



Agenda

Council Meeting to be held Thursday 24 June 2021

Commencing at 5.30pm in Council Chambers, Adam Street, Nannup

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SHIRE OF NANNUP
NOTICE OF ORDINARY COUNCIL MEETING

To be held at the Council Chambers
Thursday 24 June 2021 at 5.30 pm

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

The Shire President to acknowledge the traditional custodians of the land, the Wardandi and Bibbulmun people; paying respects to Elders past, present and emerging.
The Shire President to declare the meeting open and welcome the public gallery.

2. ATTENDANCE/APOLOGIES:

2.1 ATTENDANCE

2.2 APOLOGIES

3. PUBLIC QUESTION TIME:

3.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Please see attachment 3.1

3.2 PUBLIC QUESTION TIME

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

4.1 APPROVED LEAVE OF ABSENCE

4.2 APPLICATION FOR A LEAVE OF ABSENCE

5. CONFIRMATION OF MINUTES:

5.1 Shire of Nannup Ordinary Council Meeting – 27 May 2021

EXECUTIVE RECOMMENDATION:

That the Minutes from the Ordinary Meeting of Council held 27 May 2021 be confirmed as a true and accurate record (attachment 5.1).

5.2 Tourism Committee – 6 May 2021

EXECUTIVE RECOMMENDATION:

That the Minutes of the meeting of Tourism Committee held 6 May 2021 be received (attachment 5.2).

5.3 Bush Fire Advisory Committee AGM – 3 May 2021

EXECUTIVE RECOMMENDATION:

That the Minutes of the Bush Fire Advisory Committee AGM held 3 May 2021 be received (attachment 5.3).

5.4 Bush Fire Advisory Committee – 3 May 2021

EXECUTIVE RECOMMENDATION:

That the Minutes of the meeting of Bush Fire Advisory Committee meeting held 3 May 2021 be received (attachment 5.4).

6. ANNOUNCEMENTS FROM PRESIDING MEMBER:

7. DISCLOSURE OF INTEREST:

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Where a member has disclosed a financial or proximity interest in an item, they must leave the Chamber for consideration of that item.

Where a member has disclosed an impartiality interest in an item, they may remain in the Chamber. The member is required to bring an independent mind to the item and decide impartially on behalf of the Shire of Nannup and its community.

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

Nil.

9. PRESENTATIONS:

9.1 PETITIONS

Nil.

9.2 PRESENTATIONS

Nil.

9.3 DEPUTATIONS

Nil.

10. MEETING CLOSED TO THE PUBLIC:

10.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED:

Nil.

10.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC:

11. REPORTS BY MEMBERS ATTENDING COMMITTEES:

12. REPORTS OF OFFICERS:

AGENDA NUMBER & SUBJECT:	12.1 –Delegated Planning Decisions for May 2021
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:	14 June 2021
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 May 2021 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 May 2021, 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 May 2021 compared to May 2020:

	May 2020	May 2021
Delegated Decisions	1 (\$7,500)	5 (\$76,000)
Council Decisions	0	0
Total	1 (\$7,500)	5 (\$76,000)

100% of all approvals issued in the month of May 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.

VOTING REQUIREMENTS: Simple Majority

OFFICER RECOMMENDATION:

That Council receives the report on Delegated Development Approvals for May 2021 as per Attachment 12.1.1.

AGENDA NUMBER & SUBJECT:	12.2 - Early Learning Centre Service - Nannup
LOCATION/ADDRESS:	32 Grange Road Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Kim Dolzadeli – Manager Corporate and Community Services
REPORTING OFFICER:	Kim Dolzadeli – Manager Corporate and Community Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	16 June 2021
ATTACHMENTS:	12.2.1 – Letter from Nannup Occasional Childcare Association Inc. (FROGS) 12.2.2 – Letter from Regional Early Education & Development Inc. (REED) 12.2.3 – Comprehensive background information Regional Early Education & Development Inc. (REED)

BACKGROUND:

FROGs have been delivering Early Learning Centre Services from the property located at 32 Grange Road Nannup which is leased from the Shire of Nannup

FROGs is incorporated with their registration name being Nannup Occasional Childcare Association Incorporated since 16th February 2005.

