



Shire of
Nannup
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Minutes

Council Meeting held Thursday 25 July 2019

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Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4.33pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

(previously approved)

ATTENDANCE:

Councillors: T Dean, R Mellema, P Fraser C Buckland, R Longmore, N Steer and C Stevenson.

Tracie Bishop – Acting Chief Executive Officer
Jonathan Jones – Manager Infrastructure
Jane Buckland – Development Services Officer

APOLOGIES:

Cr V Hansen
David Taylor – Chief Executive Officer

LEAVE OF ABSENCE:

Nil

VISITORS:

Jenny Haddon, Cheryle Brown, Gerald Brown, Ian Gibb, Julie Kay, Rita Stallard and Len Gilchrist.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Mrs Stallard had questions taken on notice at the June Ordinary Council Meeting; a copy of the reply is included as an attachment.

3.2 Mr Gilchrist had questions taken on notice at the June Ordinary Council Meeting; a copy of the reply is included as an attachment.

4. PUBLIC QUESTION TIME

Mrs Cheryle Brown

Q 1

As a result of the inclusion of Section 132 in to the CALM Act 2016, relieving Government Departments such as DBCA (Department of Biodiversity, Conservation & Attractions) from liability for damage caused by their plantation harvesting activities (i.e. "No Blame" clause), what actions can the Shire of Nannup & property owners take to ensure DBCA are held accountable for damage caused by plantation waste burn offs?

A 1 Shire President

We will take this question on notice.

Q 2 Mrs Cheryle Brown

In preparation for the severe weather incident on 6th June, the City of Busselton issued a notice on the 3rd June to "prohibit the lighting of any fire in the open air and direct all owners or occupiers of the land to extinguish any fire burning on the land from 1800hrs Tuesday 4th June 2019 to 0800hrs Friday 7th June 2019 inclusive for the whole of the City of Busselton" (which would have included the plantation which started the Jarrahwood fire). Are Government agencies such as DBCA/FPC obliged to comply to these types of notices?

A 2 Shire President

We will take this question on notice.

Q 3 Mrs Cheryle Brown

What actions is the Shire of Nannup taking to legally enforce all plantation harvesting operators (such as DBCA & FPC) and their contractors to be equipped with suitable and effective fire-fighting equipment during and post-harvest activities?

A 3 Shire President

We will take this question on notice.

Q 4 Mrs Cheryle Brown

Are DBCA/FPC required to adhere to Shire of Nannup restricted and/or permit burning periods or do they have an autonomous set of guidelines for enabling them to burn plantation harvest waste during these periods?

A 4 Shire President

We will take this question on notice.

Mrs Rita Stallard – East Nannup Road

Q 1

First of all, Mr President; through you I would like to thank the Mr Jones for his time and patience in explaining the plan and rules for his fire management program at Gussie's Mill and near Jock's Road.

I believe some spot spraying at Gussies Mill is to take place. Could the strip of land between there and Vasse Highway be sprayed also to control the weeds there?

A 1 Infrastructure Manager - Jonathan Jones

We can put that in the program.

Q 2 Mrs Stallard

There is a big sign at the corner of East Nannup Road and Vasse Highway, saying that it is the Warren Blackwood Stock Route. Can you please tell me a bit more about this – whose initiative and why, and where does it run? Does it follow the railway line? Will it travel down East Nannup Road?

A 2 Shire President

We will take this question on notice as I am not completely sure of the exact trail route. I can tell you it was an initiative of the Warren Blackwood Alliance of Councils; started about five years ago. So that is Bridgetown, Manjimup and Nannup. We received some substantial funding to do it. It starts in Bridgetown and goes in two directions. One from Bridgetown to Willow Springs then Nannup and then down to Scott River. The other goes from Bridgetown to Manjimup Equestrian Park; eventually down to Broke Inlet. So they are two designated horse trails. It is a fairly big industry the equestrian industry and we are trying to encourage that type of recreation. I think we received about a half million dollars on camps facilities such as shelters, long drop toilets and horse yards.

