

SHIRE OF JERRAMUNGUP



AGENDA

COUNCIL ORDINARY MEETING

21st JUNE 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 Council Chambers, Jerramungup on Wednesday 21st June 2017, commencing at 2:00pm.

BRENT BAILEY
CHIEF EXECUTIVE OFFICER

15th June 2017

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SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS, JERRAMUNGUP ON WEDNESDAY 21st JUNE 2017, COMMENCING AT 2:00PM.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE

3. APOLOGIES

4. LEAVE OF ABSENCE PREVIOUSLY APPROVED

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

Mr Mark Weller from Consulting Great Southern and Mr Jarrod King from Boxwood Hill Football Club - proposed Boxwood Hill clubhouse redevelopment.

8. DECLARATIONS OF FINANCIAL INTEREST

9. CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held 17th May 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:	12 th June 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 have commenced reinstatement works on the Swamp Road flood crossings. These works will include cement stabilisation of the base course layer which will reduce longitudinal scouring of the pavement with any future flood events. These works will also include upgrades to the existing off road drains through private property which will channel the water away from the roadside drains more efficiently and reduce scouring.

The crew has also undertaken gravel sheeting of clay sections on Carney Road which has improved traffic safety on these slippery sections. As part of our commitment to improving safety on all bus routes, gravel sheeting clay sections will continue over the coming years as part of our maintenance schedule.

Western Stabilisers have been undertaking cement stabilisation of pavement failures on Gairdner South, Devils Creek and Needilup North Roads prior to sealing works which will commence later in the year. These works will enhance ride-ability of these roads and enhance traffic safety.

Completion of the Bremer Bay Town Centre works has been held up as a result of the insufficient depth of a Telstra cable at the intersection of Mary Street which will be relocated shortly. The cable has now been lowered and the project is due for completion in the coming weeks.

Focus is still on obtaining appropriate 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.

Attached is the completed 2016 / 2017 construction program

ROAD MAINTENANCE

The roadside spraying program has commenced 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 prior to the wet weather onset.

The crew are still focused on clearing of back-slopes especially on bends and intersections to improve sight distances for the road user.

TOWN SERVICES

The town services team in conjunction with a local contractor have installed a concrete footpath along Coral Sea Road which will greatly benefit pedestrian movements along this section.

The team have been kept busy on weed eradication in both towns which has been a great effort by those involved. 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 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 May 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:	1 st June 2017

ATTACHMENT

Attachment 10.2.1(a) - List of Accounts Paid to 31st May 2017
Attachment 10.2.1(b) - Credit Card Statement 18/04/2017 – 18/05/2017

BACKGROUND

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28110	
	EFT 13341 – 13355	\$ 107,512.82
	EFT 13359 – 13386	\$ 668,436.06
	EFT 13388 – 13459	\$ 218,407.39
	Cheque 28111 – 28111	\$ 1600.07
	Cheque 28112 – 28112	Printing Error
	Cheque 28113 – 28119	\$ 14,179.02
	Direct Deposit	\$ 37,098.72
Municipal Account Total		\$ 1,047,234.08
Trust Account		
	EFT 13356 – 13358	\$ 39,519.00
	EFT 13387 – 13387	\$ 20.00
Trust Account Total		\$ 39,539.00
<u>Grand Total</u>		<u>\$ 1,086,773.08</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 May 2017 as detailed in Attachment 10.2.1(a); and**
- b) The Credit Card Statement for 18/04/2017 – 18/05/2017 as detailed in Attachment 10.2.1(b)**

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:	9 th June 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 May 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 May 2017 in accordance with Section 6.4 of the Local Government Act 1995.

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.3
SUBJECT:	Out of Budget Expense
LOCATION/ADDRESS:	
NAME OF APPLICANT:	Shire of Jerramungup
FILE REFERENCE:	
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	12 th June 2017

SUMMARY

This item seeks Council approval to purchase outright a Ford Ranger XLT for the Works Manager.

This expenditure has not been included in 2016/17 annual budget and the recommendation seeks Council approval for the out of budget expense to be incurred this financial year.

ATTACHMENT

Nil

BACKGROUND

Under the Shire's current plant replacement the Works Manager vehicle (2015 Toyota Hilux, registration JP001) is due for disposal in 2017; the vehicle has done approximately 77,900km's to date.