COMMENT:

FROGs is a committee run Not for Profit Organisation.

FROG's through their President have been in communication with Senior Officers since April 2021 with respect to operation of the Early Learning Centre raising concerns with respect to committee liability exposure, operating model and long term ability to provide ongoing services.

The FROGs Committee has been discussing potential options for delivery of service with Regional Early Education and Development Incorporated (REED).

The FROGs Committee formally requested a merger on 29th April 2021 with the REED Board happy to support this request. Both Associations have signed a merger agreement and are working towards a merger taking place in mid 2021.

The process of merger involves both Associations lodging a formal application with the Early Childhood Regulatory Unit (ECRU) to transfer the approved provider status to REED, thereby ensuring that FROGS becomes a service under the auspices of REED.

Why was REED formed:

Work commenced in 2015 as part of the Wheatbelt Early Childhood Education and Care (ECEC) Sustainability Project looked at ways to ensure that ECEC services:

- continue to be provided across the Wheatbelt Region for the benefit of children and their families, communities and the economy,
- are sustainable and deliver high quality programs which contribute to children's development in their critical early years.

The outcome of that project was the agreement that a single regionally based ECEC organisation be established, recognised for its professionalism, sound governance and financial management, together with the quality of the services it provides for children.

This organisation, established in 2018, is REED Inc. (Regional Early Education and Development Inc.).

REED currently operates the following centres throughout regional locations within Western Australia:

- | | |
|------------------------------------|------------------------------|
| • Great Beginnings Family Day Care | • Mobile – Wickepin Pingelly |
| • REED – Brookton | • REED – Bruce Rock |
| • REED – Corrigin | • REED – Cunderdin |
| • REED – Dalwallinu | • REED – Darkan |
| • REED – Dowerin | • REED – Hyden |
| • REED – Merredin | • REED – Mukinbudin |
| • REED – Narembeen | • Narrogin OSHC |
| • REED – Narrogin | • REED – Quairading |
| • REED – Wundowie | • REED – Yilgarn |

Note: Comprehensive Background can be found in Attachment 12.2.3.

STATUTORY ENVIRONMENT:

Section 3.58 of the Local Government Act and Regulation 30 of the Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

TBC – will be determined as part of Lease negotiations, staff will work towards balancing cost/benefit to Council in order to maintain this service in Nannup.

STRATEGIC IMPLICATIONS:

Ongoing delivery of Early Learning Centre Services in Nannup.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council:

1. Agree to negotiate a Lease with Regional Early Education and Development Incorporated (REED) for the property located at 32 Grange Road, Nannup to be utilised for the purpose of Early Learning Centre Services, and
2. Authorise the Chief Executive Officer to sign an “intent to enter into lease agreement” letter pending the lease negotiations proceeding.
3. Note that the Final Lease agreement will be presented to Council for approval.

Advice Note: a formal application with the Early Childhood Regulatory Unit (ECRU) to transfer the approved provider status to REED cannot commence without the letter of intent.

AGENDA NUMBER & SUBJECT:	12.3 – Monthly Accounts for Payment – May 2021
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 May 2021
ATTACHMENT:	12.3.1 – Accounts for Payment May 2021

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 May to 31 May 2021 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	13562 to 13653	280,063.66
Accounts paid by cheque	20509 to 20516	10,383.30
Accounts paid by Direct Debit	DD11134.1 to D11175.14	72,960.03
<i>Sub Total Municipal Account</i>		<u>\$323,207.95</u>

Trust Account

Accounts paid by EFT	13580, 13581, 13644, 13654	3,800.62
<i>Sub Total Trust Account</i>		<u>3,800.62</u>
Total Payments		<u><u>\$367,209.61</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.

