

SHIRE OF JERRAMUNGUP



MINUTES

COUNCIL ORDINARY MEETING

20th JUNE 2012

ORDINARY MINUTES – 20th JUNE 2012		
<u>INDEX</u>		
ITEM NO.	<u>DETAILS</u>	<u>PAGE</u>
9.1	Confirmation of minutes	4
WORKS		
10.1.1	Works report	6
10.1.2	Shire managed reserves	11
10.1.3	Recreational boating facilities	14
10.1.4	Shire boundary	16
FINANCE		
10.2.1	Accounts payable	21
10.2.2	Monthly financial report to 31 st May 2012	23
10.2.3	Transfers to reserves	25
10.2.4	Review of finance policies	27
HEALTH, BUILDING & TOWN PLANNING		
	Nil	
ADMIN		
10.4.1	Administration status report	33
10.4.2	CEO review committee minutes	35
10.4.3	Bremer Bay community development committee minutes	36
10.4.4	Confidential – Matter affecting employees: Continuation of Service Level agreements	37
10.4.5	Confidential – Matter affecting an employee: Provision of Housing	39
COUNCILLOR REPORT		
11	Councillor Reports	42
NEW BUSINESS OF AN URGENT NATURE		

SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS,
JERRAMUNGUP ON WEDNESDAY 20th JUNE 2012, COMMENCING AT 1.40PM.

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

The Deputy President declared the meeting open at 1.40pm

2. **RECORD OF ATTENDANCE**

Cr R Lester	Deputy President
Cr W Bailey	Member
Cr J Iffla	Member
Cr R Parsons	Member
Cr C Daniel	Member
Mr W Parker	Chief Executive Officer
Mr B Bailey	Deputy Chief Executive Officer
Mr G Edwards	Executive Manager Infrastructure Services
Mrs C Solomon	Coordinator of Governance & Land Administration
Mr Mike Shepard	District Manager, Department of Environment & Conservation

3. **APOLOGIES**

Cr B Trevaskis President

4. **LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Cr Atkin Member

5. **PUBLIC QUESTION TIME**

Nil

6. **APPLICATIONS FOR LEAVE OF ABSENCE**

OC120601 Moved Cr Parsons / Seconded Cr Bailey

That Council grant a leave of absence for Cr Trevaskis.

Carried 5-0

7. **PETITIONS / DEPUTATIONS / PRESENTATIONS**

1.50pm Mr Edwards entered the meeting.

Mr Mike Sheppard District Manager, DEC South Coast Region gave a presentation to Council on dieback within the Fitzgerald River National Park. Presentation points include the management of infested roads, the consequences of dieback outbreaks in the Stirling Range National Park and he

requested that Council investigate options and resources for managing dieback within the Shire.

Mr Parker thanked Mr Sheppard for his presentation.

2.00pm Mr Sheppard left the meeting.

8. DECLARATIONS OF FINANCIAL INTEREST

Mr Brent Bailey declared a financial interest in Confidential Item 10.4.4. The nature of the interest is the item relates to a potential change in his employment contract.

Mr Parker declared a financial interest in Item 10.4.2. The nature of the interest is the item relates to the Chief Executive Officers salary and conditions.

9. CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held 16th May 2012

OC120602 Moved Cr Daniel / Seconded Cr Iffla

That the Minutes of the Ordinary Meeting of Council held 16th May 2012 be confirmed.

Carried 5-0

W O R K S

SUBMISSION TO:	Works
AGENDA REFERENCE:	10.1.1
SUBJECT:	Works Report
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Graham Edwards
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	11 June 2012

ATTACHMENT

Attachment 10.1.1(a) – Jerramungup maintenance report
Attachment 10.1.1(b) – Bremer Bay maintenance report
Attachment 10.1.1(c) – Rural road maintenance report

ROAD CONSTRUCTION

Swamp Road – Bremer Bay Road to Doubtful Island Road

Drainage, signage and pit reinstatement works are approaching completion. This will finalise the intended scope of works for 2011 / 2012.

Devils Creek Road – Devils Creek South Road eastward for 5 kilometres

Sealing has been undertaken for 5 km eastward of Devils Creek South Road with only minor works remaining for project completion.

Preparations are proceeding for extension of the seal another 5 km eastwards during 2012 / 2013.

Gairdner South Road – Various

Repairs are in progress to address a number of pavement failures.

Swamp Road – Vicinity of Devils Creek South Road.

Forming, drainage and gravel sheeting improvements have been undertaken on Swamp Road from approximately 3 km east to 3 km west of Devils Creek South Road.

Signage and pit reinstatement will complete this project.

