



Shire of  
**Nannup**  
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# Minutes

## Public Copy

Council Meeting held Thursday 23 April 2015

Unconfirmed

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# Minutes

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

## 2. RECORD OF ATTENDANCE

Shire President: Cr A Dean

Councillors: R Longmore, J Lorkiewicz, N Steer and C Stevenson

Peter Clarke – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

Chris Wade - Manager Infrastructure

Mr Bret Howson – Project Manager, Recreation Centre & Town Centre  
Revitalisation

**VISITORS:** Ms P Fraser and Mrs B Winfield

## 3. APOLOGIES

Nil

## 4. LEAVE OF ABSENCE (Previously approved)

Cr Slater was granted approval for Leave of Absence for this meeting at the 2015 February Council Meeting.

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

Nil

## 6. PUBLIC QUESTION TIME

Ms P Fraser

Q1. During the January Council Meeting Cr Gilbert raised the issue of Boomgates being installed at the Caravan Park as part of the upgrade, but there was nothing mentioned in the minutes

Manager Infrastructure responded

A1. No, it wasn't in the minutes as it was included in Attachment 8.2.2 in the January 2015 Agenda item 8.2

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

The CEO advised that Cr Gilbert had applied in writing for Leave of Absence from the April 2015 Ordinary meeting.

**9168 STEER/STEVENSON**

*That Cr Gilbert be granted Leave of Absence for the April 2015 Council Meeting.*

**CARRIED 5/0**

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**9. DECLARATIONS OF INTEREST**

The Shire President advised that the following Declarations of Interest had been presented:-

Cr N Steer – Item 12.6. Waiving of Hall Hire Fees – Affecting Impartiality as President of the Nannup Sub-Branch of the RSL.

Cr C Stevenson – Item 12.6. Waiving of Hall Hire Fees – Affecting Impartiality as an employee of the Nannup CRC.

**10. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9169 LONGMORE/STEER**

*That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 23 March 2015 be confirmed as a true and correct record.*

**CARRIED 5/0**

**11. MINUTES OF COUNCIL COMMITTEES**

Nil.

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

Nil

**13. REPORTS BY MEMBERS ATTENDING COMMITTEES**

Cr Longmore reported on a Risk Management meeting he attended with Council employees as Council's representative on Tuesday 31<sup>st</sup> March 2015.

#### 14. REPORTS OF OFFICERS

AGENDA NUMBER:	14.1
SUBJECT:	Nannup Recreation Centre
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	
AUTHOR:	Bret Howson – Consultant Project Manager
REPORTING OFFICER:	Peter Clarke - Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	13 April 2015
ATTACHMENTS:	14.1.1 – Project Works Schedule

#### **BACKGROUND:**

At the Ordinary meeting of Council in February 2015, Council resolved to:

- 1. Receive the February 2015 progress report for the Nannup Recreation Centre Project.*
- 2. Request the Chief Executive Officer include a status report for the Nannup Recreation Centre Project in each Council Information Report.*
- 3. Request the Chief Executive Officer provide a detailed agenda report for the Nannup Recreation Centre Project at the April 2015, June 2015 and September 2015 Ordinary Council meetings,*
- 4. Give Authority for the Chief Executive Officer to agree to variations up to the limit of the variation budget of \$155,000*

This item is to provide Council with a detailed project report as requested in item 3 of the above resolution of Council.

#### **COMMENT:**

At the February 2015 report to Council there were a number of issues which required further information to be resolved. These issues are listed as follows:

1. Project Budget:

There are two components of this project. Firstly, there is the construction of the new building. This includes any modifications and refurbishment to the existing building as part of the new works.

It has been confirmed the original contracted price for the construction of the new function room area of the recreation centre is \$1,993,651.00 +GST.

The following variations have been approved:

• North Sports Hall Entry	\$ 14,606.73
• Subsoil Drainage around new building	\$ 10,642.83
• South Kitchen/Bar Entry	\$ 7,817.04
• Vents on existing sports hall	\$ 3,355.00
• Deduct Roof Vents	\$ 11,287.00
• Raising of the Floor Height	\$ 33,973.83
• Connection to Eastern Gable	\$ 17,733.00
• Reduction in Column lighting	-\$ 30,383.82
• Reduction for deleting Mechanic Roof Vents	-\$ 11,287.00
<b>TOTAL</b>	<b>\$ 46,457.60</b>

Therefore at the time of this report the amended contract price for construction of the new building is \$2,040,108.60 +GST.

There are a number of variations under review, which will required further investigation prior to a recommendation for each is made. These are:

• Water and Fire Services	\$ 1,500.00
• Change to Stormwater Pipe/Outlet	-\$ 2,575.00
• Community Office	\$ 25,782.00
• Waste Water System – Relocation	\$ 5,000.00
• Gyprock Perforated Panels to Ceiling	\$ 18,000.00
• Standby Generator	\$ 9,764.70
• Seniors / Community Room Lighting	\$ 1,369.50
• Jarrah Cladding of Columns	\$ 500.00
<b>TOTAL</b>	<b>\$ 61,916.20</b>

The total estimated variations at the time of this report is: \$108,373.80.

In regards to the maintenance issues which have arisen for the existing building, recommendations have being made to the Chief Executive Officer that some of these may fall under asset management, and not the construction contract. These amounts will be presented to Council for consideration with recommendation that funds be used from the Asset Management Reserve Account.

Council endorsed at the January 2015 Ordinary meeting of Council the following expenditure:



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

2. Possible savings from the kitchen and bar areas:

It may be possible to purchase the same high quality kitchen and bar benches and cupboards in a modular configuration, rather than custom made. This still requires research to see if this is viable.

3. Refurbishment of the Seniors/Community Room:

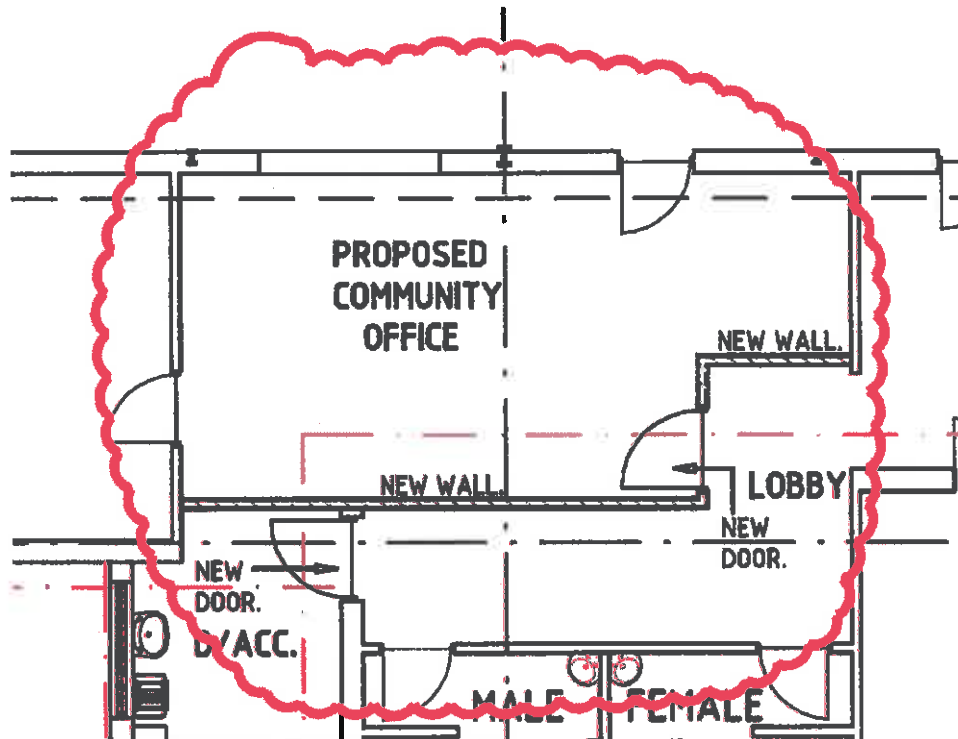
Following discussions with staff, and sport and recreation group members, it will be recommended that the seniors/community room will have the following refurbishments:

- Carpet tiles to the total floor area. The same quality and style as the new function room.
- Will have an operable wall dividing the room in half
- Bar and association facilities will be removed.
- Small kitchenette will be installed, along the wall where the existing sink is located.