VOTING REQUIREMENTS:

Simple Majority

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal and Trust Account fund totalling \$367,209.61 for the period 1 May 2021 to 31 May 2021 in the attached schedule(s) be endorsed.

AGENDA NUMBER & SUBJECT:	12.4 – Statement of Financial Activity – 31 May 2021
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 15
AUTHOR:	Kim Dolzadelli – Manager Corporate and Community Services
REPORTING OFFICER:	Kim Dolzadelli – Manager Corporate and Community Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	17 June 2021
ATTACHMENT:	12.4.1 – Statement of Financial Activity for the period ending 31 May 2021

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.

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

COMMENT:

As at 31 May 2021, the Shire's financial performance is considered satisfactory.

Whilst current variances exist in some operational areas, these are primarily due to timing differences or are offset with matching income/expenditure, are not material in nature or are transactions that have no direct impact on the Net Current Position.

Acknowledging Capital expenditure is presently tracking below year to date budget estimates the officer notes that whilst many items will be addressed in the remaining months to 30 June there is a likelihood that some of these items will need to be carried over into the coming 2021/2022 Municipal Budget.

Reporting on Material Variances can be found on Page 4 of Attachment 12.4.1.

STATUTORY ENVIRONMENT:

Section 6.4 of the Local Government Act and Regulation 34 of the Local Government (Financial Management) Regulations detail the form and manner in which a local government is to prepare financial activity statements.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Simple Majority.

RECOMMENDATION:

That Council receives the statutory Statement of Financial Activity for the period ending 31 May 2021, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

AGENDA NUMBER & SUBJECT:	12.5 – Acceptance of Shire of Nannup Cultural Plan
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	WLF 5
AUTHOR:	Nicole Botica – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	18 June 2021
ATTACHMENT:	12.5.1 - Shire of Nannup Cultural Plan

BACKGROUND:

The previous Cultural Plan has been reviewed through a process of community consultation. This was advertised for public comment for a period of one month and letters inviting comment were sent to Nannup Arts Inc., Nannup Music Club, Nannup CWA, Nannup Historical Society, Nannup Chamber of Commerce and Industry, Nannup Community Resource Centre and the Nannup Lions Club. Public comments closed on 26 July 2019.

The Nannup Shire Council reviewed the Plan in August 2019 and requested that a priority action plan be included in the plan. This has been workshopped with the Shire Councillors in September and October of 2019. The Cultural Plan Implementation Strategy has been included utilising the different objectives and timeframes for implementation.

Cultural planning supports local economic development and encourages municipalities to integrate cultural planning into their daily business; to emphasize local arts, cultural industries, heritage and libraries as we plan for the future of our communities. Culture adds to the wealth of a community in many ways, such as attracting tourists, creating jobs, revitalizing neighbourhoods and attracting new businesses.

COMMENT:

A high number of the key recommendations in the previous Cultural Plan were achieved by Council and community groups. This demonstrates the value of the plan and that it has remained active and current to the community needs.

While completing the Cultural Plan, consultation has been undertaken with numerous groups, these include:

- Community organisations,
- Artists,

- Creative Corner (who are based in Margaret River),
- Engaging with residents within the shire, and
- A drop in day and invitation to complete a written survey.

The recommendations collated through this process now form part of an informing document to Council's Strategic Community Plan 2017 - 2027.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

\$2,000 annual operational budget to implement activities and leverage further funding.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

1.1 All of us/who we are:

We will retain pride in being a small but friendly town that is a welcoming place to live and is full of wonderful people.

VOTING REQUIREMENTS:

Simple Majority.

OFFICER RECOMMENDATION:

That Council endorse the Shire of Nannup Cultural Plan.

