

SHIRE OF JERRAMUNGUP



MINUTES

COUNCIL ORDINARY MEETING

16th OCTOBER 2013

ORDINARY MINUTES – 16th OCTOBER 2013**INDEX**

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NEW BUSINESS OF AN URGENT NATURE		

SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL HELD IN THE TOWN HALL, BREMER BAY ON WEDNESDAY 16th OCTOBER 2013, COMMENCING AT 2.06PM.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 2.06pm.

2. RECORD OF ATTENDANCE

Cr R Lester	President
Cr J Iffla	Deputy President
Cr R Parsons	Member
Cr W Bailey	Member
Cr C Daniel	Member
Cr B Atkin	Member
Mr W Parker	Chief Executive Officer
Mr B Bailey	Deputy Chief Executive Officer
Mr C Pursey	Planning Officer
Mrs C Solomon	Coordinator of Governance & Land Administration
Mr H Louw	Manager Town Services
Mr C Miller	Engineering Officer
Mr M Shingleton	Member of the Public
Ms D Smeathers	Member of the Public
Mr V Rakich	Member of the Public
Ms J Leenhouders	Member of the Public

3. APOLOGIES

Cr B Trevaskis Member

4. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

5. PUBLIC QUESTION TIME

Tara Pittard raised concerns in regards to a block in Roderick Street with an unfinished house. She is concerned about the block being a fire hazard and Tara Pittard would like to request the property be inspected.

Julie Leenhouders mentioned a vacant block on Susan Street that also needs to be inspected.

Bill Parker responded that Harry Louw and Peter Thurkle will be inspecting blocks in Bremer Bay on Friday. The Shire will apply the fire break order to owners not complying.

Tara Pittard queried if the Welcome to Bremer Bay sign is going to be upgraded.

Bill Parker responded that at this stage the sign is not going to be upgraded, Bill Parker suggested a community group get together to discuss and place a proposal to Council for consideration.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

Citizenship Ceremony, Mr Michael Shingleton

8. DECLARATIONS OF FINANCIAL INTEREST

Mr Parker declared a financial interest in Confidential Item 10.4.5 – CEO Performance Review. The nature of the interest is that the item relates to his employment contract.

9. CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held 18th September 2013

OC131001 Moved Cr Daniel / Seconded Cr Iffla

That the Minutes of the Ordinary Meeting of Council held 18th September 2013 be confirmed.

Carried 6-0

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:	Chris Miller
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	3 rd October 2013

ATTACHMENT

Attachment 10.1.1(a) – Jerramungup maintenance report
Attachment 10.1.1(b) – Bremer Bay maintenance report
Attachment 10.1.1(c) – Rural road maintenance report
Attachment 10.1.1(d) – 2013/14 Road Construction Program Summary
Attachment 10.1.1(e) – 2013/14 Road Construction Program Schedule

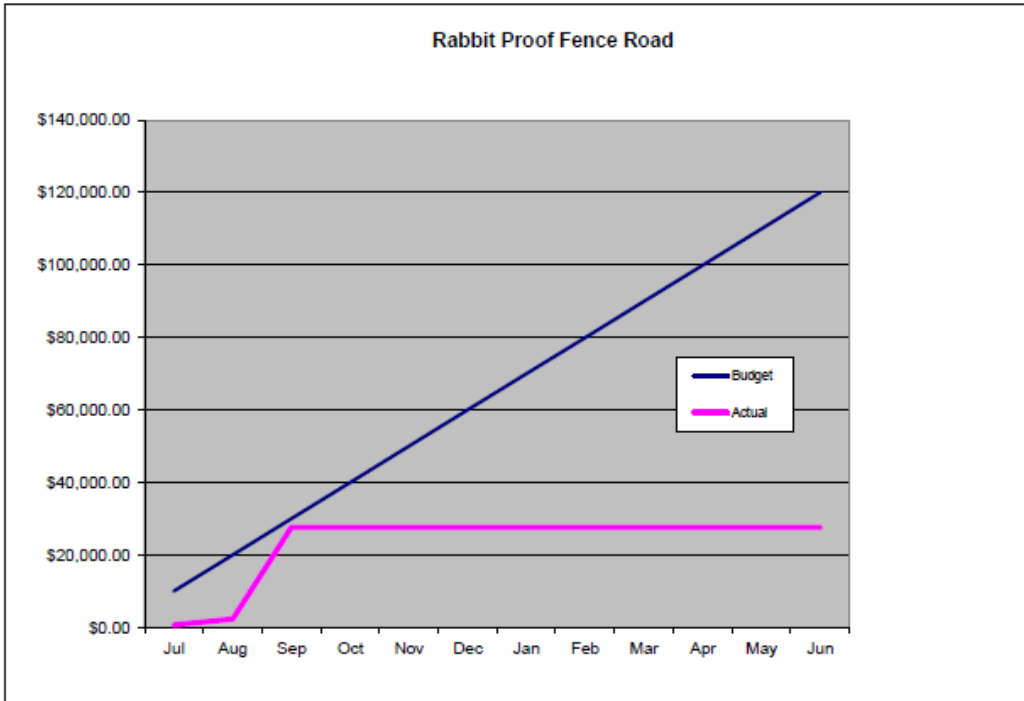
ROAD CONSTRUCTION

The Road Construction Program is progressing well with current works being carried out on the 3km section of Rabbit Proof Fence Road, heading west from Needilup North Road.

The existing road has been widened for increased running width and safety, as well as the existing road alignment altered to remove drainage issues and provide a smoother curve on the approach to Needilup North Road.

Works on Rabbit Proof Fence Road have been slightly delayed due to the recent inclement weather and are due for completion by the week ending 18th of October.

Refer below for the detailed Budget vs Actual graph;



Once works are complete on Rabbit Proof Fence Road the Road Construction crew will move to Devils Creek road to complete the 5.5km road upgrade and seal which will continue through to the Christmas break.

Refer Below for the adopted program and schedule of the Road Construction crew for 2013 / 2014.

