



SHIRE OF JERRAMUNGUP

ORDINARY COUNCIL MEETING

**Held at the Council Chambers
8 Vasey Street, Jerramungup
Wednesday, 17 October 2018**

MINUTES

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Shire of Jerramungup
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Ordinary Meeting of Council
Wednesday 17 October 2018

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**SHIRE OF JERRAMUNGUP
ORDINARY COUNCIL MEETING
MINUTES**

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 2:32pm by the Shire President.

2.0 RECORD OF ATTENDANCE**2.1 ATTENDANCE****ELECTED MEMBERS:**

Cr Robert Lester	Shire President (Chair)
Cr Bill Bailey	Councillor
Cr Rex Parsons	Councillor
Cr Bruce Trevaskis	Councillor
Cr Julie Leenhouders	Councillor
Cr Andrew Price	Councillor

STAFF:

Martin Cuthbert	Chief Executive Officer
Charmaine Solomon	Deputy Chief Executive Officer
Murray Flett	Manager of Works
Lani Levi	Executive Assistant (Minute Taker)

VISITORS:

Nil

GALLERY:

Nil

2.2 APOLOGIES

Nil

2.3 APPROVED LEAVE OF ABSENCE

Cr Joanne Iffla

2.4 ABSENT

Nil

2.5 DISCLOSURE OF INTERESTS

Section 5.65 and 5.70 of the *Local Government Act 1995* requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

2.5.1 DECLARATIONS OF FINANCIAL INTERESTS

Nil

2.5.2 DECLARATIONS OF PROXIMITY INTERESTS

Nil

2.5.3 DECLARATIONS OF IMPARTIALITY INTERESTS

Nil

3.0 APPLICATIONS FOR LEAVE OF ABSENCE**MOTION: OC011018****MOVED: Cr Leenhouders****SECONDED: Cr Parsons****That Cr Joanne Iffla be granted Leave of Absence from the Ordinary Council Meeting held on 17 October 2018.****CARRIED: 6/0****4.0 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS**

In accordance with regulation 14A of the *Local Government (Administration) Regulations 1996* Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by Absolute Majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

5.0 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6.0 PUBLIC TIME**6.1 PUBLIC QUESTION TIME**

Nil

6.2 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

Nil

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**7.1 ORDINARY COUNCIL MEETING HELD 19 SEPTEMBER 2018.**

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held at the Council Chambers, Jerramungup, on 19 September 2018 be CONFIRMED.

7.2 BREMER BAY COMMUNITY DEVELOPMENT COMMITTEE HELD 5 OCTOBER 2018.

That the Minutes of the Bremer Bay Community Development Committee Meeting held at the Bremer Bay Town Hall, Bremer Bay, on 5 October 2018 be CONFIRMED.

7.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE

That the Minutes of the Local Emergency Management Committee Meeting held at the Cameron Business Centre, Jerramungup, on 27 August 2018 be CONFIRMED.

MOTION: OC021018

MOVED: Cr Price

SECONDED: Cr Leenhouwers

That Council CONFIRMS;

- 1. The Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held at the Council Chambers, Jerramungup, on 19 September 2018, and**
- 2. The Minutes of the Bremer Bay Community Development Committee Meeting held at the Bremer Bay Town Hall, Bremer Bay, on 5 October 2018, and**
- 3. The Minutes of the Local Emergency Management Committee Meeting held at the Cameron Business Centre, Jerramungup, on 27 August 2018.**

CARRIED: 6/0

8.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

8.1 LOCAL EMERGENCY EVACUATION PLAN

Location/Address:	N/A
Name of Applicant:	Jerramungup LEMC
File Reference:	
Author:	Ash Peczka, Community Emergency Services Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 October 2018
Attachments:	<ol style="list-style-type: none"> 1. Minutes LEMC meeting held 27 August 2018 2. Local Emergency Evacuation Plan and Associated Maps
Authority/Discretion:	Administrative

SUMMARY:

For Council to formally endorse the Shire of Jerramungup Local Emergency Evacuation Plan.

BACKGROUND:

The Shire of Jerramungup previously did not have any formalised plan for evacuation during emergencies.

After the 2012 Bremer Bay fires the Local Emergency Management Committee developed maps identifying key locations identifying critical infrastructure, remote camp sites and mobile phone black spots around the Bremer Bay area.

Whilst our current Local Emergency Management Arrangements identifies the location of Primary and Secondary evacuation buildings, the purpose of the Local Emergency Evacuation Plan is to assist the Controlling Agency to help understand the local area needs and requirements if there is a need to enact an evacuation during the response phase of a major incident within the Shire.

The Local Emergency Evacuation Plan will be an informing document to the Local Emergency Management Arrangements.

CONSULTATION:

- Local Emergency Management Committee
- External Hazard Management Authorities
- Shire Staff
- Local Emergency Services organisations
- Great Southern District Emergency Management Advisor

COMMENT:

The Local Emergency Management Committee at its meeting held 27 August resolved that the LEMC accepts the Shire of Jerramungup Local Emergency Management Plan and associated maps, and that they be presented to Council for final adoption.

