



# Minutes

## Public Copy

Council Meeting held Thursday 22 January 2015

Unconfirmed

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# Minutes

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 16:15 hours.

### ATTENDANCE:

Councillors; Dean, Gilbert, Longmore, Lorkiewicz, Steer, Slater and Stevenson

Vic Smith – Acting Chief Executive Officer

Chris Wade - Manager Infrastructure

Tracie Bishop – Acting Manager Corporate Services

### VISITORS:

3

### APOLOGIES:

Cr Mellema

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

(previously approved)

Nil

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

October 2014 meeting

Mr M Loveland

Q6. Why isn't the Town Hall drainage fixed yet?

A6. The Town Hall drainage that this question refers to is presumed to mean the box guttering on the extensions to the front verandah.

The works have not been carried as Council has had them inspected by a plumber that thought any overflow impact would be minimal. Council has not received any other complaints in approx three years since the building extensions were completed.

**4. PUBLIC QUESTION TIME**

Ms P Fraser

Q1. Why did the Chief Executive Officer resign?

Shire President responded

A1. Mr Jennings has taken on the Chief Executive Officer position at the Katherine Town Council.

Q2. Did Council pay Mr Jennings for the period that he attended the interview for his new job.

Shire President responded

A2. No, Mr Jennings took unpaid leave.

Q3. Will Council invite Mr Jennings to the opening of the Recreation Centre?

Shire President responded

A3. Mr Jennings will be invited to opening of both the Recreation Centre and Mowen Road.

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**9112 GILBERT/SLATER**

Cr Longmore application received for the period;  
1 June 2015 – 30 June 2015.

Cr Stevenson application received for the period;  
1 July 2015 – 31 July 2015.

**CARRIED 4/1**

Voting for the motion: Dean, Gilbert, Slater and Steer

Voting against the motion: Lorkiewicz

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nannup Caravan Park – Ton Van Hattem

**7. DECLARATIONS OF INTEREST**

There were no declarations of Interest presented during the meeting.

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

**9113 STEER/SLATER**

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 27 November 2014 be confirmed as a true and correct record.

**CARRIED 7/0**

**9. MINUTES OF COUNCIL COMMITTEES**

Nil

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

Nil

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

Blackwood Valley Marketing Association, 5 December 2014  
Audit Committee meeting, 22 January 2014

## 12. REPORTS OF OFFICERS

AGENDA NUMBER:	12.1
SUBJECT:	Development Assessment Panel: Local Government Nominations
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	Department of Planning
FILE REFERENCE:	ADM 27
AUTHOR:	Steve Thompson – Consultant Planner
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.70 of the Local Government Act 1995
DATE OF REPORT	12 January 2015
ATTACHMENT	12.1.1 Correspondence from Department of Planning

### **BACKGROUND:**

The Department of Planning have written to the Shire (see Attachment 12.1.1) seeking local government nominations for the South West Joint Development Assessment Panel (DAP).

The *Planning and Development (Development Assessment Panels) Regulations 2011*, which established the operational framework for DAPs, were gazetted on 24 March 2011. The Shire of Nannup is part of the South-West Joint DAP.

Each DAP has five members which consist of three specialist members, one of which is the presiding member and two local government members. Local representation is crucial to DAPs.

The role of a DAP member is to determine Development Applications within the certain type and value threshold through consistent, accountable and professional decision making.

To date, no DAP applications have been received for the Shire of Nannup.

### **COMMENT:**

The Council is required to nominate four elected members, comprising two panel members and two alternate panel members, to sit on the South West Joint DAP as required.

Following the receipt of all local government nominations, the Minister for Planning will consider and appoint all nominees for up to a two year period.

Appointed local members will be placed on a local government member register and will be informed of any DAP training dates. It is compulsory that all DAP members attend the training before they are allowed to sit on a DAP. Local DAP members may be entitled for expenses to be covered in their attendance at training and meetings.

The current Councillors on the panel are;

1. Crs Dean and Slater as Development Assessment Panel members.
2. Crs Steer and Lorkiewicz as Alternate Development Assessment Panel members.

**STATUTORY ENVIRONMENT:**

*Planning and Development (Development Assessment Panels) Regulations 2011.*

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

While applicant fees are payable to the Shire, it does not always reflect the true cost in assessing development applications by the Shire administration.

