

# SHIRE OF JERRAMUNGUP



## MINUTES

### COUNCIL ORDINARY MEETING

18<sup>th</sup> SEPTEMBER 2013

**ORDINARY MINUTES – 18<sup>th</sup> SEPTEMBER 2013****INDEX**

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SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS,  
JERRAMUNGUP ON WEDNESDAY 18<sup>th</sup> SEPTEMBER 2013, COMMENCING AT  
2.00PM.

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

The President declared the meeting open at 2:08pm

2. **RECORD OF ATTENDANCE**

Cr R Lester	President
Cr J Iffla	Deputy President
Cr R Parsons	Member
Cr B Trevaskis	Member
Cr C Daniel	Member
Cr B Atkin	Member
Mr W Parker	Chief Executive Officer
Mr B Bailey	Deputy Chief Executive Officer
Mr C Pursey	Planning Officer
Mr G Edwards	Executive Manager Infrastructure Services

3. **APOLOGIES**

Cr W Bailey                      Member

4. **LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

5. **PUBLIC QUESTION TIME**

Nil

6. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

7. **PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**8. DECLARATIONS OF FINANCIAL INTEREST**

Nil

**9. CONFIRMATION OF MINUTES**

9.1 Ordinary Council Meeting held 21<sup>st</sup> August 2013

**OC130901 Moved Cr Daniel / Seconded Cr Atkin**

**That the Minutes of the Ordinary Meeting of Council held 21<sup>st</sup> August  
2013 be confirmed.**

**Carried 6-0**

**W O R K S**

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<b>SUBMISSION TO:</b>	Works
<b>AGENDA REFERENCE:</b>	10.1.1
<b>SUBJECT:</b>	Works Report
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Graham Edwards
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	10 September 2013

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### **ATTACHMENT**

Attachment 10.1.1(a) – Jerramungup maintenance report  
Attachment 10.1.1(b) – Bremer Bay maintenance report  
Attachment 10.1.1(c) – Rural road maintenance report  
Attachment 10.1.1(d) – 2013/14 Road Construction Programme Project Status at 31<sup>st</sup>  
August 2013

### **ROAD CONSTRUCTION**

The 2013 / 2014 Road Construction Programme is progressing as attached and with:

- a) Fitzgerald River National Park Improvement Project upgrading of Swamp Road and improvements to Doubtful Island Road recently endorsed by Main Roads completed apart from minor works which will be undertaken by contractors.
- b) Improvements to Rabbit Proof Fence Road between Yates Road and Needilup North Road in progress.

### **ROAD MAINTENANCE**

Road maintenance scheduled during August was disrupted by inclement weather.

In addition to revisiting recently maintained roads in the Needilup locality, the crew was diverted to address the poor condition of Swamp Road particularly between South Coast Highway and Gairdner South Road.

Although less problematic, maintenance required to other roads was addressed while in the Gairdner area.

The maintenance crew has since progressed northward to Carlawillup, Monkey Rock and Cameron Roads before relocating to Lake Magenta Road.

Maintenance will be undertaken in the Fitzgerald and Jacup areas and progress westwards towards Brook, Exchange and Rabbit Proof Fence Roads in preparation for harvest.

The attached report indicates maintenance undertaken during August.

## **TOWN SERVICES**

Attached are reports indicating maintenance undertaken at Bremer Bay and Jerramungup during August.

## **JERRAMUNGUP AND BREMER BAY DEPOTS**

Signage and other improvements are continuing to satisfy occupational safety and health responsibilities of the Shire of Jerramungup at the Jerramungup and Bremer Bay Depots.

## **PLANT REPAIRS**

Management insistence that employees adhere to the procedure of reporting plant faults and services due on timecards, together with the co-ordination of repairs through a single officer (Manager Town Services) has exposed the inadequate maintenance of some items.

This is however a positive result as the Shire of Jerramungup has a substantial investment in plant and continuing improvement of workplace practices will benefit all concerned.

## **RECOMMENDATION**

That the Works Report be received.

**OC130902      Moved Cr Parsons / Seconded Cr Iffla**

**That the Works Report be received.**

**Carried 6-0**

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<b>SUBMISSION TO:</b>	<b>Works</b>
<b>AGENDA REFERENCE:</b>	10.1.2
<b>SUBJECT:</b>	Protective Clothing - Outside Employees
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	PL.OH.10
<b>AUTHOR:</b>	Graham Edwards
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	9 September 2013

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## **SUMMARY**

The purpose of this report is to address occupational safety and health and procurement uncertainty for the supply of uniforms provided to the outside workforce by the Shire of Jerramungup.

## **ATTACHMENT**

Attachment 10.1.2 - An extract from the Commission for Occupational Safety and Health Code of Practice is attached.

## **BACKGROUND**

The supply of outdoor worker uniforms and protective equipment is consistently problematic.

The Commission for Occupational Safety and Health Code of Practice for Personal Protective Clothing and Equipment for example states in part that:

*Ultra violet radiation from the sun is recognised as a hazard to the health of outdoor workers. The risk of exposure to sunlight should preferably be reduced by providing shade or scheduling outdoor work to hours other than the middle of the day.*

*Where this is not practicable, personal protection should be provided by protective clothing eg broad brimmed hat, long sleeve shirt and sunscreen lotion (SPF 15+) in accordance with AS/NZS 2604 Sunscreen products - Evaluation and classification.*

Shire of Jerramungup employee preferences however vary considerably. Although high visibility clothing is mandatory individuals variously prefer:

- a) Shorts instead of long pants and jeans instead of drill work pants.
- b) Short sleeves instead of long, fully or partially buttoned, polo versus drill and high visibility orange versus yellow shirts.
- c) A wide variety of boot manufacturers. The Shire contributing towards the cost rather than providing boots adds further complication.

- d) To source work wear independently of the Shire's procurement process.

Jerramungup's remoteness for fitting has regularly drawn complaint by employees about the incorrect size of clothing delivered and employer delay in supplying the annual uniform allocation.

Exchange also becomes impractical when the Shire of Jerramungup logo has been embroidered on the clothing.

To consolidate procurement into a single order and address the supply of incorrect sizes Hassell District Traders has been approached, to trial the local supply of outdoor worker uniforms in 2013 / 2014.

The Jerramungup Shire Council position is currently inconclusive however and the ordering process continues to be frustrated.

### **CONSULTATION**

There have been frequent discussions with employees over a number of years.

### **COMMENT**

Through employees, management, administration and suppliers attempting to negotiate a competitive rate with wholesalers, the current process is time consuming and incurs unidentified costs.

The Shire policy of contributing towards, rather than providing boots also encourages employees to randomly seek the best price for the product of their choice.

A notable range of work wear suitable for a variety of seasonal conditions has been offered locally. This has included:

- a) Original drill, 8 pocket cargo and insect protection drill pants.
- b) High visibility, long sleeved standard drill shirts, cool drill shirts, closed front drill shirts, insect protection drill shirts and polo shirts.
- c) High visibility drill jackets and water resistant jackets.
- d) Several varieties of safety footwear.

Options that might be considered include:

- a) Continue unchanged, which frustrates employees, officers and suppliers.
- b) That excepting for the rangers, all uniforms are supplied with the same high visibility colour.
- c) Boots are paid in full and sourced from a nominated supplier, unless medical evidence supports otherwise.