Mr Len Gilchrist – Blackwood River Drive

Mr Gilchrist repeated questions he has asked at previous meetings. Mr Gilchrist did not provide his questions in writing as per instructions from Civic Legal. He was advised to contact Civic Legal if he has questions regarding correspondence from them.

5. APPLICATIONS FOR LEAVE OF ABSENCE

19080 STEER/LONGMORE

That Cr Hansen be granted Leave of Absence for the 25 July 2019 Ordinary Shire Meeting.

CARRIED (7/0)

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Mrs Cheryle Brown spoke to Council regarding the impact of recent fires within the Shire of Nannup. Her presentation has been included as an attachment.

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.

Ms Tracie Bishop declared a Financial Interest in Item 14.1 Acting Chief Executive Officer.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

19081 LONGMORE/BUCKLAND

That the Minutes of the Ordinary Council Meeting held 28 June 2018 be confirmed as a true and correct record.

CARRIED (7/0)

9. MINUTES OF OTHER COUNCIL COMMITTEES/REPRESENTATIVE COMMITTEES

Nil

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

Nil

12. REPORTS OF OFFICERS

Shire of Nannup
Ordinary Council Meeting Minutes: 25 July 2019

| | |
|-------------------------|--|
| AGENDA NUMBER: | 12.1 |
| SUBJECT: | Lewana and Blackwood Complex Fire Recoveries |
| LOCATION/ADDRESS: | Shire of Nannup |
| NAME OF APPLICANT: | David Taylor – Chief Executive Officer |
| FILE REFERENCE: | FRC 24 2019 |
| AUTHOR: | Louise Stokes – Recovery Coordinator |
| REPORTING OFFICER: | David Taylor – Chief Executive Officer |
| DISCLOSURE OF INTEREST: | Nil |
| DATE OF REPORT: | 15 July 2019 |
| ATTACHMENTS: | 12.1.2 - Letter to Haddon's Blackwood Complex Fire 12.1.2 - Letter to Hillbille Wines Lewana Fire |

BACKGROUND:

In May 2019 private properties in the Shire of Nannup were impacted by the Lewana Fire, Incident Number: 423437 which was started by harvesting equipment in the Forest Products Commission (FPC) plantation operated by the contractor Total Harvesting Pty Ltd.

At post incident community de-briefs property owners were requested by FPC to submit requests for business compensation claims. Communication has been received from Risk Cover, who are the claims manager for FPC to advise that whilst FPC admits responsibility for starting the fire, they do not admit to liability for private property damage as a consequence of the fire.

Similarly, in the June 2019 Blackwood Complex (Jarrahwood) fire Incident Numbers: 085, 086 and 087 that impacted two private properties in the Shire of Nannup. One property owner, Haddon's has submitted a claim for compensation.

The Department of Biodiversity, Conservation & Attractions (DBCA) initially indicated to property owners that damage would be rectified immediately once quotes were received, this was later revised to enable immediate assistance so to ensure farming practises could continue without further risk. Now Risk Cover has advised that no compensation will be forthcoming.

DBCA has advised that the 'Good Neighbour Policy' has been revoked and the CALM ACT 2016 has been updated to incorporate a 'No Blame' clause.

The link to the Good Neighbour Policy is:

<https://www.dpaw.wa.gov.au/images/documents/about/policy/GNP.pdf>

The link to the revised CALM ACT (Amendment Bill) is:

<http://www.parliament.wa.gov.au/parliament/bills.nsf/BillProgressPopup?openForm&ParentUNID=3923ED5378F6B27C48257E0500447812>

COMMENT:

Assistance has been provided to property owners through the recovery process. Red Cross WA has undertaken welfare checks with impacted families.

Current status:

Lewana Fire: FPC has requested from State Government an 'Act of Grace' payment to be shared between impacted property owners. There are 10 private properties who have submitted claims across the Shires of Nannup, Donnybrook Balingup and Bridgetown Greenbushes. FPC has contacted the CEO at the Shire of Nannup to request assistance in the administration of a payment if this request is successful. This is subject to approval and lobbying to Parliamentarians will be required by Council to support this. It is not known if this will be approved.

Blackwood Complex Fire: DBCA has requested that the Haddon's appeal to Risk Cover on the grounds of hardship.