**STRATEGIC IMPLICATIONS:**

It is not anticipated that many development applications submitted to the Shire of Nannup will reach the levels required to be determined by the DAP. It is expected that future development applications within the Shire the Nannup, which are considered by the DAP, will be of strategic significance to the district.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council, under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, nominate the following elected members of the Council to sit on the South West Joint Development Assessment Panel:

1. Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ as Development Assessment Panel members.
2. Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ as Alternate Development Assessment Panel members.



**9114 GILBERT/LORKIEWICZ**

That Council, under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, nominate the following elected members of the Council to sit on the South West Joint Development Assessment Panel:

1. Councillor **Dean** and Councillor **Slater** as Development Assessment Panel members.
  
2. Councillor **Steer** and Councillor **Lorkiewicz** as Alternate Development Assessment Panel members.

**CARRIED 7/0**

AGENDA NUMBER:	12.2
SUBJECT:	Extending the Road Name List
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	Department of Planning
FILE REFERENCE:	ROA 1
AUTHOR:	Steve Thompson – Consultant Planner
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive planning fees for advice to the Shire therefore declare a Financial Interest – Section 5.70 of the Local Government Act 1995
DATE OF REPORT	12 January 2015
ATTACHMENT	12.2.1 Submissions

## **BACKGROUND**

The Council has an important role in establishing new road names within the district.

Road names need to be approved by the Minister for Lands following advice from the State Government's Geographic Names Committee and meet their "Road Naming Guidelines." Some of the guiding principles used by the Geographic Names Committee include:

- suitable names include those from the local Aboriginal language, pioneers and citizens who have made a significant community contribution;
- unsuitable names include long or difficult to pronounce names;
- name duplication is not supported within 50 kilometres; and
- names of living persons should only be used in exceptional circumstances.

To accommodate anticipated requirements in the coming years, the Shire administration in September 2014 invited written nominations from the Councillors, community groups and other stakeholders for new road names within the municipality. The Shire requested that clear reasons for the choice of names be provided, given this information will be reported to the Council and possibly also to the Geographic Names Committee.

The Shire highlighted that it cannot guarantee that all nominated names will be supported by the Council and/or approved by the Geographic Names Committee.

The Shire administration invited comment for over a 6 week period by:

- placing public notices in the local papers;
- inviting comments from key stakeholders; and
- information being available at the Shire office.

The submissions received are outlined in Attachment 12.2.1.

## **COMMENT**

It is recommended that the Council agree to extending the approved road names list by adding the following names:

Balga	Gazzola	Robin
Bobtail	Green	Rowe
Boronia	Happ	Sobbott
Carnaby	Humble	Tranquil
Cobbler	Marron	Triggerplant
Coolamon	Nuytsia	Woody Pear
Frangipani		Zania

The above incorporates the names nominated from the submissions.

## **STATUTORY ENVIRONMENT:**

Land Administration Act.

Road names are considered by the Geographic Names Committee with the ultimate decision made by the Minister for Lands.

**POLICY IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:** None

## **STRATEGIC IMPLICATIONS:**

It is important that the Council have a supply of agreed future road names. Delays to the issuing of final survey diagrams can occur where the Council (and in-turn the Geographic Names Committee and the Minister for Lands) has not approved appropriate road names.

Appropriate road names can assist in providing a “sense of place” in adding to an area’s distinctive character.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council:

1. Agree to extend its approved road names list with the additional of the following names:

Balga	Gazzola	Robin
Bobtail	Green	Rowe
Boronia	Happ	Sobbott
Carnaby	Humble	Tranquil
Cobbler	Marron	Triggerplant
Coolamon	Nuytsia	Woody Pear
Frangipani		Zania

2. Request the Geographic Names Committee and the Honourable Minister for Lands to agree to the above road names within the Shire of Nannup; and
3. Advise submitters of the above.

The original Motion as amended, being;

**9115 SLATER/LONGMORE**

That Council:

1. Agree to extend its approved road names list with the additional of the following names:

Balga	Gazzola	Robin
Bobtail	Green	Rowe
Boronia	Happ	Sobbott
Carnaby	Humble	Tranquil
Cobbler	Marron	Triggerplant
Coolamon	Nuytsia	Woody Pear

Frangipani		Zaam <u>ia</u>
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2. Request the Geographic Names Committee and the Honourable Minister for Lands to agree to the above road names within the Shire of Nannup; and
3. Advise submitters of the above.

**CARRIED 5/2**

Voting for the motion: Dean, Longmore, Slater, Stevenson and Steer  
Voting against the motion: Gilbert and Lorkiewicz.

Reason for change: Spelling error on name.

