



Shire of
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Minutes

Public Copy

Council Meeting held Thursday 25 February 2016

Unconfirmed

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Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4:15pm

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

ATTENDANCE:

Shire President: Cr A Dean

Deputy Shire President: Cr R Mellema

Councillors: C Gilbert, R Longmore, N Steer, A Slater, C Stevenson and P Fraser

Peter Clarke – Chief Executive Officer

Chris Wade – Manager Infrastructure

Tracie Bishop – Manager Corporate Services

APOLOGIES:

Nil

LEAVE OF ABSENCE:

Nil

VISITORS: Mr Len Gilchrist, Mrs Rita Stallard

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.
Nil

4. PUBLIC QUESTION TIME:

Public question time commenced at: 4:16pm.

Mr Len Gilchrist

Q1: Can Councillors individually sign a letter either agreeing or disagreeing with my statement made at the January 2016 Council meeting?

Shire President responded:

A1. It would be up to the individual Councillors but in my opinion – No.

Q2: Why not?

Shire President responded:

A2. No explanation is required for that question.

Mrs Rita Stallard

Q3. Can you please advise what the name of the new building that has just finished construction at the Recreation Precinct is?

Shire President responded:

A3. The Nannup Recreation & Community Centre.

Q4. What is the proposed use of this building?

Shire President responded:

A4. There are many uses that this facility can be utilised for. Be it sporting or leisure. It will be up to the individual users to decide this. The commercial kitchen will appeal for some users, the function area to others.

Q5. What is the hiring cost of using this facility?

Shire President responded:

A5. The cost is relative to that of the Town Hall.

Q6. The existing Recreation Centre has a hole between the wall and the roof as a result of the construction of this new facility. Can you please advise when this fault will be fixed?

Chief Executive Officer responded:

A6. I am unaware of this fault but am happy to meet with you on-site to inspect and remedy the solution.

Q7. Has all of the asbestos identified under the floor of the existing building been removed?

Manager for Infrastructure responded:

A7. Yes.

Q8. As part of the renovations to the actual recreation hall fixed louvres were installed to increase air flow. These louvres appear to be fixed and as a result when the weather is cooler make the hall very cold. Can these be adjusted to suit climate conditions?

Manager of Infrastructure responded:

A8. The louvres are fixed and cannot be adjusted. This was part of the original drawings completed by the architects employed. To remove and install adjustable louvres would be a considerable expense and would need to be included within budget considerations going forward.

Q9. Why was this model installed as opposed to moveable louvres?

Manager for Infrastructure responded:

A9. As mentioned above, it was part of the original drawing and was decided by the architects and previous management.

Q10. There have been a number of post-dated building approvals requested for buildings completed in the past. Was the current building approval process relevant for these works when they were constructed?

Shire President:

A10. Following your query prior to the meeting information has been obtained and yes, approvals were required. The Local Government Act of 1960 Part XV Section 373 and 374 required Building approvals being obtained prior to works being completed. A copy of this information can be provided to you at a later date if required.

Q11. At the last Council meeting it was decided that no dogs would be allowed on the golf course unless on a lead. Is this as a result of dog fights?

Shire President:

A11. No. It is more as a result of owners not having 100% control of dogs when off the lead and not being aware of where the dogs are relieving themselves. This can result in golfers being impacted when they then access these areas.

Q12. If the problem is ensuring that owners pick up after their animals would it be possible for bins to be provided for this purpose?

Shire President responded:

A12. No, the issue is not that responsible owners will pick up after their dogs it is more that if a dog is off the lead there is the opportunity for the dog to relieve themselves without the owner being aware.

Q13. Is it possible for dogs to have access to the nature reserves surrounding the golf course as an alternative?

Shire President responded:

A13. No, golfers often unintentionally hit into these reserves so the above concerns raised would remain.

Q14. On market days dogs often cause problems as a result of being on long leads and having the opportunity to become tangled with people. This is dangerous and could cause injury. Is it possible for the Ranger to show a presence on these days and make owners more responsible?

Shire President responded:

A14. Not aware of restrictions relating to length of leads but this matter will be investigated and acted upon.

Public Question Time finished at 4:35pm

5. APPLICATIONS FOR LEAVE OF ABSENCE
Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS
Nil

7. DECLARATIONS OF INTEREST

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

16017 STEVENSON/SLATER

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 28 January 2016 be confirmed as a true and correct record.

CARRIED (8/0)

16018 STEER/LONGMORE

That the Minutes of the Annual Electors Meeting held on Thursday 18 February 2016 be confirmed as a true and correct record.

CARRIED (8/0)

9. MINUTES OF COUNCIL & OTHER COMMITTEES

16019 MELLEMA/STEVENSON

9.1 Bush Fires Advisory Committee

That the Minutes of the Bush Fires Advisory Committee meeting held on Monday 1 February 2016 be received.

9.2 Audit Advisory Committee

That the Minutes of the Shire of Nannup Audit Advisory Committee held in Council Chambers on Thursday 18 February 2016 be confirmed as a true and correct record.

CARRIED (8/0)

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION
 Nil

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

Date	Meeting	Councillor
01/02/16	Bushfire Advisory Committee	Cr Mellema, Cr Stevenson, Cr Fraser
02/02/2016	Land Conservation District Committee – Dairy Farm Tour	Cr Longmore
03/02/2016	Local Emergency Management Committee	Cr Dean, Cr Longmore
05/02/2016	WALGA Biodiversity Group	Cr Longmore, Cr Fraser
10/02/2016	Blackwood Basin Group	Cr Longmore
11/02/2016	Warren Blackwood Alliance of Councils	Cr Dean
16/02/2016	SWGLMA	Cr Longmore
16/02/2016	LCDC General Meeting	Cr Longmore
18/2/2016	Audit Advisory Committee Meeting	Cr Dean, Cr Mellema, Cr Slater, Cr Steer, Cr Gilbert, Cr Fraser, Cr Stevenson, Cr Longmore
18/02/2016	Annual Electors Meeting	Cr Dean, Cr Mellema, Cr Slater, Cr Steer, Cr Gilbert, Cr Fraser, Cr Stevenson, Cr Longmore
23/02/2016	Warren Blackwood Alliance of Councils	Cr Dean, Cr Longmore

12. REPORTS OF OFFICERS

AGENDA NUMBER:	12.1
SUBJECT:	Annual Performance Appraisal – Chief Executive Officer
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Peter Clarke
FILE REFERENCE:	Personal File
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	15 February 2016

BACKGROUND:

In accordance with Section 5.38 of the *Local Government Act 1995* and the Chief Executive Officer's Contract of Employment, it is a requirement for Council to undertake an annual Performance Appraisal.

