

AGENDA NUMBER: 10.17
SUBJECT: Write Off of Debts - Overdue Library Books
LOCATION/ADDRESS: Shire of Nannup Library
NAME OF APPLICANT:
FILE REFERENCE: FNC 5
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 7 April 2009

BACKGROUND:

A periodic review of Council's debtors system reveals a number of library related debts owing to Council that staff believes should be written off. Four of these were less than \$100 and therefore were recommended to be written off by the Chief Executive Officer under Delegation Number 71 – Write Off of Debts.

COMMENT:

The recommendation to this item contains the detail of the one outstanding library debtor which is over \$100, and therefore requires Council approval to be written off.

Staff have made numerous attempts to have the outstanding library books returned. Payment of fines has been pursued to no avail. The person involved has moved from the Shire and staff have been unsuccessful in obtaining contact details.

It is considered at this stage that the administration cost involved in continuing to recover the debt far outweighs the fine incurred.

STATUTORY ENVIRONMENT: Local Government Act 1995 S6.12 (1)(c).

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Lost Income \$162.35.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

Council write off the following debt:

A Grobbelaar \$162.35

8169 DEAN/PINKERTON

Council write off the following debt:

A Grobbelaar \$162.35

CARRIED 7/0

Signed:

Dated 28 May 2009

AGENDA NUMBER: 10.18
SUBJECT: Children's and Families Needs Draft Report
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FNC 6D
AUTHOR: Louise Stokes –Community Development Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 31 March 2009

Attachments: 1. Children's and Families Needs Draft Report.
 2. Summary of Submissions Children's and Families Report.
 3. Children's Services Support Unit WA Annual Budget.

BACKGROUND:

Council has been discussing options to implement an upgrade to the Community Kindergarten building located next to the Shire Office since 2003. The scope of this upgrade included extending children's services throughout the community including after school child care and the introduction of a community toy library.

In March 2008 Jill Powell & Associates were appointed by Council to undertake a needs analysis and potential redevelopment of the Community Kindergarten. This was funded through a grant received from the South West Development Commission.

This report offers the three following options for Council to consider, with the recommended option from the Children's and Families Needs Draft Report to develop a new facility at the Recreation Centre that incorporates the Nannup Community Kindergarten, Nannup Playgroup and Nannup Occasional Care. (Option 3).

Option 1 *Retain Status Quo*

The retention of the Nannup Community Pre School Facility in its current format does provide for a limited service but the lack of appropriate space severely impacts on the quality of the service. Further this option does not take into account the needs of the Nannup Occasional Care Group and will not meet the identified objectives of a coordinated service and cooperation between the two groups. However some would argue that the annual numbers utilising the facility do not warrant any expansion of the facility.

Option 2 *Redevelop the existing Nannup Community Pre School*

Plans were developed in 2004 for the expansion of the Nannup Community Pre School but have not been progressed. It will be necessary to cost this option and address its viability in meeting and addressing the issues raised above. Any redevelopment of this facility will improve the service quality of the Nannup Kindergarten but will provide no

relief for the Nannup Occasional Care group or increase the level of child care available within Nannup.

Total anticipated cost of construction inclusive of GST \$1,393,658

Option 3 *Development of a New Facility at the Recreation Centre*

The Nannup Recreation Centre Feasibility Study identified the need for a Children's Centre at the Nannup Recreation Centre. Further work needs to be undertaken to address the specific design of the interior of the identified space to ensure the facility meets current licensing requirements. Additionally work needs to be undertaken from a management point of view to assess whether all child services can successfully operate from the one location without conflict.

Total anticipated cost of construction inclusive of GST \$1,352,141

COMMENT:

This report has been advertised for public comment and stakeholder feedback. 15 submissions were received and are detailed in the attached summary.

Two submissions supported the recommended option of collocating the Nannup Community Kindergarten, Playgroup and Occasional Care within the upgrade to the Nannup Recreation Centre. 13 submissions opposed this option.

Further consultation with the Nannup Community Kindergarten, Playgroup and Occasional Care suggests that there are several anomalies in the 'Children's and Families Needs' report and the current and future needs of the stakeholder groups.

Both the Nannup Community Kindergarten and Playgroup have indicated that they have no desire to collocate to another premises and that their current facility serves each user group comfortably and is not in need of extensions or upgrades, currently or within the next five years, based on current growth figures.

It is acknowledged by all stakeholders that there are different licensing and management requirements for an Occasional or Day Care as to a Playgroup or Kindergarten. The 'Children's and Families Needs' report illustrates that minor adjustments would be required in a collocated facility to comply with legislative requirements however the submission by the Children's Services Support Unit WA indicates that a separate licensed area is required for the Kindergarten and Occasional / Day Care.

Their submission also indicates that a collocation of the Community Kindergarten and Occasional / Day Care would see an increase in the cost to parents as the Kindergarten would not be a free service.

It is acknowledged by all stakeholders that there is a demand and need in the community for increased Occasional Child Care or Day Care.

Currently the Nannup Occasional Care is open for 3 days per week due to limited availability of tenanted premises and is licensed for 19 children. For the Nannup Occasional Care to receive Child Care Benefit (CCB) the service must be open five days per week, eight hours per day for 48 weeks of the year or have a plan that identifies the service is working toward this outcome. This service may then be eligible for Long Day care Sustainability Assistance funding.

This would require that the current service move from a State funded Occasional Care service to a Federal funded Long Day Care service. As well as receiving the CCB parents would then be able to receive the Child Care Tax Rebate. There is only anecdotal evidence from the current committee that the increased operational hours are needed in Nannup at this stage.

Both options two and three are costed well above the estimation for the upgrade of the community pre school as contained in Council's Forward Plan 2008/09 – 2012/13 to be undertaken in the 2009/10 financial year of \$250,000.

In the Jill Powell 'Children's and Families Needs Draft Report' (page 18) there is a comment

"That the internal configuration of the built space limits activities and does not lead to efficient use of the space. It does not meet the current benchmarks for service provision"

Communication with Jill Powell indicates that this reference is that there are not dedicated rooms within the current Kindergarten building for specific purposes, ie: no dedicated laundry area, office space or activity rooms. In consultation with the Kindergarten teacher, the Manager Development Services and Department for Child Protection, I have been advised that there are no documented benchmarks for service provision or structural licensing requirements for a Kindergarten, except where sleep rooms are required.

There are licensing requirements for Day Care Centres so would make the presumption that this comment within the document is in reference to the collocation of each service within the one building.

Taking into consideration the recommendations of the 'Children's and Families Needs' report, the submissions received during stakeholder and public comment timeframe and subsequent consultation with stakeholders the preferred option of the Community Development Officer is for Council to accept the Status Quo (Option 1).

By accepting Option 1 the requirements of Nannup Occasional Care can be discussed in isolation to the Nannup Community Kindergarten and Nannup Playgroup.

The provision of Day/Occasional care by the Shire of Nannup may not be considered as 'core business' and therefore not the responsibility of the Council but as an opportunity for private enterprise.

The Children's Services Support Unit WA has provided an annual budget for the provision of child care services for a facility catering for 19 and 24 children. (Attachment 3) Their budget illustrates the potential for a profit of between \$2,500 and \$3,800, depending on numbers.

Council may consider the facilitation of premises to the Nannup Occasional Care along the same lines as provision of premises to the Nannup Tourist Association or Nannup Telecentre as assisting with social and economic benefits to Nannup. It has been widely documented that it is difficult for young families with little or no support network to live and work in Nannup, without travelling to Busselton to access child care facilities. The provision of long term day care may assist to encourage young families to reside and work in Nannup.

A survey undertaken by Council has identified that a possible premises is Lot 248 Grange Rd Duplex. Council currently has a leases agreement with the government Employees Housing Authority (GEHA) that expires on 15th September 2010. A current Council resolution at the 25 November 2004 Council meeting states:

"That Council continue to rent the duplex situated at Lot 248 Grange Rd through a local real estate agent until the expiration of the Shire Building Scheme lease agreement with GEHA on 15th September 2010, and that the future use the premises be considered after this time."

The block value is approximately \$164,000 (verbal valuation 13/3/09 by local Real Estate Agent).

Council could consider that at the termination of the lease agreement with GEHA in September 2010 that the premises of Lot 248 Grange Rd be provided to the Nannup Occasional Care for the purposes of provision of Day/Occasional Care for children.

There is opportunity for office space to be allocated in the Grange Rd Duplex for visiting child and health specialists to operate from as per the original concept of a Family Centre.

In the future, if the Nannup Occasional Care finds that the demand for child care has increased and no longer manageable by a Community Organisation, then a commercial operator may be invited to manage the facility under commercial rates and tenure.

The establishment of an Occasional Care at this location would also provide opportunity at a later stage for the development of a Family centre or extensions to the Nannup Kindergarten if required without excess duplication of resources.

There is \$250,000 allocated in the Council Forward plan for 2009/10 to extend the Nannup Community Kindergarten. Council will need to consider the future budgetary implications of any proposed actions.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

2008/09 budget, \$2,000 to finalise Feasibility Report.

Council's Forward Plan contains in year 2009/10 an estimate of \$250,000 to extend the Nannup Community Kindergarten premises. Reserve funds set aside for this project will total \$234,093 as at 30 June 2009.

Council could consider re-allocating these funds or a portion of to assist with the establishment of Nannup Occasional Care at Lot 248 Grange Rd. Grant funding would also be available and leverage using existing reserve funds would be a likely scenario.

Establishment/renovation costs, a lease agreement and ongoing maintenance of Lot 248 Grange Rd have not yet been discussed.

STRATEGIC IMPLICATIONS:

Forward Plan 2008/09 - 2012/13 Program 8 Education and Welfare Sub Program 8.1 provision of a suitable community pre school and child care building.

Additionally Council is advised to consider whether it is happy for this matter to proceed in isolation, even though it is in principle support only recommended at this stage, rather than an overall building upgrade plan or a public building infrastructure plan as noted in today's Information Report (CEO comment).

RECOMMENDATION:

1. That Council accept option one, Retain Status Quo of the 'Children's and Families Draft Report' by Jill Powell & Associates.
2. That Council provide in principal support to Nannup Occasional Care that upon the expiration of the GEHA contract on 15th September 2010 that Lot 248 Grange Rd be the preferred future location for Nannup Occasional Care for the purpose of providing occasional/day care service in Nannup.

8170 BOULTER/ TAYLOR

1. That Council accept option one, Retain Status Quo of the 'Children's and Families Draft Report' by Jill Powell & Associates.
2. That Council provide in principal support to Nannup Occasional Care that upon the expiration of the GEHA contract on 15th September 2010 that Lot 248 Grange Rd be the preferred future location for Nannup Occasional Care for the purpose of providing occasional/day care service in Nannup.

CARRIED 5/2

Councillors voting for the motion: Dunnet, Taylor, Pinkerton, Dean and Boulter.

Councillor voting against: Lorkiewicz and Camarri.

Signed:

Dated 28 May 2009

Jill Powell &
associates

CHILDREN'S AND FAMILIES NEEDS

DRAFT REPORT

July 2008

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1 INTRODUCTION

1.1 AIM

"In line with the State's Early Years Strategy and the National and international awareness about the importance of the early years in an individuals life the Shire of Nannup is committed to the health and well being of all its residents, including children and families."

To this end the Shire required that a report be undertaken to address the needs of children and family facilities and the need to redevelop the Shire of Nannup Early Years Community Centre.

The redevelopment of the centre will aim to provide a multi purpose, user friendly venue for children and family activities and services within the Shire of Nannup.

1.2 METHODOLOGY

The Shire is keen to ensure that its facilities are optimally used and, whilst balancing the fiscal constraints with residents/users expectations, provide facilities to meet current and future community expectations.

In order to achieve these outcomes it is first necessary to have an understanding and knowledge of what exists, what work has been undertaken and what decisions have already been made.

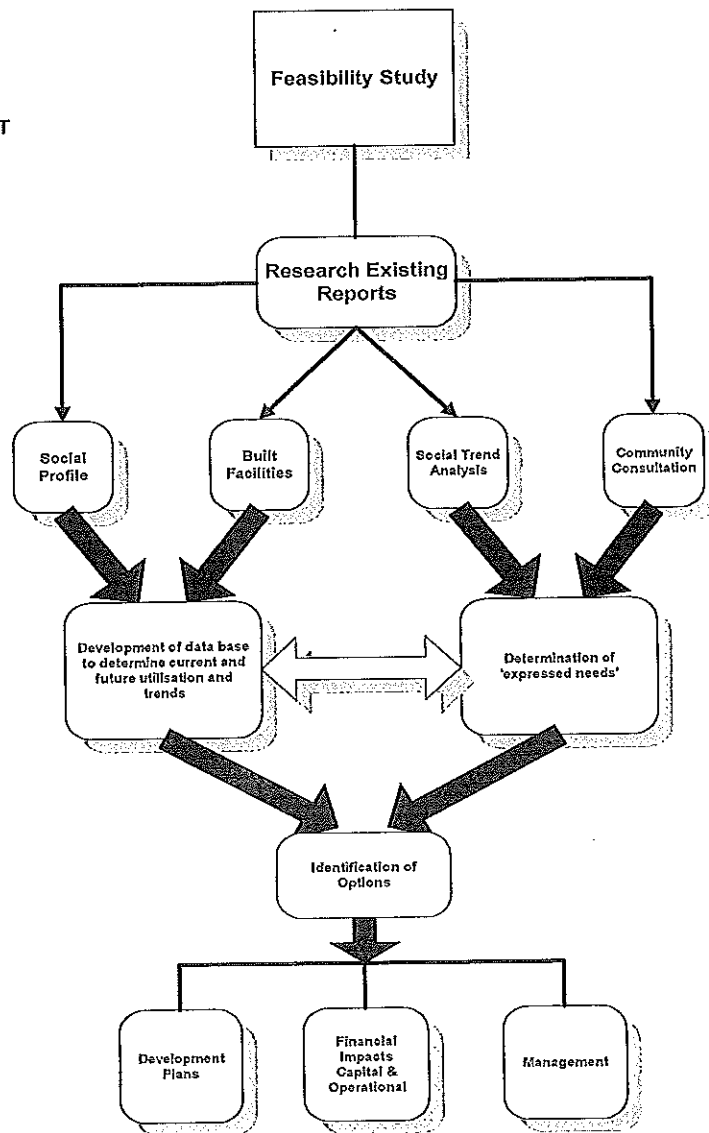
To accomplish this, the following base data has been collated and reviewed:

- ❖ Demographics
 - Current;
 - Future; and
 - Social characteristics.
- ❖ Review of Reports
 - Local;
 - State; and
 - National.
- ❖ Facility Inventory/Audit
 - Location;
 - Facilities;
 - General Condition;
 - Use; and
 - General comments and Options for development
- ❖ Trend Identification
 - School enrolments.
- ❖ Community Consultation
 - Community Survey;
 - Staff interviews;
 - Existing organisations Survey; and

- o Advertisement.

