



# Agenda

Council Meeting to be held  
on Thursday 27 September 2018  
Commencing at 4.30pm

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# 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**
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 August Ordinary Council Meeting**

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 23 August 2018 be confirmed as a true and correct record.

**9. MINUTES OF COUNCIL COMMITTEES**

**9.1 Warren Blackwood Alliance of Councils**

That the Minutes of the Warren Blackwood Alliance of Council meeting held 21 August 2018 be received.

**9.2 Western Australian Local Government Association South West Zone**

That the Minutes of the Western Australian Local Government Association South West Zone meeting held 24 August 2018 be received.

**9.3 Bush Fire Advisory Committee**

That the Minutes of the Bush Fire Advisory Committee meeting held 6 August 2018 be received along with the following motions and officer comments being considered.

**9.3.1 Motion 1**

*“BFAC recommend that Council support the development of a one day firefighter course”*

*Moved: Mark Scott*

*Seconded: Carey Curtis*

*7 for, 1 abstained*

Officer Comment

Policy number BFC 3 was reviewed on 25 January 2018 and states the following;

*“The Council duty of care recognises the competencies contained in DFES Introduction to Fire Fighting and Bushfire Fighting courses to be the desired minimum requirement for fire fighters on fire ground in Nannup Shire area.”*

This policy is in line with the minimum required training recommended by the Department of Fire and Emergency Services (DFES). DFES also recommend that each bush fire volunteer complete the AIMS Aware training.

### **9.3.2 Motion 2**

*“BFAC agrees to current executive incumbents as status quo”*

*Moved: Ian Wishart*

*Seconded: Mark Scott*

**CARRIED**

#### Officer Comment

Nil officer comments required.

### **9.3.3 Motion 3**

*“The BFAC endorses the additional position of Deputy Chief BFCO and that John Patman is nominated for the position.”*

*Moved: Robin Mellema*

*Seconded: Ashley Kidd*

*7 for, 1 abstained*

#### Officer Comment

There is no legislative requirement to have a second Deputy Chief BFCO, however, by doing so can provide additional flexibility when others are unavailable to attend duties.

It is noted that a second Deputy Chief BFCO would attract a further honorarium fee prescribed in Motion 4 below.

### **9.3.4 Motion 4**

*“The Chief BFCO and Deputy BFCO’s receive an honorarium of \$1,500 and \$750 each respectively.”*

*Moved: Mark Scott*

*Seconded: Ian Wishart*

*5 for, 1 abstained*

#### Officer Comment

This is common across Local Government in order to compensate the officer positions for undertaking their extensive duties.

### **9.3.5 Motion 5**

“Shire to investigate the possibility of maintaining Gold Gully Road to Donnelly Holiday Village for emergency response.”

Moved: Vic Lorkiewicz

Seconded: Ian Wishart

CARRIED

#### Officer Comment

Gold Gully Road from Mount Lewin Loop to Stallard Road is 7.988 kilometres

Gold Gully Road is not a Shire road being under the control of DBCA. i.e. Gold Gully Road is not Gazetted.

Stallard Road from Gold Gully Road to Sears Road is 4.67 kilometres. Stallard Road is a Shire maintained road and is Gazetted.

Maintenance Grading cost is estimated at \$1266.00 per kilometre or \$16430 per visit. It is expected that this road would require grading a minimum of four times per year.

The current road condition for both roads is marginal in several locations with bed rock appearing, is narrow with drainage issues. Drainage repairs and trafficable width would need to be investigated with possible widening needing to be carried out for traffic safety. As there is no gravel to use for repairs and to complete maintenance to an acceptable standard gravel would need to be carted to allow gravel sheeting over sections. An accurate cost estimate to complete the actual work required is unavailable at the time of writing but would be in the vicinity of \$58,000 per kilometre.

The Shire has no traffic data (vehicle counts) for these roads.

## **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**

**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:	Delegated Planning Decisions for August 2018
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	7 September 2018
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.1.1 – Register of Delegated Development Approvals

## **BACKGROUND:**

To ensure the efficient and timely processing of planning related applications, Council delegates authority to the Chief Executive Officer to conditionally approve Application for Development Approval that meet the requirements of both Local Planning Scheme No.3 (LPS3) and adopted Council policy.

Delegated planning decisions are reported to Council on a monthly basis to ensure that Council has an appropriate level of oversight on the use of this delegation. A Register of Delegated Development Approvals, detailing those decisions made under delegated authority in August 2018 is presented in Attachment 12.1.1.

## **COMMENT:**

As shown in the attachment, each application has been advertised in accordance with LPS3 and Council's adopted Local Planning Policy *LPP5 Consultation* as detailed in the Policy Implications section of this report.

