

# AGENDA

Council Meeting to be held  
on Thursday 27 October 2011

# ***Shire of Nannup***


## **NOTICE OF AN ORDINARY COUNCIL MEETING**

Dear Council Member,

The next Ordinary Meeting of the Shire of Nannup Council will be held on Thursday 27 October 2011 in the Council Chambers, Nannup commencing at 4.15 pm.

Schedule for 27 October 2011:

- 2.00 pm Special Meeting – Swearing in Councillors
- 2.30 pm Presentation to retiring Councillor - C Pinkerton
- 2.40 pm Presentation by Roy Winslow – Team member at the Manjimup Shire Supertown
- 3.15 pm Information Session
- 4.00 pm Nominations for South Ward Close and ballots drawn
- 4.15 pm October Ordinary meeting commences
- 5.00 pm Presentation by Steve Thompson - Developments near the Nannup Coast
- 5.30 pm Dinner – Provided by the Blackwood Café  
Guest – Carol Pinkerton

  
**ROBERT JENNINGS**  
**CHIEF EXECUTIVE OFFICER**

# A g e n d a

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**  
(previously approved)
3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **PUBLIC QUESTION TIME**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
7. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 22 September 2011 be confirmed as a true and correct record.

8. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
9. **REPORTS BY MEMBERS ATTENDING COMMITTEES**
10. **REPORTS OF OFFICERS**

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	(b) ELECTED MEMBERS	

12. **ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
13. **QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
14. **CLOSURE OF MEETING**

# **FINANCE &** **ADMINISTRATION**

AGENDA NUMBER:	10.1
SUBJECT:	Committees – Councillor Representation
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 18
AUTHOR/REPORTING OFFICER:	Kevin Waddington–Acting Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 October 2011

## Attachments:

1. Terms of Reference - Audit Advisory Committee
2. Terms of Reference - Rates Advisory Committee
3. Terms of Reference - Risk Management Advisory Committee
4. Terms of Reference - Bush Fire Advisory Committee
5. Terms of Reference - Local Emergency Management Advisory Committee
6. Committee List as at 30<sup>th</sup> September 2011. & List of Proposed Advisory and Other Committees elected member representation

## BACKGROUND

Council reviewed the Councillor representation on the various Advisory Committees at the September 2009 Ordinary Meeting.

A list of current Council Advisory Committees (also including Councillor representation on other Non-Council committees is shown at Attachment 6.

## COMMENT

On the swearing in of a new Council, all committee representation is to be reviewed and all Councillors are entitled to serve on at least one Advisory Committee in accordance with section 5.10 (2) of the *Local Government Act 1995*.

Councillor representation on Council committees should be regularly reviewed to ensure that the workload for any individual Councillor is not unreasonable.

A committee member's tenure remains until such time as the member resigns from the committee, the committee is disbanded, the holding of the next Ordinary

Elections Day or if the person no longer holds the office that entitled the person to be a member ie the CEO or the CEO's representative.

In accordance with Section 5.11 of the *Local Government Act 1995* all of Council's committees are disbanded following the holding of elections on the 15 October 2011.

Council will need to determine which committees it wishes to continue with, if it wishes any additional committees, and who should be appointed to such committees.

Council at its August 2009 meeting adopted the following resolution as part of the Strategic and Organisational Review report:

*"That when committee members terms of appointment cease on the next ordinary election day (17 October 2009) the Council review the need for current committees and only establish such committees that are required by law or which will improve the efficiency and effectiveness of the Council's decision-making processes."*

Previously Council reduced the number of Advisory Committees in part because of the following reasons:

- Committees have in some instances been performing functions that can be undertaken by officer report, or without reference to Council if such matters are more of an operational matter. That is to say that the same outcome can be achieved in a more efficient manner. A letter making a request to Council has the same standing as a committee recommendation.
- From a statutory viewpoint the committee processes in place were short of compliance. For example every committee meeting held operates under the same legislation as a Council meeting including Council's Adopted Local Law relating to Standing Orders. There should be adequate notice via an agenda paper, public question time and public notification, interests declared as required, agenda items prepared, provision for presentations etc. At the time Council had well over a dozen committees that had to meet these statutory requirements which would have had a significant impost on the efficiency of Council's operations for what can essentially be undertaken through existing normal business processes.

At each review of Council's Committee structure, it is advisable to also review the Committee's Terms of Reference to ensure that the Committee is achieving the outcomes desired by Council and that any changes in legislation have been consolidated into the terms of reference to avoid non-compliance issues arising.

### **Elected Members Role on Committees**

An elected member appointed to any committee as the Council's representative has a responsibility under section 2.10 of the *Local Government Act 1995*, to inform the Council of issues arising from each committee attended by the elected member.

The method of informing the Council of business arising from meetings that Councillors attended on behalf of the Council has previously been by way of a verbal or written report provided at the next Ordinary Meeting of the Council following the committee meeting the elected member attended.

It is proposed that this remain the position for any Councillor reports for future meetings attended by Councillors on behalf of the Council.

### **Corporate Support to Committees**

Officer support is provided to the various committees of Council generally in the form of a designated employee whose area of responsibility is where a particular committee lies in. Different officers are also allocated committee support roles depending on the workload of the various officers within the organisation or if special circumstances exist.

### **Existing Council Advisory Committees**

The following committees are recommended to be established:

#### **1. Audit Advisory Committee**

This committee is required by the *Local Government Act 1995*. The committee generally only meets once per year in conjunction with Council's auditor when the annual audit is finalised. That meeting is held in conjunction with a normal Council meeting and previously all members of Council have been appointed to this committee.

The reviewed Terms of Reference for this committee is attached (attachment 1) for Council adoption.

#### Recommendation on Appointments

All Councillors

#### **2. Rates Advisory Committee**

Considers matters pertaining to rating for each financial year prior to budget preparation.

This includes the development of suitable rate models for consideration.

Additionally Council at its August 2009 meeting adopted the following resolution as part of the Strategic and Organisational Review report:

*'That the Council adopt the principle the future rate increases should be at or above CPI and more closely linked to the LGCI given that the latter has more relevance to local governments' costs, and that Council actively seek to achieve the Grants Commission overall assessed rate capacity by reasonable incremental rate increases*

*That the Council review the relativities in rate contributions from the GRV and UV sectors to bring these more in line with the Local Government Grants Commission's assessment of the shire's rating capacity and with rates levied by neighbouring and regional local governments.*

*Council also analyse the assess the minimum rate against operating revenue to achieve the required benchmark for a local government of this size."*

The reviewed Terms of Reference for this committee has been developed and is attached (attachment 2) for Council adoption.

Officer support is the Chief Executive Officer and Manager Corporate Services.

The Rates Advisory Committee meets during the Budget preparation process as needed.

#### Recommendation on Appointments

All Councillors

### **3. Risk Management Advisory Committee**

Deals with Risk Management issues and includes representation from Council's outside workforce. Officer support is the Manager Corporate Services. Meets once every two months. Crs Pinkerton and Gilbert were the previous representatives, however with Cr Pinkerton not seeking re-election, Council will need to appoint a Councillor to the committee.

The Terms of Reference for this committee has been developed and is attached (attachment 3) for Council adoption.

#### Recommendation on Appointments

Two (2) Councillors

### **Existing Statutory Committees**

#### **4. Bush Fire Advisory Committee**

Section 67 of the *Bush Fires Act 1954* reads (in part) as follows:



*"(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or, a different kind from, those specified in this subsection.*

This committee generally meets three times a year on Monday evenings in February, May and September. All Fire Control Officers are appointees along with a Council representative. Other attendees include DEC, FESA and Plantation Company representatives.

The previous Council representatives were Cr Lorkiewicz and Cr Mellema.

Council's Community Emergency Services Manager is the designated officer to this committee.

It is recommended that two Council representatives be appointed to this committee in the event that one may not always be able to attend meetings. Council's Chief Bush Fire Control Officer (Terese Levick Godwin) being an employee of Council does not have voting rights on the committee and likewise external representatives such as DEC, FESA and Plantation Companies also do not have voting rights.

The reviewed Terms of Reference for this committee are attached (attachment 4) for Council adoption.

