



Minutes

Public Copy

Council Meeting held Thursday 23 February 2017

Unconfirmed

Contents

Item	Minute	Title	Page
1		Declaration of Opening/Announcement of Visitors	1
2		Record of Attendance/Apologies/Leave of Absence (Previously Approved)	1
3		Applications For Leave of Absence	1
4		Response to Previous Public Questions Taken on Notice	1
5		Public Question Time	1
6		Petitions/Deputations/Presentations	2
7		Declarations of Interest	2
8		Confirmation of Minutes of Previous Meetings	
	17020	Confirmation of Previous Council Meeting Minutes	2
9		Minutes Of Council Committees	
	17021	Confirmation of .the Audit Advisory Committee Minutes and the Annual Electors Meeting Minutes	2
10		Announcements By Presiding Member Without Discussion	3
11		Reports By Members Attending Committees	3
12		Reports of Officers	
12.1	17022	Annual Performance Appraisal – Chief Executive Officer	4
12.2	17023	Intent to Initiate Local Law Review	7
12.3	17024	Proposed Water Park/Playground	11
12.4	17025	Review of Emergency Services Levy (ESL) – Issues Paper	14
	17026	Procedural Motion	19
	17027	Procedural Motion	20
12.5	17028	Review of Lease Rental	20
12.6	17029	Delegation of Authority – Appointment of Authorised Officers under the Public Health Act 2016	21

Shire of Nannup
Ordinary Council Meeting Minutes: 23 February 2017

12.7	17030	Development Application Seeking Approval for the Installation of Murals	24
12.8	17031	Kidsport Grant	30
12.9	17032	Acceptance of Crime Prevention Grant	32
12.10	17033	Acceptance of Community Chest Royalties for Regions FM Tower Grant	34
12.11	17034	Nannup Main Street Redevelopment Stage 2	36
12.12	17035	Budget Monitoring – January 2017	38
12.13	17036	Monthly Accounts for Payment – January 2017	40
13		New Business Of An Urgent Nature Introduced By Decision Of Meeting	42
14		Meeting Closed To The Public	42
15		Elected Members Motions Of Which Previous Notice Has Been Given	42
16		Question By Members Of Which Due Notice Has Been Given	42
17		Closure Of Meeting	42

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

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

Peter Clarke – Chief Executive Officer

Mr Jon Jones – Manager Infrastructure

Tracie Bishop – Manager Corporate Services

APOLOGIES:

Cr R Mellema

VISITORS:

Scott and Tamara Hedley, Helen Hansman, Julie Kay, Kerry Firth, Ian Gibb & Leanne White

3. APPLICATION FOR LEAVE OF ABSENCE:

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.

Nil

5. PUBLIC QUESTION TIME

The Shire President invited questions from the Public.

Helen Hansman

Q1. I am particularly concerned regarding recent fires on private land that is owned by absentee land owners and the fact that local volunteers attending these incidents are protecting this land without any support by the absentee land holder. Is there anything that Council can do in regards to absentee land owners, for example, requesting a financial contribution be paid to their Bush Fire Brigade or can the Shire of Nannup impose an annual levy to support the volunteer Brigades?

- A1. The Shire President deferred this question to the CEO who advised that he was not aware of the potential to impose such a levy on absentee land holders as they contributed via the payment of rates however, the CEO advised that he would investigate the matter further.

The Shire President advised that the question would be taken on notice and Mrs Hansman would be advised in writing on the outcomes of the CEO's investigations.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7. DECLARATIONS OF INTEREST

The Shire President advised that the following Declarations of Interest from Councillors and staff had been submitted:-

Cr Dean had declared a Financial Interest and Indirect Financial Interest in Item 12.5 relating to "Review of Lease Rental" as he was currently in discussions with the Nannup Music Club as the owner of the Nannup Liquor Store regarding the supply of alcohol for the event.

Cr Longmore had declared an Impartiality Interest in Item 12.5 relating to "Review of Lease Rental" as he was a life member of the Nannup Music Club.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

17020 STEER/SLATER

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 25 January 2017 be confirmed as a true and correct record.

CARRIED (7/0)

9. MINUTES OF COUNCIL & OTHER COMMITTEES

17021 FRASER/LONGMORE

That the Minutes of the Audit Advisory Committee meeting held on 1 December 2016 be confirmed as a true and correct record and the recommendations contained therein be adopted.

That the Minutes of the Annual Meeting of Electors held on 21 December 2016 be confirmed as a true and correct record.

CARRIED BY ABSOLUTE MAJORITY (7/0)

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION
Nil

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

Date	Meeting	Councillor
01/02/17	LEMC	Longmore and Dean
06/02/17	BFAC	Fraser and Stevenson
07/02/17	WBAC	Longmore and Dean
08/02/17	Quannup Meeting	Fraser, Stevenson, Longmore and Dean
21/02/17	SWEMA	Longmore
22/02/17	Tigerland & Future of Tourism Meeting	Longmore, Fraser, Stevenson and Dean

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:	8 February 2017

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 second year of his 3 year Contract of Employment on Friday, 3 March 2017.

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 2017 Ordinary Meeting to allow an appropriate Report to be presented to Council on the Review process.

VOTING REQUIREMENTS: Simple Majority

17022 LONGMORE/FRASER

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 2017 Ordinary Meeting to allow an appropriate Report to be presented to Council on the Review process.

