



Shire of  
**Nannup**  
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# Minutes

## Public Copy

Council Meeting held Thursday 28 May 2015

Unconfirmed

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# Minutes

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 16:18 hours.

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

Shire President: Cr A Dean

Deputy Shire President: Cr R Mellema

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

Peter Clarke – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

**VISITORS:** Ms P Fraser

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

Cr J Lorkiewicz entered the meeting at 16:19 hours

## 4. PUBLIC QUESTION TIME

Public question time commenced at: 16.20 hours.

Patricia Fraser:

Q1: It is noted that contributions from the Asset Management Fund are being used this year. What Reserve contribution will be included within the 2015/16 budget for the Asset Management Reserve?

Manager Corporate Services responded

A1. Within the 2015/16 budget it is recommended that \$150,000 will be placed within the Asset Management Reserve.

Public question time finished at: 16.22 hours

5. **APPLICATIONS FOR LEAVE OF ABSENCE** – None noted
6. **PETITIONS / DEPUTATIONS / PRESENTATIONS** - Nil
7. **DECLARATIONS OF INTEREST**

There were no declarations of Interest presented during the meeting.

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

**9185 STEER/LONGMORE**

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

**CARRIED 8/0**

**9186 STEVENSON/STEER**

*That the Minutes of the Special Council Meeting of the Shire of Nannup held in Council Chambers on 14 May 2015 be confirmed as a true and correct record.*

**CARRIED 8/0**

9. **MINUTES OF COUNCIL COMMITTEES**

**9187 STEER/LONGMORE**

*That the Minutes of the Risk Management Advisory Committee of the Shire of Nannup held in Council Chambers on 31 March 2015 be confirmed as a true and correct record.*

**CARRIED 8/0**

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

Nil

11. **REPORTS BY MEMBERS ATTENDING COMMITTEES**

1. Robin Mellema advised that he had attended The Bushfire Advisory Committee meeting on the 4<sup>th</sup> of May. Minutes for this meeting will be included within the June 2015 Ordinary Meeting of Council.

## 12. REPORTS OF OFFICERS

|                         |   |
|-------------------------|---|
| AGENDA NUMBER:          | 12.1  |
| SUBJECT:                | Nannup Recreation Centre – Asset Management |
| 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:         | 19 May 2015                                 |

### BACKGROUND:

At the January 2015 Ordinary meeting of Council it was resolved:

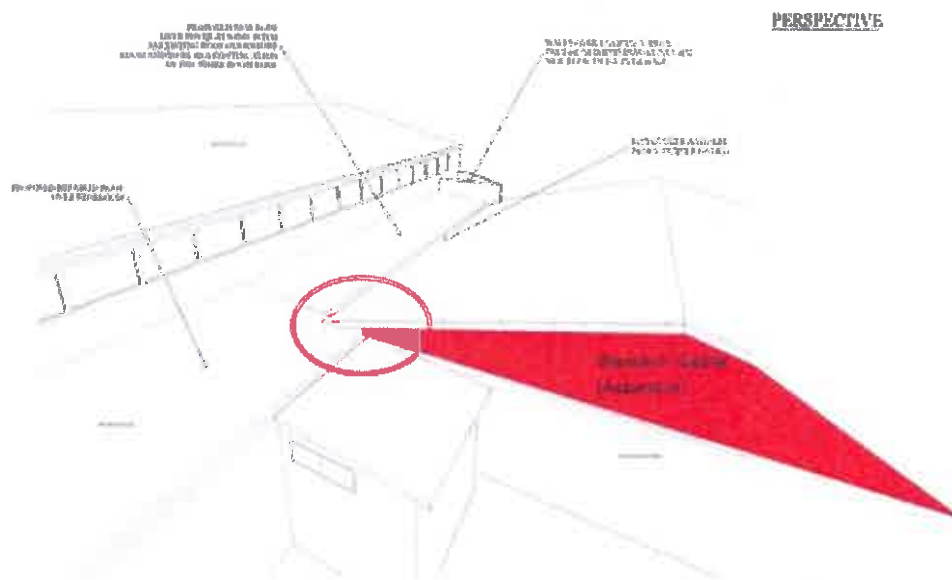
*The quotation from BRC Building Solutions in the sum of **\$50,369 including GST** for works to the Recreation Centre roof is accepted and that these works be funded from the Asset Management Reserve.*

This quotation was for:

| Area         | Description of Remedial Works                                 | Lump Sum           | GST               | Total              |
|--------------|---|--------------------|-------------------|--------------------|
| Area 1       | 1 Replace gutter and downpipes to both sides of roof area     | \$6,794.00         | \$ 679.40         | \$ 7,473.40        |
|              | 2 Remove and repair ridge capping, and install leaf guard     | \$2,343.00         | \$ 234.30         | \$ 2,577.30        |
|              | 3 Equipment/structures to ensure safe working height          | \$12,342.00        | \$1,234.20        | \$13,576.20        |
| Area 2       | 1 Replace gutter and downpipes to garden side of roof area    | \$ 1,090.00        | \$ 109.00         | \$ 1,199.00        |
|              | 2 Repair corroded beams and supports                          | \$ 575.00          | \$ 57.50          | \$ 632.50          |
|              | 3 Repair corroded / damaged roof sheets                       | \$ 575.00          | \$ 57.50          | \$ 632.50          |
|              | 4 Additional to replace all roof sheets                       | \$1,525.00         | \$ 152.50         | \$ 1,677.50        |
| Area 3       | 1 Replace roof structures to blend with new roof and drainage | \$11,726.00        | \$1,172.60        | \$12,898.60        |
|              | 2 Cut back "Area 4" roof and install box gutter               | \$ 1,360.00        | \$ 136.00         | \$ 1,496.00        |
| Area 4       | 1 Replace gutter and downpipes to both sides of roof area     | \$ 1,060.00        | \$ 106.00         | \$ 1,166.00        |
| Provisional  | 1 Replace any corroded / damaged beams or supports            | \$ 1,000.00        | \$ 100.00         | \$ 1,100.00        |
|              | 2 Replace any corroded / damaged roof sheets                  | \$ 1,000.00        | \$ 100.00         | \$ 1,100.00        |
|              | 3 Make good all joints as required                            | \$ 500.00          | \$ 50.00          | \$ 550.00          |
|              | 4 Contingency (10%)   | \$ 3,900.00        | \$ 390.00         | \$ 4,290.00        |
| <b>TOTAL</b> |   | <b>\$45,790.00</b> | <b>\$4,579.00</b> | <b>\$50,369.00</b> |

**COMMENT:**

When completing the works to the foyer roof and roof drainage, there is a requirement to remove a small section of the western gable. The gable is asbestos and therefore it is recommended that the Shire remove and replace the entire gable because of this asbestos.



Shire staff have requested a quotation from BRC Building Solutions for the removal and replacement with Lapped CFC board, the same style and material being used to replace the eastern asbestos gable. (Quotation: \$7,210.00 ex GST)

The replacement of the eastern gable was necessary as the project included modifications the foyer area, and fixing the steel from the new building to the existing building. This work was a variation to the “contract” for the new building.

However, the replacement of the western gable is due to the asset management works approved by the Shire at the January meeting, therefore it is considered that the replacement of the western gable should be funded from the Asset Management Reserve, and is not a variation to the contract for the new building.

This works needs to be completed as part of the roof repairs prior to 30 June.

It is also the officer’s opinion that there will be other small items that may come up for “asset management” of the existing building before the contract is finished.

Therefore, to encompass the current removal of asbestos on the western gable and cover any additional asset management works, it is the officer's recommendation to:

- fund the \$7,210.00 for removal of asbestos and repairs to the western gable from the Asset Management Reserve (Balance of the AM reserve account is approximately \$350,000), and to
- Include that the Council request the Chief Executive Officer to transfer \$20,000 from the asset management reserve in the 2015/16 budget considerations for asset management of the Existing Recreation Centre and Sports Hall.

#### **STATUTORY ENVIRONMENT:**

The quotation for this work was only obtained from BRC Building Solutions. As the Shire has a current contract for purchasing with BRC Building Solution for works on this facility, this complies with Part 4 (Provision of Goods and Services) of the Local Government (Functions and General) Regulations 1996.

Council staff do check market prices as well, to ensure quotations and variations from BRC Building Solutions are within normal market prices.