#### Recommendation on Appointments

Two (2) Councillors

### **5. Local Emergency Management Advisory Committee**

This is a statutory committee per the *Emergency Management Act 2005* and deals with emergency service co-ordination in the district. Representation is from emergency service providers in the district with the committee meeting on average four times a year. It is rare for recommendations from this committee to come to Council.

Council members were Cr Pinkerton and Cr Lorkiewicz with Council's Fire Management Officer being the designated officer to this committee. Again it is recommended that two Council representatives be appointed to this committee in the event that one may not always be able to attend meetings.

The Terms of Reference for this committee are attached (attachment 5) for Council adoption.

Recommendation on Appointments

Two (2) Councillors

**Deputies for each Council Representative**

It is recommended that in addition to appointing one or more Councillors to the above committees' Council also appoint deputies in case the appointed councillor/s can't attend.

To accommodate the appointment of deputies, Council may wish to review the number of councillors for each committee and appoint one councillor with the second councillor being the deputy.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 s2.10, s5.11 (1) (c)

**POLICY IMPLICATIONS:**

There are no policy implications associated with the review of councillor representation on Council committees.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with the review of councillor representation on Council committees.

**SUSTAINABILITY IMPLICATIONS**

- **Environmental**

There is no environmental sustainability implications associated with the review of councillor representation on Council committees.

- **Social**

There is no social sustainability implications associated with the review of councillor representation on Council committees.

- **Economic**

There is no economic sustainability implications associated with the review of councillor representation on Council committees.

**RECOMMENDATIONS:**

That Council:

1. That the following committees be established in accordance with Section 5.8 of the Local Government Act 1995:

Audit Advisory Committee  
 Rates Advisory Committee  
 Risk Management Advisory Committee  
 Bush Fire Advisory Committee  
 Local Emergency Management Advisory Committee

2. That appointments be made to committees as follows:

**Audit Advisory Committee**

Cr Camarri  
 Cr Dean  
 Cr Dunnet  
 Cr Gilbert  
 Cr Longmore  
 Cr Mellema  
 Cr Steer

**Rates Advisory Committee**

Cr Camarri  
 Cr Dean  
 Cr Dunnet  
 Cr Gilbert  
 Cr Longmore  
 Cr Mellema  
 Cr Steer

**Risk Management Advisory Committee**

Cr \_\_\_\_\_  
 Cr \_\_\_\_\_

Deputies:

Cr \_\_\_\_\_  
 Cr \_\_\_\_\_

**Bush Fire Advisory Committee**

Cr \_\_\_\_\_  
 Cr \_\_\_\_\_

Deputies:

Cr \_\_\_\_\_

Cr \_\_\_\_\_

***Local Emergency Management Advisory Committee***

Cr \_\_\_\_\_

Cr \_\_\_\_\_

Deputies:

Cr \_\_\_\_\_

Cr \_\_\_\_\_

3. That the following Terms of Reference be adopted:

Audit Advisory Committee – as per attachment 1

Rates Advisory Committee– as per attachment 2

Risk Management Advisory Committee - as per attachment 3

Bush Fire Advisory Committee - as per attachment 4

Local Emergency Management Advisory Committee – as per attachment 5

**VOTING REQUIREMENTS:**

Absolute Majority Vote (5) required for the establishment of committees and appointment of persons to committees.

# Shire of Nannup

## AUDIT ADVISORY COMMITTEE ESTABLISHMENT AND TERMS OF REFERENCE

That Council establishes the Audit Advisory Committee, in accordance with Sections 5.8 and 7.1A of the *Local Government Act 1995*.

That all Elected Members, of the Council be appointed to the Audit Committee.

Committee Member	Representing
All Elected Members	Shire of Nannup
Support Officers (no voting rights)	
Mr Robert Jennings	Chief Executive Officer
TBA	Manager Corporate Services

*NOTE: The Council motion to establish and appoint members of a Committee must be carried by an **Absolute Majority***

That Council adopts the Committee Terms of Reference as follows:-

### Terms of Reference

#### 1. Purpose

The purpose of the Committee is to ensure that the audit of the Council's financial and statutory functions have been undertaken in accordance with the provisions of the *Local Government Act 1995* and associated Regulations.

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

**2. Objective**

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure that effective management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate;

- The enhancement of the credibility and objectivity of internal and external financial reporting;
- Compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
- The provision of an effective means of communication between the external auditor, the CEO and the Council.

**3. Membership**

3.1 In accordance with Section 7.1A (1) of the Act the Audit Committee shall consist of at least three members, comprised of the following persons:-

- Three (3) Elected Members
- Appointed Community Members (if determined necessary)

Supporting Officers (no voting rights)

Chief Executive Officer	Shire of Nannup
Manager Corporate Services	Shire of Nannup

**4. Tenure of Members:**

- 4.1 The tenure of Committee members will be in accordance with Section 5.11 of the Act.
- 4.2 Vacancies for the community members shall be determined by Council.
- 4.3 All current members shall be eligible for reappointment, providing that if the member has been appointed as a representative of the Council, they are still serving Elected Members.

**5. Operation:**

- 5.1 The Committee shall operate as a committee of Council and shall be bound by the requirements of the *Local Government Act 1995*.
- 5.2 The Committee members shall elect a presiding member and deputy presiding member from amongst themselves in accordance with Section 5.12 (1) and (2) of the Act.
- 5.3 The quorum for a meeting of the Committee will be at least 50% of the number of offices (whether vacant or not) of member, of the Committee, in accordance with Section 5.19 of the Act.
- 5.4 All decisions of the Audit Committee are to be made by a "Simple Majority".
- 5.5 All Committee members will have voting rights in accordance with Section 5.21 (1) of the Act. If the votes of the members present at a Committee meeting are equally divided, the person presiding may cast a second vote, in accordance with Section 5.21 (3) of the Act. However, if the presiding member declines to cast a second vote, the motion is regarded as having been resolved in the negative.
- 5.6 The Committee and its members will not be able to make press statements in regard to matters under consideration by the Committee.
- 5.7 A review of these Terms of Reference will be undertaken, following the appointment of new Committee members.

**6. Meetings:**

- 6.1. Meetings of the Audit Committee will not be open to the public, except if the Committee has been given a delegation of authority or power to act by Council, or if the Committee has previously agreed to invite members of the public to its meetings.
- 6.2. The Audit Committee should hold a meeting at least annually to coincide with the completion of the annual financial audit and consideration of the auditor management report.

Additional meetings shall be convened at the discretion of the Presiding Person.

**7. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**8. Duties and Responsibilities**

The duties and responsibilities of the committee will be-

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.

- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council-
  - A list of those matters to be audited; and
  - The scope of the audit to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor
- e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
  - The objectives of the audit;
  - The scope of the audit;
  - A plan of the audit;
  - Details of the remuneration and expenses to be paid to the auditor; and
  - The method to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- g) Liaise with the CEO to ensure that the local government does everything in its power to-
  - Assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
  - Ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and-
  - Determine if any matters raised require action to be taken by the local government; and
  - Ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.

**9. Delegation**



**Nil.**

# Shire of Nannup

## RATES ADVISORY COMMITTEE ESTABLISHMENT AND TERMS OF REFERENCE

That Council establishes the Rates Advisory Committee, in accordance with Sections 5.8 and 7.1A of the *Local Government Act 1995*.

That all Elected Members, of the Council be appointed to the Rates Advisory Committee.

Committee Member	Representing
All Elected Members	Shire of Nannup
<b>Support Officers (no voting rights)</b>	
Mr Robert Jennings	Chief Executive Officer
TBA	Manager Corporate Services

*NOTE: The Council motion to establish and appoint members of a Committee must be carried by an **Absolute Majority***

That Council adopts the Committee Terms of Reference as follows:-

### Terms of Reference

1. **Purpose:**

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup.

2. **Objectives:**

Council resolved at its ordinary December 2009 meeting that Council's Rates Advisory Committee convene to look at the 3 objectives C1, C2 and C2a from Council's August 2009 meeting minute number 8243 and differential rates and alternative rate models.

