

SHIRE OF JERRAMUNGUP



MINUTES

COUNCIL ORDINARY MEETING

20th JULY 2016

ORDINARY MEETING – 20th JULY 2016

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SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS,
JERRAMUNGUP ON WEDNESDAY 20th JULY 2016, COMMENCING AT 2.05PM.

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

The President declared the meeting open at 2:05pm

2. **RECORD OF ATTENDANCE**

| | |
|--------------------|--------------------------------|
| Cr R Lester | President |
| Cr J Iffla | Deputy President |
| Cr B Trevaskis | Member |
| Cr W Bailey | Member |
| Cr C Daniel | Member |
| Cr J Leenhouders | Member |
| Cr R Parsons | Member |
| Mr B Bailey | Chief Executive Officer |
| Mrs C Solomon | Deputy Chief Executive Officer |
| Mr M Flett | Manager of Works |
| Mr C Pursey | Planning Officer |
| Mrs S Baldwin | Administration Officer |
| Lisa Sanders | Public Member |
| Karen Roberts | Public Member |
| Deborah Fluhler | Public Member |
| Alice Reddington | Public Member |
| Melanie Haymont | Public Member |
| James Haymont | Public Member |
| Mason Francis | Public Member |
| Mikayla Reddington | Public Member |

3. **APOLOGIES**

Nil

4. **LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

5. **PUBLIC QUESTION TIME**

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

OC160701 Moved Cr Daniel / Seconded Cr Leenhouders

That Cr Lester, Cr Parsons and Cr Bailey be granted a leave of absence for the August 2016 Ordinary Meeting of Council.

Carried 7-0

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

7.1 Australian Citizenship Ceremony - Lisa Sanders

2.15pm Members of the public and Mrs Baldwin left the meeting following the formalities of the Australian Citizenship Ceremony.

8. DECLARATIONS OF FINANCIAL INTEREST

Cr Leenhouders declared a proximity interest Item 10.3.1. – Proposed amendment to Local Planning Policy – Subdivision Guide Plan.

9. CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held 15th June 2016

OC160702 Moved Cr Parsons / Seconded Cr Trevaskis

That the Minutes of the Ordinary Meeting of Council held 15th June 2016 be confirmed subject to an amendment to the following council resolution Item 10.4.1 – Request to Sublet, Lot 3000 on DP46739;

Resolution number OC160611; **Moved Cr Daniel / Seconded Cr Leenhouders;**
That Council noting that the Bremer Bay Sports Club now has a current lease agreement;

Consent to the subletting of a **15m² 15mx15m** portion of reserve 511 to Megatime Pty Ltd for the purposes of constructing a bore subject to the following;

- A term of 5 years with one 5 year option at the consent of the Shire.
- All legal and other costs being borne by the applicant
- Approval being received from the Minister for Lands
- Consent to an easement being created over reserve 511 to facilitate a pipeline connecting the sub-let area to the Bremer Bay Caravan Park (Reserve 21496) subject to the following;
- All necessary water and development approvals being obtained by the applicant or Megatime Pty Ltd.

Carried 7-0

W O R K S

| | |
|------------------------------------|----------------------------|
| SUBMISSION TO: | Works |
| AGENDA REFERENCE: | 10.1.1 |
| SUBJECT: | Works Report |
| LOCATION/ADDRESS: | Shire of Jerramungup |
| NAME OF APPLICANT: | N/A |
| FILE REFERENCE: | |
| AUTHOR: | Murray Flett |
| DISCLOSURE OF ANY INTEREST: | Nil |
| DATE OF REPORT: | 12 th July 2016 |

ATTACHMENT

Attachment 10.1.1(a) – Jerramungup, Bremer Bay & rural road maintenance report
Attachment 10.1.1(b) – Road construction program schedule

ROAD CONSTRUCTION

Preliminary works have started on the Boxwood – Ongerup Road prior to gravel re-sheeting works commencing. These works have been severely affected due to the significant rainfall we received in early June with 11 days being lost. This rainfall has caused a significant amount of damage to the majority of all local unsealed roads within the shire. The crews were kept busy installing signage and patching some of the accessible damaged sections of road which were not flooded.

The gravel stockpiling for Boxwood-Ongerup Road is complete and the quality of the material is very good.

The widening of the flood crossing on Marnigarup West Road will be delivered by a local contractor.

Please refer below for the completed 2015 / 2016 construction program

STRATEGIC IMPLICATIONS

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

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

COMMENTS

Nil

RECOMMENDATION

That Council adopt the June works report.

OC160703 Moved Cr Bailey / Seconded Cr Iffla

That Council adopt the June works report.

