



Shire of  
**Nannup**  
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# Minutes

## Public Copy

Council Meeting held Thursday 22 October 2015

Unconfirmed

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# Minutes

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at 16:18 hours

Cr Bob Longmore entered the meeting at 16:19 hours.

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

**ATTENDANCE:**

Shire President: Cr A Dean

Deputy Shire President: Cr R Mellema

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

Peter Clarke – Chief Executive Officer

Chris Wade – Manager Infrastructure

Tracie Bishop – Manager Corporate Services

**APOLOGIES: Nil**

**GALLERY:**

Mrs Cheryle Brown

**LEAVE OF ABSENCE: Nil**

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.**

Nil

**4. PUBLIC QUESTION TIME:**

**5. APPLICATIONS FOR LEAVE OF ABSENCE.**

Nil

**6. PETITIONS/DEPUTATIONS/PRESENTATIONS.**

The Shire President introduced Mrs Cheryl Brown – Manager of the Nannup Community Resource Centre (CRC) who was in attendance to present the revised Nannup Experience map that had been produced by the (CRC).

Mrs Brown advised Councillors of the process that the CRC had undertaken in production of the Map and made mention of the local businesses that had supported the production through the payment of advertising space. Mrs Brown indicated that the Maps would be distributed widely through the district.

The Shire President thanked and congratulated Mrs Brown and the CRC staff on the production of a valuable resource for promotion of the district.

Cr Norm Steer entered the meeting at 16:21 hours.

**7. DECLARATIONS OF INTEREST.**

Nil

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

**9292 STEER/STEVENSON**

*That the Minutes of the Ordinary Council Meeting of the Shire of Nannup held in Council Chambers on 24 September 2015 be confirmed as a true and correct record.*

**CARRIED 8/0**

**9293 STEER/STEVENSON**

*That the Minutes of the Special Council Meeting of the Shire of Nannup held in Council Chambers on 19 October 2015 be confirmed as a true and correct record.*

**CARRIED 8/0**

**9. MINUTES OF COUNCIL COMMITTEES**

**9294 LONGMORE/STEVENSON**

*That Council receives the Draft Minutes of the Warren Blackwood Strategic Alliance (Inc) Annual General Meeting held 6 October 2015.*

**CARRIED 8/0**

**9295 LONGMORE/STEVENSON**

*That Council receive the Minutes of the Warren Blackwood Strategic Alliance (Inc) Board Meeting held 6 October 2015*

**CARRIED 8/0**

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

The Shire President wished to formally congratulate Cr's Bob Longmore and Norm Steer on being re-elected to Council and welcomed Cr Patricia Fraser as the newly elected Councillor for the Shire of Nannup's South Ward.

The Shire President also expressed thanks to Joan Lorkiewicz and acknowledged her valuable service to Council and her constituents over the past 9 years and indicated that an invitation will be extended to Joan to the November Council Meeting Dinner to be held on Thursday 26 November 2015 to duly acknowledge her service.

The Shire President also wished it to be officially recorded that the CEO had withdrawn his resignation and that he, Councillors and staff were looking forward to working with the CEO for the remainder of his Contract of Employment with the Shire of Nannup.

**11. REPORTS BY MEMBERS ATTENDING COMMITTEES**

Cr Longmore advised that he had attended the following meetings:-

- The Warren Blackwood Strategic Alliance Annual General Meeting
- The WBAoC Board Meeting
- The Blackwood Basin Group

## 12. REPORTS OF OFFICERS

AGENDA NUMBER:	12.1
SUBJECT:	Council Meetings 2016 – Dates and Times
LOCATION/ADDRESS:	
NAME OF APPLICANT:	
FILE REFERENCE:	ADM 18
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	12 October 2015

### BACKGROUND:

Section 12 of the *Local Government (Administration) Regulations 1996* requires a Local Government to at least once a year give local public notice of the dates on which and the time and place at which –

- (a) the ordinary council meetings;
- (b) the committee meetings that are required under the *Act* to be open to members of the public or that are proposed to be open to members of the public; and
- (c) are to be held in the next 12 months.