AGENDA NUMBER & SUBJECT:	12.6 - Implementation of the Memorandum of Understanding Delivery Of Works And Coordination Of Activities In Respect Of 2160109 Brockman Highway and 2160047 Mowen Road As Part Of The Regional Road Safety Program.
LOCATION/ADDRESS:	Brockman Highway and Mowen Road – Shire of Nannup
NAME OF APPLICANT:	David Taylor – Chief Executive Officer
FILE REFERENCE:	
AUTHOR:	Jonathan Jones – Manager Infrastructure
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	14 June 2021
ATTACHMENT:	12.6.1 – Memorandum of Understanding for 2160109 Brockman Highway between Shire of Nannup and Main Roads WA 12.6.2 - Memorandum of Understanding 2160047 Mowen Road between Shire of Nannup and Main Roads WA

BACKGROUND:

Council is requested to consider agreement with Main Roads Western Australia through a Memorandum of Understanding “Delivery of Works and Coordination of Activities in Respect of Brockman Highway 2160109 – Sealed Shoulders with Audible Line Marking” and a Memorandum of Understanding “Delivery of Works and Coordination of Activities in Respect of Mowen Road 2160047 – Sealed Shoulders with Audible Line Marking” as Part of the Regional Road Safety Program (RRSP).

On 6 January 2021 the Commonwealth and State Government announced via media statement upgrades to regional WA roads. The WA State Government committed that around 10% of the funding would be allocated to upgrading of local roads with up - grades to be undertaken on specific projects based upon certain guidelines.

Main Roads WA were given the responsibility to contact individual Shire Councils advising of nominated roads for inclusion in the program and ask if those shires would be interested in supporting the RRSP program.

The Shire of Nannup was advised that Brockman Highway (Bridgetown to Nannup Road) and Balingup Road were determined to be qualifying roads within the program. A later conversation with Main Roads WA by the Manager Infrastructure identified Mowen Road as another qualifying road and was therefore added.

Main Roads WA advised works on Local Government (LG) roads would be undertaken in two tranches, T2 and T3. T2 works must be started and completed within the period 1 Jul 21 to 31 Dec 21. T3 works must be started and completed within the period 1 Jan 22 – 30 Jun 22. Funding from the Commonwealth is on a 'use it or lose it' basis with it being critical that works are commenced and completed in the tranches nominated.

The Manager Infrastructure prepared and submitted Nomination Forms for all three roads and received advise that two of the three roads were successful, those being Brockman Highway 2160109 and Mowen Road 2160047.

Both roads are regarded as Tranche 3 works.

COMMENT:

On the 25th May Main Roads WA advised via email that a Memorandum of Understanding (MOU) with Project Management Plan must be submitted to Main Roads WA for each road by 8th June 2021 to enable inclusion in the RRSP program.

MOU's and Project Management Plans have now been completed and sent to Main Roads WA to allow both Mowen Road and Brockman Highway inclusion.

It is recognised that preliminary preparation works must be undertaken prior to actual shoulder rehabilitation being carried out on Brockman Highway and to a much lesser extent on Mowen Road. Some preliminary preparation work can be funded via Roads To Recovery (RTR) funds with Tree/Stump removal, clearing of table drains and batters plus culvert extensions able to be commenced through this funding source.

To allow timely implementation of project works a Flora/Fauna Desktop Tree Site and Coordinates study is now underway with GIS Data gathering and mapping plus Site survey and pegging planned.

Initial estimations determined that utilisation of Roads To Recovery funds would be sufficient to cover preliminary preparation as outlined above, however due to time constraints determining project costs and timely submission to Main Roads WA the initial cost analysis did not properly capture all challenges that may be faced in carrying out work on Brockman Highway.

Since the initial cost estimation the Manager Infrastructure has determined RTR funds will not cover the complete cost of tree/stump removal, culvert extension and extra materials required, therefore the MI re-estimated this cost and advised Main Roads WA accordingly. Main Roads WA considered the request, determined it as justifiable and advised verbally that they would support this and asked that the project be re nominated. The MI has since resubmitted a nomination for Brockman Highway and is awaiting written confirmation.

