



Shire of
Nannup
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Minutes

Council Meeting held Thursday 27 August 2020

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Minutes

1. DECLARATION OF OPENING & ACKNOWLEDGEMENT OF COUNTRY

The Shire President declared the meeting open at 5.30 pm.

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

ATTENDANCE:

Shire President: Cr T Dean

Councillors: R Mellema, P Fraser, V Hansen, C Stevenson, C Buckland, V Corlett, C Brown.

David Taylor – Chief Executive Officer
Jon Jones – Manager Infrastructure
Jane Buckland – Development Services Officer
Sarah Dean – Governance Officer

APOLOGIES

Susan Fitchat – Acting Manager Corporate & Community Services

LEAVE OF ABSENCE: Nil.

VISITORS: Wayne Leece, Murray McKinley, Ian Gibb and Kirk Tomlinson.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil.

4. PUBLIC QUESTION TIME:

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

20103 STEVENSON/BROWN

That Cr Hansen be granted a Leave of Absence from the 16 September 2020 until 17 October 2020.

CARRIED (8/0)

6. **PETITIONS/DEPUTATIONS/PRESENTATIONS:**

Wayne Leece from the Nannup Caravan Park gave a deputation to Council in regard to 12.2 Development Application for Food and Café Van. Mr Leece chose to respond to the individual officer recommendations in agenda item 2.4 – Development Application for Food & Café Van. A summary of his deputation is as follows:

1.

The proposed business would be operating outside of the Council's preferred commercial (including café/restaurant) area which is the Town Centre and Mixed Use zones:

Mr Leece - This doesn't seem like a logical reason for refusing our application. The Bridge Cafe was across the main road from us which is the exact same distance from the Town Centre as the Caravan Park. Melo Velo is directly across the road on Brockman St. Both of these businesses were/are cafe/restaurants, which you would assume received permission to operate because they're in the Preferred Commercial area. The location where the Bridge Café used to be has been approved for a micro-brewery. We are only asking for permission to operate on a Part time basis alongside these other existing and approved businesses at this end of town, where incidentally, most of the overnight visitors are staying.

Permission has also been granted for alcohol and food to be served from the Microbrewery directly across Warren Rd from our proposed location. The Nannup Community House Building right next door at 2 Brockman St operates as a Retail outlet.

The Caravan Park Office operates as a Retail Commercial outlet. The Office is further away from the Town Centre than the area proposed for operating the food van from.

2.

The proposed development is on Crown (Shire managed land) which is not subject to rates. In comparison, all property owners in the Town Centre and Mixed Use zones pay rates to the Shire and these rates are influenced by how the property is developed. There are questions relating to a 'level playing field' between a business operating on Crown (Shire managed land) compared to commercially zoned freehold land:

Mr Leece - The Caravan Park's rates are included as part of our lease fees and therefore we are not able to define separate portions distinct from rates and lease costs. However, allowing that we are paying the Council an amount that is quite probably one of the larger amounts in Nannup and increasing rapidly, it is possibly safe to assume that we are paying what is actually MORE than a fair amount of rates.

3.

The proposed development has the potential to detrimentally impact on existing or future businesses operating in the town centre which may undermine Council objectives to create and sustain a vibrant town centre:

Mr Leece - Almost every proposed development has the potential to detrimentally impact on other businesses. If we apply this logic, we can negate the development of all future businesses & improvements.

4.

It is questioned whether the development is consistent with the 'Public Purpose Reserve' in LPS3 with the reserve purpose of 'Municipal':

Mr Leece - Serving the public by providing meals to the public, both locals and visitors, especially meals that are not readily otherwise available meets these definitions.

5.

The application is inconsistent with Local Planning Strategy Aim A41 which states to 'ensure the Nannup town centre remains the principal commercial/retail centre for the Shire' while Strategy S59 states to 'provide for a consolidated, accessible, safe, attractive and vibrant town centre:

Mr Leece - One little part time food van will do nothing to inhibit that "the Nannup town centre remains the principal commercial/retail centre for the Shire".