4. Community Office:

It was recommended that the community office be located in the existing building. Design, location and variation estimate has been received from the builder (BRC Building Solutions), the works consists of:

- Isolation of Plumbing & Electrical
- Demolish Existing Walls and Ceilings
- Supply & Lay Bricks to New Walls
- Supply & Install Window (with Safety Glass & Screen to Opening
- Supply & Fit Steel Doorframes
- Supply and Fit Doors & Hardware
- Install Suspended Ceiling
- Electrical: PS \$1000 for Lights & GPO's (Exposed Conduits to Walls)
- Make Good all Disturbed Surfaces
- Supply & Lay Carpet Tiles to Match Existing
- Paint all Disturbed Surfaces



**COST OF WORKS:** \$25,782.00 +GST

**5. Water Tanks and Pumps:**

The Shire has been successful in obtaining additional funding under the Natural Disaster Resilience Program (NDRP). This has the following allowances for water tanks and pumps:

**Supply and installation of Alternative Water Supply**

- Supply, install and Plumb 2 x 15,000lt Supplementary Water Tanks
- Supply, install and Plumb 2 x Diesel Power Fire Pumps
- Supply & Erect Secure Pump House

<b>TOTAL</b>	<b>\$103,274</b>
<i>Shire</i>	<i>\$ 51,637</i>
<i>NDRP</i>	<i>\$ 51,637</i>

**6. Waste Water System:**

The Project Management group has been discussing the possibility of connecting the entire facility to deep, gravity sewerage at the North Street Pump Station. This is currently under investigation, and would result in greater capacity, and the deletion of the waste system and leach drains which may limit the amount of people/use of the building.

7. Jarrah Cladding to the External Main Columns:

The contract specifications show single piece jarrah timbers as cladding to the external columns. These columns are 4.5 to 5.0m long, and locating seasoned jarrah at that length is proving to be very difficult. Discussions were held to change the 1 length to 2 jointed pieces of jarrah. At the February Council meeting it was recommended to pursue this option.

8. Eastern Gable on the Existing Building:

The eastern gable on the existing building is currently lined with asbestos, and there is a requirement to remove sections of this gable to securely bolt the new steel roof beams. The asbestos needs to be removed rather than cut, so there is a requirement to remove the entire eastern gable and reline to suit, as below:

Reclad the eastern gable of the existing office/change rooms building, this includes:

- Safe removal of all asbestos
- Recladding in CFC Weather board, both sides
- Weather board to be horizontal to match Nailstrip on new building
- Painting to match colour of Nailstrip on existing building

COST \$17,733.00 + GST

9. Time Delay Variation:

Discussions were held in regards to "time delay variation" from the builder. The contract does not allow for rise and fall, therefore the time delay variation may be the only mechanism to balance additional cost.

This was discussed and it was recommended that, as per the contract, no time delay variations, or rise of fall will be approved by the Shire

10. Changes to Height of Floor Slab:

With the height of the floor slab lifted by 350mm, the following issues have been resolved:

- There is a need to assess/check the levels of the entrance and outdoor area to ensure slopes/step are safe and adequate. This area will be reviewed after form work is in place, however no work in this area will continue until the floor slope/interface is approved by Chief Executive Officer

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- It seems like the new roof will cover part of the existing windows on the sports hall. This needs to be assessed/checked and a solution needs to be detailed.
- The steelwork of the new building which is bolted to the existing building now misses the brick level and there is a requirement to hang extra steel inside the existing sports hall to provide connection for the new steel work.

In regards to the schedule of variations, at the time of this report the following are the known variations:

No.	Variation	Approved	In favour of Shire or BRC
V1.	Entrance to the north entry of the existing sports hall  <i>This is the ramp, lighting and access needed for the sport hall during construction.</i>	YES	BRC (paid)
V2.	Installation of Generator  <i>This has to do with emergency use of facility</i>	NO	BRC
V3.	Subsoil drainage  <i>This is to improve the subsoil drainage around the new building</i>	YES	BRC (paid)
V4.	South Kitchen / Bar Entry  <i>This is the ramp, lighting and access needed for the south entrance to the existing building during construction</i>	YES	BRC (paid)
V5.	Raising of the slab height  <i>All works associated with raising the slab 380mm</i>	YES	BRC
V6.	Relocation of water main and fire service  <i>Relocating connection to 100mm existing service</i>	NO	BRC
V7.	Deleting of stormwater pipe to golf course dam  <i>This is a 300mm pipe running from the facility to the dam in the golf course. This has changed so the pipe outlets in the open drain, which goes to the same dam</i>	NO	SHIRE
V8.	Supply and installation of fire tanks and pump  <i>This has to do with emergency use of facility</i>	NO	BRC

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V9.	Proposed works to Community office and disable toilet.  <i>Provision of community office space in the existing building</i>	NO	BRC
V10.	Modified ventilation grilles to existing sports hall  <i>Installation of wall vents in existing hall</i>	YES	BRC
V11.	Deleting mechanical roof ventilation  <i>To do with ventilation to existing hall</i>	YES	SHIRE
V12.	Delete column lighting and replace with down lighting.  <i>Removal of feature lighting on the external columns and replace with down lights.</i>	YES	SHIRE
V13.	Relocation of leach drains  <i>Relocation of leach drains to allow access and use of grassed area</i>	NO	BRC
V14.	Communication and security system	NO	BRC
V15.	Removal of Asbestos from Eastern Gable	YES	BRC
V16.	Reclad Western Gable	NO	BRC
V17.	Communication and security system	NO	BRC

All endeavour will be made by Council staff to ensure variations are within the original project budget and approval variation limit of \$155,000. Costing and project reports will be presented to Council for information each month.

**STATUTORY ENVIRONMENT:**

Legally a Local Government, as a public body, has the responsibility to follow the appropriate processes and to treat all tenderers fairly. The terms and conditions set out in this contract is the standard WALGA contract document and imply that the Shire of Nannup has acted legally and fairly to all tenderers in this case.

Section 3.57(1) of the Local Government Act 1995 requires a Local Government to invite tenders before it enters into a contract for a purchase of a prescribed kind, however Part 4 (Provision of Goods and Services) of the Local Government

(Functions and General) Regulations 1996, Regulation 11 states this is only required for purchases worth more than \$100,000 unless Council have delegated otherwise.

The preparation, assessment and award of this tender complies with Part 4 (Provision of Goods and Services) of the Local Government (Functions and General) Regulations 1996 Division 2 – Tendering for Goods and Services.

Variation are being requested from the builder, as the Shire has a current contract for purchasing with BRC Building Solution. However Council Staff are obtaining market quotations as well to ensure variation prices from the builder are within normal market prices.

**POLICY IMPLICATIONS:**

Council's Consultation Policy Category 6 – Major projects with Shire wide impacts

**FINANCIAL IMPLICATIONS:**

At the time of this report, the budget for the Nannup Recreation Centre Project is detailed as follows, however the Council can see that some sources of funding have been received and some, whilst confirmed, have yet to be received.