Resolutions C1, C2 and C2a of minute number 8243 of Council meeting of 27 August 2009 reads:

That the Council adopt the principle the future rate increases should be at or above CPI and more closely linked to the LGCI given that the latter has more relevance to local governments' costs, and that Council actively seek

to achieve the Grants Commission overall assessed rate capacity by reasonable incremental rate increases

That the Council review the relativities in rate contributions from the GRV and UV sectors to bring these more in line with the Local Government Grants Commission's assessment of the shire's rating capacity and with rates levied by neighbouring and regional local governments.

Council also analyse the assess the minimum rate against operating revenue to achieve the required benchmark for a local government of this size.

**3. Membership:**

In accordance with Section 5.10 of the Act, the Rates Advisory Committee shall consist of 8 members, comprised of the following persons;-

8 x Elected Members

The members shall be the only members to have full voting rights.

Supporting Officers (no voting rights);

Chief Executive Officer - Shire of Nannup.

Manager Corporate Services - Shire of Nannup.

**4. Tenure of Members:**

Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

**5. Duties and Responsibilities of the Committee**

The duties and responsibilities of the Committee will be to advise Council on the objectives that the committee was set up for, see section 3.0 above.

**6. Powers of the Rates Advisory Committee**

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by

Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

### **General Powers**

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions. Co-opted persons do not have voting rights.

### **7. Selection Criteria**

In making their selection for the community/organisation members of this Committee, Council shall take into account the following:

- 7.1 Relevant past or present experience in the area of Local Government finances and in particular rating methodologies,
- 7.2 Role of the organisation being represented,
- 7.3 Evidence of a positive commitment or involvement with the relevant organisation,
- 7.4 Quality of networks within the Nannup community.

### **8. Meetings**

The committee meets during the budget preparation process as needed. Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 5 days.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All elected members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

### **9. Reporting**

Recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council by the support officer as an agenda item.

**10. Presiding Member**

The Committee shall be chaired by a Council elected member or his/her Deputy. The Elected Council Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

**11. Quorum**

Quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

**12. Delegated Powers**

That Council delegates to the Rates Advisory Committee, in accordance with sections 5.16 & 5.17 of the *Local Government Act 1995* the following powers and duties:

- Nil

**13. Disclosure of Interests**

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee. A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

*Division 6 – Disclosure of Financial Interests* of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

**14. Termination of Committee and its Members**

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; and
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

**15. Amendment to the Terms of Reference**

This document may be altered at any time by Council.

**16. Committee Decisions**

Committee decisions shall not be binding on Council.

**17. Officer Responsible for Management of Committee**

Specifically, the Shire Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

**18. Governing Legislation, Policies, Procedures and Standing Orders**

This Committee is governed by:

- Section 5.3 of the *Local Government Act 1995*, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the *Local Government Act 1995*, *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Standing Orders Local Law 2010*
- Shire of Nannup's *Committees Guidelines*

Adopted by Council: 17 October 2009  
Reviewed and adopted by Council: 27 October 2011

# Shire of Nannup

## RISK MANAGEMENT ADVISORY COMMITTEE ESTABLISHMENT AND TERMS OF REFERENCE

That Council establishes the Risk Management Advisory Committee, in accordance with Sections 5.8 and 7.1A of the *Local Government Act 1995*.

That all two (2) of the Council be appointed to the Risk Management Advisory Committee.

Committee Member	Representing
Cr	Shire of Nannup
Cr	Shire of Nannup
	Management Representative
	Management Representative
	Office Staff Representative
	Depot Staff Representative
<b>Support Officers (no voting rights)</b>	Regional Risk Co-Ordinator

*NOTE: The Council motion to establish and appoint members of a Committee must be carried by an **Absolute Majority***

That Council adopts the Committee Terms of Reference as follows:-

### Terms of Reference

#### 1. Purpose

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policies adopted from time to time by the Shire of Nannup to ensure procedures and practices are incorporated into the daily work practices to minimise and or eliminate unsafe work practices.

#### 2. Objectives

This Advisory Committee will oversee risk management activities for all the operations of Council including:

- Occupational Safety and Health;

- Public safety / public liability (includes event management);
- Development services;
- Corporate governance / compliance.

The objectives of the Committee will be to:

- Establish the Risk Management Plan, which is to be aligned with the strategic planning process
- Establish the risk tolerance level for Council adoption.
- Implement the risk management program throughout the organisation.
- Bring to the attention of Council all the identified risks, their treatment and ongoing monitoring.

### **3. Duties and Responsibilities of the Committee**

#### **Organisation Wide**

1. To identify, analyse, evaluate, treat, monitor, review and communicate risk in accordance with AS/NZS:4360
2. To develop and recommend to Council Policies and Procedures to administer risk management activities
3. To make recommendations to Council on appropriate action on items estimated as a High or Extreme level of risk in accordance with the Risk Definition and Classification table within AS/NZS:4360

#### **Occupational Safety & Health (OSH)**

1. To provide guidance and assistance to Occupational Health and Safety Representatives in carrying out their duties as Safety Officers
2. To ensure compliance with Council's Employee Safety Manual and Occupational Safety & Health Policy and undertake review as required
3. To facilitate OSH administrative activities as outlined in the Shire's Safety Manual and undertake review as required
4. To ensure the safety of the community through undertaking regular audits of Council equipment and facilities and initiating action as needed
5. Advise Council on issues of compliance with the *Occupational Safety and Health Act 1984*

#### **Events and Project Coordination**

1. To develop, monitor and review an Events Application Package for the coordination of activities related to staging an event
2. To educate and provide the community with advice on the usage of the Events Application Package
3. To assess event applications submitted against AS/NZS:4360 and put in place appropriate measures to limit Council's liability whilst assisting the community in staging a successful event
4. To assess projects for feasibility and viability in terms of the management of risk against potential opportunities and report its recommendation(s) to Council for a formal determination



5. To ensure compliance with legislation in relation to risk management plans for large events exceeding 5000+ in attendance

**4. Powers of the Risk Management Advisory Committee**

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

**General Powers**

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions. Co-opted persons do not have voting rights.

**5. Membership**

In accordance with Section 5.10 of the Act, the Risk Management Advisory Committee shall consist of 6 members, comprised of the following persons:-

- 2 Elected Members
- 2 Management representatives
- 1 Office staff representative
- 1 Depot staff representative

The members or their proxies shall be the only members to have full voting rights.

Supporting Officers (no voting rights);  
Regional Risk Coordinator

**6. Selection Criteria**

In making their selection for the community/organisation members of this Committee, Council shall take into account the following:

- 7.1 Relevant past or present experience in the area of risk management,
- 7.2 Role of the organisation being represented,
- 7.3 Evidence of a positive commitment or involvement with the relevant organisation,
- 7.4 Quality of networks within the Nannup community.

**7. Meetings**

The committee shall meet at least three times a year (more often if required). Additional meetings shall be convened at the discretion of the presiding person.

- 8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 5 days.
- 8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 8.4 All elected members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

**8. Reporting**

Recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council by the support officer as an agenda item.

**9. Presiding Member**

The Committee shall be chaired by a Council elected member or his/her Deputy. The Elected Council Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

**10. Quorum**

Quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

**11. Delegated Powers**

That Council delegates to the Risk Management Advisory Committee, in accordance with sections 5.16 & 5.17 of the *Local Government Act 1995* the following powers and duties:

- Nil.

**12. Disclosure of Interests**

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee. A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

*Division 6 – Disclosure of Financial Interests* of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

**13. Termination of Committee and its Members**

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; and
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

**14. Amendment to the Terms of Reference**

This document may be altered at any time by Council.

**15. Committee Decisions**

Committee decisions shall not be binding on Council.

**16. Officer Responsible for Management of Committee**

Specifically, the Shire Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

**17. Governing Legislation, Policies, Procedures and Standing Orders**

This Committee is governed by:

- Section 38 of the *Occupational Safety and Health Act 1984*
- Section 5.3 of the *Local Government Act 1995*, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the *Local Government Act 1995*, *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Committees Guidelines*

Last review date:

Adopted by Council: 22<sup>nd</sup> October 2009

Reviewed and adopted by Council: 27<sup>th</sup> October 2011

# Shire of Nannup

## BUSH FIRE ADVISORY COMMITTEE ESTABLISHMENT AND TERMS OF REFERENCE

That Council establishes the Bush Fire Advisory Committee, in accordance with Sections 5.8 and 7.1A of the *Local Government Act 1995*.