STATUTORY ENVIRONMENT:

Emergency Management Act 2005

Division 2 — Emergency management arrangements for local governments

41. Emergency management arrangements in local government district

- (1) *A local government is to ensure that arrangements (**local emergency management arrangements**) for emergency management in the local government's district are prepared.*

Government of Western Australia State Emergency Management Committee**State Emergency Management Policy****5.7 Community Evacuation**

5.7.1 *Community emergency evacuation planning should be undertaken in accordance with the principles of the Commonwealth Australian Institute for Disaster Resilience’s Evacuation Planning (Handbook 4), the SEMC’s Western Australia Community Evacuation in Emergencies Guideline and the State EM Plan Section 5.3.2.*

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026;

Aspiration 2.4 – Emergency Management: To ensure that the Shire of Jerramungup is seen as an industry leader in emergency management and preparedness.

Objectives:

2.4.1 – Maintain a high standard of emergency planning and preparedness.

2.4.2 – Retain strong relationships and support to volunteer emergency services.

FINANCIAL/BUDGET IMPLICATIONS:

Ongoing maintenance of key areas as per the current maintenance works schedule.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council ADOPTS the Shire of Jerramungup Local Emergency Evacuation Plan and associated maps as presented by the Local Emergency Management Committee.

MOTION: OC31018**MOVED: Cr Bailey****SECONDED: Cr Trevaskis****That Council ADOPTS the Shire of Jerramungup Local Emergency Evacuation Plan and associated maps as presented by the Local Emergency Management Committee****CARRIED: 6/0**

9.0 REPORTS

9.1 TECHNICAL SERVICES

9.1.1 WORKS REPORT FOR SEPTEMBER 2018

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Murray Flett, Manager of Works
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	4 October 2018
Attachments:	3. September Road Construction Program Schedule
Authority/Discretion:	Information

SUMMARY:

For Council to note the works completed for the prior month.

BACKGROUND:

Road Construction

This month the Construction crew completed gravel sheeting Brook Road. They then formed, gravel sheeted and completed a 3km section of Rabbit Proof Fence Road. These works have been completed to a very high standard and the crew need to be commended on the great job they have done in such a short timeframe. This is one benefit of obtaining gravel material adjacent to the worksite and thanks must go to those farmers who allow the Shire access to these materials which is a significant cost saving and ultimately benefits all ratepayers.

Attached is the year to date 2018/2019 construction program.

Town Services

The Town Services crew in conjunction with students from the Great Southern Technical and Further Education (TAFE) campus have undertaken more vegetation rehabilitation works on Devils Creek Road. These students are studying Cert III Conservation and Land Management (CLM) and the exposure to this type of rehabilitation works has provided invaluable experience to these students in achieving units of competency for their studies. This has also provided a great benefit to the Shire in delivering this project.

It is envisaged that future rehabilitation works will be undertaken in conjunction with Cert III and Cert IV TAFE students which can only benefit both parties in achieving desired outcomes.

The crew have been undertaking general maintenance of the parks and gardens in both Bremer Bay and Jerramungup town sites. The weed germination has kept the crew busy in both town areas whilst also undertaking maintenance of sealed roads.

The crew assisted EarthCare with the finishing touches to the Skate Park ready for the grand opening on 22 September, this area has been totally transformed which is a real credit to the contractor and all Shire staff who were involved.

Road Maintenance

With these reasonably dry conditions, the crew have been focussing on maintaining not only the running surface, but also offshoot drains, back-slopes, the inside of curves and sight lines at intersections to improve driving conditions for the road user.

Routine Maintenance grading and gravel patching has continued to rectify failures in the road pavement. The crews focus is still on gravel sheeting clay sections to improve the skid resistance of these areas which will be an ongoing commitment until all clay sections have been covered.

CONSULTATION:

Internal.

COMMENT:

This report is for information only to advise Council on the previous months works activities.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026;

Aspiration 3.4 – Service and Infrastructure Provision: To lobby, advocate for and deliver a first class transport and telecommunications network.

Objectives:

3.4.1 - Continued improvements on the local road network.

FINANCIAL/BUDGET IMPLICATIONS:

The works completed are included in the 2018/2019 Shire of Jerramungup budget.

WORKFORCE IMPLICATIONS:

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

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council RECEIVE the works report for September 2018.

MOTION: OC041018

MOVED: Cr Parsons

SECONDED: Cr Bailey

That Council RECEIVE the works report for September 2018.

CARRIED: 6/0

9.2 CORPORATE SERVICES

9.2.1 ACCOUNTS FOR PAYMENT

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Sarah Van Elden, Finance Officer
Responsible Officer:	Charmaine Solomon, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 October 2018
Attachments:	4. List of accounts paid to 30 September 2018 5. Credit card statement 29 August 2018 – 27 September 2018
Authority/Discretion:	Information

SUMMARY:

For Council to not the list of accounts paid under the Chief Executive Officer's delegated authority during the month of September 2018.

BACKGROUND:

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's municipal and trust funds. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Office is to be provided to Council.

CONSULTATION:

Internal consultation within the Finance Department.

COMMENT:

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2017-18 Annual Budget as adopted by Council at its meeting held 23 July 2018 (Minute No. SC180701 refers) and subsequently revised or has been authorised in advance by the President or by resolution of Council as applicable.