The change in State Government legislation raises the issues of:

- There has been no communication of this change. This legislation was introduced in 2015.
- The 'Good Neighbour Policy' is not listed as one of the revoked policies in the amended CALM act.
- DBCA still enacts some elements of the 'Good Neighbour Policy' during incidents, including:

2.1.2 DEC will involve itself with the local community in preparing and planning for fire incidents. DEC officers will attend shire and brigade meetings and bushfire advisory committee meetings on a regular basis, as far as resources allow, and participate in the Local Emergency Management Committee process.

2.4.4 DEC will pay for the costs that a shire or bushfire brigade incurs on its behalf in hiring contract machinery to suppress a fire on DEC-managed lands (only following authorisation and agreement on contract rates by an appropriate DEC officer), except where mutual aid agreements are in place.

- Private property owners may have considered fencing insurance cover if they had knowledge that the 'Good Neighbour Policy' no longer applied.
- If a fire starts on private property and travels into FPC or DBCA land, the private property owner must compensate costs.
- In the case of the Haddon property impacted in the Blackwood Complex fire, the destroyed boundary fencing adds risks that stock could wander onto the Vasse highway or Cundinup South road and cause traffic accidents. If this were to occur, the private property owner is liable.

STATUTORY ENVIRONMENT:

Conservation and Land Management Amendment Bill 2015
Conservation and Land Management ACT 1984 (State Government Legislation)
Department of Environment and Conservation 'Good Neighbour' Policy (State Government Policy).

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Administrative staff resources:
Recovery Coordinator resources - casual basis
Chief Executive Officer resources – allocation of time.

STRATEGIC IMPLICATIONS:

6.1: Lead, Listen, Advocate, Represent and Provide: 6.2 We are one
To do what is right and fair for the people

RECOMMENDATIONS:

1. That the Shire President and Chief Executive Officer contact Parliamentarians for assistance with these Recoveries and that the State Government provide financial compensation to private property owners for damaged infrastructure and feed as per communication with Risk Cover, and;
2. That the Shire President and Chief Executive Officer advocate to Parliamentarians through WALGA Zone for policy change that supports impacted property owners in the instance where State Government incidents impacts private property, and;
3. That the Shire Presidents and Chief Executive Officer meets with State Government representatives from Department of Biodiversity, Conservation and Attractions and Forest Products Commission to coordinate a Communications Strategy to inform residents of the already amended existing policy.

19082 MELLEMA/STEVENSON

- 1. That the Shire President and Chief Executive Officer contact Parliamentarians for assistance with these Recoveries and that the State Government provide financial compensation to private property owners for damaged infrastructure and feed as per communication with Risk Cover, and;**
- 2. That the Shire President and Chief Executive Officer advocate to Parliamentarians through WALGA Zone for policy change that supports impacted property owners in the instance where State Government incidents impacts private property, and;**
- 3. That the Shire Presidents and Chief Executive Officer meets with State Government representatives from Department of Biodiversity, Conservation and Attractions and Forest Products Commission to coordinate a Communications Strategy to inform residents of the already amended existing policy.**

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: 25 July 2019**

| | |
|-------------------------|--|
| AGENDA NUMBER: | 12.2 |
| SUBJECT: | Warren Blackwood Sub-Regional Prospectus and associated Memorandum of Understanding |
| LOCATION/ADDRESS: | Shire of Nannup |
| NAME OF APPLICANT: | David Taylor – Chief Executive Officer |
| FILE REFERENCE: | |
| AUTHOR: | David Taylor – Chief Executive Officer |
| REPORTING OFFICER: | David Taylor – Chief Executive Officer |
| DISCLOSURE OF INTEREST: | Nil |
| DATE OF REPORT | 17 July 2019 |
| ATTACHMENT: | 12.2.1 - Warren Blackwood Sub-Regional Prospectus 12.2.2 - Memorandum of Understanding Warren Blackwood Sub-Regional Prospectus |

BACKGROUND:

This document is a collaboration between the Shire of Nannup, Shire of Bridgetown-Greenbushes, Shire of Manjimup, Shire of Donnybrook-Balingup, Shire of Boyup-Brook and the South West Development Commission. This document has been developed to provide an attractive pamphlet showcasing the region. This prospectus was developed initially with particular reference to Talison Lithium as a document that could be included within their future employment packages.

