



Shire of
Nannup
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Agenda

Council Meeting to be held Wednesday 24 April 2019

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Agenda

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (previously approved)

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mr Len Gilchrist has a question taken on notice at the March 2019 Ordinary Council Meeting. The response is included as an attachment.

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

The Nannup Music Club Inc. will make a presentation to Council.

The Lower Donnelly River Conservation Association representatives will also make a presentation to Council.

7. DECLARATIONS OF INTEREST

The Shire President will read out any declarations received relating to financial, proximity or impartiality interests and ask for any further declarations to be made.

Members should make any declarations at the start of the meeting but may declare an interest before the resolution of any agenda item.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 March 2019 Ordinary Council Meeting

That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 28 March 2019 be confirmed as a true and correct record.

9. MINUTES OF COUNCIL COMMITTEES

9.1 BIG N Meeting Minutes

That the Minutes of the BIG N meeting held 7 March 2019 be received.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11. REPORTS BY MEMBERS ATTENDING COMMITTEES

12. REPORTS OF OFFICERS

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

17. CLOSURE OF MEETING

FINANCE & ADMINISTRATION

AGENDA NUMBER:	12.1
SUBJECT:	Review of Workforce Plan 2017 / 2027
LOCATION/ADDRESS:	Shire of Nannup
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 29C
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT:	9 May 2017
ATTACHMENTS:	12.1.1 - Workforce Management Plan 2017-2027

BACKGROUND:

Local Governments face increasing and diverse challenges in providing local services and facilities for their communities. To meet these challenges, local governments need to have staff with appropriate knowledge skills and expertise. This perceived skills shortage in the local government sector has highlighted the need for concerted Workforce Planning processes.

“A continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future.”

(Australian National Audit Office (ANAO) 2004)

The above definition highlights the key elements of Workforce Planning.

Workforce Planning:

- is continuous, not a one-off activity;
- is a process, not a static action or set of actions;
- is about shaping the workforce with a clearly identified purpose and to bring about particular changes;
- has its purpose linked with organisational objectives; and
- applies not just to the current workforce but anticipates future workforce requirements.

The benefits of Workforce Planning are many and include:

- The ability for a local government to respond more quickly and strategically to change by recognising emerging challenges;
- Improving efficiencies, effectiveness and productivity as a result of having employees with the right knowledge and skills and who are a good fit for the position;

- Assisting with identifying and managing people with the knowledge critical for efficient and effective business operations and managing corporate memory; and
- Strengthening the local government industry through stronger career pathways and staff development.

COMMENT:

The Shire of Nannup's current Workforce Plan 2017/2017 (*WP*) identifies the human resources and skills required to deliver the community's priorities over a ten-year period. Built into this plan is the requirement for a 2 yearly review to revisit the information within the plan and to determine if the information is still relevant to the local government.

In essence, the *WP* maximises the capacity of this organisation's workforce and its ability to respond to challenges through strategic planning. A desktop review has been completed and for the most part the plan remains relevant.

In 2017, Council's permanent workforce consists of up to 25 individual employees or 23.83 full time equivalent (FTEs) staff. In 2019, Council's workforce is 26 individual employees or 24.54 FTE's. This represents around 4.53% of the total workforce population of 574 people in the Shire of Nannup based on current statistical data available. The organisation is ranked third highest employer within the region.

It has been identified within the current review period that Council's workforce is currently understaffed within certain divisions. There is a need for a dedicated governance position to ensure that Council's compliance and regulatory obligations are met and that the current Economic and Development Officer position needs to be increased to a full time position to cater to current workloads. From the outdoor work force, it has been identified that during the construction period there is a need for an additional employee. These staff movements have been built into the current draft budget and budget permitting these additions will be implemented within the 19/20 financial year.

Identified within the current Work Force Plan at inception, the key workforce challenges and trends facing the Shire of Nannup for the period 2017-27 included:

- Ageing workforce;
- Increased responsibilities and services to be provided;
- Possibility of a decreased number of new people entering into the market;
- Increased competition for specialist skills;
- Increased importance on staff retention and satisfaction;
- Increased importance on attracting staff and resources from alternate sources;
- Achieving financial sustainability;
- Increasing demand for more flexible work arrangements;
- Workforce will be increasingly highly skilled and specialist information is confined to key individuals; and
- Technology to take a greater role in service delivery.

