



Shire of  
**Nannup**  
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# Minutes

## Public Copy

Council Meeting held Tuesday 22 January 2019

Unconfirmed

# Contents

<b>Item</b>	<b>Minute</b>	<b>Title</b>	<b>Page</b>
<b>1</b>		<b>Declaration of Opening/Announcement of Visitors</b>	<b>3</b>
<b>2</b>		<b>Record of Attendance/Apologies/Leave of Absence (Previously Approved)</b>	<b>3</b>
<b>3</b>		<b>Response to Previous Public Questions Taken on Notice</b>	<b>3</b>
<b>4</b>		<b>Public Question Time</b>	<b>3</b>
<b>5</b>		<b>Applications For Leave of Absence</b>	<b>7</b>
<b>6</b>		<b>Petitions/Deputations/Presentations</b>	<b>7</b>
<b>7</b>		<b>Declarations of Interest</b>	<b>7</b>
<b>8</b>		<b>Confirmation of Minutes of Previous Meetings</b>	<b>8</b>
	19001 &19002	Confirmation of Previous Council Meeting Minutes	
<b>9</b>		<b>Minutes Of Council Committees</b>	<b>9</b>
	19003	Receive the Minutes of WALGA South West Zone and Warren Blackwood Alliance of Councils.	
<b>10</b>		<b>Announcements By Presiding Member Without Discussion</b>	<b>9</b>
<b>11</b>		<b>Reports By Members Attending Committees</b>	<b>9</b>
<b>12</b>		<b>Reports of Officers</b>	
12.1	19004	Request for Amendment of a Condition of Development Approval	10
12.2	19005	Delegated Planning Decisions for November & December 2018	14
12.3	19006	Memorandum of Understanding - Managing Bushfires in Plantations	16
12.4	19007	Acceptance of Family Fun Day grants	19
12.5	19008	2019 Making Smoking History Forest Rally location	21
12.6	19009	Fee Waiver – The Nannup Clock Tower	24
12.7	19010	Review on Council Leases	26

12.8	19011	Budget Review 2018/19	34
12.9	19012	Budget Monitoring – November 2018 & December 2018	40
12.10	19013	Monthly Accounts for Payment - November and December 2018	42
<b>13</b>		<b>New Business Of An Urgent Nature Introduced By Decision Of Meeting</b>	<b>44</b>
13.1		Officers	
13.2	19014	Elected Members	44
<b>14</b>		<b>Meeting Closed To The Public</b>	<b>44</b>
<b>15</b>		<b>Elected Members Motions Of Which Previous Notice Has Been Given</b>	<b>44</b>
<b>16</b>		<b>Question By Members Of Which Due Notice Has Been Given</b>	<b>44</b>
<b>17</b>		<b>Closure Of Meeting</b>	<b>44</b>

# Minutes

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.32 pm.

## 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

### ATTENDANCE:

Shire President: Cr A Dean

Councillors: R Mellema, C Buckland, R Longmore, N Steer, V Hansen and C Stevenson, R Longmore.

David Taylor – Chief Executive Officer  
Jon Jones – Manager Infrastructure  
Robin Lorkiewicz – Acting Manager Corporate Services

### APOLOGIES:

Tracie Bishop – Manager Corporate Services  
Jane Buckland – Development Services Officer

### VISITORS:

Ian Gibb, Julie Kay, Rita Stallard and Len Gilchrist.

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

Mr Andrew Cable tabled a question during the November 2018 Ordinary Shire Meeting and has been sent an answer via correspondence.

## 4. PUBLIC QUESTION TIME

The Shire President reminded everyone in attendance of the Shire of Nannup Standing Orders Law 2010, that members of the public state their names and addresses and ask their questions of the President regarding the business of Council and are not to be in the form of a statement or opinion.

### **Mr Len Gilchrist, Lot 35 Blackwood River Drive**

#### **Question 1**

At the Annual Electors Meeting; my question to Cr Dean about the hundred thousand dollars which was in the bank; Cr Dean stated that the Music Club had

saved the money over twenty years. This information was not stated in the Minutes. Why not when there were two people taking notes at the meeting?

**Shire President:**

Here is the question you asked at the meeting; Question 2 – “Where did the funds used by the Music Club for the deposit come from?” and I answered “I do not have an answer for this question, possibly they have saved these funds, to get a correct answer you would have to ask the Music Club directly”.

**Mr Gilchrist:**

That’s all I want to know, did you say that they had a hundred thousand dollars saved up over twenty years?

**Shire President:**

I said possibly they have saved these funds.

**Mr Gilchrist:**

That’s all I want to know, that’s all I want to know.

Mr Gilchrist handed a copy of his question to the meeting.

**Question 2**

**Mr Gilchrist:**

I’ve got a problem with the kangaroos out the back of my place and its costing me a lot of money. If I have to put up another fence, I’m thinking about billing the Council, because the Council has the right to employ a person to do a proper cull, there is one in Town. I cannot understand why they won’t do it at night time. I’ve had to spend a lot of money on wire, I think Cr Longmore is in the same position, I can see the kangaroos on my place, on his place and all around the area. This is not a joke; it is not a joke.

**Shire President:**

This question will be taken on notice.

**Mr Gilchrist:**

I hope something is done about it.

**Shire President:**

The question has been taken on notice.

**Mr Gilchrist:**

Well I’ll start bagging them up and putting them on your driveway.

**Rita Stallard – East Nannup Road**

**Question 1**

**Mrs Stallard:**

When will the Shire of Nannup 2019 Electors Meeting Minutes be confirmed?

**Chief Executive Officer:**

The Shire of Nannup 2019 Electors Meeting Minutes will be confirmed at the next Electors Meeting (December 2019). There is a typo in this Agenda and it does say they will be confirmed however we will amend that when we come to voting and the Minutes will be received by Council.

**Question 2**

Does the school have to pay when they hire the Recreation Centre?

**Chief Executive Officer:**

Yes, I would assume that to be the case.

**Mrs Stallard:**

Does the school have precedence over any other association?

**Shire President:**

I would not think so, however we will take your question on notice and investigate further.

**Question 3**

**Mrs Stallard:**

Are you aware that at the Old Roads Board Building there is a creeper growing on the wall, into the gutter and around a tree. It will kill the tree, it is in the gutter and there is leaf litter in the gutter on the side of the building, are you aware of that?

**Shire President:**

No I don't believe Council are aware of this; I will refer your question to the Chief Executive Officer for attention.

**Question 4**

The Town Hall gutters on the Bowling Club side are full of debris for five feet up the roof. It is not as bad on the other side, however it is not a very good advertisement for fire safety or maintenance of gutters, will something be done about that?