- d) Whether the cost of uniforms acquired by employees without prior authorisation and the issue of a purchase order is to be reimbursed.
- e) Whether employees preferring to purchase their own work wear are also issued a uniform by the Shire of Jerramungup.

Perhaps of greatest importance is establishing the level of *Occupational Safety and Health* risk acceptable to the Jerramungup Shire Council from exposure to sunlight and the regard afforded:

- a) The Commission for Occupational Safety and Health Code of Practice for Personal Protective Clothing and Equipment which recommends long sleeved shirts.
- b) Employees who might claim that shorts and short sleeve shirts are cooler in summer conditions and provide greater freedom for plant operation than long trousers and long sleeved shirts.
- c) That for occupational safety and health reasons, some tasks cannot be undertaken in short pants and short sleeves.
- d) Notwithstanding that, although sunscreen might be supplied, use by employees cannot be guaranteed.
- e) Whether shorts and short sleeved shirts will be provided by the Shire of Jerramungup or accepted on the work site.

In a practical sense, providing the clothing is suitable, the high visibility colour, range of clothing choices and employees providing their own work wear is inconsequential at the jobsite.

Existing practices are however disorderly, impact operational efficiency and challenge the statutory responsibilities of the employer.

## **STATUTORY REQUIREMENTS**

The *Local Government Act 1995* states:

- a) Section 3.18 (3)

*A local government is to satisfy itself that, services and facilities it provides are managed efficiently and effectively.*

- b) Section 5.40 (e)

*Employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984.*

The *Local Government (Financial Management) Regulations 1996* state in part:

- a) Financial management duties of the CEO

- i) *Efficient systems and procedures are to be established by the CEO of a local government to ensure proper authorisation for the incurring of liabilities and the making of payments.*
  - ii) *The CEO is to ensure that the resources of the local government are effectively and efficiently managed.*
- b) Payment of Accounts
- i) *A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.*

## **STRATEGIC IMPLICATIONS**

Reference to the Strategic Community Plan 2012 – 2025 is:

### Aspiration 6

*An engaged and informed community defined by strong civic leadership, sound governance and transparent decision making.*

## **FINANCIAL IMPLICATIONS**

The 2013 / 2014 budget for Works Uniforms and Footwear is \$6,000. Expenditure to date is \$1,174 with an indicative price indicating an additional amount of approximately \$5,500 will be required in 2013 / 2014.

The current process also incurs unidentified expenditure allocated as administration.

## **WORKFORCE IMPLICATIONS**

Clarification of entitlements and improvement of the procurement process will benefit employees.

## **POLICY IMPLICATIONS**

### Human Resources Operational Policy

Council provides funds in each year's budget for the purchase of staff uniform and personal protective equipment. This policy forms the basis for the allocation of these funds. This policy will not override any contractual obligations that the Council may have entered into with particular staff.

Where sufficient budget exists the following table establishes Council policy in relation to the purchase of uniform and safety equipment for Council staff.

<b>Issue or Allowance of Uniform Per Annum</b>					
	Administration Staff	Directly Employed Library Staff	Cleaners	Depot Based Staff (Permanent)	Depot Based Staff Casual
Uniform from corporate provider on commencement	\$552	\$250			
Thereafter to maintain annually	\$497	\$200			
Trousers Annually			1	3	2
Specified Shirts Annually			2	5	2
Hi-Visibility Jacket	1*		1	1	1
Safety Boots <\$132 replace on wear and tear	1*		1	1	1
Safety sunglasses or \$165 max contribution to prescription safety glasses per year				Y	Y
Other PPE relevant to duties as required	Y	Y	Y	Y	Y

\*Only for administration staff that physically attend a worksite.

### Finance Policy 6 – Purchasing

The purchase of uniforms will be within the \$5,001 to \$19,999 category.

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That:

- a) Pursuant to the Commission for Occupational Safety and Health Code of Practice and the Shire of Jerramungup Human Resources Operational Policy, the Shire of Jerramungup shall only supply outdoor employees with long pants and long sleeved shirts.
- b) Uniforms supplied shall be selected from a range of products recognised as industrial work wear from a supplier designated by the Shire of Jerramungup.

- c) Pursuant to the Commission for Occupational Safety and Health Code of Practice the Shire of Jerramungup shall provide outdoor employees with sunscreen lotion (minimum SPF 15+) in accordance with *AS/NZS 2604 Sunscreen Products – Evaluation and classification*.
- d) The Shire of Jerramungup will prohibit the wearing of non standard work wear.
- e) The Human Resources Operational Policy is amended to reflect that the Shire of Jerramungup shall provide the full cost of boots sourced through the Shire of Jerramungup's consolidated procurement process from a supplier designated by the Shire of Jerramungup for a maximum value of \$200.

**OC130903      Moved Cr Trevaskis / Seconded Cr Daniel**

**That:**

- a) **Pursuant to the Commission for Occupational Safety and Health Code of Practice and the Shire of Jerramungup Human Resources Operational Policy, the Shire of Jerramungup shall only supply outdoor employees with long pants and long sleeved shirts.**
- b) **Uniforms supplied shall be selected from a range of products recognised as industrial work wear from a supplier designated by the Shire of Jerramungup.**
- c) **Pursuant to the Commission for Occupational Safety and Health Code of Practice the Shire of Jerramungup shall provide outdoor employees with sunscreen lotion (minimum SPF 15+) in accordance with *AS/NZS 2604 Sunscreen Products – Evaluation and classification*.**
- d) **The Shire of Jerramungup will prohibit the wearing of non standard work wear.**
- e) **The Human Resources Operational Policy is amended to reflect that the Shire of Jerramungup shall provide the full cost of boots sourced through the Shire of Jerramungup's consolidated procurement process from a supplier designated by the Shire of Jerramungup for a maximum value of \$200.**

**Carried 6-0**

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<b>SUBMISSION TO:</b>	<b>Works</b>
<b>AGENDA REFERENCE:</b>	10.1.3
<b>SUBJECT:</b>	Restricted Access Vehicle Network
<b>LOCATION/ADDRESS:</b>	Jerramungup Townsite
<b>NAME OF APPLICANT:</b>	Shire of Jerramungup
<b>FILE REFERENCE:</b>	RD.RH.3
<b>AUTHOR:</b>	Graham Edwards
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	10 September 2013

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## **SUMMARY**

The purpose of the report is to further consider the Restricted Access Vehicle (RAV), Network classification within the Jerramungup Townsite.

## **ATTACHMENT**

Nil

## **BACKGROUND**

Following a request by local businesses the Shire of Jerramungup sought that several streets be included in the Restricted Access Vehicle (RAV) Network.

At the Ordinary Council Meeting of March 2012 it was resolved (OC120303) that:

1. *The Jerramungup Shire Council supports Tobruk Road, Vasey Street and Memorial Road being classified as RAV Network 6, subject to reconsideration following consultation with Main Roads Western Australia.*
2. *Main Roads Western Australia is consulted about conditions which might be imposed should Tobruk Road, Vasey Street and Memorial Road be classified as RAV Network 6.*

Main Roads then:

- a) Endorsed Bennett Street, Vasey Street and the portion of Memorial Road from South Coast Highway to Bennett Street.
- b) Responded with advice that until parking has been officially restricted, Tobruk Road cannot be added to the RAV network.