2013 - 2014 CONSTRUCTION PROGRAM																																																				
WORKS CREW																																																				
	SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					JANUARY					FEBRUARY					MARCH					APRIL					MAY					JUNE						
Week	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52									
Rabbit Proof Fence Road	6 WEEKS																																																			
Devils Creek Road												11 WEEKS											CHRISTMAS HOLIDAY																													
Bennett Street																											2 WEEKS																									
Monjebup Road																															5 WEEKS																					
Boxwood Ongerup																																				5 WEEKS																
Marnigarup West																																									5 WEEKS											
Fitzgerald Road																																														5 WEEKS						
SUBCONTRACTORS																																																				
Footpath - Borden																			PROGRAM																																	
Wellstead Road																							PROGRAM																													
Gnombup Terrace																													PROGRAM																							

- PROGRAM
- ACTUAL
- HOLIDAYS

Note: Finish forming Devils Creek Road after Harvest and seal at the same time as Bennett St
May have to carry out maintenance during harvest around Devils creek area

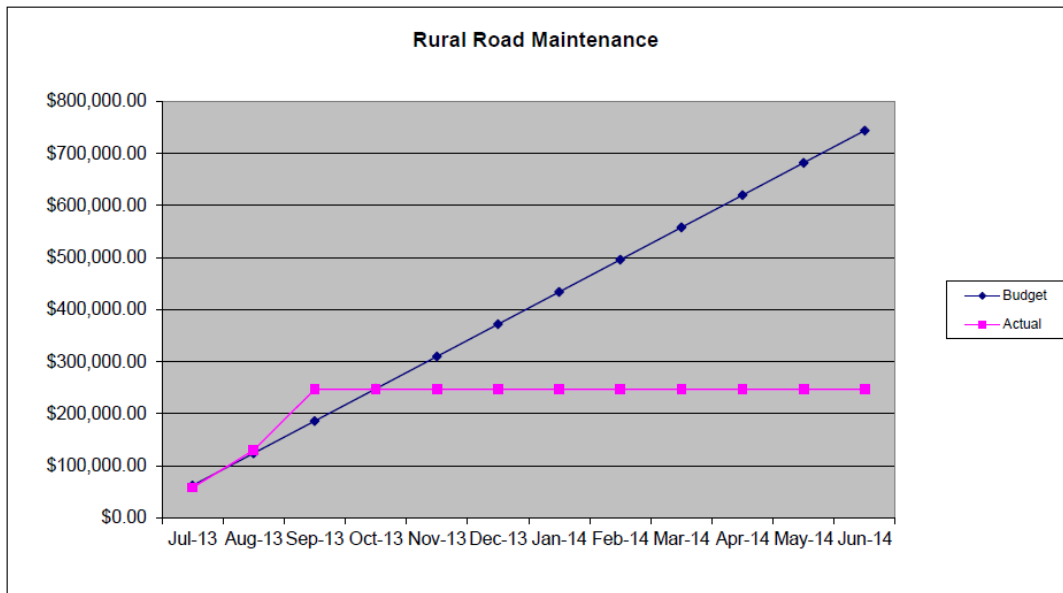
ROAD MAINTENANCE

The Road Maintenance team has been working in the Fitzgerald area after completing the required works on Lake Magenta Road. They have completed maintenance grading on Lake North Road, Lake Road & Fitzgerald Road and will continue the cycle heading westward through Mallee Road & Middamidjup Road.

Panel contractor, B.N. O'Neill has commenced maintenance grading on Rabbit Proof Fence Road (from Jerramungup North Road) where the construction crew finished off and has preceded East through White Road and Cameron Rd. The contract grader will continue working through Brook Rd, Exchange Rd & Jacup North road in the coming weeks to make the most of the available moisture and ensure the Jacup area receives a winter grade before Harvest.

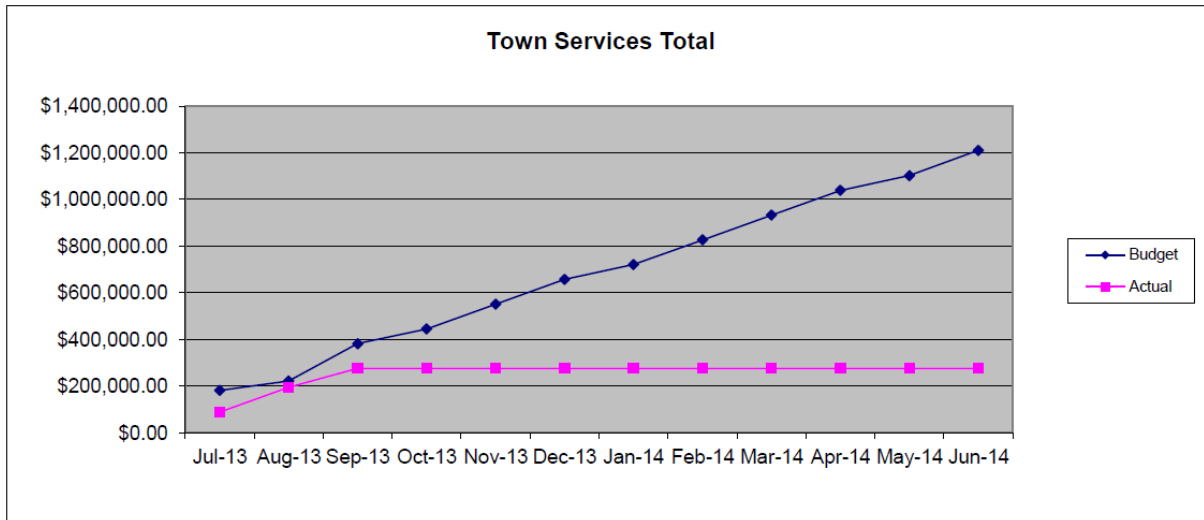
Recent inclement weather has hindered the maintenance program slightly but has also helped out by extending the amount of moisture available in the road formation, therefore allowing the maintenance crew to continue working in areas which would have originally missed out on a full winter grade.

As per the graph below expenditure on maintenance is tracking above budget throughout September to try and increase the productiveness of our winter grading program in preparation for the upcoming harvest. This will be cut back once the moisture is no longer available and the maintenance crew will continue on their original cycle.



TOWN SERVICES

Attached are reports indicating maintenance undertaken at Bremer Bay and Jerramungup throughout September. Refer to the graph below for overall expenditure for vs actual budget.



