

# **SHIRE OF JERRAMUNGUP**



## **MINUTES**

### **COUNCIL ORDINARY MEETING**

**15 OCTOBER 2014**

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SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL HELD IN THE TOWN HALL, BREMER BAY ON WEDNESDAY 15 OCTOBER 2014, COMMENCING AT 8.39AM.

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

The President declared the meeting open at 8:39am.

2. **RECORD OF ATTENDANCE**

Cr R Lester	President
Cr J Iffla	Deputy President
Cr W Bailey	Member
Cr B Trevaskis	Member ( <i>arrived at 9.00am</i> )
Cr C Daniel	Member
Cr R Parsons	Member
Cr J Leenhouders	Member

Mr W Parker	Chief Executive Officer
Mr B Bailey	Deputy Chief Executive Officer
Mr C Pursey	Planning Officer
Mr C Miller	Engineering Officer
Mr H Louw	Manager Town Services
Ms Janna Kleszewski	Administration Officer

Dr Ian Weir	Member of Public
Mr Nathan McQuoid	Member of Public
Mr Matt Atkinson	Member of Public
Mr Shane Smith	Member of Public
Mr David Harder	Member of Public
Mr Gordon Pursell	Member of Public
Mrs Carol Pursell	Member of Public
Mrs Priscilla Broadbent	Member of Public

3. **APOLOGIES**

Nil

4. **LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

5. **PUBLIC QUESTION TIME**

*Dr Weir commended the progress and process undertaken for the proposed Point Henry Fire Management Strategy and asked Council if the new Strategy will be readvertised for public consultation given there have been changes since the original advertised plan and the WAPC have made changes to their policy and regulations.*

Planning Officer, Mr Pursey responded prior to the item being considered by Council, acknowledging that Council had the option to readvertise and that it was particularly uncertain how widely the retrospective application of the fire break notice on existing development was known. However, the proposed Policy was a focussing on the existing Strategy and there was an insignificant amount of new content that was being proposed, only refined.

*Dr Weir queried the hurry for Council to adopt the Strategy today given the changes currently being considered by WAPC.*

Mr Pursey responded that the State Planning Policy is already being applied by many if not most local governments around the State.

If the State Planning Policy contradicts anything when finally adopted then the local government's policy can be reviewed at that time.

*Dr Weir queried an apparent anomaly on the topic of Road Reserves within the Strategy – Item 71 – Road reserves to full width or Item 72 roads being slashed 3-4 metres.*

Mr Pursey responded that this apparent contradiction was explained by stating that given the width of the road reserves and the current clearing already in place for the road plus drainage then this provision is likely to only result in an additional 3-4m each side of the existing cleared area.

*Dr Weir queried Bushfire Protection Zone performance based solutions – he brought into question the likelihood that DFES will endorse acceptable solutions and modifications to 20m protection zone.*

Mr Pursey acknowledged that DFES may apply performance based measures but historically have not or only rarely.

*Dr Weir raised financial implications noting ¾ of the land in Point Henry hasn't been developed. When changing building envelopes it can be extremely costly particularly if the claimant goes to SAT. Building envelopes which are identified in the Subdivision Guide Plan if changed due to fire management may have significant impact on land value.*

Mr Pursey responded the Scheme already allows for the shifting of building envelopes. The subdivision guide plan for Point Henry does not always locate these in the best position to gain views and people often seek to change the location of the envelope as the first thing that they do. We are only proposing to include fire management as an assessing factor in their location.

*Dr Weir is surprised at the Local Government's lack of control over the local brigade in setting the brigades policy for responding to events in Point Henry. Dr Weir asked Council if they would work with the local brigade to develop a fire response policy. He was concerned that the approach will be similar to previous years where bulldozers are used to battle fires in the region and how will this interact with one of the Strategy's aims to protect ecological environments on the Peninsula.*

Mr Pursey responded that it is understood that the local brigade does not have a specific policy for fighting a fire in Point Henry but apply a standard response used on all occasions depending upon the conditions and nature of the fire.

*Dr Weir suggested we need to consider the option for providing retrospective approvals for Building Protection Zones for existing dwellings.*

*Dr Weir highlighted his view that there is a necessity to readvertise the revised strategy.*

Cr Lester thanked Dr Weir for his submission and addressing Council.

**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 17<sup>th</sup> September 2014

**OC141001 Moved Cr Daniel / Seconded Cr Iffla**

**That the Minutes of the Ordinary Meeting of Council held 17<sup>th</sup> September 2014 be confirmed.**

**Carried 6-0**

**W O R K S**

9:00am Cr Trevaskis entered the meeting

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<b>SUBMISSION TO:</b>	<b>Works</b>
<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>	Chris Miller
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	2 October 2014

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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) – Road Construction program schedule

### **ROAD CONSTRUCTION**

The Road Construction Crew has completed re-sheeting works on Lake Magenta Road and has mobilised to Devils Creek Road. Works on Lake Magenta Road were completed on schedule and well within budget, which is a credit to the construction team.

Works on Devils Creek Road are progressing well with the crew busy clearing, widening and forming up the existing road ready for gravel re-sheeting. Bitumen has been booked for Devils Creek Road to carry out the sealing in two stages, one in mid November and one in mid December.

Works in Bremer Bay have also been scheduled to tie in with Devils Creek Road works. Cuneo Drive intersection and the Sports Club car park extension will be completed with hot bitumen following the first section of Devils Creek Road sealing.

The shared trail and intersection upgrades will be completed with Asphalt to provide a better wearing surface and a longer lasting product in November



**Aspiration 10:** A community where transport infrastructure is constructed and maintained using best practice principals.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**WORKFORCE IMPLICATIONS**

This report provides an overview of the outside workforce operations for the month.

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council adopt the September works report.

**OC141002      Moved Cr Leenhouders / Seconded Cr Parsons**

**That Council adopt the September works report.**

**Carried 7-0**

# **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>	1October 2014

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### **ATTACHMENT**

Attachment 10.2.1 - List of Accounts Paid to 30<sup>th</sup> September 2014

### **BACKGROUND**

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>		
Last Cheque Used	27752	
	EFT 9343 - 9350	\$18,964.63
	EFT 9352 - 9405	\$215,302.24
	EFT 9407 - 9485	\$181,625.76
	Cheque 27753 - 277	\$24,421.66
	Direct Debits	\$347.50
<b>Municipal Account Total</b>		<b>\$440,661.79</b>
<b>Trust Account</b>		
	Cheque 000247-247	\$960.00
	EFT - 9351 - 9351	\$250.00
	EFT - 9406 - 9406	\$2,000.00
<b>Trust Account Total</b>		<b>\$3,210.00</b>
<b><u>Grand Total</u></b>		<b><u>\$443,871.79</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 \$443,871.79 to the Full Council on 15<sup>th</sup> October 2014 be endorsed.

**SIGNATURES**

\_\_\_\_\_  
Author

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

**OC141003      Moved Cr Parsons / Seconded Cr Daniel**

**That the schedule of direct debits and accounts payable, totalling submitted \$443,871.79 to the Full Council on 15<sup>th</sup> October 2014 be endorsed.**

**SIGNATURES**

\_\_\_\_\_  
Author

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

**Carried 7-0**

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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>	1 October 2014

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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 30<sup>th</sup> September 2014

## **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**

That Council receive the Monthly Financial Report for the period ending 30<sup>th</sup> September 2014 in accordance with Section 6.4 of the Local Government Act 1995.

