

SHIRE OF JERRAMUNGUP



MINUTES

COUNCIL ORDINARY MEETING

15th MAY 2013

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SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS,
JERRAMUNGUP ON WEDNESDAY 15th MAY 2013, COMMENCING AT 2.00PM.

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

The President declared the meeting open at 2.00pm.

2. **RECORD OF ATTENDANCE**

Cr R Lester	President
Cr J Iffla	Deputy President
Cr B Trevaskis	Member
Cr W Bailey	Member
Cr R Parsons	Member
Cr C Daniel	Member
Cr B Atkin	Member
Mr W Parker	Chief Executive Officer
Mr B Bailey	Deputy Chief Executive Officer
Mr C Pursey	Planning Officer
Mr G Edwards	Executive Manager Infrastructure Services
Mrs C Solomon	Coordinator of Governance & Land Administration
Mrs M Dorai-Raj	Jerramungup Medical Practice

3. **APOLOGIES**

Nil

4. **LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

5. **PUBLIC QUESTION TIME**

Nil

6. **APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

7. **PETITIONS / DEPUTATIONS / PRESENTATIONS**

Mrs Mary Dorai-Raj addressed Council on the recruitment process for the GP practice, the interim and the future transition for the medical service. As yet a medical practitioner has not been secured for the immediate period once Dr Dorai-Raj finishes in May.

Mrs Mary Dorai-Raj thanked and acknowledged the Shire for their continued support over 24 years.

Cr Lester thanked Mrs Mary Dorai-Raj for addressing Council.

8. DECLARATIONS OF FINANCIAL INTEREST

Cr Iffla declared an impartiality interest in Item 10.4.2 – GSDC Board. The nature of the interest is that Cr Iffla is being nominated to the Great Southern Development Commission Board of Management.

Mr Bailey declared a financial interest in Confidential Item 10.4.5 – Contract of Employment DCEO. The nature of the interest is that the item relates to his employment contract.

Cr Bailey declared an indirect financial interest in Item 10.4.5 – Contract of Employment DCEO. The nature of the interest is Cr Bailey is the father of the Deputy Chief Executive Officer.

9. CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held 17th April 2013

OC130501 Moved Cr Parsons / Seconded Cr Atkin

That the Minutes of the Ordinary Meeting of Council held 17th April 2013 be confirmed.

Carried 7-0

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 May 2013

ATTACHMENT

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

BACKGROUND

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	27465	
	EFT 6995 - 7060	\$263,386.52
	EFT 7062 - 7076	\$39,730.16
	EFT 7078 - 7112	\$850,504.48
	Cheque 27466 – 27486	\$22,988.75
	Direct Debits	\$0.00
Municipal Account Total		\$1,176,609.91
Trust Account		
	EFT 7061	\$13,970.00
	EFT 7077	\$4,151.41
	EFT 7113	\$20.00
	Cheque 00191 - 00192	\$40.00
	Cheque 00193	Cancelled
	Cheque 00194 - 00198	\$100.00
Trust Account Total		\$18,281.41
<u>Grand Total</u>		<u>\$1,194,891.32</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 \$1,194,891.32 to the Full Council on 15th May 2013 be endorsed.

SIGNATURES

Author

Chief Executive Officer

OC130502 Moved Cr Parsons / Seconded Cr Daniel

That the schedule of direct debits and accounts payable, totalling submitted \$1,194,891.32 to the Full Council on 15th May 2013 be endorsed.

SIGNATURES

Author

Chief Executive Officer

Carried 7-0

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.2
SUBJECT:	Monthly Financial Report
LOCATION/ADDRESS:	Shire of Jerramungup
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	3 rd May 2013

SUMMARY

This report presents the monthly financial report to Council which is provided as an attachment to the agenda. The recommendation is to receive the monthly financial report.

ATTACHMENT

Attachment 10.2.2 - Monthly Financial Report – Period Ending 30th April 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

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

Finance Policy 2: Detailed within Monthly Financial Report

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

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

OC130503 Moved Cr Trevaskis / Seconded Cr Bailey

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

Carried 7-0

**HEALTH,
BUILDING
&
TOWN PLANNING**

SUBMISSION TO:	Health, Building & Town Planning
AGENDA REFERENCE:	10.3.1
SUBJECT:	Proposed road reserve closure
LOCATION/ADDRESS:	Garnett Road, Bremer Bay
NAME OF APPLICANT:	N/A
FILE REFERENCE:	LU.PL.6
AUTHOR:	Craig Pursey, Planning Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	1 May 2013

SUMMARY

It is proposed to close the unmade portion of Garnett Road to facilitate a land swap between the Shire and the Education Department, established through the Bremer Bay Town Centre Structure Plan.

ATTACHMENT

Nil

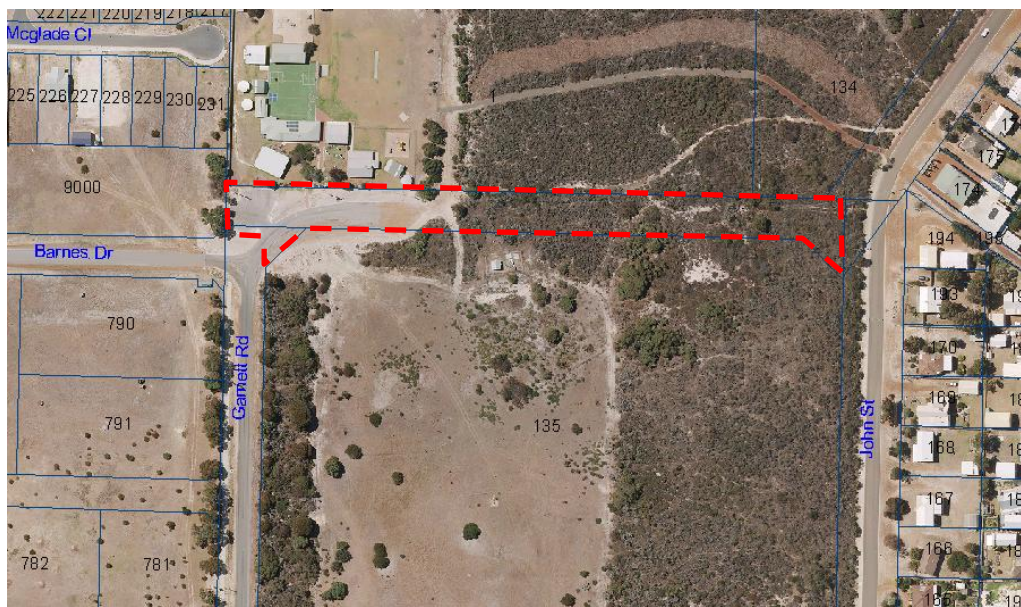
BACKGROUND

During the adoption of the Bremer Bay Town Centre Structure Plan a *land swap* was agreed with the Education Department to change the shape of the School Reserve in order to extend the new main street through to Mary Street.

The unmade portion of Garnett Road is required to be closed and amalgamated into the adjoining reserves in order to progress the land swap.

Site Description

The portion of Garnett Road to be closed runs east-west from the Primary school carpark through to John Street and is shown in the plan below.

