



# MINUTES

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Ordinary Council Meeting  
15 August 2018

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## **SHIRE OF JERRAMUNGUP**

### **ORDINARY MEETING OF COUNCIL HELD IN THE DEFS SHED, 35 JOHN STREET, BREMER BAY ON WEDNESDAY 15 AUGUST 2018.**

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

The President declared meeting opened at 2:03pm.

#### **2. RECORD OF ATTENDANCE**

Cr R Lester	President
Cr J Iffla	Deputy President
Cr A Price	Member
Cr J Leenhouders	Member
Cr W Bailey	Member
Mr M Cuthbert	Chief Executive Officer
Ms C Solomon	Deputy CEO
Mr C Pursey	Manager of Development
Ms L Levi	Executive Assistant

#### **3. APOLOGIES**

Cr B Trevaskis	Member
Mr M Flett	Manager of Works

#### **4. LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Cr R Parsons	Member
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#### **5. PUBLIC QUESTION TIME**

Nil

#### **6. APPLICATIONS FOR LEAVE OF ABSENCE**

That Council approves Cr Iffla and Cr Bailey's request for Leave of Absence for the Ordinary Meeting of Council to be held in September.

**OC180801 Moved Cr Leenhouders / Seconded Cr Price**

**That Council approves Cr Iffla and Cr Bailey's request for Leave of Absence for the Ordinary Meetings of Council to be held in September.**

**Carried 5 – 0**

#### **7. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**8. DECLARATIONS OF FINANCIAL INTEREST**

Nil

**9. CONFIRMATION OF MINUTES**

**9.1** Ordinary Council Meeting held 18 July 2018.

**9.2** Special Council Meeting held 23 July 2018.

**OC180802 Moved Cr Iffla / Seconded Cr Price**

**That the Minutes of the Ordinary Council Meeting held 18 July 2018 and Special Council Meeting held 23 July be confirmed.**

**Carried 5 – 0**

# **W O R K S**

<b>SUBMISSION TO:</b>	<b>Works</b>
<b>AGENDA REFERENCE:</b>	<b>10.1.1</b>
<b>SUBJECT:</b>	<b>Works Report</b>
<b>LOCATION/ADDRESS:</b>	<b>Shire of Jerramungup</b>
<b>AUTHOR:</b>	<b>Murray Flett, Manager of Works</b>
<b>DISCLOSURE OF ANY INTEREST:</b>	<b>Nil</b>
<b>DATE OF REPORT:</b>	<b>8 August 2018</b>

### **ATTACHMENT**

Attachment 10.1.1(a) – Road Construction Program Schedule 2018/19.

### **ROAD CONSTRUCTION**

The Construction crew have commenced upgrade works on Lake Magenta Road. These works will involve 5kms of forming and gravel sheeting the road formation, with some improvements to the current drainage system. This project will be completed next year with only 5kms remaining to be upgraded. These improvements to the road pavement over the last 5 years have significantly improved transportation of mineral sands and traffic safety for road users.

Attached is the completed 2017/18 construction program.

### **TOWN SERVICES**

The Town Services crew have finished the backfill around the 3 x 135,000 litre tanks to assist in fire suppression along the Point Henry Peninsular and the Jerramungup areas. In addition, there will be a new standpipe installed as part of these works. These tanks have been funded through Royalties for Regions and will be a huge benefit to the whole community.

### **ROAD MAINTENANCE**

With these dry conditions the crew have been focussing on maintaining offshoot drains, back-slopes, the inside of curves and sight lines at intersections to improve driving conditions for the road user.

The roadside spraying program will commence when conditions are more favourable.

Routine Maintenance grading and gravel patching is continuing on roads in both the Bremer Bay and Jerramungup areas. The crew have been gravel sheeting clay sections to improve the skid resistance of these areas. This will be an ongoing commitment until all clay sections have been rectified.

### **STATUTORY REQUIREMENTS**

Nil

### **STRATEGIC IMPLICATIONS**

This item relates to the following component from the Shire's Community Plan 2016 -2026: **Aspiration 3.4:** To lobby, advocate for and deliver a first class transport and telecommunications network.

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **WORKFORCE IMPLICATIONS**

This report provides an overview of the outside workforce operations for a 1 month period.

**VOTING REQUIREMENTS**

Simple Majority

**COMMENTS**

Nil

**RECOMMENDATION**

That Council receive the July 2018 works report.

