

# SHIRE OF JERRAMUNGUP



## MINUTES

### COUNCIL ORDINARY MEETING

20<sup>th</sup> APRIL 2016

<b>ORDINARY MINUTES – 20<sup>th</sup> APRIL 2016</b>		
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SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL HELD AT THE TOWN HALL, BREMER BAY ON WEDNESDAY 20<sup>th</sup> APRIL 2016, COMMENCING AT 2.00PM.

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

The President declared the meeting open at 2:04pm

2. **RECORD OF ATTENDANCE**

Cr R Lester	President
Cr J Iffla	Deputy President
Cr R Parsons	Member
Cr W Bailey	Member
Cr C Daniel	Member
Cr B Trevaskis	Member
Cr J Leenhouders	Member
Mr B Bailey	Chief Executive Officer
Mrs C Solomon	Deputy Chief Executive Officer
Mr M Flett	Works Manager
Miss E Hyde	Executive Assistant
Mrs C Hobbs	Public Member
Mrs T Pittard	Public Member

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**

Nil

**8. DECLARATIONS OF FINANCIAL INTEREST**

Mr Bailey declared a financial interest in Item 10.4.1 – Administration Policies Review. The nature of the interest is that the Remuneration and Salaries Policy affects potential remuneration and reimbursements available to his position.

Mr Bailey declared a financial interest in Item 10.4.5 – Review of CEO Review and Appointment Committee Membership. The nature of the interest is that the committee reviews his performance which may have an impact on remuneration.

**9. CONFIRMATION OF MINUTES**

9.1 Ordinary Council Meeting held 16<sup>th</sup> March 2016.

**OC160401 Moved Cr Parsons / Seconded Cr Bailey**

**That the Minutes of the Ordinary Meeting of Council held 16<sup>th</sup> March 2016 be confirmed.**

**Carried 7-0**

**W O R K S**

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<b>SUBMISSION TO:</b>	<b>Works</b>
<b>AGENDA REFERENCE:</b>	10.1.1
<b>SUBJECT:</b>	Works Report
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Murray Flett
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	8 <sup>th</sup> April 2016

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### **ATTACHMENT**

Attachment 10.1.1(a) – Jerramungup, Bremer Bay & rural road maintenance report  
Attachment 10.1.1(b) – Road construction program schedule

### **ROAD CONSTRUCTION**

Gravel re-sheeting has commenced on Rabbit Proof Fence Road and these works are 80% completed. We have lost 1 week of construction due to the recent inclement weather.

The clearing on Jerramungup North Road is well underway ready for the next section of re-sheeting which will commence from the end of the recently sealed section.

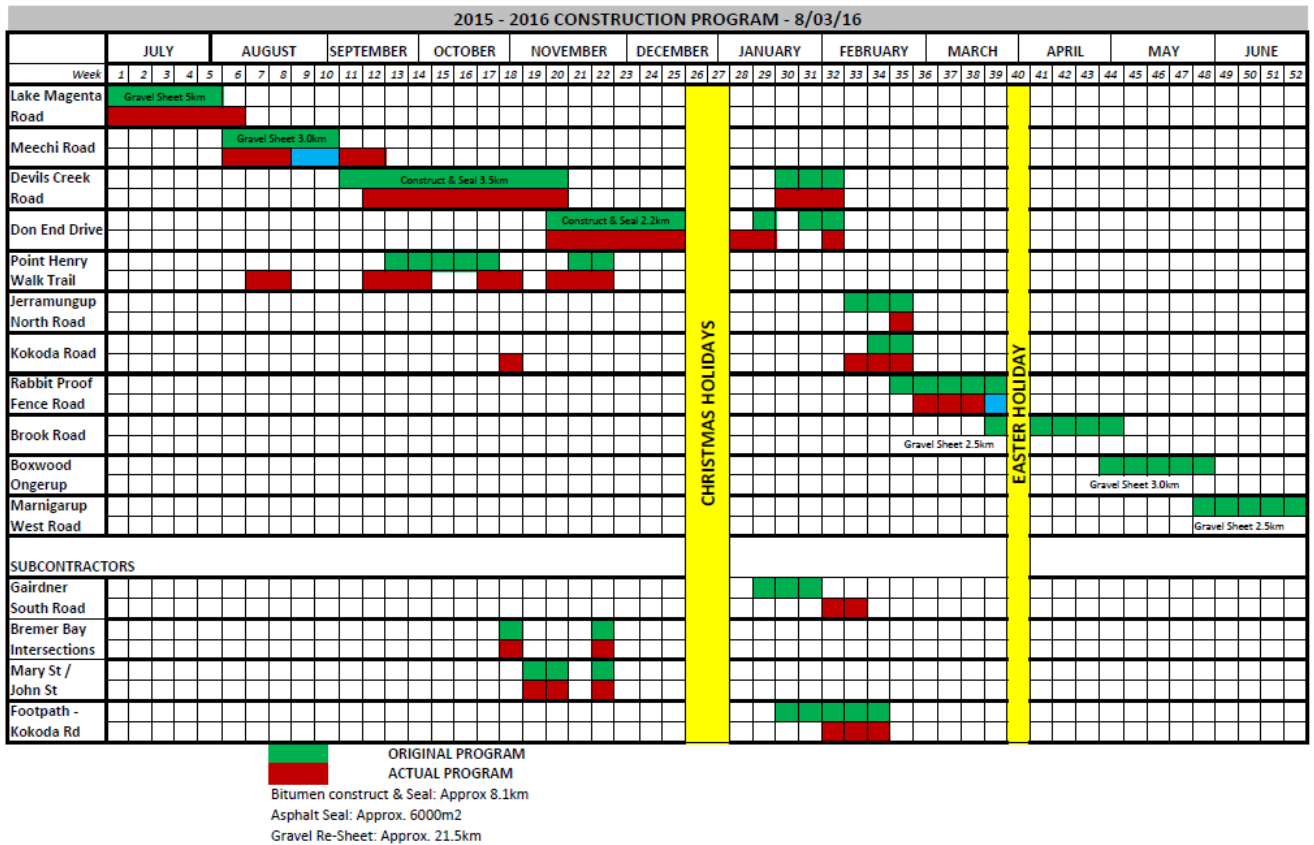
3 contractors have quoted to rectify the flood damage on Devils Creek Road with the works being awarded soon and the successful contractor completing the works in April.

