



Shire of
Nannup
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Minutes

Public Copy

Council Meeting held Thursday 25 August 2016

Unconfirmed

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Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4:17pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

ATTENDANCE:

Shire President: Cr A Dean

Councillors: R Mellema, C Gilbert, R Longmore, N Steer, C Stevenson and P Fraser

Peter Clarke – Chief Executive Officer

Chris Wade – Manager Infrastructure (Retiring)

Mr Jon Jones – Manager Infrastructure (New Appointee)

Tracie Bishop – Manager Corporate Services

APOLOGIES:

Nil

LEAVE OF ABSENCE:

Cr A Slater was granted approval for Leave of Absence for this meeting at the 2016 April Council Meeting.

VISITORS: Mr Len Gilchrist, Mrs Rita Stallard, Mrs K Firth, Mrs Val Gazzola and Mr Ian Gibb

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.

Nil

4. PUBLIC QUESTION TIME:

The Shire President invited questions from the Public at: 4:19pm.

Mr Len Gilchrist

Question:

I would like to think that this Council to be open, transparent and accountable and without fear or favour.

Why, then, am I gagged from directing a question to an individual member of the Council?

If the reply is in the negative, then;

Your assertion that the matter has been dealt with is not correct and misleading, because of the following;

I refer to Minutes of the Ordinary meeting of Council held on 25.2.2016, and I quote – “The Minutes were presented to the Council at its November 2015 Ordinary meeting for adoption” end of quote.

In my question to Cr Longmore on 28.1.2016, my words were “deliberations” for the 2015 Citizen of the Year, which, of course, were held prior to 2015?

Response:

The Shire President advised that this question would be taken on notice and a written response would be supplied.

Mrs Rita Stallard

Question 1

Why has my property on East Nannup Road been allocated a new Rural Number under the Rural Numbering System when in fact the property is located within the Nannup town site boundary?

Response:

The Shire President deferred this question to the Manager Infrastructure, Mr Chris Wade, who advised that it was on his understanding that the whole of East Nannup Road was to be numbered to provide continuity in numbering from the commencement of the Road.

Mr Wade advised that he would follow this matter up further and provide a response to Mrs Stallard.

Question 2

It has been said that the proposed Dog Pound will be located at the Shire Depot. Does Council realise that this is in a residential area and that continuous barking by dogs impounded will cause stress to residents in that areas and how long is a dog contained before action is taken and what methods of disposal of the animal will be undertaken by Council?

Response:

The Shire President deferred this question to the CEO who advised that it was the intention to locate the Dog Pound at the Shire Depot and whilst no actual

site had been determined, Council will be mindful of its final location due to houses in close proximity. In respect to containment of the dogs, they can be kept for a period of 72 hours and if the dog is not claimed it will be euthanised in a humane way. The CEO further advised that it is necessary for a pound to be constructed to contain animals as the current method of containment is not satisfactory.

Mrs Kerry Firth

Question 1

What is the speed limit on the East Nannup Road ?

Response:

The Shire President deferred this question to the Manager Infrastructure, Mr Chris Wade, who advised that Main Roads WA govern speed limits and that East Nannup Road is an open Road and therefore the speed limit is 110kph unless otherwise signposted by Main Roads with regulatory signage.

Question 2

Why are Children's warning signs on East Nannup Road (500 metres from Vasse Highway) when there are no children who catch a school bus at this location?

Response:

The Shire President deferred this question to the Manager Infrastructure, Mr Chris Wade, who advised that these warning signs are erected by Council normally at the request of parents or the school because of bus pick-ups and unless Council is informed that they are no longer required, they stay until Council is formally notified. Mr Wade advised that he would investigate this matter and if there is no need for the signs to be in place, they will be removed.

Question 3

Two positions were recently advertised by the Shire for Works Supervisor and Manager for Infrastructure. What are these positions and why did the advertisements appear exactly the same in the newspaper?

Response:

The Shire President deferred this question to the CEO who advised that the positions are not the same and the Position Descriptions more accurately reflect the roles and responsibilities of the positions. The CEO invited Mrs

Firth to meet with him to discuss her concerns in order that he could explain the roles and responsibilities of these positions, which are existing ones.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Stevenson sought Leave of Absence from 3rd to 30th September 2016.

