

SHIRE OF JERRAMUNGUP



AGENDA

COUNCIL ORDINARY MEETING

20th SEPTEMBER 2017

Dear President and Councillors,

NOTICE OF ORDINARY COUNCIL MEETING

Please note that the next Ordinary Meeting of Council of the Shire of Jerramungup will be held in the Meeting Room at the Jerramungup CRC on Wednesday 20th September 2017, commencing at 2:00pm.

BRENT BAILEY
CHIEF EXECUTIVE OFFICER

14th September 2017

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Jerramungup - Bremer Bay

“Progressive, Prosperous and a Premium Place to Live and Visit”

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SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL TO BE HELD IN THE MEETING ROOM AT THE JERRAMUNGUP CRC ON WEDNESDAY 20TH SEPTEMBER 2017, COMMENCING AT 2:00PM.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE

3. APOLOGIES

Mr Murray Flett

Manager of Works

4. LEAVE OF ABSENCE PREVIOUSLY APPROVED

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

The CEO, Mr Andrew Sharpe, and Mayor, Mr Dennis Wellington, from the City of Albany - 'The Amazing South Coast' Tourism Project

8. DECLARATIONS OF FINANCIAL INTEREST

9. CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held 16th August 2017

WORKS

SUBMISSION TO:	Works
AGENDA REFERENCE:	10.1.1
SUBJECT:	Works Report
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Murray Flett
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	8 th September 2017

ATTACHMENT

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

ROAD CONSTRUCTION

The Construction crew had nearly completed gravel sheeting Rabbit Proof Fence Road when wet weather put a stop to the works. The 300metre uncompleted section will be finished once the materials have dried out. The crew undertook a week of maintenance works including gravel sheeting clay sections on bus routes to fill time.

Following this the crew moved onto Lake Magenta Road and started to form and gravel sheet the next 5km section as this area was considerably drier. These works will continue over the coming years finishing at South Coast Highway funded in part by Main Roads WA through the Regional Road Group.

Focus has been on obtaining appropriate environmental approvals to undertake future works. In the interim, work practices have been amended to adhere to DER (Department of Environment and Regulation) requirements until appropriate approvals are obtained.

See attached the 2017/2018 construction program.

ROAD MAINTENANCE

The roadside spraying program has stalled due to the onset of winter rains and will commence when the weather improves to restrict weed infestations within the road reserve.

Routine Maintenance grading and gravel patching is continuing on roads in both the Bremer Bay and Jerramungup areas with emphasis on patching all the blowouts in the pavement. Contract grader operators have been supporting Council staff to maximise winter grading conditions.

TOWN SERVICES

The town services team have been busy cleaning up after the recent deluge in the Bremer Bay town site. These works include gravel patching and drainage related issues. They have also been patching potholes in both Jerramungup and Bremer Bay

town sites and some of our sealed roads. These potholes are reflective of the age of the seals on these roads.

STATUTORY REQUIREMENTS

Nil

STRATEGIC IMPLICATIONS

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026;

Aspiration 3.4: To lobby, advocate for and deliver a first class transport and telecommunications network.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

WORKFORCE IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

COMMENTS

Nil

RECOMMENDATION

That Council adopt the August works report.

FINANCE

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.1
SUBJECT:	Accounts Payable
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	
AUTHOR:	Kiara Leeson
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	5 th September 2017

ATTACHMENT

Attachment 10.2.1(a) - List of Accounts Paid to 31st August 2017
Attachment 10.2.1(b) - Credit Card Statement 18/07/2017 – 18/08/2017

BACKGROUND

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28132	
	EFT 13693 – 13768	\$ 470,632.45
	EFT 13769 – 13769	CANCELLED
	EFT 13771 – 13807	\$ 218,555.64
	Cheque 28133 – 28143	\$11,302.35
	Direct Deposit	\$ 24,761.20
Municipal Account Total		\$ 725,251.64
Trust Account		
	EFT 13770 – 13770	\$ 1,100.00
Trust Account Total		\$ 1,100.00
<u>Grand Total</u>		<u>\$ 726,351.64</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 Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996, confirm;

- a) The List of Accounts Paid to 31st August 2017 as detailed in Attachment 10.2.1(a); and**
- b) The Credit Card Statement for 18/07/2017 – 18/08/2017 as detailed in Attachment 10.2.1(b)**

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.2
SUBJECT:	Monthly Financial Report
LOCATION/ADDRESS:	Shire of Jerramungup
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	12 th September 2017

SUMMARY

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

ATTACHMENT

Attachment 10.2.2 - Monthly Financial Report Period Ending 31st July 2017

BACKGROUND

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

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

CONSULTATION

Council financial records.