At the Ordinary Council Meeting of February 2013 it was then resolved (OC130203) that:

1. *Pursuant to the Parking and Parking Facilities Local Law, signage is installed to prohibit roadside parking along Tobruk Road; for the purpose of inclusion in the Restricted Access Vehicle (RAV) Network.*

Local business was consulted and no action has been taken to restrict parking.

Main Roads was further queried about the inclusion in the RAV Network of Memorial Road from the Broomehill – Jerramungup Road to Kokoda Road and Mooreshead Road from Vasey Street to Tobruk Road.

Main Roads has responded with advice that:

- a) *When assessing roads to be included in the RAV Network, the road must comply with the “Guidelines for Assessing the Suitability of Routes for Restricted Access Vehicles”.*
- b) *On this occasion the following intersections have been assessed and deemed unsuitable for RAV access due to a non-compliant intersection swept path analysis. If intersection modifications were undertaken then the roads may become acceptable but would require a re-assessment by Main Roads.*
  - i) *Memorial Rd & Broomehill Jerramungup Rd.*
  - ii) *Tobruk Road and South Coast Highway.*
  - iii) *Tobruk Road and Mooreshead Road.*
  - iv) *Mooreshead Road and Vasey Street.*

*Unfortunately due to the non-compliant swept paths the proposed roads have not been approved to be added the requested RAV networks.*

## **CONSULTATION**

The initial process included consultation with Main Roads and the Police.

The Department of Local Government has confirmed that subject to the installation of appropriate signage, the existing Parking and Parking Facilities Local Law permits the introduction of parking restrictions along Tobruk Road, without amendment.

## **COMMENT**

Main Roads Western Australia:

- a) Is the controlling authority for the RAV Network.
- b) Consults with local government as part of the approval process.
- c) Might apply certain conditions for the inclusion of a road in the RAV network.

It is a matter for the Jerramungup Shire Council to determine:

- a) The relative merit of restricting street parking for everyday use to accommodate RAV Network access.

- b) Whether the significant cost of improvements associated with expanding the RAV Network within the Jerramungup Townsite is warranted and can be accommodated.

## **STATUTORY REQUIREMENTS**

The Commissioner of Main Roads is authorised for the management of heavy vehicles through the:

- a) Road Traffic (Vehicle Standards) Rules 2002
- b) Road Traffic (Vehicle Standards) Regulations 2002

The Parking and Parking Facilities Local Law provides the Jerramungup Shire Council with the power to impose parking restrictions along Tobruk Road.

## **STRATEGIC IMPLICATIONS**

The cost / benefit of further expansion of the RAV Network within the Jerramungup Townsite, is a strategic matter requiring careful consideration.

An association is drawn with the Strategic Community Plan 2012 – 2025 through:

### **Social Aspirations**

*This group of aspirations refers to the capacity of society to provide for the wellbeing of all residents and do so in a fair and equitable way. This includes good governance and civic leadership.*

#### **Aspiration 6:**

An engaged and informed community defined by strong civic leadership, sound governance and transparent decision making.

### **Economic Aspirations**

*The key themes relating to this aspiration were based on responsible fiscal policy, asset management and the provision of good quality and well utilised infrastructure.*

#### **Aspiration 9:**

An economically diverse community, where primary industry is supported by a strong secondary and service industry.

#### **Aspiration 10:**

A community where transport infrastructure is constructed and maintained using best practice principles.

## **FINANCIAL IMPLICATIONS**

There is significant cost associated with:

- a) Installing signage required to restrict parking along Tobruk Road.

- b) Implementing the Parking and Parking Facilities Local Law.
- c) The upgrading of intersections as required by Main Roads to accommodate the RAV Network.

### **WORKFORCE IMPLICATIONS**

Parking restrictions introduce a requirement for community education and an expectation of enforcement, which will require funding and resourcing.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That:

1. No further action is taken to expand the Restricted Access Vehicle (RAV) Network within the Jerramungup Townsite in the immediate future.

**OC130904      Moved Cr Trevaskis/ Seconded Cr Parsons**

That:

1. **No further action is taken to expand the Restricted Access Vehicle (RAV) Network within the Jerramungup Townsite in the immediate future.**

**Carried 6-0**

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<b>SUBMISSION TO:</b>	<b>Works</b>
<b>AGENDA REFERENCE:</b>	10.1.4
<b>SUBJECT:</b>	Disposal of Surplus Goods
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup Depot
<b>NAME OF APPLICANT:</b>	Not Applicable
<b>FILE REFERENCE:</b>	PE.DI.1
<b>AUTHOR:</b>	Graham Edwards
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	10 September 2013

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## **SUMMARY**

The purpose of the report is to authorise the disposal of surplus goods and equipment at the Shire of Jerramungup Depots.

## **ATTACHMENT**

Attachment 10.1.4 - A list of goods is attached.

## **BACKGROUND**

Over a period surplus goods and equipment have accumulated at the Shire of Jerramungup Depots, which add clutter and increase housekeeping expenses.

## **CONSULTATION**

Surplus items have been identified through consultation between Works Department management and employees.

## **COMMENT**

For Shire of Jerramungup purposes, in some cases the replacement of equipment would be preferable to continuing repair.

It would also be difficult to implement Section 3.58 of the Local Government Act 1995, clause (3) as described below at the Shire of Jerramungup.

It is proposed that:

- a) Surplus goods and equipment be disposed of by public auction at the Jerramungup Depot on a date to be determined following consultation with an auctioneer.
- b) Surplus goods considered of value and remaining unsold by auction at Jerramungup are transported for disposal by public auction at Albany.

## **STATUTORY REQUIREMENTS**

### **Local Government Act 1995**

Section 3.58 provides for the “Disposing of Property” and states in part that:

(1) *In this section:*

*“Dispose” includes to sell, lease or otherwise dispose of, whether absolutely or not.*

*“Property” includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) *Except as stated in this section, a local government can only dispose of property to:*

a) *The highest bidder at public auction; or*

b) *The person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property:*

a. *It gives local public notice of the proposed disposition:*

i. *Describing the property concerned.*

ii. *Giving details of the proposed disposition; and*

iii. *Inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given.*

*and*

b. *It considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision is made.*

(4) *The details of a proposed disposition that are required by subsection (3) (a) (ii) include:*

a. *The names of all other parties concerned.*

b. *The consideration to be received by the local government for the disposition; and*

- c. *The market value of the disposition as ascertained by a valuation carried out not more than 6 months before the proposed disposition.*

### **STRATEGIC IMPLICATIONS**

Aspiration 3 of the Strategic Community Plan 2012 – 2025 nominates “An environmentally conscious community where reduced waste to landfill is supported by best practice facilities.”

### **FINANCIAL IMPLICATIONS**

Disposal is a financially sound method of reducing depot housekeeping expenses and realising the value of surplus goods and equipment for redirection of funds to other purposes.

It is suggested that revenue realised be placed in plant reserve.