**OC180803 Moved Cr Price / Seconded Cr Bailey**

**That Council receive the works report for July 2018.**

**Carried 5 – 0**

<b>SUBMISSION TO:</b>	<b>Works</b>
<b>AGENDA REFERENCE:</b>	<b>10.1.2</b>
<b>SUBJECT:</b>	<b>Rural Road Verge Vegetation Management Policy</b>
<b>LOCATION/ADDRESS:</b>	<b>Shire of Jerramungup</b>
<b>NAME OF APPLICANT:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	<b>Murray Flett, Manager of Works and Craig Pursey, Manager of Development</b>
<b>DISCLOSURE OF ANY INTEREST:</b>	<b>Nil</b>
<b>DATE OF REPORT:</b>	<b>6 August 2018</b>

### **SUMMARY**

The purpose of this report is to recommend Council endorse the attached Rural Road Verge Vegetation Management Policy (the Policy) at 10.1.2(B) for final approval after consideration of public submissions.

### **ATTACHMENT**

Attachment 10.1.2(a) – Proposed final Rural Road Verge Vegetation Management Policy.

Attachment 10.1.2(b) – Submission from Dr Eddy Wajon.

### **BACKGROUND**

Road reserves are an integral component of the Shire road network, providing space for the road surface, road shoulder and drainage network. Most roads are also conduits for some form of network utility such as electricity and telecommunications.

In addition to providing a transport service, rural road reserves are an environmental asset. They are often covered with native vegetation providing an attractive, natural space and a habitat for animals.

Finding a balance of developing and maintaining road infrastructure with maintaining the natural environment has been problematic at times and has led to the Shire investing heavily in training and environmental assessments over the past 2 years.

The adoption of the Policy will define the road construction and maintenance boundary, outline the Shire's rural road verge management strategies and provide sound guidance for organisational implementation.

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

Council considered a draft Rural Road Verge Vegetation Management Policy at its meeting held 21 February 2018 where it was decided to adopt the policy for the purposes of seeking public comment.

The intention of this policy is to recognise that the construction and maintenance of the road network is the Shire's principal consideration and that all road works will occur in accordance with Environmental Protection legislation.

The Policy clearly defines the 'maintenance corridor' – the space in which road maintenance and construction activities will occur. The Policy also recognises the importance of protecting and conserving native vegetation, the area in the road reserve in which native vegetation will be protected and provides guidance for people wishing to enhance the road reserve area.



## **CONSULTATION**

The draft Policy was advertised for 21 days closing on 26 March 2018 during which time one submission was received from Dr Eddy Wajon, Chair, Wildflower Society WA – Roadside Vegetation Sub-Committee. This submission is a WORD version of the draft policy with a series of proposed changes highlighted in blue.

A copy of this submission is provided in full at Attachment 10.1.2(A)

## **COMMENT**

The submission generally seeks to:

- Clearly add 'conservation of road reserves' as a major objective of the policy; and
- Have the policy make more definitive statements in regard to not affecting the environment outside of the 'maintenance zone'.

Many of the points raised in the submission are supported for inclusion as they add clarity around the expectation of the Shire to meet the various environmental legislative requirements and the intention to care for the environment in the road reserves is supported. However, a policy should not make statements that are impractical to enforce on a daily basis and bind Council beyond what existing legislation in this area already requires.

The Policy needs to be phrased so as to acknowledge the Shire's limited resources, the practicalities of the works program and that the need for Council to not commit to any clauses/requirements that are not possible to pragmatically enforce/enact.

Therefore a final, recommended version of the Policy is provided at Attachment 10.1.2(B) that accepts many of the submissions requests but does not include such requests as:

- Controlling and maintaining all weeds in the road reserve to the 'maximum extent possible';
- Statements of "clearing will be avoided and minimised to the maximum extent possible" throughout the submission;
- All road works undertaken on behalf of the Shire will be supervised and inspected by the Manager of Works to ensure it complies with all relevant plans, designs, guidelines, legislation and approvals such as Clearing Permits;
- Whilst a stakeholder consultation section is recommended for adding to the policy it is not recommended to go as far as:

*"The aim of such consultation is to inform stakeholders about activities that may affect them, consult with appropriate parties and respond to complaints and requests for information. Stakeholders include government agencies, adjacent landholders, environmental specialist groups, business and community groups, the general public, and road and roadside users."*  
Shire will instead contact relevant stakeholders as per existing communication methods.

**STRATEGIC IMPLICATIONS**

Aspiration 1.1 – Environmental Stewardship: To be an industry leader in implementing new technology and initiatives which deliver environmental benefits to the region.