16108 MELLEMA/STEER

That Cr Stevenson be granted Leave of Absence from 3rd to 30th September 2016.

CARRIED (7/0)

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7. DECLARATIONS OF INTEREST

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

16109 STEER/LONGMORE

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 28 July 2016 be confirmed as a true and correct record.

CARRIED (7/0)

9. MINUTES OF COUNCIL & OTHER COMMITTEES

16110 FRASER/STEVENSON

That the following Minutes be received and noted:-

9.1 Business Initiative Group Nannup

That the Minutes of the Business Initiative Group Nannup meetings held on Thursday 14th July and Thursday 4th August 2016 be received.

9.2 Nannup Shire LEMC Minutes

That the Draft Minutes of the Nannup Shire LEMC meeting held on Wednesday 3rd August be received.

9.3 Warren Blackwood Alliance of Councils

That the Minutes of the Warren Blackwood Alliance of Councils held Wednesday 10th August 2016 be received.

CARRIED (7/0)

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President welcomed the new Manager for Infrastructure, Mr Jon Jones to the Shire of Nannup.

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

Date	Meeting	Councillor
03/08/2016	WALGA Conference	Longmore Steer Dean
03/08/2016	Local Emergency Management Advisory Committee	Fraser
10/08/2016	Warren Blackwood Alliance of Councils	Dean
12/08/2016	Vietnam Commemoration	Fraser
15/08/2016	Agricultural Summit	Fraser
16/08/2016	Lower Blackwood Catchment Land Conservation District Committee	Longmore
17/08/2016	Flower & Garden Festival Opening	Longmore

AGENDA NUMBER:	12.1
SUBJECT:	Review of Wards and Representation
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Western Australian Local Government Advisory Board
FILE REFERENCE:	ADM18
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	10 August 2016
ATTACHMENT:	12.1.1 – Draft Public Discussion Paper – Shire of Nannup Wards and Representation Review

BACKGROUND:

Mr Chris Berry, A/Manager Executive Support of the Executive Support Branch at the Department of Local Government and Communities, has written on behalf of the Local Government Advisory Board to advise that the Board has identified that the Shire of Nannup has not conducted a review of its Wards and Representation within the required timeframes and that the Board will be considering whether to instruct the Shire to undertake a review in early September 2016, which would then require it to be submitted to the Board for consideration no later than **31 March 2017**.

The March deadline will allow for all statutory requirements to be completed in time for gazettal of any changes required by 30 June 2017.

COMMENT:

Schedule 2.2 of the *Local Government Act 1995* states the following in respect to Wards and Representation reviews:-

6. Local government with wards to review periodically

- (1) A local government the district of which is divided into wards is to carry out reviews of —
 - (a) its ward boundaries; and
 - (b) the number of offices of councillor for each ward,from time to time so that not more than 8 years elapse between successive reviews.
- (2) A local government the district of which is not divided into wards may carry out reviews as to —

- (a) whether or not the district should be divided into wards; and
 - (b) if so —
 - (i) what the ward boundaries should be; and
 - (ii) the number of offices of councillor there should be for each ward,
- from time to time so that not more than 8 years elapse between successive reviews.
- (3) A local government is to carry out a review described in subclause (1) or (2) at any time if the Advisory Board requires the local government in writing to do so.

7. Reviews

- (1) Before carrying out a review a local government has to give local public notice advising —
- (a) that the review is to be carried out; and
 - (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.
- (2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

8. Matters to be considered in respect of wards

Before a local government proposes that an order be made —

- (a) to do any of the matters in section 2.2(1), other than discontinuing a ward system; or
 - (b) to specify or change the number of offices of councillor for a ward,
- or proposes under clause 4(2) that a submission be rejected, its council is to have regard, where applicable, to —
- (c) community of interests; and
 - (d) physical and topographic features; and
 - (e) demographic trends; and
 - (f) economic factors; and
 - (g) the ratio of councillors to electors in the various wards.

[Clause 8 amended by No. 49 of 2004 s. 68(7).]

9. Proposal by local government

On completing a review, the local government is to make a report in writing to the Advisory Board and may propose to the Board the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit.