Source	Budget	Confirmed Received	Confirmed Not Received
R4R Regional 2010/11	\$ 205,490	\$ 205,490	
R4R Individual 2011/12	\$ 140,000	\$ 140,000	
Department of Sport and Recreation	\$ 660,000		\$ 660,000
RLCIP Drainage	\$ 30,000	\$ 30,000	
Lotterywest (includes fit-out \$100,000)	\$ 300,000		\$ 300,000
Contributions - Golf Club	\$ 150,000		\$ 150,000
Shire of Nannup Reserves	\$ 787,388	\$ 787,388	
Sponsorship & Fundraising (ASF) - Mainstreet Reserve to Cover shortfall	\$ 176,981		\$ 176,981
Anonymous private contribution	\$ 80,000		\$ 80,000
Nannup Sport and Recreation Assoc	\$ 87,650	\$ -	\$ -
LGEEP Grant	\$ 10,620	\$ 7,225	
Disability Services Commission	\$ 2,500	\$ 2,500	
Natural Disaster Resilience Program	\$ 221,177		\$ 221,177
<b>Total</b>	<b>\$ 2,850,806</b>	<b>\$ 1,172,603</b>	<b>\$ 1,587,158</b>

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The following table is a list of the contract components, their tendered amounts and claimed value to date:

TRADE COMPONENTS		TOTAL (ex GST)	GST	TOTAL (incl GST)	VALUE COMPLETE
1	Preliminaries	\$ 215,391.91	\$ 21,539.19	\$ 236,931.10	\$ 236,931.10
2	Earthwork	\$ 54,545.45	\$ 5,454.55	\$ 60,000.00	\$ 54,000.00
3	Site Work	\$ 42,000.00	\$ 4,200.00	\$ 46,200.00	\$ -
4	Concrete Work	\$ 58,545.45	\$ 5,854.55	\$ 64,400.00	\$ 48,300.00
5	Structural Steelwork	\$ 295,000.00	\$ 29,500.00	\$ 324,500.00	\$ 292,050.00
6	Metalwork	\$ 80,000.00	\$ 8,000.00	\$ 88,000.00	\$ -
7	Brickwork	\$ 89,272.73	\$ 8,927.27	\$ 98,200.00	\$ 24,554.00
8	Carpentry	\$ 137,000.00	\$ 13,700.00	\$ 150,700.00	\$ -
9	Aluminium Windows & Doors	\$ 88,181.82	\$ 8,818.18	\$ 97,000.00	\$ -
10	Hardware	\$ 19,000.00	\$ 1,900.00	\$ 20,900.00	\$ -
11	Roofing	\$ 60,000.00	\$ 6,000.00	\$ 66,000.00	\$ 13,200.00
12	Drainage and Plumbing	\$ 150,000.00	\$ 15,000.00	\$ 165,000.00	\$ 16,500.00
13	Electrical Services	\$ 283,636.36	\$ 28,363.64	\$ 312,000.00	\$ 31,200.00
14	Mechanical Services	\$ 110,000.00	\$ 11,000.00	\$ 121,000.00	\$ -
15	Plasterwork	\$ 31,454.55	\$ 3,145.45	\$ 34,600.00	\$ -
16	Suspended Ceilings	\$ 65,272.73	\$ 6,527.27	\$ 71,800.00	\$ -
17	Wall and Floor Tiling	\$ 35,000.00	\$ 3,500.00	\$ 38,500.00	\$ -
18	Resilient Finishes	\$ 45,000.00	\$ 4,500.00	\$ 49,500.00	\$ -
19	Glasswork	\$ 6,000.00	\$ 600.00	\$ 6,600.00	\$ -
20	Paintwork	\$ 42,500.00	\$ 4,250.00	\$ 46,750.00	\$ -
21	<b>PROVISIONAL SUMS</b>				
21a	Water Corp Headwork Charges	\$ 22,000.00	\$ 2,200.00	\$ 24,200.00	\$ 11,299.40
21b	DoH Effluent Treatment Approvals	\$ 1,500.00	\$ 150.00	\$ 1,650.00	\$ -
21c	Western Power Headworks	\$ 54,350.00	\$ 5,435.00	\$ 59,785.00	\$ -
21d	Remote Switch Electric Heaters	\$ 3,000.00	\$ 300.00	\$ 3,300.00	\$ -
21e	Signage	\$ 5,000.00	\$ 500.00	\$ 5,500.00	\$ 5,500.00
<b>CONTRACT VARIATIONS</b>					
V1	North Sports Hall Entry	\$ 14,606.73	\$ 1,460.67	\$ 16,067.40	\$ 14,460.66
V3	Subsoil Drain	\$ 10,642.83	\$ 1,064.28	\$ 11,707.11	\$ 11,707.11
V4	South Kitchen/Bar Entry	\$ 7,817.04	\$ 781.70	\$ 8,598.74	\$ 6,449.06
VQR01	Vents on Existing Hall	\$ 3,355.00	\$ 335.50	\$ 3,690.50	\$ -
VQR01	Deduct Roof Vents	<b>-\$ 11,287.00</b>	<b>-\$ 1,128.70</b>	<b>-\$ 12,415.70</b>	\$ -
VQR02	Raise Floor Height	\$ 33,973.83	\$ 3,397.38	\$ 37,371.21	\$ -

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VQR03	Column Lighting	-\$ 30,383.82	\$ 3,038.38	\$ 33,422.20	\$ -
VQR04	Eastern Gable Existing Hall	\$ 17,733.00	\$ 1,773.30	\$ 19,506.30	\$ -
	<b>TOTALS</b>	<b>\$ 2,040,108.60</b>	<b>\$204,010.86</b>	<b>\$ 2,244,119.46</b>	<b>\$ 766,151.33</b>

The project has received an increase in funding from the Natural Disaster Resilience Program of \$220,177, however this has to be matched dollar for dollar in the project, i.e. the Shire's matching contribution is \$220,177.

Some of the items associated with the NDRP funding have been included in the project budget, however there are some items which will require additional Shire funding to meet the funding criteria. This grant represents an estimated saving of \$112,484.00 from committed items in the project, and increased value adding to the project of \$108,693.00

	<b>Natural Disaster Resilience Program.</b>	<b>TOTAL (ex GST)</b>	<b>Shire</b>	<b>NDRP</b>
1	Consultants Fees PS	\$10,000.00	\$ 10,000.00	
2	Public Information Program PS	\$ 5,000.00		\$ 5,000.00
3	Signage PS	\$ 5,000.00	\$ 5,000.00	
4	Fire Resistant Sprinkler System to all roofs	\$52,124.00		\$ 52,124.00
5	100mm Fire Service Water Supply from Water Mains to Building	\$23,482.00	\$ 23,482.00	
6	Fire Hydrants	\$ 4,648.00	\$ 4,648.00	
7	Fire Extinguishers & Fire Blankets	\$ 2,137.00	\$ 2,137.00	
8	Smoke Detectors	\$ 3,890.00	\$ 3,890.00	
9	Supply & Installation of 60Kva Diesel Electric Generator	\$37,577.00	\$ 37,577.00	
10	Supply & Erect Secure Electricity Generator Enclosure	\$ 9,765.00		\$ 9,765.00
11	Supply, Install & Plumb 2 x 15,000lt Supplementary Water Tanks	\$22,916.00		\$ 22,916.00
12	Supply, install & Plumb 2 x Diesel Powered Fire Pumps	\$68,732.00	\$ 34,000.00	\$ 34,732.00
13	Supply & Erect Secure Pump House	\$11,626.00		\$ 11,626.00
14	Public Address System	\$ 8,761.00		\$ 8,761.00
15	Inter/Intra Building Communications System	\$12,242.00		\$ 12,242.00
16	External Communications (Telephone Lines / Two-way Radio)	\$ 7,650.00		\$ 7,650.00
17	Provision of Associated Sanitary Facilities	\$63,355.00	\$ 32,178.00	\$ 31,177.00
18	Provision of Associated Commercial Kitchen Facilities.	\$71,449.00	\$ 46,265.00	\$ 25,184.00
		<b>\$420,354.00</b>	<b>\$ 199,177.00</b>	<b>\$ 221,177.00</b>



