



Shire of
Nannup
rest • connect • grow

Agenda - Public Copy -

Council Meeting to be held
on Thursday 26 October 2017
Commencing at 4.15pm

PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Any statement, comment or decision made at a Council meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire of Nannup must obtain, and should only rely on, written notice of the Shire of Nannup's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council meeting.

Any advice provided by an employee of the Shire of Nannup on the operation of a written law, or the performance of a function by the Shire of Nannup, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire of Nannup. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire of Nannup should be sought in writing and should make clear the purpose of the request. Any plans or documents in Agendas and Minutes may be subject to copyright.

Agenda

- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
- 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**
(previously approved)
- 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
Nil
- 4. PUBLIC QUESTION TIME**
- 5. APPLICATIONS FOR LEAVE OF ABSENCE**
- 6. PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 7. DECLARATIONS OF INTEREST**

The Shire President will read out any declarations received relating to financial, proximity or impartiality interests and ask for any further declarations to be made.

Members should make any declarations at the start of the meeting but may declare an interest before the resolution of any agenda item.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 September 2017 Ordinary Meeting

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 28 September 2017 be confirmed as a true and correct record.

8.2 Special Meeting of Council

That the Minutes of the Special Council Meeting of the Shire of Nannup held in Council Chambers on 23 October 2017 be confirmed as a true and correct record.

9. MINUTES OF COUNCIL COMMITTEES

9.1 Warren Blackwood Alliance of Councils - Local Tourism Organisation Steering Group

That Council receive the Minutes of the Warren Blackwood Alliance of Councils Local Tourism Organisation Steering Group meeting held 20 September 2017.

9.2 Warren Blackwood Alliance of Councils – Annual General Meeting

That Council receive the Minutes of the Annual General Meeting of the Warren Blackwood Alliance of Councils meeting held 3 October 2017.

9.3 Warren Blackwood Alliance of Councils

That Council receive the Minutes of the Warren Blackwood Alliance of Councils meeting held 3 October 2017.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

12. REPORTS OF OFFICERS

Agenda No.	Description	Page No.
CEO DEPARTMENT		
12.1	Council Meetings 2018 – Dates and Times	4
12.2	Annual Councillor/Employee Christmas Function and Christmas Shut Down	6
12.3	Request to Waive Town Hall Hire Fees	8
12.4	Request for Reduced Rate on Town Hall Hire Fees	10
FINANCE & ADMINISTRATION		
12.5	Budget Monitoring – September 2017	13
12.6	Monthly Accounts for Payment - September 2017	15

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

13.1 OFFICERS

13.2 ELECTED MEMBERS

14. MEETING CLOSED TO THE PUBLIC
(Confidential Items)

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Agenda No.	Description	Page No.
14.1	Recruitment Process – Chief Executive Officer Position	18

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

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

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

17. CLOSURE OF MEETING

Shire of Nannup
Ordinary Council Meeting Agenda: 26 October 2017

AGENDA NUMBER:	12.1
SUBJECT:	Council Meetings 2018 – Dates and Times
LOCATION/ADDRESS:	Shire of Nannup – Council Chambers
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	5 October 2017
ATTACHMENT:	Nil

BACKGROUND:

Section 12 of the *Local Government (Administration) Regulations 1996* requires a Local Government to at least once a year give local public notice of the dates on which and the time and place at which –

- (a) the ordinary council meetings;
- (b) the committee meetings that are required under the *Act* to be open to members of the public or that are proposed to be open to members of the public; and
- (c) are to be held in the next 12 months.

COMMENT:

The proposed dates for the 2018 monthly Council meetings, subject to consideration of meeting times:-

Thursday, 25 January 2018	Thursday, 26 July 2018
Thursday, 22 February 2018	Thursday, 23 August 2018
Thursday, 22 March 2018	Thursday, 27 September 2018
Thursday, 26 April 2018	Thursday, 25 October 2018
Thursday, 24 May 2018	Thursday, 22 November 2018
Thursday, 28 June 2018	

Historically Council does not conduct an Ordinary Meeting in December and again this has been excluded from the scheduled meeting dates for 2018. Council may wish to consider its position in respect to the conduct of a meeting in December and possibly exclude the January meeting as it is normally a very quiet period at the year's commencement.