At the May 2014 Ordinary meeting of Council Information Session, a report was presented to Council on the processes of a review and possible outcomes which was re-presented at a Budget Workshop held in February 2015. No action was taken by Council on each occasion. It is likely that the Local Government Advisory Board will instruct Council to formally undertake a review of its Wards and Representation and therefore it is considered that it should be proactive in this regard and commence the Review prior to formal notification.

The CEO has prepared a Draft Discussion Paper for consideration by Council. If Council is satisfied with the content of the Discussion Paper, it is required to formally resolve that the process be undertaken and then give local public notice that the review is to be carried out and that submissions may be made to Council within six (6) weeks from the date of the first notice.

STATUTORY ENVIRONMENT:

Schedule 2.2 of the *Local Government Act 1995* as it relates to Wards and Representation reviews

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Council Leadership – Strategy 6.1 Lead, Listen, Advocate, Represent and Provide.

RECOMMENDATION:

That Council, in accordance with the Local Government Advisory Board's advice regarding a possible directive to conduct a Review of the Shire of Nannup's Wards and Representation as per Schedule 2.2 of the *Local Government Act 1995*, Council acknowledges the need for such a Review to commence and endorses the Discussion Paper prepared by the CEO to which submissions from the community can be made.

VOTING REQUIREMENTS: Simple Majority

16111 STEVENSON/MELLEMA

That Council, in accordance with the Local Government Advisory Board's advice regarding a possible directive to conduct a Review of the Shire of Nannup's Wards and Representation as per Schedule 2.2 of the Local Government Act 1995, Council acknowledges the need for such a Review to commence and endorses the Discussion Paper prepared by the CEO to which submissions from the community can be made.

CARRIED (7/0)

AGENDA NUMBER:	12.2
SUBJECT:	Agg, Butte and Glacier Roads
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Mr Mark Scott – Director, Nannup Fresh Fruit
FILE REFERENCE:	WRK3
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	11 August 2016

BACKGROUND:

Mr Scott writes to Council regarding the maintenance of Agg, Butte and Glacier Roads. Mr Scott understands that the Shire of Nannup has only limited resources to carry out road maintenance and as such, Nannup Fresh Fruit carries out preventative maintenance on all of these roads and in the past has supplied gravel at no charge for the re-sheeting of Glacier Road. The Forest Products Commission also carries out works generally before and after they use the road during harvest operations.

Mr Scott indicates that the only other major user of the roads is the Forest Rally during their transport section to their stages. This sees hundreds of vehicles using the roads for the four days of the Rally and course inspection on top of the setting of the course far more than all other users for the year. Whilst the Forest Rally do carry out some works on the race course, they do not do work on the transport sections. Mr Scott therefore requests that the Shire, should they give the Rally permission to use the roads as part of the rally, allocate funds for the ongoing maintenance and re-sheeting of these roads.

Agg Road

Mr Scott advises that part of the issue with Agg Road is that the section from Reveley Bridge to the corner of block portion of Tannjanerup Agricultural lots 2 and 3 has not been gazetted. When the decision was made to only build one bridge to replace both Reveley and Dudinalup bridges, it was the stated aim to gazette Agg Road south and re-align Agg Road north as part of the process. One of the main reasons Reveley Bridge was chosen to rebuild was that Agg Road south is of a suitable grade for large trucks to be used should the Nannup Town Bridge be closed (flood or fire damage or a load falling off a truck as happened in the 1990's). Unfortunately this process has stalled due to Council choosing to fund other projects.

Mr Scott believes that most land owners had agreed to the resumption of land to provide for the road as they currently do not have surveyed road access. Mr Scott requests that this project be returned to the Shire of Nannup's list for completion.

Glacier Road

Mr Scott advises that in the past Nannup Fresh Fruit have supplied gravel at no charge to the Shire to re-sheet this road as they have an agricultural airstrip on Blocks Nelson 6145 and 7544 and Tannjanerup Agricultural Area Lot 10. Nannup Fresh Fruit uses Butte and Glacier Roads to cart semi-trailer loads of fertiliser for aerial fertilising of farm land that is too steep and dangerous to use tractors on. This year 120 tonne of fertiliser was applied off this strip for the Brockman, Harris, Dunnet and Scott families farming operations. Nannup Fresh Fruit allows their neighbours to use this strip at no cost as there are very few appropriate places to construct airstrips in the valley.