Objective 1.1.2 – Implement modern environmental methods for Council works and infrastructure delivery.

**FINANCIAL IMPLICATIONS**

There are no additional financial implications anticipated as a result of this report.

**WORKFORCE IMPLICATIONS**

There are no additional workforce implications anticipated as a result of this report.

**POLICY IMPLICATIONS**

The Rural Road Verge Vegetation Management Policy is a new proposed Council Policy.

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council adopt the Rural Road Verge Vegetation Management Policy as provided at Attachment 10.1.2(B) of this report.

**OC180804 Moved Cr Leenhouwers/Seconded Cr Bailey**

**That Council adopt the Rural Road Verge Vegetation Management Policy as provided at Attachment 10.1.2(b) of this report.**

**Carried 5 – 0**

# **F I N A N C E**

<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	<b>10.2.1</b>
<b>SUBJECT:</b>	<b>Accounts Payable</b>
<b>LOCATION/ADDRESS:</b>	<b>Shire of Jerramungup</b>
<b>AUTHOR:</b>	<b>Sarah Van Elden, Finance Officer</b>
<b>DISCLOSURE OF ANY INTEREST:</b>	<b>Nil</b>
<b>DATE OF REPORT:</b>	<b>06 August 2018</b>

**ATTACHMENT**

Attachment 10.2.1(a) – List of Accounts Paid to 31 July 2018.

Attachment 10.2.1(b) – Credit Card Payments 08/06/2018 - 06/07/2018.

**BACKGROUND**

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>		
Last Cheque Used	28164	
	EFT 15025 – 15046	\$518,537.78
	EFT 15047	Cancelled
	EFT 15048 – 15074	\$119,002.99
	EFT 15075	Cancelled
	EFT 15076 – 15092	\$183,982.57
	EFT 15093	Cancelled
	EFT 15094 – 15123	\$100,373.47
	Cheque 28165	\$1,275.25
	Direct Deposit	\$34,367.53
<b>Municipal Account Total</b>		<b>\$957,539.59</b>
<b>Trust Account</b>		
	EFT	\$
<b>Trust Account Total</b>		<b>\$0.00</b>
<b><u>Grand Total</u></b>		<b><u>\$957,539.59</u></b>

**CERTIFICATE**

This schedule of accounts as presented, which was submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been paid.

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council, pursuant to regulation 13 of the *Local Government (Financial Management) Regulations 1996* confirm;

- a) The List of Accounts Paid up to 31 July 2018 as detailed in Attachment 10.2.1(a).

**OC180804 Moved Cr Iffla/Seconded Cr Bailey**

**That Council, pursuant to regulation 13 of the *Local Government (Financial Management) Regulations 1996* confirm;**

- a) The List of Accounts Paid up to 31 July 2018 as detailed in Attachment 10.2.1(a).**

**Carried 5 – 0**

**Martin Cuthbert exited 2:20pm.**

**Martin Cuthbert entered 2:23pm.**

<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	<b>10.2.2</b>
<b>SUBJECT:</b>	<b>Monthly Financial Report</b>
<b>LOCATION/ADDRESS:</b>	<b>Shire of Jerramungup</b>
<b>AUTHOR:</b>	<b>Charmaine Solomon, DCEO</b>
<b>DISCLOSURE OF ANY INTEREST:</b>	<b>Nil</b>
<b>DATE OF REPORT:</b>	<b>8 August 2018</b>

### **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 31 July 2018.

### **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 Community Plan 2016 – 2026: **Aspiration 2.5:** To provide strong civic leadership and governance systems that are open and transparent and ethical.

**FINANCIAL IMPLICATIONS**

As detailed within the Monthly Financial Report.

**POLICY IMPLICATIONS**

Accounting policies as detailed within the Monthly Financial Report.

**WORKFORCE IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council receive the Monthly Financial Report for the period ending 31 July 2018 in accordance with Section 6.4 of the *Local Government Act 1995*.