Jerramungup

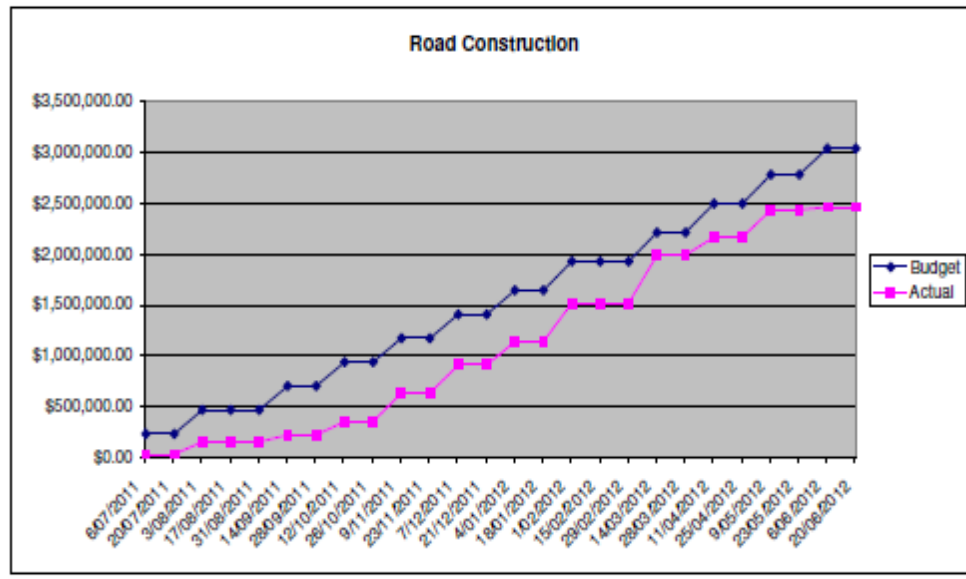
Contractor Correctline Drainage has arranged defect correction at Jerramungup.

The sealing of pavement repairs undertaken by the Shire on Derrick Street, have been disrupted by inclement weather and contractor availability.

It is recommended that the completion of resealing to Derrick Street is included in the 2012 / 2013 budget.

Generally projects at Bremer Bay and Gairdner are to be completed before commencing forming and gravel sheeting on Rabbit Proof Fence and Cameron Roads.

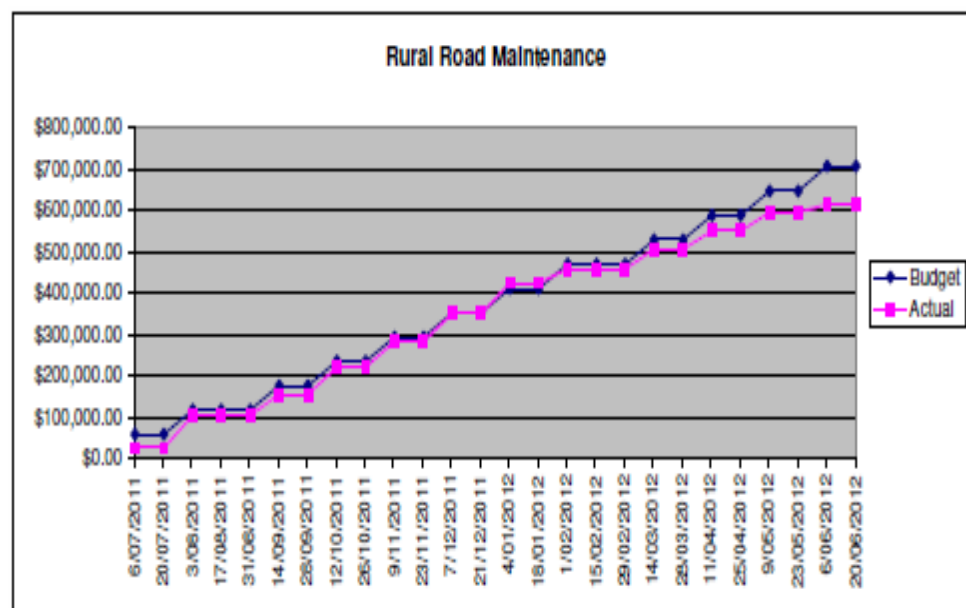
The expenditure status of the Road Construction Programme is indicated below.



ROAD MAINTENANCE

The attached reports indicate where road maintenance was undertaken during May for Bremer Bay, Jerramungup and the rural area.

As indicated below, expenditure is at an acceptable level however recent storms demand a reassessment of priorities.



Heavy rainfall in the Bremer Bay and Gairdner localities on 31 May 2012, has resulted in moderate overall damage, with Native Dog Beach and Little Boat Harbour Roads being most affected and culvert silting resulting from severe erosion of the table drains and road shoulders.

Native Dog Beach Road is of greatest concern. Stabilising the table drains and restoring the drainage before further erosion impacts the sealed carriageway, is a high priority.

The photographs below are indicative of Native Dog Beach Road erosion and silting of culverts. A Flood Damage submission will be prepared.