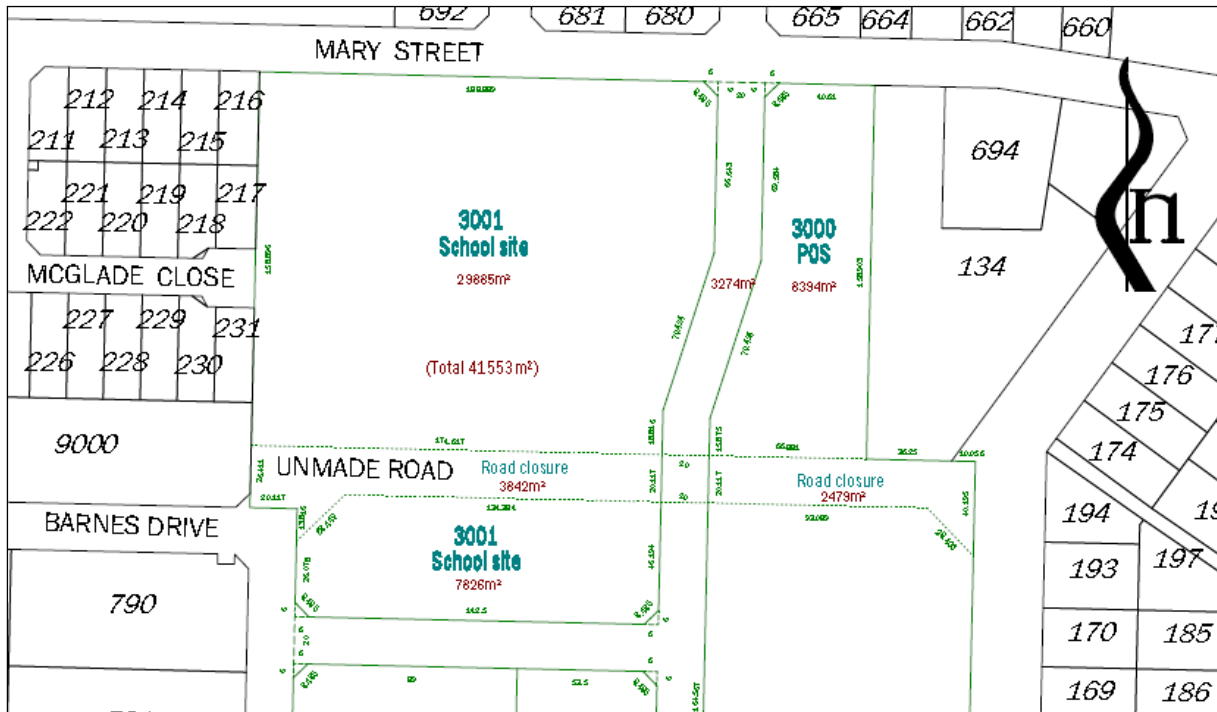


Aerial photo of subject site, road to be closed dashed in red (2013)

The road reserve contains the Primary School carpark and some drainage infrastructure that would need to be retained.

Bremer Bay Structure Plan

The road closure is the first step in securing the proposed land swap between the Education Department and the Shire.



Plan showing unmade portion of Garnett Road to be closed, eventual school site dimensions and the Main Road extended through to Mary Street.

CONSULTATION

If supported, the proposed road closure will be advertised for public comment and referred to service authorities. It will be brought back to Council for final approval.

COMMENT

- The road closure is necessary to allow for the land swap with the School site to progress.
- It will place the school car park in the school reserve.
- The road reserve land will be absorbed into the School reserve and the Town Centre reserve.
- Once agreement is reached on the closure of the road a subdivision application will be lodged to achieve the land swap between the education Department and Council. This was agreed to on the 5th October 2012.

STATUTORY REQUIREMENTS

Road closures are undertaken in accordance with section 58 of the Land Administration Act 1997. Council is required to publically advertise the proposed closure and obtain comments of affected service agencies and any surrounding landowners.

Should agreement under section 58 of the Land Administration Act 1997 be achieved a subdivision application will be lodged with the Western Australian Planning Commission to place a portion of the road reserve into the School reserve and the remainder into the Town Centre Reserve.

STRATEGIC IMPLICATIONS

The proposal aligns with a variety of the aspirations of the Strategic Community Plan:

Aspiration 2:

A growing community that embraces well designed and sustainable development

Aspiration 4:

An environmentally astute community where human needs are met while conserving our natural and built environment.

FINANCIAL IMPLICATIONS

All costs associated with advertising the closures and the subsequent subdivision will be borne by the Shire.

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council, in pursuance of Section 58 of the Land Administration Act 1997, close the unmade portion of Garnett Road and include it in the adjacent reserves.

OC130504 Moved Cr Iffla / Seconded Cr Bailey

That Council, in pursuance of Section 58 of the Land Administration Act 1997, close the unmade portion of Garnett Road and include it in the adjacent reserves.

Carried 7-0

SUBMISSION TO:	Health, Building & Town Planning
AGENDA REFERENCE:	10.3.2
SUBJECT:	Proposed Single House
LOCATION/ADDRESS:	Lot 773 Freeman Drive, Bremer Bay
NAME OF APPLICANT:	J & P Wilcocks (owners)
FILE REFERENCE:	A81187
AUTHOR:	Craig Pursey, Planning Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	1 May 2013

SUMMARY

Amended house plans have been lodged for the proposed single storey house at Lot 773 Freeman Drive, Bremer Bay. The proposed roof height is 6.286m.

Council is being asked to make a decision as the roof height exceeds 5m.

The height is to allow for highlight windows required to achieve the necessary energy efficiency rating. This report recommends issuing a conditional planning approval.

ATTACHMENT

Attachment 10.3.2 - House Plans

BACKGROUND

Previous Approvals

Council approved an application for a single house and outbuilding at their meeting in July 2011 where it was resolved as follows:

“That Council;

1. *Approve the application lodged by J& P Wilcocks (owners) for a single house, outbuilding and associated water tank on Lot 773 Freeman Drive, Bremer Bay subject to the following conditions;*
 - (i) *The external walls and roof of the residence and outbuilding are to be constructed out of non reflective materials to the satisfaction of the Chief Executive Officer.*
 - (ii) *The driveway to be maintained at a trafficable standard at all times.*
 - (iii) *Water tank(s) with a minimum capacity of 92 kilolitres and approved on site effluent disposal must be installed and in operation prior to occupation of dwelling.*
 - (iv) *The height of the dwelling is not to exceed 5 metres as measured from natural ground level as stated in the application and on the plans submitted.*
 - (v) *All buildings are to be located more than 15m from side boundaries and 20m from the front boundary of the lot.*

