



Shire of  
**Nannup**  
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# Minutes

Council Meeting held Thursday 27 September 2018

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# Minutes

## 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Deputy Shire President declared the meeting open at 4.35pm.

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

(previously approved)

### ATTENDANCE:

Councillors: R Mellema, V Hansen, P Fraser, C Buckland, R Longmore, N Steer, C Stevenson.

David Taylor – Chief Executive Officer

Tracie Bishop – Manager Corporate Services

Jon Jones – Manager Infrastructure

Jane Buckland – Development Services Officer

### APOLOGIES:

Councillor T Dean

### LEAVE OF ABSENCE:

Nil

### VISITORS:

Julie Kay and Ian Gibb.

## 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**

Nil

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

**18144 HANSEN/LONGMORE**

*That the Minutes of the Ordinary Council Meeting held 23 August 2018 be confirmed as a true and correct record.*

**CARRIED (7/0)**

**9. MINUTES OF OTHER COUNCIL COMMITTEES/REPRESENTATIVE COMMITTEES**

**9.1 18145 LONGMORE/STEVENSON**

*That the Minutes of the Warren Blackwood Alliance of Council meeting held 21 August 2018 be received.*

**CARRIED (7/0)**

**9.2 18146 STEVENSON/BUCKLAND**

*That the Minutes of the Western Australian Local Government Association South West Zone meeting held 24 August 2018 be received.*

**CARRIED (7/0)**

**9.3 18147 MELLEMA/STEVENSON**

***That the Minutes of the Bush Fire Advisory Committee meeting held 6 August 2018 be received along with the following motions and officer comments being considered and that Motion 1 is not accepted on the basis that there is a policy already in place.***

**CARRIED (7/0)**

**9.3.1 Motion 1**

*“BFAC recommend that Council support the development of a one day firefighter course”*

Moved: Mark Scott

Seconded: Carey Curtis

7 for, 1 abstained

Officer Comment

Policy number BFC 3 was reviewed on 25 January 2018 and states the following;

*“The Council duty of care recognises the competencies contained in DFES Introduction to Fire Fighting and Bushfire Fighting courses to be the desired minimum requirement for fire fighters on fire ground in Nannup Shire area.”*

This policy is in line with the minimum required training recommended by the Department of Fire and Emergency Services (DFES). DFES also recommend that each bush fire volunteer complete the AIMS Aware training.

***Motion 1 – not accepted on basis that there is a policy already in place.***

**9.3.2 Motion 2**

*“BFAC agrees to current executive incumbents as status quo”*

Moved: Ian Wishart

Seconded: Mark Scott

**CARRIED**

Officer Comment

Nil officer comments required.

**9.3.3 Motion 3**

*“The BFAC endorses the additional position of Deputy Chief BFCO and that John Patman is nominated for the position.”*

*Moved: Robin Mellema*  
*Seconded: Ashley Kidd* *7 for, 1 abstained*

Officer Comment

There is no legislative requirement to have a second Deputy Chief BFCO, however, by doing so can provide additional flexibility when others are unavailable to attend duties.

It is noted that a second Deputy Chief BFCO would attract a further honorarium fee prescribed in Motion 4 below.

**9.3.4 Motion 4**

*“The Chief BFCO and Deputy BFCO’s receive an honorarium of \$1,500 and \$750 each respectively.”*

*Moved: Mark Scott*  
*Seconded: Ian Wishart* *5 for, 1 abstained*

Officer Comment

This is common across Local Government in order to compensate the officer positions for undertaking their extensive duties.

**9.3.5 Motion 5**

*“Shire to investigate the possibility of maintaining Gold Gully Road to Donnelly Holiday Village for emergency response.”*

*Moved: Vic Lorkiewicz*  
*Seconded: Ian Wishart* **CARRIED**

Officer Comment

Gold Gully Road from Mount Lewin Loop to Stallard Road is 7.988 kilometres

Gold Gully Road is not a Shire road being under the control of DBCA. i.e. Gold Gully Road is not Gazetted.

Stallard Road from Gold Gully Road to Sears Road is 4.67 kilometres. Stallard Road is a Shire maintained road and is Gazetted.

Maintenance Grading cost is estimated at \$1,266 per kilometre or \$16,430 per visit. It is expected that this road would require grading a minimum of four times per year.