STATUTORY ENVIRONMENT:

2021 – 2022 Budget
Local Government Act 1995

POLICY IMPLICATIONS:

WRK 2 Disposal of Verge Timber
 WRK 9 Road Verge Development

FINANCIAL IMPLICATIONS:

Brockman Highway (Bridgetown – Nannup Road) re estimated at \$1,728,976 fully funded by the RRSP program plus Roads to Recovery (RTR) funds of \$306,800. Total \$2,035,776.

Mowen Road project cost estimated remains at \$1,488,014 fully funded by the RRSP program. To enable completion of Mowen Road there are no unforeseen challenges therefore no extra funding required with the initial estimation being correct.

Nil Cost to Municipal Funds

STRATEGIC IMPLICATIONS:

Extract from the Shire of Nannup Strategic Community Plan 2017 – 2027 –

3.1 Our Shire and Streetscape – Keep the charm and fabric of our unique shire and upgrade the amenity

VOTING REQUIREMENTS:

Simple Majority.

RECOMMENDATION:

That Council endorses the Chief Executive Officer to allow –

1. Delivery of Works and Coordination of Activities in Respect of 2160109 Brockman Highway – Sealed Shoulders with Audible Line Marking as per Memorandum of Understanding between Main Roads WA and the Shire of Nannup as attached and utilising 100% of the 21/22 allocation of Roads to Recovery funds.

2. Delivery of Works and Coordination of Activities in Respect of 2160047 Mowen Road – Sealed Shoulders with Audible Line Marking as per Memorandum of Understanding between Main Roads WA and the Shire of Nannup as attached.

AGENDA NUMBER & SUBJECT:	12.7 – Standards for CEO Recruitment, Performance & Termination
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	PSN 3
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Impartiality – Chief Executive Officer
DATE OF REPORT:	17 May 2021
ATTACHMENT:	12.7.1 - Standards for CEO Recruitment, Performance and Termination

*****Impartiality Interest – Chief Executive Officer. The Chief Executive Officer has an interest in this matter but it considered impartial and therefore has been involved in the production of this report.***

BACKGROUND:

The Local Government (Administration) Amendment Regulations 2021 (the Model CEO Regulations) bring into effect section 22 of the Local Government Amendment Act (No.2) 2020 (the Amendment Act) by introducing mandatory minimum standards that cover the recruitment, selection, performance review and early termination of a local government Chief Executive Officer (CEO). The Model CEO Regulations provide a framework for local governments to select a CEO in accordance with the principles of merit, probity, equity and transparency.

Key features of these regulations include the requirement:

1. to establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;
2. to establish a performance review process by agreement between the local government and the CEO; and
3. to conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

In addition, requirements for advertising vacant CEO positions have been updated to align with amendments to state-wide public notice provisions.

Local governments are required to prepare and adopt the Model CEO Standards which form Schedule 2 of the Model CEO Regulations within three months of the regulations coming into effect. Until such time as a local government formally adopts the Model CEO Standards, the regulations apply.

A copy of the Model CEO Standards prepared for adoption by Council is attached.

OFFICER COMMENT:

The proposed Standards for CEO Recruitment, Performance and Termination are consistent with the model standards as outlined in the amendments to the Local Government Act and the Local Government (Administration) Regulations 1996.

The proposed standards were provided by WALGA as a template administrative tool to assist local governments in developing their own standards for adoption by Council.

As part of the adoption process WALGA has recommended that a review of the local governments current employment actions be carried out to identify any possible inconsistencies with the model standards.

- Regarding Division 2 – Standards for recruitment of CEO's, there are no current recruitment actions under way that would be compromised by the commencement of these new standards.

- Regarding Division 3 – Standards for Review of performance of CEOs, the 2020/21 CEO performance review process is commencing upon adoption of these Standards. Recommendation Part 2 recommends the appointment of Hammond Woodhouse Advisory to be the independent party during the 2021/21 annual performance review.

- Regarding Division 4 – Standards for termination of employment of CEOs, there are no current termination actions under way that would be compromised by the commencement of these new standards.