CONSULTATION

Executive Staff

COMMENT

The Shire has been advised by the Department of Fire and Emergency Services that the Bushfire Risk Planning Coordinators (BRPC) contract has been extended until 30th September 2017. Commuting use of a Shire vehicle is to be provided to facilitate necessary travel between work sites, currently the BRPC has been utilising the former DCEO vehicle however this vehicle will be going to auction prior to 30th June as Council's 16-17 annual budget had a provision for the disposal of the Toyota Kluger.

It is recommended that the Shire outright purchase a Ford Ranger XLT for the Works Manager so the BRPC can utilise the Toyota Hilux until 30th September 2017. The 2015 Toyota Hilux will then go to auction or public tender after this time. Early purchase of the new vehicle for the works manager will also minimise stamp duty paid on the vehicle which would be incurred if the vehicle was purchased in the new financial year.

STATUTORY ENVIRONMENT

Section 6.8 of the Local Government Act 1995 applies;

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

[Section 6.8 amended by No. 1 of 1998 s. 19.]

STRATEGIC IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

On the 8th June 2017, the Shire received an advance payment of the 2017-18 Financial Assistance Grants (FAGS) which will be recognised as revenue for 2016-17. This affects the comparatives between the budget figures and actual figures for the 2016-17 financial year. Local governments can spend these funds before the end of the 2016-17 financial year, if Council approve the outright purchase of the Ford Ranger XLT these funds will be used to purchase the vehicle.

WORKFORCE IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That Council authorise the out of budget expense of approximately \$47,100 (ex GST) for the outright purchase of a Ford Ranger XLT for the Works Manager.

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.4
SUBJECT:	Fees and Charges – 2017/2018
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	12 th June 2017

SUMMARY

This item addresses setting Council's fees and charges for the 2017/2018 financial year. The proposed fees and charges are provided as an attachment and the recommendation seeks to adopt the fees and charges for advertising.

ATTACHMENT

Attachment 10.2.4 - Proposed Fees and Charges 2017/2018

BACKGROUND

In preparation for the 2017/2018 budget period the attached fees and charges are submitted for Council adoption. By adopting the fees and charges prior to the budget any applicable advertising can be undertaken and the new charges can be incorporated into the draft budget workings.

The attachment provides a listing of Council's fees and charges and comparatives to the current financial year. Items highlighted in yellow have been proposed to be added, increased or amended to the schedule.

Council's fees and charges contain clauses that allow fees set by external bodies to override those advertised and published by Council.

CONSULTATION

Fees and Charges as set by external statutory bodies

COMMENT

The 2017/2018 schedule of fees and charges has been formulated using the 2016/2017 year as a basis and incorporating new charges, CPI increases and input from external statutory bodies that Council collects fees on behalf of.

Due to the changes to the operation of the Shire's waste facilities in preparation for the regional waste site in Ravensthorpe being commissioned, Council adopted the amended fees and charges at the April Ordinary meeting of Council, the waste fees and charges have been updated to reflect Council's resolution.

This financial year the Shire of Jerramungup undertook a new approach to the delivery of Environmental Health services, the Shire entered into a service arrangement with the City of Albany who provided authorised Environmental Health Officers to carry out such roles as:

- Food premises inspections and licensing
- Food standards compliance
- Public building inspections and certifications
- Caravan park inspections and licensing
- Septic tank approvals
- Water sampling
- Street trading
- Swimming pool inspections
- General public health advice and information

A list of fees and charges for Environmental Health services was incorporated into the 2016/17 schedule in line with fees and charges set by the City of Albany. The Shire has been working closely with all key agencies involved in food preparation, as systems and checks have now been put in place staff have reviewed the fees and charges and recommend a reduction in the fees and charges set to allow businesses, the school and not-for-profit organisations time to implement the food regulation requirements.

During the year it was discussed to reduce the stall holder (single event) to \$10 per event and introduce a stall holder (annual licence) fee of \$25 as a majority of our stall holders are not-for-profit organisations.

Two new fees have also been introduced in the section of “Other Building Control Fees and Charges”;

- Request to provide a Certificate of Design Compliance (Class 1 or 10 buildings outside of the Shire of Jerramungup)
- Request to provide a Certificate of Design Compliance (Class 2 or 9 buildings outside of the Shire of Jerramungup)

These fees would only apply if a neighbouring Shire is planning on building a shed/dwelling on their Council land/property. Due to a possible conflict of interest the neighbouring Shire may be unable to certify the plans, in this case they could approach the Shire of Jerramungup to certify the plans for their Shire.