That two (2) Elected Members of the Council be appointed to the Bush Fire Advisory Committee.

Committee Member	Representing
Cr	Shire of Nannup
Cr	Shire of Nannup
Mr Mark Scott	Balingup Road VBFB
Mr John Gaunt	Bidellia VBFB
Mr Malcolm Cole	Carlotta VBFB
Mr Gerald Brown	Cundinup VBFB
Mr John Patman	Darradup VBFB
Mr Vic Lorkiewicz	East Nannup VBFB
Mr Greg Crothers	Nannup Brook VBFB & DCBFCO
Vacant	North Nannup VBFB
Mr David Vines	Scott River/Jasper VBFB
Mr Keith Rogers	DCBFCO
Mr Neville Hamilton	Assistant DCBFCO
<b>Support Officers (no voting rights)</b>	
Ms Terese Levick-Godwin	Shire of Nannup CESM & CBFCO
Mr Daniel Austin	FESA
Mr Russell Walters	WAPRES
Rod Lee	WAPRES
Mr Richard Hartwell	FPC
Mr Phil Uren	Bunbury Tree Farms
Mr Ross Alexander	Timbercorp
Mr Steve Pickering	Great Southern Timber Holdings
Mr Brad Commins	DEC

**NOTE:** The Council motion to establish and appoint members of a Committee must be carried by an **Absolute Majority**

That Council adopts the Committee Terms of Reference as follows:-

## Terms of Reference

### 1. Purpose

The purpose of the Bush Fire Advisory Committee is to oversee the implementation of the Shire of Nannup Bush Fire Prevention Plan and other strategies to reduce the frequency and intensity of fire situations on private and reserve land under the Shire of Nannup's management.

### 2. Objectives

To assist Council in the effective management of Bush Fire related activities in the district through the following methods:

- Prevention of Bushfires;
- Preparedness for Bushfire situations,
- Response to bushfire situations, and
- Recovery from bushfire situations

Recommendations from the committee will assist Council in managing all bushfire related activities throughout the district.

### 3. Duties and Responsibilities of the Committee

The duties and responsibilities of the committee will be to:

- 3.1 Advise Council on the establishment and maintenance of volunteer bushfire brigades throughout the district.
- 3.2 Advise Council on required resource levels for adequate district fire protection in conjunction with FESA.
- 3.3 Advise Council on issues of compliance with the Bushfires Act 1954.
- 3.4 Establish and maintain high levels of communication and co operation with the Department of Environment and Conservation and other various bushfire stakeholders in respect of the key committee objectives.
- 3.5 Advise Council on the preparation and adoption of the Bush Fire Management Plan required under the Emergency Management Act 2005.
- 3.6 Make recommendations to Council on district bushfire issues.

### 4. Powers of the Bush Fire Advisory Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and

Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

#### 4.1 General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

#### 4.2 Specific Powers

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

### 5. Membership

In accordance with Section 5.10 of the Act, the Bush Fire Advisory Committee shall consist of 12 members, comprised of the following persons;-

Cr  
Cr  
Mr Mark Scott (Balingup Road)  
Mr John Gaunt(Bidellia)  
Mr Malcolm Cole (Carlotta)  
Mr Gerald Brown (Cundinup)  
Mr John Patman (Darradup)  
Mr Vic Lorkiewicz (East Nannup)  
Mr Greg Crothers (Nannup Brook & DCBFCO)  
Vacant (North Nannup)  
Mr David Vines (Scott River/Jasper)  
Mr Keith Rogers(DCBFCO)  
Mr Neville Hamilton (DCBFCO)

The members shall be the only members to have full voting rights.

Supporting Officers (no voting rights)

Ms Terese Levick-Godwin (CESM & CBFCO)  
Mr Daniel Austin (FESA)  
Mr Russell Walters/Rod Lee (WAPRES)  
Mr Richard Hartwell (FPC)  
Mr Phil Uren (Bunbury Tree Farms)  
Mr Ross Alexander (Timbercorp)  
Mr Steve Pickering (Great Southern Timber Holdings)  
Mr Brad Commins (DEC)

**6. Selection Criteria**

In making their selection for the community/organisation members of this Committee, Council shall take into account the following:

- 6.1 Relevant past or present experience in the area of bush fire control,
- 6.2 Role of the organisation being represented,
- 6.3 Evidence of a positive commitment or involvement with the relevant emergency management organisation or brigade,
- 6.4 Quality of networks within the Nannup community.

**7. Meetings**

The committee shall meet three times a year or more often if required. Additional meetings shall be convened at the discretion of the presiding person.

- 7.1 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 3 days.
- 7.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 7.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 7.4 All elected members and FCO's of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

**8. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**9. Presiding Member**

The Committee shall be chaired by a Council elected member or his/her Deputy. The Elected Council Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the



Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

**10. Quorum**

Quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 6 members).

**11. Delegated Powers**

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

Note that during an emergency situation the protocols contained within the Shire of Nannup Emergency Management Arrangements and Bush Fire Management Plan may see action implemented at an administrative level involving this committee. That action is in accordance with the roles and responsibilities delegated to the CEO of the Shire and/or the Local Emergency Management Arrangements.

**12. Disclosure of Interests**

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to any delegated functions of the Committee. A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

*Division 6 – Disclosure of Financial Interests* of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.

**13. Termination of Committee and its Members**

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; and
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

**14. Amendment to the Terms of Reference**

This document may be altered at any time by Council.

**15. Committee Decisions**

Committee decisions shall not be binding on Council.

**16. Officer(s) Responsible for Management of Committee**

The following officers of the Shire of Nannup are responsible for the administration of this committee:

Principal Shire Officer            Community Emergency Services Manger

Specifically, the Shire Officer is responsible for the following matters:

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

**17. Governing Legislation, Policies, Procedures and Standing Orders**

This Committee is governed by:

- Section 5.3 of the Local Government Act 1995, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the Local Government Act 1995 *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Bush Fires Act 1954
- Shire of Nannup's *Code of Conduct*

## Attachment 4

- Shire of Nannup's *Standing Orders Local Law 2010*
- Shire of Nannup's *Committees Guidelines*

Adopted by Council: 22 October 2009  
Reviewed and Adopted: 27<sup>th</sup> October 2011

# Shire of Nannup

## LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE ESTABLISHMENT AND TERMS OF REFERENCE

That Council establishes the Local Emergency Management Advisory Committee, in accordance with Sections 5.8 and 7.1A of the *Local Government Act 1995*.

That two (2) Elected Members, of the Council be appointed to the Local Emergency Management Advisory Committee.

<b>Committee Member</b>	<b>Representing</b>
Cr	Shire of Nannup
Cr	Shire of Nannup
<u>Community Representatives</u>	<u>Community Organisations</u>
Kelly Taylor	Nannup Police
Isaac Rinaudo	Nannup Police
Peter Archdall	Fire and Rescue
Danial Austin	FESA
Tony Box	SES
Nik Booker	Nannup Hospital
Anna Huxtable	DCP
Gloria Millward	Nannup CWA
Noel Broughton	Nannup CWA
Brad Commins	DEC
Neville Hamilton	CBFCO
Cheryle Brown	Nannup CRC
Carol Pinkerton	Community Member
Keith Rogers	21c Recovery Co-Ordinator
<b>Support Officers (no voting rights)</b>	
Chief Executive Officer	Shire of Nannup
Principal Shire Officer: Ms Terese Levick-Godwin	Community Emergency Services Manager
Deputy Shire Officer:	Manager Corporate Services or delegate

NOTE: The Council motion to establish and appoint members of a Committee must be carried by an **Absolute Majority**.

That Council adopts the Committee Terms of Reference as follows:-

## Terms of Reference

### 1. Purpose

The purpose of the Local Emergency Management Advisory Committee is to oversee the implementation of the Shire of Nannup Emergency management plan in times of emergencies within the Shire of Nannup.