### **WORKFORCE IMPLICATIONS**

The disposal of surplus goods and equipment will improve the amenity of the workplace for the workforce.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That:

1. The disposal of surplus goods and equipment be authorised by public auction at the Jerramungup Depot at a time to be determined following consultation with an auctioneer.
2. Revenue realised from the disposal of surplus goods and equipment be placed in plant reserve.

**OC130905      Moved Cr Daniel / Seconded Cr Trevaskis**

**That:**

- 1. The disposal of surplus goods and equipment be authorised by public auction at the Jerramungup Depot at a time to be determined following consultation with an auctioneer.**
- 2. Revenue realised from the disposal of surplus goods and equipment be placed in plant reserve.**

**Carried 6-0**

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<b>SUBMISSION TO:</b>	<b>Works</b>
<b>AGENDA REFERENCE:</b>	10.1.5
<b>SUBJECT:</b>	Disposal of Plant – Truck Asset 363
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup Depot
<b>NAME OF APPLICANT:</b>	Not Applicable
<b>FILE REFERENCE:</b>	PE.DI.1
<b>AUTHOR:</b>	Graham Edwards
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	10 September 2013

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## **SUMMARY**

The purpose of the report is to authorise the disposal of 1998 Mitsubishi Fighter heavy duty single axle truck, asset no 363.

## **ATTACHMENT**

Nil

## **BACKGROUND**

The 1998 Mitsubishi Fighter, heavy duty single axle truck is fitted with a hiab crane and been used for miscellaneous works.

Its functions have largely been replaced by the purchase of small trucks, the skid steer loader, the rural maintenance truck and loader and the excavator in recent years.

The truck:

- a) Is due for a significant repairs and a recent overhaul of the hiab crane identified that parts are difficult to obtain.
- b) Has not been used during 2013 / 2014.

The crane is erratic in operation, used occasionally and demands high risk operator accreditation. It represents a significant occupational safety and health risk for the Shire of Jerramungup.

The operating history over the previous five (5) years is summarised below.

Operator costs are additional.

Excluding overtime and public holidays, 1,900 hours are available for plant operation. Employees have however consistently worked considerable overtime during the last five (5) years.

Year	Hours Worked	Costs Recovered	Actual Operating Cost	Actual Hourly Operating Rate
2008 / 2009	438	\$25,491	\$17,529	\$40.02
2009 / 2010	390	\$18,818	\$22,652	\$58.08
2010 / 2011	425	\$24,467	\$26,149	\$61.53
2011 / 2012	252	\$13,424	\$24,995	\$99.19
2012 / 2013	60	\$2,902	\$3,940	\$65.67

Peak use during the last five (5) years was in 2008 / 2009 at 23% of available minimum hours.

The difference between recovered and actual operating costs indicates that the item has been subsidised against other plant items since 2008 / 2009.

That isn't unusual within a class of plant item but it is an indicator that disposal might be due.

### **CONSULTATION**

The usefulness of the truck against other plant requirements has been discussed by Works Department management.

### **COMMENT**

The truck is now fifteen (15) years old, requires repairs and use is declining.

The hiab crane has been overhauled recently but remains a significant occupational safety and health risk.

Disposal for the purchase of a plant trailer as originally proposed during 2013 / 2014 budget deliberations is suggested as a more effective option operationally.

### **STATUTORY REQUIREMENTS**

#### **Local Government Act 1995**

Section 3.58 provides for the "Disposing of Property" and states in part that:

(1) *In this section:*

*"Dispose" includes to sell, lease or otherwise dispose of, whether absolutely or not.*

*"Property" includes the whole or any part of the interest of a local government in property, but does not include money.*

- (5) *Except as stated in this section, a local government can only dispose of property to:*
- c) *The highest bidder at public auction; or*
  - d) *The person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

### **STRATEGIC IMPLICATIONS**

Aspiration 10 of the Strategic Community Plan 2012 – 2025 nominates:

*“A community where transport infrastructure is constructed and maintained using best practice principles.”*

### **FINANCIAL IMPLICATIONS**

Invoices have not been received for overhaul of the hiab crane but it is anticipated that the combined cost of hiab and truck repairs will be in the vicinity of \$20,000.

### **WORKFORCE IMPLICATIONS**

The truck mounted, hiab crane is a high risk occupational safety and health item requiring specialist operation.

Disposal of the truck for the purchase of a plant trailer as originally proposed during 2013 / 2014 budget deliberations will benefit operations.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That:

1. The 1998 Mitsubishi Fighter, asset number 363 is disposed of at public auction pursuant to section 3.58 of the Local Government Act 1995.
2. The revenue is allocated to the purchase of a medium duty plant trailer of approximately 3 to 4 tonne capacity, with residue revenue placed in Plant Reserve.

**That:**

- 1. The 1998 Mitsubishi Fighter, asset number 363 is disposed of at public auction pursuant to section 3.58 of the Local Government Act 1995.**
- 2. The revenue is allocated to the purchase of a medium duty plant trailer of approximately 3 to 4 tonne capacity, with residue revenue placed in Plant Reserve.**

**Carried 6-0**

# **FINANCE**

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<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	10.2.1
<b>SUBJECT:</b>	Accounts Payable
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>NAME OF APPLICANT:</b>	
<b>AUTHOR:</b>	Mel Aitchison
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	2 <sup>nd</sup> September 2013

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### **ATTACHMENT**

Attachment 10.2.1 - List of Accounts Paid to 31<sup>st</sup> August 2013

### **BACKGROUND**

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>		
Last Cheque Used	27531	
	EFT 7488 - 7591	\$397,060.55
	EFT 7593 - 7649	\$115,627.60
	Cheque 27532 - 27540	\$9,535.12
	Cheque 27541 - 27541	Cancelled
	Cheque 27542 - 27555	\$6,280.58
	Direct Debits	\$751.80
<b>Municipal Account Total</b>		<b>\$529,255.65</b>
<b>Trust Account</b>		
	EFT 7592 - 7592	\$4,000.00
<b>Trust Account Total</b>		<b>\$4,000.00</b>
<b><u>Grand Total</u></b>		<b><u>\$533,255.65</u></b>

### **CERTIFICATE**

This schedule of accounts as presented, which was submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been paid.

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That the schedule of direct debits and accounts payable, totalling submitted \$533,255.65 to the Full Council on 18<sup>th</sup> September 2013 be endorsed.

**SIGNATURES**

\_\_\_\_\_  
Author

\_\_\_\_\_  
Chief Executive Officer

**OC130907      Moved Cr Atkin / Seconded Cr Daniel**

**That the schedule of direct debits and accounts payable, totalling submitted \$533,255.65 to the Full Council on 18<sup>th</sup> September 2013 be endorsed.**

**SIGNATURES**

\_\_\_\_\_  
Author

\_\_\_\_\_  
Chief Executive Officer

**Carried 6-0**

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<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	10.2.2
<b>SUBJECT:</b>	Monthly Financial Report
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>AUTHOR:</b>	Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	9 <sup>th</sup> September 2013

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## **SUMMARY**

This report presents the monthly financial report to Council which is provided as an attachment to the agenda. The recommendation is to receive the monthly financial report.

## **ATTACHMENT**

Attachment 10.2.2 - Monthly Financial Report – Period Ending 31<sup>st</sup> August 2013

## **BACKGROUND**

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

## **CONSULTATION**

Council financial records.