### COMMENT:

The proposed dates for the 2016 monthly Council meetings, subject to consideration of meeting times:-

Thursday, 28 January 2016  
Thursday, 25 February 2016  
**\*Thursday, 24 March 2016\***  
Thursday, 28 April 2016  
Thursday, 26 May 2016  
Thursday, 23 June 2016

Thursday, 28 July 2016  
Thursday, 25 August 2016  
Thursday, 22 September 2016  
**\*\*Thursday, 27 October 2016\*\***  
Thursday, 24 November 2016

Historically Council does not conduct an Ordinary Meeting in December and again this has been excluded from the scheduled meeting dates for 2016. Council may wish to consider its position in respect to the conduct of a meeting in December and possibly exclude the January meeting as it normally is a very quiet period at the year's commencement.

\*It should be noted that the 24 March 2016 scheduled meeting falls the day before Good Friday and therefore Council may wish to consider re-scheduling this meeting to **Thursday, 31 March 2016**.

\*\*The 27 October 2016 scheduled meeting falls in the middle of the Local Government Managers (WA) Division Annual State Conference and to allow the CEO and Manager Corporate Services to attend, Council may wish to consider re-scheduling this meeting to **Thursday, 20 October 2016**.

In re-scheduling the above Council meeting dates it would still allow a month between meeting dates. In submitting the above meeting dates for 2016, Council may also wish to review meeting commencement times.

**STATUTORY ENVIRONMENT:**

Section 12 of the *Local Government (Administration) Regulations 1996* relating to advertising meeting times and dates.

**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 in accordance with Section 12 of the *Local Government (Administration) Regulations 1996* relating to the advertising of meeting times and dates of monthly Ordinary meetings, the following schedule of times and dates be adopted for the 2016 calendar year:-

- Information Session to commence at 3.15pm
- Monthly Ordinary Council meetings to commence at 4.15pm on the following dates:-

Thursday, 28 January 2016	Thursday, 28 July 2016
Thursday, 25 February 2016	Thursday, 25 August 2016
Thursday, 31 March 2016	Thursday, 22 September 2016
Thursday, 28 April 2016	Thursday, 20 October 2016
Thursday, 26 May 2016	Thursday, 24 November 2016
Thursday, 23 June 2016	

**VOTING REQUIREMENTS:** Simple Majority



**9296 STEER/SLATER**

***That in accordance with Section 12 of the Local Government (Administration) Regulations 1996 relating to the advertising of meeting times and dates of monthly Ordinary meetings, the following schedule of times and dates be adopted for the 2016 calendar year:-***

- ***Information Session to commence at 3.15pm***
- ***Monthly Ordinary Council meetings to commence at 4.15pm on the following dates:-***

***Thursday, 28 January 2016***  
***Thursday, 25 February 2016***  
***Thursday, 31 March 2016***  
***Thursday, 28 April 2016***  
***Thursday, 26 May 2016***  
***Thursday, 23 June 2016***

***Thursday, 28 July 2016***  
***Thursday, 25 August 2016***  
***Thursday, 22 September 2016***  
***Thursday, 20 October 2016***  
***Thursday, 24 November 2016***

**CARRIED 8/0**

<b>AGENDA NUMBER:</b>	12.2
<b>SUBJECT:</b>	Annual Councillor/Employee Christmas Function and Christmas Shut Down
<b>LOCATION/ADDRESS:</b>	
<b>NAME OF APPLICANT:</b>	
<b>FILE REFERENCE:</b>	ADM 18
<b>AUTHOR:</b>	Peter Clarke – Chief Executive Officer
<b>REPORTING OFFICER:</b>	Peter Clarke – Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	
<b>DATE OF REPORT:</b>	12 October 2015

**BACKGROUND:**

With Christmas fast approaching it is necessary for Council to consider whether it wishes to conduct a Councillor/Employee end of year function, and if so, this will enable staff to commence organising same.

**COMMENT:**

It is considered that such a function enables Council to formally thank its employees for their efforts throughout the year and provides the opportunity for Councillors to meet with all of the Shire of Nannup employees in a social atmosphere. Such a function also has the ability to lift employee morale in being recognised for their efforts.