#### **POLICY IMPLICATIONS:**

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

#### **FINANCIAL IMPLICATIONS:**

As per the officer's recommendation, funds for the removal of asbestos and repairs to the western gable from the Asset Management Reserve (Balance of the AM reserve account is approximately \$350,000), and to

The transfer of \$20,000, also from the asset management reserve, should be included in the 2015/16 budget considerations. This is for asset management of the Existing Recreation Centre and Sports Hall.

#### **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

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION**

1. That Council endorses the removal of asbestos and repairs to the western gable on the existing Nannup Recreation Centre building;
2. That Council resolves to fund the \$7,210.00ex GST for removal of asbestos and repairs to the western gable from the Asset Management Reserve; and
3. That Council requests the Chief Executive Officer to transfer \$20,000 from the asset management reserve for the 2015/16 budget considerations, for asset management of the Existing Recreation Centre and Sports Hall.

**9188 MELLEMA/LONGMORE**

1. *That Council endorses the removal of asbestos and repairs to the western gable on the existing Nannup Recreation Centre building;*
2. *That Council resolves to fund the \$7,210.00ex GST for removal of asbestos and repairs to the western gable from the Asset Management Reserve; and*
3. *That Council requests the Chief Executive Officer to transfer \$20,000 from the asset management reserve for the 2015/16 budget considerations, for asset management of the Existing Recreation Centre and Sports Hall.*

**CARRIED 6/2**

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

Voting against the motion: Crs Slater and Lorkiewicz

|                                |  |
|--------------------------------|--|
| <b>AGENDA NUMBER:</b>          | 12.2   |
| <b>SUBJECT:</b>                | Financial Assistance Grants (FAGs) to Local Government |
| <b>LOCATION/ADDRESS:</b>       |  |
| <b>NAME OF APPLICANT:</b>      | Australian Local Government Association (ALGA)         |
| <b>FILE REFERENCE:</b>         |  |
| <b>AUTHOR:</b>                 | Peter Clarke – Chief Executive Officer                 |
| <b>REPORTING OFFICER:</b>      | Peter Clarke – Chief Executive Officer                 |
| <b>DISCLOSURE OF INTEREST:</b> | N/A  |
| <b>DATE OF REPORT:</b>         | 19 May 2015  |

**BACKGROUND:**

Mayor Troy Pickard, President of ALGA and Cr Lynne Craigie, Deputy President of WALGA have issued a joint letter to all local government authorities in Western Australia regarding the importance of the untied FAGs payments to Councils from the Australian Government.

Whilst ALGA and WALGA acknowledge the importance of this direct funding link between the Commonwealth and Local Government, it is also important that the level of funding provided to councils, the sphere of government closest to the community, is adequate to ensure infrastructure and services are provided at a reasonable level in all communities.

Both ALGA and WALGA advise that FAG funding is not currently keeping pace with demand for services and infrastructure in local communities and the freeze of indexation will worsen this. Freezing FAGs at their current level until 2017-18 will result in a permanent reduction in the FAGs base by 13%.

Falling levels of FAGs threaten the provision of important services in all local communities. The financial sustainability of local government is of utmost importance for our communities, and the Mayor Pickard and Cr Craigie urge Council to support the campaign to maintain FAGs and restore indexation of the grants by passing a resolution.

**COMMENT:**

In view of the above concerns, ALGA and WALGA are asking Council, and every other council in Australia, to pass a resolution acknowledging the importance of the Commonwealth's FAGs in assisting councils to provide important community infrastructure.

ALGA and WALGA suggest that the following resolution be passed and to acknowledge the receipt of the FAGs from the Commonwealth in media releases and council publications, including the Shire's annual report:-

*"That Council*

- 1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of councils services and infrastructure;*
- 2. Acknowledges that Council will receive \$ XXX in 2014/2015; and*
- 3. Will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in council publications, including annual reports".*

**STATUTORY ENVIRONMENT:**

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

The Federal Government's decision to freeze the indexation of FAGs for 3 years beginning in 2014/2015 will unfortunately cost councils across Australia \$925 million by 2017/2018.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council

1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of councils services and infrastructure;
2. Acknowledges that Council will receive \$1,305,916 in 2014/2015; and
3. Will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in council publications, including annual reports.

**9189 DEAN/MELLEMA**

***That Council***

- 1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of councils services and infrastructure;***
- 2. Acknowledges that Council will receive \$1,305,916 in 2014/2015; and***
- 3. Will ensure that this federal funding, and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in council publications, including annual reports.***

***CARRIED 8/0***

|                         |   |
|-------------------------|---|
| AGENDA NUMBER:          | 12.3  |
| SUBJECT:                | Proposal to Introduce Food Premises Inspection Fees |
| LOCATION/ADDRESS:       |   |
| NAME OF APPLICANT:      | N/A   |
| FILE REFERENCE:         | Budget 2015/2016                                    |
| AUTHOR:                 | Peter Clarke – Chief Executive Officer              |
| REPORTING OFFICER:      | Peter Clarke – Chief Executive Officer              |
| DISCLOSURE OF INTEREST: | N/A   |
| DATE OF REPORT:         | 19 May 2015   |

### **BACKGROUND:**

With the introduction of the *Food Act 2008* and its subsidiary legislation it consolidated and replaced food safety legislation previously made under the *Health Act 1911*.

Following the introduction of the above *Act*, all states and territories made a commitment with the introduction of the *Food Standards Code 2001*, to adopt nationally consistent food legislation and all local governments in Western Australia are responsible for making arrangements to implement the legislative framework.

The new legislation provides for a nationally consistent approach for business and provides a risk based approach to food monitoring that will provide benefit for residents and visitors to the Shire. The new legislation also provides a framework to recover costs from food businesses for the significant investment the Shire makes in food surveillance.

The implementation of this legislation requires a number of significant changes to the administration of food safety within the Shire relating to future service provision, fees, appointment of authorised officers and delegations for various responsibilities under the Act.

### **COMMENT**

Food businesses operating within the Shire are now subject to a risk assessment process to determine surveillance and food sampling frequency, compliance, enforcement action and food safety education requirements.

The Act introduces 'risk management' to the food industry and a 'priority classification system' to guide the delivery of Local Government food safety and food business surveillance programs. The new priority classification system is

intended to identify those food businesses requiring greater surveillance, to assist the annual planning process and the provision of resources to implement the appropriate level of food business surveillance.

The Food Standards Australia New Zealand tool for the classification of food businesses for the purposes of establishing a priority classification system in accordance with section 100 of the Act, is based on the type of food provided by the food business, activity level of the business, method of processing food and customer base. A food business can be reclassified from one risk classification level to another if any change in activity increases or decreases the risk level of the food business.

Food surveillance frequency is determined by risk profiling and individual food business may be categorised as high, medium, low and very low risk. Risk profiling of food business is an integral part of food safety management under the Act and the majority of food businesses within the Shire are within the medium and low risk classification levels.

Council has an obligation to administer a food business surveillance program under the Act. Council as the enforcement agency has an obligation to submit an annual report to the Department of Health in respect to the performance of functions under the Act.

The Act also allows Council to set fees under the *Local Government Act 1995* for the recovery of the cost of providing a Food Safety program. With the flexibility that the Act provides, Council should consider options for the delivery of the various functions required under the Act.

The Act gives autonomy to Local Government to impose and recover fees under the *Local Government Act 1995 Part 6 Division 5 Subdivision 2* for functions such as:

- Notification of food business (section 107(4) (b))
- Registration of food business (section 110(4) (b) and section 112(3) (b)).
- Food business surveillance and any other function performed under the Act (section 140(1)).
- Provision of information or for carrying out any inspection (section s140 (12)).

