



# **Minutes**

**Ordinary Council Meeting held 4.30 pm Thursday 27 July 2023**

**Council Chambers, 15 Adam Street, Nannup**

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## MINUTES

### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS/ACKNOWLEDGEMENT OF COUNTRY:

Shire President declared the meeting open at 4.30 pm and welcomed the public gallery.

Shire President acknowledged the traditional custodians of the land, the Wardandi and Bibbulmun people; paying his respects to Elders past, present, and emerging.

### 2. ATTENDANCE/APOLOGIES:

#### 2.1 ATTENDANCE

Councillors	Officers
Cr Tony Dean (Shire President)	David Taylor – Chief Executive Officer
Cr Vicki Hansen (Deputy President)	Kellie Jenkins – Deputy CEO/Manager Corporate Services
Cr Cheryle Brown	Jonathan Jones – Manager Infrastructure
Cr Chris Buckland	Sarah Dean – Governance, Risk & Assurance Officer
Cr Patricia Fraser	
Cr Ian Gibb	
Cr Charles Gilbert	
Cr Bob Longmore	

Public Gallery
Wayne Leece, Vicki Lamers, Craig McFarlane.

#### 2.2 APOLOGIES

Nil.

### 3. PUBLIC QUESTION TIME:

Nil.

### 4. MEMBERS ON LEAVE OF ABSENCE AND APPLICATIONS FOR LEAVE OF ABSENCE:

#### 4.1 APPROVED LEAVE OF ABSENCE:

Nil.

#### 4.2 APPLICATION FOR A LEAVE OF ABSENCE:

Shire President Cr Dean applies for leave of absence from August 24 2023 Ordinary Council Meeting.

**COUNCIL RESOLUTION 23095**

**MOVED: CR BROWN**

**SECONDED: CR LONGMORE**

***That Cr Dean be granted a leave of absence from the 24 August 2023 Ordinary Council Meeting.***

**CARRIED (8/0)**

#### 5. CONFIRMATION OF MINUTES:

##### 5.1 Shire of Nannup Ordinary Council Meeting – 22 June 2023

**EXECUTIVE RECOMMENDATION:**

That the Minutes from the Ordinary Meeting of Council held 22 June 2023 be confirmed as a true and correct record (attachment 5.1).

**COUNCIL RESOLUTION 23096**

**MOVED: CR LONGMORE**

**SECONDED: CR GIBB**

***That the Minutes from the Ordinary Meeting of Council held 22 June 2023 be confirmed as a true and correct record (attachment 5.1).***

**CARRIED (8/0)**

##### 5.2 Western Australian Local Government Association – 5 July 2023

**EXECUTIVE RECOMMENDATION:**

That the Minutes from the Western Australian Local Government Association State Council meeting held 5 July 2023 be received (attachment 5.2).

**COUNCIL RESOLUTION 23097**

**MOVED: CR BUCKLAND**

**SECONDED: CR HANSEN**

***That the Minutes from the Western Australian Local Government Association State Council meeting held 5 July 2023 be received (attachment 5.2).***

**CARRIED (8/0)**

#### 6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

Nil.

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**7. DISCLOSURE OF INTEREST:**


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Cr Charles Gilbert declared a financial and an impartiality interest in agenda item 11.10 - Seniors Housing Precinct Working Party Terms of Reference as he is a proposed donor of property to the project.

The Shire of Nannup Disclosure of Interest Register is on our website [here](#).

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


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Nil

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**9. PRESENTATIONS/DEPUTATIONS/PETITIONS:**


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Nil

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**10. REPORTS BY MEMBERS ATTENDING COMMITTEES:**


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Meeting	Date	Councillor
Western Australian Local Government Association – State Council	5 July	Dean
Nannup Chamber of Commerce & Industry	5 July	Gibb

## 11. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	11.1 – Delegated Planning Decisions for June 2023
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Erin Gower – Development Services Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	10 July 2023
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.1.1 – Register of Delegated Development Approvals

### BACKGROUND:

To ensure the efficient and timely processing of planning related applications, Council delegates authority to the Chief Executive Officer to conditionally approve Applications for Development Approval that meet the requirements of both Local Planning Scheme No.4 (LPS4) and adopted Council policy.

Delegated planning decisions are reported to Council on a monthly basis to ensure that Council has an appropriate level of oversight on the use of this delegation. A Register of Delegated Development Approvals, detailing those decisions made under delegated authority in June 2023 is presented in Attachment 11.1.1.

### COMMENT:

As shown in the attachment, each application has been advertised in accordance with LPS4 and Council's adopted Local Planning Policy *LPP5 Consultation* as detailed in the Policy Implications section of this report.

During June 2023, one (1) development application was determined under delegated authority. The table below shows the number and value of development applications determined under both delegated authority and by Council for June 2023 compared to June 2022:

	June 2022	June 2023
<b>Delegated Decisions</b>	4 (\$360,050)	3 (\$90,500)
<b>Council Decisions</b>	0	0
<b>Total</b>	<b>4 (\$360,050)</b>	<b>3 (\$90,500)</b>



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100% of all approvals issued in the month of June were completed within the statutory timeframes of either 60 or 90 days.