COMMENT

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

STATUTORY REQUIREMENTS

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

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

STRATEGIC IMPLICATIONS

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026;

Aspiration 2.5: To provide strong civic leadership and governance systems that are open and transparent and ethical.

FINANCIAL IMPLICATIONS

As detailed within the Monthly Financial Report

POLICY IMPLICATIONS

Accounting policies as detailed within the Monthly Financial Report

WORKFORCE IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council receive the Monthly Financial Report for the period ending 31st July 2017 in accordance with Section 6.4 of the Local Government Act 1995.

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.3
SUBJECT:	Monthly Financial Report
LOCATION/ADDRESS:	Shire of Jerramungup
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	12 th September 2017

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 10.2.3 - Monthly Financial Report Period Ending 31st August 2017

BACKGROUND

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

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

CONSULTATION

Council financial records.

COMMENT

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

STATUTORY REQUIREMENTS

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

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

STRATEGIC IMPLICATIONS

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026;

Aspiration 2.5: To provide strong civic leadership and governance systems that are open and transparent and ethical.

FINANCIAL IMPLICATIONS

As detailed within the Monthly Financial Report

POLICY IMPLICATIONS

Accounting policies as detailed within the Monthly Financial Report

WORKFORCE IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council receive the Monthly Financial Report for the period ending 31st August 2017 in accordance with Section 6.4 of the Local Government Act 1995.

A D M I N

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.1
SUBJECT:	Bremer Bay Civic Square Contract
LOCATION/ADDRESS:	n/a
NAME OF APPLICANT:	n/a
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	12 th September 2017

SUMMARY

This item provides an update on the Bremer Bay Civic Square and Paperbarks Park project and seeks Council endorsement of the negotiated contract.

ATTACHMENT

CONFIDENTIAL Attachment 10.4.1 - Earthcare Contract

BACKGROUND

Utilising the procurement services of WALGA the Shire invited Quotations (RFQ) through the preferred supplier network for the construction of the Bremer Bay Civic Square, Skate Park and upgrades to Paperbarks Park. The original price received through the RFQ process was \$1,614,969.

At the July 2017 Ordinary Council meeting the following resolution was passed:

Moved Cr Parsons / Seconded Cr Iffla

That Council:

- 1. Accept Earthcare as the Preferred Respondent to the Shire of Jerramungup for the landscaping, playground and furniture supply and install works relative to RFQ 17/02.*
- 2. Delegate authority to the Chief Executive Officer to explore and negotiate the potential cost savings identified by Earthcare.*
- 3. Delegate authority to the Chief Executive Officer to explore and negotiate alternative skate park subcontractors and/or the potential to remove and conduct a new procurement process relative to the skate park requirements of the Request to deliver greater value in this component of the project.*

Carried 4-0

Further to this Council resolution the CEO has held a number of meetings with the preferred contractor and established contract to complete the construction of the Civic Square, Skate Park and Paperbarks Park.

In addition to the above works Bremer Bay Primary School will also be utilising the contractor to carry out subsurface drainage on their oval which will maximise their available funds.



CONSULTATION

WALGA

COMMENT

During the negotiation process the scope and pricing was reviewed by Earthcare who provided a new contract sum totalling \$1,490,836.59 which has brought the project in line with Council's budget allocation and contingency requirements.

