



Shire of  
**Nannup**  
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# Minutes

UNCONFIRMED COPY

Council Meeting held Thursday 22 June 2017

## **CONFIRMATION OF MINUTES**

These minutes comprising pages 1 – 41 were confirmed by  
Council on 27 July 2017 as a true and accurate record.

.....  
**Tony Dean**

Shire of Nannup  
22 June Ordinary Council Meeting

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# Minutes

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at 4.00pm

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

**ATTENDANCE:**

Shire President: Cr A Dean

Councillors: R Mellema, C Gilbert, N Steer, A Slater, P Fraser; and C Stevenson

Peter Clarke – Chief Executive Officer  
Mr Jon Jones – Manager Infrastructure  
Tracie Bishop – Manager Corporate Services  
Jane Buckland – Development Services Officer

**APOLOGIES:**

Cr Longmore was granted Leave of Absence from this meeting at the 23 March 2017 Ordinary Council Meeting.

**VISITORS:**

Kerry Firth, Rita Stallard, Julie Kay, Cheryle Brown.

**3. APPLICATION FOR LEAVE OF ABSENCE:**

The Shire President advised that Cr Stevenson has applied in writing for Leave of Absence from the July and August 2017 Ordinary Council Meetings.

***17100 SLATER/MELLEMA***

***That Cr Stevenson be granted Leave of Absence from the July and August 2017 Ordinary Council Meetings***

***CARRIED (7/0)***

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.**

Nil

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**5. PUBLIC QUESTION TIME**

**Mrs Rita Stallard, East Nannup Road, Nannup**

Mrs Stallard firstly thanked Council for placing the signage on East Nannup Road that she had previously requested.

Q1. Could the Shire consider placing signage on the approaches to the Nannup Brook Bridge warning motorists that walkers and bicyclists also use the Bridge as a crossing because it is part of the Munda Bidi Trail. Mrs Stallard advised that without adequate warning signs the current practice is dangerous.

A1. **The Shire President deferred this question to the CEO who advised that the road and Bridge in question was the responsibility of Main Roads WA. The CEO indicated that a request would be forwarded to Main Roads to investigate the preferred method of warning motorists that other users were traversing the Bridge.**

Q2. Could a rubbish bin be placed in the pull-off bay near Mr Merv Longbottom's house to encourage motorists and others to dispose of their rubbish in a responsible manner.

A2. **The Shire President deferred this question to the CEO who advised that the staff would investigate the location requested by Mrs Stallard.**

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**7. DECLARATIONS OF INTEREST**

Nil

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

**17101 STEER/SLATER**

***That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 25 May 2017 be confirmed as a true and correct record.***

**CARRIED (7/0)**

**17102 STEER/SLATER**

***That the Minutes of the Special Meeting of Council Meeting of the Shire of Nannup held in Council Chambers on 15 June 2017 be confirmed as a true and correct record.***

**CARRIED (7/0)**

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**9. MINUTES OF COUNCIL & OTHER COMMITTEES**

**17103 MELLEMA/FRASER**

*That the Minutes of the Business Initiative Group of Nannup Meeting held Thursday 4 May 2017 be received.*

*That the Minutes of the Shire of Nannup Risk Management Advisory Committee Meeting held Tuesday 23 May 2017 be received.*

*That the Minutes of the Warren Blackwood Alliance of Councils Meeting held on Tuesday 6 June 2017 be received.*

**CARRIED (7/0)**

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

Nil

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

Date	Meeting	Councillor
21 June	Quannup Working Party	Cr Fraser, Cr Gilbert, Cr Steer, Cr Slater, Dean
21 June	Trails Committee Meeting	Cr Gilbert
6 June	Warren Blackwood Alliance of Councils	Cr Slater, Dean

The Shire President advised that on Friday, 23 June 2017 the Shire of Nannup was hosting the South West Zone of WALGA meeting, of which the 12 Local Government authorities in the South West attend, and invited Councillors to attend this meeting to listen to current issues of the Councils and WALGA in general.

Shire of Nannup

22 June Ordinary Council Meeting

AGENDA NUMBER:	12.1
SUBJECT:	Endorsement of The Draft Bushfire Risk Management Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Chris Lloyd – Bushfire Risk Planning Coordinator
FILE REFERENCE:	FRC 2
AUTHOR:	Chris Lloyd – Bushfire Risk Planning Coordinator
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	6 June 2017
ATTACHMENT:	12.1.1 - Shire of Nannup Draft Bushfire Management Plan 12.1.2 – Letter of Approval from the Office of Bushfire Risk Management Plan

**BACKGROUND:**

Under the *State Emergency Management Plan for Fire (Westplan Fire)*, local governments with significant bushfire risk are required to develop an integrated Bushfire Risk Management Plan outlining a strategy to treat bushfire-related risk across all land tenures.

*Emergency Risk Management Planning and Prevention Procedure 1 (Policy 3.2) – Emergency Risk Management Planning* identifies AS/NZS ISO 31000:2009 *Risk Management – Principles and guidelines* as the standard for emergency risk management in Western Australia. While all local governments are required to develop and maintain an emergency risk management plan for the hazards relevant to their locality, Policy 3.2 identifies local government with high or extreme level of bushfire risk that require a bushfire specific plan.

A Bushfire Risk Management Plan in a strategic document that:

- Describes the local context in order to complete risk assessments
- Documents the process to identify, analyse and evaluate risk
- Identifies bushfire-related risk at the strategic level and prioritises areas of the local government for further risk assessment
- Identifies assets of value that are at risk from bushfire, including communities, the built environment, infrastructure and economic, cultural and environmental assets;
- Determines risk priorities in order to develop a treatment plan
- Integrates bushfire risk management into the Shire's business processes as well as landowners and other agencies
- Provides a communications strategy for methods of consultation and communication with the community and stakeholders
- Identifies current bushfire risk mitigation activities and controls.

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#### **COMMENT:**

The Shire of Nannup is one of sixteen priority local governments identified by the Department of Fire and Emergency Services (DFES) to participate in the Bushfire Risk Management program.

Following on from the initial Pilot Program that was completed in 2014, the Shire's Bushfire Risk Planning Coordinator commenced in January 2016 to develop the plan for the local government area.

The Bushfire Risk Management Plan has been completed utilising a template supplied by DFES in conjunction with the *Guidelines for Preparing a Bushfire Risk Management Plan* (DFES, 2015).