The following Fees and Charges are imposed by neighbouring Local Government Authorities in respect to Food Premises Inspections:-

|                    | High Risk | Medium Risk | Low Risk |
|--------------------|-----------|-------------|----------|
| <b>Bridgetown</b>  | \$167.60  | \$111.70    | \$56.00  |
| <b>Manjimup</b>    | \$145.00  | \$145.00    | \$145.00 |
| <b>Boyup Brook</b> | \$220.50  | \$75.00     | \$75.00  |
| <b>Busselton</b>   | \$364.00  | \$182.00    | \$85.00  |

In respect to Nannup's Food Premises, the following is recommended for inclusion to recover costs associated with inspections:-

**High/Medium Risk            \$145.00/inspection**  
**Low Risk                        \$ 85.00/inspection**

**STATUTORY ENVIRONMENT:**

*Food Act 2008, Food Standards Code 2001 and Local Government Act 1995 Part 6 Division 5 Subdivision 2*

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

The introduction of the Food Premises inspections merely enables Council to recover the costs for the Environmental Health Officer to undertake these inspections in accordance with statutory requirements.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS :** Simple Majority

**RECOMMENDATION:**

That Council when formally adopting it's 2015/2016 Budget, includes in its Fees and Charges the following relating to recovery of costs associated with Food Premises Inspections:-

**High/Medium Risk            \$145.00/inspection**  
**Low Risk                        \$ 85.00/inspection**

**9190 SLATER/STEVENSON**

***That Council when formally adopting it's 2015/2016 Budget, includes in its Fees and Charges the following relating to recovery of costs associated with Food Premises Inspections:-***

|                         |                           |
|-------------------------|---------------------------|
| <i>High/Medium Risk</i> | <i>\$145.00/per annum</i> |
| <i>Low Risk</i>         | <i>\$ 85.00/per annum</i> |

***CARRIED 8/0***

**REASON FOR ALTERATION TO THE RECOMMENDATION:**

Council considered the fee should be per annum rather than per inspection based on the fact some food houses would have multiple inspections throughout the year which could incur considerable cost to the proprietor.



|                         |  |
|-------------------------|--|
| AGENDA NUMBER:          | 12.4                                   |
| SUBJECT:                | Council Housing – CEO Residence        |
| LOCATION/ADDRESS:       | 30 Dunnet Road                         |
| NAME OF APPLICANT:      | N/A                                    |
| FILE REFERENCE:         |  |
| AUTHOR:                 | Peter Clarke – Chief Executive Officer |
| REPORTING OFFICER:      | Peter Clarke – Chief Executive Officer |
| DISCLOSURE OF INTEREST: | N/A                                    |
| DATE OF REPORT:         | 19 May 2015                            |

**BACKGROUND:**

At the February 2015 Ordinary meeting of Council in the Manager Corporate Services Report, Item 12.8 Budget Review, the following comments were made:-

*"With the change within senior staff there is unbudgeted expenditure now required within housing. At this point, the spending is for refurbishment of the CEO's house prior to his family taking up residence. A decision is needed as to which house he would like to occupy before any quotes can be obtained for any refurbishments required. An amount of \$7,000 is included within this review and it is recommended that this be funded from the Asset Management Reserve"*

At the conclusion of this Report, Council resolved the following:-

**9139 LORKIEWICZ/SLATER**

***That Council amend the 2014/15 budget as follows:***

- 1) Include an item of \$7,000 for refurbishment of property chosen by incoming CEO to be funded from the Asset Management Reserve;***
- 2) Any surplus arising in 2014/15 will first be used to offset the deficit carried forward from the 2013/14 financial year.***

***CARRIED 8/0  
BY ABSOLUTE MAJORITY***

**COMMENT**

Quotes were obtained for new carpets throughout the house and based on these costs it was considered that it would be cheaper to carpet only the bedrooms and lounge and install Vinyl Plank in the Family Room and Hall Way. This equated to a total cost of \$5,379.00.

The wardrobe doors at the 30 Dunnet Road residence are also beyond repair as the sliding mechanisms are worn out and the wooden panelling is warped and damaged. A quotation was obtained for either repair or replacement and advice received was that replacement would be the better option. The quotation received for this work was \$3,652.00

Orders have been placed for the carpet and vinyl plank to be installed and approval is now sought for and additional \$1,931.00 to be sought from the Asset Management Reserve Fund for replacement of the wardrobe doors.

This additional funding would take the total cost for the works to \$8,931.00

**STATUTORY ENVIRONMENT:**

The purpose of the Asset Management Reserve is to “provide funding for works to Shire buildings as determined by the Asset Management Plan”.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

Council had identified an amount of \$7,000 expenditure at its annual Budget Review as an estimate for works at 30 Dunnet Road. To ensure that the residence is presented to an acceptable level prior to occupancy, an additional \$1,931.00 be allocated for the works identified.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Absolute Majority

**RECOMMENDATION:**

That Council approves an additional \$1,931.00 above the \$7,000.00 initially identified to be expended from the Asset Management Reserve Fund for works to Council’s residence at 30 Dunnet Road.

**9191 MELLEMA/SLATER**

*That Council approves an additional \$1,931.00 above the \$7,000.00 initially identified to be expended from the Asset Management Reserve Fund for works to Council’s residence at 30 Dunnet Road*

**CARRIED 8/0**

|                         |  |
|-------------------------|--|
| AGENDA NUMBER:          | 12.5   |
| SUBJECT:                | Revocations and modifications to various Local Planning Policies   |
| LOCATION/ADDRESS:       | Generally applies throughout the district  |
| FILE REFERENCE:         | ADM 9  |
| AUTHOR:                 | Steve Thompson - Consultant Planner  |
| REPORTING OFFICER:      | Peter Clarke - Chief Executive Officer   |
| DISCLOSURE OF INTEREST: | Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the Local Government Act 1995) |
| PREVIOUS MEETING:       | Various, given the item relates to 15 Local Planning   |
| REFERENCE:              | Policies proposed to be revoked or modified  |
| DATE OF REPORT:         | 5 May 2015   |
| ATTACHMENTS:            | 12.5.1: Recommended revoked policies<br>12.5.2: Recommended modified policies  |

**SUMMARY:**

To seek Council support to revoke and modify various Local Planning Policies.

**BACKGROUND:**

The purpose of this report is to seek Council support to revoke various Local Planning Policies (LPPs) and support the public advertising of various draft modified LPPs.

The Council has 20 LPPs which deal with a variety of planning topics. Most LPPs are relevant and are used routinely by the Shire administration.

There has been no comprehensive review of various LPPs for a number of years. The below summarises the current final adopted LPPs including whether the LPP should be retained with no change, modified or revoked.

**Shire of Nannup**  
**Ordinary Council Meeting Minutes: 28 May 2015**

| No. | Title  | Recommendation     | Comments  |
|-----|--|--------------------|---|
| 1   | Cut & Fill and Retaining Wall  | Modify             | Update to reflect changes to the Residential Design Codes of WA and remove landscaping plan requirements which are better suited to a separate policy.  |
| 2   | Private Stormwater Drainage Connections to Council's Drains  | Modify             | Extend scope of policy from only the "Askino Estate" to include other urban, residential and associated subdivision/development near the Nannup townsite.   |
| 3   | There is no LPP 3  |                    |   |
| 4   | Bed & Breakfast  | Modify             | Various components are a Health policy. Simplify "General Issues and Requirements".   |
| 5   | Consultation   | Modify             | Remove requirement to produce a schedule of submissions in all cases, delete requirement to consider list of issues in "Consideration of submissions" as covered by the <i>Shire of Nannup Local Planning Scheme No. 3 (LPS3)</i> , modify consultation levels in Schedule 1, delete requirement to consult on subdivision referrals and remove non-planning documents. |
| 6   | Standard Development Conditions & Grounds of Refusal and Subdivision Comments  | Revoke             | Subdivision conditions are now covered in the Western Australian Planning Commission's Model Subdivision Conditions Schedule.   |
| 7   | Special Rural Zone Fencing Standards   | Modify             | Modify to ensure compliance with LPS3 and extend to include Special Residential lots.   |
| 8   | Nannup Main Street Heritage Precinct   | Modify             | Minor administrative changes.   |
| 9   | Relocated Dwellings  | Revoke             | This is a Building policy.  |
| 10  | There is no LPP 10   |                    |   |
| 11  | Development in Flood Prone Areas   | Modify             | Update to reflect gazetted Scheme Amendment 14 with change to clause 6.2.1.2 of LPS3, update to reflect adoption of a precautionary approach to flood risk as set out in the draft Local Planning Strategy and recent decisions of the Council including resolution 9120 on 24 April 2014.  |
| 12  | Chalet Development in Agriculture, Agricultural Priority 1 & 2, Cluster Farming, Coastal Landscape and Special Residential Zones | Modify             | Broaden scope from chalets to include other forms of tourist accommodation, shorten title, simplify policy requirements and delete requirement requiring rezoning for 5 or more chalets.  |
| 13  | Car Parking and Vehicular Access   | Modify             | Remove the requirement for sealing crossovers from sealed roads for most development outside of the Nannup townsite, include a maximum subsidy/rebate amount for new crossovers and minor administrative changes.   |
| 14  | Mobile Shop/Temporary Premises/Street Stall  | Revoke             | This is a Health policy.  |
| 15  | Dedication of Road Access  | Modify             | Minor administrative changes.   |
| 16  | Temporary Caravan Parks and Camping Ground   | Revoke             | This is a Health policy.  |
| 17  | Subdivisional Guidelines   | Revoke             | This is a Works policy.   |
| 18  | Signs and Advertisements   | Retain & no change | Granted final adoption on 26 July 2012. Monitor.  |
| 19  | Heritage Conservation  | Retain & no        | Council recently reviewed and granted final adoption.   |