It will also do nothing to detract from "providing for a consolidated, accessible, safe, attractive and vibrant town centre". A brand new, shiny food van will be attractive, accessible, safe and will enhance the vibrancy of the town, especially for the many visitors coming to the Caravan Park.

6.

The application may contribute to the potential loss of a valuable community service, in particular the only hotel in the Nannup townsite:

Mr Leece - If the hotel is in danger of closing because it's unprofitable then a Micro-Brewery should not have been approved. A business selling beer is of far more competition to the Hotel than a takeaway food van - the Hotel does not sell Takeaway meals. Once the Bridge Cafe closed, according to Dot 6 logic, the premises should not have reopened as a food or beverage outlet. The Micro-Brewery obviously creates far more competition for the hotel because of the fact that they are selling alcohol and sit down meals.

Nannup people and our visitors should not be punished with a lack of alternatives simply because some people, notably the Planners, are afraid of introducing competition. I would be very surprised if it is in the Planning Charter that competition should be restricted.

7.

Council's Mobile Shop/Temporary Premises/Street Stall Policy includes an objective of not disrupting local businesses:

Mr Leece - We will work to ensure that we do not disrupt other businesses by agreeing not to sell the same products at the same time as other venues are operating. To this end we will rely on information about menus and opening hours to be presented to us by the other food venues.

The Planners have mentioned reducing the hours of operation of a food van. To reduce the hours to anything below 4 days will result in the food van not being viable and therefore not proceeding. We can't get any return on investment while the van is not operating and should not be limited in this manner. It is unfair to have restricted trading time unless this is applied evenly to all businesses.

And finally; the officer report to Council mentions the long weekend in March and the impact of the location of the van on the Nannup Music Festival operations.

Last Music Festival the only thing that the Music Club located on the D area was the Volunteers Tent.

We intend to operate the food van on the D which means the entire Playground Park area will still be available for everything that was on this area last year.

Therefore, there would be absolutely zero impact on the Music Festival operations. Quite to the contrary the food van would be another alternative, adding variety for everyone.

7. DECLARATIONS OF INTEREST:

Nil.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

20104 HANSEN/BUCKLAND

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 23 July 2020 be confirmed as a true and correct record.

That the Minutes of the Special Council Meeting of the Shire of Nannup held in Council Chambers on 30 July 2020 be confirmed as a true and correct record.

CARRIED (8/0)

9. MINUTES OF OTHER COUNCIL COMMITTEES:

Nil.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

Nil.

11. REPORTS BY MEMBERS ATTENDING COMMITTEES:

Date	Meeting	Councillor
3/8/20	Bush Fire Advisory Committee	Fraser, Stevenson, Mellema.
11/8/20	Lower Blackwood Land Conservation District Committee	Fraser
	Southern Forrest Valleys Tourism Association	Dean
4/8/20	Warren Blackwood Alliance of Councils	Hansen, Dean
5/8/20	Local Emergency Management Committee	Dean
6/8/20	Tourism Committee	Buckland, Corlett, Dean
21/8/20	Risk Management Advisory Committee	Hansen
27/8/20	South West Development Commission	Dean

AGENDA NUMBER:	12.1
SUBJECT:	Delegated Planning Decisions for July 2020
LOCATION/ADDRESS:	Various
NAME OF APPLICANT:	Various
FILE REFERENCE:	TPL18
AUTHOR:	Jane Buckland – Development Services Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	6 August 2020
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.1.1 – 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.3 (LPS3) 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 July 2020 is presented in Attachment 12.1.1.

COMMENT:

As shown in the attachment, each application has been advertised in accordance with LPS3 and Council's adopted Local Planning Policy *LPP5 Consultation* as detailed in the Policy Implications section of this report.

During July 2020, three (3) development applications were determined under delegated authority. The table below shows the number and value of development applications determined under both delegated authority and by Council for July 2020 compared to July 2019:

	July 2019	July 2020
Delegated Decisions	4 (\$226,418)	3 (\$42,500)
Council Decisions	0	1 (\$1,000)
Total	4 (\$226,418)	4 (\$43,500)

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

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Local Government Act 1995 and LPS3.

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 LPS3 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.

RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for July 2020 as per Attachment 12.1.1.