Carried 7-0

FINANCE

| | |
|------------------------------------|---------------------------|
| SUBMISSION TO: | Finance |
| AGENDA REFERENCE: | 10.2.1 |
| SUBJECT: | Accounts Payable |
| LOCATION/ADDRESS: | Shire of Jerramungup |
| NAME OF APPLICANT: | |
| AUTHOR: | Kiara Leeson |
| DISCLOSURE OF ANY INTEREST: | Nil |
| DATE OF REPORT: | 1 st July 2016 |

ATTACHMENT

Attachment 10.2.1 - List of Accounts Paid to 30th June 2016

BACKGROUND

| FUND | VOUCHERS | AMOUNTS |
|--------------------------------|----------------------|-----------------------------|
| Municipal Account | | |
| Last Cheque Used | 28017 | |
| | EFT 12062 – 12077 | \$ 21,092.67 |
| | EFT 12081 – 12112 | \$ 190,706.40 |
| | EFT 12114 – 12174 | \$ 231,003.95 |
| | EFT 12179 – 12180 | \$ 3247.35 |
| | Cheque 28018 – 28025 | \$ 12,445.45 |
| | Direct Deposit | \$ 37,062.20 |
| Municipal Account Total | | \$ 495,558.02 |
| Trust Account | | |
| | EFT 12061 – 12061 | \$ 20.00 |
| | EFT 12078 – 12080 | \$ 60.00 |
| | EFT 12113 – 12113 | \$ 2750.00 |
| | EFT 12175 – 12178 | \$ 80.00 |
| Trust Account Total | | \$2910.00 |
| <u>Grand Total</u> | | <u>\$ 498,468.02</u> |

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 \$498,468.02 submitted to the Full Council on 20th July 2016 be endorsed.

SIGNATURES

Author

Chief Executive Officer

OC160704 Moved Cr Daniel / Seconded Cr Leenhouders

That the schedule of direct debits and accounts payable, totalling \$498,468.02 submitted to the Full Council on 20th July 2016 be endorsed.

SIGNATURES

Author

Chief Executive Officer

Carried 7-0

| | |
|------------------------------------|---------------------------|
| SUBMISSION TO: | Finance |
| AGENDA REFERENCE: | 10.2.2 |
| SUBJECT: | Monthly Financial Report |
| LOCATION/ADDRESS: | Shire of Jerramungup |
| AUTHOR: | Charmaine Solomon |
| DISCLOSURE OF ANY INTEREST: | Nil |
| DATE OF REPORT: | 4 th July 2016 |

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 30th June 2016

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 30th June 2016 in accordance with Section 6.4 of the Local Government Act 1995.

OC160705 Moved Cr Iffla / Seconded Cr Parsons

That Council receive the Monthly Financial Report for the period ending 30th June 2016 in accordance with Section 6.4 of the Local Government Act 1995.

Carried 7-0

| | |
|------------------------------------|------------------------------|
| SUBMISSION TO: | Finance |
| AGENDA REFERENCE: | 10.2.3 |
| SUBJECT: | Adoption of 2016/2017 Budget |
| LOCATION/ADDRESS: | Shire of Jerramungup |
| FILE REFERENCE: | FM.BU.1 |
| AUTHOR: | Charmaine Solomon |
| DISCLOSURE OF ANY INTEREST: | Nil |
| DATE OF REPORT: | 7 th July 2016 |

SUMMARY

The purpose of this item is to put the draft budget to Council for adoption.

ATTACHMENT

Attachment 10.2.3(a) - 2016/2017 Shire of Jerramungup Draft Budget
Attachment 10.2.3(b) - Budget Infrastructure Construction Program
Attachment 10.2.3(c) - Asset Acquisition List 2016/2017

BACKGROUND

The budget preparation this year has been carried out through consultation with the elected group, senior staff and with guidance from the Shire's integrated planning documents. The Shire's operational budgets are largely derived from historical levels of expenditure with known items of maintenance or renewal derived from quotes or cost estimates. The Shire is currently in the process of finalising a new Community Plan and projects contained within this plan such as the Bremer Bay Town Centre and Skate Park are featured in this budget.

After the driest year in 2015 for the last 37 years, the Shire of Jerramungup incurred considerable damage to road infrastructure as a result of the severe storm from the 18th to 20th January 2016. The cost estimate for this event is expected to be \$507,800. For the financial year 2015/2016 Council incurred costs of approximately \$150,000 to 'open-up' the roads and reinstate two flood crossings. There is still a significant amount of flood damage to be repaired which will be undertaken when weather permits.

The additional workload has generated a need for additional project management services and resources to supplement the works department to undertake the WANDRRA procedures/processes. This will ensure that the Shire complies with Main Roads Western Australia (MRWA) and the Department of Premier and Cabinet (DPC) requirements.

CONSULTATION

The draft budget has been developed with consultation between senior staff, Councillors and community submissions. The budget is also driven by the Shire's corporate business plan and contains a number of projects and income / expenditure parameters from this document.

COMMENT

The 2016/2017 budget continues to focus on renewing and improving Council assets with particular focus on the road network. \$3.230 million will be spent on road and transport infrastructure.

The second stage of the Bremer Bay Town Centre will be undertaken which includes;

- The remaining landscaping components from Stage One including street furniture, footpaths, native landscaping and public art,
- The construction of the civic square; and
- The shared-use trail project linking the Bremer Bay Town Centre to the Bremer Bay Cemetery

\$1.7 million in funding will contribute to these works through the Royalties for Region's Growing Our Great South Initiative; the Shire's contribution of \$500,000 will be made up of labour and plant associated with the walk trail and a \$350,000 loan through Treasury. Utilising loan funds spreads the cost implications over future generations who will be the major beneficiaries of the project.