**STATUTORY ENVIRONMENT:**

*Planning and Development Act 2005, Local Government Act 1995 and LPS4.*

Regulation 19 of the *Local Government (Administration) Regulations 1996* requires that a written record of each delegated decision is kept.

**POLICY IMPLICATIONS:**

Applications for Development Approval must be assessed against the requirements of LPS4 and Local Planning Policies adopted by Council. These Policies include Local Planning Policy *LPP5 Consultation* which details the level and scope of advertising required for Applications for Development Approval.

Each application processed under delegated authority has been processed and advertised, and has been determined to be consistent with the requirements of all adopted Local Planning Policies.

**FINANCIAL IMPLICATIONS:**

The required planning fees have been paid for all applications for Development Approval processed under delegated authority.

**STRATEGIC IMPLICATIONS:**

Nil.

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council receives the report on Delegated Development Approvals for June 2023 as per Attachment 11.1.1.

***COUNCIL RESOLUTION 23098******MOVED: CR BUCKLAND******SECONDED: CR FRASER******That Council receives the report on Delegated Development Approvals for June 2023 as per Attachment 11.1.1.******CARRIED (8/0)***

AGENDA NUMBER & SUBJECT:	11.2 – Payment of Accounts – May 2023
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Lorkiewicz – Finance Coordinator
REPORTING OFFICER:	Kellie Jenkins – Manager of Corporate Services & Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	17 July 2023
ATTACHMENT:	11.2.1 – Payment of Accounts – May 2023

**BACKGROUND:**

To advise the Council of payments made from the municipal fund or trust fund for the period 1 May 2023 to 31 May 2023.

**COMMENT:**

If Council would like to ask questions about the payment of accounts, prior notice of these questions will enable officers to provide detailed explanation in response at the Council meeting.

**Municipal Account**

Accounts paid by EFT	15787 to 15895	\$247,637.57
Accounts paid by cheque	20597-20598	\$18,084.74
Accounts paid by Direct Debit	12304.1 to 12418.9	\$140,505.38
<i>Sub Total Municipal Account</i>		<u>\$433,227.69</u>

**Trust Account**

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
<b>Total Payments</b>		<b><u>\$433,227.69</u></b>

**STATUTORY ENVIRONMENT:**

Regulation 13(2) of the *Local Government (Financial Management) Regulations 1996*, requires a local government to prepare a list of accounts approved for payment under delegated authority showing the payee's name; the amount of the payment; and sufficient information to identify the transaction and the date of the meeting of the Council to which the list is to be presented.

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in Payment of Accounts.

**STRATEGIC IMPLICATIONS:**

Nil.

**VOTING REQUIREMENTS:**

Simple majority

**OFFICER RECOMMENDATION:**

That Council endorse the payment of accounts totalling \$433,227.69 for the period 1 May 2023 to 31 May 2023 as per Attachment 11.2.1.

**COUNCIL RESOLUTION 23099****MOVED: CR BUCKLAND****SECONDED: CR BROWN**

***That Council endorse the payment of accounts totalling \$433,227.69 for the period 1 May 2023 to 31 May 2023 as per Attachment 11.2.1.***

**CARRIED (8/0)**

AGENDA NUMBER & SUBJECT:	11.3 – Financial Activity Statement – May 2023
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Lorkiewicz – Finance Coordinator
REPORTING OFFICER:	Kellie Jenkins – Manager Corporate Services/Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 July 2023
ATTACHMENTS:	11.3.1 – Financial Activity Statement – May 2023

**BACKGROUND:**

The financial statements are presented to Council in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, stipulates that a Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds.

Section 6.4 of the *Local Government Act 1995*, requires that financial reports be prepared and presented in the manner and form prescribed in the *Local Government (Financial Management) Regulations*.

The requirement is for a Statement of Financial Activity with a report detailing material variances. The Financial Report presented includes this as well as other statements and supplementary information.

**COMMENT:**

The Financial Statements for the period ending 31 May 2023 present the financial performance of the Shire for the 2022/23 financial year and compare year-to-date expenditure and revenue against the corresponding year-to-date budget.

Attached for consideration is the completed Monthly Financial Report as per Attachment 11.3.1.

The document attached includes a Statement of Financial Activity by Nature or Type, Notes to the financial statements and an explanation of material variances.

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995, Section 6.4.*

*Local Government (Financial Management) Regulations 1996, Regulation 34.*

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICATIONS:**

Nil.

**VOTING REQUIREMENTS:**

Simple majority.

**OFFICER RECOMMENDATION:**

That Council, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the Financial Activity Statement for the period ending 31 May 2023 as per Attachment 11.3.1.

**COUNCIL RESOLUTION 23100**

**MOVED: CR HANSEN**

**SECONDED: CR FRASER**

***That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Financial Activity Statement for the period ending 31 May 2023 as per Attachment 11.3.1.***

**CARRIED (8/0)**

AGENDA NUMBER & SUBJECT:	11.4 – Payment of Accounts – June 2023
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Lorkiewicz – Finance Coordinator
REPORTING OFFICER:	Kellie Jenkins – Manager of Corporate Services & Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	17 July 2023
ATTACHMENT:	11.4.1 – Payment of Accounts – June 2023

**BACKGROUND:**

To advise the Council of payments made from the municipal fund or trust fund for the period 1 June 2023 to 30 June 2023.