The table below summarises the payments drawn on the funds during the month of August 2018. Lists detailing the payments made are appended as an attachment.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28166	
EFT Payments	15217-15248	\$127,783.36
	15250-15311	\$410,861.12
	15312	Cancelled
	15313-15323	\$26,365.64
Municipal Cheques	28167-28169	\$2,566.00
Direct Deposits		\$25,027.30

Municipal Account Total		\$592,603.42
Trust Account		
EFT Payments	15249	\$2,000.00
Trust Account Total		\$2,000.00
Grand Total		\$594,603.42

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.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996.

12. Payments from municipal fund or trust fund, restrictions on making

12(1) A payment may only be made from the municipal fund or a trust fund—

(a) if the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from those funds—by the CEO: or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared—

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing—

(a) for each account which requires council authorisation in that month—

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under subregulation (1) or (2) is to be—

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026;

Aspiration 2.5 – Civic Leadership to provide strong civic leadership and governance systems that are open and transparent and ethical.

Objectives:

2.5.2 – Maintain a highly accountable and transparent governance network and decision making process.

FINANCIAL IMPLICATIONS:

All expenditure from the municipal fund was included in the annual budget as adopted or revised by Council.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council, pursuant to regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, NOTES the Chief Executive Officer's list of accounts paid under delegated authority being;

- a) **The List of Accounts Paid to 30 September 2018 as detailed in Attachment 9.2.1(a).**
- b) **The Credit Card Statement 29 August 2018 – 27 September 2018 as detailed in attachment 9.2.1(b).**

MOTION: OC051018

MOVED: Cr Leenhouders

SECONDED: Cr Trevaskis

That Council, pursuant to regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, NOTES the Chief Executive Officer's list of accounts paid under delegated authority being;

- c) **The List of Accounts Paid to 30 September 2018 as detailed in Attachment 9.2.1(a).**
- d) **The Credit Card Statement 29 August 2018 – 27 September 2018 as detailed in attachment 9.2.1(b).**

CARRIED: 6/0

9.2.2 MONTHLY FINANCIAL REPORT

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Charmaine Solomon, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	09 October 2018
Attachments:	6. Monthly Financial Report for the period ending 30 September 2018
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 30 September 2018 as required by the *Local Government Act 1995* ('the Act').

Pursuant to section 6.4 of the *Local Government Act 1995* and regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* ('the Regulations'), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted/amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year to date basis for the period ending 30 September 2018.

BACKGROUND:

At its meeting held 23 July 2018 (Minute No. SC180701 refers), Council adopted the annual budget for the 2017-18 financial year. The figures in this report are compared to the adopted budget.

It should be noted that these reports do not represent a projection to the end of year position or that there are funds surplus to requirements. It represents the year to date position to 30 June 2018 and results from a number of factors identified in the report. There are a number of factors that influence any variances, but it is predominately due to the timing of revenue and expenditure compared to the budget estimates. The notes to the statement of financial activity identify and provide commentary on the individual key material revenue and expenditure variances to date.

The following detail is included in the financial report:

- 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.
- Any other required supporting notes.

Additionally, and pursuant to regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 23 July 2018, the Council adopted (Minute No. SC180701 part 1.6 refers) the following material variance reporting threshold for the 2017-18 financial year:

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 2018/2019 financial year for monthly reporting purposes.

CONSULTATION:

Internal consultation within the Finance Department and Council's financial records.

In accordance with section 6.2 of the *Local Government Act 1995*, the annual budget was prepared having regard to the Strategic Community Plan, prepared under section 5.56 of the *Local Government Act 1995*.

COMMENT:

The financial 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.

All expenditure included in the financial statements is incurred in accordance with Council's adopted budget or subsequent approval in advance.

STATUTORY ENVIRONMENT:

Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:

34. Financial activity statement required each month (Act s. 6.4)

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail—

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and

(b) budget estimates to the end of the month to which the statement relates;

and

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing—

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and

(b) an explanation of each of the material variances referred to in subregulation (1)(d); and

(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown—

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be—

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026;

Aspiration 2.5 – Civic Leadership to provide strong civic leadership and governance systems that are open and transparent and ethical.

2.5.2 – Maintain a highly accountable and transparent governance network and decision making process

FINANCIAL/BUDGET IMPLICATIONS:

Expenditure for the period ending 30 September 2018 has been incurred in accordance with the 2017-18 budget parameters, which have been structured on financial viability and sustainability principles.

Details of any budget variation in excess of \$10,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

AP4 – Regional Price Preference

FP1 – Capitalisation and Depreciation of Non-Current Assets

FP2 – Rates and Accounts Collection

FP3 – Investments

FP6 – Purchasing

Significant Accounting Policies as detailed within the Monthly Financial Report

VOTING REQUIREMENT:

Simple Majority.

OFFICER RECOMMENDATION:

That Council RECEIVES the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 30 September 2018 in accordance with section 6.4 of the *Local Government Act 1995*.

MOTION: OC061018

MOVED: Cr Bailey

SECONDED: Cr Price

That Council RECEIVES the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 30 September 2018 in accordance with section 6.4 of the *Local Government Act 1995*.