**OC141004      Moved Cr Iffla / Seconded Cr Bailey**

**That Council receive the Monthly Financial Report for the period ending 30<sup>th</sup> September 2014 in accordance with Section 6.4 of the Local Government Act 1995.**

**Carried 7-0**

**HEALTH,  
BUILDING  
&  
TOWN PLANNING**

Mr Pursey presented Council with further information before consideration of the item addressing the background relating to the Strategy and questions raised by Dr Ian Weir in public question time. The information is attached to the minutes.

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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>	Fire Management Strategy for Point Henry
<b>LOCATION/ADDRESS:</b>	Point Henry Peninsula
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	ES.SP.1
<b>AUTHOR:</b>	Craig Pursey, Planning Officer
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	8 October 2014

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### **SUMMARY**

TME Town Planning, Management, Engineering Pty Ltd has been engaged to prepare a Fire Management Strategy for Point Henry. The draft Fire Management Strategy was adopted in December 2013 and advertised for public comment during which time forty submissions were received.

Since the adoption of the Strategy the WAPC has released a draft Bushfire Risk Management Policy Framework including:

- State Planning 3.7 – Planning for Bushfire Risk Management;
- Planning for Bushfire Risk Management Guidelines and Appendices; and
- Planning for Bushfire Risk Regulations.

This report assesses both the submissions received and the draft planning framework from the state government and recommends:

- a) Adopting a revised Point Henry Fire Management Strategy as a Local Planning Policy;
- b) Adopt the Strategy Plan as part of the Local Planning Policy;
- c) Retaining the existing Strategy as a background/supporting document;
- d) Adopt a series of amendments to the Local Planning Scheme;
- e) Adopt a series of recommendations to amend the Fire Break Notice; and
- f) Adopt a series of actions for the Shire of Jerramungup in the Shire's role as a reserve manager.

### **ATTACHMENT**

Attachment 10.3.1(a) - Summary of Submissions

Attachment 10.3.1 (b) - Proposed Strategy Plan

Attachment 10.3.1 (c) - Revised Local Planning Policy

Attachment 10.3.1 (d) - Various key submissions provided in full

## **BACKGROUND**

### ***Development in Point Henry***

The Point Henry Rural Residential area was started around 1990 with the subdivision of land owned by Max Wellstead.

The Shire adopted the Point Henry Limited Rural Strategy to guide the development of this area. This was also endorsed by the WAPC.

A single fire management plan for Point Henry was not drafted in the early 1990's and was left to be addressed as each part of Point Henry developed. However the original Point Henry Limited Rural Strategy did contain a number of fire management recommendations.

Following the adoption of the Limited Rural Strategy, Point Henry was progressively rezoned and subdivided throughout the 1990's and 2000. As rezoning has progressed over time the fire management requirements have been updated accordingly. For example, the second stage of Point Henry around Magpie Rise required compliance with AS3959; the Australian Standard for construction in bushfire prone areas.

The planning objective for Point Henry has increasingly been about achieving a balance between the environment and fire management.

### ***Summary of past actions:***

The Shire has attempted to stay up to date with the latest fire control measures and requirements as the legislation and policy has been reviewed. The past measures have included:

- i) The establishment of a strategic fire break network, the construction of standpipe facilities and required landowners to contribute annually to a special fund for the maintenance of stand pipe facilities and fire fighting equipment.
- ii) The second stage required compliance with Australian Standard 3959.
- iii) The latest, as yet undeveloped, stages of Point Henry have adopted specific Fire Management Plans.
- iv) In June 2008 the Shire engaged 'Fire Plan', one of the few recognised fire experts in the State, to review fire protection measures in Point Henry
- v) In 2011 Council endorsed "Planning for Bush Fire Protection" as the guideline for the preparation of Fire Management Planning for developments within the Shire.
- vi) In December 2013 the Council adopted the Point Henry Fire Management Strategy for the purposes of advertising with the idea of bringing the fire management measures applicable to the Point up to speed with the latest fire management requirements.

## ***Current and Proposed Fire Policies & Actions***

Development in Point Henry is currently administered through the Local Planning Scheme, State Planning Policy 3.4 Natural Hazards and Disasters, Planning for Bushfire Protection (referenced by the SPP, the scheme and adopted as a Local Planning Policy), and AS3959 *Planning for Bushfire-prone Areas* (called up by both the Scheme and the Planning for Bushfire Protection Guidelines).

The WAPC, Office of Bushfire Risk Management (OBRM) and DFES are now progressively releasing the following components of the draft Bushfire Risk Management Policy Framework:

- SPP 3.7 Planning for Bushfire Risk Management;
- Planning for Bushfire Risk Management Guidelines;
- Bushfire Protection Criteria;
- State Bushfire Prone Maps;
- Planning and Development (Bushfire Risk Management) Regulations 2014; and
- Bushfire Risk Management Plans.

The key measures in the framework are:

1. Elevating bushfire issues to be addressed in the highest level of planning policy available,
2. Requiring that fire management planning measures must be considered as early as possible in the planning process rather than as a condition of approval,
3. Emphasising the need to consider bushfire management measures in strategic level policy documents,
4. Seeking to achieve the consistent implementation of bushfire risk management measures across the community.
5. Mapping and declaring bushfire prone areas across the state; and
6. Requiring all local governments to prepare Shire-wide 'Bushfire Risk Management Plans' that are intended to assess risks to assets and propose fire management measures such as fuel reduction regardless of ownership. These plans are not due for some time but every local government will eventually have to prepare one. These should particularly address reserve management. This plan will impact operational activity.

The implications of this framework on the current Strategy include:

1. These measures will apply for the whole of the municipality and not just Point Henry
2. SPP3.7 increases the importance of bushfire management in the planning process. It requires greater consideration of bushfire management prior to the lodgement of amendments, subdivisions and development applications.
3. Changes to the hazard mapping methodology means that land within 100m of hazard vegetation is now classified as having a moderate hazard irrespective of whether this is cleared land. Development in these areas must comply with the SPP and Bushfire Protection Criteria.
4. The SPP reinforces the presumption against the use of BAL-40 and BAL-FZ construction standards.

5. The SPP does recognise the need to consider that “unavoidable development” may require the use BAL-40 and BAL-FZ construction standards i.e. on existing vacant lots.
6. The Bushfire Risk Management Regulations require that a planning approval will be required for new development on land with a BAL-40 and BAL-FZ rating.
7. The State Bushfire Prone Maps and Bushfire Risk Management Regulations will define large areas of land as being bushfire prone. Residential development of this land (including outbuildings) must comply with AS3959 and will require a BAL assessment to be undertaken.
8. The Bushfire Risk Management Plan will apply to the whole of the municipality and will define asset protection measures including fuel loads for both private and public land.

The entire framework remains draft at this point in time. Importantly, many local governments have commenced applying the requirements of the State Planning Policy as it is considered to be a ‘seriously entertained’ planning document.

The advertised Point Henry Strategy pre-empted many of the requirements of this framework. A number of the issues raised in the submissions relate to the more general provisions of the State Planning Policy and associated Guidelines.

### ***Previous Council Consideration***

Council considered the engagement of a consultant to prepare a Fire Management Strategy for Point Henry at their meeting in February 2013 and resolved as follows:

*“That Council*

- 1) Authorise out of budget expenditure of up to \$30,000 for the purpose of developing a Fire Management Strategy for the Point Henry Peninsula.*
- 2) Authorise the use of funds from the Point Henry Fire Reserve to finance the preparation of the Fire Management Strategy.”*

Geoffrey Lush from TME Town Planning, Management, Engineering Pty Ltd (TME) was engaged in April 2013 to prepare the Fire Management Strategy.