At the time of this report the expected total project cost is \$ 2,699,327

Type	Budget \$	Confirmed \$
Building & Construction costs inclusive of location allowance	\$1,993,651.00	\$1,993,651.00
10% Contingency	\$ 199,365.10	
Professional Fees (Bollig) - paid prior to 14/15	\$ 225,271.65	\$ 225,272.00
Professional Fees (Storybook) - paid prior to 14/15	\$ 9,300.00	\$ 9,300.00
Professional fees 14/15	\$ 43,000.00	
Western Power	\$ 54,344.00	\$ 54,344.00
Solar Hot Water System supply & Installation	\$ 13,189.65	\$ 13,189.65
Fit Out/Commercial kitchen	\$ 100,000.00	\$ 9,704.00
Fit out other		\$ 2,820.00
Sundry Expenses	\$ 8,325.60	\$ 8,325.60
Marketing & signage	\$ 6,000.00	\$ 5,095.00
External Auditing	\$ 5,450.00	\$ 2,450.00
Natural Disaster Resilience Program	\$ 220,177	\$ 220,177
Estimated Variations		\$155,000.00
<b>Total</b>	<b>\$ 2,878,074</b>	<b>\$ 2,699,327</b>

The difference between budget and known costs to date is surplus of \$178,747.

## **STRATEGIC IMPLICATIONS:**

### **2.1 Tourism/Recreation**

***Working together to attract people to our amazing Shire***

Support tourism providers and promote our district  
Marketing and branding of our Shire to promote regional produce and services

## **SUSPENSION OF STANDING ORDERS**

### **9170 LONGMORE/STEER**

***That Standing Orders be suspended to allow further Public Question time.***

**CARRIED 5/0**

Standing Orders were suspended at 16:20 hours

Standing Orders were suspended to allow Mrs B Winfield questions relating to an e-mail that was forwarded to Cr Longmore in response to the use of Roundup in the Shire.

Mrs B Winfield

Q2. Will Shire of Nannup ban cosmetic use of Roundup in Public open Spaces?

Manager Infrastructure responded

A2. Council has no intentions to actually ban the use of Roundup at this stage however, staff will monitor usage and look at alternative methods for weed control.

Q3. Is Roundup deemed hazardous?

Manager Infrastructure responded

A3. No, at this point in time Roundup is not deemed hazardous.

Q4. Is Council aware if there is any toxicity in food and soil due to the use of Roundup?

Shire President responded

A4. No, Council is not aware if there is any toxicity in food and soil, Shire always questions its operations and based on evidence when provided, Council and staff act accordingly.

## **RESUMPTION OF STANDING ORDERS**

### **9171 STEVENSON/STEER**

*That Council resumes Standing Orders.*

**CARRIED 5/0**

Standing Orders were resumed at 16:23 hours.

### **Item 14.1 Continued**

<p><b>RECOMMENDATION:</b></p>
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<p>That Council Receive the April 2015 progress report for the Nannup Recreation Centre Project.</p>
--

**VOTING REQUIREMENTS:** Simple Majority

**9172 STEVENSON/LONGMORE**

***That Council Receive the April 2015 progress report for the Nannup Recreation Centre Project and that Council authorises the CEO to confirm via e-mail to Councillors the colour scheme and products as presented and be granted authority to initiate purchase.***

**CARRIED 4/1**

Voting for the motion: Crs Dean, Longmore, Steer and Stevenson

Voting against the motion: Cr Lorkiewicz

**REASON FOR ALTERATION TO THE RECOMMENDATION:**

In viewing the colour schemes and products to be utilised within the Centre, Council required clarification on a number of products proposed for the internals of the Centre e.g., guarantee of carpet wear, cleaning and anticipated life and standard/durability of floor tiles.

AGENDA NUMBER:	14.2
SUBJECT:	Nannup Town Centre Revitalisation
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WRK33
AUTHOR:	Bret Howson – Consultant Project Manager
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	14 April 2015
ATTACHMENTS:	14.2.1 Nannup Mainstreet Cost Estimate – Proposed 3 Stages
	14.2.2 Nannup Mainstreet Cost Estimate – Proposed 4 Stages

**BACKGROUND:**

At the November 2014 Ordinary meeting of Council it was resolved:

- 1. Endorse the 85% design documentation for the Heart of Nannup – Mainstreet Redevelopment project, subject to any amendments following the information session.*
- 2. Community consultation for the 85 design stage is not required.*
- 3. Final design and specifications are presented to the Council for endorsement once complete.*
- 4. A consultation strategy for the construction works is to be prepared and presented to the Council for consideration*

The final design has been complete and will be presented to Council at this meeting. Final cost estimates are attached to this item.

This item is for Council to review the final design and consider options for the delivery of Stage 1 – Grange Street to Adams Street.

**COMMENT:**

Overall the design has followed the consultation with Council and the community. The design was approved by Main Roads at the 85% stage and has been submitted again to Main Roads for final approvals.

The estimated cost of each stage is as follows:

Stage 1, Grange to Adams	\$ 1,697,131
Stage 2, Adams to Cross	\$ 961,798
Stage 3, Cross to Kearney	\$ 1,055,123
<u>TOTAL Project</u>	<u>\$ 3,714,053</u>

At the time of this report, the budget allowance for Stage 1 is approximately \$1,000,000. Clearly there is a difference of approximately \$700,000 between the budget allowance and the cost estimate for this stage.

Council staff have reviewed the project and the costs to see if savings can be made to deliver a high quality project for the centre of Nannup.

Option 1 – Deliver Grange to Adams

To deliver for full length of stage 1, from Grange Street to Adams Street, the following has been considered:

- Possible overlap on civil budget for site establishment, survey and set out and demolition. Cost saving \$7,500
- Possible overlap on civil budget for earthworks to box out verges. Could be completed in the civil contract initially. Cost saving \$10,000
- Reduce specification of Brikmakers paving from Granite Collection to Original Collection. 1328sqm @ \$15 per sqm saving = \$19,920
- Reduce specification of Urbanstone paving to Brikmakers. 785sqm @ \$95 per sqm saving = \$74,575
- Remove cobblestone drainage channel and replace with mountable kerbing. 435m @ \$450 per metre = \$195,750, replace with mountable kerbing @ @28 per metre = \$12,180. Total saving = \$183,570
- Remove bollards from the contract as they are not an essential item. Saving \$57,000
- Reduce Seating Type A from 5 to 3 seats. Saving \$7,000
- Reduce Seating Type C from 6 to 3 seats. Saving \$12,000
- Reduce Seating Type D from 5 to 3 seats. Saving \$5,000
- Delete irrigation from the contract as only small areas. Saving \$26,250

Total cost savings available for Stage 1 = \$ 402,815+GST

Therefore the likely cost estimate for Stage 1 in this option is \$ 1,294,316+GST.

The unit rates used for the cost estimate are recent contract rates from companies and projects in the cities of Busselton and Bunbury. There is a possibility for further reductions if the project is direct managed by the Shire, with the Shire staff completing a majority of the demolition and drainage works.