The gravel stockpiling on White Road (Hassad's) has been completed and pushing up the gravel at Reserve Pit will commence very soon.

The 90mm storm water pipe from the effluent system Southern Oxidation Pond to the secondary dam has been completed. This will allow diversion of the overflow water into the secondary dam rather than flowing to the stormwater catchment dam which is used to irrigate the oval. The new fence around the secondary dam will be completed in April.

The crew have undertaken some pavement repairs on Swarbrick Street (into Fisheries Beach) in Bremer Bay which will be sealed in conjunction with White Trail Road.

Refer below for the completed 2015 / 2016 construction program



## ROAD MAINTENANCE

The roadside spraying program is still underway on all rural roads ensuring shoulders and drains are clean ready for winter grading operations with the majority of roads north of South Coast Highway and the Gnowangerup – Jerramungup Road completed.

Maintenance grading and gravel patching is still being carried out in the Bremer Bay and Boxwood Hill areas south of Devils Creek Road. The crew are still focused on clearing of back-slopes especially on bends and intersections to improve sight distances for the road user. Once sufficient ground moisture is available, the crew will start the winter grading program, building the crown up sufficiently to ensure adequate cross fall.

## TOWN SERVICES

The town services team has been focusing on the refurbishment of the Jerramungup Cemetery grounds which has made a huge difference to the appearance of the site with a few minor additions still to come. They are also undertaking maintenance of the parks and gardens in Jerramungup and Bremer Bay.

## STATUTORY REQUIREMENTS

Nil

## STRATEGIC IMPLICATIONS

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

**Aspiration 10:** A community where transport infrastructure is constructed and maintained using best practice principals.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**WORKFORCE IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Simple Majority

**COMMENTS**

Nil

**RECOMMENDATION**

That Council adopt the March works report.

**OC160402 Moved Cr Trevaskis / Seconded Cr Iffla**

**That Council adopt the March works report.**

**Carried 7-0**



# **FINANCE**

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<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	10.2.1
<b>SUBJECT:</b>	Accounts Payable
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>NAME OF APPLICANT:</b>	
<b>AUTHOR:</b>	Kiara Leeson
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	1 <sup>st</sup> April 2016

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**ATTACHMENT**

Attachment 10.2.1 - List of Accounts Paid to 31<sup>st</sup> March 2016

**BACKGROUND**

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>		
Last Cheque Used	27984	
	EFT 11750 – 11781	\$ 238,079.45
	EFT 11783 – 11858	\$ 307,142.47
	Cheque 27985 – 27987	\$ 3222.37
	Cheque 27988 – 27989	NOT USED
	Cheque 27990 – 27998	\$ 23,497.88
	Direct Deposit	\$ 21,606.64
<b>Municipal Account Total</b>		<b>\$593,548.81</b>
<b>Trust Account</b>		
	EFT 11782 – 11782	\$ 740.00
<b>Trust Account Total</b>		<b>\$740.00</b>
<b><u>Grand Total</u></b>		<b><u>\$594,288.81</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 the schedule of direct debits and accounts payable, totalling \$594,288.81 submitted to the Full Council on 20<sup>th</sup> April 2016 be endorsed.

**SIGNATURES**

\_\_\_\_\_  
Author

\_\_\_\_\_  
Chief Executive Officer

**OC160403 Moved Cr Daniel / Seconded Cr Leenhouders**

**That the schedule of direct debits and accounts payable, totalling \$594,288.81 submitted to the Full Council on 20<sup>th</sup> April 2016 be endorsed.**

**SIGNATURES**

\_\_\_\_\_  
**Author**

\_\_\_\_\_  
**Chief Executive Officer**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	10.2.2
<b>SUBJECT:</b>	Monthly Financial Report
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>AUTHOR:</b>	Charmaine Solomon
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	4 <sup>th</sup> April 2016

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## **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<sup>st</sup> March 2016

## **BACKGROUND**

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

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

## **CONSULTATION**

Council financial records

## **COMMENT**

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

## **STATUTORY REQUIREMENTS**

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

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

## **STRATEGIC IMPLICATIONS**

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

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

## **FINANCIAL IMPLICATIONS**

As detailed within the Monthly Financial Report

## **POLICY IMPLICATIONS**

Accounting policies as detailed within the Monthly Financial Report

## **WORKFORCE IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council receive the Monthly Financial Report for the period ending 31<sup>st</sup> March 2016 in accordance with Section 6.4 of the Local Government Act 1995.

**OC160404 Moved Cr Iffla / Seconded Cr Daniel**

**That Council receive the Monthly Financial Report for the period ending 31<sup>st</sup> March 2016 in accordance with Section 6.4 of the Local Government Act 1995.**

**Carried 7-0**

**HEALTH,  
BUILDING  
&  
TOWN PLANNING**

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<b>SUBMISSION TO:</b>	<b>Health, Building and Town Planning</b>
<b>AGENDA REFERENCE:</b>	10.3.1
<b>SUBJECT:</b>	Proposed Outbuilding
<b>LOCATION/ADDRESS:</b>	Lot 61 (#19) Barbara Street, Bremer Bay
<b>NAME OF APPLICANT:</b>	Brendan Barrows
<b>FILE REFERENCE:</b>	A21721
<b>AUTHOR:</b>	Craig Pursey, Planning Officer Janna Kleszewski, Administration Officer
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	19 April 2016

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## **SUMMARY**

- Council has received a planning application for an over-sized outbuilding.
- The proposed outbuilding applied for has a wall height of 4.5m and a roof pitch height of 5.2m. The floor area is 96m<sup>2</sup>. All dimensions exceed the Council's adopted Outbuildings Policy.
- No objections were received from any adjoining landowner.
- It is recommended that the application be conditionally approved subject to a reduction in the floor area, wall and roof pitch height.