A draft Strategy was prepared and considered by Council in December 2013 where it was resolved:

*That Council,*

- 1. Receive the Point Henry Fire Management Strategy;*
- 2. Adopt the Point Henry Fire Management Strategy as a Local Planning Policy pursuant to Clause 2.2 of the Shire of Jerramungup Local Planning Scheme No.2 for the purpose of initiating formal procedures including advertising;*
- 3. Advertise in the Point Henry Fire Management Strategy in accordance with Clause 2.4 of the Shire of Jerramungup Local Planning Scheme No. 2 by publishing a notice of the proposed policy once a week for two consecutive weeks in a newspaper circulating in the area, giving details of:*
  - i. Where the draft policy may be inspected;*

- ii. The subject and nature of the Policy and*
  - iii. Inviting written submissions and nominating the advertising period (not less than 90 days).*
4. *Following advertising, a further report is referred to Council to consider any submissions lodged during the advertising period and to consider whether to finally adopt the Point Henry Fire Management Strategy as a Local Planning Policy (with or without modifications).*

### **The Point Henry Fire Management Strategy (the Strategy)**

The stated aim and objectives of the Strategy are:

#### **Aim**

*“That the fire risk at Point Henry be managed to be as low as is reasonably practicable in the existing circumstances”*

#### **Objectives**

- a) To integrate fire management as a key element of development and subdivision design in balance with environmental, landscape, community and residential objectives;*
- b) That all levels of the community work towards fostering a permanent culture of fire consciousness and preparedness;*
- c) That the Strategy clarify what landowners, managers and occupiers must do; should do and can do; and*
- d) Manage fuel to reduce the rate of spread and intensity of bush fires, while minimising environmental ecological impacts.*

Importantly, the Strategy is not intended to be a traditional fire management plan in terms of what is stipulated in the Planning Bush Fire Protection Guidelines. As a Strategy it is able to consider a broader range of issues and possible fire mitigation measures. It does however focus on planning and development issues.

The Strategy was adopted as a Local Planning Policy to provide guidance on fire management and related aspects of development in Point Henry.

### **CONSULTATION**

A process was chosen where the Fire Management Strategy was prepared and advertised, this approach having the benefit of providing a tangible position for people to comment on and shaping expectations.

Having said this considerable consultation was undertaken by the consultant in the preparation of the advertised Strategy.

The formal adoption of the Strategy was followed by an advertising period closing on the 18<sup>th</sup> April 2014 where the following steps were undertaken:

- A mail out to all landowners in Point Henry providing a copy of the Strategy Plan and list of recommendations, information on where to get a full copy of the document and an invitation to a public presentation and open day.
- A dedicated information page was created for the Shire's website.
- A public presentation was provided by the consultant at the Bremer Bay Town Hall on Friday, 21<sup>st</sup> February 2014 starting at 7.30pm which was well attended.
- Followed the next day by an 'Open Day' (9am to 3pm) giving an opportunity for people to discuss the Strategy one on one with the consultant and Shire staff.
- Numerous one-on-one meetings were held with landowners during and after the public consultation period.
- A site visit was conducted by Councillors to a number of individual properties on Point Henry to inspect the various vegetation types and BPZ currently in place.
- Meetings held with DPaW, the local brigade and DFES.
- DFES was engaged at multiple levels including through the regional offices in Albany and Bunbury. The Great Southern Community Engagement Officer provided assistance and also actively participated in the workshop. Special project sections from DFES Perth, such as the absentee owner project, also provided assistance.
- The Department of Planning was consulted at both the local and State level especially in regard to the development of the State Planning Policy.
- All relevant government authorities were invited to comment including Department of Fire and Emergency Services (DFES), Department for Parks and Wildlife (DPAW), Office of Bushfire Risk Management (OBRM), Department of Planning (DoP) and adjoining local governments. Of note, only DFES failed to provide a submission.
- All local volunteer bush fire brigades were written to and invited to comment.

Forty (40) written submissions were lodged, a list of those people who took the time to lodge a submission are at Attachment 10.3.1(a) of this report.

The submissions and numerous comments made during various information sessions have been collected and addressed in a Summary of Submissions at Attachment 10.3.1(a) of this report.

A copy of all submissions will be made available to Council prior to the meeting and available to interested parties on request. Whilst all submissions have been summarised into the table at Attachment 10.3.1(a) that represents the main issues raised, there are a number of submissions that should be read in their entirety. These will be circulated separately and include Rory Haymont, Nathan McQuoid, Ian Weir and John Mcaleer.

Another parallel process was undertaken by Professor Ian Weir on behalf of the Queensland University of Technology that proposed to offer an alternative approach. This resulted in a public presentation and further public comment on the Shire's Strategy. A full copy has been made available to all Councillors.

Finally, the Department of Planning provided a detailed response to individual clauses with the draft Strategy. With the revised Strategy potentially being implemented as a Local Planning Policy most of their feedback becomes redundant.

All major issues raised during the public submission period are listed, discussed and a recommendation made in the Summary of Submissions at Attachment 10.3.1(a).

If the Council is dissatisfied with the level of public consultation undertaken or wishes to advertise the draft policy then further advertising and consultation is available to Council.

## **COMMENT**

### ***Proposal***

In recognition of the information received during the advertising period and the release of the State Bushfire Management Framework a response is proposed that is intended to be more succinct, actionable and more readily understood by landowners, Council and staff. It is broken down as follows:

1. Adopt a revised Point Henry Fire Management Strategy as a Local Planning Policy (Attachment 10.3.1(c)).
2. Adopt a revised Strategy Plan as part of the Local Planning Policy (Attachment 10.3.1(b));
3. Retain the existing Strategy as a background/supporting document;
4. Adopt a series of amendments to the Local Planning Scheme to strengthen certain clauses and clarify issues to align with the general approach advocated in this report.
5. Adopt a series of recommendations to amend the Fire Break Notice (FBN) to apply agreed measures over time.
6. Adopt a series of actions for the Shire of Jerramungup and requests for the local volunteer bushfire brigades.

Essentially this would result in the following:

- a) New development would be assessed against the Local Planning Scheme (with amendments recommended in this report), SPP3.7 & associated Guidelines and against Point Henry specific requirements addressed through the new Local Planning Policy.
- b) Bushfire management for existing housing would be addressed retrospectively through the Fire Break Notice, phased in over time. This would eventually require all housing to have an approved access, turnaround, dedicated water for firefighting and building protection zone.
- c) The management of reserves (including road reserves) would be included the Local Planning Policy as broad recommendations for implementation, as part of a resolution of Council. These would then be either actioned when the strategic breaks are maintained or become included in the broader fire management measures such as cool burn programmes. This will also be addressed in the future 'Bushfire Risk Management Plans' to be required by OBRM of all local governments.

- d) Other fire response issues will be forwarded to the local volunteer bushfire brigade or relevant government departments for consideration as part of a separate process because some actions are outside of the Shire of Jerramungup's jurisdiction.

## Issues

The main issues in considering the current version of the Point Henry Fire Management Strategy are addressed in detail in the Schedule of Submissions at Attachment 10.3.1(a) of this report.

