**Memorandum**

**To:** Councillors

**From:** Robert Jennings

**Subject:** Notice of an Ordinary Council Meeting

**Date:** 8 October 2013

**NOTICE OF AN ORDINARY COUNCIL MEETING**

Dear Council Member,

The next Ordinary Meeting of the Shire of Nannup Council will be held on Thursday 24 October 2013 in the Council Chambers, Nannup commencing at 4.15 pm.

Schedule for 24 October 2013:

2.30 pm Russell Camons – Life without Barriers

3.15 pm Craig Pippin, Engineering Consultant from MPM – Main Street presentation

3.45 pm Special Council meeting

Swearing in of new Councillors by Vicky Hansen JP

4.00 pm Information Session

Photo Session & Open Session (public can chat to Councillors)

4.15 pm Meeting commences

6.00 pm Dinner supplied by Wellness Group

Guest Julie Ann Harper & Nicole Lucey

**ROBERT JENNINGS**

**CHIEF EXECUTIVE OFFICER**



Agenda

Council Meeting to be held

on Thursday 24 October 2013

Commencing at 4.15pm

A g e n d a

1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**
2. **RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

(previously approved)

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

Ms P Fraser

Q2. What did the Lotterywest grant pay for at the Town Hall?

A2. The Lotterywest funding for the Nannup Town Hall Centenary paid for the event promotion, design and printing of the posters and flyers, Colonial Clydesdales, travel costs for the Busselton Brass Band, embroidery exhibition, Busselton Stationary motor display and materials.

Q5. Will the main persons contributing to the Argentine ants problem be invited?

A5. The Argentine Ants workshop will be promoted by posters around town and in the Nannup Telegraph.

1. **PUBLIC QUESTION TIME**
2. **APPLICATIONS FOR LEAVE OF ABSENCE**
3. **PETITIONS/DEPUTATIONS/PRESENTATIONS**
4. **DECLARATIONS OF INTEREST**

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

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

1. **CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 26 September 2013 be confirmed as a true and correct record.

1. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
2. **REPORTS BY MEMBERS ATTENDING COMMITTEES**
3. **REPORTS OF OFFICERS**

|  |  |  |
| --- | --- | --- |
| Agenda No. | Description | Page No. |
|  |  |  |
| **COMMUNITY & DEVELOPMENT SERVICES** | | |
|  |  |  |
| 11.1 | Committees – Councillor Representation | 4 |
| 11.2 | Heritage Trail Project | 11 |
| 11.3 | Lotterywest Community Shed and Shared Equipment grant | 13 |
|  |  |  |
|  | | |
| **FINANCE & ADMINISTRATION** | | |
| 11.4 | Budget Monitoring – September 2013 | 15 |
| 11.5 | Monthly Accounts for Payment - September 2013 | 17 |
|  |  |  |

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

(a) OFFICERS

(b) ELECTED MEMBERS

1. **ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
2. **QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**
3. **CLOSURE OF MEETING**

**COMMUNITY & DEVELOPMENT SERVICES**

AGENDA NUMBER: 11.1

SUBJECT: Committees – Councillor Representation

LOCATION/ADDRESS: N/A

NAME OF APPLICANT: N/A

FILE REFERENCE: ADM 18

AUTHOR/REPORTING OFFICER: Vic Smith – Manager Corporate Services

DISCLOSURE OF INTEREST: Nil

DATE OF REPORT: 17 October 2011

Attachment 1. Resolution - October 2011 meeting

**BACKGROUND**

Councillor representation on the various Advisory Committees was last reviewed at the Ordinary Meeting on 27 October 2011. The resolution is detailed at Attachment 1 and shows the current list of Council Advisory Committees and other informal working groups, along with Councillor representation.

**COMMENT**

On the swearing in of a new Council, all committee representation must be reviewed and all Councillors are entitled to serve on at least one Advisory Committee in accordance with section 5.10 (2) of the *Local Government Act 1995*.

Councillor representation on Council committees should be regularly reviewed to ensure that the workload for any individual Councillor is not unreasonable.