The analysis of this background data has lead to the identification of a preferred option for further development of Concept Plans, and management models as depicted in the flow chart below.

PROCESS
FLOW CHART



2 REVIEW OF REPORTS

To work from an informed position a detailed review of a range of planning documents has been conducted. This review has provided a framework onto which the process of analysis and ultimately the formulation of recommendations can be tied.

The review has considered the following documents:

- ❖ Australian Early Development Index: Building Better Communities for Children – Busselton/Dunsborough/Nannup
- ❖ Western Australia's "Children First" Strategy
- ❖ A Snapshot of WA Children – Office for Children and Youth 2006
- ❖ A Snapshot of Aboriginal Children – Office for Children and Youth 2006
- ❖ Shire of Nannup Forward Plan 2006/07-2010/11

2.1 AUSTRALIAN EARLY DEVELOPMENT INDEX: BUILDING BETTER COMMUNITIES FOR CHILDREN – BUSSELTON/DUNSBOROUGH/NANNUP

The Busselton/ Dunsborough/ Nannup area is situated in the Shire of Busselton located south of Perth, Western Australia. The residential population of the Shire of Busselton is 22,060 with 1,924 children aged 0 to 5 years (ABS Census 2001). The leadership and coordination for the AEDI project was undertaken by Department of Education and Training Warren Blackwood Education Office. The following table provides summary information about the AEDI in the Busselton/ Dunsborough/ Nannup area.

| Busselton/Dunsborough/Nannup | | | |
|--|------|--|------|
| Number of schools participating | 6 | Proportion of eligible schools | 75% |
| Number of participating teachers | 13 | Number of participating children | 241 |
| Proportion of children with English as a second language | 1.2% | Proportion of Aboriginal and Torres Strait Islander children | 5.0% |

Summary of AEDI findings

Physical health and wellbeing domain:

(Child is healthy, independent, ready each day)

- o 8.6% of the children are considered **developmentally vulnerable**. The highest proportion of developmentally vulnerable children is in Busselton (9.7%) and the lowest proportion is in Dunsborough (4.2%).
- o There are 34.8% of children **performing well**. The highest proportion of children performing well are in Dunsborough (50.0%) and the lowest proportion are in Busselton (30.8%).

Social competence and wellbeing domain

(Child plays, gets along with others and shares, is self-confident)

- 10.3% of the children are considered **developmentally vulnerable**. The highest proportion of developmentally vulnerable children is in Busselton (12.4%) and the lowest proportions are in Dunsborough (2.1%).
- There are 26.6% of children **performing well**. The highest proportion of children performing well are in Dunsborough (35.4%) and the lowest proportion are in Busselton (24.3%).

Emotional maturity domain:

(Child is able to concentrate, help others, is patient, not aggressive or angry)

- 9.4% of the children are considered **developmentally vulnerable**. The highest proportion of developmentally vulnerable children are in Busselton (11.4%) and the lowest proportion are in Dunsborough (2.1%).
- There are 12.9% of children **performing well**. The highest proportion of children performing well are in Dunsborough (37.5%) and the lowest proportion are in Busselton (6.5%).

Language and cognitive skills domain:

(Child is interested in reading and writing, can count and recognise numbers, shapes)

- 9.4% of the children are considered **developmentally vulnerable**. The highest proportion of developmentally vulnerable children are in Busselton (11.9%) and the lowest proportion are in Dunsborough (0%).
- There are 6.9% of children **performing well**. The highest proportion of children performing well are in Busselton (8.6%) and the lowest proportion are in Dunsborough (0%).

Communication skills and general knowledge domain:

(Child can tell a story, communicate with adults and children)

- 10.3% of the children are considered **developmentally vulnerable**. The highest proportion of developmentally vulnerable children are in Busselton (11.9%) and the lowest proportion are in Dunsborough (4.2%).
- There are 37.8% of children **performing well**. The highest proportion of children performing well are in Dunsborough (54.2%) and the lowest proportion are in Busselton (33.5%).

Vulnerable on one or more domain

(Children who are below the AEDI cut off on one or more domains)

- Overall there are 26.2% of children vulnerable on one or more domains.
- The highest proportion of children vulnerable are in Busselton (31.4%) and the lowest proportion are in Dunsborough (6.3%).

Performing well on one or more domain

(Children who are in the top 25%)

- Overall there are 57.5% of children performing well on one or more domains.
- The highest proportion of children performing well are in Dunsborough (75.0%) and the lowest proportion are in Busselton (53.0%).

2.2 WESTERN AUSTRALIA'S "CHILDREN FIRST" STRATEGY

The Children First paper is a comprehensive policy that outlines the Western Australian community's shared vision for children and young people.

"The government aims to ensure that:

- o every child has every opportunity to reach their full potential;
- o all children have access to the SERVICES AND SUPPORT they need; and
- o we are working together to PROTECT Western Australian children from harm."

"Children First" includes an extensive range of initiatives focussing on children and young people. Many of the initiatives have been complemented and completed whilst others remain ongoing including:

- o Made it possible for Children and Young People to participate in decision making;
- o Improving Children's health through access to comprehensive prevention and treatment services;
- o WA children are safer;
- o Supported families and others who care for children;
- o Improved learning opportunities and school facilities; and
- o Worked in partnership with local leaders, groups and agencies to build stronger communities for all children.

"CHILDREN FIRST" AIMS TO ENSURE THAT:

- o all children and young people are recognised and valued members of society
- o mothers, babies and young children have a healthy start to life
- o all children have opportunities to learn, develop their abilities and achieve their full potential as competent and responsible young adults
- o families are supported to provide the best environments for children's
- o growth and wellbeing including adequate physical activity and the development of healthy lifestyles
- o communities are supported to create for all children and their families a sense of belonging, acceptance and inclusion in community life.

COORDINATED, CULTURALLY RELEVANT AND FAMILY FOCUSED SERVICES AND SUPPORT ARE REQUIRED SO THAT:

- o the additional needs of children and families are identified early to optimise children's physical, social and emotional development
- o children and their families have access to the services and support they need - particularly those who may be experiencing psychological, emotional, behavioural and developmental difficulties
- o effective and equitable interventions are provided for children and young people with additional needs
- o support is provided for communities, and service providers to develop local initiatives which respond to the needs of families and children to live in safe and welcoming environments.

"CHILDREN FIRST" AIMS TO ENSURE THAT:

- o there is broad community acceptance that providing every child with a safe and caring environment is a shared responsibility

- o the capacity of parents, families and communities is enhanced when needed, to meet their responsibility to provide a safe environment for all children
- o there is continuous improvement of the services and support to meet the safety needs of young people who have been harmed or are likely to be harmed
- o a collaborative across government and non-government agencies approach is used to ensure that effective systems and procedures are in place to prevent and respond to child abuse
- o we achieve better long term outcomes for children who have been harmed and cannot live at home
- o the views of children and young people who are in care are taken into account in decision making processes.

2.3 A SNAPSHOT OF WA CHILDREN – OFFICE FOR CHILDREN AND YOUTH 2006

The Office for Children and Youth have produced a fact sheet entitled "A Snapshot of WA Children" which contains a range of facts and figures gleaned from the Census data.

The following statistics describe some of the individual, family and community factors that may affect children's wellbeing.

- o Children under the age of 15 years make up approximately one-fifth of the Western Australian population.
- o The majority of children live with their parents and enjoys good health.
- o In 2005, there were almost 400,000 children aged between 0 and 14 years estimated to be living in Western Australia.¹

| Population of children in Western Australia - 2005 | | |
|--|--------------------------------|--------------------------|
| Age (years) | Approximate number of children | % of total WA population |
| 0-4 | 124,313 | 6.2% |
| 5-9 | 133,407 | 6.6% |
| 10-14 | 141,554 | 7.0% |
| Total 0-14 | 399,274 | 19.8% |

- o Of these, over one-quarter lived in regional WA. Interestingly, the Kimberley and Pilbara regions had the youngest populations with more than a quarter aged between 0 and 14 years.
- o In 2001, 94% of children were living in the parental home. The majority of these (81%) lived in couple families and 19% in lone-parent households.
- o Nearly two-fifths (37%) of WA children aged 0-5 years attended some type of formal child care in 2002.
- o In 2003, 93% of four year olds and 99% of five year olds attended a form of pre-compulsory education.

¹ Australian Bureau of Statistics, 2006, *Population by Age and Sex, Australian States and Territories*, cat. no. 3201.0, ABS: Canberra

- o In general, Australian children enjoy good health. Their life expectancy at birth is increasing, and peri-natal, infant and childhood deaths are declining.
- o The proportion of boys aged 7-15 years who are overweight or obese has doubled from 1985 to 2003, and for girls it has tripled. Currently, about 23% of boys and 30% of girls are overweight or obese.

2.4 A SNAPSHOT OF ABORIGINAL CHILDREN – OFFICE FOR CHILDREN AND YOUTH 2006

The Western Australian Aboriginal population comprises of any person who considers him/herself to be of Aboriginal and/or Torres Strait Islander origin. In the 2001 Census this was nearly 6% of children in Western Australia.

Where children live

- o Just over one third (35%) of Aboriginal children live in the Perth metropolitan area, while nearly a quarter (22%) live in the Kimberley, this being the largest regional population.
- o 9.5% of Aboriginal children live in extremely isolated areas and 11% live in areas of high isolation.

The table below shows how many Aboriginal children aged 0-14 years live in each region, compared to non-Aboriginal children

| Population of children in Western Australia - 2001 | | | | | | | | | |
|--|---------|-----------|----------------------|----------|---------|---------|---------------|------------|----------------------|
| Cultural background | Central | Kimberley | Lower Great Southern | Midlands | Perth | Pilbara | South Eastern | South West | Upper Great Southern |
| Aboriginal | 2,454 | 5,101 | 643 | 873 | 8,118 | 2,030 | 1,855 | 1,524 | 335 |
| Non-Aboriginal | 11,630 | 3,228 | 10,864 | 10,792 | 255,907 | 7,615 | 10,910 | 39,192 | 3,808 |

Children and education

- o Between 1996 and 2001, the rate of involvement of Aboriginal children in education increased slightly although was still lower than that of non-Aboriginal children.

2.5 SHIRE OF NANNUP FORWARD PLAN 2006/2007-2010/2011

Program 8 Education and Welfare

Sub Program 8.1 Pre School

CRITICAL SUCCESS FACTOR:

Provision of a suitable community pre school and child care building

ACTION TITLE (Brief Description):

Extension or refurbishment of the Community Pre School

| DETAILS OF ACTIONS REQUIRED | | Estimated Cost and Completion Year | | | | | Officer Assigned |
|-----------------------------|---|------------------------------------|-----------|-------|-------|-------|------------------|
| | | 06/07 | 07/08 | 08/09 | 09/10 | 10/11 | |
| A | <p><i>Action:</i> Complete preliminaries for the upgrade of the community pre school</p> <p><i>Reason:</i> The upgrade can not progress without this detail</p> <p><i>Expected Outcome:</i> Plans, costing, approvals and scope of works complete</p> | \$2,000 | | | | | YCDO MDS |
| B | <p><i>Action:</i> Finalise funding for the upgrade of the community pre school</p> <p><i>Reason:</i> Adequate funding is available for the upgrade to occur</p> <p><i>Expected Outcome:</i> That Council is in a position to call tenders for the upgrade</p> | Staff Resources | | | | | YCDO |
| C | <p><i>Action:</i> That Council undertake the upgrade to the community pre school</p> <p><i>Reason:</i> To provide a suitable community pre school and child care building</p> <p><i>Expected Outcome:</i> That the upgrade be completed</p> | | \$250,000 | | | | YCDO MDS |

2.6 SUMMARY

The review of reports has identified a number of common objectives, namely:

- o The need for all children to have access to services and support;
- o The need for a coordinated service provision; and
- o The acknowledgement that the existing Shire of Nannup Community Pre School facility requires some attention to meet current standards.

These objectives will be considered in any future development or redevelopment of facilities in Nannup.

3 DEMOGRAPHY

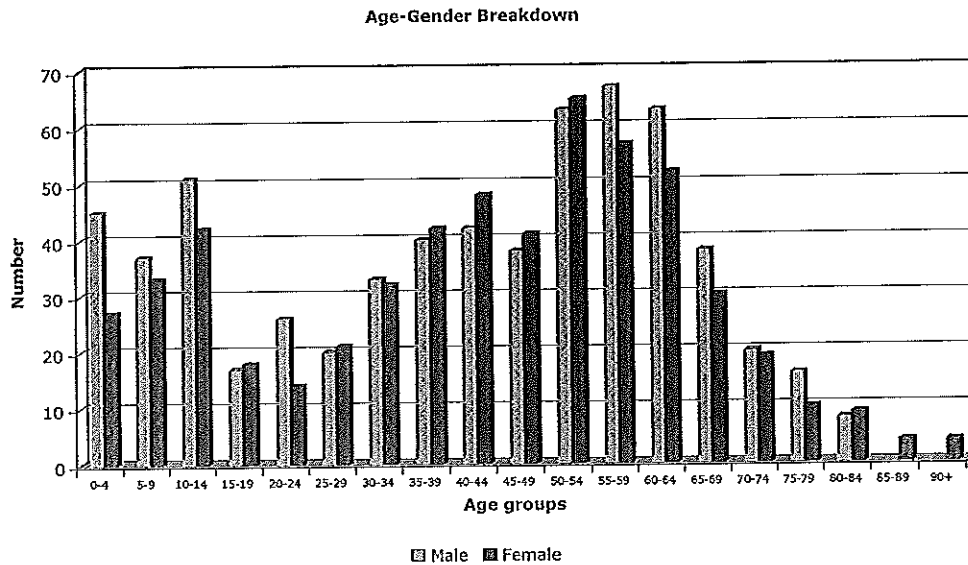
When assessing the community needs of a particular area, it is necessary to gain some understanding of the demographic profile of the study area. This assessment assists in determining the likely participation rates and future trends that may occur.