Council will contribute \$150,000 towards the Paperbarks Development which will include the refurbishment of the Paperbarks toilet including universal access and sealing of carpark and roadways including a raised pedestrian crossing, linemarking and kerbs. An application for \$220,000 of funding has been made to Lotterywest to install new park structure, fencing, internal paths and a nature play space.

A \$500,000 provision has been made in the budget for the construction of the Bremer Bay skate park. The skate park will be contingent on grant funds being received for the construction however detailed design costs will be met by the Shire and the Community Fundraising group to get the project underway.

The Shire will acquire a new Backhoe, Terex Posi-Track Loader and Slasher/mower as part of the Shire's 10 year plant replacement program.

There are no major upgrades or additions to Council's buildings however two houses will receive upgrades in the form of new kitchens and bathrooms.

STATUTORY REQUIREMENTS

Sections 6.2, 6.11 and 6.47 of the Local Government Act 1995
(Preparation of annual budget & Concessions), Reserve Accounts

Clauses 24 and 25 of the Local Government (Financial Management) Regulations 1996
(Service charges & fees and charges)

Section 67 of the Waste Avoidance and Resource Recovery Act 2007
(Receptacle Charges for Waste Collections)

Clause 34(5) of the Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Budget Expenditures and Revenues as detailed in the budget.

POLICY IMPLICATIONS

Nil.

WORKFORCE IMPLICATIONS

Staff numbers are forecast to reduce slightly and total expenditure on net employee costs is forecast to decrease by 3.34% on last year's budget. The Bushfire Risk Planning Coordinator contract position has been extended until 30th June 2017 which is fully funded through DFES.

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

1.1 Adoption of 2016/2017 Budget – Section 6.2 Local Government Act 1995

That Council:

- a) Adopt the budget for the financial year ending 30 June 2017 which has been prepared in accordance with the Local Government Act 1995 and associated Financial Management Regulations 1997; and
- b) Endorse the Rate Setting Statement as detailing the amount to be made up from rates for the financial year ending 30 June 2017 being \$ 3,124,811.

1.2 Adoption of Rates – Section 6.32 Local Government Act, 1995

That Council:

a) General Rates:

Impose the following rates in dollar and minimum rates for properties within the Shire of Jerramungup to generate a 3% yield increase in total rates.

GRV: 11.1475 cents in the dollar

UV: 1.1618 cents in the dollar

GRV: \$783.00 minimum rate

UV: \$783.00 minimum rate

b) Interest – Section 6.51 Local Government Act 1995

Apply an interest rate of 11% per annum to rates which remain unpaid beyond due dates and where no election has been made to pay rates by instalments.

c) Rates Instalment Payment Options

Offer the following rates instalment options:

Option 1

To pay the total amount of rates and charges included on the rate notice in full by the 23rd September 2016 or the 35th day after the date of issue, whichever is the latter.

OR

Option 2

To pay by four instalments as detailed on the rates notices with the first instalment due on 23rd September 2016 and in two monthly intervals thereafter.

OR

Option 3

To pay by two instalments as detailed on the rates notices with the first instalment due on 23rd September 2016 and second instalment due four months after.

d) Administration Charge – Section 6.45(3) Local Government Act 1995

Impose an administration charge of \$8 per instalment and 5.5% simple interest to the amount on the rate notice where payment of a rate is made via the instalment option.

e) Rubbish and Recycling Collection Charges

a. Residential Properties – 240L Bin

- i. \$309.00 per annum per occupied Lot for one 240L General Rubbish Bin serviced weekly.
- ii. \$155.00 per annum per occupied Lot for one 240L Recycling Bin serviced fortnightly
- iii. \$309.00 per annum per additional 240L Rubbish Bin

b. Commercial Collections – 240L Bin

- i. \$309.00 per annum per occupied Lot for one 240L Bin serviced weekly.
- ii. \$155.00 per annum per additional 240L Bin as listed on their properties bin count.

- iii. Extra bins will incur the standard cubic metre charge provided for in the register of fees and charges.

f) Effluent Rate – Townsite of Jerramungup

- a. That Council impose the following rates in dollar for GRV properties within the townsite of Jerramungup for the management and maintenance of the Jerramungup Effluent System.

GRV: 4.4954c in the dollar

- b. That Council impose the following minimum rate for GRV properties within the townsite of Jerramungup for the management and maintenance of the Jerramungup Effluent System.

GRV: \$294.00

Non Rateable First Fixture: \$294.00

Additional Fixture: \$165.00

g) Point Henry Fire Levy

Impose a levy of \$110 on all properties within the Point Henry Peninsula to be used for the maintenance of firefighting equipment and firebreaks on the Point Henry Peninsula. Any balance of funds created by the levy is to be put to the Point Henry Fire Levy Reserve.

1.3 Members Meeting Attendance Fees – Section 5.99 Local Government Act 1995

That Council:

Set the annual meeting attendance fee of \$14,000.00 for the Shire President

Set the annual meeting attendance fee of \$7,000.00 for Council Members

1.4 Shire President Allowance – Section 5.98 and 5.98A Local Government Act 1995

That Council:

Set the Shire President allowance of \$12,000.00

Set the Deputy Shire President allowance of \$3,000.00

1.5 Telecommunications Allowance – Section 5.99A Local Government Act, 1995

That Council:

Set a telecommunication allowance of \$1,000.00 for elected members.