The Office of Bushfire Risk Management (OBRM) approved the Shire of Nannup Draft Bushfire Risk Management Plan on the 16th May 2017.

The Draft Bushfire Risk Management Plan is now ready to be presented to Council for adoption.

The Asset Register, Risk Register and Treatment schedule are to be presented to the Bush Fire Advisory Committee and/or the Council bi- Annually (at a minimum) once the plan has been adopted by Council – separate to the submission of the Draft Bushfire Risk Management Plan.

#### **Bushfire Risk Planning Coordinator**

The Bushfire Risk Management Plan is presented to Council as the document detailing the process of how the Shire of Nannup and other relevant stakeholders will strategically identify, analyse and evaluate bushfire risk in the community. The plan is presented without the asset register, risk register and treatment schedule as it was left to the discretion of local governments whether or not to include them. The intention is to have the BRM Plan available to the public (via shire website) so, the concern is that risk assessment information on private properties may attract the unwanted attention of insurance companies and/or be accessed by other inappropriate parties. Further, the risk register and treatment schedule would increase the BRM Plan by over one hundred pages. The plan is very dynamic and therefore the information detailed within the asset/risk register and treatment schedule are likely to change frequently. Bi-annual or quarterly reporting is required to ensure the asset/risk register and treatment schedule information is reported.

#### **STATUTORY ENVIRONMENT:**

BRMP project aims to address (in full or in part) recommendations 15, 53, 38, 21 & 23 of 2011 Perth Hills Bushfire Review, State Emergency Management Plan for Fire (Westplan), Emergency Risk Management Planning and Prevention Procedure 1 (Policy 3.2) – Emergency Risk Management Planning  
Bush Fires Act 1954.

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**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Current funding for the position of Bushfire Risk Planning Coordinator and other incurred costs for participating in the Bushfire Risk Management Project have been extended until 30 September 2017. Post this date there has been no indication as to the future of the project and any future funding.

Treatments identified on Shire tenure may incur additional costs over the five- year life of the BRM Plan. There is approximately \$20,000 remaining in the budget for bushfire risk management activities but these will only cover treatments on Shire reserves for 2017/18.

It should be noted that additional funding for carrying out treatment of identified high risk assets could be applied for through the Office of Emergency Management, National Disaster Resilience Program (NDRP).

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2017 - 2027 – Our Natural Environment Strategy 4.1 - Our Sanctuary – Protect our range of natural assets.

**RECOMMENDATION:**

That Council endorses the Shire of Nannup Draft 2017 - 2022 Bushfire Risk Management Plan.

**VOTING REQUIREMENTS:** Simple Majority

**17104 MELLEMA/STEVENSON**

***That Council endorses the Shire of Nannup Draft 2017 - 2022 Bushfire Risk Management Plan.***

***CARRIED (7/0)***

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AGENDA NUMBER:	12.2
SUBJECT:	Local Laws Review
LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 5
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	6 June 2017
ATTACHMENT:	12.2.1 – By-Laws Relating to the Nannup Public Cemetery (1981) 12.2.2 – Local Laws Refuse Site (1990) 12.2.3 – Proposed Repeal Local Law 2017 12.2.4 – Proposed Dog Amendment Local Law 2017

**BACKGROUND:**

At the February 2017 Ordinary meeting of Council the following resolution was passed in respect to the undertaking of a the Review of the Shire of Nannup's Local Laws in accordance with Section 3.16 of the *Local Government Act 1995*.

**17023 SLATER/STEVENSON**

***That Council initiates a Review of the Shire of Nannup's Local Laws in accordance with Section 3.16 of the Local Government Act 1995 and that it gives state wide and local public of its intent to undertake the Review.***

***CARRIED (7/0)***

Section 3.16 of the *Act* requires a local government to carry out periodic reviews to determine whether or not it considers that the Local Laws in place should remain unchanged, be repealed or amended.

In accordance with Section 3.16, public notice of the intention to undertake a review was advertised in the *Western Australian* newspaper on Wednesday, 1 March 2017 and the local *Telegraph* newsletter in its April 2017 edition seeking submissions in respect to the Review.

The above advertisements indicated that the Shire of Nannup has the following gazetted Local Laws:-

Cemetery	Gazette Date: 23/10/1981
Refuse Site	Gazette Date: 26/11/1999
Health	Gazette Date: 07/11/2003
Parking & Parking Facilities	Gazette Date: 12/06/2007
Standing Orders	Gazette Date: 04/05/2010
Dogs	Gazette Date: 26/09/2014

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**COMMENT:**

At the close of submissions on Wednesday, 26 April 2017, one (1) submission was received (see attached) which generally stated that *“Council should increase the areas where dogs are allowed to play and have a run around with each other...”*

At the January 2017 Ordinary Council resolved to add *Part of Reserve 9185 (Nannup Golf Course land) daily between the hours of 5.00pm in the evening until 9.30am the following morning* as a dog exercise area which was met with approval from the community.

The following action is recommended in regards to the above Local Laws:-

Cemetery (1981)	Repeal
Refuse Site (1999)	Repeal
Health (2003)	No Change
Parking & Parking Facilities (2007)	No change
Standing Orders (2010)	No change
Dogs (2014)	Amendments to include “Designated Dog Exercise Areas”.

Should Council support the recommended action in regards to the above Local Laws, then following the completion of the statutory processes, the Shire of Nannup would have the following Local Laws in place:-

Health  
Parking and Parking Facilities  
Standing Orders  
Dogs

**STATUTORY ENVIRONMENT:**

The process to make a Local Law is in accordance with Section 3.12 of the *Act* which is as follows:-

3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

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- (3) The local government is to —
- (a) give Statewide public notice stating that —
- (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
- (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
- (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
- (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
- (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.
- \* *Absolute majority required.*
- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
- (a) stating the title of the local law; and
- (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
- (c) advising that copies of the local law may be inspected or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any

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- (8) In this section —  
**making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council, in respect to the conduct of the Local Laws Review conducted in accordance with Section 3.16 of the *Local Government Act 1995*, and in consideration of the one (1) submission received, undertakes the following:-

1. Council repeals the following Local Laws:-
  - i) By-Laws Relating to the Nannup Public Cemetery (1981)
  - ii) Local Laws Refuse Site (1999)
2. Council amends:-
  - i) Dog Local Laws (2014)

Further, that Council, in accordance with Section 3.12 of the *Local Government Act (1995)* as detailed below, gives state wide public notice of the intention to make the following Local Laws in order to seek public comment regarding same and that the relevant Ministers be provided copies of the Draft Local Laws in accordance with Section 3.12 (3)(b) of the *Act* -:

**Repeal Local Law (2017)**

**PURPOSE:** To repeal superfluous and obsolete Local laws.

**EFFECT:** To allow more efficient and effective local government by removing outdated Local Laws from the public record.

