

# SHIRE OF JERRAMUNGUP



## MINUTES

### COUNCIL ORDINARY MEETING

21<sup>st</sup> OCTOBER 2015

**ORDINARY MINUTES – 21<sup>st</sup> OCTOBER 2015****INDEX**

<b>ITEM NO.</b>	<b><u>DETAILS</u></b>	<b><u>PAGE</u></b>
<b>WORKS</b>		
10.1.1	Works Report	6
<b>FINANCE</b>		
10.2.1	Accounts Payable – September 2015	10
10.2.2	Monthly Financial Report – September 2015	12
10.2.3	Out of budget expense – Jerramungup Sports Oval	14
<b>HEALTH, BUILDING &amp; TOWN PLANNING</b>		
10.3.1	Proposed restaurant – Lot 804 Bremer Bay Road, Bremer Bay	18
10.3.2	Proposed two lot subdivision – Lot 52 Ocumup Road, Bremer Bay	28
10.3.3	Proposed two lot subdivision – Lot 50 Wellstead Road, Bremer Bay	35
<b>ADMIN</b>		
10.4.1	Local Emergency Management Committee Meeting Minutes	41
10.4.2	Jerramungup Bushfire Advisory Committee Meeting Minutes	42
10.4.3	Bremer Bay Community Development Committee Meeting Minutes	45
10.4.4	Council Committees	46
<b>COUNCILLOR REPORT</b>		
11	Councillor Reports	58
<b>NEW BUSINESS OF AN URGENT NATURE</b>		

## SHIRE OF JERRAMUNGUP

### ORDINARY MEETING OF COUNCIL HELD IN THE TOWN HALL, BREMER BAY ON WEDNESDAY 21<sup>ST</sup> OCTOBER 2015, COMMENCING AT 8:35AM.

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

The Chief Executive Officer declared the meeting open at 8.35am.

#### 2. **RECORD OF ATTENDANCE / APOLOGIES**

Cr R Lester	Member
Cr J Iffla	Member
Cr R Parsons	Member
Cr W Bailey	Member
Cr B Trevaskis	Member
Cr C Daniel	Member
Cr J Leenhouders	Member

Mr C Pursey	Acting Chief Executive Officer
Mrs C Solomon	Deputy Chief Executive Officer
Mr C Miller	Engineering Officer

#### 3. **SWEARING IN OF COUNCILLORS**

The following Councillors elected were sworn in by Mr Craig Pursey;

- Councillor Lester was sworn in as a Councillor for a four year term expiring October 2019.
- Councillor Parsons was sworn in as a Councillor for a four year term expiring October 2019.
- Councillor Daniel was sworn in as a Councillor for a four year term expiring October 2019.
- Councillor Trevaskis was sworn in as a Councillor for a four year term expiring October 2019.

#### 4. **ELECTION OF PRESIDENT (2 YEAR TERM)**

The Chief Executive Officer called for nominations for the position of Shire President. Councillor Lester was nominated verbally by Councillor Daniel, Seconded by Councillor Iffla for the position of Shire President.

Councillor Lester accepted this nomination. There being no further nominations Councillor Lester was elected to the position of Shire President for a period of two years expiring October 2017. Councillor Lester was sworn in by Mr Craig Pursey.

#### 5. **DEPUTY PRESIDENT (2 YEAR TERM)**

The Shire President called for nominations for the position of Deputy Shire President. Councillor Iffla was nominated verbally by Councillor Bailey, Seconded by Councillor Daniel for the position of Deputy Shire President. Councillor Iffla

accepted this nomination. There being no further nominations Councillor Iffla was elected to the position of Deputy Shire President for a period of two years expiring October 2017. Councillor Iffla was sworn in by Mr Craig Pursey.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7. PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**8. DECLARATIONS OF FINANCIAL INTEREST**

- Cr Parsons declared an impartiality interest Item 10.2.3 – Out of Budget Expense – Jerramungup. The nature of the interest is Cr Parsons is a relative of the applicant.
- Cr Iffla declared a proximity interest Item 10.3.2. – Proposed two lot subdivision – Lot 52 Ocumup Road, Bremer Bay. The nature of the interest is she is an adjoining property owner.

**9. CONFIRMATION OF MINUTES**

- 9.1 Ordinary Council Meeting held 16<sup>th</sup> September 2015  
9.2 CEO Appointment and Review Committee held 16<sup>th</sup> September 2015

**OC151001 Moved Cr Daniel / Seconded Cr Iffla**

- **That the Minutes of the Ordinary Meeting of Council held 16<sup>th</sup> September 2015 be confirmed.**

**Carried 7-0**

**OC151002 Moved Cr Parsons / Seconded Cr Leenhouders**

- **That the Minutes of the CEO Appointment and Review Committee held 16<sup>th</sup> September 2015 be confirmed.**

**Carried 7-0**

# **W O R K S**



## **ROAD MAINTENANCE**

The Road Maintenance team has completed a full winter grading cycle around the whole shire. Roads which were too wet at the time of winter grading were tidied up again and the team has focused on patching and grading the worst areas of the road network ready for the upcoming harvest.