1.6 Adoption of Material Variance for Monthly Reports – Financial Management Regulation 34

That Council:

Adopt a material variance level of 10% with a minimum \$10,000.00 variance for the 2016/2017 financial year for monthly reporting purposes.

1.7 Statutory Compliance

That Council confirms that it is satisfied that the services and facilities it provides:

- a) Integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
- c) are managed efficiently and effectively.

In accordance with Section 3.18(3) of the Local Government Act 1995.

1.8 Consideration of funding requests

That Council approve the following funding requests:

- Hidden Treasures - \$4,000 contribution towards tourism marketing
- Lower Great Southern Alliance Marketing Strategy - \$5,000 contribution
- Bremer Bay CRC - \$5,130 towards Community Notice Board, \$6,253 towards painting the Bremer Bay Town Hall, \$6500 towards the replacement of the air-conditioning unit and \$250 contribution to Bremer Bay Fishing Event
- Jerramungup CRC - \$250 towards Maggie Dent Seminar
- Jerramungup District Basketball Association - \$3,500 towards replacement of two new score boards
- Gairdner Progress Association - \$3,000 towards replacement of Gairdner Hall kitchen ceiling and \$948 towards running costs
- Boxwood Combined Sports Club - \$7,404 towards 1/3 operation and maintenance costs of the Boxwood Hall
- Bremer Bay Playgroup - \$400 towards marketing Summer Market Day

OC160706 Moved Cr Iffla / Seconded Cr Daniel

1.1 Adoption of 2016/2017 Budget – Section 6.2 Local Government Act 1995

That Council:

- a) Adopt the budget for the financial year ending 30 June 2017 which has been prepared in accordance with the Local Government Act 1995 and associated Financial Management Regulations 1997; and**

- b) Endorse the Rate Setting Statement as detailing the amount to be made up from rates for the financial year ending 30 June 2017 being \$ 3,124,811.

1.2 Adoption of Rates – Section 6.32 Local Government Act, 1995

That Council:

a) General Rates:

Impose the following rates in dollar and minimum rates for properties within the Shire of Jerramungup to generate a 3% yield increase in total rates.

GRV: 11.1475 cents in the dollar

UV: 1.1618 cents in the dollar

GRV: \$783.00 minimum rate

UV: \$783.00 minimum rate

b) Interest – Section 6.51 Local Government Act 1995

Apply an interest rate of 11% per annum to rates which remain unpaid beyond due dates and where no election has been made to pay rates by instalments.

c) Rates Instalment Payment Options

Offer the following rates instalment options:

Option 1

To pay the total amount of rates and charges included on the rate notice in full by the 23rd September 2016 or the 35th day after the date of issue, whichever is the latter.

OR

Option 2

To pay by four instalments as detailed on the rates notices with the first instalment due on 23rd September 2016 and in two monthly intervals thereafter.

OR

Option 3

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d) Administration Charge – Section 6.45(3) Local Government Act 1995

Impose an administration charge of \$8 per instalment and 5.5% simple interest to the amount on the rate notice where payment of a rate is made via the instalment option.

e) **Rubbish and Recycling Collection Charges**

a. Residential Properties – 240L Bin

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Additional Fixture: \$165.00

g) **Point Henry Fire Levy**

Impose a levy of \$110 on all properties within the Point Henry Peninsula to be used for the maintenance of firefighting equipment and firebreaks on the Point Henry Peninsula. Any balance of funds created by the levy is to be put to the Point Henry Fire Levy Reserve.

1.3 **Members Meeting Attendance Fees – Section 5.99 Local Government Act 1995**

That Council:

Set the annual meeting attendance fee of \$14,000.00 for the Shire President

Set the annual meeting attendance fee of \$7,000.00 for Council Members

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That Council:

Set the Shire President allowance of \$12,000.00

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That Council:

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That Council:

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- a) Integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;**
- b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and**
- c) are managed efficiently and effectively.**

In accordance with Section 3.18(3) of the Local Government Act 1995.

1.8 Consideration of funding requests

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- Jerramungup CRC - \$250 towards Maggie Dent Seminar**

- **Jerramungup District Basketball Association - \$3,500 towards replacement of two new score boards**
- **Gairdner Progress Association - \$3,000 towards replacement of Gairdner Hall kitchen ceiling and \$948 towards running costs**
- **Boxwood Combined Sports Club - \$7,404 towards 1/3 operation and maintenance costs of the Boxwood Hall**
- **Bremer Bay Playgroup - \$400 towards marketing Summer Market Day**

Carried by Absolute Majority 7-0

| | |
|------------------------------------|------------------------------|
| SUBMISSION TO: | Finance |
| AGENDA REFERENCE: | 10.2.4 |
| SUBJECT: | Fees and Charges – 2016/2017 |
| LOCATION/ADDRESS: | N/A |
| NAME OF APPLICANT: | N/A |
| AUTHOR: | Charmaine Solomon |
| DISCLOSURE OF ANY INTEREST: | Nil |
| DATE OF REPORT: | 29 th June 2016 |

SUMMARY

This item addresses setting Council's fees and charges for the 2016/2017 financial year. The proposed fees and charges are provided as an attachment and the recommendation seeks to adopt the fees and charges for advertising.