3.1 CURRENT POPULATION

The population figures for the Shire of Nannup have been compiled from the Australian Bureau of Statistics, 2006 Census of Community Profiles.

The Shire consists of a total population of 1,192 people and these have been broken down into five year age groups and gender:

| | Male | Female | Total | % of population |
|--------|------|--------|-------|-----------------|
| 0-4 | 45 | 27 | 72 | 6.04 |
| 5-9 | 37 | 33 | 70 | 5.87 |
| 10-14 | 51 | 42 | 93 | 7.8 |
| 15-19 | 17 | 18 | 35 | 2.93 |
| 20-24 | 26 | 14 | 40 | 3.35 |
| 25-29 | 20 | 21 | 41 | 3.44 |
| 30-34 | 33 | 32 | 65 | 5.45 |
| 35-39 | 40 | 42 | 82 | 6.88 |
| 40-44 | 42 | 48 | 90 | 7.55 |
| 45-49 | 38 | 41 | 79 | 6.63 |
| 50-54 | 63 | 65 | 128 | 10.74 |
| 55-59 | 67 | 57 | 124 | 10.4 |
| 60-64 | 63 | 52 | 115 | 9.65 |
| 65-69 | 38 | 30 | 68 | 5.71 |
| 70-74 | 20 | 19 | 39 | 3.27 |
| 75-79 | 16 | 10 | 26 | 2.18 |
| 80-84 | 8 | 9 | 17 | 1.43 |
| 85-89 | | 4 | 4 | 0.34 |
| 90+ | | 4 | 4 | 0.34 |
| Totals | 624 | 568 | 1,192 | 100% |



The percentage of males in the Shire is 52.34%, whilst females make up 47.65% of the population.

In order to undertake a comparative assessment against Metropolitan Perth these five-year age groups have been grouped into generic demographic groupings as follows:

| | |
|-------|-------|
| 0-14 | 45-64 |
| 15-24 | 65+ |
| 25-44 | |

| Age Groups | Male | Female |
|------------|-------|--------|
| 0-14 | 133 | 102 |
| 15-24 | 43 | 32 |
| 25-44 | 135 | 143 |
| 45-64 | 231 | 215 |
| 65+ | 82 | 76 |
| Totals | 624 | 568 |
| | 1,192 | |

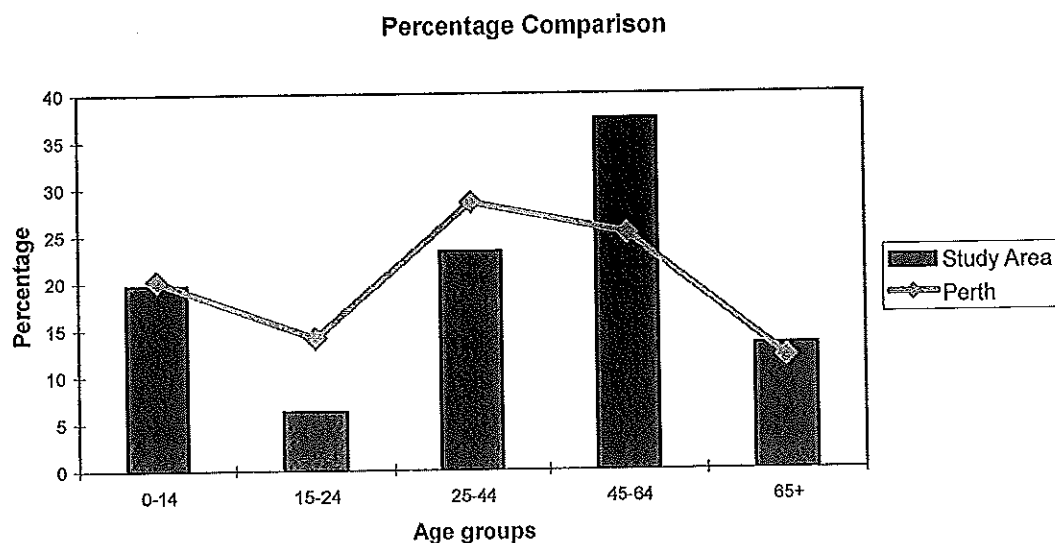
For the study area, the following totals and percentages are evident:

| Age | 0-14 | 15-24 | 25-44 | 45-64 | 65+ |
|--------------|------|-------|-------|-------|------|
| Total | 235 | 75 | 278 | 446 | 158 |
| % | 19.7 | 6.3 | 23.3 | 37.4 | 13.3 |

When one compares these figures to the total population for West Australia, the commensurate percentages are shown in the table below:

| Age | 0-14 | 15-24 | 25-44 | 45-64 | 65+ |
|-------------------|------|-------|-------|-------|------|
| Study Area | 19.7 | 6.3 | 23.3 | 37.4 | 13.3 |
| Perth | 20.2 | 14.1 | 28.5 | 25.2 | 12.0 |
| Variation | -0.5 | -7.8 | -5.2 | +12.2 | +1.3 |

These variations are more clearly seen in the graph below:



As can be seen from the chart, the Shire has a significantly lower population in the 15-24 and 25-44 age groups with much higher numbers in the 45-64 and +65 age groups. It should be noted that 19.7% are contained within the 0-14 age group, that is those persons directly relevant to this study.

3.2 SOCIAL CHARACTERISTICS

The social characteristics of the Shire are given in the table below:

| | |
|---------------------------------|-------------|
| Median age | 46 years |
| Median weekly individual income | \$400 |
| Median weekly household income | \$736 |
| Mean household size | 2.3 persons |
| Indigenous born | 19(1.6%) |
| Australian born | 885 (74.2%) |
| Overseas born | 240(20.1%) |
| English speaking only | 93.6% |

This data clearly indicates that the majority of the population is Australian born. This is important when the participation trends are taken into account, as the highest participating category of people in recreational activities are Australian born with a participation rate of 57.6%.

Of the overseas born, the United Kingdom has 9.6% followed by New Zealand 4.9%, Netherlands 1.2%, Scotland 0.9% and Italy 0.6%.

3.3 POPULATION PROJECTIONS

Population projections are taken from Western Australia Tomorrow, Population Report No 6, November 2005 by the Ministry for Planning.

This report provides updated population projections to 2031, by age group and sex, for the whole of Western Australia, and the planning regions. Local government areas have projections to 2021.

The projections are based on an analysis of trends in migration, fertility and mortality in Western Australia and trends in other similarly placed nations.

These projections have been calculated using a cohort component methodology. The main processes involved are:

- o create a base population from the estimated resident population produced by the Australian Bureau of Statistics;
- o the number of births that the population will have is calculated;
- o the number of deaths is calculated;
- o the number of net migrants is calculated; and
- o the new population for the following year is calculated by ageing the population, adding the number of births to the cohort aged 0, removing deaths from the appropriate cohorts and adding the number of net migrants (which may be negative).

The process is repeated for each year in the forecast.

The projections are useful for assessing potential growth or decline and the five yearly Local Government Area Projections for the Shire of Nannup have an average accuracy of 97%.

| | Male | Female | Total |
|------|------|--------|-------|
| 2006 | | | 1192 |
| 2011 | | | 1200 |
| 2016 | | | 1200 |
| 2021 | | | 1200 |
| 2026 | | | 1200 |
| 2031 | | | 1200 |

The Shire of Nannup is expected to remain static according to the projections. However given the approvals for new subdivisions and the level of building activity in the Shire it is difficult to have any confidence in these statistics.

3.4 SUMMARY

The demography of the study area as at the 2006 Census indicates that the population comprises 1,192 people, with a distribution of 52.3% male to 47.7% female.

A total of 41.76% of the population are under 39 years of age which, when one compares this to the participation trends, would indicate that the study area has a highly active community.

19.7% of the population are contained within the 0-14 age group.

The 0-4 age group indicates that a total of 72 children within the Shire are potentially in need of child care services, albeit that it is acknowledged that not all children require childcare due to parents having the capacity to attend to them.

The demographic data has provided an overview of the community composition which will provide a sound basis to aid the decision making process when considered with the other data compiled during this study.

4 FACILITY INVENTORY

As part of an earlier study completed in May 2008, into the Feasibility of Redeveloping the Nannup Recreation Centre a full inventory of facilities was completed. This inventory is duplicated below:

4.1 RECREATION CENTRE



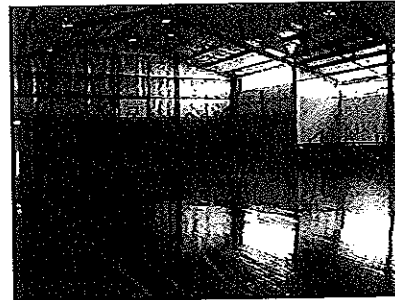
South view



Entry



Football clubrooms

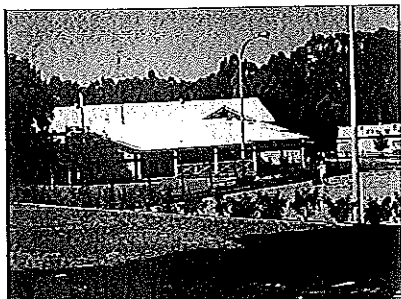


Main Hall

The Recreation Centre consists of:

- ⇒ main hall
- ⇒ change rooms
- ⇒ toilets
- ⇒ small viewing area/stage in main hall
- ⇒ activity room used as clubrooms
- ⇒ outdoor social area/BBQ

4.2 NANNUP BOWLING CLUB



Bowling club green and clubhouse

The club has:

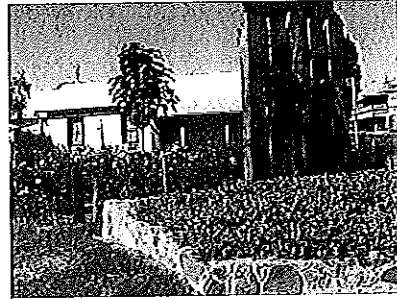
- ⇒ One bowling green
- ⇒ Clubhouse
- ⇒ Bar
- ⇒ Meeting room

⇒ Toilets.

4.3 NANNUP TOWN HALL



Town Hall



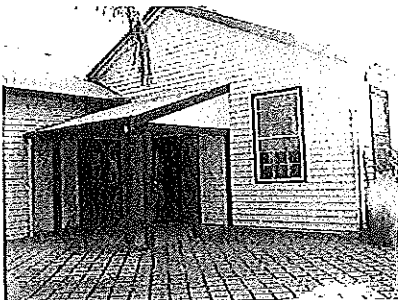
Telecentre and entry gardens

The Nannup Town Hall is currently undergoing renovations. One section is currently used as the Telecentre and community bank. However these services will be transferred to the Timewood Centre directly across the road once constructed.

Casual usage and booking of the hall is made by

- ⇒ Blue Light Disco's
- ⇒ Gentle Gym
- ⇒ Drama Groups
- ⇒ Exhibitions
- ⇒ Concerts
- ⇒ Flower/garden show

4.4 SHIRE FUNCTION HALL



External entry door



Main hall

The Shire Function Hall is attached to the existing Shire Offices in Adam Street. It has a capacity of 50-60 people and is currently used as follows:

- ⇒ YAC (Monthly)
- ⇒ Community Workshops
- ⇒ Meetings

4.5 AMBULANCE HALL

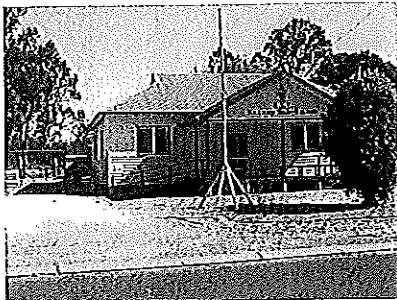


St John's Ambulance Hall

This is a sub station of St Johns Ambulance and is situated in Walter Street.

Yoga and the Wellness Club use the carpeted hall at the facility on a regular basis.

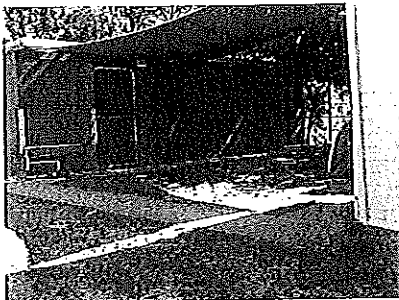
4.6 RSL HALL



RSL Hall



Nannup Occasional Care



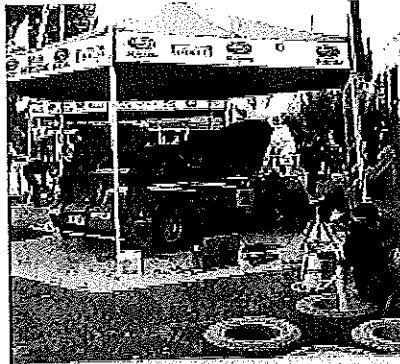
Nannup Occasional Care Toilets

The RSL hall is used by the RSL and public bookings for social functions and meetings.

The major tenant of the facility is the Nannup Occasional Care Association and an outdoor secure play area and toilets are provided to ensure the service has appropriate facilities.

However the Nannup Occasional Child Care Association have made grant applications to look at securing their own site and facility within the Shire/Town.