## **COMMENT**

This report contains annual budget estimates, actual amounts of expenditure, revenue and income to the end of the month. It shows the material differences between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council abreast of the current financial position.

## **STATUTORY REQUIREMENTS**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 require that financial activity statement reports are provided each month reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month.

The report is to be presented at either the next ordinary meeting after the end of the month, or if not prepared in time to the next ordinary meeting after that meeting.

## **STRATEGIC IMPLICATIONS**

This item relates to the following component from the Shire of Jerramungup Strategic Community Plan 2012 – 2025;

**Aspiration 11:** A community where revenue is maximised and rating methodology is fair, equitable and transparent.

## **FINANCIAL IMPLICATIONS**

As detailed within the Monthly Financial Report

## **POLICY IMPLICATIONS**

Accounting policies as detailed within the Monthly Financial Report

## **WORKFORCE IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

- 1) That Council receive the Monthly Financial Report for the period ending 31<sup>st</sup> August 2013 in accordance with Section 6.4 of the Local Government Act 1995.

**OC130908      Moved Cr Trevaskis / Seconded Cr Iffla**

- 1) **That Council receive the Monthly Financial Report for the period ending 31<sup>st</sup> August 2013 in accordance with Section 6.4 of the Local Government Act 1995.**

**Carried 6-0**

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<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	10.2.3
<b>SUBJECT:</b>	Revaluing assets at Fair Value
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>AUTHOR:</b>	Tamara Pike
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	3 <sup>rd</sup> September 2013

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## **SUMMARY**

This report presents a listing of plant, equipment, furniture, golf courses and easements that must be valued at fair value. The recommendation is to accept the fair values as listed on the attached reports for accounting purposes.

## **ATTACHMENT**

Attachment 10.2.3 (a) - Plant and Equipment Listing of Fair Value

Attachment 10.2.3 (b) - Furniture and Equipment Listing of Fair Value

## **BACKGROUND**

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The amendments to the regulations allow for a phasing in of fair value in relation to fixed assets over three years. The timetable for valuing assets at fair value is:

Plant and equipment by 30 June 2013

Golf courses, sporting or recreational facilities by 30 June 2013

Easements by 30 June 2013

Land and Buildings by 30 June 2014 or 2015

Infrastructure by 30 June 2014 or 2015

All other assets by 30 June 2015

Council has the option of implementing fair value for Land and Buildings or Infrastructure in alternate years. Then every three years after the initial fair value assessment a review must be completed.

Fair value is the price that an asset would be realised for if sold at the current date of assessment for the most advantageous price.

There are three valuation techniques:

- 1) Market approach which uses prices and other relevant information generated by market transactions involving identical or comparable assets.
- 2) Cost approach which reflects the amount that would be required currently to replace the service capacity of an asset (current replacement cost).

- 3) Income approach which converts future amounts (cash flows) to a single current (discounted) amount.

The assumption has been made that any items with a value of less than \$2,000 will remain as the current written down value as any change in the value of these assets through the fair value process would be immaterial.

To assess the fair value of plant and equipment we have used the market approach and used auction results from two websites and the redbook website.

Furniture and equipment was valued at market approach also, however most items were under the \$2,000 so did not require revaluation and values will remain as per the current written down value.

Land improvements associated with golf courses, sporting or recreational facilities have been added to our asset register with no tangible value. The Needilup, Bremer Bay and Jerramungup golf courses are all on crown land and there is no material cost in the replacement of the improvements to the land assets. The buildings associated with these facilities are carried through Council's building asset register.

Easements have been added to the asset register however no value has been assigned due to the immaterial nature of the two easements registered in the Shire of Jerramungup's favour.

### **CONSULTATION**

In house resources were used to assess fair value of assets, to minimise the cost of implementing the fair value. The cost of undertaking the process using external resources would have been approximately \$15,000.

### **COMMENT**

It is recommended that Council adopt the listings of fair value as attached to this report.

### **STATUTORY REQUIREMENTS**

AASB 13 Fair Value Measurements requires that plant and equipment, golf courses, sporting clubs and easements must be measured at Fair Value as at 30 June 2013.

### **STRATEGIC IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Revaluing the plant and equipment will result in an increase in other comprehensive income of \$240,657. Furniture and equipment will result in a \$157 reduction in other comprehensive income.

Golf courses, sporting clubs and easements will be a nil adjustment to Council's financial position.

There is no cash impact resulting from the implementation of this fair value process.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That Council:

- 1) Adopt the fair values at 30 June 2013 as outlined in the attachments for the following assets:
  - Plant and Equipment
  - Furniture and Equipment
- 2) Endorse the nil valuations of land improvements associated with golf courses, recreation reserves and land easements.

**OC130909      Moved Cr Iffla / Seconded Cr Atkin**

That Council:

- 1) **Adopt the fair values at 30 June 2013 as outlined in the attachments for the following assets:**
  - **Plant and Equipment**
  - **Furniture and Equipment**
- 2) **Endorse the nil valuations of land improvements associated with golf courses, recreation reserves and land easements.**

**Carried 6-0**

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<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	10.2.4
<b>SUBJECT:</b>	New and Amended Animal Registration Fees
<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>AUTHOR:</b>	Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	10 <sup>th</sup> September 2013

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## **SUMMARY**

This item seeks to adopt new fees relating to the registration of cats in preparation for the implementation of the Cat Act 2011 which comes into full effect from November 1<sup>st</sup> 2013 within Western Australia. From that date all cats will need to be registered with a Local Government body.

This item also addresses the notification from the Department of Local Government regarding an increase under the Dog Act and associated regulations to the fees for registering a non-working dog which are to come into effect from November 1<sup>st</sup> 2013.

The recommendation is to adopt the new fees for cat and dog registrations effective November 1<sup>st</sup> 2013.

## **ATTACHMENT**

Nil

## **BACKGROUND**

From 1<sup>st</sup> November 2013 all cats 6 months of age and over must be:

- Micro-chipped
- Sterilised; and
- Registered with the Local Government body where the owner resides.

The Cat Act 2011 is designed to provide for the control and management of cats as well as promote and encourage responsible ownership of cats. It will bring cat ownership laws more in line with that for dog ownership.

The Department of Local Government has provided notification that dog registration fees have been increased. This increase will apply to any new or renewed dog registrations effective from 1st November 2013.

## **CONSULTATION**

The proposed cat registration fees and charges have been reviewed against similar charges implemented for the City of Albany. The fees and charges for cats have been brought in line with the increase notified for dog registrations.

## **COMMENT**

The new fees for registering a cat or dog (excluding working dogs) are proposed to be:

<b>FEES</b>	<b>1 Year</b>	<b>3 Years</b>
Sterilised and Micro-chipped	\$20	\$42.50
Unsterilised	\$50	\$120

Pensioner's to receive half price on 3 year registrations

## **STATUTORY REQUIREMENTS**

### **Local Government Act 1995 Section 6.19**

#### **Local government to give notice of fees and charges**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

## **STRATEGIC IMPLICATIONS**

Strategic Community Plan 2012 - 2025

#### **Aspiration 11:**

A community where revenue is maximised and rating methodology is fair, equitable and transparent.