The CEO completes the first year of his 3 year Contract of Employment on Thursday, 3 March 2016.

COMMENT:

Clause 4 of the Contract of Employment states the processes for the conduct of the Appraisal which is detailed below:-

Clause 4.1 Adherence to Performance Criteria

The Officer agrees with the Council that the Officer must, in performing the Officer's obligations under this agreement, use every reasonable endeavour to achieve the agreed Performance Criteria Indicators as detailed in Annexure 2 of the Contract.

4.2 Performance Reviews

The Officer's performance pursuant to this Agreement will be reviewed by the Council annually during the term and more frequently if the Council or the Officer perceives that there is a need to do so. The Council must give the Officer at least 14 days notice in writing that a performance review is to be conducted.

4.3 Conduct of Performance Review

Any performance review will be conducted by the Council itself or on behalf by an independent facilitator mutually agreed between the Council and the Officer.

4.4 Procedure

A performance review conducted under this Clause 4 shall take the format of the following procedure:

- (a) as soon as practicable after receipt of notice pursuant to Clause 4.2, the Officer will prepare a report assessing the Officer's own performance of the Officer's obligations under this document measured against the Performance Criteria;
- (b) the Officer will present his report to the Council, and be available for interview;
- (c) within one month of the conclusion of the performance review the Council shall prepare a report, in consultation with the Officer, to be signed by both the Council and the Officer, with such a report to include:
 - (i) any conclusions about the Officer's performance during the period the subject of the performance review;
 - (ii) any proposal by either party to vary the Performance Criteria as a consequence of the performance review and any comments by the Officer on any such proposal;
 - (iii) any directions or recommendation made to the Officer in relation to future performance by the Officer of the Officer's obligations under this document; and
 - (iv) details of the extent, if any, to which the Officer disagrees with any statement in the report.

The CEO has prepared a report to Council in accordance with Clause 4.1 of the Contract and will forward same to Councillors prior to the Performance Review being conducted.

STATUTORY ENVIRONMENT:

Section 5.38 of the *Local Government Act 1995* relating to annual reviews of certain employees' performances states the following:-

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

RECOMMENDATION:

That Council conducts an annual review of the CEO's performance in accordance with Section 5.38 of the *Local Government Act 1995* and Clause 4 of the CEO's Contract of Employment and for this to be undertaken prior to the March 2016 Ordinary Meeting to allow an appropriate Report to be presented to Council on the Review process.

VOTING REQUIREMENTS: Simple Majority

16020 GILBERT/STEER

That Council conducts an annual review of the CEO's performance in accordance with Section 5.38 of the Local Government Act 1995 and Clause 4 of the CEO's Contract of Employment and for this to be undertaken prior to the March 2016 Ordinary Meeting to allow an appropriate Report to be presented to Council on the Review process.

CARRIED (8/0)

AGENDA NUMBER:	12.2
SUBJECT:	Compliance Audit Return 2015
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Department of Local Government and Communities
FILE REFERENCE:	ADM 14
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	15 February 2016
ATTACHMENT:	12.2.1 - 2015 Annual Compliance Audit Return

BACKGROUND:

Council is required by section 14 of the Local Government Audit Regulations 1996 to complete a Compliance Audit Return each year covering the period 1 January to 31 December. The Compliance Audit Return is to be:

1. Presented to Council at a meeting of the Council.
2. Adopted by the Council.
3. The adoption recorded in the minutes of the meeting at which it is adopted.
4. Signed by the Shire President and Chief Executive Officer and returned to the Department of Local Government with a copy of the Council minutes of the meeting at which it was received.
5. Submitted to the Department for Local Government by 31 March each year.

The Return must also be reviewed by the Audit Committee prior to its adoption by Council.

COMMENT:

The Annual Compliance Audit Return contains 87 questions of which:

- 56 were complied with;
- 31 were not applicable to the Shire of Nannup during the year under review.

There were no areas of non-compliance detected.

As per the *Local Government Audit Regulations 1996*, the Return was submitted to the Audit Advisory Committee meeting for review, which was held on Thursday, 18 February 2016.

STATUTORY ENVIRONMENT:

Section 14 of the *Local Government Audit Regulations 1996*

- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

RECOMMENDATION:

That Council adopts the Local Government Compliance Audit Report for the Shire of Nannup for the period 1 January 2015 to the 31 December 2015, and authorises the Shire President and CEO to sign and submit the report to the Department of Local Government as required.

VOTING REQUIREMENTS: Absolute Majority.

16021 MELLEMA/LONGMORE

That Council adopts the Local Government Compliance Audit Report for the Shire of Nannup for the period 1 January 2015 to the 31 December 2015, and authorises the Shire President and CEO to sign and submit the report to the Department of Local Government as required.

CARRIED BY ABSOLUTE MAJORITY (8/0)

AGENDA NUMBER:	12.3
SUBJECT:	Nannup Music Festival - Annual Funding Assistance Request
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Nannup Music Club Inc.
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	15 February 2016

BACKGROUND:

Ms Deanne Shade, Chairperson of the Nannup Music Club Inc., writes to Council as a follow-up to the Club's Expression of Interest for the old Kindergarten building and recent discussions with the Shire President and CEO regarding the Club's current budget situation.

Ms Shade advises that the Music Festival provides substantial income revenue for the town and community members. Feedback from local businesses indicates that over the Festival weekend business is magnified substantially. Local accommodation is booked out well in advance, hospitality businesses are extremely busy and the cultural opportunities on offer for all ages are a much needed experience for the local community. The Music Club and Festival also bring about opportunities for employment and volunteering experience for locals.