In 2014 Council conducted an informal function at the rear of the Council Offices and from observations from senior staff; this was accepted by all of Council's employees. It is suggested that a similar function be held in 2015 and that it be conducted on Friday, 18 December.

As per previous years, all employees take a 10 day break over the Christmas period which incorporates public holiday's, annual leave and accumulated rostered days off between the dates below. This includes the Shire office being closed on these dates:-

Friday, 25 December 2015	Public Holiday
Monday, 28 December 2015	“ “
Tuesday, 29 December 2015	“ “
Wednesday, 30 December 2015	Annual Leave, RDO
Thursday, 31 December 2015	“ “
Friday, 1 January 2016	Public Holiday
Monday, 4 January	Normal Work Pattern Resumes

**STATUTORY ENVIRONMENT: Nil**

**POLICY IMPLICATIONS: Nil**

**FINANCIAL IMPLICATIONS:**

Provision for expenditure associated with this function would be allocated from the annual Refreshments and Entertainment allocation.

**STRATEGIC IMPLICATIONS: Nil**

**RECOMMENDATION:**

That Council conducts an end of year/Christmas function for all Shire of Nannup employees on Friday, 18 December 2015 in a similar format to that which was conducted in 2014. Council also approves of the Shire Office being closed over the Christmas/New Year break.

**VOTING REQUIREMENTS: Simple Majority**

**STEVENSON/STEER**

*That Council conducts an end of year/Christmas function for all Shire of Nannup employees on Friday, 18 December 2015 in a similar format to that which was conducted in 2014. Council also approves of the Shire Office being closed over the Christmas/New Year break.*

**AMENDMENT**

**9297 MELLEMA/FRASER**

*That Council conducts an end of year/Christmas function for Councillors, employees and their immediate families at the new Nannup Recreation and Community Centre Function Room on Friday, 18 December 2015 starting at 6.00pm. Council also approves of the Shire Office being closed over the Christmas/New Year break.*

**THE AMENDMENT BECAME THE MOTION  
THE MOTION WAS THEN PUT AND  
CARRIED 8/0**

**REASON FOR ALTERATION TO RECOMMENDATION:**

Council considered that some slight alterations to the 2014 event should take place, particularly the venue. Based on these changes staff were given the go-ahead to commence planning for the event.

<b>AGENDA NUMBER:</b>	12.3
<b>SUBJECT:</b>	Danjangerup Cottages – Future Management
<b>LOCATION/ADDRESS:</b>	Crown Land Reserve 39740
<b>NAME OF APPLICANT:</b>	Western Australian Housing Authority
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Peter Clarke – Chief Executive Officer
<b>REPORTING OFFICER:</b>	Peter Clarke – Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	
<b>DATE OF REPORT:</b>	12 October 2015
<b>ATTACHMENTS:</b>	12.3.1 – Letter from Louise Murray 12.3.2 – Draft Lease Agreement between Shire of Nannup and Bunbury Housing Assoc (Inc) T/A Alliance Housing (WA)

**BACKGROUND:**

Louise Murray, Senior Contract Development Officer with State Government's Housing Authority has written to Council regarding the Shire of Nannup's Management Order over Crown Land Reserve 39740 (Danjangerup Cottages) in the hope that the Shire and the Housing Authority can reach a resolution for the future management of the Cottages.

Ms Murray advises that the Housing Authority and Danjangerup Cottages Incorporated (DCI) have two joint venture agreements over 9 units built on Crown Land Reserve 39740 with these units being managed by Alliance Housing. Ms Murray indicates that DCI would like to dissolve their incorporation under the *Associations Act* and to achieve this, they must first terminate their interest in the joint venture agreements. Both the Housing Authority and DCI would like Alliance Housing to continue to manage the properties.

Ms Murray advises that once the joint venture has been terminated, the Housing Authority will re-document their interest in the units in the form of a legal agreement, which reflects their significant equity share in the units (90.51% over Stage 1 and 89.7% over Stage 2).