CARRIED:6/0

9.3 DEVELOPMENT SERVICES

Nil

9.4 EXECUTIVE SERVICES

9.4.1 TRANSFER OF RESERVE, WA COUNTRY HEALTH SERVICE

Location/Address:	Crown Reserve 51778, Lot 8 Garnett Road, Bremer Bay
Name of Applicant:	WA Country Health Service
File Reference:	
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 October 2018
Attachments:	7. Letter from WACHS
Authority/Discretion:	Executive

SUMMARY:

For Council to create a new reserve with a Management Order in favour of Health for the purpose of the site of the proposed Bremer Bay Health Centre.

BACKGROUND:

The Shire has long advocated for a new health facility in Bremer Bay due to concerns with the standard of the current health infrastructure in Bremer Bay. As part of Councils planning for a new town centre provision was made for a new health facility to be included.

Previous strategies and survey's undertaken by Council identified health infrastructure in Bremer Bay was heavily criticised by the community and highlighted the following shortcomings:

- The facility does not have enough consulting rooms;
The facility hosts numerous visiting professionals that use the consulting rooms. This creates issues for the locally based Nurse Practitioner and visiting health professionals trying to treat patients in crowded confines.
- The facility has no accommodation for visiting professionals;
During peak holiday periods when the population of Bremer Bay swells from 400 people to approximately 6,500 people, the Health Department deploys additional resources to assist the Nurse Practitioner. Visiting professionals are required to be housed offsite in expensive accommodation.
- The facility has no shower for patient treatment.
- The facility only has a two bay emergency area.
- Acoustically, the facility is poorly constructed with patient confidentiality an ongoing community concern.
- The community fears that we will be unable to retain outstanding staff given the less than adequate facilities.
- The emergency dock for ambulance delivery is inadequate.
- The number of emergency bays is limited.
- Patient transfers from ambulance to centre are not shielded from the elements, creating further risk to patient care and outcomes.
- No ancillary office space is available.

In response to the above, Council prepared a Medical Services and Infrastructure Strategy which was adopted by Council in 2009, with the strategy identifying the importance of the facilities in which health professionals operate to ensure that these facilities are modern, functional and reflect the professionalism in which health services are delivered within the Shire. Key Action No. 5 within

this strategy identifies the upgrade, expansion and/or relocation of the Bremer Bay Medical Centre into the proposed town centre.

In response to community feedback and the identification of a site within the Bremer Bay Town Centre for a health facility, the Shire has advocated and met with the Health Department on numerous occasions over the years to ascertain what the future plans are for the Bremer Bay Health Centre.

Given the planning that has gone into the new town centre development, it is very appropriate that any new community facilities are constructed in the town centre. In encouraging the Health Department to consider a new facility for Bremer Bay, it is recommended that the Shire offer in kind support to advance the proposal. It is recommended that proposed lot 8 Garnett Road is formally earmarked as the desired location for a new Health Facility in Bremer Bay.

CONSULTATION:

Significant consultation has occurred over a long period of time between the Shire of Jerramungup, Health Department, St Johns, health service providers and the Great Southern Development Commission.

COMMENT:

Although the provision of health infrastructure is not a primary function of local government, it is recognised that the provision of modern fit for purpose facilities attracts and retains staff. Without facilities and the staff to deliver health services, small regional towns such as Bremer Bay struggle to maintain a permanent population.

Bremer Bay and the sub-region consistently attracts a large tourist population through spring, summer and autumn. The Medical Centre was constructed over 30 years ago with the capacity to cater for a small local population. When visitors are factored into the local population Bremer Bay is required to cater for more than 3,000 through the shoulder seasons and in excess of 6,500 people during the peak period. This will continue to increase in future years with the development of new tourism products and a greater emphasis on marketing the South Coast Region. The current nursing post does not have the capacity to effectively manage surges in demand during peak times.

Council has previously resolved to make provision for the Bremer Bay Health Centre development in the new Town Centre Structure Plan. It was proposed to transfer Lot 8 Garnett Road to Department of Health as an in-kind contribution to the project and the Shire to cover the survey and administrative process.

WA Country Health Service have now written to Council after a meeting held 19 September 2018 in Bremer Bay advising they are in the process of finalising a Business Case to request funding for the construction of a new Health Centre and staff accommodation in Bremer Bay. They are requesting written confirmation that the Shire will create the new reserve for the Health Centre of approximately 5,000m² with a management order in favour of Health.

Securing the land at no cost to WA Country Health Service will be a key component of obtaining the required funds to enable the project to proceed.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026;

Aspiration 3.2 – Economic Diversity: To support initiatives which develop strong, diverse and resilient local businesses.

Objectives:

3.2.1 – Continue the development of the Bremer Bay Town Centre including the town square and designs for the civic centre.

FINANCIAL/BUDGET IMPLICATIONS:

The value of the proposed lot will be an in-kind contribution towards the new Bremer Bay Health Centre project.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RESOLVES to:

1. Create a new reserve on newly created Lot 9001 on Deposited Plan 401402 (Crown Reserve 51778), being Lot 8 Garnett Road, Bremer Bay.
2. Advise WA Country Health Service that Council will create the new reserve with a Management Order in favour of Health as an in-kind contribution from the Shire of Jerramungup towards the project.

MOTION: OC071018

MOVED: Cr Parsons

SECONDED: Cr Price

That Council RESOLVES to:

1. Create a new reserve on newly created Lot 9001 on Deposited Plan 401402 (Crown Reserve 51778), being Lot 8 Garnett Road, Bremer Bay.
2. Advise WA Country Health Service that Council will create the new reserve with a Management Order in favour of Health as an in-kind contribution from the Shire of Jerramungup towards the project.

