

SHIRE OF JERRAMUNGUP



MINUTES

COUNCIL ORDINARY MEETING

21st AUGUST 2013

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SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS,
JERRAMUNGUP ON WEDNESDAY 21st AUGUST 2013, COMMENCING AT 2.05PM.

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

The President declared the meeting open at 2.05pm

2. **RECORD OF ATTENDANCE**

Cr R Lester	President
Cr J Iffla	Deputy President
Cr B Trevaskis	Member
Cr W Bailey	Member
Cr C Daniel	Member
Cr B Atkin	Member
Mr W Parker	Chief Executive Officer
Mr B Bailey	Deputy Chief Executive Officer
Mr G Edwards	Executive Manager Infrastructure Services
Mrs C Solomon	Coordinator of Governance & Land Administration

3. **APOLOGIES**

Cr R Parsons Member

4. **LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

5. **PUBLIC QUESTION TIME**

Nil

6. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

7. **PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

8. **DECLARATIONS OF FINANCIAL INTEREST**

Cr Daniel declared an indirect financial interest in Item 10.4.8 – Request to Sublet Lot 3000 on DP46739. The nature of the interest is she owns a caravan in the Bremer Bay Caravan Park.

Cr Bailey declared an indirect financial interest in Item 10.4.8 – Request to Sublet Lot 3000 on DP46739. The nature of the interest is he owns a caravan in the Bremer Bay Caravan Park.

Mr Bailey declared an interest in Item 10.4.8 – Request to Sublet Lot 3000 on DP46739. The nature of the interest is his parents own a caravan in the Bremer Bay Caravan Park.

9. CONFIRMATION OF MINUTES

- 9.1 Ordinary Council Meeting held 17th July 2013
- 9.2 Special Meeting of Council held 29th July 2013
- 9.3 Special Meeting of Council held 16th August 2013

OC130801 Moved Cr Daniel / Seconded Cr Iffla

- 1) That the Minutes of the Ordinary Meeting of Council held 17th July 2013 be confirmed.**
- 2) That the Minutes of the Special Meeting of Council held 29th July 2013 be confirmed.**
- 3) That the Minutes of the Special Meeting of Council held 16th August 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:	Graham Edwards
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	9 th August 2013

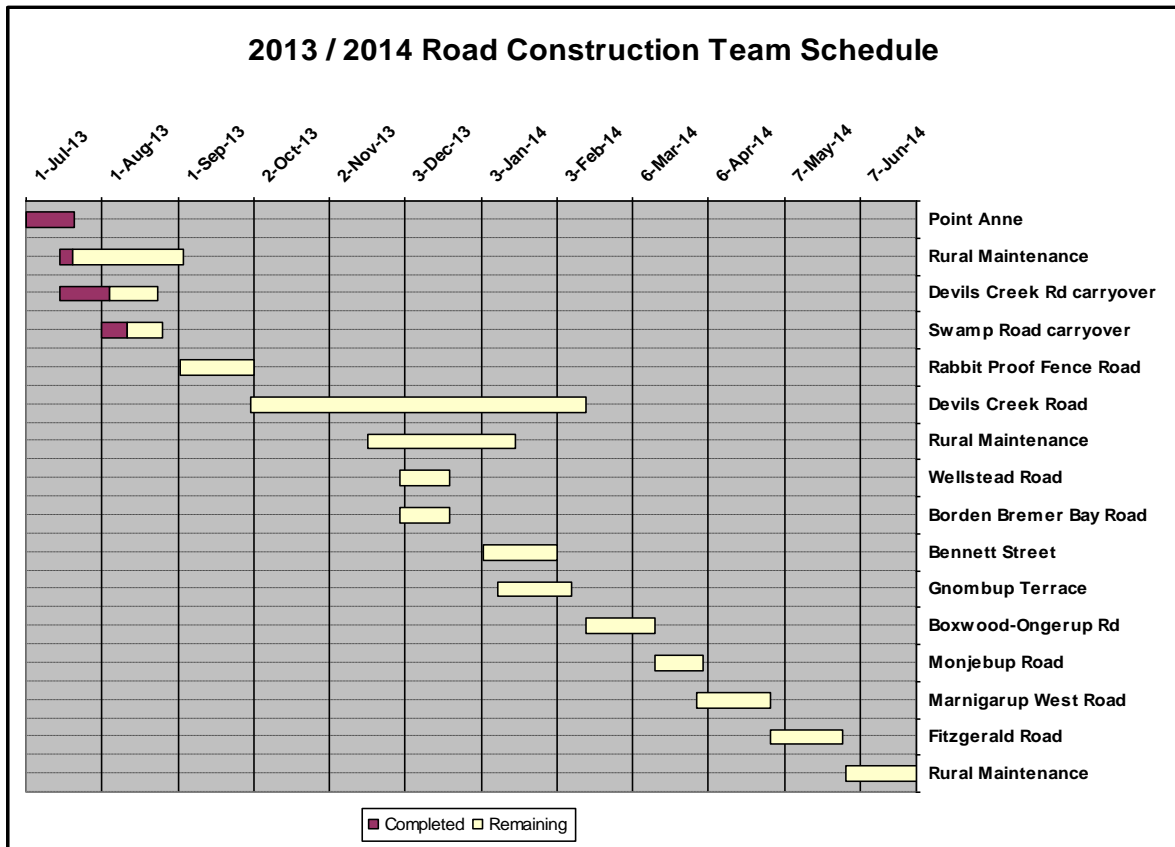
ATTACHMENT

- 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) – 2012/13 Road Construction Programme Project Status at 31st July 2013

ROAD CONSTRUCTION

The 2013 / 2014 Road Construction Programme has been scheduled as attached for completion by early June 2014. Some construction projects require little, if any, involvement by the Road Construction Team. The schedule below is for that team and includes:

- a) Private Works undertaken at Point Anne on behalf of the Department of Environment and Conservation. The project has been completed and full payment claimed apart from the standard 4% contract defects retention.
- b) Assisting with rural maintenance:
 - i) In the southern portion of the Shire during July / August and the peak traffic periods of harvest and Christmas / New Year.
 - ii) Following the completion of Road Construction in early June.