ATTACHMENT

Attachment 10.2.4 - Proposed Fees and Charges 2016/2017

BACKGROUND

The attachment provides a listing of Council's fees and charges and comparatives to the current financial year. Items highlighted in yellow have been proposed to be added, increased or amended to the schedule.

Council's fees and charges contain clauses that allow fees set by external bodies to override those advertised and published by Council.

CONSULTATION

Fees and Charges as set by external statutory bodies

COMMENT

The 2016/2017 schedule of fees and charges has been formulated using the 2015/2016 year as a basis and incorporating new charges, CPI increases and input from external statutory bodies that Council collects fees on behalf of.

The Shire of Jerramungup is undertaking a new approach to the delivery of Environmental Health services, for a number of years the Shire has conducted its statutory duties under the Health Act 1911 utilising the services of a private contractor.

In June 2016 the Shire entered into a service arrangement with the City of Albany who will now provide authorised Environmental Health Officers to carry out such roles as:

- Food premises inspections and licensing
- Food standards compliance
- Public building inspections and certifications
- Caravan park inspections and licensing

- Septic tank approvals
- Water sampling
- Street trading
- Swimming pool inspections
- General public health advice and information

A new list of fees and charges for Environmental Health services has now been incorporated into the schedule with provides consistency across the two local governments.

Disposal of mattresses has been added to waste management fees and charges and a monthly pool fee to allow short term visitors and employees to gain access to the Pool on a monthly basis.

STATUTORY REQUIREMENTS

Local Government Act 1995

Subdivision 2 — Fees and charges

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. **Absolute majority required.*
- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
 - (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year. **Absolute majority required.*

6.17. Setting the level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors
 - (a) the cost to the local government of providing the service or goods;
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96;
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

6.18. Effect of other written laws

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
 - (a) determine an amount that is inconsistent with the amount determined under the other written law; or
 - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

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

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

FINANCIAL IMPLICATIONS

Fees and Charges make up approximately \$744,000 of annual income.

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That Council adopt the attached schedule of fees and charges for the 2016/2017 financial year.

OC160707 Moved Cr Leenhouders / Seconded Cr Bailey

That Council adopt the attached schedule of fees and charges for the 2016/2017 financial year.

Carried by Absolute Majority 7-0

3.15pm Cr Leenhouders left the meeting after declaring an interest Item 10.3.1 – Proposed amendment to Local Planning Policy – Subdivision Guide Plan.

**HEALTH,
BUILDING
&
TOWN PLANNING**

| | |
|------------------------------------|--|
| SUBMISSION TO: | Health, Building & Town Planning |
| AGENDA REFERENCE: | 10.3.1 |
| SUBJECT: | Proposed Amendment to Local Planning Policy - Subdivision Guide Plan |
| LOCATION/ADDRESS: | Corner of Goorie Way and Mary Road, Bremer Bay |
| NAME OF APPLICANT: | N/A |
| FILE REFERENCE: | LU.SU.3 |
| AUTHOR: | Craig Pursey, Planning Officer |
| DISCLOSURE OF ANY INTEREST: | Cr Leenhouders |
| DATE OF REPORT: | 7 th July 2016 |

SUMMARY

Council adopted a Subdivision Guide Plan in February 2015 to establish the land use controls for the future subdivision of Lot 109 Borden-Bremer Bay Road, Bremer Bay. It was adopted as a Local Planning Policy in order to satisfy a condition of subdivision only.

In response to recent changes in zoning and a subdivision application it is proposed to amend this policy to clearly only apply to the existing lots on the corner of Goorie Way and Mary Road.

ATTACHMENT

Attachment 10.3.1- Draft amended Subdivision Guide Plan

BACKGROUND

Previous Considerations

Original Subdivision

Subdivision approval was granted by the WAPC for the subdivision of Lot 109 Borden-Bremer Bay Road, Bremer Bay on the 29 April 2011, following mediation at the State Administrative Tribunal, subject to 33 conditions (WAPC Ref #142080). The subdivision permits 80 lots with a minimum lot size of 4000m² all without access to deep sewer or reticulated water.

Condition 28 of the subdivision approval required:

Preparation of a revised Subdivision Guide Plan for adoption by the local government to guide the future development of the land. The plan shall incorporate the following requirements, as a minimum:

- i) Establish a minimum lot size of 4000m²;*
- ii) Show Goorie Way, relocated as required by Main Roads WA, as fully constructed and utilised as the access point to the subdivision from Bremer Bay Road;*

- iii) *All controls, including minimum roof areas and tank sizes as advised by the Department of Agriculture and Food, necessary to secure an adequate drinking water supply for each lot;*
- iv) *Landscaping to the boundaries of lots adjoining Bremer Bay Road to beautify and screen development from this major tourist route;*
- v) *Establishment of a landscaping strip along the western boundary of the site to provide the necessary buffers to agricultural uses to the west and to facilitate the macro-corridor linkages required by the Department of Environment and Conservation;*
- vi) *Any fire management measures required as a result of the preparation of a Fire Management Plan;*
- vii) *The requirements of Clause 5.19.2 (c) of the Shire of Jerramungup Local Planning Scheme No.2;*
- viii) *The requirement for ATUs and any specific recommendations from subsequent drainage and effluent disposal studies required as conditions of subdivision; and*
- ix) *Building envelope locations where necessary and/or revised boundary setback requirements where the setbacks stipulated by the Scheme are impractical.*