The negotiated reductions in scope included:

1. Reduction of the use of concrete in non-traffic hardstand areas.

2. Reduction in the quantity of tube stock and advanced plants. This will be offset by locally propagated seedlings.
3. Reduction of prefabricated furniture and shelter which will now be sourced locally.
4. Some demolition work to be carried out by the Shire at the Paperbarks Park.
5. Reduction of the skate park total area by approximately 30m² and deferment of the parkour area until the nature play area and skate park has been completed.

The final construction design and documentation is now being completed and the sourcing of local rocks, timbers and other materials has commenced.

Earthcare have also proposed a better alternative for the nature play area – rather than purchasing prefabricated solutions a bespoke playground design is currently being completed. This is based on the story of the Agnes shipwreck and designs will be published once complete.

The skate park design is also being finalised by Enlocus who were deemed to have the necessary skills and expertise required to deliver this project. A review of the Convic concept is underway and indicates the constructed skate park will be slightly shorter but wider accommodating better flow between each end of the run and a relocation of the shelter adjacent to the bowl. The reworked designs will be presented to the working group once available.

While the separation of this project from the main contract was explored, the need to have a seamless integration of the whole area resulted in the respondent's skate park subcontractor being approved. Previous projects delivered by Enlocus were also reviewed and information sought from referees to confirm their capacity to deliver in regional areas.

STATUTORY REQUIREMENTS

The utilisation of WALGA's preferred suppliers and RFQ process meets the procurement requirements of the Local Government Act 1995 and regulations. The preferred suppliers have already been through a public tender process to pre-qualify for the panel.

STRATEGIC IMPLICATIONS

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026;

Aspiration 3.2 - Economic Diversity To support initiatives which develop strong, diverse and resilient local businesses.

Objective 3.2.1 - Continue the development of the Bremer Bay Town Centre including the town square and designs for the civic centre.

FINANCIAL IMPLICATIONS

The renegotiated contract amounts to \$1,490,836.

Council's budget for these projects including contingencies, public toilet, items in Paperbarks Park being delivered in-house, headworks, internal costs, materials sourcing and delivery, and procurement costs totals \$1,801,425.

The Shire has secured approximately \$1.7M of funding for the Civic Square, Skate Park and Paperbarks Park upgrade. Through the funding agreement with the Department of Regional Development the Shire has contributed \$500,000 which includes work done on the Civil Works in Bremer Bay Town Centre Stage 2 and the recently completed Walk Trail. \$150,000 of Council's contribution is allocated to this project.

\$50,000 has been allocated from the Community Recreation Reserve and the community has fundraised over \$20,000 towards the skate park.

WORKFORCE IMPLICATIONS

An additional 0.5FTE allocation of parks and gardens staff is forecast in the Shire's Workforce Plan to meet the additional operational expense of this new investment.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council endorse the negotiated contract scope and contract with Earthcare totalling \$1,490,836.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.2
SUBJECT:	Change of Method of Valuation
LOCATION/ADDRESS:	Lot 9500 Borden Bremer Bay Road
NAME OF APPLICANT:	Shire of Jerramungup
FILE REFERENCE:	A1602259, A1607263
AUTHOR:	Sophie Pocock, Rates Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	11 th September 2017

SUMMARY

This agenda item addresses an ongoing issue which has previously been taken to Council on two occasions (October 2010 for the initial change in valuation method at time of subdivision application and December 2016 for correction of the portion of land missed from the initial change).

Following from the Council resolution in December 2016 Ministerial approval was sought for a change in valuation method for a portion of Lot 9500 which is currently rated utilising the unimproved value method (UV) but is completely surrounded by Gross Rental Value (GRV) Properties. Upon seeking this approval the Shire was advised that the larger portion of land previously changed in 2010 was done so prematurely to the subdivision actually taking place, and should now be changed back to UV until the subdivisions are finalised.

