoidable, the provision of a natural or artificial barrier between the horse rider and vehicles on the carriagewayshould be considered. Provision of sufficient space between carriagewayand trail would be considered a natural barrier, as would vegetation and earth mounding. Loss of roadside verges (at bridges or on the crest of hills and bends) creates 'crush points', which need to be carefully considered in terms of trail user safety.
- Road Crossings: crossing points should be minimised as far as possible, and safety for all trail users can be improved by careful selection of crossing points. If room permits, the installation of a horse holding bay is preferable, creating an area where horses can be held at holt, prior to crossing a road. A Pegasus crossing could be installed where regular crossings over busyroads are anticipated.

Crossing points need to be well signed, with holding bays/bump rails (approx.1.4m high) located on a firm, natural surface. Crossing points require maximum sightlines for oncoming traffic and need to be free of hazards (street furniture, poorly placed signage, ob rusive landscaping).





Photo: Road warning signage

 Trail Heads: provide an entry point onto a trail network, and include signage (with key trail information), horse float parking, tie up rails, horse yards (potentially), stock water source, rider and other trail user facilities. Perimeter fencing with gates is preferred to provide an extra level of security.



Photo: Trailhead camping, bbq and picnic facilities (Willow Springs)

Key considerations include trail head entry and exit points, vehicle turning circles, sightlines, and provision of sufficient parking numbers (including horse float parking). Consideration is also required for power availability, water (stock and human consumption), facilities for camping and BBQ areas and any resultant implications for neighbouring land uses/properties and conservation/heritage areas.

Together, these projects form the basis of an 'aspirational' strategic bridle trail network for the south west region of Western Australia, as illustrated on plan TR03 South West WA Strategic Bridle Trail Network (refer Appendix 1).

in addition to these projects ATHRA is currently developing the WA Horse Trails Strategy and Horse Trails Audit Project, which should be available towards the end of 2014. This document will provide a strategy for the development of sustainable horse trails in Western Australia with the intention of promoting discussion and policy development for responsible horse access to state operated land.

Stated objectives of the Strategy are:

- 1. Achieve a network of high quality, environmentally sustainable horse trails in WA:
- 2. Readilyaccessible horse trails with adequate facilities;
- 3. Safe and enjoyable trail riding experiences.

Running concurrently and in support of this Strategy is a State-wide Bridle Trail Audit; bridle trails across WA have now been audited with the audit findings used to inform the needs analysis component of the forthcoming Horse Trails Strategy.

Item 12.1.1

9. Funding

An essential component of a successful trail is the sourcing of appropriate levels of funding for the construction and ongoing maintenance of the trail.

Utilising a staged approach to delivering the trail will assist in reducing levels of funding required at any one time. Stages might include feasibility study and concept design stages plus the staged construction of various sections of the trail. A project which can demonstrate a strong component of environmental rehabilitation is also likely to attract funding from a much wider range of agencies.

Applications for grants will likely initially focus on various State Government Departments, however, assistance may also be available from local Council, and local community and user groups.

This section identifies potential external funding sources available through state and federal government programs that could be utilised in the implementation of the bridle trail. The status of these funding programs are continually changing and updated to respond to such issues as shifts in community participation rates and the continual evolvement of the industry more widely.

At the date of publication of the Feasibility Study current programs include:

Lotterywest

These grants are available to not-for-profit organisations and local government authorities and support various types of trails such as walking, cycling, horse riding and paddling routes. Projects likely to attract funding include those that:



- are identified in relevant local/regional/State-wide trails master plans;
- involve the development of multi-use trails:
- consider the needs of trail users through consultation and planning;
- involve community in trail management, upkeep and promotion;
- gain agreement of relevant stakeholders;
- meet regional and sustainable strategies for trail promotion;
- have good project planning;
- include sound trail management, maintenance and sustainability credentials;
- promote active involvement of Indigenous people and communities.

Demand Driver Infrastructure (DDI) Programme

Austrade will refocus uncommitted tourism grants funding to the DDI programme that will deliver tourism demand-driver infrastructure. Updates on the DDI programme can be accessed at this webpage:

http://www.austrade.gov.au/Tourism/Tourism-and-business/DDI



10. Conclusions & Next Steps

The next stage of the project will include the following components:

- Negotiations with land owners/managers (particularlyDPaW)
- GPS mapping of the trail alignment
- Coordination and integration with the Bridgetown to Broke Inlet bridle trail project (subject to all necessaryagreements)
- Determination of specific infrastructure requirements
- · Facilitating flora and fauna surveys
- Hygiene Management Plan
- Traffic assessments
- Riskassessments
- Consultation with the Noongar people
- Development of codes of conduct for trail users
- Establishing bushfire protocols/strategies

Item 12.1.1

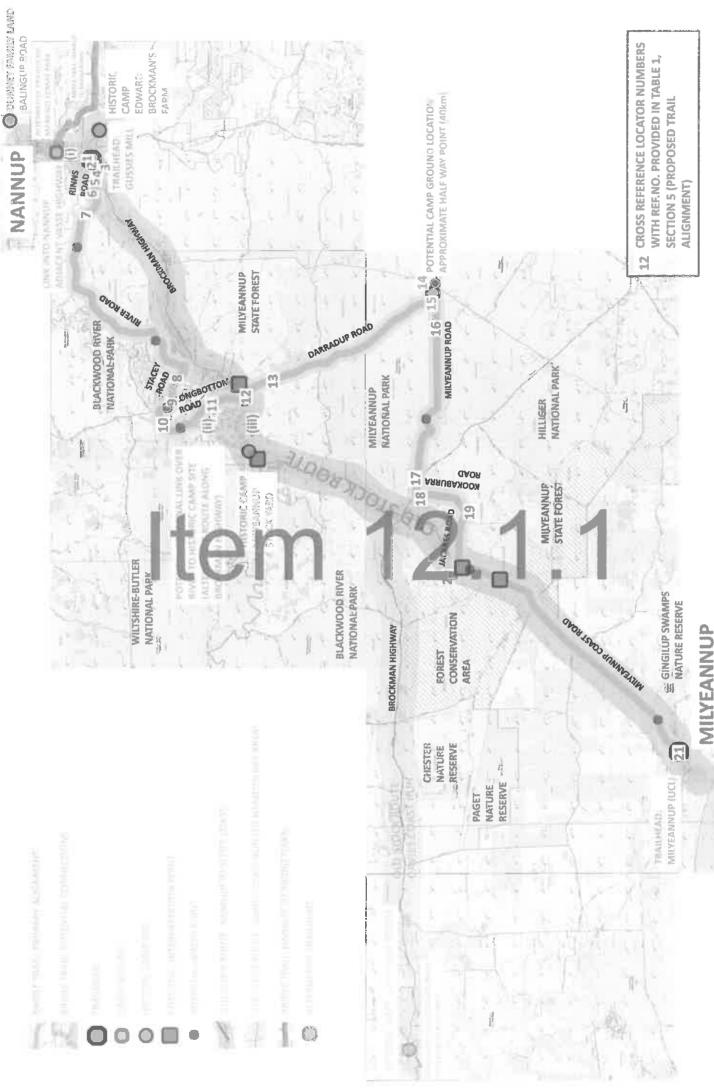
Appendix 1: Mapping

Plan TR01 Proposed Bridle Trail Alignment

Plan TR02 Proposed Alignment (with reference numbers)

Plan TR03 South West WA Strategic Bridle Trail Network

Item 12.1.1





PROJECT: NANNUP TO SCOTT COAST BRIDLE TRAIL FEASIBILITY STUDY TRO2: PROPOSED ALIGNMENT (WITH REFERENCE NUMBERS)

Appendix 2: Consultation – Workshop Notes & Initial Mapping

Key Stakeholder Workshop

Wednesday19th March, 3.00pm - 4.30pm

Attendees:

Louise Stokes - Shire of Nannup

Megan Richards - Shire of Bridgetown-Greenbushes

Andrew Sandri - Department of Parks & Wildlife

Kev in Waddington

Jo Kepa

Daniel Ames - Tredwell Management Services

Lachlan Giles - Tredwell Management Services

Key discussion points:

Principles for the bridle trail alignment

- A pragmatic approach to the bridle trail alignment was suggested, given issues such as heavily trafficked roads, conservation reserves etc, but in principle should be informed by old stock routes.
- The Dunnets can provide historic background to the old stock routes in the area.
- Other old stock routes in the area were discussed, including locations near Black Point.
- Principles established for the Bridgetown to Broke Inlet Bridle Trail project would be a useful place to start and relevant to this project.
- Land between Milyeannup (trailhead) and the coastline is all private property

 opportunities to establish a desirable 'destination experience' at this location
 was discussed, in order to encourage riders to the trail further investigations
 required.
- Basic approach to establishing a trail alignment focussed on avoiding heavily trafficked, high speed routes and those routes that do not provide an interesting and varied trail experience.
- One prerequisite is that the trail cannot go through private property.
- A trailhead should include a camping area, water tanks, horse storage, area for horse support vehicles etc.
- In principle, every 40km there should be an overnight stay option.

Environmental Considerations

 There is currently no management plan covering the Blackwood River National Park, although it is understood that such a plan is likely to come forward in the future, although not soon enough to inform this project traffic that would make promoting a trail along its route problematic from a safety point of view.