Ms Shade indicates that pending the decision of Council regarding their EOI for the Kindergarten building, the Club acknowledges that regardless of the outcome, they will be expected to honour the current rental agreement and understand this is an important revenue stream for the Shire.

Ms Shade advises that in order for the Nannup Music Festival to remain viable, the Club is requesting more in-kind and monetary support from the Shire of Nannup. Current financial forecasts indicate that the Club will make no profit for the 2016 Festival with the Club being forced to eat into their savings which may result in the Festival no longer continuing into the future.

The Nannup Music Club trusts that Council considers the funding proposals for the benefit of the community and its members and hopes that the Club will continue to work closely with Council to achieve the best possible outcomes for all concerned.

COMMENT:

The Nannup Music Club has advised that they would like Council to consider the following in relation to ongoing support:-

- Continuation of the \$20,000 financial contribution;
- The Music Club honouring the agreement to pay \$12,000 rent for their existing premises; and
- The remaining \$18,800* in costs normally paid to the Shire of Nannup be provided by way of in-kind support.

The Nannup Music Club has provided the following breakdown of their costs paid to the Shire of Nannup associated with the conduct of the Festival:-

Nannup Shire – Costs for Nannup Music Festival:

1. Venue Hire	\$ 1000*
2. Support Costs	\$17800*
3. Camping Licence	\$ 100
	\$18900

Admin Shire Expenses:

1. Rent	\$11000
2. Shed Rent	\$ 500
3. Shed Donation	\$ 500
	\$12000

Camping:

1. Hire of Rec Centre	\$ 500
2. Camping Fees	\$ 91
3. Camping fees	\$ 550
	\$ 1141

Paid to Shire Total: \$ 32041 without GST

The Nannup Music Club Inc., has advised that the ability to source grant funds has diminished considerably since the inception of the Festival. The following grant funds that the Club originally received no longer exist:-

- Healthways **\$5,000** (was between \$15,000 and \$25,000 in 2013)
- Festival Australia **\$10,000**
- National Program for Excellence in Arts **\$10,000**
- Department of Culture and Arts **\$27,000**
- Australia Council **\$50,000**

The above totals **\$102,000** of funding that can no longer be sourced due to Governments withdrawing these programs or changing criteria.

The Club was successful however in obtaining a **\$5,000** every year for 4 years via a New Country Arts grant program.

The Club has also indicated that they are not the only Festival facing difficulty in the above regard and it has also been advised that the Bridgetown Blues and Fairbridge Festivals are also under threat due to a lack of grant funding.

The Music Club increased their ticket prices for the 2016 event which has helped them balance things slightly but they are eating into their reserve funds. The Club has advised that the increase in ticket prices will cover the 2016 Festival and whilst the Club will look at fundraising after the 2016 Festival, it will not cover future events. The Club has advised that they will continue to apply for any grant funding opportunities but they are limited.

The Nannup Music Festival is a major event on Nannup's annual calendar and attracts many visitors to the Shire and benefits the local economy significantly. To see such an established and successful event struggle financially through no fault of the Music Club is concerning.

The following proposal put forward by the Club to assist it in staging Festivals beyond 2016 does mean that Council will forego \$17,800 in annual income but this could be considered as a small contribution in order to keep the Festival viable.

- Continuation of the \$20,000 financial contribution;
- The Music Club honouring the agreement to pay \$12,000 rent for their existing premises; and
- The remaining \$18,800 in costs normally paid to the Shire of Nannup be provided by way of in-kind support.

Council will commence its 2016/2017 Budget planning in late March/early April 2016 and it should know whether it could accommodate covering the request for in-kind works during this process. Until then, it is suggested that Council acknowledges the request received and advises the Nannup Music Club accordingly.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Subject to 2016/2017 Budget deliberations.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community Leadership - Strategy 5.1, Lead, Listen, Advocate, Represent and Provide and Support Existing and Emerging Community Groups.

RECOMMENDATION:

That Council:-

1. Acknowledges the request received from the Nannup Music Club Inc., seeking Council support in providing in-kind works as opposed to charging for same for the conduct of the annual Nannup Music Festival and advises that consideration will be given in the 2016/2017 Budget deliberations for this level of financial support however, no guarantees can be given at this stage.
2. The Nannup Music Club submits its total Balance Sheet at the conclusion of the 2016 Festival in order that Council can assess its current financial position with the view to consideration of additional financial support for the 2017 event.

VOTING REQUIREMENTS: Simple Majority

16022 MELLEMA/STEER

That Council:-

1. ***Acknowledges the request received from the Nannup Music Club Inc., seeking Council support in providing in-kind works as opposed to charging for same for the conduct of the annual Nannup Music Festival and advises that consideration will be given in the 2016/2017 Budget deliberations for this level of financial support however, no guarantees can be given at this stage.***
2. ***The Nannup Music Club submits its total Balance Sheet at the conclusion of the 2016 Festival in order that Council can assess its current financial position with the view to consideration of additional financial support for the 2017 event.***

CARRIED (8/0)

AGENDA NUMBER:	12.4
SUBJECT:	Proposed Dog Exercise Areas
LOCATION/ADDRESS:	Nannup Town Site
NAME OF APPLICANT:	
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	15 February 2016

BACKGROUND:

At the January 2016 Ordinary meeting of Council the following was resolved in respect to proposed Dog Exercise areas.

16007 GILBERT/SLATER

That following consideration of the submissions received in respect into proposed Designated Dog Exercise Areas within the Nannup town site, Council identifies the following land to be "Specified Areas" for the purpose of exercising dogs off the lead in accordance with Section 3(A) of the Dog Act 1976:-

- *"The Public Transport Authority of WA land leased to the Shire of Nannup that commences 60 metres south of the Foreshore Park toilets and which runs parallel to the River terminating at the old Railway Shed; and*
- *"Reserve 42287 being the Old Girl Guides Hall area vested in Council for the purpose of Recreation".*

In relation to the Specified PTA Area, this is to remain in force until the termination/renewal of the Lease in 2024. In allocating the Specified Areas, Council advertises same in the local "Telegraph" newspaper and erects appropriate signage at various locations along the route

AMENDMENT TO THE AMENDMENT:

MELLEMA/LONGMORE

That the intent of the Amendment be supported however in relation to "Reserve 42287" being supported as a Specified Area, this matter lay on the table until further consultation is undertaken with landholders in the vicinity of the Reserve.