RECOMMENDATION

That the Works Report be received.

OC131002 Moved Cr Bailey / Seconded Cr Parsons

That the Works Report be received.

Carried 6-0

FINANCE

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.1
SUBJECT:	Accounts Payable
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	
AUTHOR:	Mel Aitchison
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	1 st October 2013

ATTACHMENT

Attachment 10.2.1 - List of Accounts Paid to 30th September 2013

BACKGROUND

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	27555	
	EFT 7650 - 7815	\$512,104.29
	Cheque 27556 - 27571	\$40,503.34
	Direct Debits	\$125.00
Municipal Account Total		\$552,732.63
<u>Grand Total</u>		<u>\$552,732.63</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 submitted \$552,732.63 to the Full Council on 16th October 2013 be endorsed.

SIGNATURES

Author

Chief Executive Officer

OC131003 Moved Cr Iffla / Seconded Cr Parsons

That the schedule of direct debits and accounts payable, totalling submitted \$552,732.63 to the Full Council on 16th October 2013 be endorsed.

SIGNATURES

Author

Chief Executive Officer

Carried 6-0

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.2
SUBJECT:	Monthly Financial Report
LOCATION/ADDRESS:	Shire of Jerramungup
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	1 st October 2013

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 September 2013

BACKGROUND

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

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

CONSULTATION

Council financial records.

COMMENT

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

STATUTORY REQUIREMENTS

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

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

STRATEGIC IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS

As detailed within the Monthly Financial Report

POLICY IMPLICATIONS

Accounting policies as detailed within the Monthly Financial Report

WORKFORCE IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

- 1) That Council receive the Monthly Financial Report for the period ending 30th September 2013 in accordance with Section 6.4 of the Local Government Act 1995.

OC131004 Moved Cr Daniel / Seconded Cr Bailey

- 1) That Council receive the Monthly Financial Report for the period ending 30th September 2013 in accordance with Section 6.4 of the Local Government Act 1995.

Carried 6-0

**HEALTH,
BUILDING
&
TOWN PLANNING**

SUBMISSION TO:	Health, Building & Town Planning
AGENDA REFERENCE:	10.3.1
SUBJECT:	Proposed Concept Plan – Little Boat Harbour Reserve 39969, Lot 2096 Little Boat Harbour Road, Bremer Bay
LOCATION/ADDRESS:	
NAME OF APPLICANT:	N/A
FILE REFERENCE:	PR.PL.1
AUTHOR:	Craig Pursey, Planning Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	2 October 2013

SUMMARY

Council has received a draft concept plan for the redevelopment of Little Boat Harbour. Council is requested to adopt the concept plan and advertise it for public comment.

ATTACHMENT

Attachment 10.3.1 - Concept Plans

BACKGROUND

The subdivision of Lot 9007 Point Henry Road, Bremer Bay has now been completed. Negotiations with the subdivider (architect Kim Donovan) resulted in Council receiving a draft concept plan as part of a requirement to satisfy a subdivision condition to upgrade Little Boat Harbour Road.

A Plan was lodged with Council in April 2013 and is now being presented to Council for consideration.

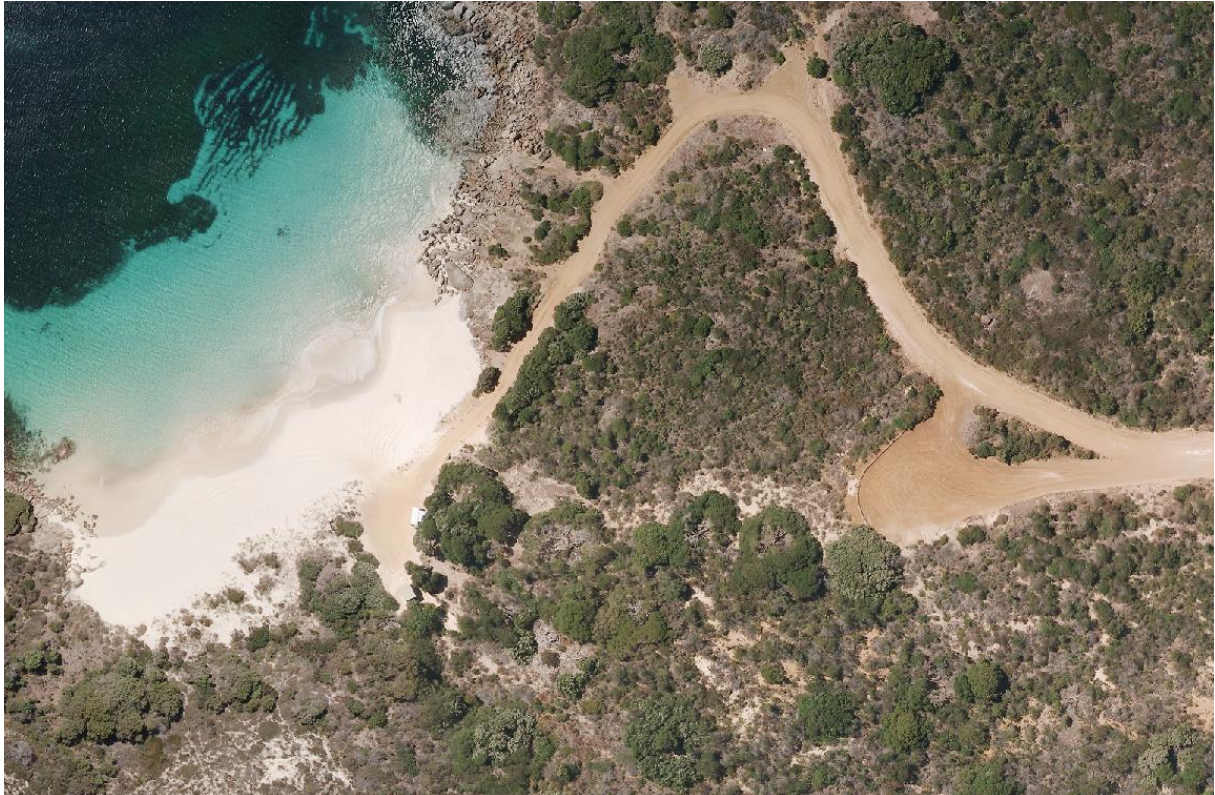
Site Description

Little Boat Harbour beach is located at the end of Point Henry. There is a small car park, toilet, seating and table and access to the beach. There is an additional car park/turnaround at the top of a hill that is underutilised.