The current road condition for both roads is marginal in several locations with bed rock appearing, is narrow with drainage issues. Drainage repairs and trafficable width would need to be investigated with possible widening needing to be carried out for traffic safety. As there is no gravel to use for repairs and to complete maintenance to an acceptable standard gravel would need to be carted to allow gravel sheeting over sections. An accurate cost estimate to complete the actual work required is unavailable at the time of writing but would be in the vicinity of \$58,000 per kilometre.

The Shire has no traffic data (vehicle counts) for these roads.

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

Nil

#### **11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

<b>Date</b>	<b>Meeting</b>	<b>Councillor</b>
30 August	BIG N AGM and Ordinary Meeting	Buckland
11 September	Risk Management Committee	Longmore, Steer

#### **12. REPORTS OF OFFICERS**

AGENDA NUMBER:	12.1
SUBJECT:	Delegated Planning Decisions for August 2018
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:	7 September 2018
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 Application 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 August 2018 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 August 2018, two (2) 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 2018 compared to August 2017:

	<b>August 2017</b>	<b>August 2018</b>
<b>Delegated Decisions</b>	1 (\$30,000)	2 (\$10,500)
<b>Council Decisions</b>	0	1 (\$65,000)
<b>Total</b>	<b>1(\$30,000)</b>	<b>3 (\$75,500)</b>



**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 August 2018 as per Attachment 12.1.1.

**VOTING REQUIREMENTS:**

Simple Majority

**18148 LONGMORE/BUCKLAND**

***That Council receives the report on Delegated Development Approvals for August 2018 as per Attachment 12.1.1.***

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

AGENDA NUMBER:	12.2
SUBJECT:	Mitigation Activity Fund 2018/19
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WRK 01
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	Jonathan Jones – Manager Infrastructure
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	20 September 2018

**BACKGROUND:**

The Shire of Nannup submitted an application for Mitigation Activity Funding for the 2018/19 Financial Year and was advised on the 14<sup>th</sup> September 2018 by State Government through media announcement that the Shire of Nannup was a recipient of Mitigation Activity Funding 2018/19 Year.

**COMMENT:**

The Shire of Nannup's original application for Mitigation Activity Funding for the 2018/19 was \$487,500, with notification that actual funds received were \$476,500. This amount was not included in the 2018/19 Budget and so requires endorsement by Council before funds can be accepted.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS:**

ADM 4 Purchasing Policy

**FINANCIAL IMPLICATIONS:**

Additional revenue of \$476,500 within the 2018 19 Financial Year Budget.

**STRATEGIC IMPLICATIONS:**

4.1 Our Sanctuary We will protect our amazing nature, magnificent forests, managed bush land, rivers, agriculture and our pristine coastline

4.2 Our Location Keep our beautiful combination of natural landscapes and built environments to retain our community and amenity.

**RECOMMENDATION:**

That Council accepts the Mitigation Activity Funding 18/19 and adjust 2018/19 Budget to reflect this inclusion.

**VOTING REQUIREMENTS:**

Absolute Majority.

**18149 STEVENSON/FRASER**

***That Council accepts the Mitigation Activity Funding 18/19 and adjust 2018/19 Budget to reflect this inclusion.***

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

AGENDA NUMBER:	12.3
SUBJECT:	Budget Monitoring – July 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Robin Lorkiewicz – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	19 September 2018
ATTACHMENT:	12.3.1: Financial Statements for the Period Ending 31 July 2018

**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 12.3.1.

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

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

**COMMENT:**

Please refer to the attachment, Financial Statements for period(s) ending 31 July 2018 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 2018/19.

**STRATEGIC IMPLICATIONS:**

Nil.

**RECOMMENDATION:**

Monthly Financial Statements for the period ending 31 July 2018 be received.

**VOTING REQUIREMENTS:**

Simple Majority.

**18150 STEVENSON/BUCKLAND**

***Monthly Financial Statements for the period ending 31 July 2018 be received.***

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

AGENDA NUMBER:	12.4
SUBJECT:	Monthly Accounts for Payment - August 2018
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Lorkiewicz –Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT	19 September 2018
ATTACHMENT:	12.4.1: Accounts for Payment – August 2018

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 August 2018 to 31 August 2018 as detailed hereunder and noted on the attached schedule, are submitted to Council.

**COMMENT:**

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

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

**Municipal Account**

Accounts paid by EFT	10828 – 10958	381,731,.27
Accounts paid by cheque	20309 – 20315	350,900.68
Accounts paid by Direct Debit	DD10211.1 – DD10267.10	49,663.19
<i>Sub Total Municipal Account</i>		<u>\$782,295.14</u>

**Trust Account**

Accounts paid by EFT	10924 – 10959	1,373.62
Accounts Paid by cheque		0.00
<i>Sub Total Trust Account</i>		<u>\$1,373.62</u>
<b>Total Payments</b>		<u><u><b>\$783,668.76</b></u></u>

**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 \$783,668.76 1 August 2018 to 31 August 2018 in the attached schedule be endorsed.