COMMENT:

Following the January Ordinary meeting the CEO contacted Councillors on Monday, 1 February to advise that Reserve 42287 was located outside of the Nannup town site boundary and as the *Dog Act 1976* does not provide for

Specified Areas that fall outside of a town site boundary, Reserve 42287 can be utilised for this purpose.

STATUTORY ENVIRONMENT:

Section 31 of the *Dog Act 1976* Relation to Control of Dogs in Certain Public Places

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community Leadership - Strategy 5.1, Lead, Listen, Advocate, Represent and Provide

RECOMMENDATION:

That as Reserve 42287 is located outside of the Nannup town site boundary, it does not apply to Specified Areas in accordance with the *Dog Act 1976* and therefore, the following Designated Dog Exercise Area in the Nannup town site nominated at the January 2016 Ordinary meeting be reconfirmed as follows:-

“The Public Transport Authority of WA land leased to the Shire of Nannup that commences 60 metres south of the Foreshore Park toilets and which runs parallel to the River terminating at the old Railway Shed”.

VOTING REQUIREMENTS: Simple Majority

PROCEDURAL MOTION

SLATER/

That this matter lay on the table for further investigation.

THE MOTION LAPSED FOR THE WANT OF A SECONDER

16023 GILBERT/MELLEMA

“The Public Transport Authority of WA land leased to the Shire of Nannup that commences on the southern edge of the service road approximately 60 metres south of the Foreshore Park toilets and which runs parallel to the River terminating at the northern border Ford Way”.

CARRIED (7/1)

Cr Stevenson voted against the motion

AGENDA NUMBER:	12.5
SUBJECT:	Nannup Kindergarten Building – Expressions of Interest (EOI) for Proposed Usage
LOCATION/ADDRESS:	Reserve 29142 “Civic Centre Purposes” - Adam Street, Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 35
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	16 February 2016

BACKGROUND:

At the January 2016 Ordinary Council meeting the EOI's received for use of the vacated Nannup Kindergarten Building were presented to Council. Based on a number of factors relating to the proposed usage of the three applicants, the following was resolved by Council.

16011 DEAN/MELLEMA

That Council authorises the CEO to further negotiate with the Nannup Music Club, the Nannup Men's Shed Group and Ms Evans regarding their particular EOI's to determine the type of infrastructure proposed to be erected on site and intended modifications to the building to ascertain whether this meets local Heritage and Planning requirements. Following these negotiations, the CEO is to report back to Council on his findings in order for a decision to be made on the future use of the building.

CARRIED (8/0)

COMMENT:

During the course of the month the CEO has met with the three applicants to discuss their EOI's.

- ***Mrs Rosemary Evans – Proposed Life Skills Centre***

Whilst Mrs Evans would like to pursue a Life Skills Centre in the future, she indicated that the timing is not right and many other factors/investigations need to be undertaken and therefore, indicated that she would not be pursuing the use of the Kindergarten Building.

- **Nannup Music Club – Proposed Alternate Offices**

The Music Club advised that the main reason that they were seeking alternative premises was related to storage and the lack of it at their current location. The Music Club did advise that if other options could be found for storage of their equipment etc., they would re-consider their EOI.

In discussions with the Manager for Infrastructure it has been agreed that if the Music Club sourced a sea-container for storage it could be located at the Shire Depot on the proviso that it would be for storage of the Club's equipment from year to year and there would not be continual access to the container.

Based on the above agreement, the Music Club will remain at their current location, which in the opinion of the CEO is the preferred option as the Club has a higher profile in this location.

- **Nannup Men's Shed – Proposed Interim Base for Men Shed Activities**

The CEO met with representatives of the Nannup Men's Shed to discuss their EOI. The Men's Shed formed in December 2014 and have been searching for a suitable premises but unfortunately nothing suitable has been found, or costs have prohibited possible options.

The Men's Shed consider that the old Kindergarten Building would be suitable for their operations in the short term until suitable premises are obtained. It would also provide them with a base to strengthen their membership and undertake community activities and promote Men's health. The CEO did stress that normal Men's Shed activities would be limited at this site as the building's facilities are somewhat limited in this regard.

The CEO raised possible rental arrangements however, only being a fledgling organisation and with minimal finances, the Men's Shed would be seeking a peppercorn rental on the premises.

STATUTORY ENVIRONMENT:

Section 3.58 of the *Local Government Act*, relating to leasing premises and Section 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* relating to exemptions to disposal of property.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Annual revenue for rental of the premises would be lost as the Men's Shed are seeking a Peppercorn rental.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community Leadership - Strategy 5.1, Lead, Listen, Advocate, Represent and Provide and Support Existing and Emerging Community Groups.

RECOMMENDATION:

That based on the negotiations with those that submitted Expressions of Interest for use of the old Kindergarten Building, and the withdrawal of two of the Interests, Council grants use of the facility to the Nannup Men's Shed for a period of 24 months at a Peppercorn rental and that an Occupancy Agreement be prepared to set parameters regarding use of the building.

VOTING REQUIREMENTS: Simple Majority

16024 LONGMORE/MELLEMA

That based on the negotiations with those that submitted Expressions of Interest for use of the old Kindergarten Building, and the withdrawal of two of the Interests, Council grants use of the facility to the Nannup Men's Shed for a period of 24 months at a Peppercorn rental and that an Occupancy Agreement be prepared to set parameters regarding use of the building.

CARRIED (8/0)

AGENDA NUMBER:	12.6
SUBJECT:	Busselton-Margaret River Airport (BMRA) – Request for Letter of Support
LOCATION/ADDRESS:	
NAME OF APPLICANT:	City of Busselton
FILE REFERENCE:	ADM 32
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	16 February 2016

BACKGROUND:

The Director of Community and Commercial Services with the City of Busselton has written to Council to advise that the City is preparing an application to the National Stronger Regions Fund (NSRF) – Round 3 to further develop BMRA airside infrastructure to enable international freight services to South East Asia. While the focus of this application is for international air freight services it is expected, in turn, to encourage international Regular Passenger Transport (RPT) services in the medium term.