4.7 LOOSE GOOSE PRIVATE HALL

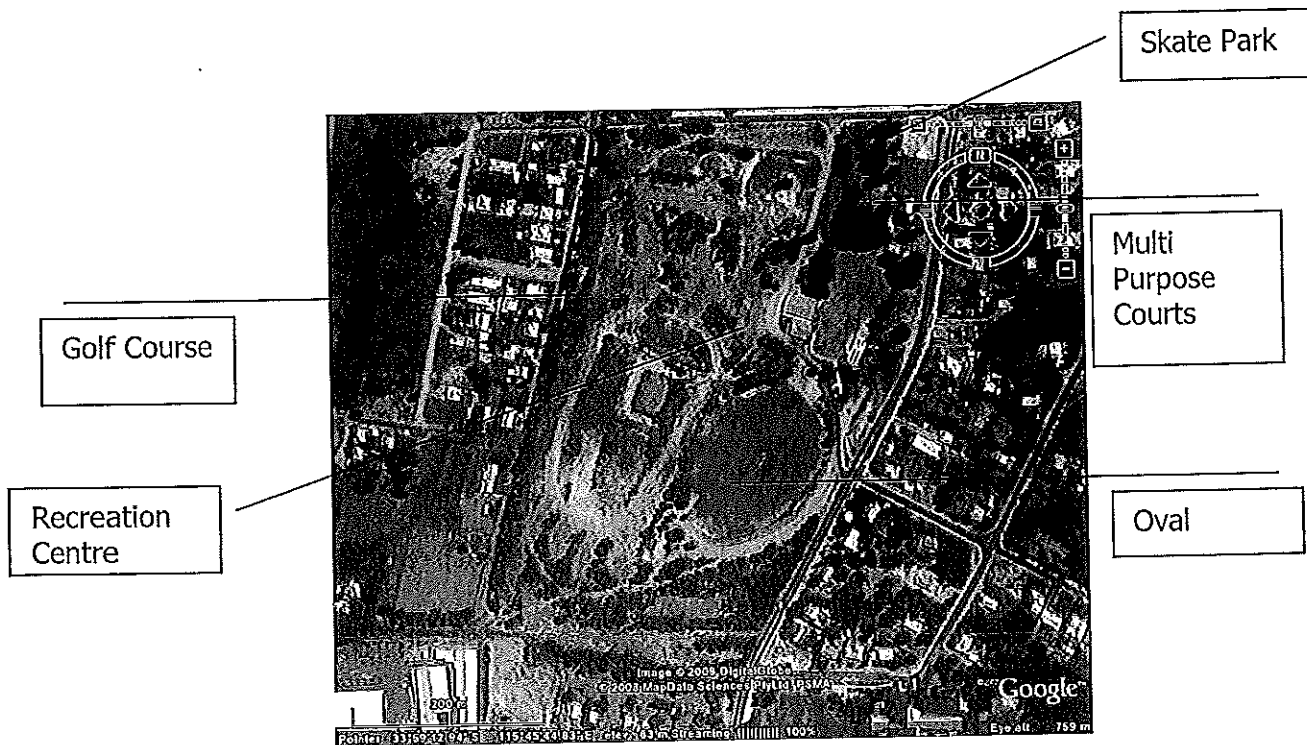


The Loose Goose Hall can comfortably seat from 1 to 150 people for a seminar or conference, or cater for up to 80-100 seated dinner guests. There is a small kitchen or catering can be organized for you.

4.8 EXTERNAL FACILITIES

The Recreation Centre is located in the centre of a range of outdoor activity areas including:

- ⇒ Nannup Golf Course
- ⇒ Multi purpose outdoor courts (Tennis / Netball / Basketball)
- ⇒ Skate Park
- ⇒ Oval



Of specific importance to this report are the facilities used by the Nannup Kindergarten, Nannup Playgroup and the Nannup Occasional Care Group.

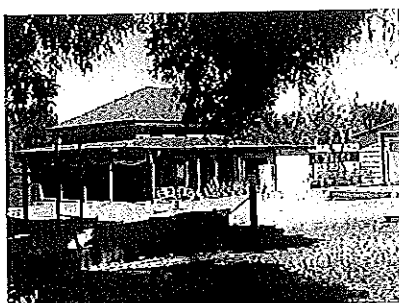
Detailed assessment of the built environment has been undertaken to assess its suitability for the services offered or desired to be offered.

4.9 NANNUP PRE-PRIMARY CENTRE

The current Nannup Pre- Primary Centre is located in the original Nannup Primary School constructed in 1930.

The external structure has remained as constructed, in brick and iron, and is in a good condition.

The centre is located adjacent to the Shire offices and has a good outdoor enclosed area.

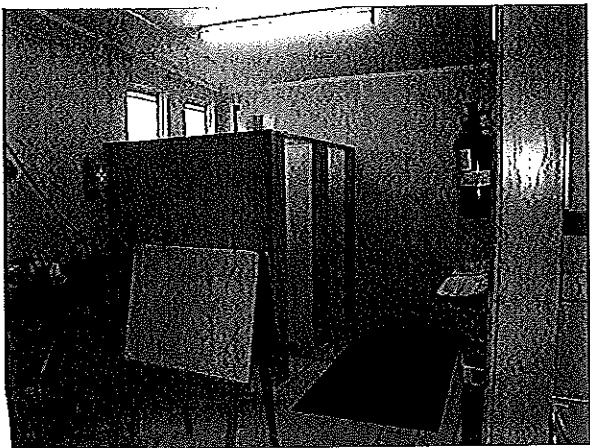


Playgroup



External Playground

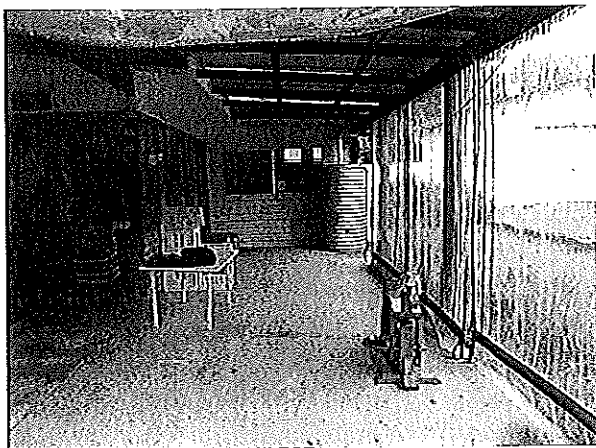
Of concern is the internal configuration of the built space which limits activities and does not lead to efficient use of the space. It does not meet current benchmarks for service provision.



The toilet area is also used as a storage and activity area.



The storage area is over crowded and all available space has been used.



The outdoor area offers limited play spaces during inclement weather.

The Nannup Occasional Care Group currently utilise the Nannup RSL but have little security of tenure and opening hours are dictated by other community demands for the RSL Hall.

The Nannup Playgroup meets for 2 hours per week and currently utilises the Nannup Community Pre-School Facility.

4.10 SUMMARY

The facility inventory has revealed that the facilities currently available for children's services are inadequate and do not meet current community expectations. The facilities are aged and create difficulties for all groups to operate quality services.

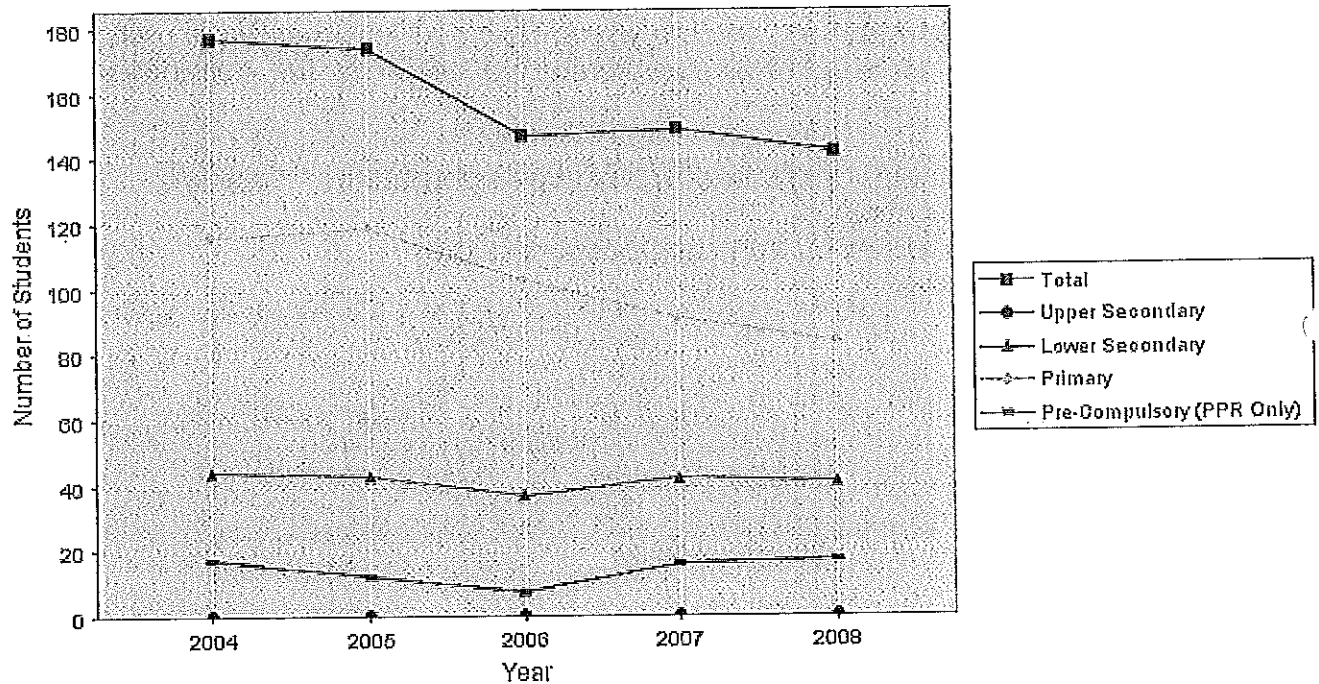
The buildings currently used for childcare where designed for other prime users and this in itself leads to some level of compromise on behalf of the current service providers, that is:

- o Nannup Pre School Facility used by Nannup Kindergarten Originally designed as a classroom
- o Nannup RSL Hall used by Nannup Occasional Care RSL meeting place/club rooms

5 TREND IDENTIFICATION

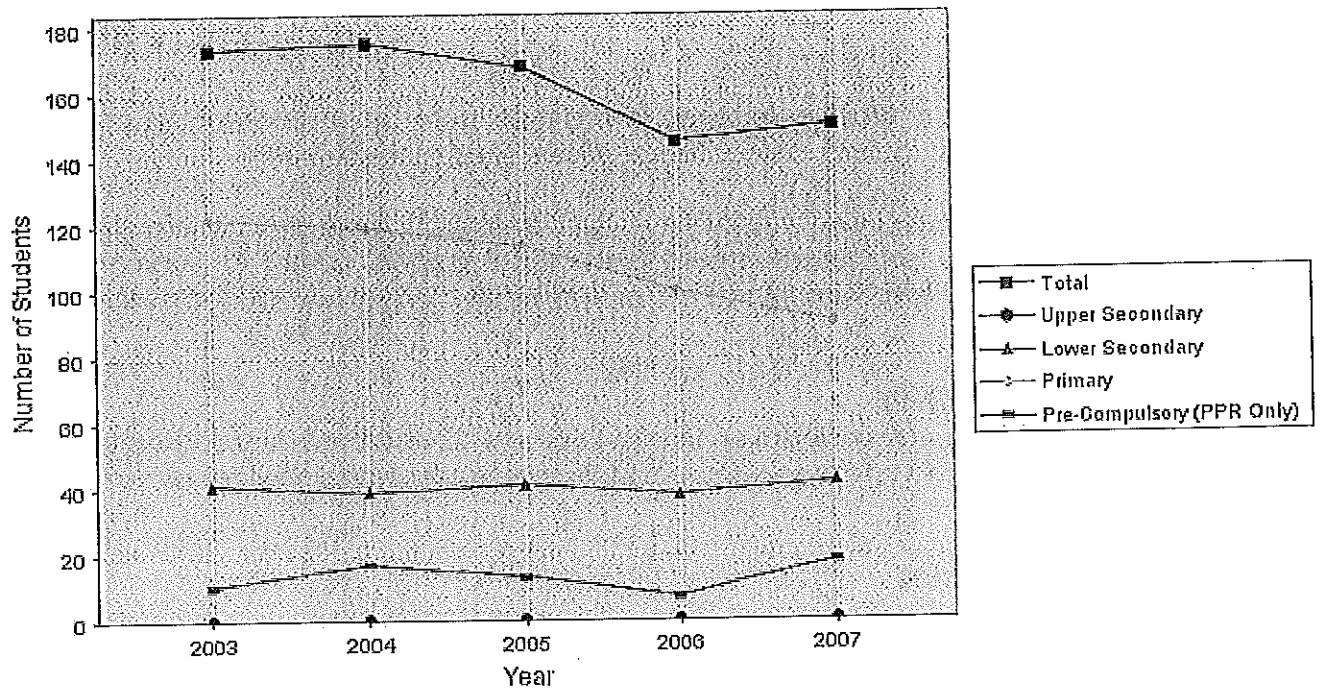
The Education Department and the Nannup School provides trend analysis for school enrolments for each semester which indicates that the pre school numbers are fairly static over the past 5 years with an average of 17/18 per year.

5.1 SEMESTER 1



| Semester 1 | 2004 | 2005 | 2006 | 2007 | 2008 |
|---------------------------|------|------|------|------|------|
| Pre-Compulsory (PPR Only) | 17 | 12 | 7 | 16 | 17 |
| Primary | 116 | 119 | 103 | 91 | 84 |
| Lower Secondary | 44 | 43 | 37 | 42 | 41 |
| Upper Secondary | | | | | |
| Total | 177 | 174 | 147 | 149 | 142 |

5.2 SEMESTER 2



| Semester 2 | 2003 | 2004 | 2005 | 2006 | 2007 |
|---------------------------|------|------|------|------|------|
| Pre-Compulsory (PPR Only) | 10 | 17 | 13 | 7 | 18 |
| Primary | 122 | 119 | 114 | 100 | 90 |
| Lower Secondary | 41 | 39 | 41 | 38 | 42 |
| Upper Secondary | | | | | |
| Total | 173 | 175 | 168 | 145 | 150 |

Note:
The graph and table include only full-time students

6 CONSULTATION

A consultation process was undertaken in order to gain an understanding of the community's needs as individuals and as members of organised groups.

Methods used included a community survey undertaken as part of a general survey of community needs, an advertisement in the local papers calling for submissions and individual interviews with members of the Kindy, Playgroup and Occasional Care group.

6.1 COMMUNITY SURVEY

A community survey was undertaken in late February, 2008 aimed at addressing the community's perceived needs in terms of additional facilities and services required in Nannup.

