



MINUTES

Council Meeting held
on Thursday 22 October 2009

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MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer declared the meeting open at 4.17pm.

1.1 Declarations by Elected Members

AGENDA NUMBER 1.1

SUBJECT: Declarations by Elected Members

LOCATION/ADDRESS:

NAME OF APPLICANT:

FILE REFERENCE: ADM 18

AUTHOR: Shane Collie – Chief Executive Officer

DISCLOSURE OF INTEREST:

DATE OF REPORT: 24 September 2009

BACKGROUND:

Prior to acting in the position of Councillor, newly elected or re-elected members must make an elected member declaration before an authorised person. Forms will be provided.

COMMENT:

The relevant declarations are required to be made before a Justice of the Peace. Mr Ross Croft JP has agreed to perform this ceremonial role as well as perform the declarations required for the election of the Shire President and Deputy Shire President.

STATUTORY ENVIRONMENT:

Local Government (Constitution) Regulations 1998 and Local Government Act 1995. (Section 2.29).

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

Signed:

Dated: 26 November 2009

VOTING REQUIREMENTS:

The matter is required to be dealt with per Section 2.29 (1) and (2) of the Local Government Act 1995 before members are able to act in the office of Councillor.

Councillors C Gilbert, D Boulter, R Mellema and B Dunnet made a declaration before Mr Ross Croft JP.

1.2 ELECTION OF SHIRE PRESIDENT

AGENDA NUMBER: 1.2 SUBJECT: Election of Shire President LOCATION/ADDRESS: NAME OF APPLICANT: FILE REFERENCE: ADM 18 AUTHOR: Shane Collie - Chief Executive Officer DISCLOSURE OF INTEREST: DATE OF REPORT: 24 September 2009

BACKGROUND:

Council is required to elect a Council member to the office of Shire President. This office is for a two year term. The filling of this office is required to be the first matter dealt with at the first meeting of Council after an ordinary elections day (notwithstanding the declarations to confirm re elected and newly elected Council members).

COMMENT:

If there is no more than one nomination for the position of Shire President no election is held and that candidate is elected unopposed.

If there is two or more nominations for the position of Shire President an election shall be conducted by the Chief Executive Officer in the same manner as a normal election is conducted, that is first past the post voting.

Schedule 2.3 of the Local Government Act 1995 stipulates that nominations for the office are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations. Councillors may nominate themselves or if a Councillor is nominated by another Councillor consent must be obtained.

If there are two nominations for the office of Shire President and after the vote is held there are an equal number of votes for each candidate the count is discontinued and the meeting adjourned for not more than 7 days per Section 5 of Schedule 2.3 of the Local Government Act 1995. Votes are then cast a second time.

If there are three or more nominations for the office of Shire President and after the vote is held an equal number of the most votes have been received by two or more candidates the count is discontinued and the meeting adjourned for not more than 7 days per Section 5 of Schedule 2.3 of the Local Government Act 1995. Votes are then cast a second time.

STATUTORY ENVIRONMENT: Local Government Act 1995.

Signed:

Dated: 26 November 2009

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

VOTING REQUIREMENTS:

Councillors are to vote on the matter by secret ballot as if they were electors voting at an election in accordance with Schedule 2.3, Section 4 (5) of the Local Government Act 1995. The elected Shire President is required to make a declaration before a Justice of the Peace in accordance with the Local Government (Constitution) Regulations 1998 before acting in that office.

The Chief Executive Officer informed that there were two nominations for Shire President being Crs B Dunnet and T Dean.

A ballot was held, the result being Cr B Dunnet 5 votes and Cr T Dean 3 votes. Therefore Cr Dunnet was declared the Shire President.

Cr B Dunnet took the declaration before Mr Ross Croft JP.

The Chief Executive Officer vacated the chair and the Shire President assumed it.

Signed:

Dated: 26 November 2009

1.3 ELECTION OF DEPUTY SHIRE PRESIDENT

AGENDA NUMBER: 1.3 SUBJECT: Election of Deputy Shire President LOCATION/ADDRESS: NAME OF APPLICANT: FILE REFERENCE: ADM 18 AUTHOR: Shane Collie - Chief Executive Officer DISCLOSURE OF INTEREST: DATE OF REPORT: 24 September 2009

BACKGROUND:

Council is required to elect a Council member to the office of Deputy Shire President. This office is for a two year term. The filling of this office is required to be the next matter dealt with at the first meeting of Council after an ordinary elections day following the election of the Shire President (notwithstanding the declarations undertaken to confirm re elected and newly elected Council members).

COMMENT:

If there is no more than one nomination for the position of Deputy Shire President no election is held and that candidate is elected unopposed.

If there is two or more nominations for the position of Deputy Shire President an election shall be conducted by the Shire President, or if he or she is not present, by the Chief Executive Officer. The process used is the same as that for the election of the Shire President. The system of voting is per the previous item and hence is not repeated.

Schedule 2.3 of the Local Government Act 1995 stipulates that nominations for the office are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations. Councillors may nominate themselves or if a Councillor is nominated by another Councillor consent must be obtained.

If there are two nominations for the office of Deputy Shire President and after the vote is held there are an equal number of votes for each candidate the count is discontinued and the meeting adjourned for not more than 7 days per Section 5 of Schedule 2.3 of the Local Government Act 1995. Votes are then cast a second time.

If there are three or more nominations for the office of Deputy Shire President and after the vote is held an equal number of the most votes have been received by two or more candidates the count is discontinued and the meeting adjourned for

Signed:

Dated: 26 November 2009

not more than 7 days per Section 5 of Schedule 2.3 of the Local Government Act 1995. Votes are then cast a second time.

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS: Nil

VOTING REQUIREMENTS:

Councillors are to vote on the matter by secret ballot as if they were electors voting at an election in accordance with Schedule 2.3, Section 4 (5) of the Local Government Act 1995. The elected Deputy Shire President is required to make a declaration before a Justice of the Peace in accordance with the Local Government (Constitution) Regulations 1998 before acting in that office.

The Shire President informed the meeting that there were two nominations for Deputy Shire President being Crs S Camarri and R Mellema.

A ballot was held, the result being Cr S Camarri 5 votes and Cr R Mellema 3 votes, therefore Cr Camarri was declared Deputy Shire President.

Cr S Camarri took the declaration before Mr R Croft JP.

RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (previously approved)

Councillors Dunnet, Boulter, Camarri, Dean, Gilbert, Lorkiewicz, Mellema and Pinkerton.

Shane Collie - Chief Executive Officer
Ewen Ross - Manager Development Services
Craig Waddell - Manager Corporate Services
Chris Wade – Works Manager

VISITORS

9

APOLOGIES

NIL

LEAVE OF ABSENCE (previously approved)

NIL

2. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

NIL

3. PUBLIC QUESTION TIME

Mr M Loveland asked for an update to his previous question to Council concerning the maintenance of Jack's Cottage at Donnelly River Mill.

The Shire President responded to Mr Loveland that someone will get to back to him on the matter.

Mr Loveland asked whether the Grange Road drainage was undertaken in a hurry due to pressure being placed on Council by the Water Corporation to undertake the works prior to their deep sewage program.

Cr Gilbert responded that it was a decision of the Council of the day to undertake the drainage on Grange Road with no outside pressure in terms of timing of the works.

Ms M Longmore the following questions:

- 1 Is it correct that the Council is not intending to reform several of its Advisory Committees?

Signed:

Dated: 26 November 2009

- 2 Does the Council realise the implication of this move?
- 3 How does the Council intend to implement projects without adequate community input?
- 4 Is it correct that community consultation is needed when applying for grants?
- 5 What replacement mechanisms will the Council put in place to satisfy their obligation to consult with the wider community if they do not reform these Advisory Committees?

The Shire President responded that the questions will be taken on notice.

5. APPLICATIONS FOR LEAVE OF ABSENCE

NIL

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Mrs Pam Sewell, representing the North Nannup BFB Evacuation Steering Committee, made a presentation to Council regarding their evacuation plan.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8266 PINKERTON/BOULTER

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 24 September 2009 be confirmed as a true and correct record.

CARRIED 7/1

Councillors voting for the motion: Boulter, Camarri, Dean, Dunnet, Gilbert, Mellema and Pinkerton.

Councillor voting against: Lorkiewicz.

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

NIL

9. REPORTS BY MEMBERS ATTENDING COMMITTEES

Whicher Water area surface plan launch
Planning assessment panel presentation meeting in Bunbury
Dumbleyung saline water meeting
Events forum in the South West meeting

Signed:

Dated: 26 November 2009

Trees Southwest

10. REPORTS OF OFFICERS

AGENDA NUMBER: 10.1 SUBJECT: Request to revert vesting of reserve to Crown LOCATION/ADDRESS: Reserve 14946 Nelson Location 7568 Brockman Highway NAME OF APPLICANT: N/A FILE REFERENCE: R14946 AUTHOR: Manager Development Services DISCLOSURE OF INTEREST: DATE OF REPORT: 9 October 2009

Attachment: Location Map

COMMENT:

The Department of Regional Development and Land requested Council to advise if there is any future requirement for this lot.

The lot is 4054m² fronting onto Brockman Highway and was set aside for "Community Centre and Bush Fire Brigade Purposes". The site was not developed with the Jalbarragup subdivision as a Bush Fire Brigade Shed was developed on Lot 4977, Reserve 43352 on Johnston Road.

The lot is in an agricultural zoned area and is with three boundaries with lot 6792 Brockman Highway. The owners of this lot are interested in obtaining the reserve from the crown and have initiated this request.

The decision for Council is whether this lot will in the future be developed. It is unlikely there will be demand for another Bush Fire Brigade Depot and difficult to identify a "community centre" being built at this location. However, should there be a demand for land in this area at a later stage, the Council would either have to establish the need under a development contribution or purchase the land.

STATUTORY ENVIRONMENT: Planning and Development Act 2005

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council advises the Department of Regional Development and Land that it has no future requirement for Reserve 14946.

Signed:

Dated: 26 November 2009

LORKIEWICZ/DEAN

That Council advises the Department of Regional Development and Land that it has no future requirement for Reserve 14946.