Subdivision Guide Plan

Council adopted a subdivision guide plan as a Local Planning Policy at their meeting in February 2015. Council resolved as follows:

THAT Council,

1. *Adopt the revised subdivision guide plan found at Attachment A of this report for final approval (without modification) pursuant to Clause 2.4.2 of the Shire of Jerramungup Local Planning Scheme No 2.*
2. *Publish a public notice in an official newspaper circulating in the area to notify the public that Council has adopted the Subdivision Guide Plan (in accordance with Clause 2.4.3 (a) of the Shire of Jerramungup Local Planning Scheme No 2).*
3. *Advise the Western Australian Planning Commission of the Council decision and forward a copy of the approved Subdivision Guide Plan for information.*
4. *Advise the landowner that the Subdivision Guide Plan at Attachment A of this report is intended to satisfy the requirements of condition 28 of WAPC subdivision approval 142080 only. A Structure Plan drafted and adopted in accordance with clause 5.30 of the Local Planning Scheme will be required that satisfies the intentions of the Shire's Local Planning Strategy prior to any further subdivision being supported on this property.*

Recent Subdivision

Council considered a subdivision application for an additional 5 lots in the north eastern corner of what was Lot 109 at their meeting in June 2016. At this meeting Council resolved to recommend refusal of the subdivision based on the zoning and the need to prepare a Structure Plan prior to further development.

CONSULTATION

The Subdivision Guide Plan has been advertised as a Local Planning Policy. If a Local Planning Policy is to be amended it will require advertising for 21 days for public comment.

COMMENT

Given that Council has resolved more than once that a structure plan is required to prior to further subdivision of Lot 9500 Borden Bremer Bay Road, Bremer Bay it is recommended that the previously adopted Subdivision Guide Plan be amended to show only those existing 11 lots around Templetonia Road.

This will ensure that necessary land use controls and guidance are retained for the existing lots already created but remove any potential for future confusion around the development potential of the remaining portion of Lot 9500 Borden-Bremer Bay Road.

An amended Subdivision Guide Plan is attached to this report which:

1. Retains the applicable land use controls;
2. Removes those controls and clauses that only relate to the area outside of the existing eleven lots around Templetonia Road; and
3. Makes a clear statement that no further subdivision or development will be considered until a Structure Plan has been prepared in accordance with the requirements of Local Planning Scheme No.2.

STATUTORY REQUIREMENTS

The Scheme does not have specific procedures for adopting or amending a subdivision guide plan. However, in this case the Subdivision Guide Plan has been previously adopted as a Local Planning Policy and has followed the requirements of the Shire of Jerramungup Local Planning Scheme.

Local Planning Policy procedure is now addressed by the 'Deemed Provisions' of the Planning and Development (Local Planning Schemes) Regulations 2015. Clause 5 of the Deemed Provisions establishes the procedure of amending local planning policies. It requires an amended policy to be advertised for 21 days.

Council is then required to consider any submissions received from the advertising of the draft policy and resolve to modify or not proceed with the policy.

STRATEGIC IMPLICATIONS

The proposal aligns with a variety of the aspirations of the Strategic Community 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.

FINANCIAL IMPLICATIONS

None for Council

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

None

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council,

1. Adopt the subdivision guide plan found at Attachment A of this report as an amendment to a Local Planning Policy for the purpose of initiating formal procedures including advertising.
2. Advertise the amended Local Planning Policy in accordance with Clause 5 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 by publishing a notice of the amended policy once a week for two consecutive weeks in a newspaper circulating in the area, giving details of:
 - a) Where the draft policy may be inspected;
 - b) The subject and nature of the Policy; and
 - c) Inviting written submissions and nominating the advertising period (not less than 21 days).
3. Following advertising, a further report be referred to Council to consider any submissions lodged during the advertising period and to consider whether to finally adopt the amended Local Planning Policy (with or without modifications).

OC160708 Moved Cr Daniel / Seconded Cr Iffla

That Council,

1. **Adopt the subdivision guide plan found at Attachment A of this report as an amendment to a Local Planning Policy for the purpose of initiating formal procedures including advertising.**
2. **Advertise the amended Local Planning Policy in accordance with Clause 5 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 by publishing a notice of the amended policy once a week for two consecutive weeks in a newspaper circulating in the area, giving details of:**

- a) **Where the draft policy may be inspected;**
 - b) **The subject and nature of the Policy; and**
 - c) **Inviting written submissions and nominating the advertising period (not less than 21 days).**
- 3. Following advertising, a further report be referred to Council to consider any submissions lodged during the advertising period and to consider whether to finally adopt the amended Local Planning Policy (with or without modifications).**

Carried 6-0

3.19pm Cr Leenhouders returned to the meeting.