The City advises that in support of the application, it is working with the South West Development Commission and regional producers to quantify the level of supply to support a sustainable regular service. The City is also working with air freight services providers to further explore such opportunities in anticipation that a level of support can be provided to the City's application.

To ensure a robust application the City would like to include confirmation of support from a range of key stakeholders across business, industry and government. Therefore the Director seeks Council assistance by returning a letter of support for a regular international freight service at the BMRA.

COMMENT:

Applications for Round 3 of the NSRF close in mid-March and the City of Busselton would appreciate a letter of support prior to closure.

It is considered that regular international freight services at the BMRA, particularly to South East Asia would be advantageous to business and industry in the South West region and could open up additional industry if the regular service was available.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Economy - Strategy 2.1, Encourage and Support more Industry, Businesses and Employment.

RECOMMENDATION:

That Council provides a letter of support to the City of Busselton for their funding application to the National Stronger Regions Fund to further develop the Busselton-Margaret River Airport airside infrastructure to enable international freight services to South East Asia.

VOTING REQUIREMENTS: Simple Majority

16025 SLATER/MELLEMA

That Council provides a letter of support to the City of Busselton for their funding application to the National Stronger Regions Fund to further develop the Busselton-Margaret River Airport airside infrastructure to enable international freight services to South East Asia.

CARRIED (8/0)

AGENDA NUMBER:	12.7
SUBJECT:	Budget Review 2015/16
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	14 February 2015
Attachments:	12.7.1 – Budget Amendments 12.7.2 – Nannup Recreation Centre Reconciliation to 31 January 2016 12.7.3 – Main Street Upgrade Reconciliation to 31 January 2016

SUMMARY:

As per the Financial Management Regulations 1996 Section 33A a review of a Local Governments annual budget must be completed between 1 January and 31 March each year. The following item allows the Shire of Nannup to reach compliance within this area.

There are some variances expected from the original estimates of the Budget which was adopted at the June 2015 Ordinary Council Meeting. These are largely as a result of timely and prudent savings by officers. Although there are overspends identified and shown within Attachment 12.7.1, these are covered by identified underspends also shown within the same attachment.

Based on the current financial information that is available it is anticipated that for the 2015/16 financial year the Shire of Nannup may finish this year as initially reported within the Financial Budget adopted at the June 2015 meeting.

COMMENT:

The statutory requirement for the budgetary review is relatively limited and simply requires the Council to evaluate the likely position at the end of the current financial year. The information supplied below attempts to identify where variances are expected to occur as a result of current movements of spending and revenue streams.

Anticipated Outturn for 2015/16

Councillors will see from the budget monitoring reported within the February 2016 Council meeting that as at 31 January 2016 it is expected that there will be nil movement overall to the budget as a result of over and underspends identified. This is the product of careful monitoring within all areas which will see the outturn for the year predicted to meet expectations. Movements of note within the schedules are shown below:

Capital Income/Reserve Contributions

1. Expenditure on the Recreation Centre has resulted in funding required exceeding income identified. As per previous Council resolutions, these overspends will now require an Asset Management Contribution to cover the remaining costs. Shown at Attachment 12.7.2 is the total cost for the project with the final costing for the project within the 2015/16 financial year being \$1,205,344. Total income for the 2015/16 year for this project was \$1,045,884. This has resulted in an overspend of \$159,460.

As per Council Resolution 9268 below from the October 2015, this overspend was previously reported and the following resolution carried:

9268 DEAN/GILBERT

That Council:

1. *Receives the September 2015 progress report for the Nannup Recreation and Community Precinct Project.*
2. *Endorses the transfer of up to \$159,500.00+GST from the Asset Management Reserve account, for the Nannup Recreation Centre Project.*

Request the Chief Executive Officer to provide the Council with a detailed report and exact amount to be transferred once the final amount is known.

CARRIED BY ABSOLUTE MAJORITY 5/2

2. Plant Reserve contribution – Within the 2015/16 budget there was an allocation from this reserve to cover the three identified pieces of plant due for replacement. Once quotes were received the contribution required to fund the changeover from old to new has reduced resulting in a \$47,500 reduction required. However as this is a direct contribution for replacement there is no effect shown within the budget, only within the balance of the Plant reserve account.
3. Mowen Road Income – At the time of budget preparations this income was not known. Overall the impact on the budget for 2015/16 will be a nil effect

with all monies received being spent within the period. Total grant income received \$150,000.

Capital Expenditure

1. Caravan Park Upgrade – As part of the agreement reached in the leasing out process of the caravan park the Shire of Nannup agreed to fund various capital works to bring the Caravan Park up to regulation. This agreement required a contribution of \$20,000 to be forwarded to the lessees from the Shire of Nannup. At the October 2015 Ordinary Meeting of Council it was proposed:

The inclusion of \$20,000 in the 2015/16 budget of unauthorised expenditure:

- \$17,000 from anticipated savings due to staff reductions
- \$3,000 from Main Street Reserve.

Resolution 9300 from that meeting resolved:

9300 LONGMORE/GILBERT

That as per Recommendation 9121 from the January 2015 Council Meeting the amount of \$20,000 be paid to the lessees of the Caravan Park to cover costs associated with the building of the ablution block and removal of the asbestos shed.

This unforeseen budgeted amount will be taken into consideration as part of the budget review in February 2016.

CARRIED 8/0

No reserve funding will be required.

2. Administration Door upgrade – Grant funding of \$39,773 was sourced through WALGA within this year for installation of electronic doors at the Shire of Nannup offices. This funding is to assist residents to easily access facilities and services located within the building. Total cost of replacing the doors required a Shire of Nannup contribution of 5,000. Council resolved at the November 2015 to approve the grant and therefore make the contribution required.

9319 STEER/MELLEMA

That Council endorse the actions of the Chief Executive Officer in accepting the Community Infrastructure Program grant of \$43,750.00 from the Western Australian Local Government Authority.