Other Key Issues

- Key issues are likely to be associated with rider safety along routes, conflict with vehicular traffic and logging operations, and environmental concerns.
- It was discussed that whilst roads such as the Great South Road and Fouracres Road provide wide reserves with ample space to accommodate a bridle trail away from the sealed road, these roads would not provide a pleasant riding experience. These roads also experience infrequent but heavy vehicles travelling at relatively high speeds.
- Roads that experience low levels of traffic and speeds maybe preferable, even if the road is more constrained in terms of width (such as Blackwood Road and Darradup Road).
- Willow Springs was discussed as an excellent model upon which to base trailheads/reststops/camping ground – there are horse yards, a water point, and camping facilities although there are opportunities to improve interpretive signage. Willow Springs is an important meeting point between the Munda Biddi Trail and the Bibbulmun Track.

Next Steps

- Next steps for the project include circulating the findings of the initial
 assessment and workshop to those stakeholders who were notable to attend
 and seek feedback on initial proposals [REFER APPENDIX 3]
- Date to be set for presentation of the draft feasibility study (early May).

Following on from this workshop, and the initial on-ground assessment, a concept bridle trail alignment map was developed as a starting point for further discussion (refer Concept Bridle Trail Alignment map on the following page).

Appendix 3: Additional feedback (Louise Stokes' email dated 08.04.2014)

Following on from the key stakeholder workshop, additional comments were received from Louise Stokes, Project Manager and Community Development Officer at the Shire of Nannup, relating to the overall bridle trail concept and detailed alignment considerations:

- 1. The bridle trail is primarily for visitors and residents to enjoy horseriding and for walking.
- 2. The secondaryaim is to interpret the old bridle trails. They both acknowledge but are disappointed that the route cannot go along the original stock routes. I talked about how the stock routes had become tracks, and then roads and then a highwayand that there is a conflict between heavy traffic movements and horses.
- 3. Possible trail head locations in Nannup were the Riverbend Caravan Park on Balingup Road, or Gussies Mill, at the top of the hill as you depart Nannup along the Brockman Hwy to Augusta. The Shire is keen to develop something at the mill location so this could work well.
- 4. Interpretation locations could be at Red Gully on the intersection of Jalbarragup Rd and Ethel Road and 'The Water Tree' on Milyeanup Coast Road.
- 5. The possible trail head location at Scott River is location 312 on the coast. This is unallocated crown land. Our CEO, Robert Jennings has a meeting tomorrow with Paul Rosair from Dept Lands & Regional Development and he is again requesting that this land is provided to the Shire of Nannup for the purposes of camping and a bridle trailhead.
- 6. The preferred route is: depart Nannup along the footpath south out of town, through the Cockatoo Valley subdivision, right into Rimms Rd and follow the road reserve to River Road. (See attachment: there is a small section that has no road reserve, but there is a track there of sorts on DEC land that could be formed into a trail), along River Rd and turn left into Jalbarragup Rd. Cross across the highwayinto Darradup Rd, right into Milyeannup Rd on the intersection of Great South Rd, and travel along, turning right into Kookaburra Rd, then right into South Coast Road. Where South Coast Road meets Milyeannup Coast Road turn right for a short section to the Interpretation site of the Water Tree. Backtrack and then continue along Milyeanup Coast Road until the end of the road nearest the coast. There is no access currently to the unallocated crown land, however this would not be difficult to achieve if the land can be vested with the Shire.
- 7. We weren't sure if there were complications with horses in the Hilliger or Milyeannup National Park, but figured that you would cover that.
- 8. Milyeannup Coast Road is a heavy haulage routes for plantation timber and the top section of Kookaburra is a haulage route sometimes for the Shire as they have a gravel pit between Kookaburra and Parrot Road.



Furniture and Material Palette APRIL 2013 REV A

























3. PROPOSED HARDSCAPE PALETTE



Verge in-fill Option 1- Urbanstone Byford Approx \$180/m² Supply & Install



Verge in-fill Option 2- Exposed Aggregate Approx \$110/m² Supply & Install



Verge in-fill Option 3- Brikmakers 200 x 200mm Approx \$85/m² Supply & Install



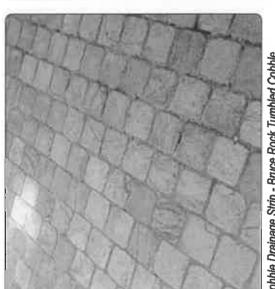
Median and Pedestrian crossovers - Charcoal pavers



Feature Paving - Bruce Rock (200 x 400mm) and Cobbles



Cobble Drainage Strip - Bruce Rock Tumbled Cobble



5. GENERAL FURNITURE ITEMS

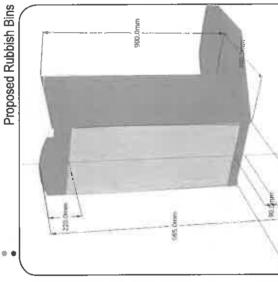


Proposed Tree Grates



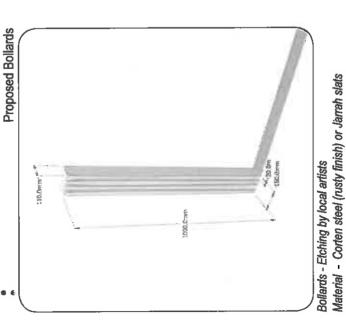
Tree Grates - Infill by local artists Material - Corten steel (rusty finish)



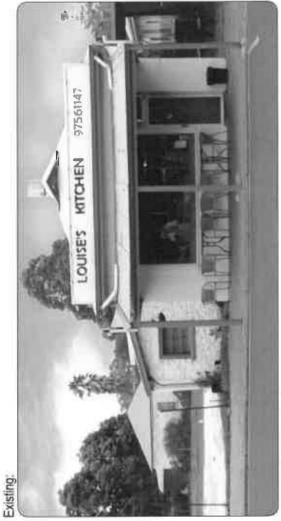


Material - Corten steel (rusty finish) or Jarrah slats Rubbish Bins - Infill by local artists





emerga



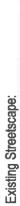
Proposed: Shaded Seat Bench



Proposed changes include; addition of bench seat with back and integrated street tree, upgrade paving to the footpath, paving to the parking bays, cobble drainage strip and picket fence to vacant lot.



Proposed: Cantilevered Bench with Rock Plinth & Planter





Proposed changes include; cantilevered bench with rock plinth and planter around existing tree, upgraded paving to footpath, cobble drainage strip and paving to parking areas to delineate from the road surface.









Proposed changes include; cantilevered bench, planter and bike rack, upgraded paving to footpath, cobble drainage strip and paving to parking areas to delineate from the road surface.





13. FURNITURE OPTIONS



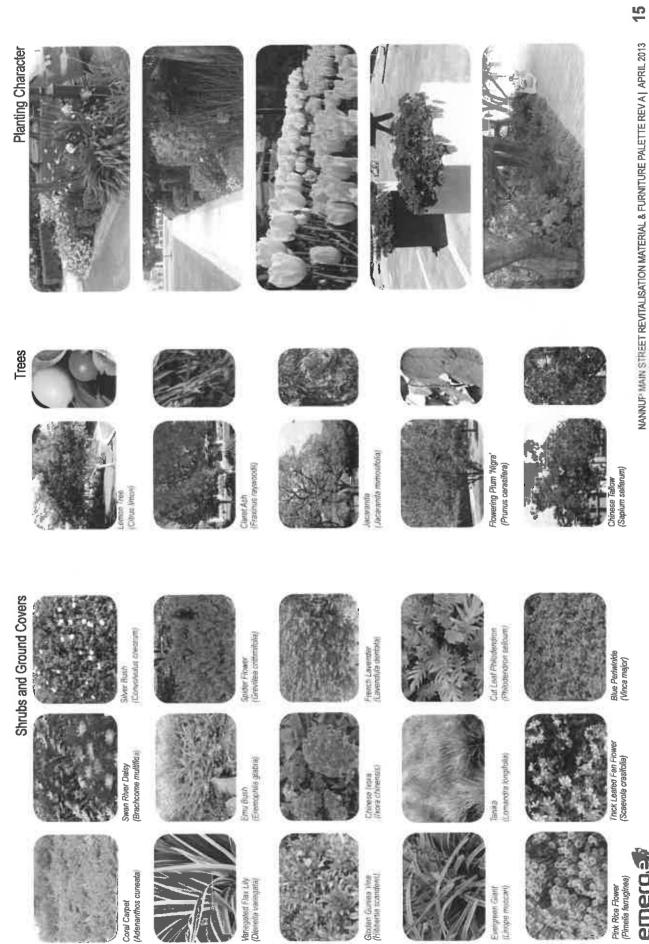


Proposed changes include; cantilever timber bench and planter, upgraded paving to footpath, cobble drainage strip and paving to parking areas to delineate from the road surface.