When considering the approach to the Strategy the major considerations are summarised in the table below:

### Management Options

Measure	Description	Comment
Prohibit development on existing lots.	Would be based on the extreme hazard rating of the Study Area constitutes an unacceptable risk.	Unlikely to be acceptable politically or by the community. Does not appear to be supported by SPP3.7.
Oppose any further rezonings and subdivision.	Would be based on development being an unacceptable risk.	While the approved Pt Henry Planning Strategy indicates some potential for additional subdivision, SPP3.7 advocates against development in areas with an extreme hazard. The single access road further exacerbates this. It is unclear if development at a maximum BAL29 rating would be acceptable.
Large scale clearing	Creation of 100m wide low fuel zones in selected areas.	Contrary to the planning objectives for the area and is unlikely to be environmentally acceptable. Need to also consider the impacts on the endangered Kwongkan Shrubland.
Require general hazard reduction works	Require all lots to reduce fuel loads to less than 8tph.	Need to demonstrate that there are no long term impacts on vegetation communities. May not be environmentally acceptable and difficult to implement or enforce.
Status Quo	The "do nothing" option as existing measures would remain i.e. multiple fire management plans and provisions.	Community and Council concern in relation to this has been the basis for preparing this Strategy. Introduction of SPP3.7 and State Bushfire Prone Mapping would still result in an improved situation for new dwellings. Existing dwellings would not alter and there would remain concern with tourists and beach users. There would not be any strategic

Measure	Description	Comment
		direction from Council to guide development.
Only apply AS3959	Declaration of bush fire prone would apply AS3959 through the BCA and Planning Regulations for all new dwellings.	Other fire management measures in the Bush Fire Protection Guidelines may not be addressed leading only to partial protection. Council approval and the need for a FMP would potentially apply for BAL-40 and BAL-FZ development.
No building protection zone.	Vegetation setbacks as required under AS3959.	Reduces any active defence of the dwelling and potentially endangers lives of fire fighters. Lots with an existing FMP and new developments would be required to provide the BPZ leading to multiple standards.
Increased building protection zone.	Provides for increased physical separation between the dwelling and hazard vegetation. Important on sloping land.	Will make dwellings more visible in the landscape and require greater management and alteration to remnant vegetation.
Individual fire management plans	A fire management plan could be prepared for a single property especially if there is need to vary any standard provision due to the special circumstances.	This would allow for a more detailed consideration of the characteristics and features of the lot and could include various management zones.
Restrict non residential development.	Vulnerable land uses which have large numbers of customers may be greater risk.	Vulnerable land uses are recognised in SPP3.7. This may have implications for the tourist industry.
Use of Fire Break Notice	Any changes apply retrospectively to all properties and existing dwellings.	Compliance with the fire break notice is clearly understood by land owners. Variations can also be sought by a landowner to a specific provision.
Use of Planning Scheme and permit conditions	Any changes to the Scheme only apply to new buildings / planning approvals.	While it is an offence under the Planning and Development Act to contravene the provisions of the Scheme and or the conditions of a planning approval, there is a less rigorous level of inspections than compared to the fire break notice.

Some of the main issues that arose during the public consultation period are explored briefly below.

### ***Future Subdivision***

In preparing the Strategy discussions were held with the Department of Planning in Albany in relation to the Point Henry Limited Rural Strategy and how this is being interpreted in relation to identifying land which may be suitable for rural residential development. The draft Strategy took the view that as this land was effectively recognised in both the Point Henry Limited Rural Strategy and Council's Local Planning Strategy that it was to be expected that it could be developed. Initially the Department agreed with this position.

In commenting on the advertised Strategy the Department has now expressed concern that this land may not be suitable for development particularly in light of the new bushfire State Planning Policy. Hence each proponent will have to demonstrate and justify in any rezoning or subdivision design that development of these areas is appropriate.

### ***Scope of Works***

One of the main issues raised with the draft Point Henry Fire Management Strategy is that the title of the document raised expectations in the community beyond what was intended by staff; on reflection it could have been labelled a 'review'.

By labelling this a Strategy it raised expectations in the community and lead to detailed, complex responses from the many experienced and professional people in the community feeling that the draft Strategy was too limited. This is understandable and many of the issues raised have now been listed as further studies when resources become available.

Importantly, many of the submissions raised operational issues rather than planning, development and land management issues. It is not the role of this Strategy to review and become involved in operational and emergency response measures; these are handled by other parties dedicated to this task like the local volunteer bushfire brigades, DFES and through the Local Emergency Management Committee (LEMC).

### ***Complimentary Actions***

There are a number of other actions that will be performed in the coming years that will address many issues raised in a separate studies.

The OBRM Bushfire Risk Management Plans will address many of the issues raised in regard to the scope of works. These plans will identify the local assets and schedule fire management responses in a 'tenure blind' fashion. These will cover all reserve and public lands. Therefore, the current Point Henry Fire Management Strategy necessarily focusses on private land, with some complimentary actions for Shire controlled public lands.

### ***Shire resources***

Any Strategy or fire management measures need to be able to be resourced. The Shire of Jerramungup has many competing demands on its resources, in terms of both money, personnel and time.

### ***Minimum Standards***

It was virtually universally agreed that all properties should have suitable access, turnarounds and water for firefighting. A Building Protection Zone or low fuel area

around housing is also necessary for a safe area for people caught outside of a building and enables a more active defence of the dwelling.

The requirement for building protection zones has been reflected in the Planning for Bush Fire Protection Guidelines since 2001 and is also referenced in the Point Henry Limited Rural Strategy.

New development will be addressed through the application of the Scheme, State Planning Policy, Fire Guidelines and the revised Strategy as a local planning policy.

Existing development is to have minimum standards applied to ensure consistency across the developed area and improve the safety of residents and visitors. This needs to be enforced through the Fire Break Notice as the only means of requiring compliance retrospectively.

### ***Individual Lot Fire Management Plans***

These plans are supported for new development where the 'default' requirements are not able to be met due to topography, environment, landscape, etc. They are to be prepared by a suitably qualified or experienced person.

### ***Kwongkan Shrubland***

A 'threatened ecological community' (TEC) exists on Point Henry which is protected ecological community under the Environment Protection and Biodiversity Conservation Act 1999. Approval may be required for a proposed activity that significantly affects the community.

The revised Strategy acknowledges this vegetation community and proposes to:

- Move building envelopes out of these areas wherever possible;
- Require a flora study to verify the extent of this TEC if it is likely that a development proposal will effect it;
- Draft a specific policy on how new housing should respond to this vegetation type; and
- Require a site specific fire management plan.

### ***Balance of Title/Fuel Management***

Ideally, coordinated fuel reduction would take place across the whole of Point Henry to reduce fuel loads and therefore risk of more intense fires. However, Point Henry is now subdivided into private ownership and measures such as cool burning across property boundaries are likely to be extremely difficult to administer.

There is also the question of what fire management techniques are appropriate to use on Point Henry; cool burns may simply work to spread colonising plants like peppermint woodland throughout.

Therefore, the revised Strategy restricts slashing to within 30m around a house, outside of which a vegetation management plan is required.

It is also recommended that Council undertake a Vegetation Management Plan for Point Henry at some time in the future that identifies the vegetation types and the appropriate fire management measures for each, with the intention of retaining the ecological values and lower fuel levels that could then be recommended to landowners.