These challenges remain very similar today. The emphasis for Council continues to need a focus on the need to look at what this local government can offer to both current and prospective employees that will enable this sector to be seen as an attractive alternative career pathway. These incentives will most likely be in the form of longevity and security within positions, looking at flexible working arrangements to better suit the work/play balance and through the usage of salary sacrificing options to offset the pay gap between local government wages and those of the private sector.

STATUTORY ENVIRONMENT:

The Local Government Act 1995 provides the statutory framework for strategic planning in local government.

POLICY IMPLICATIONS:

Delegation 44 - Staff - Conferences, Seminars & Training Courses
ADM 6 - Conference Attendance and Training – Elected Members, Senior Management and Employees
PSN 1 – Superannuation
PSN 2 – Service Pay
PSN 3 – Study Leave

FINANCIAL IMPLICATIONS:

Annual contributions included within the Annual budget to cover staff costs and training opportunities identified within the Workforce Plan.

STRATEGIC IMPLICATIONS:

The Workforce Plan sets out Council's strategic approach to the management of its human resource assets over the next ten years.

RECOMMENDATION:

That Council adopts the review of Shire of Nannup's Workforce Plan 2017/27 in accordance with the requirements of the Local Government Act 1995 as set out in Attachment 12.1.1.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.2
SUBJECT:	Budget Monitoring – March 2019
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	16 April 2019
ATTACHMENT:	12.2.1 – Financial Statements for the period ending 31 March 2019

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 12.2.1.

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 ending 31 March 2019 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 March 2019 be received.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.3
SUBJECT:	Monthly Accounts for Payment - March 2019
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	16 April 2019
ATTACHMENT:	12.3.1 – Accounts for Payment – March 2019

BACKGROUND:

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund from 1 March 2019 to 31 March 2019 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	11426 – 11514	213,016.09
Accounts paid by cheque	20356 – 20364	17,677.26
Accounts paid by Direct Debit	DD10423.1 – DD10423.13	34,386.51
<i>Sub Total Municipal Account</i>		<u>\$265,079.86</u>

Trust Account

Accounts paid by EFT	11513 - 11513	812.14
Accounts Paid by cheque		0.00
<i>Sub Total Trust Account</i>		<u>\$812.14</u>

Total Payments \$265,892.00

STATUTORY ENVIRONMENT:

Local Government (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 \$265,892.00 1 March 2019 to 31 March 2019 in the attached schedule(s) be endorsed.

VOTING REQUIREMENTS:

Simple Majority.

ECONOMIC & COMMUNITY DEVELOPMENT SERVICES

AGENDA NUMBER:	12.4
SUBJECT:	Acceptance of Lower South West Sporting and Recreation Facilities Plan
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC60
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	15 April 2019
ATTACHMENTS:	12.4.1 - Lower South West Sporting and Recreation Facilities Plan

BACKGROUND:

The Lower South West Sporting Facilities and Recreation Facilities Plan has been funded by the Department of Local Government, Sport and Cultural Industries (DLGSC) and including the Shires of Nannup, Manjimup and Bridgetown-Greenbushes. The plan has been developed by Dave Lanfear Consulting. Each Council has contributed \$2,000 to the development of this plan.

COMMENT:

This document is intended to deliver an informing document for Councils of:

- The quality, condition, relevancy and sustainability of existing sports facilities.
- Future facility needs of sports clubs, sporting associations and other stakeholders.
- Trends in usage patterns.
- Barriers to greater use.
- Gaps in facility provision, and emerging needs.
- Initiatives that DSR and other stakeholders may have in relation to the future provision of facilities.

- How improved facilities might assist the viability/sustainability of clubs that use the facilities.
- The sports facility components that the community would like to see in the future.
- Program and service delivery opportunities that are currently not being serviced by the existing facilities (i.e. latent demand).
- Issues or problems that may arise from further development of current facilities.
- Gauging stakeholder opinion in relation to possible scenarios or options (e.g. rationalisation, co-location, shared use, alternative management models etc.).
- Improvement and funding priorities

Since the draft document was last viewed by Council in 2018 it has been revised back to the core objectives, which are achievable with current resourcing. This document will assist Council and the Department of Local Government, Sport and Cultural Industries (DLGSC) with strategic and supporting information for future project development and funding applications.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Projects and programs can be developed with funding support.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

3.1 Our Shire and Streetscape:

Keep the charm and fabric of our unique shire and upgrade the amenity

RECOMMENDATION:

1. That Council accept and implements the Lower South West Sporting and Recreation Facilities Plan as funds become available.