**Shire President:**

I will refer that to the Chief Executive Officer for action.

**Question 5**

**Mrs Stallard:**

Many years ago the Blackwood (River) was declared unfit for swimming. Has there been any alteration to that?

**Shire President:**

The Shire of Nannup does not perform tests on the water in the Blackwood River as it is the jurisdiction of the Department of Water and Environmental Regulation. I would assume they probably perform tests of such kind and you could contact them in regard to your query.

**Question 6**

Nannup Brook Bridge, there's signs up for emus, and if you're driving 60km/h or less you need to have a 1m space for bicycle riders, when over 60 it is a 1.5m space. Can something be done about this? There is no sign to say walkers cross these bridges as well, it is very dangerous and something needs to be done about the bridges. I understand its Main Roads responsibility, but if the Shire could write a letter it could make a significant difference, could that be done?

**Shire President:**

Those bridges are on Council's radar for upgrade to improve safety considering the possibility of future industry developments. There will be increased truck movements and these bridges will become a bottleneck and a safety issue for users. In the short term I can ask the Chief Executive Officer to enquire what can be done and in the short to medium term it is on our radar to upgrade.

**Question 7**

What is the Shire doing to lead the way to fight climate change and reducing our carbon footprint emissions?

**Shire President:**

Council is doing as much as we can all do in our own individual circumstances. You are aware that Council have installed solar panels on the roof of the Shire administration building which has led to a reduction in the amount of carbon that is put into the atmosphere. However, I am not aware of the Shire having an active carbon footprint program in place.

**Mrs Stallard:**

Can some thought be given to that in ways the Shire can reduce its Council carbon footprint and advertise as a sign of leadership?

**Shire President:**

Council can always put it on the long term agenda.

**Question 8**

**Mrs Stallard:**

How does Council dispose of mattresses that are deposited at the Nannup Waste Management Facility?

**Manager Infrastructure:**

The mattresses are collected and instead of being placed in landfill we refer them to a recycling company that deal with old mattresses. They take them away and break them down into their various components and send the materials away to recycling companies. That is the intention behind the charge for the mattresses; it is charged on a cost recovery basis.

**Question 9**

**Mrs Stallard:**

With regard to the Old Donkey Burner that was at the Recreation Centre. What are you going to do about the Donkey and would it be feasible to put it back exactly where it was, with a cover and with a plaque?

**Chief Executive Officer:**

The issue of where to put the Donkey (aka the Burner) at the Recreation Centre was raised in the Elector's Meeting Minutes and will be investigated further, this will be presented to Council for decision at a later date. Staff have attempted to attract interest to complete an art project incorporating the Burner of which there was no interest. It will be brought to Council to consider putting the Donkey back to the original position keeping in mind that the different groups at the Recreation Centre will need to be consulted.

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**7. DECLARATIONS OF INTEREST**

Nil.

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

**8.1 19001 LONGMORE/HANSEN**

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



**CARRIED (8/0)**

**8.2 19002 BUCKLAND/LONGMORE**

*That the Minutes of the Annual Meeting of Electors held on Wednesday, 19 December 2018 be received.*

**CARRIED (8/0)**

**9. MINUTES OF COUNCIL COMMITTEES**

**9.1 Bush Fire Advisory Committee**

That the Minutes of the Shire of Nannup Bush Fire Advisory Committee meeting held 5 November 2018 be received.

**9.2 Warren Blackwood Alliance of Councils**

That the Minutes of the Warren Blackwood Alliance of Councils meeting held 11 December 2018 be received.

**9.3 Southern Forests & Blackwood Valley Tourism Association Interim Board**

That the Minutes of Southern Forests & Blackwood Valley Tourism Association Interim Board meeting held 11 December 2018 be received.

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

That the Minutes of the Western Australian Local Government Association South West Zone meeting held 23 November 2018 be received.

**19003 STEVENSON/MELLEMA**

*That the Minutes from Items 9.1, 9.2, 9.3 and 9.4 be received en bloc.*

**CARRIED ENBLOC (8/0)**

Cr Fraser was not present at the 5 November 2018 Bush Fire Advisory Committee meeting; the Minutes presented at 9.1 have her as chairing the meeting. Cr Stevenson chaired the 5 November meeting and this oversight will be corrected at the next scheduled Shire of Nannup Bush Fire Advisory Committee meeting.

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

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES:**

<b>Date</b>	<b>Meeting</b>	<b>Councillor</b>
11 Dec 2018	WBAC	
11 Dec 2018	Southern Forests & Blackwood Valley Tourism Association Interim Board	Longmore
	Blackwood Basin Group Management Committee	Longmore
	Western Australian Local Government Association – South West Zone	Dean

AGENDA NUMBER:	12.1
SUBJECT:	Request for Amendment of a Condition of Development Approval
LOCATION/ADDRESS:	Lot 9003 on Plan 408860 Hitchcock Drive, Nannup
NAME OF APPLICANT:	Askino Pty Ltd
FILE REFERENCE:	A1820
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 January 2019
PREVIOUS MEETING REFERENCE:	22 November 2018
ATTACHMENT:	12.1.1 – Letter from Trevor Hine (Askino Pty Ltd)

### **BACKGROUND:**

The Shire administration has received a request from Trevor Hine of Askino Pty Ltd in relation to the Development Application for an estate site office and fenced parking compound at Lot 9003 Hitchcock Drive, Nannup which was considered by Council at its meeting of 22<sup>nd</sup> November 2018.

At the above mentioned meeting Council resolved the following at minute No.18181:

**“That Council approve the Development Application for an estate site office and fenced parking compound on Lot 9003 on Plan 408860 Hitchcock Drive, Nannup subject to the following conditions:**

- 1. The development approval is granted to 31 December 2021. To continue operating after 31 December 2021, there is a need to lodge a new Development Application to the Shire.**
- 2. The development hereby approved must be carried out in accordance with the submitted plans (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.**
- 3. The provision of details prior to occupation as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.**
- 4. The applicant/operator is to ensure that noise levels are considerate of adjoining and nearby properties at all times which comply with the Environmental Protection (Noise) Regulations 1997 (and any associated amendments).**

5. The use hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, vibration, odour, vapour, dust, waste water, waste products or other pollutants.
6. The hours of operation within the compound are limited to between 7.00am to 5.30pm Monday to Friday and 8.30am to 5.00pm Saturday, not including any public holidays.
7. The applicant/operator is to implement dust control measures to the satisfaction of local government on an on-going basis.
8. The vehicular crossover onto Hitchcock Drive is to be designed, constructed and drained to the satisfaction of the local government prior to occupation and thereafter suitably maintained by the applicant/operator.
9. The external walls and roof of the estate site office/outbuilding are clad in Colourbond colours to the satisfaction of the local government.
10. Details of proposed fence are to be provided to the satisfaction of the local government prior to installation and are to exclude barbed wire or electric fencing.
11. The estate site office is not to be used for habitable purposes.