A committee member’s tenure continues until such time as the member resigns from the committee, the committee is disbanded, the next Ordinary Elections Day is held or until the person no longer holds the office that entitled him/her to be a member (e.g. the CEO or the CEO’s representative).

In accordance with Section 5.11 of the *Local Government Act 1995* all of Council’s committees were disbanded following the holding of elections on the 19 October 2013.

Council will need to determine which committees it wishes to continue, if it wishes to establish any additional committees and who should be appointed to such committees.

At each review of Council’s committee structure, it is advisable to also review the Terms of Reference to ensure that the Committee is achieving the outcomes desired by Council and that any changes in legislation have been consolidated into the terms of reference to avoid non-compliance issues arising. Once the committees have been agreed a report will be brought to the November Council meeting to review the Terms of Reference. Until that time the current Terms of Reference will remain in force.

# Reporting on Attendance

An elected member appointed to any committee as the Council’s representative has a responsibility, under section 2.10 of the *Local Government Act 1995*, to inform the Council of issues arising from each committee attended by the elected member.

The method of informing the Council of business arising from meetings that Councillors attended on behalf of the Council is through a verbal or written report to the next Ordinary Meeting of the Council following the committee meeting the elected member attended.

It is proposed that this remain the position for any Councillor reports for future meetings attended by Councillors on behalf of the Council.

**Corporate Support to Committees**

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

**Existing Council Advisory Committees**

The existing committees are:

1. **Audit Advisory Committee**

This committee is required by the *Local Government Act 1995*. Meetings are normally held at the same time as a normal Council meeting and previously all members of Council have been appointed to this committee.

Recommendation on Appointments

All Councillors

1. **Rates Advisory Committee**

This committee was established to examine the objectives arising from the Strategic and Organisational Review Report concerning the recommendations on rating. Those recommendations have been superseded by Council Resolution 8946 as set out below:

***8946 GILBERT/LONGMORE***

*In preparing rate models for Council consideration officers should:*

1. *adopt the principle that future rate increases should be at or above CPI and more closely linked to the LGCI (Local Government Cost Index) given that the latter has more relevance to local governments’ costs; and*
2. *the current balance of payment between UV and GRV properties be maintained; and*
3. *the rate in the dollar for UV and GRV properties be adjusted up or down, as the case may be, to compensate for general increases or reductions in rateable values for each class of property before applying new rate models.*

***CARRIED 5/1***

*Voting for the motion: Dean, Dunnet, Longmore, Mellema and Steer*

*Voting against the motion: Gilbert*

Current practice is to bring issues concerning rates before a councillor workshop and/or to Council for resolution; a separate committee is therefore not considered necessary and is not recommended.

1. **Risk Management Advisory Committee**

The committee comprises both councillors and officers and deals with strategic risk management and health and safety issues; it includes representation from Council’s workforce and the Regional Risk Coordinator (an officer from Local Government Insurance Services). Officer support is provided by the Finance Officer, Manager Corporate Services and Manager Infrastructure represent the Senior Management Team.

The committee meets quarterly and is chaired by a councillor.

Recommendation on Appointments

Two (2) Councillors

1. **Bush Fire Advisory Committee**

Section 67 of the *Bush Fires Act 1954* reads (in part) 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 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.*

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.

Council’s Community Emergency Services Officer is the designated officer to this committee.

Neither the Chief Bush Fire Control Officer nor the external representatives have voting rights on the committee.

Recommendation on Appointments

Two (2) Councillors

1. **Local Emergency Management Advisory Committee**

This is a statutory committee established under section 38 of the *Emergency Management Act 2005* and deals with the co-ordination of emergency services in the district. Representation is from emergency service providers in the district and the committee meets, on average, four times a year. It is rare for recommendations from this committee to come to Council.

Council’s Community Emergency Services Officer is the designated officer to support this committee. It is recommended that two Council representatives be appointed.