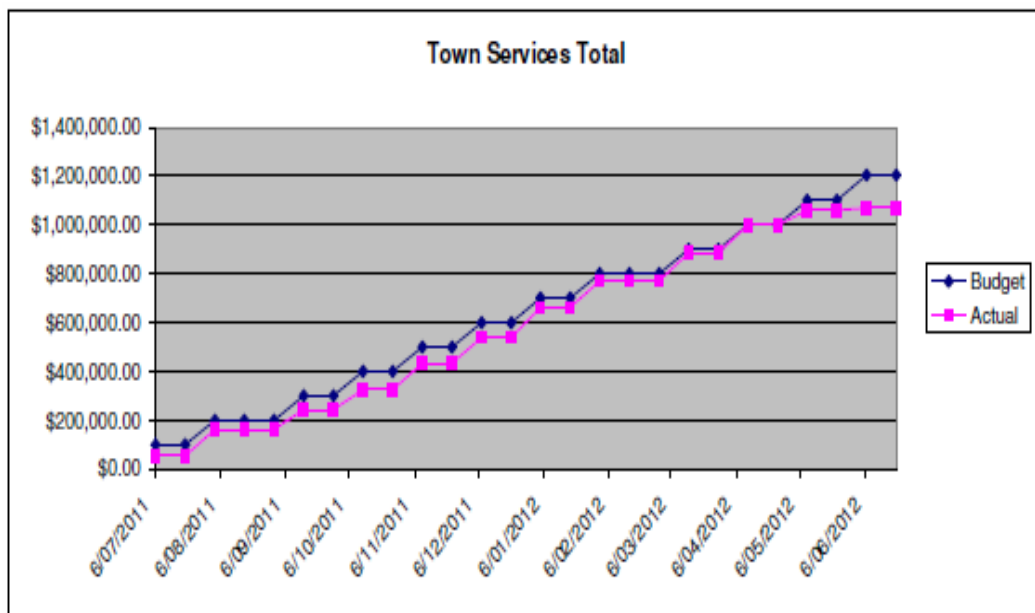


Strong winds on 10 June 2012 resulted in the falling of many trees and removal from roads is a priority.

TOWN SERVICES

Despite the storm damage from 31 May 2012, the June long weekend was negotiated successfully without any reports of significant incidents.

Overall Town Services expenditure is indicated below.



RECOMMENDATION

That the Works Report be received.

OC120603 Moved Cr Parsons / Seconded Cr Bailey

That the Works Report be received.

Carried 5-0

SUBMISSION TO:	Works
AGENDA REFERENCE:	10.1.2
SUBJECT:	Shire Managed Reserves
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	
FILE REFERENCE:	
AUTHOR:	Graham Edwards
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	11 June 2012

SUMMARY

The purpose of the report is to seek formal support for the enacting of legislation by the Western Australia Police, on reserves managed by the Shire of Jerramungup.

ATTACHMENT

Attachment 10.1.2 - Reserve 511 details are attached.

BACKGROUND

The Western Australia Police have contacted the Shire of Jerramungup to determine the Shire's position with regard to the enacting of legislation, by the Police, on reserve land (other than road reserves) managed by the Shire of Jerramungup.

It is understood that the request has arisen following the challenging of a traffic infringement, which was issued on Shire of Jerramungup managed Reserve 511. Reserve 511 is for the purpose of Recreation and includes the Fisheries Beach Marina and the Bremer Bay Golf Club.

The request by the Western Australia Police is not however specific to Reserve 511 and extends to other areas including John Cove where beyond Cuneo Drive, Bremer Bay Road is also on reserve land managed by the Shire of Jerramungup for the purpose of Camping, Caravan Park and Recreation.

CONSULTATION

Western Australia Police is consulting with the Shire of Jerramungup.

COMMENT

The Shire of Jerramungup has a limited capacity and authority to enact legislation. Western Australia Police provides valuable support to the Shire of Jerramungup, particularly during peak holiday periods at Bremer Bay.

Although the Western Australia Police also has a limited capacity, a collaborative arrangement with the Shire of Jerramungup is mutually and socially beneficial.

STATUTORY REQUIREMENTS

Section 3.18 (3) of the Local Government Act 1995 states that:

“A local government is to satisfy itself that, services and facilities it provides are managed efficiently and effectively”.

STRATEGIC IMPLICATIONS

An alignment is drawn with the 2009 - 2014 Strategic Plan through:

Service delivery and the environment

The Shire of Jerramungup will deliver a range of excellent community services whilst minimising our impact on the environment by:

- a) *Supporting a range of community services that enhances the community fabric.*
- b) *Working in partnership with key agencies to deliver environmentally responsible services.*

FINANCIAL IMPLICATIONS

The Shire of Jerramungup has a limited financial and legislative capacity to provide law enforcement.

A collaborative arrangement with Western Australia Police provides a level of community service, which would not be otherwise achievable.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Western Australia Police is advised that the Jerramungup Shire Council:

- a) Highly values assistance provided to the community by Western Australia Police.
- b) Supports the enacting of traffic and other legislation by Western Australia Police on reserve land managed by the Shire of Jerramungup.

OC120604 Moved Cr Daniel / Seconded Cr Bailey

That Western Australia Police is advised that the Jerramungup Shire Council:

- a) Highly values assistance provided to the community by Western Australia Police.**
- b) Supports the enacting of traffic and other legislation by Western Australia Police on reserve land managed by the Shire of Jerramungup.**

Carried 5-0

SUBMISSION TO:	Works
AGENDA REFERENCE:	10.1.3
SUBJECT:	Recreational Boating Facilities
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	
FILE REFERENCE:	
AUTHOR:	Graham Edwards
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	8 June 2012

SUMMARY

The purpose of the report is to seek Council endorsement of funds offered by the Department of Transport through the Recreational Boating Facilities Scheme, for improvements to lighting at Fisheries Beach.

ATTACHMENT

Nil

BACKGROUND

A grant amount of \$16,490 has been offered to the Shire of Jerramungup, following the submission of an application to the Department of Transport for improved lighting at Fisheries Beach through the Recreational Boating Facilities Scheme.

