



Shire of  
**Nannup**  
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# Minutes

## Public Copy

Council Meeting held Thursday 26 May 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

Tracie Bishop – Acting Chief Executive Officer

Chris Wade – Manager Infrastructure

**APOLOGIES:**

Nil

**LEAVE OF ABSENCE:**

Nil

**VISITORS:**

Mr Chris Morton and Mr Len Gilchrist

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

Nil

**4. PUBLIC QUESTION TIME:**

The Shire President invited questions from the Public at: 4:16pm.

Mr Len Gilchrist

Q1: "What was said?" Assumption made that this can be extended out to "What was said within deliberations of the Citizen of The Year nominations for the 2014/15 financial year."

Acting Chief Executive Officer responded:

A1: Question taken on notice responded to 30 May 2016.

Within this letter it was explained that all deliberations and conversations relating to the nominees for this award were conducted behind closed doors in a confidential environment. As

such these conversations remain confidential and are not available for public disclosure.

This explanation has been provided previously to Mr Gilchrist in correspondence sent 1 February 2016.

Q2: I have noticed that the lights are left on at the new Recreation Centre, who pays the electricity account?

Shire President responded;

A2: Nannup Sports and Recreation Association pays for the electricity.

Public Question Time finished at 4:18pm

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Mellema sought Leave of Absence for the 28 July Council meeting.

**16067 STEER/LONGMORE**

***That Cr Mellema be granted Leave of Absence for the 28 July 2016 Ordinary meeting of Council.***

**CARRIED (7/1)**

Cr Fraser voted against the motion.

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**7. DECLARATIONS OF INTEREST**

Nil

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**16068 GILBERT/DEAN**

***That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 28 April 2016 be confirmed as a true and correct record subject to having the word "sing" changed to "sign" in question 1 of Public Question Time and deleting Cr Slater as an attendee at the 20<sup>th</sup> April 2016 WA Local Government Grants Commission Committee meeting.***

**THE AMENDMENT BECAME THE MOTION  
THE MOTION WAS PUT AND DULY CARRIED  
CARRIED (8/0)**

**9. MINUTES OF COUNCIL & OTHER COMMITTEES**

**16069 STEVENSON/LONGMORE**

*That the following Minutes be received and noted:-*

**9.1 WALGA South West Zone**

That Council receives the Minutes of the WALGA South West Zone Meeting held 22 April 2016.

**9.2 Shire of Nannup Bushfire Advisory Committee**

That Council receives the Minutes of the Shire of Nannup Bushfire Advisory Committee Meeting held 2 May 2016.

**9.3 Shire of Nannup Local Emergency Management Committee**

That Council receives the Minutes of the Shire of Nannup Local Emergency Management Committee Meeting held 4 May 2016.

**CARRIED (8/0)**

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

<b>Date</b>	<b>Meeting</b>	<b>Councillor</b>
02/05/2016	Bushfire Advisory Committee	Mellema
02/05/2016	Bushfire Advisory Committee	Fraser
02/05/2016	Bushfire Advisory Committee	Stevenson
04/05/2016	Local Emergency Management Committee	Longmore
04/05/2016	Local Emergency Management Committee	Dean
07/05/2016	Opening of Nannup Heritage Trail	Fraser
25/05/2016	Biosecurity Workshop, Bridgetown	Fraser

## 12. REPORTS OF OFFICERS

AGENDA NUMBER:	12.1
SUBJECT:	Draft Policy – Exemption from Waste Management Fee
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	
FILE REFERENCE:	
AUTHOR:	Tracie Bishop – Acting Chief Executive Officer
REPORTING OFFICER:	Tracie Bishop – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCE:	
DATE OF REPORT:	5 May 2016
ATTACHMENTS:	12.1.1 – Exemption from Waste Management Fee Draft Policy

### **BACKGROUND:**

Section 66 of The Waste Avoidance and Resource Recovery Act 2007 (WARR) has been imposed on all ratepayers within the Shire of Nannup to help recover costs to allow effectively delivery of waste services from the 2014/15 financial year onwards by way of a Waste Management Fee (WMF). Overall this levy/fee has been well received by ratepayers who only have one property within the shire.

However for those ratepayers with multiple properties that are not contiguously rated the impost of the fee multiple times has been viewed as inequitable. Initial enquiries into the application of this fee under the WARR Act indicated that this fee was to be applied in a blanket fashion and as such no exemptions could be issued to ratepayers with multiple properties. For this reason the WMF was charged per assessment with no consideration given to owners who have multiple land holdings.