#### Advice

- A. The applicant is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before undertaking any additional site and/or development works.
- B. The property is partly classified as a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. The applicant is encouraged to maintain a low fuel area within and around the compound.
- C. The applicant is encouraged to undertake revegetation to further screen the development.
- D. The applicant is encouraged to prepare and implement a Works Safety Plan prior to the commencement of operations.
- E. Some signs are exempt from development approval while other signs require a Development Application to the Shire. Please contact the Shire for further details.
- F. Part 14 of the Planning and Development Act 2005 provides the right to apply to the State Administrative Tribunal for review of some planning decisions and the proponent may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.”

The applicant has requested that the Shire amend Condition 10 to allow the use of barbed wire on the fence surrounding the parking compound as outlined in Attachment 12.1.1.

**COMMENT:**

As per Council's resolution above, the applicant was required to provide details of the proposed fence surrounding the parking compound for the Shire's consideration prior to going ahead with the works. Condition 10 of Council's resolution excluded the use of barbed wire and electric fencing as it was considered not to be consistent with the Residential zoning of the property and the general amenity of the surrounding area.

In the report previously considered by Council, it was noted that the applicant and any contractors accessing the site are expected to address on-going management and safety of the site including through restricting access to unauthorised persons through fencing, gates and signage.

The applicant has suggested that without the use of barbed wire along the top of the fence, the security of the site would be difficult to manage. The applicant has also highlighted that the compound will largely be obscured from view by way of its location and the surrounding earth bunds therefore the general amenity of the area is unlikely to be compromised.

It is suggested that based on the information put forward by the applicant that Council agree to amend Condition 10 the development approval in order to allow the use of barbed wire, but not the use of electric fencing, as this will assist the applicant in the management and safety of the site.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

*Local Planning Policy LPP21 Bush Fire Management and Local Planning Policy LPP22 Outbuildings.* Local Planning Policies 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 Local Planning Policies in determining Development Applications.

**FINANCIAL IMPLICATIONS:**

All costs associated with the development will be borne by the applicant. Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

## STRATEGIC IMPLICATIONS:

The application raises precedent considerations given the size of the building in the Residential Zone (although it is noted there are unique circumstances) and it assists in the development of the Moonlight Ridge Estate. Given there is considerable undeveloped land in the Moonlight Ridge Estate, it is expected that development and sales will continue for at least the medium term.

## RECOMMENDATION:

That Council:

1. Agree to amend Condition 10 of the Development Approval as resolved by Council on 22<sup>nd</sup> November 2018 as follows:
  10. *Details of the proposed fence are to be provided to the satisfaction of the local government prior to installation and are to exclude ~~barbed wire fencing or~~ electric fencing.*

## VOTING REQUIREMENTS:

Simple Majority

### **19004 BUCKLAND/MELLEMA**

***That Council:***

1. ***Agree to amend Condition 10 of the Development Approval as resolved by Council on 22<sup>nd</sup> November 2018 as follows:***
  10. ***Details of the proposed fence are to be provided to the satisfaction of the local government prior to installation and is to exclude ~~barbed wire fencing or~~ electric fencing.***

**CARRIED (6/2)**

**Voted Against Motion: Hansen, Stevenson.**

AGENDA NUMBER:	12.2
SUBJECT:	Delegated Planning Decisions for November & December 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:	10 January 2019
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.2.1 – 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 November and December 2018 is presented in Attachment 12.2.1.

**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 November and December 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 November and December 2018 compared to November and December 2017:

	<b>November &amp; December 2017</b>	<b>November &amp; December 2018</b>
<b>Delegated Decisions</b>	2 (\$699,000)	5 (\$72,000)
<b>Council Decisions</b>	0	1 (\$14,000)
<b>Total</b>	<b>2 (\$699,000)</b>	<b>6 (\$50,000)</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 November and December 2018 as per Attachment 12.2.1.

**VOTING REQUIREMENTS:**

Simple Majority

**19005 STEVENSON/STEER**

***That Council receives the report on Delegated Development Approvals for November and December 2018 as per Attachment 12.2.1.***

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



AGENDA NUMBER:	12.3
SUBJECT:	Memorandum of Understanding - Managing Bushfires in Plantations
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Department of Fire and Emergency Services
FILE REFERENCE:	FNC6
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	9 January 2019
ATTACHMENTS:	12.3.1 – Memorandum of Understanding DFES Managing Bush Fires In Plantations

### **BACKGROUND:**

The Department of Fire and Emergency Services (DFES) developed the MOU in consultation with the Department of Biodiversity, Conservations and Attractions (DBCA) and the Forest Industries Federation Western Australia (FIFWA) to address sharing resources during bushfires.

The Memorandum of Understanding (MOU) was developed in response to Recommendation 9 of the *reframing Rural Fire Management: Report of the Special Inquiry into the January 2016 Waroona Fire* by Euan Ferguson (also known as the Ferguson Report). Recommendation 9 stated the following;

*“Recommendation 9: The State Emergency Management Committee, in consultation with Western Australian Farmers Federation, the Association of Bushfire Brigades, the Contractors Association of WA, and the Forest Industries Federation of WA, to establish systems for the voluntary registration of:*

- *Farmer firefighting units;*
- *Contractor firefighting units; and*
- *Forestry industry brigades.*

*The purpose of this arrangement is to facilitate the safe, efficient and effective recognition, organisation, deployment, management and coordination of farmer, contractor and forestry firefighter resources. The system would include a process for enabling access through traffic management points during bushfires. Progress towards establishing these systems are to be reported by State Emergency Management Committee in its annual preparedness report.”*

The purpose of this MOU is to establish mutual emergency response capability arrangements for bushfires within or near plantation estates and for bushfires where plantation resources may be used to support the local bushfire fighting response. It addresses overarching arrangements for bushfire response between plantation managements, State fire agencies and bushfire brigades.

**COMMENT:**

The purpose of this MOU is to establish mutual emergency response capability arrangements for:

- Bushfires within or near plantation estates
- Bushfires not impacting plantation estates but where plantations resources may be requested to support the local bush firefighting response.

The MOU is between the Department of Fire and Emergency Services (DFES), Forest Industries Federation WA (FIFWA) representing plantation managers who are signatories on page 7 of the MOU, Department of Biodiversity, Conservations and Attractions (DBCA) and Local Governments listed are invited to participate. Participating Local Government are listed under Appendix 1.