AGENDA NUMBER:	12.3
SUBJECT:	Recreation Centre Works to Roof
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	REC2
AUTHOR:	Robert Jennings – Chief Executive Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	12 December 2014
ATTACHMENT	12.3.1: Quotation for Roof Works

**BACKGROUND:**

The Recreation Centre Precinct project has now been underway for some time and has been identified as the highest priority project for the Shire of Nannup. The final adopted project released for tender was a three stage project with the first stage to construct the club rooms, change rooms, storage, toilets, community spaces adjoining the main hall, youth space and upgrades to the main recreation hall ventilation and lighting. The second stage of the project is the inclusion of green rooms, wellness centre (gym) and crèche. Stage three is the construction of a bowling rink (to be confirmed).

**COMMENT:**

In the report to Council in January 2014 that evaluated the tenders received for the project it was noted that quotations would also need to be sought for a potential future variation for the replacement of the change room roof. The roof is in need of replacement and this work was expected to be carried out at the same time as the overall project. The initial estimate for the work was \$74,000 and this could not be accommodated within the budget for the construction works.

When awarding the contract Council resolved to:

**9089 GILBERT/DEAN**

*Seek quotations for the re-roofing of the existing change rooms and report back to Council with regard to using the Asset Management Reserve to perform these works.*

**CARRIED 4/3**

The contract for the construction project was awarded to BRC Building Solutions Ltd. As they are already on site carrying out the main construction work the most practical option is for BRC to carry out the works to the roof as a variation to the existing contract. A quotation has been requested and the response from BRC is appended at Attachment 12.3.1.

The cost of the works is \$42,905 compared to the initial estimate of \$74,000. Although the quotation is considerably lower than the estimated cost it could be reduced further by removing the element of the works relating to the installation of structures that allow safe working at heights. Removal of this element is however not recommended as the inclusion of these works would reduce the ongoing maintenance costs of the building.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

\$49,205 to be funded from the Asset Management Reserve.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Forward Plan 2011/12-2015/16 Program 11.A – Recreation and Culture.

**VOTING REQUIREMENTS:**

Simple Majority.

**RECOMMENDATION:**

The quotation from BRC Building Solutions in the sum of \$49,205 for works to the Recreation Centre roof is accepted and that these works be funded from the Asset Management Reserve.

The original Motion as amended, being;

**9116 LONGMORE/GILBERT**

The quotation from BRC Building Solutions in the sum of ~~\$49,205~~ **\$50,369** **including GST** for works to the Recreation Centre roof is accepted and that these works be funded from the Asset Management Reserve.

**CARRIED 7/0**

Reason for the Change:

Quotation revised following the meeting between the Project Manager and BRC Building Solutions to agree the technical requirements.



AGENDA NUMBER:	12.4
SUBJECT:	Youth Music Festival grant acceptance
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 6J
AUTHOR:	Kerrie Yabsley – Youth and Events Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	16 December 2014
ATTACHMENT	

**BACKGROUND:**

Funding of \$13,080 has been received from the Department of Culture and the Arts for a youth program and event in conjunction with the Nannup Music Festival. The total value of the project is \$18,280.

**COMMENT:**

The proposed project is to work in conjunction with the Nannup Music Festival to help get young people more active in the festival and to learn new skills. The project will be split into two sections.

The first section will be a skills workshop that will be held overnight at the Loose Goose Chalets. There will be professional musicians coming to teach classes in beat boxing, electronic music, rapping and hip hop. Participants from Busselton and Margaret River will be invited to join in this overnight camp to help engage a larger number of young people, make the event more social and build on regional relations.

The second part of the project is held over the festival weekend where the same performers will be holding workshops and live performances. There will also be a dedicated youth tent for these youth orientated workshops. Buses will be offered for the participants from Margaret River and Busselton to come to the festival for a day.

It is hoped to encourage youth performances from skills learnt through these workshops; however the main focus is to offer an experience to learn styles of music that are popular among youth but hard to find avenues in which to learn.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

Project is grant funded.  
Balance of funds from Nannup Music Club and participant fees.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2013 – 2023: *Our Community:*

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

That Council accept the funding of \$13,080 from the Department of Culture and the Arts for a youth program and event in conjunction with the Nannup Music Festival.

**9117 SLATER/LONGMORE**

That Council accept the funding of \$13,080 from the Department of Culture and the Arts for a youth program and event in conjunction with the Nannup Music Festival.