**Amendment Dog Local Laws - (2014)**

**PURPOSE:** To incorporate into the Local Laws recently approved Designated Dog Exercise Areas with the Nannup town site.

**EFFECT:** To ensure that the community is aware of the Designated Dog Exercise Areas and that they are formally contained within the Local Laws.

**VOTING REQUIREMENTS:** Absolute Majority

**17105 SLATER/STEVENSON**

***That Council, in respect to the conduct of the Local Laws Review conducted in accordance with Section 3.16 of the Local Government Act 1995, and in consideration of the one (1) submission received, undertakes the following:-***

- 1. Council repeals the following Local Laws:-**
  - i) By-Laws Relating to the Nannup Public Cemetery (1981)***
  - ii) Local Laws Refuse Site (1999)***
  
- 2. Council amends:-**
  - i) Dog Local Laws (2014)***

***Further, that Council, in accordance with Section 3.12 of the Local Government Act (1995) as detailed below, gives state wide public notice of the intention to make the following Local Laws in order to seek public comment regarding same and that the relevant Ministers be provided copies of the Draft Local Laws in accordance with Section 3.12 (3)(b) of the Act. :-***

***Repeal Local Law (2017)***

***PURPOSE: To repeal superfluous and obsolete Local laws.***

***EFFECT: To allow more efficient and effective local government by removing outdated Local Laws from the public record.***

***Amendment Dog Local Laws - (2014)***

***PURPOSE: To incorporate into the Local Laws recently approved Designated Dog Exercise Areas with the Nannup town site.***

***EFFECT: To ensure that the community is aware of the Designated Dog Exercise Areas and that they are formally contained within the Local Laws***

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

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AGENDA NUMBER:	12.3
SUBJECT:	WALGA Annual General Meeting – Voting Delegate Nominations
LOCATION/ADDRESS:	NA
NAME OF APPLICANT:	Western Australian Local Government Association
FILE REFERENCE:	DEP 14
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	8 June 2017
ATTACHMENT:	None

**BACKGROUND:**

WALGA writes to advise that all Member Councils are entitled to be represented by two (2) voting delegates at the Annual General meeting of WALGA to be held at the Perth Convention Centre on **Wednesday, 2 August 2017**.

WALGA is therefore seeking the names of the voting delegates together with proxy voting delegates.

**COMMENT:**

WALGA seeks the above nominations in writing by **Monday, 3 July 2017** and only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

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**RECOMMENDATION:**

That Council nominates the Shire President and Cr Steer as its Voting Delegates to the Western Australian Local Government Association Annual General meeting to be held on Wednesday, 2 August 2017 with Cr's Longmore and Slater being appointed as the proxy delegates.

**VOTING REQUIREMENTS:** Simple Majority

**17106 SLATER/STEVENSON**

*That Council nominates the Shire President and Cr Steer as its Voting Delegates to the Western Australian Local Government Association Annual General meeting to be held on Wednesday, 2 August 2017 with Cr's Longmore and Slater being appointed as the proxy delegates.*

**CARRIED (7/0)**

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AGENDA NUMBER:	12.4
SUBJECT:	Department of Parks & Wildlife Resources in Nannup
LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	Minister for Environment – Hon. Stephen Dawson MLC
FILE REFERENCE:	DEP 5
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	9 June 2017
ATTACHMENT:	None

**BACKGROUND:**

At the March 2017 Ordinary meeting of Council it was reported by the Shire President that there had been a number of concerns raised by residents, both to Councillors and staff, in respect to the current state of Department of Parks and Wildlife (DPaW) resources at its Nannup Depot and also other issues such as roads, gravel reserves and feral animal and weed control within the Shire and that with a new Government being elected, now is the opportune time for Council to approach the newly appointed Minister seeking a meeting with him to discuss issues concerning DPaW activities in the Shire.

Council therefore resolved the following at the above meeting:-

**17056 DEAN/STEER**

***That Council writes to the newly appointed Minister for Forestry, the Hon. Dave Kelly, seeking a meeting with him to discuss Council's concerns relating to the following issues concerning Department of Parks and Wildlife (DPaW) activities in the Shire of Nannup;***

- 1. The current state of DPaW responsible roads and the lack of regular maintenance being undertaken, especially those roads e.g., Barrabup Pool Road, that provide public access to sites of interest within DPaW land tenure;***
- 2. The issue of non-dedicated access to a number of Titled lots within the Shire of Nannup and the requirement of DPaW to request land swap to accommodate gazetted roads;***
- 3. The continuation in the reduction of services and staffing levels at the Nannup DPaW offices and depot; and***
- 4. DPaW's lack of feral pest and weed control within its estate.***

**CARRIED (7/0)**

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At the Bush Fires Advisory Committee meeting held on Monday, 6 February 2017 the following recommendation was put to Council, which was endorsed at the March 2017 Ordinary meeting of Council:-

**Motion**

***That it be recommended to Council that it writes to the appropriate Ministers (Emergency Services and Forestry) regarding the ever decreasing resources allocated to the Nannup DPaW Depot and Council seeks assurances for additional permanent firefighting crews to be situated at the Nannup DPaW Depot in light of the fact that more than 80% of the Shire consists of State Forest controlled land.***

**Moved: Robin Mellema  
Seconded: Geoff Wilson**

**CARRIED**

**COMMENT:**

A response by the Minister to Council's letter of 29 March 2017 was received at the Shire office on 9 June 2017 in which the Minister states the following:-

*"Parks and Wildlife's Nannup depot is one of four work centres servicing the Department's Blackwood District and accommodates a highly mobile workforce which undertakes bushfire suppression, prescribed burning and other land management tasks. From time-to-time this workforce will be committed to bushfires or prescribed burning remote from the Blackwood District, leaving only a small workforce in the area. At these times, the Department and each of the local governments will rely on the network of volunteer bushfire brigades and relevant local government staff for initial bushfire suppression. The work of volunteer fire fighters is greatly appreciated and I am aware that workloads can sometimes place strain on volunteers.*