CARRIED (7/0)

AGENDA NUMBER:	12.2
SUBJECT:	Intent to Initiate Local Law Review
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 5
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	8 February 2017

BACKGROUND:

Section 3.16 of the *Local Government Act 1995* requires periodic reviews of Local Laws. A local government is to carry out a review of a Local Law to determine whether or not it considers that it should remain unchanged, be repealed or amended. The review is to be conducted within 8 years from the day each Local Law commenced, or from when a report of a review of the Local Law was accepted under Section 3.16.

The Shire of Nannup has the following gazetted Local Laws:-

- | | |
|--------------------------------|--------------------------|
| • Cemetery | Gazette Date: 23/10/1981 |
| • Refuse Site | Gazette Date: 26/11/1999 |
| • Health | Gazette Date: 07/11/2003 |
| • Parking & Parking Facilities | Gazette Date: 12/06/2007 |
| • Standing Orders | Gazette Date: 04/05/2010 |
| • Dogs | Gazette Date: 26/09/2014 |

COMMENT:

The following timeline is suggested for the Local Law review and Local Law making process:-

- | | |
|----------------------------|--|
| Thursday, 23 February 2017 | Council to resolve to advertise review of Local Laws |
| Monday, 27 February 2017 | Advertise in local March edition of <i>“Telegraph”</i> newsletter. |
| Wednesday, 8 March 2017 | Advertise in <i>Western Australian</i> Newspaper of review |

Wednesday, 26 April 2017

Submissions to close at 4.00pm

Thursday, 25 May 2017

Report to Council with recommendations to repeal or amend Local laws with consideration of submissions received.

STATUTORY ENVIRONMENT:

Section 3.16 of the *Local Government Act 1995* states the following:-

3.16 Periodic review of Local Laws

- (1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
- (2) The local government is to give Statewide public notice stating that —
 - (a) the local government proposes to review the local law; and
 - (b) a copy of the local law may be inspected or obtained at any place specified in the notice; and
 - (c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
- (2a) A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.
- (3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
- (4) When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.

* *Absolute majority required.*

POLICY IMPLICATIONS:

Whilst Delegated Authority is provided to the CEO under “Delegation No.5 – Local Laws” to perform certain powers/duties in relation to Local Laws, it is considered that the intention to undertake the Review should initially be resolved by Council:-

- LEGISLATIVE POWER - Local Government Act 1995 Sections 3.12 & 3.16)

- DELEGATION SUBJECT - **Local Laws**

- DELEGATE - Chief Executive Officer

- COUNCIL POLICY -

- RECORDING REQUIREMENT - ADM 5

The Chief Executive Officer is delegated authority to perform the following powers/duties in relation to local laws made under the Local Government Act 1995 and any other Act:

1. Give State-wide public notice and provide the appropriate Minister with a copy of the proposed local law and the State-wide public notice as required under Section 3.12(3).
2. After making a local law, publish it in the Gazette and give a copy to the appropriate Minister as required under Section 3.12(5).
3. After the local law has been published in the Gazette give State-wide public notice in accordance with Section 3.12(6).
4. Take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws as required under Section 3.15.
5. Give State-wide public notice stating an intention to review a local law as required under Section 3.16(2).
6. After the last day for submissions on the proposed review of a local law, consider the submissions and prepare a report for submission to Council as required under Section 3.16(3).
7. After the Council has made a determination in respect of the local law review, give State-wide public notice as required under Section 3.16(5).

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 Council initiates a Review of the Shire of Nannup's Local Laws in accordance with Section 3.16 of the *Local Government Act 1995* and that it gives state wide and local public of its intent to undertake the Review.

VOTING REQUIREMENTS: Simple Majority

17023 SLATER/STEVENSON

That Council initiates a Review of the Shire of Nannup's Local Laws in accordance with Section 3.16 of the Local Government Act 1995 and that it gives state wide and local public of its intent to undertake the Review.

CARRIED (7/0)

AGENDA NUMBER:	12.3
SUBJECT:	Proposed Water Park/Playground
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Mr Brian Puckey
FILE REFERENCE:	REC 2
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	13 February 2017

BACKGROUND:

Mr Puckey has written to Council urging it to give priority to the establishment of a Water Park in the future planning for the Recreation Centre Precinct. Mr Puckey advises that a petition and letters from local businesses supporting the Water Park proposal was accepted by Council in July 2011.

Mr Puckey indicates that not only would the Park provide a safe place for children and adults to play and cool off in the summer months, it would also attract visitors to Nannup to boost the income of local food outlets and accommodation providers. Mr Puckey advises that at the moment we have the situation where people travel from Nannup to Busselton or Augusta to escape from the heat. A Water Park in Nannup would reverse the flow and bring people from the surrounding towns to Nannup.

Mr Puckey advises that he understands that these Parks can be built in modules so that features can be added as funds become available.

COMMENT:

The following are extracts from the Minutes of the July 2011 Council Minutes for Councillors information:-

“A Petition was presented to the Council at the 23 June 2011 Ordinary Council Meeting. The petition requested the Shire of Nannup in the proposed upgrade to the Recreation Precinct give priority to the installation of a children’s water playground.

The petition consisted of 28 Sheets with 401 signatures, 366 of which were of local residents and 35 of which were non locals. There were also 17 letters of support from local businesses and other community organisations. The petition and letters of support are available for Councillors to view at the Council meeting.