COMMENT:

Warren Blackwood Sub-Regional Prospectus

This document has been in development for the past 6 months and discussed at length in the Warren Blackwood Alliance of Councils (WBAC) meeting, it is merely a method of showcasing the individual communities and what they offer to people looking to move to the region. This document has the potential to be used much further abroad to showcase what is on offer in this region (airport lounges, iconic tourist locations and so on).

Memorandum of Understanding (MOU)

Associated with this document is a MOU with its purpose to clearly identify the roles and responsibilities of each party as they relate to the Warren Blackwood Sub-Regional Prospectus. The key points for Council to consider are as follows;

SHIRE RESPONSIBILITIES UNDER THIS MOU

The Shires shall undertake the following activities:

- Deliver information as applicable to ensure the currency and accuracy of the Warren-Blackwood Sub-Regional Prospectus;
- Share the current, endorsed version of the Warren Blackwood Sub-Regional Prospectus for public access on Shire websites;
- Manage the distribution of hard copies of the Warren Blackwood Sub-Regional Prospectus as deemed appropriate;
- Promote the Warren Blackwood Sub-Regional Prospectus as applicable;
- Review the Warren Blackwood Sub-Regional Prospectus annually to ensure content is current.

SWDC RESPONSIBILITIES UNDER THIS MOU

SWDC shall undertake the following activities:

- Develop the draft document based on information provided by the Shires and including summary contextual detail;
- Provide a draft digital design copy of the inaugural Warren Blackwood Sub-Regional Prospectus;
- Store the current, endorsed version of the Warren Blackwood Sub-Regional Prospectus and apply version changes as identified through the annual review process;
- Promote the Warren Blackwood Sub-Regional Prospectus as appropriate.

EFFECTIVE DATE/DURATION/AMENDMENTS

This agreement is effective as of the date of signature by all authorized representatives indicated below and shall last for five years thereafter. The MOU may be extended or amended to allow for related efforts by mutual agreement of the parties. Any party may withdraw from this agreement upon one hundred eighty (180) days written notice to the other parties.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Printing costs are at the Local Government's responsibilities. It has been suggested to combine printing on the initial run to achieve better economies of scale – this would be as follows;

500 copies – cost to Shire of Nannup is \$320 (quotation)
1,000 copies – cost to Shire of Nannup is \$396 (quotation)

It is proposed that 50% be provided to Talison with the remainder equally distributed to the individual local governments.

Further printing is the responsibility of each individual Shire.

STRATEGIC IMPLICATIONS:

Reference has been made to the Shire of Strategic Community Plan when providing input into the Warren Blackwood Sub-Regional Growth Plan 2019.

This document provides compliments the Shire of Nannup local planning and State planning strategies giving stronger linkage to funding applications.

RECOMMENDATION:

That Council;

1. Endorse the Warren-Blackwood Sub-Regional Prospectus, and;
2. Endorse the Memorandum of Understanding Warren Blackwood Sub-Regional Prospectus, and;
3. Authorise the Chief Executive Officer to sign the Memorandum of Understanding Warren Blackwood Sub-Regional Prospectus on behalf of the Shire of Nannup.

19083 STEER/LONGMORE

That Council;

- 1. Endorse the Warren-Blackwood Sub-Regional Prospectus, and;**
- 2. Endorse the Memorandum of Understanding Warren Blackwood Sub-Regional Prospectus, and;**
- 3. Authorise the Chief Executive Officer to sign the Memorandum of Understanding Warren Blackwood Sub-Regional Prospectus on behalf of the Shire of Nannup.**