The current infrastructure is located within Reserve 39969 and in Unallocated Crown Land (UCL) as shown in the plan overleaf.



Existing infrastructure at Little Boat Harbour, the orange shaded area is UCL



2013 aerial photo of subject site

Current Issues

The existing infrastructure at Little Boat Harbour has a number of shortcomings, these include:

- The carpark at the beach is too small and has limited capacity. Cars often park along the access road causing issues for manoeuvring and consequently safety;
- The toilet block is old and located close to a water body. It needs to be pumped out 4-5 times a year;
- The small picnic table is located close to the carpark, is not utilised and in a potentially dangerous position;
- The beach is very small but popular in summer. It is also used as a boat launching location in certain conditions and is the closest location to launch sea rescue boats into Dillon Bay. Cars and boat trailers are often left on the beach reducing access for emergency service vehicles and reducing the room available for beach goers.

CONSULTATION

Should Council adopt the draft concept plan it will be placed on advertising for public comment. Additionally, key interest groups will be contacted individually including sea rescue and the dive shop owner.

COMMENT

The Proposal

The concept plan attached to this report is intended as a broad plan, subject to further detailed design. If successfully adopted, it could then be used to attract funding for detailed design and infrastructure works.

The plan proposes the following elements:

- A carpark and trailer parking at the top of the hill above the beach with a pedestrian path linking back down to the beach. Boat trailers would be left in this car park.
- New 'eco-toilets' located above and away from the lower carpark located along the pedestrian path but still within reasonable proximity to the beach;
- Removal of the existing toilet and expansion of the lower carpark for beach users to allow for up to ten parking bays and manoeuvring space;
- A new structure located in the dunes above the beach offering tables, barbeques and a viewing deck over the water. This may double as a fire refuge if designed appropriately;

A copy of the plans is attached to this report.

Issues

The design does offer improved parking, toilets and facilities at the beach. However, it does raise a number of issues that will need addressing and would no doubt arise during public advertising of the proposal:

- Ideally sea rescue and dive boats will want dedicated access to the southern end of the beach;
- The lower car park is very busy during peak times in summer, the design encourages additional use of this area that may compound the current access issues for sea rescue vehicles;
- There will be more maintenance required if additional structures are built in this location. Little Boat Harbour is relatively remote with little surveillance which may lead to increased risk of vandalism;
- A portion of the existing infrastructure is currently located within UCL which will need resolving prior to any additional infrastructure being built;
- The dune system is relatively fragile and will require careful design to protect as part of this design; and
- Any design for changing the infrastructure and the way in which this beach is accessed and used raises the issue of whether cars should be allowed to continue to park on this beach. It is a small beach with many demands on the available space at certain times of year and may benefit from prohibiting the parking of vehicles.

The proposed design improves the current situation. Advertising of the proposed concept plan could draw out what is important to the current users of this space and result in modifications. The concept plan is seen as a starting point.

Options

Other options include:

1. Do nothing – there is no expectation for the Council to do anything in this location and people have adjusted to the current circumstances. However, this approach would not solve any of the current issues around safety, access and useability.
2. Remove the lower car park, improve the top car park and improve pedestrian access from the top car park down to the beach. Require all vehicles to park at the top and redevelop the toilet facility and lower car park as recreation space.

This is an improved environmental outcome with less impact on the dunes and existing vegetation and would require less maintenance. However, the public may resist having to walk down to the beach and there are disabled access issues that would require addressing.

Conclusion

Whilst there are issues with the current design, including an additional maintenance burden on the Shire and potential for increased environmental impact; on balance the proposed concept plan is a reasonable starting point for a design for the redevelopment of Little Boat Harbour.

It is proposed that this plan be adopted on the clear understanding that it is to be put out for public comment before being finally adopted.

STATUTORY REQUIREMENTS

Local Planning Scheme No.2 requires all development in a reserve to have planning approval.

Development in Unallocated Crown Land may require Native Title clearances.

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

Aspiration 5:

An active community supported by fit for purpose sport and recreation facilities.

FINANCIAL IMPLICATIONS

There will be costs in advertising the proposed concept plan for public comment.

Once adopted detailed design will be required and the resultant infrastructure will need to be maintained and depreciated over time.

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council adopt the concept plan prepared by Donovan Payne Architects for the redevelopment of the Little Boat Harbour access and infrastructure for the purposes of advertising for public comment.

OC131005 Moved Cr Iffla / Seconded Cr Bailey

That Council adopt the concept plan prepared by Donovan Payne Architects for the redevelopment of the Little Boat Harbour access and infrastructure for the purposes of advertising for public comment.

Carried 6-0

SUBMISSION TO:	Health, Building & Town Planning
AGENDA REFERENCE:	10.3.2
SUBJECT:	Directional Signage
LOCATION/ADDRESS:	Whole of Shire
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Craig Pursey, Planning Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	9 th October 2013

SUMMARY

There has been a proliferation of signs at various intersections both officially approved and illegally erected by different organisations and individuals. The result is that all signage becomes less legible due to 'sign pollution' and that people who have erected signs without approval are gaining an unfair advantage.

It is proposed to adopt guidelines for the assessment and approval of signage in road reserves (directional signage) as the first step in reviewing and rationalising the signage in road reserves.

ATTACHMENT

Attachment 10.3.2 - Draft 'Directional Signs' Guidelines

BACKGROUND

Signs in road reserves and in the land immediately adjacent to a road reserve require the approval of the local government.

Advertising signs are administered under the Local Planning Scheme and Local Planning Policy 4 – Advertising Signs (LPP4) and by Main Roads WA where they are adjacent to a Main Roads WA (MRWA) controlled road.

It is not appropriate to allow advertising signs in road reserves. Proliferation of signage on the way into a town and on its streets creates a poor impression of the entry to a town and leads to 'sign pollution' where all signage becomes less effective. Signs in road reserves are limited to directional signs erected and designed in accordance with Australian Standards.