### 2. Objectives

To assist Council in the delivery of its emergency response management activities in the district through the following methods:

- To set out the emergency management roles and responsibilities of the LEMC, the Shire and other agencies;
- To provide an up to date description of the systems of emergency management in the Nannup district, and
- To record all emergency management plans and procedures in the district of the Shire of Nannup.

Recommendations from the committee will assist Council in discharging its legislative responsibilities under the Emergency Management Act 1995.

### 3. Duties and Responsibilities of the Committee

The duties and responsibilities of the committee will be to:

- 3.1 Form the basis of the emergency response process given an emergency situation in the Shire district.
- 3.2 Ensure that the Local Emergency Management Arrangements and Community Recovery Plan are completed and reviewed as required under the Emergency management Act 1995.
- 3.3 To coordinate all emergency services throughout the Shire district.
- 3.4 To make recommendations to Council on any emergency management issues in the Shire district including the appointment of a Recovery Co coordinator.
- 3.5 Conduct at least annually an Emergency Management Exercise.
- 3.6 To complete the LEMC Annual report required under the Emergency Management Act 1995.

### 4. Powers of the Local Emergency Management Committee

The committee is a formally appointed committee of Council and is responsible to the Council. The committee does not have executive powers or authority to implement actions in areas over which the CEO

has legislative responsibility and does not have any delegated responsibility.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Objectives and Duties and Responsibilities. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

#### 4.1 General Powers

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

#### 4.2 Specific Powers

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

### 5. Membership

The committee will consist of two elected members and thirteen (13) Council appointed community/organisational representatives. All members shall have full voting rights.

#### Community Members/Organisations Represented

Kelly Taylor	Nannup Police
Isaac Rinaudo	Nannup Police
Peter Archdall	Fire and Rescue
Danial Austin	FESA
Tony Box	SES
Nik Booker	Nannup Hospital
Anna Huxtable	DCP
Gloria Millward	Nannup CWA
Noel Broughton	Nannup CWA
Brad Commins	DEC
Neville Hamilton	CBFCO
Cheryle Brown	Nannup CRC
Carol Pinkerton	Community Member
Keith Rogers	21c Recovery Co-Ordinator

Shire of Nannup employees (unless present on the committee representing an emergency management organisation) are non voting members of the committee.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

**6. Selection Criteria**

In making their selection for the community/organisation members of this Committee, Council shall take into account the following:

- 6.1 Relevant past or present experience in the emergency management field,
- 6.2 Role of the organisation being represented,
- 6.3 Evidence of a positive commitment or involvement with the relevant emergency management organisation,
- 6.4 Quality of networks within the Nannup community.

**7. Meetings**

The committee shall meet at least once per year. Additional meetings shall be convened at the discretion of the presiding person.

- 7.1 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.
- 7.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 7.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.
- 7.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

**8. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**9. Presiding Member**

The Committee shall elect a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Local Government Act 1995 and any Council policies, procedures or standing orders which may be in force from time to time.

10. **Quorum**

Quorum for a meeting shall be at least 50% of the number of offices (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 8 members)

11. **Delegated Powers**

The Committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

Note that during an emergency situation the protocols contained within the Shire of Nannup Emergency Management Arrangements may see action implemented at an administrative level involving this committee. That action is in accordance with the roles and responsibilities authorised pursuant to the Shire of Nannup Emergency Management Arrangements.

12. **Disclosure of Interests**

Committee members are required to disclose a direct or indirect financial interest or a proximity interest in any matter that is relevant to the member or relevant to a person with whom the member is closely associated.

Shire employees are to disclose interests relating to delegated functions of the Committee.

A member has a financial interest in a matter if it is reasonable to expect that the matter will, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

A member has a proximity interest if the matter concerns a proposed change to a planning scheme, zoning or use of land, or a proposed development of land that adjoins the member's land.

The reference to an indirect financial interest of a member in a matter refers to a financial relationship between a member and another person who requires a local government decision in relation to the matter.

*Division 6 – Disclosure of Financial Interests* of the Local Government Act 1995 should be referred to in relation to disclosure of interests and their application and conversely, when some interests need not be disclosed.

The Shire Officer will provide guidance to Committee members at the time of disclosure. If in doubt, members are requested to err on the side of caution and submit a disclosure of interest form.



**13. Termination of Committee and its Members**

Termination of the Committee shall be:

- a) in accordance with the Local Government Act 1995; and
- b) at the direction of Council.

The term of the appointment of a Committee member continues until the member is removed from the Committee, the position becomes vacant (eg through member resignation), the Committee is disbanded, or the next ordinary election day – whichever happens first.

**14. Amendment to the Terms of Reference**

This document may be altered at any time by Council.

**15. Committee Decisions**

Committee decisions shall not be binding on Council.

**16. Officer(s) Responsible for Management of Committee**

The following officers of the Shire of Nannup are responsible for the administration of this committee:

Principal Shire Officer: Community Emergency Services Manager  
Deputy Shire Officer: Manager Corporate Services or delegate

Specifically, the Community Emergency Services Manager is responsible for the following matters:

- The conduct of the election of a Presiding Member;
- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;
- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

**17. Governing Legislation, Policies, Procedures and Standing Orders**

This Committee is governed by:

- Section 5.3 of the Local Government Act 1995, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Schedule 2.3 of the Local Government Act 1995 *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*

**Attachment: 5**

- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Standing Orders Local Law 2010*
- Shire of Nannup's *Committees Guidelines*

Last review date: 22 October 2009  
Adopted by Council: 27 November 2008  
Reviewed and Adopted by Council: 27<sup>th</sup> October 2011

## SHIRE OF NANNUP

### List of Committees

<b>1. Committees established under s5.8 of the Local Government Act 1995</b>		
<b>Committee Name</b>	<b>Previous Elected Members (OM10/09)</b>	<b>Suggested Elected Members as at 27<sup>th</sup> October 2011</b>
Audit Advisory Committee	Cr Camarri Cr Dean Cr Dunnet Cr Gilbert Cr Lorkiewicz Cr Mellema Cr Pinkerton Cr Boulter	Cr Camarri Cr Dean Cr Dunnet Cr Gilbert Cr Longmore Cr Mellema Cr Steer Cr
Rates Advisory Committee	Cr Camarri Cr Dean Cr Dunnet Cr Gilbert Cr Lorkiewicz Cr Mellema Cr Pinkerton Cr Boulter	Cr Camarri Cr Dean Cr Dunnet Cr Gilbert Cr Longmore Cr Mellema Cr Steer Cr
Risk Management Advisory Committee	Cr Pinkerton Cr Gilbert  Deputies:	Cr Cr  Deputies: Cr Cr

<b>2. Committees established under other Legislation</b>		
<b>Committee Name</b>	<b>Previous Elected Members (OM10/09)</b>	<b>Suggested Elected Members as at 27<sup>th</sup> October 2011</b>
Bush Fire Advisory Committee	Cr Lorkiewicz Cr Mellema  Deputy:	Cr Cr  Deputy: Cr Cr
Local Emergency Management Advisory Committee (LEMAC)	Cr Pinkerton Cr Lorkiewicz  Deputy: OIC Police	Cr  Deputy: OIC Police

*Note: The legislation under which the above committees are established requires that the Shire President be the local government's representative on the committee.*

<b>3. Other Non-Statutory Committees where Council is represented</b>		
<b>Committee Name</b>	<b>Previous Elected Members (OM10/09)</b>	<b>Suggested Elected Members as at 27<sup>th</sup> October 2011</b>
Nannup Visitors Association (Inc)	Cr Pinkerton	
Warren Blackwood Strategic Alliance	Cr Dunnet Cr Mellema	

## SHIRE OF NANNUP

### List of Committees

<b>4. Working Groups where Council is represented</b>		
<b>Committee Name</b>	<b>Previous Elected Members (OM04/11 31)</b>	<b>Suggested Elected Members as at 27<sup>th</sup> October 2011</b>
Regional Road Group	Cr  Deputy: Cr	<b>Shire President</b>  Deputy: <b>Deputy Shire President</b>