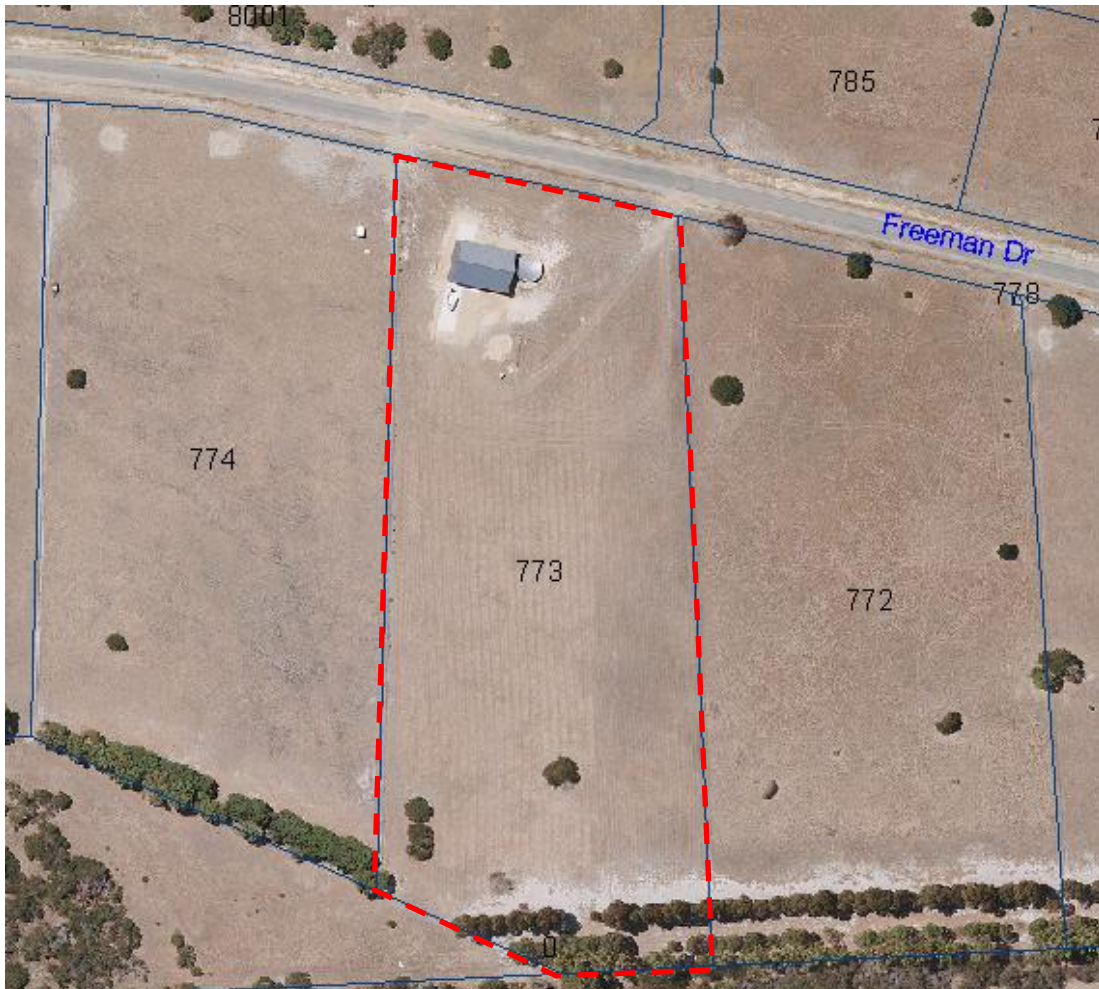
2. Advise the applicant in footnotes on the planning approval that;

- (a) *Planning approval is not consent for site works or construction. A building licence is required prior to any commencement of works.”*

A Building Permit was issued for the outbuilding and this has now been constructed.

Site Description

Lot 773 is located on the southern side of Freeman Drive, is developed with an outbuilding and water tank and has an approximate area of 2.0125 hectares.



Lot 773 edged in red showing existing shed and water tank – aerial photo (2013)

Zoning & Scheme Requirements

Lot 773 is zoned Rural Residential No.2 under the Shire of Jerramungup Local Planning Scheme No.2 (the Scheme). The Rural Residential zone is on the southern side of Freeman Drive, the residential R2/15 zoning applies to the north side of Freeman Drive.

CONSULTATION

Adjoining landowners were consulted for comment over the proposed additional roof height. No comments were received at the time of writing this report.

COMMENT

The Proposal

The owner has been working on the house plans for some time and has found that if they wish to use rammed earth building materials they need more natural light to satisfy Building Code of Australia (BCA) energy rating requirements. The current application has highlight windows that allow more winter sun into the house.

The majority of the house is below the 5m height restriction; only the higher roof extends into this space. A copy of the plans is attached 10.3.2.

Assessment

Clause 5.25.3 (j) of the scheme states:

“Buildings are not to exceed 5 metres in height from natural ground level to the apex of the roof unless the local government is satisfied that a higher building will not be visually obtrusive.”

The proposal is supported for the following reasons:

- The proposal is a minor relaxation of the 5m height limitation;
- It is required to allow compliance with the six star energy ratings required by the Building Code of Australia;
- The house will appear to be single storey;
- The Scheme’s 5m height limitation is likely to have been written to apply to Point Henry, where the majority of the Shire’s rural residential development is located. Visual amenity is more of a consideration in the Point Henry landscape than on Freeman Drive.
- The land immediately to the north of Freeman Drive is zoned Residential and two storey development is permitted. The proposed house will not look out of place.

Conditional approval is recommended.

STATUTORY REQUIREMENTS

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any decision made by the WAPC.

STRATEGIC IMPLICATIONS

The proposal aligns with a variety of the aspirations of the Strategic Community Plan:

Aspiration 2:

A growing community that embraces well designed and sustainable development.

Aspiration 4:

An environmentally astute community where human needs are met while conserving our natural and built environment.

FINANCIAL IMPLICATIONS

Nil for Council.

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council;

1. Approve the application lodged by J& P Wilcocks (owners) for a single house on Lot 773 Freeman Drive, Bremer Bay subject to the following conditions;
 - i. The external walls and roof of the residence and outbuilding are to be constructed out of non-reflective materials to the satisfaction of the Chief Executive Officer.
 - ii. The driveway to be maintained at a trafficable standard at all times.
 - iii. Water tank(s) with a minimum capacity of 92 kilolitres and approved on site effluent disposal must be installed and in operation prior to occupation of dwelling.
 - iv. All runoff from impervious surfaces being contained within the property and disposed of to the Shire of Jerramungup's satisfaction.
 - v. All buildings are to be located more than 15m from side boundaries and 20m from the front boundary of the lot.
2. Advise the applicant in footnotes on the planning approval that;
 - a) Planning approval is not consent for site works or construction. A building permit is required prior to any commencement of works."

That Council;

- 1. Approve the application lodged by J& P Wilcocks (owners) for a single house on Lot 773 Freeman Drive, Bremer Bay subject to the following conditions;**
 - i. The external walls and roof of the residence and outbuilding are to be constructed out of non-reflective materials to the satisfaction of the Chief Executive Officer.**
 - ii. The driveway to be maintained at a trafficable standard at all times.**
 - iii. Water tank(s) with a minimum capacity of 92 kilolitres and approved on site effluent disposal must be installed and in operation prior to occupation of dwelling.**
 - iv. All runoff from impervious surfaces being contained within the property and disposed of to the Shire of Jerramungup's satisfaction.**
 - v. All buildings are to be located more than 15m from side boundaries and 20m from the front boundary of the lot.**

- 2. Advise the applicant in footnotes on the planning approval that;**
 - a) Planning approval is not consent for site works or construction. A building permit is required prior to any commencement of works."**

Carried 7-0

SUBMISSION TO:	Health, Building and Town Planning
AGENDA REFERENCE:	10.3.3
SUBJECT:	Proposed Single House and Outbuilding
LOCATION/ADDRESS:	Lot 709 (#1) Melaleuca Court, Bremer Bay
NAME OF APPLICANT:	Mr Simon Stone
FILE REFERENCE:	A22983
AUTHOR:	Craig Pursey, Planning Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	6 May 2013

SUMMARY

- Council refused an application for an oversized outbuilding at Lot 709 (#1) Melaleuca Court, Bremer Bay at their meeting Ordinary Meeting held in March 2013, due to its size and scale. Council also indicated that a smaller outbuilding may be viewed more favourably.
- The applicant has prepared revised plans with a 99m² floor area, up to 3.6m wall height and 4.7m roof pitch.
- The revised application has been referred to the adjacent landowners; no submissions have been received at the time of writing this report.
- The proposed outbuilding requires a relaxation of the maximum wall and roof heights and floor area under Local Planning Policy 16.
- It is recommended that the application be conditionally approved subject to a reduction roof pitch height to 4.55m.