**Shire of Nannup  
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|    |  |                    |   |
|----|--|--------------------|---|
|    |  | change             |   |
| 20 | Developer and Subdivider Contributions | Retain & no change | Monitor changes to State Planning Policies.                             |
| 21 | Bush Fire Management                   | Retain & no change | Monitor changes to State Planning Policies, Regulations and Guidelines. |
| 22 | Outbuildings                           | Retain & no change | Council recently granted final adoption.                                |

As outlined above, it is recommended that 5 LPPs be retained with no change, 10 LPPs be modified and 5 LPPs be revoked. Of the recommended 5 LPPs to be revoked, 4 are recommended to be added to the Policy Manual as Health, Building or Works policies, with only LPP 6 not included in the Policy Manual.

Following on from above, Attachment 12.5.1 sets out recommended policies to be revoked while Attachment 12.5.2 outlines recommended modifications to current adopted policies. Attachment 12.5.2 does not include LPPs where no changes are proposed.

**COMMENT:**

It is recommended that the Council revoke five LPPs. LPP's 9, 14, 16 and 17 are not planning issues, however they are recommended to be included in the Policy Manual as Health, Building or Works policies. LPP 6 is now superfluous and should be revoked.

A portion of LPP 4 Bed & Breakfast is also recommended to be added to the Policy Manual as a Health policy.

Of the ten LPPs where modifications are recommended, most of the changes outlined in Attachment 12.5.2 are not substantive changes but are generally administrative in nature. Modifications include updating to reflect changes to legislation, State Planning Policies and State Government department names, seeking a consistent structure/format to LPPs, changing "Manager Development Services" to "Chief Executive Officer" under policy owner, and extending delegations to include "Development Services Officer".

The modified draft policies are considered appropriate to be publicly advertised for community and stakeholder comment. If Council agrees, submissions will be invited using various methods. It is proposed to consult widely for a six week period by the Shire administration writing to and inviting comments from a wide range of stakeholders and government agencies, placing public notices and details in local papers on multiple occasions, placing details on the Shire website and information being available at the Shire office. Following the close of the consultation period, the Council and the Shire administration will consider the submissions and determine whether the modified policies are suitable for final adoption.

There is a need, in time, to prepare additional LPPs to address current and emerging issues. Suggested policies to be drafted in the next few years include residential development and design (requires the Minister for Planning approving Amendment 16), landscaping plan/re-vegetation requirements, sea container/relocated storage units, stormwater management – builds on LPP 1 and 2, ancillary accommodation (granny flats) and second and multiple dwellings on rural lots.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005*, LPS3 and various State Planning Policies. Section 2.4 of LPS3 provides the ability to prepare, amend or rescind a Local Planning Policy.

**POLICY AND CONSULTATION IMPLICATIONS:**

LPPs are non-statutory documents which provide guidance to assist the local government in its decision making. Accordingly, the local government is not bound by the LPPs but is required to have regard to LPPs in determining Planning Applications. Should the Council agree to their public release, the modified draft LPPs will be subject to community and stakeholder consultation.

**FINANCIAL IMPLICATIONS:**

There are budgeted costs in revoking the LPPs and advertising the modified draft LPPs.

**STRATEGIC IMPLICATIONS:**

The modified LPPs, if granted final adoption, will assist the decision-making of the local government, inform applicants/landowners of Council requirements and raise community and stakeholder awareness.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council:

1. Revoke the following Local Planning Policies set out in Attachment 12.1.1 in accordance with clause 2.5 of the *Shire of Nannup Local Planning Scheme No. 3*:
  - i) LPP 6 Standard Development Conditions & Grounds of Refusal and Subdivision Comments;
  - ii) LPP 9 Relocated Dwellings;
  - iii) LPP 14 Mobile Shop/Temporary Premises/Street Stall;

- iv) LPP 16 Temporary Caravan Parks and Camping Grounds; and
  - v) LPP 17 Subdivisional Development Guidelines.
2. Advertise the revocation of the policies set out in point 1 as required by clause 2.5 of the *Shire of Nannup Local Planning Scheme No. 3*.
  3. Support the public release of the following draft modified Local Planning Policies, outlined in Attachment 12.1.2, and require the draft policies to be publicly advertised in accordance with the requirements set out in the *Shire of Nannup Local Planning Scheme No. 3* with an increased advertising period of six weeks:
    - i) LPP 1 Cut & Fill and Retaining Wall;
    - ii) LPP 2 Private Stormwater Drainage Connections to Council's Drains;
    - iii) LPP 4 Bed & Breakfast;
    - iv) LPP 5 Consultation;
    - v) LPP 7 Special Rural Fencing Standards;
    - vi) LPP 8 Nannup Mainstreet Heritage Precinct;
    - vii) LPP 11 Development in Flood Prone Areas;
    - viii) LPP 12 Chalet Development in Agriculture, Agricultural Priority 1 & 2, Cluster Farming, Coastal Landscape and Special Residential Zones;
    - ix) LPP 13 Car Parking and Vehicular Access; and
    - x) LPP 15 Dedication of Road Access.
  4. Reconsider the draft modified Local Planning Policies following the close of the public submission period and determine whether or not to adopt the policies with or without modification.
  5. Modify the Policy Manual through separating Health and Building policies to have their own headings.
  6. Add portion of LPP 4 Bed & Breakfast along with LPP 14 Mobile Shop/Temporary Premises/Street Stall and LPP 16 Temporary Caravan Parks and Camping Grounds to the Policy Manual as Health policies.
  7. Add LPP 9 Relocated Dwellings to the Policy Manual as a Building policy.
  8. Add LPP 17 Subdivisional Development Guidelines to the Policy Manual as a Works policy.

**9192 STEER/SLATER**

***That this Item lay on the table and be resubmitted to the 25<sup>th</sup> June 2015  
Ordinary Council meeting for consideration.***

**CARRIED 8/0**

**REASON FOR ALTERATION TO THE RECOMMENDATION:**

Council sought additional information pertaining to the proposed alterations to LPP 12 and LPP 15 and considering that deferral for a month would not have any impact upon the operations of Council's Planning operations, it would also allow additional time for Councillors to peruse the revocations and modifications proposed.



|                                    |  |
|------------------------------------|--|
| <b>AGENDA NUMBER:</b>              | 12.6   |
| <b>SUBJECT:</b>                    | Kidsport Funding   |
| <b>LOCATION/ADDRESS:</b>           | Nannup Recreation Centre, Warren Rd  |
| <b>NAME OF APPLICANT:</b>          | N/A  |
| <b>FILE REFERENCE:</b>             | REC 2a   |
| <b>AUTHOR:</b>                     | Louise Stokes – Community & Economic Development Officer   |
| <b>REPORTING OFFICER:</b>          | Peter Clarke –Chief Executive Officer  |
| <b>DISCLOSURE OF INTEREST:</b>     | None   |
| <b>DATE OF REPORT:</b>             | 13 April 2015  |
| <b>PREVIOUS MEETING REFERENCE:</b> | Agenda 12.2 (Minute No 9133)<br>Ordinary Meeting of Council 5 May 2014<br><br>Agenda 12.4 (Minute No 9121)<br>Ordinary Meeting of Council 4 April 2014 |
| <b>ATTACHMENT:</b>                 | 12.6.1 Letter of approval, Arron Minchin, Director Industry Development & Participation, Department of Sport and Recreation                            |

**BACKGROUND:**

Funding acknowledgement has been received of \$35,000 from the Department of Sport & Recreation through their Kidsport program. As this funding is over \$5,000, Council is required to accept the funding as per Council policy FNC 6.

