



Shire of
Nannup
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Agenda

Council Meeting to be held
on Thursday 22 March 2018
Commencing at 4.30pm

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**
4. **PUBLIC QUESTION TIME**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Longmore has applied in writing for a Leave of Absence.

Cr Longmore has advised that he will be absent from Council committee duties from 28 May until 24 June 2018.

6. **PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mr Rob Taylor will be making a presentation to Council in regard to the Blackwood Biosecurity Group Inc.; and their proposed Declared Pest Rate (DPR).

Mrs Cheryle Brown, Manager of the Nannup Community Resource Centre will be making a presentation to Council about funding cuts.

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 Shire of Nannup Ordinary Council Meeting

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 22 February 2018 be confirmed as a true and correct record.

9. MINUTES OF COUNCIL COMMITTEES

9.1 Quannup Working Party

That the Notes from the Quannup Working Party meeting held on 21 February 2018 be received.

9.2 WALGA South West Zone

That the Minutes of the WALGA South West Zone meeting held on 23 February 2018 be received.

9.3 Business Initiative Group Nannup (BIGN)

That the Minutes of the BIGN meetings held on 8 March 2018 be received.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

12. REPORTS OF OFFICERS

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**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

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**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

CEO DEPARTMENT

AGENDA NUMBER:	12.1
SUBJECT:	Request for reduction in hall hire fees – Nannup Markets Stallholders
LOCATION/ADDRESS:	Reserves 3708A, Town Hall, Warren Road, Nannup
NAME OF APPLICANT:	Mrs Gayle Vasey on behalf of the Nannup Stallholders
FILE REFERENCE:	FNC 10
AUTHOR:	Tracie Bishop – Acting Chief Executive Officer
REPORTING OFFICER:	Tracie Bishop – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	7 March 2018
ATTACHMENT:	12.1.1 – Request for Fee Waiver for Town Hall

BACKGROUND:

A letter has been received from Mrs Gayle Vasey requesting a reduction in fees for the hire of the Town Hall for a two-month period over winter to allow the Nannup Markets to move indoors. Actual months requested are June and July 2018.

Mrs Vasey advises that last year the markets moved indoors for a similar period and that this move was coordinated by the BigN. This year the coordination of these markets is by the actual stallholders themselves. The committee for this group currently has four members who are in the initial stages of planning for 2018 as well as setting up a Facebook page to ensure that all stallholders can contact each other and advise the group of when they will be attending etc. To date, Mrs Vasey has already received confirmation from 12 store holders agreeing to regularly take part in the markets over this period.

The Nannup Market committee contacted the previous CEO in 2017 to ask for support in getting these markets up and running within the town hall. Based on the fact that, at the time, this was an introductory arrangement to test if customers and suppliers supported this move, Council support was given which allowed this facility to be used free of charge.

COMMENT:

The Stallholders within this group are made largely of local people including the Nannup Youth Advisory Group. At the point of writing this report there were 12 confirmations of which 10 participants are from the Nannup community. Therefore, this venture should be seen as a community business initiative and congratulated for looking at ways in which to support local business initiatives within the Nannup community. It is noted that there is a \$5 fee charged per stall holder per booking which is used to support community groups rostered on as coordinator for that particular day.

The above request to utilise the Town Hall for a total of 5 times during a period of time known to have inclement weather is understandable. By holding Saturday markets in this location it would be hoped that the main street traders can benefit from the passing trade on each market day.

The cost to Council would be a reduction of hall hire by 50% for this period. Current fees for the 2017/18 period are \$87 per half day. Therefore, the cost of agreeing to this request would be a reduction in income of \$217.50.

Fixed expenses for the same hire period would be cleaning costs and the cost of the utilities i.e. electricity, water and gas. At this point in time it would be hard to put an actual figure on these costs as a whole.

Officer recommendation would be to agree to the request on the condition that the hall is returned to a clean and tidy position at the end of each market day and that, given that the hall will be open for community members and visitors to enter and leave at their leisure, that the heating within the facility not be utilised. This should ensure that costs associated with using the hall are kept to a minimum and ratepayers are not left to cover costs of this event.

