



Shire of  
**Nannup**  
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# Agenda

**Council Meeting to be held  
on Thursday 27 August 2015  
Commencing at 4.15pm**

# Agenda

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**  
(previously approved)

At the July 2015 Council meeting, Council resolved to approve Cr Stevenson's Leave of Absence for this August 2015 Ordinary Council Meeting.

3. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
4. **PUBLIC QUESTION TIME**
5. **APPLICATIONS FOR LEAVE OF ABSENCE**
6. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
7. **DECLARATIONS OF INTEREST**

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

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

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

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

9. **MINUTES OF COUNCIL COMMITTEES**

**9.1 Risk Management Advisory Committee**

That Council receive the Minutes of the Risk Management Advisory Committee meeting held 31 March 2015.

**9.2 Warren Blackwood Alliance of Councils (WBAoC)**

That Council receive the Minutes of the WBAoC meeting held 28 July 2015.

**9.3 Bushfire Advisory Committee**

That Council receive the Minutes of the Bushfire Advisory Committee meeting held 3 August 2015

**9.4 Local Emergency Management Advisory Committee**

That Council receive the Minutes of the Local Emergency Management Advisory Committee meeting held 3 August 2015

**9.5 Risk Management Advisory Committee**

That Council receive the Minutes of the Risk Management Advisory Committee meeting held 11 August 2015.

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

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

**12. REPORTS OF OFFICERS**

Agenda No.	Description	Page No.
<b>CEO DEPARTMENT</b>		
12.1	Request for Shire of Nannup to Administer Funding	
12.2	Increasing Elected Member Participation in Training	
12.3	Lot 66 – Laneway Linking Walter Street to Adam Street Nannup Town Site	
<b>COMMUNITY &amp; DEVELOPMENT SERVICES</b>		
12.4	Planning Application for Ground-Mounted Solar Panels	
12.5	Advertising Signs - Nannup Bowling Club	
12.6	NBN Co Limited Two Way Confidentiality & Licence Agreement	
12.7	Planning Application for Three Cabins	
12.8	Bushfire Attack Level Assessor Training of a Shire Officer	
<b>WORKS &amp; SERVICES</b>		
12.9	Policy WRK 8 Maintenance of DPaW Access Tracks	
12.10	Heavy Vehicle Cost Recovery Model	
<b>FINANCE &amp; ADMINISTRATION</b>		
12.11	Formal Statements - 2015/16 Budget	
12.12	Budget Monitoring – June 2014/2015 Financial Year	
12.13	Monthly Accounts for Payment - July 2015	

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

**13.1 OFFICERS**

**13.2 ELECTED MEMBERS**

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

**14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Agenda No.	Description	Page No.
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**DEPARTMENT**

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

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

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

**17. CLOSURE OF MEETING**

# **CEO DEPARTMENT**

AGENDA NUMBER:	12.1
SUBJECT:	Request for Shire of Nannup to Administer Funding
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Lower Blackwood Vertebrate Pest Management Group
FILE REFERENCE:	HLT12
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	11 August 2015

## **BACKGROUND:**

Mr Peter Dickens, Chairman of the Lower Blackwood Vertebrate Pest Management Group (LBVPMG), has written to Council to formally request assistance to help deliver the services for the feral pig eradication program in the Nannup Shire.

Mr Dickens advises that in the past the Group has operated under the banner of the Warren Catchment Council (WCC) however, the WCC is no longer available to deliver this service.

Mr Dickens indicates that the assistance sought from the Shire of Nannup to enable the LBVPMG to continue with the eradication program is as follows:-

- Act as a banker for funds for the Group;
- Use the services of the Shire's Payroll Officer to pay salaries for the four (4) Field Officers;
- Include the Field Officers under the Insurance banner of the Shire of Nannup;
- Permit the use of a meeting room for Committee meetings; and
- Consideration of Council in appointing a Councillor on the LBVPMG as wild pigs are a widespread community problem.

Mr Dickens further advises that the pig problem is so widespread in the Nannup community that reports have been received of pigs on the School oval, Foreshore Park, Archdall Park, Folly plantation, farmlands and other reserves. Field Officers dispatched 300 pigs in 2014 and another 150 so far in 2015. The Field Officers also work on DPaW lands to help protect biodiversity and are at present negotiating with the Water Corporation to access their lands as well.

Mr Dickens indicates that if assistance is not forthcoming from the Shire of Nannup, the whole program may fall through.

**COMMENT:**

The LBVPMG has yet to receive funding for the 2015/2016 financial year and are currently negotiating with funding bodies for the appropriate funds to administer the program. Due to the extent of the feral pig problem in the South West, it is assumed that the funding will be forthcoming.

It is considered that the provision of administrative support to the Program should be supported by Council however, an appropriate fee should be charged for administering the program and recompense for Field Officers falling under the Shire of Nannup's Insurance portfolio should also be applied.

The CEO has met with Mr Dickens to discuss the Shire of Nannup's role in the administration of the program and certain conditions will be applied to ensure that Council staff only deal with the senior executive members of the LBVPMG to avoid a repeat of past practices when the Shire of Nannup previously administered the Program.

The appointment of a Councillor on the LBVPMG may also be beneficial to ensure communication flows between both the Shire of Nannup and the LBVPMG program.

**STATUTORY ENVIRONMENT: Nil**

**POLICY IMPLICATIONS: Nil**

**FINANCIAL IMPLICATIONS:**

Ensure that there are no cost implications to the Shire of Nannup in administering the Program on behalf of the LBVPMG.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2013-2023 – Our Natural Environment – Strategy 4.1 Protect our Range of Natural Assets.

**RECOMMENDATION:**

1. That Council advises the Lower Blackwood Vertebrate Pest Management Group that it is prepared to support the Feral Pig Eradication Program by offering administrative support on the proviso that there are no cost implications to the Shire of Nannup; and
2. That a Councillor be nominated to represent the Shire of Nannup on the Lower Blackwood Vertebrate Pest Management Group.

**VOTING REQUIREMENTS:** Simple Majority

AGENDA NUMBER:	12.2
SUBJECT:	Increasing Elected Member Participation in Training
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Western Australian Local Government Association (WALGA)
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	12 August 2015
ATTACHMENTS:	12.2.1 - Discussion Paper <i>"Policy Options to Increase Elected Member Training Participation"</i> .

**BACKGROUND:**

Mr Tim Lane, WALGA's Manager for Strategy and Reform, has written to Council advising that to guide WALGA's future policy development and advocacy, Council consideration is requested on the Discussion Paper – *"Policy Options to Increase Elected Member Training Participation"*.

Mr Lane advises that the Discussion Paper provides an opportunity for WALGA to be guided by sector feedback on a contemporary and important policy issue prior to State Government policy or legislative intervention.