VOTING REQUIREMENTS:

Simple Majority

AGENDA NUMBER:	12.5
SUBJECT:	Acceptance of Warren Blackwood 2050 Cycling Strategy
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC6O
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	15 April 2019
ATTACHMENTS:	12.5.1 - Warren Blackwood 2050 Cycling Strategy

BACKGROUND:

The Warren Blackwood 2050 Cycling Strategy has been developed by the Department of Transport in collaboration with the South West Development Commission and the Shires of Boyup Brook, Bridgetown-Greenbushes, Manjimup and Nannup. The plan includes both local network and interregional connections.

The objectives include:

- To help guide investment in cycling in the Warren-Blackwood region over the next three decades.
- To address key opportunities that may have previously been overlooked, particularly in relation to future land use and transport developments,
- To facilitate the planning and development of long distance cycling routes between regions,
- To ensure the standard of future cycling facilities meets current best practice, and
- To adopt a consistent approach with other 2050 cycling strategies being developed across WA.

Cycling strategies have been developed for each region in Western Australia, assisting to better align State and local government visions and to improve WA's cycling connectivity.

The Shire of Nannup is a key stakeholder in the Warren Blackwood 2050 Cycling Strategy and is also included in the Leeuwin-Naturaliste 2050 Cycling Strategy, providing connectivity to the coast.

COMMENT:

There is a lot of potential to create world-class cycling facilities in the Warren-Blackwood subregion. Opportunities include repurposing the extensive network of inactive rail lines that pass through the four shires, enhancing local river trails to increase accessibility within the town sites and improving the bike friendliness of main streets to make cycling a more compelling transport choice, particularly for short urban trips. The growing popularity, practicality and affordability of e-bikes is a key consideration for this sub region, with the potential to revolutionise how people get around in hilly towns such as Boyup Brook, Bridgetown, Nannup and Pemberton.

There are also several opportunities to establish long-distance and inter-regional cycling routes, both within the Warren-Blackwood sub region and connecting to the Bunbury-Wellington and Leeuwin-Naturaliste sub regions where long term cycling strategies have also been developed. Together, these documents will help enable the south west region to position itself as a world-class cycle-tourism destination.

Priorities outlined in the strategy will guide future funding allocated through the Western Australian Bicycle Network Grants Program, which is open annually to local governments to support dual path planning and construction activities.

The strategy divides cycling routes into five key categories including primary routes, secondary routes, local routes, tourist trails and road cycling routes. Extensive community consultation since 2017 has been undertaken to develop this plan, based on the following principles:

- Safe: people of all ages should be able to cycle safely to the places they need and want to go,
- Connected: like a road network, all cycling routes should connect to something at each end,
- Widespread: networks should be extensive enough for people to safely ride to their destination without encountering hostile traffic conditions,
- Legible: the cycling network needs to be both intuitive and direct,
- Aspirational: several ambitious ideas have been put forward to help position the Warren-Blackwood as one of Australia's best regions for cycling, and
- Achievable: in the main ideas adopt the tried and tested planning principles.

Potential projects that incorporate Nannup in the development of Nannup in cycling networks include:

- Nannup to Busselton via an extension of the Sidings Trail network,
- Bridgetown to Nannup and Boyup Brook via a tourist trails along the Blackwood River Valley, and
- Nannup to the Leeuwin-Naturaliste subregion via the informal Coast to Nannup track.

Recommendations for priority projects incorporating Nannup include:

- Nannup Blackwood River Walk trail extended to the Southern Traffic bridge,
- Southern traffic bridge on Vasse Highway incorporating a pedestrian crossing,
- Path parallel to Sexton Way completed,
- A path constructed along Wilson and Higgins St, linking the existing path on Higgins Street to Ford Way,
- A path constructed on North St, between Higgins St and Ford Way and Ford Way to the Blackwood River, providing access to the southern trailhead of the Blackwood River trail,
- Planning and feasibility study to be undertaken on establishing a signposted Blackwood Valley Cycle Touring Route linking Boyup Brook, Bridgetown and Nannup,
- Planning and construction of a footbridge over the Blackwood River at the western end of Kearney St, forming a loop trail to North Nannup and the existing footbridge near the Nannup arboretum,
- Planning and liaison with the City of Busselton to determine the feasibility of extending the Sidings Rail Trail north from Jarrahwood to Busselton,
- Planning with the Shire of Augusta Margaret River to formalise the Coast to Nannup track,
- In conjunction with the Shire of Bridgetown-Greenbushes and Shire of Donnybrook Balingup plan to formalise a 105 km road cycling route along the Brockman Highway, Nannup Balingup Road, Jayes Rd, Grimwade Greenbushes Rd and Maranup Ford Rd.