MOTION WITHDRAWN

8267 LORKIEWICZ/CAMARRI

That Council advise the Department of Regional Development and Land that it requests that the land in question being reserve 14946 be swapped for suitable land within the Townsite. This request also be forwarded to Terry Redman MLA Member for Blackwood-Stirling

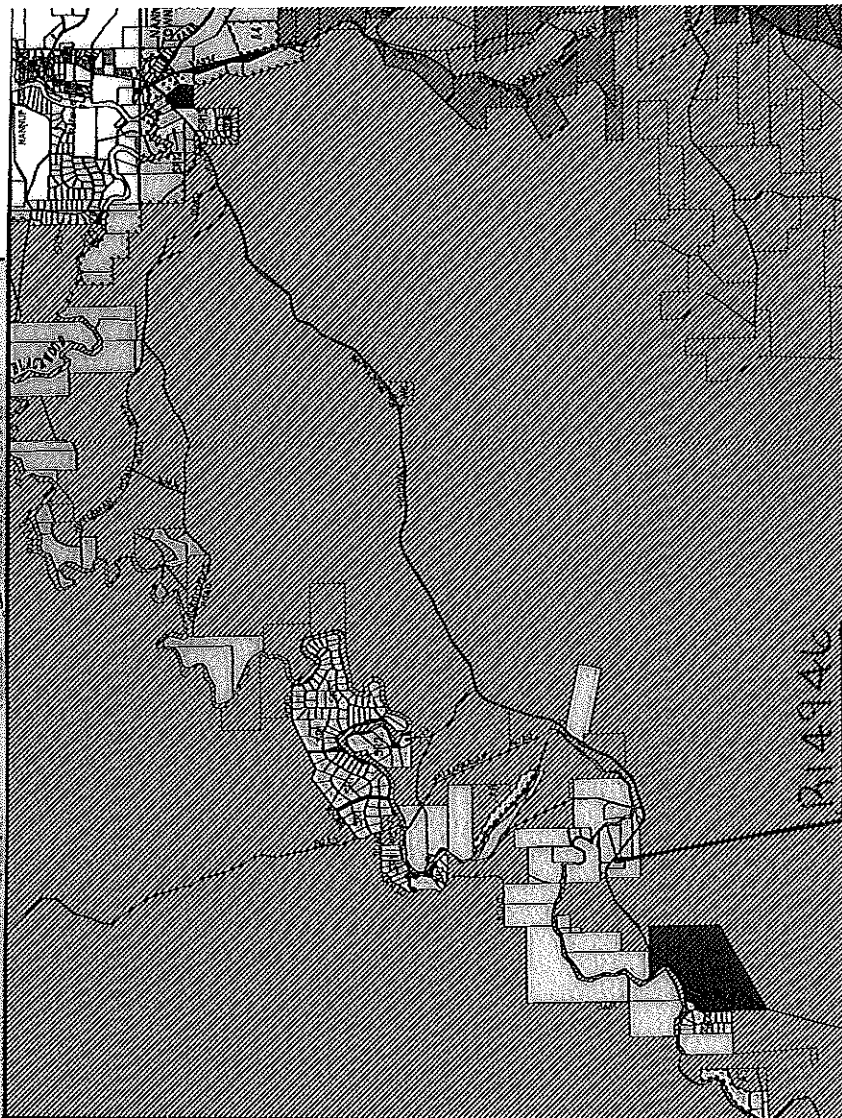
CARRIED 8/0

Reason for Change from Recommendation:

Council was of the opinion that it should not forgo land where an opportunity exists to swap land which could be used by Council in the future.

Signed:

Dated: 26 November 2009



AGENDA NUMBER: 10.2
SUBJECT: Establishment of Committees
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ADM 18
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 23 September 2009

Attachments: 1. Committee List at 23 July 2009.
 2. Committee Guidelines.
 3. Terms of Reference for Audit Advisory Committee.
 4. Terms of Reference for Bush Fire Advisory Committee.
 5. Terms of Reference for Risk Management Advisory Committee.
 6. Terms of Reference for Rates Advisory Committee.

BACKGROUND:

Per Section 5.11 of the Local Government Act 1995 all of Council's committees are disbanded following the holding of elections 17 October 2009. Council will need to determine which committees it wishes to continue with, if it wishes any additional committees, and who should be appointed to such committees.

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

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

COMMENT:

The two key reasons for looking at reducing committees have been discussed prior it is worthwhile revisiting them. The reasons are as follows:

- Committees have in some instances been performing functions that can be undertaken by officer report, or without reference to Council if an operational matter. That is to say that the same outcome can be achieved in a more efficient manner. A letter making a request to Council has the same standing as a committee recommendation.
- From a statutory viewpoint the committee processes in place were short of compliance. For example every committee meeting held operates under

Signed:

Dated: 26 November 2009

the same legislation as a Council meeting. There should be adequate notice via an agenda paper, public question time and public notification, interests declared as required, agenda items prepared, provision for presentations etc. With well over a dozen committees to meet these statutory requirements alone would be a significant impost on the efficiency of Council's operations for what can essentially be undertaken through existing normal business processes.

The downside of reducing committees is the perception that members of the community would have a decreased input into Council's activities. It is stated that there are many other mechanisms available for members of the community to have input into Council's activities such as public question time, letter/email or phone/counter contact as well as any public meetings called from time to time. Direct contact with elected members or officers is always available.

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

The number of committees that Council establishes and the appointment of members thereto is solely at the discretion of Council. The following committees are recommended to be established with the reasons why stated as well as a brief summary of the committee:

Audit Committee

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

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

Recommendation on Appointments

All Councillors

Bush Fire Advisory Committee

Section 67 of the Bush Fires Act 1954 reads as follows:

"(1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government

Signed:

Dated: 26 November 2009

regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or, a different kind from, those specified in this subsection.

(2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.

(3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may -

- (a) make rules for the guidance of the committee;*
- (b) accept the resignation in writing of, or remove, any member of the committee; and*
- (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*

(4) A committee appointed under this section -

- (a) may from time to time meet and adjourn as the committee thinks fit;*
- (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;*
- (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities."*

This committee generally meets three times a year on Monday evenings in February, May and September. All Fire Control Officers are appointees along with a Council representative. Other attendees include DEC, FESA and Plantation Company representatives. The current Council representative is Cr Lorkiewicz. Council's Fire Management Officer is the designated officer to this committee.

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

The Terms of Reference for this committee has been developed by the current Bush Fire Advisory Committee and is referred to in the agenda item contained elsewhere in this agenda, and is attached (attachment 4) for Council adoption.

Recommendation on Appointments

Two (2) Councillors

Mr Chris Scott (Balingup Road)

Mr Gary Dickson (Bidellia)

Mr Malcolm Cole (Carlotta)

Mr Gerald Brown (Cundinup)

Mr Keith Oldfield (Darradup)

Mr Vic Lorkiewicz (East Nannup)

Mr Greg Crothers (Nannup Brook)

Mr David Vines (Scott River/Jasper)

Mr Neville Hamilton (Deputy Chief Bush Fire Control Officer)

Local Emergency Management Advisory Committee

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

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

The Terms of Reference for this committee has previously been developed and adopted by Council.

Recommendation on Appointments

Two (2) Councillors

Mr Chris Wade (St John Ambulance)

Mr Jeff Taylor (Nannup Police)

Mr Martin Glynn (Nannup Police)

Mr Peter Archdall (Fire and Rescue)

Mr Merv McNamara (FESA)

Mr Tony Box (SES)

Ms Mair Jones (Nannup Hospital)

Ms Anna Huxtable (DCP)

Ms Gloria Millward (Nannup CWA)

Ms Eileen West (Nannup CWA)

Signed:

Dated: 26 November 2009

Mr Brad Commins (DEC)
Mr Neville Hamilton (DBFCO)

Risk Management Advisory Committee
(previously Occupational Health & Safety Committee)

Deals with Risk Management issues and includes representation from Council's outside workforce. Officer support Manager Corporate Services. Meets once every two months. Crs Bird and Pinkerton current representatives.

The Terms of Reference for this committee has been developed and is attached (attachment 5) for Council adoption.

Recommendation on Appointments

Two (2) Councillors

Mr Craig Waddell	Manager Corporate Services
Mr Chris Wade	Works Manager
Ms Tracie Bishop	Office staff representative
Mr Steve Winfield	Depot staff representative

Rates Advisory Committee

Council has given indication it wishes to establish a committee to develop suitable rating models for Council's consideration.

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

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

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

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

This being the case Council would need to resolve in this manner and confirm appointments. This committee would be serviced by the Manager Corporate

Service and/or the Chief Executive Officer and Terms of Reference would be developed.

The Terms of Reference for this committee has been developed and is attached (attachment 6) for Council adoption.

Recommendation on Appointments

All Councillors

TimeWood Centre Committee

This committee has had a key role in making recommendations to Council on the development of this facility. It is anticipated that this committee will disband once the project is tendered. While the current Terms of Reference will be reviewed the lifespan of this committee is likely to be only for the next few months. Current membership:

Cr Barbara Dunnet	elected member
Cr Carol Pinkerton	elected member
Ms Elisabeth Pellicaan	Nannup Visitor Centre
Mr Kim Roycroft	Nannup Visitor Centre
Ms Cheryle Brown	Nannup Telecentre member
Mr Jim Pinkerton	Nannup Telecentre member
Ms Shirley Humble	Nannup Historical Society
Ms Gloria Millward	Community member
Mr Geoff Ludkins	Community member

Officer support is provided through the Chief Executive Officer and Community Development Officer.

The Terms of Reference for this committee has previously been developed and adopted by Council.

Recommendation on Appointments

Two (2) Councillors

Mr Kim Roycroft	Nannup Visitor Centre
Ms Cheryle Brown	Nannup Telecentre member
Mr Jim Pinkerton	Nannup Telecentre member
Ms Shirley Humble	Nannup Historical Society
Ms Gloria Millward	Community member
Mr Geoff Ludkins	Community member

The Nannup Visitor Centre will be asked if they wish to put forward a member to replace Ms Elisabeth Pellicaan who no longer is a Visitor Centre representative.

Signed:

Dated: 26 November 2009

STATUTORY ENVIRONMENT: Local Government Act 1995.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATIONS:

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

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

2. That appointments be made to committees as follows:

Audit Advisory Committee

Cr _____
Cr _____
Cr _____
Cr _____
Cr _____
Cr _____
Cr _____
Cr _____

Bush Fire Advisory Committee

Cr _____
Cr _____
Mr Chris Scott (Balingup Road)
Mr Gary Dickson (Bidellia)
Mr Malcolm Cole (Carlotta)
Mr Gerald Brown (Cundinup)
Mr Keith Oldfield (Darradup)
Mr Vic Lorkiewicz (East Nannup)
Mr Greg Crothers (Nannup Brook)
Mr David Vines (Scott River/Jasper)
Mr Neville Hamilton (Deputy Chief Bush Fire Control Officer)

Signed:

Dated: 26 November 2009

Local Emergency Management Advisory Committee

Cr _____

Cr _____

Mr Chris Wade (St John Ambulance)

Mr Jeff Taylor (Nannup Police)

Mr Martin Glynn (Nannup Police)

Mr Peter Archdall (Fire and Rescue)

Mr Merv McNamara (FESA)

Mr Tony Box (SES)

Ms Mair Jones (Nannup Hospital)

Ms Anna Huxtable (DCP)

Ms Gloria Millward (Nannup CWA)

Ms Eileen West (Nannup CWA)

Mr Brad Commins (DEC)

Mr Neville Hamilton (DBFCO)

Risk Management Advisory Committee*(previously Occupational Health & Safety Committee)***Recommendation on Appointments**

Cr _____

Cr _____

Mr Craige Waddell Manager Corporate Services

Mr Chris Wade Works Manager

Ms Tracie Bishop Office staff representative

Mr Steve Winfield Depot staff representative

Rates Advisory Committee

Cr _____

Cr _____

Cr _____

Cr _____

Cr _____

Cr _____

Cr _____

Cr _____

TimeWood Centre Committee

Cr _____

Cr _____

Mr Kim Roycroft

Nannup Visitor Centre

Nannup Visitor Centre

Signed:

Dated: 26 November 2009

Ms Cheryle Brown	Nannup Telecentre member
Mr Jim Pinkerton	Nannup Telecentre member
Ms Shirley Humble	Nannup Historical Society
Ms Gloria Millward	Community member
Mr Geoff Ludkins	Community member

3. That the following Terms of Reference be adopted:

Audit Advisory Committee – as per attachment 3
Bush Fire Advisory Committee - as per attachment 4
Risk Management Advisory Committee - as per attachment 5
Rates Advisory Committee– as per attachment 6

VOTING REQUIREMENTS:

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

8268 PINKERTON/BOULTER

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

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

AMMENDMENT TO THE MOTION GILBERT/DEAN

That the TimeWood Centre Committee be removed from the list of committees to be established.