Mr Lane further advises that the Paper, after discussing the policy context and existing Elected Member training, explores the following six policy options aimed at increasing Elected Member participation in training:-

1. Enhance the desirability of training offerings;
2. Delivery of best practice Council induction programs;
3. Require Council's to adopt a training policy;
4. Require candidates to attend training prior to nominating for election;
5. Incentivise training through the remuneration framework; and
6. Mandate training for newly Elected Members.

WALGA advises that following feedback from the sector, an item will be prepared for future Zone and State Council consideration.



**COMMENT:**

WALGA requests feedback, including general comments as well as answers to the questions on pages 30–31 of the Discussion Paper by **Friday, 13 November 2015**.

It is suggested that Councillors peruse the attachment and provide the CEO with comments to the questions posed on pages 30-31 in order that a response can be prepared for the WALGA South West Zone and State Council consideration.

**STATUTORY ENVIRONMENT:**

Potential State Government policy or legislative intervention on Elected Member Training requirements.

**POLICY IMPLICATIONS:**

Potential requirement for Council to adopt a Training Policy for Elected Members.

**FINANCIAL IMPLICATIONS: Nil**

**STRATEGIC IMPLICATIONS: Nil**

**RECOMMENDATION:**

That Councillors consider the Discussion Paper - *“Policy Options to Increase Elected Member Training Participation”* and provide appropriate comments to the CEO for the preparation of a formal response to the WALGA South West Zone and State Council.

**VOTING REQUIREMENTS: Simple Majority**

AGENDA NUMBER:	12.3
SUBJECT:	Lot 66 – Laneway Linking Walter Street to Adam Street Nannup Town Site
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Roman Catholic Diocese of Bunbury
FILE REFERENCE:	
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	12 August 2015

**BACKGROUND:**

Mr John Ogilvie, Financial Administrator of the Roman Catholic Diocese of Bunbury, has written to Council to advise that following the recent sale of Lot 100 Warren Road, the Bishop now wishes to dispose of the laneway linking Walter Street to Adam Street.

Mr Ogilvie indicates that the Bishop is prepared to offer to the Nannup Shire Lot 66, being the laneway, for sale at a price of \$10,000 plus GST. Should Council be interested in this offer the Diocese will arrange for a Contract for the sale to be completed for execution by both parties.

**COMMENT:**

In the June "Information Booklet" the CEO reported the following in respect to the above matter:-

*"Ray White Real Estate Agents of Nannup have advised, purely for information at this stage, that the laneway south of Adam Street that terminates at Walter Street in the Nannup town site is owned in Title by the Catholic Church. The Estate Agency has indicated that the Church has no use for the laneway and would be prepared to dispose of same by private sale.*

*The laneway provides rear access to Danjangerup Housing and properties off Adam Street and Warren Road and therefore should be retained for existing and future development. The CEO has requested the Estate Agents to liaise with the Catholic Church regarding their expectations of the monetary value of the land for future consideration by Council.*

*At Council's Ordinary meeting held on 27 September 2007, Council did resolve that "It writes to the Roman Catholic Bishop of Perth requesting that the laneway*

*be gifted to the Crown for amalgamation into Lot 320 (Reserve 39740) for the purposes of future aged unit development". There is no record on file in regards to a response from the Catholic Bishop in respect to this resolution".*

Council does not have provision for the purchase of the land in its 2015/2016 Budget. It is therefore suggested that Council writes to the Bishop expressing its interest in the purchase of the laneway but indicating that Council is unable to process the purchase until the setting of its 2016/2017 Budget which will occur in July 2016.

**STATUTORY ENVIRONMENT: Nil.**

**POLICY IMPLICATIONS: Nil**

**FINANCIAL IMPLICATIONS:**

Council to consider provision for the purchase of the property in the 2016/2017 Budget.

**STRATEGIC IMPLICATIONS: Nil.**

**RECOMMENDATION:**

That Council writes to the Bishop of the Roman Catholic Diocese of Bunbury expressing Council's interest in acquiring Lot 66 in the Nannup town site but indicating that Council is unable to consider the purchase until the setting of its 2016/2017 Budget which will occur in July 2016.

**VOTING REQUIREMENTS: Simple Majority**

# **COMMUNITY & DEVELOPMENT SERVICES**

AGENDA NUMBER:	12.4
SUBJECT:	Planning Application for Ground-Mounted Solar Panels
LOCATION/ADDRESS:	Lot 550 on P63510 (Reserve 20333) Brockman Street, Nannup
NAME OF APPLICANT:	Nannup Caravan Park - Ton & Jo van Hattem
FILE REFERENCE:	RES20333
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	10 August 2015
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.4.1 - Information from applicant 12.4.2 - Location plan 12.4.3 - Submission

## **BACKGROUND:**

The Shire administration has received a Planning Application for a 20kW ground-mounted solar energy system to be installed at the Nannup Caravan Park situated at Lot 550 Brockman Street, Nannup. Details submitted by the applicant are provided in Attachment 12.4.1.

In summary, the applicant proposes a new 20kW ground-mounted solar energy system consisting of 80 photovoltaic panels to be raised approximately 2.5m off the ground on a steel frame. The total length proposed for the installation is approximately 40m. The installation is proposed to be surrounded by a chain link fence approximately 1.8m high which will be screened by the planting of native climbers and shrubs.

The site, shown in Attachment 12.4.2, is on Brockman Street between the Community House and the Old Railway Bridge, and is located adjacent to the Blackwood River. The site is approximately 2.284 hectares in area and contains the Nannup Caravan Park and the Arboretum.

### Planning framework

The following summarises key planning documents relating to the site and the development:

- the site is Reserve land vested with the Shire and is zoned "Public Purposes: Municipal" in the *Shire of Nannup Local Planning Scheme No. 3* (LPS3).

Outlined below are the relevant clauses from LPS3:

"1.6.1 The local government's general aim is to recognise the unique qualities and characteristics of the Scheme Area and safeguard its natural resources, whilst promoting sustainable development through diversified residential, commercial, industrial, agricultural, timber, tourist and resource based activities."

"1.6.2 The local government's general intentions are –

(d) To manage the use and development of land by means of zoning and development controls to achieve compatibility between land uses, and the preservation, and where possible the enhancement of visual amenity of urban and rural uses.

(f) To safeguard and enhance the character and amenity of the built and natural environment of the Scheme Area."

- the site is designated as being located in a Flood Risk Area in LPS3;
- The Council has the legal power under LPS3 to approve or refuse development in a Reserve after first seeking comment from neighbours and relevant stakeholders.

### Consultation

The Shire administration invited public comment on the Planning Application for 14 days by writing to 5 adjoining/nearby landowners and 3 other stakeholders. The Shire received 1 submission on the Planning Application which is set out in Attachment 12.4.3.

The submission raised no objections but suggested that the applicant be advised of the potential loss of infrastructure that may occur during a flood event.

### **COMMENT:**

While the solar panel installation is proposed to be located behind the Arboretum and away from residential properties on Brockman Street, it will be visible to users of the adjoining river reserve, Foreshore Park and the Nannup Caravan Park.