20105 HANSEN/MELLEMA

That Council receives the report on Delegated Development Approvals for July 2020 as per Attachment 12.1.1.

CARRIED (8/0)

AGENDA NUMBER:	12.2
SUBJECT:	Development Application for Food and Café Van
LOCATION/ADDRESS:	Reserve 20333 Brockman Street, Nannup
NAME OF APPLICANT:	May Leece Pty Ltd
FILE REFERENCE:	RES20333
AUTHOR:	Steve Thompson – Consultant Planner
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Edge Planning & Property receive payment for planning advice to the Shire and declare a Financial Interest (section 5.70 of the <i>Local Government Act 1995</i>)
DATE OF REPORT:	20 July 2020
PREVIOUS MEETING REFERENCE:	23 June 2020
ATTACHMENT:	12.2.1 - Location map 12.2.2 - Details originally provided by applicant 12.2.3 - Extract of planning framework 12.2.4 - Submissions 12.2.5 - Additional information from applicant 12.2.6 - Extract from <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

BACKGROUND:

The Shire has received a Development Application from May Leece Pty Ltd to operate a food and café van on Reserve 20333 (Nannup Caravan Park).

Relevant details relating to the site and the application include:

- The application site is shown in Attachment 12.2.1;
- Reserve 20333 is vested with the Shire for the purpose of 'Parkland Camping and Caravan Park'. The Shire has the power to lease for any term not exceeding 21 years and has an executed lease/agreement with May Leece Pty Ltd;
- Details submitted by the applicant are provided in Attachment 12.2.2. The food and café van is proposed to be permanently established and operate 3-4 days a week between the hours of 8am and 8pm;
- The property is a 'Public Purpose Reserve' in the *Shire of Nannup Local Planning Scheme No. 3 (LPS3)* for the purpose of 'Municipal'. The site is within a Flood Risk Area;
- The Local Planning Strategy sets out a vision, objectives, strategies and actions. Aim A41 states to 'ensure the Nannup town centre remains the principal commercial/retail centre for the Shire' while Strategy S59 states to 'provide for a consolidate, accessible, safe, attractive and vibrant town centre';

- Attachment 12.2.3 sets out a portion of the planning framework including an extract of LPS3 and the Local Planning Strategy. For land which is reserved in LPS3, the local government needs to consider matters in Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the ultimate purpose intended for the reserve;
- While there are no local planning policies of direct relevance to the application, Council's *Mobile Shop/Temporary Premises/Street Stall Policy* is of relevance;
- The Strategic Community Plan notes the community seeks a vibrant town centre;
- The property is located within a bushfire prone area as designated by the Fire and Emergency Services Commissioner;
- The Shire invited written comment on this application from adjoining/nearby landowners and food businesses located within the town centre for a two-week period. The Shire received four submissions on the Development Application as outlined in Attachment 12.2.4. Two submitters raised no objections, one raised concerns (Nannup Fish & Chips) and one submission raised objections (Nannup Hotel); and
- The main issues and objections raised in the submissions relate to:
 - The van not providing varieties of food that are already on offer from other established food businesses in town;
 - Financial difficulties of operating a small business in a small town;
 - The Nannup Hotel is struggling to remain viable. The last thing it needs is for low-overhead food vans to be diminishing its business opportunities;
 - Given the small economy of Nannup, it does not make sense to over-service the food outlet opportunities;
 - If the Shire wishes for locals currently employed at the hotel to be without work, the Shire should reduce the rates of the Nannup Hotel property accordingly, as they will convert the hotel into a private residence;
 - There is little value in creating one job and losing ten jobs; and
 - The long weekend in March and the impact of the location of the van on the Nannup Music Festival operations.

In accordance with established practice, the Shire administration has liaised with the applicant since the receipt of submissions. In response to the submissions, the applicant has provided a response (see Attachment 12.2.5).

Attachment 12.2.6 is an extract from the *Planning and Development (Local Planning Schemes) Regulations* which sets out matters to be considered by local government in assessing a Development Application.

