



Shire of
Nannup
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Minutes

Council Meeting held Thursday 26 November 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
Kim Dolzadelli – Manager Corporate & Community Services
Jon Jones – Manager Infrastructure
Sarah Dean – Governance Officer

APOLOGIES: Nil.

LEAVE OF ABSENCE: Nil.

VISITORS: Nil.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE:

Nil.

4. PUBLIC QUESTION TIME:

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil.

6. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

7. DECLARATIONS OF INTEREST:

Cr Brown declared a Financial Interest in agenda item 12.1 - Delegated Planning Decisions for October 2020 as she is the property owner of Lot 12 Cundinup-Dudinyillup Road that had a development application included in the approvals for the month of October 2020.

Cr Stevenson declared an Impartiality Interest in 12.4 - Request for extension for reduced rate on Town Hall Hire Fees as her partner is a committee member of the Nannup Community Cinema.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS;

20145 HANSEN/BUCKLAND

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on Thursday 22 October 2020 be confirmed as a true and correct record.

CARRIED (8/0)

9. MINUTES OF COUNCIL & OTHER COMMITTEES:

Nil.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

Nil.

11. REPORTS BY MEMBERS ATTENDING COMMITTEES:

Date	Meeting	Councillor
2 November	Bush Fire Advisory Committee	Fraser, Stevenson, Mellema
12 November	Tourism Committee	Fraser, Hansen, Stevenson, Brown, Dean
28 October	Scott River Sustainable Economic Strategy Presentation	Fraser, Hansen, Stevenson, Dean
17 November	WA Local Government Grants Commission Public Hearing	Fraser, Hansen, Dean
25 November	Local Drug Action Group	Stevenson

4 November	Local Emergency Management Group	Dean, Mellema
23 November	Southern Forests & Blackwood Valley Tourism Association	Dean, Hansen

12. REPORTS OF OFFICERS:

Cr Brown left the room at 5.40 pm as she has declared a financial interest in the following agenda item.

AGENDA NUMBER:	12.1
SUBJECT:	Delegated Planning Decisions for October 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:	17 November 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 October 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 October 2020, four (4) 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 October 2020 compared to October 2019:

	October 2019	October 2020
Delegated Decisions	1 (\$70,000)	4 (\$248,000)
Council Decisions	0	1 (\$500,000)
Total	1 (\$70,000)	5 (\$748,000)

80% of all approvals issued in the month of October were completed within the statutory timeframes of either 60 or 90 days. One application was determined outside the statutory timeframe (101 days) due to the application being determined by Council.

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.

20146 BUCKLAND/STEVENSON

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

CARRIED (7/0)

Cr Brown returned to the room at 5.41 pm.

AGENDA NUMBER:	12.2
SUBJECT:	Proposed 2021 Council Meeting Dates
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 18
AUTHOR:	Sarah Dean – Governance Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	18 November 2020
PREVIOUS MEETING REFERENCE:	N/A
ATTACHMENT:	Nil

BACKGROUND:

Section 12 of the *Local Government (Administration) Regulations 1996* requires that the dates, times and place where the ordinary council meetings are to be held must be published on the website by the Chief Executive Officer; before the beginning of the year in which the meetings are to be held.

Committee meetings that are required under the *Local Government Act 1995* to be open to members of the public are also required to have the meeting details published on the website.

COMMENT:

The proposed dates for the Ordinary Council meetings of the Shire of Nannup for 2021 are:

Thursday 28 January	Thursday 22 July
Thursday 25 February	Thursday 26 August
Thursday 25 March	Thursday 23 September
Thursday 22 April	Thursday 28 October
Thursday 27 May	Thursday 25 November
Thursday 24 June	Thursday 16 December

STATUTORY ENVIRONMENT:

12. Publication of meeting details (Act s. 5.25(1)(g))

(1) In this regulation —

meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

POLICY IMPLICATIONS:

ADM 10 – Councillor Fees & Reimbursements

FINANCIAL IMPLICATIONS:

Nil.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2017 – 2027 – Our Council Leadership – Strategy 6.1 Lead, Listen, Advocate, Represent and Provide.

CR BUCKLAND MOVED AN ALTERNATIVE MOTION:

That the recommendation be endorsed as written with the September meeting date changed to the 16 September 2021.

20147 BUCKLAND/MELLEMA

That in accordance with Section 12 of the Local Government (Administration) Regulations 1996, the following schedule of times and dates be adopted for the 2021 calendar year: -

Monthly ordinary council meetings to commence at 5.30 pm on the following dates:

*Thursday 28 January 2021
Thursday 25 February 2021
Thursday 25 March 2021
Thursday 22 April 2021
Thursday 27 May 2021
Thursday 24 June 2021*

*Thursday 22 July 2021
Thursday 26 August 2021
Thursday 16 September 2021
Thursday 28 October 2021
Thursday 25 November 2021
Thursday 16 December 2021*

CARRIED (8/0)

AGENDA NUMBER:	12.3
SUBJECT:	Nannup Cricket Club Incorporated – Cricket Pitch Replacement Budget Amendment
LOCATION/ADDRESS:	Shire of Nannup Sports Oval
NAME OF APPLICANT:	Pieter Bresser – President Nannup Cricket Club
FILE REFERENCE:	FNC9
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	19 November 2020
ATTACHMENT:	Nil.