**VOTING REQUIREMENTS:**

Simple Majority

**18151 FRASER/HANSEN**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$783,668.76 1 August 2018 to 31 August 2018 in the attached schedule be endorsed.***

**CARRIED (7/0)**

**PROCEDURAL RECOMMENDATION**

**18152 STEER/LONGMORE**

***That Council consider the late Agenda item 12.5.***

**CARRIED (5.2)**

***Voted For Motion: Mellema, Steer, Longmore, Buckland, Fraser***

***Voted Against Motion: Hansen, Stevenson***

AGENDA NUMBER:	12.5
SUBJECT:	Room Hire Concession
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	South West Food Bowl
FILE REFERENCE:	ASS 5
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	26 September 2018
ATTACHMENTS:	Nil

**BACKGROUND:**

The South West Foodbowl Association Incorporated (SWFB) was started in 2012 by a group of enthusiastic farmers who realised that “*where does my food come from*” was not well recognised in both schools and the broader community.

Based on this concept the group has made it an aim to bridge the gap between consumers and farmers while at the same time showcasing and celebrating Nannup Agricultural community. This is done through promotion of the industry and acknowledgement of possible training and career opportunities within the agricultural sector.

For the 2018/19 program, a community grant application was made to Council for \$1500. Officers assessed this application along with all other applications received, with a final recommendation that was included within the 2018/19 budget for an amount of \$500. While this is considerably less than what was applied for, it was of a similar reduction to all other grant applications requested.

Council has however, received a letter from Mrs Barbara Dunnet, as Chairperson of this organisation, requesting that the hall hire fees for this event be waived to compensate for the reduction in the grant funding received.



**COMMENT:**

A breakdown of facilities that will be used in the hosting of this events is as follows:

• Recreation Centre Hall 2 x full days @ \$200 per day	\$400
• Community Room Hall Hire 2 x full days @ \$105	\$210
Discount already applied through consent of ECDO	-\$105
• Hockey Oval – 2 days no charge	\$ 0
Total Cost:	\$ 505

For Council the issue remains around the equity of the above request. Of all Community Grants applied for this financial year there were similar reductions in overall grant funding approved. As Councillors are aware, this year is a year of financial constraints being required in every area of the budget, if Council is to agree to the above request the result will be that the actual contribution to this organisation will then be out of step with that offered to other community grant applicants.

A matter to also consider within this request, if Council is to agree to waiving fees, there could be similar requests from other grant applicants who also received reduced funding which would then have a larger impact on our overall budget.

Also of note in the grant application was that applications for grant funding was made to various other organisations as well as Council in this financial year, it would be hoped that the SWFB were successful in other funding opportunities which could be used to cover overall expenditure.

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

FNC 3 – Community Group Grants and Donations

**FINANCIAL IMPLICATIONS:**

Full charge per Fees and Charges \$610

Fee waiver already applied based on agreement with Economic and Community Development Officer (\$105).

Total cost of hall hiring for the event \$505

Total lost revenue for Shire of Nannup \$610

## STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

### **Focus point 5.1 - Listen**

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

#### Strategies

Support of existing and emerging community groups.

#### Action

Provide community funding and support for events and community groups.

#### Responsibility

Facilitator

## RECOMMENDATION

That Council advise the South West Foodbowl Association that to waive fees for the hiring of facilities to the events held over the 18<sup>th</sup> and 19<sup>th</sup> of October would represent an increase in Community Grants already received which would be viewed as inequitable against all other community groups that received reduced funding this financial year. For this reason, the request for reduction in fees is not granted.

## VOTING REQUIREMENTS:

Simple Majority

### **18153 STEER/LONGMORE**

***That Council advise the South West Foodbowl Association that to waive fees for the hiring of facilities to the events held over the 18<sup>th</sup> and 19<sup>th</sup> of October would represent an increase in Community Grants already received which would be viewed as inequitable against all other community groups that received reduced funding this financial year. For this reason, the request for reduction in fees is not granted.***

**CARRIED (4/3)**

***Voted For Motion: Mellema, Steer, Longmore, Buckland  
Voted Against Motion: Hansen, Fraser, Stevenson***

**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 Deputy Shire President declared the meeting closed at 4.58pm.