When the annual budget agenda report is presented in July, Council will still set additional fees and charges for rates for rural and townsite properties.

STATUTORY REQUIREMENTS

Local Government Act 1995

Subdivision 2 — Fees and charges

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. * *Absolute majority required.*
- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
 - (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year. * *Absolute majority required.*

6.17. Setting the level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors
 - (a) the cost to the local government of providing the service or goods;
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96;
 - (b) under section 6.16(2)(d); or

- (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.

(4) Regulations may —

- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
- (b) limit the amount of a fee or charge in prescribed circumstances.

6.18. Effect of other written laws

(1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —

- (a) determine an amount that is inconsistent with the amount determined under the other written law; or
- (b) charge a fee or charge in addition to the amount determined by or under the other written law.

(2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

STRATEGIC IMPLICATIONS

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

Aspiration 6: An engaged and informed community defined by strong civic leadership, sound governance and transparent decision making.

FINANCIAL IMPLICATIONS

Fees and Charges make up approximately \$785,000 of annual income.

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That Council adopt the attached schedule of fees and charges for the 2017/2018 financial year effective as of 1st July 2017.

**HEALTH,
BUILDING
&
TOWN
PLANNING**

SUBMISSION TO:	Health, Building and Town Planning
AGENDA REFERENCE:	10.3.1
SUBJECT:	Proposed land exchange
LOCATION/ADDRESS:	Lot 1485 Meechi Road, Gairdner & Lot 151 Swamp Road, Bremer Bay
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A1601257
AUTHOR:	Planning Officer, Craig Pursey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	14 June 2017

SUMMARY

Council resolved to support a land swap on the bend in Meechi Road at their meeting in January 2017 to facilitate a new road alignment. The proposal was advertised for public comment with one formal submission received.

The road design has changed during the advertising period as a result of discussions with neighbouring landowners.

The area to be swapped has increased and now includes a small portion of Lot 151 Swamp Road, Bremer Bay.

It is recommended that the land swap process be progressed.

ATTACHMENT

Attachment 10.3.1 - Plan of proposed road alignment and required land swap/acquisition.

BACKGROUND

A bend on Meechi Road located 8km south of Devils Creek Road is too sharp and prevents Meechi Road being used as a RAV route.

In order to realign this portion of Meechi Road the new road alignment will need to extend into a portion of Lot 1485 and Lot 151.

Lot 1485 is still leasehold and in order to place a road through this land a land swap between Lot 1485 and the road reserve is required. The area of land required is now uneven with 2.6695ha from Lot 1485 to be included in the road reserve and only 1.3448ha to be taken from road reserve and included in Lot 1485. The difference may need to be 'acquired by agreement' with the leaseholder.

3990m² of Lot 151 is required as a road reserve. Lot 151 is freehold land and will need to follow a subdivision process. There may be an expectation or requirement that the land needed from Lot 151 is purchased as part of this process.

A copy of the proposed road realignment is attached to this report.

CONSULTATION

The proposed land swap was advertised for public comment and referred to relevant government agencies.

Only the Water Corporation responded to the request for comment with a no objection.

The Swarbrick family (the adjoining leaseholder) have advised that they are happy to cede as much land as is necessary to achieve a good result. Rick Swarbrick also advised of the presence of a Telstra cable underneath the road. A cable locator was subsequently engaged as part of the road design process.

The owners of Lot 151 (Iffla) were also subsequently approached and they indicated that they were also willing to swap/cede land to achieve a good result with the proposed road realignment.

Department of Lands have advised that as the land is leasehold a land swap between the road reserve and the leased lot (both effectively crown land) would be the best way forward. This would require:

- 1. Perpetual Leaseholder's consent to the excision of land from the leasehold for the new road alignment and any amalgamation of land into the leasehold area;*
- 2. Council resolution for dedication of the new alignment under section 56 of the Land Administration Act 1997 (LAA) of Meechi Road;*
- 3. Indemnification against all claims and costs to the Minister for Lands;*
- 4. Advice as to whether any of the existing portion of Meechi Road is to be closed (Council resolution for closure under section 58 of the LAA would be required), and;*
- 5. Future disposition of road closure area (e.g. amalgamation with adjoining freehold property or, remain as unallocated Crown land (UCL)).*
- 6. Whether the Shire is prepared to pay any survey/graphic costs pertaining to the proposal; and*
- 7. Submission to include dimensioned sketch, showing new road alignment, any truncations, road closure area, excision area from leasehold lot, likely future amalgamation of redundant road*

COMMENT

The initial proposal and road design was planned to achieve a result that required as little impact upon the adjoining leaseholder as possible.