It is the officer's opinion that Stage 1, Grange to Adams can be achieved with the above measures, and with the Shire completing the demolition and the drainage works.

#### Option 2 – Deliver Forest to Adams

Staff have reviewed the project and costing to breakdown Stage 1 to Grange Street to Forest Street, and Forest Street to Adams Street.

This breaks the total project into 4 stages:

Stage 1, Grange to Forest	\$ 823,471
Stage 2, Forest to Adams	\$ 861,454
Stage 3, Adams to Cross	\$ 982,393
Stage 4, Cross to Kearney	\$ 1,054,808
<u>TOTAL Project</u>	<u>\$ 3,722,128</u>

Council can consider constructing from Forest Street to Adams Street as this is the section that is in the poorest condition and caters for the majority of community and visitor traffic.

It is the officer's opinion that Stage 2, Forest to Adams can be achieved with the above measures, again with the Shire completing the demolition and the drainage works.

The officer's recommendation will be to deliver Option 1, Grange to Adams with the abovementioned amendments.

In regards to the actual construction, the main street of Nannup is the community hub for daily business, shopping, and also local and regional events. Therefore the timing of any works in this area needs to be safe and accommodate the important activities in the main street.

Other than daily business, shopping and tourists activities, the following is a list of events which utilise the main street area. Clearly these events cannot be interrupted by any works or restricted access to facilities and businesses.

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<b>Event</b>	<b>Date</b>	<b>Comments</b>
Ukulele Festival	27 July	Not in suggested construction period
Flower & Garden Festival	14 – 18 August	Not in suggested construction period
Cinefest Oz	20 -24 August	Not in suggested construction period
Blackwood Classic 250 boat race	27–29 September	100 to 200 people, mostly competitors and support crews along river and caravan park area. Arrive, stay overnight and leave next day.
Festival of Arts	27–29 September	
Camp Doogs	4 – 6 October	No expected issues, Barragup sanctitory area, not in town.
South West Food Bowl	16 – 19 October	2500 to 5000 people. Event around town hall and bowling club area.
Beautifully Haunted Markets	1 November	50 to 100 people. Event around town hall area.
Nannup Music Festival	Long weekend in March	5000 to 10000 people. Event around music shell area, however full town event.
Quit Forest Rally	27-29 March	5000 people. Event service and vehicle area for full length of mainstreet. Full town event.

At this stage it is suggested that late October to December is the optimum time to carry out works in the mainstreet.

	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16
Good construction time									
Event in Mainstreet									
Christmas / New Year									
Suggested Works									

Carrying out the works in October to December allows sufficient time for:

- Obtaining required approvals
- Confirming funding
- Community consultation
- Purchasing materials
- Arranging contracts
- Establishing site conditions, such as underground services

#### **STATUTORY ENVIRONMENT:**

Main Roads WA have the statutory control over 8.2m of Vasse Highway (Warren Road). 4.1m either side of the road centreline. Main Roads also have the statutory control of regulatory line marking and signage.

In regards to purchasing statutory regulations, Local government is bound to purchasing by public tender for works or services over the value of \$100,000. The supply of drainage material and brick paving both are likely to exceed \$100,000.

The supply of drainage materials such as pipes and gully pits can be sourced from the WALGA preferred suppliers list of approval companies.

Some of the proposed brick paving and cobble stones for drainage areas are specialist type products and may not be available through the WALGA preferred suppliers list of companies. These products may need to be purchased via public tender.

#### **POLICY IMPLICATIONS:**

Council's Consultation Policy Category 6 – Major projects with Shire wide impacts

Shire Local Planning Policy LPP008 – Nannup Mainstreet Heritage Precinct

#### **FINANCIAL IMPLICATIONS:**

Item	Budgeted \$	Received \$	Spent \$	Balance \$
R4R Individual 2011/12	15,084	15,084	15,084	0
R4R Regional 2011/12	250,188	250,188	33,528	216,660
SWDC	15,960	15,960	15,960	0
Reserve	142,188	142,188	61,940	80,248
R4R Individual 2012/13	335,468	0	0	335,468



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R4R Regional 2012/13	386,188	0	0	386,188
SWDC	4,320	4,320	4,320	0
Main Roads WA	200,000	0	0	200,000
Other Grants TBC	150,000	0	0	150,000
Rec Centre sponsorship	176,981	0	0	176,981
<b>TOTAL</b>	<b>1,676,377</b>	<b>427,740</b>	<b>130,832</b>	<b>1,545,545</b>

Below is the status of each grant:

**Available**

R4R Regional 2011/12	250,188	250,188	33,528	<b>216,660</b>
Reserve	142,188	142,188	61,940	<b>80,248</b>

**Waiting approval**

R4R Individual 2012/13	335,468	0	0	<b>335,468</b>
R4R Regional 2012/13	386,188	0	0	<b>386,188</b>

**Tentative amount**

Rec Centre sponsorship - Exact amount possibly will vary	176,981	0	0	<b>176,981</b>
Main Roads WA – exact amount and requirement of expenditure may be conditional	200,000	0	0	<b>200,000</b>

At the time of this report, it is suggested that the available budget for this project would be \$1,000,000.

R4R Regional 2011/12	216,660
Reserve	80,248
R4R Individual 2012/13	335,468
R4R Regional 2012/13	386,188
<b>TOTAL</b>	<b>1,018,564</b>

If the project team aims for a budget figure of \$1,000,000, then if other funding becomes available between now and the start of the project, it means Council can possibly do more.

**STRATEGIC IMPLICATIONS:**

**3.1 Our Shire and Streetscape**

*Keep the charm and fabric of our unique shire and upgrade the amenity*

Well maintained quality infrastructure for our community and visitors and promote activity

Capture and promote our unique charm and fabric

Maintain our town's distinct look and feel

**RECOMMENDATION:**

That Council:

1. Request the Chief Executive Officer to review the design and approvals for the construction of Stage 1, being Grange Street to Adams Street, for the Nannup Mainstreet Project, to ensure the construction costs meet the budget costs.
2. Request the Chief Executive Officer arrange a Council workshop to address all possible savings and the effect they have on the Nannup Mainstreet Project.
3. Request a Consultation strategy for the actual works to be prepared and presented to Council for consideration.

**VOTING REQUIREMENTS:** Simple Majority

**9173 STEER/LONGMORE**

***That Council:***

1. ***Request the Chief Executive Officer to review the design and approvals for the construction of Stage 1, being Grange Street to Adams Street, for the Nannup Mainstreet Project, to ensure the construction costs meet the budget costs.***
2. ***Request the Chief Executive Officer arrange a Council workshop to address all possible savings and the effect they have on the Nannup Mainstreet Project.***
3. ***Request a Consultation strategy for the actual works to be prepared and presented to Council for consideration.***

**CARRIED 5/0**

Mr Bret Howson left the meeting at 16:40 hours.

<b>AGENDA NUMBER:</b>	14.3
<b>SUBJECT:</b>	'Rest a While' Cancer Support Garden & Landscaping Plan Recreation Precinct
<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	REC 2a
<b>AUTHOR:</b>	Louise Stokes – Economic & Community Development Officer
<b>REPORTING OFFICER:</b>	Peter Clarke, Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE OF REPORT:</b>	31 March 2015
<b>PREVIOUS MEETING REFERENCE:</b>	Agenda 12.5 (Minute No 9184) Ordinary Meeting of Council 10 October 2014 Agenda 12.4 (Minute No 9135) Ordinary Meeting of Council 26 February 2015
<b>ATTACHMENTS:</b>	14.3.1 Concept Plan 'Rest a While' garden & landscaping plan Recreation Precinct 14.3.2 Public comment signatures and feedback

**BACKGROUND:**

At the October 2014 Council meeting Council resolved to establish the 'Rest a While' Cancer support garden within the Recreation Precinct.