### **COMMENT:**

Investigations completed as part of the 2016/17 budgetary process have resulted in knowledge that neighbouring Councils have been applying a policy which allows exemption from multiple fees being applied to landowners under certain conditions.

Within the townsite boundaries additional to contiguously rated properties, those landowners who have :

- (a) Multiple vacant land holdings; or
- (b) Multiple land holdings inclusive of improved structures and vacant land holdings;

may apply for an exemption to paying multiple fees. Similarly exemptions can be sought by non town site land owners provided that certain criterions are met.

Attachment 12.1.1 details the exemptions available if Council chose to adopt this policy.

Officers opinion in relation to this policy is that in order to remain fair to all landowners who are required to pay this WMF the exemption should be applied from the 2016/17 financial year onwards. Exemptions for previous years should not apply based on funds already having been consumed within the previous periods. It is anticipated that there would be notification of this policy included within both the Nannup Telegraph in the months leading to the rates being raised and within our information booklet provided with the rates notices. Any affected landowners could then approach Council for an exemption for the incoming financial year.

It is anticipated that as the Shire of Nannup move to a full recovery model for the Waste Management Facility the inclusion of this policy will be viewed favourably by ratepayers.

**STATUTORY ENVIRONMENT:** Section 66 of The Waste Avoidance and Resource Recovery Act 2007

**POLICY IMPLICATIONS.**Exclusion of multiple payments of the Waste Management Fee subject to certain conditions being met.

**FINANCIAL IMPLICATIONS:** Reduction in Waste Management Fee collected from 2016/17 onwards by affected land owners.

**STRATEGIC IMPLICATIONS:** To support a sustainable, harmonious community and promote self sufficiency

**RECOMMENDATION:**

That the attached draft policy FNC 9 – Exemption from Waste Management Fee be introduced from the financial year 2016/17 onwards.

**VOTING REQUIREMENTS:** Simple Majority

**16070 FRASER/LONGMORE**

***That the attached draft policy FNC 9 – Exemption from Waste Management Fee be introduced from the financial year 2016/17 onwards.***

***CARRIED (8/0)***



AGENDA NUMBER:	12.2
SUBJECT:	Advice of Lodgement of Exploration Licences
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Paul Askins
FILE REFERENCE:	TPL 15
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Tracie Bishop – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	16 May 2016
PREVIOUS MEETING REFERENCE:	
ATTACHMENT:	12.2.1 - Correspondence and application details 12.2.2 – Location map

**BACKGROUND:**

Mr Paul Askins has lodged an application for exploration licence E70/4850 to the Department of Mines and Petroleum, a large portion of which is located in the Wheatley area of the Shire of Nannup.

**COMMENT:**

Under the Mining Act any works within a gazetted townsite or within 2 kilometres of the boundary of a gazetted townsite require comment from the Local Government. In the case of these applications any proposed drilling operations will be well outside the Nannup townsite however there may be proposed drilling operations along road reserves within the exploration licence areas. Of the abovementioned roads, Andrew Rd, Donnelly Mill Rd and Sears Rd are controlled by the Shire, and the remaining are forestry roads.

The Shire expects that should the applicant wish to enter private property within the exploration licence area that it will notify and liaise with property owners directly as per the requirements of the Mining Act.

It is suggested that Council should advise the applicants that they have no objections to the carrying out of any necessary roadside drilling based on the following general conditions:

1. That dust suppression is carried out so that others are not adversely affected;
2. That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions;

3. Any ground water that escapes onto the ground around the drill site is to be bunded so that it does not spread;
4. All containers used for soil samples, including plastic bags, are to be removed from the site and disposed of in a suitable manner;
5. All rubbish is to be disposed of at the nearest local landfill site in the appropriate manner;
6. A firefighting unit with a minimum capacity of 1,000L is to be available at all times, and drilling is to cease if a total fire and harvest ban is called;
7. No drill holes are to extend under any public roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading);
8. Safety signs are to be erected in accordance with Australian Standards to warn both mining staff, contractors, site visitors and the general public;
9. All drill holes are to be capped as soon as possible/practical after drilling;
10. If working within 100m of a residence, all noise generated is to be limited in accordance with the *Environmental Protection (Noise) Regulations 1997*, in particular when working between 7:00pm and 7:00am;
11. A traffic management plan is required to be submitted to and approved by the Shire of Nannup; and
12. The proposed drilling work is advertised in the local "Nannup Telegraph" prior to any work commencing to notify the general public of this work; the applicants are to discuss and obtain approval to access private property prior to the company or its contractors accessing this land.