LOST 2/6

Councillors voting for the motion: Dean, and Gilbert.

Councillor voting against: Boulter, Camarri, Dunnet, Lorkiewicz, Mellema and Pinkerton.

The original motion was put

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

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

CARRIED 7/1

Councillors voting for the motion: Boulter, Camarri, Dean, Dunnet, Lorkiewicz, Mellema and Pinkerton.

Councillor voting against: Gilbert.

8269 MELLEMA/PINKERTON

2. That appointments be made to committees as follows:

Audit Advisory Committee

Cr Boulter
Cr Camarri
Cr Dean
Cr Dunnet
Cr Gilbert
Cr Lorkiewicz
Cr Mellema
Cr Pinkerton

Bush Fire Advisory Committee

Cr Lorkiewicz
Cr Mellema
Mr Chris Scott (Balingup Road)
Mr Gary Dickson (Bidellia)
Mr Malcolm Cole (Carlotta)
Mr Gerald Brown (Cundinup)
Mr Keith Oldfield (Darradup)
Mr Vic Lorkiewicz (East Nannup)
Mr Greg Crothers (Nannup Brook)
Mr David Vines (Scott River/Jasper)
Mr Neville Hamilton (Deputy Chief Bush Fire Control Officer)

Local Emergency Management Advisory Committee

Cr Pinkerton
Cr Lorkiewicz
Mr Chris Wade (St John Ambulance)

Signed:

Dated: 26 November 2009

Mr Jeff Taylor (Nannup Police)
Mr Martin Glynn (Nannup Police)
Mr Peter Archdall (Fire and Rescue)
Mr Merv McNamara (FESA)
Mr Tony Box (SES)
Ms Mair Jones (Nannup Hospital)
Ms Anna Huxtable (DCP)
Ms Gloria Millward (Nannup CWA)
Ms Eileen West (Nannup CWA)
Mr Brad Commins (DEC)
Mr Neville Hamilton (DBFCO)
Ms Cheryle Brown (Telecentre)

Risk Management Advisory Committee

Cr Pinkerton	
Cr Gilbert	
Mr Craige Waddell	Manager Corporate Services
Mr Chris Wade	Works Manager
Ms Tracie Bishop	Office staff representative
Mr Steve Winfield	Depot staff representative

Rates Advisory Committee

Cr Boulter
Cr Camarri
Cr Dean
Cr Dunnet
Cr Gilbert
Cr Lorkiewicz
Cr Mellema
Cr Pinkerton

TimeWood Centre Committee

Cr Pinkerton	
Cr Dunnet	
Mr Kim Roycroft	Nannup Visitor Centre
Ms Cheryle Brown	Nannup Telecentre member
Mr Jim Pinkerton	Nannup Telecentre member
Ms Shirley Humble	Nannup Historical Society
Ms Gloria Millward	Community member
Mr Geoff Ludkins	Community member

CARRIED 8/0

8270 CAMARRI/GILBERT

3. That the following Terms of Reference be adopted:

Audit Advisory Committee – as per attachment 3

Bush Fire Advisory Committee - as per attachment 4

Risk Management Advisory Committee - as per attachment 5

Rates Advisory Committee– as per attachment 6

CARRIED 8/0

Signed:

Dated: 26 November 2009

SHIRE OF NANNUP COMMITTEES

Updated 23 July 2009

Audit Committee

Cr B Dunnet
 Cr M Bird
 Cr R Taylor
 Cr D Boulter
 Cr T Dean
 Cr C Pinkerton
 Cr S Camarri
 Cr J Lorkiewicz

Officer represented

Mr C Waddell (MCS)

Bush Fire Advisory Committee

Cr J Lorkiewicz
 Mr C Scott (FCO Balingup Road)
 Mr G Dickson (FCO Bidellia)
 Mr M Cole (FCO Carlotta)
 Mr G Brown (FCO Cundinup)
 Mr K Oldfield (FCO Darradup)
 Mr V Lorkiewicz (FCO East Nannup)
 Mr G Crothers (FCO Nannup Brook)
 Mr P Russell (FCO North Nannup)
 Mr D Vines (FCO Scott River/Jasper)
 Mr M McNamara/Mr P Stewart (FESA)
 Mr R Walter/Mr R Lee (WAPRES)
 Mr R Hartwell (FPC)
 Mr P Uren (Bunbury Tree Farms)
 Mr R Alexander (Timbercorp)
 Mr S Pickering (Great Southern Plantations)
 Mr B Commins (DEC)
 Mr N Hamilton (CBFCO)

Officer represented

Mr S Collie (CEO)
 Ms T Levick- Godwin (DCBFCO/FMO)

Terms of reference endorsed by Council 26/2/09.

Caravan Parks Advisory Committee

Cr R Taylor
 Cr D Boulter
 Mr T Dean (Visitor Centre)
 Ms E Pellicaan (Visitor Centre)

Officer represented

Mr E Ross (MDS)

Terms of reference endorsed by Council 26/3/09.

Shire of Nannup Committees 23 July 2009

Coastal Management Committee

Cr R Taylor
Cr J Lorkiewicz
Mr K Martin
Mr J Grugeon
Ms S Terry
Mr C Longley
Mr P Hanley
Ms J Hasler
Ms E Hugues-Dit-Ciles

Officer represented

Mr S Collie (CEO)

CEO Review Committee

Cr B Dunnet
Cr M Bird
Cr R Taylor
Cr S Camarri

Officer represented

Mr S Collie (CEO)

Community Group Grants

Cr M Bird
Cr C Pinkerton
Cr J Lorkiewicz

Officer represented

Ms L Stokes (CDO)

Councilor PC Advisory Committee

Cr Dunnet
Cr Pinkerton
Cr Boulter

Officer represented

Mr C Waddell (MCS)

Foreshore Park Advisory Committee

Cr M Bird
Cr T Dean
Mr C Wade
Ms J Buntain
Ms M Longmore
Ms P Watts

Officer represented

Ms L Stokes (CDO)

Terms of reference endorsed by Council 18/12/08.

Functions & Events Advisory Committee

Cr M Bird
Cr C Pinkerton
Mr B Longmore
Ms E Pellican (Visitor Centre)
Mr K Wright
Mrs C Ludkins
Mrs J McCabe

Officer represented

Ms L Stokes (CDO)

Terms of reference endorsed by Council 18/12/08.

**Local Emergency Management
Advisory Committee (LEMC)**

Cr Lorkiewicz
Mr J Taylor (Nannup Police)
Mr M Glynn (Nannup Police)
Mr T Box (Nannup SES)
Mr B Commins (DEC)
Mr S Collie (CEO)
Mr P Archdall (Nannup Fire & Rescue)
Ms M Jones (Nannup Health Service)
Mr C Wade (St John Ambulance)
Ms G Millward/Ms E West (CWA)
Ms T Levick-Godwin (DCBFCO/FMO)
Ms A Huxtable (DCP)

Officer represented Mr S Collie (CEO)
Terms of reference endorsed by Council 27/11/08.

Municipal Inventory Advisory Committee Cr C Pinkerton
Cr R Taylor
Ms J Ball
Ms R Stallard
Mr P Russell
Mr R Stallard

Officer represented Mr E Ross (MDS)

**Nannup Community Recycling and Waste
Management Advisory Committee** Cr C Pinkerton
Cr D Boulter
Ms K Kealley
Mr R Bartrop
Mr Paul Battrick
Mr P Watts (May08 Minutes)
Mr B Black (May08 Minutes)
Mr B Healey (May08 Minutes)

Officer represented Mr E Ross (MDS)

Plant Advisory Committee Cr B Dunnet
Cr D Boulter
Cr S Camarri

Officer represented Mr C Wade (WM)

Risk Management Advisory Committee Cr M Bird
Cr C Pinkerton
Mr S Winfield
Mr C Wade (WM)
Ms T Bishop
Ms N Logan

Officer represented Mr C Waddell (MCS)

Sport, Leisure & Recreation Advisory Committee Cr S Camarri
Cr C Pinkerton
Mr D Prater
Ms D King
Ms C Brown
Ms J Styles
Ms R Stallard
Mr C Cannon

Officer represented Ms L Stokes (CDO)
Terms of reference endorsed by Council 23/10/08.

Streetscape Advisory Committee Cr M Bird
Cr R Taylor
Cr C Pinkerton
Mr S Winfield
Mr K Bird
Ms C Brown
Mr B Longmore

Officer represented Ms L Stokes (CDO)
Terms of reference endorsed by Council 23/10/08.

Timewood Centre Committee Cr B Dunnet
Cr C Pinkerton
Mr G Ludkins (Visitor Centre)
Ms G Millward (Community)
Ms C Brown (Telecentre)
Ms S Humble (Historical Society)
Mr J Pinkerton (Telecentre)
Ms E Pellicaan (Visitor Centre)

Officer represented Ms L Stokes (CDO)
Terms of reference endorsed by Council 22/1/09.

SHIRE OF NANNUP COMMITTEES GUIDELINES

STATUTORY PARAMETERS

Committees are established per Sections 5.8 to 5.25 of the Local Government Act 1995. Local Government Committees are generally termed Advisory Committees or Standing Committees. Council does not have any Standing Committees. This terminology is not a statutory title with the Act referring only to "Committees".

ADVISORY COMMITTEE PURPOSE

The purpose of Council Advisory Committees is to advise Council on matters relating to the purpose for which the committee was established. Voting members of Advisory Committees should attend and have meaningful, relevant input into the meeting. Council will develop Terms of Reference as to how the Committee is to operate and matters which it is to address. In all instances the relevant sections of the Local Government Act apply to the operation of Council committees.