In submitting the above meeting dates for 2018, Council may also wish to review meeting commencement times.

STATUTORY ENVIRONMENT:

Section 12 of the *Local Government (Administration) Regulations 1996* relating to advertising meeting times and dates.

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, Represent and Provide.

RECOMMENDATION

That in accordance with Section 12 of the *Local Government (Administration) Regulations 1996* relating to the advertising of meeting times and dates of monthly Ordinary meetings, the following schedule of times and dates be adopted for the 2018 calendar year:-

Information Session to commence at 3.15pm

Monthly Ordinary Council meetings to commence at 4.15pm on the following dates:-

Thursday, 25 January 2018	Thursday, 26 July 2018
Thursday, 22 February 2018	Thursday, 23 August 2018
Thursday, 22 March 2018	Thursday, 27 September 2018
Thursday, 26 April 2018	Thursday, 25 October 2018
Thursday, 24 May 2018	Thursday, 22 November 2018
Thursday, 28 June 2018	

VOTING REQUIREMENTS:

Simple Majority

AGENDA NUMBER:	12.2
SUBJECT:	Annual Councillor/Employee Christmas Function and Christmas Shut Down
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Peter Clarke – Chief Executive Officer
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	5 October 2017
ATTACHMENT:	Nil

BACKGROUND:

With Christmas fast approaching it is necessary for Council to consider whether it wishes to conduct a Councillor/Employee end of year function, and if so, this will enable staff to commence organising same.

COMMENT:

In 2016, the Christmas Function was cancelled due to a funeral for a local person being held on the date set for the Function and the number of employees that were attending the funeral.

It is considered that the end of year function enables Council to formally thank its employees for their efforts throughout the year and provides the opportunity for Councillors to meet with all of the Shire of Nannup employees in a social atmosphere. Such a function also has the ability to lift employee morale in being recognised for their efforts.

In 2015 Council conducted an informal function at the Nannup Recreation Centre Function Room and from observations of senior staff, this was well accepted by all of Council's employees. It is suggested that a similar function be held in 2017 and that it be conducted on the evening of Thursday, 21 December.

As per previous years, all employees take a break over the Christmas period which incorporates weekends, public holiday's, annual leave and accumulated rostered days off between the dates below. This includes the Shire office being closed on the following dates:-

Friday, 22 December 2017	Normal Work Day
Saturday, 23 December 2017	Weekend
Sunday, 24 December 2017	Weekend
Monday, 25 December 2017	Public Holiday (Christmas Day)
Tuesday, 26 December 2017	Public Holiday (Boxing Day)
Wednesday, 27 December 2017	Annual Leave/RDO
Thursday, 28 December 2017	Annual Leave/RDO
Friday, 29 December 2017	Annual Leave/RDO

Saturday, 30 December 2017	Weekend
Sunday, 31 December 2017	Weekend
Monday, 1 January 2018	Public Holiday (New Years Day)
Tuesday, 2 January 2018	Normal Work Pattern Resumes

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Provision for expenditure associated with the end of year function would be allocated from the annual Refreshments and Entertainment allocation.

STRATEGIC IMPLICATIONS:

Nil

RECOMMENDATION

That Council conducts an end of year/Christmas function for all Shire of Nannup employees on Thursday, 21 December 2017 in a similar format to that which was conducted in 2015. Council also approves of the Shire Office being closed over the 2017/2018 Christmas/New Year break.

VOTING REQUIREMENTS:

Simple Majority

AGENDA NUMBER:	12.3
SUBJECT:	Request to Waive Town Hall Hire Fees
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Mr Trevor Holm – Coordinator 2018 South West Black Dog Ride
FILE REFERENCE:	ASS 1
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	6 October 2017
ATTACHMENT:	Nil

BACKGROUND:

Mr Trevor Holm, Coordinator for the 2018 South West Black Dog Ride has written to Council advising that on Sunday, 18 March 2018 the “South West One Day Black Dog Ride” will be calling into Nannup for a morning tea stop. The riders, which will be in the vicinity of 350, will be having a 30-40 minute break as part of their route from Busselton to Collie.

Mr Holm advises that the Black Dog Rides past arrangement has been for morning tea to be available through the support of a local organisation at the Nannup Town Hall. It is in this regard that the Black Dog Ride Organising Committee seeks the support of the Shire of Nannup to waive the associated fees for the use of the Hall.