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: 25 July 2019**

| | |
|-------------------------|---|
| AGENDA NUMBER: | 12.3 |
| SUBJECT: | Warren Blackwood Sub-Regional Growth Plan 2019 and associated Memorandum of Understanding |
| LOCATION/ADDRESS: | Shire of Nannup |
| NAME OF APPLICANT: | David Taylor – Chief Executive Officer |
| FILE REFERENCE: | |
| AUTHOR: | David Taylor – Chief Executive Officer |
| REPORTING OFFICER: | David Taylor – Chief Executive Officer |
| DISCLOSURE OF INTEREST: | Nil |
| DATE OF REPORT: | 16 July 2019 |
| ATTACHMENTS: | 12.3.1 - Warren Blackwood Sub-Regional Growth Plan 2019 12.3.2 - Memorandum of Understanding Warren Blackwood Sub-Regional Growth Plan |

BACKGROUND:

This document is a collaboration between the Shire of Nannup, Shire of Bridgetown-Greenbushes, Shire of Manjimup, Shire of Donnybrook-Balingup, Shire of Boyup-Brook and the South West Development Commission. This document has been developed to provide a strategic overview of sub-regional economic and social priorities, reflecting localised planning and development documents and aligned with regional and State development documents, including the SW Regional Blueprint. It will be utilized to leverage current and future socio-economic opportunities and pursue funding to facilitate growth.

COMMENT:

Warren Blackwood Sub-Regional Growth Plan 2019

This document has been in development for the past 6 months and discussed at length in the Warren Blackwood Alliance of Councils (WBAC) meeting. A draft of the priorities included within this document was circulated to Councillors for comment earlier this year. This document has now been finalised and ready for Council endorsement.

Memorandum of Understanding (MOU)

Associated with this document is a MOU with its purpose to clearly identify the roles and responsibilities of each party as they relate to the Warren Blackwood Sub-Regional Growth Plan. The key points for Council to consider are as follows;

SHIRE RESPONSIBILITIES UNDER THIS MOU

The Shires shall undertake the following activities:

- Provide information as applicable to ensure the currency and accuracy of the Warren-Blackwood Sub-Regional Growth Plan;
- Share the current, endorsed version of the Warren Blackwood Sub-Regional Growth Plan for public access on Shire websites, and in hard copy as applicable;
- Support the actions and projects identified in the Warren Blackwood Sub-Regional Growth Plan;
- Review the Warren Blackwood Sub-Regional Growth Plan every 12 months, providing feedback on current projects and activities outlined in the document.

SWDC RESPONSIBILITIES UNDER THIS MOU

SWDC shall undertake the following activities:

- Facilitate workshops to identify and discuss sub-regional priorities and projects;
- Develop the inaugural draft document based on information provided by the Shires and including summary strategic contextual detail;
- Provide a digital copy of the inaugural Warren Blackwood Sub-Regional Growth Plan;
- Store the current, endorsed version of the Warren Blackwood Sub-Regional Growth Plan and apply version changes as identified through the yearly review process;
- Promote the Warren Blackwood Sub-Regional Growth Plan as appropriate.

ENDORSEMENT / IMPLEMENTATION

All Shires understand and accept that adoption and implementation of the initial Growth Plan and any future changes to the Growth Plan, as per the review process, will be determined and progressed based on the majority of parties being in agreement with the changes.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

This document can be utilised to leverage current and future socio-economic opportunities and pursue funding to facilitate growth.

STRATEGIC IMPLICATIONS:

Reference has been made to the Shire of Strategic Community Plan when providing input into the Warren Blackwood Sub-Regional Growth Plan 2019.

This document provides compliments the Shire of Nannup local planning and State planning strategies giving stronger linkage to funding applications.

RECOMMENDATION:

That Council;

1. Endorse the Warren Blackwood Sub-Regional Growth Plan 2019, and;
2. Endorse the Memorandum of Understanding Warren Blackwood Sub-Regional Growth Plan, and;
3. Authorise the Chief Executive Officer to sign the Memorandum of Understanding Warren Blackwood Sub-Regional Growth Plan on behalf of the Shire of Nannup.

19084 BUCKLAND/STEVENSON

That Council;

1. Endorse the Warren Blackwood Sub-Regional Growth Plan 2019, and;

2. Endorse the Memorandum of Understanding Warren Blackwood Sub-Regional Growth Plan, and;

3. Authorise the Chief Executive Officer to sign the Memorandum of Understanding Warren Blackwood Sub-Regional Growth Plan on behalf of the Shire of Nannup.