Participation in the MOU is discretionary and will not be legally binding, and is based on good faith. Local governments play a critical role in bushfire response and capability through the turn out of their bushfire brigades, particularly in regional areas, therefore being a significant beneficiary of this MOU in regards to Community safety. The region under the MOU consists of 20 local government areas of which seven (7) have committed as at the date of this report.

The MOU allows a collaborative approach to managing and preparing for bushfires located within plantation estates.

Due to the timing and the requirement to adhere to the response deadline by the 19<sup>th</sup> January 2019, this was unable to be discussed at a Bushfire Advisory Committee Meeting (BFAC). A brief will be included within the next meeting held in February 2019.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

This MOU will assist in all agencies working together in the event of a bushfire located within a plantation estate.

**RECOMMENDATION:**

That Council authorise the Chief Executive Officer to respond to the Department of Fire and Emergency Services committing the Shire of Nannup to participating in the “Memorandum of Understanding: Mutual Support in planning and responding to bushfires within or near plantation estates and other bushfires as required”.

**VOTING REQUIREMENTS:**

Simple Majority

**19006 MELLEMA/STEVENSON**

***That Council authorise the Chief Executive Officer to respond to the Department of Fire and Emergency Services committing the Shire of Nannup to participating in the “Memorandum of Understanding: Mutual Support in planning and responding to bushfires within or near plantation estates and other bushfires as required”.***

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

AGENDA NUMBER:	12.4
SUBJECT:	Acceptance of Family Fun Day grants
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC6J
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	8 January 2019
ATTACHMENTS:	12.4.1 - Letters of Acknowledgement

**BACKGROUND:**

Funding acknowledgement has been received for the 2019 Family Fun Day of:

- \$3,000 Healthway,
- \$2,500 South West Catchment Council,
- \$2,800 Local Drug Action Group and
- \$1,300 Roadwise.

Whilst this funding is not over \$5,000, it is best practise for Council to accept the funding.

**COMMENT:**

Funding assistance ensures that this event is hosted to its full potential and minimises the financial cost to Council.

**STATUTORY ENVIRONMENT:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

Council contributes \$1,100 annually to this event.

**STRATEGIC IMPLICATIONS:**

Strategic Community Plan 2017 -2027

**1.3 Our Youth:**

*Continue to provide Youth services and activities in the Shire of Nannup*

**RECOMMENDATION:**

That Council accepts the grants for 2019 Family Fun Day.

**VOTING REQUIREMENTS:**

Simple Majority

**19007 HANSEN/LONGMORE**

***That Council accepts the grants for 2019 Family Fun Day.***

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

AGENDA NUMBER:	12.5
SUBJECT:	2019 Making Smoking History Forest Rally location
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ASS 14
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	8 January 2019
ATTACHMENTS:	12.5.1 - Community consultation consolidated 12.5.2 - Individual community consultation feedback forms

### **BACKGROUND:**

Council, in consultation with Main Roads WA and the Forest Rally organisers have undertaken pre-planning for the 2019 event which will be hosted 5-7 April 2019.

Past feedback from main street traders has indicated that there is a preference for the pit lane to be moved out of the main street. Brockman St has been discounted as an option due to the flow of traffic management and constraints around logistics.

The other option is to move the rally pit stop to the Recreation Centre. Consultation has been forwarded to all businesses in the CBD of Nannup for comment.

### **COMMENT:**

37 businesses were sent a questionnaire requesting feedback on a preferred location for the 2019 Making Smoking History Forest Rally pit lane.

14 businesses responded and one response was received from the Business Initiative Group.

Two businesses supported the event pit lane staying in the main street. Two submissions were not in favour of the pit lane staying in the main street or moving to the Recreation Centre, but favoured an alternate location of Grange Rd- Adam St.

One business does not support the rally in Nannup at all.

Ten businesses support the rally pit lane to be located at the Recreation Centre for 2019.

The value of the Making Smoking History Forest Rally in respect to economic and promotional benefits to the broader community is acknowledged. Historically the rally has based in the main street and this has been a unique element to the event,

creating a great atmosphere and encouraging residents and visitors to wander along and talk to rally crews and watch the action of the mechanics and teams. If this recommendation is endorsed by Council, considerable effort may be required to ensure that the event atmosphere is not compromised and the long term sustainability of the event is not jeopardised.

This consultation is simply to trial the event being hosted in an alternative location, given the extensive and ongoing feedback from businesses that are immediately impacted by the rally activities.

**STATUTORY ENVIRONMENT:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Strategic Community Plan 2017 -2027

***5.1 Listen to the people:***

*Conduct community engagement for significant projects and other activities*

**RECOMMENDATION:**

That Council supports the relocation of the 2019 Making Smoking History Forest Rally pit lane to the Nannup Recreation Centre as a trial for this year's event.

**VOTING REQUIREMENTS:**

Simple Majority

**19008 BUCKLAND/MELLEMA**

***That Council supports the relocation of the 2019 Making Smoking History Forest Rally pit lane to the Nannup Recreation Centre as a trial for this year's event.***

**NOT CARRIED (6/2)**

***Voted Against: Dean, Steer, Longmore, Buckland, Mellema, Hansen.***

***The recommendation was not carried as Council decided it was against the atmosphere and spirit of the Forest Rally to have it at the Recreation Centre. The majority of Councillors felt the rally should remain in the main street to maintain the longevity & spirit of the event in Nannup.***



AGENDA NUMBER:	12.6
SUBJECT:	Fee Waiver – The Nannup Clock Tower
LOCATION/ADDRESS:	Cnr Warren Rd and Forrest St
NAME OF APPLICANT:	The Nannup Clock Tower
FILE REFERENCE:	FNC 10
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	14 January 2019
ATTACHMENTS:	12.6.1 – Letter from The Nannup Clock Tower

**BACKGROUND:**

Ms Heather Walford from The Nannup Clock Tower has written to Council requesting that they waive the event application fee for their upcoming Nannup Clock Tower Opening and Community Celebration.

A number of supportive businesses on Forrest street are hosting a celebration for the opening of the Nannup Clock Tower scheduled for 24<sup>th</sup> January 2019 and the mark the occasion and thank the community for their support would like to mark the occasion with a community celebration in the form of a street party on Forrest Street.

**COMMENT:**

This event is designed to be a community celebration marking the occasion of a long term project opening in Nannup. This is a very important project for Nannup and the people and businesses involved have incurred a lot of expense to see it through. The waiver of the event application fee and the use of the lighting towers free of charge is a great opportunity for Council to continue to show their support to mark the celebration of its opening.