It is recommended that the Council resolve to refuse the 20kW ground-mounted solar energy system in the current proposed location due to adverse visual impact on the amenity of the adjoining walk trails, Munda Biddi Track, the Arboretum and nearby Foreshore Park, and patrons staying in the Nannup Caravan Park.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005 and LPS3.*

**POLICY AND CONSULTATION IMPLICATIONS:**

Adjoining/nearby landowners and relevant stakeholders were invited to make comment on this Planning Application.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council refuse the Planning Application for a 20kW ground-mounted solar energy system to be installed at Lot 550 on P63510 Brockman Street, Nannup.

**VOTING REQUIREMENTS:** Simple Majority.

AGENDA NUMBER:	12.5
SUBJECT:	Advertising Signs - Nannup Bowling Club
LOCATION/ADDRESS:	Reserve 3708 bounded by Warren Road, Forrest Street and Grange Road, Nannup
NAME OF APPLICANT:	Nannup Bowling Club
FILE REFERENCE:	RES3708
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	11 August 2015
PREVIOUS MEETING REFERENCE:	28 November 2013
ATTACHMENT:	12.5.1 - Original information from applicant 12.5.2 - Letter from applicant 12.5.3 - Draft Use of Facility MOU

#### **BACKGROUND:**

In September 2013, the Nannup Bowling Club lodged a Planning Application seeking permanent approval for various advertising signs to be installed at the Bowling Club on Reserve 3708. Details originally submitted by the applicant are provided in Attachment 12.5.1.

At its meeting on 28 November 2013, Council resolved:

#### **9047 LONGMORE/MELLEMA**

***“That Council approve the Planning Application for the proposed advertising signs in zone 1 (0.6 metre high with a combined total width of approximately 40 metres), buntings on light pole (zone 2), a sign above the weather shelter in “heritage” style to read “Nannup Bowling Club Inc.” (zone 3) and a moveable sign for events on Reserve 3708 bounded by Warren Road, Forrest Street and Grange Road, Nannup subject to the following conditions:***

- 1. The approval for the signs in zone 1 and zone 2 are limited to 31 December 2015.***
- 2. The signs in zone 1 are to be moveable and limited to active events only.***
- 3. The signs in zone 1 are to have no advertising on the eastern side facing Grange Road.***

- 4. The sign in zone 3 is to use heritage colours consistent with Local Planning Policy No. 8 Nannup Main Street Heritage Precinct with details to be approved by the local government prior to erection of the sign.**
- 5. No sign is illuminated.**
- 6. All signs are well maintained to the satisfaction of the local government.**
- 7. Approval is given once the Memorandum of Understanding is signed and returned.”**

The Nannup Bowling Club have now lodged an objection to Condition 2, shown in Attachment 12.5.2, and have requested the Council consider an alternative arrangement for the display of moveable signs in zone 1.

As with many other community groups, the Nannup Bowling Club are struggling to retain membership income and maintain the bowling greens and associated amenities. There is an identified need to generate other forms of income. The Nannup Bowling Club have proposed that the moveable signs in zone 1 be allowed to stay in place from the start of each bowling season in October until the end of the season in March/April, as opposed to being installed and removed for each event.

**COMMENT:**

As outlined in Local Planning Policy No. 18 Signs and Advertisements, there is a policy presumption to not support signs on Shire managed land. The policy does however support some exceptions (e.g. moveable signs) and requires signs to be used for purposes approved by the Council.

Ongoing consultation with Council staff and the Nannup Bowling Club has now reached agreement in respect to Condition 7 of Council's resolution for the signing of the "Use of Facility Memorandum of Understanding", shown in Attachment 12.5.3.

The Nannup Bowling Club has provided sufficient justification from the Shire administration's perspective to recommend an amendment to the original conditional approval. On this basis and following assessment against LPS3 and Council's Local Planning Policies, the Shire administration recommends that the application for the amendment of Condition 2 be approved.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005 and LPS3.*



**POLICY AND CONSULTATION IMPLICATIONS:**

Local Planning Policies 18 and 8 are non-statutory documents, which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Planning Application.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

That Council amend its Planning Approval of 28 November 2013 for the proposed advertising signs in zone 1 on Reserve 3708 bounded by Warren Road, Forrest Street and Grange Road, Nannup with condition 2 to read:

“The signs in zone 1 are to be moveable and limited to the months of the Bowling Season, generally being October until March/ April each year.”

**VOTING REQUIREMENTS:** Simple Majority.

AGENDA NUMBER:	12.6
SUBJECT:	NBN Co Limited Two Way Confidentiality & Licence Agreement
LOCATION/ADDRESS:	
NAME OF APPLICANT:	NBN Co Limited
FILE REFERENCE:	TPL21
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	12 August 2015
PREVIOUS MEETING REFERENCE:	
ATTACHMENT:	12.6.1 - Two Way Confidentiality & Licence Agreement 12.6.2 - Request for Information

**BACKGROUND:**

Mr Joshua Waran, Planner Stakeholder Engagement with NBN Co. Limited, has contacted the Shire administration to request that the Shire of Nannup sign a Two Way Confidentiality and Licence Agreement prior to the start of the planning phase of the National Broadband Network fixed line rollout within the Shire. The proposed agreement is shown in Attachment 12.6.1.

**COMMENT:**

The Chief Executive Officer and the Development Services Officer recently met with Mr Waran to discuss NBN Co Limited's preliminary plans for the rollout of the National Broadband Network in the Shire of Nannup.

Mr Waran advised that NBN Co Limited is currently in the initial stages of planning for the extension of the National Broadband Network into Nannup and they are investigating a combination fibre-to-the-node and fixed wireless installation. The above discussions with Mr Waran were mainly centred on the fibre-to-the-node rollout in the Nannup town site, with the fixed wireless installation requiring additional planning approvals through Council.

To assist NBN Co Limited with their infrastructure planning, they have requested that the Shire sign a Two Way Confidentiality and Licence Agreement and provide them with information pertaining to the Local Planning Scheme No.3, the Local Planning Strategy, heritage information, infrastructure and any upcoming capital works programs. Details of the request for information are outlined in Attachment 12.6.2.

The Shire administration recommends that the Council endorse the Two Way Confidentiality and Licence Agreement and provides NBN Co Limited with the requested information to assist with their planning for the network installation.

**STATUTORY ENVIRONMENT:**

Shire of Nannup Local Planning Strategy and Local Planning Scheme No.3.

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:** Nil.

**STRATEGIC IMPLICATIONS:**

Community Strategic Plan 2013-2023 – Strategy 3.3 Improve All Forms of Communication Within the Shire

**RECOMMENDATION:**

That Council endorses the NBN Co Limited Two Way Confidentiality and Licence Agreement and authorises the CEO to sign the Agreement and provide NBN Co Limited with the information as requested to assist with the planning phase of the National Broadband Network rollout.