**COMMENT:**

If Council would like to ask questions about the payment of accounts, prior notice of these questions will enable officers to provide detailed explanations in response at the Council meeting.

**Municipal Account**

Accounts paid by EFT	15896 to 15989	\$250,057.48
Accounts paid by cheque	20599-20600	\$785.67
Accounts paid by Direct Debit	12389.1 to 12534.20	\$112,074.37
<i>Sub Total Municipal Account</i>		<u>\$362,917.52</u>

**Trust Account**

Accounts paid by EFT	-	\$0.00
<i>Sub Total Trust Account</i>		<u>\$0.00</u>
<b>Total Payments</b>		<b><u>\$362,917.52</u></b>

**STATUTORY ENVIRONMENT:**

Regulation 13(2) of the *Local Government (Financial Management) Regulations 1996*, requires a local government to prepare a list of accounts approved for payment under delegated authority showing the payee's name; the amount of the payment; and sufficient information to identify the transaction and the date of the meeting of the Council to which the list is to be presented.

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

As indicated in Payment of Accounts.

**STRATEGIC IMPLICATIONS:**

Nil.

**VOTING REQUIREMENTS:**

Simple majority

**OFFICER RECOMMENDATION:**

That Council endorse the payment of accounts totalling \$362,917.52 for the period 1 June 2023 to 30 June 2023 as per Attachment 11.4.1.

**COUNCIL RESOLUTION 23101**

***Moved: CR BROWN***

***Seconded: CR LONGMORE***

***That Council endorse the payment of accounts totalling \$362,917.52 for the period 1 June 2023 to 30 June 2023 as per Attachment 11.4.1.***

***CARRIED (8/0)***



AGENDA NUMBER & SUBJECT:	11.5 – Financial Activity Statement – June 2023
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Lorkiewicz – Finance Coordinator
REPORTING OFFICER:	Kellie Jenkins – Manager Corporate Services/Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	17 July 2023
ATTACHMENTS:	11.5.1 – Financial Activity Statement – June 2023

### **BACKGROUND:**

The financial statements are presented to Council in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, stipulates that a Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds.

Section 6.4 of the *Local Government Act 1995*, requires that financial reports be prepared and presented in the manner and form prescribed in the *Local Government (Financial Management) Regulations*.

The requirement is for a Statement of Financial Activity with a report detailing material variances. The Financial Report presented includes this as well as other statements and supplementary information.

### **COMMENT:**

The Financial Statements for the period ending 30 June 2023 present the financial performance of the Shire for the 2022/23 financial year and compare year-to-date expenditure and revenue against the corresponding year-to-date budget.

Attached for consideration is the completed Monthly Financial Report as per Attachment 11.5.1.

The document attached includes a Statement of Financial Activity by Nature or Type, Notes to the financial statements and an explanation of material variances.

These figures are not finalised, and are subject to change, as the end-of-year processing is ongoing until the 2022-23 Annual Financial Statements are completed and audited.

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995, Section 6.4.*

*Local Government (Financial Management) Regulations 1996, Regulation 34.*

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICATIONS:**

Nil.

**VOTING REQUIREMENTS:**

Simple Majority.

**OFFICER RECOMMENDATION:**

That Council, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the Financial Activity Statement for the period ending 30 June 2023 as per Attachment 11.5.1.

**COUNCIL RESOLUTION 23102**

**MOVED: CR HANSEN**

**SECONDED: CR BUCKLAND**

***That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Financial Activity Statement for the period ending 30 June 2023 as per Attachment 11.5.1.***

**CARRIED (8/0)**

AGENDA NUMBER & SUBJECT:	11.6 – Submissions on 2023/24 Differential Rates and Minimum Rate
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	RAT1
AUTHOR:	Kellie Jenkins – Manager Corporate Services/ Deputy Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	4 July 2023
ATTACHMENTS:	11.6.1 – Differential Rating Proposal 2023/24 Statement of Objectives and Reasons 11.6.2 – Submissions on proposed 2023/24 Differential Rates and Minimum Rate

**PURPOSE:**

For Council to receive the submissions objecting to the proposed differential general rates and the minimum rate for the 2023/24 financial year.

**BACKGROUND:**

Council at its Special Council Meeting on 1 June 2023 endorsed the public advertising of the below differential general rates and minimum rate for the 2022/23 financial year:

2023/24	Proposed Rate-in-the-Dollar	Minimum Rate
<b>Gross Rental Values (GRV)</b>		
GRV General	0.097188	\$1,163
GRV Industrial	0.104130	\$1,246
GRV Short Term	0.108135	\$1,294
<b>Unimproved Values (UV)</b>		
UV General	0.004710	\$1,092
UV Mining	0.004710	\$1,092
UV Plantation	0.005178	\$1,510

The proposed rate in the dollar increase for 2023/24 is 4%, with an additional 4% on differential categories of Plantation and Short Term.