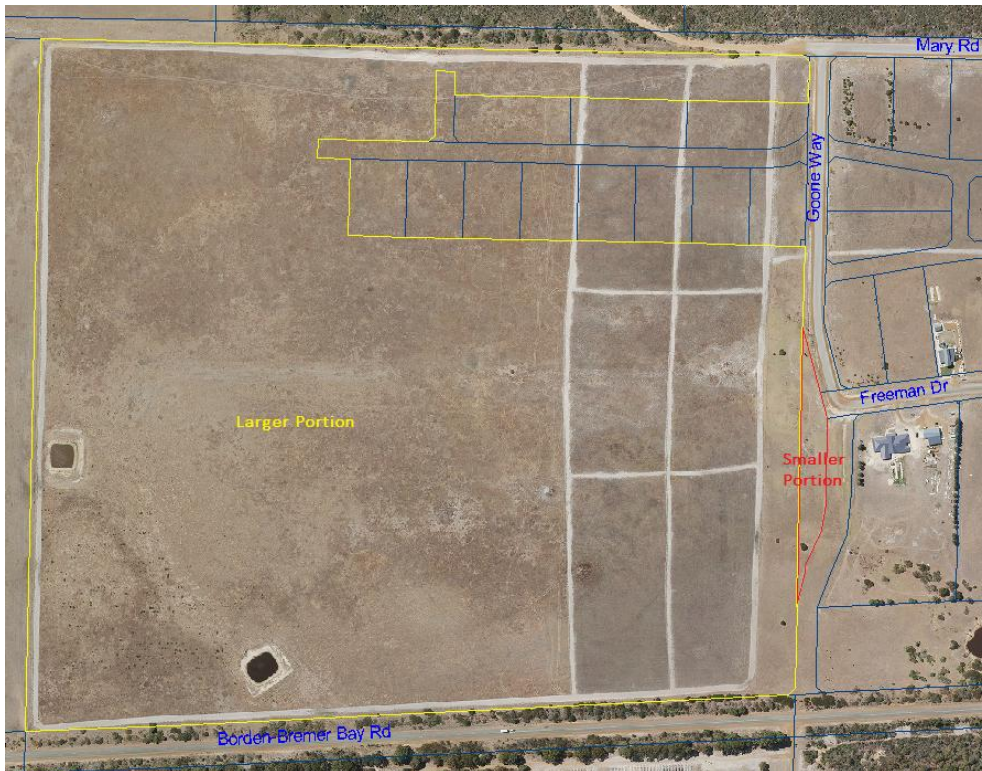
It is recommended that Council request a change of the basis for rating the larger portion of land noted in this report from gross rental value (GRV) back to unimproved value (UV).

ATTACHMENT

Nil

BACKGROUND

In summary this item is seeking to revert the rating of Lot 9500 back to a UV rating until such a time as an active subdivision is completed and titles are issued.



Smaller Portion – a 4,295m² portion of Lot 9500 that is currently rated UV.
Larger Portion – a 405,172 m² portion of lot 9500 that is currently rated GRV.

Council at its meeting in December 2016 resolved as follows:

OC161211 Moved Cr Leenhouwers / Seconded Cr Trevaskis

1. Note that former Lot 9000 Goorie Way, Bremer Bay (DP52330, C/T 2635-771) has been amalgamated with the adjoining land to form Lot 9500 Borden Bremer Bay Road and that this property:
 - a) should have the same rating methodology applied to the whole property; and
 - b) be rated as a single property.
2. Request the Minister for Local Government to change the method of valuation of the land area referred to in this report (formerly Lot 9000 Goorie Way, DP52330, C/T 2635-771) from unimproved value to gross rental value, in accordance with Section 6.28 of the Local Government Act 1995.
3. Write off the outstanding debt associated with rates raised for a non-current property in the 2016/17 financial year for assessment A1602259.

Carried 6-0

When the Shire sought Ministerial approval to change the basis of rating when moving from unimproved values to gross rental value it was advised that the previous change was premature and that Lot 9500 is best valued as UV.

The Department notes that a portion of land should remain as UV rated until the time the subdivision has physically taken place and at that time only the land subdivided should change to GRV rating.

The two portions of land under consideration in this item are the main larger portion (405,172m²) and a smaller portion (4,309m²) of Lot 9500 Borden Bremer Bay Road, Bremer Bay immediately adjacent to Goorie Way. The smaller portion was previously part of a separate property; Lot 9000 Goorie Way.