ATTACHMENT

Attachment 10.3.3 – Copy of plans & supporting documentation

BACKGROUND

Subject Site

Lot 709 (#1) Melaleuca Court, Bremer Bay located on the corner of Margaret Street and Melaleuca Court, is 862m² in area and undeveloped.

Lot 709 slopes from a high point at the western boundary of 10m AHD to a low point in the south eastern corner of 7.75m AHD.

Lot 710 Melaleuca Court is undeveloped. Lot 708 Hakea Court has an existing house and shed.

Zoning

The property is zoned 'Residential' with a density coding of 'R15/30' under the Shire of Jerramungup Local Planning Scheme No 2 ("the Scheme").



Subject site edged in red, showing development on adjacent lots (Landgate 2010)

Council assessment of March 2013

Council considered an application for a house and outbuilding at their meeting of 20th March 2013. The house setbacks and design are fully compliant. The outbuilding dimensions were 3.6m wall height, 4.8m roof pitch and 121m² floor area. This exceeds the recommendations of Local Planning Policy 16 – Outbuildings.

Council did not make a formal decision on this application at this meeting but indicated that they would refuse the current application. Council indicated that they may look more favourably on an outbuilding of the following dimensions:

Wall Height 3.6m;
Roof height: 4.2m; and
Floor area: 90m².

Review of Local Planning Policy 16 – Outbuildings (LPP16)

At the April meeting of Council a review of LPP16 was undertaken. This review proposes a few key changes to the Outbuildings Policy as follows:

1. Allow a wall height of 3.5m;
2. Not allow bathrooms or toilets in outbuildings where there is not a house already constructed.

The review of the policy retains the 90m² floor area limitation and the 4.2m roof pitch height maximum. The review sought to recognise that there is a need to store larger recreational vehicles in the Shire but looks to retain a residential scale.

Importantly, the revised LPP is still on advertising and is not considered to be a “seriously entertained” planning document.

CONSULTATION

The Shire referred the revised plans to all adjoining landowners with the submission period closing on the 14th May 2013. No submissions were received at the time of writing this report.

COMMENT

Application

Revised plans have been lodged for a single house and outbuilding.

The proposed outbuilding has a total floor area of 99m², 3.6m wall height with the highest point at the pitch of the roof being 4.7m.

The outbuilding is proposed at the rear of the lot at a point approximately 2.0m lower than the front of the lot. A retaining wall is proposed in order to cut the proposed outbuilding into the slope and reduce the height of the outbuilding against natural ground level.

The subject site is owned by two families, both with a large boat, 4WD vehicles and recreational equipment.

The applicant has lodged a supporting letter seeking to justify the exceptions to the policy. This includes the following points:

The shed is required for the storage and security of two large boats as well as various other recreational vehicles and equipment, including but not limited to: a four-wheel drive vehicle, motorbike and caravan, as well as loose tools and outdoor and fishing equipment. The shed will allow concealment of what would otherwise be an untidy collection of equipment if stored outside on the property. The minimum safe entry height of the boat equates to a gutter height of 3.6 meters and a total gable height of 4.8 meters. The combined length of the boat and trailer is 10.5 meters.

...Upon completion, professional advice will be sought regarding landscaping using native and water-wise vegetation species to beautify and screen the shed, particularly on the western side and north-eastern corner, to minimise the visual impact from both approaching ends of Margaret Street. It is intended that the colours used in the shed will be co-ordinated with those used in the future residence to create a coherent visual impact. The overall appearance of the shed and future residence combined will be in keeping with a progressive seaside town where the focus is on outdoor and recreational pursuits, but also where emphasis is placed on maintaining tidy, attractive streetscapes and frontages.

A copy of the planning application and the applicant’s justification is at Attachment 10.3.3.

Proposed Single House

The proposed house complies with the requirements of the Local Planning Scheme, Residential Design Codes and WA and all Shire local planning policies.

Local Planning Policy 16 – Outbuildings

Council adopted Local Planning Policy No 16 for final approval on the 16 September 2008.

The objective of this policy is to:

- (a) to establish clear guidelines for the development of outbuildings in the Residential, Townsite, Rural Residential and Rural zones; and
- (b) to achieve a balance between providing for the various legitimate needs of residents for outbuildings, and minimising any adverse impacts outbuildings may have on neighbours, a street, a neighbourhood or locality, of the Shire as a whole.

The table below shows the applicable requirements.

	Max Wall Height (metres)	Max Ridge Height (metres)	Max floor area (aggregate)
Required for Residential	3	4.2	90m ²
Proposed	3.6 (3.1 to 3.6 from NGL)	4.7 (4.2 to 4.7 from NGL)	99m ²

The outbuilding has been cut into the slope of the land reducing the height of the outbuilding by ~0.5m at the western end. Given the need to drain the outbuilding to the street, it does not appear to be possible to reduce the natural ground level further.

Therefore the proposed outbuilding fails to comply with the floor area and height requirements of the policy.

It is important that Council recognises that the Policy is a guideline only and each application still needs to be based on its individual merit. The main considerations in examining the proposed outbuilding are compliance with the policy objectives, visual impact and streetscape.

The Policy states that *‘Any variations to the policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.’*

Previous Council advice

Council advised the applicant that it may consider dimensions of 90m² floor area, 3.6m wall height and 4.2m roof pitch height in March 2013. The applicant was advised of this immediately after the Council meeting.

The current application still exceeds the Council's advice as follows:

	Max Wall Height (metres)	Max Ridge Height (metres)	Max floor area (aggregate)
Required for Residential	3.6	4.2	90m ²
Proposed	3.6 (3.1 to 3.6 from NGL)	4.7 (4.2 to 4.7 from NGL)	99m ²

Assessment

Part (b) of the objective of the outbuilding policy is to “*achieve a balance between providing for the various legitimate needs of residents for outbuildings, and minimising any adverse impacts outbuildings may have on neighbours, a street, a neighbourhood or locality, of the Shire as a whole.*”

This is the statement that everything else in the policy is trying to achieve. In this case there appears to be a 'legitimate need' to house one or two large boats and other vehicles and recreational equipment out of sight for amenity and security reasons and out of the weather. The applicant has been scrutinised over the need for the height. They have a similar outbuilding in Albany and are in a position to know the height of the outbuilding required.

The roof height and floor areas still exceed Council's previous advice. The applicant has provided some information as to why these figures could not be met. The applicant has clearly made an effort to reduce the floor area.

Floor Area

An additional 9m² over the regular 90m² maximum is still being applied for. This allows for three 3m bays. This appears to be necessary to store the list materials and vehicles, in particular the boat that is 2.88m wide. It also allows for the proposed bathroom.

The revised policy would not allow for the bathroom until the house was built but would not prevent its construction.

However, the policy has recommended a maximum of a 90m² floor area in order to retain the residential scale of an outbuilding; exceeding this figure along with additional wall height may compromise this.

Roof Height

It appears to be possible to further reduce the height of the outbuilding by reducing the roof pitch. The current roof pitch is 11 degrees and this leads to an additional 1.1m to the roof pitch. Changing this to 7degrees reduces the overall height to 4.47m.