A D M I N

| | |
|------------------------------------|---------------------------|
| SUBMISSION TO: | Administration |
| AGENDA REFERENCE: | 10.4.1 |
| SUBJECT: | Community Plan |
| LOCATION/ADDRESS: | N/A |
| NAME OF APPLICANT: | N/A |
| AUTHOR: | Brent Bailey |
| DISCLOSURE OF ANY INTEREST: | Nil |
| DATE OF REPORT: | 1 st July 2016 |

SUMMARY

In March 2016 the Shire commenced community consultation to undertake a major review of the Community Strategic Plan. The outcomes of this review and subsequent community workshops have resulted in the development of a new Community Plan.

This agenda items seeks to adopt the Draft Community Plan for public comment.

ATTACHMENTS

Attachment 10.4.1(a) - Draft Community Plan
Attachment 10.4.1(b) - Community engagement report

BACKGROUND

The Shire of Jerramungup's (the Shire) current Strategic Community Plan 2012-2015, was prepared in 2012 following extensive community consultation. The result provided the Shire a new focus and direction; one based on the community's aspirations and priorities.

The Shire is required to review its Strategic Community Plan every four years. To commence the review of the current Strategic Community Plan the Shire engaged consultants to conduct a series of Community Workshops in Jerramungup and Bremer Bay to assist in the development of the 2016 Community Plan.

The objectives of the consultancy were for the consultant to work with the Shire of Jerramungup Council and Community to:

1. To review and refine the existing Vision Statement through active community and Council engagement including two workshops in Bremer Bay and two workshops in Jerramungup;
2. Identify and set community priorities in terms of projects, service levels (where possible) and directions with due regard to the Shire's financial resources and existing Corporate Business Plan; and
3. Deliver a consolidated report which encompasses all this information to be utilised in the drafting of the Shire's new Community Plan.

Following the completion of the community engagement report a new Draft Community Plan has been prepared to capture the Community direction for the coming 10 years. The report seeks to endorse the draft community plan for advertising and public comment.

CONSULTATION

Community Consultation was carried out during development of the new Community Plan. The draft plan is to be advertised for public comment and submissions.

The development of the Draft Community Plan has also utilised feedback from Council's 2015 Community Survey.

The Department of Local Government has also had input into the drafting document.

COMMENT

The process for adopting a new Community Plan has progressed well. From this point in time the following items will proceed to complete the project:

1. Draft Community Plan to the Community
 - a) Community inputs into the draft Community Plan will be co-ordinated in various manners such as publishing in the local publications, web page, Facebook and e-newsletter.
 - b) Submissions will be considered and a report prepared for Council to consider and revise the Community Plan if necessary.
2. Final adoption
 - a) The Shire's Community Plan to be adopted by Council by Absolute Majority.
3. Implement and measure performance
 - a) Once adopted, the Shire's Community Plan will be implemented. Systems will be put in place to measure performance on an ongoing basis.
4. Minor review 2 years after adoption.

There were a number of key themes and projects which were evident through the community consultation undertaken in March.

- Roads
 - Improved road access to beaches and Fitzgerald National Park
 - Upgrade the South Coast Highway particularly to add overtaking lanes
 - Improved roads footpaths/cycleways, street lighting
- Community development
 - Easier access to buying and renting houses:
 - Support for visiting services including medical and legal:
 - Development and expansion of the Marina (also resolve the erosion of the cliff and silting)
 - Improved power and water services
 - Construct/improve range of beach facilities such as refuse facilities, parking and boat ramps
 - Upgraded telecommunications such as mobile phone, internet/broadband
 - Development of a youth strategy and facilities including:
 - Increased support for emergency services
 - Develop Men's shed
 - Establish cultural and arts/crafts activities, passive recreation facilities, annual events and festivals
- Waste Management
 - Accessibility to refuse disposal facilities
- Sporting facilities

- Develop a motor cross facility
- Tourism
 - Development of tourism strategy/opportunities including marketing Bremer Bay as a premium destination
 - Development of Jerramungup and Bremer Bay as an RV friendly town including in town refuse disposal and water
- Health
 - Construct new medical centres in each town.
- Environment
 - Invest in renewable energy
- Business development
 - Development of supporting industries
 - More consultation with small business
 - Improvement and availability of business facilities in Jerramungup and Bremer Bay.
- General
 - Upgrade police facility at Bremer Bay and greater presence during peak seasons
 - Improved public transport – TransWA/local bus

This public input has shaped the development of the Draft Community Plan and given rise to the consolidation of this input under three Strategic Directions. While not every project listed here or in the consultation report is specifically referenced in the draft plan the more specific items will find their place in the Corporate Business Plan which is the next level of Council's Integrated Planning Framework. Through this process and the development of the Long Term Financial Plan Council will consider the resourcing requirements and determine how best to deliver the Community's vision and aspirations.

STATUTORY REQUIREMENTS

Section 5.56 Local Government Act 1995 and section 19C and 19DA *Local Government (Administration) Regulations 1996* applies to this item.

5.56. Planning for the future

1. A local government is to plan for the future of the district.
2. A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

19C. Planning for the future: strategic community plans — s. 5.56

1. A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
2. A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
3. A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
4. A local government is to review the current strategic community plan for its district at least once every 4 years.