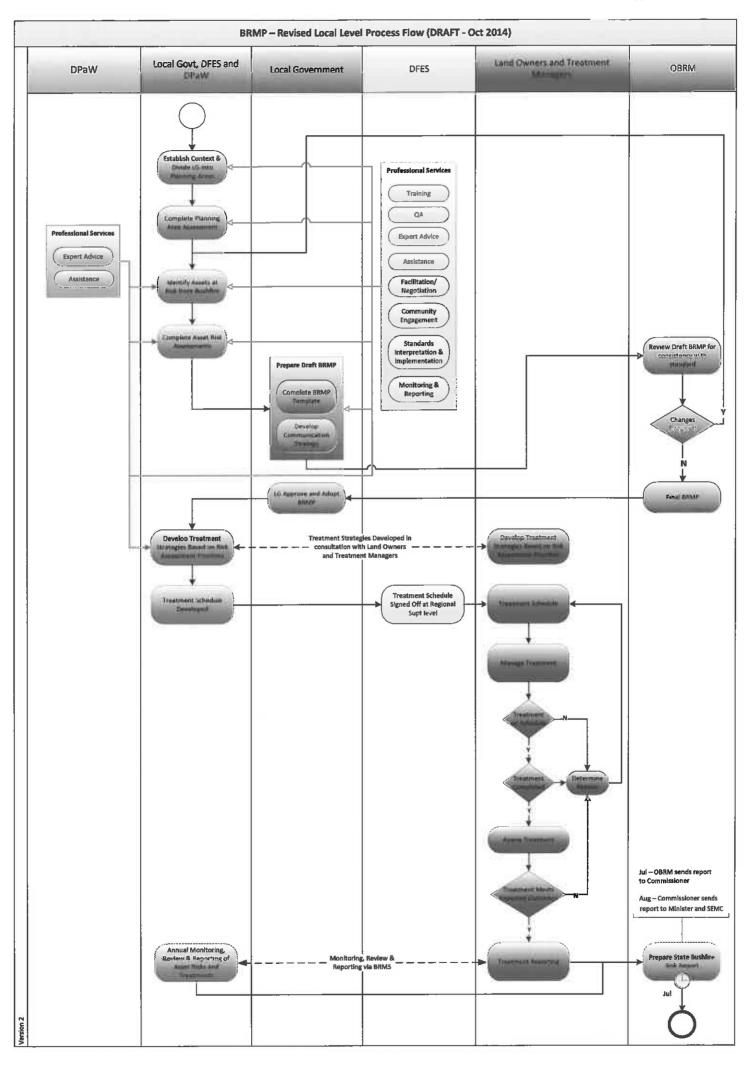




15. PLANTING DESIGN PALETTE















Ricky Burges
Chief Executive Officer
Western Australian Local Government Association (WALGA)
PO Box 1544
WEST PERTH WA 6872

10 November 2014

Dear Ms Burges,

RE: Bushfire Risk Management Plan (BRMP) Pilot Project

I refer to the above matter and to recent discussions about this with Alison Hailes and John Lane also of WALGA.

We write to confirm that the four local governments participating in the BRMP Pilot, being the Shires of Augusta-Margaret River, Boyup Brook, Collie and Nannup, request WALGA to secure an agenda item about this matter at the State Emergency Management Committee (SEMC) meeting scheduled for 2nd December 2014.

Collectively, the four Pilot local governments agree that whilst the proposed BRMP framework will have benefits to all local governments in Western Australia, particularly when it comes to improved management of local government land and administering existing local government legislative responsibilities, that there are also considerable concerns that remain unresolved with the BRMP framework and its execution, not in the least that the Pilot project and the BRMP framework is unfinished.

The four Pilot local governments seek to support WALGA in advocating for and escalating these concerns as necessary for the benefit of all local governments, including to the SEMC, which we understand will also be considering a report at this meeting on the BRMP Pilot from the Department of Fire and Emergency Services (DFES) and the Office of Bushfire Risk Management (OBRM).

The issues are as follows:









POSITION PAPER

COMPLETION OF THE BUSHFIRE RISK MANAGEMENT PLAN PILOT PROJECT AND LOCAL GOVERNMENTS FUTURE INVOLVEMENT IN THIS PROCESS

PREPARED BY THE SHIRES OF AUGUSTA MARGARET RIVER, BOYUP BROOK, COLLIE AND NANNUP

PREPARED FOR THE WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION AS A MEMBER OF THE STATE EMERGENCY MANAGEMENT COMMITTEE

BACKGROUND

The Shires of Augusta Margaret River, Boyup Brook, Collie and Nannup were chosen to participate in the Bushfire Risk Management Plan (BRMP) Pilot throughout 2014. The initial project commenced in April 2014 with the engagement of two Bushfire Risk Planning Coordinators (BRPC's), funded by the Department of Fire and Emergency Services (DFES) to manage the project on behalf of the local governments (LG's). The project was planned to run until September but was subsequently extended to the end of 2014.

There are four distinct objective streams to the BRMP Pilot:

- 1. Proving the BRMP framework (this includes the BRMP Guidelines, templates, underlying processes and procedures, and documents);
- 2. Informing the Bushfire Risk Management System (BRMS) software solution;
- 3. Confirming the ongoing support requirements for the overall BRMP program, including training; and
- 4. Assessing participation levels of LG's, State Government agencies and private landholders.

The Pilot has demonstrated to the participating LG's that the new BRMP process has high level potential to improve bushfire risk management for all stakeholders, and to lead to improved safety for our communities. In relation to all LG's, this is particularly in relation to improved management of LG land and administering a LG's bushfire related legislative responsibilities.

The participating LG's consider that the BRMP Pilot is a strategically important project, not only for those LG's that participated in the Pilot, but for all LG's across the State, as well as for all the other stakeholders involved in bushfire risk mitigation. The Pilot LG's have committed their total support and considerable resources to the Pilot, with the goal of assisting in the development of a workable and useful BRMP framework that will benefit all stakeholders.

- Completion of the BRMP framework (being the Guidelines, handbook, training package, BRMS and governance arrangements) so that it can be fully evaluated and tested to the satisfaction of all stakeholders before being implemented; and,
- Completion of BRMP's for the targeted areas within each of the four pilot local government areas that fulfil the MOU commitments.

ISSUE 2 - BRMP's IN AN ALTERNATIVE FORM

It is apparent that there is work being undertaken and resources invested across the State with regards to bushfire mitigation and risk assessment, including the development of BRMPs, some using alternative methods to the proposed OBRM/DFES BRMP framework. This is by LG's, as well as State agencies and land managers. As BRMS is not yet operational, and the BRMP framework yet to reach a satisfactory level of completion, we suggest that these LGs and agencies should be able to complete and submit their BRMPs in their current formats. This may also assist the Pilot LG's to capture the work undertaken to date in their Draft BRMP's.

RECOMMENDATION 2

As a transitionary measure, that where stakeholders can demonstrate that their BRMP meets the objectives and underlying principles of the OBRM/DFES BRMP Guidelines, that alternative BRMP's be supported and endorsed as compliant by OBRM.

ISSUE 3 - COORDINATION OF THE BRMP PROCESS

The Pilot LGs are unanimous in that they do not believe that LG's are the best stakeholder to coordinate the BRMP process. It is considered that DFES should undertake this function. Our experiences during the Pilot have proven that there is good reason for this. It is considered that there are significant resourcing, budgetary, efficiency and quality outcomes that can be met if DFES were to lead coordination of this process and for LG's to participate as a stakeholder, together with other government agencies and land managers.

The Pilot LG's recommend that DFES consider adopting elements of the Victorian bushfire risk model as an alternative method to coordinate and develop BRMPs where a State government led group commence and initially undertake the BRMP risk assessment process across each LG area. The advantages of this model are:

- It ensures technical consistency of application of the BRMP framework as the same group establishes the process in each LG, with local, State and regional level stakeholders, and does all initial risk assessments;
- It has large efficiencies with one team working across many LGs;
- It enables government agencies and land managers at a State level to more easily compare a better quality of risk assessment data and interact with the BRMP process by having dealings with fewer stakeholders; and
- It reduces the requirement to engage a BRPC in every LG.

Should it be determined that DFES will not coordinate the BRMP process, the Pilot LG's advise they would not be in a position to assume this role.

CONCLUSION

It is critical that the model of delivery, the governance arrangements and the BRMP framework itself, are adequate before they are imposed upon stakeholders and particularly the LG sector. Failing to do this will undermine the potential success of the BRMP framework.

If the various issues that have been raised as a result of the Pilot experience are satisfactorily addressed, the Pilot LG's will have confidence in being able to advocate in support of the BRMP framework to the LG sector at large.

Signature Cr Mike Smart Shire President Shire of Augusta Margaret River Signature Ms Annie Riordan A/Chief Executive Officer Shire of Augusta Margaret River	
	014
Signature Signature Cr Michael Giles Mr Alan Lamb	
Shire President Chief Executive Officer	
Shire of Boyup Brook Shire of Boyup Brook	
/ /2014	014
Signature Signature	
Cr Wayne Sanford Mr David Blurton Shire President Chief Executive Officer	
Shire President Chief Executive Officer Shire of Collie Shire of Collie	
	014
Signature Signature Mr. Pobert Joppings	
Cr Tony Dean Mr Robert Jennings Shire President Chief Executive Officer	
Shire of Nannup Shire of Nannup	



Freedom of Information Act 1992 Information Statement

Adopted at the Ordinary meeting of Council 23 November 2000 Reviewed at the Ordinary meeting of Council of 278 November 20143