**VOTING REQUIREMENTS:** Simple Majority

AGENDA NUMBER:	12.7.
SUBJECT:	Planning Application for Three Cabins
LOCATION/ADDRESS:	Reserve 24762, Lot 555 on Plan 58837 Balingup Rd, Nannup
NAME OF APPLICANT:	Ton van Hattem (Manager, Nannup Caravan Parks)
FILE REFERENCE:	RES24762
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)
DATE OF REPORT:	14 August 2015
PREVIOUS MEETING REFERENCE:	
ATTACHMENT:	12.7.1 - Information from applicant 12.7.2 - Location plan 12.7.3 - Submissions

**BACKGROUND:**

*A) The proposal*

The applicant has lodged a Planning Application for three cabins, for self-contained short term tourist accommodation, at the Riverbend Caravan Park. The cabins are proposed to be clad in colourbond walls with a light grey corrugated iron roof cladding. Information provided by the applicant is set out in Attachment 12.7.1 and is generally not repeated in this report.

*B) Application site*

The site's location is shown in Attachment 12.7.2. The site is 3.7 hectares in area and is generally parkland cleared. The proposed cabins are located on cleared and moderately sloping land.

*C) Planning framework*

The site:

- is vested with the Shire for the purpose of a 'caravan park';
- is reserved as 'Parks and Recreation' in the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)*. The site is also within a 'Landscape Values Area' and most of the site is within the 'Flood Risk Land Special Control Area';

- is mostly within the 1 in 25 average recurrence interval (ARI) floodplain with a portion within the 1 in 100 ARI floodplain as set out in the *Blackwood River Flood Study*;
- is designated as a bush fire prone area in the endorsed *Bush Fire Hazard Strategy - Shire of Bridgetown-Greenbushes and Shire of Nannup*; and
- forms part of Planning Precinct NR1 in the *Shire of Nannup Local Planning Strategy*. The Strategy supports tourism opportunities subject to resolution of issues including flooding and protecting landscape values.

There are various documents relevant to the application including State Planning Policies, Local Planning Policies, Environment Guidance Statements and the *Western Australian Caravan and Camping Ground Action Plan 2013-2018*. In summary, the documents require effective natural resource management, addressing risk/safety and seeking to diversify the local economy including through supporting tourism.

The Council has the legal power under LPS3 to approve the Planning Application for the cabins. In particular, clauses 3.3.2 and 3.3.3 of LPS3 state:

- '3.3.2 In determining an application for planning approval the local government is to have due regard to:
- (a) the matters set out in clause 10.2; and
  - (b) the ultimate purpose intended for the Reserve.

- 3.3.2 In the case of land reserved for the purposes of a public authority, the local government is to consult with that authority before determining an application for planning approval.'

The *Shire of Nannup Strategic Community Plan* supports tourism and retaining the distinctive look and feel of Nannup.

#### *D) Community and stakeholder consultation*

The Shire administration invited public comment on the Planning Application for 28 days by writing to Councillors, 16 adjoining/nearby landowners, 11 State Government agencies and 15 other stakeholders, placing a sign on-site, placing public notices on community noticeboards around town, placing details on the Shire website and details being available at the Shire office.

The Shire received 16 external submissions on the Planning Application which are outlined in Attachment 12.7.3. The submissions either raised no objections, suggested standard advice/conditions or were supportive. Similarly, advice from other sections of the Shire administration raised no objections or provided standard advice/conditions.

#### **COMMENT:**

### Overview

It is recommended that Council approve the Planning Application, subject to conditions, for reasons including:

- the cabins will broaden the range of accommodation provided in Nannup, in a centrally located site, and the development supports the local economy;
- the site is a well-established and attractive tourist accommodation site;
- the Department of Water consider the proposal is acceptable in regard to major flooding. If required, the cabins are moveable (see Attachment 12.7.1);
- there are expected to be minimal environmental impacts given the land is cleared, the development is low-key and it will be appropriately serviced; and
- there is overall support from stakeholders.

### Key issues

While noting the above, the key issues with the application are summarised below:

- it is a high profile site on a key 'gateway' into Nannup;
- the development is located on Shire managed land;
- flood risk – while noting the applicant has located the cabins on the highest part of the site, the cabins are located in 1 in 100 ARI floodplain;
- fire management – while noting the Department of Fire and Emergency Services comments, a Bushfire Attack Level (BAL) assessment has been undertaken which determines the BAL rating is BAL 12.5 (see Attachment 12.7.1). It is suggested that a Fire Management Plan is not required for three cabins on a site that adjoins the Nannup townsite with a BAL 12.5 rating;
- crossover – the existing crossover should be sealed in accordance with *Local Planning Policy No. 13 Car Parking and Vehicular Access* and it is recommended that the local government as the lessor of Riverbend meet half of the construction costs;
- car parking and vehicular access - *Local Planning Policy No. 13 Car Parking and Vehicular Access* has a presumption that car parking and access will be sealed for commercial development in and near the Nannup townsite;
- pedestrian access – while noting there is no footpath adjoining the site, it is suggested that no developer contribution is considered appropriate for this small scale development;
- effluent disposal - it is recommended that the cabins be connected to reticulated sewerage to improve environmental outcomes;
- landscaping – 'low-key' landscaping with native shrubs is supported which is required to take account of the BAL and retaining a low fuel area;

- on-going management - the responsibility for appropriate on-going management rests with the operator/caravan park manager to ensure that visitors are responsible and do not create inappropriate impacts, including noise, to adjoining/nearby properties; and
- length of approval – while noting the cabins can be moved, the officer recommendation does not set a time limit for how long the cabins can remain.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005, LPS3, Caravan Parks and Camping Grounds Act 1995, and Caravan Parks and Camping Grounds Regulations 1997.*

**POLICY AND CONSULTATION IMPLICATIONS:**

Various Local Planning Policies are relevant in assessing the Planning Application including *LPP 13 Car Parking and Vehicular Access*. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Planning Application. Additionally, there are various State Planning Policies which are relevant in assessing the Planning Application including *SPP 2 Environment and Natural Resources Policy, SPP 2.9 Water Resources* and *SPP 3.4 Natural Hazards and Disasters*.

Adjoining/nearby landowners, the community, relevant State Government agencies and other stakeholders were invited to make comment on this Planning Application.

**FINANCIAL IMPLICATIONS:**

While not a planning consideration, it is suggested there is a need to clarify who owns the cabins, which can be transported, following the current lease expiring.

**STRATEGIC IMPLICATIONS:**

The application, if approved and implemented, should assist to provide economic benefits to the local economy. Encouraging visitors and others to stay in Nannup and stay longer can support increased spending and assist to enhance existing businesses and support new businesses.