That Council contributes \$5,000.00 towards this project from the Asset Management Reserve.

CARRIED BY ABSOLUTE MAJORITY 7/0

3. Purchase of laneway – Arrangements are now well underway for the purchase of the laneway namely Lot 66 –Linking Walter Street to Adam Street. As per Resolution 16009 at the January meeting the total cost for this variation to the budget is estimated to be \$1,000 plus works in kind.

16009 SLATER/STEER

That Council agrees to undertake in-kind works at the Nannup Catholic Church site by undertaking the scope of works for improved access and construction of a designated gravel parking area to facilitate the transfer of Lot 66 from the Catholic Church to the Shire of Nannup. Council also agrees to reasonable and proper costs of and incidental to the preparation and conveyance of the laneway to the Shire including stamp duty, and any other fees or charges associated with the transfer of land.

CARRIED (8/0)

4. Recreation Centre Upgrade – The cost of this project and the further contribution required is shown within the Capital Income section of this Agenda item.
5. Refurbishment of the Community Space – This project was run in tandem with the Recreation Centre upgrade. As a result of the Sportsman's club vacating this room the opportunity to refurbish and create a valuable meeting space was realised. Total cost of these works which have included a new kitchenette being installed, ceilings, doors and carpets replaced air-conditioning installed, new ramps built into the sporting facility and a general clean up throughout the whole recreation centre. This has resulted in an unbudgeted \$50,000 being spent. These costs are covered as a result of savings within the budget in other areas.
6. Transport - Mowen Road – Grant income has been sourced for final works to this road. Implications to the budget are nil as all works completed are covered by grant income received.
7. Main Street Upgrade – Stage one of this project has now been completed under budget. There are a few outstanding items to be completed and accounted for one of which is a disputed transaction for hire of traffic management. Quotes were obtained prior to engagement and used as the basis for budgeting within this area however a change of staff within the traffic management organisation has resulted in additional costs being added to our account. These costs are not seen as credible and so are being disputed. Further meetings between all parties will hopefully resolve this dispute. Attachment 12.7.3 shows a breakdown of spending on this project to date as well as anticipated final position of a surplus of between

66,655 and \$26,655 depending on the outcome from the disputed transactions. This can be held within the remaining Main Street reserve for stage two of this project.

Operating Income:

1. General Purpose - Decreases in this schedule are expected with reductions in Department of Transport transactions by \$5,000, possibly as a result of people utilising the internet option of payment. Decreases in investment income of 50,000 is also expected. This decrease in interest revenue is attributed to lower amounts of grant funding held and lowering interest rates overall.
2. Governance – Hire fees for the Shirley Humble room are not expected to meet expectations. At this point in time they are only at 10% of estimation. Given that the total income realised from this area of revenue is only \$500 per annum this is not expected to be of great consequence.
3. Law & Order – Animal registrations are expected to differ from budget expectations. Dog registrations have already exceeded expectations with an additional \$2,500 expected from this area. Cat registrations however are lower with the outcome expected to be reduced revenue of \$700.

The Community Emergency Services Officer position is expected to have a variation this financial year. The current financial arrangement is a 70:30 split between DFES and the Shire of Nannup as opposed to the historical split of 80:20. Looking at expenses for this financial year this will result in a decrease in income from DFES of \$2,800.

Ranger Infringement's issued – This will exceed budgeted revenue. It is as a result of more dog related issues this year requiring court appearances. Total excess revenue expected will be \$1,500 over budget.
4. Health – This year a general licence fee was introduced within this schedule. Additional Income is expected to be over budget by \$6,000.
5. Education and Welfare – The Seniors grant included within the 15/16 budget has not been sourced. Loss of revenue from this area is \$2,000 under budget.
6. Housing – Rental income for the year is lower than expectation as a result of staff houses remaining unrented for a period of the year. All properties are now fully leased. Total loss of earning is expected to be \$8,000.
7. Community Amenities – All variations within this schedule have resulted in increased income and relate to waste management. Overall an increase of \$6,400.
8. Economic Services – As previously reported the income received as part of the lease agreement of the caravan park is higher than anticipated. Overall an increase of \$3,000.
9. Recreation & Culture – Community Sheds income of \$600.

10. Transport – Sale of materials has resulted in an increase of \$1,000.

Operating Expenses:

1. Governance – There has been both over and underspends within this area. Overspends relate to donations to fire affected areas as per Council resolution 16006 shown below:

16006 FRASER/MELLEMA

That Council donates \$1,000 each to the Shires of Esperance, Waroona and Harvey to assist them in the recovery phase following the recent devastating bush fires and that to compensate for the overspend on the 2015/2016 Budgeted amount for donations, this be addressed during the 2015/2016 Budget Review.

CARRIED BY ABSOLUTE MAJORITY (8/0)

Further overspends are expected as a result of a requirement to complete a financial management review; A higher reliance on external support for IT related issues incurred this year will require an additional \$5,000 contribution and increased costs associated with postage, advertising and vehicle costs may see a \$6,000 overspend.

Underspends have been noted and are expected with employee costs as a direct result of the restructure currently being trialled expected to yield a \$10,000 saving, and by the community strategic plan being a desktop only exercise this year saving \$4,000.

2. Law & Order – Savings are expected with the maintenance of the firebreaks by \$5,000 overspends are noted with equipment purchases for the new ranger position \$6,000.
3. Health – A small overspend with water testing.
4. Education & Welfare – There is a significant saving of \$20,000 expected as a result of not replacing the youth officer which is offset to a portion by an overspend within the heritage trail expenditure \$3,200.
5. Community Amenities – The largest saving at this stage of the financial year is anticipated as a result of less reliance on Town Planning consultancy with savings expected of \$60,000. Savings are also expected within the cemetery operations \$5,000.
6. Recreation & Culture – Spending to our Parks & Gardens are less than expected with savings of \$16,000 anticipated and as previously noted there is an overspend to maintenance at the Old Roads Building by \$4,000.
7. Transport – Savings are expected within maintenance at the Depot to the sum of \$3,000.