**CARRIED 7/0**

AGENDA NUMBER:	12.5
SUBJECT:	Heritage Trail Project
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 6
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	12 January 2014
ATTACHMENT	12.5.1 Funding acknowledgement letter

**BACKGROUND:**

In June 2013 Council accepted funding of \$21,920.50 from the Department for Sustainability, Environment, Water, Population and Communities through their *Your Community Heritage Grants program* to undertake a Heritage Trail project along Brockman Street and Warren Road to Adam Street. Stage two funding has been received from Lotterywest of \$25,650 to complete the Heritage Trail project along Warren Road and remaining buildings of cultural and heritage significance in the CBD. As this funding is over \$5,000, Council is required to accept the funding as per Council policy FNC 6.

**COMMENT:**

This is a partnership project with the Historical Society to interpret buildings and sites of heritage significance in Nannup, including the ANZAC Avenue of Honour.

Stakeholders and building owners are being engaged and are receiving ongoing communication throughout the project.

Stage two funding will assist to complete the project and the timing of this grant ensures that one booklet for the entire trail can be developed, rather than two separate booklets.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

Project is grant funded.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2013 – 2023:

2. *Our Community: Value our Heritage and Festivals.*

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

That Council accept the funding of \$25,650 from Lotterywest to complete the Heritage Trail project along Warren Road and remaining buildings of cultural and heritage significance in the CBD.

**9118 STEER/LONGMORE**

That Council accept the funding of \$25,650 from Lotterywest to complete the Heritage Trail project along Warren Road and remaining buildings of cultural and heritage significance in the CBD.

**CARRIED 7/0**

AGENDA NUMBER:	12.6
SUBJECT:	Scott River Bridle Trail
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 6
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	12 January 2015
ATTACHMENT	12.6.1: Draft Scott River Bridle Trail

**BACKGROUND:**

At the November 2014 meeting, Council accepted the Shire of Nannup draft Nannup to Scott Coast Bridle Trail Feasibility Study and advertised for public comment.

The Shire of Nannup Cultural Plan 2010 recommended the establishment of a local bridle trail network. In line with these recommendations, the Shire successfully applied for Lotterywest funding to undertake a study to establish the feasibility of developing a bridle trail connecting Nannup to the Scott Coast.

The Scott Coast bridle trail concept developed from the desire to acknowledge and reference the historic stock route utilised by local stockmen to move cattle from the Nannup area down to the coast. The trail alignment proposed in this study would provide the opportunity to visit and/or acknowledge areas of cultural and/or historic significance whilst providing an insight into the life and journey of the travelling stockman along the route.

**COMMENT:**

Copies of the plan were forwarded to all stakeholders involved in the consultation phase of the project. Additionally, the public comment period was advertised in posters around town, in the Shire email newsletter, in the Nannup Telegraph and on Council's website. No additional feedback has been received.

This project was developed in consultation with community members and links with the current planning that has been initiated by the Shire of Bridgetown-Greenbushes in partnership with the Shire of Manjimup and the Shire of Nannup and is supported by the Warren Blackwood Alliance of Councils to establish the Bridgetown to Broke Inlet Bridle Trail.

The Heritage Bridle Trail network follows the path of stock routes throughout the region. This concept was identified in the development of the Shire of Nannup Cultural Plan and approved as a priority project.

Information reports throughout the process have outlined the trail alignment and consultation has been undertaken with community members, the Department of Parks and Wildlife and the Shire of Bridgetown Trails Manager. Correspondence has been forwarded to the Shire of Bridgetown-Greenbushes to integrate this trail into the main Bridgetown to Broke Inlet trail.

This trail, once constructed, would form part of the Nannup Trails Hub and could potentially link to the Margaret River Bridle Trails.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

At the date of this report the costs have not been determined and will be part of the next stage of the project.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2013 – 2023:

2. *Our Community: Value our Heritage and Festivals.*

**VOTING REQUIREMENT:** Simple majority.

**RECOMMENDATION:**

That Council endorse the Scott River Bridle Trail Feasibility Plan with no changes, as per attachment 12.6.1 and implement the plan once final budgets and funding are secured.

**9119 STEER/LONGMORE**

That Council endorse the Scott River Bridle Trail Feasibility Plan with no changes, as per attachment 12.6.1 and implement the plan once final budgets and funding are secured.