**RECOMMENDATION:**

That Council approve the Planning Application for three cabins on Reserve 24762, Lot 555 on Plan 58837, Balingup Road, Nannup as set out in Attachment 12.7.1 subject

to the following conditions:

1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of three years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Planning Approval has lapsed, no further development is to be carried out.
2. The development hereby approved must be carried out in accordance with the submitted plans (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
3. The provision of details with the Building Permit as to how stormwater will be addressed for the proposed development (including stormwater from roofs, car parking and other impervious areas) to the satisfaction of the local government. The local government will require that all stormwater from roofed and impervious areas shall be collected, detained and suitably treated on site to the satisfaction of the local government prior to occupation.
4. The development is to be connected to the reticulated water and sewerage system prior to occupation.
5. The vehicular crossover is to be located, designed, constructed, sealed and drained to the satisfaction of the local government prior to occupation with the proponent to meet half of the construction costs and the local government to meet the remainder.
6. The vehicle access ways, vehicle manoeuvring areas and car parking spaces servicing the cabins are designed, constructed and drained to the satisfaction of the local government prior to occupation.
7. The minimum floor level of the proposed cabins is at least 68.7 metres AHD (Australian Height Datum) with this level confirmed by a licensed surveyor and submitted for local government endorsement prior to occupation.
8. A schedule of all materials to be used on the external surfaces of the cabins shall be submitted to the satisfaction of the local government prior to the issue of a Building Permit.
9. A smoke alarm must be installed on or near the ceiling:
  - a) in every bedroom; and
  - b) in every corridor or hallway associated with a bedroom or, if there is no corridor or hallway, in an area between the bedrooms and the remainder of the cabin/s.
10. A system of emergency lighting must be installed to assist evacuation of



occupants in the event of fire and this lighting must:

- a) be activated by a smoke alarm(s) (required by the previous Condition); and
  - b) consist of:
    - i) a light incorporated within the smoke alarm(s) itself; or
    - ii) lighting located within the corridor, hallway or area served by the required smoke alarm(s).
11. No cabin is to be occupied by a person for more than three (3) months within any twelve (12) month period.
  12. The submission of a landscaping plan, which is approved and then implemented to the satisfaction of the local government, prior to occupation.
  13. The landscaping is to be maintained at all times to the satisfaction of the local government.
  14. Rubbish enclosure areas, adequate to service the development, are to be provided prior to occupation.
  15. No goods or materials may be stored in such a manner as to be visible from Balingup Road following the construction period.
  16. The operators are to ensure that noise levels are considerate of adjoining properties and are to be especially low in volume between 8.00pm and 8.00am.

Advice

- A) In relation to Condition 3, stormwater is to be suitably detained on site (e.g. rainwater tanks, soakwells). Stormwater from major storm events is supported to be connected to a local government stormwater legal point of discharge if appropriately designed.
- B) In relation to Condition 5, any gate/s are to be suitably located and designed to ensure there is a sufficient area to enable vehicles to park in the crossover and/or on the property without impeding traffic or compromising safety on Balingup Road.
- C) In relation to Condition 7, the *Blackwood River Flood Study* shows the site is affected by flooding during major river flows with the 100 year ARI flood level estimated to be 68.2 metres AHD. Based on requirements in the *Shire of Nannup Local Planning Scheme No. 3*, the cabins are required to have a minimum floor level of 68.7 metres (incorporating a 'freeboard' of 0.5 metres). In accordance with clause 6.2.1.6 of the *Shire of Nannup Local Planning Scheme No. 3* relating to flood risk land, the scheme states "Any decision made by the Shire in pursuance of this clause is deemed to be a decision made in 'good faith' and the

Shire is hereby forever indemnified against any claim made by any person and relating to any loss whatsoever arising from such a decision.”

- D) In relation to Condition 16, the proponent should ensure that guests (and as relevant their pets) are considerate of neighbours at all times. In particular, noise levels are to comply with the *Environmental Protection (Noise) Regulations 1997*.
- E) The proponent is advised that this Planning Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.
- F) The proponent is advised that the approved development must comply with all relevant provisions of the *National Construction Code (Building Code of Australia)*.
- G) The proponent is advised that the approved development must comply with all relevant provisions of the *Health Act 1911, Caravan Parks and Camping Grounds Act 1995, Caravan Parks and Camping Ground Regulations 1997* and the *Shire of Nannup Health Local Law 2003*.
- H) A low fuel zone around the cabins should be created and thereafter maintained on an ongoing basis to the satisfaction of the local government. Additionally, there is a need to install and maintain firebreaks in accordance with the *Shire of Nannup Fuel Hazard Reduction & Firebreak Notice*.
- I) Signs may be erected or displayed to the specification and satisfaction of the local government.
- J) The proponent is to retain appropriate Public Liability Insurance to cover the entire area the subject of this approval to the satisfaction of the local government.
- K) It is the responsibility of the proponent to advise the local government when all conditions relating to the development have been satisfied.
- L) Part 14 of the *Planning and Development Act 2005* provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The *State Administrative Tribunal Rules 2004* require that any such applications for review be lodged with the Tribunal.

**VOTING REQUIREMENTS:** Simple Majority.

AGENDA NUMBER:	12.8
SUBJECT:	Bushfire Attack Level Assessor Training of a Shire Officer
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	PSN6
AUTHORS:	Wayne Jolley – Building Surveyor & Jane Buckland – Development Services Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	17 August 2015
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.8.1 - Joint agency statement 12.8.2 - FPAA Bushfire Attack Level Assessor Short Course information. 12.8.3 - Fact Sheet 2: Subsidy A

**BACKGROUND:**

The Shire of Nannup declared bushfire prone areas within its district in May 2013 and adopted Local Planning Policy *LPP21 Bush Fire Management* in September 2013.

The Western Australian Government, through the Department of Planning, the Department of Fire and Emergency Services (DFES) and the Office of Bushfire Risk Management is now in the process of declaring bushfire prone areas throughout WA, whereupon future subdivisions and building development will be subject to AS3959 – *Construction of Buildings in Bushfire Prone Areas*, as they already are in the Shire of Nannup.

The Fire and Emergency Services Amendment Bill 2015 is currently before Parliament. This proposes to provide the Fire and Emergency Services Commissioner with the power to publish an order designating areas of the state as bushfire-prone. Upon passage of the Bill, the Fire and Emergency Services Commissioner's order will be published along with planning and building regulation amendments.

The planning regulations will require a BAL assessment in areas designated as bushfire-prone. Furthermore, the revised draft *State Planning Policy 3.7 Planning in Bushfire-Prone Areas* and revised draft *Guidelines for Planning in Bushfire-Prone Areas* will strongly recommend that accredited people undertake the BAL assessments.

**COMMENT:**

The Building Surveyor, Development Services Officer and Community Emergency Services Officer recently attended two seminars regarding the proposed BAL Assessment requirements, one conducted by the Local Government Insurance Scheme (LGIS) and one conducted by the Department of Planning (DoP).