The Manager Infrastructure is aware of this application and has raised no issues in regards to the possibility of any drilling along Andrew Rd, Donnelly Mill Rd or Sears Rd.

**STATUTORY ENVIRONMENT:** Compliance with the *Environmental Protection (Noise) Regulations 1997*, and the *Environmental Protection Act 1986*.

**POLICY IMPLICATIONS: Nil**

**FINANCIAL IMPLICATIONS: Nil**

**STRATEGIC IMPLICATIONS: Nil**

**RECOMMENDATION:**

That Council advises Mr Paul Askins that it has no objection to the application lodged for Exploration Licence E70/4850 in the Shire of Nannup subject to the following conditions being adhered to:

1. That dust suppression is carried out so that others are not adversely affected;
2. That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions;
3. Any ground water that escapes onto the ground around the drill site is to be bunded so that it does not spread;
4. All containers used for soil samples, including plastic bags, are to be removed from the site and disposed of in a suitable manner;
5. All rubbish is to be disposed of at the nearest local landfill site in the appropriate manner;
6. A firefighting unit with a minimum capacity of 1,000L is to be available at all times, and drilling is to cease if a total fire and harvest ban is called;
7. No drill holes are to extend under any public roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading);
8. Safety signs are to be erected in accordance with Australian Standards to warn both mining staff, contractors, site visitors and the general public;
9. All drill holes are to be capped as soon as possible/practical after drilling;
10. If working within 100m of a residence, all noise generated is to be limited in accordance with the *Environmental Protection (Noise) Regulations 1997*, in particular when working between 7:00pm and 7:00am;

11. A traffic management plan is required to be submitted to and approved by the Shire of Nannup; and
12. The proposed drilling work is advertised in the local "Nannup Telegraph" prior to any work commencing to notify the general public of this work; the applicants are to discuss and obtain approval to access private property prior to the company or its contractors accessing this land.

**VOTING REQUIREMENTS:** Simple Majority

**16071 LONGMORE/MELLEMA**

***That Council advises Mr Paul Askins that it has no objection to the application lodged for Exploration Licence E70/4850 in the Shire of Nannup subject to the following conditions being adhered to:***

- 1. That dust suppression is carried out so that others are not adversely affected;***
- 2. That any saline ground water found is contained by pumping it into a water trailer and disposed of through normal mining practices under the terms of the company's mining conditions;***
- 3. Any ground water that escapes onto the ground around the drill site is to be bunded so that it does not spread;***
- 4. All containers used for soil samples, including plastic bags, are to be removed from the site and disposed of in a suitable manner;***
- 5. All rubbish is to be disposed of at the nearest local landfill site in the appropriate manner;***
- 6. A firefighting unit with a minimum capacity of 1,000L is to be available at all times, and drilling is to cease if a total fire and harvest ban is called;***
- 7. No drill holes are to extend under any public roadways. Drilling being carried out is not to interfere with road drainage and must be beyond the batter line (this is to minimise damage to capped drill holes during maintenance grading);***

- 8. Safety signs are to be erected in accordance with Australian Standards to warn both mining staff, contractors, site visitors and the general public;**
- 9. All drill holes are to be capped as soon as possible/practical after drilling;**
- 10. If working within 100m of a residence, all noise generated is to be limited in accordance with the Environmental Protection (Noise) Regulations 1997, in particular when working between 7:00pm and 7:00am;**
- 11. A traffic management plan is required to be submitted to and approved by the Shire of Nannup; and**
- 12. The proposed drilling work is advertised in the local "Nannup Telegraph" prior to any work commencing to notify the general public of this work; the applicants are to discuss and obtain approval to access private property prior to the company or its contractors accessing this land.**

**CARRIED (7/1)**

Cr Stevenson voted against the motion.

AGENDA NUMBER:	12.3
SUBJECT:	Development Application seeking retrospective approval for Moonlight Ridge signs
LOCATION/ADDRESS:	Road Reserve cnr Hitchcock Dr & Brockman Hwy
NAME OF APPLICANT:	Askino Pty Ltd
FILE REFERENCE:	
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Tracie Bishop – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	16 May 2016
PREVIOUS MEETING REFERENCE:	
ATTACHMENT:	12.3.1 – Location map 12.3.2 – Photographs of signs 12.3.3 – Location of Shire road reserves 12.3.4 – Planning framework – extract from <i>Local Planning Scheme No. 3</i> and <i>Local Planning Policy No. 18 Signs and Advertisements</i> 12.3.5 – Submissions

**BACKGROUND:**

Askino Pty Ltd has lodged a Development Application seeking retrospective approval for three advertising signs on the corner of Hitchcock Drive and Brockman Highway. The locations of the signs are shown in Attachment 12.3.1.