**CARRIED 7/0**

AGENDA NUMBER:	12.7
SUBJECT:	Acceptance of Shire of Nannup Annual Report 2013/14
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 17
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	23 December 2014
ATTACHMENT	12.7.1 Annual Report 2013/14 is included as a separate document with this agenda

**BACKGROUND:**

Section 5.53(1) of the Local Government Act 1995 (the Act) stipulates that a Local Government is to prepare an Annual Report for each financial year. A draft Annual Report has been circulated under separate cover for consideration.

**COMMENT:**

The Annual Report contains all the statutory information required, including the Annual Financial Statements for the year under review and will also form the main document for scrutiny at Council's Annual Electors Meeting.

As well as the statutory financial statements it includes:

- The Community Statements from the Strategic Community Plan
- A profile of Nannup
- A description of the council's organisational structure
- A review of governance arrangements by the Chief Executive Officer, as required by Regulation 17 of the Local Government (Audit) Regulations 1996
- An Environmental and Social Impact Statement
- A Diversity Statement
- A Financial Report explaining the statutory financial statements and providing a user friendly commentary of the year's performance.

**STATUTORY ENVIRONMENT:**

Section 5.54(1) of the Act requires that the Annual Report be accepted by 31 December, with an absolute majority vote being required. However, if the auditor's report is not available in time for the Annual Report to be accepted by 31 December section 5.54(2) requires that it be accepted no later than two months after the auditor's report becomes available.

Section 5.27(2) states that a general meeting of electors is to be held on a day selected by the local government, but not more than 56 days after the local government accepts the annual report for the previous financial year. Section 5.29(1) requires that the CEO gives at least 14 days local public notice of the date, time, place and purpose of the meeting.

Assuming that the Annual Report is accepted at today's meeting, it is proposed to hold the Annual Electors Meeting at 5pm Thursday 12 February 2015.

Notice of the availability of the Annual Report is to be given as soon as practical after its acceptance by Council. An advertisement informing electors of the proposed timing of the Electors Meeting has been prepared for The West Australian, which will meet the statutory requirement of the advertising period. It will also be placed in the Busselton Dunsborough Times and appropriate notices will be posted throughout the Townsite.

**POLICY IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:** None.

**STRATEGIC IMPLICATIONS:** None

**VOTING REQUIREMENTS:**

Absolute Majority decision required for the acceptance of an Annual Report.

**RECOMMENDATION:**

That Council;

1. Accept the Annual Report for the Shire of Nannup for the year ended 30 June 2014 as required by section 5.54(1) and 5.54(2) of the Local Government Act 1995.
2. Hold its Annual Electors Meeting on Thursday 12 February 2015 in the Shire Function Room commencing at 5 pm.



**9120 LORKIEWICZ/STEVENSON**

That Council;

1. Accept the Annual Report for the Shire of Nannup for the year ended 30 June 2014 as required by section 5.54(1) and 5.54(2) of the Local Government Act 1995.
  
2. Hold its Annual Electors Meeting on Thursday 12 February 2015 in the Shire Function Room commencing at 5 pm.

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

AGENDA NUMBER:	12.8
SUBJECT:	Caravan Park Upgrade
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 36
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	6 January 2015
ATTACHMENT	12.8.1: Schedule of Development 12.8.2: Completed Works

**BACKGROUND:**

Council adopted the development plan for the caravan park at its meeting on 23 May 2013. The development plan set out a schedule of works to achieve compliance and to improve the amenities at the park; the schedule is appended at Attachment 12.8.1

Other works were subsequently added to the development plan and comprised:

1. Development of a new website – complete
2. Signage – complete
3. Poles around playground - complete
4. Ute for Caravan Park Manager
5. New Ride on Mower
6. Verandah for manager's residence

**COMMENT:**

The essential upgrades to the park have now been completed and only a few items of a lesser priority remain outstanding; this is summarised in Attachment 12.8.2. With the majority of the works complete the financial position is summarised below.

	<b>R4R Grant \$</b>	<b>Shire \$</b>	<b>Total \$</b>
2011/12	4,781	0	4,781
2012/13	4,661	0	4,661
2013/14	29,184	18,304	47,488
2014/15	42,150	-166	41,984
	<b>80,776</b>	<b>18,138</b>	<b>98,914</b>

The Royalties for Regions allocation was \$100,000 and can only be spent on power and water/sewerage upgrades. Work to upgrade the visitor centre toilets is required to rectify persistent problems with the female toilets and will be funded from the Royalties for Regions grant; this will leave between \$16k - \$17k remaining. It is proposed to allocate the remainder of this funding towards the construction of new showers on the site that will enable the park to become fully compliant with the license; the remaining cost will be borne by the new leaseholders.