Reporting & Evaluation:

Progress on the priority actions will be reported to DoT on an annual basis by local government and other lead agencies to enable monitoring.

The strategic priorities identified in the action plan will be reviewed every five years to ensure current conditions are reflected and relevant projects are prioritised. The ultimate 2050 Warren-Blackwood cycling network should remain consistent over the medium term.

A review of the whole strategy every 8-10 years will allow any new opportunities to be identified and incorporated into a revised document.

STATUTORY ENVIRONMENT:

Nil.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Projects and programs can be developed with funding support.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

3.1 Our Shire and Streetscape:

Keep the charm and fabric of our unique shire and upgrade the amenity

RECOMMENDATION:

1. That Council accept and implements the Warren Blackwood 2050 Cycling Strategy as funds become available.

VOTING REQUIREMENTS:

Simple Majority

AGENDA NUMBER:	12.6
SUBJECT:	Local Drug Action Group endorsed as Committee of Council
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ASS15
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	15 April 2019
ATTACHMENTS:	12.6.1 - Strategic Plan Nannup Local Drug Action Group

BACKGROUND:

The Nannup Local Drug Action Group is a not for profit organisation that historically has been managed through Council and chaired/administered by the Economic & Community Development Officer.

The finances for the organisation are managed by Head Office, Local Drug Action Group and funds are drawn down to operational accounts as required.

A \$1,000 operational fund is available annually to the group to cover consumables and annual grants of \$9,000 are available on a competitive basis. Traditionally grants have assisted to support youth activities in the Shire.

With the resignation of the Economic & Community Development Officer there has been discussion in respect to leadership of the organisation and the recommendation is that the Nannup Local Drug Action Group is endorsed as a Committee of Council.

COMMENT:

The Nannup Local Drug Action Group has representation from the Nannup Police, Nannup District High School, Shire of Nannup, St John Ambulance, Nannup Health Service, Roadwise, St John of God Community Alcohol and Drug Service South West, community members and the Nannup Community Resource Centre.

Nannup LDAG was established in 2003 in conjunction with the Youth Advisory Council, supported by Council's Community Development Officer.

LDAG has traditionally had a youth focus in Nannup, supporting young people to participate in skills development, youth leadership programs, camps and school holiday programs.

In 2015 the decision was made to expand the membership of the group to include stakeholder agencies and community members, formalising the structure of Nannup LDAG.

In 2016 the Nannup LDAG applied and was successful in also being recognised as a Local Drug Action Team (LDAT), the National equivalent of the LDAG. Funding was received to commence implementing the Strategic Plan and a Project Officer was appointed.

LDAG was approached by Roadwise to establish a community reference group in Nannup. As the same stakeholders would be involved in both groups, it was decided to merge the group and to incorporate Roadwise activities into the strategic planning.

Originally the goal was to transition to a community driven organisation with shared responsibilities for ensuring the strategies and objectives are actioned and evaluated. With the resignation of the Economic & Community Development Officer as Chair attempts to find a replacement over the past three months have been unsuccessful. The reality is that representatives from key stakeholder organisations are busy with their own agencies and community members are volunteers in other roles.

The roles of Treasurer and Secretary are undertaken by members and the Local Drug Action Group Project Officer will prepare the agenda and minutes for the meetings.

It is acknowledged that the establishment of a Committee of Council would normally be undertaken in October in partnership with the Local Government elections. With the resignation of the Chair effective June 2019 the opportunity to implement this change now provides opportunity for a handover.

The Officer recommendation is therefore to establish the Nannup Local Drug Action Group as a Committee of Council from May 2019 onwards and to endorse Council representative to act as Chairperson and member of this committee in this capacity.

STATUTORY ENVIRONMENT:

The Nannup Local Drug Action Group is endorsed as a Committee of Council.

POLICY IMPLICATIONS:

The Nannup Local Drug Action Group will comply with Council's administration and governance policies.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

5.2 Our Community Leadership:

To have united community groups working together.