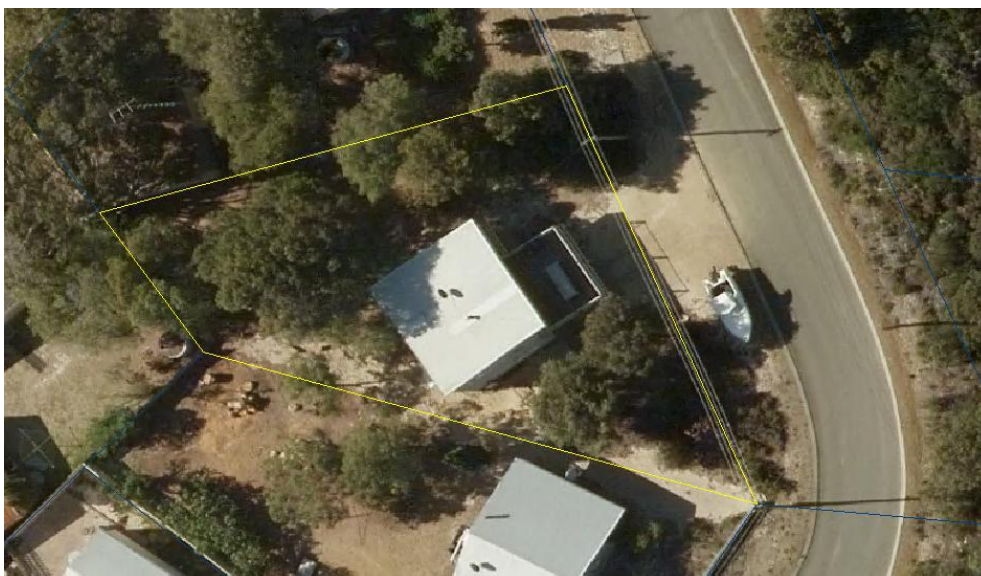
## **ATTACHMENT**

Attachment 10.3.1 – Copy of plans & supporting documentation

## **BACKGROUND**

### ***Subject Site***

Lot 61 (#19) Barbara Street, Bremer Bay is 870m<sup>2</sup> in area and developed with an existing two storey house. Lot 61 is zoned Residential R15/30 under Local Planning Scheme No.2.



## **CONSULTATION**

The applicant lodged supportive comments from all adjoining landowners. Additional consultation has been undertaken with the applicant to reconsider some of the dimensions of the outbuilding.

## **COMMENT**

### ***Application***

Council has received a planning application for an outbuilding, proposed to be located in the north western corner of Lot 61 Barbara Street, Bremer Bay. The proposed outbuilding has the following dimensions:

Floor area: 96m<sup>2</sup>  
Wall height: 4.5m  
Roof pitch height: 5.2m

The outbuilding is proposed at the rear of the lot, partly screened from the road by the existing house and vegetation. It is intended to house the applicant's boat which is of a substantial size. The applicant has lodged supportive comments for the over-size outbuilding as follows:

- *The shed will be below the ground level of the main house and much below the height of our house as it is two story.*
- *The reasoning for our family to erect a shed is to house our boat as we live in Borden on our farms. We have to build it to the size quoted because the boat and trailer meet that specification. The width will accommodate a single car, freezer, general storage etc.*
- *The shed will be in a colour that matches the house, grey and white. It will be behind our house and trees will stop most of the view from the street.*
- *All of our neighbours have given approval to the shed and our family will make sure our property will look neat and tidy when we're finished.*

The applicant has also verbally stated:

- *The existing trees along the northern boundary of the property will be retained to assist in screening the outbuilding from the street;*
- *The boat on the trailer will only just fit into the proposed door height and every effort has been made to keep the overall height down; and*
- *The two storey house at the front will keep the shed in proportion, as it will be higher than the shed.*

A copy of the planning application and the applicant's justification is at Attachment 10.3.1.

### ***Local Planning Policy 16 – Outbuildings***

Council adopted Local Planning Policy No 16 for final approval on the 16 September 2008 and reviewed in April 2013 where the wall and roof heights were revised upward.



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.

	<b>Max Wall Height (metres)</b>	<b>Max Ridge Height (metres)</b>	<b>Max floor area (aggregate)</b>
Required for Residential	3.6	4.2	90m <sup>2</sup>
Proposed	4.5	5.2	96m <sup>2</sup>

The property slopes downward to the north western corner which allows for the outbuilding to be cut into the slope of the land reducing the height of the outbuilding by ~0.4m relative to natural ground level. 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.’*

### **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 a large boat and other vehicles and 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.

The roof height and floor areas still exceed Council policy. The applicant has provided some information as to why these figures could not be met.

## Floor Area

An additional 6m<sup>2</sup> over the regular 90m<sup>2</sup> maximum is being applied for as part of the original application. This allows sufficient room to house the items mentioned above in the applicants supporting comments across three bays.

However, the policy has recommended a maximum of a 90m<sup>2</sup> floor area in order to retain the residential scale of an outbuilding; exceeding this figure along with additional wall height may compromise this.

On consultation, the applicant has offered to reduce the width of the proposed shed to 7.5m. This alteration of the dimensions would reduce the overall floor area to 90m<sup>2</sup> and bring back the proposed development in alignment with Council's policy.

## Roof Height

It appears to be possible to further reduce the height of the outbuilding by reducing the roof pitch, this approach has been discussed with the applicant. The current roof pitch is 10 degrees and this leads to an additional 0.7m from the top of the wall to the roof pitch. Changing this to 7 degrees would reduce the overall height to 5.0m.

## Wall Height

The wall height under consideration will remain in excess of Council's policy at 4.5m. After the site is excavated the wall height will be approximately 4.1m above natural ground level, ~0.5m in excess of the height recommended in Council's policy. The applicant has advised this wall height is required to adequately house a large boat. The sides of the shed are likely to be well screened from the street frontage by the existing house and existing vegetation on the north side of the lot.

Further reductions in wall height (of ~300mm) could be achieved by changing the roller door to a sliding door. This would remove the space required for the door when rolled up and the mechanism for supporting the door. The applicant has requested that the roller door be retained for the following reasons:

- *A roller door is required as it makes the outbuilding more airtight to prevent dust and debris entering the shed.*
- *Both doors can be open at the same time with sliding doors; and*
- *Automatic roller doors are proposed for convenience and safety.*

## Natural Ground Level

Once earthworks are complete, the outbuilding would be approximately 400mm lower than the natural ground level throughout much of the outbuilding footprint. This difference may be subtracted from the wall and roof height as all heights are measured from natural ground level.

## Conclusion

With the reduction in roof pitch, the change to natural ground level and the reduction in floor area the proposal is would be:

	<b>Max Wall Height (metres)</b>	<b>Max Ridge Height (metres)</b>	<b>Max floor area (aggregate)</b>
Required for Residential	3.6	4.2	90m <sup>2</sup>
Proposed	4.1	4.6	90m <sup>2</sup>

The changing to a sliding door would reduce these figures by a further 300mm or so but would affect the functionality of the outbuilding.