The applicant was asked to consider switching the roof pitch of the roof to run north-south rather than east-west. With a 7degree roof pitch this would reduce the maximum height to 4.35m. However, the applicant does not support this as it is his view that it will affect the aesthetics of the outbuilding and increase the building bulk when viewed from above.

On balance, it is recommended that Council approve the outbuilding application subject to reducing the height of the roof pitch.

The crux to the assessment of this application is whether the outbuilding has satisfactorily minimised the impact on neighbours and the street.

In its favour are:

- The outbuilding is located at the rear of the lot, 11.75m away from the Margaret Street frontage.
- A retaining wall is proposed that drops the height of the outbuilding from natural ground level by up to 500mm at one end of the outbuilding in an attempt to drop the overall height against natural ground level.
- The outbuilding may be screened from Melaleuca Court and the eastern approach on Margaret Street by the proposed house and landscaping.
- Landscaping may be used to soften the appearance of the building when approaching from the east.
- The outbuilding is setback 3.0m from the eastern neighbour.
- All vehicles and other items would be best stored out of sight.
- The natural slope of the land will soften the impact of the additional height.
- The outbuilding should not affect anyone's view to the river mouth from surrounding houses.

On the other hand;

- There is always some question of precedent in relaxing any Council local planning policy. Whilst each application needs to be assessed on its merit, a local planning policy is a guideline and sets expectations in the community. Any outbuilding should be kept as close to the policy as practical.
- It is unclear if the proposed outbuilding is still of a residential scale.

Options

Council has three clear options in determining the application:

1. Refuse it based on non-compliance with Local Planning Policy 16;
2. Conditionally approve the outbuilding subject to a reduction in floor area and/or height and leave it to the applicant to work out how to meet the Council's requirements; or
3. Approve the application based on its consistency with the objectives of the policy and acceptance that "exceptional circumstances" have been proven as required by 6.4 of the outbuilding policy.

This report recommends that the application be conditionally approved subject to the reduction in the roof pitch height.

STRATEGIC IMPLICATIONS

The proposal aligns with a variety of the aspirations of the Strategic Community Plan:

Aspiration 2:

A growing community that embraces well designed and sustainable development.

STATUTORY REQUIREMENTS

The applicant has a right of review to the State Administrative Tribunal if aggrieved by any decision made by the Council.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY IMPLICATIONS

There has been a trend in outbuilding applications for greater height in order to accommodate larger boats and caravans. Local Planning Policy 16 has been reviewed to allow for greater wall height. This policy is currently on advertising for public comment.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council;

1. Approve the application for a single house and outbuilding on Lot 709 (#1) Melaleuca Court, Bremer Bay (Ref P13/005) subject to the following conditions:
 - (a) The outbuilding being used for domestic storage only and not for commercial or industrial use or human habitation.
 - (b) The proposed outbuilding being clad in factory applied colour finished sheet metal, the height of all openings to the outbuilding are to be less than 3.6 metres, the ridge/gable height is to be less than 4.5 metres.
 - (c) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of Council.
 - (d) The outbuilding is to be constructed in non-reflective materials that blend with the proposed house.
 - (e) The new crossovers being constructed to Council's specifications, levels and satisfaction. A permit from Council is required prior to any work being carried out within the road reserve.
 - (f) Water tank(s) with a minimum capacity of 4500litres being provided and plumbed to at least one toilet or the laundry cold water outlet and must be installed and in operation prior to occupation of dwelling.

- (g) Landscape plans, showing size, species, location and reticulation of trees and shrubs to be planted or retained, being submitted to Council for approval prior to the issue of a building permit.
- (h) The landscaping plan required by condition (g) being implemented prior to occupation of the outbuilding and maintained to the satisfaction of the Shire of Jerramungup.

2. Advise the applicant that;

- (i) Planning approval should not be construed as an approval to commence works as a separate building permit is also required.
- (ii) The water tank required at condition (f) is to comply with the following technical requirements:
 - The rainwater tank must be fitted with an overflow device that disposes of overflow from the rainwater tank. Any runoff from the tank must not overflow onto adjoining properties.
 - A backflow protection device is to be installed in accordance with AS3500.1.
 - The inlet and overflow of the rainwater tank must be fitted with mosquito proof, non-degradable screens to ensure continual rainwater tank water quality.
 - Appropriate consideration needs to be given to the adequacy of the structure supporting the plumbed rainwater tank.
- (iii) The landscaping plan required at condition (g) is show how the outbuilding may be screened from adjoining residences and the surrounding streets.

3.20pm Mr Bailey left the meeting.

3.23pm Mr Bailey returned to the meeting.

OC130506 Moved Cr Trevaskis / Seconded Cr Daniel

That Council;

- 1. Refuse the application for a single house and outbuilding on Lot 709 (#1) Melaleuca Court, Bremer Bay (Ref P13/005) for the following reasons:**
 - a) The proposed floor area, wall and roof height of the outbuilding exceed that recommended in Council's Local Planning Policy No 16 and will create an undesirable precedent for other similar applications.**
 - b) The outbuilding is of a size that is out of scale in a residential setting.**
- 2. Delegated Authority be extended to the Chief Executive Officer under Clause 11.3.1 of the Shire of Jerramungup Local Planning Scheme No.2 to issue a Planning Approval for a single house and outbuilding on Lot 709 (#1) Melaleuca Court, Bremer Bay (Ref P13/005) with a maximum floor area of 90m², wall height of 3.6m and roof pitch of 4.5m subject to the following conditions:**
 - (a) The outbuilding being used for domestic storage only and not for commercial or industrial use or human habitation.**

- (b) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of Council.
- (c) The outbuilding is to be constructed in non-reflective materials that blend with the proposed house.
- (d) The new crossovers being constructed to Council's specifications, levels and satisfaction. A permit from Council is required prior to any work being carried out within the road reserve
- (e) Water tank(s) with a minimum capacity of 4500litres being provided and plumbed to at least one toilet or the laundry cold water outlet and must be installed and in operation prior to occupation of dwelling
- (f) Landscape plans, showing size, species, location and reticulation of trees and shrubs to be planted or retained, being submitted to Council for approval prior to the issue of a building permit.
- (g) The landscaping plan required by condition (g) being implemented prior to occupation of the outbuilding and maintained to the satisfaction of the Shire of Jerramungup.

3. Advise the applicant that;

- (i) Planning approval should not be construed as an approval to commence works as a separate building permit is also required.
- (ii) The water tank required at condition (e) is to comply with the following technical requirements:
 - The rainwater tank must be fitted with an overflow device that disposes of overflow from the rainwater tank. Any runoff from the tank must not overflow onto adjoining properties.
 - A backflow protection device is to be installed in accordance with AS3500.1.
 - The inlet and overflow of the rainwater tank must be fitted with mosquito proof, non-degradable screens to ensure continual rainwater tank water quality.

Appropriate consideration needs to be given to the adequacy of the structure supporting the plumbed rainwater tank.
- (iii) The landscaping plan required at condition (f) is show how the outbuilding may be screened from adjoining residences and the surrounding streets.

Carried by absolute majority 7-0

SUBMISSION TO:	Health, Building & Town Planning
AGENDA REFERENCE:	10.3.4
SUBJECT:	Proposed review of Local Planning Policy 1 – R2/15 Flexible Coded Areas
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Craig Pursey, Planning Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	6 May 2013

SUMMARY

Local Planning Policy 1 - R2/15 Flexible Coded Areas is 5 years old and it is time for its review.

The Policy has rarely been applied in this time but has served as a guide for subdivision applications in this area. The Policy does not offer guidance on development.