A Water Park of approximately 12 metres by 12 metres with various pieces of equipment as shown in the attached pictures would cost in the order of \$450,000 to \$550,000. The inclusion of a water park in the recreation precinct is not in Council's Forward Plan, therefore when the Forward Plan is reviewed consideration of the Recreation Centre Precinct Review should be taken in to account.

8654 PINKERTON/DEAN

That Council accept the public petition and agree to include the installation of a children's water park as a part of the review of the Nannup Recreation Precinct.

CARRIED 5/0"

During the consultation (Community Survey and Public Workshop) for the Review of the Community Strategic Plan, the Water Park proposal was again raised for consideration by Council. Council discussed priorities relating to future projects beyond 1 July 2017 at its Workshop on Wednesday, 25 January and whilst noting the Water Park proposal, Council indicated its initial priority was for the outstanding renovation works to be carried out at the Nannup Recreation Centre.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Future planning of projects and financial implications associated with same.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Built Environment – Strategy 3.1 – Well maintained quality infrastructure for our community and visitors and promote activity. Our Community Leadership - Strategy 5.1, Lead, Listen, Advocate, Represent and Provide.

RECOMMENDATION:

That Council advises Mr Puckey that the provision of a Water Playground will continue to be considered as a future infrastructure project in Council's ongoing planning processes however, Council has considered that the priority for infrastructure development in the immediate term is the completion of upgrading works to the Nannup Sports and Recreation facility.

VOTING REQUIREMENTS: Simple Majority.

17024 LONGMORE/SLATER

That Council advises Mr Puckey that the provision of a Water Playground will continue to be considered as a future infrastructure project in Council's ongoing planning processes and that as part of the 2017/2018 Budget deliberations staff be requested to obtain quotes for the provision of a Water Playground in modular form together with ongoing costs for consideration by Council.

Mr Puckey also be advised that Council had, as part of its strategic planning review processes, identified that the priority for infrastructure development in the immediate term is the completion of upgrading works to the Nannup Sports and Recreation facility.

CARRIED (7/0)

REASON FOR ALTERATION TO THE RECOMMENDATION:

Council considered that the request by Mr Puckey for a Water Park to be constructed required further consideration and by obtaining quotations for same prior to the 2017/2018 Budget deliberations, Council could consider the proposal in more detail.

AGENDA NUMBER:	12.4
SUBJECT:	Review of Emergency Services Levy (ESL) – Issues Paper
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Western Australian Local Government Association (WALGA)/Economic Regulation Authority (ERA)
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 February 2016
ATTACHMENT:	12.4.1 – Review of the ESL – Issues Paper

BACKGROUND:

WALGA has advised that the State Government has released the Terms of Reference for a Review of the Emergency Services Levy (ESL). The review is being undertaken by the Economic Regulation Authority (ERA) and on 30 January 2017 ERA released an Issues Paper along with timeframes for the first phase of public consultation.

WALGA has written to Council seeking its assistance to allow the Local Government sector the best possible chance of preparing a valuable submission for the ERA to ensure the challenges and issues of local government are voiced.

WALGA has advised that in order for the sector to have any impact on the future of the ESL, it is critical that all local governments participate in further consultation and are able to provide appropriate data as requested. WALGA acknowledges that there will be differing needs between councils and will be framing the submission to reflect the individual needs of your communities. WALGA accepts that this is not a one size fits all approach. As such, it is imperative to hear from all local governments so that an overall picture reflective of the industry requirements is submitted.

WALGA has requested the following assistance:-

1. Ensure local governments provide WALGA with a key contact by Friday 10 February 2017.

WALGA are seeking **one key contact from each local government**. This contact will be the link into the organisation and be responsible for

undertaking a survey to inform the submission and a communication point for the Association.

2. Encourage discussion of this agenda item within Council and at Zone meetings.

WALGA have written a State Council Paper which will be circulating through the zones from 17 February 2017. WALGA policy officers will be in attendance to ensure the latest information is communicated, however Local Governments voice on this important issue and encouraging participation would add value to the process.

WALGA's role.

The Association have adopted a campaign approach to inform the sector and coordinate the submission. Below are the milestones WALGA needs to undertake along with key actions to ensure it meets the timeframes set by ERA.

ESL Milestones	
Actions	Due date
Advice to all State Councillor's, Elected Members and CEOs	Monday 6 February 2017
All councils provide WALGA with one key contact per local government or Advise WALGA that your council will provide a copy of your individual submission	Friday 10 February 2017
Survey released for all councils to address questions raised by the ERA	Monday 13 February 2017
Deadline for all councils to submit survey	Monday 27 February 2017
WALGA to consolidate feedback and finalise draft submission	Monday 3 March 2017
Executive Committee Review	Tuesday 4 March 2017
WALGA submission to ERA	Friday 10 March 2017
WEEKLY communication <ul style="list-style-type: none"> - To key contacts list (including State Councillors, Elected members, CEOs and nominated contacts) - LG News and Councillor Direct articles - Zone and State Council meetings 	Throughout the five weeks.

Further, up to four (4) workshops will be held to assist with the discussion and gathering of data to inform this vital review.

COMMENT:

The ERA has released an Issues Paper which is provided as a separate attachment to the Agenda document for Councillors information. The Paper has also been referred to the Local Bush Fire Brigade's for their information and comment.