Following discussions with both Michael and Rick Swarbrick who indicated support for a more generous realignment of the road; the road has been redesigned and the land to be included in the road reserve increased. The area affected now includes a small portion of Lot 151 Swamp Road as well.

Council is asked to consider supporting a land swap and possible acquisition of a portion of Lot 1485 Meechi Road, Gairdner and Lot 151 Swamp Road, Bremer Bay to enable the future realignment of Meechi Road.

STRATEGIC IMPLICATIONS

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

Objective 3.4.1 - Continued improvements on the local road network.

STATUTORY REQUIREMENTS

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

Road dedications are undertaken in accordance with section 56 of the Land Administration Act 1997.

The road closure process is then administered by Department of Lands.

As the area of land required from Lot 1485 and Lot 151 exceeds a straight 'swap' a portion of these properties may be required to be 'acquired' through the Land Administration Act 1997 (LAA) as an 'acquisition by agreement'.

FINANCIAL IMPLICATIONS

There will be some costs to engage surveyors to prepare the necessary plans and subdivision applications.

There may be further costs in amalgamating land and changing reserve boundaries.

It is highly likely that there will be a cost in acquiring land that exceeds the area that could be considered to be a 'swap'. This can be on agreement with the land owner or leaseholder or as compensation that follows a process set out in section 10 of the LAA.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council resolve to,

1. Support closure of a portion of Meechi Road reserve in accordance with Section 58(1) of the Land Administration Act 1997 as shown on the plan at Attachment 10.3.1 of this report and its amalgamation with the adjoining Lot 1485 Meechi Road, Gairdner;
2. In pursuance of section 56 of the Land Administration Act 1997, support the dedication of the land required for the realignment of Meechi Road in accordance with the plan at Attachment 10.3.1 of this report;
3. In pursuance of Division 3, subdivision 1 of the Land Administration Act 1997, support the acquisition by agreement of portion of Lot 1485 Meechi Road, Gairdner and Lot 151 Swamp Road, Bremer Bay in accordance with the plan at Attachment 10.3.1 of this report;
4. Provide indemnification against all claims and costs to the Minister for Lands; and
5. Indicate to the Department of Lands that the Shire of Jerramungup will bear all costs associated with the process including survey costs.

A D M I N

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.1
SUBJECT:	Informing Document for the Corporate Business Plan – Workforce Plan
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	9 th June 2017

SUMMARY

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

ATTACHMENT

10.4.1 - Shire of Jerramungup Workforce 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:

1. **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;
2. **Environmental Analysis** – Identifies external factors that influences the required labour related resources in Shire of Jerramungup;
3. **Forecast Future Needs** – A summary of the Shire's strategic direction, objectives and future projects influencing workforce planning;
4. **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

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

CONSULTATION

Shire of Jerramungup Community Plan
Shire of Jerramungup Workforce
Great Southern Consulting

COMMENT

Implementation of the Workforce Plan will involve the following key guiding principals:

- The organisation will imbue the principals of effective change management at all levels of implementation. This includes ensuring sound and effective engagement involving all staff;
- Where significant changes to individual positions are required the shire will work with any individual affected and consider all options. These may include:
 - Ensuring changes are implemented over a sufficient time period to adequately involve affected staff in the change;
 - Implement retraining and skilling as appropriate;
 - Offering redeployment if available; and
 - As a last resort offering redundancy if required.

The document will be reviewed and updated regularly as required to improve the content, layout and evolve as community aspirations do.

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

The majority of actions and strategies detailed within the Workforce Plan will be completed utilising Shire of Jerramungup human resources in the form of staff time.

The total impact of changes in 2018/19 is estimated to be \$74,974. It is anticipated that the 2019 and future budgets will not feature additional increases related to measures detailed within this plan. Costs will be reviewed as part of a minor review of the workforce plan each year.

WORKFORCE IMPLICATIONS

The Workforce 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 Workforce Plan covering the period 1st July 2017 – 30th June 2022.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.2
SUBJECT:	Administration Policy 8 – Human Resources
LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	The author declares a financial interest in this item as components of the policy may have an impact on remuneration and benefits.
DATE OF REPORT:	12 th June 2017

SUMMARY

This item addresses a review of the Shire’s Human Resources Policy. A number of amendments have been made to reflect contemporary human resources practices and to formalise existing arrangements.