CARRIED: 6/0

9.4.2 PURCHASE OF LAND, LOT 3 YANDIL STREET, BREMER BAY

Location/Address:	Lot 3 Yandil Street, Bremer Bay
Name of Applicant:	Landcorp
File Reference:	
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 October 2018
Attachments:	8. Draft Contract of Sale – Landcorp
Authority/Discretion:	Executive

SUMMARY:

For Council to determine a purchase price for Lot 3 Yandil Street, Bremer Bay from Landcorp for the purpose of constructing aged accommodation under the Great Southern Aged Accommodation Project.

BACKGROUND:

To address the shortage of quality and affordable housing across the upper Great Southern region, nine local governments of the area developed the Great Southern Housing Initiative (GSHI). The initiative was based on need established through the 2012 Great Southern Housing Needs Analysis, the 2015 State Wide Ageing in the Bush Report, the Affordable Housing Strategy 2010-2020 and local reviews undertaken by Local Government Authorities (LGA).

The GSHI aims to deliver independent living aged accommodation units and key worker housing in the participating local government areas in response to a critical shortage of quality, affordable and dedicated housing across the local government area. The GSHI retains a total commitment of up to \$10 million through the Australian Government Building Better regions fund (BBRF) and an allocation of \$8 million cash and \$1.5 million in-kind from the partner Local Governments.

The 'Great Southern Aged Accommodation Project' (GSAAP) is a standalone project through the Regional Aged Accommodation Program (RAAP), which will deliver 21 dedicated housing units across five local government areas (as per Table 1 below), designed to cater for and support Independent Seniors to remain in their regional communities.

The GSAAP has been granted an investment of \$2,600,000 Royalties for Regions funding through the Regional Aged Accommodation Program with a total project value of \$8,253,650. This funding is leveraged by a total \$5,003,650 of local government funding, and a further \$650,000 in-kind, for dedicated aged accommodation.

Table 1 – Proposed Great Southern Aged Accommodation project summary

LGA	Housing Units # (format)	LGA Contribution (cash and in-kind)	RAAP RFR Funding
Broomehill-Tambellup	4 x (2.5x1)	\$1,008,753	\$479,247
Cranbrook	5 x (2.5x1)	\$1,221,825	\$604,675
Katanning	4 x (3x1)	\$1,161,682	\$434,318
Kojonup	3 x (2.5x1)	\$908,002	\$383,398
Jerramungup	5 x (2x1)	\$1,336,896	\$689,854
Admin/Means testing framework	-	\$16,490	\$8,510
Total	21	\$8,253,650	

CONSULTATION:

Meetings have been held with Landcorp regarding the purchase of Lot 3 Yandil Street.

Great Southern local governments and the Great Southern Development Commission under the Great Southern Housing Initiative.

COMMENT:

Lot 3 Yandil Street was previously identified by Council as the preferred location for the expansion of the aged accommodation units in Bremer Bay. The lot is situated across the road from the site proposed for the new Bremer Bay Medical Facility.

The lot currently has a sale price listed of \$240,000 which has been reduced from an earlier listing of \$270,000 by Landcorp. During this year’s Local Government Week Convention held in Perth the Shire President, Deputy Shire President and Chief Executive Officer met with Landcorp to discuss the purchase by Council of Lot 3 Yandil. Landcorp officers advised that a discount of up to 10% on the listed price can be negotiated by Council with Landcorp approval traditionally given by managers. If Council wish to offer a lower price to Landcorp it will commence negotiations and work like a traditional real estate deal with a final decision made by the CEO of Landcorp.

If the offer is rejected Council can delegate authority to the Shire President and Chief Executive Officer to negotiate with Landcorp on a final price up to the amount allocated by Council in the 2018/2019 budget, or alternatively have the item brought back to Council for a decision.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026;

Aspiration 2.5 – Civic Leadership: To provide strong civic leadership and governance systems that are open and transparent and ethical.

Objectives:

2.5.5 – Attract and retain a highly competent local workforce

Aspiration 3.2 – Economic Diversity: To support initiatives which develop strong, diverse and resilient local businesses.

Objectives:

3.2.5 – Establish and maintain strategic partnerships with neighbouring Council's to improve services and opportunities for the community

FINANCIAL/BUDGET IMPLICATIONS:

This project has significant financial implications for the Shire of Jerramungup. A summary is provided as follows:

Shire Contribution in-kind (land)	\$210,000
Shire Contribution (purchase of land)	\$240,000
Shire Contribution (cash)	\$1,334,000
BBRF Grant	\$1,766,646
RAAP Grant	\$689,854
Total Project	\$4,355,500

The above figures show a great opportunity to invest heavily in housing in Jerramungup and Bremer Bay with the ability to attract grant funds to offset the expense to Council. The end result being the construction of five (5) Independent Living Unit's, three (3) Key Worker Houses and one (1) Key Worker Duplex (2x 3x1) for \$1,094,000 plus land and site works. Funds have been allowed in the 2018/2019 budget including a new loan of \$500,000.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

Administration Policy No. 7 – Council Housing and Staff Accommodation.