The LGIS seminar primarily sought to gather information but also conveyed some advice to local governments relative to assessing planning and building applications in terms of bushfire safety. When a building application is received for a residential building in a bushfire prone area, it will be required to be accompanied by a BAL assessment completed by a credible assessor (i.e. an assessor with relevant skills and experience). Generally the assessment would be accepted at face value but LGIS suggest that local governments should evaluate the BAL assessment in the process of issuing a building permit.

The second seminar by DoP related to training of BAL assessors by Fire Protection Association Australia (FPA) as outlined in Attachment 12.8.1. At this time, accredited assessors do not exist but a training and accreditation scheme is being introduced by FPA, which is endorsed by DFES. The Western Australian Government does not intend to require that BAL assessments are done by accredited assessors. However, a building surveyor is empowered to decide what documentation is acceptable and it is anticipated that in the future assessments by accredited BAL assessors will be universally required.

Local government staff will not be required to become Accredited Level 1 BAL Assessors. It is envisaged that individuals would only seek full accreditation when they were intending to provide professional BAL assessment services. The Western Australian Planning Commission's revised draft *State Planning Policy 3.7 Planning in Bushfire-Prone Areas* and the revised draft *Guidelines for Planning in Bushfire-Prone Areas* will strongly recommend that only accredited people are used to prepare BAL assessments.

The five day Bushfire Attack Level Assessor Short Course is the first stage of obtaining accreditation as a BAL assessor with details shown in Attachment 12.8.2. Completion of the short course will not result in the participant becoming an accredited assessor however it will provide the required skills, knowledge and ability to determine a BAL rating and provide advice on the required construction provisions.

The full cost of the short course is \$2,500 with no ongoing associated costs. Part reimbursement of the cost for local government staff to undertake the Level 1 Bushfire Attack Level (BAL) Assessor course is available under Subsidy A of the State Government's Bushfire Training and Accreditation Subsidy Policy as shown in Attachment 12.8.3.

The objective of this subsidy is to develop the capacity of planners and building surveyors and those performing planning and building surveying functions within local government to enhance their understanding of BAL assessments.

The subsidy is \$870 per person to be reimbursed after a participant's successful completion of the Level 1 BAL Assessor course to the local government authority by the accrediting body.

The subsidy is only available in the 2015/16 financial year until the allocated funds are exhausted.

It is suggested that it would be useful for the Development Services Officer to attend the five day short course due to her involvement with both planning and building applications.

**STATUTORY ENVIRONMENT: Nil.**

**POLICY IMPLICATIONS: Nil.**

**FINANCIAL IMPLICATIONS:**

The cost to the Shire of Nannup for one officer to attend the five day short course would be \$1,630 after the subsidy. At this stage there is one course available in October in Bunbury with the remaining courses to be held in Perth. There would be additional accommodation costs if the officer was to attend in Perth.

**STRATEGIC IMPLICATIONS: Nil.**

**RECOMMENDATION:**

That Council agree that the Development Services Officer should attend the five day Bushfire Attack Level Assessor Short Course, the preference being that the officer attends the training in Bunbury if available.

**VOTING REQUIREMENTS: Simple majority**

# WORKS & SERVICES

AGENDA NUMBER:	12.9
SUBJECT:	Policy WRK 8 Maintenance of DPaW Access Tracks
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM9
AUTHOR:	Chris Wade – Manager Infrastructure
REPORTING OFFICER:	Chris Wade – Manager Infrastructure
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	12 August 2015

## **BACKGROUND:**

Council at its July 2015 information session informally discussed Policy WRK 8 Maintenance of DPaW Access Tracks and decided that through an agenda item some minor changes could be made to better suit The Shire of Nannup. The current policy states:

*Policy Number: WRK 8  
Policy Type: Works  
Policy Name: Maintenance of DPaW Access Tracks  
Policy Owner: Manager Infrastructure  
Authority: Shire of Nannup*

## **POLICY**

*The local government will not assume maintenance of Department of Parks and Wildlife (DPaW) Access Tracks even though such Tracks may provide access to private property. The local government will however maintain such tracks on a private works basis at the applicant's expense.*

## **COMMENT:**

To allow for the ongoing maintenance of some of the non-formalised roads that are considered by council important for ratepayers the officers recommendation will be changed with the wording to reflect this as follows

Policy Number: WRK 8  
Policy Type: Works  
Policy Name: Maintenance of DPaW Access Tracks

Policy Owner:       Manager Infrastructure  
Authority:            Shire of Nannup

**POLICY**

The local government will not assume maintenance of Department of Parks and Wildlife (DPaW) Access Tracks unless they are deemed to offer significant benefit to the Shire of Nannup and its residents and visitors.

The local government will however maintain other DPaW access tracks on a private works basis at the applicant's expense if requested.

**STATUTORY ENVIRONMENT: Nil.**

**POLICY IMPLICATIONS:** Amendment to Policy WRK 8 Maintenance of DPaW Access Tracks with some wording changes.

**FINANCIAL IMPLICATIONS: Nil.**

**STRATEGIC IMPLICATIONS: Nil**

**RECOMMENDATION:**

Council amend Policy WRK 8 Maintenance of DPaW Access Tracks to

The local government will not assume maintenance of Department of Parks and Wildlife (DPaW) Access Tracks unless they are deemed to offer significant benefit to the Shire of Nannup and its residents and visitors.

The local government will however maintain other DPaW access tracks on a private works basis at the applicant's expense if requested.

**VOTING REQUIREMENTS:** Simple Majority

AGENDA NUMBER:	12.10.
SUBJECT:	Heavy Vehicle Cost Recovery Model
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WRK 6
AUTHOR:	Manager Infrastructure
REPORTING OFFICER:	Manager Infrastructure
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	12 August 2015
ATTACHMENT:	12.10.1 - Item 12.10 October 2014 Council meeting

**BACKGROUND:**

Council at its Ordinary Council meeting October 2014 resolved the following regarding the Heavy Vehicle Cost Recovery Model.