Directional signs should be generic and be one of four types:

- a) Street name signs;
- b) Settlement signs (green & white)
- c) Tourist signs (brown & white) - to guide travellers to recognised tourist attractions and approved tourist establishments. These include natural features and heritage sites of interest to tourists and approved tourist establishments.
- d) Service signs (blue background with white lettering) – to provide information to travellers of the location of roadside services and facilities available. Symbolic signs are to be used in accordance with AS1742.6.

The primary purpose of directional signage is to assist the community to locate services and facilities. Road directional signage is not intended to be a form of advertising for any particular business or facility.

Signs in the road reserves and other public reserves are administered by the Works & Services team. Currently there is an understanding that these are erected in a manner consistent with Australian Standard signage requirements and fees are based on a cost recovery basis.

Main Roads WA has some standards and they control all signage within their road reserves and in private land immediately adjacent to their road reserves.

The information bays near Jerramungup and Bremer bay are under-utilised and not maintained by any one party.

Lastly, the Shire has spent considerable resources on improving the streetscape and improving Roe Park in Jerramungup and the Bremer Bay town centre. Both need highlighting to the traveling public and new signage will finish off the streetscape works.

CONSULTATION

If the Directional Signage guidelines are adopted it is recommended that they be advertised in the local community, and in particular to business owners, for comment prior to bringing them back to Council for final adoption.

COMMENT

Given that the amount of signage (approved and non-approved) a review and rationalisation is required. It is proposed to undertake the following approach to achieve this:

1. Adopt Directional Signage guidelines to establish the ground rules;
2. Review existing signage against these guidelines, remove non-compliant and redundant signage and rationalise sign locations and format; and
3. Review and improve the information bays at each of the townsites, which provide maps of the district and allow for advertising panels for private business. Consider developing a new information bay at the intersection of South Coast Highway and Borden-Bremer Bay Road.

Draft Guidelines

A full copy of the draft Directional Signage guidelines are attached to this report.

The objective of the guidelines is to establish a consistent approach to the installation of directional signage without detriment to road safety, amenity or the rural landscape.

A summary of the proposed measures includes:

- Permitted directional signs within road reserves, are to be fingerboard signs as follows:
 - a) Settlement Sign: (White on Green) signs that inform the road users of direction and distance to destinations.
 - b) Service Sign: (White on Blue) signs relating to community or not-for-profit facilities or businesses that are directly related to servicing visitors/tourists and locals.
 - c) Tourism Sign: (White on Brown) signs providing information on businesses, tourist attractions and historic sites.
- Directional signs are generally not to be approved for existing town centre and industrial areas (*due to the location of multiple similar services in those zoned areas where the travelling public could expect to locate them*);
- Directional signs to be co-located with street signs;
- Where multiple signs are proposed they should be located on a stack, up to a maximum of 5 signs;
- Hierarchy of signage in a stack from top to bottom is;
 - a) Street name
 - b) Settlement sign
 - c) Service sign (emergency services);
 - d) Service sign (community facilities);
 - e) Tourist signage; then
 - f) Service sign (tourist facilities / business)
- Directional signs are to comply with the relevant Australian Standard;
- No public advertising in the road reserve. Road directional signage is not intended to be a form of advertising for any particular business or facility.
- The Council will maintain and update the information bays at the entry to the townsites as the appropriate place for commercial advertising.
- Signs to be renewed every five years.
- Signs are erected by the Shire on a cost recovery basis from the applicant.

Issues

Issues that may arise with a review and rationalisation of signage in road reserves include:

- Many businesses have historically viewed directional signs as advertising opportunities and there may be resistance from parts of the community if they are to be restricted.
- A number of community groups and business have placed signs in road reserves and in paddocks adjacent to road reserves. These are likely to be removed.
- Some non-standard signs have received approval in the past; there is an expectation that these will be retained. This may give the impression of uneven application of new guidelines.
- Main Roads control all signs on their roads and immediately around their roads. Therefore all signs around Jerramungup will be required to comply with Main Roads standard signs.
- There is limited budget for erecting new signs.

STATUTORY REQUIREMENTS

Under the local Government Act 1995 and the Local Government (Uniform Local Provisions) Regulations 1996, the Shire has legal authority to authorize the construction of signage on a public place where the land is vested in the Shire (such as on road reserves).

STRATEGIC IMPLICATIONS

The proposal aligns with aspiration 2 of the Strategic Community Plan:

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

FINANCIAL IMPLICATIONS

There will be costs in officer time, fabrication of new signs and the administration of the process advocated in this report.

There is a budget of \$20,000 for the review of existing signage in the Shire in this year's budget.

WORKFORCE IMPLICATIONS

Staff will be required to review existing signs, remove redundant and non-compliant signs and erect new signage.

POLICY IMPLICATIONS

If adopted, the guidelines will become a working policy for staff to administer the approvals process for directional signage.

Whilst there is no requirement for the advertising of a guideline, it is recommended that it be advertised, particularly to business owners with existing directional signage.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council adopt the Directional Signs Guidelines and advertises the draft in the local newspaper for a period of 21 days for public inspection and comment.

OC131006 Moved Cr Daniel / Seconded Cr Atkin

That Council adopt the Directional Signs Guidelines and advertises the draft in the local newspaper for a period of 21 days for public inspection and comment.

Carried 6-0

A D M I N

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.1
SUBJECT:	Administration Status Report
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Shire of Jerramungup
FILE REFERENCE:	
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	4 th October 2013

SUMMARY

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

ATTACHMENT

Nil

PROJECT UPDATE

1) Farmland Water Response Planning

The Shire has received \$64,868 to complete the project. The project will involve constructing a new 9,000 – 10,000m³ dam, installing pumps, water tank, standpipe and gravel turn around area.

The Shire has commissioned a plant operator to construct the dam. The contractor is waiting for favourable weather conditions. It is anticipated that construction will commence in late October 2013.

2) Bremer Bay Medical Centre

The Health Services Plan for the Shire of Jerramungup has been delivered. In terms of the Bremer Bay Medical Centre, a building condition audit has been completed. The Shire is waiting for the final results to be delivered.