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION:

That Council make an offer to purchase Lot 3 on Deposited Plan 401402 and being the whole of the land in Certificate of Title Volume 2862 Folio 244 and known as Lot 3 Yandil Street, Bremer Bay WA 6338 from the State of Western Australia (Landcorp) of \$150,000 plus GST.

ALTERNATIVE MOTION:

Cr Rob Lester put forward an alternative motion;

That Council, BY AN ABSOLUTE MAJORITY

1. Make an offer to purchase Lot 3 on Deposited Plan 401402 and being the whole of the land in Certificate of Title Volume 2862 Folio 244 and known as Lot 3 Yandil Street, Bremer Bay WA 6338 from the State of Western Australia (Landcorp) of \$150,000 plus GST.
2. If the offer is rejected, delegate authority to the Shire President and Chief Executive Officer to negotiate with Landcorp a final price up to the amount allocated by Council in the 2018/2019 budget.

MOTION: 0C81018

MOVED: Cr Leenhouders

SECONDED: Cr Bailey

That Council, BY AN ABSOLUTE MAJORITY

1. Make an offer to purchase Lot 3 on Deposited Plan 401402 and being the whole of the land in Certificate of Title Volume 2862 Folio 244 and known as Lot 3 Yandil Street, Bremer Bay WA 6338 from the State of Western Australia (Landcorp) of \$150,000 plus GST.
2. If offer of \$150 000 plus GST is rejected, delegate authority to the Shire President and Chief Executive Officer to negotiate with Landcorp a final price up to the amount allocated by Council in the 2018/2019 budget.

CARRIED: 6/0

BY AN ABSOLUTE MAJORITY

Reason for change to Officer Recommendation:

It was decided that the authority to negotiate with Landcorp should be delegated to the Shire President and Chief Executive Officer as funds were allowed for in the 2018/2019 budget.

9.4.3 GREAT SOUTHERN OUTDOOR RECREATION STRATEGY 2018-2021

Location/Address:	N/A
Name of Applicant:	GSCORE
File Reference:	
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 October 2018
Attachments:	9. Great Southern Outdoor Recreation Strategy 2018-2021
Authority/Discretion:	Executive

SUMMARY:

The purpose of this report is to seek Council endorsement of the Great Southern Outdoor Recreation Strategy.

In brief:

- The Department of Local Government, Sport and Cultural Industries (DLGSC) encourages all regions to develop outdoor recreation strategies that will support the state-level Outdoor Recreation Framework.
- In the Great Southern, the Great Southern Centre for Outdoor Recreation Excellence (GSCORE) undertook to produce the Great Southern Outdoor Recreation Strategy (GSORS).
- The eleven local governments that constitute the Great Southern region requested to receive the GSORS.
- Support is requested to assist DLGSC and GSCORE with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.

BACKGROUND:

GSCORE works collaboratively with local governments across the region with the aim of supporting the growth and development of the outdoor recreation sector.

The purpose of the GSORS is to encourage collaboration to improve the provision of outdoor infrastructure and increase levels of participation in outdoor recreation activities. The Strategy delivers an integrated, whole-of-region approach to outdoor recreation across the Great Southern over a three-year period. It will enable stakeholders to plan, develop, manage and promote outdoor recreation in the Great Southern into the future.

The objectives of the Strategy are to:

- Establish strong partnerships that will guide infrastructure development and management.
- Build and manage world-class trails and facilities.
- Promote the Great Southern as an adventure tourism destination.
- Build capacity and capability amongst outdoor recreation providers.
- Ensure all people have more opportunities to participate in outdoor recreation.

Successful implementation of this Strategy will result in a strong and connected outdoor recreation system that helps make residents healthier, stimulates economic growth and jobs, encourages environmental stewardship, and contributes to all residents and visitors enjoying lives enriched through their participation in high quality, diverse, safe outdoor recreational pursuits.

CONSULTATION:

Consultation was undertaken by GSCORE as evidenced in the documentation provided. The proposed public review and comment period proposed will allow each local government to refer the GSORS back to community for a final review.

A four-week community and stakeholder review and comment period is scheduled for November 2018.

Local government will collate feedback from their respective communities. This information will be referred to the GSRAAG for consideration.

COMMENT:

Each of the local governments across the Great Southern region has various strategic objectives based on location and corporate objectives. It was revealed through this project there are geographic alignments based on communities of interest and economic and social objectives. Discussions with all the participating local governments have revealed a strong sense of collaboration and a commitment to align across the region to maximise the opportunity to attain future trails development and resources for other forms of outdoor recreation infrastructure.

Throughout the extensive collaboration in the development of the GSORS, the region has demonstrated its recognition that outdoor recreation is an integral part of creating a liveable region with thriving communities.

The Strategy is an agreement to collaborate, rather than a prescription as to what any one individual, organisation, jurisdiction or sphere of government should do. It aims to minimise the duplication of initiatives and maximise efforts to reach common goals by establishing shared priorities across the transport, planning, environment, education, health, sport and recreation and tourism sectors.

This planning process is now at a pivotal point whereby each member local government within the Great Southern region needs to receive the GSORS. Support is also requested to continue the collaborative approach in the form of a partnered community engagement strategy. This will facilitate a community and stakeholder public review and comment testing and acceptance of the GSORS.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026;

Aspiration 2.1 – Community Sport and Recreation: To recognise that sport and recreation is a significant part of the community network and support its growth and development.