The due date for submissions is by **4.00p.m. Friday 10 March**. This timeframe is incredibly short in providing WALGA and the sector to prepare submissions.

Council's Community Emergency Services Officer, Mr Rob Bootsma, is Shire of Nannup's nominated officer should WALGA require information specific to Nannup for WALGA's submission.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Council Leadership – Strategy 6.1 Lead, Listen, Advocate and Represent and Provide.

RECOMMENDATION:

That Council notes the Review of the Emergency Services Levy and provides the appropriate information to WALGA to support its submission on behalf of the local government sector.

VOTING REQUIREMENTS: Simple Majority

17025 STEER/STEVENSON

That Council notes the Review of the Emergency Services Levy and provides the appropriate information to WALGA to support its submission on behalf of the local government sector.

CARRIED (7/0)

Cr Longmore had declared an Impartiality Interest in Item 12.5 relating to “Review of Lease Rental” as he was a life member of the Nannup Music Club.

As the above was a Declaration of Impartiality, Councillor Longmore could remain in the Chamber, discuss and vote upon the matter.

Cr Dean had declared a Financial Interest and Indirect Financial Interest in Item 12.5 relating to “Review of Lease Rental” as he was currently in discussions with the Nannup Music Club as the owner of the Nannup Liquor Store regarding the supply of alcohol for the event.

Cr Dean vacated the Chair and left the meeting at 4.36pm

The CEO advised that as the Shire President had left the Chambers and the Deputy Shire President was an apology for the meeting, Council would be required to appoint a Councillor to Chair the meeting for this particular Item.

Cr Slater was elected to Chair the meeting.

Cr Slater took the Chair.

AGENDA NUMBER:	12.5
SUBJECT:	Review of Lease Rental
LOCATION/ADDRESS:	Town Hall “Supper Room” (Offices)
NAME OF APPLICANT:	Nannup Music Club Inc.
FILE REFERENCE:	ASS 7
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	15 February 2016

BACKGROUND:

Mrs Lyn Jenkins, Vice Chair of the Nannup Music Club Inc., has written to Council in respect to the annual rental of the Council premises that the Club Leases.

Mrs Jenkins advises that in times of reduced grant funding and increased competition for the entertainment dollar, the Nannup Music Club is endeavouring to reduce its budget in a number of areas. One of those is the amount that the Club pays to the Shire of Nannup in annual lease rentals. The Committee understands that the current commercial rent is more than that which is paid by any other community group to the Shire.

With the above in mind, and in the interest of equity, Mrs Jenkins advises that the Committee of the Nannup Music Club requests that Council looks favourably on the proposal for the Club to pay half of the normal annual rent for the 2016/2017 financial year, that being the amount of \$6,126.21.

Mrs Jenkins further advises that the Lease for the "Supper Room" is due for renegotiation and renewal in October 2017. The Music Club would like to retain the "Supper Room" as its office and hub of the annual festival and hopes that a review of the annual rental will be considered prior to Council adopting its 2017/2018 Budget. Mrs Jenkins advises that such an undertaking by Council will help provide certainty that the Festival will be ongoing and sustainable.

Mrs Jenkins advises that it is the intention of the Nannup Music Club that the Festival will continue to run on an annual basis and continue to bring prosperity to our beautiful town.

COMMENT:

Nannup Music Club representatives provided a presentation to Council at its Information Session in May 2016 at which the Club detailed its income and expenditure relating to the conduct of the Festival.

The Club indicated at that presentation the increasing costs associated with running the Festival and the decrease in funding opportunities over the years. In consideration of the presentation Council did provide a \$3,000 increase in its annual funding to the Club for the 2016/2017 financial year.

It is acknowledged of the increasing financial burden upon the Club in conducting a quality Music Festival. It is also acknowledged of the benefits that the Festival brings to the economy of the district and the exposure of Nannup as a destination to those that reside outside of the district.

In discussions with Council's Manager Corporate Services, the current rental of \$12,252 has been accounted for as income in the 2016/2017 Budget and to grant a 50% reduction at this stage of the financial year would adversely impact Council's projected income, having only recently completed the 2016/2017 Budget review.

It is the opinion of the Officers that the Music Club should honour its current Lease rental commitment with Council committing to look favourably at a reduction in the annual rental during the renegotiation of the Lease rental in October 2017 and as part of the 2017/2018 financial year Budget deliberations.

STATUTORY ENVIRONMENT: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Reduction in anticipated income for the 2016/2017 financial year.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community - Strategy
1.1 – Value our Heritage and Festivals

RECOMMENDATION:

1. That Council advises the Nannup Music Club that it is not prepared to grant a 50% reduction on the lease fee for the 2016/2017 financial year as Council has already accounted for this as income in the 2016/2017 Budget and to grant such a reduction at this stage of the financial year would adversely impact Council's projected income.
2. Council further advises the Music Club that it is prepared to look favourably upon a reduction of the lease fee for the 2017/2018 financial year as part of the renegotiation of the Club's Lease which expires in October 2017.

VOTING REQUIREMENTS: Simple Majority

17026 STEVENSON/FRASER

That Council suspends Standing Orders to allow the matter to be discussed in more detail.

CARRIED (6/0)

Standing Orders were suspended at 4.37pm.

General discussion then took place regarding the request by the Nannup Music Club, particularly in relation to the future financial viability of the Festival and past financial contributions by the Shire of Nannup.

17027 STEER/GILBERT

That Council resumes Standing Orders.