3) Bremer Bay Town Centre

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

The contractor has made significant progress with all underground services installed. It is anticipated that construction will conclude prior to Christmas 2013.

4) Strategic Waste Management

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

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

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

5) Doctor Recruitment

The Shire has executed a Heads of Agreement for the provision of General Practice Business Support Services. A contract is currently being prepared and will be considered by Council at this meeting.

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

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.2
SUBJECT:	Bremer Bay Community Development Committee Meeting Minutes
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	Nil
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	7 th October 2013

ATTACHMENT

Attachment 10.4.2 – BBCDC Committee Meeting Minutes

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Minutes of the Bremer Bay Community Development Committee held on 4th October 2013 (copy contained within agenda attachments) be received.

OC131007 Moved Cr Iffla / Seconded Cr Atkin

That the Minutes of the Bremer Bay Community Development Committee held on 4th October 2013 (copy contained within agenda attachments) be received.

Carried 6-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.3
SUBJECT:	Aboriginal Ancestral Remains
LOCATION/ADDRESS:	Reserve 21496
NAME OF APPLICANT:	Department of Indigenous Affairs
FILE REFERENCE:	PH.CM.2
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	4 October 2013

SUMMARY

In March 2013, the Shire of Jerramungup received correspondence ICR137956 from the Department of Indigenous Affairs with regard to the re-burial of Noongar skeletal remains.

The Department of Indigenous Affairs is seeking Council approval to rebury the remains on reserve 21496.

ATTACHMENT

Attachment 10.4.3 - Correspondence ICR137956

BACKGROUND

In March 2013, the Shire received correspondence from the Department of Indigenous Affairs seeking the Shire's assistance and approval to progress a re-burial of two partial sets of Noongar skeletal remains that are currently being held in the Western Australian Museum. The remains have origins in the Bremer Bay area.

The request from the Department relates to identifying an appropriate site within reserve 21496. The Shire met with Harley Coyne and Robert Reynolds from the Department on 20 August 2013 in Bremer Bay to identify an appropriate site within the subject reserve.

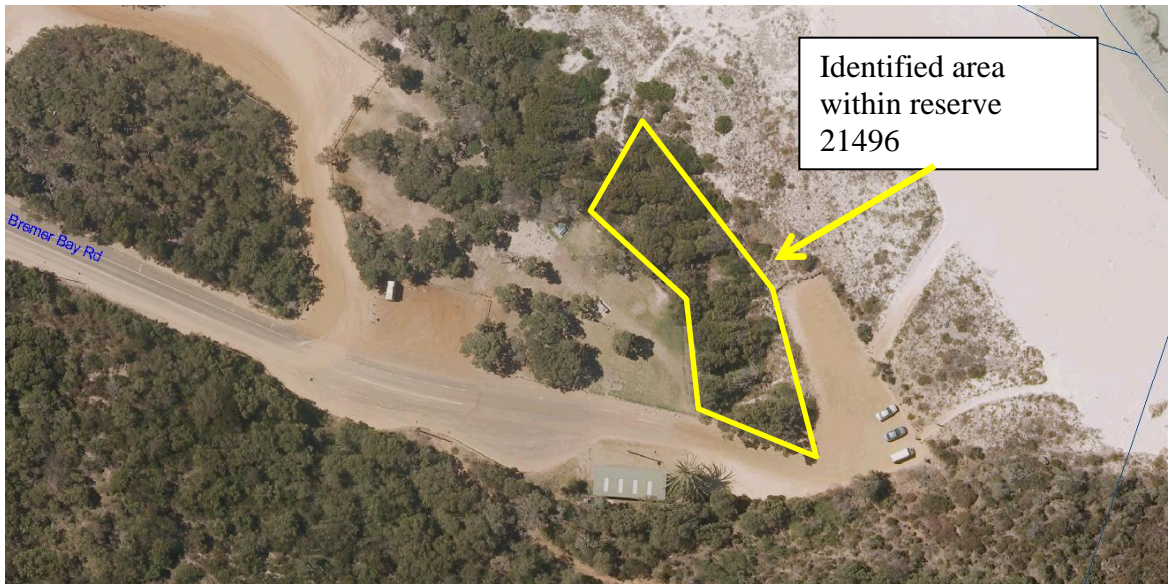


Figure 01: Area identified for the re-burial of two partial sets of Noongar skeletal remains in Bremer Bay



Figure 02: Possible location of re-burial site in dune area



Figure 03: Possible location of re-burial site in dune area

The sites identified are discrete and located within relatively dense dune vegetation approximately 10m from the Paperpark Park boundary.

The Shire understands that the remains will be buried in a small excavation approximately 1.0m deep x 0.5m wide. A small plaque would mark the site.

The site would become highly significant to the Noongar Community and would become a site defined by section 4 of the Aboriginal Heritage Act 1972.

CONSULTATION

In addition to routine correspondence, the Shire met with the Department of Indigenous Affairs on 20 August 2013 in Bremer Bay.

COMMENT

In gathering information on this proposal, a request was lodged with the Department of Lands to determine the impact of the reburial process in terms of;

1. The approval process
2. If a lease or formal tenure should be established
3. If the placement of the remains would impact on the development potential of the site

In response to the Shire's enquiry, the Department of Lands highlighted that;

1. The purpose of Reserve 21496 is "Caravan Park, Camping and Recreation". Given the management of the reserve can include passive recreation the proposed use (purpose of reburial) would not require a change in tenure;
2. As manager of the land, the Shire will need to ensure it has arrangements in place which will protect the burial site given that it would become a site under the Aboriginal Heritage Act. This could possibly be achieved through a reserve management plan or some other Council endorsed document which would limit

the development of the reserve in the area to that which would not impact on the burial site;

3. There is no benefit in excising the site and creating a separate reserve as this would highlight/identify the significance of the site and may lead to unwanted attention.

Of significance is the reference to a 'Council endorsed' management plan which would limit the development of the reserve in the area to that which would impact on the burial site.

In developing the Shire's Strategic Community Plan, the community expressed a desire to redevelop reserve 21496 and construct new toilets and a playground. The Shire has also received requests for a café or kiosk within 70m of the reburial site.