On balance, it is recommended that Council approve the outbuilding application subject to a reduction in the ridge height and floor area which has been discussed with the applicant.

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, approx. 27m away from the Barbara Street frontage.
- Existing vegetation, the slight reduction in natural ground level, and the existing two storey dwelling will soften the appearance of the building when approaching from street.
- All vehicles and other items would be best stored out of sight.
- The applicant provided written consent from all immediate neighbours.
- The finished floor level of the outbuilding is lower than the street level therefore reducing its apparent height when viewed from the street.
- It will not overshadow any adjoining properties.
- An effort to reduce the ridge height as well as overall floor space to comply with Council's policy where possible has been negotiated.

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.
- Whether or not the proposed outbuilding is still of a residential scale is subjective. If it is considered to be too large then the boat may need to be stored off site.

### **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/ ridge height and floor area.

### **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**

Council's Outbuildings Policy LPP 16 applies to this report.

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That Council;

1. Approve the application for an outbuilding on Lot 61 (#19) Barbara Street, Bremer Bay (Ref P16/004) 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.
  - c) The ridge/gable height is to be less than 4.6 metres from natural ground level.
  - d) The maximum wall height is to be less than 4.1m from natural ground level.
  - e) The maximum floor area of the proposed outbuilding shall not exceed 90m<sup>2</sup>.
  - f) Landscape plans, showing size, species, location and reticulation of trees and shrubs to be planted or retained, being submitted to the Shire for approval

prior to the issue of a building permit. These plans should show the trees located along the northern boundary of the property being retained and additional screening trees long this boundary being established.

- g) Landscaping and reticulation shall be implemented in accordance with the approved Landscape Plan and shall thereafter be maintained to the satisfaction of the Shire. Unless otherwise first agreed in writing, any trees or plants which, within a period of five years from first planting, are removed, die or, as assessed by the Shire as being seriously damaged, shall be replaced within the next available planting season with others of the same species, size and number as originally approved.
  - h) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of Council.
  - i) The outbuilding is to be constructed in non-reflective materials that blend with the proposed house.
2. Advise the applicant that;
- a) Planning approval should not be construed as an approval to commence works as a separate building permit is also required.

#### **OC160405 Moved Cr Trevaskis / Seconded Cr Iffla**

**That Council;**

1. **Approve the application for an outbuilding on Lot 61 (#19) Barbara Street, Bremer Bay (Ref P16/004) 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.**
  - c) **The ridge/gable height is to be less than 4.2 metres from natural ground level.**
  - d) **The maximum wall height is to be less than 3.6m from natural ground level.**
  - e) **The maximum floor area of the proposed outbuilding shall not exceed 90m<sup>2</sup>.**
  - f) **Landscape plans, showing size, species, location and reticulation of trees and shrubs to be planted or retained, being submitted to the Shire for approval prior to the issue of a building permit. These plans should show the trees located along the northern boundary of the property being retained and additional screening trees long this boundary being established.**
  - g) **Landscaping and reticulation shall be implemented in accordance with the approved Landscape Plan and shall thereafter be maintained to the satisfaction of the Shire. Unless otherwise first agreed in writing, any trees or plants which, within a period of five years from first planting, are removed, die or, as assessed by the Shire as being seriously damaged,**

shall be replaced within the next available planting season with others of the same species, size and number as originally approved.

- h) All stormwater from roofed and paved areas shall be collected and disposed of on-site to the satisfaction of Council.
  - i) The outbuilding is to be constructed in non-reflective materials that blend with the proposed house.
2. Advise the applicant that;
- a) Planning approval should not be construed as an approval to commence works as a separate building permit is also required.

**Carried 7-0**

**Reason for Variation: The proposed ridge and wall heights exceeded Council policy requirements for building a shed in residential areas however a revised approval is provided to facilitate a shed within Council policy proceeding.**

**A D M I N**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.1
<b>SUBJECT:</b>	Administration Policies Review
<b>LOCATION/ADDRESS:</b>	Not Applicable
<b>NAME OF APPLICANT:</b>	Not Applicable
<b>AUTHOR:</b>	Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	The author declares a financial interest as an Administration Policy may affect his reimbursements and entitlements as a staff member.
<b>DATE OF REPORT:</b>	7 <sup>th</sup> April 2016

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## **SUMMARY**

This item addresses a review of a number of Administration Policies seeking to streamline the policy manual and bring the policies into line with contemporary practice. The recommendation is to adopt a revised set of policies and delete the Staff Subsidies Policy.

## **ATTACHMENT**

- Attachment 10.4.1(a) - Current Administration Policy 1: Equal Employment Opportunities
- Attachment 10.4.1(b) - Proposed Administration Policy 1: Equal Opportunity Policy
- Attachment 10.4.1(c) - Current Administration Policy 2: Staff Subsidies
- Attachment 10.4.1(d) - Current Administration Policy 3: Payment to Employees in Addition to Contract or Award
- Attachment 10.4.1(e) - Proposed Administration Policy 3: Payment to Employees in Addition to Contract or Award (Gratuities)
- Attachment 10.4.1(f) - Current Administration Policy 4: Regional Price Preference
- Attachment 10.4.1(g) - Proposed Administration Policy 4: Regional Price Preference
- Attachment 10.4.1(h) - Current Administration Policy 7: Council Housing and Staff Accommodation
- Attachment 10.4.1(i) - Proposed Administration Policy 7: Council Housing and Staff Accommodation
- Attachment 10.4.1(j) - Current Administration Policy 8: Human Resources Operational
- Attachment 10.4.1(k) - Proposed Administration Policy 8: Remuneration and Salaries

## **BACKGROUND**

The Chief Executive Officer has undertaken a review of the policy manual. It is proposed that amended policies will be brought to Council over the coming months to update each section of the policy manual in line with contemporary practices and requirements of Council.