**COMMENT:***Differential Rate and Minimum Rate Submissions*

Differential rates were advertised for more than the minimum period of 21 days with the closing date for submissions being Friday 30 June 2023. A Notice was placed on the Shire of Nannup (Shire) website, between 8 and 30 June 2023. A Notice was also placed on the Shire's social media on 8 June 2023.

At the close of submissions on 30 June 2023 two (2) submissions were received in total. One (1) submission was received relating to property in the Unimproved Value (UV) Plantation differential rating category and one (1) submission was received from a mining tenement management company.

A summary of the key issues raised within the submissions received and a response from Officers is outlined in the following table:

<b>Submission 1</b>	
<b>Category: UV Plantation</b>	
<b>Property: 384 Gold Gully Road</b>	
<b>Ratepayer: JH and VJ Nash</b>	
<b>Key Issues</b>	<b>Officer Comment</b>
We wish to object to the rate hike increase on properties you list as UV Plantations – which you say we come under.	The shire reviews its operations continuously to ensure that services and facilities operate efficiently and effectively for the benefit of all ratepayers. The proposed 8% increase in the rate in the dollar proposed is in line with the national inflation rate of 7%, which has impacted significantly on the operating and capital costs.
Over 70% plus of our property is used for sheep farming including plantations to keep fire hazard down.	A property that is used for both plantation and non-plantation purposes is currently classified as UV Plantation. The Valuer General assesses the Unimproved Values of these classifications differently with pastured land values being much higher than those which are being used exclusively for plantation, therefore the properties that are hybrid under the UV Plantation are going to pay more than a property of the same size that is only Plantation.  It is proposed that these properties are offered a concession to be applied to the general rate levied. The concession will

	not be offered to the UV Plantation minimum rate levied.
We only have log trucks every 10 years and are paying \$600 plus and more in future years. Not like cattle farmers who have trucks of every description everyday 365 days a year and bare countryside.	<p>The <i>Valuation of Land Act 1978</i> empowers the Valuer General to conduct annual general valuations on UV properties. The annual review of UV valuations occurred on 1 August 2022, with these valuations to take effect from 1 July 2023.</p> <p>The revaluation will increase rates levied on this property to approximately \$3,446.89 representing an additional \$575.28 or 20% compared to the 2022/23 financial year.</p> <p>The proposed differential rate for UV Plantation will increase rates levied on this property to approximately \$3,722.98 representing an additional \$851.37 or 29.65% compared to the 2022/23 financial year.</p> <p>Therefore the 8% increase in the UV Plantation rate in the dollar is \$276.09.</p>

**Submission 2****Category: UV Mining****Property: E70/04690 Mining Tenement****Ratepayer: McMahon Mining Title Services Pty Ltd on behalf of Galan Lithium Limited**

<b>Key Issues</b>	<b>Officer Comment</b>
The exploration and mining industry is one of the most significant contributors to the State's economy. It has played an integral role in the development and enduring strength of this State, creating jobs and opportunities across the State but particularly in remote and regional parts of Australia. The industry is undoubtedly critical to the continued economic recovery of the State and country which has been severely impacted by the COVID-19 crisis. While the resources sector is slowly recovering, it continues to be constrained by the ongoing labour, supply and capital shortages stemming from the pandemic and recent world events.	The Shire reviews its operations continuously to ensure that services and facilities operate efficiently and effectively for the benefit of all ratepayers. The 4% increase in the rate in the dollar proposed is significantly less than the forecast increase to the operating costs of local governments in WA.

<p>To support the continued contributions made by the resources sector to the State economy it is critical that all government fees are set so as to reduce the cost of doing business in the State in the face of ever increasing international competition wherever possible, and increase and incentivise investment in local exploration to discover vital new resources which benefit the whole of the State.</p>	
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Further budget efficiencies will be sought to ensure that the rate in the dollar increase of 4% with an additional 4% on differential categories of Plantation and Short Term is able to cover the Shire's costs, which predominantly aims to renew the Shire's roads, buildings, and other community infrastructure, whilst also ensuring continuation of community facilities and services such as waste management, sport and recreation, library, and ranger services.

### Concession Consideration

Council at its Special Council Meeting on 11 August 2022 endorsed to offer a concession to GRV Short Term and UV Plantations rated properties for the 2022/23 financial year as follows:

- Offer a concession of 3% off the Gross Rental Valuation – Short Term rate to owners of Short Term properties who complete a statutory declaration that their property is also their primary place of residence.
- Offer a concession off the Unimproved Value – Plantation rate to owners of Plantation properties who complete a statutory declaration and demonstrate a portion of their properties arable land (excludes bush and undeveloped land) is not used for plantation as per below:
  - Offer a concession of 4% to owners who demonstrate 75%+ of the arable area is not used for plantation.
  - Offer a concession of 2.5% to owners who demonstrate between 50% to 75% of the arable area is not used for plantation.
  - Offer a concession of 1% to owners who demonstrate between 25% - 50% of the arable land is not used for plantation.

To be eligible for a concession owners of properties need to apply within 35 days of the rates being raised.

### **STATUTORY ENVIRONMENT:**

Sections 6.33 and 6.36 of the *Local Government Act 1995* (the Act) make provision for the application and communication of differential rates.