The grant funding is a 13 month program to increase participation of young people aged 5-18 years in physical recreation.

**COMMENT:**

This program adds to the youth activity program and seeks to build capacity and increase recreational opportunities for young people.

Funding of \$200 per eligible young person is paid upon successful application for club fees and equipment. The funds are paid directly to the club.

The criteria for participation is health care card holder or by referral from the Nannup District High School or Nannup Police.

This program has been running in Nannup for the previous three years and has been extremely well received by the sporting clubs and appreciated by the parents.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** None.

**STRATEGIC IMPLICATIONS:**

The Shire of Nannup Community Strategic Plan 2013- 2023  
*1.3 Our Youth*

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

That Council accept the Kidsport Program grant of \$35,000 from the Department of Sport and Recreation

**9193 SLATER/LONGMORE**

*That Council accept the Kidsport Program grant of \$35,000 from the Department of Sport and Recreation*

**CARRIED 8/0**

**NOTE:**

The Shire President requested that it be noted and recorded in the Minutes the contributions of Mr Ernest Gizzorelli and Mrs Joe Cockman towards the Kidsport Funding program.

|                                    |  |
|------------------------------------|--|
| <b>AGENDA NUMBER:</b>              | 12.7   |
| <b>SUBJECT:</b>                    | Lotterywest Community Bus Grant  |
| <b>LOCATION/ADDRESS:</b>           | N/A  |
| <b>NAME OF APPLICANT:</b>          | N/A  |
| <b>FILE REFERENCE:</b>             | FNC 6W   |
| <b>AUTHOR:</b>                     | Louise Stokes – Community & Economic Development Officer   |
| <b>REPORTING OFFICER:</b>          | Peter Clarke- Chief Executive Officer  |
| <b>DISCLOSURE OF INTEREST:</b>     | None   |
| <b>DATE OF REPORT:</b>             | 13 May 2015  |
| <b>PREVIOUS MEETING REFERENCE:</b> | Agenda item 12.2 (Minute No 9143)<br>Ordinary Meeting of Council 6 June 2014<br><br>Agenda item 12.10 (Minute No 9173)<br>Ordinary Meeting of Council 8 August 2014<br><br>Agenda item 12.3 (minute No 9134)<br>Ordinary Meeting of Council 25 February 2015 |
| <b>ATTACHMENT:</b>                 | 12.7.1 Letter of approval, Paul Andrew, CEO Lotterywest  |

**BACKGROUND:**

A grant application of \$56,026.00 has been approved from Lotterywest towards the purchase of a community bus and to assist with the costs of construction of a shed to house the bus.

As this funding is over \$5,000, Council is required to accept the funding.

A feasibility plan has been developed for the purchase of a community bus. A presentation was made to the June Council meeting and the Shire of Nannup Community Bus Feasibility Plan was endorsed at the August 2014 Council meeting.

Funding applications, community consultation and fundraising are now underway. The total project cost is \$96,000 including the purchase and housing of the bus, management running costs and administration.

**COMMENT:**

Community fundraising is underway and the Community Resource Centre has agreed to manage the community bus. Discussion is now underway regarding roles and responsibilities.

The full budget to purchase and house the community bus is outlined below. There is currently a shortfall of \$5,978 and Council is seeking a further financial contribution from the South West Development Commission of \$5,000 towards this project.

The balance of funding and contingencies will be met by community fundraising which has been verbally committed and is now being followed up.

| Income                  | Bus           | Shed          | Other           | Total            |
|-------------------------|---------------|---------------|-----------------|------------------|
| Lotterywest             | 39,026        | 17,000        |                 | 56,026           |
| SWDC                    | 17,000        |               | 3,000           | 20,000           |
| Council                 |               | 5,000         |                 | 5,000            |
| Community contributions |               |               | 6,303.77        | 6,303.77         |
| <b>Total</b>            | <b>56,026</b> | <b>22,000</b> | <b>9,303.77</b> | <b>87,329.77</b> |

| Expense                        | Bus              | Shed             | Other            | Total            |
|--------------------------------|------------------|------------------|------------------|------------------|
| Bunbury Toyota                 | 53,089.00        |                  |                  | 53,089           |
| B Tomas                        |                  | 17,090.91        |                  | 19,090.91        |
| Sugar Mountain Electrical      |                  | 888.04           |                  | 888.04           |
| Arbor Guy                      |                  | 3,100            |                  | 3100             |
| Mycre Display                  | 1,500            |                  |                  | 1,500            |
| Busselton Bitumen              |                  | 4,640            |                  | 4,640            |
| Administration/maintenance     |                  |                  | 7,000            | 7,000            |
| volunteer training/contingency |                  |                  | 4,000            | 4,000            |
| <b>Total</b>                   | <b>54,589.00</b> | <b>25,718.95</b> | <b>11,000.00</b> | <b>93,307.95</b> |

**STATUTORY ENVIRONMENT:** None.

**POLICY AND CONSULTATION IMPLICATIONS:**

**FINANCIAL IMPLICATIONS:**

The cost of the purchase price of the bus plus housing would be covered by funding applications and funds allocated in Council's restricted assets.

Maintenance costs and administration for year one are covered within the budget above and funds.

Hire costs and fundraising will cover ongoing maintenance.

**STRATEGIC IMPLICATIONS:**

The Shire of Nannup Community Strategic Plan 2013- 2023 *1.3 Our Youth*  
The Shire of Nannup Community Strategic Plan 2013- 2023 *1.2 Our Aged*

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

1. That Council accept the Lotterywest grant of \$56,026.00 for the community bus project.
2. That the community bus project commences once funding in full is received.

**9194 LONGMORE/MELLEMA**

- 1. That Council accept the Lotterywest grant of \$56,026.00 for the community bus project.*
- 2. That the community bus project commences once funding in full is received.*

**CARRIED 8/0**

|                             |  |
|-----------------------------|--|
| AGENDA NUMBER:              | 12.8   |
| SUBJECT:                    | Report received of Socio- Economic Review for the Shire of Nannup                |
| LOCATION/ADDRESS:           | N/A  |
| NAME OF APPLICANT:          | N/A  |
| FILE REFERENCE:             | ADM 38b  |
| AUTHOR:                     | Louise Stokes – Community & Economic Development Officer                         |
| REPORTING OFFICER:          | Peter Clarke – Chief Executive Officer   |
| DISCLOSURE OF INTEREST:     | None   |
| DATE OF REPORT:             | 13 May 2015  |
| PREVIOUS MEETING REFERENCE: | Agenda item 12.8 (Minute No 9187)<br>Ordinary Meeting of Council 23 October 2014 |
| ATTACHMENT:                 | 12.8.1 AEC Socio-Economic Review Shire of Nannup                                 |

**BACKGROUND:**

At the 2014 October meeting Council endorsed to contract the AEC Group to develop three plans:

- a) A feasibility plan for the proposed WA Emergency Management Institute
- b) A Socio-Economic Review for the Shire of Nannup and
- c) A feasibility plan for the proposed Quannup development.

The total project value was \$34,034 + GST, funded by the South West Development Commission with a Council contribution of \$10,000.

**COMMENT:**

This project was handed to the Community & Economic Development Officer when the previous project manager, the Chief Executive Officer departed the organisation.

A review at the handover of the anticipated key information, criteria and objectives identified that the terms of the contract had been negotiated to a point where much of the critical information was not incorporated into the final contract with AEC for the Socio-Economic Review.

Consultation was held with the South West Development Commission who funded this project and in communication with AEC to resolve the lack of comprehensive data provided when the draft Socio-Economic Review was received, resulted in a request for an additional fee of \$7,700 to be paid to AEC by Council, which was not considered.

The Socio-Economic Review is a weak document with much of the information attachments from regional sources and does not consider in any depth economic opportunities or industries except for tourism.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** \$10,000 from 2014/15 Council budget

**STRATEGIC IMPLICATIONS:**

The Shire of Nannup Community Strategic Plan 2013- 2023

*Our Economy*

2.1 *Promote innovative ideas and value add to businesses and industry*

*Encourage and support more industry, businesses and employment into our Shire*

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council receive the AEC Group Socio-Economic Review for the Shire of Nannup.