STATUTORY ENVIRONMENT:

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government Amendment Act 2019 (Amendment Act)

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

There will be costs associated with procuring an independent party in alignment with the Model Standard.

STRATEGIC IMPLICATIONS:

Extracts from the Shire of Nannup Strategic Community Plan 2017-2027.

Our Council Leadership

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council:

1. Adopts the Shire of Nannup Standard for Chief Executive Officer Recruitment, Performance and Termination, and;
2. Appoint Hammond Woodhouse Advisory to be the independent party during the 2021/21 annual performance review.

AGENDA NUMBER & SUBJECT:	12.8 Bush Fire Advisory Committee – AGM – Appointment of Committee Members
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FRC 1
AUTHOR:	Kim Dolzadelli – Manager Corporate and Community Services
REPORTING OFFICER:	Kim Dolzadelli – Manager Corporate and Community Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	21 May 2021

BACKGROUND:

The Bush Fire Advisory Committee (BFAC) met on the 3rd of May 2021 for its Annual General Meeting.

COMMENT:

The following motions were carried at the meeting:

Motion

1. That Councillor Cate Stevenson be elected as Presiding Member of the Shire of Nannup Bush Fire Advisory Committee.

Moved: Robin Mellema

Seconded: Mark Scott

Carried

Motion

1. That Councillor Patricia Fraser be elected as Deputy Presiding Member of the Shire of Nannup Bush Fire Advisory Committee.

Moved: Robin Mellema

Seconded: Mark Scott

Carried

Motion

1. That Robin Mellema be elected as Chief Bush Fire Control Officer of the Shire of Nannup for the 2021/22 financial year.

Moved: John Patman

Seconded: Carey Curtis

Carried

Motion

1. That Mark Scott and John Patman be elected as Deputy Chief Bush Fire Control Officers of the Shire of Nannup for the 2021/22 financial year.

Moved: Robin Mellema

Seconded: Carey Curtis

Carried

Motion

1. That the following individuals be elected as Fire Control Officers of the Shire of Nannup for the 2021/22 financial year.

Peter Hastie – Carlotta Fire Control Officer (FCO)

Gerald Brown – Cundinup Fire Control Officer (FCO)

Andrew McNab – Scott River Fire Control Officer (FCO)

Vic Lorkiewicz – East Nannup Fire Control Officer (FCO)

Mike Vasey – North Nannup (FCO)

Carey Curtis – Nannup Brook (FCO)

Mark Scott – Balingup Road (FCO)

John Gaunt – Peerabeelup (FCO)

John Patman – Darradup (FCO)

Moved: Robin Mellema

Seconded: Peter Hastie

Carried

Council also appoints its Community Emergency Services Officer, Leigh Fletcher, and Shire of Nannup Ranger Rosalyn Edwards to the position of Fire Control Officer for the purpose of operation.

STATUTORY ENVIRONMENT:

“Part 5 – Administration” of the Local Government Act 1995 details the operation of Committees of Council.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Absolute Majority.

RECOMMENDATION:

1. That in relation to the Bush Fire Advisory Committee Council appoint the following individuals for the 2021/22 Financial Year:

a) Councillor Catherine Stevenson to the position of Presiding Member of the Shire of Nannup Bush Fire Advisory Committee,

b) Councillor Patricia Fraser to the position of Deputy Presiding Member of the Shire of Nannup Bush Fire Advisory Committee,

c) Robin Mellema to the position of Chief Bush Fire Control Officer of the Shire of Nannup,

d) Mark Scott and John Patman to the position of Deputy Chief Bush Fire Control Officers of the Shire of Nannup, and

e) That the following individuals be appointed to the position of the Fire Control Officers for the Shire of Nannup:

- Peter Hastie – Carlotta Fire Control Officer (FCO)
- Gerald Brown – Cundinup Fire Control Officer (FCO)
- Andrew McNab – Scott River Fire Control Officer (FCO)
- Vic Lorkiewicz – East Nannup Fire Control Officer (FCO)
- Mike Vasey – North Nannup (FCO)
- Carey Curtis – Nannup Brook (FCO)
- Mark Scott – Balingup Road (FCO)
- John Gaunt – Peerabeelup (FCO)

- John Patman – Darradup (FCO)

2. That Council appoint the following officers to the position of the Fire Control Officers for the Shire of Nannup:

- Leigh Fletcher – Shire of Nannup Community Emergency Services Office (FCO)
- Rosalyn Edwards - Shire of Nannup Ranger (FCO)

AGENDA NUMBER & SUBJECT:	12.9 – Bush Fire Advisory Committee – Terms of Reference
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FRC 1
AUTHOR:	Kim Dolzadelli – Manager Corporate & Community Services
REPORTING OFFICER:	Kim Dolzadelli – Manager Corporate & Community Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT	21 May 2021
ATTACHMENT:	12.9.1 – BFAC Terms of Reference

BACKGROUND:

The Bush Fire Advisory Committee (BFAC) met on the 3rd of May 2021 for its General Meeting, in this meeting the Committee considered changes to the Terms of Reference of the Committee.

COMMENT:

The changes contained within the proposed amended Terms of Reference of the Committee are as follows:

1. The addition of section 7.2(b) as below:

“7.2(b) Nomination of Fire Control Officers for Brigades - Individual Brigades should lodge their endorsed nomination of Fire Control Officer (for their Brigade) to be considered by the Bushfire Advisory Committee, generally, at the BFAC AGM.

It is also noted that, from time to time, Brigades may need to recommend appointment of Fire Control Officers at different times of the year in which instance these are to be made to the BFAC at the next scheduled meeting.

BFAC is then to recommend to Council the appointment of Chief Bushfire Control Officer, Deputy Chief Fire Control Officer/s x 2 if applicable and Fire Control Officers for the district as applicable.

It is also noted that the following Officer positions are considered for appointment by Council as Fire Control Officers for the district:

- *Community Emergency Services Manager (CESM)*
 - *Ranger*
2. *Under section 7.3 the addition of Manager of Corporate and Community Services (MCCS) – Shire of Nannup*
 3. *Change to section 8.2 with the Month of August being changed to May:*

From:

- *“8.2 The August Meeting shall be the Bush Fire Advisory Committee’s Annual General Meeting.”*

To:

- *“8.2 The May Meeting shall be the Bush Fire Advisory Committee’s Annual General Meeting.”*
4. *Under section 12. “Officer Responsible for administration of Committee” the addition of Manager of Corporate and Community Services (MCCS) – Shire of Nannup*

The following motion with respect to the Committee Terms of Reference was carried at the meeting:

Motion

1. *That BFAC endorse the amended Bush Fire Advisory Committee (BFAC) Terms of Reference as tabled at the meeting.*
2. *That BFAC request Council officers to prepare an item for consideration of Council to consider the adoption of the amended BFAC Terms of Reference.*

Moved: CBFCO

Seconded: Mark Scott

Carried

STATUTORY ENVIRONMENT:

“Part 5 – Administration” of the Local Government Act 1995 details the operation of Committees of Council.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Nil.

VOTING REQUIREMENTS:

Absolute Majority.

RECOMMENDATION:

That in relation to the Bush Fire Advisory Committee Council adopt the amended Bush Fire Advisory Committee Terms of Reference as attachment 12.9.1.

AGENDA NUMBER & SUBJECT:	12.10 – 2021 Local Government Elections
LOCATION/ADDRESS:	Nannup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 2
AUTHOR:	David Taylor – Chief Executive Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	22 June 2021
ATTACHMENT:	12.10.1 - Quotation from WA Electoral Commission

BACKGROUND:

For Council to consider appointing the Western Australian Electoral Commission (WAEC) to carry out the 2021 Ordinary Election as a Postal Election.