*In relation to roads on Parks and Wildlife-managed land, improvements are being made through the Forest Products Commission's timber harvesting program and Parks and Wildlife's enhanced prescribed burning program. In this regard maintenance and construction works are prioritised for roads on prescribed burn boundaries or those that are recognised as important strategic access ways.*

*I am advised that the issue of non-dedicated access to private properties involving Parks and Wildlife-managed land in the Shire of Nannup has been an issue for some time. Land transfers involving public land and changes of vesting are managed according to a systematic land administrative process, often involving multiple government agencies and community consultation. This can lead to land tenure changes taking extended periods of time to be resolved. Parks and Wildlife will continue to liaise with and keep the Shire of Nannup and its ratepayers informed on land tenure matters.*

*Parks and Wildlife manages feral animal and weed control within available resources and uses its "Good Neighbour Policy" to assist in determining priorities. Work according to these priorities will continue to be managed through the Department's South West Region and Blackwood District and I have asked the Department to engage with the Shire in developing and implementing these priorities.*

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*In relation to gravel resources in State Forest, the process to extract basic raw materials requires the material to be removed in a hygienic and environmentally responsible way to avoid the spread of Phytophthora dieback and the creation of other environmental problems. Parks and Wildlife will continue to work with the Shire of Nannup regarding this issue.*

*I appreciate you bringing these matters to my attention and I encourage the Shire of contact Mr Wayne Elliott, the Department's Blackwood District Manager to further discuss these issues."*

The response by the Minister in relation to the resources at the Nannup Department of Parks and Wildlife Depot is no different to letters received from previous Ministers regarding this matter. It appears that the Minister, nor Departmental heads, have any intentions of increasing staffing levels at the Nannup DPaW Depot and believe that the current structure is suitable for the purposes of managing the forest estate in the Shire of Nannup.

In respect to the other issues raised, Council may wish to commence discussions with the Department's Blackwood District Manager, Mr Wayne Elliott, as suggested by the Minister.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Community Strategic Plan 2017-2027 – Our Council Leadership – Strategy 6.1  
Lead, Listen, Advocate, Represent and Provide

**RECOMMENDATION:**

That the Minister for the Environment's correspondence be received and that it also be presented to the next meeting of the Bush Fires Advisory Committee for members information.

**VOTING REQUIREMENTS:** Simple Majority

**17107 STEVENSON/MELLEMA**

***That the Minister for the Environment's correspondence be received and that it also be presented to the next meeting of the Bush Fires Advisory Committee for members information.***

**CARRIED (7/0)**

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AGENDA NUMBER:	12.5
SUBJECT:	Review of Disability Access & Inclusion Plan
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	WLF 5
AUTHOR:	Louise Stokes – Community Development Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	12 June 2017
ATTACHMENT:	12.5.1 Draft Disability Access & Inclusion Plan 12.5.2 Draft DAIP Feedback

**BACKGROUND:**

The Disability Services Act 1993 requires Local Governments to develop and implement Disability Access and Inclusion Plans. Council adopted its revised Disability Access and Inclusion Plan at the November 2013 meeting.

**COMMENT:**

The Draft Disability Access & Inclusion Plan has been advertised for public comment for a period of 30 days. This was promoted through posters around town, on Council's website, notification in the Telegraph and in Council's e- newsletter.

Copies of the plan were forwarded to Disability Services Commission clients and stakeholder agencies. The plan has been available for download on Council's website and at the Shire front office.

Correspondence was received from Head Office of Disability Services Commission to advise that the plan has met all criteria.

**STATUTORY ENVIRONMENT:**

Disability Services Act 1993.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**Shire of Nannup**

**22 June Ordinary Council Meeting**

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2017 – 2027:

*6.2 Our Council Leadership: To do what is right for the people-for betterment of the majority of community*

**RECOMMENDATION:**

That Council adopts the Shire of Nannup Disability Access and Inclusion Plan 2017-2020.

**VOTING REQUIREMENTS:** Simple Majority.

**17108 SLATER/STEER**

***That Council adopts the Shire of Nannup Disability Access and Inclusion Plan 2017-2020.***

***CARRIED (7/0)***

**Shire of Nannup**  
**22 June Ordinary Council Meeting**

AGENDA NUMBER:	12.6
SUBJECT:	Corporate Business Plan 2017/2021
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29D
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	9 May 2017
ATTACHMENT:	12.6.1 Corporate Business Plan 2017/2021

**BACKGROUND:**

The Shire of Nannup's Corporate Business Plan 2017 – 2021 (*CBP*) is a four year internal business planning tool that translates Council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these and the costs associated. From this planning process, annual budgets that are aligned to strategic objectives can be developed.

**COMMENT:**

The Shire of Nannup's Corporate Business Plan is an extension from the Community Strategic Plan (*CSP*). It sets out in finer detail the direction and specific actions required for our organisation using the communities' priorities for the next four years. It is aligned to the *CSP* and, as such is divided into the same six key themes within the *CSP*, supplying 16 key focus points (objectives) for our communities' future.

Each theme sets out in detail the financial resources required to deliver the priority, what the measure and targets are, which plans this strategy aligns with and who the responsible officer is.

Using the Community Strategic Plan together with the other informing strategies including, the Workforce plan, Long Term Financial plan and Asset Management plan and our corporate statements Council is able to arrive at a clear set of community objectives and the costs associated with achieving these objectives.

The Corporate Business Plan will be reviewed annually using the annual budget to set and prioritise our short term goals.

**STATUTORY ENVIRONMENT:**

*The Local Government Act 1995 provides the statutory framework for strategic planning in local government.*

**Shire of Nannup**

**22 June Ordinary Council Meeting**

**POLICY IMPLICATIONS:**

There will be considerable policy implications regarding future budgets as a result of the objectives and projections in the Corporate Business Plan

**FINANCIAL IMPLICATIONS:**

Annual assessment of income available for inclusion within Annual budget and assessment/review of annual spending required to meet community expectations.

**STRATEGIC IMPLICATIONS:**

The Corporate Business Plan sets out Council's strategic approach to ensuring that the community's expectations are achieved in tandem with Council's financial abilities.

**RECOMMENDATION:**

That Council adopts the Shire of Nannup's Corporate Business Plan 2017/2021 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.