The applicant seeks approval for the newly erected metal and timber signs without a time restriction on the approval. The signs are not currently or proposed to be illuminated. Photographs of the signs are shown in Attachment 12.3.2.

The sites on either side of Hitchcock Drive are Shire-managed road reserves as indicated in Attachment 12.3.3.

Attachment 12.3.4 sets out the planning framework which is an extract from LPS3 and *Local Planning Policy No. 18 Signs and Advertisements*.

The Shire administration invited public comment on the Development Application by writing to 12 adjoining/nearby landowners, placing details on the Shire website and having details at the Shire office. The Shire received 1 submission on the Development Application from an adjoining neighbour objecting to the development as outlined in Attachment 12.3.5.

**COMMENT:**

It is highlighted that *Local Planning Policy 18 Signs and Advertisements* (see Attachment 12.3.4) has a presumption to not support real estate advertising signs in road reserves or on Shire controlled land on land adjacent to sites zoned Residential, or the siting of advertising signs on or in the vicinity of main roads and key tourist routes. The Policy does support some exceptions (e.g. signs on freehold land, temporary subdivision/development signs) and requires signs to be used for purposes approved by the Council.

Given the above, a key consideration with the application is that approval may create a precedent for signs in road reserves and on key tourist routes which needs to be carefully considered. While a precedent is likely to be set if the application is approved, the precedent is not expected to be widespread given any future applicant will need to demonstrate that their Development Application similarly addresses relevant matters including need, setbacks from boundaries and visibility from surrounding roads and properties. As required by LPS3, each future Development Application needs to be assessed on its merits.

Following an assessment of the development application against LPS3, Local Planning Policy No. 18 and the Local Planning Strategy, the application has been found to be inconsistent with some matters of the Policy, namely that:

- the two Moonlight Ridge advertising signs are located within the Brockman Highway and Hitchcock Drive road reserves;
- the large subdivision/development sign is located in the Hitchcock Drive road reserve on land adjacent to sites zoned Residential outside the Nannup townsite; and
- the signs are located in the vicinity of a main road and key tourist route, namely Brockman Highway.

It is unknown whether the location of the signs in the road reserves has any negative impact on sight distances for traffic entering or exiting Hitchcock Drive.

The application is however considered to have merit and it is therefore suggested that Council approve the Development Application for a period of 3 years and subject to conditions.

In summary, the reasons for this include:

- the two Moonlight Ridge advertising signs are located within the Brockman Highway and Hitchcock Drive road reserves however they replace two previous signs in the same locations;
- section 13 of Local Planning Policy 18 supports temporary subdivision/development marketing signs;

- the estate is the key residential subdivision in Nannup and supports in part Council's Strategic Community Plan;
- the signs are well made and complement Nannup's image.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005, Planning and Development (Local Planning Scheme) Regulations 2015 and LPS3.*

**POLICY IMPLICATIONS:**

Local Planning Policy 18 is a non-statutory document which is designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policy but is required to have regard to the policy it determining the Planning Application.

**FINANCIAL IMPLICATIONS:**

Should the Development Application be refused, the Council may, without incurring any liability, remove and dispose of the signs. There will be financial cost to the applicant should the application be refused.

**STRATEGIC IMPLICATIONS: Nil.**

**RECOMMENDATION:**

That Council approve the retrospective Development Application for three subdivision marketing signs located at the corner of Brockman Highway and Hitchcock Drive, Nannup subject to the following conditions:

Conditions:

1. The approval for the signs is limited to 26 May 2019.
2. All signs and surrounding garden beds are to be well maintained to the satisfaction of the Shire.
3. No external lighting is to be used to highlight any sign or garden bed.
4. A statement from a suitably qualified traffic engineer regarding the impact of the signs on sight distances for traffic entering and exiting Hitchcock Drive is to be submitted to the Shire by 26 August 2016.



Advice:

- A. In relation to Condition 1, after 26 May 2019 the applicant is to remove the signs at their own cost or will be required to re-apply for development approval.
- B. In relation to Condition 2, this includes promptly addressing any possible graffiti or damage to the signs or gardens.
- C. Any future signs will require approval from the Shire prior to installation and are to be located on freehold land unless otherwise agreed by the Shire.