AUTHORITY

Advisory Committees are only to make recommendations to Council in relation to the purpose the committee was established for. Council will deliberate on any recommendation forwarded to it via an officer's report on items contained in the minutes of the Advisory Committee meeting. Where Council considers it appropriate, Advisory Committees may receive delegated authority from Council to make decisions and undertake certain activities. Currently no Committees have any delegated authority.

MEETING AGENDAS & MINUTES

Each Advisory Committee of Council has a Council officer assigned to it. The Officer shall call meetings in accordance with the Committee's Terms of Reference (or as directed by the CEO) and undertake all secretarial duties associated with the committee. This includes providing meeting agendas to committee members at least five working days prior to the meeting and taking minutes at the meetings. Preferred practice is that the next meeting of a committee is set as the last item of business at the preceding committee meeting.

The Officer assigned to the committee shall take the minutes of Advisory Committee meetings. The Committee Chairman shall sign the minutes of the previous meeting at the next meeting of that committee after they have been confirmed as true and correct. This signed copy of the minutes is retained as the official record.

MATTERS OF URGENCY (WITHOUT NOTICE)

Generally not permitted however if the Committee votes to accept an item of urgent business it may be considered. The committee must still have any resultant recommendation considered by Council in due course.

COUNCIL CONSIDERATION OF RECOMMENDATIONS

An agenda item to Council's next meeting shall be developed by the officer assigned to the Committee if the Advisory Committee minutes contain any recommendations to Council. An information item to Council's next meeting shall be developed if the Advisory Committee minutes do not contain any recommendations to Council.

SHANE COLLIE
CHIEF EXECUTIVE OFFICER

1 October 2009

**Shire of Nannup
Audit Advisory Committee**



Terms of Reference

1.0 Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Audit Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

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

2.0 Name

The name of the Committee shall be the **Audit Advisory Committee**.

3.0 Objectives

The objectives of the Committee will be to:

- Review the Audit Management Report of the local authority.
- Make recommendations to Council on the Auditor's findings to improve the compliance with audit requirements.

4.0 Duties and Responsibilities of the Committee

The duties and responsibilities of the Committee will be to:

- (a) is to provide guidance and assistance to the local government —
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and
- (b) may provide guidance and assistance to the local government as to —
 - (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management.

5.0 Powers of the Audit Advisory Committee

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

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

General Powers

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

6.0 Membership

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

8 Elected Members

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

Supporting Officers (no voting rights)

Chief Executive Officer - Shire of Nannup.

Manager Corporate Services - Shire of Nannup.

Representative of Council's Audit firm

7.0 Selection Criteria

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

7.1 Relevant past or present experience in the area of Local Government finances,

7.2 Role of the organisation being represented,

7.3 Evidence of a positive commitment or involvement with the relevant organisation,

7.4 Quality of networks within the Nannup community.

8.0 Meetings

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

8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 5 days.

8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.

8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.

8.4 All elected members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9.0 Reporting

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

10.0 Presiding Member

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

11.0 Quorum

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

12.0 Delegated Powers

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

- NIL

13.0 Disclosure of Interests

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

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

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

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

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

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

14.0 Termination of Committee and its Members

Termination of the Committee shall be:

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

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

15.0 Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date:

Adopted by Council: 22nd October 2009

16.0 Committee Decisions

Committee decisions shall not be binding on Council.

17.0 Officer Responsible for Management of Committee

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

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;

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

18.0 Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

- Section 5.3 of the *Local Government Act 1995*, Subdivision 2 – *Committees and their meetings* (parts 5.8 to 5.18)
- Regulation 16 of the *Local Government (Audit) Regulations 1996*
- Schedule 2.3 of the *Local Government Act 1995*, *When and how mayors, presidents, deputy mayors and deputy presidents are elected by council*
- Shire of Nannup's *Code of Conduct*
- Shire of Nannup's *Guidelines on the Debate of Motions Before Council*
- Shire of Nannup's *Committees Guidelines*



Shire of Nannup Bush Fire Advisory Committee

Terms of Reference

1.0 Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bush Fire Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear in section 6.0 herein. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Council's local government elections are held, after which time the Council may appoint members for a further term.

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

2.0 Name

The name of the Committee shall be the **Bush Fire Advisory Committee**.

3.0 Objectives

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

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

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

4.0 Duties and Responsibilities of the Committee

The duties and responsibilities of the committee will be to:

4.1 Advise Council on the establishment and maintenance of volunteer bushfire brigades throughout the district.

4.2 Advise Council on required resource levels for adequate district fire protection in conjunction with FESA.

4.3 Advise Council on issues of compliance with the Bushfires Act 1954.

4.4 Establish and maintain high levels of communication and co operation with the Department of Environment and Conservation and other various bushfire stakeholders in respect of the key committee objectives.

4.5 Advise Council on the preparation and adoption of the Bush Fire Management Plan required under the Emergency Management Act 2005.

4.6 Make recommendations to Council on district bushfire issues.

5.0 Powers of the Bush Fire Advisory Committee

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

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

5.1 General Powers

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

5.2 Specific Powers

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

6.0 Membership

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

2 x Elected Members
Chris Scott (Balingup Road)
Gary Dickson (Bidellia)
Malcolm Cole (Carlotta)
Gerald Brown (Cundinup)
Keith Oldfield (Darradup)
Vic Lorkiewicz (East Nannup)
Greg Crothers (Nannup Brook & DCBFCO)
Vacant (North Nannup)
David Vines (Scott River/Jasper)
Neville Hamilton (CBFCO)

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

Supporting Officers (no voting rights)

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

7.0 Selection Criteria

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

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

8.0 Meetings

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

8.1 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 3 days.

8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.

8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.

8.4 All elected members and FCO's of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9.0 Reporting

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

10.0 Presiding Member

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

11.0 Quorum

Quorum for a meeting shall be at least 50% of the number of officers (simple majority), whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority. (Quorum requirement = 7 members)

12.0 Delegated Powers

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

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

13.0 Disclosure of Interests

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

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

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

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

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

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

14.0 Termination of Committee and its Members

Termination of the Committee shall be:

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

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

15.0 Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date: September 2009
Adopted by Council: 22 October 2009

16.0 Committee Decisions

Committee decisions shall not be binding on Council.

17.0 Officer(s) Responsible for Management of Committee

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

Principal Shire Officer Community Emergency Services Manager

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

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;

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

18.0 Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

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

**Shire of Nannup
Risk Management Advisory Committee**



Terms of Reference

1.0 Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Risk Management Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear above.

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

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

2.0 Name

The name of the Committee shall be the **Risk Management Advisory Committee**.

3.0 Objectives

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

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

The objectives of the Committee will be to:

- Establish the Risk Management Plan, which is to be aligned with the strategic planning process
- Establish the risk tolerance level for Council adoption.
- Implement the risk management program throughout the organisation.

- Bring to the attention of Council all the identified risks, their treatment and ongoing monitoring.

3.0 Duties and Responsibilities of the Committee

Organisation Wide

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

Occupational Safety & Health (OSH)

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

Events and Project Coordination

1. To develop, monitor and review an Events Application Package for the coordination of activities related to staging an event
2. To educate and provide the community with advice on the usage of the Events Application Package
3. To assess event applications submitted against AS/NZS:4360 and put in place appropriate measures to limit Council's liability whilst assisting the community in staging a successful event
4. To assess projects for feasibility and viability in terms of the management of risk against potential opportunities and report its recommendation(s) to Council for a formal determination
5. To ensure compliance with legislation in relation to risk management plans for large events exceeding 5000+ in attendance

5.0 Powers of the Risk Management Advisory Committee

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

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

General Powers

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

6.0 Membership

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

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

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

Supporting Officers (no voting rights);
Regional Risk Coordinator

7.0 Selection Criteria

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

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

8.0 Meetings

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

- 8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 5 days.

8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.

8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.

8.4 All elected members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9.0 Reporting

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

10.0 Presiding Member

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

11.0 Quorum

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

12.0 Delegated Powers

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

- NIL

13.0 Disclosure of Interests

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

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

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

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

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

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

14.0 Termination of Committee and its Members

Termination of the Committee shall be:

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

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

15.0 Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date:

Adopted by Council: 22nd October 2009

16.0 Committee Decisions

Committee decisions shall not be binding on Council.

17.0 Officer Responsible for Management of Committee

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

- Preparation and distribution of Agendas to all members;
- Recording and preparation of minutes of meetings;
- Preparation of any reports required to be forwarded to Council or a Council Committee. Such reports shall contain the committee recommendation and any officer comment deemed necessary;

- Booking of all meetings including ensuring any catering arrangements required are in place; and
- Any other administrative tasks required to ensure the proper and smooth operation of the committee.

18.0 Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

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

**Shire of Nannup
Rates Advisory Committee**



Terms of Reference

1.0 Introduction

The Council of the Shire of Nannup (hereinafter called "the Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Rates Advisory Committee (hereinafter called the "Committee").

The Council appoints to the Committee those persons whose names appear above.

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

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

2.0 Name

The name of the Committee shall be the **Rates Advisory Committee**.

3.0 Objectives

The objectives of the Committee will be as per resolutions C1, C2 and C2a of minute number 8243 of Council meeting of 27 August 2009 which reads:

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

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

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

4.0 Duties and Responsibilities of the Committee

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

5.0 Powers of the Rates Advisory Committee

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

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

General Powers

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

6.0 Membership

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

8 x Elected Members

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

Supporting Officers (no voting rights);

Chief Executive Officer - Shire of Nannup.

Manager Corporate Services - Shire of Nannup.

7.0 Selection Criteria

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

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

8.0 Meetings

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

8.1 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting. If an emergency situation or circumstances require the Chairman may exercise a lesser notice than 5 days.

8.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.

8.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 business days after each meeting, provide the committee members and Council with a copy of such minutes.

8.4 All elected members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding can cast a second vote.

9.0 Reporting

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

9.0 Presiding Member

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

11.0 Quorum

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

12.0 Delegated Powers

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

- NIL

13.0 Disclosure of Interests

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

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

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

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

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

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

14.0 Termination of Committee and its Members

Termination of the Committee shall be:

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

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

15.0 Amendment to the Terms of Reference

This document may be altered at any time by Council.

Last review date:	N/A - New Committee
Adopted by Council:	22 nd October 2009 (proposed)

16.0 Committee Decisions

Committee decisions shall not be binding on Council.

17.0 Officer Responsible for Management of Committee

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

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

18.0 Governing Legislation, Policies, Procedures and Standing Orders

This Committee is governed by:

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

AGENDA NUMBER: 10.3
SUBJECT: Nominations to Non Council Committees/Organisations
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ADM 18
AUTHOR: Shane Collie – Chief Executive Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 23 September 2009

Attachment: List of Current Non Council Committees and Appointments.