Lot 9000 Goorie Way was amalgamated with the neighbouring land parcel in April 2015 to form Lot 9500 Borden Bremer Bay Road.

CONSULTATION

Local Government Operational Guidelines – Number 2. *Changing Methods of Valuation of Land.*

Minister for Local Government regarding the initial intention of changing the smaller land parcel from UV to GRV rating.

COMMENT

This item seeks to correct an anomaly within the Shire's rating database. The effect of having a separate method of valuation for a piece of land tied within a greater lot is that the owner is issued two rates notices. This has caused confusion and the consolidation and correction of the valuation method will correct both the Shire's rates book and the Valuer General's Office land roll.

STATUTORY REQUIREMENTS

Local Government Act 1995

Section 6.28 of the Local Government Act 1995 requires the Minister for Local Government to determine the method of valuation of land to be used by a local government and publish a notice of the determination in the Government Gazette.

Section 6.12. Power to defer, grant discounts, waive or write off debts

1. Subject to subsection (2) and any other written law, a local government may —
 - a) When adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money;
 - b) Waive or grant concessions in relation to any amount of money; or
 - c) Write off any amount of money, which is owed to the local government.

STRATEGIC IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council will be required to write-off rates for the non-current property A1602259 for the 17/18 financial year of \$867.32 (plus the rates for 16/17 of \$854.66, totalling \$1,721.98 to write off) for the portion of Lot 9500 that is currently rated UV.

The rates for property A1607263 of \$2,417.94 will be reduced once the rating is changed from GRV back to UV for the larger portion of land, creating an annual reduction in the total rates paid for this property.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council resolve to:

- 1. Request the Minister for Local Government to change the method of valuation of the larger portion of land area referred to in this report (Lot 9500, VEN1955108, P405156/1) from gross rental value to unimproved value, in accordance with Section 6.28 of the Local Government Act 1995.**
- 2. Write off the outstanding debt associated with rates raised for the non-current assessment A1602259 in the 2016/17 and 2017/18 financial year.**

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.3
SUBJECT:	Informing Document for the Corporate Business Plan – Long Term Financial Plan
NAME OF APPLICANT:	N/A
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	12 th September 2017

SUMMARY

This agenda report presents an updated Long Term Financial Plan which is an informing document to Council's Corporate Business Plan.

ATTACHMENT

Attachment 10.4.3 - Shire of Jerramungup Long Term Financial Plan

BACKGROUND

The Shire of Jerramungup is responsible for managing and delivering a range of quality services. The Shire has a proactive approach to planning for the future of our community. Like other local governments, elements of the Shire's future planning is legislated in Section 5.56 (1) of the Local Government Act 1995 and the Local Government (Administration) Amendment Regulations (No. 2) 2011.

This planning is completed under the Integrated Planning and Reporting (IPR) Framework and Guidelines which were introduced in Western Australia (WA) in 2010 as part of the State Government's Local Government Reform Program.

Workforce Planning is one of the core components of IPR, underpinning our Community Plan and Corporate Business Plan. Workforce Planning is "a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future".

This report is separated into the following areas:

Current Workforce Analysis – Provides an overview of the current Shire workforce functional and reporting structure; a normative comparison of functional role provision against 'typical' non-metropolitan local governments; workforce statistics and an analysis of current workforce planning related issues;

Environmental Analysis – Identifies external factors that influence the required labour related resources in the Shire of Jerramungup;

Forecast Future Needs – A summary of the Shire's strategic direction, objectives and future projects influencing workforce planning;

Strategies Development – A gap analysis and high level short-term and long-term strategies to address the gaps and meet future Shire of Jerramungup workforce requirements; and

Monitoring – The methodology to be used for reviewing results of implementing the plan against performance measures.

CONSULTATION

Moore Stephens
Shire of Jerramungup Community Plan
Shire of Jerramungup Workforce

COMMENT

The Shire of Jerramungup's Long Term Financial Plan details the Shire's intended actions over the next fifteen years as a means of ensuring the Shire's financial sustainability. It is aligned to other core planning documents by which the Shire is accountable to the community including the Strategic Community Plan and the Shire's Corporate Business Plan.