GREAT SOUTHERN REGIONAL ROAD GROUP

The criteria applied for claiming Project Grants through the Regional Road Group is:

- a) Claim N^o 1 40% in advance upon project approval.
- b) Claim N^o 2 A second 40% in advance upon expenditure of the first 40%.
- c) Claim N^o 3 The final 20% following project completion.

The best possible scenario according to the criteria is that the maximum debit carried by the Shire of Jerramungup before project completion will be 20% of the grant amount.

A high priority is therefore placed upon completing the 2012 / 2013:

- a) Devils Creek Road carryover project for the recovery of \$80,000.
- b) Swamp Road carryover for the recovery of \$416,655.

The entire carryover amount of \$135,000 will not be required for the completion of Stage 1 of this project. Main Roads has approved expenditure of the remnant funds for various minor drainage and gravel pavement improvements to Doubtful Island Road, which was to have been upgraded by the Shire of Jerramungup during Stage 2 of the Fitzgerald River National Park Improvement Project.

- c) Recoup of \$138,000 for flood damage.

Submissions have been made through Main Roads for:

- a) Payment of the 2013 / 2014 Direct Grant, amount of \$107,758 which is paid in advance and in full.
- b) The payment of \$168,000 being the first 40% claim on the 2013 / 2014 Devils Creek Road project.
- c) A 2014 / 2015 Project Grant of \$440,000 to construct and seal another 5 kilometres of Devils Creek Road, being approximately 1.5 km short of Murray Road.

If funded Devils Creek Road will be constructed and sealed to the Fitzgerald River National Park boundary in 2015 / 2016.

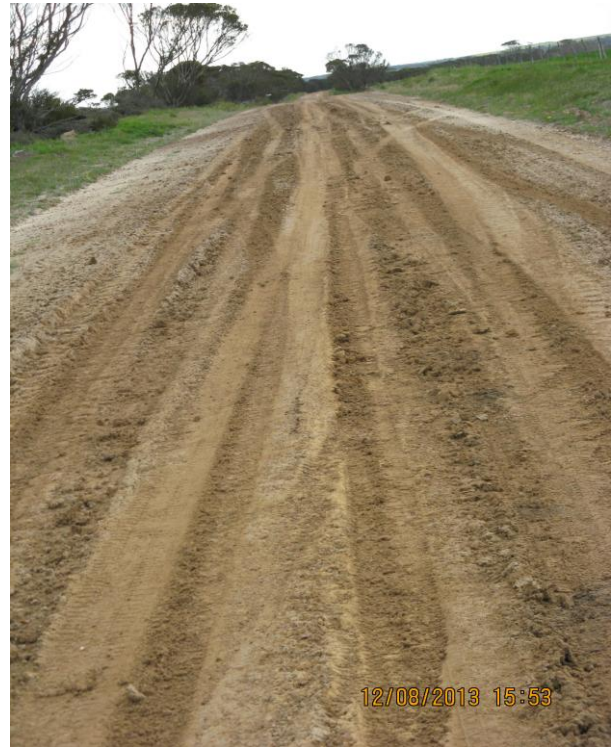
ROAD MAINTENANCE

As indicated above maintenance expenditure must be managed to accommodate the construction team at certain times of the year. Whilst readily achieved, constant awareness is necessary.

Road maintenance currently progressing in the Needilup locality has been disrupted by inclement weather.

The photographs below of recently maintained portions of Corackerup and Nyerilup Roads, are indicative of roads which will be revisited while in the proximity.





This is also indicative of a broader unsealed road network dilemma of property access for residents and service delivery, not only for the Shire of Jerramungup but common to many rural local governments.

A short section of light gravel sheeting has been undertaken on a poor portion of Brown South Road in similar condition to the above. This is a very limited ability however within the maintenance budget.

Nonetheless, over a period of years, improving several short sections to achieve a kilometre or so annually can significantly improve the serviceability of lightly trafficked local access roads, where generally a specific budgetary allocation becomes doubtful because of local distributor priorities.

Scheduled maintenance will continue around Needilup and proceed towards Marnigarup East and Carlawillup Roads before continuing eastwards.

The Road Construction Team will assist with maintenance in the Bremer Gairdner areas.

The attached report indicates maintenance undertaken during July.

TOWN SERVICES

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

BUILDING PROGRAMME

Scheduling of the Building Programme is yet to be undertaken however priorities include:

- a) Sanding and resealing of the Jerramungup Entertainment Centre floor has been requested as a priority of the Jerramungup Netball Club which is to host the grand final.

A number of quotes have been received with the most beneficial, depending on the scope of works being:

- i) To scrub, lightly sand and recoat the existing surface for \$7,100 plus GST.
- ii) Severe sanding and resurfacing for \$19,880 plus GST. Additional costs may result to correct problems arising as a result of the process, such as revealing nails and the separation of floor boards.
- iii) Severe sanding to remove existing line marking, repaint the lines and resurface for \$40,480 plus GST. Again additional costs may result to correct problems arising as a result of the process, such as revealing nails and the separation of floor boards.