Planned works to add a verandah to the manager's accommodation were deferred pending the tender submissions and subsequent investigation showed that it would need to be constructed of fire resistant wood (unavailable in Western Australia) or metal. It would therefore have been too expensive to proceed; there is therefore a saving of approximately \$9,000 in the Shire allocation for this element as this work is no longer required. Council had also previously indicated that the multi-purpose shed should be removed from the planned works; this is now one of the developments being actively considered by the new leaseholders. The remaining uncompleted works will need to be completed as tenderers were given an undertaking that the planned upgrades would be implemented if sufficient budget remained after the priority works had been completed.

The focus of the leaseholders is primarily on improvements to the Brockman Street caravan park and part of their proposal included the demolition of the existing asbestos shed. As this is a Shire owned asset and requires licensed removalists to effect the demolition it is proposed that a small portion of the Shire funding (estimated at \$3,000) be allocated to this. A new metal framed shed will be constructed by the leaseholders.

If Council approve the recommendations in this report then there will be a saving of approximately \$59,000 from the Shire funding.

**STATUTORY ENVIRONMENT:** Local Government Act

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

The remaining funding from the Royalties for Regions funding of \$19,226 will be allocated to the upgrade of the visitor centre toilets and the provision of additional showers at the Brockman Street Caravan Park.

The demolition of the existing shed will cost approximately \$3,000.

**STRATEGIC IMPLICATIONS:**

The Council's mission is to "deliver quality services, facilities and representation". The development and future management of the facilities will have significant implications for the attractiveness of Nannup as a tourist destination and for the Council's finances.

**VOTING REQUIREMENTS:** Simple Majority.

**RECOMMENDATION**

It is recommended that:

1. The balance of Royalties for Regions funding be allocated to the construction of additional shower facilities at the Brockman Street Caravan Park;
2. Up to \$3,000 be allocated from the Main Street Reserve to fund the removal of the existing asbestos shed at the Brockman Street Caravan Park.

**9121 GILBERT/STEER**

It is recommended that:

1. The balance of Royalties for Regions funding be allocated to the construction of additional shower facilities at the Brockman Street Caravan Park;
2. Up to \$3,000 be allocated from the Main Street Reserve to fund the removal of the existing asbestos shed at the Brockman Street Caravan Park.

**CARRIED 7/0**

AGENDA NUMBER:	12.9
SUBJECT:	Budget Monitoring – December 2014
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	8 January 2015
ATTACHMENTS	12.9.1 Financial Statements for the period ending 30 November 2014
	12.9.2 Financial Statements for the period ending 31 December 2014
	12.9.3 Table Showing Detailed Variances for 2014/15

**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 \$5,000, whichever is the greater on which to report. The statutory statements are appended at Attachments 12.9.1 and 12.9.2.

Whilst this has resulted in all variances of 10% being identified and reported, it only focuses attention on the performance to the month in question and not the likely outturn at the end of the year.

Monthly reporting draws on the flexibility allowed in the Financial Management Regulations to draw attention to likely under and overspends at the end of the year.

**COMMENT:**

The gross surplus that is anticipated for the end of this financial year is expected to be \$48,732; this is shown in the table below.

	<i>(Surplus)/Deficit \$</i>
<b>Gross (surplus)/deficit expected for the year</b>	
Income – over received	(\$23,887)
Expenditure – underspent	(\$24,845)
<b>Projected surplus at end of the year</b>	<b>(\$48,732)</b>

Income for the year is expected to be \$23,887 higher than budgeted. Grant funding of \$19,900 has been received to develop a bridle trail; this will have a nil effect overall as expenditure within the Community Development budget will increase. The grant for the SES is \$10,200 lower than expected as a bid for new equipment has not been successful; there will be a nil overall effect on the budget as the budgeted equipment will not now be purchased.

Additional properties being added to the rate base have resulted in higher rates and service charges, generating additional income of approximately \$6,500. Financial Assistance Grants are slightly lower than anticipated but this is offset by the direct roads grant from Main Roads being higher than budgeted.

Income from fees and charges will exceed budgets if current income trends continue. Similarly, assuming investment income matches that for 2013/14, income from this source will be \$6,000 lower than budgeted.

At this point in the financial year most expenditure is expected to be contained within budgets; however, some variances are expected as set out below.

Insurance costs are expected to be lower than budgeted by approximately \$25,000; this has arisen because there will be fewer employees as the Mowen Road project comes to a close. The reduced number of employees has a consequent impact on the cost of Workers Compensation Insurance.