**OC180805 Moved Cr Iffla /Seconded Cr Leenhouders**

**That Council receive the Monthly Financial Report for the period ending 31 July 2018 in accordance with Section 6.4 of the *Local Government Act 1995*.**

**Carried 5 – 0**

**HEALTH,  
BUILDING AND TOWN  
PLANNING**



<b>SUBMISSION TO:</b>	<b>Health, Building and Town Planning</b>
<b>AGENDA REFERENCE:</b>	<b>10.3.1</b>
<b>SUBJECT:</b>	<b>Draft Public Open Space Management Plan</b>
<b>LOCATION/ADDRESS:</b>	<b>Bremer Bay Town Centre and Gnornbup Terrace Road Reserve</b>
<b>NAME OF APPLICANT:</b>	<b>N/A</b>
<b>FILE REFERENCE:</b>	<b>LU.PL.2</b>
<b>AUTHOR:</b>	<b>Craig Pursey, Manager of Development</b>
<b>DISCLOSURE OF ANY INTEREST:</b>	<b>Nil</b>
<b>DATE OF REPORT:</b>	<b>3 August 2018</b>

### **SUMMARY**

Council adopted the draft Public Open Space (POS) Management Plan for Reserves 51949, 47113 and the Bremer Bay Road Reserve (adjacent to Gnornbup Terrace) for the purposes of advertising at their meeting held 20 June 2018.

One submission received from the Bremer Bay Trails Committee largely supported the content of the Management Plan and highlighted the need to make the most of the opportunity to use this space to educate people about the local environment and its relationship to the Fitzgerald River National Park.

This report recommends receiving the POS Management Plan as a guiding document for Reserves 51949, 47113 and the Bremer Bay Road Reserve (adjacent to Gnornbup Terrace).

### **ATTACHMENTS**

Attachment 10.3.1(a) – Draft Gnornbup and Tallerack Reserves Bremer Bay - Public Open Space Management Plan.

Attachment 10.3.1(b) – Bremer Bay Trails Committee submission.

Attachment 10.3.1(c) – Site Plan.

### **BACKGROUND**

Preparation of a Management Plan for the public open space in and around the new Bremer Bay Town Centre was a recommendation of the Bremer Bay Structure Plan. A plan of the area addressed in the Management Plan is found at Attachment 10.3.1(C).

The preparation of a Management Plan was tendered and Nathan McQuoid, landscape ecologist, was the successful tenderer. A Management Plan was drafted with good levels of preliminary consultation with landowners, government agencies and other stakeholders that met the requirements of the scope of works; a copy is found at attachment 10.3.1(A).

Council adopted the draft Public Open Space (POS) Management Plan for Reserves 51949, 47113 and the Bremer Bay Road Reserve (adjacent to Gnornbup Terrace) for the purposes of advertising at their meeting held 20 June 2018.

Importantly, the purpose of a POS Management Plan is to guide actions within the reserve and not bind Council to its wholesale implementation.

## **CONSULTATION**

The draft POS Management Plan was advertised for 21 days, closing on 23 July 2018 during which time two submissions were received.

One submission from the Department of Biodiversity, Conservation and Attractions offered no objection to the plan and congratulated the Shire on *“a well-developed plan that considers the natural environment as well as the built environment.”*

The Bremer Bay Trails Committee largely supported the content of the management plan and wished to *“further highlight the commitment to the educational component and consciously make it a resource for the school to engage with, now and into the future. An interpretative building could also facilitate this concept.”*

## **COMMENT**

The potential for the Tallerack Reserve to play an educational role was raised through the structure planning process and a site within the Reserve opposite the Civic Square was identified as a potential site for interpretive infrastructure.

The POS Management Plan does identify the need to provide interpretive information on walk trails and potentially within the proposed Tallerack Walk in section 4 (Ecology) and section 5 (access and activation). The Structure Plan notes that the civic square is also a potential location for interpretive information for the POS and its relationship with the wider landscape.

It is not recommended that any changes to the current draft document are made in response to the submission from the Trails Committee.

## **STRATEGIC IMPLICATIONS**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026; A1.1.2 - *Implement modern environmental methods for Council works and infrastructure delivery*

***Aspiration 1.2 - Environmental Planning and Restoration*** *To facilitate community programs and initiatives that deliver best practice environmental planning, management and mitigate the impacts of climate change.*

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

*2.2.4 - Improved shared paths, trails and cycle ways*

## **STATUTORY REQUIREMENTS**

None applicable, this is a guiding document only and does not impose any requirements on Council.

## **FINANCIAL IMPLICATIONS**

Should the POS Management Plan be adopted there are costs in actioning additional paths, bushfire mitigation activities and weed management over time; these actions are already part of Shire practices within the townsites and do not create any additional work but only guide these activities in the Reserves.

## **POLICY IMPLICATIONS**

None applicable

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council receive the Gnornbup and Tallerack Reserves Bremer Bay Public Open Space Management Plan prepared by Nathan McQuoid.