During August 2018, two (2) development applications were determined under delegated authority. The table below shows the number and value of development applications determined under both delegated authority and by Council for July 2018 compared to August 2017:

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	<b>August 2017</b>	<b>August 2018</b>
<b>Delegated Decisions</b>	1 (\$30,000)	2 (\$10,500)
<b>Council Decisions</b>	0	1 (\$65,000)
<b>Total</b>	<b>1(\$30,000)</b>	<b>3 (\$75,500)</b>

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005, Local Government Act 1995 and LPS3.*

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires that a written record of each delegated decision is kept.

**POLICY IMPLICATIONS:**

Applications for Development Approval must be assessed against the requirements of LPS3 and Local Planning Policies adopted by Council. These Policies include Local Planning Policy *LPP5 Consultation* which details the level and scope of advertising required for Applications for Development Approval.

Each application processed under delegated authority has been processed and advertised, and has been determined to be consistent with the requirements of all adopted Local Planning Policies.

**FINANCIAL IMPLICATIONS:**

The required planning fees have been paid for all applications for Development Approval processed under delegated authority.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

That Council receives the report on Delegated Development Approvals for August 2018 as per Attachment 12.1.1.

**VOTING REQUIREMENTS:**

Simple Majority

# **WORKS & SERVICES**

AGENDA NUMBER:	12.2
SUBJECT:	Mitigation Activity Fund 2018/19
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WRK 01
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	Jonathan Jones – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	20 September 2018

## **BACKGROUND:**

The Shire of Nannup submitted an application for Mitigation Activity Funding for the 2018/19 Financial Year and was advised on the 14<sup>th</sup> September 2018 by State Government through media announcement that the Shire of Nannup was a recipient of Mitigation Activity Funding 2018/19 Year.

## **COMMENT:**

The Shire of Nannup's original application for Mitigation Activity Funding for the 2018/19 was \$487,500, with notification that actual funds received were \$476,500. This amount was not included in the 2018/19 Budget and so requires endorsement by Council before funds can be accepted.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

## **POLICY IMPLICATIONS:**

ADM 4 Purchasing Policy

## **FINANCIAL IMPLICATIONS:**

Additional revenue of \$476,500 within the 2018 19 Financial Year Budget.

**STRATEGIC IMPLICATIONS:**

4.1 Our Sanctuary We will protect our amazing nature, magnificent forests, managed bush land, rivers, agriculture and our pristine coastline

4.2 Our Location Keep our beautiful combination of natural landscapes and built environments to retain our community and amenity.

**RECOMMENDATION:**

That Council accepts the Mitigation Activity Funding 18/19 and adjust 2018/19 Budget to reflect this inclusion.

**VOTING REQUIREMENTS:**

Absolute Majority.

# **FINANCE & ADMINISTRATION**

AGENDA NUMBER:	12.3
SUBJECT:	Budget Monitoring – July 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Lorkiewicz – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	19 September 2018
ATTACHMENT:	12.3.1: Financial Statements for the Period Ending 31 July 2018

## **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 12.3.1.

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 31 July 2018 for a detailed analysis of our end of year position, 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 2018/19.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

Monthly Financial Statements for the period ending 31 July 2018 be received.

**VOTING REQUIREMENTS:**

Simple Majority.

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AGENDA NUMBER:	12.4
SUBJECT:	Monthly Accounts for Payment - August 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Lorkiewicz –Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	19 September 2018
ATTACHMENT:	12.4.1: Accounts for Payment – August 2018

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 August 2018 to 31 August 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.

**Municipal Account**

Accounts paid by EFT	10828 – 10958	381,731,.27
Accounts paid by cheque	20309 – 20315	350,900.68
Accounts paid by Direct Debit	DD10211.1 – DD10267.10	49,663.19
<i>Sub Total Municipal Account</i>		<u>\$782,295.14</u>

**Trust Account**

Accounts paid by EFT	10924 – 10959	1,373.62
Accounts Paid by cheque		0.00
<i>Sub Total Trust Account</i>		<u>\$1,373.62</u>
<b>Total Payments</b>		<u><u>\$783,668.76</u></u>

**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 \$783,668.76 1 August 2018 to 31 August 2018 in the attached schedule be endorsed.

**VOTING REQUIREMENTS:**

Simple Majority

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY  
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## Agenda Attachments

Item	Attach	Title
8.1		August 2018 Shire of Nannup Ordinary Council Meeting Minutes
9.1		Warren Blackwood Alliance of Councils 21 August Minutes
9.2		Western Australian Local Government Association South West Zone 24 August Minutes
9.3		Bush Fire Advisory Committee 6 August 2018 Minutes
12.1		Register of Delegated Development Approvals
12.3	1	Financial Statements for the Period Ending 31 July 2018
12.4	1	Accounts for Payment – August 2018