**VOTING REQUIREMENTS:** Absolute Majority.

**17109 SLATER/MELLEMA**

***That Council adopts the Shire of Nannup's Corporate Business Plan 2017/2021 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.***

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

Shire of Nannup

22 June Ordinary Council Meeting

AGENDA NUMBER:	12.7
SUBJECT:	Related Parties Disclosure Policy
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 23
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	13 June 2017
ATTACHMENT:	12.7.1 “Related Parties Disclosure” Policy 12.7.2 “Related Parties Disclosure” Declaration

**BACKGROUND:**

The Australian Accounting Standards Board’s (AASB) released the new AASB124 in March 2015. This new standard extended the scope of AASB 124 Related Party Disclosures to include application by not-for-profit entities. The operative date that this standard comes into effect for local governments is 1 July 2016, with the first reporting date for inclusion of AASB 124 being June 30 2017.

**COMMENT:**

As a result of this release, not-for-profit organisations now need to include within their Annual Financial Statements reference to any related party transactions. This will result in the objective of the standard being met and ensure that an entity’s financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions being achieved.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Nannup must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made and ensures that compliance is met within AASB 124.

**STATUTORY ENVIRONMENT:**

AASB 124

**POLICY IMPLICATIONS:**

Once endorsed ADM 23.

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**STATUTORY ENVIRONMENT:**

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

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

**RECOMMENDATION:**

That Council endorse the implementation of ADM 23 – Related Parties Disclosure Policy within the current policies held at the Shire of Nannup in order to achieve compliance within AASB 124.

That Council endorse the requirement for the Related Parties Disclosure Return to be completed before 30 June 2017 and from this point forward on a quarterly basis for all Key Management Personnel including Councillors, the Chief Executive Officer and other Senior Managers as defined within AASB 124.

**VOTING REQUIREMENTS:** Absolute Majority

**17110 STEER/GILBERT**

***That Council endorse the implementation of ADM 23 – Related Parties Disclosure Policy within the current policies held at the Shire of Nannup in order to achieve compliance within AASB 124.***

***That Council endorse the requirement for the Related Parties Disclosure Return to be completed before 30 June 2017 and from this point forward on an annual basis for all Key Management Personnel including Councillors, the Chief Executive Officer and other Senior Managers as defined within AASB 124.***

**CARRIED BY ABSOLUTE MAJORITY (5/2)**

For: Crs Dean, Mellema, Steer, Gilbert, Fraser  
Against: Crs Slater, Stevenson

Shire of Nannup

22 June Ordinary Council Meeting

**REASON FOR ALTERATION TO RECOMMENDATION**

The Manager Corporate Services advised Councillors that initial feedback was the Disclosure had to be submitted quarterly however on the advice of Council's Auditors and the Department of Local Government there was no set time as long as it was completed within a current financial year. Council therefore considered that an annual Disclosure was sufficient.

AGENDA NUMBER:	12.8
SUBJECT:	2017/2018 Budget Adoption
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 3
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 June 2017
ATTACHMENT:	12.8.1 Budget Schedules 2017/18 12.8.2 Fees & Charges 2017/18

**BACKGROUND:**

The 2017/18 Budget is presented to Council for adoption and setting of rating levels. This recommended budget is the product of numerous budget workshops completed by both Councillors and staff members. These workshops have examined all areas of committed and uncommitted income and expenditure and the output from this process provided guidance to officers on which items should be included or excluded from the final budget submission for 2017/18.

**COMMENT:**

Further to the budget workshops and the Draft Budget meeting all changes have been incorporated into this document. The 2017/18 Budget has been prepared to include a 4.78% increase in the rate in the dollar.

The end result presented today is a balanced budget with an anticipated \$1641 surplus at year end having been prepared and converted into the required statutory format for final adoption.

Reasonable account has been taken of known or anticipated price increases and other committed expenditure. Inflation of 2.0% has been added to the base level of expenditure where confirmed price increases are not known.

Council has a degree of control over the main areas of uncertainty in the budget and should therefore be able to moderate its exposure to significant variations through the decisions taken during the budget process. However, the unpredictability of many of the factors influencing the Council's budget remains a risk and this is addressed through prudent estimates.

## Shire of Nannup

### 22 June Ordinary Council Meeting

There are three major factors affecting the revenue budget:

- (a) The base budget for 2017/18 includes income from fees and charges of approximately \$383,174 however these are not guaranteed revenue streams.
- (b) Council receives income from investment interest. As interest rates decline and grant income falls this has decreased from previous periods. A decrease of \$20,000 has been assumed in the draft 2017/18 budget in comparison to the 2016/17 budget. This loss of interest earnings is a direct result in capital projects being completed and as such reserve balances lowering.
- (c) Council does not maintain a general level of working balances which can absorb unexpected fluctuations in its income and expenditure. In the event that there are significant adverse variations during the year money would need to be released from other earmarked reserves to cover any shortfall.

In the light of the assumptions made in compiling these estimates and reflected in the recommendation it is considered that the budget as presented is sufficient to meet the liabilities facing the Council during 2017/18.

#### **Funding Corporate Priorities**

Funding priorities for the 2017/18 year were analysed within the budget workshops. Priorities identified during this process include:

As at the end of 2016/17, there remained one bridge still not included within our insurance schedule. This bridge has been included within the 2017/18 budget. This is in keeping with Council's decision to stage insurance coverage of bridges under the Shire of Nannup's control over a four year period. Council also considered that it is prudent to hold insurance coverage against cyberattacks that are becoming more prevalent in today's society. Despite increasing insurance coverage in the new financial year, Council was able to secure a reduction in insurance premiums overall. Biosecurity was an area that was again considered within the 2017/18 budget. Similar to the current financial year, a \$5,000 contribution towards the Feral Pig Program was included.

There were numerous Community group requests for contributions to ensure that their service could be continued these have all been considered on a case by case basis and wherever possible funding to continue to support these groups has been included within the budget where possible.

#### **Prospects for the Future**

The model underpinning the Long Term Financial Plan (LTFP) demonstrated that rates would need to increase by 4.78% in 2017/18. It is anticipated that further increases will be required annually. Forward projection based on this plan currently suggests that rate increases should be achievable of around 5% per annum. This will however remain dependent on future funding and expenditure modelling continuing at currently predicted levels. The actual level of increase will continue to be monitored and adjusted wherever possible. Of note is the fact that all projections are made with the assumption that current levels of Federal and State funding for our Roads Programs and Financial Assistance Grants remain as expected.