Ms Murray advises that as the Shire of Nannup had previously advised that it does not wish to relinquish its Management Order over Reserve 39740, Alliance Housing would have to lease the land and units directly from the Shire. This has the effect of giving the Housing Authority little or no interest over the units.

If the Shire of Nannup is agreeable, Ms Murray suggests that the Shire leases the land to the Housing Authority on a 21 year lease at a peppercorn rental. The

Housing Authority would then immediately sub-lease the land to Alliance Housing and pass on property management responsibilities to Alliance Housing. DCI would also transfer any accumulated surplus funds to Alliance Housing for ongoing property maintenance.

Ms Murray further advises that this has been previously favourably suggested to the Shire but has not moved forward due to perceived opposition by DCI. Mrs Stephanie Camarri of DCI has been approached and seemed to react positively to this approach.

**COMMENT:**

The matter relating to the future management of the Danjangerup Cottages has been before Council previously following the decision by DCI to dissolve their Incorporation status. At the 27 June 2013 and the 23 October 2014 Ordinary meetings of Council the following was resolved:-

**8989 DUNNET/STEER**

1. *Council agree in principle to the relinquishment of the lease and for Alliance Housing to take over the management of Danjangerup Cottages.*
2. *Council advise the Department of Housing that it agrees to the severance of clause 4(k) from the lease between the Council and Danjangerup Cottages Incorporated dated 1 August 1991.*
3. *Council agree to the execution of a new lease with Alliance Housing on terms to be agreed.*
4. *Council agree to hold a trust fund for the balance of surplus funds from Danjangerup Committee, plus interest and a contract be drawn up to this effect between the Danjangerup Committee and the Shire of Nannup to release these funds for the expansion of the Danjangerup Cottages in the future.*

**CARRIED 8/0**

**9178 MELLEMA/STEVENSON**

*Council does not agree to surrender the Management Order in respect of Reserve No. 39740 in favour of the Department of Housing.*

**CARRIED 8/0**

Point 4 of Resolution **8989** has not been resolved as DCI still hold the accumulated funds for ongoing management of the Cottages as they have yet to dissolve as an Incorporated body. Also from the most recent correspondence from the Housing Authority, it indicates that DCI would transfer any accumulated funds to Alliance Housing for property maintenance if Council agrees to the current proposal.

In respect to the proposal by the Housing Authority regarding accumulated funds, the CEO referred this to representatives of DCI for their comment and they were

totally opposed to the funds being transferred to Alliance Housing and that Council's original Resolution **8989** should stand.

The CEO and DCI representatives have been in further discussions with Ms Murray at the Housing Authority to indicate that both the Shire of Nannup and DCI still maintain that the accumulated funds should be transferred to the Shire of Nannup as custodians of the funds. The Housing Authority has now acceded to this request and has forwarded additional correspondence outlining this matter and providing additional information on the Joint Venture Agreement (JVA) and future Management of the Cottages.

The Housing Authority also advises that it holds significant equity in the units (87.58% over Stage 1 and 89.7% over Stage 2) that needs to be documented in a new Agreement. DCI holds the remaining equity (12.42% share over Stage 1 and 10.30% share over Stage 2) as per the JVA with the Housing Authority. With DCI's impending dissolution as an Incorporated body, DCI is seeking to hand its equity to the Shire of Nannup. The Housing Authority indicates that if DCI formally agrees to assigning its equity to the Shire of Nannup, this would mean that the Shire would then be a party to the JVA with the Housing Authority.

Housing Authority advises that as the Shire will continue to hold the Management Order over the property, it suggests the Shire of Nannup grants a long term lease (21 years or thereabouts) for a peppercorn rent to the Housing Authority, imposing basic repair and outgoing liability on the Authority. A similar draft Lease is attached but this would be between the Housing Authority and the Shire instead of the Shire and Alliance Housing.

If Council is agreeable to such a Lease, the Housing Authority would immediately sub-lease the land to Alliance. Alliance would then perform all property maintenance responsibilities outlined above as well as adding all the normal tenant allocation and management, financial management and reporting obligations that would normally feature in a lease between the Housing Authority and a Community Housing Organisation. This will give the Authority scrutiny over the way Alliance operates and would entail obligations on the Authority as landlord as long as the head lease is in place.