Although existing line marking is reportedly incorrect and community expectations may not be satisfied, the intention is to proceed with the first option as the budgetary allocation of \$5,000 makes the other options prohibitive.

- b) Officers have drawn attention to leaking of the tanks providing the Fisheries Beach Marina and the resultant cost and disruption from the necessity to supply water during peak periods. An initial investigation of options for repair and / or replacement indicates a cost of approximately \$10,000 which has not been budgeted.

Discussion with officers from the Department of Transport has confirmed a willingness to contribute subject to consultation about the measures to be taken, which will be investigated further before proceeding.

WORKS DEPARTMENT

Occupational Safety and Health

Whilst improvement notices were not issued, significant Occupational Safety and Health deficiencies were highlighted at the Jerramungup Depot during a recent WorkSafe visit.

Non-compliance with Occupational Safety and Health obligations is a high risk issue to be addressed as a high priority for the welfare of employees.

Comprehensive housekeeping has been undertaken and other improvements are proceeding for compliance requirements including workplace signage, loading ramp, workshop inspection pit and equipment safety and chemical storage.

A similar requirement extends to the Bremer Bay Depot and a review is also being undertaken to identify deficiencies in associated OSH policies and guidelines.

Outdoor worker uniforms and protective equipment provided by the Shire of Jerramungup is a topic which will be included in a policy review.

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

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

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

The Jerramungup Shire Council position is however inconclusive. Whilst providing for uniforms employee preferences vary considerably and although high visibility clothing is essential some prefer:

- a) Shorts and short sleeve shirts.
- b) That they provide the work wear independently of the Shire.

Discussions are taking place with Hassell District Traders for the local supply of outdoor worker uniforms. This will overcome employee complaint about the incorrect sizing of deliveries from other sources and delays in providing uniforms.

The variety of preferences across a relatively small work force however makes the uniform provision avoidably difficult and time consuming for management and local retailers, such as Hassell District Traders when attempting to negotiate a competitive rate with their suppliers.

Other services must be maintained but a review of Occupational Safety and Health issues remains a high priority.

Disposal of Goods

Surplus goods have been identified and separated during housekeeping at the Jerramungup Depot.

A list is being prepared for disposal as prescribed by section 3.58 of the Local Government Act 1995; perhaps by public auction.

Plant Repairs

A procedure allowing employees to report faults and services due has been in place for several years; but the ad hoc arranging of servicing and repair has been problematic.

The procedure for reporting by employees remains unchanged however repairs and services will generally be co-ordinated and arranged by the Manager Town Services on a weekly basis following consultation with the Executive Manager about overall resource requirements for the coming week.

Change from a reactive culture presents some difficulty but the benefits for management, employees and business are becoming noticeable.

- a) A significant and concerning number of unreported repairs have been identified to some plant items.
- b) The requirement for management to organise hire plant is simplified by some certainty about the period that a particular item will be unavailable.
- c) The mechanical service provider has some certainty about the availability of the plant item and can make multiple repairs.
- d) Items can be thoroughly inspected, serviced and repaired for the benefit of employees prior to return to the worksite.

RECOMMENDATION

That the Works Report be received.

OC130802 Moved Cr Bailey / Seconded Cr Trevaskis

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 August 2013

ATTACHMENT

Attachment 10.2.1 - List of Accounts Paid to 31st July 2013

BACKGROUND

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	27517	
	EFT 7371 - 7376	\$10,958.12
	EFT 7378 - 7436	\$259,329.88
	EFT 7438 - 7487	\$269,449.01
	Cheque 27518 - 27531	\$20,641.86
	Direct Debits	\$6,361.70
Municipal Account Total		\$566,740.57
Trust Account		
	EFT 7377 - 7377	\$20.00
	EFT 7437 - 7437	\$500.00
Trust Account Total		\$520.00
<u>Grand Total</u>		<u>\$567,260.57</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 \$567,260.57 to the Full Council on 21st August 2013 be endorsed.

SIGNATURES

Author

Chief Executive Officer

OC130803 Moved Cr Daniel / Seconded Cr Iffla

That the schedule of direct debits and accounts payable, totalling submitted \$567,260.57 to the Full Council on 21st August 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:	6 th August 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 31st July 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

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

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

OC130804 Moved Cr Bailey / Seconded Cr Atkin

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

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:	5 th August 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.

2) Bremer Bay Medical Centre

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

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

3) Bremer Bay Town Centre

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

The contractor commenced on site on Monday 8th July 2013.

4) Strategic Waste Management

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

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

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

5) Doctor Recruitment

The Shire has been presented with a Heads of Agreement for the provision of General Practice Business Support Services. This document was considered by Council at a Special Meeting on 16 August 2013.

SUBMISSION TO: Administration
AGENDA REFERENCE: 10.4.2
SUBJECT: Delegated Council functions
LOCATION/ADDRESS:
NAME OF APPLICANT: Shire of Jerramungup
FILE REFERENCE: Delegations Register
AUTHOR: Brent Bailey
DISCLOSURE OF ANY INTEREST: The author has an interest in that the delegation requested will fall under his area of responsibility.
DATE OF REPORT: 8th August 2013

SUMMARY

This item presents a minor review of one delegation which was approved by Council at the July Ordinary Council meeting. The delegation amendment requested is authority to write-off rates amounts relating to small balances where the amount is less than \$10.00.

ATTACHMENT

Nil

BACKGROUND

At the July Ordinary Council meeting the following delegation was approved:

Act or Regulation	Section	Relevant Exercisable Power	Limitations
Local Government Act 1995	6.12(1)(b)	A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that it is owed to the local government [subject to section 6.12(2)]	Subject to the debt not exceeding \$500 or applying to any amount of money owing in respect of rates and service charges.