It is recommended that the Council provide in principle support to the request if the Department of Indigenous Affairs can provide Council with some form of assurance that the classification process (part 4 of the Aboriginal Heritage Act 1972) will not impact on the community's aspiration to redevelop Paperbarks Park.

STATUTORY REQUIREMENTS

Part IV Aboriginal Heritage Act 1972 related to this item. This part refers to the protection of Aboriginal sites.

STRATEGIC IMPLICATIONS

This item relates to the following components from the Shire of Jerramungup's Strategic Community Plan;

Aspiration 6: A culturally aware community that recognises its heritage and the contribution that war settlement and indigenous people have made.

FINANCIAL IMPLICATIONS

The only potential financial impact on the Shire would be the preparation of a management plan if required. It is recommended that Department of Indigenous Affairs is responsible for preparing such documentation.

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council approves the application submitted by the Department of Indigenous Affairs for the re-burial of two partial sets of Noongar skeletal remains subject to the following conditions;

1. That the location of the remains is contained within the foredune area to the east of Paperbarks Park.
2. That any costs associated with the preparation of a management plan or similar document to protect the site is borne by the applicant.
3. That assurance is received from the Department of Indigenous Affairs that the sites recognition under the Aboriginal Heritage Act 1972 will not impact on the Shire's plans to redevelop Paperbarks Park and construct new toilets and install new playground equipment.

OC131008 Moved Cr Parsons / Seconded Cr Daniel

That the matter lay on the table pending further consultation with the Department of Indigenous Affairs

**Motion Carried 5-1
Cr Iffla voted against**

3:04pm TaraPittard, Julie Leenhouders, Denise Smeathers and Vinko Rakich left the meeting.

OC131009 Moved Cr Daniel / Seconded Cr Parsons

That the meeting be closed to the public.

Carried 6-0

3:05pm Chris Miller and Harry Louw left the meeting

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.4
SUBJECT:	General Practice Business Support Services
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	PL.RE.1
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	7 October 2013

RECOMMENDATION

That Council;

1. Endorse the Agreement between the Shire of Jerramungup and First Health Services Pty Ltd for General Practice Business Support Services as presented within the agenda attachments.
2. Authorise the Shire President and Chief Executive Officer to execute the Agreement for General Practice Business Support Services.

OC131010 Moved Cr Bailey / Seconded Cr Iffla

That Council;

1. **Endorse the Agreement between the Shire of Jerramungup and First Health Services Pty Ltd for General Practice Business Support Services as presented within the agenda attachments.**
2. **Authorise the Shire President and Chief Executive Officer to execute the Agreement for General Practice Business Support Services.**

Carried 6-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.5
SUBJECT:	Construction of Residential Dwelling
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	2 nd October 2013

SUMMARY

In adopting the Shire of Jerramungup Strategic Community Plan, Council identified the need to purchase a residential property in Bremer Bay for staff accommodation.

This item seeks Council approval to construct, rather than purchase a residential property in Bremer Bay.

ATTACHMENT

Confidential Attachment 10.4.5 (a) - Pricing: TR Homes "The Pilbara"
Confidential Attachment 10.4.5 (b) - Pricing: TR Homes "The Breakaway"
Confidential Attachment 10.4.5 (c) - Pricing: TR Homes "The Echo Beach"

BACKGROUND

In November 2012, Council adopted a Strategic Community Plan for the period 2012-2025. This document outlines a number of aspirations and activities including the placement of staff resources in Bremer Bay.

For many years, the Shire's workforce has predominately been based in Jerramungup. This has included the administration and works based staff.

More recently, a significant amount of pressure has been placed on the Shire from a planning and development perspective. In response, the Shire recruited a Town Planner and based this position in Bremer Bay as a majority of the development was occurring in this location.

On appointment, the Shire had difficulty in locating appropriate accommodation for this staff member and eventually was fortunate to locate a rental property on Point Henry Peninsula.

As the Shire further develops and experiences the next phase of development pressure, the requirement to have staff based in Bremer Bay will become paramount. For this reason and in the absence of appropriate rental accommodation, the Shire needs to commence growing its own housing stock in Bremer Bay.

CONSULTATION

This matter has been discussed with the Elected Members on a number of occasions. The Elected Group participated in a property inspection prior to the October Ordinary Council Meeting.

COMMENT

Bremer Bay has a range of established houses for sale ranging in price from \$280,000 to \$1.3m. The Shire has a budget of \$400,000. There are only a limited number of properties available within the Shire's price range.

On 11 October 2013, Council inspected four (4) properties in Bremer Bay considered to be the most appropriate from a cost and functionality perspective. The properties inspected were;

1. 10 Emma Street Bremer Bay
2. 7 Bennett Street Bremer Bay
3. 8 Qualup Court Bremer Bay
4. 6 Eucla Court Bremer Bay

The inspected properties represented what is typically available in Bremer Bay within the Shire's price range. The inspected properties did not however meet the Shire's requirements from a staff attraction and retention perspective.

In terms of considering other accommodation options, Council could consider acquiring a block of land in the town centre and constructing shop top housing. Under this option, a retail facility could be constructed on the ground floor with an opportunity for shop top housing above.

This option would cost significantly more than the \$400,000 budgeted but could provide a shopfront facility for the Shire in the new town centre or generate additional revenue via rental income.

Alternatively, the Shire could consider constructing a residential property on either lot 208 or 218 McGlade Close Bremer Bay. As the Shire already owns these lots, the \$400,000 budget would exclude the land component providing more capacity to construct a better quality dwelling.

STATUTORY REQUIREMENTS

Section 3.57 of the Local Government Act 1995 applies to this item.

3.57. Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

STRATEGIC IMPLICATIONS

This item relates to the following components from the Shire of Jerramungup's Strategic Community Plan;

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

Activity: Develop Workforce Plan

Key components: Locating of staff resources in Bremer Bay

FINANCIAL IMPLICATIONS

Within the current budget, \$400,000 is available for the provision of staff housing in Bremer Bay. This comprises a \$350,000 loan from State Treasury and \$50,000 from the Shire's Building Reserve.

Given the limited availability of established properties on the market, the preferred option would be to construct a residential dwelling in Bremer Bay. The property could either be constructed in situ or transported to site.