**VOTING REQUIREMENTS:** Simple Majority.

**16072 LONGMORE/STEER**

***That Council approve the retrospective Development Application for three subdivision marketing signs located at the corner of Brockman Highway and Hitchcock Drive, Nannup subject to the following conditions:***

**Conditions:**

- 1. The approval for the signs is limited to 26 May 2019.***
- 2. All signs and surrounding garden beds are to be well maintained at applicant's expense to the satisfaction of the Shire.***
- 3. No external lighting is to be used to highlight any sign or garden bed.***
- 4. A statement from a suitably qualified traffic engineer regarding the impact of the signs on sight distances for traffic entering and exiting Hitchcock Drive is to be submitted to the Shire by 26 August 2016.***
- 5. Remove sign from current location being west side of Hitchcock Drive. Can be relocated on east side of Hitchcock Drive in proximity to other signs at developer's expense but cannot be erected in road reserve.***

**Advice:**

- A. In relation to Condition 1, after 26 May 2019 the applicant is to remove the signs at their own cost or will be required to re-apply for development approval.**
- B. In relation to Condition 2, this includes promptly addressing any possible graffiti or damage to the signs or gardens.**
- C. Any future signs will require approval from the Shire prior to installation and are to be located on freehold land unless otherwise agreed by the Shire.**

**CARRIED (8/0)**

**REASON FOR ALTERATION TO THE RECOMMENDATION:**

Costs associated with maintenance need to be clearly stated as developer costs and not Shire of Nannup costs and positioning of signage should not be on road reserve or in line of sight of land owners not included within subdivision.

AGENDA NUMBER:	12.4
SUBJECT:	Quit Forest Rally
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ASS 14
AUTHOR:	Chris Wade – Manager Infrastructure
REPORTING OFFICER:	Chris Wade – Manager Infrastructure
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	9 May 2016

**BACKGROUND:**

The Quit Forest Rally has now been held in Nannup and Busselton for some 16 years utilising mainly forestry tracks for competition. There is a small town stage held on a Saturday afternoon at the Recreation Precinct which was instigated at the request of towns folk early on in the rally's life to showcase the event to locals.

Warren Road from Adams Street to Grange Road is usually closed to traffic from 6.00am to 6.00pm on both the Saturday and Sunday of the event as a service area for vehicles competing in the rally.

In 2014 and 2016 Council received complaints in relation to closing the main street for normal weekend traffic. On both occasions Council staff held community meeting either prior too or just after the event and negotiated with shop owners to try and resolve any issue.

Council also commit 16pprox.. \$4,500 annually towards the Quit Forest Rally in the way of logistical support for the road closures and dust suppression in town.

**COMMENT:**

Prior to the 2016 Quit Forest Rally and at the debrief following the event, Council received numerous comments and were also presented with a petition.

**Points raised include**

- Rally relocation to another location in town – other businesses and rate payers will be affected if moved and fitting all the crews into the one area may be difficult. Main street businesses may miss out on trade.
- Don't run the rally on a long weekend – the rally organisers explained the reasoning behind the dates but it is an option for Council to consider in the future and will be part of the officer's recommendation.

- Road maintenance costs – this issue is not part of this item and can be discussed in other forums.
- Safety issues raised in relation to spectator safety at the Recreation Precinct – event organisers addressed this concern and will check on it.
- Negative comments about speed particularly on East Nannup Road where the first 500 metres are still considered townsite – this can be managed quite easily through traffic management if Council believe it to be an issue.
- Positive comments to keep the service park on the main street.
- Positive comments regarding the exposure the event brings to Nannup.
- Positive comments from businesses on main street wanting it to stay as is but with communications with event organisers.
- Comparisons with Music Festival high lighting parking for locals is worse during the music festival.
- Positive comments from local volunteer organisations who receive both financial support and experience.
- Positive comments regarding the avenue supplied by the event organiser to social media.

The two local drivers represented on the night raised the uniqueness of the event and how it was the highlight to many competitors having the main street as the service park.

**STATUTORY ENVIRONMENT: Nil.**

**POLICY IMPLICATIONS: Nil.**

**FINANCIAL IMPLICATIONS:**

If the officer's recommendation is supported by Council there will be an annual budget allocation through the Function and Events COA of \$4500 subject to yearly budget deliberations. The above amount is already included in the 2016/17 draft budget.