5. In making or reviewing a strategic community plan, a local government is to have regard to —
 - a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - c) demographic trends.
6. Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
7. A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications. **Absolute majority required.*
8. If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
9. A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
10. A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

STRATEGIC IMPLICATIONS

The development of a new Community Plan will provide a modern strategic direction for the organisation.

FINANCIAL IMPLICATIONS

The development of the Community Plan has cost approximately \$17,500 in external costs to date.

WORKFORCE IMPLICATIONS

The Community Plan has a major influence on the allocation of resources and projects undertaken by the Shire's workforce.

POLICY IMPLICATIONS

The Community Plan has direct influence on the development and review of policies to ensure consistency of decision making.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council;

1. Endorse the Draft Community Plan as presented within the agenda attachments.
2. Advertise the Draft Community Plan for public consultation for a period of four weeks.

OC160709 Moved Cr Trevaskis / Seconded Cr Parsons

That Council;

1. **Endorse the Draft Community Plan as presented within the agenda attachments.**
2. **Advertise the Draft Community Plan for public consultation for a period of four weeks.**
3. **Insert an additional objective under Aspiration 2.3 – Healthy and Happy Community; 2.3.10 Objectives - ‘Promote a drug free community’.**

Carried 7-0

| | |
|------------------------------------|--|
| SUBMISSION TO: | Administration |
| AGENDA REFERENCE: | 10.4.2 |
| SUBJECT: | Local Emergency Management Committee Meeting Minutes |
| LOCATION/ADDRESS: | N/A |
| NAME OF APPLICANT: | N/A |
| FILE REFERENCE: | |
| AUTHOR: | Charmaine Solomon |
| DISCLOSURE OF ANY INTEREST: | Nil |
| DATE OF REPORT: | 10 th July 2016 |

ATTACHMENT

Attachment 10.4.2(a) – LEMC Meeting Minutes
Attachment 10.4.2(b) – LEMC Meeting Attachments

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the minutes of the Local Emergency Management Committee meeting held on Monday 14th June 2016 be received (copy of minutes are included in the attachments) and the following recommendation be adopted;

1. That the following amendments to the Shire of Jerramungup Local Emergency Management Arrangements be endorsed by council;
 - a) Addition of Caravan Parks in Bremer Bay to be included within the Special Needs table.
 - b) Reference to the Back-up Power Generator for Tooreburrup Communications Tower, located up the Bremer Bay VFES Shed to be included within the Demographics section.
 - c) Addition to VFES buildings located in Jerramungup & Bremer Bay as Emergency Operation Centres
 - d) Addition to the Individual School SMS system, Shire's Facebook Page and Website as another means of a Public Warning System to disseminate information to the community
 - e) The need add a contact sheet for key contacts/Duty Officers of HMA's

OC160710 Moved Cr Bailey / Seconded Cr Iffla

That the minutes of the Local Emergency Management Committee meeting held on Monday 14th June 2016 be received (copy of minutes are included in the attachments) and the following recommendation be adopted;

1. That the following amendments to the Shire of Jerramungup Local Emergency Management Arrangements be endorsed by council;
 - a) Addition of Caravan Parks in Bremer Bay to be included within the Special Needs table.
 - b) Reference to the Back-up Power Generator for Tooreburrup Communications Tower, located up the Bremer Bay VFES Shed to be included within the Demographics section.
 - c) Addition to VFES buildings located in Jerramungup & Bremer Bay as Emergency Operation Centres
 - d) Addition to the Individual School SMS system, Shire's Facebook Page and Website as another means of a Public Warning System to disseminate information to the community
 - e) The need add a contact sheet for key contacts/Duty Officers of HMA's

Carried 7-0

COUNCILLOR REPORTS

11. COUNCILLOR REPORTS

Cr Parsons

Attended a budget workshop meeting

Attended a staff farewell for retiring employees Brian Wisewould & Nola Maskey

Cr Daniel

Attended a Great Southern Regional Recreation Advisory Group meeting

Attended a Great Southern Zone of WALGA meeting

Attended a staff farewell for retiring employees Brian Wisewould & Nola Maskey

Cr Iffla

Attended a budget workshop meeting

Cr Bailey

Attended a budget workshop meeting

Attended a staff farewell for retiring employees Brian Wisewould & Nola Maskey

Cr Trevaskis

Attended a budget workshop meeting

Attended a staff farewell for retiring employees Brian Wisewould & Nola Maskey

Cr Leenhouders

Attended a budget workshop meeting

Attended a staff farewell for retiring employees Brian Wisewould & Nola Maskey

Cr Lester

Attended a budget workshop meeting

Attended a LEMC meeting

Attended a staff farewell for retiring employees Brian Wisewould & Nola Maskey

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

12.1 From Officers

The Chief Executive Officer advised Council that he and the Shire President would be meeting with the Premier at the next Lower Great Southern Alliance meeting.

12.2 From Elected Members

Nil

13. NEXT MEETING/S

13.1 Ordinary Meeting – to be held Wednesday 17th August 2016 commencing 2.00pm at the Town Hall, Bremer Bay.

14. CLOSURE

The President declared the meeting closed at 3:40pm.