BACKGROUND:

Council is represented on a number of external organisations and the representatives are normally reviewed in conjunction with the elections as with Council's internal committees. A list of current external committees and the appointments thereto is attached.

COMMENT:

Recommendations on external committee nominations are covered below:

Blackwood River Valley Marketing Association

Current member Cr Dean. A Council member with an interest in tourism, marketing and promotion of the area would be suitable. Meetings are held once a month at various locations throughout the Blackwood River Valley.

Nannup Visitor Centre Board

The Visitor Centre has traditionally sought a Council member to sit on their board and while it is understood that the board recently reviewed this position as far as can be ascertained there remains a board position available for a Council member. Cr Boulter resigned from the position 28 August 2009.

Regional Road Group (Also Incorporating TIRES if still operating)

Oversees the distribution of State road funds to local government on a regional basis. Meets infrequently as a set formula is in place which largely determines distribution method. Officer support from Works Manager and current Council representation is Cr Camarri.

South West Zone WALGA

Regional meetings held with all South West local governments on issues of mutual importance. Normally attended by Shire Presidents and CEOs of each member local government. Held at alternating venues on the third Friday of every second month.

Signed:

Dated: 26 November 2009

Trees South West

Regional group dealing with generally plantation timber industry issues. Cr Pinkerton current member appointment. Meets approximately every three months at rotating locations.

Warren Blackwood Strategic Alliance

Regional grouping of the Warren Blackwood councils comprising Manjimup, Nannup, Bridgetown/Greenbushes and Boyup Brook. Focuses on issues affecting the Warren Blackwood area. Meets once every two months at alternating venues on Tuesday evenings. Attendance is from Shire President, Deputy Shire President and CEO.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That Council confirm the following external committee appointments:

Blackwood River Valley Marketing Association

Cr _____

Nannup Visitor Centre Board

Cr _____

Regional Road Group (Also Incorporating TIRES if still operating)

Cr _____

South West Zone WALGA

Cr _____

Trees South West

Cr _____

Signed:

Dated: 26 November 2009

Warren Blackwood Strategic Alliance

Cr _____ and Cr _____

8271 CAMARRI/MELLEMA

That Council confirm the following external committee appointments:

Blackwood River Valley Marketing Association

Cr Pinkerton

Nannup Visitor Centre Board

Cr Pinkerton

Regional Road Group (Also Incorporating TIRES if still operating)

Cr Mellema and Cr Camarri

South West Zone WALGA

Cr Dunnet

Trees South West

Cr Pinkerton

Warren Blackwood Strategic Alliance

Cr Dunnet

Whicher Water Resource Management Committee

Cr Lorkiewicz

Cr Dean left the meeting at 5.32pm.

Cr Dean returned to the meeting at 5.34pm.

CARRIED 8/0

Signed:

Dated: 26 November 2009

Shire of Nannup Committees 23 July 2009

NON COUNCIL COMMITTEES:

Blackwood River Valley Marketing Association	Cr T Dean
Nannup Visitor Centre Board	Cr D Boulter
Regional Road Group	Cr S Camarri Mr C Wade (WM)
Shannon/D'Entrecasteaux	Cr B Dunnet
South West Road Users Group	Cr D Boulter
South West Zone WALGA	Cr B Dunnet Mr S Collie (CEO)
TIRES	Cr S Camarri Mr C Wade (WM)
Trees South West	Cr C Pinkerton
Warren Blackwood Strategic Alliance	Cr B Dunnet Cr M Bird Mr S Collie (CEO)

**SHANE COLLIE
CHIEF EXECUTIVE OFFICER
23 July 2009**

AGENDA NUMBER: 10.4
SUBJECT: Streetscape Advisory Committee Meeting
LOCATION/ADDRESS:
NAME OF APPLICANT:
FILE REFERENCE: ASS 2
AUTHOR: Louise Stokes – Community Development Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 12 October 2009

Attachments: 1. Streetscape Advisory Committee Meeting Minutes 7 October 2009.
2. Informal notes Community Arboretum meeting.

BACKGROUND:

A meeting of the Streetscape Advisory Committee was held on 7th October 2009. There is one recommendation submitted for Council's consideration:

1. *That the high water mark level markers of the old 'Marker Tree' be moved to the tree that is on the edge of the riverbank. Lower markers to be located on bridge timbers if they won't all go onto one tree.*

COMMENT:

The Marker Tree near the Old Railway Bridge is a cultural icon of the region and many visitors and residents have viewed the tree over the years that mark the high water level and flood levels of the Blackwood River.

The tree fell recently in a storm and it is recommended that the markers are re-installed as per the recommendation.

A Lotterywest Conservation of Cultural Heritage grant is currently open and closes on the 6th November. There is an opportunity for the marker tree to be recognised under this program and I am currently talking to local artists, the Streetscape Advisory Committee and DEC regarding this.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Anticipated that all expenditure will be covered under the Lotterywest Conservation of Cultural Heritage grant, assuming success in achieving. If not, further options will be explored and presented to Council.

STRATEGIC IMPLICATIONS: Nil.

Signed:

Dated: 26 November 2009

RECOMMENDATION:

That the high water mark level markers of the old 'Marker Tree' be moved to the tree that is on the edge of the riverbank. Lower markers to be located on bridge timbers if they won't all go onto one tree.

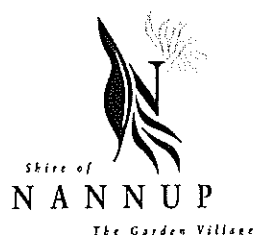
8272 MELLEMA/PINKERTON

That the high water mark level markers of the old 'marker tree' be moved to the tree located on the southern bank approximately 10 metres upstream from the old tree. Lower markers to be located on bridge timbers if they won't all go onto one tree.

CARRIED 8/0

Signed:

Dated: 26 November 2009



MINUTES OF THE STREETSCAPE ADVISORY COMMITTEE

held on 7th October 2009

1 pm in Council Chambers, Nannup Shire Offices.

1. OPENING, RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

1.1 Attendance

Committee Members	Shire Staff
Ms Cheryle Brown	Steve Winfield
Dr Bob Longmore	Louise Stokes
Cr Margaret Bird	

1.2 Apologies

Committee Members	Shire Staff
Kevin Bird	Chris Wade
Cr Carol Pinkerton	

1.3 Visitors

Visitors	Shire Staff
Ms Serena Terry	John McGinty
Mrs Margaret Longmore	

2. PREVIOUS MINUTES

2.1 Acceptance of Previous Minutes

B. Longmore/ C. Brown

That the minutes from the meetings held on August 11th 2009 be accepted as a true and accurate record.
CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Bike Rack Project (Item 3.1 refers 11/08/09)

The revised design by Rod Laws was tabled and discussed.

Concern was raised that risk management issues could arise if the design was cut into the steel and that a timber seat and back rest was needed, instead of core-ten steel.

Additional design modifications required include:

- timber bench, seat and backrest
- open bike rack as per design one
- concrete pad to be costed and included in manufacturing costs

- more consideration to be given to the location as with the bulk of core-ten steel it could be too modern a design for the Nannup streetscape.

Possible locations discussed include:

- Ampol Petrol Station
- Anglican Church yard
- near Bowling Club

It was considered that due to the number of cars that do U turns at the intersection of Warren Rd and Forrest St, that this location be discounted as an option.

**ACTION: CDO to liaise with Rod Laws to further refine design to better reflect heritage streetscape ideals and functionality.
To be re-presented to the next Streetscape Advisory Committee meeting.**

3.2 Community Arboretum Project (refers item 4.6 11/08/09)

An informal meeting was held on Wednesday 2nd September 2009 and were tabled for discussion. Notes included with these minutes.

It was felt that a launch of the project on Arbor Day 2010 was too early in the season and that a mid July launch would be better suited. It was also felt that the trees needed to be planted in the ground with plaques installed and that on the launch day, a community BBQ be held to commemorate the project, rather than have the participants dig the holes and plant the trees themselves for safety and management issues.

The proposed budget was tabled.

Tree	\$ 25.00
Pedestal	\$ 10.00
Fertilizer, water	\$ 19.00
Plaque	\$ 20.00
Tree Guard	\$ 10.00
Digging holes etc	\$ 20.00

Total \$104.00

It was recommended that the trees cost \$150.00 + GST each to cover damage, replacement and ongoing management and re-printing costs.
Consideration to be given to mapping trees so that future generations can find trees.

There will be a choice of deciduous and native trees for people to purchase.

ACTION: Steve, Serena and Bob to come up with list of trees for next meeting.

Deciduous trees to be planted on one side of service road only and consideration must be given so that once established the trees don't impede the service trucks to the rear of the Amphitheatre.

It was also noted that deciduous trees act as a border to town as fire retardant measure.

4. NEW BUSINESS.

4.1 Lower entrance DEC entrance

At a recent CWA meeting it was advised that a park bench would be a good addition to the Nannup streetscape located at the front of the DEC Depot

entrance on Kearney St as many elderly people walk to the hospital and get tired walking up the hill.

ACTION: CDO to approach DEC to see if they have a suitable park bench that could be installed at this location and see if they will fund it. If not, an approach to be made to the Nannup Lions Club.

4.2 Marker Tree

It was noted that The Marker Tree at the Old Railway Bridge fell into the river recently. This was discussed and felt that this tree was culturally important to our community and needed to be recognised and the heritage of the flood markers/high water level retained.

B Longmore/M. Bird

Recommend that the high water mark level markers of the old 'Marker Tree' be moved on to the tree that is on edge of riverbank. Lower markers to be located on bridge timbers if they won't all go onto one tree.

CARRIED

4.3 Reconciliation Path Maintenance

The general maintenance of this area was discussed. It was noted that when implemented this project was not a Shire concern, however does need maintenance.

ACTION: Xanthorea (Blackboy) to be planted where current plaque is. Dead plants to be taken out and general tidy up to be done by Shire.

4.4 River Walk Trail

The DSR Lotterywest funding to repair the walk trail was approved and construction will commence shortly.

4.5 Solar Lighting

The first solar light in Nannup installed through the Shire is now located at the entrance of the Old Railway Bridge through the Crime Prevention Funding. The light is currently being tested by Steve Fraser to ensure that it is working correctly.

ACTION: The lamp post to be painted when a cherry picker is next in Nannup.

4.6 REVELLY BRIDGE PICNIC TABLES AND CHAIRS.

It was brought to the attention of the Shire from a community member that it would be good to have a picnic table and chairs set at the Revelly Bridge area now that the new bridge has been constructed.

ACTION: This to be discussed with DEC when they next visit Nannup

4.7 MARINKO TOMAS PLAYGROUND.

Noted that works has commenced on the Royalties to Regions funding for the playground upgrade.