**STRATEGIC IMPLICATIONS: Nil**

**RECOMMENDATION:**

- Council continue to support the Quit Forest Rally in the foreseeable future and endorse the use of Warren Road (Main Street) as the service park area unless the event falls on a public holiday weekend. In which case Council supports the use of an alternative location for the service park with in the town site.
- Council continue to financially support the Quit Forest Rally through a budget allocation of \$4,500 for Functions and Events subject to budget adoption.
- Council inform the rally organisers that they are required to supply a traffic management plan reducing the speed limit for the first 500m of East Nannup Road ( with in the townsite boundary) to 60kmph.

**VOTING REQUIREMENTS:** Simple Majority

**16073 MELLEMA/STEER**

- ***Council continue to support the Quit Forest Rally in the foreseeable future and endorse the use of Warren Road (Main Street) as the service park area unless the event falls on a public holiday weekend. In which case Council supports the use of an alternative location for the service park with in the town site.***
- ***Council continue to financially support the Quit Forest Rally through a budget allocation of \$4,500 for Functions and Events subject to budget adoption.***
- ***Council inform the rally organisers that they are required to supply a traffic management plan reducing the speed limit for the first 500m of East Nannup Road ( with in the townsite boundary) to 60kmph.***

**CARRIED (8/0)**

AGENDA NUMBER:	12.5
SUBJECT:	Proposed 2016/17 Fees and Charges
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC10
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	5 May 2016
ATTACHMENTS:	12.5.1 – Proposed Schedule of Fees and Charges for 2016/17

**BACKGROUND:**

Officers have reviewed Council's fees and charges for the services offered for the 2016/17 financial year. The attached list shows the current and proposed fees and charges.

These fees and charges will be used to develop the 2016/17 budget due to be presented to Council in draft form on 16 June 2016.

**COMMENT:**

For 2016/17 most fees and charges have been reviewed in the light of what the market will bear and statutory requirements; uplifts have been based around any external increases that apply to the fee i.e. Consumer Price Indexation (CPI), utility and insurance increases as well as internal increases relating to wages where applicable. Within our waste fees and charges an overall increase of between 10% - 15% has been applied as a direct attempt to close the actual gap between revenue collected and the actual expense of running this facility. Within all of the fees and charges listed once the new percentage increase has been applied it has then been rounded to a manageable figure for practical application.

Fees are shown inclusive of any GST so that Council can see the full fee charged for the service. The schedule has been annotated to indicate whether the fee includes GST. The GST element of the fee is not retained by the Council.

Some of the fees and charges are set through regulations (for example, some Planning and Health fees). The schedule has been annotated to indicate whether or not the fee is set by statutory regulations. These fees can only be adjusted as and when we are advised of changes and as a result statutory fees may change over the financial year.

Other changes to the fee structure are described in the paragraphs below.

### Hire of Facilities

Fees within this area are recommended to increase by 5%. The reasoning behind this increase is that included within the upkeep of these facilities are CPI costs at 2.7%, employment costs at 3%, and utility costs estimated to be 7%.

We will continue to include within the fees and charges a discount for our community groups who book facilities on a term basis. This should help to alleviate the increases as much as possible.

### Waste

Costs associated with the service charge for both domestic refuse collection and recycling have been increased by 10%. As mentioned earlier this is in an attempt to close the gap between the costs associated with this service.

2014/15 saw the introduction of the *Waste Avoidance and Resource Recovery Act 2007 (WARR Act)* as a way of recouping costs associated with running our Waste Management facility. This has been well accepted by the community at large and officer recommendation is for this to continue.

A continuing issue for a small minority of ratepayers has been that if you own more than one property within the Shire of Nannup then this WARR Act fee was imposed multiple times. Research has shown that a policy can be introduced that would see ratepayers within this category not charged in multiples under certain circumstances. A draft policy to address this issue has been completed and is included as a separate item, in this agenda. This should address the concerns raised.

It is proposed that for the 2016/17 year the WARR Act levy imposed should be \$53 per applicable assessment. This will see the burden imposed on rates income as a result of expenses relating to waste management reduced. Officer recommendation is that this levy be increased by 20% annually from the 2017/18 year onwards until such time as full recovery is achieved.

For all Waste Management Facility users who do not reside within the Shire of Nannup the option to purchase an out of town Waste Management facility pass applies for their domestic waste disposal. This fee has been increased by 15%.