Information contained in other strategic plans including the Asset Management Plan and Workforce Plan has informed the Long Term Financial Plan which will form the basis for preparation of the Shire's future Annual Budgets.

The Long Term Financial Plan is a dynamic tool which analyses financial trends over a fifteen year period based on a range of assumptions and provides the Shire with information to assess resourcing requirements to achieve its strategic objectives. The Long Term Financial Plan covers the period 2017/18 to 2031/32.

There is a higher level of detail in the first 2 years of the Long Term Financial Plan, however, this is underpinned by a number of assumptions. The remaining years of the Long Term Financial Plan are shown as an overview using reasonable estimates. The Shire undertakes a focused review of its Strategic Community Plan every two years and a full review is planned every four years. This Long Term Financial Plan will be assessed in conjunction with these Strategic Community Plan reviews and reviews of other key strategic plans.

As Annual Budgets are developed from the Long Term Financial Plan there may be some variations between the Long Term Financial Plan and budget, where these arise they will be explained in the Annual Budget process.

Council is not planning for an extensive capital expansion program with resources being utilised primarily for the maintenance and renewal of existing assets. The construction of Bremer Bay Town Square, Civic Centre and housing have been included as the principal projects over the term of the Plan.

Renewals of plant, buildings and roads as outlined in the Asset Management Plans are also provided for within the Plan.

STATUTORY REQUIREMENTS

Local Government Act 1995 - Section 5.56(1) and (2)

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government Administration Regulations 1996

Division 3 — Planning for the future

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

19D. Adoption of plan, public notice of to be given

- (1) After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).
- (2) The local public notice is to contain —
 - (a) notification that —
 - (i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and
 - (ii) details of where and when the plan may be inspected;

or
 - (b) where a strategic community plan for the district has been modified —
 - (i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and
 - (ii) details of where and when the modified plan may be inspected.

STRATEGIC IMPLICATIONS

The document attached sits underneath Council's Corporate Business Plan and is driven by the Community Plan projects and objectives.

FINANCIAL IMPLICATIONS

As a local government, the Shire provides essential transport, facilities and services to support the local community. To undertake this role, the Shire has in the past and expects in the future, to receive grants and contributions from external bodies including the State and Federal Governments. In the absence of this external assistance the Shire would not be able, by reliance on property rate revenue alone, to support the extent of the facilities and services it currently provides to the community.

Recognising current levels of services and existing facilities were established and are maintained with external contributions, the Shire is not in a position to be independently financially sustainable. Although not expecting to achieve an independent financial status, the Shire considers it can maintain the long term sustainability of its current service levels providing it continues to receive external support, in line with past levels, for both operations and the renewal of significant community assets.

It is within this context that the Shire plans for a sustainable financial future and applies its overall financial strategy.

WORKFORCE IMPLICATIONS

The Long Term Financial Plan which will ensure a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council receive the Long Term Financial Plan 2017/18 – 2031/32.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.4
SUBJECT:	CSRFF Applications 2017/2018
LOCATION/ADDRESS:	n/a
NAME OF APPLICANT:	n/a
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	12 th September 2017

SUMMARY

This item provides seeks Council endorsement of two Community Sport and Recreation Facilities Fund applications associated with the Boxwood Hill Combined Sports Club and the Jerramungup Swimming Pool.

ATTACHMENT

Attachment 10.4.4(a) - CSRFF Application Form and feasibility studies - Boxwood Hill Combined Sports Club

Attachment 10.4.4(b) - CSRFF Application Form and feasibility studies - Jerramungup Swimming Pool

BACKGROUND

Each year the Department of Local Government, Sport and Cultural Industries calls for grant applications under its CSRFF program. The process is for applicants to complete their applications and lodge them with their Local Government for consideration in March. The Local Government's task is to assess and then rank applications received and lodge them with the Department.

Two projects were submitted for forward planning grants which means they will be delivered in future financial years if successful in gaining CSRFF funding.