**OC180806 Moved Cr Price / Seconded Cr Bailey**

**That Council receive the Gnornbup and Tallerack Reserves Bremer Bay Public Open Space Management Plan prepared by Nathan McQuoid.**

**Carried 5 – 0**

# **A D M I N I S T R A T I O N**

**Disclosure of interest affecting impartially item 10.4.1**

Prior to any consideration of the item 10.4.1 Cr Lester, Cr Price, Cr Bailey and CEO Martin Cuthbert disclosed a non-financial impartiality interest in this matter as they are members of the Jerramungup Sports Club.

<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	<b>10.4.1</b>
<b>SUBJECT:</b>	<b>CSRFF Application – Jerramungup Sports Club</b>
<b>LOCATION/ADDRESS:</b>	<b>1 Wright Street, Jerramungup</b>
<b>AUTHOR:</b>	<b>Charmaine Solomon, DCEO</b>
<b>DISCLOSURE OF ANY INTEREST:</b>	<b>The author declares an impartiality interest being a member of the Jerramungup Sports Club.</b>
<b>DATE OF REPORT:</b>	<b>7 August 2018</b>

**SUMMARY**

The purpose of this report is to place before Council an application from the Jerramungup Bowling Club for grant funding under the Community Sport and Recreation Facilities Fund (CSRFF) grants program with a recommendation that the application be supported.

**ATTACHMENT**

10.4.1(a) – CSRFF Grant Application – Jerramungup Bowling Club

10.4.1(b) – CSRFF Supporting Documents – Replacement Playing Service Quotes

10.4.1(c) – CSRFF Supporting Documents – Photos of Current Bowling Green

10.4.1(d) – CSRFF Supporting Documents – Volunteer Labour Breakdown

10.4.1(e) – CSRFF Supporting Documents – Jerramungup Sports Club Letter of Support

**BACKGROUND**

The CSRFF program provides Western Australian Government financial assistance, to community groups and local government authorities, for the development of basic sport and recreation infrastructure. There are two main CSRFF funding streams applicable to Shire infrastructure projects, being small grants (those projects under \$200,000) and annual grants (for those over \$200,000 and up to \$500,000). The program aims to increase participation in sport and recreation with an emphasis on:

- Physical activity and
- Rational development of sustainable, good quality, well-designed and well-utilised facilities.

The Shire facilitates this funding stream, by setting aside 2.5% of the previous year's rates towards individual community and sporting organisations, for projects that fit within the policy guidelines. Only one application has been received for this CSRFF small grants round and it was from the Jerramungup Sports Club Inc. The application is to:

- Remove and dispose of the old playing surface and
- Repair, level and reseal base layer and install new underlay and carpet.

The current surface was laid ten years ago with significant assistance from the Department of Sport and Recreation and the Shire of Jerramungup. The Jerramungup Bowling Club were required to put

in place a business plan with a target of putting aside \$10,000 per year which would be used when the bowling surface required replacing. The Club will contribute \$90,000 towards the replacement of the surface.

### **CONSULTATION**

Jerramungup Bowling Club.

Department of Local Government, Sport and Cultural Industries.

### **COMMENT**

A breakdown of the budget expenditure on the project is provided in the table below.

Supply and installation of woven bowls surface	\$168,740
Volunteer Labour	\$16,200
Cost Escalation	\$14,795
<b>Total</b>	<b>\$199,735</b>

Council is required to assess and rank the application for formal lodgement with the Department of Local Government, Sport and Cultural Industries.

### **STATUTORY REQUIREMENTS**

Nil

### **STRATEGIC IMPLICATIONS**

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026; **Aspiration 5:** An active community supported by fit for purpose sport and recreation facilities.

### **FINANCIAL IMPLICATIONS**

The contribution requested from the Shire towards this project is \$50,617 ex GST. The funds will be drawn from the Community Recreation Reserve, of which the Shire allocated 2.5% of last year's rates towards. Council requested that applicants for funding in CSRFF Small Grants Rounds inform Shire staff in advance of annual budget deliberations. The request for funds was considered in the 2018/19 budget which has been adopted by Council.

### **WORKFORCE IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Finance Policy 4 – Sport and Recreation Grants

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

1. That Council place the following priority on the project submitted for CSRFF funding:
  - 1) Jerramungup Sports Club Inc.