AGENDA NUMBER: 10.2  
SUBJECT: Community Sporting & Recreation Facilities Fund Application  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT: -  
FILE REFERENCE: FNC 6  
AUTHOR: Louise Stokes – Community Development Officer  
REPORTING OFFICER: Robert Jennings, Chief Executive Officer  
DISCLOSURE OF INTEREST: Nil  
DATE OF REPORT: 12 September 2011

**BACKGROUND:**

At the March 2011 Council meeting it was resolved:

1. That Council endorse the action of the Acting CEO in authorising the Architects to proceed at a cost of \$6,900 for further plans in line with the outcome of the workshop with the Councillors on March 1, 2011 and the cost of the Quantity Surveyor at a cost \$2,700 be noted.
2. That Council adopt in principle the Masterplan for the Recreation Precinct incorporating Option 1 plans and costing as presented to this Council.
3. That this Council endorse the new Sports Club and Bowling Rink as stage 1 of this project with the existing Recreation Centre as phase 2. The CEO to proceed as soon as possible to explore all funding sources.
4. That subject to point 3, the CEO prepare for Council's consideration a project plan including indicative time lines for the first phase of the Recreation Precinct Masterplan which includes the new sports club and bowling rink.
5. That the CEO urgently seek approval of the South West Development Corporation to extend the time to expend the balance (\$18,550) of the original grant for the preparation of plans for the Recreation Precinct

At the April 2011 meeting, it was further resolved:

1. That the CEO apply a maximum amount of \$500,000 as the direct contribution from the Shire of Nannup for the project within the funding strategy. That economic modelling be done to determine a financially responsible amount of loan.
2. That the CEO apply for an alternate use of the funds from the South West Development Commission for the balance (\$18,550) of the original grant for the preparation of revised concept plans for the Recreation Precinct.

3. Pending point 2 above or other appropriate arrangements, engage the architect to provide a revised concept plan for the Recreation Precinct project that suits the identified funding requirements of the project.

**COMMENT:**

A funding application to the Community Sporting and Recreation Facilities Fund (CSRFF) is being developed to assist with the construction of the proposed Nannup Sports Clubrooms, Stage One of the Recreation Precinct Upgrade project.

CSRFF grants funds up to a third of a total project cost and submissions are to be received from Local Government by the Department of Sport and Recreation by the last working day in October. Endorsement by Council is a requisite of the application.

Further to the report provided to Councillors at the March and April 2011 Ordinary Meetings of Council, a modified Option 1 – A new Club Rooms building and Bowling Rink are being progressed as part of this application.

The value of the grant is based on the eligible elements of the \$0.9M proposal for the Clubrooms and associated infrastructure with the Bowling Rink as a separate submission.

**STATUTORY ENVIRONMENT:** Nil

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

Previous reports outline the overall financial implications, with the summary budget as follows:

<b>Budget</b>	<b>\$</b>
Royalties for Regions	140,000
RLCIP Drainage	30,000
Nannup Golf Club	170,000
Shire of Nannup Reserve	455,107
Lotteries	0
CSRFF	100,000
<b>TOTAL</b>	<b>895,107</b>

Ongoing maintenance and replacement costs are likely to be in the order of \$16,000 to \$36,000 a year for a period of 50 years.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Forward Plan 2011/12-2015/16 Program 11.A Recreation and Culture. That Council undertake upgrade to the Recreation and Community Centre per adopted plans and funding available.

**RECOMMENDATION:**

That the CSRFF grant application of the Nannup Clubrooms be submitted by Council to the Department of Sport and Recreation.

**VOTING REQUIREMENTS:** Simple Majority.

AGENDA NUMBER: 10.3  
SUBJECT: Monthly Financial Statements for 31 July 2011  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: FNC15  
AUTHOR: Kevin Waddington – A/Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 20 October 2011

Attachment: Monthly Financial Statements for the period ending 31 July 2011

**COMMENT:**

The monthly Financial Statements for the period ending 31 July 2011 are attached.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 34 (1)(a).

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That the Monthly Financial Statements for the period ending 31 July 2011 be received.

**VOTING REQUIREMENTS:** Simple majority.



**SHIRE OF NANNUP**

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2011 TO 31 JULY 2011**

**REPORT ON MATERIAL VARIANCES BETWEEN YEAR TO DATE  
BUDGET ESTIMATE AND YEAR TO DATE ACTUAL.**

All except four of the variances shown in the above named statement of financial activity are outside of the adopted variance of 10%.

The main reason for the variances is that there has been only the one month of operations whereby the budget has still not been adopted by Council, and therefore the expenditure and income is not occurring as predicted by Officers during the budget development stage. This is due to a number of reasons, the main one being not accurately projecting cashflows throughout the year, i.e. predicting when the budgeted income or expenditure will occur as opposed to when it actually occurs. Other reasons are not receiving a grant for grant dependant expenditure, suppliers/contractors not having the capacity to undertake the works within Council's timeframes, altered Council priorities, etc.

Due to this, an analysis of variances outside of the adopted variance has not been undertaken for this month.

# SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JULY 2011

<u>Operating</u>	Y-T-D Actual \$	Y-T-D Budget \$	2011/12 Budget \$	Variances Y-T-D Budget to Actual %
<b>Revenues/Sources</b>				
Governance	0	0	0	0%
General Purpose Funding	21,047	62,816	2,398,608	(66%)
Law, Order, Public Safety	14,375	832	269,158	1628%
Health	220	166	2,000	33%
Education and Welfare	37	19,808	237,710	0%
Housing	1,716	1,796	21,560	(4%)
Community Amenities	601	1,874	99,900	(68%)
Recreation and Culture	1,005	516	6,200	95%
Transport	2,157,358	11,999	6,551,555	17879%
Economic Services	705	2,524	30,296	(72%)
Other Property and Services	14,519	2,083	25,000	597%
	<u>2,211,582</u>	<u>104,414</u>	<u>9,641,987</u>	<u>2018%</u>
<b>(Expenses)/(Applications)</b>				
Governance	(26,141)	(38,056)	(332,851)	(31%)
General Purpose Funding	(13,739)	(14,972)	(1,459,156)	(8%)
Law, Order, Public Safety	(7,090)	(29,076)	(336,392)	(76%)
Health	(4,537)	(3,836)	(44,372)	18%
Education and Welfare	(11,152)	(12,481)	(129,988)	(11%)
Housing	(4,701)	(4,926)	(57,066)	(5%)
Community Amenities	(17,598)	(43,304)	(475,565)	(59%)
Recreation & Culture	(35,817)	(44,134)	(491,799)	(19%)
Transport	(77,748)	(75,995)	(2,205,400)	2%
Economic Services	(13,735)	(17,586)	(176,723)	(22%)
Other Property and Services	(55,567)	(9,918)	(21,736)	460%
	<u>(267,825)</u>	<u>(294,285)</u>	<u>(5,731,048)</u>	<u>(9%)</u>
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>				
(Profit)/Loss on Asset Disposals	0	0	8,344	0%
Depreciation on Assets	0	0	1,641,529	0%
<b>Capital Revenue and (Expenditure)</b>				
Purchase Land and Buildings	0	(19,997)	(552,740)	(100%)
Purchase Infrastructure Assets - Roads	(17,345)	(468,252)	(6,373,081)	(96%)
Purchase Plant and Equipment	0	0	(126,000)	
Purchase Furniture and Equipment	0	(833)	(25,000)	0%
Proceeds from Disposal of Assets	0		46,000	0%
Repayment of Debentures	(929)	(5,130)	(61,572)	(82%)
Self Supporting Loan Principal Repayment			(11,602)	
Restricted Cash	(297,489)			0%
Proceeds from New Debentures	0	0		0%
Leave Provisions	(298,313)		167,227	
Depreciation - Plant Reversal	0	0		0%
Accruals	57,602	0	19,301	
Transfers to Reserves (Restricted Assets)	0	0	(363,000)	0%
Transfers from Reserves (Restricted Assets)	0	0	433,050	0%
ADD Net Current Assets July 1 B/Fwd	860,681	860,681	155,347	
LESS Net Current Assets Year to Date	2,685,050	0	(14,044)	
<b>Amount Raised from Rates</b>	<u>(437,087)</u>	<u>176,598</u>	<u>(1,117,214)</u>	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JULY 2011

	20010/11 Actual \$	Brought Forward 01-July-2011 \$
<b>NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	712,202	813,488
Cash - Restricted	297,489	685,297
Cash - Reserves	858,926	857,638
Receivables	2,579,021	345,202
Inventories	0	0
	<u>4,447,638</u>	<u>2,701,625</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(751,154)</u>	<u>(298,009)</u>
	3,696,484	2,403,616
Less: Cash - Reserves - Restricted	(1,156,415)	(1,542,935)
<b>NET CURRENT ASSET POSITION</b>	<u><u>2,540,069</u></u>	<u><u>860,681</u></u>

AGENDA NUMBER: 10.4  
SUBJECT: Monthly Financial Statements for 31 August 2011  
LOCATION/ADDRESS: Nannup  
NAME OF APPLICANT:  
FILE REFERENCE: FNC15  
AUTHOR: Kevin Waddington – A/Manager Corporate Services  
DISCLOSURE OF INTEREST:  
DATE OF REPORT: 20 October 2011

Attachment: Monthly Financial Statements for the period ending 31 August 2011

**COMMENT:**

The monthly Financial Statements for the period ending 31 August 2011 are attached.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 34 (1)(a).