## **Conclusion**

The original draft Strategy was too broad in nature and many of the recommendations too vague. In light of the submissions received and release of the draft Bushfire Risk Management Policy Framework a revised approach is advocated in this report.

The labelling of this project as a 'Strategy' created a high level of expectation that the document would deal with land use, development and operational matters. Operational matters are handled by organisations beyond the control of the Shire of Jerramungup and are not addressed through this revised Strategy.

The Office of Bushfire Risk Management (OBRM) will require all local governments to prepare risk based, tenure blind, Shire-wide bushfire risk management plans in the coming years that will address many of the concerns raised in the submissions.

Lastly, many actions fall to landowners and should be generated by the community in a 'bottom up' approach rather than as a requirement from the local government.

Therefore the approach proposed is to focus the revised Strategy into a local planning policy that seeks to inform the land use planning and development on Point Henry and extend to land use issues that can be directly influenced by the Shire of Jerramungup.

## **STATUTORY REQUIREMENTS**

The Scheme 'calls up' both the draft State Planning Policy 3.7 and the associated Guidelines and any measures in a local planning policy must be consistent with the State Planning Policy. Specific policy provisions proposed as part of the revised Strategy seek to create an acceptable 'performance solution' that recognise the site specific conditions on Point Henry.

Where performance approaches are advocated referral to DFES is usually required. However the State Planning Policy seeks their *comment only* and leaves the local government as the decision maker.

As the decision maker Council needs to be satisfied that the approach advocated in the revised Strategy is enforceable and defensible following a logical progression that is supported from the top down – ie State Planning Policy, down to the Shire's Local Planning Strategy, Scheme and finally through to individual measures of the local planning policy. If it can be shown that the proposed approach is supported by all the relevant planning documentation then decisions made that are consistent it should stand up both at SAT and in the event of a Royal Commission into a fire event.

It is recommended that the revised Point Henry Fire Management Strategy be adopted as a Local Planning Policy to guide development in Point Henry. Therefore Part 2 of the Local Planning Scheme applies.

A separate process will need to be undertaken separately if the recommendations to amend the Fire Break Notice are to be adopted as part of the Strategy considerations.

## **STRATEGIC IMPLICATIONS**

The preparation of a Point Henry Fire Management Strategy aligns with the key focus areas in the Strategic Plan:

**Aspiration 2:** A growing community that embraces well designed and sustainable development.

**Aspiration 4:** An environmentally astute community where human needs are met while conserving our natural and built environment.

**Aspiration 6:** An engaged and informed community, defined by strong civic leadership, sound governance and transparent decision making.

**Aspiration 7:** A healthy community where residents feel safe, secure and self-assured.

## **FINANCIAL IMPLICATIONS**

Should the revised Strategy be adopted there will be costs in implementation over time including policing of a revised fire break notice, additional signage, preparation of scheme amendments, clearing of additional fire breaks and preparation of a Vegetation Management Plan.

There will be additional costs for owners of existing houses on Point Henry if the fire break notice is reviewed and access, turnarounds, water and BPZ's are required. It is recommended that these measures be phased in over time to reduce the impact and allow landowners to budget.

## **WORKFORCE IMPLICATIONS**

There is likely to be an increase to the workload of the ranger that will result from the adoption and implementation of the revised Strategy in greater inspection requirements.

## **POLICY IMPLICATIONS**

Planning for Bushfire Protection has already been adopted as a local planning policy by the Shire of Jerramungup.

The Point Henry Fire Management Strategy was adopted as a Local Planning Policy for the purposes of advertising in December 2013. This report proposes to refine that Strategy to a more specific in response to bushfire risk management framework and submissions.

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council,

1. Adopt the Point Henry Fire Management Strategy Policy Statement found at Attachment 10.3.1(c) of this report as a Local Planning Policy pursuant to Clause 2.4 of the Shire of Jerramungup Local Planning Scheme No.2 for final approval;
2. Retain the draft Point Henry Fire Management Strategy dated January 2014 as a background document to the proposed local planning policy at Attachment 10.3.1(c) of this report;
3. Consider the following changes to the Fire Break Notice:
  - Amend how rural residential areas are referred to by differentiating between Point Henry and other Rural Residential areas;
  - Phase in over a five year period requirements for compliant access, turnarounds for heavy firefighting vehicles, dedicated water source and a 20m Building Protection Zone in accordance with the Point Henry Fire Management Strategy Policy Statement found at Attachment 10.3.1(c); and
  - Allow for extended approvals for variations issued under the Fire Break Notice.
4. Investigate implementing a reflector system that indicates a property's fire management measures in conjunction with the local volunteer bushfire brigade and DFES;
5. Forward a copy of the Schedule of Submissions at Attachment 10.3.1(a) to the local volunteer bushfire brigade, LEMC, Bush Fire Advisory Committee, Albany DFES and the Bushfire Ready Group for consideration;
6. Investigate and report back to Council what would be required to have a weather station constructed and administered in Bremer Bay;
7. Thank those people who took the time to lodge submissions on the draft Point Henry Fire Management Strategy;
8. Resolve to use additional funds from the Point Henry Fire Levy to provide rural street numbers to every developed property in Point Henry;
9. Encourage the local volunteer bushfire brigade to consider identifying and keeping a register of those properties with a dedicated firefighting water supply greater than 20,000litres;
10. Seek management of the Unallocated Crown Land on Torreburrup Hill as a reserve managed by the Shire of Jerramungup;
11. Amend the Local Planning Scheme to introduce a general provision relating to bush fire prone land and consider the introduction of a Special Control Area over the Study Area for bushfire management.
12. Review Clause 5.25 of the Local Planning Scheme to ensure consistent terminology and to clarify provisions in relation to trees, vegetation and fire management issues.

That Council,

1. Adopt the Point Henry Fire Management Strategy Policy Statement found at Attachment 10.3.1(c) of this report as a Local Planning Policy pursuant to Clause 2.4 of the Shire of Jerramungup Local Planning Scheme No.2 for final approval;
2. Retain the draft Point Henry Fire Management Strategy dated January 2014 as a background document to the proposed local planning policy at Attachment 10.3.1(c) of this report;
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  - Allow for extended approvals for variations issued under the Fire Break Notice.
4. Investigate implementing a reflector system that indicates a property's fire management measures in conjunction with the local volunteer bushfire brigade and DFES;
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6. Investigate and report back to Council what would be required to have a weather station constructed and administered in Bremer Bay;
7. Thank those people who took the time to lodge submissions on the draft Point Henry Fire Management Strategy;
8. Resolve to use additional funds from the Point Henry Fire Levy to provide rural street numbers to every developed property in Point Henry;
9. Encourage the local volunteer bushfire brigade to consider identifying and keeping a register of those properties with a dedicated firefighting water supply greater than 20,000litres;
10. Seek management of the Unallocated Crown Land on Torreburrup Hill as a reserve managed by the Shire of Jerramungup;
11. Amend the Local Planning Scheme to introduce a general provision relating to bush fire prone land and consider the introduction of a Special Control Area over the Study Area for bushfire management.
12. Review Clause 5.25 of the Local Planning Scheme to ensure consistent terminology and to clarify provisions in relation to trees, vegetation and fire management issues.

Carried 7-0

9:45am Mr McQuoid, Mr Atkinson, Mr Shane Smith, Mr David Harder, Mrs Pursell, Mr Pursell, Dr Weir, Mrs Broadbent, Mr Louw and Ms Kleszewski left the meeting.