#### **STATUTORY ENVIRONMENT:**

Possible requirement to Lease Reserve 39740 to the Housing Authority as per the requirements of the current Management Order.

#### **POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Possible requirement to establish a Reserve Fund for the "Future Development of Danjangerup Cottages" utilising the accumulated funds from the Danjangerup Cottages Incorporated.

**STRATEGIC IMPLICATIONS:**

Shire of Nannup Community Strategic Plan 2013 – 2023 - "Our Community" Strategy 1.2 Advocate for improved facilities and services for our aged.

**RECOMMENDATION:**

In order that the future management of the Danjangerup Cottages can be progressed in light of Danjangerp Cottages Incorporated (DCI) dissolution as an Incorporated body proceeding, Council resolves the following:-

1. That Council agrees to accept the accumulated General Account Funds of DCI totalling \$224,746.29 (as at 17 June 2015) and establishes a Reserve Fund for the purpose of "Future Development and Major Maintenance Works of Danjangerup Cottages" and that the release of amounts from these funds would only be considered by application to Council;
2. That Council, upon DCI's formal approval to assign its equity of the Cottages to the Shire of Nannup, accepts such equity of the Cottages and becomes a party to the Joint Venture Agreement with the Housing Authority; and
3. That Council, in holding the Management Order on Reserve 39740, advises the Housing Authority that it is prepared to Lease the Reserve to Housing Authority for a period of 21 years at a peppercorn rental. In granting the Lease, the Housing Authority be informed that this is subject to the Minister for Lands approving of the Lease in accordance with the management Order provisions.

**VOTING REQUIREMENTS:** Simple Majority

**9298 FRASER/LONGMORE**

*In order that the future management of the Danjangerp Cottages can be progressed in light of Danjangerp Cottages Incorporated (DCI) dissolution as an Incorporated body proceeding, Council resolves the following:-*



- 1. That Council agrees to accept the accumulated General Account Funds of DCI totalling \$224,746.29 (as at 17 June 2015) and establishes a Reserve Fund for the purpose of "Future Development and Major Maintenance Works of Danjangerup Cottages" and that the release of amounts from these funds would only be considered by application to Council;**
  
- 2. That Council, upon DCI's formal approval to assign its equity of the Cottages to the Shire of Nannup, accepts such equity of the Cottages and becomes a party to the Joint Venture Agreement with the Housing Authority; and**
  
- 3. That Council, in holding the Management Order on Reserve 39740, advises the Housing Authority that it is prepared to Lease the Reserve to Housing Authority for a period of 21 years at a peppercorn rental. In granting the Lease, the Housing Authority be informed that this is subject to the Minister for Lands approving of the Lease in accordance with the management Order provisions.**

**CARRIED 5/3**

Voting for the motion: Cr's Dean, Mellema, Steer, Longmore and Fraser.  
Voting against the motion: Cr's Gilbert, Slater and Stevenson.



AGENDA NUMBER:	12.4
SUBJECT:	Official Opening of Nannup Recreation Centre Function Room and Renovation Works
LOCATION/ADDRESS:	
NAME OF APPLICANT:	
FILE REFERENCE:	REC 2
AUTHOR:	Peter Clarke – Chief Executive Officer
REPORTING OFFICER:	Peter Clarke – Chief Executive Officer
DISCLOSURE OF INTEREST:	
DATE OF REPORT:	13 September 2015

**BACKGROUND:**

At a Recreation Centre site meeting held on Tuesday, 13 October 2015 at which the Building Contractor, Project Manager, Manager for Infrastructure and the CEO were in attendance, discussions took place on a suitable date for the official opening of the facility in consideration that the new Function Room will be completed by 31 October and the renovations to the existing building completed by mid-November.

**COMMENT:**

It was considered that the most appropriate date for the official opening be **Saturday, 28 November 2015** as this would allow general tidy-up works to be carried out prior to the opening.