## **CONSULTATION**

Nil



## **COMMENT**

Provided as attachments to this agenda item are number of policies brought forward for revision or removal from Council's Policy Manual. Details surrounding the review of each one is provided as follows:

1. Equal Employment Opportunities
  - a) Title change to better capture the role of the policy which is to promote equal opportunity in all facets of Shire operations.
  - b) Insertion of policy objective.
  - c) Revision of policy in line with modern guidelines from the Equal Opportunity Commission.
2. Staff Subsidies
  - a) Removal of policy recommended as the content is now covered by the Shire's Enterprise Bargaining Agreement, Award, Administration Policy 8 – Remuneration and Salaries and current contracts.
3. Payment to Employees in Addition to Contract or Award (Gratuities)
  - a) Reviewed to provide scope for farewell gifts which have been provided by Council in the past. Advice on the matter has determined that farewell gifts would be considered as a payment in addition to contract and accordingly should be reflected in the Council Policy.
  - b) Provide the following framework for defining a value of a gift for departing staff members:

<b>Length of Continuous Service</b>	<b>Value of Gratuity Gift</b>
Less than 3 years	Nil
3-5 years	\$300
5-8 years	\$400
8+ years	\$500

4. Regional Price Preference
  - a) Insertion of policy objective.
  - b) Review of wording to implement modern day best practice and provide better framework for considering non-monetary components of value.
5. Council Housing and Staff Accommodation
  - a) Review of houses which are allocated to senior positions.
  - b) Minor change requiring any painting carried out by tenants to be approved by the CEO.
  - c) Removal of provisions relating to housing subsidies which are covered by Administration Policy 8 – Remuneration and Salaries.
6. Remuneration and Salaries
  - a) Title change
  - b) Change of terminology to recognise Enterprise Bargaining Agreement (EBA) rather than Workplace Agreement.
  - c) Removed section relating to On-Call provisions as these are covered by the EBA.
  - d) Change of terminology relating to staff providing own accommodation – referred to as subsidy rather than reimbursement.
  - e) Increased limit of relocation expenses to \$4,000 reflecting current cost of relocation to the Shire.

- f) Removal of Executive Manager Infrastructure Services from designated senior positions.
- g) Noted that any unspent uniform allowance would not be carried over or accumulated over financial years.
- h) Removed CPI adjustments – advise that changes to policy amounts should be done when the policy is reviewed to consider current pricing of uniforms. This will also provide round numbers rather than small increments which are difficult to track.
- i) Insertion of policy statement surrounding staff attending volunteer emergency callouts and remaining remunerated for ordinary hours.

### **STATUTORY REQUIREMENTS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

No further financial implications are evident as part of adopting these revised policies.

### **WORKFORCE IMPLICATIONS**

A number of these policies impact staff however the changes are not expected to have any significant implications.

### **POLICY IMPLICATIONS**

Policy changes as provided.

### **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council:

1. Adopt the updated Administration Policy 1: Equal Opportunity Policy
2. Rescind and remove Administration Policy 2: Staff Subsidies from the Policy Manual.
3. Adopt the updated Administration Policy 3: Payment to Employees in Addition to Contract or Award (Gratuities)
4. Adopt the updated Administration Policy 4: Regional Price Preference
5. Adopt the updated Administration Policy 7: Council Housing and Staff Accommodation
6. Adopt the updated Administration Policy 8: Remuneration and Salaries

### **OC160406 Moved Cr Leenhouders / Seconded Cr Bailey**

That Council:

1. **Adopt the updated Administration Policy 1: Equal Opportunity Policy**
2. **Rescind and remove Administration Policy 2: Staff Subsidies from the Policy Manual.**
3. **Adopt the updated Administration Policy 3: Payment to Employees in Addition to Contract or Award (Gratuities)**
4. **Adopt the updated Administration Policy 4: Regional Price Preference**
5. **Adopt the updated Administration Policy 7: Council Housing and Staff Accommodation**
6. **Adopt the updated Administration Policy 8: Remuneration and Salaries**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.2
<b>SUBJECT:</b>	Occupational Health and Safety Policies
<b>LOCATION/ADDRESS:</b>	Not Applicable
<b>NAME OF APPLICANT:</b>	Not Applicable
<b>AUTHOR:</b>	Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	7 <sup>th</sup> April 2016

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## **SUMMARY**

This item seeks to formally endorse existing health and safety operational policies as formal policies of Council.

## **ATTACHMENT**

- Attachment 10.4.2(a) - Current OP1: Occupational Health and Safety
- Attachment 10.4.2(b) - Proposed OP2: Fitness for Work Policy
- Attachment 10.4.2(c) - Proposed OP3: Smoking Policy
- Attachment 10.4.2(d) - Proposed OP4: Workplace Bullying Policy
- Attachment 10.4.2(e) - Proposed OP5: Sexual Harassment Policy
- Attachment 10.4.2(f) - Proposed OP6: Injury Management Policy
- Attachment 10.4.2(g) - Proposed OP7: Contractors OSH Policy

## **BACKGROUND**

The Shire's Occupational Health and Safety Committee has been actively implementing internal policy to provide clear guidance on a number of OSH issues for a number of years. The development of these policies has been assisted through collaboration with the Shire's insurer and risk management consultants.

A recent external audit revealed that the Shire of Jerramungup is performing amongst the best mid-size Councils in the State.

## **CONSULTATION**

Local Government Insurance Services

## **COMMENT**

Provided as attachments are 7 policies, an overview of which is provided as follows:

1. Current OP1: Occupational Health and Safety
  - a) This has already been adopted by Council but requires updating with the name of the incumbent CEO and removal of the Shire President's name as recommended by LGIS. No further changes are required.
2. Proposed OP2: Fitness for Work Policy
  - a) The fitness for work policy covers a range of issues which have the potential to impact an individual's fitness for work. The policy has a strong stance on drug use but also covers others matters such as fatigue, physical injuries and mental states. Essentially the policy provides supervisors and management

with the direction to remove persons who are not fit for work from the work environment.

3. Proposed OP3: Smoking Policy
  - a) Prohibits smoking inside Council buildings and vehicles.
4. Proposed OP4: Workplace Bullying Policy
  - a) Provides a clear direction that bullying will not be tolerated by the Shire.
5. Proposed OP5: Sexual Harassment Policy
  - a) Provides a clear direction that sexual harassment will not be tolerated by the Shire.
6. Proposed OP6: Injury Management Policy
  - a) Policy statement stating the Shire's intent to assist employees return to work from injury.
7. Proposed OP7: Contractors OSH Policy
  - a) Provides overview and policy statement for the compliance of contractors to the Shire's OSH practices.