There is only one area in the Shire zoned Residential R2/15; this is the large lot subdivision on the west of Bremer Bay townsite. This area has a Subdivision Guide Plan that has been applied to subdivision proposals in this area; its status is unclear.

It is proposed to revise this Policy and make the following changes:

- Have the subdivision guidance address only those issues the Shire can control;
- Clarify the infrastructure standards that apply to subdivisions in this zone;
- Apply the R15 density development standards to new development; and
- Formally adopt the Subdivision Guide Plan over this area.

If the revised Policy is generally supported by Council, it will be advertised for public comment.

On the close of advertising, a further report will be referred to Council to consider final adoption of the Policy.

ATTACHMENT

Attachment 10.3.4 (a) - Original Local Planning Policy 1
Attachment 10.3.4 (b) - Revised Local Planning Policy 1

BACKGROUND

Local Planning Policy 1 (LPP1) was adopted for final approval by Council at their meeting of 16th December 2008. The draft policy was advertised for public comment and no submissions were received.

The existing Policy applies to all lots in the R2/15 area and includes the following;

1. An explanation of the existing Scheme requirements which applies the base R2 code unless reticulated sewerage can be provided in which case a maximum density of R15 can be applied.
2. References the requirements of the Residential Design Codes.
3. Lists matters that Council may have regard for in dealing with subdivision such as the shape of the proposed lots, issues already listed under Clause 10.2 of the Scheme, whether an overall plan for subdivision is desirable, and encourages a mixture of lot sizes.
4. The Policy also lists examples of conditions that may be imposed.

The R2/15 density code was introduced as a requirement of the WAPC when this land was originally subdivided. The original subdivider was only interested in providing large 4-5000m² lots; the WAPC insisted that there should be a plan for the eventual “full” subdivision of the area as it is located on the western edge of the town site.

Therefore a ‘split coding’ was proposed that allowed for 5000m² lots (R2 density) in the first instance and then lots as small as 580m² (R15 density) on approval of a subsequent subdivision.

A subdivision guide plan (SGP) was drafted to guide subdivision of the 5000m² lots. This was supposed to be adopted as Appendix 4 of the Local Planning Strategy but this does not appear to have occurred.

The split coding and SGP have caused issues for the Shire including:

- The presumption by landowners that because there was a subdivision guide plan showing the breakdown of the existing 5000m² lots, that subdivision would be straightforward. It is not, sewer is difficult to extend because of its depth and infrastructure requires upgrading to full urban standard.
- The original subdivider created 5000m² lots. The subdivision development guidelines at the time therefore allowed for ‘rural’ standard infrastructure to be put in place. This means open drains, no footpaths, lesser standard road pavement, etc. Whereas subdivision at the R15 density requires full urban standard infrastructure; footpaths, underground drainage, higher standard roads, deep sewerage, etc. This cost has effectively been passed onto individual landowners and this has made further subdivision cost prohibitive for most.

This revised Policy seeks to clearly set the Shire’s expectations for the standard of infrastructure to be provided as part of any subdivision.

CONSULTATION

If the revised policy is adopted by Council it will be advertised for 21 days for public comment. Individual landowners of land zoned Residential R2/15 will be written to as part of this consultation.

COMMENT

The Shire's local planning policies will be reviewed over the next 6 months with a view to simplifying them and bringing them into line with similar policies in Ravensthorpe and Gnowangerup.

The LPP1 is 5 years old and due for review. The need for review is driven by:

- The current clauses on subdivision are quite vague and do not provide solid direction to staff and Council;
- The need to clarify the standard of infrastructure required when subdividing.
- It is unclear what development standards to apply to residential development, the requirements for the R2 density are quite different to the R15 density code.
- It is commonly understood that there is a subdivision guide plan over this zone that guides future subdivision of the area. It is not clear if this has been adopted as part of the Local Planning Strategy or Scheme.

This report proposes to make the following changes to Local Planning Policy 1 'R2/15 Flexible Coded Area' (LPP1):

1. Provides more background to the issues in this area;
2. Lists the objectives of the policy;
3. Clearly state that connection to the reticulated sewerage system is required for all subdivision and development greater than R2 density.
4. Adopt and reference the subdivision guide plan for this area;
5. Clearly state that subdivision is expected to meet the full urban standard and that existing infrastructure will be required to be upgraded.
6. Require all development greater than R2 density to comply with the R15 standard of development.

Infrastructure Standards

This policy requires full compliance with the urban standards of the "Local Government Guidelines for Subdivisional Development". This means undergrounding open drains, kerbing roads, providing footpaths, etc. It includes the land immediately around the development site and back to the existing 'urban front'.

This policy review does not address the difficulties that can be experienced when individual lots are slowly subdivided over time. When one landowner subdivides, the surrounding infrastructure is required to be upgraded at considerable cost to the subdivider. It may be that this needs to be extended hundreds of metres back to where there is a sealed urban standard road.

Between the subdivided lot and the 'urban front' there may be people who will never want to subdivide. This just increases the costs to subdividers and makes further subdivision of this area less likely.

Additionally, when people do subdivide adjacent to each other, the road and drainage works can end up looking piecemeal.

In the future these issues will be brought back before Council to consider. This will include a re-examination of the infrastructure standards to apply, potential cost contribution schemes, preparation of broader coordinating drainage plans and so forth. This level of detail may be best addressed in a cost contribution scheme rather than a local planning policy.

STATUTORY REQUIREMENTS

Part 2 'Local Planning Policy Framework' of the Scheme controls local planning policies.

Clause 2.4.1 requires upon adoption of a draft policy, Council is required to:

- a) Publish a notice of the proposed Policy for 2 consecutive weeks in a local newspaper giving details of the policy and inviting submissions for a minimum of 21 days; and
- b) May publish the notice in other manners and consult with others.

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

STRATEGIC IMPLICATIONS

The proposal aligns with a variety of the aspirations of the Strategic Community Plan:

Aspiration 2:

A growing community that embraces well designed and sustainable development

Aspiration 4:

An environmentally astute community where human needs are met while conserving our natural and built environment.

FINANCIAL IMPLICATIONS

Nil

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

If adopted by Council the Policy will become an adopted Local Planning Policy under Local Planning Scheme No.2 and will apply to all development and subdivision within the Residential R2/15 zoning.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council:

1. Adopt the revised Local Planning Policy No. 1 'R2/15 Flexible Coded Areas' pursuant to Clause 2.2 of the Shire of Jerramungup Town Planning Scheme No.2 for the purpose of initiating formal procedures including advertising.
2. Advertise Local Planning Policy No. 1 in accordance with Clause 2.4 of the Shire of Jerramungup Town Planning Scheme No. 2 by publishing a notice of the proposed policy once a week for two consecutive weeks in a newspaper circulating in the area, giving details of:
 - i. Where the draft policy may be inspected;
 - ii. The subject and nature of the Policy and
 - iii. Inviting written submissions and nominating the advertising period (not less than 21 days)
3. Following advertising, a further report be referred to Council to consider any submissions lodged during the advertising period and to consider whether to finally adopt the revised Local Planning Policy (with or without modifications).