Recommendation on Appointments

Two (2) Councillors

**New Council Advisory Committees**

1. **Australia Day Advisory Committee**

Council’s current practice is to seek volunteers from councillors to review nominations for the Australia Day Premier’s Awards and make recommendations to Council. The establishment of a new advisory committee would formalise this process and simplify the administration. The committee could also include the consideration of nominations for Freemen as part of its Terms of Reference.

Recommendation on Appointments

Four (4) Councillors

**Deputies for Council Representatives**

The number of councillors recommended for inclusion on the committees allows for occasions when one of the councillor representatives is unable to attend. It is therefore not considered necessary to appoint deputies for councillors sitting on committees.

**Working Groups**

Council currently has two working groups, one internal and one external:

1. Warren Blackwood Alliance of Councils – Representatives from Nannup, Manjimup and Bridgetown Greenbushes that consider issues at a more regional level and, among other things, recommend the allocation of the regional element of the Royalties for Regions funding. Two councillors represent Nannup, one of which is the Shire President, along with the CEO.
2. Plant Replacement Group – Established to review the options for the replacement of major plant for inclusion in the budget. Representation is two councillors and the Manager Infrastructure

**STATUTORY ENVIRONMENT:**

Local Government Act 1995 s2.10, s5.11 (1) (c)

**POLICY IMPLICATIONS:**

There are no policy implications associated with the review of councillor representation on Council committees.

**FINANCIAL IMPLICATIONS:**

Councillors attending committees are entitled to claim $44 for each attendance. This forms part of the existing budget.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATIONS:**

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

Audit Advisory Committee

Risk Management Advisory Committee

Bush Fire Advisory Committee

Local Emergency Management Advisory Committee

Australia Day Advisory Committee

2. That appointments be made to committees as follows:

**Audit Advisory Committee**

|  |  |
| --- | --- |
| Cr | Dean |
| Cr | Mellema |
| Cr | Gilbert |
| Cr | Longmore |
| Cr | Lorkiewicz |
| Cr | Steer |
| Cr |  |
| Cr |  |

**Risk Management Advisory Committee**

|  |  |
| --- | --- |
| Cr |  |
| Cr |  |

**Bush Fire Advisory Committee**

|  |  |
| --- | --- |
| Cr |  |
| Cr |  |

**Local Emergency Management Advisory Committee**

|  |  |
| --- | --- |
| Cr |  |
| Cr |  |

**Australia Day Advisory Committee**

|  |  |
| --- | --- |
| Cr |  |
| Cr |  |
| Cr |  |
| Cr |  |

3. That the Terms of Reference for each committee be reviewed at the November meeting of Council.

4. That the following Working Groups continue:

Warren Blackwood Strategic Alliance

|  |  |
| --- | --- |
| Cr |  |
| Cr |  |

Plant Replacement Group

|  |  |
| --- | --- |
| Cr |  |
| Cr |  |

|  |  |
| --- | --- |
| AGENDA NUMBER: | 11.2 |
| SUBJECT: | Heritage Trail Project |
| LOCATION/ADDRESS: | Shire of Nannup |
| NAME OF APPLICANT: | N/A |
| FILE REFERENCE: | FNC 6 |
| AUTHOR: | Louise Stokes – Community Development Officer |
| REPORTING OFFICER: | Robert Jennings – Chief Executive Officer |
| DISCLOSURE OF INTEREST: | None |
| DATE OF REPORT | 15 October 2013 |

Attachment 1. Brandino Concept Designs

**BACKGROUND:**

The Heritage Trail project is a partnership with the Historical Society and funded through the Department for Sustainability, Environment, Water, Population and Communities through their *Your Community Heritage Grants program*. The aim is to interpret buildings and sites of heritage significance on Brockman Street and the Main Street.

This report is presented to Council to seek their endorsement to send the two preferred proposals out for community comment.

**COMMENT:**

Consultation has been held with key stakeholders including property owners, business proprietors and the Nannup Historical Society. Ric Cairns from design company Brandino who developed the Flood Tree and Totem Pole interpretive signs has been working with the Shire on this project.

Within the project budget there is allocation to design and create four interpretive panels that will sit one on each intersection between Brockman Street and Adam Street and one panel will be located at the Foreshore Park. In addition there will be eleven wall plaques that will be fixed to buildings in the main street.