CONSULTATION

Nil

COMMENT

In order to streamline Council's rates system and to avoid staff having to follow up small amounts of outstanding rates which are less than \$10.00 and costing more to pursue than the debt itself it is recommended that the delegation be amended slightly as follows:

Act or Regulation	Section	Relevant Exercisable Power	Limitations
Local Government Act 1995	6.12(1)(b)	A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that it is owed to the local government [subject to section 6.12(2)]	Subject to the debt not exceeding \$500 or applying to any amount of money over \$10.00 owing in respect of rates and service charges.

A local government may delegate to the CEO the authority to exercise of any of its powers or the discharge of any of its duties under the Local Government Act 1995 other than those referred to in section 5.43.

STATUTORY REQUIREMENTS

Sections 5.42, 5.43 and 5.46 of the Local Government Act (1995), provides as follows.

5.42 Delegation of some powers and duties to CEO

- (1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43 Limits on delegations to CEOs

A local government cannot delegate to a CEO any of the following powers or duties:

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.99 or 5.100; (fee, expenses and allowances)
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5; (objection to a decision)
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) *such other powers or duties as may be prescribed.*

5.46. Register of, and records relevant to, delegations to CEO's and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to 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 Strategic Community Plan 2012 – 2025;

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

FINANCIAL IMPLICATIONS

Nil

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That Council amend the delegation register to reflect the following power being delegated to the Chief Executive Officer:

Act or Regulation	Section	Relevant Power	Exercisable	Limitations
Local Government Act 1995	6.12(1)(b)	A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that it is owed to the local government [subject to section 6.12(2)]		Subject to the debt not exceeding \$500 or applying to any amount of money over \$10.00 owing in respect of rates and service charges.

OC130805 Moved Cr Daniel / Seconded Cr Iffla

That Council amend the delegation register to reflect the following power being delegated to the Chief Executive Officer:

Act or Regulation	Section	Relevant Exercisable Power	Limitations
Local Government Act 1995	6.12(1)(b)	A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that it is owed to the local government [subject to section 6.12(2)]	Subject to the debt not exceeding \$500 or applying to any amount of money over \$10.00 owing in respect of rates and service charges.

Carried by absolute majority 6-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.3
SUBJECT:	Option to Renew Lease - JOCCA
LOCATION/ADDRESS:	3 Spitfire Avenue, Jerramungup
NAME OF APPLICANT:	Jerramungup Occasional Childcare Association
FILE REFERENCE:	
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	9 th August 2013

SUMMARY

In October 2008, Council granted a lease over the land, buildings and improvements being 3 (Lot 213) Spitfire Avenue, Jerramungup.

The lease has a term of five years expiring on 31st October 2013 with an option to renew for a further two years from the expiration date.

Jerramungup Occasional Childcare Association wishes to exercise the two year option.

ATTACHMENT

Attachment 10.4.3(a) - Current lease
Attachment 10.4.3(b) - Correspondence ICR138962

BACKGROUND

In October 2008 the Jerramungup Occasional Child Care Association (JOCCA) sought a renewal and renegotiation of the leasehold over the land and buildings on 3 Spitfire Avenue. The property has been set up as child care facility and has been run by JOCCA under lease since 2002.

On 29th July 2013, the Shire received correspondence from JOCCA outlining their desire to exercise the two year option.

It is considered appropriate that Council consider granting the further term.

CONSULTATION

Chairperson, Jerramungup Occasional Childcare Association

COMMENT

Given the community benefit of the Childcare Centre it is recommended that Council renew the lease with the Jerramungup Occasional Childcare Association.

STATUTORY REQUIREMENTS

Exempt from disposal of land requirements under Section 30(2)b Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the **transferee**) and —
 - (i) its market value is less than \$5 000; and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;
 - or
 - (b) the land is disposed of to a body, whether incorporated or not —
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

STRATEGIC IMPLICATIONS

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

Aspiration 8: A community that embraces lifelong learning where education is accessible to people of all ages.

FINANCIAL IMPLICATIONS

Nil

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council;

1. Grant a further term of two (2) years commencing on 31st October 2013 and expiring on 31st October 2015 to Jerramungup Occasional Childcare Association Incorporated for 3 (Lot 213) Spitfire Avenue, Jerramungup.

OC130806 Moved Cr Bailey / Seconded Cr Iffla

That Council;

1. **Grant a further term of two (2) years commencing on 31st October 2013 and expiring on 31st October 2015 to Jerramungup Occasional Childcare Association Incorporated for 3 (Lot 213) Spitfire Avenue, Jerramungup.**

Carried 6-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.4
SUBJECT:	Community Survey 2013
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Shire of Jerramungup
FILE REFERENCE:	
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	August 2013

SUMMARY

This item presents the Community Survey 2013 results to Council. The recommendation is to receive the report and incorporate the findings into future decision making.

ATTACHMENT

Attachment 10.4.4 - Community Survey Results 2013

BACKGROUND

In November 2012, Council adopted a new Strategic Community Plan. This Plan proposes a plan of action that will facilitate improved service delivery, the efficient allocation of resources and a greater integration in terms of community aspirations and the delivery of both operational and strategic projects.

A key component in measuring the success of the Strategic Community Plan is the undertaking of a community survey that will be used as a tool to gather information, measure community attitudes and ascertain the Shire's overall performance from a service delivery and resource allocation perspective.

The community survey was carried out in June 2013 and the collated results are now presented formally to Council. Results have been compared with that of the 2010 survey and it is anticipated that this will be the basis for evaluating future year's surveys.