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That the Monthly Financial Statements for the period ending 31 August 2011 be received.

**VOTING REQUIREMENTS:** Simple majority.

**SHIRE OF NANNUP****STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2011****REPORT ON MATERIAL VARIANCES BETWEEN YEAR TO DATE  
BUDGET ESTIMATE AND YEAR TO DATE ACTUAL.**

All except three of the variances shown in the above named statement of financial activity are outside of the adopted variance of 10%.

The main reason for the variances is that there has been only the two months of operations whereby the budget was adopted by Council just prior to the end of this month, and therefore the expenditure and income is not occurring as predicted by Officers during the budget development stage. This is due to a number of reasons, the main one being not accurately projecting cashflows throughout the year, i.e. predicting when the budgeted income or expenditure will occur as opposed to when it actually occurs. Other reasons are not receiving a grant for grant dependant expenditure, suppliers/contractors not having the capacity to undertake the works within Council's timeframes, altered Council priorities, etc.

Due to this, an analysis of variances outside of the adopted variance has not been undertaken for this month.

# SHIRE OF NANNUP

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2011

<u>Operating</u>	Y-T-D Actual \$	Y-T-D Budget \$	2011/12 Budget \$	Variances Y-T-D Budget to Actual %
<b>Revenues/Sources</b>				
Governance	0	0	0	0%
General Purpose Funding	235,887	2,605,261	2,398,608	(91%)
Law, Order, Public Safety	(4,586)	1,664	269,158	(376%)
Health	360	332	2,000	8%
Education and Welfare	5,941	39,616	237,710	0%
Housing	4,107	3,592	21,560	14%
Community Amenities	3,558	81,148	99,900	(96%)
Recreation and Culture	1,405	1,032	6,200	36%
Transport	2,157,358	700,664	6,551,555	208%
Economic Services	906	5,048	30,296	(82%)
Other Property and Services	14,519	4,166	25,000	249%
	<u>2,419,454</u>	<u>3,442,523</u>	<u>9,641,987</u>	<u>(30%)</u>
<b>(Expenses)/(Applications)</b>				
Governance	(53,027)	(76,113)	(332,851)	(30%)
General Purpose Funding	(24,187)	(29,944)	(1,459,156)	(19%)
Law, Order, Public Safety	(12,143)	(58,152)	(336,392)	(79%)
Health	(9,246)	(7,673)	(44,372)	20%
Education and Welfare	(26,012)	(24,963)	(129,988)	4%
Housing	(7,176)	(9,852)	(57,066)	(27%)
Community Amenities	(29,497)	(86,608)	(475,565)	(66%)
Recreation & Culture	(64,075)	(88,268)	(491,799)	(27%)
Transport	(136,471)	(159,990)	(2,205,400)	(15%)
Economic Services	(21,462)	(35,171)	(176,723)	(39%)
Other Property and Services	(15,435)	(19,836)	(21,736)	(22%)
	<u>(398,729)</u>	<u>(596,570)</u>	<u>(5,731,048)</u>	<u>(33%)</u>
<b>Adjustments for Non-Cash</b>				
<b>(Revenue) and Expenditure</b>				
(Profit)/Loss on Asset Disposals	0	0	8,344	0%
Depreciation on Assets	0	0	1,641,529	0%
<b>Capital Revenue and (Expenditure)</b>				
Purchase Land and Buildings	(1,651)	(352,734)	(552,740)	(100%)
Purchase Infrastructure Assets - Roads	(41,864)	(1,605,504)	(6,373,081)	(97%)
Purchase Plant and Equipment	0	0	(126,000)	
Purchase Furniture and Equipment	0	(1,666)	(25,000)	0%
Proceeds from Disposal of Assets	0	0	46,000	0%
Repayment of Debentures	(929)	(10,260)	(61,572)	(91%)
Self Supporting Loan Principal Repayment			(11,602)	
Restricted Cash	129,180			0%
Proceeds from New Debentures	0	0		0%
Leave Provisions	167,299	167,227	167,227	0%
Depreciation - Plant Reversal	0	0		0%
Accruals	19,301	19,301	19,301	0%
Transfers to Reserves (Restricted Assets)	0	0	(363,000)	0%
Transfers from Reserves (Restricted Assets)	0	0	433,050	0%
ADD Net Current Assets July 1 B/Fwd	860,681	860,681	155,347	
LESS Net Current Assets Year to Date	3,062,296	0	(14,044)	
<b>Amount Raised from Rates</b>	<u>90,445</u>	<u>1,922,998</u>	<u>(1,117,214)</u>	

**SHIRE OF NANNUP**

**STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2011**

	2011/12 Actual \$	Brought Forward 01-July-2011 \$
<b>NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	1,081,507	813,488
Cash - Restricted	129,180	685,297
Cash - Reserves	952,260	857,638
Receivables	2,266,950	345,202
Inventories	0	0
	<u>4,429,897</u>	<u>2,701,625</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(286,161)</u>	<u>(298,009)</u>
	4,143,736	2,403,616
Less: Cash - Reserves - Restricted	(1,081,440)	(1,542,935)
<b>NET CURRENT ASSET POSITION</b>	<u><u>3,062,296</u></u>	<u><u>860,681</u></u>

AGENDA ITEM: 10.5  
 SUBJECT: Accounts for Payment  
 LOCATION/ADDRESS: Nannup Shire  
 FILE REFERENCE: FNC 8  
 AUTHOR: Tracie Bishop – Administration Officer  
 AUTHORISING OFFICER: Robert Jennings – Chief Executive Officer  
 DISCLOSURE OF INTEREST:  
 DATE OF REPORT: 16 October 2011

Attachment: Schedule of Accounts for Payment.

**COMMENT:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund are detailed hereunder and noted on the attached schedule are submitted to Council.

**Municipal Account**

Accounts paid by EFT EFT 2789 – 2849	\$115,819.77
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Accounts paid by cheque Vouchers 18673– 18689	\$5,786.44
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Accounts paid by direct debit Vouchers 99263 - 99268	\$23,111.89
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**Trust Account**

Accounts Paid by Cheque Nil Vouchers	\$0.00
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**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 13

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in the Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$144,718.10 in the attached schedule be accepted.