Section 6.36(4) of the *Local Government Act 1995 (Act)* states:

*"The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification."*

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

Based on current valuation information, the proposed differential rates will raise approximately \$2.07M million in rates in the 2023/24 financial year representing an additional \$240,578 or 12% compared to the previous financial year.

The financial implication is unknown with a concession applied due to it being on an application basis. However, during the 2022/23 financial year eight properties applied for the concession, the total amount applied was \$736.35 being \$434.89 for UV Plantation and \$301.46 for Short Term Stay.

Upon adoption of the 2023/24 Budget, the proposed rate in the dollar will generate sufficient rate revenue to deliver a balanced budget.

**STRATEGIC IMPLICATIONS:**

The officer recommendation aligns with the following objective within the Strategic Community Plan 2021-2036:

*6.4 We are One*

*We will strive to make decisions and deliver outcomes that are in the best interest of the majority of the community.*

- *Incorporate and deliver balanced outcomes including social, environmental, and financial, through triple-bottom-line decision-making.*
- *Provide a stable, consistent and honest government.*

Strategic Community Plan can be found on Shire of Nannup website [here](#).

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council;

1. Notes that submissions received regarding the proposed differential rates and minimum payments for 2023/24 financial year have been considered.
2. Advise the submitters that no change is proposed to be made to the differential rates.
3. Offer a 3% concession off general rates levied to Gross Rental Valuation – Short Term property owners who complete a statutory declaration that their property is also their primary place of residence.
4. Offer a concession off general rates levied to Unimproved Value – Plantation property owners who complete a statutory declaration and demonstrate that a portion of their properties arable land (excludes bush and undeveloped land) is not used for plantation as per below;
  - a. 4.0% concession to owners who demonstrate 75%+ of the arable area is not used for plantation.
  - b. 2.5% concession to owners who demonstrate between 50% - 75% of the arable area is not used for plantation.
  - c. 1.0% concession to owners to demonstrate between 25% - 50% of the arable land is not used for plantation.
5. Properties applying for a concession relating to Part 3 and 4 of this motion need to have applied within 35 days of rates being raised.

**COUNCIL RESOLUTION 23103**

**MOVED: CR BUCKLAND**

**SECONDED: CR HANSEN**

**That Council;**

- 1. Notes that submissions received regarding the proposed differential rates and minimum payments for 2023/24 financial year have been considered.**
- 2. Advise the submitters that no change is proposed to be made to the differential rates.**
- 3. Offer a 3% concession off general rates levied to Gross Rental Valuation – Short Term property owners who complete a statutory declaration that their property is also their primary place of residence.**
- 4. Offer a concession off general rates levied to Unimproved Value – Plantation property owners who complete a statutory declaration and demonstrate that a portion of their properties arable land (excludes bush and undeveloped land) is not used for plantation as per below;**



- a. **4.0% concession to owners who demonstrate 75%+ of the arable area is not used for plantation.**
  - b. **2.5% concession to owners who demonstrate between 50% - 75% of the arable area is not used for plantation.**
  - c. **1.0% concession to owners to demonstrate between 25% - 50% of the arable land is not used for plantation.**
- 5. Properties applying for a concession relating to Part 3 and 4 of this motion need to have applied within 35 days of rates being raised.**

**CARRIED (8/0)**

AGENDA NUMBER & SUBJECT:	11.7 – Sustainability Advisory Committee Draft Terms of Reference
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 3
AUTHOR:	Louise Stokes – Projects Support Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	14 July 2023
PREVIOUS MEETING REFERENCE:	RES 23094
ATTACHMENT:	11.7.1 – Sustainability Advisory Committee Terms of Reference

### **BACKGROUND:**

Sustainability is a core value of the Shire of Nannup Community Strategic Plan 2021- 2036, and it is embedded into each key strategy as an important consideration in decision making and day to day operations.

As a result, the Shire is seeking to establish a Sustainability Advisory Committee to support the Shire in leading the community and introducing sustainable incentives, initiatives, programs and recommendations which can be introduced into daily operations of the Shire, policies, forward planning and community communications.

### **COMMENT:**

The Shire of Nannup has supported sustainable development for some time and is seeking to include community representation to assist taking this to the next level.

Sustainability has a broad meaning and includes many aspects from environmental topics through to water conservation and waste and recycling programs, the Committee will provide advice on the following sustainability topics;

- Climate change
- Biodiversity and sensitive areas
- Cultural Heritage
- Built environment
- Emission reduction
- Land/reserve and waterways
- Biosecurity – weeds and pests
- Water conservation
- Waste and recycling

- Community engagement programs
- Material and information sharing on sustainable practices

The function of the Committee is to;

- Identify opportunities for activation of sustainability practises in the Shire of Nannup.
- Liaise with other relevant community groups/and or service agencies over potential sustainability projects and help champion these projects.
- Communicate and inform the local community about activities of the Committee.
- To provide advice to Council on the development, management and promotion of sustainability practices in the Shire of Nannup.
- To make recommendations to Council in relation to matters that will improve sustainability in the Shire of Nannup for the benefit of the broader community, keeping in mind that sustainability also includes financially sustainable.
- To provide advice on trends in sustainability (eg- technologies, government policy) and expertise/knowledge in the field.