Mr Holm advises that the Black Dog Ride event is entirely voluntary and is a key activity in raising mental health awareness and suicide prevention.

COMMENT:

The Black Dog Ride began in 2009 to raise awareness of depression, developing into national suicide prevention charity involving thousands of Australian motorcycle riders who have raised over many millions of dollars for mental health services, fostering mental health awareness around the country.

The Black Dog Ride has been a regular feature on the Nannup event calendar and the small contribution of waiving Hall Hire Fees is one way in which the Shire of Nannup can contribute to the event.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Council Policy No.BLD 1 relating to the “Use/Hire of Community Facilities” states:-

“Should a “not for profit” community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration”.

FINANCIAL IMPLICATIONS:

The normal hire fee based on an hourly rate for the Town Hall is \$25.00.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community Leadership – Strategy 5.1 Support existing and emerging community groups.

RECOMMENDATION

That Council waives the Town Hall Hire Fee for the Black Dog Ride event to be held on Sunday, 18 March 2018.

VOTING REQUIREMENTS:

Simple Majority

AGENDA NUMBER:	12.4
SUBJECT:	Request for Reduced Rate on Town Hall Hire Fees
LOCATION/ADDRESS:	Nannup Town Hall
NAME OF APPLICANT:	Nannup Film Society
FILE REFERENCE:	ASS 5
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	11 October 2017
ATTACHMENT:	Nil

BACKGROUND:

Alison Kay, President of the Nannup Film Society, writes to advise the Society has recently received Invoices for the hire of the Town Hall, charged at \$87/session, and requests that Council considers reducing the rate for the Society to \$20/session.

Ms Kay advises that the Society is a not-for-profit, small, membership-based film society, run by a committee of volunteers and as such, runs on a very low budget. The Society's primary aims are to promote and encourage interest in films, and to provide a means of bringing the community together on a regular basis in a spirit of goodwill, through the provision of a program of films for their membership.

To encourage viewing of films by non-members in the wider community, Ms Kay advises that the Society host additional screenings for special events open to the public, or private screenings for parties, closed events and community groups.

Ms Kay advises that from fundraising and grants received, monies have been spent on upgrading and installing new equipment to provide a big screen community cinema, to better service the members and provide an opportunity to host community event screenings. So far this year, apart from programs for Members, the Society has hosted the following:-

- Australasian Touring Caravan & Camping Club – private screening (March)
- Nannup Flower & Garden Festival – projection on stage for dance (August)
- CinefestOZ Film Festival – Free Community Screenings (August)
- Thylacine Documentary – Meet and greet session and new documentary screening (September)
- Hosted screening planned for this year – Tour of Margaret River (November)

Ms Kay further advises that the Society has had to reduce their screenings this financial year to one main feature per month (adults) and one bi-monthly kids/family movie, as they are finding it hard to cover running costs – apart from annual Public Liability, Contents, Fire and Theft Insurances, the screening licence per session is \$40 (minimum) and DVD copy \$20 (minimum).

Ms Kay advises that the Society is not trying to make a profit, but just to continue providing an arts-based service to the community – this is only possible if the Society runs as a membership-based organisation, with non-theatrical licence fees (otherwise they would be paying a screening licence of between \$150-\$300 per session).

Ms Kay advises that the Film Society welcomes the opportunity to work with the Shire and community groups to value-add to events held in Nannup, but the Society has found that they are being asked more and more to host events, which are additional to their screening program for members. The total number of volunteer hours for the community screenings mentioned earlier total 119 hours, which based on a rate of \$30 per volunteer (ABS rates 2017) equates to a total of **\$3,570 worth** of Nannup Film Society time spent hosting these extra events on behalf of the wider community.

COMMENT:

The Nannup Film Society has acknowledged that the \$87 per session hire fee is charged for the adult screenings, with the bi-monthly Kids/Family screenings being sponsored by the Nannup Youth Advisory Committee.