Acceptance of the grant requires execution of an agreement by affixing of the Common Seal through the authority of a resolution of the Council.

CONSULTATION

The Bremer Bay Volunteer Marine Rescue was consulted and provided a letter supporting improvement of the lighting.

COMMENT

Nil

STATUTORY REQUIREMENTS

Section 3.18 (3) of the Local Government Act 1995 states that:

“A local government is to satisfy itself that, services and facilities it provides are managed efficiently and effectively”.

STRATEGIC IMPLICATIONS

An alignment is drawn with the 2009 - 2014 Strategic Plan through:

Building and road infrastructure

The Shire of Jerramungup will provide the community with quality road and building infrastructure by:

- c) *Ensuring that built infrastructure is well utilised and maintained.*
- d) *Keeping abreast of new technology and industry best practice.*

FINANCIAL IMPLICATIONS

The total estimated project cost is \$21,907 of which the Shire of Jerramungup is to contribute \$5,477.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Jerramungup Shire Council resolves to:

- a) Accept the amount of 16,490 offered by the Department of Transport through the Recreational Boating Facilities Scheme, for the improvement of lighting at Fisheries Beach.
- b) Consider a contributory amount of \$5,477 in the 2012 / 2013 Budget for the improvement of lighting at Fisheries Beach.
- c) Authorise affixing of the Common Seal and executing of the associated agreement with the Minister for Transport, by the Shire President and the Chief Executive Officer.

OC120605 Moved Cr Bailey / Seconded Cr Parsons

That the Jerramungup Shire Council resolves to:

- a) **Accept the amount of \$16,490 offered by the Department of Transport through the Recreational Boating Facilities Scheme, for the improvement of lighting at Fisheries Beach.**
- b) **Consider a contributory amount of \$5,477 in the 2012 / 2013 Budget for the improvement of lighting at Fisheries Beach.**
- c) **Authorise affixing of the Common Seal and executing of the associated agreement with the Minister for Transport, by the Shire President and the Chief Executive Officer.**

Carried 5-0

SUBMISSION TO:	Works
AGENDA REFERENCE:	10.1.4
SUBJECT:	Shire Boundary
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	
FILE REFERENCE:	
AUTHOR:	Graham Edwards
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	8 June 2012

SUMMARY

The purpose of the report is to seek Council comment about apportioning the responsibility for roads along the common boundary between the Shires of Gnowangerup and Jerramungup.

ATTACHMENT

Nil

BACKGROUND

As nominated by the Government Gazette WA, the common boundary between the Shires of Gnowangerup and Jerramungup is along the centreline of several roads, as tabled below.

Road	Section	Km Maintained	
		Jerramungup	Gnowangerup
Monjebup	Borden – Boxwood Rd to Boxwood - Ongerup Rd	12.9	
Boxwood-Ongerup	Monjebup Rd to Corackerup Rd	3.6	
Corackerup	Boxwood – Ongerup Rd to Jerramungup – Broomehill Rd	28.5	
Gleeson	Jerramungup – Broomehill Rd to the northern boundary of location 1444.		3.7
Rabbit Proof Fence	Western boundary of location 1451 to Yates Road	2.3	
Yates	Rabbit Proof Fence Rd to the southern boundary of location 1436	2.6	
Total Km Maintained Along Common Boundary		49.9	3.7

CONSULTATION

Nil

COMMENT

Ideally a local government boundary would be at the rear of titles, so that a property and the servicing road are within the same local government.

Alternatively, a local government boundary coinciding with a road reserve boundary places a road entirely within a single municipality. Responsibility is clearly established, notwithstanding that some properties serviced might be within an adjoining local government.

In the case of the Shires of Jerramungup and Gnowangerup the:

- a) Common boundary is along the centreline of road reserves.
- b) Majority of roads along the common boundary, are maintained by the Shire of Jerramungup.

Amendment of the common boundary to define and separate Shire of Jerramungup and Shire of Gnowangerup responsibilities would be advantageous.

As an interim measure, a memorandum of understanding with the Shire of Gnowangerup might be considered.

STATUTORY REQUIREMENTS

Section 3.18 (3) of the Local Government Act 1995 states that:

“A local government is to satisfy itself that, services and facilities it provides are managed efficiently and effectively”.

STRATEGIC IMPLICATIONS

An alignment is drawn with the 2009 - 2014 Strategic Plan through:

Building and road infrastructure

The Shire of Jerramungup will provide the community with quality road and building infrastructure by:

- e) *Ensuring that built infrastructure is well utilised and maintained.*
- f) *Keeping abreast of new technology and industry best practice.*

FINANCIAL IMPLICATIONS

Routine maintenance expenditure by the Shire of Jerramungup for the last five (5) financial years on roads where there is a shared responsibility with the Shire of Gnowangerup is indicated below.