RECOMMENDATION:

1. That the Nannup Local Drug Action Group is endorsed as a Committee of Council effective May 2019.
2. That Councillor _____ and Councillor _____ be endorsed as Council's representatives to the Nannup Local Drug Action Group.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.7
SUBJECT:	Acceptance of Trails Framework
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	FNC60
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	16 April 2019
ATTACHMENTS:	12.7.1 - Trails Framework

BACKGROUND:

Council has submitted a funding application to Lotterywest for the concept planning and detailed design of establishing single track mountain bike trails at Tank 7 & 8 off Brockman Hwy to the east of Nannup.

A condition of grant funding is that a Framework is signed by all stakeholder agencies. This project is a partnership of the Shire of Nannup, Department of Biodiversity, Conservation & Attractions, Forest Products Commission, Water Corporation and the Nannup Mountain Bike Club.

COMMENT:

Stakeholder agencies have met monthly to establish the Framework which outlines key objectives, responsibilities and timeframes for the mountain bike trail project.

A copy of the Framework will be forwarded to Lotterywest once all stakeholders have signed the agreement.

STATUTORY ENVIRONMENT:

The Shire of Nannup is the lead agency in the planning stages of the Tank 7 & 8 Mountain Bike Trail project.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

\$6,000 from the operational trails budget and \$10,000 from Youth Advisory Council Reserve Account has been allocated to the project if funding is approved by Lotterywest. The total cost of the project is \$170,000 and the Lotterywest request is for \$133,000.

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

2.2 Our Economy

Tourism/Recreation: Working together to attract people to our amazing Shire: Increased and varied trails throughout the district.

RECOMMENDATION:

1. That Council accepts and endorses the Trails Framework for the establishment of mountain bike trails at Tank 7 & 8.

VOTING REQUIREMENTS:

Simple Majority.

AGENDA NUMBER:	12.8
SUBJECT:	Temporary Banner Policy
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	Shire of Nannup
FILE REFERENCE:	ADM 9
AUTHOR:	Louise Stokes – Economic & Community Development Officer
REPORTING OFFICER:	David Taylor – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE OF REPORT	16 April 2019
ATTACHMENTS:	12.8.1 - Draft Temporary Banner Policy

BACKGROUND:

Historically, events within the Shire of Nannup utilised the banner infrastructure that is in place over the northern traffic bridge, on Vasse Highway for promotion of events. Each event required a cherry picker and a traffic management plan for these installations.

From an event organisers perspective this was considered onerous, and from a Council perspective, the actual infrastructure required regular maintenance in order to be available for use.

As a result, Council installed banner poles on the reserve land at the northern traffic bay. This allowed events to utilise the infrastructure on an honours system liaising with other events in the same time frame for installation and dismantling agreements.

Recently a request was made to Council to erect a banner to promote volunteer opportunities and in the same week the banner as pictured below was erected by an individual in the community without any consultation or formal request to Council.

This has raised the issue that the Shire of Nannup needs to have a Temporary Banner Policy and procedure to ensure that there is a process in place for banners to be displayed at the entrance to town.



COMMENT:

Temporary banner signs are not covered under the existing Signage Policy and the recommendation is to separate the application process from the Signage policy as the Council infrastructure is already in place.

The Temporary Banner Policy can be administered through the existing Event application process, eliminating the need for additional fees and administration.

The draft policy outlines the objectives, compliance specifications, risk and responsibilities.

STATUTORY ENVIRONMENT:

Nil

POLICY IMPLICATIONS:

The Temporary Banner Policy is incorporated into Council's Policy Manual.

FINANCIAL IMPLICATIONS:

Nil

STRATEGIC IMPLICATIONS:

Strategic Community Plan 2017 -2027

2.2 Our Economy

Tourism/Recreation: Working together to attract people to our amazing Shire:

RECOMMENDATION:

1. That Council accepts and endorses the Temporary Banner Policy and it is incorporated into Council's Policy Manual

VOTING REQUIREMENTS:

Simple Majority

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

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

15. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

17. CLOSURE OF MEETING



Agenda Attachments

Item	Attach	Title
8.1		March 2019 Shire of Nannup Ordinary Council Meeting Minutes
9.1		BIG N Meeting Minutes March 2019
12.1	1	Workforce Management Plan 2017 / 2027
12.2	1	Financial Statements for the period ending 31 March 2019
12.3	1	Accounts for Payment – March 2019
12.4	1	Lower South West Sporting and Recreation Facilities Plan
12.5	1	Warren Blackwood 2050 Cycling Strategy
12.6	1	Strategic Plan Nannup Local Drug Action Group
12.7	1	Trails Framework
12.8	1	Draft Temporary Banner Policy