ATTACHMENT

10.4.2(a) - Current Administration Policy 8 - Human Resources - Remuneration and Subsidies

10.4.2(b) - Proposed Administration Policy 8 - Human Resources - Remuneration, Subsidies and Other Work Arrangements

BACKGROUND

Provided as an attachment to this agenda item is a revised Human Resources (HR) Policy. The HR Policy aims:

- To ensure equitable and uniform application of the provisions of remuneration, benefits and assistance to Shire of Jerramungup personnel.
- To maintain a competitive position in the labour market place.
- To provide a comfortable, safe, and attractive working environment for Shire personnel.

The sections which have been amended have been highlighted in yellow for reference.

CONSULTATION

Executive Staff

COMMENT

Under the revised policy the following updates or revisions have been made.

Superannuation: Policy statement updated to remove ambiguous wording and remove reference to staged increases of Statutory Superannuation which has been shelved by the Government. No change to actual arrangements. Council may resolve to amend or remove the additional superannuation contributions which it provides staff. Implementation will need to be implemented over time as new Enterprise Bargaining Agreements and contracts are executed.

Conference and Training Expenses: Daily meal allowance increased to \$75.00 and staff travel to be reimbursed one way only if combining personal business with training attendance. Removal of reference to travel recoup based on fuel usage which is inconsistent with current awards.

Enterprise Bargaining Agreements & Awards: Update of table to current levels. Above award level rate has been benchmarked against current market conditions.

Flexible Work Arrangements: Insertion of this section to capture current workplace utilisation of flexible work arrangements. Insertion of specific reference to time off in lieu for contract staff. The current wording reflects a long standing operational arrangement in regards to time off in lieu however Council may choose to remove or amend this section.

Staff Residing in Private Accommodation: This section reflects an equalisation subsidy between staff being provided subsidised rental accommodation by Council and those who provide their own housing. An additional loading is provided to staff based in the Bremer Bay townsite acknowledging the additional cost of securing housing rentals there. It is not designed to reflect distance from the Shire administration centre or depot.

Senior Staff: Addition of the Works Manager and Manager of Development as Senior Officer Positions. By confirming these two additional positions as Senior Officer Positions Council will need to be consulted on their appointment or termination.

The updates and changes are generally in line with existing workplace practices. If major changes are sought by Council then it would be worthwhile to lay the item on the table to allow for further consultation with the workforce and details regarding financial impact to be assessed.

STATUTORY REQUIREMENTS

This policy has been developed with reference to the Local Government Industry Award 2010 and the Shire's Enterprise Bargaining Agreement with the outside workforce.

STRATEGIC IMPLICATIONS

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

Objective 2.5.5 - Attract and retain a highly competent local workforce.

FINANCIAL IMPLICATIONS

The increase of the daily meal allowance will have an insignificant impact on Council's financial position. Amendments to the Superannuation co-contribution policy and time off in lieu policy may impact Council's financial position.

WORKFORCE IMPLICATIONS

This policy reflects Council's existing workplace arrangement and impacts employee attraction and retention.

POLICY IMPLICATIONS

This item seeks to endorse a revised Human Resources policy.

VOTING REQUIREMENTS

Simple Majority.

RECOMMENDATION

That Council adopt the revised policy - Administration Policy 8 - Human Resources - Remuneration, Subsidies and Other Work Arrangements.

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.3
SUBJECT:	Shire of Jerramungup Bushfire Risk Management Plan
LOCATION/ADDRESS:	Jerramungup, Gardiner, Boxwood, Bremer Bay
NAME OF APPLICANT:	N/A
FILE REFERENCE:	N/A
AUTHOR:	Bushfire Risk Planning Coordinator, Melanie Haymont, Bushfire Risk Management Officer, Vivienne Gardiner
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	13 th June 2017

SUMMARY

The Shire of Jerramungup Bushfire Risk Management Plan (BRMP) is a strategic document that identifies assets at risk from bushfire and their priority for treatment. It is a 5 year plan.

The aim of the BRMP is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Jerramungup. The objective of the BRMP is to effectively manage bushfire risk within the Shire of Jerramungup in order to protect people, assets and other things of local value.

Local government are the custodians of the BRMP and coordinate its development and ongoing review. The Department for Fire and Emergency Services, Department of Parks and Wildlife, other agencies and landowners are required to participate in, and contribute to, the locally-developed plan.