Long Term Financial Position

The Long Term Financial Plan (LTFP) was formally adopted by Council at the June 2013 Council meeting. Identified within this document was the fact that despite the Shire of Nannup having a history of prudent financial management and of making difficult decisions when the need arises, this stability is being threatened by a projected reduction in capital grants that are supporting ongoing revenue expenditure.

The predominance of capital grant income as a main contributor to overall council income has reduced with the completion of capital projects since the initial LTFP was prepared. This reduction in capital grants continues to put pressure on the other income streams, the most significant of which remains the rate income as the balancing point between expenditure and shortfall. The reason for this pressure and the resulting shortfall experienced that remains after capital projects are finished is that fixed overheads and other operational costs remain, regardless of current work projects being operational or capital, and these costs must now be borne from other sources i.e. rate income. Built into budgets going forward has been an increase in the level of overheads assigned to both wages and plant and this increase in overheads requires funding from the rate income. Within the 2016/17 budget it is anticipated that the level of overheads required will remain constant and will therefore not require additional rate income over and above those already in place. However should the shortfall be significant there is still the option to use funds held within the Rates Equalisation Reserve.

A full review of the Long Term Financial Plan will be completed within the coming weeks and reported back to Council within the budgetary process for 2016/17.

Asset Management Plan

The Asset Management Plan (AMP) was formally adopted by Council at the June 2013 Council meeting. Within this document it was acknowledged that the replacement value of all Council owned buildings is \$17,378,000. This figure will be revised over the coming months to reflect valuations currently being arranged to take place within March/April this year. As per statutory requirements, all assets need to be revalued within a three year period. The majority of our land and buildings were last revalued within the 2014/15 financial year. The AMP is currently in the process of being updated to reflect these new valuations. Within the current financial year a revaluation will be completed on our roads networks.

Based on the current AMP, over the next ten years the costs associated with maintenance and repairs to these assets is estimated to be \$1,811,343. This will require an annual revenue contribution of \$181,134. Due to the level of capital expenditure that was identified within this period, for this year that contribution was lowered to \$130,000.

Sustainability of Reserves

The Council maintains a number of reserves to meet recurrent capital expenditure requirements and other liabilities, such as long service leave. The budgeted position of these reserves is as follows prior to the budget review:

Reserve	Opening Bal 1.7.15 \$	Budgeted Additions \$	Budgeted Payments \$	Variations To Reserve Funds \$	Closing Bal 30.6.16 \$
Long Service Leave	189,395	27,400	(19,500)		216,795
Plant	506,991	112,300	(292,000)		327,291
Recreation Centre	151,080		(151,080)		0
Office Equipment	50,669	15,100			65,769
Main Street Upgrade	956,416	4,500	(832,000)	26,655	155,571
Land Fill Site	41,140	10,200			51,340
Gravel Pit	20,000	20,000			40,000
Emergency Management	53,298				53,298
Aged Housing	21,322				21,322
Asset Management	420,020	132,500	(20,000)	(164,460)	368,060
Rate Equalization	100,000	2,500	(50,000)		52,500
Total	2,510,331	324,500	(1,295,080)	(137,804)	1,351,946

The above table is reflective of additions and payments agreed as part of the budgetary process completed in June 2015. Dependent on Council resolution at today's meeting these amounts may change marginally. Overall, Council's reserve funds represent a strong and sustainable position going forward.

Risks

The Council's immediate financial position is relatively strong but this must be considered in the light of limited information on future expenditure needs and the impact that these would have on the rate liability.

The initial work on the Long Term Financial Plan will need to be revisited and updated to address this issue. This will be reported to Council at the March meeting.

The impact from Council's decision to lease out the running of the Brockman Street and Riversbend caravan parks has resulted in a decrease in risk associated with the expenditure of this facility. The lease agreement is based around a 20 year lease with income being 5% of estimated turnover each year due July 1. This

will then be compared to audited statements at the close of each year and adjustments made where necessary. Based on the fact that expenditure for this facility has now been dramatically reduced to cover only insurance this change in the running of this facility reduces the risk dramatically.

Other risks identified at last year's budget review have been mitigated and the underlying financial position remains strong.

Conclusions

Despite the numerous variations shown within this budget review there is no expected variance between the actual and the estimated outturn for 2015/16.

Once the budget is amended to include the unanticipated spending shown on Attachment 12.7.1, based on the performance in the first six months of 2015/16 it is projected that the budgetary position predicted will remain.

The Long Term Financial Plan will be updated and refined to inform the 2016/17 budget and to comply with the requirements of the Integrated Planning Framework within the near future. And the Asset Management Plan will be revised to reflect current trends identified within the revaluation.

The overall reserve position is strong and supports Council's decision to ensure that it is in a good position to address potential capital projects identified by the community.

The work to complete the 2016/17 budget will commence within the following period and Officers anticipate that with the inclusion of the various workshops arranged over the coming months that Council will be in a position to make an informed decision relating to the budget by the June 2016 Council meeting. This will enable officers to implement the budget and raise rates at the beginning of the 2016/17 financial year. This should place Council in a strong financial position moving forward.

STATUTORY ENVIRONMENT:

Sub-section 2A of the Regulations requires the Council to:

- (a) Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) Consider the local government's financial position as at the date of the review; and
- (c) Review the outcomes for the end of that financial year that are forecast in the budget.

POLICY IMPLICATIONS: None

FINANCIAL IMPLICATIONS: That the budget raised for the 2015/16 financial year remains consistent with current spending and it is anticipated that the end of year position will be a balanced as per initial budget.

STRATEGIC IMPLICATIONS: None

Cr Longmore and the CEO left the meeting at 5:27pm

RECOMMENDATION:

That Council endorses all variances shown within this report and attachments as part of the annual Budget Review for the 2015/16 financial year required to remain compliant with statutory obligations.

VOTING REQUIREMENTS: Absolute Majority.

Cr Longmore and the CEO returned to the meeting at 5:30pm

16026 GILBERT/FRASER

That Council endorses all variances shown within this report and attachments as part of the annual Budget Review for the 2015/16 financial year required to remain compliant with statutory obligations.