## Shire of Nannup

### 22 June Ordinary Council Meeting

It is pleasing to note that the indexation freeze imposed on local governments for the previous three years has now been reversed with indexation included from July 1, 2017. To date the impact that this will have on overall income is unknown but will be included within the Budget Review process in early 2018. Also included within the review process will be Council's annual review of its Long term Financial Plan.

#### **Conclusion**

It is noted that the increase in rates each year is a burden felt by the whole community however as costs increase it is inevitable that the Rate in the Dollar must also rise. Council needs to show that wherever possible it is taking steps to be sustainable.

The following observations are noted as impacting on the rate requirement this year:

- An additional impost as a result of State Government no longer allowing local and federal governments to have an exemption for motor vehicle stamp duty and licensing fees. The impact of this to a Council the size of Nannup is an approximate 2% rate increase.
- Utility increases introduced within the State budget have been noted as including a 7% increase in electricity expenses. For local governments this not only increases overall administration and running costs but also is impacted heavily with street lighting provision.
- To combat this increasing electricity expenditure, Council has decided to install solar panels to the administration building. While this will impact on the overall rate requirement in the short term, it is anticipated that by moving towards better energy efficiencies this will impact on future budgets in a positive manner.

The proposed rate requirement is \$1,581,936, an increase of 4.78% on 2016/17. The budget presented for adoption overall assumes a balanced budget, with a slight surplus of \$1,641. Current predictions of actual outcomes for the current year suggest that there may be a modest saving once the actual end of year processing has occurred. As with all other unknown outcomes at this point, any savings identified will be included within the budget review process.

The proposed 2017/18 budget is considered, after taking all the above factors into account, sufficient to meet the liabilities facing the Council during 2017/18.

The following recommendations are required by Council to formally adopt the 2017/18 Budget.

#### **STATUTORY ENVIRONMENT:**

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

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

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**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:**

The financial implication is a rate requirement for 2017/18 of \$1,581,936. Actual rating income achievable based on model shown below equals \$1,583,577.

**STRATEGIC IMPLICATIONS:**

The adoption of the proposed 2017/18 budget is the cornerstone of developing the long term financial sustainability of the Shire.

**RECOMMENDATION:**

That the following proposed recommendations be endorsed by Council.

**Recommendation One – Rate in the Dollar and Minimum rates applied:**

That Council impose the following Rates & Charges

Rate Type	Minimum Rate in \$	Rate in \$	Yield
GRV	\$870	0.081670	\$ 807,786
UV	\$1050	0.004257	\$ 775,791
			\$1,583,577

**Voting Requirements: Absolute Majority**

**17111 GILBERT/MELLEMA**

***Rate in the Dollar and Minimum rates applied***

***That Council impose the following Rates & Charges***

<b><i>Rate Type</i></b>	<b><i>Minimum Rate in \$</i></b>	<b><i>Rate in \$</i></b>	<b><i>Yield</i></b>
<b><i>GRV</i></b>	<b><i>\$870</i></b>	<b><i>0.081670</i></b>	<b><i>\$ 807,786</i></b>
<b><i>UV</i></b>	<b><i>\$1050</i></b>	<b><i>0.004257</i></b>	<b><i>\$ 775,791</i></b>
			<b><i>\$1,583,577</i></b>

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

**Recommendation Two – Dates for payments in full and by instalments**

Pursuant to Section 6.45 of the Local Government Act 1995 and regulations 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for payment in full by instalments:

- Full Payment and 1st instalment due: 18/08/2017
- 2nd Quarterly Instalment due 18/10/2017
- 3rd Quarterly Instalment due 18/12/2017
- 4th Quarterly Instalment Due 19/02/2018

**Voting Requirements: Absolute Majority**

**17112 STEVENSON/SLATER**

***Dates for payments in full and by instalments***

***Pursuant to Section 6.45 of the Local Government Act 1995 and regulations 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for payment in full by instalments:***

- ***Full Payment and 1st instalment due: 18/08/2017***
- ***2nd Quarterly Instalment due 18/10/2017***
- ***3rd Quarterly Instalment due 18/12/2017***
- ***4th Quarterly Instalment Due 19/02/2018***

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

**Recommendation Three – Interest and Penalties**

- Council charge an 11% penalty charge per annum, calculated by simple interest on rates paid after the 35th day of service of the rates notice in accordance with the Local Government Act 1995;
- Council charge a \$5 Administration Fee per remittance notice, per instalment for rates levied in the 2017/18 financial year in accordance with the Local Government Act 1995;
- Council charge a 5.5% interest charge per annum, calculated by simple interest on instalment payments for rates levied in the 2017/18 financial year in accordance with the Local Government Act 1995;
- Council charge a 5.4% interest charge per annum, calculated by simple interest on deferred rates held after 1 July 2017 in accordance with the requirements stipulated by the Office of State revenue.

**Voting Requirements: Absolute Majority**

**17113 MELLEMA/STEER**

**Interest and Penalties**

- **Council charge an 11% penalty charge per annum, calculated by simple interest on rates paid after the 35th day of service of the rates notice in accordance with the Local Government Act 1995;**
- **Council charge a \$5 Administration Fee per remittance notice, per instalment, for rates levied in the 2017/18 financial year in accordance with the Local Government Act 1995;**
- **Council charge a 5.5% interest charge per annum, calculated by simple interest on instalment payments for rates levied in the 2017/18 financial year in accordance with the Local Government Act 1995;**
- **Council charge a 5.4% interest charge per annum, calculated by simple interest on deferred rates held after 1 July 2017 in accordance with the requirements stipulated by the Office of State revenue.**

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

**Recommendation Four – Waste Management Levy**

1. That Council set the following rate under S66 of the Waste Avoidance and Resource Recovery Act 2007 to cover costs associated with management of the Waste Management Facility for 2016/17:

	Rate in the Dollar	Minimum Rate
GRV	0.000324	\$64
UV	0.000082	\$64

**Voting Requirements: Absolute Majority**

**17114 MELLEMA/STEER**

**Waste Management Levy**

1. **That Council set the following rate under S66 of the Waste Avoidance and Resource Recovery Act 2007 to cover costs associated with management of the Waste Management Facility for 2016/17:**

	<b>Rate in the Dollar</b>	<b>Minimum Rate</b>
<b>GRV</b>	<b>0.000324</b>	<b>\$64</b>
<b>UV</b>	<b>0.000082</b>	<b>\$64</b>

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

Shire of Nannup  
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**Recommendation Five – Rubbish Service Charges:**

That Council set rubbish service charges at \$230 per service for the 2017/18 year and recycling service charge at \$140.00 per service for the 2017/18 year for all users within the Shire of Nannup.