Mr Scott advises that Glacier Road is a surveyed road however, he is aware that the grade of this road makes maintenance and re-sheeting of the steepest parts very expensive. As a long term solution, Mr Scott advises that Nannup Fresh Fruit would be open to negotiate to purchase the existing road reserve from Balingup Road to the Butte Road intersection in return for money being spent on the surveying and gazettal of Butte Road. Mr Scott advises that Butte Road is of a grade that is suitable for large trucks to transport on.

Mr Scott advises that in addition to the two families who manage Nannup Fresh Fruit, they currently provide employment for 3 permanent staff, 4 part time staff and up to 15 casuals during their busiest times.

Mr Scott indicates that Agg, Butte and Glacier Roads are important to Nannup Fresh Fruit for the operation of their business and as such would welcome working with the Shire of Nannup to achieve a situation that benefits all parties.

COMMENT:

The proposals put forward by Mr Scott were presented to Council at its Information Session at the July Ordinary Council meeting and to allow Councillors to be familiar with the proposals, the Manager Infrastructure has taken Councillors at various times throughout the course of the month on an inspection of the roads in question.

Council has appreciated the level of support that Nannup Fresh Fruit has provided in the past with the supply of gravel for maintenance on Agg and Glacier Roads.

Glacier Road is the only road in question that is totally a gazetted road reserve, with Butte Road being a forestry access road and Agg Road only being partially gazetted.

Whilst it is acknowledged that the proposals put forward by Mr Scott would improve Nannup Fresh Fruit's business operations and improve access for neighbouring landholders, it could be argued as to the benefits that would be derived for the Shire of Nannup, especially the proposal to gazette Butte Road which would entail significant costs to bring this road to an acceptable standard. The section of Glacier Road from the Balingup Road to the Butte Road intersection does have gradient issues but it is considered that it would be more cost effective to improve this section rather than de-gazettal and the creation of Butte Road as a fully gazetted road reserve.

In respect to Agg Road South, non-gazetted sections vary from 3 metre wide overgrown sections to 5 metre wide well maintained gravel formations. Again, costs would be prohibitive to bring the road to an acceptable standard as a significant section of the road is along the Warren-Blackwood River and even with agreed land resumptions, major alignments would have to be undertaken to meet acceptable guidelines.

It is considered that Council should be endeavouring to maintain its current road network and not increasing its commitment.

STATUTORY ENVIRONMENT:

Should Council agree with Mr Scott's proposals, land resumptions and gazettal of road reserves would need to be finalised prior to road upgrades being undertaken.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Significant financial implications would have to be considered in future Budgets for road upgrades.

STRATEGIC IMPLICATIONS: Nil

RECOMMENDATION:

That Council advises Mr Scott that it does not support his proposals in respect to Butte, Glacier and Agg South Roads and that Council will undertake road maintenance works to Glacier Road from the Balingup Road intersection to improve access and drainage.

VOTING REQUIREMENTS: Simple Majority

16112 STEER/MELLEMA

That Council advises Mr Scott that it does not support his proposals in respect to Butte, Glacier and Agg South Roads and that Council will undertake road maintenance works to Glacier Road from the Balingup Road intersection to improve access and drainage.

CARRIED (7/0)

MCS Bishop left the meeting at 4:50pm

MCS Bishop returned to the meeting at 4:52pm

AGENDA NUMBER:	12.3
SUBJECT:	Nannup Men's Shed
LOCATION/ADDRESS:	Nannup District High School – Reserve 26684
NAME OF APPLICANT:	Department of Education
FILE REFERENCE:	RES26684
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	12 August 2016
ATTACHMENT:	12.3.1 – Sketch of proposed Lot A for excision from Reserve 26684

BACKGROUND:

Mr Philip Newnham, Strategic Asset Planning Division at the Department of Education, writes to advise that in December 2015 the Shire of Nannup sought input from the Department regarding the availability of surplus land at the Nannup District High School for the purpose of establishing a Nannup Men's Shed. In response, the Department outlined it would be prepared to enter into a ground lease for a proposed usage, whereby that proposed usage would not impede or impose any restrictions on the school's operations.