Objectives:

2.1.1 – Continue support for community lead sporting infrastructure improvements and strong sporting clubs

Aspiration 2.2 – Improved Livability: To develop initiatives and programs, supported by high quality infrastructure that improves lifestyle outcomes and makes the Shire of Jerramungup an attractive place to live.

Objectives:

2.2.2 – Expand investment in passive and non-sporting recreation infrastructure - parks, gardens, walk trails, community gym

2.2.3 – Beach infrastructure and amenities replacement and renewal

2.2.4 – Improved shared paths, trails and cycle ways

The Plan will provide a regional strategy for the development and maintenance of sport and recreation infrastructure for the Great Southern.

FINANCIAL/BUDGET IMPLICATIONS:

Financial considerations are limited to any print advertising the local government might consider in promoting public review and feedback from their respective communities.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. **RECEIVE the Great Southern Outdoor Recreation Strategy;**
2. **Support the Department of Local Government, Sport and Cultural Industries and the Great Southern Centre for Outdoor Recreation Excellence with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.**

MOTION: OC091018

<p>MOVED: Cr Leenhouders</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. RECEIVE the Great Southern Outdoor Recreation Strategy; 2. Support the Department of Local Government, Sport and Cultural Industries and the Great Southern Centre for Outdoor Recreation Excellence with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018. 	<p>SECONDED: Cr Bailey</p> <p style="text-align: right;">CARRIED: 6/0</p>
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9.4.4 REGIONAL SPORT AND RECREATION PLAN, DEPARTMENT OF SPORT AND RECREATION

Location/Address:	N/A
Name of Applicant:	Department of Sport and Recreation
File Reference:	
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 October 2018
Attachments:	10. Plan for Public Comment
Authority/Discretion:	Executive

SUMMARY:

The purpose of this report is to seek Council endorsement of the Great Southern Regional Sport and Recreation Plan.

In brief:

- 2015/16 funding from State and local government secured to expedite the development of the Great Southern Sport and Recreation Plan (GSSRP).
- David Lanfear Consulting was appointed in May 2017 to deliver the GSSRP.
- Great Southern Sport and Recreation Plan – tabled at the Great Southern Recreation Advisory Group meeting (GSRAG) – 23 August 2018.
- The eleven local governments that constitute the Great Southern region requested to receive the Great Southern Sport and Recreation Plan.
- Support the Department of Local Government, Sport and Cultural Industries (DLGSC) with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.

BACKGROUND:

The DLGSC works collaboratively with local governments across the State with the aim of enhancing the life style and well-being of Western Australians. This collaborative approach was adopted to successfully deliver the Bunbury Wellington Regional Facilities study. The success of this strategy has been the department's ability to work with local governments to demonstrate the value of working collaboratively to secure funding for future facility provision across the region.

The GSSRP was undertaken to identify the condition and utilisation of current facilities in addition to identifying the future facility and services needs across the region. The Plan contemplates the future population growth and community needs over a 20-year planning horizon. This timeframe aligns with higher order planning documents such as the State Planning Strategy and the Great Southern Regional Investment Blueprint.

Each of the local governments have provided funding towards the cost of developing the GSSRP and the project steering committee includes representatives of several of the participant local governments. David Lanfear Consulting was appointed in May 2017 to deliver the GSSRP.

In delivering the GSSRP, the consultant was required to investigate, and present findings and key issues as follows:

- In conjunction with each local government, provide an audit to confirm the location and current condition of sport and recreation facilities.
- Review the use, functionality, and standard of each facility, including capacity to support competition and training.

- Determine the future sporting requirements of each facility through to 2036, including the requirements of sport on a regional basis and quantify the provision gap based on this timeframe.
- Investigate opportunities and constraints associated with the staging of facility development over this timeframe.
- Identify the opportunities and constraints relating to the acquisition of land for proposed future sporting and recreation developments.
- Make recommendations on the appropriate method of implementation of the key findings of the strategy.

The GSSRP includes an overview of the value of sport and recreation to communities across the Great Southern Region including its value in supporting current and emerging health and well-being trends impacting the community.

CONSULTATION:

Extensive consultation was undertaken by the appointed consultant as evidence in the documentation provided. The proposed public review and comment period proposed will allow each local government to refer the GSSRP back to community for a final review. The DLGSC will circulate the GSSRP to relevant State Government agencies and State Sporting Associations (SSAs) as part of its obligations as per the partnered community engagement strategy.

A four-week community and stakeholder review and comment period is scheduled for November 2018.

Local government will collate feedback from their respective communities and the DLGSC will collate State Government stakeholder and SSAs feedback. This information will be referred to the GSRAG for consideration.

COMMENT:

Each of the local governments across the Great Southern region has various strategic objectives based on location and corporate objectives. It was revealed through this project there are geographic alignments based on communities of interest and economic and social objectives. Discussions with all the participating local governments have revealed a strong sense of collaboration and a commitment to align across the region to maximise the opportunity to attain future facility development and resources for services.

Throughout the extensive collaboration in the development of the GSSRP, the region has demonstrated its recognition that sport and recreation is an integral part of creating a liveable region with thriving communities.

