



Shire of
Nannup
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Agenda

Council Meeting to be held Thursday 28 May 2020

Commencing at 5.30pm in Council Chambers

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Agenda

1. DECLARATION OF OPENING / ACKNOWLEDGMENT OF COUNTRY / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE
(previously approved)

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

7. DECLARATIONS OF INTEREST

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

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

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 23 April 2020 Ordinary Council Meeting

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held via electronic meeting room on 23 April 2020 be confirmed as a true and correct record.

9. MINUTES OF COUNCIL COMMITTEES

9.1 Local Drug Action Group Committee

That the unconfirmed Minutes of the Local Drug Action Group Committee meeting held Wednesday 6 May 2020 be received.

9.2 Tourism Committee

That the unconfirmed Minutes of the Shire of Nannup Tourism Committee meeting held Thursday 7 May 2020 be received.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

12. REPORTS OF OFFICERS

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

13.1 OFFICERS

13.2 ELECTED MEMBERS

14. MEETING CLOSED TO THE PUBLIC
(Confidential Items)

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

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

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

17. CLOSURE OF MEETING

CEO DEPARTMENT

AGENDA NUMBER:	12.1
SUBJECT:	Review of Corporate Business Plan and Strategic Community Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29D
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	15 May 2020
ATTACHMENT:	12.1.1 – Strategic Community Plan 2017 - 2027 12.1.2 - Corporate Business Plan 2020-2024

BACKGROUND:

All local governments are required to plan for the future of their district under the *Local Government Act 1995* with the *Local Government (Administration) Regulations 1996* outline the minimum requirements to achieve this.

The Department of Local Government and Communities' Integrated Strategic Planning and Reporting Framework (the Framework) provides the basis for improving the practice of strategic planning in local government.

In accordance with the Framework, Council is to adopt a Strategic Community Plan that outlines strategic priorities to address the community's long-term vision. The priorities and goals of the Strategic Community Plan are driven by community engagement and takes a 'whole of Shire' approach. The Strategic Community Plan is to be reviewed at least once every 4 years.

The Corporate Business Plan 20-2023 (tabled), also required under the Framework, defines the actions that the Shire will undertake over the next four (4) years to contribute to the achievement of the community goals and strategies outlined in the Strategic Community Plan. A local government is to review its current Corporate Business Plan ever year, of which reference is made to the CBP annually when developing the annual budget.

COMMENT:

The content of the Corporate Business Plan has been reviewed by staff with no major changes recommended given that the Integrated Planning and Reporting Framework will be reviewed during 2020-21 financial year. As per the requirement the Corporate Business Plan has been updated to be rolling for the next 4 years.

It is noted that per the Department of Local Government Integrated Planning and reporting Framework and Guidelines a review of the entire Integrated Planning Framework is due to be undertaken during the 2020/21 financial year.

Council has endorsed a COVID-19 relief package in April 2020 for the 2020/21 financial budget that includes a zero-dollar rate increase for that period. The difference between the attached Corporate Business Plan will be managed through Council budget deliberations.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The Corporate Business Plan, once adopted by Council, will provide guidance on the priorities for resource allocations for the next four (4) years.

Council has endorsed a COVID-19 relief package for the 2020/21 financial budget that includes a zero-dollar rate increase for that period. The difference between the attached Corporate Business Plan will be managed through Council budget deliberations.

STRATEGIC IMPLICATIONS:

This Plan, once adopted by Council, will replace the Corporate Business Plan 2019 – 2023 as one of the Shire's key integrated-planning documents.

It is important to note that the Integrate Planning and Reporting Framework will be undergoing a Major Review in 2020-2021 financial year.

RECOMMENDATION:

That Council;

- a). Accept the Shire of Nannup Strategic Community Plan 2017-2027 as being desktop reviewed, and
- b). Accept the Shire of Nannup Corporate Business Plan 2020-2024 as being desktop reviewed.

VOTING REQUIREMENTS:

Absolute Majority.