Four design concepts (refer Attachment 1) were presented to the community members who attended the consultation session including Cr Barbara Dunnet, Cr Bob Longmore, Margaret Gibb, Jim Green, Elizabeth Happ, Maggie Longmore, Neville Tanner, CEO Robert Jennings and the CDO Louise Stokes.

In brief, concept A was rejected because it was felt to be too imposing on the streetscape. Concept C was rejected because it was too contemporary.

Two concepts were deliberated, being B & D. Concept B promotes a traditional design of interpretation with stainless steel plaques fixed to a jarrah upright post. Concept D promotes a balance between the contemporary concept of C whilst retaining a reflection of the timber heritage with the jarrah post. Five of the attendees preferred concept D, whilst two attendees preferred concept B.

Cr Charles Gilbert has been an integral part of this project and the support of the Nannup Historical Society in developing the background material for the interpretation panels is essential to the success of this project.

A review of proposed sites for the location of the interpretation panels along Warren Road is attached. Each location is outside of Main Roads jurisdiction and takes into consideration the issues of sight lines, visual sign pollution and access. It is acknowledged that approval would be required from the Anglican Diocese for the proposed location of the sign on the corner of Adam St & Warren Rd.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

Completed by grant funding and Council’s Cultural Plan budget.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2013 – 2023:

1. *Our Built Environment: Capture and promote our unique charm and fabric.*

**RECOMMENDATIONS:**

That Council receives the design concepts from Brandino of B & D and advertise for public comment until Thursday 14th November 2013. Public comment to include building and business owners, Nannup Historical Society, in the Nannup Telegraph and posters advertised around town.

|  |  |
| --- | --- |
| AGENDA NUMBER: | 11.3 |
| SUBJECT: | Lotterywest Community Shed and Shared Equipment grant |
| LOCATION/ADDRESS: | N/A |
| NAME OF APPLICANT: | N/A |
| FILE REFERENCE: | FNC 6 |
| AUTHOR: | Louise Stokes – Community Development Officer |
| REPORTING OFFICER: | Robert Jennings – Chief Executive Officer |
| DISCLOSURE OF INTEREST: | None |
| DATE OF REPORT | 10 October 2013 |

Attachment 1. Letter of Grant Acceptance

**BACKGROUND:**

Funding acknowledgement has been received for $34,507 from Lotterywest through their *Community grants program*. As this funding is over $5,000, Council is required to accept the funding as per Council policy FNC 6.

The grant funding is to construct an additional bay for equipment storage at the Community shed on Kearney Street and to fund joint equipment purchases for community organisations including chairs, trestles, bouncy castle, lighting, matting, marquee, gazebo, shelving and bins. The community groups will manage the purchasing and use of equipment.

**COMMENT:**

This grant was developed in consultation with community organisations and the equipment will be shared between groups and events. It has been identified that the hire and delivery costs of small equipment integral to the success of events has risen considerably and that there is merit in shared equipment purchased and stored locally.

A contribution of $2,200 from the Community organisations is budgeted into this project and a new MOU will be developed with the Nannup Arts Council, Nannup Music Club, Nannup Youth Advisory Council and Nannup Garden Village to cover ongoing maintenance of the community sheds.

**STATUTORY ENVIRONMENT:** None.

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

$3,200 Council contribution towards this project from the 2013/14 Cultural Plan budget.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Plan 2013 – 2023:

1. *Our Built Environment: Capture and promote our unique charm and fabric.*

**VOTING REQUIREMENTS:** Simple majority.

**RECOMMENDATION:**

That Council accept the funding of $34,507 from Lotterywest to construct an additional bay at the Community Shed on Kearney St and to purchase equipment as outlined in the grant agreement.