## **FINANCIAL IMPLICATIONS**

The fees for cat registrations will bring in extra revenue to the Shire Budget; the revenue though is likely to be offset by the expenses incurred through implementation of the legislation.

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **RECOMMENDATION**

That Council

- 1) Adopt the schedule of fees for cat and non-working dog registrations effective as of 1<sup>st</sup> November 2013 as follows:

FEES	1 Year	3 Years
Sterilised and Micro-chipped	\$20	\$42.50
Unsterilised	\$50	\$120

Pensioner's to receive half price on 3 year registrations

- 2) Advertise the new fees in accordance with Section 6.19 of the Local Government Act 1995.

**OC130910      Moved Cr Parsons / Seconded Cr Iffla**

That Council

- 1) **Adopt the schedule of fees for cat and non-working dog registrations effective as of 1<sup>st</sup> November 2013 as follows:**

<b>FEES</b>	<b>1 Year</b>	<b>3 Years</b>
<b>Sterilised and Micro-chipped</b>	<b>\$20</b>	<b>\$42.50</b>
<b>Unsterilised</b>	<b>\$50</b>	<b>\$120</b>

**Pensioner's to receive half price on 3 year registrations**

- 2) **Advertise the new fees in accordance with Section 6.19 of the Local Government Act 1995.**

**Carried 6-0**

**HEALTH,  
BUILDING  
&  
TOWN PLANNING**

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<b>SUBMISSION TO:</b>	<b>Health, Building &amp; Town Planning</b>
<b>AGENDA REFERENCE:</b>	10.3.1
<b>SUBJECT:</b>	Proposed 5 lot subdivision
<b>LOCATION/ADDRESS:</b>	Lot 1738 & 1739 Borden-Bremer Bay Road, Bremer Bay
<b>NAME OF APPLICANT:</b>	John Kinnear & Associates (for Eric Gooch & Julie Outram)
<b>FILE REFERENCE:</b>	GR.SL.14
<b>AUTHOR:</b>	Craig Pursey, Planning Officer
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	5 <sup>th</sup> September 2013

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## **SUMMARY**

The applicant proposes to subdivide Lots 1738 and 1739 Borden-Bremer Bay Road, Bremer Bay into 5 lots ranging in size from 255.1ha through to 533.4ha.

The subject site is zoned 'Rural' under the shire's Local Planning Scheme No.2.

Subdivision is determined by the Western Australian Planning Commission (WAPC) against the requirements of Development Control Policy 3.4 "Subdivision of Rural Land" (DC3.4). This policy has a presumption against the subdivision of rural land unless the subdivision is for one of seven listed 'exemptions'.

The current proposal does not appear to meet the requirements of DC3.4 and refusal is recommended.

## **ATTACHMENT**

Attachment 10.3.1 - Plan of subdivision

## **BACKGROUND**

### ***Site Description***

Lot 1738 Borden-Bremer Bay Road, Boxwood Hill is 1100.8ha in area and 1739 Borden-Bremer Bay Road, Bremer Bay is 939.37ha in area. Together they make up the 'subject site'.

The subject site was developed as a blue gum plantation and has recently been cleared. There are a number of areas of remnant vegetation, drainage lines and dams dotted throughout the subject site.

### ***Zoning & Shire Requirements***

The subject site is zoned 'Rural' under the Shire of Jerramungup Local Planning Scheme No.2.

The Shire's Local Planning Strategy No.2 states the following regarding rural land:

*“The main principles underlying this Strategy are to preserve agricultural land, protect natural resources, and protect sensitive and significant environmental areas.*

*It is important for the local community and economy that rural land is maintained for agricultural production, and it should be recognised that apart from tourism traditional farming is the main primary industry in the Shire....*

*... All subdivision is subject to the relevant State Planning Policies applicable to rural subdivision as developed and reviewed (from time to time) by the Western Australian Planning Commission (WAPC). The WAPC is the determining authority for subdivision applications.”*

The Strategy goes on to identify certain areas as suitable for closer subdivision, these are located around existing townsites.

## **CONSULTATION**

Nil

## **COMMENT**

### ***The Proposal***

Council received a subdivision application from John Kinnear & Associates on behalf of Mr Eric Gooch and Ms Julie Outram to subdivide Lots 1738 & 1739 into 5 individual lots. The proposed lots range in size from 255.1ha through to 533.4ha. A copy of the application plan is attached to this report.

No justification or explanation has been provided to support the proposed subdivision.

### ***Assessment***

Subdivision is determined by the WAPC. The Shire is a referral agency only.

The Local Planning Scheme requires Council to have “due regard” for an adopted Statement of Planning Policy in making any determination.

The relevant State Policy is Development Control Policy 3.4 “Subdivision of Rural Land” (DC3.4). This policy has a presumption against subdivision of rural land with the objective of protecting agricultural land in part by “*minimising the adhoc fragmentation of rural land*”.

The policy allows for the subdivision of rural land in certain circumstances including:

- Realignment of lot boundaries (but no additional lots are created);
- Reducing the size of lots which are two or more times larger than the surrounding lots;
- Conserving heritage features;
- Subdividing existing public facilities or utilities;

- Where there is a significant physical division that makes farming the lot as a single parcel impractical;
- Conservation lots; and
- Homestead Lots;

The proposed subdivision does not meet any of the criteria listed in DC3.4; refusal is recommended.

### **STATUTORY REQUIREMENTS**

The decision making body for subdivision is the WAPC. Council is a referral agency only and has been requested by the WAPC to provide its advice.

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any decision made by the WAPC.

### **STRATEGIC IMPLICATIONS**

The proposal fails to align with the following aspiration of the Strategic Community Plan:

#### **Aspiration 2:**

A growing community that embraces well designed and sustainable development

### **FINANCIAL IMPLICATIONS**

Nil

### **WORKFORCE IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That Council

1. Recommend that the Western Australian Planning Commission refuse the proposed five (5) subdivision of Lot 1738 & 1739 Borden-Bremer Bay Road, Bremer Bay (WAPC Ref 148384) on the following grounds:
  - i) The subject site is zoned 'Rural' and its subdivision does not meet the requirements of the Shire of Jerramungup Local Planning Scheme No.2 or WAPC Development Control Policy 3.4;

- ii) The subject site is not identified in the Shire of Jerramungup Local Planning Strategy No.2 as being suitable for closer subdivision.
  - iii) If approved, the subdivision application has the potential to set an undesirable precedent for further subdivision of rural land.
2. Refer a copy of the Council report to the WAPC with a formal response on the application.

**OC130911      Moved Cr Daniel / Seconded Cr Trevaskis**

**That Council**

1. **Recommend that the Western Australian Planning Commission refuse the proposed five (5) subdivision of Lot 1738 & 1739 Borden-Bremer Bay Road, Bremer Bay (WAPC Ref 148384) on the following grounds:**
- i) The subject site is zoned 'Rural' and its subdivision does not meet the requirements of the Shire of Jerramungup Local Planning Scheme No.2 or WAPC Development Control Policy 3.4;**
  - ii) The subject site is not identified in the Shire of Jerramungup Local Planning Strategy No.2 as being suitable for closer subdivision.**
  - iii) If approved, the subdivision application has the potential to set an undesirable precedent for further subdivision of rural land.**
2. **Refer a copy of the Council report to the WAPC with a formal response on the application.**

**Carried 6-0**

**A D M I N**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.1
<b>SUBJECT:</b>	Administration Status Report
<b>LOCATION/ADDRESS:</b>	
<b>NAME OF APPLICANT:</b>	Shire of Jerramungup
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Bill Parker
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	6 <sup>th</sup> September 2013

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## **SUMMARY**

This status report provides Council with an update on current projects of interest being addressed by administration.