Fuel costs have previously been reported as an expected overspend and some initial analysis has been undertaken to identify the reason for this. Costs are higher because a March 2014 bill was not paid until August 2014 and it also appears that fuel costs relating to fire vehicles are being incorrectly included in the fuel budget. Pending further work to confirm the likely outturn, costs are now expected to be in line with the budget.

Staff training costs have also been higher than budgeted. With the recruitment of three new outdoor employees has come the need for additional training to ensure that they are capable and trained for their new positions, this has resulted in an overspend within this area. Additionally from an OH&S perspective there are areas where required skills needed to be updated in order to comply with legislative

requirements. At this point in time, it is anticipated that the overspend in this area will be \$5,350.

The running costs for the Community Emergency Service Officer's vehicle are likely to be higher than budgeted. This is a result of the vehicle being replaced by a new leased vehicle with a higher mileage allowance to reflect the greater distances being travelled. These costs will be offset by 80% under the grant arrangements with the Department of Fire and Emergency Services.

Savings will also be achieved from the Manager Infrastructure being on unpaid leave for part of the year. Although this was covered by a temporary appointment the majority of this cost was borne by the Mowen Road project.

The report adopting the 2014/15 budget noted that the income and expenditure profile assumed for the caravan park posed a significant risk of variation because of the proposal to lease the park part way through the year. Costs and income are currently being finalised and will be reported on more fully in the January monitoring report. A report on the caravan park upgrade expenditure is included elsewhere on today's agenda.

Capital expenditure items are all within allocated budgets. There have been savings in the purchase costs of the loader and tractor, with trade in values being close to expectations. There will therefore be a saving of \$50,000 at the end of the year that will be offset by a reduced contribution from the Plant and Equipment Reserve. Costs have been incurred in replacing the central server and upgrading five PCs; this cost will be offset by a contribution from the Office Equipment Reserve.

Attachment 12.9.3 provides a detailed breakdown of income and expenditure incurred to 31 December 2014 and the associated annual budgets. The first two columns show the budget and the income or expenditure to date against each account code. The two columns on the right show the budget remaining for the year and the anticipated income or expenditure at the year end.

The variances shown in the statutory statements at Attachments 12.9.1 and 12.9.2 that are not commented on above result from income and expenditure not being in accordance with the profile adopted for the budgets and are therefore due to timing differences.

A full review of the projected outturn position and its impact on the budget will be carried out as part of the statutory budget review to be reported to Council in February.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:** None

**FINANCIAL IMPLICATIONS:**

An anticipated saving at the end of the year of approximately \$48,732.

**STRATEGIC IMPLICATIONS:** None

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

It is recommended that the Monthly Financial Statements for the periods ending 30 November and 31 December 2014 be received.

**9122 GILBERT/LONGMORE**

It is recommended that the Monthly Financial Statements for the periods ending 30 November and 31 December 2014 be received.

**CARRIED 7/0**



AGENDA NUMBER:	12.10
SUBJECT:	Monthly Accounts for Payment - December 2014
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Vic Smith – Manager Corporate Services
REPORTING OFFICER:	Vic Smith – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	6 January 2015
ATTACHMENT	12.10.1 Schedule of Accounts for Payment – December 2014

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 31 December 2014 as detailed hereunder and noted on the attached schedule, are submitted to Council. As there was no Council meeting in December the payments cover the period 1 November 2014 to 31 December 2014.

**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 are two corporate credit cards currently in use. A breakdown of this expenditure in the monthly financial report is required to comply with financial regulations. There are no credit card transactions to report for December 2014.

**Municipal Account**

Accounts paid by EFT	6582- 6782	\$835,102.23
Accounts paid by cheque	19645 –19689	\$159,604.19
Accounts paid by Direct Debit		\$0.00
Sub Total Municipal Account		<hr/> \$994,706.42

<b>Trust Account</b>	
Accounts paid by EFT	\$0.00
Accounts Paid by cheque	\$1,200.00
Sub Total Trust Account	<hr/> \$1,200.00
<b>Total Payments</b>	<hr/> <b>\$995,906.42</b> <hr/>

**STATUTORY ENVIRONMENT:**

LG (Financial Management) Regulation 13

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

As indicated in Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** None.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$995,906.42 in the attached schedule be endorsed.

**9123 LORKIEWICZ/LONGMORE**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$995,906.42 in the attached schedule be endorsed.