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: 25 July 2019**

| | |
|-------------------------|---|
| AGENDA NUMBER: | 12.4 |
| SUBJECT: | Shire of Nannup - Visitor Centre Service Agreement – Expression of Interest |
| LOCATION/ADDRESS: | Shire of Nannup |
| NAME OF APPLICANT: | Shire of Nannup |
| FILE REFERENCE: | |
| AUTHOR: | David Taylor – Chief Executive Officer |
| REPORTING OFFICER: | David Taylor – Chief Executive Officer |
| DISCLOSURE OF INTEREST: | Nil |
| DATE OF REPORT | 15 July 2019 |

BACKGROUND:

The Shire of Nannup has outsourced its Visitor Servicing arrangements to a local business operating in Nannup since 2014. This Agreement expired in June 2019 after Council extension period of 1-year period from 1 July 2018.

Council at its Ordinary Meeting held on the 22nd of February 2018 endorsed the following, with particular attention being made to point 2;

“18036 STEVENSON/LONGMORE

That Council advises the proprietors of “A Taste of Nannup” that it is prepared to consider the following in respect to the provision of Visitor Services beyond June 2018:

-

- 1. That Council, dependent upon the outcomes of the Local Tourism Organisation development and potential establishment from 1 July 2018, is prepared to consider entering into a further 12-month extension of the Agreement for the provision of Visitor Services with the same conditions and remuneration as previously supplied; and*
- 2. That following the above developments in respect to the outcomes of the LTO’s potential establishment and its viability in respect to the future delivery of visitor services for the region, and the financial capabilities of the Shire to Nannup to commit to the LTO’s ongoing cost structure, Council will then consider whether to re-tender for the provision Visitor Services in Nannup or continue with “A Taste of Nannup” to provide these services for an extended period.*

CARRIED (8/0)”

Now that the LTO, known as the Southern Forests Blackwood valley Tourism Association (SFBVTA) has been established and the current Service Agreement has expired, part 2 of the above Resolution is being brought to Council for consideration.

COMMENT:

The Shire of Nannup has committed to a 5-year funding arrangement through the Warren Blackwood Alliance of Councils (WBAC), which is as follows;

| | | |
|---------|----------|--------------------------|
| 2018-19 | \$19,250 | Completed |
| 2019-20 | \$28,325 | Budgeted in Current Year |
| 2020-21 | \$33,012 | |
| 2021-22 | \$24,908 | |
| 2022-23 | \$16,822 | |

After consultation with local businesses, other local governments and internal correspondence it is believed by officer's that there is a need for local Visitor Servicing within Nannup and that the SFBVTA is unlikely at this point to replace the need for local visitor servicing. A few reasons being;

- It provides specialised local visitor information particularly for Nannup.
- It adds to the visitor experience with local knowledge and service.
- Offers an opportunity for Nannup visitor services to be tailored over and above what the SFBVTA is performing within the region.

There have been discussions around whether or not technology could replace in-person visitor servicing in Nannup. Even though this is a potential opportunity in the future, it was agreed that currently the most appropriate method suiting currently visitors is still in-person visitor servicing.

The Shire of Nannup Policy ADM4 – Purchasing Policy states the following thresholds;

| Amount of Purchase | Model Policy |
|---------------------------|--|
| Up to \$5,000 | Direct purchase from suppliers requiring one verbal quotation. |
| \$5,001 - \$50,000 | Obtain at least two verbal or written quotations (unless exempted by proven procurement history). |
| \$50,001 - \$100,000 | Obtain at least three written quotations |
| \$100,001 - \$149,999 | Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations). |
| \$150,000 and above | Conduct a public tender process. |

The Shire of Nannup is obligated to operate in alignment with its current Purchasing. It is recommended that the procurement process be conducted as an Expression of Interest (EOI) within a set funding ceiling in alignment with the annual budget.

Interim period for current provider – it has been agreed by the CEO and Shire President to extend the current Visitor Service Agreement for a period of 4 months to allow time for the Shire to complete the procurement process. This is included within the 2019-20 budget allocations.