**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:**

Lost Revenue  
Event Application Fee: \$275  
Lighting Tower Hire: Quoted fee waived

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council;

1. Waive the event application fee associated with the Nannup Clock Tower Opening and associated Community Celebration.
2. Allow the use of light towers free of charge for the Nannup Clock Tower Opening Community Celebration.

**VOTING REQUIREMENTS:**

Simple Majority

**19009 MELLEMA/LONGMORE**

***That Council;***

- 1. Waive the event application fee associated with the Nannup Clock Tower Opening and associated Community Celebration.***
- 2. Allow the use of light towers free of charge for the Nannup Clock Tower Opening Community Celebration.***

**CARRIED (8/0)**

AGENDA NUMBER:	12.7
SUBJECT:	Review on Council Leases
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 10
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 December 2018
ATTACHMENTS:	12.7.1 - Overview of Leases Held Table

### **BACKGROUND:**

As part of Council's strategic planning and to gauge a better understanding of the sustainability and equity of all leases currently held, a full review into what the impact of these leases is to the community was completed. While it needs to be acknowledged that within the community there will be different levels of tolerance per each lease dependent on individual preferences the aim of this review is to provide an overall view as to how one lease stacks up against another when a similar matrix is used.

The review was based around the financial impact, in addressing the overall bottom line to Council's budget per year; as well as the individual idiosyncrasies of individual leases and what these mean in terms of the ability to sublease/hire out rooms contained within the leased areas.

### **COMMENT:**

The outcomes of this review have proved to be interesting. It has uncovered considerations that not necessarily were deliberated at the outset.

#### ***Overview – Leases in General:***

Within this review a total of 9 properties were included. These are shown on the attachment and can be broken into the following categories of leases:

- 4 properties leased at Peppercorn rates,
- 1 property leased as per a commercial lease,
- 4 properties leased at a subsidised commercial lease.

In terms of the review, because of the differences within the terms of the leases, there are significant variations which make it difficult to compare the leases against each other. i.e. you cannot compare apples with apples.

At the outset of this review the direction given was that Council wanted the opportunity to consider possibly revising the terms and conditions within all leases. Reasoning for this was to ensure equity over all Council leases. It now appears, based on the way in which certain leases have been written, that this is not a possibility in the short term if at all. Contained within some lease agreements is the wording "*this agreement is terminated if both the Shire and the Tenant agree in writing*". Given that current terms are very favourable to the lessees it is not considered that this option would be taken up on their behalf. A further breakdown of the terms and conditions within each lease is given below.

When considering the true costs, it is important to apply depreciation. The reason for applying depreciation to an asset is to account for the *consumed* or *used* portion of an asset. It stands to reason, that by allowing an asset to be leased there is wear and tear applied to that asset that at some point in time will require a capital injection in order for the asset to not deteriorate to a point where it is inhabitable. This is considered the *consumed* or *used* portion of the asset. In theory, the depreciation figure should represent the amount that Council includes in a Reserve transfer each year to allow for this renewal as and when required by each asset. It is therefore considered not wise to exclude this figure from actual expenses of an asset even though this is a non-cash transaction.

#### Peppercorn Leases

Current lease agreements operating on this basis are:

1. Community House – In perpetuity
2. Bowling Club – Leased until 30/6/2020
3. Old Roads Building – In perpetuity
4. Pre-Primary/Men's Shed – Perpetuity for Playgroup, until Oct 2019 Men's Shed (as per draft MOU)

Of these leases only the Bowling Club has an expiry date. All other leases, if expiry based on lease agreements, would require both parties to agree to either vary or terminate the arrangement. Given that the terms are very favourable to the occupants this is considered unlikely to occur.

However, when looking at the vesting rights of these assets, it appears that the terms of the vesting rights were ignored by granting leases for these buildings in perpetuity. All vesting rights have built into them a maximum leasing term of 21 years. It would therefore appear that these current leases need to be withdrawn and reassigned with correct terms and conditions applied. The terms of the lease already completed will also need to be considered within the new lease terms.

While it is anticipated that the withdrawal of the current lease may not be perceived favourably by the current tenants, it does allow Council to consider the costs associated with these leases and adjust the terms accordingly. Feedback on terms and conditions to be applied to these revised leases would be appreciated. It may also be advisable to seek legal advice on what the impact of cancelling and reassigning may be.

Previous concerns with these leases have focussed on the ability of the lessees to sublet the buildings/rooms. Reviewing the current terms and conditions it appears

that provided that the hourly hire rate is not higher than hire rates applied to other Council buildings then this is acceptable. The lowest current hall hire rates for social events, broken into 4 hour increments, are at the rate of \$87. Based on this provided that the rate charged to other users does not exceed this then the terms and conditions of the lease remain intact.

In terms of the impact on the annual budget that these four properties have this is broken down below:

- Community House – an average expenditure cost of \$7,400 per year based on figures over 3.5 years;
- Bowling Club - an average expenditure cost of \$6,000 per year based on figures over 3.5 years;
- Old Roads Building - an average expenditure cost of \$3,900 per year based on figures over 3.5 years;
- Pre-Primary/Men's Shed - an average expenditure cost of \$14,000 per year based on figures over 3.5 years

A significant component of this expenditure applies to depreciation.

Officer recommendation is that based on terms of current lease structures there is nothing that can be changed at the present time. Only one lease has the ability to be changed at any point in time without the requirement for legal advice however this cannot be varied until 2020. If Councillors would like advice on how to proceed with restructuring these leases and the implications to Council of any changes, please let officers know and this process will be investigated.

#### Commercial Lease

This lease is held for the Nannup Caravan Park. All terms and conditions of this lease were reviewed by an independent legal firm prior to the lease being re-assigned in November 2018. Officers consider there is no further analysis required at this point in time.

#### Subsidised Leases

Council currently has 4 leases operating under these conditions. These are:

1. Lesser Hall – in the process of being re-assigned to the Nannup Arts Council;
2. FROGS Day Care – Lease has expired as at July 2017. FROG's have requested an extension of this lease as per original lease.
3. Recreation Function Centre – Leased to Sportsman's Club - Lease has expired 31/10/2018 and is due for renewal.
4. Community Sheds – Leased to various community groups expires in June 2019.

These leases are defined as *Subsidised Leases* as a result of some income being received for each asset however the rental income is below that which could possibly be received in a true commercial lease. For a variety of reasons, Council has agreed at some point in time to subsidise this income in order for the community to receive a benefit from the groups using these assets.

As shown above two of these four leases have now expired and direction is requested as to how the new leases will be structured.