CARRIED (6/0)

Standing Orders resumed at 4.44pm.

17028 STEVENSON/FRASER

- 1. That Council advises the Nannup Music Club that it is not prepared to grant a 50% reduction on the lease fee for the 2016/2017 financial year as Council has already accounted for this as income in the 2016/2017 Budget and to grant such a reduction at this stage of the financial year would adversely impact Council's projected income.***
- 2. Council further advises the Music Club that it is prepared to look favourably upon a reduction of the lease fee for the 2017/2018 financial year as part of the renegotiation of the Club's Lease which expires in October 2017.***

CARRIED(6/0)

Cr Dean returned to the meeting at 4.45pm

Cr Slater vacated the Chair.

The Shire President resumed the Chair.

AGENDA NUMBER:	12.6
SUBJECT:	Delegation of Authority – Appointment of Authorised Officers under the Public Health Act 2016
LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT::	23 January 2017
ATTACHMENT:	12.6.1 – Authority Card Template

BACKGROUND:

The new *Public Health Act 2016* provides modern legislation to regulate public health in Western Australia. The Act repeals much of the outdated *Health Act 1911* and is designed to better protect and promote the health of all Western Australians.

The *Public Health Act 2016* provides a flexible and proactive framework for the regulation of public health. Key features of the Act include:

- Promoting public health and wellbeing in the community.
- Helping prevent disease, injury, disability and premature death.
- Informing individuals and communities about public health risks.
- Encouraging individuals and their communities to plan for, create and maintain a healthy environment.
- Supporting programs and campaigns intended to improve public health.
- Collecting information about the incidence and prevalence of diseases and other public health risks for research purposes.
- Reducing the health inequalities in public health of disadvantaged communities.

Council is being requested to delegate to the Chief Executive Officer the authority to appoint and/or designate Authorised Officers under the provisions of Section 21 of the *Public Health Act 2016*.

The *Public Health Act 2016* received Royal Assent of 25th July 2016. The *Health Act 1911* will be phased out over a period of 3-5 years through a staged process and be replaced by the *Public Health Act 2016*. Stage 3 of the Public Health Act roll-out, which included provisions for the designation and appointment of Authorised Officers, occurred on 24th January 2017.

COMMENT:

Local governments will enforce the *Public Health Act 2016*. Authorised officers (previously known as environmental health officers) are responsible for investigating any public health matter within their local government boundaries.

Traditionally, under the provisions of the *Health Act 1911*, all Environmental Health Officers were “Approved” by the Executive Director Public Health to perform specified functions of the Act. The Executive Director Public Health was a specified role within the *Health Act 1911* and the person assigned to that role was an employee of the Department of Health WA.

Under the *Public Health Act 2016*, existing Environmental Health Officers will be automatically designated as Authorised Officers. However, the authority cards need to be signed off by the local government or the appointed delegate to authorise the officers to undertake duties under the Public Health Act. New employees to the Shire will need to be both, designated and authorised. Under Section 21(1)(b)(i) of the Public Health Act, local government may delegate the function of designating and authorising officers to the Chief Executive Officer.

The delegation would ensure that the administrative process for designating and appointing authorised officers can be expedited and that Environmental Health Officers employed by the Shire can be given authority to perform their functions almost immediately.

Section 30 of the Public Health Act specifies that an authorised officer must be issued a certificate of authority card by the Local Government. It is envisaged that this certificate of authority would be signed or approved by Council’s delegate. The Chief Executive Officer has been recommended for this delegation.

A template Authority Card has been provided in Attachment 12.6.1.

This report informs the Council of the commencement of the *Public Health Act 2016*, and recommends that the Chief Executive receive delegated authority from Council to designate and appoint Authorised Officers under the new Act. This will ensure that Environmental Health Officers are able to enforce provisions of the Public Health Act and Health Act from 24th January onwards.

STATUTORY ENVIRONMENT:

The *Public Health Act 2016*, the *Health Act 1911* and the *Local Government Act 1995*.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

RECOMMENDATION:

That Council delegates to the Chief Executive Officer, the authority to appoint and/or designate Authorised Officers under the provisions of Section 21 of the Public Health Act 2016.

VOTING REQUIREMENTS: Absolute Majority

17029 STEVENSON/SLATER

That Council delegates to the Chief Executive Officer, the authority to appoint and/or designate Authorised Officers under the provisions of Section 21 of the Public Health Act 2016.

CARRIED BY ABSOLUTE MAJORITY (7/0)

AGENDA NUMBER:	12.7
SUBJECT:	Development Application Seeking Approval for the Installation of Murals
LOCATION/ADDRESS:	Lot 12 (33) Warren Road, Nannup
NAME OF APPLICANT:	Leanne White
FILE REFERENCE:	A437
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke - Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	13 February 2017
ATTACHMENT:	12.7.1 - Location map 12.7.2 – Information from applicant 12.7.3 - Planning framework – extracts from LPS3, <i>Local Planning Policy No. 8 Nannup Main Street Heritage Precinct</i> and <i>Local Planning Policy No. 18 Signs and Advertisements</i> 12.7.4 - Submissions

BACKGROUND:

The applicant has lodged a Development Application seeking approval for two wall murals to be painted on the northern and southern walls of Lot 12 (33) Warren Road, Nannup. The locations of the signs are shown in Attachment 12.7.1.