The CEO met with Alison Kay and Rachael Goldsmith from the Nannup Film Society on Wednesday, 11 October to further discuss their claims for a reduced rental. The CEO advised the above representatives that Council appreciates the service that the Film Society provides to the Nannup community and of the onus upon members to fundraise and the limited income that is derived in providing this service. However, the CEO indicated that the Film Society is not the only not-for-profit organisation in the Shire that has requested a reduction in/or the waiving of hire fees when utilising Council facilities and that this places Council in a difficult position in determining whether such a request is granted.

The CEO indicated to the above representatives that their request for a reduction from \$87 per session to \$20 per session is considered un-realistic, when utilities (power/heating etc.) are being consumed per session. The CEO indicated that based on the Film Society's circumstances, he would be prepared to recommend a 50% reduction (approx. \$40 per session) in hire fees per session which may be looked upon by Council more favourably.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Policy BLD 1 – Relating to Use/Hire of Community Facilities:

“Council will charge all hirers of its facilities as per its list of fees and charges which is reviewed annually in line with the budget.”

Should a “not for profit” community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration”.

FINANCIAL IMPLICATIONS:

Potential loss of income in Hall Hire Fees.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2017-2027 – Our Community Leadership
- Strategy 5.1 Support Existing and Emerging Community Groups.

RECOMMENDATION

That whilst Council recognises the service that the Nannup Film Society provides to the Nannup community, it advises the Society that it is unable to accede to its requested reduction in Hall Hire Fees. However, to assist the Society in continuing this service for the community and in recognition of its not-for-profit status, Council is prepared to approve a 50% per session reduction in the Hire Fees commencing from the Society’s next screening date following the October 2017 Council meeting.

VOTING REQUIREMENTS:

Simple Majority

AGENDA NUMBER:	12.5
SUBJECT:	Budget Monitoring – September 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	17 October 2017
ATTACHMENT:	12.5.1 - Financial Statements for the period ending 30 September 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 12.5.1.

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:

Please refer to the attachment, Financial Statements for period(s) ending 30 September 2017 for a detailed analysis of our end of year position, as found in Note 2.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The attached financial statements detail financial outcomes for 2017/18.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

Monthly Financial Statements for the period ending 30 September 2017 be received.

VOTING REQUIREMENTS:

Simple Majority.

Shire of Nannup
Ordinary Council Meeting Agenda: 26 October 2017

AGENDA NUMBER:	12.6
SUBJECT:	Monthly Accounts for Payment - September 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:	17 October 2017
ATTACHMENT:	12.6.1 – Accounts for Payment – September 2017 12.6.2 – Credit Card Transactions – September 2017

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 September 2017 to 30 September 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	9780 – 9853	173,768.55
Accounts paid by cheque	20217 – 20226	3,175.78
Accounts paid by Direct Debit	DD9915.1 – DD9945.9	33,759.22
<i>Sub Total Municipal Account</i>		<u>\$210,703.55</u>

Trust Account

Accounts paid by EFT	9799-9800	2,761.79
Accounts Paid by cheque		0.00
<i>Sub Total Trust Account</i>		<u>\$2,761.79</u>

Total Payments

\$213,465.34

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 \$213,465.34 1 September 2017 to 30 September 2017 in the attached schedule be endorsed.

VOTING REQUIREMENTS:

Simple Majority

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

13.1 OFFICERS

13.2 ELECTED MEMBERS

14. MEETING CLOSED TO THE PUBLIC
(Confidential Items)

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

CONFIDENTIAL ITEM

PROCEDURAL RECOMMENDATION:

That the meeting be closed to members of the public in accordance with Sections 5.23(2) (a), (b) and (c) of the Local Government Act 1995.

(The following report is confidential in accordance with Section 5.23(2)(a),(b) and (c) and of the Local Government Act 1995, being a matter effecting an employee, the personal affairs of a person and a contract that may be entered into by the Local Government)

AGENDA NUMBER:	14.1.
SUBJECT:	Recruitment Process - Chief Executive Officer Position
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	5 October 2017

PROCEDURAL RECOMMENDATION:

That the meeting be opened to the members of the public in accordance with Sections 5.23(1) (a) and (b) of the Local Government Act 1995.

- 14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

- 15. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

- 16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

- 17. CLOSURE OF MEETING**



Agenda Attachments

Item	Attach	Title
12.5	1	Financial Statements for the period ending 30 September 2017
12.6	1	Accounts for Payment – September 2017
	2	Credit Card Transactions – September 2017