**Lesser Hall**

As per Council resolution at the November 2018 Ordinary Meeting of Council

18183 LONGMORE/HANSEN

**That Council –**

- 1. Receive the Expression of Interest from the Nannup Arts Council;**
- 2. Authorise the Chief Executive Officer to commence drafting a lease agreement in consultation with the Shire President based on the following principles;**
  - a. Rental Term – 2 years with a 2 year option allowing either party an opportunity to opt out (wind up) at the conclusion of 2 years or apply to exercise the option of an additional 2 years;**

The CEO has been negotiating with the Nannup Arts Council in regards to a lease between the two organisations. It is acknowledged that the rental income received from this lease will be lower than actual expenditure and to aid in closing this gap discussion have been held about the possibility of sub-leasing this space when not required by the Arts Council with any fees associated with this sub-leasing being given to Council up until full recovery is achieved. No further analysis of this draft lease is required at this point in time.

**FROG's**

In relation to the FROG's lease, all expenditure associated with the upkeep of the building is covered by the lessee. The only expense that Council currently incurs is related to depreciation. This is currently covered in its entirety by the rent received. Council does have the opportunity to have a market review of the rent however given that there is no impact to the annual budget for the upkeep of this building, Officer recommendation would be that this is not required. Officers would also recommend that the extension of the lease requested by FROG's be granted on this basis for a further five years. Bringing the new lease expiry date to 30/7/2022.

*Nannup Sport and Recreation Association Lease*

This lease has expired as at 31 October 2018 and now requires action by Council. At the November 2016 Ordinary Meeting of Council, the following endorsement was carried:

**16159 LONGMORE/SLATER**

***That Council endorses the negotiations between the CEO and the Nannup Sport and Recreation Association in respect to the annual lease rental fees for the Function Room at the Nannup Recreation Centre and approves of the increase in annual lease fees from \$2,470 to \$5,000 per annum for the remaining 2 year period of the term of the lease at which time a further review will be undertaken.***

**CARRIED (7/0)**

Based on this endorsement the Nannup Sport and Recreation Association will be notified that the term of the initial lease has now expired and a further review of their financial position is required prior to a new lease being signed.

When looking at actual expenditure versus income received there remains a significant gap largely as a result of the value of the building and depreciation costs incurred. Officer recommendation at this point would be to assess earning capacity of the organisation in the first instance and then assess if there is potential to increase rental capacity to shorten the gap between income and expenditure.

***Community Sheds***

This asset currently comprises six storage sheds currently leased to individual community groups. The Memorandum of Understanding surrounding this lease is due to expire on 30 June 2019 at which time Council may wish to revise the annual contribution received from these community groups. At present this contribution is for the amount of \$200 per shed. Current expenditure for the sheds averages \$5,700 annually based on the previous four years' expenditure. Also of consideration is the fact that three of the six sheds are currently not leased as a result of one being held by the Youth Advisory Council (YAC); one being used to house the community bus and the third is used to house community assets used by all groups.

Officer recommendation is that firstly in the interests of equity the three users currently not contributing be invoiced annually and then once the current MOU is completed a further review into suitable contributions be completed in order to close this gap between expenditure and income received.

**Overall Impact on bottom line**

On analysis of the impact that all leases currently held for Council owned assets it appears that there is a \$453,000 gap between income and expenses combined over the four-year period. This equates to \$113,250 per annum. While it is not wise to discount depreciation for the reasons shown above, if Council were in this instance to reduce this gap by the amount of depreciation, there still remains a financial cost to Council of \$95,171 for the same period or \$23,792 per annum. This cost is borne by ratepayers and Councillors need to consider if this is acceptable overall as a

contribution to ensuring that the community has access to the buildings and/or groups that may not be available if Council were to reach a cost neutral position.

If Councillors would like to reduce this figure to something more palatable there remains the issue of current leases and MOU's that in some instances are held in perpetuity. Officers are unsure of what the implications would be of terminating these documents and would require legal advice before this was considered.

### **Conclusion:**

At this point in time the following actions would be proposed:

1. Peppercorn Leases will need adjusting to correctly reflect the terms and conditions of the vesting orders. Further feedback on how Council would like to proceed would be appreciated. It is recommended that built into these leases are options that ensure the facility becomes cost neutral. This will need to be a priority in relation to leased properties.

In respects to current hiring charge out rates used within these leases, no further action is recommended based on the following reasons:

- a. No lessees are currently acting outside of the terms of the MOU's or leases held.
  - b. Lessees are allowed within these documents the right to sublet these buildings provided that this rental/lease fee remains consistent with that of Council rentals. It does not appear that this is being breached at this point in time.
2. Commercial lease – No changes to this lease as new lease fully reviewed in November 2018 at the time of reassignment.
  3. Subsidised Leases – Two of these leases have currently expired and require review. Officer recommendation for these two leases is as follows:
    - a. Renew FROG's lease on the basis that costs are currently being met by the rental income
    - b. Write to the Sportsman's Association advising that the current lease has expired and asking for copies of their financials for the last 2 years as well as a written submission stating their intentions for the upcoming 5 years. This information will then be presented to Council for consideration prior to a lease agreement being completed.

The remaining two leases within this category include the following:

1. Supper Room which is currently being negotiated with the Arts Council on a 2-year basis. No further analysis is required at this point in time; and
2. The Community Sheds – Current MOU expires 30 June 2019. Recommendation would be to revise this annual contribution to close gap as well as incorporating a similar contribution from YAC and the Community Bus in order to remain fair to all parties.

It is also proposed that further analysis into the implications to ratepayers as a result of subsidised and peppercorn rentals be included in the Revenue Strategy currently



being prepared for Council. It is proposed that once this strategy has been completed in draft form that a workshop be arranged so that Councillor contribution can be included into this strategy.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

An annual cash contribution of \$23,792 from ratepayers to cover the gap between income received and cost of expenses to these assets per year.

**STRATEGIC IMPLICATIONS:**

Our Community Leadership 5.1: To listen and partner with our community leaders and all of our diverse groups  
*and*  
Council Leadership 6.1: Be an example of sustainability

**RECOMMENDATION:**

That following the review undertaken into current leases and Memorandums of Understanding between Council and various community groups the following actions be taken immediately:

1. Peppercorn leases be revised to correctly reflect the vesting orders of a maximum of 21-year lease term being allowed.
2. Commercial Lease of Nannup Caravan Park remain; and
3. Subsidised Leases:
  - a. FROG's lease be extended for a further five years under current CPI adjustment;
  - b. Contact be made with the Sportsman's Association requesting financial information prior to new lease being granted.
  - c. At the conclusion of the Community Sheds current MOU a full

review is completed prior to new MOU being granted.