The Committee will provide recommendations to Council for their consideration.

There will be six (6) community members of which an advertisement is scheduled for the August 2023 edition of the Telegraph, Shire website and Social Media inviting suitably qualified/experienced persons to nominate for a position on the Advisory Committee.

Nominations close on 25 August 2023, and Council will determine the successful nominees.

The Committee will also involve members from the following partner agencies;

- Lower Blackwood Land Conservation District Committee
- Traditional Custodian
- Department Water and Rivers
- Department of Biodiversity, Conservation and Attractions

Subject to the Council's endorsement of the Terms of Reference, invitations will be sent to these partner agencies inviting representation.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Proposed \$5,000 be included in the 2023-24 annual budget (subject to budget adoption) for implementation of actions or for matched funding applications.

**STRATEGIC IMPLICATIONS:**

The officer recommendation aligns with the following objective within the Strategic Community Plan 2021-2036:

*Our Community: We role model sustainability, friendliness, and we are proud of and engage with our heritage, festivals and events: 1.1 Support our community to be resilient, independent and self-sufficient.*

*Our Built Environment: 3.3: Sustainable growth for the benefit of the community, with development that enhances quality of life, enabled by our local planning scheme*

*Our Natural Environment: 4.1: Our Sanctuary, 4.2: Our Location, 4.3: Our Future.*

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council endorses the Terms of Reference for the Sustainability Advisory Committee as per Attachment 11.7.1.

**COUNCIL RESOLUTION 23104**

**MOVED: CR BROWN**

**SECONDED: CR FRASER**

***That Council suspend Standing Orders to allow for discussion.***

**CARRIED (8/0)**

**COUNCIL RESOLUTION 23105**

**MOVED: CR BROWN**

**SECONDED: CR BUCKLAND**

***That Council resume Standing Orders to allow for voting on agenda item.***

**CARRIED (8/0)**

**COUNCIL RESOLUTION 23106**

**MOVED: CR HANSEN**

**SECONDED: CR FRASER**

***That the two following points be added to the original recommendation:***

- a) Part 7 of the Terms of Reference are amended to specify that the Chair and Deputy Chair positions to be held by members of Council and the Chief Executive Officer proxy; and*
- b) Appoint Shire President Cr Dean and Deputy President Cr Hansen as the councillor representatives on the Sustainability Advisory Committee*

**CARRIED (8/0)**

**COUNCIL RESOLUTION 23107**

**MOVED: CR BUCKLAND**

**SECONDED: CR DEAN**

**That Council:**

- a) Endorses the Terms of Reference for the Sustainability Advisory Committee as per Attachment 11.7.1*
- b) Part 7 of the Terms of Reference are amended to specify that the Chair and Deputy Chair positions to be held by members of Council and the Chief Executive Officer proxy; and*
- c) Appoint Shire President Cr Dean and Deputy President Cr Hansen as the councillor representatives on the Sustainability Advisory Committee*

**CARRIED (8/0)**

AGENDA NUMBER & SUBJECT:	11.8 – Shire of Nannup Climate Change Declaration
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	DEP 14
AUTHOR:	Louise Stokes – Projects Support Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 July 2023
PREVIOUS MEETING REFERENCE:	RES 23050
ATTACHMENT:	11.8.1 – Shire of Nannup Climate Change Declaration

### **BACKGROUND:**

Climate change is having and will continue to have, significant effects on the Western Australian environment, society and economy, with impacts felt at the Local Government level. The Shire of Nannup acknowledges that human behaviours, pollution and consumption patterns have both immediate and future impacts on the climate and environment and that as a Local Government, it is part of our role to mitigate and manage these impacts on our community.

This Declaration establishes the Shire’s position on climate change and outlines commitments to addressing climate change, which supports the Shire of Nannup Community Strategic Plan 2021-2036.

The Shire of Nannup supports the environmental, social and economic benefits of addressing climate change immediately. We see an opportunity for Local Government to demonstrate leadership in climate change mitigation and adaptation at a community level and support the development of equitable and implementable State and Commonwealth strategies for climate change management.

In 2022 the Warren Blackwood Alliance of Councils developed a Climate Change Policy Statement and established the Climate Change Impact Reference Group. Consequently, each Local Government is now establishing their own local Sustainability Advisory Council to support the implementation of actions both at a Shire and regional level.

An Adverse Event Plan was also adopted at the Ordinary Council meeting held on 28 April 2022.

### **COMMENT:**

The Shire to date has completed the following relating to climate change action;

- Developed a Warren Blackwood Alliance of Councils (WBAC) Climate Change Policy.
- Developed a Warren Blackwood Alliance of Councils (WBAC) Climate Change Action Plan.

- Developed a Warren Blackwood Alliance of Councils (WBAC) Climate Change Action and Implementation Reference Group (CCAIRG).
- Establishment of a Nannup Sustainability Committee.
- Continuously reviewing and identifying items within operations to help reduce emissions.

The Shire of Nannup recognises that climate change is occurring, and that climate change will continue to have a significant effect on the Western Australia environment, society and economy.