CONSULTATION

Community Survey 2013 Questionnaires

COMMENT

This is the second comprehensive community survey to be conducted in the Shire of Jerramungup. The results from both surveys have been encouraging and indicate a general level of overall satisfaction within the community when it comes to the delivery of Council services and future direction.

There were 113 surveys returned from a cross section of the community in terms of location, age and gender which is a positive sign for community willingness to be

involved in Council decision making. It also provides a quality data set for the consideration of responses and is an indication that the data is a good representation of the community opinion.

The survey was broken down into three major areas being:

- 1) Current Service Provision which asked respondents to rank one to five with one being “very poor” and 5 being “excellent”.
- 2) Community Consultation Preferences which provided a number of communication options and asked respondents to rank 1-7 their preferred method with 1 being most preferred.
- 3) Future Direction of the Council:
 - a. Future Direction which asked respondents to rank their preferred priority for Council’s future allocation of funds from the various areas of Council responsibilities from 1-10 with 1 being highest priority and 10 being lowest.
 - b. Future Resource Allocation which was a more detailed breakdown of specific topics which asked respondents to score their agreement with the written statement with 1 being strongly disagree and 5 being strongly agree. This section also included statements regarding willingness of the community to pay for additional infrastructure.

In summarising the collective responses of the survey the following key themes are evident in the feedback from the community.

- Health services and the recruitment of a new Doctor to the Shire was a high concern of many respondents.
- Resource commitment to upgrades and maintenance on water drains, rural and urban roads is a priority.
- The local newsletters and the Council Buzz are the most preferred methods of communication.
- Emergency services, fire protection and emergency management is a concern within the community.
- An area for improvement is Waste Management with respondents feeling that there are not enough refuse & recycling facilities available across the Shire and the hours of use were limited.
- The community is satisfied with the level of customer service they receive from Councillors and highly satisfied with that of the Shire staff.
- Current levels of recreation and sporting facilities are seen as satisfactory but the community would like to see more activities and entertainment within the Shire.
- Council should commit resources towards the upkeep and development of Bremer Bay footpaths, parks, beachside facilities and have a focus on Tourism.

Further detailed information on the survey responses can be found in the Community Survey Results 2013 report.

STATUTORY REQUIREMENTS

Nil

STRATEGIC IMPLICATIONS

The Community Survey will be used to provide additional background for Council decision making and planning.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council receive the Community Survey Results 2013 for reporting purposes and incorporate the feedback into the reporting framework under the Integrated Planning Guidelines.

OC130807 Moved Cr Trevaskis / Seconded Cr Atkin

That Council receive the Community Survey Results 2013 for reporting purposes and incorporate the feedback into the reporting framework under the Integrated Planning Guidelines.

Carried 6-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.5
SUBJECT:	Bremer Bay Community Development Committee Meeting Minutes
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	Nil
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	9 th August 2013

ATTACHMENT

Attachment 10.4.5 – BBCDC Committee Meeting Minutes

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Minutes of the Bremer Bay Community Development Committee held on 2nd August 2013 (copy contained within agenda attachments) be received and the following recommendation be adopted;

1. That Council appoint one representative and two proxy representatives to the BBCDC Committee for Council endorsement:
 - BBCDC representative – Rhonda Williams
 - Proxy 1 – Karen Cotton
 - Proxy 2 – Anne Gadsby
2. That Council, based on water restrictions and recently introduced water wise programs decline the request from the Bremer Bay Caravan Park for a bore to be established on Reserve 511 for the purposes of irrigation.

Reason: Committee members were concerned about the repercussions of establishing a bore on Reserve 511 and the Committee would like to see the Bremer Bay Caravan Park become more proactive from a water wise perspective.

OC130808 Moved Cr Atkin / Seconded Cr Daniel

That the Minutes of the Bremer Bay Community Development Committee held on 2nd August 2013 (copy contained within agenda attachments) be received and the following recommendation be adopted;

That Council appoint one representative and two proxy representatives to the BBCDC Committee for Council endorsement:

- **BBCDC representative – Rhonda Williams**
- **Proxy 1 – Karen Cotton**
- **Proxy 2 – Anne Gadsby**

Carried 6-0

Reason for variation:

Council noted the feelings expressed from the Bremer Bay Community Development Committee regarding the request for a bore to be established on Reserve 511, however a separate item is being considered later in the meeting and Council would make a decision on the matter then.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.6
SUBJECT:	Review of Waste Services
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	21 August 2013

SUMMARY

The current waste contracts for the kerbside pick-up of waste and recyclables have expired and this report considers options for the interim delivery of those services including the sorting of recyclables and hire of hook lift bins.

Council needs to consider the preparation and awarding of new contracts over the next two to three years, or until the commissioning of the regional waste facility in Ravensthorpe.

ATTACHMENT

Nil

BACKGROUND

The Shire of Jerramungup currently conducts a kerbside pick-up for household putrescible waste and another pick up for recyclables.

The waste pick up is weekly and the recycling is undertaken fortnightly. Currently the service is contracted out to Warren Blackwood Waste under two separate agreements.

In addition to these services, the Shire also operates a manned landfill site in Jerramungup and a manned transfer station at Bremer Bay. These facilities are operated and maintained by Shire staff.

The current workload figures for each pick up are as follows;

	Pick Ups per annum	Ave bins per pick up	Annual Cost
Waste	52	623	\$72,650
Recycling	26	572	\$59,250

The Shire also engages Warren Blackwood to sort recyclables and hires hook lift bins for recycling and asbestos disposal at a cost of \$67,750 per annum.