### New Fees and Charges

#### Electric Vehicle Charger Fees

The new electric vehicle charger will see a new fee added to our fees and charges for 2016/17. Discussions with participating shires, E-Station and RAC have been concluded with the agreed charge being set by kilowatt hour. For the 2016/17 year the agreed rate is set at \$0.45 per kilowatt hour. Calculations on a Tesla vehicle using this facility to fully charge its batteries would be \$3.50 at the Council electricity rate of \$0.27cents per kilowatt hour. The Shire of Nannup will receive \$6.00 from E-Station per charge, which includes costs associated with on-going maintenance of the facility.

### Building Services Fees

Two new fees have been added to our building service area. These fees are not anticipated to be used in large quantities however have been included so that if the work is required we have a means of recovery. Both fees relate to works completed without prior permits being obtained.

### Ranger Services – Impound, Seizure and Trespass Fees

With the local inclusion of the ranger services to the services offered by the Shire of Nannup there becomes a need to assign a cost associated with impoundage of both dogs and cats and large animals as required from time to time. Included within the 2016/17 budget is an amount of money assigned to the construction of a pound facility which will result in the need for these fees to be on charged.

It is not the intention of the Shire of Nannup to proactively pursue the impoundment of animals however there are times when reactively this will be required. It is for this reason that fees are required for inclusion in our fees and charges.

Similarly from time to time action is required in relation to impounding or pursuing large animals that have escaped their confines, in these instances as the Shire of Nannup does not have actual stock yards private land owners need to be approached to impound the animals until owners are located. Fees collected will then be passed to the landowner who provides the stockyards. It is not anticipated that these fees and charges will be utilized regularly however by including within our fees and charges the fee is there and action can be taken to recoup costs involved with these impoundages.

**STATUTORY ENVIRONMENT:** Local Government Act 1995 Sections 6.16 and 6.17; Waste Avoidance and Resource Recovery Act 2007 Sections 66.1 and 66.3

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Council's 2016/17 budget.

**STRATEGIC IMPLICATIONS:** Nil.



**RECOMMENDATION:**

1. Council endorse the proposed Fees and Charges for 2016/17 as listed in Attachment 1 for inclusion in the 2016/17 budget.
2. That Council continue to endorse the proposed increase to \$53 per applicable property in the *Waste Avoidance and Resource Recovery Act 2007* as a means to cover costs associated with operating the Nannup Waste Management Facility
3. That Council endorse that the annual increases in the *Waste Avoidance and Resource Recovery Act 2007* be set at 20% until such time as full recovery is achieved.

**VOTING REQUIREMENTS:** Simple Majority.

**16074 STEVENSON/SLATER**

1. *Council endorse the proposed Fees and Charges for 2016/17 as listed in Attachment 1 for inclusion in the 2016/17 budget.*
2. *That Council continue to endorse the proposed increase to \$53 per applicable property in the Waste Avoidance and Resource Recovery Act 2007 as a means to cover costs associated with operating the Nannup Waste Management Facility*
3. *That Council endorse that the annual increases in the Waste Avoidance and Resource Recovery Act 2007 be set at 20% until such time as full recovery is achieved.*

**CARRIED (7/1)**

Cr Gilbert voted against the motion.

AGENDA NUMBER:	12.6
SUBJECT:	Budget Monitoring – April 2016
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	26 May 2016
ATTACHMENTS:	12.6.1 – Financial Statements for the period ending 30 April 2016 12.6.2 – Table Showing Detailed Variances for April 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 \$30,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.6.1.

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 was completed in February 2016 and is contained as a separate item within those minutes. All trends identified will continue to be monitored throughout the year with only new variances reported each month.

The gross surplus that is anticipated for the end of this financial year is expected to be \$10,384 this is shown in the table below.

**OPERATING BY PROGRAM:**

*General Purpose Funding:*

\$29,690 predicted Deficit in this Program.

\$51,580 within interest on investments under received, offset by over received of sundry income of \$14,732 and Penalty Interest of \$3,655. Also counter balanced by savings made in D.O.T Licensing Expenses.

*Governance:*

\$2,973 predicted Surplus in this Program.

Insurance expense \$9,500 less than budgeted, salaries expense \$5,000 less than budgeted, however offset by higher printer maintenance costs of \$1,100, Accommodation and Travel Expense \$3,021 higher than anticipated, and \$5,000 legal expenses, \$7,500 savings made in IT Costs and \$725 savings in Election Costs.

*Law & Order:*

\$11,905 predicted Deficit in this Program.