Mr Newnham advises that whilst initial enquiries with the school may have led to the assumption that land defined in the Shire's December 2015 correspondence was considered surplus to the school's requirements, further examination has concluded this land is required by the school for its ongoing operations.

However, in viewing the school in its entirety, Mr Newnham advises that the Department is now of the opinion that an additional parcel of land, referenced as Lot A on the attached sketch, could be excised from the current Reserve for the proposed Men in Shed purpose.

Mr Newnham advises that the Department would support such an excision and transfer of the new site to either the Nannup Men in Sheds or the Shire of Nannup at nil cost, subject to the approval of the Ministers for Education and Lands. Should this proposal be deemed acceptable, the Department would provide all required documentation to enable the excision from Reserve 26684 thereby resulting in the creation of a new Reserve for proposed use.

COMMENT:

The above correspondence was supplied to the Nannup Men's Shed in order that they could inspect the site to consider whether the land was suitable for their purposes. The Nannup Men's Shed have responded to advise that the land would be ideal for their purposes and seek Council's support as they move forward in acquiring the land.

Council staff have been assisting the Nannup Men's Shed in identifying suitable land within the Nannup town site and do not see it as Council's responsibility to have ownership or lease responsibilities associated with the ongoing operations of the Men's Shed activities. The Nannup Men's Shed are an incorporated body and are affiliated with the State Mens Shed organisation. The Nannup Men's Shed should be encouraged to deal directly, with Shire staff assistance, to acquire the land through the Department of Education.

Obviously the land in question would have to be cleared and Council could assist in this regard as a contribution to the establishment of the Men's Shed. All other infrastructure associated with the establishment of their operations would be grant dependent and Council's Economic and Community Development Officer could assist them in the submission of funding applications to appropriate funding bodies.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Should Council assist the Men's Shed with clearing the site, funds would need to be allocated for this purpose, most likely in the 2017/2018 financial year.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community – Strategy 1.2 Our Aged.

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community Leadership – Strategy 5.1 Support existing and emerging community groups.

RECOMMENDATION:

That Council supports the Nannup Men's Shed in acquiring portion of Reserve 26684 for Men's Shed operations. In respect to financial support, Council indicates that assistance would be provided in clearing the required land for buildings but infrastructure costs would have to be grant driven.

VOTING REQUIREMENTS: Simple Majority

16113 LONGMORE/STEVENSON

That Council supports the Nannup Men's Shed in acquiring portion of Reserve 26684 for Men's Shed operations. In respect to financial support, Council indicates that assistance would be provided in clearing the required land for buildings but infrastructure costs would have to be grant driven.

CARRIED (7/0)

AGENDA NUMBER:	12.4
SUBJECT:	Waiving of Community Meeting Room Hire Fees
LOCATION/ADDRESS:	Nannup Recreation Centre
NAME OF APPLICANT:	Joanne Homer – Freespirit Trapeze
FILE REFERENCE:	ADM30
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	15 August 2016

BACKGROUND:

Joanne Homer from Freespirit Trapeze writes to Council requesting Council to waive the hire fees on the use of the Community Meeting Room at the Nannup Recreation Centre on Saturday, 17 September 2016 as part of the Annual Student Performance.

Ms Homer advises that she has been regularly using the Recreation Centre main hall for her Freespirit Trapeze classes for 5 years and pays appropriate hire fees for this facility. On Saturday, 17 September Freespirit Trapeze will be conducting the Annual Student Performance (with about 40 local students) and this year will be coordinating a fundraising show to raise money for new crash mats which are desperately needed.

COMMENT:

This year Ms Homer would like to utilise the Community Meeting Room for the students to get ready and await their performance. Previous years students have utilised the storeroom which is not ideal for their preparation prior to performances.

Ms Homer is seeking approval for the waiving of hire fees for the Meeting Room **only** and would be paying hire fees for the Main Hall as per normal.

The Freespirit Trapeze has been an excellent program for the local youth to be involved in and the waiving of the hire fee for the Community Meeting Room would be seen as Council supporting this worthwhile activity for the youth of the district.

STATUTORY ENVIRONMENT: Nil.