Recognising that communities evolve over time, it is intended that the GSSRP will be an iterative document to ensure continuous improvement and responsive to community's needs. Continual review and revision of strategic planning documents is a vital component of the strategic planning process. To ensure the successful implementation of the GSSRP, it's expected that policy makers and planners will maintain an ongoing dialogue with all stakeholders, to ensure their needs and objectives are being considered.

This planning process is now at a pivotal point whereby each member local government within the Great Southern region needs to receive the GSSRP. Support is also requested to continue the collaborative approach in the form of a partnered community engagement strategy. This will facilitate a community and stakeholder public review and comment testing and acceptance of the GSSRP.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026;

Aspiration 2.1 – Community Sport and Recreation: To recognise that sport and recreation is a significant part of the community network and support its growth and development.

Objectives:

2.1.1 – Continue support for community lead sporting infrastructure improvements and strong sporting clubs

Aspiration 2.2 – Improved Livability: To develop initiatives and programs, supported by high quality infrastructure that improves lifestyle outcomes and makes the Shire of Jerramungup an attractive place to live.

Objectives:

2.2.2 – Expand investment in passive and non-sporting recreation infrastructure - parks, gardens, walk trails, community gym.

2.2.3 – Beach infrastructure and amenities replacement and renewal.

2.2.4 – Improved shared paths, trails and cycle ways.

The Plan will provide a regional strategy for the development and maintenance of sport and recreation infrastructure for the Great Southern.

FINANCIAL/BUDGET IMPLICATIONS:

Financial considerations are limited to any print advertising the local government might consider in promoting public review and feedback from their respective communities.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council:

1. **RECEIVE the Great Southern Sport and Recreation Plan;**
2. **Support the Department of Local Government, Sport and Cultural Industries with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.**

MOTION: OC101018

MOVED: Cr Trevaskis

SECONDED: Cr Bailey

That Council:

- 1. RECEIVE the Great Southern Sport and Recreation Plan;**
- 2. Support the Department of Local Government, Sport and Cultural Industries with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.**

CARRIED: 6/0

9.4.5 CR INFORMATION BULLETIN SEPTEMBER 2018

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 October 2018
Attachments:	11. September 2018 Information Bulletin
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for September 2018 including actions that have been undertaken in relation to decisions of Council and actions performed under delegated authority.

BACKGROUND:

There is no specific requirement to report on actions performed under delegated authority to Council. However, to increase transparency this report has been prepared for Council and includes actions performed under delegated authority for the month of September 2018.

CONSULTATION:

Internal, all officers that have been deemed responsible for enacting each Council decision has provided an update on its status.

COMMENT:

The Status of Council Decisions report is an important administrative tool used by the Shire to monitor the implementation of Council decisions. Any Council decision that has not yet been fully implemented will remain on the list until it has been completed.

Once the minutes of each Council meeting have been completed, the Executive Assistant uploads each decision of Council into the spreadsheet and allocates it to the relevant Shire office for actioning and comment. The spreadsheet is accessible by all relevant Shire officers.

The Shire enters into various agreements by affixing its Common Seal. The *Local Government Act 1995* states that the Shire is a body corporate with perpetual succession and a Common Seal. Those documents that are to be executed by affixing the Common Seal or signed by the Shire President and the Chief Executive Officer are reported to Council for information on a regular basis.

STATUTORY ENVIRONMENT:***Local Government (Administration) Regulations 1996******19. Delegates to keep certain records (Act s. 5.46(3))***

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- a) how the person exercised the power or discharged the duty; and*
- b) when the person exercised the power or discharged the duty; and*
- c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.*

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 – 2026;

Aspiration 2.5 – Civic Leadership: To provide strong civic leadership and governance systems that are open and transparent and ethical.

Objectives:

2.5.2 – Maintain a highly accountable and transparent governance network and decision making process

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the month of September 2018.

MOTION: OC111018

MOVED: Cr Bailey

SECONDED: Cr Leenhouders

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the month of September 2018.

CARRIED: 6/0

10.0 COUNCILLOR REPORTS

Cr Parsons –Fitzgerald Biosphere Group AGM and Advisory Meeting. Bremer Bay Water Bomber Turn Around Opening. Bremer Bay Civic Square and Skate Park Opening.

Cr Price – Bremer Bay Civic Square and Skate Park Opening Event.

Cr Bailey - Bremer Bay Civic Square and Skate Park Opening, Bushfire Advisory Committee AGM.

Cr Leenhouwers – Bremer Bay Civic Square and Skate Park Opening.

Cr Lester – Bremer Bay Water Bomber Turn Around Opening. Bremer Bay Civic Square and Skate Park Opening. Met with the City of Albany Mayor, Deputy Mayor and CEO. Met with new Western Australian Great Southern Police District Superintendent and Inspector. Bremer Bay Community Development Committee.

11.0 NEW BUSINESS OF AN URGENT NATURE

Nil

12.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

(CONFIDENTIAL MATTERS)

Nil

13.0 CLOSURE

13.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held Wednesday, 21 November 2018, commencing at 8.30am, in the Council Chambers, 8 Vasey Street, Jerramungup.

13.2 CLOSURE OF MEETING

The Presiding Member closed the meeting at 3:13pm.

These minutes were confirmed at a meeting held

Signed:

Date:

by the Presiding Person at the meeting at which these minutes were confirmed.