A site visit to be undertaken by members of the Streetscape Advisory Committee at conclusion of this meeting.

5. OTHER BUSINESS

6. MEETING CLOSED

The meeting was closed at 2.10 pm. All members of the Streetscape and Foreshore Advisory Committees were thanked for their input and participation.

Cr Margaret Bird was thanked for her work with this Advisory Committee as she stands down from Council.

Once Council has decided if this Advisory Committee will continue, the next meeting will be scheduled.

ACTION	RESPONSIBILITY	ACHIEVED
Rod Laws to further refine design	Louise Stokes	
List of appropriate trees to be brought to next Streetscape Advisory Committee meeting	Serena Terry, Steve Winfield, Bob Longmore	
Community Arboretum costs, promotion, text and launch to be completed	Louise Stokes, Streetscape Ad. Com.	
Approach DEC regarding park bench on Kearney St at the entrance to DEC Depot	Louise Stokes	
Xanthorea to be planted where plaque currently is at reconciliation pathway	Steve Winfield	
New solar post to be painted when cherry picker next in town	Steve Winfield/John McGinty	
Picnic table and chairs to be located at Revelly Bridge (discussion to be held with DEC)	Louise Stokes/John McGinty	

Notes from Site Visit after meeting. (To be ratified at the next Streetscape Advisory Committee meeting)

1. Viewed the construction of the wall at the Marinko Tomas playground. Mosaic tiles from a Youth School holiday program will be included into the wall. The Streetscape Advisory Committee liked the job to date.
2. Ablution block at Foreshore Park. Requested that landscaping between totems and ablution block be considered.
3. Deciduous trees as part of community arboretum commence on western side of service road near river. Possibility to use existing Red Flowering Gums for native trees. Also identified area north of Reconciliation Path for additional native plantings. Other areas for deciduous trees includes at rear of market stalls (giving consideration for vehicle movement) and in front of Red Flowering Gums for shade at summer concerts.
4. Rust treatment to be given to Gum Leaf chair and re-paint. Metal leg to be fixed as is a risk at current.
5. DEC to be approached for Reconciliation Path promotional material and heritage interpretive material on Flood Marker Tree to be erected on rear of new DEC interpretive board.

Informal Notes, Community Arboretum Project
Wednesday 2 September 2009
1pm, Shirley Humble Room.

Present: Chris Wade, Steve Winfield, Elisabeth Pellicaan, Louise Stokes, Serena Terry, Wayne Jolley.

LOCATION

The background of the project was outlined. Discussion arose regarding uncertainty of responsibility regarding trees and maintenance of caravan park, hence felt it easier to commence project in Foreshore Park for now.

Idea put forward to plant an avenue of deciduous trees along both sides of the new gravel service road. Plantings of trees to be in pairs.

A dedicated native area is to be located on north eastern boundary of the amphitheatre.

TREES

Requested that deciduous trees are no higher than 9 metres and a mix of blossom and colourful. Native tree selection to include some with blossom. **ACTION:** Steve Winfield to compile a list of possible trees (both native and deciduous) for selection.

It was suggested that the deciduous trees tie in with the current native plantings around the edge of the amphitheatre to provide shade in summer and colour in autumn.

COST

Suggested that \$100 including GST is charged per tree.

Tree	\$25	
Concrete Pedestal	(\$44) each 143 x 117 + \$15 on off fee	Hancock Memorials 9791 3115
Fertilizer, water	\$19	
Plaque	\$12 (based on quote from Dr Bob Longmore)	
Tree Guard	\$10	
Digging holes etc	\$20	

Total **\$130**

*** Breakdown done since meeting indicates this may be too low and may need further consideration either to reduce costs or increase price.*

PROMOTION

A DL flyer similar to the Balingup Golden Valley Tree Park is preferred with a picture of trees available.

Suggestion was put forward to contact Gentle Gym, families and community organisations to purchase trees for recently deceased prominent community members such as Fred and Min Green, David Blythe, Roy Rowe and Julia Boniface.

AGENDA NUMBER: 10.5
SUBJECT: Bush Fire Advisory Committee
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FRC 1
AUTHOR: Terese Levick-Godwin - Community Emergency Services Manager
DISCLOSURE OF INTEREST: Nil
DATE OF REPORT: 13 October 2009

Attachments: 1 September 14 2009 Bush Fire Advisory Committee Minutes
2 Email from Mr Mike Scott of FESA

BACKGROUND:

At the Bush Fire Advisory Committee meeting on September 14 2009 there were five recommendations requiring a decision of Council.

COMMENT:

The first recommendation was;

That the Shire seeks clarification of whether or not the Bush Fires Act of 1954 takes precedence over the Environmental Protection Act and that a letter be sent to all of the FCO's informing them of the result.

The above recommendation is supported in that there appears to be conflicting information regarding the burning of reserves and river banks and that this could have consequences for the Shire in the case of a fire. Attachment 2 refers.

The second recommendation was;

That Mr M McNamara progress the desktop exercise and that all Brigade FCO's seek amongst their members interested persons to assist with the Incident Management Team

The above recommendation is supported in that an Incident Management Team is a necessity for Nannup in the current environment and that the desktop exercise is a practical requirement for the Bush Fire Advisory Committee. The Community Emergency Services Manager has been working toward creating an Incident Management Team for Nannup in the case of a fire on private land and also for minimally level one incidents. The changes to the Bush Fires Act, may, in the future, create difficulties in that DEC may not be as forthcoming with assistance because of the implications, both practical and political, of the changes to the Act. Fire and Emergency Services Authority (FESA) now has the authority to take control of any fire whether on private or DEC managed lands. FESA will be the controlling body in the case of a large scale incident with the Department of

Signed:

Dated: 26 November 2009

Environment and Conservation reporting to FESA. We have been informed by FESA that this will not affect our day to day working relationship with DEC, however, there is some trepidation around this issue. Below is an outline of the changes to the Act.

The Act has been amended to allow a FESA Bush Fire Liaison Officer (BFLO) or another person to take over control of a bush fire burning on Local Government or Conservation land at the request of the Local Government or the CALM Act CEO, or, due to the nature and extent of the fire, FESA may, without a request, authorise a BFLO or another person to take control of a fire.

When FESA authorises the BFLO or other person to take control of the fire that person has control of all Bush Fire Control Officers, Bush Fire Liaison Officers, authorised CALM Act officers and officers and members of bush fire brigades present at the fire.

Any person who is not a BFLO and is authorised under this section has the same powers as a BFLO.

Clause 16. Section 45 amended: This clause removes the provision enabling CALM to be in control of a fire when it is "near" Conservation land. It is replaced with the provision that an authorised CALM Act officer has the ability to respond to fires outside their tenure until the control of the fire can be passed to the relevant agency. Therefore, if the fire is on land other than Conservation land and no other fire fighting agency is present then the CALM Act officer can take control of the fire until a Bush Fires Officer is able to take control of operations.

Provision remains that that when a bush fire is burning on Conservation land, a CALM Act Officer has supreme control of operations of the fire including control of Bush Fires Officers present at the fire. However provision is given that a CALM Act Officer can hand control of a fire over to a Bush Fire Officer. When this occurs, in order to ensure that state-wide control is maintained, the Incident Controller must inform FESA that they have taken control and comply with any regulations prescribed thus ensuring a single source of coordination.

If the FESA CEO assumes control of a fire on Conservation land, as per the amended section 13, that authorisation takes precedence.

The third recommendation was;

The members who will have full voting rights will consist of the Council elected member/s and the FCO's or their proxies. Other Council appointed representatives shall consist of fire interest groups including plantation companies, DEC and FESA

The above recommendation in relation to membership of the BFAC is supported. The Fire Control Officers and the Council elected representatives are the only appropriate persons to vote, FESA, DEC, and other fire interest representatives attend the Bush Fire Advisory Committee meetings in a support capacity only.

Signed:

Dated: 26 November 2009

The recommendation to Council on this matter is contained in an agenda item elsewhere in this agenda referring to appointments to committees.

The fourth recommendation was;

That the elected Council member or his/her proxy or deputy chair the meeting of the Bush Fire Advisory Committee.

The above recommendation is supported. The recommendation to Council on this matter is contained in an agenda item elsewhere in this agenda referring to appointments to committees.

The fifth recommendation was;

That the altered Bush Fire Advisory Committee Terms of Reference be forwarded to Council for ratification.

The above recommendation is supported. The recommendation to Council on this matter is contained in an agenda item elsewhere in this agenda referring to appointments to committees.

STATUTORY ENVIRONMENT:

The Bush Fire Act of 1954 and the Local Government Act 1995.

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: .

RECOMMENDATIONS:

1. That Council seek clarification whether the Bush Fires Act 1954 takes precedence over the Environmental Protection Act.
2. That Council support the formation of an Incident Management Team and the desktop exercise for the Bush Fire Advisory Committee.

8273 CAMARRI/PINKERTON

1. That Council seek final clarification whether the Bush Fires Act 1954 takes precedence over the Environmental Protection Act.

CARRIED 8/0

Signed:

Dated: 26 November 2009

8274 DEAN/PINKERTON

2. That Council support the Bush Fire Advisory Committee Incident Management Team and the desktop exercise for the Bush Fire Advisory Committee.

CARRIED 8/0

Signed:

Dated: 26 November 2009

**Bush Fire Advisory Committee
Monday 14 September, 2009
7.30pm Nannup Shire Function Room**

<h2>MINUTES</h2>

1. OPENING

Mrs J Lorkiewicz opened the meeting at 7.30pm

2. ATTENDANCE & APOLOGIES

Attendance:

Mr M McNamara – FESA
Mr M Cole – Carlotta Bush Fire Brigade
Mr G Crothers – Nannup Brook Bush Fire Brigade/Deputy Chief Fire Control Officer
Mr C Scott – Balingup Bush Fire Brigade
Mr N Hamilton – Deputy Chief Bush Fire Control Officer
Ms T Levick-Godwin – Chief Bush Fire Control Officer/CESM
Mr V Lorkiewicz – East Nannup Bush Fire Brigade
Mr S Boak – Darradup Bush Fire Brigade
Mr D Vines – Scott River/Lake Jasper Bush Fire Brigade
Mrs J Lorkiewicz – Council Representative
Mr M Zwart – Department of Environment and Conservation
Mr G Dickson – Bidellia Bush Fire Brigade
Mr D Henderson – WAPRES
Mr R Walter – WAPRES
Mr S Pickering – Great Southern Ltd
Mrs L Raynel – North Nannup Bush Fire Brigade
Mr G Brown – Cundinup Bush Fire Brigade

Visitors:

Mr B Tomas – Cundinup Bush Fire Brigade

Apologies:

Mr S Collie – Chief Executive Officer
Mr G Dickson – Bidellia Bush Fire Brigade
Mr B Commins - DEC

3. CONFIRMATION OF PREVIOUS MINUTES

N HAMILTON/M COLE

That the minutes of the meeting of the Bush Fire Advisory Committee held on 14 September 2009 be confirmed as a true and correct record.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Blackwood River Bank Responsibility

N HAMILTON/G BROWN

That the Shire seeks clarification of whether or not the Bush Fires Act of 1954 takes precedence over the Environmental Protection Act and that a letter be sent to all of the FCO's informing them of the result.