The Shire has entered into a regional waste strategy with the Shire of Ravensthorpe which will see a significant change in waste infrastructure in the region. It is proposed to develop a major transfer station and landfill facility on the current Ravensthorpe landfill site. It is envisaged that this strategy will be operational in two to three years.

This review will briefly look at a range of options for the Shire to consider for the provision of waste services in the period from now until the introduction of the regional strategy.

CONSULTATION

Nil

COMMENT

In considering various options, there are a number of factors to be taken into consideration;

1. The current system works well, however there may be scope to introduce additional services; and
2. The Shire should be mindful that the regional strategy will be a catalyst for change in the way waste is managed in the region. Any decisions made now by the Shire should not compromise the ability of the regional strategy to be effective; and
3. The Shire of Ravensthorpe is also undertaking an interim review and it may be cost effective to have complimentary contracts in terms of infrastructure, timing and contract term.

The Options

Option 1 Current System remains

The current system works well. There are few complaints about the service or with the management of the contract.

It utilises standard sized bins and a side lifting compactor truck for maximum efficiency. It also includes the sorting of recyclables and hire of hook lift bins.

Option 2 Waste bin is reduced in size

The current waste bin could be reduced in size to encourage households to recycle. A number of municipalities have adopted this approach.

The current contractor believes that it would be costly to service the Bremer Bay area during the peak season due to the need for the recycling truck to empty its load during the run. It is currently running at capacity.

This option could be further assessed as part of the future waste strategy.

Option 3 Current Bins are picked up on alternate weeks.

This option was assessed as it could result in substantial savings by reducing the waste pick up from weekly to fortnightly.

However, investigations have revealed that there are issues of odour and decomposition of organic matter. The Wellington group of Councils are currently trialling

an organics bin which allows the organic component of the waste pickup to be separated from the normal household waste. Based on the success of the Wellington Group's trial, a system may be introduced for this Shire's waste service.

It is considered premature to introduce such a system at this time. It may be considered as part of the regional strategy.

Considering that the current system is working well and that the new regional strategy will be in place in a few years, it is recommended that the current system remain in place.

The Delivery

The cost of provision of the service means that the Shire needs to call for tenders. An alternative would be to use the Western Australian Local Government Association Preferred Suppliers list. This listing has been generated by WALGA through a competitive process; therefore it conforms to procurement regulations for purchases over \$100,000.

If the Shire wanted to continue with an external provider it is recommended that the WALGA preferred supplier list is used. Ideally the current contractor and perhaps Cleanaway (The other major contractor in the Region) are invited to submit a cost.

If the Shire wished to engage an external provider it could also get a cost for a proposal to manage its landfills and transfer stations. It could also include the cost of providing verge collections for hard waste.

An alternative is for the service to be provided in house. The Shire would own and maintain the equipment and use its employees to undertake the collection of kerbside bins.

To undertake the activity, the following major costs would be incurred, as a minimum.

- A side lifting compaction truck be purchased at a cost of \$350,000 to \$400,000
- A truck would take 8-12 months to be delivered,
- The running and maintenance costs would equate to \$15,000 to \$20,000 per annum,
- Staff would have to be trained in the safe operation of the service,
- A Materials Recycling Facility will have to be built or recyclables transported to a regional facility.

If the Shire runs the service it would also need access to a backup truck to undertake the service when the Shires truck is being serviced or otherwise not available. The Shire would also have to accept the risk associated with the activity.

The current contract includes the hire and emptying of skip bins which requires the use of a hook lift truck.

Conclusion

In view of the proposed regional waste strategy and the cost of establishing an in house service, it is recommended that the Shire approach Warren Blackwood Waste and Cleanaway to submit proposals on delivering the Shires waste management service.

STATUTORY REQUIREMENTS

In view of the cost of the provision of the service, the Local Government Act requires that a tender process is conducted. The use of preferred suppliers meets this requirement.

STRATEGIC IMPLICATIONS

This item relates to the following components from the Shire of Jerramungup Strategic Community Plan.

Aspiration 3: An environmentally conscious community where reduced waste to landfill is supported by best practice facilities.

Activity: Implement Regional Waste Management Plan (existing)

Key components: Regional landfill facility in Ravensthorpe and upgrade of transfer facilities

FINANCIAL IMPLICATIONS

It is envisaged that the cost of providing the kerb side pick-up service will be within budgetary expectations.

The cost of moving from in-house provision of services to contracting out the landfill and transfer station services cannot be determined until proposals are received. This will be considered when Council receives the report on awarding of services.

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council;

1. Authorises the Chief Executive Officer to develop a specification for the delivery of kerbside waste pickups for weekly waste and fortnightly recyclable material, the sorting of recyclables and the hire of hook lift bins.
2. Includes options for the delivery of landfill and transfer station services and verge collections within the waste specification.

3. Appoints WALGA to facilitate the procurement process and invites Transpacific Cleanaway and Warren Blackwood Waste Services to provide a cost for delivery of the services.

OC130809 Moved Cr Atkin / Seconded Cr Trevaskis

That Council;

1. **Authorises the Chief Executive Officer to develop a specification for the delivery of kerbside waste pickups for weekly waste and fortnightly recyclable material, the sorting of recyclables and the hire of hook lift bins.**
2. **Includes options for the delivery of landfill and transfer station services and verge collections within the waste specification.**
3. **Appoints WALGA to facilitate the procurement process and invites Transpacific Cleanaway and Warren Blackwood Waste Services to provide a cost for delivery of the services.**

Carried 6-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.7
SUBJECT:	Policy Manual Review
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	9 th August 2013

SUMMARY

The Shire has completed a review of the Policy Manual. The review is now complete and requires Council consideration.