**CARRIED 7/0**

*Pursuant to Section 5.23 (2) of the Local Government Act 1995 the following item deals with:*

- (a) a matter affecting an employee, and*
- (b) the personal affairs of a person,*

*and hence Council is advised to close the meeting to members of the public by resolution.*

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**9124 LORKIEWICZ/SLATER**

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

That Council close the meeting to the public.

**CARRIED 7/0**

The meeting was closed to the public at 17.26 hours.

The public, Manager Infrastructure and Acting Manager Corporate Services left the meeting.

AGENDA NUMBER:	12.11
SUBJECT:	Appointment - Chief Executive Officer
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	PSN 22
AUTHOR:	Robert Jennings – Chief Executive Officer
REPORTING OFFICER:	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	16 December 2014
ATTACHMENT	12.11.1 Local Government Act sections 5.36 to 5.40 12.11.2 Preferred applicant details 12.11.3 Proposed employment contract for CEO 12.11.4 Report from Mike Fitz Gerald –

**9125 DEAN/LONGMORE**

1. That Council appoint Peter Ronald Clarke to the position of Chief Executive Officer of the Shire of Nannup for three years commencing on 3 March 2015 and in accordance with the contract (Recommendation 2 below) which incorporates a package \$181,640 per annum, including a cash component of \$140,000 per annum.

**CARRIED 7/0**

The original Motion as amended, being;

**9126 DEAN/SLATER**

2. That Council is satisfied with and endorses the proposed employment contract for the employment of the Chief Executive Officer, Officer with the amendment to the housing arrangement as discussed during the meeting.

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

**9127 DEAN/LONGMORE**

3. That Council believes that Peter Ronald Clarke is suitably qualified for the Chief Executive Officer's position.

**CARRIED 7/0**

Reason for the Change:

To allow the Chief Executive Officer, Peter Clarke to choose from the available housing.

*Pursuant to Section 5.23 (2) of the Local Government Act 1995 the following item deals with:*

- (b) the personal affairs of any person, and*
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting*

*and hence Council is advised to close the meeting to members of the public by resolution.*

AGENDA NUMBER	12.12
SUBJECT	Appointment of Acting Chief Executive Officer
LOCATION/ADDRESS	N/A
NAME OF APPLICANT	N/A
FILE REFERENCE	PSN 22
AUTHOR	Robert Jennings – Chief Executive Officer
REPORTING OFFICER	Vic Smith – Acting Chief Executive Officer
DISCLOSURE OF INTEREST	None
DATE OF REPORT	16 December 2014
ATTACHMENT	

**9128 GILBERT/LORKIEWICZ**

That Council appoint Mr. E. H. (Jim) Kelly as Acting Chief Executive Officer for the Shire of Nannup from Tuesday 27 January 2015 until 26 April 2015 or until such other time as may be agreed between Council and Mr. Kelly. The contract terms include:

- Pay rate \$80 per hour plus compulsory superannuation.
- Vehicle to be supplied with full private use.
- Hours to be flexible in consultation with the Shire President.

**CARRIED 7/0**  
**BY ABSOLUTE MAJORITY**

**9129 STEVENSON/GILBERT**

That the meeting be opened to members of the public in accordance with Sections 5.23(2) (a) of the Local Government Act 1995.

**CARRIED 7/0**

The meeting was opened to the public at 17:39 hours.

Manager Infrastructure and Acting Manager Corporate Services returned to the meeting.

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

(a) OFFICERS

Nil

(b) ELECTED MEMBERS

Nil

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

Nil

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

Nil

**16. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 17.40 hours.



# Agenda Attachments

## 22 January 2015

Attachment	Title
12.1.	1. Correspondence from Department of Planning
12.2	1. Submissions
12.3.	1. Quotation for Roof Works
12.5.	1. Funding acknowledgement letter
12.6.	1. Draft Scott River Bridle Trail
12.7.	1. Annual Report 2013/14 is included as a
12.8.	1. Schedule of Development Attachment
12.8.	2. Completed Works
12.9.	1. Financial Statements for the period ending 30 November 2014
12.9.	2. Financial Statements for the period ending 31 December 2014
12.9.	3. Table Showing Detailed Variances for 2014/15
12.10.	1. Schedule of Accounts for Payment – December 2014
	<b>Confidential Items</b>
12.11.	1. Local Government Act sections 5.36 to 5.40
12.11.	2. Preferred applicants details
12.11.	3. Proposed employment contract for CEO (Amended)
12.11.	4. Report from Mike Fitz Gerald