AGENDA NUMBER:	12.2
SUBJECT:	Review of Delegations Register
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 22a
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 May 2020
ATTACHMENT:	12.2.1 - Shire of Nannup Delegations Register

BACKGROUND:

Section 5.46(2) of the *Local Government Act 1995* requires a local government to review its delegations to officers at least once every financial year.

The *Act* enables Council to delegate many of its functions and powers to officers and committees for the purpose of facilitating the smooth running of Council's operations.

Where a delegation is delegated to the Chief Executive Officer, this can be further delegated to other officers by the Chief Executive Officer in alignment with any conditions that Council may have stipulated within each delegation.

COMMENT:

The last review of the Delegations Register was in June 2019 and this is the review for the current financial year.

There are no noted amendments to the tabled Delegations Register from the previous review currently before Council.

Council may choose at their discretion to remove any delegations.

STATUTORY ENVIRONMENT:

Section 5.46(2) of the *Local Government Act 1995*

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

RECOMMENDATION:

That Council in accordance with Section 5.42 of the Local Government Act 1995 and other Acts as designated, delegate the exercise of its power and duties in accordance with the 2020 Shire of Nannup Register of Delegations to the Chief Executive Officer.

VOTING REQUIREMENTS:

Absolute Majority.

AGENDA NUMBER:	12.3
SUBJECT:	Participation in National Redress Scheme
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	South West Local Government Association (SWALGA)
FILE REFERENCE:	ADM 7
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	14 May 2020
ATTACHMENT	12.3.1 - National Redress Scheme for Institutional Child Sexual Abuse Information Paper

BACKGROUND:

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and hence the Shire of Nannup) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse. The Scheme acknowledges that children were sexually abused, recognises the

suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme. The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme. The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the Commonwealth *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*, local governments may be considered a State Government institution.

A decision was made at the time of the WA Government joining the Scheme to exclude WA local governments from their participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agreed to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR –Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments will participate in the Scheme as a State Government institution, with the State responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020 endorsed:

- 1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;*
- 2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and;*
- 3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.*

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks Council endorsement for the Shire of Nannup's participation in the Scheme.

It is required that the Shire of Nannup formally endorse that they wish to indicate its intention to be considered a State Government Institution for the purposes of the National Redress Scheme and be included in the WA Government's amended participation declaration. If the Shire of Nannup does not formally endorse it wishes to be included, then it cannot be included under the State's amended declaration.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Nannup to formally decided not to participate in the Scheme either individually or as part of the State's declaration. If the decision was made not to participate, the following needs consideration;

- Divergence from the Commonwealth, State, WALGA and other broader local government sector positions on the Scheme (noting the Commonwealth's preparedness to name and shame non-participating organisations).

- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the individual local government having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant potential financial risk to the Shire.

COMMENT:

Below are a list of considerations for Council in determining whether to participate in the Scheme;

Executing a Service Agreement

It is unknown if the Shire of Nannup will receive a Redress application. At the point where an application is received a Service Agreement will be executed. The response windows for priority applications is 3 weeks and non-priority application 7 weeks. Due to these differing timeframes it is recommended that an officer be appointed and authorised by Council to execute an agreement. It is recommended that this person be a Senior employee due to its nature.

Reporting to the Local Government if / when an application is received

The local government will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make the local government aware that an application has been received.

Application Processing / Staffing and Confidentiality

Administratively the Shire of Nannup will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements.

Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including local governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Nannup will update its record keeping practices as a result to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the State record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *the Act*.

Redress Decisions

Decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Nannup do not have any influence on the decision made and there is no right of appeal.

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

raising awareness about the Scheme;

identifying whether WA local governments are considering participating in the Scheme;

identifying how participation may be facilitated; and

- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings (note the Shire President and CEO attended the February 2020 South West Zone Meeting in Nannup where a presentation was made);
- Responses to email and telephone enquiries from individual local governments.