The applicant seeks permanent approval for the two murals which are to be painted directly on the walls of the building by the applicant. Drawings of the proposed murals are shown in Attachment 12.7.2 along with additional information from the applicant.

The property is located in the Nannup Main Street Heritage Precinct and is listed on the Shire of Nannup Heritage List, both as part of the Precinct and individually.

Attachment 12.7.3 sets out the planning framework which is extracts from LPS3, *Local Planning Policy No. 8 Nannup Main Street Heritage Precinct* and *Local Planning Policy No. 18 Signs and Advertisements*.

The Shire administration invited public comment on the Development Application by writing to 11 adjoining/nearby landowners, 3 other stakeholders, placing details on the Shire website and having details available at the Shire office. The Shire received 4 submissions on the Development Application which were all in full support of the proposal as shown in Attachment 12.7.4.

COMMENT:

The site is zoned “Town Centre” and is located in the Nannup Main Street Heritage Area under the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)*.

Following an assessment of the development application against LPS3, *Local Planning Policy No. 8 Nannup Mainstreet Heritage Precinct (LPP008)* and *Local Planning Policy No.18 Signs and Advertisements (LPP018)*, the application has been found to generally be consistent with the Policies.

Outlined below are relevant clauses from LPS3:

“1.6.1 The local government’s general aim is to recognise the unique qualities and characteristics of the Scheme Area and safeguard its natural resources, whilst promoting sustainable development through diversified residential, commercial, industrial, agricultural, timber, tourist and resource based activities.”

“1.6.2 The local government’s general intentions are –

- (d) To manage the use and development of land by means of zoning and development controls to achieve compatibility between land uses, and the preservation, and where possible the enhancement of visual amenity of urban and rural uses.
- (f) To safeguard and enhance the character and amenity of the built and natural environment of the Scheme Area.”

“4.13.11 Town Centre Zone

4.13.11.1 Specific Objectives of the Zone

- (a) To provide for the development or redevelopment of land within the zone for a broad range of uses which the local government considers is appropriate to the town centre serving the residents and visitors;
- (b) To encourage new development within the zone to achieve a high standard in relation to the historic character of Nannup to assist in promoting the town centre in terms of its own distinctive identity and attraction.”

“5.8.14 Control of Advertisements

5.8.14.1 Objectives

The objectives of the provisions for the control of advertisements are:

- (a) To ensure that the visual quality and character of particular localities and transport corridors are not eroded;
- (e) To promote a high standard of design and presentation in outdoor advertising.”

LPP008 (Attachment 12.7.3) states that:

“All new development and redevelopment within the Nannup Main Street Heritage Area should contribute positively to the recognised heritage values and established townscape quality of Nannup’s main street.

The Council requires that all proposals for new development and additions to existing development within the Heritage Area shall:

- *add to the range of services and facilities available to the town residents and its visitors;*
- *ensure through appropriate design that the strong “Garden Village” character, and “working timber town” identity/role of the town is preserved, particularly in regard to development size, form, height and scale;*
- *be compatible with existing development, particularly in regard to building materials, shop front design, front setbacks, the use of colour, the application of advertising signage and the location and form of fencing;*
- *enhance the existing overall visual appearance of the Heritage Area;*
- *improve the provision of weather protection for pedestrians; and*
- *build upon the existing strong sense of community, and improve the economic viability of the town.”*

While public art work is not mentioned in the Nannup Main Street Heritage Guidelines contained in LPP008, it is suggested the public artwork is not consistent with the guidelines. While noting this, the guidelines in part also state “The development guidelines contained in this Policy are not intended to create a “time capsule” and stifle new development. Rather they set out to guide and encourage new contemporary development and redevelopment, and to ensure that the important heritage values, and unique town character of Nannup, will be preserved for the enjoyment of future generations.”

Finally, advertising is defined in LPS3 as meaning “any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and includes any hoarding or similar structure used, or adapted for use, for the display of advertisements”.

The murals can be considered advertising as they are directly associated with two of the three businesses operating from, or proposed for, 33 Warren Road, namely Wild Eyed Press and Leanne White Fine Art Gallery. The application has therefore also been assessed against LPP018 (see Attachment 12.7.3).

The general objectives of LPP018 which relate to the Development Application are:

- Ensure that existing and future signage is maintained at a level which produces a positive image of the Shire of Nannup;
- Encourage advertising which complements the natural and urban environment whilst minimising negative impacts; and
- Promote a high standard of design and presentation.

The applicant is proposing a design which is both professional in appearance and provides an additional point of interest for visitors to the town. It features elements which are found in the Shire of Nannup and provides a unique photographic opportunity for tourists. The mural on the northern wall will complement the adjoining vacant lot which currently contains shaded seating, while the mural on the southern wall will enhance what is currently service access to the telecommunications tower behind the post office.

The murals are compatible with the Community Strategic Plan in that they promote innovative ideas and value-adding for businesses.

There also may be opportunities for additional murals in town. If appropriately designed and located, additional murals would be a good fit with Nannup’s values and could assist to attract visitors.

The application is considered to be consistent with LPS3, LPP008 and LPP018 and it is therefore suggested that Council approve the Development Application subject to conditions.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

Local Planning Policies 8 & 18 are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS:

The murals are compatible with the Community Strategic Plan in that they promote innovative ideas and value-adding to businesses.