**Voting Requirements: Absolute Majority**

**17115 MELLEMA/SLATER**

***Rubbish Service Charges:***

***That Council set rubbish service charges at \$230 per service for the 2017/18 year and recycling service charge at \$140.00 per service for the 2017/18 year for all users within the Shire of Nannup.***

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

**Recommendation Six – Fees & Charges:**

That Council adopts the 2017/18 Shire of Nannup Schedule of Fees and Charges as per Attachment 2.

**Voting Requirements: Absolute Majority**

**17116 STEER/STEVENSON**

***Fees & Charges:***

***That Council adopts the 2017/18 Shire of Nannup Schedule of Fees and Charges as per Attachment 2.***

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

**Recommendation Seven – Elected Members Fees and Allowances for 2017/18**

1. Pursuant to Section 5.99 of the Local Government Act 1995 and Regulations 34 of the Local Government (Administration) Regulations 1996, Council adopts the following sitting fees for individual meeting attendance:
  - a. Shire President \$150 per Council meeting
  - b. Shire President \$65 per Committee meeting
  - c. Councillors \$130 per Council meeting
  - d. Councillors \$65 per Committee meeting

2. Pursuant to Section 5.99A of the Local Government Act 1995 and regulation 34A and 34AA of the Local Government (Administration) Regulations 1996, Council adopts the following annual allowances for elected members:

a. Travel Allowance

Regular Car	Cents / Km
Up To 1600cc	0.51
1601cc – 2600cc	0.654
Over 2600 Cc	0.91

- b. IT Allowance \$1,300 per annum

3. Pursuant to Section 5.98(5) of the Local Government Act 1995 and Regulation 33 of the Local Government (Administration) Regulations 1996, Council adopts the following annual Local Government Allowance to be paid in addition to the meeting attendance fees:
  - a. Shire President \$8,000
  - b. Deputy Shire President \$2,000

**Voting Requirements: Absolute Majority**

**17117 STEVENSON/MELLEMA**

**Elected Members Fees and Allowances for 2017/18**

1. Pursuant to Section 5.99 of the Local Government Act 1995 and Regulations 34 of the Local Government (Administration) Regulations 1996, Council adopts the following sitting fees for individual meeting attendance:
  - a. Shire President \$150 per Council meeting
  - b. Shire President \$65 per Committee meeting
  - c. Councillors \$130 per Council meeting
  - d. Councillors \$65 per Committee meeting
2. Pursuant to Section 5.99A of the Local Government Act 1995 and regulation 34A and 34AA of the Local Government (Administration)

Shire of Nannup

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**Regulations 1996, Council adopts the following annual allowances for elected members:**

**a. Travel Allowance**

<b>Regular Car</b>	<b>Cents / Km</b>
<b>Up To 1600cc</b>	<b>0.51</b>
<b>1601cc – 2600cc</b>	<b>0.654</b>
<b>Over 2600 Cc</b>	<b>0.91</b>

**b. IT Allowance**                      **\$1,300 per annum**

**3. Pursuant to Section 5.98(5) of the Local Government Act 1995 and Regulation 33 of the Local Government (Administration) Regulations 1996, Council adopts the following annual Local Government Allowance to be paid in addition to the meeting attendance fees:**

- a. Shire President**                      **\$8,000**
- b. Deputy Shire President**              **\$2,000**

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

**Recommendation Eight – Statutory Compliance:**

That Council confirms that it is well satisfied with the services and facilities it provides. Council will continue to:

- a) Integrate and co-ordinate, as far as practicable, with any provided by the Commonwealth, State or any other public body;
- b) Will not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private and;
- c) Be managed efficiently and effectively.

In accordance with Section 3.18(3) of the Local Government Act 1995.

**Voting Requirements: Absolute Majority**

**17118 STEVENSON/MELLEMA**

**Statutory Compliance:**

***That Council confirms that it is well satisfied with the services and facilities it provides. Council will continue to:***

- a) Integrate and co-ordinate, as far as practicable, with any provided by the Commonwealth, State or any other public body;***
- b) Will not duplicate, to an extent that the Local Government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private and;***
- c) Be managed efficiently and effectively.***

***In accordance with Section 3.18(3) of the Local Government Act 1995.***

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

**Recommendation Nine – Material Variance Reporting 2017/18:**

In accordance with Regulation 34(5) of the Local Government Financial Management Regulations 1996 and AASB 1031 Materiality, the level to be used in statements of financial activity in 2017/18 for reporting material variances shall be +/- 10% or \$30,000, whichever is greater.

**Voting Requirements: Absolute Majority**

**17119 MELLEMA/SLATER**

***Material Variance Reporting 2017/18:***

***In accordance with Regulation 34(5) of the Local Government Financial Management Regulations 1996 and AASB 1031 Materiality, the level to be used in statements of financial activity in 2017/18 for reporting material variances shall be +/- 10% or \$30,000, whichever is greater.***

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

**Recommendation Ten – Ordinary Citizen Transactions:**

That Council endorse the exclusion of the following transactions from any Related Party Disclosures required under AASB 124 for Key Management Personnel (KMP) for the financial year 2017/18 on the basis that these transactions represent arm's length transactions similar in nature to any transactions between Council and any Ordinary Citizen of the Shire of Nannup.

- Paying rates
- Fines
- Use of Shire of Nannup owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

**Voting Requirements: Absolute Majority**

**17120 MELLEMA/FRASER**

**Ordinary Citizen Transactions:**

***That Council endorse the exclusion of the following transactions from any Related Party Disclosures required under AASB 124 for Key Management Personnel (KMP) for the financial year 2017/18 on the basis that these transactions represent arm's length transactions similar in nature to any transactions between Council and any Ordinary Citizen of the Shire of Nannup.***

- ***Paying rates***
- ***Fines***
- ***Use of Shire of Nannup owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)***
- ***Attending council functions that are open to the public***

***Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.***

**CARRIED BY ABSOLUTE MAJORITY (6/1)**

For: Crs Dean, Mellema, Steer, Gilbert, Fraser, Stevenson  
Against: Cr Slater

**Recommendation Eleven – Reserve Name Change**

That Council changes the current Rate Equalisation Reserve fund name to Infrastructure Reserve Fund to more correctly reflect the purpose for this Reserve Fund.