We acknowledge the central role of Local Government in driving a successful climate response. Hence, we declare that we are committed to addressing climate change within our Local Government area, through the implementation of mitigation and adaptation strategies to minimise the effects on our community, environment and economy.

Our overall objective is to demonstrate climate leadership and reduce our corporate and community emissions and build the resilience of our Shire to climate change.

The Shire of Nannup acknowledges that:

- Evidence shows that climate change is occurring.
- Climate change will continue to have significant effects on the Western Australian environment, society and economy, and the Local Government sector.
- Human behaviours, pollution and consumption patterns have both immediate and future impacts on the climate and environment.
- As a Local Government, it is part of our role to mitigate and manage the impacts of climate change on our community.

The Shire of Nannup supports the:

- Environmental, social and economic benefits of addressing climate change immediately.
- Opportunity for Local Government to demonstrate leadership in climate change management at a community level.
- Development of equitable and implementable State and Commonwealth strategies for climate change management. The Shire of Nannup commits to:
- Continue to develop and implement the Warren Blackwood Alliance of Council (WBAC) Climate Change Action Plan. Climate Change Declaration Page 5
- Encourage and empower the local community and local businesses to reduce their greenhouse gas emissions and to adapt to the impacts of climate change.
- Work with key stakeholders within our community to ensure achievement of actions set out in our Climate Change Action Plan Strategic Community Plan.
- Assess the locally specific risks associated with climate change and implications for our services, and identify areas where appropriate mitigation and/or adaptation strategies should be developed and implemented.
- Ensure that, at appropriate review intervals, our climate change action plans/policies/strategies are reviewed and amended to incorporate the latest climate

science, and to reflect the climate change management priorities and progress achieved to date.

- Monitor the progress of our adaptation and/or mitigation actions and communicate our achievements to the Councils and community.
- Encourage and empower the local community and local businesses to reduce their greenhouse gas emissions and to adapt to the impacts of climate change.
- Support the Western Australian Local Government Association (WALGA) to work with State and Federal Government to ensure achievement of greenhouse gas emissions reduction targets as set out in key National and International agreements.
- Support Western Australian Local Government Association (WALGA) to work with State and Federal Government to implement key actions and activities for climate change management at a local level.
- Work with key stakeholders within our community to achieve actions set out in our Warren Blackwood Alliance of Councils (WBAC) Climate Change Action Plan and Strategic Community Plan (SCP).
- Assess the locally specific risks associated with climate change and implications for our services, and identify areas where appropriate mitigation and/or adaptation strategies should be developed and implemented.
- Ensure that, at appropriate review intervals of climate plans and strategies are reviewed and amended to incorporate the latest climate science, and to reflect the climate change management priorities and progress achieved to date.
- Monitor the progress of our adaptation and/or mitigation actions and communicate our achievements to the Councils and community.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

The officer recommendation aligns with the following objective within the Strategic Community Plan 2021-2036:



*Our Community*

*We role model sustainability, and friendliness, and we are proud of and engage with our heritage, festivals and events.*

*1.1 Support our community to be resilient, independent and self-sufficient.*

*Our Built Environment*

*3.3: Sustainable growth for the benefit of the community, with the development that enhances the quality of life, enabled by our local planning scheme*

*Our Natural Environment*

*4.1: Our Sanctuary, 4.2: Our Location, 4.3: Our Future.*

Strategic Community Plan can be found on Shire of Nannup website [here](#).

Warren Blackwood Alliance Subregional Climate Change Action Plan

Climate Change Action Plan Implementation Reference Group (CCAPIRG)

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council endorses the Shire of Nannup Climate Change Declaration as per Attachment 11.8.1.

**COUNCIL RESOLUTION 23108**

**MOVED: CR HANSEN**

**SECONDED: CR DEAN**

***That Council endorses the Shire of Nannup Climate Change Declaration as per Attachment 11.8.1.***

***CARRIED (8/0)***

AGENDA NUMBER & SUBJECT:	11.9 – Shire of Nannup Policy Manual
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 9
AUTHOR:	Sarah Dean – Governance, Risk & Assurance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	23 June 2023
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	11.9.1 – Policy Manual 11.9.2 – Additional Policies LPP3 and LPP6

### **PURPOSE OF REPORT:**

To consider desktop review and amendments to the Shire of Nannup Policy Manual.

### **BACKGROUND:**

Council Policies and supporting procedures are a statement of principles intended to guide the decision-making and operations within the Shire of Nannup. The Shire’s Strategic Community Plan (SCP) sets a clear direction from Council for Administration to make consistent and aligned decisions at an operational level through policies and procedures.

All Council Policies (as well as supporting procedures and other like documents) should be reviewed regularly to ensure compliance with legislation; continued alignment with the adopted Strategic Community Plan and the Shire’s requirements to provide sound and effective internal controls to minimise risk and deliver desired outcomes.

### **COMMENT:**

The Shire of Nannup Council Policy Manual has been desktop reviewed to include minor updates and amendments.

The Shire of Nannup administration officers are currently establishing a process to review policies upon the resources available and the relative risk of documents and their function.