1. STRUCTURE OF ORGANISATION

1.1 COUNCIL

SHIRE PRESIDENT: Cr Tony Dean

DEPUTY SHIRE PRESIDENT: Cr Robin Mellema

Central Ward

Cr Tony Dean Lot 139 Vasse Highway Nannup WA 6275

Ph/Fax (08) 9756 0680

Email: nannupliquor@westnet.com.au

Cr Charles Gilbert 17 Adam Street Nannup WA 6275

Ph/Fax (08) 9756 1184

Email: gilbertce@bigpond.com

Cr Norm Steer 30b Walter Road Nannup WA 6275

Ph/Fax (08) 9756 1597

Email: norman.steer5@bigpond.com

North Ward

Cr Gary Dobbin Cate Stevenson PO Box 22306 Nannup WA 6275

Ph/Fax 0447963157 9756 0250

Email: dobbindesign@westnet.com.au catherinestevenson25@bigpond.com

Cr Bob Longmore 15 Blackwood River Drive_Nannup WA

6275

Ph/Fax (08) 9756 0308

Email: longmore@westnet.com.au

Cr Anne Slater PO Box 315 Nannup WA 6275

Ph/Fax (08) 9756 1997

Email: aslates@westnet.com.au

South Ward

Cr Robin Mellema Loc 4184 Blythe Road Nannup WA 6275

Ph/Fax (08) 9756 1156

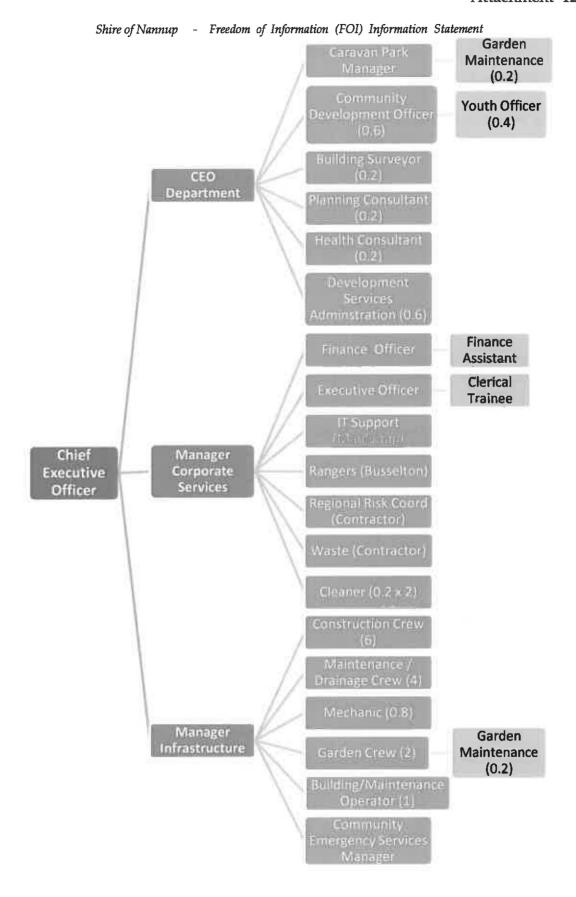
Email: robin.mellema@education.wa.edu.au

Cr Joan Lorkiewicz PO Box 53 Nannup WA 6275

Ph (08) 9758 1129

Email: jav_vjl@hotmail.com

1.2 ADMINISTRATION



Cemeteries Act 1986

This Act provides for the declaration and management of cemeteries, the establishment, constitution and functions of cemetery boards, the licensing of funeral directors, the regulation of burials and related purposes.

Disability Services Act 1993

This Act provides services for people with disabilities.

Dog Act 1976 and Associated Regulations

This Act controls the registration, ownership and keeping of dogs and the obligations and rights of persons in relation thereto.

Environment Protection Act 1986

This Act provides for an Environmental Protection Authority, the prevention, control and abatement of environmental pollution and for the conservation, preservation, protection, enhancement and management of the environment.

Freedom of Information Act 1992

This Act to provides for public access to documents and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

Health Act 1911

This Act regulates matters relating to sewerage and drainage, water pollution, medical services, public and private buildings, nuisances, offensive trades, medical services, the control of disease and medicines and pharmaceuticals.

Heritage of WA Act 1990

This Act requires all local authorities to compile and regularly review an inventory of local places which are significant or may become significant heritage properties.

Liquor Licensing Act 1988 and Associated Regulations

This Act, administered in part by local government, regulates the sale, supply and consumption of liquor, the use of premises on which liquor is sold and the services and facilities provided in conjunction with or ancillary to the sale of liquor.

Litter Act 1979 and Associated Regulations

This Act to makes provision for the abatement of litter and establishes, incorporates and confers powers upon the Keep Australia Beautiful Council (WA).

2.2.3 TOWN PLANNING SCHEME

The Shire of Nannup operates under Town Planning Scheme No 3, which was gazetted on 14 December 2007.

The purpose of the Scheme is to:

- (a) Control land development
- (b) Secure the protection of the environment of the Scheme Area
- (c) Other matters authorised by the Planning and Development Act 2005

3. POLICY FORMULATION - PUBLIC PARTICIPATION

3.1 POLICIES

Council adopts Polices on a variety of issues to act as a guide for Officers of the Shire of Nannup and provide the basis for decision making. All current Policies are contained within the Council's Policy Manual along with a register of authorised delegations made by the Council to assist with the efficient administration of the municipality.

3.2 DELEGATION OF AUTHORITY

The Chief Executive Officer has delegated authority from Council to make decisions on a number of specified administrative and policy matters.

3.3 ANNUAL GENERAL MEETING OF ELECTORS

The Annual General Meeting of Electors is held once in every financial year and includes the presentation of the Annual Report and the Auditor's Report. Residents and Ratepayers are encouraged to attend this meeting as it is an opportunity to ask questions and raise issues with local representatives.

3.4 SUB-COMMITTEES AND CONSULTATIVE GROUPS

Council Committees comprise:

Audit Advisory Committee
Risk Management Advisory Committee
Bush Fire Advisory Committee
Local Emergency Management Advisory Committee
Australia Day Advisory Committee

The Council has appointed the following Working Groups:

Plant Replacement Group
Warren Blackwood Strategic Alliance

3.5 **SERVICES**

- Rating
- Recreation
- Reserves
- Roads
- Tenders
- Town Planning
- Tourism
- Welfare and Community Services
- Works and Services

5. ACCESS PROCEDURES AND ARRANGEMENTS

It is the aim of the Council to make information available promptly and at the least possible cost; whenever possible documents will be provided outside the Freedom Of Information process.

If information is not routinely available, the Freedom of Information Act 1992 provides the right to apply for access to documents held by the council and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

5.1 APPLICATIONS AND FORMS OF ACCESS

5.1.1 APPLICATIONS

For applications to be accurately and promptly dealt with, requests must ensure sufficient information is supplied to enable the correct document(s) to be identified.

The Shire of Nannup may request proof of identity.

If a person is seeking access to a document or documents on behalf of another person the Shire of Nannup may require authorisation, usually in writing.

Applications will be dealt with as soon as practicable (within 45 days) after it being received.

Applications should be addressed to:

FOI Co-ordinator Shire of Nannup PO Box 11 NANNUP WA 6275

or by delivery to the Shire Offices at Adam Street, Nannup between the hours of 8.00am and 4.30pm Monday to Friday.

It should be noted that some documents are for viewing only and some documents cannot be copied, as this would be in breach of the Copyright Act.

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Applicants who are not satisfied with the decision of the FOI Coordinator can apply to the Shire of Nannup for an Internal Review of that decision. Applications for an Internal Review must be lodged at the Shire within 30 days of receipt of notice of the Shire's decision. The Shire will respond within 15 days or any longer period agreed between the applicant and the Shire. The Internal Review will be carried out by the Chief Executive Officer. There is no charge for an internal review.

5.2.2 EXTERNAL REVIEW

Applicants who are still dissatisfied after the Internal Review has been completed may seek a review by the Information Commissioner. This request must be made in writing, giving details of the decision to which the complaint relates. Complaints should be made to the Information Commissioner and addressed as follows:

The Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

5.3 AMENDMENTS PROCEDURE

An individual may apply to have a document amended if it contains inaccurate, incomplete, out of date or misleading personal information. An application should be made in writing to the Shire of Nannup and should provide all the information required in the Act (Amendment forms are available from the Shire Offices). Applicants must provide details and, if necessary, documentation in support of their claim that the information they seek to have amended is inaccurate, incomplete, out of date or misleading. Applications must also indicate how they wish the amendment to be made (e.g. alteration, insertion, etc).

Effective From:	23 November 2000
Expires on:	Does not expire
Next Review:	2 <u>6</u> 9 November 201 <u>5</u> 4
Adopted by Council:	2 <u>7</u> 8 November 201 <u>4</u> 3



SHIRE OF NANNUP

CODE OF CONDUCT 2014

ROLE OF ELECTED MEMBERS

A Councillor's primary role is to represent the community. The effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

1. CONFLICT AND DISCLOSURE OF INTEREST

1.1 Conflict of interest

- (a) Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making a disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided. In the instance of the Chief Executive Officer the disclosure must be made to the Shire President.
- (c) Members and Staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence). In the instance of the Chief Executive Officer the disclosure must be made to the Shire President.

(d) Nothing in this clause prohibits a person who has disclosed such an interest from speaking, voting or reporting on the matter in which they have the interest.

2. PERSONAL BENEFIT

2.1 Use of Confidential Information

Members and staff will not use confidential information to gain advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to cause harm or detriment to any person or organisation.

2.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation, unless otherwise agreed by a separate contract.

2.3 Undue Influence

Members and staff will not take advantage of their position to unduly influence other members or staff in the performance of their duties or functions, in order to gain undue (direct or indirect) advantage or benefit for themselves or for any other person or body.

2.4 Gifts and Bribery

- (a) Members and staff will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Local Government or their performance of any duty or work which touches or concerns the Local Government.
- (b) If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality), disclosure must be made in a prompt and full manner and in writing in the appropriate register.
- (c) For the purposes of this clause, a gift shall be considered to be of a token nature if its value is less than \$450. However the receipt of all gifts up to this value shall be recorded in a register maintained by the Chief Executive Officer. The register will record the nature and value of the gift, who received the gift and when, and by whom the gift was given.
- (d) Minor gifts of a hospitality nature do not need to be included in this register.