*That Council:*

- 1. Endorse the use of the cost recovery model for heavy vehicle operations for the recovery of capital damages costs for the Shire of Nannup's paved road network, for a 30 day public consultation period.*
- 2. Endorse the cost recovery unit at \$0.013 per equivalent standard axle (ESA) for recovery of capital damage costs for the Shire's paved road network, with an annual review of this unit rate to the Shire of Nannup's actual expenditure on or about June 30 each year.*
- 3. Request the Chief Executive Officer to report back to the Council with results of consultation on Heavy Vehicle Cost Recovery model with a proposed Council policy for Council consideration.*

**9189 GILBERT/LORKIEWICZ**

*That Council:*

- 1. Endorse the use of the cost recovery model for heavy vehicle operations for the recovery of capital damages costs for the Shire of Nannup's paved road network, for a 30 day public consultation period.*
- 2. Endorse the cost recovery unit at \$0.013 per equivalent standard axle (ESA) for recovery of capital damage costs for the Shire's paved road*



*network, with an annual review of this unit rate to the Shire of Nannup's actual expenditure on or about June 30 each year.*

- 3. Request the Chief Executive Officer to report back to the Council with results of consultation on Heavy Vehicle Cost Recovery model with a proposed Council policy for Council consideration.**

**CARRIED 7/1**

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

***Voting against the motion: Lorkiewicz.***

**COMMENT:**

As the manager Infrastructure was on leave and his advice was not sought there is further information that should be taken into account. The major points are

- No other local government in the south west has endorsed this method of cost recovery.
- There is already an established relationship with plantation operators that sees a maintenance plan for gravel roads in operation and this is controlled through Council's Heavy Haulage Agreement. The plantation managers contact Council and will hire Council's grader on a private works basis to grade damaged roads if available. There are also occasions that Council require some urgent attention to roads and we have used the plantation contractor's grader if available. This agreement is of mutual benefit to all.
- Tonnages quoted in the original item are not correct. The tonnage is considerably less when split up over 10 years
- It is considered that Council does not have the human resources available to administer this model and to do so would require elevated staffing levels.
- To make any reasonable amount of money, the Council roads that are generally endorsed by Main Roads Western Australia would need to be removed from the endorsed list. This would result in a large increase in the amount of permits that have to be issued. Generally "Endorsed" means any size legal vehicle can operate on that road without seeking approval from Council. For example Cundinup South Road, Cundinup Kirup Road, Bridgetown Road and the part of Milyeannup Coast Road.

**STATUTORY ENVIRONMENT:**

**LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996 - REG 10**

**10 . Revoking or changing decisions (Act s. 5.25(1)(e))**

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —

(a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or

(b) in any other case, by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

*[Regulation 10 amended in Gazette 31 Mar 2005 p. 1030.]*

**POLICY IMPLICATIONS: Nil**

**FINANCIAL IMPLICATIONS: Nil.**

**STRATEGIC IMPLICATIONS: Nil**

**RECOMMENDATION:**

Council supports the officer recommendation to revoke Motion 12.10 October 2014 Ordinary Council meeting.

**VOTING REQUIREMENTS: 1/3 Number of members (3)**

**RECOMMENDATION:**

Council revoke motion 12.10 October 2014 Ordinary Council meeting and leave the heavy haulage operations as is.

**VOTING REQUIREMENTS: Absolute Majority**

# **FINANCE & ADMINISTRATION**

AGENDA NUMBER:	12.11
SUBJECT:	Formal Statements - 2015/16 Budget
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	13 August 2015
ATTACHMENT:	12.11.1 - Formal Statements of the 2015/16 Budget (Separate Cover)

## **BACKGROUND:**

Section 5.2 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.

The 2015/16 budget is based on a deficit of \$1,450,786 being the rate requirement for the year. This budget was adopted at the June 25<sup>th</sup> Ordinary Meeting of Council by Absolute Majority. Today's item is included to allow Council to see the formal budget statements, in their entirety, in the format that they are required to be submitted to the Department of Local Government as per the *Local Government (Financial Management) Regulations 1996*.

## **COMMENT:**

Section 6.2 of the Local Government Act 1995 and Financial Management Regulations Part 3 stipulate the requirements for the content of the budget and these are reflected in Attachment 1.

Councillors will note that the comparative figures for 2014/15 are estimates only as the end of year has not been finalised; however this has no bearing on the adoption of the budget itself.

Whilst the Rate Setting Statement shows a surplus on 2014/15 of 1,390,362 this is primarily made up of grants received in 2014/15 where the expenditure will be

incurred in 2015/16; these funds will therefore be carried forward into the next financial year.

**STATUTORY ENVIRONMENT:** Local Government Act 1995 Part 6.

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** 2015/16 budget.

**STRATEGIC IMPLICATIONS:**

This budget forms the basis for the Long Term Financial Plan.

**RECOMMENDATION:**

That Council adopt the formal budget papers for 2015/16 as set out in Attachment 12.11.1.

**VOTING REQUIREMENTS:** Absolute Majority

AGENDA NUMBER:	12.12
SUBJECT:	Budget Monitoring – June 2015
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	27 August 2015
ATTACHMENTS:	12.12.1 - Financial Statements for the period ending 30 June 2015 12.12.2 - 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 1212.1.

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 \$27,013; this is shown in the table below. This remains consistent with the previous months expected surplus. Most variances have previously been reported, however given the end of the year has now passed this reflects the record as it was managed and predicted, and therefore is only slightly varied from May's projection of \$31,000.

	<i>(Surplus)/Deficit</i> \$
<b>Gross (surplus)/deficit expected for the year</b>	
Income – under received	43,045
Expenditure – underspent	(70,058)
<b>Projected (surplus) at end of the year</b>	<b>(27,013)</b>

**OPERATING EXPENSES:**

*GOVERNANCE:*

There is a slight overspend within the refreshment budget. This has resulted in an increase overall being included within the 15/16 budget.

There is a saving within the conference budget. This is as a result of change in staff which carried forward to see no representation at the LGMA conferences. This saving will be moved to accommodate overspends within the training budget. Costs associated with insurance have been lower than anticipated across the board. Overall within the central expenses of the organisation there are savings shown of \$5,000.

Employee costs are lower within the administration staff as a result of the Executive Officer being on extended leave which includes a component of leave without pay. Additionally staff changes have seen salary levels fluctuate and various positions being vacant for periods of time. Overall there are savings of \$11,000 over budgeted expectations.

Within the printing and stationery budget there are overspends which have resulted in a \$4,000 overspend.

Recruitment expenses and staff training costs have exceeded budgeted amounts. Within the 14/15 year the Shire of Nannup experienced an unusually high staff turnover of senior officers which has resulted in this blowout in recruitment costs as well as training costs exceeding budgeted expenses. This will be addressed going forward with all training needs first being assessed by the CEO.

Office equipment has seen the replacement of the server and various other components of this network. Overall this has resulted in a \$16,718 spend not budgeted for.

*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.

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.

*LAW & PUBLIC ORDER:*

As previously reported costs associated with the CESO position are higher than expected. 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. Overall there is a marginal overspend of \$3,000 once this recoup is considered.

Within the firebreak expenditure there are savings of approximately \$20,000. This is attributed to lower works completed within this area for the 14/15 year.

Costs associated with ranger services are higher than expected with an overall increase of \$3,000 which represents a 50% increase. This can be directly attributed to higher than anticipated ranger services being utilised for this year. As a direct result we have now trained an officer to become competent in animal control which should help with turnaround time to investigate complaints as well as lowering our reliance and overall costs associated with using the City of Busselton to deal with the general public requests.

Within Public Safety there is an overspend as a result of anticipated income to support the WAEMI business plan not being achieved. This has resulted in this project being abandoned however prior to these actions there was an expense of \$6,000 being committed.