ATTACHMENT

Separate Attachment 10.4.7 - Policy Manual

BACKGROUND

At the April 2010 Ordinary Meeting, Council resolved to annul all Administration, Council, Fire Control, Health, Reserves and Properties, Tourism and Works and Plant Policies and readopt the following policies as presented;

- a. Equal Employment Opportunities
- b. Staff Subsidies
- c. Payments to Employees in Addition to Contract or Award (Gratuities)
- d. Regional Price Preference
- e. Staff & Councillors Attendance At Conferences, Training Seminars Etc
- f. Record Keeping Policy
- g. Donations
- h. Council Housing and Staff Accommodation
- i. Footpath Bond
- j. Legal Representation Costs Indemnification
- k. Brigades and Officers
- l. Bush Fires on Crown Land
- m. Use of Council Owned Equipment
- n. Harvest Bans
- o. Licensed Storage Areas
- p. Radios

Council also adopted the following policies as amended

- a. Staff Appointment (section 4 & 5 deleted)
- b. Staff Uniforms (provision for casual employees)

In June 2010 the introduction and application of the Local Government Industry Award 2010 had established a revised series of minimum employment standards for local government employees.

In response, the Human Resources Operational Policy was established. In July 2010 Council adopted the Human Resources Operational Policy and the following policies were annulled;

- a. Staff Appointment
- b. Staff Uniforms
- c. Conference and Training Expense

Current Adopted Local Planning Policies

Council has sixteen adopted planning policies as shown in the list below:

- Local Planning Policy No 1 R2/15 Flexible Coded Areas
- Local Planning Policy No 3 Design Guidelines and Detailed Area Plan
- Local Planning Policy No 4 Advertising Signs
- Local Planning Policy No 5 Use of Reflective Building Materials
- Local Planning Policy No 6 Tourist Accommodation
- Local Planning Policy No 7 Kent Location 95 Dillon Bay Road and Kent Location 839 Millers Point
- Local Planning Policy No 8 Parking and Repair of Commercial Vehicles in Residential Zones
- Local Planning Policy No 9 Feed Lots
- Local Planning Policy No 10 Agroforestry and Plantations
- Local Planning Policy No 11 Public Consultation for Development Applications
- Local Planning Policy No 12 Requirement for Fire Management Plans
- Local Planning Policy No 13 Extractive Industries
- Local Planning Policy No 14 Sea Containers
- Local Planning Policy No 15 Transported Buildings
- Local Planning Policy No 16 Outbuildings
- Local Planning Policy No 17 Water Conservation

Current Adopted Finance Policies

All finance policies were reviewed at the June 2012 Council meeting and the following finance policies were adopted:

- Finance Policy 1: Depreciation and Capitalisation of Assets
- Finance Policy 2: Rates and Accounts Collection
- Finance Policy 3: Investments
- Finance Policy 4: Sport and Recreation Grants
- Finance Policy 5: Corporate Credit Card Policy
- Finance Policy 6: Shire of Jerramungup Purchasing Policy

The revised policy manual incorporates all Shire of Jerramungup policies including Administration, Planning and Finance.

CONSULTATION

Consultation has occurred with the Executive Team.

COMMENT

Nil

STATUTORY REQUIREMENTS

Nil

STRATEGIC IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

The adopted policies will form part of a new policy manual that will be incorporated into the corporate document register.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council adopts the revised Policy Manual and notes the following amendments:

- Inclusion of the Human Resources Operational Policy
- Inclusion of the recently adopted Planning Policies
- Inclusion of the recently adopted Finance Policies

OC130810 Moved Cr Iffla / Seconded Cr Bailey

That Council adopts the revised Policy Manual and notes the following amendments:

- **Inclusion of the Human Resources Operational Policy**
- **Inclusion of the recently adopted Planning Policies**
- **Inclusion of the recently adopted Finance Policies**

Carried 6-0

3.00pm Cr Bailey, Cr Daniel and Mr Bailey left the meeting after declaring an interest in Item 10.4.8 Request to Sublet Lot 3000 on DP46739.

OC130811 Moved Cr Trevaskis / Seconded Cr Atkin

That Cr Bailey and Cr Daniel be invited back into the meeting to participate in general discussion.

Carried 4-0

3.05pm Cr Bailey, Cr Daniel and Mr Bailey returned to the meeting.

3.15pm Cr Bailey, Cr Daniel and Mr Bailey left the meeting.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.8
SUBJECT:	Request to Sublet
LOCATION/ADDRESS:	Lot 3000 on DP46739
NAME OF APPLICANT:	Bremer Bay Sports Club
FILE REFERENCE:	
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	4 July 2013

SUMMARY

The Shire of Jerramungup has received a request from the Bremer Bay Sports Club to sublet an area of 15m² to Megatime Pty Ltd. The purpose of the lease is to construct a bore for the extraction of water.

Under the terms of the existing lease, the Bremer Bay Sports Club requires the Shire's consent prior to transferring, subletting or parting with possession of the said demised premises.

ATTACHMENT

Attachment 10.4.8 (a) - Lease: Bremer Bay Sports Club
Attachment 10.4.8 (b) - Correspondence Bremer Bay Sports Club Management Committee

BACKGROUND

On 22nd August 1997, the Shire of Jerramungup executed a lease with the Bremer Bay Sports Club for a portion of reserve 511. Reserve 511 is a significant parcel of land located to the south east of the Bremer Bay Town Site.