(b) Members will at all times, exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on their individual merits. Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

3.4 Compliance with Lawful Orders

- (a) Members and Staff must comply with any lawful order given by any person having authority to make or give such an order. If there is any doubt as to the propriety of any such order then the matter is to be taken up with the superior of the person who gave the order. If resolution cannot be achieved the issue is to be addressed by the Chief Executive Officer in respect of a staff member, or the Shire President if an elected member.
- (b) Members and Staff must give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

3.5 Administrative and Management Practices

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

3.6 Corporate Obligations

(a) Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

- (b) Members are expected to comply with neat and responsible dress standards at all times.
- (c) Communication and Public Relations
 - (i) All aspects of communication by staff (including verbal, written or personal) involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
 - (ii) As a representative of the community Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Members should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;

4.2 Travelling and Subsistence Expenses

Members and staff will only claim or accept travelling and subsistence expenses arising out of matters where the action or representation undertaken is directly connected with Council and has a correlation with the services, policies or business of the Local Government, in accordance with Local Government policy and the provisions of the Local Government Act 1995.

4.3 Access to Information

- (a) Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.
- (b) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

					ances T-D
Operating	2014/15 Y-T-D Actual	2014/15 Y-T-D Budget	2014/15	Bud	get to
<u>Operating</u>	\$	s s	Budget \$	AC %	tual \$
Revenues/Sources	•	•	•	70	•
Governance	216	333	1,000	35%	117
General Purpose Funding	347,173	369,245	1,476,980	6%	22,072
Law, Order, Public Safety	37,491	65,381	261,522	43%	27,890
Health	1,810	867	2,600	(109%)	(943)
Education and Welfare	2,986	4,610	13,830	35%	1,624
Housing	6,714	5,599	16,796	(20%)	(1,115)
Community Amenities	133,500	121,753	165,258	(10%)	(11,748)
Recreation and Culture	21,452	15,067	45,200	(42%)	(6,385)
Transport	709,800	734,360	2,203,081	3%	24,560
Economic Services	40,464	54,283	162,850	25%	13,819
Other Property and Services	1,359	8,333	25,000	84%	6,974
	1,302,965	1,379,831	4,374,117	(6%)	76,866
(Expenses)/(Applications)			¥2		
Governance	(72,668)	(95,625)	(286,876)	(24%)	(22,957)
General Purpose Funding	(50,112)	(47,661)	(142,982)	5%	2,451
Law, Order, Public Safety	(186,798)	(154,906)	(464,719)	21%	31,892
Health	(21,937)	(22,288)	(66,865)	(2%)	(351)
Education and Welfare	(69,469)	(52,774)	(158,323)	32%	16,695
Housing	(14,799)	(14,065)	(42,194)	5%	735
Community Amenities	(139,456)	(169,023)	(507,068)	(17%)	(29,566)
Recreation & Culture	(153,819)	(182,623)	(547,868)	(16%)	(28,804)
Transport	(982,627)	(842,177)	(2,526,531)	17%	140,450
Economic Services	(100,284)	(103,148)	(309,444)	(3%)	(2,864)
Other Property and Services	(193,261)	(6,276)	(18,827)	2980%	186,985
	(1,985,230)	(1,690,566)	(5,071,697)	17%	294,665
Adjustments for Non-Cash					
(Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	24,762	(1,667)	(5,000)	(1586%)	(26,429)
Depreciation on Assets	829,421	683,283	2,049,850	21%	(146,137)
Capital Revenue and (Expenditure)					
Purchase Land and Buildings	(12,092)	(13,333)	(40,000)	(9%)	(1,241)
Purchase Infrastructure Assets	(199,427)	(212,590)	(2,551,081)	(6%)	(13,164)
Purchase Plant and Equipment	(363,166)	(399,417)	(479,300)	(9%)	(36,251)
Purchase Furniture and Equipment	(15,077)	0	0	0%	15,077
Proceeds from Disposal of Assets	(99,551)	145,000	145,000	(169%)	244,551
Repayment of Debentures	(2,229)	(5,908)	(72,723)	(62%)	(3,679)
Proceeds from New Debentures	0	0	0	0%	0
Leave Provisions	0	0	205,583	0%	0
Accruals	(12,800)	0	8,449	0%	12,800
Self Supporting Loan Principal Income	2,229	4,571	13,713	(51%)	2,342
Transfers (to)/from Reserves	0	0	58,120	0%	0
Net Current Assets July 1 B/Fwd	817,891	0	0		(817,891)
Net Current Assets Year to Date	1,652,666	1,254,174	0		(398,492)
Amount Raised from Rates	(1,364,969)	(1,364,969)	(1,364,969)		0

ADD LESS

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

NET CURRENT ASSETS	2014/15 Actual \$	Brought Forward 01-July-2014 \$
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted Cash - Restricted Cash - Reserves Receivables Inventories	765,544 11,927 2,078,686 1,507,984 11,074 4,375,215	830,390 46,685 2,086,771 544,305 11,074 3,519,225
LESS: CURRENT LIABILITIES		
Payables and Provisions	(631,936) 3,743,279	<u>(567,877)</u> 2,951,348
Less: Cash - Reserves - Restricted NET CURRENT ASSET POSITION	(2,090,613)	(2,133,456) 817,891

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		ver Expended	Year End	S	110	4,000	12,100	32,915	20,600	17,345	8,600	6,635	2,000	6,450	11,330	1,000	1,000	1,500	843	126,428		Year End	\$	34,056	386,508	40,443	17,575	2,000	57,872	41,160	11,000
		(Under Expended)/Over Expended	Current	3	110	(4,000)	(9,891)	965	(10,006)	(5,630)	(6,199)	(58,796)	(2,000)	(5,532)	(10,820)	(767)	(1,000)	(1,500)	(529)	(115,654)		Current	\$	(34,056)	(245,876)	(27,728)	(2,125)	(1,480)	(48,841)	(13,625)	
OPERATING EXPENSES TO 31 OCTOBER 2014	Governance Expenditure		Explanation		Bi-election costs not included within 1415 budget	No year end variance anticipated	No year end variance anticipated	Additional grant income received for Bridal Trail will result in \$20K overspend. Nil effect overall	No year end variance anticipated	No year end variance anticipated	No year end variance anticipated	Costs reallocated but some invoices paid in November	No year end variance anticipated		General Adminstration	Explanation		No year end variance anticipated	No year end variance anticipated	No year end variance anticipated	Actual costs lower than budgeted	No year end variance anticipated	No year end variance anticipated	No year end variance anticipated							
0					Election Expenses	Revaluations	Refreshments	Donations/contributions	Councillor allowances	Subscriptions	Conference Expenses	Insurance	CEO performance review	Bank Charges	Audit Fees	Legal Expenses	Gratuities	Blackwood Valley Trails	Depreciation Council furniture				-	Annual Leave expense	Admin Salaries	Superannuation	Insurance	Minor furniture & equip	Building & Gardens maintenance	Computer maintenance	
			Actual	\$	110	0	2,209	32,915	10,594	11,715	2,401	(41,466)	0	918	510	203	0	0	284	20,394		Actual	S	0	140,632	12,715	17,575	520	9,031	27,535	
			Budget	Ş	0	4,000	12,100	31,950	20,600	17,345	8,600	17,330	2,000	6,450	11,330	1,000	1,000	1,500	843	136,048	-	Budget	S	34,056	386,508	40,443	19,700	2,000	57,872	41,160	

	Actua!			Current	Year End
14,125	2,612	Telephone Expenses	No year end variance anticipated	(11,513)	14,125
3,000	0	Office Equipment Maintenance	No year end variance anticipated	(3,000)	3,000
4,400	1,528	Postage	No year end variance anticipated	(2,872)	4,400
6,000	2,833	Accommodation & Travel	No year end variance anticipated	(3,167)	9000'9
4,625	2,123	Advertising	Actual costs associated with advertising varies depending on currect projects	(2,502)	4,625
12,200	9,190	Staff training expenses	No year end variance anticipated	(3,010)	12,200
300	154	Sundry expenses	No year end variance anticipated	(146)	300
11,841	0	Long Service Leave	No year end variance anticipated	(11.841)	11.841
19,750	5,301	Fringe Benefits Tax	No year end variance anticipated	(14,449)	19,750
	0	Recruitment Expenses	No year end variance anticipated	0	0
	284	Depreciation - Furniture	No year end variance anticipated	284	0
29,529	11,494	Depreciation - Plant & Equipment	No year end variance anticipated	(18,035)	29,529
702,509	250.564			(464 046)	AOC OOF
				(CEC(TCE)	00,007
			General Purpose Revenue		
Ś	v			S	\$
5,000	3,193	Rates Legal expenses	No year end variance anticipated	(1,807)	5,000
8,350	376	Rating Valuation Expenses	No year end variance anticipated	(7,974)	8,350
100	0	Write offs - rates	No year end variance anticipated	(100)	100
25,677	9,472	DOT Licensing Expenses	No year end variance anticipated	(16,205)	25,677
39 127	13.041				
27767	TENCE			(26,086)	39,127
			law & Public Order		
v	vs			•	v
16,394	0	DFES - Vehicle maint	No year end variance anticipated	(16,394)	16,394
55,900	0	DFES - Asistance to Bush Fire Brigades	No year end variance anticipated	(55,900)	55,900
6,000	4,481	CESO - Vehicle	No year end variance anticipated	(1,519)	10,000
31,816	28,780	DFES - Insurance	Actual costs lower than budgeted	(3,036)	28,780
10,000	1,790	Maintenance of Strategic Firebreaks	No year end variance anticipated	(8,210)	10,000
200	0	DFES - minor equipment	No year end variance anticipated	(200)	200
30,156	3,388	Firebreak Inspections	No year end variance anticipated	(26,768)	30,156
2,672	271	Superannuation	No year end variance anticipated	(2,401)	2,672
928	0	Annual leave expense	No year end variance anticipated	(928)	928
74,485	25,068	CESO - Salary & insurance costs	No year end variance anticipated	(49,417)	74 485