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:

Reduction in income through fees and charges of \$217.50

STRATEGIC IMPLICATIONS:

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

RECOMMENDATION:

That Council advises Mrs Vasey, representative of the Nannup Market Stallholders, that Council is prepared to allow the use of the Town Hall for the 5 dates requested at a reduced rate of 50% on the proviso that the hall be returned to a clean and tidy condition at the end of each hiring period and that the heating within the facility not be used to keep the costs associated with the hall hire to a minimum.

VOTING REQUIREMENTS:

Simple Majority

Shire of Nannup
Ordinary Council Meeting Agenda: 22 March 2018

AGENDA NUMBER:	12.2
SUBJECT:	Delegation 80 - Food Act 2008 Appointments
LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Tracie Bishop – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	8 March 2018
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.2.1 - Delegation 80 - Food Act 2008 Appointments

BACKGROUND:

Under Section 5.42 of the *Local Government Act 1995*, Council may delegate any of its duties or powers to the Chief Executive Officer (delegated authority).

The primary aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these decisions to other staff if statutorily allowable.

Power from the *Food Act 2008* is originally assigned to the enforcement agency (Local Government). Section 118(2)(b) of the *Food Act 2008* allows the Local Government to delegate a function conferred on it.

The *Food Regulations 2009* do not provide for sub-delegations.

COMMENT:

The proposed changes to Delegation 80 will allow the Environmental Health Consultant or any other officer designated by the Chief Executive Officer to carry out the duties specified in Sections 122(1) and 126(2) of the *Food Act 2008*. These duties may include food sampling, water sampling, food premise inspections and the issuing of infringement notices.

The need to update the delegation was determined during a review of the *Food Act 2008* when it was discovered that the existing delegation did not refer to the correct sections of the Act.

The name of the delegation has also been changed to better reflect its purpose.

STATUTORY ENVIRONMENT:

Local Government Act 1995, Food Act 2008 and Food Regulations 2009.

POLICY IMPLICATIONS:

Where there is cross reference to a delegation from a Council Policy the delegation is noted as such.

FINANCIAL IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

That Council, pursuant to Section 5.42 of the *Local Government Act 1995*, approve the changes to Delegation 80 – Food Act 2008 Appointments.

VOTING REQUIREMENTS:

Absolute Majority.

ECONOMIC & COMMUNITY DEVELOPMENT SERVICES

AGENDA NUMBER:	12.3
SUBJECT:	Department of Local Government, Sport & Cultural Industries CSRFF Grant
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	Louise Stokes
FILE REFERENCE:	FNC 60
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	Tracie Bishop – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 March 2018
ATTACHMENTS:	12.3.1 - Grant Application

BACKGROUND:

Funding is available through the Department of Local Government, Sport & Cultural Industries Community Sport & Recreation Facilities Fund (CSRFF) for projects with a total value of \$200,000 or less. Funding under the CSRFF will cover one third of the cost of the project.

The grant application process requires that Council endorses this application prior to submitting to the Department of Local Government, Sport & Cultural Industries.

This application is to renovate the existing toilets and change rooms in the Nannup Recreation Centre.

COMMENT:

This project has previously been submitted for funding support to the Department however has been unsuccessful due to an oversubscribed pool of applications. The project has been scaled down in its scope and cost.

Council in its 2017-2027 Strategic Planning process indicated this project as a high priority as part of the continued upgrade of the Nannup Recreation Centre precinct.

The project has been quoted at \$56,586 GST exclusive with a CSRFF grant contribution request of \$18,862 GST exclusive.

STATUTORY ENVIRONMENT:

Nil.

POLICY AND CONSULTATION IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Council's contribution of \$37,724 GST exclusive is available in Council's Asset Management Reserve Fund.

STRATEGIC IMPLICATIONS:

Community Strategic Plan 2017-2027 – Our Shire and Streetscape - Strategy 3.1
Well maintained quality infrastructure for our community and visitors and promote activity, Action Upgrade to Recreation Centre.

RECOMMENDATION:

That Council endorse the submission of the Shire of Nannup Recreation Centre change room upgrade project to the Department of Local Government, Sport & Cultural Industries through the current CSRFF funding round.