At the February 2015 Council meeting Council received the 'Rest a While' Cancer support garden and landscaping plan for the Recreation Precinct and advertised for public comment for a period of 14 days.

The 'Rest a While' Cancer support garden and landscaping plan for the Recreation Precinct has been advertised for a period of 21 days. Consultation has been undertaken with the 'Rest a While' Cancer support garden committee, the Nannup Sport & Recreation Association and individual residents who have been affected by cancer. Additionally the public comment period and plans were displayed at the Shire offices, at Nannup Eziway, Nannup Liquor Store, Nannup CRC, on the Shire website, and promoted in the email newsletter and in the Shire notes of the Telegraph.

**COMMENT:**

The 'Rest a While' Cancer support garden committee developed and distributed the public comment forms at locations around town to receive signatures of community members that support the project. A total of 36 signatures supporting the concept plan were received, with one person supporting the plan but not the location of the project.

**STATUTORY ENVIRONMENT: Nil.**

**POLICY IMPLICATIONS: Nil.**

**FINANCIAL IMPLICATIONS:**

1. Ongoing maintenance costs of the garden \$500 annually
2. Savings to Council of landscaping for the establishment of the garden at the Recreation Centre of approximately \$4,000.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2013 – 2023:

3. *Our Built Environment. Shire and Streetscape*

**RECOMMENDATION:**

That Council accept the 'Rest a While' Cancer support garden and landscaping plan for the Recreation Precinct and proceed with the project to complete the landscaping of the Recreation Centre project.

**VOTING REQUIREMENTS:** Simple majority.

**9174 LONGMORE/LORKIEWICZ**

***That Council accept the 'Rest a While' Cancer support garden and landscaping plan for the Recreation Precinct and proceed with the project to complete the landscaping of the Recreation Centre project.***

**CARRIED 4/1**

Voting for the motion: Crs Dean, Longmore, Lorkiewicz and Stevenson  
Voting against the motion: Cr Steer.

AGENDA NUMBER:	14.4
SUBJECT:	National Disaster Resilience Program funding Nannup Recreation Centre project
LOCATION/ADDRESS:	Nannup Recreation Centre, Warren Rd
NAME OF APPLICANT:	N/A
FILE REFERENCE:	REC 2a
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	Peter Clarke –Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	31 March 2015
PREVIOUS MEETING REFERENCE:	
ATTACHMENT:	14.4.1 Letter of approval, Mal Cronstedt, Executive Director State Emergency Management Committee Secretariat

**BACKGROUND:**

Funding has been received from the National Disaster Resilience Program (NDRP) of \$221,177 towards the Nannup Recreation Precinct project. As this funding is over \$5,000, Council is required to accept the funding as per Council policy FNC 6.

The National Disaster Resilience program funding seeks to outfit the Nannup Recreation Centre as the primary Welfare Centre for the Shire. The centre will incorporate emergency management requirements including the installation and connection of a water tank and pump, generator, communications system, signage, additional phone lines and other requirements to meet the recommendations in the Bushfire Attack report.

Additionally there are contributing funds to assist with the fit out of sanitary and commercial kitchen facilities and to undertake a community engagement program to build preparedness for emergency incidents.

**COMMENT:**

This grant is matched dollar for dollar and represents an estimated saving of \$112,484 from the committed items in the project and increases value adding to the project of \$108,693.

This funding round was extremely competitive and the Shire of Nannup received the second highest grant in Western Australia, indicating the regional value and support for this project.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY AND CONSULTATION IMPLICATIONS:**

Council's Consultation Policy Category 6 – Major projects with Shire wide impacts

**FINANCIAL IMPLICATIONS:** Saving of \$112,484 to the current Recreation Centre construction budget.

**STRATEGIC IMPLICATIONS:**

The Shire of Nannup Community Strategic Plan 2013- 2023 *Our Economy Strategy 2.2 – Tourism and Recreation*

**RECOMMENDATION:**

That Council accept the National Disaster Resilience Program grant of \$221,177 towards the Recreation Centre Precinct project.

**VOTING REQUIREMENTS:** Simple majority.

**9175 LONGMORE/LORKIEWICZ**

***That Council accept the National Disaster Resilience Program grant of \$221,177 towards the Recreation Centre Precinct project.***

**CARRIED 5/0**

AGENDA NUMBER:	14.5
SUBJECT:	2015 Electoral Boundaries Review
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Western Australian Electoral Commission
FILE REFERENCE:	ADM 4
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT	8 April 2015
ATTACHMENTS:	14.5.1 Letter from David Kerlake – Electoral Commission

**BACKGROUND:**

The Western Australian Electoral Commission (WAEC) advises that it is conducting a review of the Western Australian Electoral Boundaries and invites suggestions to be submitted to the Commission.

The Commission has outlined the process for suggestions and comments on the Review which is indicated below:-

- Suggestions Invited – **from Monday, 30 March 2015**
- Suggestions Close – **5.00pm Wednesday, 29 April 2015**
- Lodgement of Comments Close - **5.00pm Wednesday, 13 May 2015**

The Commission has provided comprehensive information regarding the Review on its website [www.boundaries.wa.gov.au](http://www.boundaries.wa.gov.au)

**COMMENT:**

At a recent meeting of the Warren Blackwood Alliance of Council's (WBAoC), it was considered appropriate the organisation provided a submission to the WAEC and specifically, the composition of the Upper House South West Region. The WABoC considers that Mandurah should not be included in the South West Electoral Region.

In the information provided by the WAEC it states:

*"The South West Region includes coastal and forest areas in the South West"*

The WABoC in its submission to the WAEC will be suggesting that Mandurah is more suitably aligned with the metropolitan area than the South West, based on its

population and growth and in consideration of the information below which is assessed by the Electoral Distribution Commissioners in their deliberations:-

- *The overriding consideration in any distribution is elector numbers – under the new boundaries the total enrolment in each district must not vary by  $\pm 10\%$  above the State average (or by  $+10\%$  to  $-20\%$  in remote districts under the special formula). Enrolment figures are calculated as 9 March 2015. An Average District Enrolment is calculated by dividing the total number of electors by the total number of districts.*

*In addition to consideration of the numbers of electors, the EDCs may also take into consideration:*

- *community of interest*
- *land use patterns*
- *means of communication; means of travel and distance from Perth*
- *physical features*
- *existing boundaries of regions and districts*
- *existing local government boundaries*
- *the trend of demographic changes.*

*The EDCs will only take these factors into account to the extent that the enrolment numbers allow.*

It would be prudent for Council to support the WBAoC's submission by also forwarding a submission based along similar lines.

#### **STATUTORY ENVIRONMENT:**

The *Electoral Act 1907* requires that Western Australia's electoral region and district boundaries be reviewed as soon as practicable after the date (defined in the Act as 'relevant day') that is two years after a general election. In this instance the relevant day is 9 March 2015.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.



**RECOMMENDATION:**

That Council provides a submission to the Western Australian Electoral Commission relating to the Review of the Electoral Boundaries, indicating that in respect to the Legislative Council's South West Electoral Region, Mandurah be excluded as it has no commonality with the South West Region and would be more suitably aligned with the South Metropolitan Region.