CARRIED BY ABSOLUTE MAJORITY (8/0)

AGENDA NUMBER:	12.8
SUBJECT:	Budget Monitoring – January 2016
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	15 February 2016
ATTACHMENTS:	12.8.1 – Financial Statements for the period ending 31 January 2016 12.8.2 – Table Showing Detailed Variances for January 2016

BACKGROUND:

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$5,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.8.1.

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

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

COMMENT:

As part of Council's statutory compliance an annual review of the financial budget has now been completed and is contained as a separate item within the agenda. These trends will continue to be monitored throughout the year with only new variances reported each month. For detailed explanations about these variances please refer to Agenda Item 12.7 – Budget Review.

Attachment 12.8.2 provides detailed breakdowns of income and expenditure incurred within the period 1 July 2015 and 31 January 2016 and the associated annual budgets. These are broken down into four columns. The annual budget

within the schedule, the budgeted year to date figures, actual spend to date and variance between budgeted year to date and actual.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulation 34(1)(a).

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

It is recommended that the Monthly Financial Statements for the periods ending 31 January 2016 be received.

VOTING REQUIREMENTS: Simple Majority

16027 STEVENSON/FRASER

It is recommended that the Monthly Financial Statements for the periods ending 31 January 2016 be received.

CARRIED (8/0)

AGENDA NUMBER:	12.9
SUBJECT:	Budget Workshop Timetable 2016
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	16 February 2016

BACKGROUND:

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

As part of our obligation to produce an operating budget that will allow Council to meet financial needs for the upcoming year, workshops between Officers and Councillors are conducted. Through this process we are able to look at the areas of concern for Councillors and works anticipated by Officers as well as ensuring that necessary costings have been identified and included in the budget going forward.

COMMENT:

The timetable for compiling the 2016/17 budget is set out below. Last year's timetable completed was considered exhaustive in ensuring that Councillors are up to speed with the processes completed in order to arrive at the end figure required to be raised from rates. For the 2016/17 year it is therefore proposed to decrease the number of workshops required. The actual timetable is shown below however should additional workshops be required these can be built in to the timetable on an 'as needs' basis. It is anticipated that the complete budget process including the Rate in the Dollar workshops should be completed by the end of May to allow the adoption of the financial budget for the 2016/17 year to be included within the June 2016 Ordinary meeting of Council.

Councillors are also encouraged to come in and see Officers if they have any areas of concern or have questions relating to the budget process overall.

**Shire of Nannup
Ordinary Council Meeting Minutes: 25 February 2016**

Financial Workshop Schedule 2016/17 Year		
Activity	Date	Description
LTFP Presentation	31/03/2016	First Presentation to Councillors, broad overview of LTFP implications. This workshop will be held within the information session preceeding Council Meeting.
First Officer Workshop	8/03/2016	
Second Officer Workshop	15/03/2016	
Road Inspection	23/03/2016	
First Formal Councillor Base Budget Workshop	5/04/2016	First workshop for Councillors allowing Councillors to go over budget considerations put forward from officers
Second Formal Councillor Base Budget Workshop	19/04/2016	2nd budget following on from queries raised within 1st workshop.
First Rate in the Dollar Workshop - Councillor level	3/05/2016	It is anticipated that budget considerations will have been finalised ready for Council meeting in June and this meeting will be looking at the preferred Rate in the Dollar options for the 2016/17 year.
Second Rate in Dollar workshop - Councillor Level	17/05/2016	If required second Rate in Dollar workshop
Rate in Dollar and Budget for 2016/17 brought to Council - Special Meeting of Council	16/06/2016	
Formal Statements- 2016/17 budget	23/06/2016	

Councillor Workshops/Roadtrips
 Officer Workshops
 Council Meetings

STATUTORY ENVIRONMENT: Local Government Act 1995 Part 6

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: 2016/17 Budget

STRATEGIC IMPLICATIONS: This budget (once completed) will form the basis for the Long Term Financial Plan.

RECOMMENDATION:

That the timetable for the budget workshops be noted and diarised for the upcoming period.

VOTING REQUIREMENTS: Simple Majority

16028 LONGMORE/STEVENSON

That the timetable for the budget workshops be noted and diarised for the upcoming period.

CARRIED (8/0)

AGENDA NUMBER:	12.10
SUBJECT:	Monthly Accounts for Payment - January 2016
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	16 February 2016
ATTACHMENTS:	12.10.1 – Accounts for Payment – January 2016 12.10.2 – Credit Card Transactions – Dec 2015 & Jan 2016

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 31 January 2016 as detailed hereunder and noted on the attached schedule, are submitted to Council.

COMMENT:

If Councillors have questions about individual payments prior notice of these questions will enable officers to provide properly researched responses at the Council meeting.

There is currently one corporate credit card in use. A breakdown of this expenditure in the monthly financial report is required to comply with financial regulations. This breakdown is included within the attachments.

Municipal Account

Accounts paid by EFT	7946 - 8011	\$261,942.80
Accounts paid by cheque	19955 - 19973	\$8,515.65
Accounts paid by Direct Debit	DD9499-1 to DD9499-7	\$8,524.00

Sub Total Municipal Account	\$278,982.45
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Trust Account

Accounts paid by EFT	\$0.00
Accounts Paid by cheque	\$0.00
SubTotal Trust Account	\$0.00
Total Payments	\$278,982.45

STATUTORY ENVIRONMENT: LG (Financial Management) Regulation 13

POLICY IMPLICATIONS: None.

FINANCIAL IMPLICATIONS: As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS: None.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$278,982.45 in the attached schedule be endorsed.

VOTING REQUIREMENTS: Simple Majority

16029 GILBERT/MELLEMA

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$278,982.45 in the attached schedule be endorsed.

CARRIED (8/0)

- 13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
 - 13.1 OFFICERS**
Nil
 - 13.2 ELECTED MEMBERS**
Nil
- 14. MEETING CLOSED TO THE PUBLIC**
(Confidential Items)
 - 14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**
Nil
 - 14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**
Nil
- 15. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
Nil
- 16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
Nil
- 17. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 5.39pm.