The Boxwood Hill Combined Sports Club application includes the following scope:

- Replacement or refurbishment of change rooms, ablutions, umpires box and verandah area to meet modern standards and address existing issues identified in public buildings inspections.
- To be completed in 2019/2020 financial year.
- Total project budget - \$1,085,969
- Total funding request from Council - \$200,000
- Total applicant cash contribution - \$200,000

The Jerramungup Swimming Pool project application includes the following scope:

- Replacement of the existing swimming pool and associated infrastructure due to the existing facility reaching the end of its useful life.
- To commence in 2020/2021 financial year
- Total project budget - \$2,160,000
- Total funding request from Council - \$720,000
- Total funding request from Department of Education - \$720,000

Further detailed information on both projects is provided in the attachments.

CONSULTATION

Boxwood Hill Combined Sports Club
Department of Education

COMMENT

Both facilities proposed are replacements of existing service levels and accordingly are not anticipated to result in additional operational costs except depreciation charges due to the increase in overall asset value.

Both projects have been thoroughly reviewed and are backed by feasibility studies and costings from a qualified quantity surveyor.

Both projects represent significant cash contributions from Council. At present the Community Recreation Reserve is forecast to have \$181,196 at the end of the 2017/2018 financial year. At present there are no additional significant annual grants projects which have been presented for the 2018/2019 financial year which would indicate the Community Recreation Reserve may grow to approximately \$260,000 by the start of 2019/2020 unless any small grants rounds projects are received in the interim.

The swimming pool project requires a significantly greater investment from Council to achieve the project and also relies on contributions from the Department of Education. Shire staff have met with the Department of Education but at present they are not able to confirm a \$720,000 commitment to the project due to changing State Government funding arrangements. It is expected that their project funding will be confirmed prior to the submission of the grant applications to the Department of Local Government, Sport and Cultural Industries. Council's funding commitment will most likely require borrowings to offset shortfalls from the Community Recreation Reserve and annual budget allocations. Additional funding streams will also be pursued in the lead up to the project's delivery.

STATUTORY REQUIREMENTS

Nil

STRATEGIC IMPLICATIONS

This item relates to the following component from the Shire of Jerramungup Community Plan 2016 - 2026;

Objective 2.1.1: Continue support for community lead sporting infrastructure improvements and strong sporting clubs

FINANCIAL IMPLICATIONS

Council has forecast a 2.5% annual contribution of rates revenue to CSRFF projects in the Long Term Financial Plan. The 2.5% allocation equates to approximately \$80,000 in the 2017 / 2018 financial year.

WORKFORCE IMPLICATIONS

There are no additional workforce implications as a result of these projects.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council;

1. Place the following priority on the projects submitted for CSRFF funding:
 - 1 - Boxwood Hill Combined Sports Club Inc.
 - 2 - Shire of Jerramungup - Jerramungup Swimming Pool
2. Authorise a cash contribution of up to \$200,000 for the Boxwood Hill Combined Sports Club project cost on the condition that the project is successful in achieving funding from the Department of Local Government, Sport and Cultural Industries.
3. Endorse the following project assessment sheets;

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority: Shire of Jerramungup
Name of Applicant: Boxwood Hill Combined Sports Club Inc.

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

Section A

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

All applications

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

Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

LGA – priority ranking of this project	
Priority ranking of no of applications received	1 of 2 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	Planning and Building Approvals to be submitted once funding is confirmed and designs are finalised.

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

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

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority: Shire of Jerramungup
Name of Applicant: Shire of Jerramungup - Jerramungup Swimming Pool

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

Section A

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

All applications

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

Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

LGA – priority ranking of this project	
Priority ranking of no of applications received	2 of 2 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, what approvals are still outstanding?	Planning and Building Approvals to be submitted once funding is confirmed and designs are finalised.

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

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

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

11. COUNCILLOR REPORTS

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

12.1 From Officers

12.2 From Elected Members

13. NEXT MEETING/S

Ordinary Meeting – to be held Wednesday 18th October, 2017 commencing 2:00pm at the Town Hall, Bremer Bay.

14. CLOSURE