COMMENT:

Following an assessment of the Development Application against the planning framework, the submissions and information provided by the applicant, it is recommended that the Council refuse the proposed food and café van on Reserve 20333. The reasons include:

- The proposed business would be operating outside of the Council's preferred commercial (including café/restaurant) area which is the Town Centre and Mixed Use zones;
- The proposed development is on Crown (Shire managed land) which is not subject to rates. In comparison, all property owners in the Town Centre and Mixed Use zones pay rates to the Shire and these rates are influenced by how the property is developed. There are questions relating to a 'level playing field' between a business operating on Crown (Shire managed land) compared to commercially zoned freehold land;
- The proposed development has the potential to detrimentally impact on existing or future businesses operating in the town centre which may undermine Council objectives to create and sustain a vibrant town centre;
- It is questioned whether the development is consistent with the 'Public Purpose Reserve' in LPS3 with the reserve purpose of 'Municipal';
- The application is inconsistent with Local Planning Strategy Aim A41 which states to 'ensure the Nannup town centre remains the principal commercial/retail centre for the Shire' while Strategy S59 states to 'provide for a consolidated, accessible, safe, attractive and vibrant town centre';
- The application may contribute to the potential loss of a valuable community service, in particular the only hotel in the Nannup townsite; and
- Council's *Mobile Shop/Temporary Premises/Street Stall Policy* includes an objective of not disrupting local businesses.

It is highlighted that economic competition is not a planning consideration for businesses operating for instance in the town centre. It is a market decision as to which businesses operate and are sustained in the town centre. While noting this, as outlined above, there are considered to be differences in this situation where the proposed commercial operation is located on Crown (Shire managed) land.

While noting the above:

- Various corporate and planning documents support to grow and diversify the local economy;
- The proposed food and café van will offer increased retail competition and choice for the local community and visitors;
- The proposed development is consistent with the permitted uses of both the Management Order for the Reserve and under the terms of the lease; and
- The Shire administration suggest there may be scope for the applicant to review opportunities to operate on a temporary basis on Reserve 20333 (including less days and/or different hours) and to demonstrate how the service will complement but not compete with established food and café operations in the town centre. Alternatively, to review opportunities to establish the food and café van on land which is zoned Town Centre or Mixed Use.

In some local government areas, there are local laws that restrict itinerant vendors from trading within a certain distance of competing business or activity based on the argument of commercial inequity. That is, an itinerant trader does not incur high

standards applicable to development, does not have Shire and water rates, and does not have building and property maintenance costs.

While noting the above, should Council determine that it is supportive of the Development Application, it is suggested that development conditions address matters including days and hours of operation, and flood risk.

STATUTORY ENVIRONMENT:

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and LPS3.

POLICY IMPLICATIONS:

Local Planning Policy No.11 Development in Flood Risk Areas.

FINANCIAL IMPLICATIONS:

Nil at this stage.

STRATEGIC IMPLICATIONS:

Approval of the food and café van may impact existing or future businesses in the town centre and impact on the local employment or expenditure. This could set a precedent for similar proposals and/or itinerant vendors.

RECOMMENDATION:

That Council refuse the Development Application to operate a food and café van at Reserve 20333 Brockman Street, Nannup for the following reasons:

1. The development is located outside of the Council's preferred commercial (including café/restaurant) area which is the Town Centre and Mixed Use zones, compared to Crown (Shire managed) land.
2. The development has the potential to detrimentally impact on existing or future businesses operating in the town centre which may undermine Council objectives to create and sustain a vibrant town centre.
3. The application is inconsistent with the *Shire of Nannup Local Planning Strategy* including Aim A41 which states to 'ensure the Nannup town centre remains the principal commercial/retail centre for the Shire', while Strategy S59 states to 'provide for a consolidate, accessible, safe, attractive and vibrant town

centre'. The application, if approved, will undermine strategies to create and sustain a vibrant town centre.