The maintenance team has also taken delivery of the Broons duo-roller (free roller) which attaches to the back of the new John Deere grader and alleviates the need for using a separate multi-tyred roller to gain the required compaction.

The team will continue patch grading the worst areas of the road network over the next month and then start their cycle again once the harvest traffic commences.

The maintenance team has also been continuously spraying road verges when the weather permits throughout September, ensuring that we have effective knockdown prior to weeds setting seed.

## **TOWN SERVICES**

Works on the walk trail in Bremer Bay have progressed well with 60% of the foundation on the total alignment complete by the end of September. Clearing & foundation preparation is complete right through to Wellstead Road with the final alignment at the Southern End of the trail to be complete by the end of October.

The Town Services team has also been undertaking routine maintenance tasks on parks and gardens throughout September ensuring all gardens are have adequate mulch and are prepared for the summer months.

The Town Services team will spend a significant portion of October completing earthworks and pavement laying on the walk trail.

## **STATUTORY REQUIREMENTS**

Nil

## **STRATEGIC IMPLICATIONS**

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

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

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **WORKFORCE IMPLICATIONS**

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

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENTS**

Nil

## **RECOMMENDATION**

That Council adopt the September works report.

**OC151003 Moved Cr Bailey / Seconded Cr Parsons**

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

**Carried 7-0**



# **FINANCE**

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<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	10.2.1
<b>SUBJECT:</b>	Accounts Payable
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>NAME OF APPLICANT:</b>	
<b>AUTHOR:</b>	Kiara Leeson
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	1 <sup>st</sup> October 2015

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### **ATTACHMENT**

Attachment 10.2.1 - List of Accounts Paid to 30<sup>th</sup> September 2015

### **BACKGROUND**

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNTS</b>
<b>Municipal Account</b>		
Last Cheque Used	27919	
	EFT 11078 – 11110	\$ 127,751.01
	EFT 11112 – 11195	\$ 319,823.69
	Cheque 27920 – 27935	\$ 22,466.73
	Direct Deposit	\$ 22,176.20
<b>Municipal Account Total</b>		<b>\$ 492,217.63</b>
<b>Trust Account</b>		
	EFT 11111 – EFT 11111	\$ 2000.00
<b>Trust Account Total</b>		<b>\$ 2000.00</b>
<b><u>Grand Total</u></b>		<b><u>\$494,217.63</u></b>

### **CERTIFICATE**

This schedule of accounts as presented, which was submitted to each member of the Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been paid.

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That the schedule of direct debits and accounts payable, totalling submitted \$494,217.63 to the Full Council on 21<sup>st</sup> October 2015 be endorsed.

**SIGNATURES**

\_\_\_\_\_  
Author

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

**OC151004 Moved Cr Leenhouders / Seconded Cr Daniel**

**That the schedule of direct debits and accounts payable, totalling submitted \$494,217.63 to the Full Council on 21<sup>st</sup> October 2015 be endorsed.**

**SIGNATURES**

\_\_\_\_\_  
Author

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

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	10.2.2
<b>SUBJECT:</b>	Monthly Financial Report
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>AUTHOR:</b>	Charmaine Solomon
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	6 <sup>th</sup> October 2015

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## **SUMMARY**

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

## **ATTACHMENT**

Attachment 10.2.2 - Monthly Financial Report – Period Ending 30<sup>th</sup> September 2015

## **BACKGROUND**

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

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

## **CONSULTATION**

Council financial records.

## **COMMENT**

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

## **STATUTORY REQUIREMENTS**

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

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

## **STRATEGIC IMPLICATIONS**

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

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

## **FINANCIAL IMPLICATIONS**

As detailed within the Monthly Financial Report

## **POLICY IMPLICATIONS**

Accounting policies as detailed within the Monthly Financial Report

## **WORKFORCE IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council receive the Monthly Financial Report for the period ending 30<sup>th</sup> September 2015 in accordance with Section 6.4 of the Local Government Act 1995.

**OC151005 Moved Cr Leenhouders / Seconded Cr Bailey**

**That Council receive the Monthly Financial Report for the period ending 30<sup>th</sup> September 2015 in accordance with Section 6.4 of the Local Government Act 1995.**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Finance</b>
<b>AGENDA REFERENCE:</b>	10.2.3
<b>SUBJECT:</b>	Out of Budget Expense
<b>LOCATION/ADDRESS:</b>	Jerramungup Sports Oval
<b>NAME OF APPLICANT:</b>	
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Charmaine Solomon
<b>DISCLOSURE OF ANY INTEREST:</b>	Cr Parsons
<b>DATE OF REPORT:</b>	12 <sup>th</sup> October 2015

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## **SUMMARY**

The Shire has been approached by the Jerramungup Winter Sports Ground Committee to contribute financially to the upgrade of the football, hockey and cricket oval. Due to the costs associated with the proposed project the Shire requested the Committee complete a donation application form for Council's consideration.