RECOMMENDATION:

That Council approve the Development Application for two murals to be located on the northern and southern walls at Lot 4 (33) Warren Road, Nannup subject to the following conditions:

Conditions:

1. The development hereby approved must be carried out in accordance with the plans and documentation submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. The murals are to be painted in colours specified in the development application or in similar colours to the satisfaction of the Shire.
3. The murals are to be well maintained to the satisfaction of the Shire.
4. No external lighting is to be used to highlight the murals.

Advice:

- A. In relation to Condition 3, this includes promptly addressing any possible graffiti or damage to the signs.
- B. Any changes to the theme or colours of the mural will require approval from the Shire prior to installation.

VOTING REQUIREMENTS: Simple Majority.

17030 STEER/LONGMORE

That Council approve the Development Application for two murals to be located on the northern and southern walls at Lot 4 (33) Warren Road, Nannup subject to the following conditions:

Conditions:

- 1. The development hereby approved must be carried out in accordance with the plans and documentation submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.***
- 2. The murals are to be painted in colours specified in the development application or in similar colours to the satisfaction of the Shire.***
- 3. The murals are to be well maintained to the satisfaction of the Shire.***
- 4. No external lighting is to be used to highlight the murals.***

Advice:

- A. In relation to Condition 3, this includes promptly addressing any possible graffiti or damage to the signs.***
- B. Any changes to the theme or colours of the mural will require approval from the Shire prior to installation.***

CARRIED(7/0)

AGENDA NUMBER:	12.8
SUBJECT:	Kidsport Grant
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 6A
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	13 February 2017
ATTACHMENT:	12.8.1 – Acceptance of Grant Department of Sport and Recreation

BACKGROUND:

Funding acknowledgement has been received of \$10,000 from the Department of Sport & Recreation through their Kidsport program. As this funding is over \$10,000, Council is required to accept the funding as per Council policy FNC 6.

The grant funding is a one year program to increase participation of young people aged 5-18 years in physical recreation.

COMMENT:

This program adds to the youth activity program and seeks to build capacity and increase recreational opportunities for young people.

Funding of \$200 per eligible young person is paid upon successful application for club fees and equipment. The funds are paid directly to the club.

The criteria for participation are health care card holders. The previous arrangement where all sports participants could receive Kidsport funding has now expired. This has been communicated to all clubs and participants.

This program has been running in Nannup for the previous two years and has been extremely well received by the sporting clubs and appreciated by the parents.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS:

As per Council policy FNC 6

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS:

The Shire of Nannup Community Strategic Plan 2013- 2023
1.3 Our Youth

RECOMMENDATION:

That Council accept the funding of \$10,000.00 from the Department of Sport & Recreation to undertake the Kidsport program.

VOTING REQUIREMENTS: Simple Majority.

17031 STEVENSON/SLATER

That Council accept the funding of \$10,000.00 from the Department of Sport & Recreation to undertake the Kidsport program.

CARRIED (7/0)

AGENDA NUMBER:	12.9
SUBJECT:	Acceptance of Crime Prevention Grant
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 6J
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	13 February 2017
ATTACHMENT:	12.9.1 – Acceptance letter from the Office of Crime Prevention

BACKGROUND:

Funding acknowledgement has been received of \$25,000 from the Community Crime Prevention Fund to undertake a 'Respect 6275' project. As this funding is over \$10,000, Council is required to accept the funding as per Council policy FNC 6.

COMMENT:

This grant is to design and construct a mountain bike pump track near the Marinko Tomas playground, to undertake a youth mentor program and an adventure camp to Albany in January 2018.

This is a partnership project with the Nannup Mountain Bike Club and Council. Assistance will also be provided by Common Ground Trails to ensure that risk management and best practise are addressed.

An MOU will be developed between Council and the Nannup Mountain Bike Club to address ongoing maintenance.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS:

As per Council Policy FNC 6

FINANCIAL IMPLICATIONS:

\$5,000 In kind support of water, administration, plant hire, venue fees, safety site signage and temporary fencing of the pump track. \$2,000 financial contribution from the operational youth budget 2015/16.

As the pump track will be located on public land, annual inspections will be required by Council to ensure risk management and maintenance is adhered to by the Nannup Mountain Bike Club.

RECOMMENDATION:

That Council accept the funding of \$25,000 from the Crime Prevention Fund to undertake the 'Respect 6275' project.

VOTING REQUIREMENTS: Simple Majority.

17032 FRASER/STEER

That Council accept the funding of \$25,000 from the Crime Prevention Fund to undertake the 'Respect 6275' project.

CARRIED(7/0)

AGENDA NUMBER:	12.10
SUBJECT:	Acceptance of Community Chest Royalties for Regions FM Tower Grant
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 6
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	13 February 2017
ATTACHMENT:	12.10.1 – Acceptance letter from the Hon Terry Redman MLA

BACKGROUND:

Funding acknowledgement has been received of \$28,850 from the Royalties for Regions Community Chest Fund to install an FM repeater on a tower in Nannup.

As this funding is over \$10,000, Council is required to accept the funding as per Council policy FNC 6.

COMMENT:

This grant is to install an FM repeater on a tower in Nannup, enabling residents to receive FM radio in their homes. Currently only properties with satellite receive FM radio, or residents can listen to the radio in their cars.

To minimise ongoing costs it is recommended that the FM repeater is installed on a tower at the Shire Depot.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS:

As per Council policy FNC 6

FINANCIAL IMPLICATIONS:

\$5,800 financial contributions towards the project, including an independent audit.