Firebreak contractor \$1,226, Ranger Salaries \$4,735, Ranger Expenses \$8,621 all overspent in expenses, added to by the under received Cockatoo Valley Fire Break fees \$1,000 under received, DFES Reimbursement CESH \$3,000. These overspends and under received offset by over received amounts of Dog Registration Fees of \$2,000, Fines and Penalties \$1,320 and Savings made in Brigade Vehicle Maintenance of \$2,188.

*Health:*

\$6,466 predicted Surplus in this Program.

General License Fees increase of budget by \$6,466, this is a new fee, not previously accounted for.

*Education and Welfare:*

\$900 predicted Surplus in this Program.

Heritage trail \$3,200 overspent, Superannuation \$1,800 Overspent, coupled with a seniors Grant never received of \$2,100, all offset by Community Development Officer Savings from Youth Officer \$8,000.

*Housing:*

\$500 predicted Surplus in this program.

Staff Housing Maintenance \$8,500 under spent, and Rental lease under received by \$8,000.

*Community Amenities:*

\$74,200 predicted Surplus in this Program.

Positives in each identified area, \$6,300 more in Tip Fees, \$7,400 in Planning Fees, \$500 in Cemetery fees, all offset by lower town planning expenditure of \$60,000.

*Recreation & Culture:*

\$14,800 predicted Surplus in this Program.

Savings have been identified in Community meeting Room of \$600, Public Parks and Gardens of \$16,000 and Library Salaries of \$6,710. However, offset by over spends in the Old Roads Building of \$3,500 and Foreshore Park of \$4,500.

*Transport:*

\$7,275 predicted Surplus in this Program.

Street sweeping savings of \$5,000, coupled with an over receive of Sale of Materials of \$2,275.

*Economic Services:*

\$6,500 predicted Surplus in this Program.

Caravan Park income \$3,000 more than budgeted, Building Permits \$1,500 more than budgeted, coupled with \$3,000 savings on tourist promotion. Small under receive in Septic Tank Application Fees \$674 and Overspend in Australia Day Celebrations \$272.

*Other Property & Services:*

\$5,300 predicted Surplus in this Program.

Private Works underspend of \$3,300, and Licences underspend of \$2,000.

**CAPITAL**

*Governance:*

\$2,000 to be spent acquiring Lot 66 – Laneway linking Walter street to Adam Street, Nannup.

*Recreation & Culture:*

\$46,990 has been spent upgrading the Community Meeting room.

*Economic Services:*

\$20000.00 has been paid to the lessees of the Caravan Park to cover costs associated with building the ablution block and removal of asbestos shed, as per Council Meeting held in October 2015 Item 12.5 resolution 9300.

Attachment 12.6.2 provides detailed breakdowns of income and expenditure incurred within the period 1 July 2015 and 30 April 2016 and the associated annual budgets. These are broken down into five 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 percentage and dollar value. Items highlighted in yellow indicate Capital Expenditure.

Shire of Nannup  
Ordinary Council Meeting Minutes: 26 May 2016

	<i>(Surplus)/Deficit</i> \$
<b>Gross (surplus)/deficit expected for the year</b>	
Income – under received	\$20,310
Expenditure – underspent	-\$99,683
Capital	\$68,990
<b>Projected surplus at end of the year</b>	<b>-\$10,384</b>

**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 period ending 30 April 2016 be received.

**VOTING REQUIREMENTS:** Simple Majority

**16075 MELLEMA/FRASER**

***It is recommended that the Monthly Financial Statements for the period ending 30 April 2016 be received.***

**CARRIED (8/0)**

AGENDA NUMBER:	12.7
SUBJECT:	Monthly Accounts for Payment - April 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 May 2016
ATTACHMENT:	12.7.1 – Accounts for Payment – April 2016

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 30 April 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	8219 - 8298	\$370,325.68
Accounts paid by cheque	20013 - 20030	\$19,735.69
Accounts paid by Direct Debit	DD9499-1 to DD9499-7	\$21,744.30

Sub Total Municipal Account	\$411,805.67
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**Trust Account**

Accounts paid by EFT	\$0.00
Accounts Paid by cheque - 22796	\$200.00

SubTotal Trust Account	\$200.00
<b>Total Payments</b>	<b>\$412,005.67</b>

**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 \$412,005.67 in the attached schedule be endorsed.

**VOTING REQUIREMENTS:** Simple majority

**16076 MELLEMA/LONGMORE**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$412,005.67 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 5:10 pm.