Should Council be agreeable to the opening date, an invitation list of invited guests will be generated and circulated to Councillors for their perusal. An open invitation to the wider Nannup community will be advertised via the various media forums.

A trial use of the new facility will be held on Saturday, 31 October at which the Nannup Football Club will be conducting their annual wind-up and the Building Contractor is confident that the facility will be available for use at this time.

**STATUTORY ENVIRONMENT: Nil**

**POLICY IMPLICATIONS: Nil**

**FINANCIAL IMPLICATIONS:**

Costs for the Official Opening will be allocated from Council's Refreshment and Entertainment allocation.

**STRATEGIC IMPLICATIONS:** Nil

**RECOMMENDATION:**

That Council conducts the Official Opening of the Nannup Recreation Centre on Saturday, 28 November 2015.

**VOTING REQUIREMENTS:** Simple Majority

**9299 MELLEMA/LONGMORE**

*That Council conducts the Official Opening of the Nannup Recreation Centre on Saturday, 5 December 2015 at 3.00pm.*

**CARRIED 8/0**

**REASON FOR ALTERATION TO RECOMMENDATION:**

Council acknowledged the additional information provided by the CEO in respect to pushing the opening out one (1) additional week to ensure all was in readiness for the opening.

It was also noted that the proposed trial on 31 October 2015 would not be held on the advice of the Project Manager and alternative venue arrangements were made with the Nannup Football Club.

AGENDA NUMBER:	12.5
SUBJECT:	Caravan Park Upgrade
LOCATION/ADDRESS:	Brockman Street Caravan Park
NAME OF APPLICANT:	N/A
FILE REFERENCE:	ADM 36
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
DATE OF REPORT:	15 October 2015
ATTACHMENT:	12.5.1 – Schedule of Development

**BACKGROUND:**

Council adopted the development plan for the caravan park at its meeting on 23 May 2013. The development plan set out a schedule of works to achieve compliance and to improve the amenities at the park; the schedule is appended at Attachment 12.x.1

**COMMENT:**

As reported in agenda item 12.8 in the January 2015 Council meeting, The essential upgrades to the park have now been completed and only a few items of a lesser priority remain outstanding.

Within this agenda item it was endorsed that:

**9121 GILBERT/STEER**

*It is recommended that:*

- 1. The balance of Royalties for Regions funding be allocated to the construction of additional shower facilities at the Brockman Street Caravan Park;*
- 2. Up to \$3,000 be allocated from the Main Street Reserve to fund the removal of the existing asbestos shed at the Brockman Street Caravan Park.*

**CARRIED 7/0**

As a result of the above decision, the lessees have now begun to construct the ablution block with the assumption that the Shire of Nannup has committed \$17,000 towards this build. However with the changing of staff at the Shire of Nannup, the inclusion of this amount was not included within the 2015/16 budget and funding received from Royalties for Regions has now been consumed between the caravan park and recreation centre upgrades. The budgeting error is

primarily as a result of changing staff which resulted in an oversight of this inclusion.

Officers are of the opinion that given that a commitment was made previously, the Shire of Nannup will need to honour this commitment previously made by Council and retrospectively add this amount to the 15/16 budget as an amendment.

With the restructure within the Administration staff and the flow on effect of reduction in staffing levels, the shortfall will be recoverable from monies saved within salaries and wages for this current financial year. Therefore the proposal is that this amount be added to the budget as an unauthorised expenditure that will be reviewed within the budgetary review early next year.

As shown in the recommendation above funding for the removal of the asbestos will come from Main Street Reserve. This is noted and will be included within the budget for the Main Street upgrade. No adverse financial implications for the 2015/16 budget should result with this inclusion.

**STATUTORY ENVIRONMENT:** Local Government Act 1995 Section 6.8 (1)(b)

**POLICY IMPLICATIONS:** Nil.

**FINANCIAL IMPLICATIONS:**

The inclusion of \$20,000 in the 2015/16 budget of unauthorised expenditure:

- \$17,000 from anticipated savings due to staff reductions
- \$3,000 from Main Street Reserve.