The DLGSCI advises it was apparent from these consultations that local governments were most commonly concerned about the:

potential cost of Redress payments;

availability of historical information;

capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;

process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;

- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

Local Government Insurance Services (LGIS) published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

STATUTORY ENVIRONMENT:

If a local government agrees to join the Scheme it is required to adhere to legislative requirements set out in the Commonwealth *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*.

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The State's decision will cover the following financial costs for local governments:

Redress monetary payment provided to the survivor;

Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and

- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

STRATEGIC IMPLICATIONS:

Extract from the Shire of Nannup Strategic Community Plan 2017 – 2027

Our Council Leadership

A listening leadership that provides for and represents all.

- 6.1 Lead, Listen, Advocate, Represent and Provide – a listening leadership that provides and represents all.
- 6.2 We are one – to do what is right and fair for the people.

RECOMMENDATION:

That with respect to participation in the National Redress Scheme, Council:

Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments; and

Notes that the Shire of Nannup will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Nannup makes a specific and formal decision to the be included; and

Endorses the participation of the Shire of Nannup in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration; and

Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and

Notes that a confidential report will be provided to the Council, if a Redress application is received by the Shire of Nannup.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.4
SUBJECT:	Delegated Planning Decisions for March & April 2020
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:	15 May 2020
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.4.1 – 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 Applications 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 March & April 2020 is presented in Attachment 12.4.1.

COMMENT:

During March & April 2020, no 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 March & April 2020 compared to March & April 2019:

	March & April 2019	March & April 2020
Delegated Decisions	6 (\$187,400)	0
Council Decisions	0	2 (\$65,000)
Total	6 (\$187,400)	2 (\$65,000)

50% of approvals issued in the months of March & April were completed within the statutory timeframes of either 60 or 90 days. One application was determined outside of the statutory timeframe of 90 days due to the need to have the application considered by Council on two separate occasions.

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 March & April 2020 as presented above.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.5
SUBJECT:	Southern Forests and Valleys Tourism Association - Five Year Funding Commitment.
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Warren Blackwood Alliance of Councils and Southern Forest and Valleys Tourism Association
FILE REFERENCE:	TRS 1
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	10 May 2020
ATTACHMENT:	12.5.1 - Draft Funding Agreement – WBAC and SFBVTA

BACKGROUND:

The Shire of Nannup through the Warren Blackwood Alliance of Council (WBAC) had a share in creating the Southern Forest and Valleys Tourism Association (SFVTA). This Association was created for the purpose of filling the regional tourism leadership gap that existed within the Shire’s of Nannup, Bridgetown-Greenbushes and Manjimup.

This Association is now operational and at the Warren Blackwood Alliance of Council meeting held in September 2019, the Chairperson and CEO presented to the WBAC and requested that a formal funding agreement be created between the WBAC and SFVTA. At the time, it was the Nannup Shire CEO’s understanding that the Shire of Nannup had already committed to the program however upon further investigation no record can be found other than the endorsement of previous WBAC Meeting Minutes.

The purpose of this report is to formally endorse a funding commitment as this has been requested by the Southern Forest and Valley Tourism Association through the Warren Blackwood Alliance of Councils.

COMMENT:

Council have informally committed to the funding of the SFVTA with a budgeted \$28,325 already expended within the 2019/20 annual budget.

The financial commitment is included within the Funding Agreement is as follows;

2019/20	\$28,325	Paid
2020/21	\$33,012	Future
2021/22	\$24,908	Future
<u>2022/23</u>	<u>\$16,822</u>	<u>Future</u>
TOTAL Commitment	\$103,067	
FUTURE Commitment	\$74,742	

The purpose of this endorsement is to formalise the commitment as detailed above and in the Funding Agreement.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

2019/20	\$28,325	Paid
2020/21	\$33,012	Future
2021/22	\$24,908	Future
<u>2022/23</u>	<u>\$16,822</u>	<u>Future</u>
TOTAL Commitment	\$103,067	
FUTURE Commitment	\$74,742	

STRATEGIC IMPLICATIONS:

Shire of Nannup's commitment within the Warren Blackwood Alliance of Councils.