In accordance with Section 4.20 of the Local Government Act 1995, the Chief Executive Officer is the Returning Officer for Local Government Elections unless other arrangements are made, such as the appointment of the WA Electoral Commissioner being appointed as the Returning Officer and authorised to conduct the elections.

The upcoming elections in 2021 are to be held on the third Saturday in October 2021 (16 October 2021) with four councillor positions up for re-election.

Historically, the Shire of Nannup have conducted elections in-house with the Chief Executive Officer being the returning officer with assistance being provided from the Manager Corporate & Community Services.

COMMENT:

Many Local Governments throughout Western Australia utilise the services of the Electoral Office in managing the election process as it streamlines the process and allows staff to progress other priority areas within the organisation. The Shire of Nannup is the only Local Government Authority within the South West catchment of Council's that does not utilise the services of the WAEC.

The WAEC has provided an estimate of \$14,500 including GST (\$13181.82 Ex GST).

Advantages of appointing the WA Electoral Commission

- Increased Transparency – it may be perceived to be a greater level of independence and transparency by Councillor's and the Community in the running of the election as the Shire Administration is removed from the election process.
- Shire staff are able to pursue other priorities set by Council.

Disadvantages of appointing the WA Electoral Commission

- Higher costs when compared to being run internally.

If council wishes the Electoral Commissioner to be responsible for the conduct of the election this now has to be passed by Council (absolute majority) by no later than 28 July 2021.

STATUTORY ENVIRONMENT:

Section 4.20(4) of the Local Government Act 1995 and Section 4.61(2) of the Local Government Act 1995.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Option 1 - WA Electoral Commission conducted election

WA Electoral Commission Quotation estimate \$13,181.82 Exc GST (\$14,500 Inc. GST). This amount is currently included in the Draft Budget for 2021/22.

Option 2 – Shire of Nannup In-House conducted election

Internal Staff Costs are estimated to be \$8,000 – which includes wages, on-costs, advertising and consumables. This calculation excludes election day staff costs in order to align costings with the WAEC quotation, these additional costs would be in the vicinity of \$1,000.

This results in an estimated difference of \$4,181.81 in election costs.

STRATEGIC IMPLICATIONS:

Shire of Nannup Strategic Community Plan

Our Council Leadership

6.1 Lead, Listen, Advocate, Represent and Provide:

A) Listening Leadership that provides and represents all.

Our Council Leadership

6.2 We are one – To do what is right and fair for the people.

VOTING REQUIREMENTS:

Absolute Majority.

RECOMMENDATION:

That Council;

1. Declare, in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commission to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required, and
2. Decide in accordance with Section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election, and
3. Included provision in its 2021/22 Budget for the costs associated with the WA Electoral Commission running the 2021.

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

14. URGENT BUSINESS:

15. CLOSURE OF MEETING:



Attachments

Item	Attach	Title
3.1		Response to Questions on Notice
5.1		Shire of Nannup Ordinary Council Meeting Minutes 27 May 2021
5.2		Tourism Committee Minutes 6 May 2021
5.3		BFAC AGM Minutes
5.4		BFAC Minutes
12.1	1	Register of Delegated Development Approvals May 2021
12.2	1	Letter from Nannup Occasional Childcare Association Inc. (FROGS)
	2	Letter from Regional Early Education & Development Inc. (REED)
	3	Comprehensive background information Regional Early Education & Development Inc. (REED)
12.3	1	Accounts for Payment May 2021
12.4	1	Statement of Financial Activity for the period ending 31 May 2021
12.5		Shire of Nannup Cultural Plan
12.6	1	Memorandum of Understanding for 2160109 Brockman Highway between Shire of Nannup and Main Roads WA
	2	Memorandum of Understanding 2160047 Mowen Road between Shire of Nannup and Main Roads WA
12.7	1	Standards for CEO Recruitment, Performance and Termination
12.9	1	BFAC Terms of Reference
12.10	1	Quotation from WA Electoral Commission