2. That Council authorise a cash contribution of up to one sixth of the total budgeted project cost, on the condition that the project is successful in achieving funding from the Department of Local Government Sport and Cultural Industries.
3. That Council endorse the following completed 'CSRFF Small Grants Application Form – Project Assessment Sheet';

### PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of Council minutes** relevant to the project approval.

<b>Name of Local Government Authority:</b> <i>Shire of Jerramungup</i>
<b>Name of Applicant:</b> <i>Jerramungup Sports Club</i>

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

### Section A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

#### Project Rating (Please tick the most appropriate box to describe the project)

- |   |  |                                     |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality        | <input checked="" type="checkbox"/> |
| B | Well planned and needed by applicant           | <input type="checkbox"/>            |
| C | Needed by municipality, more planning required | <input type="checkbox"/>            |
| D | Needed by applicant, more planning required    | <input type="checkbox"/>            |
| E | Idea has merit, more planning work needed      | <input type="checkbox"/>            |
| F | Not recommended                                | <input type="checkbox"/>            |

*Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.*

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

The contribution requested from the Shire towards this project is \$50,617. The funds will be drawn from the Community Recreation Reserve of which the Shire allocated 2.5% of last year's rates towards. Council requested that applicants for funding in CSRFF Small Grants Rounds inform Shire staff in advance of annual budget deliberations.

The Jerramungup Bowling Club met with Executive Staff prior to budget deliberations and the request for funds was considered in the 18/19 budget which was accepted by Council, with the budget amount allocated formally being approved by Council at the Special Meeting held 23 July 2018.

2. A) *If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?*

The original surface was laid over ten years ago with significant assistance from DSR and the Shire of Jerramungup. The Jerramungup Bowling Club committed to put in place a business plan with a target of putting aside \$10,000 per year for the replacement of the bowling green. The Club have successfully achieved this annually and have \$90,000 to contribute towards the project.

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

This project has demonstrated a high level of planning and club member involvement and is strongly supported by Council. The Bowling Club's establishment of a replacement fund ensured that the green's surface would be replaced when required. The replacement will continue to allow volunteers at the club to spend more time enjoying their sport of choice. The Shire also envisages this project as having longer term outcomes by expanding recreation opportunities to the wider public and visitors to Jerramungup.

### **OC180806 Moved Cr Leenhouders / Seconded Cr Iffla**

1. That Council place the following priority on the project submitted for CSRFF funding:
  - 2) Jerramungup Sports Club Inc.
2. That Council authorise a cash contribution of up to \$50,617 of the total budgeted project cost, on the condition that the project is successful in achieving funding from the Department of Local Government Sport and Cultural Industries.
3. That Council endorse the following completed 'CSRFF Small Grants Application Form – Project Assessment Sheet;

#### **PROJECT ASSESSMENT SHEET**

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of Council minutes** relevant to the project approval.

**Name of Local Government Authority:** *Shire of Jerramungup*

**Name of Applicant:** *Jerramungup Sports Club*



Note: The applicant’s name cannot be changed once the application is lodged at DLGSC.

**Section A**

The CSRFF principles have been considered and the following assessment is provided:  
 (Please include below your assessment of how the applicant has addressed the following criteria)

**All applications**

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section B**

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

**Project Rating (Please tick the most appropriate box to describe the project)**

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

*Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.*

4. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

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5. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

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6. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

This project has demonstrated a high level of planning and club member involvement and is strongly supported by Council. The Bowling Club's establishment of a replacement fund ensured that the green's surface would be replaced when required. The replacement will continue to allow volunteers at the club to spend more time enjoying their sport of choice. The Shire also envisages this project as having longer term outcomes by expanding recreation opportunities to the wider public and visitors to Jerramungup.

**Carried 5 – 0**

**C O U N C I L L O R  
R E P O R T S**

**11. COUNCILLOR REPORTS**

Cr Price – Special Meeting of Council, went to Understanding CRC Financials in Gnowangerup.

Cr Iffla – Special Meeting of Council, WALGA Local Government Convention & AGM, Meeting with Landcorp, Amazing South Coast Meeting.

Cr Bailey – Special Meeting of Council.

Cr Leenhouders – Special Meeting of Council.

Cr Lester – Special Meeting of Council & WALGA Local Government Convention & AGM, Meeting with Landcorp, Local Government Convention Speed Date with Department of Transport and Department of Primary Industries and Regional Development.

**Charmaine Solomon exited 3:23pm.**

**Charmaine Solomon entered 3:25pm.**

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

**12.1 From Officers**

Nil

**12.2 From Elected Members**

Nil

**13. NEXT MEETING/S**

The next Ordinary Meeting of Council is to be held 19 September 2018 commencing 2:00pm at the Shire of Jerramungup Administration Building.

**14. CLOSURE**

President declared meeting closed at 3:34pm.