A focus on Safety and Health is paramount for any organisation and particularly those operating in high risk environments such as Council's outside workforce. Accordingly the attached policies which were previously adopted internally by the OSH Committee are proposed to be elevated in status and requested to be formally adopted as a Council Policy.

### **STATUTORY REQUIREMENTS**

Occupational Safety and Health Act 1984  
Occupational Safety and Health Regulations 1996

### **STRATEGIC IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **WORKFORCE IMPLICATIONS**

Council's workforce will be guided by the operation of these policies.

### **POLICY IMPLICATIONS**

Proposed policies to be adopted by Council.

### **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council:

1. Adopt the revised OP1: Occupational Health and Safety
2. Adopt OP2: Fitness for Work Policy
3. Adopt OP3: Smoking Policy
4. Adopt OP4: Workplace Bullying Policy
5. Adopt OP5: Sexual Harassment Policy
6. Adopt OP6: Injury Management Policy
7. Adopt OP7: Contractors OSH Policy

**OC160407 Moved Cr Parsons / Seconded Cr Iffla**

That Council:

1. **Adopt the revised OP1: Occupational Health and Safety**
2. **Adopt OP2: Fitness for Work Policy**
3. **Adopt OP3: Smoking Policy**
4. **Adopt OP4: Workplace Bullying Policy**
5. **Adopt OP5: Sexual Harassment Policy**
6. **Adopt OP6: Injury Management Policy**
7. **Adopt OP7: Contractors OSH Policy**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.3
<b>SUBJECT:</b>	Economic Growth Project Plan
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>NAME OF APPLICANT:</b>	Not applicable
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	7 <sup>th</sup> April 2016

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## **SUMMARY**

The Shire of Jerramungup has been developing an Economic Growth Project Plan since mid-2015. This item seeks to adopt the final Economic Growth Project Plan for incorporation into Council's other Strategic Planning documents.

## **ATTACHMENT**

Attachment 10.4.3(a) - Final Economic Growth Project Plan  
Attachment 10.4.3(b) - Schedule of Submissions  
Attachment 10.4.3(c) - Public Submission Letters

## **BACKGROUND**

Since mid-2015 the Elected Group and Executive team have participated in workshops and dialogue with consultants – Core Business Australia to develop a document which will guide the Shire's direction to foster and promote economic development within the Shire. This process has explored existing economic environment conditions, opportunities for growth and key alignments to the State Planning Strategy and local Great Southern Regional Blueprint.

The development of this plan will align with and inform the development of the new Community Strategic Plan and major priorities identified in the document will need to be considered for resourcing in Council's Corporate Business Plan.

The plan was endorsed in draft format for public comment and advertising. At the time of writing this report no submissions have been received. Any further submissions received prior to the closing time on 18<sup>th</sup> April 2016 will be tabled at the Council meeting.

## **CONSULTATION**

Great Southern Regional Blueprint  
Core Business Australia  
Public Submission Period, Direct letters to State Government Agencies.

## **COMMENT**

The Economic Growth Project Plan has been developed under the heading highlighted in the State Government's State Planning Strategy. As most projects and directions for Economic Growth will require some degree of input or resources from the State

Government it is important that these links are clearly established in the Economic Growth Project Plan. The document is also broken into projects / directions which are delivered by the Shire and those which are the responsibility of other agencies which require an advocacy role by the Shire.

These tables which show this alignment are provided in pages 10-15 and each project identified is expanded on through the balance of the plan.

Major projects which are to be delivered by the Shire are centred on tourism development, and economic infrastructure development in Bremer Bay. Key advocacy projects are more focused on transport links into the Shire, potential resources and mining impacts, health services, telecommunications and appropriate land supply for industry and affordable residential uses.

The direction and groundwork provided in this document will provide the Shire's executive team with a consolidated tool to pursue funding and advocacy roles with the aim of improving economic drivers within the Shire. Implementation of many of the projects will also require substantial internal or external resources to move projects forward. It will be important to cater for resourcing requirements in the Corporate Business Plan and annual budgets to yield value out of the work done to date.

### **STATUTORY REQUIREMENTS**

Nil

### **STRATEGIC IMPLICATIONS**

**Aspiration 9:** An economically diverse community where primary industry is supported by a strong secondary and service industry

Activity: Develop Economic Development Strategy

### **FINANCIAL IMPLICATIONS**

The Economic Growth Project Plan identifies a wide range of projects for further development in order to foster and grow Economic Development in the Shire of Jerramungup. Further resources will be required to take each project identified further.

The development of this plan cost \$25,500 in external contractors.

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority



**RECOMMENDATION**

That Council adopt the final Economic Growth Project Plan with the minor amendments noted in the attached schedule of submissions and incorporate its content into the new Community Strategic Plan and Corporate Business Plan.

**OC160408 Moved Cr Leenhouders / Seconded Cr Bailey**

**That Council adopt the final Economic Growth Project Plan with the minor amendments noted in the attached schedule of submissions and incorporate its content into the new Community Strategic Plan and Corporate Business Plan.**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.4
<b>SUBJECT:</b>	Meeting Process
<b>LOCATION/ADDRESS:</b>	Not applicable
<b>NAME OF APPLICANT:</b>	Not applicable
<b>AUTHOR:</b>	Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	4 <sup>th</sup> April 2016

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## **SUMMARY**

This item provides opportunity for the elected group to consider the introduction of formal rules and framework for the operation of Council meetings.

## **ATTACHMENT**

Attachment 10.4.4 - Draft Council Meeting Policy and Procedure

## **BACKGROUND**

Shire of Jerramungup Council meetings at present do not operate under any formal meeting procedures local law or what was formally known as Standing Orders. According to the Department of Local Government's Local Laws register the Shire of Jerramungup Standing Orders Local Law (inherited as part of the Gnowangerup separation) was repealed on 8<sup>th</sup> August 1997. The Standing Orders were repealed at the time along with 27 other Local Laws because Council formed the opinion that the new Local Government Act 1995, Town Planning Scheme, Building Code of Australia and their policy manual made their operation "obsolete".

Despite the absence of Standing Orders the Shire continues to operate a successful meeting process and decision making which is controlled by the Shire President, a formal agenda and generally in accordance with the guidelines which are provided by the Department of Local Government.

This item is presented to provide Council with the opportunity to consider whether there is further need to establish formal meeting rules under a Local Law or Council Policy.