6.1.1 Survey Responses

A total of 107 were returned, this constitutes a 21.4% response rate

Respondents were asked to indicate the area they lived in and the number of people in their household resulting in the following:

Residential Location of Respondents

| Location | |
|-----------------|----|
| Nannup | 61 |
| Carlotta | 12 |
| Scott River | 3 |
| Jalbarragup | 12 |
| North Ward | 6 |
| Darradup | 2 |
| South Ward | 1 |
| Cockatoo Valley | 2 |
| Balingup Road | 1 |
| Cundinup | 2 |
| Peerabelup | 1 |

6.1.2 Age and Gender of Respondents Household

The number of persons covered by the survey is 280 grouped as follows:

| | Male | Female |
|-------|------|--------|
| 0-14 | 37 | 32 |
| 15-24 | 12 | 10 |
| 25-44 | 31 | 44 |
| 45-64 | 47 | 50 |
| 65+ | 19 | 15 |

The location, age and gender of the respondents is considered to be appropriate and indicative of the Shire with the bulk of respondents being town based. The age breakdown of the respondents reflects the demography of the Shire.

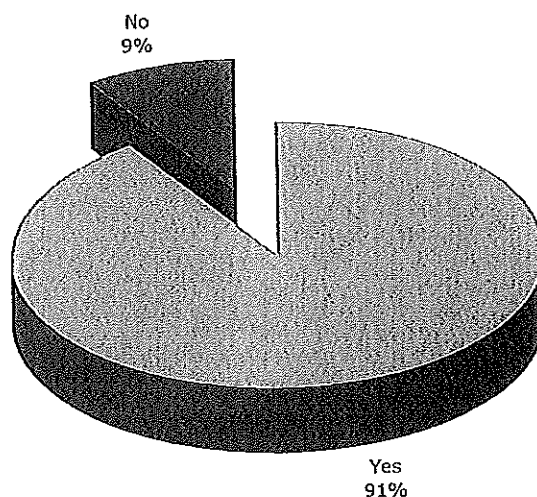
6.1.3 Facilities used

| Venue | Number | Detail |
|-------------------------------|--------|---|
| Library | 47 | Karate 2, basketball 8, junior football, mini ball 2, art exhibitions 8 |
| Other | 45 | Playgroup |
| Outdoor sporting facilities | 46 | Blue light disco 3, gentle gym 3, exhibitions, concerts, drama group 2 |
| Nannup Recreation Centre | 29 | YAC, work meetings 3, community workshops |
| Town Hall | 12 | Golf 13, Bowls 5, tennis courts 6, skate park 5, cricket 5, equestrian centre, tee-ball, baseball |
| Council Offices Function Room | 11 | |
| Nannup Community Centre | 8 | Cycle trails 10, walk trails 16, Craft 1, Yoga 2, Tai Chi 3, Telecentre, park |

The range of facilities used indicates that the community is aware of and uses all of the existing Shire facilities.

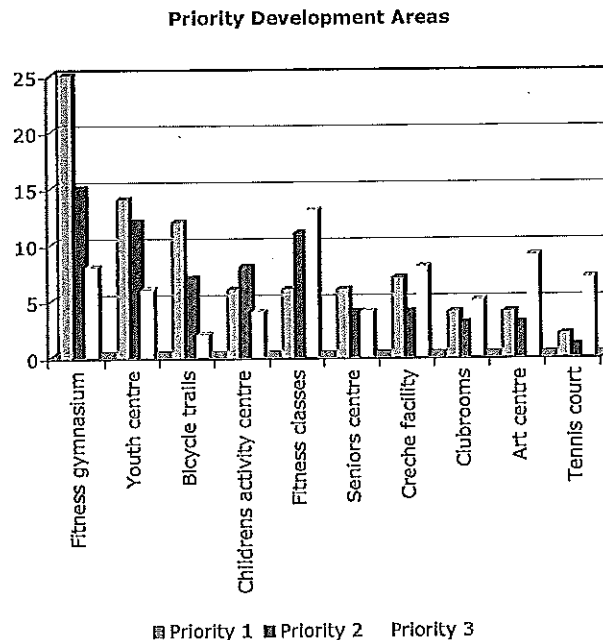
6.1.4 Is there a need for more recreational and social facilities in the area

Ninety percent of respondents thought there was a need for additional facilities.



6.1.5 Rating of specific features

Lists of various functional elements were provided for residents to prioritise their top five ratings resulting in the following outcomes:



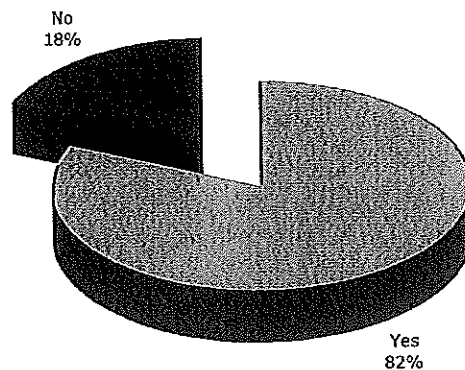
The top priority was deemed as a fitness gymnasium by 25% of the respondents it was also the popular response for second priority with a further 14% listing it as their second priority.

Youth activities, bicycle trails, children's activity centre and fitness classes round out the top five priorities.

6.1.6 Entry Fees

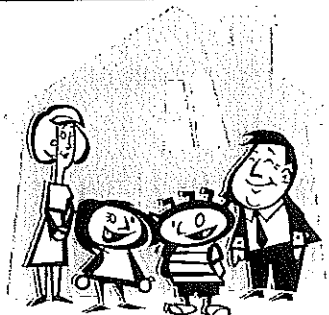
All respondents were asked if they would be prepared to pay additional entry fees to use any redevelopments and the majority answered in the affirmative with 82% of people willing to pay entry fees.

Pay Entry Fees



6.2 SUBMISSIONS

An advertisement was placed in the May 2008 edition of the Nannup Telegraph as shown overleaf.



**SHIRE OF NANNUP
Children's and Family
Needs Study**

The Shire of Nannup has engaged consultants to investigate and report on Children's and Family facilities and needs within the Shire and the potential redevelopment of the Shire of Nannup Early Years Community Centre.

Your views are vital

A key element of the study is to gain as much input from the community as possible about what is required and what you would like to see included.

Written comments and/or submissions can be sent by Friday 16th May 2008 to:

Jill Powell and Associates
PO Box 296
INGLEWOOD WA 6052

Or

Fax (08) 9276 3369
Email jill1@inet.net.au

Thank You For Your Interest

One submission was received from Ms Liz Rae a past president of the Community Kindergarten.

Her submission gave a brief history of the discussions between the Occasional Care Group and the Kindergarten and was supportive of the efforts of all concerned to look at future options.

She was keen to retain the kindergartens independence from the school and its autonomy in the allocation of funding by the Community Kindergarten committee rather than falling into the education departments' processes.

6.3 INTERVIEWS.

Individual interviews were held with the Nannup Kindergarten and the Nannup Occasional Care Group and despite numerous attempts contact with the Nannup Playgroup was not successful, however comments were received from individuals associated with all three groups.

6.3.1 Nannup Kindergarten

Kindergarten is not compulsory. However, more than ninety percent of children in Western Australia attend kindergarten.
Children can start kindergarten if they turn four years of age on or before 30 June in that year.

In general terms children attend kindergarten for 11 hours per week. This may be two full days, four half days or one full day and two half days per week. This last option is the preferred modus operandi of the Nannup Kindergarten which currently operates as follows:

| | |
|-----------|------------------|
| Wednesday | 8.15am – 2.30pm |
| Thursday | 8.15am – 11.30am |
| Friday | 8.15am – 11.30am |

There are currently 12 children enrolled with the kindergarten.

The parents of children attending the kindergarten are generally satisfied with the service offered although they do recognize that the facility does limit further opportunities and requires some redevelopment. No specific development needs have been identified but they agreed with the proposed development of a children's activity centre as part of the Recreation Centre Redevelopment.

6.3.2 Nannup Occasional Care

Occasional care (OCC) is centre-based child care that supports families by providing flexible care for children.

Families can access occasional care regularly on a sessional basis, or irregularly. OCC allows the flexibility to leave children for short periods of time in an early childhood learning environment to socialise and interact with other children. Community organisations, non-profit organisations or local councils may run OCC services.

The Australian Government provides funding to approved OCC services through Operational Support funding under the Child Care Support Program. All services that have ministerially approved OCC places allocated by FaCSIA and are approved for CCB purposes as an OCC service, can receive Operational Support.

Nannup Occasional Care operates out of the Nannup RSL hall and is restricted in operating by the times available for hire. Further the facility is limited in operation due to the lack of functional areas to provide for sleep time, and other activities.

Occasional care is currently provided two days per week, namely Thursday and Friday from 8.30am – 4.30pm and is licensed for 19 children.

It currently caters for approximately 12 children per day, however if suitable facilities were provided the group are confident that the average participant numbers could rise as high as 25 per day.

Fees charged are kept to a minimum and are \$20 per session and a reduction is provided for families with more than one child for any second child enrolled of 10%.

The group are keen to develop new facilities due to the lack of security of tenure currently in place at the RSL hall, and also the need to pack all equipment away each day to leave no sign that a child care centre operates out of the facility.

The need to expand to a full day care centre would be more attractive to parents who would be able to access Child Care Rebate payment. It was stated that some parents currently drive to Busselton for childcare to return to work in Nannup and then back to Busselton to collect children later in day. Obviously this is not an ideal situation and thus the desires to expand the service in an appropriate facility have led to the group looking to access grants and purchase their own facility.

At this stage this is still in the planning stages and it could well be that the needs of this group, the Kindergarten and the playgroup could be better coordinated through a joint facility.

6.3.3 Nannup Playgroup

The Nannup Playgroup meets at The Nannup Kindergarten on Tuesdays between 10am and noon. The playgroup caters for the same parents who currently access the Day Care and Kindy.

Whilst no specific meeting was held it is fair to say that all playgroups are similar where babies and young children accompanied by caring adults meet regularly to

play and learn together. Playgroups by their nature are very diverse. Families in the group will bring with them a range of experiences, skills, interests and expectations.

7 ISSUE IDENTIFICATION

7.1 ISSUES

The key considerations for the Shire over the next ten years, based on data collated to date include the following;

- o Existing facility for Kindergarten is ageing and difficult to redevelop due to its historical position in the Town
- o The Occasional Care lacks any security of tenure over a facility and is at the behest of the RSL
- o The lack of Child Care provided on Mondays and Tuesdays
- o Recognition that the people seeking care are the same parents
- o Kindergarten is free, whereas Occasional Care comes at a cost.
- o Lack of cooperation between the groups
- o Need to improve co-ordination of services for children and young people
- o Expand and coordinate support for young families.

7.2 OPTIONS TO BE EXAMINED

A range of options have been considered in an attempt to respond to as many issues as possible, these being:

Option 1 Retain Status Quo

The retention of the Nannup Community Pre School Facility in its current format does provide for a limited service but the lack of appropriate space severely impacts on the quality of the service. Further this option does not take into account the needs of the Nannup Occasional Care Group and will not meet the identified objectives of a coordinated service and cooperation between the two groups. However some would argue that the annual numbers utilising the facility do not warrant any expansion of the facility.

Option 2 Redevelop the existing Nannup Community Pre School

Plans were developed in 2004 for the expansion of the Nannup Community Pre School but have not been progressed. It will be necessary to cost this option and address its viability in meeting and addressing the issues raised above. Any redevelopment of this facility will improve the service quality of the Nannup Kindergarten but will provide no relief for the Nannup Occasional Care group or increase the level of child care available within Nannup.

Option 3 Development of a New Facility at the Recreation Centre

The Nannup Recreation Centre Feasibility Study identified the need for a Children's Centre at the Nannup Recreation Centre. Further work needs to be undertaken to

address the specific design of the interior of the identified space to ensure the facility meets current licensing requirements. Additionally work needs to be undertaken from a management point of view to assess whether all child services can successfully operate from the one location without conflict.

Simple design and management features are a necessity in ensuring that facilities can be shared by community groups such as:

- Separate secure storage areas;
- Lockable display cabinets for trophies, memorabilia and notices;
- Common larger spaces with no specific ownership;
- Clear usage rules and conditions; and
- A management committee with representatives of all main user groups represented.

The existence of the above features will aid in the groups sharing and help to reduce areas of potential conflict.

8 DEVELOPMENT OPTIONS

As stated in the previous chapter additional work has been undertaken to provide detailed plans and capital costings for options two and three and details are provided as follows:

8.1 OPTION 2 REDEVELOP THE EXISTING NANNUP COMMUNITY PRE SCHOOL

In November 2004 redevelopment plans were drawn up for the addition of a child care centre to the existing kindergarten.

These plans are shown on the following 4 pages, and the areas to be added would address a number of the issues particularly the need for additional space to cater for all existing groups.

One of the major difficulties when looking at developing a shared facility is the perceived ownership by the groups currently utilising the facility and these management issues will be addressed further in the next section of this report.

Costings have been developed by Cost Planners Davis Langdon which indicates the following:

| Description | Cost |
|-----------------------------------|------------------|
| Building works | 461,900 |
| External Works | 107,650 |
| Contingencies | 90,773 |
| Professional fees | 104,388 |
| Escalation | 292,287 |
| Locality Allowance | 173,981 |
| Total Estimated Commitment | 1,266,579 |
| GST | 126,579 |
| Total Estimated Commitment | 1,393,658 |

Detailed costings are attached as an appendix to this report.

8.2 OPTION 3 DEVELOPMENT OF A NEW FACILITY AT THE RECREATION CENTRE

Further development work has been undertaken on the initial plans provided as part of the Nannup Recreation Centre Redevelopment Feasibility Study.

This Feasibility Study identified the demand from the community for the provision of a children's centre as follows:

⇒ "Children's centre

To cater for occasional care and crèche for (recreation) centre.

Access to an outdoor play area accessible from the crèche/children's centre."

In order to assess the potential for the facility to cater for all children's needs planning has centred on ensuring that the facility meets licensing requirements for a childcare centre catering for the following numbers:

| | |
|--------|----------------|
| 0-2yrs | 6 children |
| 2-3yrs | 6/7 children |
| 4+yrs | 12/13 children |

The total number of children is therefore 25 children which is double the current numbers utilising the occasional care and kindergarten and is considered appropriate when planning for the future.