BACKGROUND:

The CEO and MI met with the President of the Nannup Cricket Club on Friday 9th November 2020 to discuss the current pitch and its potential replacement as the pitch has gone past its working life and is becoming hazardous for playing.

COMMENT:

The CEO and MI agree that the pitch has passed its working life and that it is indeed in need of replacement and that there is a possible liability issues.

The MI has received initial supply and install quotations of \$4,500 for a replacement cricket pitch.

The Nannup Cricket Club has agreed to perform the demolition of the old surface under the supervision of the MI.

The Club has committed to contributing \$2,000 towards the replacement as they have been collecting old batteries for recycling. The current battery market is below its usual levels and discussions with the Club President requested that it would be beneficial if the Shire could pay for the works initially and that the Nannup Cricket Club be given up to 12 months to allow for the battery market to improve for them to hold some raffles and the like to for their \$2,000 contribution.

There is also the possibility that the Nannup Sporting Club may make a contribution to the replacement of the pitch, this will be confirmed by the CEO before the project commences if approved by Council.

STATUTORY ENVIRONMENT:

Section 6.8 of the Local Government Act refers to expenditure from the municipal fund that is not included in the annual budget. In the context of this report, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The current adopted Budget does not include either expenditure or any offset income to undertake the required works however offices note the following option to fund project delivery with no impact on Council's current Budgeted Closing Balance Position.

The reduction in the Administration Salaries is achievable due to the time frame surrounding the recruitment for the Manager of Corporate and Community Services position.

Nannup Oval Cricket Pitch - Renewal				
Description	Account String	2019/2020 Adopted Budget	2019/20 Amended Budget (Proposed)	2019/20 Variance
Capital Expenditure				
Capital Expenditure Nannup Oval Cricket Pitch - Renewal	New	0.00	4,500.00	4,500.00
Operating Expenditure				
Administration Salaries	102720	-386,995.04	-384,495.04	-2,500.00
Income				
Contribution - Nannup Cricket Club	New	0.00	-2,000.00	-2000.00
Impact on closing Surplus/Deficit Position				0.00

It is also noted that the Nannup Cricket club have requested a period of up to 12 months to pay their contribution, which the officer does not consider to be of any material impact on the cash flow of the Shire.

STRATEGIC IMPLICATIONS:

Asset Management Policy - The objective of this policy is to ensure that services delivered by the Shire of Nannup will continue to be sustainably delivered. This will be achieved by ensuring that Council assets are able to function at the level needed to support all service areas as determined by Council, with consultation from the community.

Strategic Plan – Links directly to focus point 3.1 Our Shire and Streetscape: Keep the charm and fabric of our unique shire and upgrade the amenity

20148 BUCKLAND/STEVENSON

That Council endorse the following;

- a. Approve the renewal of the Nannup Oval Cricket Pitch.***
- b. Approve a budget amendment to fund the renewal as follows:***

<i>Nannup Oval Cricket Pitch - Renewal</i>				
<i>Description</i>	<i>Account String</i>	<i>2019/2020 Adopted Budget</i>	<i>2019/20 Amended Budget (Proposed)</i>	<i>2019/20 Variance</i>
<i>Capital Expenditure</i>				
<i>Capital Expenditure Nannup Oval Cricket Pitch - Renewal</i>	<i>New</i>	<i>0.00</i>	<i>4,500.00</i>	<i>4,500.00</i>
<i>Operating Expenditure</i>				
<i>Administration Salaries</i>	<i>102720</i>	<i>-386,995.04</i>	<i>-384,495.04</i>	<i>-2,500.00</i>
<i>Income</i>				
<i>Contribution - Nannup Cricket Club</i>	<i>New</i>	<i>0.00</i>	<i>-2,000.00</i>	<i>-2000.00</i>
<i>Impact on closing Surplus/Deficit Position</i>				<i>0.00</i>

- c. Approve the Nannup Cricket Club be allowed 12 months to provide their \$2,000 contributing funds to the Shire of Nannup.***

Advice Note: A Debtor account will be raised for the \$2,000 contribution from the Nannup Cricket Club at completion of the project and up to 12 months allowed for the Club to repay the amount.