Advice

- A) Advise the applicant that they review opportunities to operate on a temporary basis on Reserve 20333 (including less days and/or different hours) and demonstrate how the service will complement but not compete with established food and café operations in the town centre. Alternatively, to review opportunities to establish the food and café van on land which is zoned Town Centre or Mixed Use.
- B) If the applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Cr Buckland moved an Alternative Motion:

20106 BUCKLAND/HANSEN

ALTERNATIVE RECOMMENDATION:

That Council approve the Development Application to operate a food and café van at Reserve 20333 Brockman Street, Nannup subject to the following conditions:

- 1. The development hereby approved must be carried out in accordance with the plans and specifications submitted with the application (addressing all conditions) and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.***
- 2. This development approval is valid until 31 December 2025 after which date the use shall cease unless prior to that date a new Development Application has been submitted to and approved by the local government for the continuation of the use for an extended period.***
- 3. The hours of operation of the food and café van are limited to between 8.00am and 9.00pm; seven days a week.***
- 4. The food and café van is well maintained at the applicant's expense to the satisfaction of the local government.***
- 5. The development hereby permitted shall not erect any advertising or signage at the site without the prior approval of the local government.***

Advice

- A) The approved development must comply with all relevant provisions of the Food Act 2008, Food Regulations 2009, Food Standards Code of Australia and New Zealand, Caravan Parks and Camping Grounds Act 1992, Caravan Parks and Camping Grounds Regulations 1997 and the Shire of Nannup Health Local Laws.**
- B) In relation to Condition 5, some signs are exempt from development approval while other signs require a Development Application to the Shire. Please contact the Shire for further details.**
- C) The property is within a bushfire prone area and the applicant should review and implement measures to lower risks for guests and customers.**
- D) The applicant is to retain appropriate Public Liability Insurance to cover the entire area the subject of this approval to the satisfaction of the local government.**
- E) If the applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.**

CARRIED (8/0)

AGENDA NUMBER:	12.3
SUBJECT:	Western Australian Local Government Association (WALGA) Annual General Meeting 2020
LOCATION/ADDRESS:	Not Applicable
NAME OF APPLICANT:	Western Australian Local Government Association
FILE REFERENCE:	DEP 14
AUTHOR:	Sarah Dean – Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	30 July 2020
ATTACHMENTS:	12.3.1 – Notice of Annual General Meeting 2020

BACKGROUND:

The Western Australian Local Government Association (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 Crown Towers Perth on **Friday 25 September 2020**.

Delegates may be Elected Members or serving officers. Two proxies can also be nominated in the even delegates cannot attend.

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

COMMENT:

WALGA seeks the above nominations in writing by **Friday 28 August 2020** and only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

ADM 6 – Conference Attendance and Training –Elected Members, Senior Management and Employees and ADM 10 – Councillor Fees and Reimbursements.

FINANCIAL IMPLICATIONS:

Cost of accommodation and travel cost reimbursement for elected members.

STRATEGIC IMPLICATIONS:

Nil

RECOMMENDATION:

1. That Council nominates the Shire President and Cr _____ as its two (2) voting delegates to the WALGA Annual General Meeting to be held **Friday 25 September 2020**; with Councillor's _____ and _____ being appointed as the two (2) proxy delegates.
2. That Council agrees to meet all associated accommodation, travel and other costs as per Council policy *ADM 6 - Conference Attendance and Training – Elected Members, Senior Management and Employees* and *ADM 10 – Councillor Fees and Reimbursements*.

20107 STEVENSON/MELLEMA

1. ***That Council nominates the Shire President and the Chief Executive Officer as its two (2) voting delegates to the WALGA Annual General Meeting to be held Friday 25 September 2020 with no other delegates being nominated to attend.***
2. ***That Council agrees to meet all associated accommodation, travel and other costs as per Council policy ADM 6 - Conference Attendance and Training – Elected Members, Senior Management and Employees and ADM 10 – Councillor Fees and Reimbursements.***

CARRIED (8/0)

AGENDA NUMBER:	12.4
SUBJECT:	Customer Service Charter Review
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 13
AUTHOR:	Sarah Dean – Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	30 July 2020
PREVIOUS MEETING REFERENCE:	Nil
ATTACHMENT:	12.4.1 – Draft Customer Service Charter

BACKGROUND:

The Shire of Nannup Customer Service Charter was adopted by Council in March 2011. The Shire of Nannup Customer Service Charter is a supplementary document to several Council plans and policies; such as the Corporate Business Plan and the Strategic Community Plan.