Road	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	5 Year Total
------	-----------	-----------	-----------	-----------	-----------	--------------

Monjebup	\$8,791	\$5,984	\$11,764	\$2,849	\$13,786	\$43,174
Boxwood-Ongerup	\$860	\$2,579	\$2,960	\$1,833	\$1,939	\$10,171
Corackerup	\$5,713	\$14,389	\$25,328	\$12,396	\$48,331	\$106,157
Gleeson	Nil	Nil	Nil	Nil	Nil	Nil
Rabbit Proof Fence	\$856	\$1,178	\$1,015	\$1,495	\$2,532	\$7,076
Yates	\$219	\$244	\$290	\$55	\$0	\$808
Total	\$16,439	\$24,374	\$41,357	\$18,628	\$66,588	\$167,386

The routine maintenance expenditures indicated:

- a) For Boxwood – Ongerup and Rabbit Proof Fence Roads are proportioned from the total for the entire road length.
- b) Are for routine maintenance only and exclude construction and flood damage amounts.

Corackerup and Monjebup Roads, in particular have a well defined natural drainage system, which provides certain advantages but also concentrates flows and places a greater emphasis on drainage structures.

It is unlikely that Yate Road, for example, would be upgraded to the same standard as Corackerup Road.

It is likely however that an average of \$30,000 per kilometre to form, improve drainage and gravel sheet the roads currently maintained by the Shire of Jerramungup, being a total cost of \$1.5 million, would be conservative.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the Shire of Jerramungup investigates:

- a) Formal amendment of the common boundary with the Shire of Gnowangerup, to define and separate the current shared responsibility for roads along that boundary.
- b) As an interim measure, a memorandum of understanding with the Shire of

Gnowangerup, to establish an equitable arrangement for the maintenance of roads along the common boundary, where there is currently a shared responsibility.

OC120606 Moved Cr Bailey / Seconded Cr Parsons

That the Shire of Jerramungup investigates:

- a) Formal amendment of the common boundary with the Shire of Gnowangerup, to define and separate the current shared responsibility for roads along that boundary.**
- b) As an interim measure, a memorandum of understanding with the Shire of Gnowangerup, to establish an equitable arrangement for the maintenance of roads along the common boundary, where there is currently a shared responsibility.**

Carried 5-0

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 June 2012

ATTACHMENT

Attachment 10.2.1 - List of Accounts Paid to 31st May 2012

BACKGROUND

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	27268	
	EFT 5633 - 5772	\$646,650.36
	EFT 5773 - cancelled	
	EFT 5774 - 5787	\$156,291.55
	EFT 5789	\$1,928.92
	Cheque 27269 - 27298	\$42,689.92
	Direct Debits	\$11,104.05
Municipal Account Total		\$858,664.80
Trust Account		
	EFT 5788	\$10,000.00
Trust Account Total		\$10,000.00
<u>Grand Total</u>		<u>\$868,664.80</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 \$868,664.80 to the Full Council on 20th June 2012 be endorsed.

SIGNATURES

Author

Chief Executive Officer

OC120607 Moved Cr Bailey / Seconded Cr Iffla

That the schedule of direct debits and accounts payable, totalling submitted \$868,664.80 to the Full Council on 20th June 2012 be endorsed.

SIGNATURES

Author

Chief Executive Officer

Carried 5-0

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:	7 th June 2012

SUMMARY

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

ATTACHMENT

Attachment 10.2.2 - Monthly Financial Report – Period Ending 31st May 2012

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

Key Focus Area One: Ongoing social, economic and financial viability.

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 31st May 2012 in accordance with Section 6.4 of the Local Government Act 1995.

OC120608 Moved Cr Daniel / Seconded Cr Bailey

- 1) That Council receive the Monthly Financial Report for the period ending 31st May 2012 in accordance with Section 6.4 of the Local Government Act 1995.

Carried 5-0

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.3
SUBJECT:	Transfers to Reserves
LOCATION/ADDRESS:	n/a
NAME OF APPLICANT:	n/a
FILE REFERENCE:	
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	29 th May 2012

SUMMARY

This agenda item covers the recommended additional transfers to reserves and allocations to restricted cash for the end of the financial year that are associated with incomplete projects or where rates levied were surplus to expenditure incurred.

ATTACHMENT

Nil

BACKGROUND

The recommend transfers to restricted cash and reserves have been recommended to Council to ensure that projects which are carried forward into next financial year are financed with 2011/2012 funds and to increase Council reserve funds for financing future year's projects.

In the case of the Point Henry Fire Levy unutilised funds can be used in later years for more significant upgrades to fire management infrastructure on the Point Henry Peninsula.

CONSULTATION

2011/2012 Adopted Council Budget

COMMENT

The following transfers are recommended for approval, which are beyond the original adopted transfers included in the 2011/2012 budget.

- 1) Transfer to Capital Works Reserve: Unutilised funds associated with the pending grant application for the Roe Park Synthetic Surface - \$55,000.
- 2) Transfer to Capital Works Reserve: Remaining planning funds for the Paperbarks Park Upgrade - \$10,000
- 3) Transfer to Plant Reserve - \$23,078 in unutilised plant funds due to savings in plant purchases.
- 4) Transfer to the Community Recreation Reserve - \$19,406 in unutilised funds allocated for Council's contribution towards projects eligible for funding under the Department of Sport and Recreation's CSRFF program.

- 5) Transfer to Point Henry Fire Levy Reserve: \$21,010 in revenue was collected through the Point Henry Fire Levy in 2011/2012. A total of \$8,748 was spent to 30th May 2012 and there are no additional expenditure plans for the remainder of this financial year. This leaves a net transfer of \$12,262.