POLICY IMPLICATIONS:

Council Policy No.BLD 1 relating to the "Use/Hire of Community Facilities" states:-

"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:

The normal hire fee for a ½ day hire of the Community Meeting Room is \$52.00.

STRATEGIC IMPLICATIONS:

Shire of Nannup Community Strategic Plan 2013-2023 – Our Community Leadership – Strategy 5.1 Support existing and emerging community groups.

Shire of Nannup Community Strategic Plan 2013-2023 – Our Youth – Strategy 1.3 Create a Youth friendly town.

RECOMMENDATION:

That in recognising the importance of the Freespirit Trapeze program for the youth of the district, Council waives the hire fees for the use of the Community Meeting Room at the Nannup Recreation Centre for the Annual Student Performance on Saturday, 17 September 2016 on the proviso that Hall Hire fees are paid for the Main Hall of the Recreation Centre.

VOTING REQUIREMENTS: Simple Majority

16114 LONGMORE/FRASER

That in recognising the importance of the Freespirit Trapeze program for the youth of the district, Council waives the hire fees for the use of the Community Meeting Room at the Nannup Recreation Centre for the Annual Student Performance on Saturday, 17 September 2016 on the proviso that Hall Hire fees are paid for the Main Hall of the Recreation Centre.

CARRIED (7/0)

AGENDA NUMBER:	12.5
SUBJECT:	Budget Monitoring – June 2016
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Corporate Services Officer
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	17 August 2016
ATTACHMENTS:	12.5.1 – Financial Statements for the period ending 30 June 2016 12.5.2 – Table Showing Detailed Variances for June 2016

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 to the month in question and not the likely outcome 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:

As part of Council's statutory compliance an annual review of the financial budget was completed in February 2016. All trends identified were monitored throughout the year with only new variances reported each month. As this is the final monitoring for the 2015/16 year a summary is provided of the anticipated outcome for each schedule.

Overall, the gross surplus that is anticipated for the end of this financial year is expected to be \$15,661 this is shown in the table below.

OPERATING BY PROGRAM:

General Purpose Funding:

\$15,210 predicted Deficit in this Program.

\$51,000 within interest on investments under received, offset by over received of sundry income of \$14,080 , \$8,900 worth of Rates and \$5,800 worth of Penalty Interest. Also counter balanced by savings made in D.O.T Licensing Expenses of \$6,589.

Governance:

\$8,786 predicted Surplus in this Program.

Higher printer maintenance costs of \$3,800, Accommodation and Travel Expense \$3,500 higher than anticipated, and \$5,000 legal expenses, \$3,850 worth of vehicle maintenance exceeded the Accommodation & Travel Budget, this was due to vehicle maintenance inclusion, 2016/17's budget will see these expenses separated. An overspend in the Strategic Planning area resulted in a \$2,500 overspend. Overspends in both the Audit Fees of \$3,700 and Legal Fees of \$6,100 attributes to the overspend however there was a \$7,500 savings made in IT Costs and \$725 savings in Election Costs and \$5,300 saved through Councillor Allowances and \$4,000 saved from Subscriptions. Telephone expenditure was also lower by \$3,300. Savings also was made in the Fringe Benefits Tax by \$7,400. Followed by savings in Insurance expense \$9,500 less than budgeted.

Law & Order:

\$17,900 predicted Deficit in this Program.

Firebreak contractor \$1,800, Ranger Salaries \$8,000 Ranger Expenses \$9,200 and Maintenance of Fire Breaks \$2,500 all overspent in expenses, added to by the under received Cockatoo Valley Fire Break fees \$1,000 under received, DFES Reimbursement CESM \$3,000. These overspends and under received offset by over received amounts of Dog Registration Fees of \$2,000, Fines and Penalties \$1,900 and Savings made in Brigade Vehicle Maintenance of \$2,150.

Health:

\$7,740 predicted Surplus in this Program.

General License Fees increase of budget by \$6,600, this is a new fee, not previously accounted for. Health Admin Expenses were down by \$1,300.

Education and Welfare:

\$1,800 predicted Surplus in this Program.

Superannuation \$1,800 Overspent, coupled with a seniors Grant never received of \$2,100, also Pre-School maintenance was overspent by \$1,500, all offset by Community Development Officer Savings from Youth Officer \$4,500.

Housing:

\$1,900 predicted Surplus in this program.