CARRIED BY ABSOLUTE MAJORITY (8/0)

AGENDA NUMBER:	12.4
SUBJECT:	Request for extension for reduced rate on Town Hall Hire Fees
LOCATION/ADDRESS:	Nannup Town Hall
NAME OF APPLICANT:	Nannup Community Cinema Committee
FILE REFERENCE:	ASS 5
AUTHOR:	Nicole Botica – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	11 November 2020
ATTACHMENTS:	12.4.1 – Application for community grant

BACKGROUND:

Nannup Community Cinema Group submitted an application to the Council Community Grants on 31 March 2020. This was received on the closing date of submissions. Unfortunately, this was when council staff were rearranging staff offices at the beginning of the COVID-19 lockdown and was missed in the original matrix presented to council in June 2020.

The Nannup Community Cinema are seeking Council's continued support to extending the current town hall hire fee reduction of 50% per session including a 50% reduction in gas costs and free hall hire for youth and children's events.

COMMENT:

The Nannup Community Cinema Group is a not-for-profit, small film group, run by a committee of volunteers and as such, runs on a very low budget. The Group's primary aim is to promote and encourage interest in films, and to provide a means of bringing the community together on a regular basis in a spirit of goodwill, through the provision of a program of films for their membership.

This group was previously a membership based film society whereby members could attend film showings. In an effort to boost numbers, this structure has been revised to the current arrangement to encourage more people to use this service.

The Nannup Community Cinema have addressed their gratitude to the Shire Council for the past support. The subsidy of the hall hire enables them to keep ticket price at a reasonable level so that the community, particularly pensioners and those who are disadvantaged or do not have the means of transport to travel to a cinema, have the opportunity to get out, socialize and see the latest movies.

From Council's perspective, when a similar request was received in June 2019, Council endorsed:

19073 STEER/BUCKLAND

That Council continue to support the Nannup Film Society in the 2019/20 financial year and approve the following:

a) Continue the 50% per session reduction in Hall Hire Fees.

b) Provide a 50% reduction to fees associated with the use of the gas heaters in the Town Hall.

CARRIED (6/0)

There have been no underlying concerns as a result of this current resolution and based on this it is Officers recommendation that a similar fee structure be endorsed for the upcoming year.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

Policy BLD 1 – Relating to Use/Hire of Community Facilities

“Council will charge all hirers of its facilities as per its list of fees and charges which is reviewed annually in line with the budget.

Should a “not-for profit” community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration.”

FINANCIAL IMPLICATIONS:

Loss of income in Hall Hire fees and fees relating to the use of the gas heaters within the Town Hall.

2020/21 Fees and Charge:

Hall Hire	Per Session	\$92
Surcharge for Gas Heaters	Per Hour	\$6
Surcharge for Gas Heaters	Daily	\$41

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2017-2027

Our Community Leadership

Strategy 5.1 – Support Existing and Emerging Community Groups

20149 HANSEN/BROWN

That Council continue to support the Nannup Community Cinema in the 2020/21 financial year and approve the following:

- a) Continue the 50% per session reduction in Hall Hire Fees.***
- b) Provide a 50% reduction to fees associated with the use of the gas heaters in the Town Hall.***
- c) Provide a free hall hire for youth and children's events.***

CARRIED (8/0)

AGENDA NUMBER:	12.5
SUBJECT:	Budget Monitoring – October 2020
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Susan Fitchat – Corporate Services Co-ordinator
REPORTING OFFICER:	Kim Dolzadelli – Manager Corporate and Community Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	17 November 2020
ATTACHMENT:	12.5.1 - Financial Statements for the period ending October 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 31 October 2020.

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

The attached financial statements detail financial outcomes for 2020/21

STRATEGIC IMPLICATIONS:

Nil.

20150 MELLEMA/STEVENSON

Monthly Financial Statements for the period ending 31 October 2020 be received.

CARRIED (8/0)

AGENDA NUMBER:	12.6
SUBJECT:	Monthly Accounts for Payment - October 2020
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Susan Fitchat - Corporate Services Coordinator
REPORTING OFFICER:	Kim Dolzadelli
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	17 November 2020
ATTACHMENT:	12.6.1 – Accounts for Payment – October 2020

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 October to 31 October 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	12947- 13017	399,724.85
Accounts paid by cheque	20483-20484	1,430.00
Accounts paid by Direct Debit	DD10927.1-10955.14	47,391.27
<i>Sub Total Municipal Account</i>		\$448,586.64

Trust Account

Accounts paid by EFT	12968	1,804.75
<i>Sub Total Trust Account</i>		1,804.75
Total Payments		\$450,391.39

STATUTORY ENVIRONMENT:

LG (Financial Management) Regulation 13

POLICY IMPLICATIONS:

None.

FINANCIAL IMPLICATIONS:

As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS:

None.

20151 HANSEN/STEVENSON

That the List of Accounts for Payment for the Nannup Shire Municipal and Trust Account fund totalling \$450,391.39 1 October 2020 to 31 October 2020 in the attached schedule(s) be endorsed.

CARRIED (8/0)

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

Nil.

13.1 OFFICERS

13.2 ELECTED MEMBERS

**14. MEETING CLOSED TO THE PUBLIC
(Confidential Items)**

Nil.

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

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 6.02 pm.