STATUTORY REQUIREMENTS

Nil

STRATEGIC IMPLICATIONS

Key Focus Area One:

Ongoing social, economic and financial viability.

FINANCIAL IMPLICATIONS

Transferring funds to reserves will reduce Council's net opening balance and allow projects to be re-budgeted next year using reserve funds as a funding source. There will be no net impact to this financial year's budget given the expenditure allocated to each of the projects will not be undertaken.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council authorise the following reserve fund transfers:

- 1) \$65,000 to the Capital Works Reserve for incomplete capital works projects.
- 2) \$23,078 to the Plant Reserve from plant purchase savings.
- 3) \$19,406 to the Community Recreation Reserve for unutilised funds associated with budget allocations for Sport and Recreation Infrastructure improvements under the CRSFF program.
- 4) \$12,262 to the Point Henry Fire Levy for unutilised Levy funds.

OC120609 Moved Cr Iffla / Seconded Cr Bailey

That Council authorise the following reserve fund transfers:

- 1) \$65,000 to the Capital Works Reserve for incomplete capital works projects.
- 2) \$23,078 to the Plant Reserve from plant purchase savings.
- 3) \$19,406 to the Community Recreation Reserve for unutilised funds associated with budget allocations for Sport and Recreation Infrastructure improvements under the CRSFF program.
- 4) \$12,262 to the Point Henry Fire Levy for unutilised Levy funds.

Carried 5-0

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.4
SUBJECT:	Review of Finance Policies
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Shire of Jerramungup
FILE REFERENCE:	
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	8 June 2012

SUMMARY

This item seeks to review Council's current finance policies. The recommendation is to adopt a revised set of finance policies and make significant changes to the Community and Sporting Groups Grant.

ATTACHMENT

Attachment 10.2.4 (a) - Current Finance Policies
Attachment 10.2.4 (b) - Revised Finance Policies to be adopted

BACKGROUND

Council's current finance policies have been reviewed recently by staff. Although some of the policies require minor amendments, significant amendments are recommended to the 'Grants to Community and Sporting Groups Policy'. The reasons and justification for this significant amendment is outlined within the 'Comments' section of this report.

Attached to the agenda are the current policies and a set of revised finance policies for Council adoption.

CONSULTATION

Senior Officers
Industry Standards

COMMENT

The attached new set of Council policies is presented for adoption and inclusion in Council's policy manual. The following commentary is provided on amendments and new inclusions:

Finance Policy 1: Depreciation and Capitalisation of Assets

- Minor amendments to wording.
- Insertion of Fair Value Accounting topic to note changes in Local Government (Financial Management) Regulations.

Finance Policy 2: Rates and Accounts Collection

- Nil change

Finance Policy 3: Investments

- Minor wording change.

Finance Policy 4: Grants to Community and Sporting Groups

Summary

The proposed changes to this policy are significant. Previously, this policy provided 2.5% of the previous years rates income and made this income available to Community and Sporting Organisations. Traditionally, the funding was used towards sport and recreation infrastructure and as the Shire's 1/3 contribution towards Community Sporting and Recreation Facilities Fund (CSRFF) projects.

In response to a recent approach for financial support, it was seen as appropriate to recommend changes to the policy to include a distribution of funds to individuals. The proposed amendment would facilitate a Shire contribution of up to \$500 towards travel and accommodation when a resident is selected to participate in either a National or International sporting event outside of Western Australia.

Proposed changes and rationale

The proposed changes include;

- Amending the policy title from 'Grants to Community and Sporting Groups' to 'Sport and Recreation Grants'.
- The policy purpose has been amended to more closely align with the recreation component of the Shire's Strategic Plan.
- The policy objectives have been amended to facilitate the provision of financial support to individuals.
- The policy limitations have been expanded to provide for the distribution of funds to individuals.

Policy limitations

The proposed amendments to the policy have been drafted to include the following limitations;

- The sporting activity must be a National or International sporting event held outside of Western Australia.
- Donations are not funded retrospectively.
- Applicants must be a resident of the Shire of Jerramungup.
- Funding will only be considered after all other funding opportunities have been exhausted e.g. State and Federal Government funding.
- Funding will only be provided for up to 50% of travel and accommodation costs to a maximum of \$500.
- The travel/accommodation subsidy donation is only available to participants. Coaches, support staff and chaperones are not eligible to apply for funding.
- Selected representatives are entitled to one subsidy donation per activity in any one financial year.
- If the situation arises that the successful applicant does not attend the competition the monies shall be reimbursed to the Shire.

Justification

The proposed policy amendments are in response to a recent request for assistance to attend a National Hockey Carnival in Hobart as a part of the Western Australian U/16 State Team.

The Shire was engaged very early in the process with assistance provided through the Shire's Club Development Officer. In investigating the funding available, it became apparent that different sports and various demographic profiles draw varying degrees of funding. In this instance, there is a significant funding gap due to the carnivals non affiliation with Hockey WA.

In investigating this issue, the Shire has identified that a significant gap exists within the system. This is not an isolated issue and if left unresolved, it could place significant limitations on our community's capacity to attend sporting events outside of Western Australia.