**VOTING REQUIREMENTS:** Simple Majority

**9176 DEAN/LONGMORE**

*That Council provides a submission to the Western Australian Electoral Commission relating to the Review of the Electoral Boundaries, indicating that in respect to the Legislative Council's South West Electoral Region, Mandurah be excluded as it has no commonality with the South West Region and would be more suitably aligned with the South Metropolitan Region.*

**CARRIED 5/0**

**DECLARATIONS OF INTEREST**

Cr Steer declared an Interest Affecting Impartiality in the following item as the President of the Nannup Sub-Branch of the RSL.

Cr Stevenson declared an Interest Affecting Impartiality in the following item as an employee of the Nannup CRC.

**It was agreed that Crs Steer and Stevenson could remain in the Chamber, participate in discussion and vote on the matter as it was deemed that their interest was insignificant in relation to the matter as indicated in the recommendation, Council was a co-host of the events in question and therefore hire fees would not be incurred.**

AGENDA NUMBER:	14.6
SUBJECT:	Waiving of Hall Hire Fees – 100 Year ANZAC Commemoration
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Nannup RSL Sub-Branch
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	10 April 2015

**BACKGROUND:**

The Secretary of the Nannup RSL Sub-Branch, Mrs Val Russell, has written to Council to advise that in conjunction with the Nannup Community Resource Centre (CRC), they have organised two important events associated with the 100 Year ANZAC Commemoration which requires use of the Town Hall. Considering the significance of the Commemoration and events organised, both organisations seek the approval of Council for the Hall hire fees to be waived on this occasion.

Mrs Russell advises that on Friday, 24 April, the CRC will be providing a free simulcast documentary on the involvement of *“Aboriginal Diggers in WWI”* and on ANZAC Day, the Nannup RSL Sub-Branch has received special approval for the film *“Gallipoli”* to be screened. Both of these events will be provided free of charge to the community.

**COMMENT:**

Council's Policy HAB 2 relating to "Use/Hire of Council Facilities" states the following:-

- *"Council will not approve any waiving of fees and charges for any community group or organisation"*

The above Policy further states that :-

- *"Council reserves the right to provide annual operational grants to managing committees if such expenses are considered to be outside the resources of the organisation, is seen to be in the general interest of the community or is granted to assist an organisation in its establishment".*

As the Shire of Nannup has an involvement in the ANZAC Day commemorations it could be assumed that Council is also a co-host of these events and in these circumstances, would be deemed to be the hirer of its own facilities and therefore no charges would be incurred.

**STATUTORY ENVIRONMENT: Nil**

**POLICY IMPLICATIONS:**

Council's Policy HAB 2 relating to "Use/Hire of Council Facilities"

**FINANCIAL IMPLICATIONS:**

Foregoing Hall hire fees for two days.

**STRATEGIC IMPLICATIONS:**

The Shire of Nannup Community Strategic Plan 2013- 2023 *Our Community Leadership* Strategy 5.1 – Support existing and emerging community groups

**RECOMMENDATION:**

That Council acknowledges the request from the Nannup RSL and Community Resource Centre for the waiving of fees to screen a documentary and film at the Nannup Hall for the 100 Year ANZAC commemorations but considers that Hall hire fees should not be imposed on this occasion as Council is co-hosting the conduct of these events for the community of Nannup.

**VOTING REQUIREMENTS: Simple Majority**

**9177 DEAN/LONGMORE**

***That Council acknowledges the request from the Nannup RSL and Community Resource Centre for the waiving of fees to screen a documentary and film at the Nannup Hall for the 100 Year ANZAC commemorations but considers that Hall hire fees should not be imposed on this occasion as Council is co-hosting the conduct of these events for the community of Nannup.***

**CARRIED 5/0**

AGENDA NUMBER:	14.7
SUBJECT:	Review of Council Policies ADM 7 & HAB 2 – Use/Hire of Community Facilities
LOCATION/ADDRESS:	
NAME OF APPLICANT:	
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	N/A
DATE OF REPORT:	13 April 2015

**BACKGROUND:**

In reference to Item 11.2 of this Council meeting Agenda and Policy ADM7 and HAB 2 relating to “Council Function Room Hire” and “Use/Hire of Community Facilities”, the Policies provide no means for Council to consider the waiving of fees for the use of community facilities.

It is therefore considered that a Review of these Policies should be undertaken to allow Council with the discretion to waive fees and charges, upon formal application in writing, to those community groups/organisations that provide a service to the community.

**COMMENT:**

A number of “not for profit” community groups/organisations provide an important service to the residents of the district and undertake programs or events at no charge to the participants. It is these groups that the proposed discretion for waiving of fees is targeted at.

Policies ADM 7 and HAB 2 are attached to this report with the proposed changes highlighted.

**STATUTORY ENVIRONMENT: Nil**

**POLICY IMPLICATIONS:**

Review of Policies ADM 7 and HAB 2

**FINANCIAL IMPLICATIONS:**

It is considered that there will be minimal financial implications in the course of a Budget year in the waiving of any fees and charges.

**STRATEGIC IMPLICATIONS: Nil.**

The Shire of Nannup Community Strategic Plan 2013- 2023 *Our Community Leadership* Strategy 5.1 – Support existing and emerging community groups

**SUSPENSION OF STANDING ORDERS**

**9178 LORKIEWICZ/LONGMORE**

*That Standing Orders be suspended.*

**CARRIED 5/0**

Standing Orders were suspended at 16:50 hours.

Standing Orders were suspended to allow Council to discuss in more detail the matter recommending that Council, under certain circumstances, allow the waiving of hire fees for the use of Council facilities.

**RESUMPTION OF STANDING ORDERS**

**9179 LONGMORE/STEER**

*That Standing Orders be resumed.*

**CARRIED 5/0**

Standing Orders were resumed at 17:02 hours

**RECOMMENDATION:**

That Council amends Policies ADM 7 and HAB 2 relating to “Council Function Room Hire” and “Use/Hire of Community Facilities” to allow the waiving of fees and charges upon written application by the hirer and presentation to Council for consideration.

**VOTING REQUIREMENTS:** Simple Majority

**9180 DEAN/STEVENSON**

***That Council amends Policies ADM 7 and HAB 2 relating to “Council Function Room Hire” and “Use/Hire of Community Facilities” to allow the waiving of fees and charges upon written application by the hirer and presentation to Council for consideration***

**CARRIED 4/1**

Voting for the motion: Cr’s Dean, Longmore, Steer and Stevenson

Voting against the motion: Cr Lorkiewicz

<b>Policy Number:</b>	ADM 7
<b>Policy Type:</b>	Administration Policy
<b>Policy Name:</b>	<b>Council Function Room Hire</b>
<b>Policy Owner:</b>	Chief Executive Officer
<b>Authority:</b>	Shire of Nannup

**POLICY**

Council will charge all hirers of its facilities in accordance with its list of fees and charges, which is reviewed annually in line with the budget.

~~Council will not approve any waiving of fees and charges for any community group or organisation.~~

**Should a “not for profit” community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration.**

All fees and bonds are to be paid prior to the use of the facility. Bookings are not confirmed until full payment is received. Keys provided to hirers are to be returned by midday of the following business day. Bonds shall be returned after an inspection of the facility has occurred to ensure compliance with bond conditions.

Bookings are taken on a first come first served basis with all regular Council related functions, events and meetings taking priority over external bookings.

The hire of the Shirley Humble Room is to be primarily for meeting purposes. If the kitchen adjacent to the Shirley Humble room is used, it is to be left as found, in a clean and tidy condition. All crockery and cutlery is to be washed and put away. All appliances and bench space are to be cleaned and wiped down. All furniture to be left as found, clean and tidy.