**STRATEGIC IMPLICATIONS:** Nil

**RECOMMENDATION:**

That as per Recommendation **9121** from the January 2015 Council Meeting the amount of \$20,000 be paid to the lessees of the Caravan Park to cover costs associated with the building of the ablution block and removal of the asbestos shed.

This unforeseen budgeted amount will be taken into consideration as part of the budget review in February 2016.

**VOTING REQUIREMENTS:** Absolute Majority

**9300 LONGMORE/GILBERT**

***That as per Recommendation 9121 from the January 2015 Council Meeting the amount of \$20,000 be paid to the lessees of the Caravan Park to cover costs associated with the building of the ablution block and removal of the asbestos shed.***

***This unforeseen budgeted amount will be taken into consideration as part of the budget review in February 2016.***

**CARRIED 8/0**





<b>AGENDA NUMBER:</b>	12.6
<b>SUBJECT:</b>	Budget Monitoring – September 2015
<b>LOCATION/ADDRESS:</b>	Nannup Shire
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	FNC 8
<b>AUTHOR:</b>	Robin Prime – Corporate Services Officer
<b>REPORTING OFFICER:</b>	Tracie Bishop – Manager Corporate Services
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE OF REPORT:</b>	22 October 2015
<b>ATTACHMENTS:</b>	12.6.1 – Financial Statements for the period ending 30 September 2015 12.6.2 – Table Showing Detailed Variances for 2015/16

**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 \$5,000, 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:**

There are no significant expected variances identified at the end of this financial year at this point in time. Any identified variances are being monitored and have been reported on within Attachment 2. A full analysis of over and underspends will be included with next month's report.

Attachment 2 provides a detailed breakdown of income and expenditure incurred to 30 September 2015 and the associated annual budgets. The first two columns show the budget and the income or expenditure to date against each account code. The two columns on the right show the budget remaining for the year and the anticipated income or expenditure at the year end.

**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 September 2015 be received.

**VOTING REQUIREMENTS:** Simple Majority

**9301 SLATER/STEVENSON**

*It is recommended that the Monthly Financial Statements for the period ending 30 September 2015 be received.*

**CARRIED 8/0**

AGENDA NUMBER:	12.7
SUBJECT:	Monthly Accounts for Payment - September 2015
LOCATION/ADDRESS:	Nannup Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	FNC 8
AUTHOR:	Tracie Bishop – Manager Corporate Services
REPORTING OFFICER:	Tracie Bishop – Manager Corporate Services
DISCLOSURE OF INTEREST:	None
PREVIOUS MEETING REFERENCE:	None
DATE OF REPORT:	13 October 2015
ATTACHMENTS:	12.7.1: Schedule of Accounts for Payment – September 2015 12.7.2: Credit Card Payments – September 2015

**BACKGROUND:**

The Accounts for Payment for the Nannup Shire Municipal Account fund and Trust Account fund to 30 September 2015 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 are two corporate credit cards currently 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	7525 - 7601	\$436,037.11
Accounts paid by cheque	19867 –19887	\$7,739.12
Accounts paid by Direct Debit	DB9387-1 to DB9387-7	\$6,683.39
Sub Total Municipal Account		<u>\$459,924.60</u>

<b>Trust Account</b>	
Accounts paid by EFT	\$0.00
Accounts Paid by cheque	\$0.00
SubTotal Trust Account	<u>\$0.00</u>
<b>Total Payments</b>	<u><b>\$459,924.60</b></u>

**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 \$459,924.60 in the attached schedule be endorsed.

**VOTING REQUIREMENTS:** Simple Majority

**9302 MELLEMA/GILBERT**

***That the List of Accounts for Payment for the Nannup Shire Municipal Account fund totalling \$459,924.60 in the attached schedule be endorsed.***

**CARRIED 8/0**

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

**13.1 OFFICERS - Nil**

**13.2 ELECTED MEMBERS - Nil**

**14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS  
BEEN GIVEN**

**Nil**

**15. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**Nil**

**16. CLOSURE OF MEETING**

There being no further business to discuss the Shire President declared the meeting closed at 17.00 hours.