STATUTORY ENVIRONMENT:

Local Government Act 1995

POLICY IMPLICATIONS:

ADM 4 – Purchasing Policy

FINANCIAL IMPLICATIONS:

19/20 Budget Allocation is \$15,000

It is important to note that this Annual Budget has not yet been formally adopted by Council and is included within this Ordinary Meeting of Council for approval of.

STRATEGIC IMPLICATIONS:

Shire of Nannup Strategic Community Plan 2017–2027

Our Economy

Strategy 2.2 Tourism /Recreation – Support the provision of a Visitor Centre Service and work with Warren Blackwood Alliance of Councils in the establishment of a Local Tourism Organisation or alternative structure in the delivery of Visitor Services.

RECOMMENDATION:

That Council authorise the Chief Executive Officer to;

1. Prepare an Expressions of Interest criteria and process in conjunction with the Shire President for the provision of Visitor Centre Servicing within the Shire of Nannup for a 3-year period, and;
2. Conduct an advertising period of 2 weeks for the Expressions of Interest in alignment with Council's purchasing policy, and;
3. Upon completion of 1 and 2 above, provide to Council a recommended provider to perform the Visitor Centre Servicing in Nannup for a 3-year period.

19085 LONGMORE/MELLEMA

That Council authorise the Chief Executive Officer to;

- 1. Prepare an Expressions of Interest criteria and process in conjunction with the Shire President for the provision of Visitor Centre Servicing within the Shire of Nannup for a 3-year period, and;***
- 2. Conduct an advertising period of 2 weeks for the Expressions of Interest in alignment with Council's purchasing policy, and;***
- 3. Upon completion of 1 and 2 above, provide to Council a recommended provider to perform the Visitor Centre Servicing in Nannup for a 3-year period.***

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: 25 July 2019**

| | |
|-----------------------------|--|
| AGENDA NUMBER: | 12.5 |
| SUBJECT: | Monthly Accounts for Payment - June 2019 |
| 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 | 12 July 2019 |
| ATTACHMENT: | 12.5.1: Accounts for Payment – June 2019 |

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 June 2019 to 30 June 2019 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 | 11658 – 11765 | 332,750.90 |
| Accounts paid by cheque | 20382 – 20395 | 5,606.80 |
| Accounts paid by Direct Debit | DD10486.1 – DD10512.11 | 58,257.65 |
| <i>Sub Total Municipal Account</i> | | \$396,615.35 |

Trust Account

| | | |
|--------------------------------|----------------------|--------------------|
| Accounts paid by EFT | 11747 – 11749, 11759 | 11,477.00 |
| Accounts Paid by cheque | | 0.00 |
| <i>Sub Total Trust Account</i> | | \$11,477.00 |

| | | |
|-----------------------|--|---------------------|
| Total Payments | | \$408,092.35 |
|-----------------------|--|---------------------|

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 \$408,092.35 1 June 2019 to 30 June 2019 in the attached schedule(s) be endorsed.

19086 STEVENSON/MELLEMA

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$408,092.35 1 June 2019 to 30 June 2019 in the attached schedule(s) be endorsed.

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: 25 July 2019**

| | |
|-------------------------|---|
| AGENDA NUMBER: | 12.6. |
| SUBJECT: | Budget Monitoring – May 2019 |
| 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 | 12 July 2019 |
| ATTACHMENT: | 12.6.1 - Financial Statements for the period ending 31 May 2019 |

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 12.6.1.

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 ending 31 May 2019 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 May 2019 be received.

19087 STEVENSON/MELLEMA

Monthly Financial Statements for the period ending 31 May 2019 be received.

CARRIED (7/0)

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

13.1 OFFICERS

19088 STEVENSON/LONGMORE

That Council allow the following motion to be considered as an Urgent Motion.