4. Further analysis into the implications to ratepayers as a result of subsidised and peppercorn rentals be included in the Revenue Strategy currently being prepared for Council and be built into any further lease agreement of these facilities.

#### **VOTING REQUIREMENTS:**

Simple Majority

#### **19010 MELLEMA/STEVENSON**

***That following the review undertaken into current leases and Memorandums of Understanding between Council and various community groups the following actions be taken immediately:***

- 1. Peppercorn leases be revised to correctly reflect the vesting orders of a maximum of 21-year lease term being allowed.***
- 2. Commercial Lease of Nannup Caravan Park remain; and***
- 3. Subsidised Leases:***
  - a. FROG's lease be extended for a further five years under current CPI adjustment;***
  - b. Contact be made with the Sportsman's Association requesting financial information prior to new lease being granted.***
  - c. At the conclusion of the Community Sheds current MOU a full review is completed prior to new MOU being granted.***

***Further analysis into the implications to ratepayers as a result of subsidised and peppercorn rentals be included in the Revenue Strategy currently being prepared for Council and be built into any further lease agreement of these facilities.***

**CARRIED (8/0)**

AGENDA NUMBER:	12.8
SUBJECT:	Budget Review 2018/19
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	11 January 2019
PREVIOUS MEETING REFERENCE:	Adoption of 2018/19 Budget
ATTACHMENTS:	12.8.1 – Budget Review Statements 2018/19

### **SUMMARY:**

As per the Financial Management Regulations 1996 Section 33A a review of a Local Governments annual budget must be completed between 1 January and 31 March each year. The following item allows Council to reach compliance within this area.

There are variances expected from the original estimates of the Budget which was adopted at the June 2018 Ordinary Council Meeting. These are largely as a result of timely and prudent savings by officers and funding opportunities and additional expenditure not known at budget adoption. Overall when each of the schedules is taken into consideration the outcome is expected to remain consistent with the original budget. The original budget was a balanced budget. This revision anticipates that there will now be a surplus of \$6,971.

### **COMMENT:**

The statutory requirement for the budgetary review is relatively limited and simply requires the Council to evaluate the likely position at the end of the current financial year. This report goes much further than this and presents an in depth review of the Council's finances covering:

- Performance on the previous year
- Current expectations on income and expenditure
- The sustainability of reserves
- The Council's exposure to financial risk

### Outturn from 2017/18 Budget – Actual v Estimated

The Annual Report adopted by Council on 22 November 2018 showed a gross surplus carried forward of \$1,453,924. This varies to the estimated expected outturn that was reported during the budgeting process for the 2018/19 financial year. At that point in

time it was estimated that surplus carried forward would be \$865,003. While early adoption of an Annual Budget has the bonus of allowing rates to be raised in a timely manner to ensure that there are no cash flow issues, the negative to this remains that at the time of adoption there is still an element of expenses and income that have not been fully accounted for and these will impact on the overall final carried forward figure. This new revised figure was made up of grant funding received in advance, various savings within anticipated expenses and additional income known at the time.

On analysis, it appears that the \$588,921 variance is a result of the timing differences relating to the budget adoption and end of year reporting. Given that the production of the Budget occurs within the early part of each calendar year, there is a need for an analysis which includes a projection of what expenses and income will be received within the final quarter of the financial year. Management made the decision to be conservative with these estimations in order to not place Council in the position of having overspent and have a deficit to carry forward into the new year. The surplus is as a result of various items including income streams being received and spending associated with this income not occurring within the same financial year, prior year income being recovered and savings wherever possible. At the November 2018 Ordinary meeting of Council this difference was analysed and Council endorsed actions to be taken to absorb the increased true surplus to reserve contributions and other identified areas that require increased funding for this financial year. Further information about each individual inclusion is shown within the notes attached to this item.

#### Anticipated Outturn for 2018/19

Council will see from the budget monitoring reported within the January 2019 Council meeting that as at 31 December 2018 a surplus for the year of \$6,971 is currently predicted. This is primarily as a result of savings being initiated wherever possible as well as increased funding received.

There are however variations expected from the original budget adopted in June 2018 to spending trends anticipated as at today.

Within each of the programs these are:

1. Governance – Reserve transfers to Assets Management, Equipment and Infrastructure will now be included as well as funding towards replacement computers and building maintenance.
2. General Purpose Funding – Due to interim rating there is an increase in rates income for this year with additional spends predicted in administration costs.
3. Law & Order – Staff training to ensure full compliance with our Ranger Services has been identified offset by increased fees from dog registrations.
4. Health – No identified changes within this program.
5. Education & Welfare – Increased expenditure to support the Recreation Community Arts Project as well as improvements to the youth space.
6. Housing – There has been increased expenditure noted in order to maintain these assets.

7. Community Amenities – 2018/19 was identified as a year where further analysis of requirements of our Waste Management site would be completed. This is to ensure that Council remain compliant with the regulations surrounding operation of this type of facility. Analysis to date has shown that there are components of this site that require expenditure and as a result, budget amendments will be required.
8. Recreation & Culture – There is nil impact on this schedule from planned budget amendments. Grant monies received will be fully expended within this financial year.
9. Transport – Greatest impact to this schedule is with the inclusion of grant funding Law & Order and the resulting decrease in labour costs to this schedule. Savings from this decrease will be used as reserve contributions.
10. Economic Services – Increases within this schedule will be to address Community concerns relating to Gracillis Road. Initially this will require surveying of this road and costs associated with this are included within the budget amendments.
11. Other Property & Services – Savings expected within wages and increased revenue due to sale of materials for the Bushfire Mitigation project.

For a full breakdown of the individual components within each schedule that have moved since the budget was adopted please refer to the attachments.

#### Sustainability of Reserves

Council maintains a number of reserves to meet recurrent capital expenditure requirements and other liabilities. Overall, Council's reserve funds represent a strong and sustainable position going forward. The budgeted position of these reserves is as follows:

<b>Reserve Type</b>	<b>Opening Balance 1.7.18 \$</b>	<b>Budgeted Additions \$</b>	<b>Budgeted Payments \$</b>	<b>Budget Amendments \$</b>	<b>Revised Closing Balance 30.6.19 \$</b>
<i>Leave</i>	\$ 188,642	\$ -	(0)		\$ 188,642
<i>Plant</i>	\$ 269,318	\$ -	(138,000)	\$ 120,000	\$ 251,318
<i>Recreation Centre</i>	\$ 544	\$ -	0		\$ 544
<i>Equipment</i>	\$ 80,919	\$ -	(18,000)	\$ 20,000	\$ 82,919
<i>Main Street Upgrade</i>	\$ -	\$ -	0		\$ -
<i>Waste Management</i>	\$ 93,710	\$ -	0	\$ 20,000	\$ 113,710
<i>Gravel Pit</i>	\$ 80,000	\$ -	0	\$ 142,000	\$ 222,000
<i>Emergency Management</i>	\$ 56,207	\$ -	0		\$ 56,207
<i>Aged Housing</i>	\$ 370,817	\$ -	0		\$ 370,817
<i>Asset Management</i>	\$ 633,188	\$ -	(100,000)	\$ 85,000	\$ 618,188