The plans indicate three separate program areas for each of the specified age groupings as well as a sleep room, laundry, kitchen, staff room, office, toilets and two separate outdoor play areas. (Shown on following 2 pages)

Costings have been developed by Cost Planners Davis Langdon which indicates the following:

| Description | Cost |
|-----------------------------------|------------------|
| Building works | 443,800 |
| External Works | 107,500 |
| Contingencies | 88,095 |
| Professional fees | 101,309 |
| Escalation | 283,666 |
| Locality Allowance | 168,849 |
| Total Estimated Commitment | 1,229,219 |
| GST | 122,922 |
| Total Estimated Commitment | 1,352,141 |

Detailed costings are attached as an appendix to this report.

8.3 SUMMARY

Plans have been provided for both options 2 & 3 along with costings indicating;

| | | |
|----------|-----------------------------------|------------------|
| Option 2 | Total Estimated Commitment | 1,266,579 |
| Option 3 | Total Estimated Commitment | 1,229,219 |

The costings for both options are similar and as such the preferred option will depend upon the ease of operation and management issues.

9 MANAGEMENT STRUCTURE AND OPERATIONS

9.1 MANAGEMENT STRUCTURE

The issue of management is critical to the successful performance of facilities. Management issues cannot be left as "last item" consideration in the planning and development process; rather they must be identified at the inception stage of a project.

"Getting it right"

The desired operational philosophy of the facility will be either strengthened or threatened depending on the management system adopted.

Management planning should occur concurrently with the facility design process to ensure the type of management can be accommodated and operational philosophy's can be met.

"Good management is the single most important component of any leisure facility. Excellent facilities will never achieve their optimum with poor management. Yet dynamic, creative management can turn a poorly planned and poorly designed facility into something close to a great success".

(Marriot, 1986)

The outcomes for a community facility can be set along the continuum of benefits defined as either social and/or financial. Dependent on the identification of the desired outcomes an appropriate management system can be selected. The desired outcomes need to be determined in conjunction with other philosophical answers to the following questions;

What level of use or ownership is required by the Shire, community groups and the general community?

Will a membership system be implemented and what categories will apply?

Will some areas be made available for sub-lease or exclusive use?

What type of pricing structure is envisaged?

Is an operating subsidy acceptable?

These questions form the basis of determining the operational philosophy but it should be recognised that this list is not exhaustive.

Traditionally child care services have been provided by the commercial sector (eg ABC Learning Centres) or community driven childcare operations. It is standard practice for local governments to provide and own the facilities whilst the day to day operation is managed by the service provider.

Additionally Kindergartens are predominantly provided for by the Education Department and funding is provided by them to employ teachers and program funds. A parent committee will look at ways to enhance this funding to purchase small items of equipment and expendables.

This system of management has operated successfully in Nannup and no direct change is envisaged. However in order to achieve optimum use of the investment into any new facilities it will be necessary to look at ways in which the two independent groups can operate concurrently whilst still retaining autonomy in their service provision.

9.2 PREFERRED DEVELOPMENT OPTION

Prior to finalising the management and operational aspects of the facility it is necessary to determine the preferred option. A number of key operational issues have been identified and each option assessed against this criteria as follows:

| | Option 2 Redevelop Existing Facility | Option 3 New Facility |
|---|---|--------------------------|
| Ability for facility to be Licensed | x | ✓ |
| Integration with other community facilities | x | ✓ |
| Allows for concurrent use | x | ✓ |
| Historical significance | ✓ | x |
| Capital costs | = | = |
| Continuation of service whilst under construction | x | ✓ |
| Perceived ownership by one group | ✓ | x |

The management operational issues identified in the table above clearly indicates that the preferred option is Option Three the development of a new facility at the recreation centre

The two development options provided, whilst of similar costing, provide for a major difference in the manner the facilities can be operated. Option Two (The redevelopment of the Existing Nannup Community Pre School) does not allow as great a scope for the sharing of facilities and does not lend itself to the licensing requirements for a Full Day Care due to the lack of age related program areas. Additionally the outside area is not as extensive as Option Three and this by design limits the ability to run two services concurrently.

9.3 UTILISATION SCHEDULE

As stated in the design options section the new facility has been designed around the potential utilisation by the following numbers of children and their breakdown into relevant age groups.

| | |
|--------|----------------|
| 0-2yrs | 6 children |
| 2-3yrs | 6/7 children |
| 4+yrs | 12/13 children |

It should be noted that the current service provision is limited to Wednesdays, Thursdays and Fridays and that a number of children attending Kindy are transferred to the Occasional Care facility on Thursdays and Fridays at the completion of Kindy (1/2 days). Thus particularly in the 4+ group it can be seen that there is a large duplication.

However the fact that Kindergarten is free to attend and Day Care has a charge attached not all children utilise both services.

In order to show how the new facility could cater for all existing groups a draft utilisation schedule has been developed as shown overleaf:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------|-----------------------------------|---------|---|---------------------|---------------------|
| 0-2 yr program | Nannup Day Care & Occasional Care | | | | |
| 2-3yr program | Nannup Day Care & Occasional Care | | | | |
| 4 yr program | Nannup Day Care & Occasional Care | | Nannup Kindergarten (Full day Wednesday 1/2 days Thursday & Friday) Nannup Day Care & Occasional Care (1/2 days Thursday and Friday) | | |
| 4yr outdoor area | Nannup Day Care & Occasional Care | | Nannup Kindergarten | Nannup Kindergarten | Nannup Kindergarten |
| 0-3 yr outdoor area | Nannup Day Care & Occasional Care | | | | |
| Kitchen | Nannup Day Care & Occasional Care | | Nannup Day Care & Occasional Care & Nannup Kindergarten | | |
| Laundry | Nannup Day Care & Occasional Care | | | | |

The separation of program areas allows for the concurrent use of the facility and removes the need for children to transported between facilities on the kindergarten 1/2 days.

The Nannup Playgroup can also utilise the facility when not being used as a childcare facility but should the facility be in use then an alternate meeting place could be the new sporting club with access to the outdoor play areas when appropriate.

9.4 MANAGEMENT COMMITTEE

It will be proposed that, whilst it be acknowledged that the individual programs will be managed independently, the facility will require the formation of a joint facility committee with 2-3 representatives from each group, that is 2 representatives from

the Nannup Day Care, 2 representatives from the Nannup Kindergarten and 2 representatives from the Nannup Playgroup.

A review of other management structures and models in place in other areas has been undertaken and we are of the opinion that the most successful models are those which have a clearly defined purpose and direction and incorporate commitment from all those involved.

The Management Committees prime responsibility would be to discuss issues of policy, funding priorities and events, which would impact on other areas eg end of year events, change over periods, attendance figures and their implications, major town events etc. and development of the Terms of Reference, need to take this into consideration.

Council will need to play a key active role in the implementation for the initial two years but should gradually withdraw once the users are comfortable with the change.

9.4.1 DRAFT MANAGEMENT COMMITTEE TERMS OF REFERENCE

❖ The purpose of the Management Agreement

The Management Agreement is based on the three resident groups being able to discuss and agree utilisation and safe access to the facility. The groups will be expected to manage the facility and pay all operating costs. All services will be sub-metered to allow for accurate invoicing by the Shire.

❖ The overall scope and period of the arrangement

The management of a building constructed on Shire land (by either the shire or the community) provides the committee with responsibilities to maintain the quiet enjoyment of the surrounding premises. Whilst the security of tenure provides for the users in terms of use, it is not in anyway provided to enable exclusion of the community from its use.

❖ The exact area and nature of the managed area or the function to be managed

A description and plan of the demised managed area should be attached to the Terms of Reference to clearly delineate area of responsibility.

The use of the facility to be clearly detailed and the restrictions on use to be stated, such as not to carry on a business from the premises, no sleeping on the premises, not to store chemicals, inflammable liquid etc,

❖ The exact nature of any financial arrangements, including a schedule for required payments by any party, annually in advance.

The base managed area fee is for the facility. Whilst Council may choose to waive this fee, it should be determined to allow for a full knowledge of the cost to the Council.

All managed area fees to be tied to the Consumer Price Index and definition of the CPI.

The payment of all utility costs (water, power, rubbish collection etc) shall be met by the Management Committee on presentation of an invoice by the Council.

❖ **The responsibilities of all parties in relation to major and minor maintenance, including the requirement for a maintenance schedule**

The Management Committee to keep and maintain the premises in good tenable repair and condition.

In essence the Council shall be responsible for all structural maintenance and the Management Committee responsible for all minor/day to day maintenance and more specifically as contained within the Maintenance Schedules attached as an appendix to the managed area.

The Management Committee will have a responsibility for the prompt reporting of all items of major maintenance and acts of vandalism to the Council.

The Management Committee shall not be permitted to erect any signs without the approval of the appropriate Shire officers.

Alterations shall not be made to the premises without the prior written consent of the Shire.

❖ **The responsibilities of all parties in relation to all forms of insurance, including building, contents, workers compensation and public liability.**

The Management Committee shall be responsible for contents, workers compensation and public liability insurance and will need to provide proof of cover on demand.

The Shire shall insure the building as an asset of the Shire.

❖ **Any other specific legal requirements that the Shire wishes to ensure are dealt with. For example occupational health and safety, consumption of alcohol etc.**

Need to include reference to the State Government's legislation regarding "No Smoking" in public buildings

To permit the Shire right of entry to view the condition of the premises.

The consumption of alcohol on the premises is subject to the approval of the Council and the Licensing Court whose requirements must be met.

❖ **The ability of the Management Committee to sub let or manage any function or area granted under the agreement.**

The sub leasing of the facility is subject to Council approval and as such the procedure needs to be described within the managed area document. This does not preclude the casual hiring of the facility to other community groups which is permitted and encouraged.

❖ **Any programming or service requirements**

Community use clause example

To encourage the maximum use of the premises by Community organisations when not being used by the Management Committee and to liaise closely with the Shires Booking Officer for this purpose and not to attempt to place any restrictions on the use of the premises by others except by reason of a prior booking.

Hire Charges

That it will not at any time increase the hire charges for the use of the premises without the prior written consent of the Shire. It is agreed that all such charges collected by the Management Committee are the property of the Management Committee

❖ **Reasons for termination of the agreement by any party**

A standard notice period needs to be determined that the Council is happy with. This period is generally of a minimum of three months from the date of notice in writing.

❖ **Dispute resolution.**

A standard clause contained within any managed area addresses any matters of dispute resolution and referral to an independent arbitration body.

9.5 SUMMARY

In order to progress the development of a new facility it will be necessary to facilitate a joint meeting of representatives from the three existing groups to discuss the opportunities for the sharing of a building and the management of that facility.

The preferred option clearly provides an opportunity for all three groups to commence discussions on an equal footing with the aim being the "best" outcome for the community as a whole.

The new option provides for an integration of community facilities in one location and additionally provides the Shire with an opportunity to utilise the existing Community Pre School as either a library or annex to the Shire offices to allow for the future growth of the community given the potential increase in the population, whilst ensuring that the community has access to community facilities of the highest community standards commensurate with those available within the rest of Western Australia.

10 RECOMMENDATIONS

1. **That** the Shire of Nannup acknowledges there is a need to improve the facilities for children's services and childcare.
2. **That** the preferred option for development is Option Three, that is, the development of the new centre at the Nannup Recreation Centre.
3. **That** as part of the development sub meters for power and water be installed to allow for the accurate invoicing of operating costs to be determined.
4. **That**, as outlined in Section 9 a meeting be arranged with representatives from the Nannup Kindergarten, Nannup Occasional Care Group and the Nannup playgroup with a view to forming a Management Committee to ensure the coordinated management of the facility.
5. **That** the facility be managed by the Children's Centre Management Committee at a minimal rental cost and in line with the Draft Terms of Reference.
6. **That** this report be made available for public comment.

Nannup Childcare Centre - New Building

| Item | Description | Unit | Quantity | Rate | Cost |
|--|---|-----------|------------|----------------|-------------------|
| 1.0 | Building Works | | | | |
| | (184m2 FECA) | | | | |
| 1.1 | New programme rooms | m2 | 90 | \$2,400 | \$ 216,000 |
| 1.2 | Toilets | m2 | 19 | \$3,300 | \$ 62,700 |
| 1.3 | Staff Area and Office | m2 | 15 | \$2,500 | \$ 37,500 |
| 1.4 | Storerooms | m2 | 12 | \$1,800 | \$ 21,600 |
| 1.5 | Foyer and circulation space | m2 | 37 | \$2,000 | \$ 74,000 |
| 1.6 | Laundry | m2 | 5 | \$2,500 | \$ 12,500 |
| 1.7 | Kitchen | m2 | 6 | \$3,000 | \$ 18,000 |
| 1.8 | Cleaners sink (No. 1) | Item | | \$ | 1,500 |
| Total for Building Works (FECA) | | m2 | 184 | \$2,412 | \$ 443,800 |
| 2.0 | Pavings | | | | |
| 2.1 | Paving to entry and access ways | m2 | 150 | \$80 | \$ 12,000 |
| <i>Sub-total for Pavings</i> | | | | \$ | 12,000 |
| 3.0 | External Services | | | | |
| 3.1 | External Stormwater allowance - on site disposal | Item | | \$ | 10,000 |
| 3.2 | External Sewer allowance | Item | | \$ | 5,000 |
| 3.3 | External Water allowance | Item | | \$ | 4,000 |
| 3.4 | External Gas allowance | Item | | \$ | 2,000 |
| 3.5 | Water Corporation Headworks | Item | | \$ | 3,000 |
| 3.6 | Allowance for tanks etc for re-use of stormwater - Excluded | Item | | \$ | - |
| 3.7 | Allowance for tanks etc for grey water cleaning equipment, pumping and piping water back to building - Excluded | Item | | \$ | - |
| <i>Sub-total for External Services</i> | | | | \$ | 24,000 |
| 4.0 | External Works | | | | |
| 4.1 | Site clearance | m2 | 500 | \$2 | \$ 1,000 |
| 4.2 | Site Preparation including filling under building | m2 | 200 | \$20 | \$ 4,000 |
| 4.3 | Sundry demolitions | Item | | \$ | - |
| 4.4 | Fence to Outdoor Play Area | m | 50 | \$150 | \$ 7,500 |
| 4.5 | Verandah | m2 | 100 | \$550 | \$ 55,000 |
| 4.6 | Allowance for landscaping and reticulation - Excluded | Item | | \$ | - |
| 4.7 | External signage - Excluded | Item | | \$ | - |
| 4.8 | Playground equipment | Item | | \$ | 40,000 |
| <i>Sub-total for External Works</i> | | | | \$ | 107,500 |
| TOTAL CONSTRUCTION COST | | | | | \$ 587,300 |