*HEALTH:*

There is an overspend shown within the salaries of this area. This is as a result of increase of wages for employees as a direct response to increased duties. However this is offset by a decrease on the reliance of contract staff which resulted in a saving of \$5,000 for contractor services.

*EDUCATION & WELFARE:*

Both income and expenditure within this area have exceeded budget however offset each other with a nil effect overall. \$28,090 in both Expenses and Income.

*HOUSING:*

Maintenance costs within this schedule have exceeded budget by approximately \$9,000. As per Council resolution 12.4 of May 2015 this will be offset by a contribution from the Asset Management Reserve.



*COMMUNITY AMENITIES:*

Material costs within the waste management area are lower than expected with a saving of \$4,000.

Costs associated with town planning consultancy came in under budget. This has resulted in a saving overall within the consultancy budget of \$33,000. The saving has been the result of in house staff training which resulted in more planning work being able to be completed without the reliance on consultants. However this increase in duties by staff members has seen an overspend due to increased wages with a net result of a saving overall within the planning budget of \$15,000. Public convenience expenses are lower than budgeted representing an overall saving of \$8,000.

*RECREATION & CULTURE:*

Costs associated with the Town Hall are lower overall. Included within this saving are employee and utility costs which result in a \$2,000 saving.

*TRANSPORT:*

There was an overall reduction in expenses within the transport area. This is due to a variety of reasons including tight budgetary spending.

*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. After all expenses are taken into consideration the net position will be approximately \$25,000 over the budget expectation. This is partially due to payments made to the departing Caravan Park Manager in respect to untaken leave entitlement. These payments would have pushed the costs of the park above the anticipated budget.

*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.

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.

### OPERATING INCOME

#### *GENERAL PURPOSE REVENUE:*

Income within this schedule remains consistent with budget expectations. There are slight deficits shown within the rating area in particular in instalment and legal costs. In total this will result in a loss of income of \$1000 which in turn is offset by a \$1000 saving in expenses

There is also a loss of income within interest earned from unpaid rates. It was budgeted that this would account for an income of approximately \$16,000 however at the end of the year penalty interest was \$3,000 lower. While this can be seen as a loss of income it comes with the advantage that rates paid are higher than expected by the end of the year.

FAG Grant income for 2015/16 was received in advance resulting in a surplus within this area. This income will be carried forward as a surplus and used as intended within the 2015/16 financial year.

Investment interest is lower than predicted; this is a result of both lowering interest rates and lower investment capital.

Sundry income from fees and charges has shown a \$5,000 surplus.

As with all Royalties for Region projects there is a time lag between funds received and projects completed. With this in mind the \$665,000 received within this year will be carried forward and used within our Main Street project within 15/16.

#### *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.

An unbudgeted \$50,000 grant was received as part of the Bushfire Risk Management Plan and to date remains unspent. This is as a result of our participation in the pilot program. Due to time constraints this income was not expended and will be carried forward to 15/16 where it will be spent on identified mitigation works.

#### *HEALTH:*

There is a \$4,000 surplus shown within the fees associated within licensing fees.

***EDUCATION & WELFARE:***

Both income and expenditure within this area have exceeded budget however offset each other with a nil effect overall. \$28,090 in both Expenses and Income.

***HOUSING:***

This is lower than budgeted to due to changes in staff and houses being unoccupied for periods of time.

***COMMUNITY AMENITIES:***

There is a \$7,600 surplus showing within the refuse area. This can be attributed to tip fees and costs of the WARR act being higher than anticipated. This is as a direct result of interim rating and more rubbish services being utilised than budgeted for.

Cemetery fees are up by approximately \$8,000. Fees associated with this service can only ever be estimated and cannot be controlled.

***RECREATION & CULTURE:***

Despite the Recreation Centre being partially closed, fees are higher than expected. Overall there are \$8,000 increase in income within this facility as well as an increase in fees from the Town Hall of \$3,000. However lower income from Foreshore Park booking result in an overall deficit of \$11,000.

***TRANSPORT:***

Within local road construction there was an increase in grant funding of \$6,000 which decreased the contribution required from rate income within this area.

Grant income from bridge construction is lower however the work completed is always the exact amount of grant therefore there is nil financial effect shown.

Local Road maintenance direct grants also had an increase in grant income shown. This was a \$7,000 surplus and income from sale of goods also exceeded expectations by \$1,000.

***ECONOMIC SERVICES:***

Caravan Park income was lower than budgeted for as a direct association between the parks being leased out. Income for the year is down on the full year budget by approximately \$106,000 but only \$24,000 when adjusted pro-rata. Within the Building Control area, fees and charges increased by \$7,000.

***OTHER PROPERTY & SERVICES:***

Increased income of \$28,000 on Private Works will be offset by increased expenditure

**CAPITAL:**

**TRANSPORT:**

Capital expenditure items are all within allocated budgets. As reported in earlier month's savings have been made in the purchase costs of the loader and tractor, with trade in values being close to expectations. A utility vehicle originally budgeted for in 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.

**CONCLUSION:**

Overall savings have been made wherever possible within this financial year. Within most schedules there have been savings and overspends that when included in the final figure should result in a surplus of \$27,000 being carried forward to the new year. This is on track with all recent financial predictions included within the budget monitoring each month.

Attachment 12.12.2 provides a detailed breakdown of income and expenditure incurred to 30 June 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.

**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 \$27,013.

**STRATEGIC IMPLICATIONS:** Nil.

**RECOMMENDATION:**

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

**VOTING REQUIREMENTS:** Simple Majority

**Shire of Nannup  
Ordinary Council Meeting Agenda: August 2015**

<b>AGENDA NUMBER:</b>	12.13
<b>SUBJECT:</b>	Monthly Accounts for Payment - July 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>	18 August 2015
<b>ATTACHMENTS:</b>	12.13.1 - Schedule of Accounts for Payment – July 2015

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 31 July 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. No transactions have been processed this month.

**Municipal Account**

Accounts paid by EFT	7350 - 7445	\$422,776.50
Accounts paid by cheque	19833 –19852	\$11,189.60
Accounts paid by Direct Debit	DB9302-1 to DB9302-3	7,039.89
<b>Sub Total Municipal Account</b>		<u>\$441,003.99</u>

**Trust Account**

Accounts paid by EFT		\$0.00
Accounts Paid by cheque		\$0.00
<b>SubTotal Trust Account</b>		<u>\$0.00</u>
<b>Total Payments</b>		<u><u>\$441,003.99</u></u>

**STATUTORY ENVIRONMENT:** LG (Financial Management) Regulation 13

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** As indicated in Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** None.

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$441,003.99 in the attached schedule be endorsed.

**VOTING REQUIREMENTS:** Simple Majority

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

**13.1 OFFICERS**

**13.2 ELECTED MEMBERS**

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

**14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

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

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

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

**17. CLOSURE OF MEETING**