**OC141006 Moved Cr Bailey / Seconded Cr Iffla**

**That Council close the meeting to discuss Confidential Item 10.3.2 Change of Reserve Purpose, Reserve 26887.**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Health, Building &amp; Town Planning</b>
<b>AGENDA REFERENCE:</b>	Confidential Item 10.3.2
<b>SUBJECT:</b>	Proposed change of reserve purpose
<b>LOCATION/ADDRESS:</b>	Reserve 26887, Lot 147 Memorial Road, Jerramungup
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	A11431
<b>AUTHOR:</b>	Craig Pursey, Planning Officer
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	25 September 2014

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**RECOMMENDATION**

That Council, approach the Department of Lands in order to:

- a. Change the purpose of Reserve 26887 to 'Hospital and Allied Purposes and Recreation'
- b. Request that management of Reserve 26887 be passed to the Department of Health.

**OC141007 Moved Cr Daniel / Seconded Cr Iffla**

**That Council, approach the Department of Lands in order to:**

- a. **Change the purpose of Reserve 26887 to 'Hospital and Allied Purposes and Recreation'**
- b. **Request that management of Reserve 26887 be passed to the Department of Health.**

**Carried 7-0**

**OC141008 Moved Cr Leenhouders / Seconded Cr Iffla**

**That Council reopen the meeting to the public.**

**Carried 7-0**

**A D M I N**

9:55am - Mr Bailey left the meeting.  
9:57am - Mr Bailey returned to the meeting.

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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>	2 October 2014

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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) Bremer Bay Medical Centre**

The Minister inspected the health facilities in Jerramungup and Bremer Bay on 27 June 2014. The Shire understands that two business cases are currently being prepared for the Bremer Bay and Jerramungup Health Facilities.

The business cases will be used to inform the State Government on the operational and strategic requirements for both facilities. The Minister has requested that both business cases are completed by October 2014 to coincide with the next budget period.

#### **2) Strategic Waste Management**

The Shire has prepared an application for funding through the Royalties for Regions Program.

#### **3) Health Update**

The CEO and Shire President conducted the Doctor's 6 month review in September. The legal agreements are operating effectively with both parties very satisfied in the outcomes being achieved.

#### **4) Fisheries Beach Marina**

In response to many community complaints in relation to sand accumulation at the boat ramp, the Shire met with the Department for Transport on 16 January 2014. In response, the Shire submitted a joint application with the Department to construct two rock groynes at the Marina.

The funding application was successful. The Shire is expecting the project to commence in 2015.

**5) Bremer Bay Town Square**

Council endorsed the Bremer Bay Town Square Concept Plan in July 2014. The Shire has commenced a process whereby UDLA will be commissioned to commence detailed design.

**6) Staff House Bremer Bay**

Ironmonger Building Company has been appointed to construct the staff house in Bremer Bay.

It is anticipated that the property will be completed at the end of October 2014.

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.2
<b>SUBJECT:</b>	Corporate Business Plan Update
<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	CM.PL.1
<b>AUTHOR:</b>	Bill Parker
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	18 September 2014

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## **SUMMARY**

This report provides an update for Council in terms of the progress made towards the key projects and objectives contained within the Corporate Business Plan.

## **ATTACHMENT**

Attachment 10.4.2 - Corporate Business Plan Update

## **BACKGROUND**

The introduction of regulations under section 5.56(2) of the Local Government Act 1995 resulted in the Shire's strategic planning framework only partly complying. In response, the Shire initiated a new Strategic Community Planning process based on the Department for Local Government's Integrated Strategic Planning Framework.

The minimum requirement to meet the intent of section 5.56(2) is the development of:

- Strategic Community Plan; and
- Corporate Business Plan

Once the Strategic Community Plan was adopted, the Shire prepared a Workforce Plan, Long Range Financial Plan and Asset Management Strategy. These documents and other associated strategies were used to assess the Shire's resource capacity and formed the basis for establishing the Corporate Business Plan.

The Corporate Business Plan was adopted by Council in June 2013 and subsequently guided the preparation of the 2013/14 and 2014/15 Annual Budget.

Every few months, the Chief Executive Officer provides the Councillors with an update in terms of the progress made against the key projects and objectives contained within the Corporate Business Plan.

The following table provides an update for the consideration of the elected group;

<b>PROJECT COMPLETION KEY</b>					
★	20% complete e.g. preliminary discussions or meetings have occurred				
★★	40% complete e.g. a concept plan has been produced				
★★★	60% complete e.g. detailed design is complete				
★★★★	80% complete e.g. a contract has been executed and construction has commenced or Council has adopted a policy or strategy				
★★★★★	100% complete e.g. an opening has occurred or a policy has been implemented				
<b>CBP KEY PROJECTS 2013/14</b>					
Mandate rainwater tanks on all new houses	★	★	★	★	★
Identify and initiate rezoning for industrial land development in Bremer Bay	★				
Encourage the private installation of recreational vehicle sewerage dumps	★	★	★	★	★
Increase opening hours of refuse site in Bremer Bay during peak holiday periods	★	★	★	★	★
Develop NRM Plan/Strategy or adopt existing NRM Plan	★				
Shire to participate in BIG Committee	★	★	★		
Review Municipal Inventory	★	★	★		
Develop Recreation Strategy	★	★			
Customer service app development	★	★	★	★	★
Develop welcome packs for new residents	★	★	★	★	★
Establish an information board for events in partnership with local school	★	★	★	★	★
Develop Workforce Plan	★	★	★	★	★
Build or buy existing house for staff in Bremer Bay	★	★	★	★	★
Review Code of Conduct	★	★	★	★	★
Increased ranger presence	★	★	★	★	★
Bremer Bay town centre project	★	★	★	★	★
Shire vocational training opportunities	★	★	★	★	★
Develop Economic Development Strategy	★	★	★		
Upgrade business and general directional signage in Jerramungup and Bremer Bay	★	★	★	★	
Review Buy Local and Purchasing Policy	★	★	★	★	★
Erect welcome sign at west side of town	★	★	★	★	★
Repaint mural at opportunity shop					
Good quality footpaths	★	★	★	★	★
Good quality Shire housing in Jerramungup and Bremer Bay	★	★	★	★	★
Maintenance and upgrading of cemeteries	★	★	★	★	★
Continued participation in Club Development Officer Scheme	★	★	★	★	★
<b>TOTAL PROGRESS (4.11 or 82% COMPLETE)</b>	★	★	★	★	★

<b>CBP KEY PROJECTS 2014/15 and Incomplete 2013/14</b>					
Identify and initiate rezoning for industrial land development in Bremer Bay	★				
Develop NRM Plan/Strategy or adopt existing NRM Plan	★				
Shire to participate in BIG Committee	★	★	★		
Review Municipal Inventory	★	★	★		
Develop Recreation Strategy	★	★			
Develop Economic Development Strategy	★	★	★		
Upgrade business and general directional signage in Jerramungup and Bremer Bay	★	★	★	★	
Repaint mural at opportunity shop					
Establish fish offal and green waste composting system at landfill sites	★				
Establish oil recycling area at landfill sites	★	★			
Establish regional landfill site in Ravensthorpe	★	★	★		
Rehabilitate former waste sites	★	★	★		
Establish Community Art Program	★				
Establish a men's shed in Jerramungup	★	★	★		
Develop Bremer Bay Town Centre Park including shared use with the school and skate park	★	★			
Community newsletter review	★	★	★	★	★
Refurbish health facility in Jerramungup	★	★			
Aviation master plan	★	★			
Development of tourist information centres	★	★	★	★	★
Building Maintenance Strategy	★				
Improve road train access within the Jerramungup town site					
Develop Revenue Strategy	★	★	★	★	★
Review 10 Year Financial Plan with focus on plant replacement and borrowings	★	★	★	★	★
Register of empty houses on farms that are available for rent to supplement housing stock					
Review Disability and Inclusion Plan (2014/15)	★	★	★	★	★
<b>TOTAL PROGRESS (2.5 or 50% COMPLETE)</b>	★	★	★		