VOTING REQUIREMENTS:

Simple Majority

FINANCE & ADMINISTRATION

AGENDA NUMBER:	12.4
SUBJECT:	Monthly Accounts for Payment - February 2018
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	15 March 2018
ATTACHMENT:	12.4.1 – Accounts for Payment – February 2018 12.4.2 – Credit Card Transactions – February 2018

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 February 2018 to 28 February 2018 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.

Shire of Nannup
Ordinary Council Meeting Agenda: 22 March 2018

Municipal Account

Accounts paid by EFT	10262 – 10366	404,040.96
Accounts paid by cheque	20253 – 20260	1,775.43
Accounts paid by Direct Debit	DD10070.1 – DD10070.9	14,181.71
<i>Sub Total Municipal Account</i>		<u>\$419,998.10</u>

Trust Account

Accounts paid by EFT	10331 - 10331	169.95
Accounts Paid by cheque		0.00
<i>Sub Total Trust Account</i>		<u>\$169.95</u>
Total Payments		<u>\$420,168.05</u>

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 \$420,168.05.16 1 February 2018 to 28 February 2018 in the attached schedule be endorsed.

VOTING REQUIREMENTS:

Simple Majority

LATE ITEM

AGENDA NUMBER:	12.5
SUBJECT:	Acting Fire Control Officer - Townsite
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FRC 1
AUTHOR:	Tracie Bishop – Acting Chief Executive Officer
REPORTING OFFICER:	Tracie Bishop – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	22 March 2018

BACKGROUND:

Under the Bush Fires Act 1954 (The Act), Section 38, there is a requirement for local governments to:

S38 (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act.

Within the Shire of Nannup there are currently twelve Fire Control Officers (FCO). Of these there are ten different jurisdictions, each under the control of a different FCO determined by the different brigades. Rob Bootsma, Community Emergency Services Manager (CESM) is responsible for fulfilling the duties of FCO within the townsite. Rob is about to commence annual leave for a period of three weeks.

COMMENT:

Given that the current time of year is such that Council is in a Restricted Burn Period there is the implication that this position will be required to write permits over this period. As Councillors will be aware, before any fires can be lit in a Restricted Burning Period there is a need to obtain a fire permit from the FCO of the area in which the fire will be lit. Consequently, it is foreseeable that over this period there will be residents seeking a fire permit. By not having appointed a FCO for the townsite this could then create problems unnecessarily.

It is proposed that coverage of this position be allocated to Council's employee, Mr. Leigh Fletcher. Leigh has just completed the Fire Control Officer training and this acting position should help to consolidate learnings from this course. Actual dates required for coverage would be 24 March 2018 through to 16 April 2018. As is the case with Rob, this position and the requirement to write permits would be

during work hours only so there are no implications in regards to overtime or additional allowances.

STATUTORY ENVIRONMENT:
Bush Fires Act 1954, Section 38

POLICY IMPLICATIONS:
None.

FINANCIAL IMPLICATIONS:
None.

STRATEGIC IMPLICATIONS:
Shire of Nannup Workforce Plan 2017/27 – 6-3
Implement a strategic training plan to identify training needs required for succession planning, and career development for purpose of retention.

RECOMMENDATION:

That for the period that the current Community Emergency Services Manager is on leave being from the 24 March 2018 through to 16 April 2018 that Mr Leigh Fletcher be appointed to act in this position and take on all duties associated with this position including writing of fire permits for the residents within the townsite of Nannup.

VOTING REQUIREMENTS:
Simple Majority

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- 17. CLOSURE OF MEETING**



Agenda Attachments

Item	Attach	Title
8.1		Shire of Nannup Ordinary Council Meeting Minutes 22 February 2018
9.1		Quannup Working Party Notes 21 February 2018
9.2		WALGA South West Zone Minutes 23 February 2018
9.3		Business Initiative Group Nannup (BIGN) Minutes 8 March 2018
12.1	1	Request for Fee Waiver for Town Hall
12.2	1	Delegation 80 - Food Act 2008 Appointments
12.3	1	Grant Application
12.4	1	Accounts for Payment – February 2018
	2	Credit Card Transactions – February 2018