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Related Policies	HAB2 Use/Hire of Community Facilities
Related Procedures/Documents	
Delegated Level	
Adopted	OM 9 September 1993
Reviewed	OM 28 November 2013

<b>Policy Number:</b>	HAB 2
<b>Policy Type:</b>	Health and Building
<b>Policy Name:</b>	<b>Use/Hire of Community Facilities</b>
<b>Policy Owner:</b>	Chief Executive Officer

Authority      Shire of Nannup

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## **POLICY**

Council will charge all hirers of its facilities as per its list of fees and charges which is reviewed annually in line with the budget.

~~Council will not approve any waiving of fees and charges for any community group or organisation.~~

**Should a "not for profit" community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration.**

Council encourages the self-management of community buildings and will endeavour to provide adequate support to community groups who are eager to maintain and develop community buildings and facilities.

The tenure of local controlling committees with their buildings and/or land shall be by way of lease agreement based on the Shire of Nannup Tenancy Agreement Standard Terms and Conditions, with each lease/agreement being endorsed by Council prior to the occupation of any premises. Council is to have regard to the individual circumstances of community groups when finalising any lease/agreement.

All facilities must be managed on a financially independent basis and fees, subscriptions, rentals, levies etc; must be sufficient to cover all operational outgoings which should include maintenance required as a result of normal wear and tear, as well as electricity, water and any other utilities.



Council reserves the right to provide annual operational grants to managing committees if such expenses are considered to be outside the resources of the organisation, is seen to be in the general interests of the community or is granted to assist an organisation in its establishment.

Council, upon receipt of Annual Financial Statements and Building Reports will consider budget allocations for expenses of a non-operational nature such as major repairs, additions or renovations in line with normal annual budget deliberations.

Council will undertake an inspection of all community buildings as part of its budget deliberations.

Council will not, at the expense of a community based not for profit group, enter into a lease/agreement with any organisation that is considered commercial in nature. If Council does enter into a lease/agreement with an organisation that is considered commercial in nature, commercial arrangements and conditions are to be put in place.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	<i>OM 17 December 1992</i>
Reviewed	<i>OM 9 June 1994 OM 28 February 2002 OM 23 August 2007 OM 26 February 2009 OM 22 July 2010 #8428 Reviewed &amp; Amended OM 24 February 2011 #8558 OM August 2011 # 8671 Reviewed &amp; Amended</i>

AGENDA NUMBER:	14.8
SUBJECT:	Scott River – Jasper Fire Control Officer
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Bushfire Advisory Committee
FILE REFERENCE:	FRC22
AUTHOR:	Rob Bootsma - Community Emergency Services Officer
REPORTING OFFICER:	Chris Wade – Manager Infrastructure
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	14 April 2015

**BACKGROUND:**

Under the Bush Fires Act 1954 Section 38 Clause (1)

*A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act.*

Mr David Vines who has been the Fire Control Officer for the Scott River/Jasper Volunteer Bushfire Brigade for a number of years resigned in 2014. A letter of thanks has been sent to Mr Vines for his service to both the Shire of Nannup and the Scott River/Jasper brigade.

**COMMENT:**

Following Mr Vines resignation, Scott River Jasper Volunteer Bushfire Brigade has elected Mr John Dunnet as Fire Control Officer for its brigade. Mr Dunnet has not completed Introduction to Fire Fighting, Bush Fire Fighting and Fire Control Officers training but will be required to do so within 12 months or as soon as practical.

A FCO requires this training to be able to both write Fire Permits and also manage fire incidents in a safe and effective manner.

**STATUTORY ENVIRONMENT:** Nil.

**POLICY AND CONSULTATION IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

Council endorse the appointment of Mr John Dunnet as the Fire Control Officer for Scott River Jasper Volunteer Bushfire Brigade and inform him of his training obligations to fulfil the role of an FCO.

**VOTING REQUIREMENTS:** Simple Majority

**9181 STEER/DEAN**

*Council endorse the appointment of Mr John Dunnet as the Fire Control Officer for Scott River Jasper Volunteer Bushfire Brigade and inform him of his training obligations to fulfil the role of an FCO.*

**CARRIED 5/0**

<b>AGENDA NUMBER:</b>	14.9
<b>SUBJECT:</b>	Budget Monitoring – March 2015
<b>LOCATION/ADDRESS:</b>	Nannup Shire
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	FNC 8
<b>AUTHOR:</b>	Tracie Bishop – Manager Corporate Services
<b>REPORTING OFFICER:</b>	Tracie Bishop – Manager Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE OF REPORT</b>	10 April 2015
<b>ATTACHMENTS:</b>	14.9.1 Financial Statements for the period ending 31 March 2015 14.9.2 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 Attachment 12.7.1.

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

Variations contained within this report will only be items not previously reported upon. It is intended that previously reported variance not mentioned remain unchanged.

**COMMENT:**

The gross surplus that is anticipated for the end of this financial year is expected to be \$31,820; this is shown in the table below.

	<i>(Surplus)/Deficit</i> \$
<b>Gross (surplus)/deficit expected for the year</b>	
Income – under received	\$36,233
Expenditure – underspent	(\$68,053)
<b>Projected surplus at end of the year</b>	<b>(\$31,820)</b>

Net income for the year is expected to be \$36,233 lower than budgeted. 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.

Increased income of \$27,000 on Private Works will be offset by increased expenditure.

Costs associated with IT and computer maintenance are slightly higher than anticipated. This is as a result of upgrades to operating systems and servers as well as installation of new software. It is anticipated that the higher expenditure within this area will be offset from lower than expected expenses within office equipment budgets.

Works will be required to improvements on Council houses. All three properties have recently been vacated and as a result it is timely to complete these improvements prior to new leases being undertaken. The cost of these works will be funded from the Asset Management Reserve.

Staff training costs have also been higher than budgeted for. 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 \$6,300.

Attachment 12.8.2 provides a detailed breakdown of income and expenditure incurred to 28 February 2015 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 12.8.1 and 12.8.2 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.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** An anticipated saving at the end of the year of \$31,820.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That the Monthly Financial Statements for the period ending 31 March 2015 be received.

**VOTING REQUIREMENTS:** Simple Majority

**9182 LORKIEWICZ/STEVENSON**

***That the Monthly Financial Statements for the period ending 31 March 2015 be received.***

**CARRIED 5/0**

AGENDA NUMBER:	14.10
SUBJECT:	Monthly Accounts for Payment - March 2015
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	14 March 2015
ATTACHMENTS:	14.10.1: Schedule of Accounts for Payment – March 2015

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 31 March 2015 as detailed hereunder and noted on the attached schedule, are submitted to Council.

**COMMENT:**

If Councillors have questions about individual payments prior notice of these questions will enable officers to provide properly researched responses at the Council meeting.

There 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 January 2015.

**Municipal Account**

Accounts paid by EFT	6972 - 7065	\$345,496.04
Accounts paid by cheque	19737 –19767	\$16,314.65
Accounts paid by Direct Debit	99571 - 99583	\$14,126.84
Sub Total Municipal Account		<hr/> \$375,937.53

<b>Trust Account</b>	
Accounts paid by EFT	\$0.00
Accounts Paid by cheque	\$0.00
 Sub Total Trust Account	<hr/> \$0.00
 <b>Total Payments</b>	<hr/> <b>\$375,937.53</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.

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$375,937.53 in the attached schedule be endorsed.

**VOTING REQUIREMENTS:** Simple Majority

**9183 STEER/STEVENSON**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$375,937.53 in the attached schedule be endorsed.***

**CARRIED 5/0**



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

**15.1 OFFICERS - Nil**

**15.2 ELECTED MEMBERS - Nil**

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

**16.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED - Nil**

**16.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE  
PUBLIC - Nil**

**17. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS  
BEEN GIVEN – Nil**

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

**19. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 17:17 hours.