Nannup Childcare Centre - New Building

| Item | Description | Unit | Quantity | Rate | Cost |
|---|---|------|----------|------|--------------|
| 5.0 | CONTINGENCIES | | | | |
| 5.1 | Allowance for contingencies - 15% | Item | | \$ | 88,095 |
| | <i>Sub-total for Contingencies</i> | | | \$ | 88,095 |
| 6.0 | PROFESSIONAL FEES | | | | |
| 6.1 | Allowance for professional fees and disbursements - 15% | Item | | \$ | 101,309 |
| | <i>Sub-total for Professional Fees</i> | | | \$ | 101,309 |
| 7.0 | PUBLIC ART | | | | |
| 7.1 | Allowance for Public Art - Excluded | Item | | \$ | - |
| | <i>Sub-total for Public Art</i> | | | \$ | - |
| 8.0 | ESCALATION | | | | |
| 8.1 | Allowance for escalation in costs assuming construction commences in January 2011 (12% per annum) | | | \$ | 283,666 |
| | <i>Sub-total for Escalation</i> | | | \$ | 283,666 |
| 9.0 | LOCALITY ALLOWANCE | | | | |
| 9.1 | Allowance for locality allowance (all costs except professional Fees) | % | 25 | \$ | 168,849 |
| TOTAL ESTIMATED COMMITMENT | | | | | \$ 1,229,219 |
| Goods & Services Tax (10%) | | | | | \$ 122,922 |
| TOTAL ESTIMATED COMMITMENT (Including GST) | | | | | \$ 1,352,141 |

Nannup Childcare Centre - New Building

| Item | Description | Unit | Quantity | Rate | Cost |
|------|-------------|------|----------|------|------|
|------|-------------|------|----------|------|------|

Exclusions

Loose furniture and equipment
Reticulation bore
Holding and Finance charges
Public Art

NOTES:

Please note that this information is for indicative budgeting purposes only and should not be used as the basis for making a financial commitment

Prior to making a financial commitment a detailed budget should be prepared based on input from the architect and the relevant consultants

FECA - Fully Enclosed Covered Area measured to inside face of enclosing external walls

Basis of Costings:

The above Feasibility Costs have been based on Paterson Group Architects Drawing PD01 Rev 0 dated July 2008

Nannup Childcare Centre -Existing Building

| Item | Description | Unit | Quantity | Rate | Cost |
|------------|---|-----------|------------|----------------|-------------------|
| 1.0 | Building Works | | | | |
| | (239m2 FECA) | | | | |
| 1.1 | Child care centre and sleep room | m2 | 72 | \$2,400 | \$ 172,800 |
| 1.2 | Toilets/laundry | m2 | 22 | \$3,300 | \$ 72,600 |
| 1.3 | Staff Area and Office | m2 | 31 | \$2,500 | \$ 77,500 |
| 1.4 | Storerooms | m2 | 10 | \$1,800 | \$ 18,000 |
| 1.5 | Foyer and circulation space | m2 | 16 | \$2,000 | \$ 32,000 |
| 1.7 | Kitchen | m2 | 22 | \$3,000 | \$ 66,000 |
| 1.8 | Cleaners sink (No. 1) | Item | | \$ | 1,500 |
| 1.9 | Allowance for adjustments to existing roof | Item | | \$ | 5,000 |
| 1.10 | Refurbish existing Kindy (new carpet, paint walls and ceilings, sundry internal demolitions) | m2 | 66 | \$250 | \$ 16,500 |
| | Total for Building Works (FECA) | m2 | 239 | \$1,933 | \$ 461,900 |
| 2.0 | Pavings | | | | |
| 2.1 | Paving to entry and access ways | m2 | 145 | \$80 | \$ 11,600 |
| | Sub-total for Paving | | | \$ | 11,600 |
| 3.0 | External Services | | | | |
| 3.1 | External Stormwater allowance - on site disposal | Item | | \$ | 10,000 |
| 3.2 | External Sewer allowance | Item | | \$ | 5,000 |
| 3.3 | External Water allowance | Item | | \$ | 4,000 |
| 3.4 | External Gas allowance | Item | | \$ | 2,000 |
| 3.5 | Water Corporation Headworks | Item | | \$ | 3,000 |
| 3.6 | Allowance for tanks etc for re-use of stormwater - Excluded | Item | | \$ | - |
| 3.7 | Allowance for tanks etc for grey water cleaning equipment, pumping and piping water back to building - Excluded | Item | | \$ | - |
| | Sub-total for External Services | | | \$ | 24,000 |
| 4.0 | External Works | | | | |
| 4.1 | Site clearance | m2 | 200 | \$2 | \$ 400 |
| 4.2 | Site Preparation including filling under building | m2 | 200 | \$20 | \$ 4,000 |
| 4.3 | Sundry demolitions | Item | | \$ | 5,000 |
| 4.4 | Fence to Outdoor Play Area | m | 50 | \$150 | \$ 7,500 |
| 4.5 | Verandah | m2 | 145 | \$350 | \$ 50,750 |
| 4.6 | Allowance for landscaping and reticulation - Excluded | Item | | \$ | - |
| 4.7 | External signage - Excluded | Item | | \$ | - |
| 4.8 | Playground equipment | Item | | \$ | 40,000 |
| | Sub-total for External Works | | | \$ | 107,650 |
| | TOTAL CONSTRUCTION COST | | | | \$ 605,150 |

Nannup Childcare Centre -Existing Building

| Item | Description | Unit | Quantity | Rate | Cost |
|---|---|------|----------|------|--------------|
| 5.0 | CONTINGENCIES | | | | |
| 5.1 | Allowance for contingencies - 15% | Item | | \$ | 90,773 |
| | <i>Sub-total for Contingencies</i> | | | \$ | 90,773 |
| 6.0 | PROFESSIONAL FEES | | | | |
| 6.1 | Allowance for professional fees and disbursements - 15% | Item | | \$ | 104,388 |
| | <i>Sub-total for Professional Fees</i> | | | \$ | 104,388 |
| 7.0 | PUBLIC ART | | | | |
| 7.1 | Allowance for Public Art - Excluded | Item | | \$ | - |
| | <i>Sub-total for Public Art</i> | | | \$ | - |
| 8.0 | ESCALATION | | | | |
| 8.1 | Allowance for escalation in costs assuming construction commences in January 2011 (12% per annum) | | | \$ | 292,287 |
| | <i>Sub-total for Escalation</i> | | | \$ | 292,287 |
| 9.0 | LOCALITY ALLOWANCE | | | | |
| 9.1 | Allowance for locality allowance (all costs except professional Fees) | % | 25 | \$ | 173,981 |
| TOTAL ESTIMATED COMMITMENT | | | | | \$ 1,266,579 |
| Goods & Services Tax (10%) | | | | | \$ 126,658 |
| TOTAL ESTIMATED COMMITMENT (Including GST) | | | | | \$ 1,393,237 |

Nannup Childcare Centre -Existing Building

| Item | Description | Unit | Quantity | Rate | Cost |
|------|-------------|------|----------|------|------|
|------|-------------|------|----------|------|------|

Exclusions

Loose furniture and equipment
Reticulation bore
Holding and Finance charges
Public Art
Stairs/walkway to Shire Offices
Retaining wall
Upgrade of existing incoming services if insufficient to meet new demands

NOTES:

Please note that this information is for indicative budgeting purposes only and should not be used as the basis for making a financial commitment

Prior to making a financial commitment a detailed budget should be prepared based on input from the architect and the relevant consultants

FECA - Fully Enclosed Covered Area measured to inside face of enclosing external walls

Basis of Costings:

The above Feasibility Costs have been based on Dobbin Design Drawings - Floor plan (June 05), floor plan 2 of 4 (nov 04) and Elevations 1 & 2 (dwg 3 of 4)(Nov 04)

SHIRE OF NANNUP

SUMMARY OF SUBMISSIONS - CHILDREN'S AND FAMILIES NEEDS REPORT

| Submission Number | Date | Submission Lodged By: | Issues identified/raised | |
|-------------------|-----------|--|--------------------------|---|
| | | | 1 | 2 |
| | | Recommendations That the Shire of Nannup acknowledges there is a need to improve the facilities for children's services and childcare That the preferred option for development is Option Three, that is, the development of the new centre at the Nannup Recreation Centre | | |
| 1 | 24-Feb-09 | Children's Services Support Unit WA | ✓ | ✓ |
| 2 | 26-Feb-09 | Liz Rae-Nannup | ✓ | x |
| 3 | 27-Feb-09 | Ellie & Martin McKie-Nannup | ✓ | x |
| 4 | 27-Feb-09 | Catherine Scott-Current Secretary Nannup Playgroup, Current Secretary Nannup Kindergarten, Past President NOCCA | ✓ | x |
| 5 | 27-Feb-09 | Mandy Baron | ✓ | x |
| 6 | 27-Feb-09 | Valerie Butel | ✓ | x |
| 7 | 27-Feb-09 | Esther & Stephen Mills | ✓ | x |
| 8 | 27-Feb-09 | Amy Gawthrop | ✓ | x |
| 9 | 27-Feb-09 | H. Payne | ✓ | x |
| 10 | 27-Feb-09 | Tracey Carter | ✓ | x |
| 11 | 27-Feb-09 | Belinda Taylor | ✓ | x |
| 12 | 27-Feb-09 | Nicole Dawson | ✓ | x |
| 13 | 27-Feb-09 | Renee Dickson | ✓ | x |
| 14 | 27-Feb-09 | Rachel Goldsmith-Chairperson NOCCA | ✓ | ✓ |
| 15 | 27-Feb-09 | Sport, Rec Advisory Comm | ✓ | x |

The budget below is an annual operating budget only and is based on the Service being open 8 hours per day, five days per week and being eligible for CCB and Sustainability Funding.

| | 19 Places | 24 Places |
|---|-----------|-----------|
| Places | | |
| 0-2 | 4 | 4 |
| 2-3 | 5 | 10 |
| Over 3 | 10 | 10 |
| Total License | 19 | 24 |
| Staff (FTE) | | |
| Coordinator Contact | 0.7 | 0.7 |
| Qualified/Exempt | 0.3 | 1.5 |
| Unqualified | 2.1 | 2.1 |
| | 3.2 | 4.3 |
| Coordinator Non Contact | 0.3 | 0.3 |
| Cleaner | 0.1 | 0.1 |
| | 0.4 | 0.5 |
| Total Staff | 3.6 | 4.7 |
| Fees | | |
| Weekly | \$235 | \$240 |
| Daily | \$55 | \$57 |
| Sessional | \$30 | \$31 |
| Budgeted Utilisation | | |
| 0-2 | 3 | 3 |
| 2-3 | 4 | 8 |
| Over 3 | 5.6 | 5.6 |
| | 12.6 | 16.6 |
| Note: adjusted for children attending Kindy | | |
| Budget | \$ | \$ |
| Income: | | |
| Child Care Fees | 178,150 | 239,690 |
| Sustainability (DEEWR) | 45,196 | 45,196 |
| | 223,346 | 284,886 |
| Expenses: | | |
| Salaries | 148,130 | 199,117 |
| Salary On Costs & Training | 26,081 | 35,061 |
| | 174,211 | 234,178 |
| Consumables | 9,600 | 10,900 |
| Insurance | 4,000 | 4,500 |
| Rent & Utilities | 16,000 | 16,300 |
| Resources/Equipment | 5,000 | 5,000 |
| Telephone | 1,500 | 1,500 |
| Other | 9,188 | 9,944 |
| | 45,288 | 48,144 |
| Total Expenses | 219,499 | 282,322 |
| Surplus | 3,847 | 2,564 |

AGENDA NUMBER: 10.19
SUBJECT: Accounts for Payment
LOCATION/ADDRESS: Nannup Shire
FILE REFERENCE: FNC 8
AUTHOR: Tracie Bishop – Administration Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 15 April 2009

Attachment: Schedule of Accounts for Payment.

COMMENT:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund are detailed hereunder and noted on the attached schedule are submitted to Council.

Municipal Account

| | |
|-------------------------|---------------|
| Accounts Paid By EFT | |
| EFT 597 - 643 | \$ 898,156.77 |
| Accounts Paid By Cheque | |
| Vouchers 17392 - 17440 | \$ 44,950.72 |
| Direct Debits | |
| Vouchers 99122 - 99125 | \$ 18,891.94 |

Trust Account

| | |
|-------------------------|-----------|
| Accounts Paid By EFT | |
| EFT 596 | \$ 550.01 |
| Accounts Paid By Cheque | |
| Vouchers 22694 | \$ 150.00 |

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulation 13

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

As indicated in the Schedule of Accounts for Payment.

Signed:

Dated 28 May 2009

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$962,699.44 in the attached schedule be accepted.

8171 TAYLOR/CAMARRI

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$962,699.44 in the attached schedule be accepted.