CBP KEY PROJECTS 2015/16 – 2016/17					
Upgrade transfer stations (2015/16)	★	★			
Review Sport Infrastructure Strategy (2015/16)	★				
Develop Bremer Headland to Point Henry walk trails and boardwalk (2015/16)	★	★			
Upgrade change room facilities in Jerramungup Sports Pavilion (2016/17)	★	★			
Upgrade car park at main beach and include toilets, showers BBQs (2016/17)	★	★			
Purchase community bus (2016/17)	★				
Website review with focus on events (2015/16)	★	★	★	★	★
Redevelop Little Boat Harbour (2015/16)	★	★			
Seal road to Bremer Bay Airstrip (2016/17)	★				
Seal road to Jerramungup Airstrip (2016/17)	★				
Build additional aged care accommodation in Bremer Bay (2015/16)	★				
Facilitate increased usage of Roe Park and Entertainment Centre by School (2015/16)	★	★	★	★	★
Improve road drainage within the town sites (2015/16)					
Employ grants officer (2015/16)					
Develop Volunteer Strategy (2015/16)					
Develop Cultural Map (2017/18)					
Seal road to Jerramungup airstrip 2017/18)					
<b>TOTAL PROGRESS (1.65 or 33% COMPLETE)</b>	★	★			

Taking into consideration the projects completed to date the total program is 55% complete.

## **CONSULTATION**

In developing the strategic community plan, extensive public consultation was undertaken.

The Councillors have been consulted regularly in terms of the progress of the corporate business plan.

## **COMMENT**

In addition to the key objectives contained within the corporate business plan, a number of circumstances have eventuated that have impacted on the resources required to deliver the 2013/14 program. Perhaps the most significant was the recruitment of a General Practitioner and the establishment of Medical Service Agreements.

The outstanding projects from 2013/14 have been rolled into 2014/15. The only project that is uncertain at this stage is;

1. To identify and initiate rezoning for industrial land development in Bremer Bay.

This project was not funded in the 2014/15 budget and will need to be reconsidered.

## **STATUTORY REQUIREMENTS**

The introduction of regulations under section 5.56(2) of the Local Government Act 1995 applies to this item.

## **STRATEGIC IMPLICATIONS**

The Strategic Community Plan drives the preparation of the Corporate Business Plan and therefore is aligned to this item.

## **FINANCIAL IMPLICATIONS**

Nil

## **WORKFORCE IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council;

1. Endorse the status update prepared by the Chief Executive Officer with regard to the progress made towards the key objectives and projects contained within the Shire of Jerramungup Corporate Business Plan.
2. Recognises the concerns outlined by the Chief Executive Officer in terms of the unlikely completion of one key projects being;
  - Identify and initiate rezoning for industrial land development in Bremer Bay.

**OC141009 Moved Cr Bailey / Seconded Cr Leenhouders**

That Council;

1. **Endorse the status update prepared by the Chief Executive Officer with regard to the progress made towards the key objectives and projects contained within the Shire of Jerramungup Corporate Business Plan.**
2. **Recognises the concerns outlined by the Chief Executive Officer in terms of the unlikely completion of one key projects being;**
  - **Identify and initiate rezoning for industrial land development in Bremer Bay.**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.3
<b>SUBJECT:</b>	Solar Panel Lease
<b>LOCATION/ADDRESS:</b>	Administration Office
<b>NAME OF APPLICANT:</b>	N/A
<b>AUTHOR:</b>	Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	1 October 2014

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## **SUMMARY**

This agenda item seeks Council endorsement for the installation of solar panels to provide electricity for the administration office under a leasehold arrangement.

## **ATTACHMENT**

Nil

## **BACKGROUND**

In line with Council's Environmental Aspirations contained within the Strategic Plan investigation has been carried out into the installation of solar panels on the Shire administration office to provide electricity during daylight hours.

Currently the Shire administration office consumes around \$7,000- \$8,000 in electricity per year which is largely during daylight hours. To offset the majority of this consumption a 22kW solar panel system has been recommended by WALGA's preferred supplier.

## **CONSULTATION**

WALGA

## **COMMENT**

At present the costs of purchasing and installing a solar power system are beyond the scope of Council's budget. As such the concept of acquiring the equipment via a lease arrangement is proposed following discussions with WALGA and their preferred supplier for local government leasing solutions. The recently constructed WALGA building has undertaken solar power installation using a similar financing structure.

Under the terms proposed by the supplier the costs of leasing the system over 5 years totals approximately \$31,500. The costs of remaining fully on the grid for the next 5 years at today's electricity price and consumption level is estimated at approximately \$37,000.

There will still be some electricity consumed through the grid outside of daylight hours, however this is when the office is shut and using a low amount of power. Factoring this expense in probably makes the exercise of converting to solar cost neutral.

At the conclusion of the lease period the Shire has the option of purchasing the equipment at the residual price (\$3,500), continuing to lease the equipment, or upgrading the equipment and entering into a new lease.

### **STATUTORY REQUIREMENTS**

Nil

### **STRATEGIC IMPLICATIONS**

This item is consistent with Aspiration 1: A carbon neutral community where renewable energy, water harvesting and fossil fuel alternatives are explored, tested and applied.

### **FINANCIAL IMPLICATIONS**

As discussed there is not expected to be a financial gain or loss from an operational perspective by converting to solar during the lease period. The Shire can purchase the equipment at the end of the lease and gain a financial benefit for the remaining useful life of the panels which are expected to last 10-15 years.

### **WORKFORCE IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That Council

- 1) Undertake a 5 year lease to acquire a suitably sized solar panel system for the Jerramungup Administration Office.
- 2) Authorise the Chief Executive Officer to enter into other lease arrangements for solar panels on Shire buildings where the cost of leasing the system significantly offsets the Shire's electricity costs.

**That Council**

- 1) Undertake a 5 year lease to acquire a suitably sized solar panel system for the Jerramungup Administration Office.**
- 2) Authorise the Chief Executive Officer to enter into other lease arrangements for solar panels on Shire buildings where the cost of leasing the system significantly offsets the Shire's electricity costs.**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.4
<b>SUBJECT:</b>	Jerramungup Bushfire Advisory Committee Meeting Minutes
<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Charmaine Solomon
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	1 October 2014

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### **ATTACHMENT**

Attachment 10.4.4 – Jerramungup Bushfire Advisory Committee Meeting Minutes

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That the minutes of the Jerramungup Bushfire Advisory Committee meeting held on Tuesday 23<sup>rd</sup> September 2014 be received and the following recommendation be adopted;

1. Shire to purchase 2 overhead standpipes for the Needilup and Jacup Bushfire Brigades.

**OC141011 Moved Cr Daniel / Seconded Cr Iffla**

**That the minutes of the Jerramungup Bushfire Advisory Committee meeting held on Tuesday 23<sup>rd</sup> September 2014 be received and the following recommendation be adopted;**

- 1. Shire to purchase 2 overhead standpipes for the Needilup and Jacup Bushfire Brigades.**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.5
<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>	1 October 2014

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### **ATTACHMENT**

Attachment 10.4.5 – LEMC Committee Meeting Minutes 8 September 2014

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That the Minutes of the Local Emergency Management Committee held on 8 September 2014 (copy contained within agenda attachments) be received.