## **CONSULTATION**

Elected Members  
Department of Local Government

## **COMMENT**

The following observations are tabled for consideration by Council to consider the outcomes of implementing formal meeting rules either via a Local Law or Council Policy.

1. At present the power to control the meeting is provided to the Shire President as the Presiding Member. Under the current arrangement the Shire President is provided with a wide discretion to control debate in the manner that he/she sees fit to coordinate effective meetings and decision making. To date the Presiding

- Member has encouraged interactive dialogue between members when proceeding through the decision making process.
2. Introduction of formal meeting rules as stated in existing guidelines introduces a debate style of dialogue with elected members being asked to speak for or against a motion. Collaborative discussion does not currently fit well into existing models for Meeting Process or Policy and would need to be monitored and handled by the Presiding Member unless the Standing Orders or the Meeting Procedures were suspended for discussion.
  3. Introduction of formal meeting rules provides clearly understood and communicable framework for the operation and conduct of meetings.
  4. Introduction of Standing Orders would implement a consistent approach to meeting process as the majority of other local governments; it would also enshrine many of the practices which are currently exercised by the Shire.

To progress this matter further the administration require direction from Council about their preferred means of conducting Council meetings. The following three options are presented for determination.

1. That Council retain the existing meeting practices without implementing a formal Council Meeting Policy & Procedure or Meeting Procedures Local Law.
2. That Council adopt the attached Administration Policy - Council Meeting Policy and Procedure.
3. That Council instruct the Chief Executive Officer to undertake the process to create a Shire of Jerramungup Meeting Procedures Local Law.

### **STATUTORY REQUIREMENTS**

This item may result in the creation of a Local Law which would require the Shire to undertake a statutory process through the State Government Legislative Committee.

### **STRATEGIC IMPLICATIONS**

This item considers meeting process which will affect the operation of Council Meetings which are the primary decision making mechanism of the elected group.

### **FINANCIAL IMPLICATIONS**

It is estimated that the creation of a Local Law will require a budget of approximately \$5,000

### **WORKFORCE IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

The officer recommendation is to adopt a policy to provide a framework for Council meetings.

### **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council adopt the attached Administration Policy - Council Meeting Policy and Procedure.

**OC160409 Moved Cr Trevaskis / Seconded Cr Iffla**

**That Council retain the existing meeting practices without implementing a formal Council Meeting Policy & Procedure or Meeting Procedures Local Law.**

**Motion Carried 6-0**

**Cr Daniel voted against motion**

**Reason for variation: Council felt that the existing operation of Council meetings without standing orders or formalised meeting procedures leads to a more collaborative and effective decision making process under the direct control of the Shire President.**

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**SUBMISSION TO:** Administration  
**AGENDA REFERENCE:** 10.4.5  
**SUBJECT:** Review of CEO Review and Appointment Committee Membership  
**LOCATION/ADDRESS:** Not applicable  
**NAME OF APPLICANT:** Not applicable  
**AUTHOR:** Brent Bailey  
**DISCLOSURE OF ANY INTEREST:** The author declares a financial interest in this item as the committee considers his annual performance and contract reviews.  
**DATE OF REPORT:** 4<sup>th</sup> April 2016

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**SUMMARY**

This item addresses a review of the membership of the CEO Appointment and Review Committee to consider reducing the size and scope of the committee.

**ATTACHMENT**

Attachment 10.4.5 - CEO Review Committee Terms of Reference

**BACKGROUND**

At the October 2015 Ordinary Council meeting a review into committee memberships was undertaken. Following the consistent requirement for Councillor Bailey to declare an indirect financial interest in all items relating to the CEO’s employment this item has been prepared to consider a reduction in the size of this committee. At present the CEO Appointment and Review Committee is structured as follows:

<b><u>Committee</u></b>	<b><u>Membership</u></b>	<b><u>Term</u></b>	<b><u>Purpose</u></b>	<b><u>Nominated Councillors</u></b>	<b><u>Powers</u></b>
CEO Appointment and Review Committee	All Councillors	2 years with terms of office being aligned with Local Government Councillor elections.	To conduct the recruitment process and periodic reviews of the CEO.	All Councillors	Nil, the committee will make recommendations to Council. The Shire President may, at his/her option, engage a consultant to assist in any relevant processes to the extent provided for in the annual budget.

At present the CEO Appointment and Review Committee’s nominated primary function is to undertake the recruitment process and annual review process for the CEO. The representation of the committee is affirmed each year however the term of appointment to the committee is 2 years.

The recruitment of a new CEO requires Council to endorse a formal process; this was last undertaken in November 2014. Council does not have a formal process or procedure for a review of the CEO’s performance but currently utilises the existing Performance Review process which is applied to the rest of the Shire workforce. It is not recommended that there would be any change to the process for undertaking a review of the CEO nor the numbers of Councillors participating in the process.

## **CONSULTATION**

Nil

## **COMMENT**

The Committee does not have any decision making powers and makes recommendations to Council through the committee meeting minutes for consideration. Given that the current structure incorporates all 7 Councillors the recommendation and decision making process is duplicated to a certain extent.

This item presents an opportunity to review the current operation of the Committee and determine the numbers of Councillors required. The below options are presented for consideration:

1. Remain status quo with all Councillors being members of the CEO Appointment and Review Committee. Councillor Bailey will continue to declare indirect financial interests for the term of the current CEO. The process for reviewing and recruiting a CEO will continue to be done by the same elected members as Committee representatives and Councillors.
2. Reduce the number of Councillors appointed to the CEO Appointment and Review Committee from 7 to 3-4. This option would reduce the number of Councillors associated with the meetings and formal recommendations of the CEO Appointment and Review Committee however the remaining Councillors would still have input into the review process, recruitment process and cast a vote on any recommendations at Council meetings.

It may provide better opportunities for formal dialogue regarding the CEO's performance in the committee meeting. The full Council would still be involved in any final decision making and be privy to documentation and minutes which support the committee's recommendations.

It may also be simpler to convene meetings with a smaller number of members.

3. Amend the purpose and title of the Committee to remove its recruitment function. Given that the Local Government Administration Regulations require that Council establishes a formal process for the recruitment of a CEO this function can be decided on a case by case basis depending on the needs of Council at the time. Council is also the decision maker for the approval of any new appointment and removing this from the committee's purpose will streamline the recruitment process.
4. A combination of 2 & 3 to reduce the number of Councillors and reduce the scope of the committee to focus on the incumbent CEO's performance reviews.