It is the author's opinion that if a resident is selected to participate at an elite level, then the financial capacity of the individual or the individual's family should not prohibit or restrict the individual from competing.

It is also noted that 100% funding is not appropriate and that the participant should make a contribution of some description. For this reason, the policy limitations will only provide a contribution towards 50% of the travel and accommodation costs to a maximum amount of \$500.

Finance Policy 5: Corporate Credit Card Policy

- Nil change

Finance Policy 6: Shire of Jerramungup Purchasing Policy

- Added to finance policies.
- Reviewed from previous version adopted in 2007.
- Insertion of objective noting the promotion of purchases through local suppliers.
- Insertion of assessment criteria noting delivery timeframe will be considered when making purchase decisions.
- Minor wording changes.

STATUTORY REQUIREMENTS

Local Government Act 1995 – Financial Management Regulations

STRATEGIC IMPLICATIONS

Finance Policy 4 relates to Key Focus Area One:

1.2 Providing a range of recreational and sporting opportunities.

FINANCIAL IMPLICATIONS

Each policy addresses particular financial issues.

POLICY IMPLICATIONS

New policies as attached.

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That Council;

1. Revoke all previous finance policies and adopt the following finance policies as presented:
Finance Policy 1: Depreciation and Capitalisation of Assets
Finance Policy 2: Rates and Accounts Collection
Finance Policy 3: Investments
Finance Policy 4: Sport and Recreation Grants
Finance Policy 5: Corporate Credit Card Policy
Finance Policy 6: Shire of Jerramungup Purchasing Policy
2. In accordance with section 5.42 of the Local Government Act 1995, delegate authority to the Chief Executive Officer to approve donations to the value of \$500. In assessing applications for donations, the Chief Executive Officer must apply the assessment criteria as outlined within Administration Policy 9: Donations and Finance Policy 4: Sport and Recreation Grants.

OC120610 Moved Cr Parsons / Seconded Cr Iffla

That Council;

1. **Revoke all previous finance policies and adopt the following finance policies as presented:**
Finance Policy 1: Depreciation and Capitalisation of Assets
Finance Policy 2: Rates and Accounts Collection
Finance Policy 3: Investments
Finance Policy 4: Sport and Recreation Grants
Finance Policy 5: Corporate Credit Card Policy
Finance Policy 6: Shire of Jerramungup Purchasing Policy
2. **In accordance with section 5.42 of the Local Government Act 1995, delegate authority to the Chief Executive Officer to approve donations to the value of \$500. In assessing applications for donations, the Chief Executive Officer must apply the assessment criteria as outlined within Administration Policy 9: Donations and Finance Policy 4: Sport and Recreation Grants.**

**Carried 5-0
by Absolute Majority**

HEALTH, BUILDING & TOWN PLANNING

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:	8 th June 2012

SUMMARY

This status report provides Council with an update on current projects of interest being addressed by administration.

ATTACHMENT

Nil

PROJECT UPDATE

1) Jerramungup Residential Land Developments

Bremer Bay Realty has been appointed to sell the blocks. The blocks are now advertised on www.realestate.com.au.

Some interest has been received, however offers are not forthcoming.

2) Farmland Water Response Planning

The DEC has refused the clearing application and therefore the works cannot proceed. Alternative sites are being investigated, however it is likely that the funding will expire and the Shire will need to reapply in 2012/13.

3) Industrial Land Bremer Bay

The Shire has been advised that the subject property has been sold. The Shire has met with the new owner to ascertain their interest in developing the subject land.

The new owner has been asked to consider an alternative proposal whereby 20ha is rezoned for industrial purposes.

The Shire is yet to receive a response from the owner.

4) Bremer Bay Medical Centre

The Department for Health has commissioned a Health Services Plan to be completed for Bremer Bay and Jerramungup.

A series of community meetings were held in May 2012. A preliminary report has been received summarising the outcomes.

Aurora Projects (consultant) will provide the report and then the information in it will be verified. When the key stakeholders agree that the report is accurate, the report will go to the Regional Director for consideration.

5) Bremer Bay Town Centre

The final structure plan was adopted by Council in April 2012. The Shire has met with Landcorp and reviewed a Servicing Report for the subject site.

The Shire has been advised formally that the Department for Education is in agreement with the land swap providing that the school site can be maintained at 4ha. This land swap will be subject to Native Title and therefore may take some time to complete.

6) 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 only remaining component is the manufacture of signs. The signage component will exceed the Shire's capacity this financial year and will need to be considered in the 2012/13 budget process.

7) 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.

Drilling has concluded on the Ravensthorpe site with Council to consider dual management of the site within the coming months.

Tenders will be called in August for the detailed design of this site.

3.15pm Mr Parker left the meeting after declaring a financial interest Item 10.4.2
Chief Executive Officer Appointment Review Committee Meeting Minutes.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.2
SUBJECT:	Chief Executive Officer Appointment and Review Committee Meeting Minutes
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	28 th May 2012

ATTACHMENT

Confidential Attachment 10.4.2

RECOMMENDATION

THAT the minutes of the Chief Executive Officer Appointment and Review Committee meeting held on Wednesday 16th May 2012 be received and the following recommendation adopted.

That the following salary package for the Chief Executive Officer as negotiated be endorsed by the CEO Review Committee with the increase being applied from 6th October 2011.