**OC141012 Moved Cr Bailey / Seconded Cr Trevaskis**

**That the Minutes of the Local Emergency Management Committee held on 8 September 2014 (copy contained within agenda attachments) be received.**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.6
<b>SUBJECT:</b>	Aged Care Facilities – Transfer of Management Arrangements
<b>LOCATION/ADDRESS:</b>	Lot 770 Roderick Street, Bremer Bay Lot 158 Derrick Street, Jerramungup
<b>NAME OF APPLICANT:</b>	N/A
<b>AUTHOR:</b>	Charmaine Solomon / Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	2 October 2014

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## **SUMMARY**

Shire staff have held discussions in relation to transferring the management of the 6 aged care units located at Lot 770 Roderick Street, Bremer Bay and Lot 158 Derrick Street, Jerramungup, to the Great Southern Community Housing Association (GSCHA). A management agreement is now attached for Council consideration and to determine further support for the change in management arrangements.

## **ATTACHMENT**

Attachment 10.4.6 – Draft Management Agreement

## **BACKGROUND**

The Shire of Jerramungup provides an able aged care facility in both Jerramungup and Bremer Bay consisting of 6 units at each location. The properties were constructed under a Joint Venture Funding arrangement between the Shire and the Department of Housing.

The Shire currently manages the units and is responsible for the tenancy agreements, collecting bond/rent, regular inspections, building maintenance, gardening, insurance and providing for future works and development.

## **CONSULTATION**

Great Southern Community Housing Association (GSCHA)  
Ian Neil and Associates

## **COMMENT**

The Great Southern Community Housing Association manages approximately 400 houses in Albany and the region. As part of its portfolio, it manages houses in the Shires of Denmark, Lake Grace, Katanning, Gnowangerup and Ravensthorpe. It has undertaken major housing developments in Albany, Denmark and Katanning. Given its expertise and economies of scale in managing similar dwellings staff have investigated assigning management of the Shire's existing aged care units to the Association. The aim of undertaking this is to;

- a) maintain or improve the service to the existing tenants

- b) standardise the tenancy arrangements with other similar accommodation opportunities in the region
- c) encourage the development of additional aged care dwellings in Bremer Bay; and
- d) reduce the amount of resources which the Shire has to invest in delivering this community service.

The negotiated management agreement is attached for Council consideration. Some key points noted in the agreement are;

The GSCHA shall be responsible for:

- a) Managing the tenancy in accordance with the GSCHA Policies and Procedures Manual and the Residential Tenancies Act (1987). This will involve transferring all existing tenants to GSCHA lease agreements.
- b) Joint tenant selection via the Allocations Committee.
- c) Rent assessment, collection, reviews and monitoring.
- d) Undertaking regular property inspections and property condition reports (on a yearly basis as a minimum).
- e) Ensuring that maintenance of the property is carried out in line with GSCHA policy including common areas
- f) Meeting safety requirements to Department of Housing Standards.
- g) Ensuring confidentiality of tenant information.
- h) Fostering and promoting tenant participation.
- i) Advising the Shire of Jerramungup of any items outlined in clause 10 of the draft management agreement and giving adequate time to rectify a problem, if a tenancy is at risk.
- j) GSCHA will charge the following management fee, reviewed annually
  - Direct Labour costs and indirect administration costs - \$2,136 per property
  - Travel costs - \$2,029 per annum for 4 trips by the Property Manager.
- k) Planning and implementing long term maintenance requirements.
- l) All required insurance for the houses including building, public liability insurance.
- m) Reporting and compliance requirements to the Department of Housing for the rental properties.
- n) Consultation with the Shire of Jerramungup to ensure compliance with Statutory Regulations.
- o) Provision of Income and Expenditure reports to the Shire of Jerramungup (relating to the properties) on request or six monthly.
- p) GSCHA notes the interest of the Shire of Jerramungup in the insurance cover that the Association arranges e.g. Industrial Special Risks and Liability Insurance.

The GSCHA is a registered community housing provider with the Department of Housing, it is the only provider in the region licensed to manage properties that the Department of Housing has an interest in. GSCHA can also access funding through the Department of Housing for constructing more affordable accommodation within the Shire if demand can be demonstrated. Staff have discussed the current demand for

aged accommodation in Bremer Bay and advised them there is provision for aged care housing in the Bremer Bay Town Centre.

Ownership of the assets will remain with the Shire of Jerramungup. The only significant change for the tenants is that they will be liaising with GSCHA in relation to their properties rather than the Shire. GSCHA will undertake consultation with them on an individual basis and assist to migrate any existing arrangements over to their systems. Under the agreement there will be no change to rental income for the first 6 months and after that the rental will be in line with existing Department of Housing policies which was going to be enacted by Council anyway.

### **STATUTORY REQUIREMENTS**

Nil

### **STRATEGIC IMPLICATIONS**

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

**Aspiration 12:** A community that provides a range of good quality affordable private and government housing options aimed at attracting and retaining residents.

### **FINANCIAL IMPLICATIONS**

To be provided under separate cover.

### **WORKFORCE IMPLICATIONS**

The changing management arrangements will reduce the workforce requirements in both administration and town services.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That Council;

1. Authorise the Shire President and Chief Executive Officer to execute the management agreement to transfer management of the 6 aged care units located at Lot 770 Roderick Street, Bremer Bay and Lot 158 Derrick Street, Jerramungup to the Great Southern Community Housing Association commencing 27 October 2014 and continuing for five years.

**That Council;**

- 1. Authorise the Shire President and Chief Executive Officer to execute the management agreement to transfer management of the 6 aged care units located at Lot 770 Roderick Street, Bremer Bay and Lot 158 Derrick Street, Jerramungup to the Great Southern Community Housing Association commencing 27 October 2014 and continuing for five years.**

**Carried 7-0**

# **COUNCILLOR REPORTS**

## **11. COUNCILLOR REPORTS**

### **Cr Parsons**

Attended the Fitzgerald Biosphere Group AGM, Cr Parsons noted the new constitution for the FBG was adopted at the AGM.

Attended the Jacup Community Dam Opening

### **Cr Daniel**

Attended the Jacup Community Dam Opening, Cr Daniel requested a letter be sent to Mr David Edwards thanking him for his contribution to the project.

Attended the Shire depot auction

### **Cr Bailey**

Attended the Jacup Community Dam Opening

### **Cr Trevaskis**

Attended the Jacup Community Dam Opening

### **Cr Lester**

Attended the Doctors 6 month review meeting

Attended the Jacup Community Dam Opening

Attended a meeting with the Shire's auditor

Attended a luncheon with the Honourable AJ Simpson MLA, Minister for Local Government

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

### **12.1 From Officers**

Nil

### **12.2 From Elected Members**

Nil

## **13. NEXT MEETING/S**

13.1 Ordinary Meeting – to be held Wednesday 19 November 2014 commencing 8.30am at the Council Chambers, Jerramungup.

## **14. CLOSURE**

The President declared the meeting closed at 10:22am.