Local Government are required as a land manager to implement treatment strategies to address risk on their land.

Government agencies and other land managers responsible for implementing treatments within the Shire have participated in the development of this Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

ATTACHMENT

Attachment 10.4.3 - Shire of Jerramungup - Bushfire Risk Management Plan, June 2017 Version 2.0

BACKGROUND

Under the State Hazard Plan for Fire (Westplan Fire) an integrated BRMP is to be developed for local government areas with significant bushfire risk. This BRMP has been prepared for the Shire of Jerramungup in accordance with the requirements of Westplan Fire and the Guidelines for Preparing a Bushfire Risk Management Plan

(Guidelines). The risk management processes used to develop this BRMP are aligned to the key principles of AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009).

The Department of Fire and Emergency Services received funding to assist 16 Priority Local Governments that have high bushfire risk but low capacity to prepare Bushfire Risk Management Plans. The Shire of Jerramungup nominated to be part of this program. A dedicated Bushfire Risk Management Officer and Bushfire Risk Planning Officer have been working with both the Shire of Jerramungup and the Shire of Ravensthorpe to prepare Bushfire Risk Management Plans for the two Local Governments.

CONSULTATION

The project includes a Communication Strategy at Appendix 1. Consultation was facilitated through this plan. Consultation is critical to the development of the BRMP particularly because it is tenure blind and looks at risk across all tenures.

Broadly speaking the following communication objectives underpin the Plan for the development, implementation and review of the BRMP for the Shire of Jerramungup:

1. Key stakeholders understand the purpose of the BRMP and their role in the bushfire risk management planning process.
2. Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRMP as per the schedule in place for the local government area.
5. The community and other stakeholders engage with the bushfire risk management planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.
6. Strengthen Shire of Jerramungup Community Plan 2016-26 objectives i.e. Aspiration 2.5 - Civic Leadership To provide strong civic leadership and governance systems that are open and transparent and ethical.

COMMENT

The BRMP being tabled contains the written documentation for the plan. The asset schedule and treatment plan are not being tabled. The asset schedule lists all the assets within the Shire that have been assessed for their exposure to bushfire risk. They are categorised under the following; human settlement, economic, environmental and cultural assets. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRMP.

STRATEGIC IMPLICATIONS

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

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

Aspiration 2.4 - Emergency Management To ensure that the Shire of Jerramungup is seen as an industry leader in emergency management and preparedness.

Objective 2.4.1 - Maintain a high standard of emergency planning and preparedness.

Objective 2.4.4 - Continue the delivery of fire mitigation strategies across the Shire.

STATUTORY REQUIREMENTS

Under the State Hazard Plan for Fire (Westplan Fire) an integrated BRMP is to be developed for local government areas with significant bushfire risk

The endorsement of the BRMP by Shire of Jerramungup Council satisfies their endorsement obligations under section 2.3.1 of the State Hazard Plan for Fire (Westplan Fire).

FINANCIAL IMPLICATIONS

The Shire of Jerramungup is responsible for the coordination, development and ongoing review of the Plan. Currently this is being facilitated by the dedicated Bushfire Risk Management Officer and Bushfire Risk Planning Officer. The Bushfire Risk Management Project is currently only funded on a month by month basis until 30 September 2017, if further funding is not secured ongoing responsibility for the Plan will need to be delegated within the Shire.

Implementation of treatment options will be the responsibility of individual agencies and/or land owners/managers. The Shire as a land manager may be responsible for undertaking risk treatment strategies as they are identified in the process.

Endorsed Bushfire Risk Management Plans will support requests for future mitigation funding from both State and Federal Government.

Note: In approving the BRM Plan, the local government council is acknowledging the assets that have been identified and the risk ratings and treatment priorities assigned. Approval of the plan is a commitment by local government to work with land owners and managers to address unacceptable risk within their community. It is not the local government committing to a program of treatment works to be implemented by others or an acceptance of responsibility for risk occurring on land that is not owned or managed by the local government (Government of Western Australia Office of Bushfire Risk Management (2015), Guidelines for Preparing a Bushfire Risk Management Plan, pp. 79).

POLICY IMPLICATIONS

This Plan will support the Shire's Fire Control Policies.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

That Council endorse the Shire of Jerramungup Bushfire Risk Management Plan.

**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 19th July, 2017 commencing 2:00pm at the Town Hall, Bremer Bay.

14. CLOSURE