CARRIED

4.2 Emergency Plans

The FCO updated contact list will be included with the minutes.

4.4 Incident Management Team

Discussion on the Incident Management Team was held and information sheets on the various positions on the IMT were dispersed. Suggestions from the FCO's included;

- Jeff Nugent of the Carlotta Brigade could be approached to assist with the Communication Planning Unit
- That a desk top training exercise be held for all of the FCO's in the future

N HAMILTON/G CROTHERS

That Mr M McNamara progress the desktop exercise and that all Brigade FCO's seek amongst their members interested persons to assist with the Incident Management Team

CARRIED

The Incident Management Team will be progressed in the near future and further discussions will be held at the next BFAC. Those wishing further training will be offered it as it becomes available.

5. REPORTS

5.1 Chief Bush Fire Control Officer – Ms T Levick-Godwin

Report tabled and is attached.

5.2 FESA Mr M McNamara

Stated that the changes to the Bush Fires Act were progressing but that in reality very little would change in the South West for the day to day workings between Local Government, FESA and DEC. The WAREN radios appeared not to be ready for this fire season, it was possible that the radios would be fitted in the vehicles over the fire season but that in all likelihood the transmitters would not be turned on until after the upcoming fire season.

5.3 DEC – Mr M Zwart

Provided laminated maps of the DEC fuel age areas throughout the Nannup Shire and the upcoming spring burns.

5.4 Deputy Chief Bush Fire Control Officer – Mr N Hamilton

Provided information from the Bush Fire Forum in August.

5.5 Plantation Company Representatives

WAPRES

Mr R Walters stated that WAPRES was on a sound footing and that it was business as usual. Mr Walters also stated that WAPRES would be willing to assist with burns and fire suppression.

GREAT SOUTHERN TIMBER HOLDINGS

Mr S Pickering stated that for Great Southern Timber Holdings it was business as usual and that they would complete their obligations for firebreaks.

GREAT SOUTHERN LIMITED

Mr S Pickering stated that GS Ltd were looking for a buyer for the roughly 2000 hectares of plantation most of which was in the Scott River area, none of which have had any firebreak attention. Mr Pickering also stated that there was a meeting at the end of September that may produce a sale of the companies, it was hoped that the sale of the properties could be affected before the firebreak season commenced.

6. GENERAL BUSINESS

6.1 Bush Fire Advisory Committee Terms of Reference

The proposed changes to the Bush Fire Advisory Committee Terms of Reference are listed below and the proposed changed Terms of Reference are included with these minutes, they will go to the October Council meeting for ratification.

N HAMILTON/D VINES**6.0 Membership.**

The members who will have full voting rights will consist of the Council elected member/s and the FCO's or their proxies.

Other Council appointed representatives shall consist of fire interest groups including plantation companies, DEC and FESA.

CARRIED

M COLE/C SCOTT**10. Presiding Member for Chair**

That the elected Council member or his/her proxy or deputy chair the meeting of the Bush Fire Advisory Committee.

CARRIED

V LORKIEWICZ/D VINES

That the altered Bush Fire Advisory Terms of Reference be forwarded to Council for ratification.

CARRIED

6.2 Carlotta 2.4

Mr M Cole gave a report on the condition of the Carlotta 2.4 fire appliance. This vehicle was reported to be 8 degrees out in its steering; the vehicle has been fixed under its new vehicle warranty. Merv McNamara of FESA will, on receipt of the above in writing, will alert the appropriate department in FESA.

7. NEXT MEETING

The next meeting of the Bush Fire Advisory Committee will be held on Monday 8TH February 2010 at 7.30pm.

8. CLOSURE

The Chairperson declared the meeting closed at 10.05pm.

From: SCOTT Mike [Mike.Scott@fesa.wa.gov.au]
Sent: Friday, 14 August 2009 3:44 PM
To: TERESE LEVICK-GODWIN
Cc: AUSTIC Merv
Subject: RE: River Reserves and UCL in Nannup

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Hi Terese

In relation to the following, under the *Environmental Protection Act*, no burning can occur in a riparian zone or wet lands. A riparian zone is where the vegetation changes from dryer soil species to wet soil species, eg Jarrah / Marrie changes to paper barks etc, on the banks or leading to the banks of a waterway.

No burning in or next to the river. The burning is not a LG issue as the *Environmental Protection Act* sits on top of the *Bush Fires Act*. Check with Waters and Rivers and DEC (Environmental department)

If you are still unsure, when I am on a trip near your area, I will call in and show you the changes in vegetation types.

Regards

Mike Scott
UCL Coordinator
mike.scott@fesa.wa.gov.au
0448 793 250
93742708

From: TERESE LEVICK-GODWIN [mailto:terese@nannup.wa.gov.au]
Sent: Thursday, 13 August 2009 2:30 PM
To: AUSTIC Merv; SCOTT Mike
Cc: Shane Collie; McNAMARA Merv
Subject: River Reserves and UCL in Nannup

Hi Merv,

I have had, in the last couple of days, conversations with Merv McNamara and Mike Scott regarding the river reserves in Nannup and this has raised questions.

The main question being; which agency or government department is responsible for maintenance of the river reserves and the banks of the river?

From a fire perspective we are going to have residents coming into the Nannup Shire in the near future complaining about the seasonal growth on the river banks and reserves and if it is considered that FESA is not responsible for them, I would like to have that in writing if that is at all possible.

Additionally, I would like to talk to whomever is responsible for the river reserves to offer help with the controlled burning if that is what is considered appropriate.

I am hoping that you will be able to help with this.

Thank you.

Kind regards,

TERESE LEVICK-GODWIN
FIRE MANAGEMENT OFFICER
NANNUP SHIRE
PH 9756 1018
MB 0429 318 763
A/H 9756 0068
EMAIL terese.levickgodwin@nannup.wa.gov.au

AGENDA NUMBER: 10.6
SUBJECT: Monthly Financial Statements for 30 September 2009
LOCATION/ADDRESS: Nannup
NAME OF APPLICANT:
FILE REFERENCE: FNC 9
AUTHOR: Craig Waddell – Manager Corporate Services
DISCLOSURE OF INTEREST:
DATE OF REPORT: 9 September 2009

Attachment: Monthly Financial Statements for the period ending
30 September 2009

COMMENT:

The monthly Financial Statements for the period ending 30 September 2009 are attached.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That the Monthly Financial Statements for the period ending 30 September 2009 be received.

8275 BOULTER/CAMARRI

That the Monthly Financial Statements for the period ending 30 September 2009 be received.

CARRIED 8/0

Signed:

Dated: 26 November 2009

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2009 TO 30 SEPTEMBER 2009

	Y-T-D Actual	Y-T-D Budget	2009/10 Budget	Variances Y-T-D Budget to Actual %
<u>Operating</u>	\$	\$	\$	%
Revenues/Sources				
Governance	0	0	0	0%
General Purpose Funding	1,112,974	1,089,629	807,500	(2%)
Law, Order, Public Safety	442	22,418	89,690	98%
Health	112	498	2,000	78%
Education and Welfare	5,137	0	0	0%
Housing	7,756	7,731	30,940	(0%)
Community Amenities	70,897	73,020	82,400	3%
Recreation and Culture	(553)	1,098	1,691,742	150%
Transport	390,738	1,424,289	5,367,683	73%
Economic Services	6,264	4,248	17,000	(47%)
Other Property and Services	12,957	6,249	25,000	(107%)
	<u>1,606,724</u>	<u>2,629,180</u>	<u>8,113,955</u>	<u>39%</u>
(Expenses)/(Applications)				
Governance	(55,960)	(69,157)	(240,234)	19%
General Purpose Funding	(43,984)	(36,834)	(146,284)	(19%)
Law, Order, Public Safety	(50,063)	(39,847)	(212,889)	(26%)
Health	(8,553)	(8,541)	(32,970)	(0%)
Education and Welfare	(26,036)	(31,724)	(110,196)	18%
Housing	(4,301)	(9,845)	(46,556)	56%
Community Amenities	(78,596)	(137,660)	(510,493)	43%
Recreation & Culture	(104,156)	(149,755)	(626,026)	30%
Transport	(235,278)	(173,365)	(2,107,877)	(36%)
Economic Services	(32,315)	(56,703)	(230,376)	43%
Other Property and Services	(31,567)	(7,852)	(21,017)	(302%)
	<u>(670,810)</u>	<u>(721,284)</u>	<u>(4,284,918)</u>	<u>7%</u>
Adjustments for Non-Cash				
(Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	0	0	2,861	0%
Depreciation on Assets	469,890	431,594	1,782,936	(9%)
Capital Revenue and (Expenditure)				
Purchase Land and Buildings	(107,686)	(2,496)	(2,286,404)	(4214%)
Purchase Infrastructure Assets - Roads	(100,420)	(312,539)	(4,906,000)	68%
Purchase Plant and Equipment	0	(109,998)	(495,400)	100%
Purchase Furniture and Equipment	(1,216)	0	(12,500)	0%
Proceeds from Disposal of Assets	0	43,749	211,000	0%
Repayment of Debentures	(1,172)	(4,839)	(19,375)	76%
Proceeds from New Debentures	0	0	449,209	0%
Leave Provisions	136,165	136,165	136,165	
Depreciation - Plant Reversal	0	0	(56,542)	0%
Accruals	23,728	23,728	23,728	0%
Transfers to Reserves (Restricted Assets)	0	0	(265,000)	0%
Transfers from Reserves (Restricted Assets)	0	0	620,500	0%
 ADD Net Current Assets July 1 B/Fwd	 87,271	 87,271	 87,271	
LESS Net Current Assets Year to Date	2,457,199	0	0	
 Amount Raised from Rates	 <u>(1,014,725)</u>	 <u>2,200,531</u>	 <u>(898,514)</u>	

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2009 TO 30 SEPTEMBER 2009

	2009/10 Actual \$	Brought Forward 01-July-2009 \$
NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	2,427,543	327,890
Cash - Restricted	120,407	1,662,903
Cash - Reserves	907,096	900,232
Receivables	404,656	325,478
Inventories	0	0
	<u>3,859,702</u>	<u>3,216,503</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(375,000)</u>	<u>(566,097)</u>
	3,484,702	2,650,406
Less: Cash - Reserves - Restricted	(1,027,503)	(2,563,135)
NET CURRENT ASSET POSITION	<u><u>2,457,199</u></u>	<u><u>87,271</u></u>

SHIRE OF NANNUP

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2009 TO 30 SEPTEMBER 2009

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

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

The main reason for the variances is that expenditure and income is not occurring as predicted by Officers during the budget development stage. This is due to a number of reasons, the main one being not accurately projecting cashflows throughout the year, i.e. predicting when the budgeted income or expenditure will occur as opposed to when it actually occurs.