OC120611 Moved Cr Daniel / Seconded Cr Bailey

THAT the minutes of the Chief Executive Officer Appointment and Review Committee meeting held on Wednesday 16th May 2012 be received and the following recommendation adopted.

That the following salary package for the Chief Executive Officer as negotiated be endorsed by the CEO Review Committee with the increase being applied from 6th October 2011.

Carried 5-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.3
SUBJECT:	Bremer Bay Community Development Committee Meeting Minutes
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	

ATTACHMENT

Attachment 10.4.3 - BBCDC minutes 1st June 2012

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the minutes of the Bremer Bay Community Development Committee meeting held on Friday 1st June 2012 be received.

OC120612 Moved Cr Daniel / Seconded Cr Parsons

That the minutes of the Bremer Bay Community Development Committee meeting held on Friday 1st June 2012 be received.

Carried 5-0

3.17pm Mr Parker returned to the meeting.

3.17pm Mr Bailey left after declaring a financial interest Item 10.4.4 Continuation of service level agreements.

OC120613 Moved Cr Bailey / Seconded Cr Iffla

That the meeting be closed to the public to discuss Confidential Items 10.4.4 Continuation of service level agreements and Item 10.4.5 Matter affecting an employee: Provision of housing.

Carried 5-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.4
SUBJECT:	Continuation of Service Level Agreements
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	8 June 2012

3.19pm Cr Daniel left the meeting.

3.20pm Cr Daniel returned to the meeting.

RECOMMENDATION

That Council;

1. Endorse the continuation of the service level agreements and resource sharing for a shared Deputy CEO and Planning Officer with the Shire of Ravensthorpe.
2. Supports amending the service level agreements to include;
 - a. CPI increases to the base salary at each anniversary date for both officers.
 - b. Increasing the housing component by \$30.00 per week for the planning officer to reflect the provisions contained within the current lease and a recent market rent review.
 - c. Amending the vehicle running cost to a 70/30 Ravensthorpe/ Jerramungup split to more accurately reflect the costs experienced over the initial 12 month period.

OC120614 Moved Cr Parsons / Seconded Cr Bailey

That Council;

1. Endorse the continuation of the service level agreements and resource sharing for a shared Deputy CEO and Planning Officer with the Shire of Ravensthorpe.
2. Supports amending the service level agreements to include;
 - a. CPI increases to the base salary at each anniversary date for both officers.
 - b. Increasing the housing component by \$30.00 per week for the planning officer to reflect the provisions contained within the current lease and a recent market rent review.

- c. Amending the vehicle running cost to a 70/30 Ravensthorpe/Jerramungup split to more accurately reflect the costs experienced over the initial 12 month period.**

Carried 5-0

3.22pm Mr Parker left the meeting.

3.25pm Mr Parker and Mr Bailey returned to the meeting.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.5
SUBJECT:	Matter affecting an employee: Provision of housing
LOCATION/ADDRESS:	Lot 72 Point Henry Road Bremer Bay
NAME OF APPLICANT:	N/A
AUTHOR:	Bill Parker
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	7 June 2012

RECOMMENDATION

That Council;

1. Authorises the Chief Executive Officer to write to the owners of Lot 72 Point Henry Road Bremer Bay, advising that the Shire of Jerramungup will not be pursuing a continuation of the current Residential Tenancy Agreement.
2. Authorises the Chief Executive Officer to execute a Periodic Tenancy Agreement for Lot 72 Point Henry Road Bremer Bay subject to the following limitations;
 - The rent not exceeding the current market rent as determined by a Certified Practising Valuer
 - The payment terms or frequency of payment being no more than 60 days in advance.
 - That an additional condition is applied within the Periodic Tenancy Agreement requiring a minimum of four days notice in relation to showing possible buyers through the property.

OC120615 Moved Cr Bailey / Seconded Cr Iffla

That Council;

1. Authorises the Chief Executive Officer to write to the owners of Lot 72 Point Henry Road Bremer Bay, advising that the Shire of Jerramungup will not be pursuing a continuation of the current Residential Tenancy Agreement.
2. Authorises the Chief Executive Officer to execute a Periodic Tenancy Agreement for Lot 72 Point Henry Road Bremer Bay subject to the following limitations;
 - The rent not exceeding the current market rent as determined by a Certified Practising Valuer
 - The payment terms or frequency of payment being no more than 60 days in advance.
 - That an additional condition is applied within the Periodic Tenancy Agreement requiring a minimum of four days notice in relation to showing possible buyers through the property.

Carried 5-0

OC120616 Moved Cr Iffla / Seconded Cr Bailey

That the meeting be open to the public.

Carried 5-0

COUNCILLOR REPORTS

11. COUNCILLOR REPORTS

Cr Daniel

Attended a Bremer Bay Community Development Committee meeting

Cr Iffla

Attended a FESA Volunteers Day in Wallcliffe

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

12.1 From Officers

Nil

12.2 From Elected Members

Nil

13. NEXT MEETING/S

13.1 Ordinary Meeting – to be held Wednesday 18th July 2012 commencing 1.30pm at the Town Hall, Bremer Bay.

14. CLOSURE

The Deputy President declared the meeting closed at 3.35pm.