CARRIED 7/0

Signed:

Dated 28 May 2009

SCHEDULE OF ACCOUNTS PAYABLE
SHIRE OF NANNUP
SUBMITTED TO COUNCILS APRIL 2009 MEETING

| Chq/EFT | Name | Description | Amount |
|---------------------------|--|---|----------------------|
| MUNICIPAL ACCOUNT | | | |
| EFT597 | GLOBE SIGN COMPANY | SIGNAGE | \$ 129.80 |
| EFT598 | CA & CC SCOTT | GRAVEL FOR AGG ROAD | \$ 12,672.00 |
| EFT599 | LEEUEWIN CIVIL PTY LTD | HIRE OF PLANT AND EQUIPMENT FOR MOWEN RD | \$ 193,803.50 |
| EFT600 | COPPIN ROCK CARTAGE | CARTAGE OF MATERIALS | \$ 7,895.35 |
| EFT601 | BUSSELTON RETRAVISION | SUNDRY SUPPLIES | \$ 1,100.00 |
| EFT602 | VISIMAX SAFETY PRODUCTS | SAFETY ITEMS | \$ 232.50 |
| EFT603 | FLEURS OF BUNBURY | FLOWERS | \$ 56.00 |
| EFT604 | COURIER AUSTRALIA | FREIGHT CHARGES | \$ 42.77 |
| EFT605 | CIVI TEST SOU WEST | SUPERVISION - MOWEN RD | \$ 26,875.75 |
| EFT606 | CEMEX AUSTRALIA PTY LTD | SEALING AGG | \$ 4,816.57 |
| EFT607 | CORPORATE EXPRESS | SUNDRY OFFICE SUPPLIES | \$ 98.57 |
| EFT608 | LANDGATE | GRV VALUATIONS | \$ 707.31 |
| EFT609 | D & J MILLER (DO YOUR BLOCK CONTRACTING) | WATER CARTAGE | \$ 2,805.00 |
| EFT610 | FIRE AND EMERGENCY SERVICES AUTHORITY | ESL FOR QUARTER3 | \$ 11,486.50 |
| EFT611 | GL HAPP PTY LTD | FUEL | \$ 9,915.24 |
| EFT612 | K & C HARPER | CARAVAN PARK & TOWN HALL WORKS | \$ 3,903.46 |
| EFT613 | NANNUP HARDWARE & AGENCIES | SUNDRY HARDWARE SUPPLIES | \$ 2,614.25 |
| EFT614 | ROD'S AUTO ELECTRICS | PLANT REPAIR | \$ 470.92 |
| EFT615 | TRADE HIRE | HIRE OF TRENCHER | \$ 390.10 |
| EFT616 | DOBBIN DESIGN | DRAFTING OF PLANS NANNUP BROOK VBFB SHED | \$ 429.00 |
| EFT617 | GLOBE SIGN COMPANY | SUPPLY SIGNAGE, FOR NORTH NANNUP VBFB | \$ 715.00 |
| EFT618 | WITCHCLIFFE FARM SERVICE | SUNDRY SUPPLIES | \$ 317.21 |
| EFT619 | CA & CC SCOTT | REFRESHMENTS | \$ 28.00 |
| EFT620 | JP REPAIRS | SUPPLY AND FIT 4 TYRES | \$ 960.00 |
| EFT621 | PICTON TYRE CENTRE PTY LTD | TYRE SUPPLIES | \$ 760.00 |
| EFT622 | ROCLA PIPELINE PRODUCTS | SUNDRY SUPPLIES | \$ 30,706.50 |
| EFT623 | NANNUP WINERY PTY LTD | REFRESHMENTS | \$ 108.00 |
| EFT624 | COURIER AUSTRALIA | FREIGHT CHARGES | \$ 260.07 |
| EFT625 | CEMEX AUSTRALIA PTY LTD | SEALING AGG | \$ 5,345.26 |
| EFT626 | CORPORATE EXPRESS | OFFICE SUPPLIES | \$ 117.15 |
| EFT627 | FIRE AND EMERGENCY SERVICES AUTHORITY | REGISTRATION FEE EMERG MGMT CONFERENCE 2009 | \$ 395.00 |
| EFT628 | HOLBERRY HOUSE | ACCOMMODATION - COMMUNITY PLANNING DAY | \$ 522.00 |
| EFT629 | INSIGHT CCS PTY LTD | MONTHLY SERVICE FEE FOR FEBRUARY | \$ 112.31 |
| EFT630 | K & C HARPER | MAINTENANCE WORKS AT EAST NANNUP VBFB | \$ 1,248.70 |
| EFT631 | MALATESTA ROAD PAVING | BITUMEN PRODUCTS | \$ 1,265.00 |
| EFT632 | KEVIN MARTIN | SOUTH COAST VESTING PROJECT | \$ 870.00 |
| EFT633 | GREG MADER EARTHWORKS | 6 MILE RD GRAVEL PIT | \$ 60,422.45 |
| EFT634 | WADIFARM CONSULTANCY SERVICES | CONSULTANCY FEES | \$ 368.00 |
| EFT635 | MJB INDUSTRIES | DRAINAGE PIPING | \$ 5,602.96 |
| EFT636 | LEEUEWIN CIVIL PTY LTD | HIRE OF PLANT EQUIPMENT | \$ 259,330.50 |
| EFT637 | D & J MILLER (DO YOUR BLOCK CONTRACTING) | WATER CARTAGE AGG RD | \$ 1,870.00 |
| EFT638 | BARBARA DUNNET | RECOUP OF EXPENSES | \$ 10,140.69 |
| EFT639 | MALATESTA ROAD PAVING | BITUMEN PRODUCTS | \$ 129,339.29 |
| EFT640 | GREG MADER EARTHWORKS | 6 MILE ROAD GRAVEL PIT | \$ 69,335.20 |
| EFT641 | WADIFARM CONSULTANCY SERVICES | CONSULTANCY FEES | \$ 816.00 |
| EFT642 | WA LOCAL GOVERNMENT SUPERANNUATION PLAN | SUPERANNUATION CONTRIBUTIONS | \$ 9,771.89 |
| EFT643 | PHOENIX BUILDING COMPANY | PROGRESSIVE PAYMENT 1 TENDER 4/08 | \$ 26,985.00 |
| TOTAL EFT PAYMENTS | | | \$ 898,166.77 |
| CHEQUE PAYMENTS | | | |
| 17392 | GEOGRAPHE FORD PTY LTD | VEHICLE SERVICE | \$ 1,448.66 |
| 17393 | B & B STREET SWEEPING PTY LTD | HIRE STREET SWEEPER | \$ 4,933.50 |
| 17394 | REPCO PTY LTD | SUNDRY SUPPLIES | \$ 128.92 |
| 17395 | J BLACKWOOD & SON LIMITED | SUNDRY SUPPLIES | \$ 105.60 |
| 17396 | BELINDA TAYLOR | REIMBURSEMENT OF EXPENSES | \$ 101.00 |
| 17397 | OLD TEMPLEMORE ANTIQUES | RESTORATION OF TEN SEATS | \$ 4,663.00 |
| 17398 | DEPARTMENT OF WATER | RATES REFUND | \$ 1,510.39 |
| 17399 | BELL FIRE EQUIPMENT | SERVICE FIRE EQUIPMENT | \$ 1,823.58 |
| 17400 | CJD EQUIPMENT PTY. LTD. | SUNDRY SPARE PARTS | \$ 320.40 |
| 17401 | MANSELL PTY LTD | SUPPLY 2008/09 RATE COMPARISON REPORT | \$ 132.00 |
| 17402 | NANNUP EZIWAY SELF SERVICE STORE | REFRESHMENTS AND CLEANING | \$ 255.44 |
| 17403 | NANNUP LIQUOR STORE | REFRESHMENTS | \$ 75.92 |
| 17404 | JAN OLDFIELD | REIMBURSEMENT OF EXPENSES | \$ 128.04 |
| 17405 | ROBERT STANLEY | ROCK WALL AT SHIRE OFFICE | \$ 650.00 |
| 17406 | SUNNY SIGN COMPANY PTY LTD | SIGNAGE | \$ 1,760.00 |
| 17407 | STEWART & HEATON CLOTHING CO. PTY LTD | BFB CLOTHING - CUNDINUP | \$ 278.87 |
| 17408 | TELSTRA | D.O.T MODEN | \$ 86.16 |
| 17409 | WOMROCK PAINTING CO. | PAINT POWER POLES | \$ 285.00 |
| 17410 | GEOGRAPHE FORD PTY LTD | VEHICLE SERVICE | \$ 1,323.56 |
| 17411 | WILTON'S BISTRO | REFRESHMENTS | \$ 137.50 |
| 17412 | DEPARTMENT OF PREMIER AND CABINET | ADVERTISING | \$ 95.60 |
| 17413 | J BLACKWOOD & SON LIMITED | SUNDRY SUPPLIES | \$ 67.65 |
| 17414 | DATA #3 LIMITED | OFFICE SOFTWARE | \$ 6,578.30 |
| 17415 | THE GOOD FOOD SHOP | REFRESHMENTS | \$ 129.60 |
| 17416 | STATE LIBRARY OF WESTERN AUSTRALIA | LIBRARY BOOKS | \$ 103.40 |
| 17417 | NANNUP LIQUOR STORE | REFRESHMENTS | \$ 234.92 |
| 17418 | PRESTIGE PRODUCTS | CLEANING PRODUCTS | \$ 336.60 |
| 17419 | SUGAR MOUNTAIN ELECTRICAL SERVICES | MAINTENANCE ON SHIRE OFFICE | \$ 319.13 |
| 17420 | TENTS WEST | ERECTION OF NANNUP SOUND SHELL | \$ 500.00 |
| 17421 | WALGA | FEB2009 MARKET FORCE ADVERTISING | \$ 335.48 |
| 17422 | JANET ENWOOD | GRATITUITY PAYMENT | \$ 4,170.92 |
| 17423 | J BLACKWOOD & SON LIMITED | GRINDER | \$ 207.90 |

**SCHEDULE OF ACCOUNTS PAYABLE
SHIRE OF NANNUP
SUBMITTED TO COUNCILS APRIL 2009 MEETING**

| Chq/EFT | Name | Description | Amount |
|------------------------------|---|--|---------------------|
| 17424 | OLD TEMPLEMORE ANTIQUES | RESTORATION OF 10 AUDITORIUM SEATS | \$ 4,663.00 |
| 17425 | BUNNINGS- BUSSELTON | GIFT CARD | \$ 100.00 |
| 17426 | BULLIVANTS | SAFETY ITEMS | \$ 1,700.00 |
| 17427 | BRISKLEEN SUPPLIES | CLEANING PRODUCTS | \$ 146.52 |
| 17428 | INFORMA AUSTRALIA PTY LTD | 3 YR MAGAZINE SUBSCRIPTION | \$ 407.00 |
| 17429 | JEM TRUCK SALES | SPARE PARTS | \$ 536.10 |
| 17430 | MARGARET RIVER STRUCTURAL ENGINEERING | STRUCTURAL CERTIFICATE | \$ 440.00 |
| 17431 | PRESTIGE PRODUCTS | CLEANING PRODUCTS | \$ 609.40 |
| 17432 | R & J POTTS PLUMBING | SERVICE HOT WATER SYSYEM 1302 CAREY ST | \$ 132.00 |
| 17433 | WARREN BLACKWOOD WASTE | PICK UP OF BINS | \$ 4,730.68 |
| 17434 | AMP LIFE LTD | SUPERANNUATION CONTRIBUTIONS | \$ 747.96 |
| 17435 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 316.56 |
| 17436 | WESTSCHEME | SUPERANNUATION CONTRIBUTIONS | \$ 280.54 |
| 17437 | NORWICH UNION SUPERANNUATION TRUST | SUPERANNUATION CONTRIBUTIONS | \$ 271.92 |
| 17438 | COMMONWEALTH SUPER SELECT | SUPERANNUATION CONTRIBUTIONS | \$ 239.60 |
| 17439 | IIML ACF IPS APPLICATION TRUST | SUPERANNUATION CONTRIBUTIONS | \$ 302.40 |
| 17440 | SHIRE OF NANNUP | PAYROLL DEDUCTIONS | \$ 100.00 |
| TOTAL CHEQUE PAYMENTS | | | \$ 48,950.72 |
| DIRECT DEBITS | | | |
| 99122 | WESTERN AUSTRALIAN TREASURY CORPORATION | PRINCIPAL LOAN REPAYMENT - LOAN 31 | \$ 3,072.96 |
| 99123 | BP AUSTRALIA | FUEL EXPENSES | \$ 14,671.97 |
| 99124 | CALTEX AUSTRALIA | FUEL EXPENSES | \$ 1,007.12 |
| 99125 | WESTNET | INTERNET EXPENSES | \$ 139.89 |
| TOTAL DIRECT DEBITS | | | \$ 18,891.94 |
| TRUST PAYMENTS | | | |
| EFT596 | WESTERN POWER | BOND HELD MCALPINE MEWS | \$ 550.01 |
| 22694 | LAUREN CARTLEDGE | BOND REFUND | \$ 150.00 |
| TOTAL TRUST PAYMENTS | | | \$ 700.01 |

| | |
|-----------------------------------|----------------------|
| TOTAL MUNICIPAL PAYMENTS | \$ 985,999.43 |
| TOTAL TRUST PAYMENTS | \$ 700.01 |
| TOTAL PAYMENTS FOR PERIOD: | \$ 986,699.44 |

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

(a) OFFICERS

Nil

(b) ELECTED MEMBERS

Nil

12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Pursuant to Section 5.23 (2) of the Local Government Act 1995 the following Notice of Motion put forward from Cr Boulter is considered confidential as the matter deals with:

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting,

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

When Council dealt with this matter prior it recognised the above and treated the matter as confidential therefore the same logic should be applied if the matter is to be considered again.

8172 CAMARRI/DEAN

That Council close the meeting to members of the public to discuss the notice of motion.

CARRIED 7/0

The meeting was closed to the public at 6.35pm.

Members of the public, Works Manager, Manager Development Services left the meeting at 6.35pm.

BOULTER/PINKERTON

Notice of motion to rescind resolution 8001 and further, the builder be paid the balance owing to him as per invoice number 72, dated 5.5.08.

Procedural Motion

8173 DEAN/BOULTER

Signed:

Dated 28 May 2009

That the motion be put.

CARRIED 6/1

Councillors voting for the motion: Dunnet, Camarri, Taylor, Pinkerton, Dean and Boulter.

Councillor voting against: Lorkiewicz.

The motion was put

LOST 3/4

Councillors voting for the motion: Dunnet, Pinkerton and Boulter.

Councillor voting against: Camarri, Taylor, Dean and Lorkiewicz.

8174 CAMARRI/DUNNET

That Council authorise the CEO to pay Mr K Bird \$9,420 as a final payment for the Town Hall repairs comprising the following items:

| | |
|-----------------------------------|---------|
| Sill/door modifications: | \$500 |
| Valance fitted to Telecentre: | \$585 |
| Decking oil in place of sump oil: | \$450 |
| Error in contract documentation: | \$800 |
| Town Hall repairs | \$7,800 |
| Less amount for sink deletion | (\$715) |

CARRIED 5/2

Councillors voting for the motion: Camarri, Taylor, Dunnet, Pinkerton and Boulter.

Councillor voting against: Dean and Lorkiewicz.

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

Nil

14. CLOSURE OF MEETING

There being no further business to discuss the Shire President declared the meeting closed at 6.55pm.