**SCHEDULE OF ACCOUNTS PAYABLE**  
**SHIRE OF NANNUP**  
**SUBMITTED TO COUNCIL'S OCTOBER 2011 MEETING**

Chq/EFT	Name	Description	Amount
EFT2789	KALKI	RECOVERABLE EXPENSES	\$140.00
EFT2790	AUSTRALIAN TAXATION OFFICE	AUG BAS	\$3,849.00
EFT2791	NANNUP SURVEYS	FIELDWORK	\$9,876.92
EFT2792	J BLACKWOOD & SON LIMITED	SUNDRY ITEMS	\$860.88
EFT2793	QUICK CORPORATE AUSTRALIA	STATIONARY	\$199.29
EFT2794	DIGGA WEST & EARTHPARTS WA	SUNDRY ITEMS	\$439.01
EFT2795	WA FIRE APPLIANCES	THROTTLE CABLE	\$150.00
EFT2796	AMD CHARTERED ACCOUNTANTS	PROVISION OF FBT ADVISED AS REQUESTED	\$770.00
EFT2797	BELL FIRE EQUIPMENT	SERVICE	\$2,194.17
EFT2798	BOC LIMITED	OXYGEN & DISSOLVED ACETYLENE	\$568.66
EFT2799	COURIER AUSTRALIA	FREIGHT CHARGES	\$185.12
EFT2800	CJD EQUIPMENT PTY. LTD.	FUEL AND AIR FILTERS	\$751.42
EFT2801	GEOGRAPHE SAWS & MOWERS	EQUIPMENT 29-8-11	\$4,506.00
EFT2802	LANDGATE	LAND ENQUIRY	\$357.40
EFT2803	KIM DAWE	FOOTPATH REPAIR	\$3,700.00
EFT2804	DOBBIN DESIGN	PREPARED TECHNICAL SPECIFICATIONS FOR FROGS	\$1,584.00
EFT2805	HOWSON TECHNICAL	TMP PREPERATION AND SITE VISITS	\$1,108.80
EFT2806	K & C HARPER	INSTALL FAN ABOVE PHOTO COPPIER	\$295.90
EFT2807	NANNUP NEWSAGENCY	POSTAGE AND STATIONERY	\$337.99
EFT2808	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$110.34
EFT2809	NANNUP COMMUNITY RESOURCE CENTRE	TELEGRAPH NOTES AND ADVERTISING	\$456.25
EFT2810	NANNUP LIQUOR STORE	REFRESHMENTS	\$99.95
EFT2811	SW PRECISION PRINT	2011/2012 INFORMATION BOOKLETS	\$2,363.00
EFT2812	THE PAPER COMPANY OF AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$308.55
EFT2813	SYNERGY	STREETLIGHTS	\$1,886.30
EFT2814	SOUTHWEST TYRE SERVICE	GRADER TYRE REPLACE	\$269.00
EFT2815	LOUISE STOKES	CREATIVE NETWORKS ACCOMODATION	\$170.00
EFT2816	B.J. & F.H. TOMAS	INSTALL AND SUPPLY GATE - NWF	\$1,200.00
EFT2817	WARREN BLACKWOOD WASTE	BIN PICKUPS	\$6,662.15
EFT2818	WADIFARM CONSULTANCY SERVICES	PROFESSIONAL FEES	\$5,005.00
EFT2819	WESTSIDE WINDSCREENS	SCANIA 5 SERIES	\$797.50
EFT2820	MJB INDUSTRIES	CONCRETE PIPE,RUBBER RING, SINGLE PIPE HEADWALL	\$6,733.87
EFT2821	NANNUP SURVEYS	GRANGE ROAD NANNUP SURVEY	\$1,210.00
EFT2822	B & B STREET SWEEPING PTY LTD	HIRE STREET SWEEPER/SUMP SUCKER	\$1,859.00
EFT2823	J BLACKWOOD & SON LIMITED	SUNDRY ITEMS	\$305.58
EFT2824	NANNUP BRIDGE CAFE	CATERING FOR COUNCIL EVENTS	\$909.50
EFT2825	AMR PAVING	BLOCK WORK - DEPOT	\$850.00
EFT2826	WENDY TROW	NANNUP ELLIS CREEK TRAIL PROJECT PAYMENT TWO	\$650.00
EFT2827	QUICK CORPORATE AUSTRALIA	STATIONARY ORDER	\$142.33
EFT2828	WA FIRE APPLIANCES	SUNDRY ITEMS	\$15.00
EFT2829	EYES ON SAFETY AND TRAINING	STAFF TRAINING	\$1,558.00
EFT2830	BELL FIRE EQUIPMENT	FIRE EQUIPMENT	\$18.92
EFT2831	CJD EQUIPMENT PTY. LTD.	GAS SPRING	\$590.37
EFT2832	LANDGATE	EXTRACTION OF TENURE DATA	\$232.05
EFT2833	INSIGHT CCS PTY LTD	INSIGHT AFTER HOURS SERVICE FOR AUGUST	\$50.27
EFT2834	JTAGZ PTY LTD	DOG REGISTRATION TAGS 2015	\$247.50
EFT2835	JASON SIGNSMAKERS	PEDESTRIAN STENCIL - FORD SIGN	\$193.60
EFT2836	K & C HARPER	INSTALATION OF HOT WATER SYSTEM - MOWEN RD	\$576.40
EFT2837	MUIRS MANJIMUP	VEHICLE SERVICE	\$384.59
EFT2838	NANNUP COMMUNITY RESOURCE CENTRE	DRY ASSISTANCE FUND	\$1,100.00
EFT2839	NANNUP LIQUOR STORE	REFRESHMENTS	\$21.99
EFT2840	CAROL PINKERTON	RECOUP OF EXPENSES	\$600.00
EFT2841	ROD'S AUTO ELECTRICS	PLANT REPAIR - MATSON JUMP PACK	\$618.75
EFT2842	RICOH BUSINESS CENTRE	CALL OUT FEE	\$51.70
EFT2843	SUGAR MOUNTAIN ELECTRICAL SERVICES	MAINTENANCE WORKS - VARIOUS SITES	\$4,464.17
EFT2844	LOUISE STOKES	SOUTHERN LEADERSHIP FORUM FEE	\$33.00
EFT2845	WML CONSULTANTS	MOWEN ROAD SERVICES	\$14,971.47
EFT2846	WADIFARM CONSULTANCY SERVICES	PROFESSIONAL FEES	\$3,360.00
EFT2847	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$10,942.98
EFT2848	REPCO PTY LTD	SUNDRY SPARE PARTS	\$142.43
EFT2849	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$11,783.70
<b>Total Eft Payments for month:</b>			<b><u>\$115,819.77</u></b>

**SCHEDULE OF ACCOUNTS PAYABLE**  
**SHIRE OF NANNUP**  
**SUBMITTED TO COUNCIL'S OCTOBER 2011 MEETING**

Chq/EFT	Name	Description	Amount
18673	TYREPOWER BUSSELTON	NEW TYRE BALANCING AND FITTING	\$298.00
18674	MAGGIE LONGMORE	REIMBURSEMENT OF EXPENSES	\$150.00
18675	DYMOCKS BUSSELTON	STATIONERY	\$24.99
18676	BUSSELTON EXHAUST CENTRE	NEW RADIATOR ASSY	\$425.00
18677	NANNUP DISTRICT HIGH SCHOOL	DONTAION OF TROPHY - ATHLETICS CARNIVAL	\$20.00
18678	R & J POTTS PLUMBING	CHECK GAS HEATERS, FIX GAS LEAK	\$566.50
18679	SHIRE OF NANNUP	VEHICLE REGISTRATION	\$66.85
18680	ANTHONY DEAN	RECOUP OF EXPENSES	\$360.00
18681	SHIRE OF NANNUP	VEHICLE RENEWAL	\$704.15
18682	SHIRE OF BUSSELTON	RANGER REQUEST	\$284.40
18683	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$970.18
18684	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$314.00
18685	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	\$48.17
18686	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$302.40
18687	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$635.40
18688	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$314.00
18689	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$302.40
<i>Total Cheque Payments for month:</i>			<u>\$5,786.44</u>
99263	SG FLEET AUSTRALIA P/L	LEASE FEES - CESM VEHICLE	\$1,274.58
99264	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENT	\$3,345.96
99265	BP AUSTRALIA	FUEL EXPENSES - SEPT 11	\$16,839.12
99266	CALTEX AUSTRALIA	FUEL EXPENSES - SEPT 11	\$268.24
99267	TELSTRA	TELEPHONE EXPENSES	\$1,279.10
99268	WESTNET	INTERNET EXPENSES	\$104.89
<i>Total Direct Management Payments for month:</i>			<u>\$23,111.89</u>
<b>Total Payments for the Month:</b>			<b>\$144,718.10</b>
<b>Total Trust Payments for Period:</b>			<b>\$0.00</b>
<b>Total</b>			<b><u>\$144,718.10</u></b>