Our Community Leadership
5.2 Working Together

RECOMMENDATION:

That Council endorse its financial commitment included within the attached Funding Agreement between the Warren Blackwood Alliance of Councils and Southern Forest and Valleys Tourism Association.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.6
SUBJECT:	Customer Service Charter Review
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 13
AUTHOR:	Sarah Dean – Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	7 May 2020
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.6.1 – Draft Customer Service Charter

BACKGROUND:

It is a normal practice for Local Governments to have a Customer Service Charter adopted by Council that forms part of a suite of corporate documents rather than have a specific customer service policy. The Shire of Nannup Customer Service Charter was adopted by Council in March 2011.

The Customer Service Charter is a supplementary document to several Council plans and policy; such as the Corporate Business Plan and the Strategic Community Plan.

The Customer Service Charter also directly informs Council policy ADM 22 Complaint Handling.

The existing Charter relates to all Council Members, Committee Members and employees (and contractors) but more particularly applies to those staff in front line customer service roles.

COMMENT:

The Shire of Nannup Customer Service Charter was reviewed by shire officer and updated. The Charter was then reviewed by Council’s human resources risk consultant for feedback. LGIS review of the charter suggested adding a short section on what will occur should there be any aggressive or violent behaviour from customers.

STATUTORY ENVIRONMENT:

In accordance with Section 2.7(2)(b) of the *Local Government Act 1995* it is the role of the Council to determine the Local Government’s policies. It is also common for a Council to adopt significant Corporate documents and make these documents available to members of the public on the website. Corporate documents normally have a higher profile than policies and as a consequence have a greater exposure.

It is normal for Local Governments to have a Customer Service Charter adopted by Council that forms part of a suite of Corporate documents rather than have a policy.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with this report.

STRATEGIC IMPLICATIONS:

The Customer Service Charter aligns with and supports our Community Strategic Plan:

Our Community Leadership

We listen to our community leaders

5.1 Listen

To listen and partner with our community leaders and all our diverse groups.

Complaints and opportunities responded to in accordance with our Customer Service Charter.

The Customer Service Charter aligns with and supports our Corporate Business Plan:

Focus Area 5: Our Community Leadership

Shire Services supporting our objectives: Community Development, Customer Service, Governance.

Focus Area 6: Our Council Leadership

A listening leadership that provides for and represents all.

Shire Services supporting our objectives:

Customer Service, Finance, Governance, Integrated Planning, Records Management.

RECOMMENDATION:

That Council adopt the draft Customer Service Charter as presented in 12.6.1. Following Council endorsement, the document is presented to LGIS to prepare a training proposal for all employees; specifically targeted at dealing with aggressive or violent customer behaviour.

VOTING REQUIREMENTS:

Simple Majority

CORPORATE & COMMUNITY SERVICES

AGENDA NUMBER:	12.7
SUBJECT:	Budget Monitoring – March 2020
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Susan Fitchat – Acting Manager of Corporate Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	19 May 2020
ATTACHMENT:	12.7.1 – Financial Statements for the period ending 31 March 2020

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 12.7.1.

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 periods ending 31 March 2020 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 2019/20.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

Monthly Financial Statements for the period ending 31 March 2020 be received.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.8
SUBJECT:	Budget Monitoring – April 2020
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Susan Fitchat – Acting Manager of Corporate Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	19 May 2020
ATTACHMENT:	12.8.1 – Financial Statements for the period ending 30 April 2020

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 12.8.1.