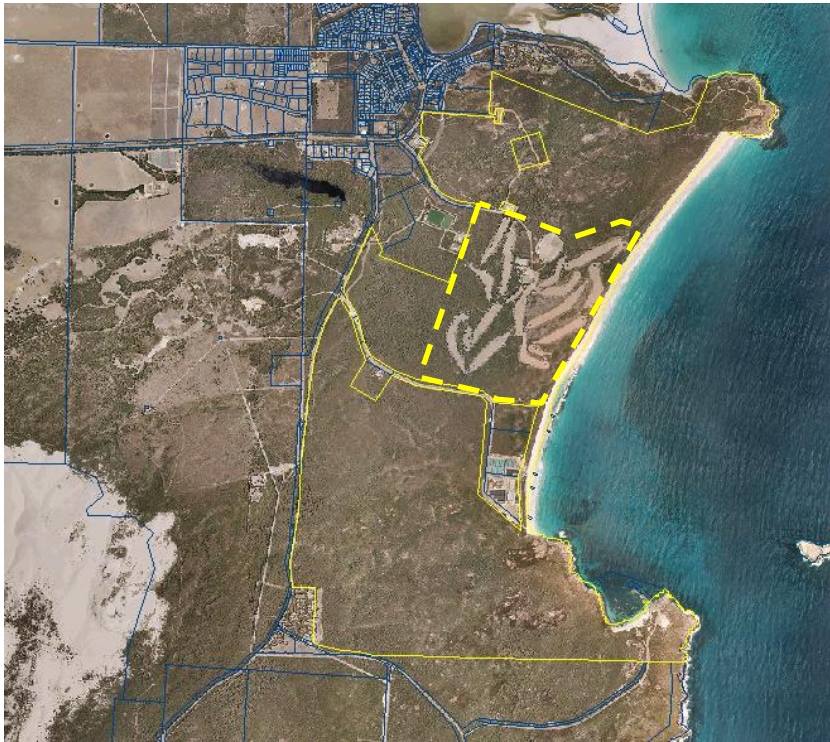


Figure 01: Reserve 511 and approximate lease area 100ha

The lease is for a period of 20 years and will expire in March 2015. Although the lease diagram is poorly constructed, the lease area is for 100 hectares and includes the area bound by the golf course.

On the 4th July 2013, the Shire of Jerramungup received correspondence from the Management Committee of the Bremer Bay Sports Club requesting the Shire's consent to sublet a portion of their lease area to Megatime Pty Ltd to construct a bore for the extraction of water.

In response, Council is required to consider the request.

CONSULTATION

Nil

COMMENT

Megatime Pty Ltd currently leases reserve 21496 (Bremer Bay Caravan Park) from the Shire of Jerramungup. Despite many years searching for water on this site, Megatime is yet to locate a suitable water source for lawn irrigation purposes. If Megatime Pty Ltd can secure a water source within reserve 511, they will apply to the Shire to secure land tenure so that a pipe can be run from the bore to the caravan park.

Prior to securing land tenure, Megatime Pty Ltd is required to complete a bore approval process. If a suitable source can be located, Megatime Pty Ltd will apply directly to the Shire to establish an easement or licence.

STATUTORY REQUIREMENTS

In addition to receiving the Shire's consent, this proposal also requires Ministerial consent under the terms of the management order and lease.

STRATEGIC IMPLICATIONS

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

Aspiration 2:

A growing community that embraces well designed and sustainable development.

Activity:

Develop Local service strategy (new)

Key components:

Provision of reliable water, power and sewerage

FINANCIAL IMPLICATIONS

Nil

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council consent to the subletting of a 15m² portion of reserve 511 to Megatime Pty Ltd for the purposes of constructing a bore subject to the following;

- a. A term not exceeding 2 years
- b. All costs being borne by the applicant
- c. Approval being received from the Minister for Lands

ALTERNATIVE MOTION

OC130812 Moved Cr Iffla / Seconded Cr Atkin

That Council refuse the application to sublet a 15m² portion of reserve 511 to Megatime Pty Ltd for the purposes of constructing a bore.

Motion Carried 3-1

Reason for variation:

Councillors were concerned about establishing a bore for the purposes of irrigation based on the recently introduced water wise program and water restrictions in Bremer Bay.

3.35pm Cr Bailey, Cr Daniel and Mr Bailey returned to the meeting.

COUNCILLOR REPORTS

11. COUNCILLOR REPORTS

Cr Daniel

Attended a Special Meeting of Council
Attended a South Coast Management Group meeting
Attended the South Coastal Conference
Attended a Special Meeting of Council
Attended a Regional Road Group meeting

Cr Iffla

Attended a BBCDC meeting
Attended a Special Meeting of Council
Attended a Special Meeting of Council

Cr Bailey

Attended a Special Meeting of Council
Attended a Regional Road Group meeting

Cr Trevaskis

Attended a WALGA AGM
Attended the WALGA Opening Convention Reception
Attended a Special Meeting of Council
Attended a Regional Road Group meeting
Attended a Special Meeting of Council
Attended a meeting with Landcorp
Attended a meeting with Lotterywest
Attended a meeting with representatives of Minister Buswell's Office

Cr Atkin

Attended a Special Meeting of Council
Attended a Special Meeting of Council

Cr Lester

Attended WALGA AGM
Attended the WALGA Opening Convention Reception
Attended a meeting with Landcorp
Attended a meeting with Lotterywest
Attended a meeting with representatives of Minister Buswell's Office
Attended a Special Meeting of Council

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

12.1 From Officers

Nil

12.2 From Elected Members

Nil

13. NEXT MEETING/S

13.1 Ordinary Meeting – to be held Wednesday 18th September 2013 commencing 2.00pm at the Council Chambers, Jerramungup.

14. CLOSURE

The President declared the meeting closed at 4.01pm.