**9195 MELLEMA/STEER**

***That Council receive the AEC Group Socio-Economic Review for the Shire of Nannup.***

**CARRIED 5/3**

Voting for the motion: Crs Dean, Mellema, Gilbert, Longmore and Steer

Voting against the motion: Crs Slater, Lorkiewicz and Stevenson

|                             |   |
|-----------------------------|---|
| AGENDA NUMBER:              | 12.9  |
| SUBJECT:                    | Report Acceptance for West Australian Emergency Management Institute (WAEMI) for the Shire of Nannup        |
| LOCATION/ADDRESS:           | N/A   |
| NAME OF APPLICANT:          | N/A   |
| FILE REFERENCE:             | FNC 6E  |
| AUTHOR:                     | Louise Stokes – Community & Economic Development Officer  |
| REPORTING OFFICER:          | Peter Clarke – Chief Executive Officer  |
| DISCLOSURE OF INTEREST:     | None  |
| DATE OF REPORT:             | 13 May 2015   |
| PREVIOUS MEETING REFERENCE: | Agenda item 12.8 (Minute No 9187)<br>Ordinary Meeting of Council 23 October 2014                            |
| ATTACHMENT:                 | 12.9.1 AEC Western Australian Emergency Management Institute (WAEMI) Business Plan for the Shire of Nannup. |

**BACKGROUND:**

Over the past three years Council has investigated the establishment of a Western Australian Emergency Management Institute (WAEMI) based in Nannup to provide the only integrated emergency management education and practice centre in WA, servicing the western half of Australia and the greater Asian market located to the north of the state. Equipped as a Level 3 Incident Control Centre, the WAEMI in Nannup would have also added capability to the region for emergency management.

A business case funded by the South West Development Commission was developed by Steve Klomp from Murdoch University in 2013. After further industry consultation the project manager believed that the proposed economic benefits and budget estimates were not realistic and the development of second business plan was incorporated into the AEC Group project, funded by the South West Development Commission and Council.

**COMMENT:**

This project was handed to the Community & Economic Development Officer when the previous project manager, the Chief Executive Officer departed the organisation.



Since the concept to develop the Western Australian Emergency Management Institute (WAEMI) in Nannup many of the anticipated training opportunities were delivered in West Australia by WA Local Government (WALGA), Australian Emergency Management Institute (AEMI), the State Emergency Management Committee (SEMC) and the Department of Fire & Emergency Services (DFES). This severely limits the economic capacity of the proposed facility in Nannup.

Other key findings of the report indicate:

- The airstrip identified for use is a Department of Parks and Wildlife facility and discussions have yet to occur on its availability/capacity for use by a WAEMI or fees involved;
- Initiating discussions had occurred regarding partnering with Curtin University but this has not been progressed further;
- There is limited interest from Murdoch University in using the facility as a training or research centre;
- WA Government Departments are satisfied that they already have their emergency training needs met and do not require an additional facility;
- Private sector interest in the facility (e.g. from the mining sector and international markets) has not been quantified or explored further beyond the identification as a potential source of demand;
- Local community interest in the facility centres around the potential economic benefits it may bring to the area through employment and volunteer opportunities rather than providing any base revenue source; and
- Short stay accommodation options available in Nannup may not lend themselves to the training market as they have been traditionally supporting the overnight traveller.

This shift challenges some of the propositions in the initial business case, particularly the level and breadth of demand for the WA Emergency Management Institute to be located in Nannup and consequently the plan was not progressed to undertaking a detailed financial analysis. The business plan does identify the opportunity to consider the provision of capacity for structured training for bushfire preparedness and mitigation.

The Officer recommendation supports the business plan recommendations.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** None

**STRATEGIC IMPLICATIONS:**

The Shire of Nannup Community Strategic Plan 2013- 2023

*Our Economy*

*2.1 Promote innovative ideas and value add to businesses and industry*

*Encourage and support more industry, businesses and employment into our Shire*

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council receive the AEC Group Western Australian Emergency Management Institute (WAEMI) Business Plan for the Shire of Nannup and that no further action be taken in advancing the proposed Western Australian Emergency Management Institute facility in Nannup.

**9196 STEER/LONGMORE**

*That Council receive the AEC Group Western Australian Emergency Management Institute (WAEMI) Business Plan for the Shire of Nannup and that no further action be taken in advancing the proposed Western Australian Emergency Management Institute facility in Nannup.*

**CARRIED 8/0**

|                         |  |
|-------------------------|--|
| AGENDA NUMBER:          | 12.10  |
| SUBJECT:                | Nannup Trails Hub Project Assessment                     |
| LOCATION/ADDRESS:       | N/A  |
| NAME OF APPLICANT:      | N/A  |
| FILE REFERENCE:         | FNC 60   |
| AUTHOR:                 | Louise Stokes – Community & Economic Development Officer |
| REPORTING OFFICER:      | Peter Clarke – Chief Executive Officer                   |
| DISCLOSURE OF INTEREST: | None   |
| DATE OF REPORT:         | 13.May 2015  |
| ATTACHMENT:             | 12.10.1 Nannup Trails Hub Project Assessment.            |

**BACKGROUND:**

In 2014 the Department of Sport and Recreation advised the Shire of Nannup that a Trails Hub Assessment would be undertaken by Jenny Nichol of NBD Marketing to determine the potential suitability of Nannup as a trails hub.

**COMMENT:**

The Nannup Trails Hub Project Assessment is a comprehensive document that details gaps and needs to achieve a trails hub in Nannup.

Site audits were undertaken and previous reports were provided to the consultant for review. Consultation was undertaken in Nannup with stakeholders and community groups were invited to attend a Council presentation. Follow up information was provided to residents who were interested in the project.

It should be noted that Council has limited resources and jurisdiction over many of the proposed trail development projects identified and that any future projects would be in partnership with the Department of Parks and Wildlife (DPaW) and the community.

Follow up with the Department of Sport and Recreation indicates that this assessment will assist future trails development in the South West in conjunction with the South West Master Trails plan which was developed in 2014.

The Officer recommendation supports the identified priorities and recommendations of the report.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** None

**STRATEGIC IMPLICATIONS:**

The Shire of Nannup Community Strategic Plan 2013- 2023

*Our Economy:2.2 Increased and varied trails throughout the district*

*Our Built Environment 3.2: Develop the South Coast access and recreation opportunities*

*Our Natural Environment 4.3: Promote a healthy lifestyle and alternative methods of transport*

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council receive and accept the Nannup Trails Hub Project Assessment and implement recommendations in partnership with the Department of Parks and Wildlife (DPaW) and the community as funding opportunities arise.

**9197 LONGMORE/SLATER**

*That Council receive and accept the Nannup Trails Hub Project Assessment and implement recommendations in partnership with the Department of Parks and Wildlife (DPaW) and the community as funding opportunities arise.*

**CARRIED 8/0**

|                         |                                     |
|-------------------------|-------------------------------------|
| AGENDA NUMBER:          | 12.11                               |
| SUBJECT:                | WRK Policy Review and Update        |
| LOCATION/ADDRESS:       | Shire of Nannup                     |
| AUTHOR:                 | Chris Wade – Manager Infrastructure |
| REPORTING OFFICER:      | Chris Wade – Manager Infrastructure |
| DISCLOSURE OF INTEREST: | None                                |
| DATE OF REPORT:         | 14.May 2015                         |
| ATTACHMENT:             | 12.11.1 Policies.                   |

**BACKGROUND:**

In general Councils WRK policies have not been reviewed for several years and require some minor wording changes and some clarification.

**COMMENT:**

The following policies requiring changes to be consistent throughout Council's Policy Manual.

- WRK 2 Disposal of Verge Timber – name changes
- WRK 3 Private Works – name changes
- WRK 5 Management of Roadside Vegetation – name and minor grammar changes
- WRK 6 Naming and Renaming of Roads and Streets – Council's planning consultant changes
- WRK 7 Driveway Crossovers – minor grammar changes and to add in previously adopted policy change wording
- WRK 8 Maintenance of DPaW Access Tracks – name changes
- WRK 9 Road Verge Development – name changes
- WRK 11 Townsite Verge Maintenance Areas – name changes
- WRK 12 Plant Replacement – name and minor grammar changes

**STATUTORY ENVIRONMENT:** Nil.

**POLICY IMPLICATIONS:** Administrative name changes and minor grammatical changes as per recommendation and the rewording of WRK 6 as per Council's consultant planner.