Sudget	Actual		Explanation	Current	Year End
7,499	8,134	CESO - Superannuation	No year end variance anticipated	635	7,499
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
200	0	CESO - Uniforms	No year end variance anticipated	(200)	200
1,500	0	CESO - Training	No year end variance anticipated	(1,500)	1,500
1,500	488	DFES - Maint of equipment	No year end variance anticipated	(1,012)	1,500
7,063	2,220	Animal Control - Salaries	No year end variance anticipated	(4,843)	7,063
3,500	2,980	Animal Control	No year end variance anticipated	(520)	3,500
743	326	Animal Control - Superannuation	No year end variance anticipated	(417)	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	1,504	Firebreak inspections	No year end variance anticipated	(8,496)	10,000
1,500	0	DFES - Maint of land & buildings	No year end variance anticipated	(1,500)	1,500
200	259	DFES - Clothing & accessories	No year end variance anticipated	(241)	200
1,800	419	DFES - Utilities	No year end variance anticipated	(1,381)	1,800
5,000	(926)	DFES - Other goods & services	No year end variance anticipated	(5,976)	5,000
2,800	499	SES - Utilities	No year end variance anticipated	(2,301)	2,800
1,003	1,037	SES - Insurance	No year end variance anticipated	34	1,003
	683	SES - Minor plant	No year end variance anticipated	683	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
	1,115	SES - Maint of land & buildings	No year end variance anticipated	1,115	0
	0	SES - Clothing & accessories	No year end variance anticipated	0	0
7,597	292	SES - Other goods & services	No year end variance anticipated	(7,030)	7,597
116,658	39,188	Depreciation	No year end variance anticipated	(77,470)	116,658
408,367	122,562			(285,805)	409,331
			Hooth th		
·s	v				·
100	66	Insurance	No year end variance anticipated		1001
1,599	0	Health - annual leave	No year end variance anticipated	(1.599)	1 599
48,791	15,566	Health Inspections	No year end variance anticipated	(33,225)	48.791
555	0	Long Service Leave	No year end variance anticipated	(552)	555
1,898	881	Superannuation	No year end variance anticipated	(1,017)	1,898
2,050	1,226	Admin Expenses	No year end variance anticipated	(824)	2.050

Budget	Actual		Explanation	Current	Year End
54,993	17,772			(37,221)	54,993
			Education & Welfare		
\$	\$			• • • • • • • • • • • • • • • • • • • •	v
8,937	2,714	Pre School maintenance	No year end variance anticipated	(6.223)	8.937
1,100	0	Family Fun day		(1,100)	1,100
1,000	0	Community Events support	No year end variance anticipated	(1,000)	1.000
9,650	2,181	School holiday program	No year end variance anticipated	(7,469)	9.650
0	65	Cultural Plan		65	
2,100	0	Seniors activities	No year end variance anticipated	(2.100)	2.100
79,212	28,466	Community Development	Additional expenditure from bridle trail grant	(50.746)	99.112
7,274	2,828	CDO - Superannuation	No year end variance anticipated	(4.446)	7,274
8,129	0	Promotions		(8,129)	8 129
2,126	0	CDO - Long Service Leave	No year end variance anticipated	(2.126)	2 126
1,500	(3)	Training	No year end variance anticipated	(1 503)	1 500
15,587	4,478	Depreciation	No year end variance anticipated	(11,109)	15,587
136,615	40,728			(95,887)	156,515
			Housing		
v,	\$				Ų
13,243	4,934	Building Maintenance	No year end variance anticipated	(8,309)	13.243
17,500	5,897	Depreciation	No year end variance anticipated	(11,603)	17,500
30,743	10,831			(40.042)	Car
				(ZTC/CT)	30,743
			Community Amenities	_	
2	7000			· s	Ş
34	(430)	SSL Accrued interest	No year end variance anticipated	(464)	34
13,713	2,229	SSL Principal	No year end variance anticipated	(11,484)	13,713
35,620	9,143	Collection - domestic waste	No year end variance anticipated	(26,477)	35,620
41,300	8,979	Collection - recycling	No year end variance anticipated	(32,321)	41,300
114,080	28,400	Waste Management Facility	No year end variance anticipated	(85,680)	114,080
12,000	2,160	Street Bin Pick up	No year end variance anticipated	(9,840)	12,000
120,760	37,208	Town Planning Services	Budget allocated to Town Planning Scheme review	(83,552)	115,060
9,650	1,713	Admin Expenses	No year end variance anticipated	(7.937)	9.650

Expenses	
Operating	

					rear Ena
1,447	0	Planning - Long Service Leave	No year end variance anticipated	(1,447)	1,447
4,951	1,072	Planning - Superannuation	No year end variance anticipated	(3,879)	4,951
7,500	13,176	Town Planning Scheme review	Additional expenditure funded from Planning budget	5,676	13,200
4,172	0	Planning - Annual Leave	No year end variance anticipated	(4,172)	4,172
1,500	0	LPS Amend Exp	No year end variance anticipated	(1,500)	1,500
13,390	3,153	Cemetery Exp		(10,237)	13,390
38,860	8,616	Public Conveniences	No year end variance anticipated	(30,244)	38,860
6,363	1,067	SSL Interest	No year end variance anticipated	(5,296)	6,363
4,475	1,508	Depreciation - waste facility	No year end variance anticipated	(2,967)	4,475
8,993	3,248	Depreciation - toilets	No year end variance anticipated	(5,745)	8,993
438,808	121,241			(317,567)	438,808
			Recreation & Culture		
3	s			\$	\$
12,027	5,620	Town Hall	No year end variance anticipated	(6,407)	12,027
21,576	8,864	Rec Centre	No year end variance anticipated	(12,712)	21,576
3,008	2,993	Comm Centre	No year end variance anticipated	(15)	3,008
1,281	1,329	Supper Room	No year end variance anticipated	48	1,281
1,387	745	Old Roads Building	No year end variance anticipated	(642)	1,387
2,508	2,512	Bowling Club	No year end variance anticipated	4	2,508
519	546	Cundinup Hall	No year end variance anticipated	27	546
428	785	Carlotta Hall	No year end variance anticipated	357	785
1,242	822	Community House	No year end variance anticipated	(420)	1,242
245,230	49,163	Public Parks	No year end variance anticipated	(196,067)	245,230
7,500	0	Art Maintenance	No year end variance anticipated	(2,500)	7,500
15,154	5,212	Library Salaries & insurance	No year end variance anticipated	(9,942)	15,154
3,850	1,599	Office Expenses - Library	No year end variance anticipated	(2,251)	3,850
200	0	Write-Offs - Library	No year end variance anticipated	(200)	200
33,243	2,454	Foreshore Park	No year end variance anticipated	(30,789)	33,243
1,875	632	Depreciation Community House	No year end variance anticipated	(1,243)	1,875
3,125	1,105	Depreciation Community Sheds	No year end variance anticipated	(2,020)	3,125
1,850	623	Depreciation Carlotta Hall	No year end variance anticipated	(1,227)	1,850
42,341	16,582	Depreciation Recreation Centre	No year end variance anticipated	(25,759)	42,341
26,150	8,729	Depreciation Town Hall	No year end variance anticipated	(17,421)	26,150
35,758	13,185	Depreciation Parks	No year end variance anticipated	(22,573)	35,758
1,625	548	Depreciation Old Roads Board	No year end variance anticipated	(1,077)	1,625
425	143	Depreciation Cundinum Hall	No year and variance anticipated		164

			Explanation	Current	Year End
462,302	124,189			(338,113)	462,686
			Tuesday		
S			Iransport	•	•
39,542	5,515	Depot Maintenance	No year end variance anticipated	(34 027)	30 5/12
5,000	0	Traffic Signs		(2,000)	5.000
32,000	1,814	Bridge Maintenance	No year end variance anticipated	(30,186)	32,000
2,000	1,032	Crossovers	No year end variance anticipated	(3,969)	5.000
622	(1,063)	Loan - accrued interest	No year end variance anticipated	(1,685)	622
000'069	234,628	Local Road Maintenance	No year end variance anticipated	(455,372)	000'069
85,000	24,255	Road Verge Maintenance	No year end variance anticipated	(60,745)	85,000
23,850	5,421	Street Lighting	No year end variance anticipated	(18,429)	23,850
9,000	0	Street Sweeping	No year end variance anticipated	(000'6)	9,000
2,000	108	Traffic Counter Maintenance	No year end variance anticipated	(4,892)	5,000
6,000	0	Safety Works	No year end variance anticipated	(0000'9)	6,000
6,000	0	Equipment replacement	No year end variance anticipated	(000'9)	6,000
6,165	0	Loan - Interest	No year end variance anticipated	(6,165)	6,165
59,010	0	Loan - Principal	No year end variance anticipated	(59,010)	59,010
30,000	0	Gravel Pit	No year end variance anticipated	(30,000)	30,000
2,000	5,342	ROMANS	New subscription slightly higher than estimated	342	5,342
1,384,401	475,945	Depreciation - Roads	No year end variance anticipated	(908,456)	1,384,401
2,391,590	752,997			(1,638,593)	2,391,932
			Economic Services		
\$	3			v	*
800	0	Australia Day	Costs expected to exceed available budget	(800)	1,100
12,825	1,855	Functions & Events	No year end variance anticipated	(10,970)	12,825
80,518	25,833	Caravan Park	No year end variance anticipated	(54,685)	80,518
4,100	1,994	Caravan Park admin expenses	No year end variance anticipated	(2,106)	4,100
24,950	3,865	Caravan park utilities	No year end variance anticipated	(21,085)	24,950
2,000	1,551	Caravan Park promotion	No year end variance anticipated	(449)	2,000
20,113	6,816	Caravan Park & Camping	No year end variance anticipated	(13,297)	20,113
44,298	13,819	Caravan park wages	No year end variance anticipated	(30,479)	44,298
10,000	1,689	Visitor Centre services	No year end variance anticipated	(8,311)	10,000
7,500	4,207	Regional Promotion	No year end variance anticipated	(2 203)	7 500