Other reasons are not receiving a grant for grant dependant expenditure, projects controlled by Advisory Committees, suppliers/contractors not having the capacity to undertake the works within Council's timeframes, altered Council priorities, etc.

Normally this report would highlight the major areas within programs that have variances outside of the adopted variance, however as the majority of the non operating items fall into this category, it is thought that the report would be of no use as it is reporting only three months into the financial year.

AGENDA NUMBER: 10.7
SUBJECT: Accounts for Payment
LOCATION/ADDRESS: Nannup Shire
FILE REFERENCE: FNC 8
AUTHOR: Tracie Bishop – Administration Officer
DISCLOSURE OF INTEREST:
DATE OF REPORT: 13 October 2009

Attachment: Schedule of Accounts for Payment.

COMMENT:

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

Municipal Account

Accounts Paid By EFT	
EFT 915 - 950	\$161,583.18

Accounts Paid By Cheque	
Vouchers 17781 – 17816	\$ 63,225.31

Direct Debits	
Vouchers 99140 – 99143	\$ 12,065.54

Trust Account

Accounts Paid By Cheque	
Vouchers 22707 - 22711	\$ 3,357.77

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulation 13

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS:

As indicated in the Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$240,231.80 in the attached schedule be accepted.

Signed:

Dated: 26 November 2009

8276 DUNNET/MELLEMA

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$240,231.80 in the attached schedule be accepted.

CARRIED 8/0

Signed:

Dated: 26 November 2009

SCHEDULE OF ACCOUNTS PAYABLE SHIRE OF NANNUP SUBMITTED TO COUNCILS OCTOBER 2009 MEETING			
Chq/EFT	Name	Description	Amount
MUNICIPAL PAYMENTS			
EFT915	WITCHCLIFFE FARM SERVICE	SUNDRY ITEMS	\$341.52
EFT916	PHOENIX BUILDING COMPANY	PROGRESS PAYMENT MARKINO TOMAS PARK UPGRADE	\$29,333.33
EFT917	ALPHAWEST SERVICES PTY LTD	MAINTENANCE AGREEMENT	\$1,100.00
EFT918	BOC LIMITED	GAS SUPPLIES	\$521.14
EFT919	COURIER AUSTRALIA	FREIGHT CHARGES	\$42.77
EFT920	GEOGRAPHE SAWS & MOWERS	BACKPACK BLOWER	\$979.00
EFT921	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY BOOKS	\$1,287.00
EFT922	RICOH BUSINESS CENTRE	PHOTOCOPIER PROGRAMS	\$920.70
EFT923	ROB PAULL AND ASSOCIATES	PROFESSIONAL SERVICES	\$4,575.00
EFT924	DEPARTMENT OF PREMIER AND CABINET	ADVERTISING	\$99.60
EFT925	PHOENIX BUILDING COMPANY	PROGRESS CLAIM 7	\$19,941.50
EFT926	MCG ARCHITECTS PTY LTD	DESIGN DEVELOPMENT	\$5,115.00
EFT927	WA LIFTING EQUIPMENT PTY LTD	SUNDRY EQUIPMENT	\$4,300.00
EFT928	COURIER AUSTRALIA	FREIGHT CHARGES	\$13.95
EFT929	SHANE COLLIE	REIMBURSEMENT OF EXPENSES	\$475.10
EFT930	K & C HARPER	MAINTENANCE WORKS	\$99.00
EFT931	NANNUP TELECENTRE	SEPTEMBER ADVERTISING	\$291.50
EFT932	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	\$10,292.80
EFT933	RHINO WATER TANKS AND LINERS	WATER TANK SUPPLY AND INSTALLATION	\$8,500.00
EFT934	WADIFARM CONSULTANCY SERVICES	CONSULTANCY WORK - WASTE MANAGEMENT FACILITY	\$990.00
EFT935	PHOENIX BUILDING COMPANY	MARINKO TOMAS PARK- PROGRESSIVE PAYMENT 2	\$29,333.33
EFT936	BORRELL RAFFERTY ASSOCIATES PTY LTD	PREPARATION OF DESIGN-TIMEWOOD CENTRE	\$2,200.00
EFT937	K & C HARPER	RECREATION CENTRE MAINTENANCE	\$499.95
EFT938	RED 11	COMPUTER ITEMS	\$449.94
EFT939	CPS WEAR PARTS	EQUIPMENT SUNDRY	\$411.46
EFT940	COURIER AUSTRALIA	FREIGHT CHARGES	\$301.38
EFT941	KIM DAWIE	CONCRETE RAIL BRIDGE	\$198.00
EFT942	DOBBIN DESIGN	SHIRE RECEPTION PLANS	\$495.00
EFT943	FIRE AND EMERGENCY SERVICES AUTHORITY	ESL FOR 2009/10 QUARTER 1	\$13,675.00
EFT944	INSIGHT CCS PTY LTD	MONTHLY SERVICE FEE	\$96.58
EFT945	K & C HARPER	MAINTENANCE WORKS	\$466.95
EFT946	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY BOOKS	\$16.50
EFT947	CAROL PINKERTON	RECOUP OF EXPENSES	\$524.80
EFT948	LOUISE STOKES	CREATIVE NETWORK TRAINING	\$383.05
EFT949	IT VISION	ANNUAL LICENSE FEES	\$13,849.00
EFT950	WORTHY CONTRACTING	1 MONTH CONTRACT	\$9,463.33
TOTAL EFT PAYMENTS:			<u>\$161,583.18</u>
17781	SYRINX ENVIRONMENTAL PTY LTD	COMMUNITY SELF- MANAGEMENT OF WATER OPTIONS	\$3,575.00
17782	LOCAL GOVERNMENT COMPLIANCE INC	SEMINAR REGISTRATION	\$350.00
17783	NANNUP EZIWAY SELF SERVICE STORE	REFRESHMENTS AND CLEANING	\$229.18
17784	PIONEER CREDIT MANAGEMENT SERVICES	LEGAL FEES	\$381.99
17785	SHIRE OF BUSSELTON	RANGER CALL OUTS	\$265.80
17786	SYNERGY	ELECTRICITY EXPENSES	\$2,737.40
17787	STEWART & HEATON CLOTHING CO. PTY LTD	BFB UNIFORMS	\$692.47
17788	WALGA	SUBSCRIPTIONS	\$14,556.29
17789	CIVIL LEGAL	ARCHITECT CONTRACT	\$2,105.18
17790	BUNBURY MACHINERY	PARTS SUNDRY	\$112.45
17791	THE GOOD FOOD SHOP	CATERING	\$33.00
17792	MJ LINDSAY & CO	SPRAY OVALS AND PARKS	\$235.73
17793	SYNERGY	ELECTRICITY EXPENSES	\$1,697.30
17794	AMP LIFE LTD	SUPERANNUATION CONTRIBUTIONS	\$647.68
17795	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$277.46
17796	WESTSCHEME	SUPERANNUATION CONTRIBUTIONS	\$365.63
17797	NORWICH UNION SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$262.37
17798	COMMONWEALTH SUPER SELECT	SUPERANNUATION CONTRIBUTIONS	\$167.66
17799	IIML ACF IPS APPLICATION TRUST	SUPERANNUATION CONTRIBUTIONS	\$302.40
17800	HOSTPLUS EXECUTIVE	SUPERANNUATION CONTRIBUTIONS	\$105.82
17801	SHIRE OF NANNUP	PAYROLL DEDUCTIONS	\$100.00
17802	RYDGES PERTH	ACCOMMODATION	\$749.30
17803	SW FIREARMS & GUNSMITHING	1 X SPOTLIGHT	\$415.00
17804	JACKSONS DRAWING SUPPLIES PTY LTD	ART SUPPLY SCHOOL HOLIDAY PROGRAMS	\$121.26
17805	HALSALL AND ASSOCIATES	THE VALLEY SUBDIVISION BOND	\$18,727.20
17806	SPOTLIGHT PTY LTD	JULY HOLIDAYS CRAFT DAY	\$153.20
17807	RYDGES PERTH	ACCOMMODATION	\$194.00
17808	BUNNINGS- BUSSELTON	SEEDLINGS	\$281.47
17809	THE GOOD FOOD SHOP	MORNING TEA	\$167.70
17810	LGIS PROPERTY	INSURANCE	\$11,128.08
17811	NANNUP DISTRICT HIGH SCHOOL	DONATION	\$20.00
17812	NANNUP LIQUOR STORE	REFRESHMENTS	\$201.89
17813	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE	VEHICLE REGISTRATIONS	\$431.00
17814	RECORDS MAINTENANCE AND STORAGE	RECORD MAINTENANCE	\$167.20
17815	GT BRAKE & CLUTCH REPAIRS	SUNDRY SPARE PARTS	\$717.20
17816	TENTS WEST	SET UP STAGE AT FORESHORE PARK	\$550.00
TOTAL CHEQUE PAYMENTS:			<u>\$63,225.31</u>

SCHEDULE OF ACCOUNTS PAYABLE
SHIRE OF NANNUP
SUBMITTED TO COUNCILS OCTOBER 2009 MEETING

Chq/EFT	Name	Description	Amount
MUNICIPAL PAYMENTS			
99140	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 21	\$1,279.42
99141	BP AUSTRALIA	FUEL EXPENSES	\$828.72
99142	CALTEX AUSTRALIA	FUEL EXPENSES	\$9,837.51
99143	WESTNET	INTERNET EXPENSES	\$119.89
TOTAL DIRECT DEBITS:			\$12,065.54

TRUST PAYMENTS			
22707	LEESA FERRIES	BOND REFUND ON HALL HIRE	\$160.00
22708	BUILDING CONSTRUCTION INDUSTRY TRAINING FUND	BUILDING & CONSTRUCTION LEVY	\$2,236.77
22709	BUILDERS REGISTRATION BOARD OF WA	BRB LEVY COLLECTED	\$690.00
22710	SHIRE OF NANNUP	BRB COMMISSION	\$176.00
22711	RYAN KING	PART REFUND OF BOND	\$95.00
TOTAL TRUST CHEQUE PAYMENTS:			\$3,357.77

TOTAL MUNICIPAL PAYMENTS:	\$236,874.03
TOTAL TRUST PAYMENTS:	\$3,357.77
TOTAL PAYMENTS FOR THE MONTH OF OCTOBER:	\$240,231.80

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.

NIL

12. ELECTED MEMBERS OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.

NIL

13. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

NIL

14. CLOSURE OF MEETING

There being no further business to discuss the Shire President declared the meeting closed at 5.55pm.