## **ATTACHMENT**

Nil

## **PROJECT UPDATE**

### **1) Farmland Water Response Planning**

The Shire has received \$64,868 to complete the project. The project will involve constructing a new 9,000 – 10,000m<sup>3</sup> dam, installing pumps, water tank, standpipe and gravel turn around area.

The Shire has commissioned a plant operator to construct the dam. The contractor is waiting for favourable weather conditions.

### **2) Bremer Bay Medical Centre**

The Health Services Plan for the Shire of Jerramungup has been delivered. In terms of the Bremer Bay Medical Centre, a building condition audit has been organised.

When the audit results are received, efforts will be directed towards political lobbying for the project to be included in future State Government Capital Works Plans.

### **3) Bremer Bay Town Centre**

A contract has been awarded to Griffin Civil for the Bremer Bay Town Centre project at a cost of \$1,851,276.

The contractor commenced on site on Monday 8<sup>th</sup> July 2013.

#### **4) Strategic Waste Management**

The final business case has been received by the Shire. Funding has been approved by the Department of Regional Development and Lands.

The Katanning site has progressed significantly with the finalisation of detailed design. A works approval is imminent.

Detailed design and engineering of the Ravensthorpe site is currently underway.

#### **5) Doctor Recruitment**

The Shire has executed a Heads of Agreement for the provision of General Practice Business Support Services. A contract is currently being prepared.

It is anticipated that a Doctor may be in place by November/December 2013.

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.2
<b>SUBJECT:</b>	Draft Disability Access and Inclusion Plan 2013-2018
<b>LOCATION/ADDRESS:</b>	
<b>NAME OF APPLICANT:</b>	Shire of Jerramungup
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Bill Parker
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	5 <sup>th</sup> September 2013

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## **SUMMARY**

The purpose of this item is for Council to consider the Disability Access and Inclusion Plan (DAIP) 2013-2018 which has been reviewed in accordance with the Disability Services Act 1993 (amended 2004). It is a requirement under the Act that every public authority has a current DAIP.

## **ATTACHMENT**

Attachment 10.4.2 - Shire of Jerramungup Disability Access and Inclusion Plan 2013-2018

## **BACKGROUND**

The Shire of Jerramungup is committed to facilitating the inclusion of people with disabilities through the improvement of access to its information, facilities and services. In achieving this goal, the Shire adopted its first Disability Plan in 1995 to address access barriers within the community.

On the 19<sup>th</sup> September 2007, Council adopted the Shire of Jerramungup Disability Access Inclusion Plan 2007-2010. This has now expired and the Plan is required to be reviewed under the Disability Services Act 1993 (amended 2004).

Since the adoption of the initial Disability Service Plan, the Shire has implemented initiatives and made significant progress towards better access when upgrading or renovating facilities and services. The progress is highlighted below;

1. Provision of disabled access and toilet facilities at the Cameron Business Centre.
2. Provision of disabled access to footpaths and street verges on new infrastructure and road improvements.
3. The provision of more Council documents on the Council website which has enabled members of the public access to Shire publications online.
4. Council has endeavoured to bear in mind and provide access to all persons when designing new buildings and footpaths.
5. Council has supported HACC and Community Aged Care Programs financially and with administration support where possible.
6. A strategic plan was prepared in response to community feedback and systematic analysis. The Strategic Community Plan 2012 - 2025 has been developed to address the challenges of an ageing and decreasing population.

Aspiration 15 acknowledges the DAIP and provides a platform for future strategies to be achieved.

7. Improved access was provided to the Needilup Pavilion with the installation of an access ramp and improved toilet facilities for the Needilup Centenary Celebrations.
8. Access has been provided in the toilet facilities located at Pelican Park and Fisheries Beach in Bremer Bay.
9. Council has engaged a consultant to prepare a Master Trail Plan for Bremer Bay which will be designed as a dual multi-use trail loop.
10. Supporting the successful grant application for a Nature Playground at the Jerramungup Occasional Childcare building which will suit all young children regardless of impairments to mental or physical development.
11. Council has installed gas isolation switches in 6 of the aged care units located in Bremer Bay and Jerramungup.
12. Provision of aged care housing in the planning for the Bremer Bay Town Centre.
13. Disabled ramp included in the redevelopment of the Jerramungup Sports Oval.
14. Disabled parking improved in Jerramungup Revitalisation Project.

## **CONSULTATION**

Disability Services Commission  
Executive Staff

## **COMMENT**

The Disability Services Act requires DAIP's to be reviewed at least every five years. In response a Draft Shire of Jerramungup DAIP 2013-2018 has been prepared for public comment, the Plan will be advertised for 4 weeks.

The Shire of Jerramungup DAIP provides goals and objectives to provide direction in improving access and inclusion for disabled persons. The DAIP will be made available for public comment.

## **STATUTORY REQUIREMENTS**

Disability Services Act 1993 (amended 2004).

## **STRATEGIC IMPLICATIONS**

This item relates to the following components of the Shire of Jerramungup Strategic Community Plan 2012 - 2025.

### **Aspiration 15:**

A community that provides programs and facilities to people with varying needs

### **Activity:**

Review Disability Access and Inclusion Plan

### **Key components:**

Planning for better access, inclusion and community support

## **FINANCIAL IMPLICATIONS**

Council will need to consider budget allocations in 2014-2015.

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council;

1. Endorse the Draft Disability Access and Inclusion Plan 2013-2018 as presented within the agenda attachments.
2. Advertise the Draft Disability Access Inclusion Plan for a period of four weeks.
3. Consider submissions prior to adopting the final Disability Access and Inclusion Plan 2013-2018.

**OC130912      Moved Cr Atkin / Seconded Cr Parsons**

**That Council;**

- 1. Endorse the Draft Disability Access and Inclusion Plan 2013-2018 as presented within the agenda attachments.**
- 2. Advertise the Draft Disability Access Inclusion Plan for a period of four weeks.**
- 3. Consider submissions prior to adopting the final Disability Access and Inclusion Plan 2013-2018.**

**Carried 6-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.3
<b>SUBJECT:</b>	Regional Waste Management
<b>LOCATION/ADDRESS:</b>	
<b>NAME OF APPLICANT:</b>	
<b>FILE REFERENCE:</b>	WM.PL.1
<b>AUTHOR:</b>	Bill Parker
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	9 <sup>th</sup> September 2013

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## **SUMMARY**

In February 2011, Council received the business case 'Regional Waste Management Approach for the Shire's of Jerramungup, Ravensthorpe, Gnowangerup, Kent and Katanning' and endorsed the concept of establishing strategically located transfer stations at Bremer Bay and Jerramungup that deliver waste to a regional landfill facility or facilities.

A significant amount of work has occurred since February 2011, with changes to the funding matrix available to the participating Shire's. This report seeks to update the elected group on recent developments and endorse a reviewed scope of works commensurate with the available funding.