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That Council adopts the attached policies with the highlighted changes and additions.

**9198 SLATER/LORKIEWICZ**

***That Council adopts the attached policies with the highlighted changes and additions.***

**CARRIED 8/0**

|                             |   |
|-----------------------------|---|
| AGENDA NUMBER:              | 12.12   |
| SUBJECT:                    | Monthly Accounts for Payment - April 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 May 2015   |
| ATTACHMENTS:                | 12.12.1 Schedule of Accounts for Payment – April 2015<br>12.12.2 Schedule of Credit Card Payments |

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 30 April 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. This is shown in attachment 2.

**Municipal Account**

|                               |               |              |
|-------------------------------|---------------|--------------|
| Accounts paid by EFT          | 7066 - 7145   | \$318,948.37 |
| Accounts paid by cheque       | 19768 –19782  | \$21,458.02  |
| Accounts paid by Direct Debit | 99571 - 99583 | \$12,636.25  |
| Sub Total Municipal Account   |               | \$353,042.64 |

**Trust Account**

|                         |        |
|-------------------------|--------|
| Accounts paid by EFT    | \$0.00 |
| Accounts Paid by cheque | \$0.00 |
|                         | \$0.00 |

|                         |                            |
|-------------------------|----------------------------|
| Sub Total Trust Account | <u>\$0.00</u>              |
| <b>Total Payments</b>   | <b><u>\$353,042.64</u></b> |

**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 \$353,042.64 in the attached schedule be endorsed.

**9199 LORKIEWICZ/LONGMORE**

*That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$353,042.64 in the attached schedule be endorsed.*

**CARRIED 8/0**



|                         |   |
|-------------------------|---|
| AGENDA NUMBER:          | 12.13   |
| SUBJECT:                | Calling of Special Meeting of Council for the Draft Budget Adoption 2015/16 |
| LOCATION/ADDRESS:       | Nannup  |
| NAME OF APPLICANT:      | Shire of Nannup   |
| FILE REFERENCE:         | FNC 3   |
| AUTHOR:                 | Tracie Bishop – Manager Corporate Services                                  |
| REPORTING OFFICER:      | Tracie Bishop – Manager Corporate Services                                  |
| DISCLOSURE OF INTEREST: | Nil   |
| DATE OF REPORT:         | 13 May 2015   |

**BACKGROUND:**

At the beginning of each financial year, there is a requirement under both the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 for Local Governments to adopt an annual budget. This forms the basis of ensuring that the local government will have the required funds to remain an ongoing concern for the upcoming period.

Section 6.2 of the Local Government Act 1995 stipulates that no later than 31 August each financial year or such extended time as the Minister allows each local government is to prepare and adopt by absolute majority in the form and manner prescribed a budget for its municipal fund for the financial year ending on the next following 30 June.

**COMMENT:**

Officers have carried out detailed reviews of the draft budget prior to the numerous presentations to Council at budget workshops held from December 2014 through to May 2015. These workshops have examined all areas of committed and uncommitted income and expenditure with the output from this process providing guidance to officers on which items should be included or excluded from the draft budget. The result of the process described above is the draft budget.

While this process has now been completed, Officer recommendation is that the acceptance of the draft budget take place within a Special Meeting of Council on June 18, 2015 as opposed to the Ordinary Meeting of Council today. The reasoning behind this is that by waiting for the adoption of the draft budget until mid-June it allows for any last minute inclusions or removals from the budget which may come from external sources to be accounted for. This will still allow for adoption of the budget at the Ordinary meeting of Council on June 25, 2015

which would permit our rate income to be finalised within the first quarter of the new financial year.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 Section 5.4  
A special meeting of Council is to be held  
(b) if so decided by Council.

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Section 6.2 of the Local Government Act 1995 stipulates that no later than 31 August each financial year or such extended time as the Minister allows each local government is to prepare and adopt by absolute majority in the form and manner prescribed a budget for its municipal fund for the financial year ending on the next following 30 June.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** The adoption of the proposed 2015/16 budget is the cornerstone of developing the long term financial sustainability of the Shire.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That as per Local Government Act 1995 Section 5.4(b) Council schedules a Special Meeting of Council on Thursday 18 June 2015 to consider the final draft budget for 2015/16 with the view for adoption of Annual 2015/16 budget at the June 2015 Ordinary Meeting of Council.

**9200 SLATER/MELLEMA**

*That as per Local Government Act 1995 Section 5.4(b) Council schedules a Special Meeting of Council on Thursday 18 June 2015 to consider the final draft budget for 2015/16 with the view for adoption of Annual 2015/16 budget at the June 2015 Ordinary Meeting of Council.*

**CARRIED 8/0**

|                         |  |
|-------------------------|--|
| AGENDA NUMBER:          | 12.14  |
| SUBJECT:                | Write Off of Rates – 16 Carey Street                           |
| LOCATION/ADDRESS:       | Nannup Shire   |
| NAME OF APPLICANT:      | Department of Parks and Wildlife                               |
| FILE REFERENCE:         | A410   |
| AUTHOR:                 | Tracie Bishop – Manager Corporate Services                     |
| REPORTING OFFICER:      | Tracie Bishop – Manager Corporate Services                     |
| DISCLOSURE OF INTEREST: | Nil  |
| DATE OF REPORT:         | 13 May 2015  |
| ATTACHMENTS:            | 12.14.1 Correspondence with the Department of Parks & Wildlife |

**BACKGROUND:**

At its July 2014 meeting Council resolved the following:

**9160 SLATER/STEER**

- 1. In accordance with Section 6.76(5) of the Local Government Act 1995 Council allow the objection to the 2013/14 rate notice and agree to class Assessment A410 as non-rateable with effect from 1 July 2013 on the grounds that the property is a public building.*
- 2. In accordance with Section 6.76(5) of the Local Government Act 1995 Council disallow the objection to the 2010/11, 2011/12 and 2012/13 rate notices on the grounds that no valid objection was received relating to those years and that the rates and associated penalty charges remain due and payable.*
- 3. In accordance with Section 6.77 of the Local Government Act 1995 officers notify the Department of Parks and Wildlife that they have the right to appeal the decision to the State Administrative Tribunal within 42 days of service of the notice of the decision.*

CARRIED 5/1

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

*Voting against the motion; Lorkiewicz*

**COMMENT:**

As a result of the above direction, officers wrote to DPaW advising of the decision reached at the June 2014 meeting. On the 28 April 2015 acknowledgement was received from DPaW advising that on receipt of our earlier correspondence they had contacted the State Solicitors officer for advice about whether they were liable for these charges. This advice was sought based on the fact that DPaW was of the opinion that the land was not rateable under the Local Government Act 1995.

Following a review from the State Solicitors officer the advice given to DPaW was that they were not liable for any of the charges or penalty interest charged.

Based on this correspondence Council now needs to advise how they wish to proceed. While the option of pursuing the non-payment through the debt collection process is still available, should this be challenged by DPaW (which needs to be considered based on the State Solicitors advice given) the costs associated with this pursuit and defence may be excessive. It also appears that there is no guarantee that at the end of these actions a positive outcome would be achieved.

**STATUTORY ENVIRONMENT:** Local Government Act 1995 Section 6.76(1)

A person may, in accordance with this section, object to the rate record of a local government on the ground -

- I. That there is an error in the rate record
  - (ii) on the basis that the land or part of the land is not rateable land.

**Section 6.76(5)**

The local government is to promptly consider any objections and may either disallow it or allow it, wholly or in part.

**Section 6.76(6)**

After making a decision on the objection the local government is to promptly serve upon the person by whom the objection was made written notice of its decision on the objection and a statement of its reason for that decision.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

The financial implication of the officers' recommendation is a reduction in rate revenue of \$23,086 as at 13 May 2015. The costs associated with pursuing non-payment via the legal system are not available at this point in time but considered excessive.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Absolute majority

**RECOMMENDATION:**

1. That Council amend its earlier decision to disallow objections received from applicant for non-payment of rates raised in the 2010/11, 2011/12 and 2012/13 rates years based on the information received from the State Solicitors officer.
2. That Council reduce the rate revenue for previous periods of the 2010/11, 2011/12 and 2012/13 rates years and all penalty interest accrued to

completely write-off outstanding debt currently shown for Assessment A410.