It is also recommended that a formal terms of reference is endorsed for the committee to provide an established framework for the processes it is to undertake.

## **STATUTORY REQUIREMENTS**

The following sections of the Local Government Act have application:

## **5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\* Absolute majority required.*

## **5.10. Appointment of committee members**

1. A committee is to have as its members —
  - a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - b) persons who are appointed to be members of the committee under subsection (4) or (5).

*\* Absolute majority required.*

2. At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
3. Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
4. If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
5. If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
  - a) to be a member of the committee; or
  - b) that a representative of the CEO be a member of the committee,
    - i) the local government is to appoint the CEO or the CEO's representative,
    - ii) as the case may be, to be a member of the committee.

## **5.11. Tenure of committee membership**

1. Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

- a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
  - b) the person resigns from membership of the committee;
  - c) the committee is disbanded; or
  - d) the next ordinary elections day,
    - i) whichever happens first.
2. Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
- a) the term of the person's appointment as a committee member expires;
  - b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
  - c) the committee is disbanded; or
  - d) the next ordinary elections day,
    - i) whichever happens first.

The following regulations from the Local Government Administration Regulations 1996 have application:

**18C. Selection and appointment process for CEOs**

The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

**18D. Performance review of CEO, local government's duties as to**

A local government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

**STRATEGIC IMPLICATIONS**

This committee currently reviews the incumbent CEO's performance and coordinates any new CEO appointments. As the CEO is the primary staff member involved in implementing Council direction this committee has a direct impact on ensuring that the performance of the CEO is consistent with Council's expectations.

**FINANCIAL IMPLICATIONS**

Nil

**WORKFORCE IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil



## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council:

1. Approve the following change to the current CEO Appointment and Review Committee:

<u>Committee Name</u>	<u>Membership</u>	<u>Term</u>	<u>Purpose</u>	<u>Nominated Councillors</u>	<u>Powers</u>
CEO Review Committee	Shire President, Deputy Shire President, 1 other Councillor	2 years with terms of office being aligned with Local Government Councillor elections.	To undertake periodic review meetings with the incumbent CEO and prepare reports and recommendations for Council on the CEO's performance and contract terms.	Cr Lester, Cr Iffla, Cr _____, Cr _____	Nil, the committee will make recommendations to Council. The Shire President may, at his/her option, engage a consultant or employee of the Local Government to assist in any relevant processes to the extent provided for in the annual budget.

2. Endorse the terms of reference provided in the attachments for the CEO Review Committee.

### **OC160410 Moved Cr Bailey/ Seconded Cr Daniel**

That Council:

1. Approve the following change to the current CEO Appointment and Review Committee:

<u>Committee Name</u>	<u>Membership</u>	<u>Term</u>	<u>Purpose</u>	<u>Nominated Councillors</u>	<u>Powers</u>
CEO Review Committee	Shire President, Deputy Shire President, 1 other Councillor	2 years with terms of office being aligned with Local Government Councillor elections.	To undertake periodic review meetings with the incumbent CEO and prepare reports and recommendations for Council on the CEO's performance and contract terms.	Cr Lester, Cr Iffla, Cr Leenhouders, Cr Trevaskis	Nil, the committee will make recommendations to Council. The Shire President may, at his/her option, engage a consultant or employee of the Local Government to assist in any relevant processes to the extent provided for in the annual budget.

2. Endorse the terms of reference provided in the attachments for the CEO Review Committee.

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.6
<b>SUBJECT:</b>	Local Emergency Management Committee Meeting Minutes
<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Charmaine Solomon
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	8 <sup>th</sup> April 2016

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### **ATTACHMENT**

Attachment 10.4.6(a) - Local Emergency Management Committee Meeting Minutes and attachments

Attachment 10.4.6(b) - Shire of Jerramungup Local Emergency Management Arrangements

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That the minutes of the Local Emergency Management Committee meeting held on Monday 14<sup>th</sup> March 2016 be received (copy of minutes are included in the attachments) and the following recommendation be adopted;

1. The Shire of Jerramungup to write a letter of support to the City of Albany for the development of an 'Off Road area'.
2. The LEMC supports the extension to the fire restriction period to Point Henry Peninsula.
3. That the amended Shire of Jerramungup Local Emergency Management Arrangements be endorsed by council.

### **OC160411 Moved Cr Leenhouders / Seconded Cr Parsons**

**That the minutes of the Local Emergency Management Committee meeting held on Monday 14<sup>th</sup> March 2016 be received (copy of minutes are included in the attachments) and the following recommendation be adopted;**

- 1. The Shire of Jerramungup to write a letter of support to the City of Albany for the development of an 'Off Road area'.**
- 2. The LEMC supports the extension to the fire restriction period to Point Henry Peninsula.**
- 3. That the amended Shire of Jerramungup Local Emergency Management Arrangements be endorsed by council.**

**Carried 7-0**

# **COUNCILLOR REPORTS**

## **11. COUNCILLOR REPORTS**

### **Cr Parsons**

Attended a Regional Road Group meeting in Woodanilling  
Attended a Fitzgerald Biosphere Group Advisory Committee meeting  
Attended a Fitzgerald Biosphere Group Executive Meeting  
Attended a farewell function for Anne Sparrow  
Attended the Shire's farewell function for Chris Miller

### **Cr Daniel**

Attended a Needilup Progress Committee meeting  
Attended a Sports Club planning workshop  
Attended the Shire's farewell function for Chris Miller

### **Cr Iffla**

Attended a South Coast Management Group meeting

### **Cr Trevaskis**

Attended a Regional Road Group meeting in Woodanilling  
Attended Jerramungup Sports Club  
Attended the Shire's farewell function for Chris Miller

### **Cr Leenhouders**

Attended a Bushfire Mitigation Information Night in Bremer Bay

### **Cr Lester**

Attended the Shire's farewell function for Chris Miller

## **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 Leenhouders noted that the existing sand track used to access Bremer Beach from the carpark has been obstructed by the river. Cars are now traversing the sand dune to access main beach.

Mr Bailey advised that he will follow the matter up with the Shire Ranger.

## **13. NEXT MEETING/S**

13.1 Ordinary Meeting – to be held Wednesday 18<sup>th</sup> May 2016 commencing 2.00pm at the Council Chambers, Jerramugup.

## **14. CLOSURE**

The President declared the meeting closed at 3:00pm.