Staff Housing Maintenance \$8,000 under spent, and Rental lease under received by \$9,900.

Community Amenities:

\$86,600 predicted Surplus in this Program.

Positives in each identified area, \$9,100 more in Tip Fees, \$8,300 in Planning Fees, all offset by lower town planning expenditure of \$69,000.

Recreation & Culture:

\$7,700 predicted Deficit in this Program.

Due to the Recreation Centre having more costs associated with Upgrade than budgeted, by \$7,696.

Transport:

\$3,950 predicted Surplus in this Program.

Purchase of Minor Equipment Savings of \$1,000 coupled with over receive of Sale of Materials of \$2,950.

Economic Services:

\$16,200 predicted Surplus in this Program.

Caravan Park income \$3,000 more than budgeted, coupled with \$5,200 savings in Building Control Expenses. Regional Promotion Overspend absorbed by Tourism Promotion Underspend, Balance a savings of \$13,000. Caravan Parks maintenance overspent by \$4,800.

Other Property & Services:

\$5,000 predicted Surplus in this Program.

Occupational Health & Safety underspent by \$1,500 and Licences underspend of \$3,500.

CAPITAL

Governance:

\$2,000 to be spent acquiring Lot 66 – Laneway linking Walter street to Adam Street, Nannup.

Recreation & Culture:

\$46,990 has been spent upgrading the Community Meeting room.

Economic Services:

\$20,000.00 has been paid to the lessees of the Caravan Park to cover costs associated with building the ablution block and removal of asbestos shed, as per Council Meeting held in October 2015 Item 12.5 resolution 9300.

Attachment 12.5.2 provides detailed breakdowns of income and expenditure incurred within the period 1 July 2015 and 30 June 2016 and the associated annual budgets. These are broken down into five columns. The annual budget within the schedule, the budgeted year to date figures, actual spend to date and variance between budgeted year to date and actual percentage and dollar value. Items highlighted in yellow indicate Capital Expenditure.

**Shire of Nannup
Ordinary Council Meeting Minutes: 25 August 2016**

	<i>(Surplus)/Deficit</i>
	\$
Gross (surplus)/deficit expected for the year	
Income – under received	-\$26,967
Expenditure – underspent	-\$57,684
Capital	\$68,990
Projected surplus at end of the year	-\$15,661

STATUTORY ENVIRONMENT:

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

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: Nil.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

It is recommended that the Monthly Financial Statements for the period ending 30 June 2016 be received.

VOTING REQUIREMENTS: Simple Majority

16115 FRASER/MELLEMA

That the Monthly Financial Statements for the period ending 30 June 2016 be received.

CARRIED (7/0)

**Shire of Nannup
Ordinary Council Meeting Minutes: 25 August 2016**

AGENDA NUMBER:	12.6
SUBJECT:	Monthly Accounts for Payment - July 2016
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Robin Prime – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	17 August 2016
ATTACHMENTS:	12.6.1 – Accounts for Payment – July 2016 12.6.2 – Credit Card Transactions – July 2016

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 30 June 2016 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	8503 – 8572	\$207,654.35
Accounts paid by cheque	20054 – 20069	\$14,521.29
Accounts paid by Direct Debit	DD9643.1 – DD9646.7	\$23,725.20
Sub Total Municipal Account		\$245,900.64

Trust Account

Accounts paid by EFT	\$0.00
Accounts Paid by cheque	\$200.00
SubTotal Trust Account	\$0.00
Total Payments	\$246,100.64

STATUTORY ENVIRONMENT: LG (Financial Management) Regulation 13

POLICY IMPLICATIONS: Nil.

FINANCIAL IMPLICATIONS: As indicated in Schedule of Accounts for Payment.

STRATEGIC IMPLICATIONS: Nil.

RECOMMENDATION:

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$246,100.64 for period 1 July 2016 to 31 July 2016 in the attached schedule be endorsed.

VOTING REQUIREMENTS: Simple majority

16116 MELLEMA/STEVENSON

That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$246,100.64 for period 1 July 2016 to 31 July 2016 in the attached schedule be endorsed.

CARRIED (7/0)

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

There being no further business to discuss the Shire President declared the meeting closed at 5:07 pm.