buager	Actual		Explanation	Current	Year End
10,000	2,037	Tourism promotion	No year end variance anticipated	(7,963)	10,000
1,199	0	Building Control - Long Service Leave	No year end variance anticipated	(1,199)	1,199
39,007	19,513	Bullding Control - Salary	No year end variance anticipated	(19,494)	39,007
4,104	2,124	Building Control - Superannuation	No year end variance anticipated	(1,980)	4,104
3,458	0	Building Control - Annual Leave	No year end variance anticipated	(3,458)	3,458
3,339	1,019	Building Control - Expenses	No year end variance anticipated	(2,320)	3,339
17,910	6,258	Depreciation - Caravan Park	No year end variance anticipated	(11,652)	17,910
286,121	92,580			(193,541)	286,421
	0				
!			Other Property & Services		
\$	\$			**	3
23,154	6,704	Private Works	No year end variance anticipated	(16,450)	23,154
10,000	15,350	Training	schedule will be completed in Dec this year to highlight areas where training	5,350	15,350
3,562	(4,501)	Accrued salaries & wages	No vear end variance anticipated	(8 063)	3 562
28,921	0	Long Service Leave	No year end variance anticipated	(28,921)	28.921
89,960	10,377	Salaries	No year end variance anticipated	(79,583)	89.960
960'08	0	Annual Leave	No year end variance anticipated	(960'08)	80,096
112,442	33,631	Superannuation	No year end variance anticipated	(78,811)	112,442
0	15	Office expenses	No year end variance anticipated	15	0
30,646	10,771	Sick pay	No year end variance anticipated	(19,875)	30,646
69,294	57,862	Insurances	Reduced cost of Workers Comp Insurance through lower employee numbers	(11,432)	57,862
10,000	6,392	Protective Clothing	No year end variance anticipated	(3,608)	10,000
4,500	544	Safety Meetings	No year end variance anticipated	(3,956)	4,500
56,382	9,850	Wages - plant	No year end variance anticipated	(46,532)	56,382
30,000	0	Tyres & Batteries	No year end variance anticipated	(30,000)	30,000
19,045	13,543	Insurances & Licenses	Actual costs lower than budgeted	(5,502)	15,500
E	0	Admin Expenses	No year end variance anticipated	0	0
	0	Workers Comp	No year end variance anticipated	0	0
225,000	72,764	Fuel & Oil	No year end variance anticipated	(152,236)	250,000
4,000	344	Sundry Tools	No year end variance anticipated	(3,656)	4,000
37,884	3,211	Holiday Pay	No year end variance anticipated	(34,673)	37,884
60,000	24,797	Parts & External Work	No year end variance anticipated	(35,203)	60,000
2,000	240	Recruitment Exp	No year end variance anticipated	(1,760)	2,000
324,510	97,700	Depreciation - Vehicles	No year end variance anticipated	(226,810)	324,510

Budget	Actual		Explanation	Current	Year End
16,295	5,958	Depreciation - Depot	No year end variance anticipated	(10,337)	16,295
1,237,691	365,553			(872,138)	1,253,064
6,324,914	1,932,451	TOTAL		(4,392,463)	6,350,432
			Less Expenditure tied to additional grants		(19,900)
			Less Non Cash Depreciation increases		0
			Total Expenditure Savings Anticipated for Year		5,618

			OPERATING INCOME TO 31 OCTOBER 2014	,	
Budget	Actual		Explanation	(Over)/	(Over)/Under received
				Current	Anticipated Year End
			General Purpose Revenue		
2	s.			\$	\$
(1,364,969)	(1,368,777)		Additional income from new subdivisions	(3,808)	(1,370,072)
(2,000)	(4,339)	Legal Fees	Budget expected to be met	661	
(12,000)	(822)	Int on Overdue rates	Budget expected to be met	11,178	
(800,000)	(209,484)	Equalisation Grant	Final allocation higher than expected	590,516	3)
(4,500)	(4,438)	Interest on Instalments	Budget expected to be met		
(200,000)	(116,631)	Local Road Grant	Final allocation lower than expected	383,369	(4)
(3,900)	(3,495)	Admin Charges	Budget expected to be met	405	
(22,000)	(1,718)	DOT Commission	Budget expected to be met	20.282	
(25,700)	(2,507)	Sundry Income	Budget expected to be met	23,193	
(000'09)	9,027	Interest on Investment - General	Budget expected to be met	69,027	
(12,000)	(302)	Interest on Investment - RTR	Budget expected to be met	11,698	
10000	200 000 0				
(2,810,009)	(1,/U3,48b)			1,106,583	(2,806,428)
			General Administration		
\$	ş			\$	\$
(1,000)	(216)	Shirley Humble room hire	Budget expected to be met	784	(1,000)
(1 000)	(216)				
				#O/	(1,000)
Ş	\ 		Law & Order		
(2,500)	0	Costs Recovered - Cockatoo Valley	Rudget expected to be met	٠	^
(114,910)	(28,728)	DFES Grant - Brigades	Budget expected to be met	2,300	(114 910)
(78,812)	0	DFES Grant - CESO	Budget expected to be met	78.812	
(200)	0	Firebreak Fines	Budget expected to be met	200	
(3,000)	(2,033)	Dog Registrations	Budget expected to be met	896	(9)
(1,000)	(92)	Cat Registrations	Budget expected to be met	905	
(100)	0	Fines - Animal Control	Budget expected to be met	100	
(20,700)	(942)	DFES Grant - SES	Offset by reduced expenditure	19,758	01)
(221 522)	(21 797)				
(22C,122	(1/C/'TC)				

			Typenanul	(Over)/ Under received	er received
			Health		
\$	S			w	\$
(1,300)	(354)	Septic Tank Inspections	Budget expected to be met	946	(1,300)
(1,300)	(1,488)	Gen License Fees	Income anticipated to exceed budget	(188)	(2,000)
(2,600)	(1,842)			758	(3,300)
			Education & Welfare		
\$	\$			·S	₩.
(6,930)	(1,733)	FROGS lease income	Budget expected to be met	5,198	(0:630)
(4,050)	(290)	School holiday contributions	Budget expected to be met	3,460	(4,050)
(750)	0	CDO grants	Additional grant for Trails Project not included within 1415 budget. Offset by overspend within Donations and Contributions	750	(20,650)
(2,100)	0	Seniors activities contributions	Budget expected to be met	2,100	(2,100)
(13,830)	(2,323)			11,507	(33,730)
			Housing		
\$	₩			\$	\$
(16,796)	(6,714)	Rental Income	Budget expected to be met	10,082	(16,796)
(16,796)	(6.714)			10.082	(16 205)
				10,002	(DE/'QT)
			Community Amenities		
\$	ş			s	S
(13,713)	(2,229)	Self Supporting Loan - Principal	Budget expected to be met	11,484	(13,713)
(6,363)	(1,117)	Self Supporting Loan - Interest	Budget expected to be met	5,246	(6,363)
(56,520)	(22,600)	Mobile Bin Charges	Bin numbers slightly higher than budgeted	(1,080)	(57,960)
(34,625)	(34,750)	Recycling Fees	Bin numbers slightly higher than budgeted	(125)	(34,750)
(10,000)	(622)	Tip Fees	Budget expected to be met	9,378	(10,000)
(28,750)	(31,080)	Disposal charge	Higher number of properties subject to charge than modelled	(2,330)	(31,100)
	0	LPS Amend Contributions		0	0
(6,000)	(4,513)	Town planning fees	Budget expected to be met	1,487	(6.000)
(3,000)	(3,818)	Cemetery Fees	Budget expected to be met	(818)	(3,000)
(20,000)	0	Grants - Qannup	Budget expected to be met	20,000	(20,000)
(178,971)	(135,729)			42 242	(107 005)

.1			Recreation & Culture		
Ş	\$			\$	\$
(3,000)	(3,881)	Hire Fees - Rec Centre	Income expected to exceed budget	(881)	(6.000)
(6,500)	(4,197)	Hire Fees - Town Hall	Budget expected to be met	2,303	(6.500)
(11,030)	(10,772)	Supper Room lease	Actual CPI lower than budgeted	258	(10.142)
(2,470)	(2,470)	Community Centre lease	Budget expected to be met	0	(2,470)
(200)	(23)	Lost Book charges	Budget expected to be met	177	(200)
0	(108)	History of Nannup	Income expected to exceed budget	(108)	(108)
(22,000)	0	Railway Bridge Grant	Budget expected to be met	22,000	(22,000)
(45,200)	(21,452)			23,748	(47,420)
			Transport		
\$	\$			S	S,
(86,000)	(93,300)	Main Roads - Direct Grant	Grant for 2014/15 higher than anticipated	(7,300)	(93.300)
(1,000)	0	Crossover fees	Budget expected to be met	1,000	(1,000)
(20,000)	0	Mowen Road Supervision Fee	Charged at year end - budget expected to be met	20,000	(20,000)
(1,000)	(009)	Sale of materials	Budget expected to be met	400	(1,000)
(145,000)	100,400	Plant Sales	Budget expected to be met	245,400	(145,000)
(253,000)	6,500			259,500	(260,300)
	11		Economic Services		
\$	\$			\$	\$
(1,000)	(354)	Septic tank inspections	Budget expected to be met	646	(1,000)
(151,850)	(37,466)	Caravan Park Income	Budget expected to be met	114,384	(151,850)
(10,000)	(4,037)	Building Control fees	Budget expected to be met	5,963	(10,000)
(162,850)	(41,857)			120,993	(162,850)
\$	\$		Other Property & Services	•	· ·
(25,000)	(1,359)	Private Works	Varies with demand - budget expected to be met	23,641	(25,000)
(25,000)	(1,359)			23,641	(25,000)
(3,509,316)	(1,908,478)	TOTAL INCOME	TOTAL	1,600,838	(3,539,710)