**FINANCE & ADMINISTRATION**

|  |  |
| --- | --- |
| AGENDA NUMBER: | 11.4 |
| SUBJECT: | Budget Monitoring – September 2013 |
| LOCATION/ADDRESS: | Nannup Shire |
| NAME OF APPLICANT: | N/A |
| FILE REFERENCE: | FNC 15 |
| AUTHOR: | Tracie Bishop – Finance Officer |
| REPORTING OFFICER: | Vic Smith – Manager Corporate Services |
| DISCLOSURE OF INTEREST: | None |
| DATE OF REPORT | 15 October 2013 |

Attachment 1. Monthly Financial Statements for period end 30 September 2013

**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 hasadopted a variance threshold of 10% or $5,000, whichever is the greater on which to report. The statutory statements are attached at Attachment 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:**

As previously reported, income in Education and Welfare is approximately $20,000 higher than budgeted due to the receipt of a grant to develop a heritage trail; this will be matched by expenditure and will not therefore result in a budget variation. Additionally $6,000 was received as grant income for the Town Hall Centenary; as with the trails grant, it is anticipated that this will be matched by expenditure and no variation is expected.

Community Amenities revenue is currently showing above average variances. This is a result of bin charges being levied at the time of rates billing as opposed to gradually throughout the year. It is not anticipated to result in a budget variation at the end of the year.

As previously reported, income from the Department of Transport licensing commission is expected to be approximately $20,000 higher than budgeted. This windfall will be used to fund the Scott River Growers Group expenditure of $15,000 as per Council’s resolution and to offset capital expenditure of $6,000 at the caravan park.

The performance of the caravan park is being closely monitored and is not expected at this point in time to have a significant variation against the budget. Approximately $28,000 in income has been received to the end of September. Reports received from the Caravan Park Manager suggest that income is up from previous years as a result of the new fee structure.

Recreation Centre expenditure includes capital works of $135,000 spent on the design of the upgrade. Expenditure relates to architectural designs, a technical survey and electrical design works completed to date.

Additional expenditure has been incurred in the repairs budget following a major repair to a grader.

The remaining variances shown in the statutory statements result from income and expenditure not being in accordance with the profile adopted for the budgets and are therefore due to timing differences.

**STATUTORY ENVIRONMENT:**

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

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:** None.

**STRATEGIC IMPLICATIONS:** None.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**VOTING** **REQUIREMENTS**: Simple Majority

**RECOMMENDATION:**

It is recommended that the Monthly Financial Statements for the period ending 30 September 2013 be received.

|  |  |
| --- | --- |
| AGENDA NUMBER: | 11.5 |
| SUBJECT: | Monthly Accounts for Payment - September 2013 |
| LOCATION/ADDRESS: | Nannup Shire |
| NAME OF APPLICANT: | N/A |
| FILE REFERENCE: | FNC 8 |
| AUTHOR: | Tracie Bishop – Finance Officer |
| REPORTING OFFICER: | Vic Smith – Manager Corporate Services |
| DISCLOSURE OF INTEREST: | None |
| DATE OF REPORT | Date 15 October 2013 |

Attachment 1. Schedule of Accounts for Payment

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund 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.

|  |  |  |
| --- | --- | --- |
| **Municipal Account** |  |  |
| Accounts paid by EFT | 5260 - 5337 | $284,686.17 |
| Accounts paid by cheque  Accounts paid by Direct Debit | 19288 –19323  99426 - 99434 | $34,051.04  $19,620.08 |
|  |  |  |
| Sub Total Municipal Account |  | $338,357.29 |
|  |  |  |
| **Trust Account** |  |  |
| Accounts Paid by cheque | 22771 - 22773 | $1,200.00 |
|  |  |  |
| Sub Total Trust Account |  | $1,200.00 |
|  |  |  |
| **Total Payments** |  | **$339,557.29** |

**STATUTORY ENVIRONMENT:**

LG (Financial Management) Regulation 13

**POLICY IMPLICATIONS:** None.

**FINANCIAL IMPLICATIONS:**

As indicated in Schedule of Accounts for Payment.

**STRATEGIC IMPLICATIONS:** None.

**VOTING REQUIREMENTS:** Simple majority

**RECOMMENDATION:**

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling $339,557.29 in the attached schedule be endorsed.