Annual license fees to the Department of Communications.

RECOMMENDATION:

That Council accept the funding of \$28,850 from the South West Development Commission Community Chest fund for the installation of the FM repeater tower in Nannup.

VOTING REQUIREMENTS: Simple Majority.

17033 SLATER/LONGMORE

That Council accept the funding of \$28,850 from the South West Development Commission Community Chest fund for the installation of the FM repeater tower in Nannup.

CARRIED (7/0)

AGENDA NUMBER:	12.11
SUBJECT:	Nannup Main Street Redevelopment Stage 2
LOCATION/ADDRESS:	Shire of Nannup – Vasse Highway (Warren Road)
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WRK 33
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	Jonathan Jones – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	13 February 2017

BACKGROUND:

An enquiry by the Manager Infrastructure with Main Roads WA identified there was funding immediately available for the continuation of the Main Street Redevelopment Stage 2 in 2016/17 financial year.

The Main Street Redevelopment Stage 2 is a continuation of the Main Street Stage 1 redevelopment already completed in the 2015/16 financial year.

The project is located on Vasse Highway (Warren Road) through the Nannup town site. The section involved in this project is both sides of the road from Adam Street to Cross Street, an estimated 120 metres.

COMMENT:

The continuation of the project aims to carry on the upgrade already completed as in Stage 1 improving both the on-street and off-street parking facilities; upgrading drainage, kerbing and footpaths; improve pedestrian safety, the movement of vehicles and enhance and beautify the main street.

It is intended to commence works immediately following the weekend of the Nannup Music Festival Tuesday 7th March 2017.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Main Roads WA advised via email that there is an allocation of \$120,000 in this years (2016/17) program for the contribution to Stage 2 of the drainage works associated with the Main Street upgrade and that these funds would not be carried over into 2017/18 financial year and would need to be spent before 30 June 2017.

A total of \$185,940 is estimated to be available in Reserve Funds for the continuation of the Main Street redevelopment (Stages 2 and 3).

A total cost of \$202,638 has been estimated for completion of Stage 2.

It is also recommended that sufficient pavers of the same colour and type be purchased to allow completion of Stage 3 later in 2017/18 at a cost of \$39,022 (Includes transportation).

As the Main Roads contribution will be \$120,000 a contribution of \$121,660 will be required from the Main Street Redevelopment Reserve Funds.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013 - 2023

RECOMMENDATION:

That Council releases the contribution required from the Main Street Redevelopment Reserve Fund of approximately \$122,000 to provide for the completion of the Main Street Redevelopment Stage 2 and purchase of pavers for Stage 3.

VOTING REQUIREMENTS: Absolute Majority

17034 GILBERT/STEER

That Council releases the contribution required from the Main Street Redevelopment Reserve Fund of approximately \$122,000 to provide for the completion of the Main Street Redevelopment Stage 2 and purchase of pavers for Stage 3.

CARRIED BY ABSOLUTE MAJORITY (7/0)

AGENDA NUMBER:	12.12
SUBJECT:	Budget Monitoring – January 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Prime – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	10 February 2017
ATTACHMENT:	12.12.1 – Financial Statements for the period ending 31 January 2017

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

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 at 31 December 2016, Council identified a modest savings of \$3,800 for Financial Year ending 30 June 2017. This figure was identified in the January 2017 Council Agenda. Please refer to January 2017 Council Agenda Item 12.12 and its accompanying attachments for a detailed explanation of these variances. No further end of year variances are expected from this month's financial analysis.

**Shire of Nannup
Ordinary Council Meeting Minutes: 23 February 2017**

	<i>(Surplus)/Deficit</i> \$
Gross (surplus)/deficit expected for the year	
Income – under received	\$24,500
Expenditure – underspent	(\$74,300)
Capital	\$46,000
Projected (surplus/deficit at end of the year	(\$3,800)

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

A potential surplus of \$3,800 for 2016/17.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That the Monthly Financial Statements for the period ending 31 January 2017 be received.

VOTING REQUIREMENTS: Simple Majority.

17035 STEER/FRASER

That the Monthly Financial Statements for the period ending 31 January 2017 be received.

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: 23 February 2017**

AGENDA NUMBER:	12.13
SUBJECT:	Monthly Accounts for Payment - January 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	10 February 2017
ATTACHMENTS:	12.13.1 – Accounts for Paymnet – January 2017 12.13.2 – Credit Card Transactions – December & January 2017

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 January 2017 to 31 January 2017 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	9040 – 9115	163,897.70
Accounts paid by cheque	20131 – 20136	1,593.28
Accounts paid by Direct Debit	DD9760.1 – DD9772.8	23,920.37
Sub Total Municipal Account		\$189,411.45

Trust Account

Accounts paid by EFT	0.00
Accounts Paid by cheque	0.00
SubTotal Trust Account	\$0.00
Total Payments	\$189,411.45

STATUTORY ENVIRONMENT:

LG (Financial Management) Regulation 13

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$189,411.45 1 January 2017 to 31 January 2017 in the attached schedule be endorsed.

VOTING REQUIREMENTS: Simple Majority

17036 STEVENSON/SLATER

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$189,411.45 1 January 2017 to 31 January 2017 in the attached schedule be endorsed.

CARRIED (7/0)

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

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 5.15pm