OC130507 Moved Cr Iffla / Seconded Cr Bailey

That Council:

1. **Adopt the revised Local Planning Policy No. 1 'R2/15 Flexible Coded Areas' pursuant to Clause 2.2 of the Shire of Jerramungup Town Planning Scheme No.2 for the purpose of initiating formal procedures including advertising.**
2. **Advertise Local Planning Policy No. 1 in accordance with Clause 2.4 of the Shire of Jerramungup Town Planning Scheme No. 2 by publishing a notice of the proposed policy once a week for two consecutive weeks in a newspaper circulating in the area, giving details of:**
 - i. Where the draft policy may be inspected;**
 - ii. The subject and nature of the Policy and**
 - iii. Inviting written submissions and nominating the advertising period (not less than 21 days)**
3. **Following advertising, a further report be referred to Council to consider any submissions lodged during the advertising period and to consider whether to finally adopt the revised Local Planning Policy (with or without modifications).**

Carried 7-0

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:	6 th May 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

A preferred site has been selected on private property in Jacup. A license has been established over the site. Given that the scope of works has broadened, the grant submission for funding has been re-submitted to the Department of Water for assessment.

2) Bremer Bay Medical Centre

The Health Services Plan for the Shire of Jerramungup is currently with the Health Department – a public consultation period was initiated in late 2012 and the Chief Executive Officer has made a submission with viewpoints previously raised with Council.

Efforts will now be directed towards political lobbying for the project to be included in future State Government budgets.

3) Bremer Bay Town Centre

The Shire has included a provisional sum in the draft 2012/13 budget to complete stage one of the project.

The subdivision has been approved by the WAPC.

Previously, the approvals process was delayed pending negotiations over a number of proposed conditions such as the requirement for a Reserve Management Plan for the nature strip between the Town Centre Area and John Street. These issues have now been resolved and a subdivision approval has been received.

Tenders for the construction close on 14 May 2013 at 2.00pm.

4) Town Site Revitalisation – Jerramungup

The Fitzgerald Biosphere Garden is essentially complete with a majority of the plant species being sourced, successfully propagated and now planted.

The signs are currently being manufactured and should be installed by 31 May 2013.

The construction of the synthetic surface is complete.

5) Strategic Waste Management

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

The Katanning site has progressed significantly with the commencement of detailed design.

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

6) Doctor Recruitment

The Shire has met with a large health provider that is interested in providing a Doctor service in Jerramungup. The service would involve a core Doctor supported by a suite of relieving Doctors.

However, given the current Doctor shortage in Western Australia, the health provider does not have appropriate resources to assist in the short term.

The Shire has also met with two other Doctors that may be interested in working part time in Jerramungup.

The community can be assured that the recruitment of a Doctor is a priority and staff are working tirelessly to find a suitable replacement.

3.40pm Cr Iffla left the meeting after declaring a impartiality interest Item 10.4.2 – GSDC Board.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.2
SUBJECT:	GSDC Board
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	30 th April 2013

SUMMARY

On 5th April 2013, the Shire received correspondence from the Great Southern Development Commission indicating that their Board of Management has one vacancy which needs to be filled by elected representatives from within our region.

This item seeks to endorse Councillor Iffla's nomination for a position on the Board.

ATTACHMENT

Attachment 10.4.2 - Correspondence: ICR138252

BACKGROUND

The Great Southern Development Commission Board of Management is the governing body of the GSDC and meets regularly to set major policy directions including budgets, major expenditure approvals and advice to the Minister on regional matters.

The board is made up of community nominations (three persons), local government nominations (three persons) and Ministerial nominations (three persons). Board members are chosen on the basis of ability at an executive level, a demonstrated involvement in either the economic or social development of the region, and the ability to work co-operatively to achieve agreed goals across a wide range of social and economic issues.

On the 30th June 2013 one vacancy will exist on the Board of Management. This follows the resignation of Mrs Kerry Stone (Shire of Gnowangerup).

In response to this resignation, the Great Southern Development Commission is now seeking nominations to fill this vacant Board position.

Councillor Joanne Iffla has expressed an interest in fulfilling this vacancy on the Board and is seeking Council endorsement for this nomination.

CONSULTATION

This item was discussed informally with the elected group.

COMMENT

Nil

STATUTORY REQUIREMENTS

Nil

STRATEGIC IMPLICATIONS

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

Simple Majority

RECOMMENDATION

That Council endorse the nomination of Councillor Iffla to the Great Southern Development Commission Board of Management.

OC130508 Moved Cr Daniel / Seconded Cr Bailey

That Council endorse the nomination of Councillor Iffla to the Great Southern Development Commission Board of Management.

Carried 6-0

3.42pm Cr Iffla returned to the meeting.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.3
SUBJECT:	Tender – Provision of Cleaning Services in the Bremer Bay Area
LOCATION/ADDRESS:	Bremer Bay
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	2 nd May 2013

SUMMARY

This item addresses the outcome of a request for tender issued for the provision of cleaning services to the Bremer Bay area and recommends the awarding of a contract to Bremer produce for \$138,336 per annum.

ATTACHMENT

Attachment 10.4.3 - Request for Tender

BACKGROUND

A request for tender advertisement was placed in the West Australian Newspaper on Saturday 23rd March 2013 calling for interested parties to submit tenders for the provision of the cleaning of the following assets in the Bremer Bay area;

Asset	Number
Barbecue	1
Bins	29
Fish Cleaning Stations	2
Fish Offal Bins	4
Public Toilets	9
Gazebos	3

Tenders closed on Tuesday 30th April 2013, two tenders were received, and both were deemed to be conforming tenders.

CONSULTATION

- Tender was advertised in the West Australian and local press,
- Staff associated with the maintenance of the relevant assets,
- WALGA advised on various aspects of the scope of works.

COMMENT

The works are currently undertaken by a local contractor. There is no formal documentation or written specification relating to the scope of works.

The works have been undertaken effectively in the past, however there is a requirement that works of this cost and scope are subject to a tender process.

Council has spent considerable time quantifying the number of assets in the area and determining a level of service required from any proposed contractors.

Due to the different type of assets and the seasonal nature of the work it was decided that any proposed contract would be output based. This type of contract details the level of output (in this case cleanliness) and leaves the method and hours of operation up to the contractor.

The tender requires the contractor to supply all materials in providing the services including any vehicles and equipment. The contractor is also to dispose of all fish offal in accordance with relevant legislation and environmental guidelines.

At different times of the year the level of service will change, it may be that an asset will have to be cleaned three times in one day during peak season, and only once per week in the off season, as long as the asset meets the output (cleanliness) requirements of the contract.

The request for tender required a fixed annual price to be submitted. The term of the contract is for one year with two one year mutually agreed options. It was decided to enter into relatively short contract duration due to the fact that it is a new tender with a complex scope of works. It is proposed that the contract commences from 1st July this year, this will allow the successful tenderer time to gear up before commencing work under the contract, and earlier commencement can be negotiated if appropriate.

The July start date will also allow the Shire to fix any damage to existing assets so the contract commences with a high standard of asset.

The following criteria and weightings were used to evaluate the tenders.

1. Relevant Knowledge and Experience 30%

- Similar contracts undertaken in the past 5 years, particularly those that include the same assets as this tender,
- Relevant specific staff experience in performing the required tasks including any qualifications,
- Equipment, materials and infrastructure to be used in undertaking the scope of works,
- Contingency plan as to how the works will be undertaken if the Contractor is unable to provide the service, e.g. holidays or sickness.

2. Knowledge of Local Conditions 20%

- The organisation's knowledge of the area subject to the scope of works
- Staff experience in the area
- Your understanding of the assets subject to the scope of works.

3. Price 50%

The evaluation was undertaken by Ian Neil, an external consultant and Harry Louw, Leader Town Services at the Shire.

Each tender was given a score out of ten in each of the three criteria above, the price score is automatically allocated using a formula called the normalised price score method.