**Voting Requirements: Absolute Majority**

**17121 STEVENSON/SLATER**

***Reserve Name Change***

***That Council changes the current Rate Equalisation Reserve fund name to Infrastructure Reserve Fund to more correctly reflect the purpose for this Reserve Fund.***

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

**Recommendation Twelve – Budget Document:**

That Council adopt the 2017/18 Shire of Nannup budget as presented. Financial implications being a cash budget inflow of \$1,583,577 and represents a 4.78% increase from previous year.

**Voting Requirements: Absolute Majority**

**17122 MELLEMA/STEVENSON**

***Budget Document:***

***That Council adopt the 2017/18 Shire of Nannup budget as presented. Financial implications being a cash budget inflow of \$1,583,577 and represents a 4.78% increase from previous year.***

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

Shire of Nannup

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AGENDA NUMBER:	12.9
SUBJECT:	Long Term Financial Plan 2017 / 2027
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29D
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 May 2017
ATTACHMENT:	12.9.1 Long Term Financial Plan 2017 - 2027

**BACKGROUND:**

The Shire of Nannup's Long Term Financial Plan 2017 – 2027 (*LTFP*) is a ten year rolling plan that informs the Corporate Business Plan in the activation of Strategic Community Plan priorities. From these planning processes, annual budgets that are aligned to strategic objectives can be developed.

The *LTFP* is a key element of the Integrated Planning and Reporting Framework that enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long term community priorities. It is also an indicator of a local government's long term financial sustainability and allows for early identification of financial issues and their longer term impacts. The *LTFP* highlights linkages between specific plans and strategies and enhances the transparencies and accountability of the Council and the community.

**COMMENT:**

In essence, the *LTFP* is a forecasting document that aims to quantify the future impacts of current decisions and identify variances between revenues and expenditure. In this way, by using this forecasting tool Council can look at these perceived "gaps" and then look at how it will mitigate the impact currently forecast.

This proposed current plan is a continuation and a progression of the original *LTFP* adopted by Council in 2013. It is similar in nature to the original with further emphasis on observing where it is perceived the added pressure will come as a result of the gap between revenue and expenditure. The benefit that long term planning affords, therefore, is that through this forecasting Council can put in place steps to mitigate against these perceived funding shortfalls and/or identify ways in which spending can be matched to revenue received.

**STATUTORY ENVIRONMENT:**

The Local Government Act 1995 provides the statutory framework for strategic planning in local government.

**POLICY IMPLICATIONS:**

There will be considerable policy implications regarding future budgets as a result of the projections in the Long Term Financial Plan including:

FNC 6 - Acceptance of Grant Funding

FNC 7 - Investment Policy

**FINANCIAL IMPLICATIONS:**

Annual assessment of capital grants available for inclusion within Annual budget and assessment /review of annual spending versus anticipated revenue to be received for the upcoming period.

**STRATEGIC IMPLICATIONS:**

The Long Term Financial Plan sets out Council's strategic approach to the management of its resourcing capabilities, for the delivery of short, medium and long term community priorities.

**RECOMMENDATION:**

Council adopts the Shire of Nannup's Long Term Financial Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.

**VOTING REQUIREMENTS:** Absolute Majority

**17123 STEER/FRASER**

***Council adopts the Shire of Nannup's Long Term Financial Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 1.***

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

**Shire of Nannup**

**22 June Ordinary Council Meeting**

AGENDA NUMBER:	12.10
SUBJECT:	Budget Monitoring – May 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Prime – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	14 June 2017
ATTACHMENTS:	12.10.1 - Financial Statements for the period ending 31 May 2017

**BACKGROUND:**

Local Government (Financial Management) Regulation 34(1) requires that Council report monthly on the financial activity from all the various operating and capital divisions. Council has adopted a variance threshold of 10% or \$30,000, whichever is the greater on which to report. The statutory statements are appended at Attachment 12.10.1.

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

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

**COMMENT:**

Please refer to the attachment, Financial Statements for period ending 31 May 2017 for a detailed analysis of our end of year position, as found in Note 2.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

The attached financial statements detail projected financial outcomes for 2016/17.

Shire of Nannup

22 June Ordinary Council Meeting

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

That the Monthly Financial Statements for the period ending 31 May 2017 be received.

**VOTING REQUIREMENTS:** Simple Majority

**17124 MELLEMA/SLATER**

***That the Monthly Financial Statements for the period ending 31 May 2017 be received.***

***CARRIED (7/0)***

**Shire of Nannup**  
**22 June Ordinary Council Meeting**

AGENDA NUMBER:	12.11
SUBJECT:	Monthly Accounts for Payment – May 2017
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	14 June 2017
ATTACHMENTS:	12.11.1 - Accounts for Payment – May 2017 12.11.2 - Credit Card Transactions – May 2017

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 May 2017 to 31 May 2017 as detailed hereunder and noted on the attached schedule, are submitted to Council.

**COMMENT:**

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

There is currently one corporate credit card in use. A breakdown of this expenditure in the monthly financial report is required to comply with financial regulations. This breakdown is included within the attachments.

**Municipal Account**

Accounts paid by EFT	9373 – 9488	154,481.90
Accounts paid by cheque	20171 – 20181	5,460.94
Accounts paid by Direct Debit	DD9840.1 – DD9870.7	28,700.44

Sub Total Municipal Account	\$188,643.28
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**Trust Account**

Accounts paid by EFT	0.00
Accounts Paid by cheque	0.00
SubTotal Trust Account	\$0.00

<b>Total Payments</b>	<b>\$188,643.28</b>
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Shire of Nannup

22 June Ordinary Council Meeting

**STATUTORY ENVIRONMENT:**

LG (Financial Management) Regulation 13

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

As indicated in Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$188,643.28 1 May2017 to 31 May2017 in the attached schedule be endorsed.

**VOTING REQUIREMENTS:** Simple Majority

**17125 MELLEMA/STEER**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$188,643.28 1 May 2017 to 31 May2017 in the attached schedule be endorsed.***

***CARRIED (7/0)***

Shire of Nannup

22 June Ordinary Council Meeting

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

**13.1 OFFICERS**

Nil

**13.2 ELECTED MEMBERS**

Nil

**14. MEETING CLOSED TO THE PUBLIC**

(Confidential Items)

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

Nil

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

Nil

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

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

**17. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 5:26pm.