The Customer Service Charter also directly informs Council policy ADM 22 Complaint Handling.

The existing Charter applies to all Council Members, Committee Members and employees and contractors.

COMMENT:

The Shire of Nannup Customer Service Charter was reviewed by officer and updated. The Charter was then reviewed by Council's human resources risk consultant for feedback.

LGIS Human Resources Risk Consultant has prepared a training course in customer training to consolidate on the review of the Customer Service Charter. This training will include a session on what will occur should there be any aggressive or violent behaviour from customers.

STATUTORY ENVIRONMENT:

In accordance with Section 2.7(2)(b) of the *Local Government Act 1995* it is the role of the Council to determine the Local Government's policies. It is also common for a Council to adopt significant Corporate documents and make these documents available to members of the public on the website. Corporate documents normally have a higher profile than policies and as a consequence have a greater exposure.

It is normal for Local Governments to have a Customer Service Charter adopted by Council that forms part of a suite of corporate documents rather than have a policy.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Design and printing costs of \$631 for a professionally printed DL flyer for distribution.

STRATEGIC IMPLICATIONS:

The Customer Service Charter aligns with and supports our Community Strategic Plan:

Our Community Leadership

We listen to our community leaders

5.1 Listen

To listen and partner with our community leaders and all our diverse groups.

Complaints and opportunities responded to in accordance with our Customer Service Charter.

The Customer Service Charter aligns with and supports our Corporate Business Plan:

Focus Area 5: Our Community Leadership

Shire Services supporting our objectives: Community Development, Customer Service, Governance.

Focus Area 6: Our Council Leadership

A listening leadership that provides for and represents all.

Shire Services supporting our objectives:

Customer Service, Finance, Governance, Integrated Planning, Records Management.

RECOMMENDATION:

That Council adopt the draft Customer Service Charter as presented in 12.4.1.

20108 HANSEN/STEVENSON

That Council adopt the draft Customer Service Charter as presented in 12.4.1.

CARRIED (8/0)

AGENDA NUMBER:	12.5
SUBJECT:	Budget Monitoring – June 2020
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Susan Fitchat – Acting Manager of Corporate Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	23 August 2020
ATTACHMENT:	12.5.1 – Financial Statements for the period ending 30 June 2020

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 12.5.1.

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

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 periods ending 30 June 2020 for a detailed analysis of our end of year position, Note 2.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The attached financial statements detail financial outcomes for 2019/20.

STRATEGIC IMPLICATIONS:

Nil.

RECOMMENDATION:

Monthly Financial Statements for the period ending 30 June 2020 be received.

20109 MELLEMA/STEVENSON

Monthly Financial Statements for the period ending 30 June 2020 be received.

CARRIED (8/0)

AGENDA NUMBER:	12.6
SUBJECT:	Monthly Accounts for Payment - July 2020
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Susan Fitchat - Acting Manager of Corporate and Community Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	23 August 2020
ATTACHMENT:	12.6.1 – Accounts for Payment July 2020

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 July to 31 July 2020 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 cards 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	12698 - 12792	240,827.19
Accounts paid by cheque	20463-20467	288.96
Accounts paid by Direct Debit	DD10833.1 – 10871.15	59,232.73
<i>Sub Total Municipal Account</i>		\$300,348.88

Trust Account

Accounts paid by EFT	12758,12759,12793	2,785.68
BSL Admin fee Trf		71.25
<i>Sub Total Trust Account</i>		\$2,856.93
Total Payments		\$303,205.81

STATUTORY ENVIRONMENT:

LG (Financial Management) Regulation 13

POLICY IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS:

None.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$303,205.81 1July 2020 to 31 July 2020 in the attached schedule(s) be endorsed.

20110 HANSEN/BUCKLAND

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$303,205.81 1July 2020 to 31 July 2020 in the attached schedule(s) be endorsed.

CARRIED (8/0)

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

Nil.

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

Nil.

17. CLOSURE OF MEETING:

The Shire President declared the meeting closed at 6.26 pm.