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 periods ending 30 April 2020 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 2019/20.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

Monthly Financial Statements for the period ending 30 April 2020 be received.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.9
SUBJECT:	Monthly Accounts for Payment - April 2020
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Susan Fitchat - Acting Manager of Corporate and Community Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	19 May 2020
ATTACHMENT:	12.9.1 – Accounts for Payment – April 2020

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 April to 30 April 2020 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 two corporate credit cards 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	12489-12520	65,053.97
Accounts paid by cheque	20452-20454	616.04
Accounts paid by Direct Debit	10733.1-10769.1	53,547.58
<i>Sub Total Municipal Account</i>		<u>\$119,217.59</u>

Trust Account

Transfer to Muni Admin fees		33.25
<i>Sub Total Trust Account</i>		<u>\$33.25</u>
Total Payments		<u><u>\$119,250.84</u></u>

STATUTORY ENVIRONMENT:

LG (Financial Management) Regulation 13

POLICY IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS:

None.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$119,250.84 1 April 2020 to 30 April 2020 in the attached schedule(s) be endorsed.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.10
SUBJECT:	Amended Administration Policy
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 4
AUTHOR:	Susan Fitchat - Acting Manager of Corporate and Community Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	20 May 2020
ATTACHMENT:	12.10.1 – ADM 4 Purchasing Policy

BACKGROUND:

The Purchasing policy has been reviewed and comprehensively updated. The policy now includes the recent amendments to legislation, namely Part 4 – Provision of goods and services- of the Local Government (Functions and General) Regulations 1996.

COMMENT:

Local Government procurement of goods and services purchasing thresholds have been amended with regards to the Tendering process.

Previously there was public Tender process for purchases above \$150,000. This has been amended as follows:

- Tenders are to be publicly invited prior to a local government entering into a contract to supply goods and services more than \$250,000.
- Tenders do not have to be publicly invited if the supply of goods and services is an emergency or if the supply of goods or services is an WALGA Preferred Supplier.
- A formal Request for Quotation process is required for purchases between \$50,001 up to \$250,000

Council has amended its policy accordingly.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

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

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil

RECOMMENDATION:

That Council approve the amended Purchasing Policy as attached in 12.10.1.

VOTING REQUIREMENT:

Simple Majority.

AGENDA NUMBER:	12.11
SUBJECT:	COVID-19 Community Activity Program
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	Louise Stokes – Recovery Coordinator
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	19 May 2020
ATTACHMENTS:	Nil.

BACKGROUND:

As part of the COVID 19 Nannup Shire Recovery Action Plan an identified project is to develop and implement a community activity program.

Whilst the borders have opened earlier than anticipated and the Premier has announced the State’s road map to recovery there is still a need to ensure people adhere to the messaging around health and wellness care, acknowledging that there are a number of people continuing to self-isolate. Our goal is to have physical distancing, not social distancing.

COMMENT:

In the Shire of Nannup 55% of residents are aged 50 + years. During COVID 19 all residents have been encouraged to self-isolate, particularly the more vulnerable, including seniors. Community welfare programs have been established to ensure that food deliveries are available and those who have felt isolated are supported. Whilst businesses are re-opening their premises, residents are encouraged to continue self-isolating to reduce risks of the virus entering or spreading in our community. National research has identified that alcohol consumption at home has increased during COVID 19 due to boredom.

In 2019 ADF and LDAG supported two wellbeing projects;

- A youth skills development and mentor program in partnership with NDHS and Ed Connect, and
- Workshops for parents and families to promote protective and preventative strategies to reduce harm in alcohol and other drugs.

These projects were well received and had positive benefits for the community and continued beyond the funding period. It is proposed to access the roll over funds from the youth mentoring program from 2019 to help fund the program.

The Nannup LDAG support the funds to be redirected and acknowledge that the group has been able to capture mentoring through a soft, organic approach with the

current youth program, while Ed Connect has had limitations due to the current restrictions on visitation to schools.

During COVID 19 the youth programs were re-invented to be delivered via the digital platform, Zoom with local artists as the presenters. This program has been extremely successful and has expanded to a regional format, in partnership with the Bridgetown Youth Alliance.

Feedback has been received by family members and particularly grandparents that they also have enjoyed the activities and would like to participate in other digitally presented programs.

Through consultation it has been identified that different sectors of the community would benefit from a digitally presented activity program at this time and it is hoped that it will continue beyond the pilot stage, presented by community organisations.