3. That Council write to the Department of Parks and Wildlife as soon as practicable advising of this decision.

### **9201 LORKIEWICZ/LONGMORE**

*That this Item lay on the table and be resubmitted to the 25<sup>th</sup> June 2015 Ordinary Council meeting for consideration.*

**CARRIED 8/0**

### **REASON FOR ALTERATION TO THE RECOMMENDATION:**

Based on the significant amount for proposed write-off, Council requested the Manager for Corporate Services investigate the actual components of Rates and/or Service Charges before a final decision be made on this matter.

|                                |  |
|--------------------------------|--|
| <b>AGENDA NUMBER:</b>          | 12.15  |
| <b>SUBJECT:</b>                | Budget Monitoring – April 2015   |
| <b>LOCATION/ADDRESS:</b>       | Nannup Shire   |
| <b>NAME OF APPLICANT:</b>      | N/A  |
| <b>FILE REFERENCE:</b>         | FNC 8  |
| <b>AUTHOR:</b>                 | Robin Prime – Corporate Services Officer   |
| <b>REPORTING OFFICER:</b>      | Tracie Bishop – Manager Corporate Services   |
| <b>DISCLOSURE OF INTEREST:</b> | None   |
| <b>DATE OF REPORT:</b>         | 19 May 2015  |
| <b>ATTACHMENTS:</b>            | 12.15.1 Financial Statements for the period ending<br>30 April 2015<br><br>12.15.2 Table Showing Detailed Variances for<br>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 12.15.1.

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

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

**COMMENT:**

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. . This remains consistent with the previous months expected surplus. Most variances have previously been reported however given that we are nearing the end of the year it is considered prudent to repeat.

|  | (Surplus)/Deficit<br>\$ |
|--|-------------------------|
| <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>       |

**OPERATING EXPENSES:**

*Governance:* Election Costs:

- Bi-Election Costs were not included in the 2014/15 budget, therefore the \$110 spent is an overspend entirely.
- WALGA and WBAC Subscriptions increased by more than CPI, increasing expenditure by \$3,155.

*General Administration:* 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.

*Law & Public Order:*

- 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 up to 80% under the grant arrangements with the Department of Emergency Services.
- There has been significant use of the Busselton Rangers Service in 2014/15 to deal with various dog issues. This is currently showing an expected overspend of \$2,700 but could continue to rise as proceedings are continuing. However, some of this cost will be offset by fines, although these will be received over an extended period with the agreement of the Court.

*Housing:* Works will be required to improve the property at 29 Carey Street now that it has been vacated by the outgoing CEO. The cost of these works will be funded from the Asset Management Reserve.

*Economic Services:* 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. Income for the year is down on the full year budget by approximately \$106,000 but only \$24,000 lower than the anticipated profile. After adjusting for the stock of goods for resale the expenditure on the park is expected to be \$78,250 lower than

the full year budget but close to the assumed profile of \$111,839 and will not show a significant variation. This projection assumes that the net position will be approximately \$24,000 worse than expected.

*Governance and Other Property & Services:* 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.

*Governance and General Administration:* Recruitment costs of senior posts have resulted in recruitment expenditure being \$7,500 higher than shown in the budget. The budget does not include the cost of recruitment as this is generally funded from savings generated in the period that the post remains vacant.

*Other Property & 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.
- 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.

**OPERATING INCOME**

*General Purpose Revenue:* 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 \$6,800 lower than budgeted.

*Other Property & Services:* Increased income of \$28,000 on Private Works will be offset by increased expenditure.

*Law & Order:* 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. Grant funding of \$19,900 has been received to develop a bridle trail and another \$24,035 for an economic profile of the Shire; this will have a nil effect overall as expenditure within the Community Development budget will increase.



**CAPITAL:**

*Transport:* 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. A ute originally budgeted for 2014/15 was purchased in 2013/14 and funded by the trade in of other vehicles no longer required; this will save \$40,000 in 2014/15. There will therefore be a saving of \$90,000 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 Fund. Grant income for the Mowen Road project will be \$160,000 higher than budgeted and will be fully spent, resulting in no variation against overall expenditure.

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.

Attachment 12.15.2 provides a detailed breakdown of income and expenditure incurred to 30 April 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 12.15.1 and 12.15.2 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.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

It is recommended that the Monthly Financial Statements for the period ending 30 April 2015 be received.

**9202 STEVENSON/STEER**

*It is recommended that the Monthly Financial Statements for the period ending 30 April 2015 be received.*

**CARRIED 7/1**

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

Voting against the motion: Cr Gilbert

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

**13.1 OFFICERS**

**13.2 ELECTED MEMBERS**

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

## **CONFIDENTIAL ITEM**

**PROCEDURAL RECOMMENDATION**

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

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

The confidential report is provided separately to Council Members, the Chief Executive Officer and Directors. In accordance with the legislation, the report is to be kept confidential until determined by the Council to be released for public information. At the conclusion of these matters, Council may wish to make some details available to the public.

**9203 SLATER/STEER**

***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.***

**CARRIED 8/0**

The meeting was closed to the public at 17:07 hours.

Manager Corporate Services, Tracie Bishop left the meeting at 17:07 hours.

|                         |  |
|-------------------------|--|
| AGENDA NUMBER:          | 14.1   |
| SUBJECT:                | Manager Infrastructure (MI) – Contract of Employment |
| LOCATION/ADDRESS:       | N/A  |
| NAME OF APPLICANT:      | N/A  |
| FILE REFERENCE:         | PSN 22   |
| AUTHOR:                 | Peter Clarke – Chief Executive Officer               |
| REPORTING OFFICER:      | Peter Clarke – Chief Executive Officer               |
| DISCLOSURE OF INTEREST: | None   |
| DATE OF REPORT          | 19 May 2015  |
| ATTACHMENT              | 14.1.1 Proposed Contract of Employment for MI        |

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995 and Administration Regulations 1996.*

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

Allocation for the employment of this position is provided for in the current budget.

**STRATEGIC IMPLICATIONS:** Nil.

**VOTING REQUIREMENTS:** Simple Majority

**RECOMMENDATION:**

That Council endorses the actions taken by the CEO in the renegotiation of the Manager Infrastructure's Contract of Employment and approves of the salary component and overall remuneration package associated with the position.

**9204 DEAN/STEER**

***That Council endorses the actions taken by the CEO in the renegotiation of the Manager Infrastructure's Contract of Employment and approves of the salary component and overall remuneration package associated with the position.***

**CARRIED 8/0**

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

- 15. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 16. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
- 17. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 17:22 hours



# Minutes Attachments

| Item   | Attach | Title  |
|--------|--------|--|
| 9.1    |        | March Minutes Risk Management Advisory Committee   |
| 12.5.  | 1      | Recommended revoked policies   |
| 12.5.  | 2      | Recommended modified policies  |
| 12.6.  | 1      | Letter of approval, Arron Minchin, Director Industry Development & Participation, Department of Sport and Recreation |
| 12.7.  | 1      | Letter of approval, Paul Andrew, CEO Lotterywest   |
| 12.8.  | 1      | AEC Socio-Economic Review Shire of Nannup  |
| 12.9.  | 1      | AEC Western Australian Emergency Management Institute (WAEMI) Business Plan for the Shire of Nannup.                 |
| 12.10. | 1      | Nannup Trails Hub Project Assessment   |
| 12.11. | 1      | Policies   |
| 12.12. | 1      | Schedule of Accounts for Payment – April 2015  |
| 12.12. | 2      | Schedule of Credit Card Payments   |
| 12.14. | 1      | Correspondence with the Department of Parks & Wildlife   |
| 12.15. | 1      | Financial Statements for the period ending 30 April 2015   |
| 12.15. | 2      | Table Showing Detailed Variances for 2014/15   |
|        |        | <b>CONFIDENTIAL</b>  |
| 14.1.  | 1      | Employment Contract Manager Infrastructure   |
|        |        |  |
|        |        |  |
|        |        |  |