## **ATTACHMENT**

Attachment 10.4.3 (a) - Correspondence: Department for Regional Development  
Attachment 10.4.3 (b) - Concepts: Ravensthorpe Regional Landfill Facility

## **BACKGROUND**

In February 2011, Council received a Regional Waste Management Business Case that promoted the concept of establishing strategically located transfer stations at Bremer Bay and Jerramungup that delivered waste to a regional landfill facility or facilities.

The Business Case was developed in response to the funding available under the Country Local Government Fund (Regional Component). Under this program, a significant amount of funding was available for regional projects that demonstrated benefits across municipal boundaries. This particular waste project included the Shire's of Jerramungup, Ravensthorpe, Gnowangerup, Kent and Katanning.

Based on the business case, a working group was established that consisted the participating local government CEOs. Work commenced on establishing two regional landfill sites at Katanning and Ravensthorpe. The Katanning Facility was designed to accommodate the waste generated from the Shire's of Gnowangerup, Kent and Katanning. The Ravensthorpe Facility was designed to accommodate the waste generated from the Shire's of Jerramungup and Ravensthorpe.

The Katanning Facility has progressed quickly with concept and detailed design having been completed some months ago. However, some delays have been recognised from an approval perspective with a Works Approval remaining outstanding and a potential referral to the Environmental Protection Authority (EPA) a possibility.

The Ravensthorpe Facility has not progressed as rapidly, with concept design having only been completed a short time ago. The Shire of Ravensthorpe has endorsed these designs and instructed the engineering consultant to commence detailed design.

When the project was first approved, the group forecast that approximately \$5.3m would be available for the project over 5 years. Approximately \$2.0m would be spent on each of the two regional landfill facilities with the balance being spent on upgrading strategically located transfer stations.

Recent announcements in relation to the continuation of the Country Local Government Fund has placed doubt over the capacity of the participating Shire's to complete the original scope of works. To date, the 2010/11 and 2011/12 funding has been received with the 2012/13 funding currently being assessed.

1. 2010/11	\$922,805.55
2. 2011/12	\$1,343,249.50
3. 2012/13	<u>\$1,343,249.50</u>
	<b>\$3,609,304.55</b>

It has become apparent that no further funding will be available beyond 2012/13. However, the participating Shire's understand that funding through alternative competitive sources may become available in 2014/15.

### **CONSULTATION**

Nil

### **COMMENT**

Given the changes to the Country Local Government Fund, a proposal has been submitted by the Shire of Ravensthorpe that suggests splitting the available funding 50/50 (\$1,804,652) between the Katanning and Ravensthorpe Landfill Projects and completing as much work as possible to that limit. Any additional funding required to complete the regional facilities and transfer station upgrades would need to be sourced from within Council budgets or external funding sources.

### **STATUTORY REQUIREMENTS**

Nil

### **STRATEGIC IMPLICATIONS**

This item relates to the following components from the Shire's Strategic Community Plan 2012-2025;

#### **Aspiration 3:**

An environmentally conscious community where reduced waste to landfill is supported by best practice facilities.

#### **Activity:**

Implement Regional Waste Management Plan

**Key Components:**

Regional landfill facility in Ravensthorpe  
Upgrade of transfer facilities

**FINANCIAL IMPLICATIONS**

The Shire of Jerramungup has assumed the position of 'banker' for the regional group. To date, \$2,266,055 has been received with the final \$1,343,249 currently being assessed.

**WORKFORCE IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council;

1. Note the changes to the Country Local Government Fund and recognised that no further funding will be received under this program beyond 2012/13.
2. Support the Shire of Ravensthorpe's proposal for both Regional Facilities to split the available funding 50/50 and complete works associated with each regional landfill site to a value of approximately \$1.8m.
3. Instruct the Chief Executive Officer to actively pursue alternative funding sources to ensure the completion of the Ravensthorpe Regional Facility and the upgrade of strategically located transfer stations in Bremer Bay and Jerramungup.

**OC130913      Moved Cr Iffla / Seconded Cr Daniel**

That Council;

1. **Note the changes to the Country Local Government Fund and recognised that no further funding will be received under this program beyond 2012/13.**
2. **Support the Shire of Ravensthorpe's proposal for both Regional Facilities to split the available funding 50/50 and complete works associated with each regional landfill site to a value of approximately \$1.8m.**
3. **Instruct the Chief Executive Officer to actively pursue alternative funding sources to ensure the completion of the Ravensthorpe Regional Facility and the upgrade of strategically located transfer stations in Bremer Bay and Jerramungup.**

**Carried 6-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.4
<b>SUBJECT:</b>	Local Emergency Management Committee Meeting Minutes
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	Nil
<b>AUTHOR:</b>	Charmaine Solomon
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	10 <sup>th</sup> September 2013

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### **ATTACHMENT**

Attachment 10.4.4 – LEMC Committee Meeting Minutes 9<sup>th</sup> September 2013

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That the Minutes of the Local Emergency Management Committee held on 9<sup>th</sup> September 2013 (copy contained within agenda attachments) be received.

**OC130914      Moved Cr Iffla / Seconded Cr Trevaskis**

**That the Minutes of the Local Emergency Management Committee held on 9<sup>th</sup> September 2013 (copy contained within agenda attachments) be received.**

**Carried 6-0**

Note: Change to spelling of John Mudie's name in the LEMC arrangements and remove Barry Atkin's phone number from the All Saints Church contact.

# **COUNCILLOR REPORTS**

## **11. COUNCILLOR REPORTS**

### **Cr Parsons**

Attended Councillor Training – Understanding Financials, Roles and responsibilities of Councillors

Attended a FBG Field Day and 30<sup>th</sup> Year Celebration

Attended a CEO Review

### **Cr Daniel**

Attended a Department of Sport and Recreation Meeting – Site inspection of Jerramungup Sports Club

Department of Sport and Recreation – Website training

Attended Councillor Training – Understanding Financials, Roles and responsibilities of Councillors

Attended a FBG Field Day and 30<sup>th</sup> Year Celebration

Attended a CEO Review

### **Cr Iffla**

Attended a meeting with WACHS

Attended a WALGA Zone meeting in Tambellup

Attended a CEO Review

### **Cr Trevaskis**

Attended a meeting with WACHS

Attended a CEO Review

Attended a Local Health Committee Meeting

### **Cr Atkin**

Attended a LEMC Meeting

### **Cr Lester**

Attended a meeting with WACHS

Attended a WALGA Zone meeting in Tambellup

## **12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY LEAVE OF THE PRESIDING MEMBER**

### **12.1 From Officers**

Nil

### **12.2 From Elected Members**

Cr Parsons enquired about the source of the Country Local Government Fund, which had recently been withdrawn from some other Council's.

The Chief Executive Officer responded that the Country Local Government Fund was a component of the Royalties for Regions program. Access to funding through Royalties for Regions was now being directed through the State

Development Commissions and priority would be given to projects at a regional level.

**13. NEXT MEETING/S**

13.1 Ordinary Meeting – to be held Wednesday 16<sup>th</sup> October 2013 commencing 2.00pm at the Town Hall, Bremer Bay.

**14. CLOSURE**

The President declared the meeting closed at 3:38pm.