It is estimated that the cost to either construct on site or purchase a transportable house would cost \$405,305. The Shire already owns two blocks in McGlade Close that could be utilised for this purpose.

Lot 208 McGlade Close Bremer Bay	Estimates
Fees (Building, WALGA)	\$5,000
Building Contract	\$343,305
Earthworks	Inc
Plumbing connection	Inc
Electrical connection	Inc
Flooring/carpets	Inc
Window treatments	\$7,000
Landscaping (incl fencing)	\$35,000
Variations/incidentals	\$15,000
TOTAL	\$405,305

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council;

1. Agree to construct a residential dwelling in Bremer Bay as opposed to purchasing an established property.
2. Authorise the Chief Executive Officer to commence a tender process for the construction of a 4 bedroom, 2 bathroom residential dwelling to be located on lot 218 McGlade Close Bremer Bay.

OC131011 Moved Cr Iffla / Seconded Cr Parsons

That Council;

1. **Agree to construct a residential dwelling in Bremer Bay as opposed to purchasing an established property.**
2. **Authorise the Chief Executive Officer to commence a tender process for the construction of a 4 bedroom, 2 bathroom residential dwelling to be located on lot 218 McGlade Close Bremer Bay.**

Carried 6-0

3.16pm Bill Parker, Craig Pursey and Charmaine Solomon left the meeting.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.6
SUBJECT:	CEO Performance Appraisal
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	PL.EC.22
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	The author discloses a financial interest in this item as it refers to his performance under the terms of his employment contract.
DATE OF REPORT:	10 October 2014

RECOMMENDATION

That Council;

- 1. Receive the CEO Performance Appraisal completed for the period July 2012 – June 2013.**
- 2. Endorse and set the following Key Performance Indications for the period July 2013 – June 2014.**

KPI No.	KPI Description	Target Date for Completion
1	Negotiation of lease arrangements with WACHS regarding the use of the medical practice at Bremer Bay and Jerramungup	June 2014
2	Formalise legal agreement with Southern River Medical Group for provision of doctor service	December 2013
3	Inclusion of the purchase of the Lot in Bremer Bay alongside the FESA shed in the LTFP	June 2013
4	Inclusion of the purchase of Part Reserve 21496 in the LTFP	June 2013
5	Completion of LPP No. 10 – Agroforestry	31 March 2013
6	Identify funding in 2014/15 budget for the revision and update of Asset Management Plan, including collection of asset data	June 2014
7	Review of Workforce Plan	June 2014
8	Complete Bremer Bay Town Centre Initiative – Stage 1	June 2014
9	Complete Detailed Design for Regional Landfill Facility in Ravensthorpe	June 2014
10	Prepare business plan to examine the advantages and disadvantages or providing an in-house or contract waste collection service	November 2013
11	Review of Code of Conduct	October 2013
12	Preparation of Economic Development Strategy	April 2014
13	Production of Welcome Packs for new residents project	March 2014
14	Acquisition of new staff house in Bremer Bay	March 2014
15	Preparation of Natural Resource Management Plan	May 2014

OC131012 Moved Cr Atkin / Seconded Cr Parsons

That Council;

1. Receive the CEO Performance Appraisal completed for the period July 2012 – June 2013.
2. Endorse and set the following Key Performance Indications for the period July 2013 – June 2014 and;

KPI No.	KPI Description	Target Date for Completion
1	Negotiation of lease arrangements with WACHS regarding the use of the medical practice at Bremer Bay and Jerramungup	June 2014
2	Formalise legal agreement with First Health Services Pty Ltd for provision of doctor service	December 2013
3	Inclusion of the purchase of the Lot in Bremer Bay alongside the FESA shed in the LTFP	June 2014
4	Inclusion of the purchase of Part Reserve 21496 in the LTFP	June 2014
5	Completion of LPP No. 10 – Agroforestry	June 2014
6	Identify funding in 2014/15 budget for the revision and update of Asset Management Plan, including collection of asset data	June 2014
7	Review of Workforce Plan	June 2014
8	Complete Bremer Bay Town Centre Initiative – Stage 1	June 2014
9	Complete Detailed Design for Regional Landfill Facility in Ravensthorpe	June 2014
10	Prepare business plan to examine the advantages and disadvantages or providing an in-house or contract waste collection service	February 2014
11	Review of Code of Conduct	December 2013
12	Preparation of Economic Development Strategy	April 2014
13	Production of Welcome Packs for new residents project	March 2014
14	Acquisition of new staff house in Bremer Bay	March 2014
15	Preparation of Natural Resource Management Plan	May 2014

3. Increase the Chief Executive Officer's salary by \$7,755.

Carried 6-0

3:40pm Bill Parker, Craig Pursey and Charmaine Solomon left the meeting.

OC131013 Moved Cr Atkin / Seconded Cr Iffla

That the meeting open to the public.

Carried 6-0

COUNCILLOR REPORTS

11. COUNCILLOR REPORTS

Cr Parsons

Attended a FBG Meeting
Attended the opening of CBH in Gairdner
Attended property inspections in Bremer Bay

Cr Daniel

Attended property inspections in Bremer Bay
Attended the opening of CBH in Gairdner

Cr Iffla

Attended a BBCDC meeting
Attended a Bremer Bay Sports Club meeting
Attended property inspections in Bremer Bay

Cr Bailey

Attended a Bushfire meeting

Cr Atkin

Attended property inspections in Bremer Bay
Attended FBG 30th Year celebrations

Cr Lester

Attended a BBCDC meeting
Attended the opening of CBH in Gairdner
Attended a Blueprint meeting in Gnowangerup
Attended property inspections in Bremer Bay
Attended a meeting with Chris Swarts to discuss GP Service
Attended a meeting with Murray Flett Main Roads WA
Attended a meeting with Shire Auditors

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

12.1 From Officers

Nil

12.2 From Elected Members

Cr Atkin thanked Council for their support during his term as a Councillor.

Cr Lester acknowledged and thanked Cr Atkin for his time and commitment to Council.

13. NEXT MEETING/S

13.1 Ordinary Meeting – to be held Wednesday 20th November 2013 commencing 8.30am at the Council Chambers, Jerramungup.

14. CLOSURE

The President declared the meeting closed at 4:10pm.