Budget	Actual	Explanation	(Over)/Under received	received
		Less: Grant income tied to additional expenditure		19,900
		Add: Grant income tied to reduced expenditure		(10,200)
		Anticipated (Over)/Under Budget:	1,600,838	(20,694)

Attachment 2	(Over)/Under Budget	Anticipated	Year End		(15,077) 0	0	0			0 (//n'cT)		0 40.000			0		1,987,908 2,000,000	1,987,908 2,000,000		1,054,683 1,100,000	613,878 743,081	597,000 597,000	10,613 11,000	(113,600) (190,000)	0 0	(208,081) (208,081)	(497,500) (597,000)	(660,000) (1,100,000)	106,834 420,000	_
4	u.		Current		nt Fund										,			1		Ţ,				3			7)	9)	nent	
AL EXPENDITURE TO 31 OCTOBER 2014	ı I			General Administration	New server & PCs to be funded from Equipment Fund						Law & Order					Recreation & Culture	To be funded from Recreation Centre Reserve and Grants		Transport	No variance anticipated at year end		No variance anticipated at year end	No variance anticipated at year end	No variance anticipated at year end	saving anticipated due to lower cost of equipment					
CAPITA					Furniture & equipment	Purchase of vehicles	Capital works - Shire Office	Plant & equipment				WAEMI - Expenditure	WAEMI - Capital Grant	SES - Plant purchases \$1200 to \$5000			Recreation Centre upgrade			Mowen Road - construction	Local roads - construction	Special Bridgeworks	Footpath program	Regional Road Group grants	Footpaths grant	Roads to Recovery grant	Special Bridgeworks grant	Mowen Road grant	Purchase of vehicles	
	Actual				15,077	0	0	0	15.077	1000		0	0	0	0		12,092	12,092		45,317	129,203	0	387	(76,400)	0	0	(99,500)	(440,000)	363,166	
	Budget				0	0	0	0				40,000	(40,000)	9,300	9,300		2,000,000	2,000,000		1,100,000	743,081	297,000	11,000	(190,000)	0	(208,081)	(297,000)	(1,100,000)	470,000	

SHIRE OF NANNUP ACCOUNTS FOR PAYMENT - OCTOBER 2014

EFT/	ACCOUNTS F	OR PAYMENT - OCTOBER 2014	
Cheque	Name	Invoice Description	Amount
EFT6517		TRAVEL REIMBURSEMENT NORTHAM AND RETURN	583.71
EFT6518		JOHN CARTER MOBILE PHONE USE FOR JUNE, JULY, AUG	213.99
EFT6519		PRINTING SPECIAL GOVERNMENT GAZETTE P/O 14667	586.80
EFT6520	BAILEYS FERTILISERS	ANALYSIS - SOIL P/O 14509	181.50
EFT6521	GUMNUTS GALORE	40 SEEDLINGS P/O 14513	116.00
EFT6522	2	DRINKS - QUANNUP TRIP	46.60
EFT6523		PLANNING SERVICES BETWEEN 14-27 SEP	3,197.70
EFT6524		EH WORK AND TRAVEL 24,30,01/2014	2,158.00
	PICKLE & O C.Y.O'CONNOR INSTITUTE	MORNING TEA FOR 100 PEOPLE 21/09/2014	450.00
	JOHN CARTER	EVELYN PAYMAN- COURSE FEES P/O 14756	242.37
	CITY & REGIONAL FUELS	FUEL, COMPUTER CABLE 3200 L FUEL	275.10
	SCOPE BUSINESS IMAGING	PHOTOCOPYING CHARGES	5,128.64 489.92
	CLAYTONS AUSTRALIA	SHOPPING BAGS NO PRINT	437.25
	NORTHAM MOTEL	ACCOMODATION EVELYN PATMAN P/O 14752	287.80
EFT6532	GRACE RECORDS MANAGEMENT PTY LTD	DESTRUCTION CARTON	169.40
EFT6533	BGO INVESTMENTS PTY LTD	SURVEY WORK- SHIRE OF NANNUP	2,200.00
EFT6534		MICHELLE DAY LEVEL B SURGERY	60.00
	D & J COMMUNICATIONS	TO INSTALL RADIO EQUIP TO JOHN DEERE NP3007	787.60
	GEOGRAPHE SAWS & MOWERS	P/O 14712 POLE SAW AND DRIVE SOCKETS	1,449.00
	HOWSON MANAGEMENT PTY LTD	MOWEN ROAD PROJECT MANAGEMENT 16 SEP TO 30 SEP	3,179.00
EFT6538		SW ISUZU	23.94
EFT6539 EFT6540		TOOL BELT	99.98
EFT6541		ENGINEERING ASSESSMENT FORESHORE PARK	715.00
	SYNERGY	WHITE ALUMINIUM STAFF BADGES P/O 14757 148 STREETLIGHTS	38.50
	LOUISE STOKES	HERITAGE TRAIL AND DAIP MEETING	5,905.80 419.70
	CAMERON BARKER	RECYCLE WORKSHOP	100.00
	LGIS RISK MANAGEMENT	SOUTH - WEST INSTITUTE REGIONAL RISK COORDINATION	2,568.50
EFT6546	NANNUP PHARMACY	6 SHARPS COLLECTOR	47.70
EFT6547	ARBOR GUY	TREE WORKS EAST NANNUP/GOLD GULLY ROAD	36,267.00
EFT6548	P.N. ATKINSON	5 BIRD HOUSE KITS	100.00
EFT6549		ON HOLD MUSIC	235.73
	VIC SMITH	ACCOMODATION COSTS WASTE CONFERENCE WORKSHOP	32.93
	BUSSELTON PSI PTY LTD	LEGAL FEES RATE RECOVERY	3,347.12
	NAS SECURITY PICKLE & O	MONITORING 1/10/2014-30/09/2015 SES SHED	492.75
	JOHNSON'S FOODSERVICE	MORNING TEA LUNCH AND AFTERNOON 13 PEOPLE	538.50
	JOANNA KEPA	ICE CREAMS - CARAVAN PARK YAC SUPERVISION 14TH OCTOBER, TUESDAY 21ST OCTOBER	308.29
	ZANPHIRE PTY LTD	SEA CONTRAINER HIRE - 04/09/2014-02/10/2014	100.00 176.00
	NANNUP BROOK FARM	CARAVAN PARK - HONEY	143.00
	SCOPE BUSINESS IMAGING	TONER	22.00
EFT6559	THE HUMBLE HORSE	2 ADULT TRAIL RIDE	72.00
EFT6560	AEC GROUP PTY LTD	QUANNUP PASTORAL LEASE BUSINESS CASE	8,250.00
	SOS OFFICE EQUIPMENT	OFFICE EQUIPMENT	751.80
	JARRAH GLEN	P/O 14721 CUT OFF SAW	280.00
	AUGUSTA MARGARET RIVER TOURISM ASSOCIATION	ANNUAL MEMBERSHIP SUBSCRIPTIONS 2014/15 P/O 14604	270.00
	BUSSELTON PEST & WEED CONTROL LANDGATE	PEST & WEED SPRAY	528.00
	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	VALUATION ROLLS	182.10
	GUMPTION PTY LTD	ESL FOR 2014/15 QUARTER 1 MAP CHANGES	21,229.80
	HOWSON MANAGEMENT PTY LTD	ACTING MANAGER INFRASTRUCTURE 8/10,14/10,15/09	45.00 2,244.00
	HOLBERRY HOUSE	4 ROOMS DEES TRAINING	516.00
	TOLL IPEC ROAD EXPRESS PTY LTD	MAMMOTH AND HITACHI	413.24
EFT6571	K & C HARPER	NANNUP CARAVAN PARK - DRAINS TO SEWER ABLUTION	9,000.64
EFT6572	NANNUP NEWSAGENCY	POSTAGE	667.91
	NANNUP TIMBER PROCESSING	150X150 JH GRN P/O 14512	151.48
	PRESTIGE PRODUCTS	CLEANING PRODUCTS	428.67
	SYNERGY	ELECTRICITY 26/07/2014-07/10/2014	113.60
	SUGAR MOUNTAIN ELECTRICAL SERVICES	REPAIRS TO PARK LIGHTING CIRCUIT P/O 14428	823.57
	WARREN BLACKWOOD WASTE	WASTE COLLECTION	6,388.47
	WORTHY CONTRACTING WA LOCAL GOVERNMENT SUPERANNUATION PLAN	NANNUP WASTE MANAGEMENT FACILITY - SEP 14	9,863.33
	AUSTRALIAN TAXATION OFFICE	Superannuation contributions AUSTRALIAN TAXATION OFFICE	22,603.54
	GR33N PTY LTD	P/O 14674 SPOTLIGHTS CESO VEHICLE	68,248.00 627.00
		Total of EFT Payments October 2014	
			7-21,7020101