This process will involve converting all of the numbered policies within the Council’s Policy Manual into “stand-alone” policies that do not include procedure included within the written document, it will also include a list of policies to repeal as they relate to the operational level of the organisation. There will also be an opportunity to include new policies where applicable.

The purpose of this report is to commence the overhaul process by Council endorsing a completed desktop review of the Council Policy Manual, which creates the starting point.

Shire staff have already commenced the following relating to the overhaul process;

- Document showing the proposed split between Council policies and operational policies.
- Review of policies identified within the Regulation 5 and Regulation 17 reviews.
- Review of planning policies.

To ensure that Councillors remain comfortable with the overhaul process, it is anticipated that changes will be proposed to Council in stages;

1. Repeal all operational level policies contained within the Policy Manual.
2. Present the high priority policies, such as the ones identified within the Regulation 5 and Regulation 17 review.
3. Present policies by category – i.e strategic, finance, planning, building and so on.

#### **STATUTORY ENVIRONMENT:**

*Local Government Act 1995*  
Section 2.7(2)(b)

#### **POLICY IMPLICATIONS:**

Shire of Nannup Policy Manual

#### **FINANCIAL IMPLICATIONS:**

Nil

#### **STRATEGIC IMPLICATIONS:**

The officer recommendation aligns with the following objective within the Strategic Community Plan 2021-2036:

##### *6.4 We are One*

*We will strive to make decisions and deliver outcomes that are in the best interest of the majority of the community.*

- *Incorporate and deliver balanced outcomes including social, environmental, and financial, through triple-bottom-line decision-making.*
- *Provide a stable, consistent and honest government.*

Strategic Community Plan can be found on Shire of Nannup website [here](#).

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council endorses the review of the Council Policy Manual as per Attachment 11.9.1 and Attachment 11.9.2.

***COUNCIL RESOLUTION 23109******MOVED: CR LONGMORE******SECONDED: CR BUCKLAND******That Council endorses the review of the Council Policy Manual as per Attachment 11.9.1 and Attachment 11.9.2.******CARRIED BY ABSOLUTE MAJORITY (8/0)***

***Cr Gilbert left the meeting at 5.08pm as he declared a financial and an impartiality interest in the following agenda item.***

AGENDA NUMBER & SUBJECT:	11.10 – Seniors Housing Precinct Working Party Terms of Reference
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 3
AUTHOR:	Louise Stokes – Project Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 July 2023
PREVIOUS MEETING REFERENCE:	RES 23080
ATTACHMENT:	11.10.1 – Seniors Housing Precinct Working Party Draft Terms of Reference

**BACKGROUND:**

As an outcome of the Seniors Housing Report endorsed by Council (3 June 2023 Resolution 23080) a Seniors Housing Precinct Working Party is being established.

**COMMENT:**

The Shire has established a working party to provide support, input and consultation to the Council on implementing the recommendations for the establishment of seniors housing on the already identified Seniors Housing Precinct project area.

Membership to this Working Party is by invitation only from the Shire and constitutes landowners, management authorities, government, community and community group representatives.

The Working Party will conclude when the Project Management consultant is contracted, unless the Council determines it to continue.

The first meeting was held on Friday 21<sup>st</sup> July 2023.

The draft Terms of Reference are attached for Council endorsement.

**STATUTORY ENVIRONMENT:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**FINANCIAL IMPLICATIONS:**

Nil.

**STRATEGIC IMPLICATIONS:**

Extract from the 2021-2036 Nannup Community Strategic Plan:

*Our Community*

*1.1 Who we are*

*We will retain our pride in being small, unique and friendly town that is a vibrant and engaging place to live*

*1.2 Our Aged*

*We respect and value our aged, and we seek to ensure they are supported.*

*Our Shire*

*5.1 Listen*

*We will listen to, engage and partner with our community leaders and groups, including the Traditional Owners, the Wardandi and Bibbulmun peoples*

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council endorses the Terms of Reference for the Seniors Housing Precinct Working Party as per Attachment 11.10.1.

**COUNCIL RESOLUTION 23110**

**MOVED: CR GIBB**

**SECONDED: CR BROWN**

***That Council suspend Standing Orders to allow for discussion.***

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

**COUNCIL RESOLUTION 23111**

**MOVED: CR BROWN**

**SECONDED: CR LONGMORE**

***That Council resume Standing Orders to allow for voting on agenda item.***

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**CARRIED (7/0)**

**COUNCIL RESOLUTION 23112**

**MOVED: CR BROWN**

**SECONDED: CR LONGMORE**

**That Council:**

- a) endorses the Terms of Reference for the Seniors Housing Precinct Working Party as per Attachment 11.10.1.**
- b) Add sixth point to paragraph 3 – Members and Commitment – to say “ the committee can add members to the Committee from time to time”**
- c) Remove all words after Community member in Committee Member details.**

**CARRIED (7/0)**

**Cr Gilbert returned to the room at 5.28 pm.**

**12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:**

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Nil

**13. MEETING MAY BE CLOSED:**

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Nil.

**14. CLOSURE OF MEETING:**

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Shire President Cr Dean declared the meeting closed at 5.29 pm.

The next Ordinary Meeting of Council will be held Thursday, 24 August 2023 commencing at 4.30 pm in Council Chambers.