<b>Infrastructure Asset</b>	\$ 75,000	\$ 30,000	(37,000)	\$ 50,000	\$ <b>155,000</b>
<b>Community Bus</b>	\$ 23,859	\$ 5,000	0		\$ <b>28,859</b>
<b>New - Strategic Initiative Reserve</b>	\$ -	\$ -	0	\$ 215,000*	\$ <b>215,000</b>
<b>Total</b>	<b>1,872,205</b>	<b>35,000</b>	<b>(293,500)</b>	<b>652,000</b>	<b>2,303,204</b>

### Anticipated changes to Reserve Balances 2018/19

Based on current modelling there are anticipated variances from the reserve transfers originally predicted. These are shown within the above table and represent savings from Surplus bought forward and as a result of grant funding received which in turn has allowed Council to lower expenses in other areas.

In regards to the Strategic Initiative Reserve the contribution shown above can be broken down into the reserve contribution included for the unknown being \$100,000 as well as contributions towards surveying costs of Gryscilus Road, Niche Wall, Quannup and LTO 19/20 contribution. By placing these additional known costs within this reserve it will ensure that if these projects have not been expensed within the current financial year, that they will not be carried forward as surplus funds.

### Risks

The Council's immediate financial position is steady but this must be considered in the light of limited information on future expenditure needs and the impact that these would have on the rate liability.

As with previous years, there remains risk to Councils sustainability as a result of key funding streams being withdrawn and the overall impact that this has on rate revenue. Within the 2018/19 to date there have been no indications that this current position will change.

A review of Council's Long Term Financial Plan (LTFP) is currently underway and once completed will help to illustrate what will need to be addressed in order to continue to meet the needs of the community while still being mindful of achieving financial sustainability. Findings relating to this annual review will be incorporated into Budget workshops scheduled to commence in March this year.

### Conclusions

The variance that is shown between the actual and the estimated outturn for 2018/19 is primarily as a result of carried forward surplus being different from that reported within the budget statements.

Once the budget is amended to include unanticipated spending, savings identified as well as increased revenue streams within the individual schedules there is an overall surplus expected to the 2018/19 budget of \$6,971.

The Long Term Financial Plan will be updated and refined to inform the 2019/2020 budget and to comply with the requirements of the Integrated Planning Framework. Consideration must be taken of the impact that the reduction of capital grants will have

on the overall revenue required from rates in order to continue to maintain our cost base.

The overall reserve position is strong and supports Council's decision to ensure that it is in a good position to address potential capital projects identified by the community.

The work to complete the 2019/20 budget will commence early in the 2019 calendar year and Officers anticipate that with the inclusion of the various workshops arranged over the coming months that Council will be in a position to make an informed decision relating to the budget by the June 2019 Council meeting. This will enable officers to implement the budget and raise rates at the beginning of the 2019/20 financial year. This should place Council in a strong financial position moving forward.

### **STATUTORY ENVIRONMENT:**

Sub-section 2A of the Regulations requires the Council to:

- (a) Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) Consider the local government's financial position as at the date of the review; and
- (c) Review the outcomes for the end of that financial year that are forecast in the budget.

### **POLICY IMPLICATIONS:**

None

### **FINANCIAL IMPLICATIONS:**

A potential surplus of \$6,971 for 2018/19.

### **STRATEGIC IMPLICATIONS:**

None

### **RECOMMENDATION:**

That Council endorses all variances shown within this report and attachments as part of the annual Budget Review for the 2018/19 financial year required to remain compliant with statutory obligations.

**VOTING REQUIREMENTS:**

Absolute Majority.

**19011 HANSEN/STEVENSON**

***That Council endorses all variances shown within this report and attachments as part of the annual Budget Review for the 2018/19 financial year required to remain compliant with statutory obligations.***

**CARRIED (8/0)**



AGENDA NUMBER:	12.9
SUBJECT:	Budget Monitoring – November 2018 & December 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	11 January 2019
ATTACHMENTS:	12.9.1 – Financial Statements for the period ending 30 November 2018 12.9.2 – Financial Statements for the period ending 31 December 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 12.9.1 and 12.9.2.

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 November 2018 and 31 December 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(s) ending 30 November and 31 December 2018 be received.

**VOTING REQUIREMENTS:**

Simple Majority.

**19012 STEER/MELLEMA**

***Monthly Financial Statements for the period(s) ending 30 November and 31 December 2018 be received.***

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

AGENDA NUMBER:	12.10
SUBJECT:	Monthly Accounts for Payment - November 2018 December 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	11 January 2019
ATTACHMENTS:	12.10.1 – Accounts for Payment – November 2018 12.10.2 – Accounts for Payment – December 2018

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 November 2018 to 31 December 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	11113 – 11267	477,182.10
Accounts paid by cheque	20327 – 20339	19,500.30
Accounts paid by Direct Debit	DD10341.1 – DD10338.11	42,381.36
<i>Sub Total Municipal Account</i>		<u>\$539,063.76</u>

**Trust Account**

Accounts paid by EFT	11144– 11230	2,694.34
Accounts Paid by cheque		0
<i>Sub Total Trust Account</i>		<u>\$2,694.34</u>
<b>Total Payments</b>		<u><b>\$541,758.10</b></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 \$541,758.10 1 November 2018 to 31 December 2018 in the attached schedule(s) be endorsed.

**VOTING REQUIREMENTS:**

Simple Majority

**19013 HANSEN/LONGMORE**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$541,758.10 1 November 2018 to 31 December 2018 in the attached schedule(s) be endorsed.***

**CARRIED (8/0)**

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

**13.1 OFFICERS**

Nil

**13.2 ELECTED MEMBERS**

***19014 MELLEMA/STEVENSON***

***That the Nannup Shire Council support the nomination of Andrew McNab as the Fire Control Officer for the Scott River Volunteer Bush Fire Brigade replacing John Dunnet (previous FCO).***

***That the tabled motion be declared an urgent motion.***

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

**14. MEETING CLOSED TO THE PUBLIC**

(Confidential Items)

**14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil.

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

Nil.

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

Nil.

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

Nil.

**17. CLOSURE OF MEETING**

The Shire President declared the meeting closed at 5.43pm.