CARRIED (7/0)

| | |
|-------------------------|--|
| AGENDA NUMBER: | 13.1 |
| SUBJECT: | Term Deposit Investment |
| LOCATION/ADDRESS: | |
| NAME OF APPLICANT: | Tracie Bishop |
| FILE REFERENCE: | FNC 1 |
| AUTHOR: | Tracie Bishop – Acting Chief Executive Officer |
| REPORTING OFFICER: | Tracie Bishop – Acting Chief Executive Officer |
| DISCLOSURE OF INTEREST: | Nil |
| DATE OF REPORT: | 25 July 2019 |
| ATTACHMENTS: | Nil |

BACKGROUND:

Council's Investment Policy FNC 7 states:

Where investments of greater duration than 12 months are desired, Council officers are to obtain independent financial advice from a Certified Financial Planner with regard to specific investment selection.

The maximum amount that may be invested with any one institution is \$4 million for deposits requiring less than 24 hours notice of withdrawal and \$2 million for all other deposits.

The Chief Executive Officer can authorise a transaction which exceeds the maximum investment limit with any one institution and must record the reason for any departure from the policy and report this to Council. In such cases the appropriate authorising signature should be recorded in a central register.

COMMENT:

Officers recently looked at investment prospects for Council funds. The analysis process completed in this regard is to firstly look at the requirements of the cash flow for the upcoming periods and then to look at the investment rates available.

While looking at rates, officers sought rates from Commonwealth Bank of Australia, Westpac Banking Corporation, Bankwest and Bendigo Bank. After this process was completed the bank with the higher rate was chosen. In this instance Westpac Banking Corp offered a rate that none of the other competitors were prepared to match. On this basis, two term deposits were opened. One for \$500k (Municipal) and the second for \$2.55M (Reserve).

As per Council's Investment Policy the requirement, based on these deposits, is that Council endorse these actions.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Increased income as a result of interest received.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

That Council endorse the actions of the Acting Chief Executive Officer whereby the maximum investment limit identified within Council's Policy FNC7 has been exceeded. Reason for exceeding this limit is on the basis that the interest rate available at this institution exceeded that of all other competitors.

19089 STEVENSON/MELLEMA

That Council endorse the actions of the Acting Chief Executive Officer whereby the maximum investment limit identified within Council's Policy FNC7 has been exceeded. Reason for exceeding this limit is on the basis that the interest rate available at this institution exceeded that of all other competitors.

CARRIED (7/0)

13.2 ELECTED MEMBERS

Nil.

14. MEETING CLOSED TO THE PUBLIC

(Confidential Items)

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

PROCEDURAL RECOMMENDATION:

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

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

19090 STEER/STEVENSON

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

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

CARRIED (7/0)

| | |
|-------------------------|---|
| AGENDA NUMBER: | 14.1 |
| SUBJECT: | Confidential Item - Acting Chief Executive Officer |
| LOCATION/ADDRESS: | Shire of Nannup |
| NAME OF APPLICANT: | David Taylor |
| FILE REFERENCE: | PSN |
| AUTHOR: | David Taylor – Chief Executive Officer |
| REPORTING OFFICER: | David Taylor – Chief Executive Officer |
| DISCLOSURE OF INTEREST: | Financial Interest - David Taylor – Chief Executive Officer |
| DATE OF REPORT | 25 July 2019 |

The Manager Corporate Services declares a Financial Interest as this item relates to employment contract. The Manager Corporate Services left the meeting 5.15pm

19091 MELLEMA/STEVENSON

That standing orders be suspended.

CARRIED (7/0)

19093 MELLEMA/STEVENSON

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

CARRIED (7/0)

The Manager Corporate Services returned to the meeting 5.30pm.

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

19092 STEER/MELLEMA

That Council approves:

1. The Chief Executive Officer's leave, being a combination of Paternity and Annual, for the period from 22 July 2019 up to the 13 August 2019 inclusive and appoints Ms Tracie Bishop as Acting Chief Executive Officer during this period or until the Chief Executive Officer returns to work.

2. Authorise the Shire President to vary the dates within 1 above if necessary, with the agreement of the Chief Executive Officer.

3. Approves the Chief Executive Officer to work from home on an ad-hoc basis during the period specified in Part 1 above and that the time worked be offset against Annual Leave to be taken. A diary is to be kept and approved by the Shire President before processing.

CARRIED (7/0)

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 5.33 pm.