This project is developed to address the following target audiences:

- Youth,
- Families and community members,
- Seniors, including those suffering or at risk of dementia, and
- Businesses

Aim:

- To engage community members who are self-isolating during winter,
- To reduce alcohol and drug dependency for those at home,
- To improve community wellbeing,
- To introduce new skills to community members,
- To create new networks to community organisations and individuals,
- To increase community resilience,
- To deliver business recovery workshops, and
- Support Council's Age Friendly Community program.

Proposed Project Partners:

- Local Drug Action Group
- Alcohol and Drug Foundation
- Shire of Nannup
- Department of Communities
- Business Initiative Group Nannup
- Nannup Community Resource Centre
- Community Organisations
- Industry presenters and individuals

Managed by:

- Project Manager: Andy Jenkins LDAG
- Reports to Nicole Botica ECDO

Financed by:

- \$4,000 ADF roll over funds from mentor project (being applied for)
- \$3,000 Shire of Nannup relief fund 2019/20 (in operational budget)
- \$3,500 Shire of Nannup whole of community activity program 20/21
- \$1,000 BigN (not confirmed)
- **\$11,500 Total budget**

Promotion:

- Social media: community noticeboard, Shire page, LDAG page, YAC page
- E-newsletter, School newsletter
- Shire mail out to residents
- Posters, flyers around town
- Article in Telegraph

Timeframe:

- June to August inclusive, with aim to have one activity per day (5 per week)

How the program would work:

1. Community organisations and individuals would be invited to submit potential activities to the Project Manager. Activities would be assessed on criteria:
 - Cost of resources
 - Time management (can a product be produced within a 30 min period? Unless weekly commitment acknowledged)
 - Risk (potential danger to participants), and
 - Social engagement and connection
2. Schedule activities into timetable
3. Confirm details with organisations/individuals.
4. Promote program and virtual capacity of participants – opportunity to partner with CRC
5. Monitor program and evaluate.
6. Celebrate success and ascertain which elements will continue beyond funding period.
 - The program will be delivered by the Zoom platform and free of charge to participants.
 - Each facilitator would be provided an honorarium of \$100

Project Management	
Preparation time 24 hours @ \$28	\$ 672.00
Weekly maintenance 2 hours @ \$28 (13 weeks)	\$ 728.00
Acquitting and evaluating 16 hours @ \$28	\$ 448.00
Resources	\$ 2,000.00
Facilitators (\$100 per session) 4 sessions per week, for 13 weeks	\$ 5,200.00
Promotion	\$ 500.00
CRC	\$ 1,000.00
Administration	\$ 952.00
	\$11,500.00

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

\$3,000 from 2020/21 Council budget subject to approval.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2017-2027 – Our Community - Strategy 1.1 All of us/Who we are: Promote a safe, connected and healthy town.

RECOMMENDATION:

1. That Council supports the implementation of the community activity program for a three-month trial over June, July and August.
2. Subject to Council budget deliberations that \$3,500 is allocated in the 2020/21 financial year.

VOTING REQUIREMENTS:

Simple Majority.

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

13.1 OFFICERS

13.2 ELECTED MEMBERS

**14. MEETING CLOSED TO THE PUBLIC
(Confidential Items)**

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

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

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

17. CLOSURE OF MEETING



Attachments

Item	Attach	Title
8.1		April 2020 Ordinary Council Minutes
9.1		Local Drug Action Committee Minutes 6 May 2020
9.2		Tourism Committee Minutes 7 May 2020
12.1	1	Strategic Community Plan 2017 - 2027
	2	Corporate Business Plan 2020-2024
12.2	1	Shire of Nannup Register of Delegations
12.3	1	National Redress Scheme for Institutional Child Sexual Abuse Information Paper
12.4	1	Register of Delegated Development Approvals
12.5	1	Draft Funding Agreement – WBAC and SFBVTA
12.6	1	Draft Customer Service Charter
12.7	1	Financial Statements for the period ending 31 March 2020
12.8	1	Financial Statements for the period ending 30 April 2020
12.9	1	Accounts for Payment – April 2020
12.10	1	ADM 4 Purchasing Policy