Each score is then adjusted according to the weighting given to each criterion, giving a total score out of 100.

The tendered prices and total evaluation scores were

Tenderer	Price (GST inclusive)	Final Evaluation Score
Bremer Produce	\$138,336.00	94
Lisa Hargreaves	\$211,700.00	61

As Bremer Produce has had a functioning office in the area for longer than 6 months prior to the closing date for tenders it qualified for a 5% regional price preference, Lisa Hargreaves did not qualify for the preference.

Bremer Produce is currently undertaking the works for the Shire and has been performing to the satisfaction of the Leader Town Services.

It is recommended that the tender from Bremer Produce be accepted.

STATUTORY REQUIREMENTS

Tendering for this supply contract was undertaken in accordance with the Local Government (Functions and General) Regulations 1996. Part 4 – Tenders for Provision of Goods or Services.

STRATEGIC IMPLICATIONS

The proposal aligns with a variety of the aspirations of the Strategic Community Plan:

Aspiration 4:

An environmentally astute community where human needs are met while conserving our natural and built environment.

Aspiration 6:

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

FINANCIAL IMPLICATIONS

The cost of the recommended tender is within current expenditure levels and can be funded through normal operations; the work to be done to assets prior to contract commencement can also be met within current budgets.

WORKFORCE IMPLICATIONS

Prior to existing arrangements cleaning services were undertaken by Shire staff. Contract cleaning reduces the requirement for a permanent staff presence in this area of service.

POLICY IMPLICATIONS

Tendering for this supply contract is in accordance with Council's Policy No.6 for Purchasing Policy

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the tender from Bremer Produce for the provision of cleaning services in the Bremer Bay Area for an annual price of \$138,336 be accepted.

OC130509 Moved Cr Parsons / Seconded Cr Iffla

That the tender from Bremer Produce for the provision of cleaning services in the Bremer Bay Area for an annual price of \$138,336 be accepted.

Carried 7-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.4
SUBJECT:	Jerramungup Bushfire Advisory Committee AGM Meeting Minutes
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	23 rd April 2013

ATTACHMENT

Attachment 10.4.4 – Jerramungup Bushfire Advisory Committee AGM Meeting Minutes

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

THAT the minutes of the Jerramungup Bushfire Advisory Committee AGM meeting held on Tuesday 16th April 2013 be received and the following recommendation be adopted;

That the following appointments for the Shire of Jerramungup be gazetted;

ELECTION OF OFFICE BEARERS

8.1 Chief Bush Fire Control Officer

Mr David Edwards was elected to the position of Chief Bush Fire Control Officer for a one year term.

8.2 Deputy Chief Bush Fire Control Officers

Mr Trevor Ross and Mr Alex Jones were declared elected to the positions of Deputy Chief Fire Control Officer.

8.3 Chief Fire Weather Officer

Mr David Edwards was declared elected to the position of Chief Fire Weather Officer.

8.4 Deputy Chief Fire Weather Officer

Mr Paul Hislop was declared elected to the position of Deputy Chief Fire Weather Officer.

8.5 Authorised Radio Broadcaster of Harvest Bans

Mr David Edwards was declared elected to the position of Authorised Radio Broadcaster of Harvest Bans.

8.6 Dual Fire Control Officers

Jerramungup / Ravensthorpe	Peter Wisewould
Jerramungup / Kent	Quentin Brown
Jerramungup / Lake Grace	Paul Hislop
Jerramungup / Gnowangerup	Ray Trevaskis
Jerramungup / Albany	Rohan Murdoch
Jerramungup /Ravensthorpe	Andy Duncan

OC130510 Moved Cr Daniel / Seconded Cr Trevaskis

THAT the minutes of the Jerramungup Bushfire Advisory Committee AGM meeting held on Tuesday 16th April 2013 be received and the following recommendation be adopted;

That the following appointments for the Shire of Jerramungup be gazetted;

ELECTION OF OFFICE BEARERS

8.1 Chief Bush Fire Control Officer

Mr David Edwards was elected to the position of Chief Bush Fire Control Officer for a one year term.

8.2 Deputy Chief Bush Fire Control Officers

Mr Trevor Ross and Mr Alex Jones were declared elected to the positions of Deputy Chief Fire Control Officer.

8.3 Chief Fire Weather Officer

Mr David Edwards was declared elected to the position of Chief Fire Weather Officer.

8.4 Deputy Chief Fire Weather Officer

Mr Paul Hislop was declared elected to the position of Deputy Chief Fire Weather Officer.

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Mr David Edwards was declared elected to the position of Authorised Radio Broadcaster of Harvest Bans.

8.6 Dual Fire Control Officers

Jerramungup / Ravensthorpe	Peter Wisewould
Jerramungup / Kent	Quentin Brown
Jerramungup / Lake Grace	Paul Hislop
Jerramungup / Gnowangerup	Ray Trevaskis
Jerramungup / Albany	Rohan Murdoch
Jerramungup /Ravensthorpe	Andy Duncan

Carried 7-0

3.50pm Cr Bailey and Mr Bailey left the meeting after declaring a financial interest
Confidential Item 10.4.5 – Contract of Employment – Deputy CEO.

3.50pm Mr Pursey left the meeting.

OC130511 Moved Cr Iffla / Seconded Cr Atkin

**That the meeting be closed to the public to discuss Confidential Item 10.4.5 –
Contract of Employment DCEO.**

Carried 6-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.5
SUBJECT:	Contract of Employment – Deputy CEO
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	PL.EC.9
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	29 April 2013

RECOMMENDATION

That Council;

Endorse the recommendation of the Chief Executive Officer to renew the contract with Mr Brent Bailey, Deputy Chief Executive Officer for a period of 5 years, expiring on the 30 June 2018.

OC130512 Moved Cr Trevaskis / Seconded Cr Iffla

That Council;

Endorse the recommendation of the Chief Executive Officer to renew the contract with Mr Brent Bailey, Deputy Chief Executive Officer for a period of 5 years, expiring on the 30 June 2018.

Carried 6-0

OC130513 Moved Cr Parsons / Cr Daniel

That the meeting be opened to the public.

Carried 6-0

4.05pm Cr Bailey, Mr Bailey and Mr Pursey returned to the meeting.

COUNCILLOR REPORTS

11. COUNCILLOR REPORTS

Cr Parsons

Attended a ANZAC Day Service

Cr Daniel

Attended a South Coast Management Group AGM
Attended a Regional Development Australia luncheon
Attended a ANZAC Day Service

Cr Iffla

Attended a ANZAC day service

Cr Bailey

Attended a ANZAC Day service
Attended a Bushfire meeting to discuss the role of Volunteers and the Shire

Cr Atkin

Attended a ANZAC Day service

Cr Lester

Attended a ANZAC Day Service
Attended a Regional Development Australia luncheon

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

12.1 From Officers

Nil

12.2 From Elected Members

Cr Daniel requested the Shire write to Mrs Rhonda Williams congratulating her for 10 years service as a member of the South Coast Management Group and her recent nomination for Coastal Awards for Excellence.

Cr Daniel queried if Constitutional Recognition for Local Government had been considered by Council previously.

Bill Parker advised the issue has been brought to Council and he will circulate the resolution to Councillors.

13. NEXT MEETING/S

13.1 Ordinary Meeting – to be held Wednesday 19th June 2013 commencing 2.00pm at the Council Chambers, Jerramungup.

14. CLOSURE

Meeting closed at 4.18pm.