Staff are not authorised to incur this expenditure as it has not been included in 2015/16 Annual Budget.

## **ATTACHMENT**

Attachment 10.2.3 (a) - Donation application form  
Attachment 10.2.3(b) – Sport & Recreation Infrastructure Plan

## **BACKGROUND**

The Jerramungup Sports Oval provides necessary infrastructure that facilitates a range of sporting opportunities for the community of Jerramungup. Sporting groups that utilise the facility include;

1. Ladies hockey
2. Junior hockey
3. Junior football
4. Senior football
5. Cricket

The facility is heavily used during the winter sports program with training occurring on the oval for all teams on Tuesdays and Thursdays.

In most years when the rainfall is reasonable, various areas of the playing surface become water logged. This makes playing various sports difficult given the uneven and slippery conditions, the sand will improve the water runoff and allow for a decent kikuyu grass cover of all sporting fields.

## **CONSULTATION**

Senior Staff

## **COMMENT**

At the Ordinary Meeting of Council held November 2014, Council adopted the Shire of Jerramungup Sport and Recreation Infrastructure Plan – November 2014. The forecast major infrastructure projects 2014-2020 identified the 'Oval Grass Refurbishment' for 2015-2016 however this was not budgeted for this 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**

The policy relates to the following components from the Shire of Jerramungup Strategic Community Plan 2012 – 2025;

**Aspiration 5:** An active community supported by fit for purpose sport and recreation facilities.

## **FINANCIAL IMPLICATIONS**

If approved by Council this provision of funds will create a shortfall in the budget of \$5400.

## **WORKFORCE IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **RECOMMENDATION**

That Council authorise the out of budget expense of \$5400 to the Jerramungup Winter Sports Grounds Committee for the upgrade of the football, hockey and cricket oval as identified in the Sports and Recreation Infrastructure Plan.

**OC151006 Moved Cr Daniel / Seconded Cr Leenhouders**

**That Council reject the donation application from the Winter Sports Ground Committee for \$5400.**

**Carried 7-0**

Reason: Council requested further investigations on drainage matters relating to the oval and noted that the application was received after Council's budget adoption for 2015-16.



**HEALTH,  
BUILDING  
&  
TOWN PLANNING**

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<b>SUBMISSION TO:</b>	<b>Health, Building &amp; Town Planning</b>
<b>AGENDA REFERENCE:</b>	10.3.1
<b>SUBJECT:</b>	Proposed Restaurant
<b>LOCATION/ADDRESS:</b>	Lot 804 Bremer Bay Road, Bremer Bay
<b>NAME OF APPLICANT:</b>	Mr Harry Louw
<b>FILE REFERENCE:</b>	A1602558
<b>AUTHOR:</b>	Craig Pursey, Planning Officer
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	7 <sup>th</sup> October 2015

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## **SUMMARY**

Council has received a planning application to convert the Old Telegraph Station at Lot 804 Bremer Bay Road to a restaurant.

The application has been advertised for public comment with two submissions received supporting the proposal but raising some areas of concern for consideration.

This report recommends issuing a conditional planning approval.

## **ATTACHMENT**

Attachment 10.3.1(a) - Application details

Attachment 10.3.1(b) - Heritage Listing details and advice from Regional Heritage Adviser

## **BACKGROUND**

### ***Site Description***

Lot 804 Bremer Bay Road, Bremer Bay (Lot 804) is 9106m<sup>2</sup> in area and developed with the Old Telegraph Station, tack room and former school building. Access is currently from both Bremer Bay Road via a driveway shared with Lot 805 or via an informal driveway from Barbara Street.

Lot 804 is registered as a place of heritage value on the Shire's Municipal Inventory with a management category of 1 (which recommends the highest protection available under this document).

The existing telegraph station has remained unoccupied for some time, it was last used as a residence. The building appears to be structurally sound but is in need of some maintenance.

Lot 804 adjoins one residence in the same ownership immediately to the east, Bremer Bay Road to the south and Unallocated Crown Land (UCL) to the west and north.

## **Zoning & Scheme Requirements**

Lot 804 is zoned 'Residential R15/30' under the Shire's Local Planning Scheme No.2 (the Scheme). A 'restaurant' is a discretionary land use in this zone able to be considered by Council following advertising for public comment.

Additionally, clause 5.17 of the Scheme relates to 'Tourist Related Uses'. It states:

*Despite any other provision of the Scheme the local government may approve tourist-related uses that are operated in conjunction with the predominant use of the land and which are for:*

- (a) consumption of food and / or beverages,*
- (b) the sale of produce,*
- (c) the sale of arts and crafts, and / or*
- (d) conducting excursions for tourists.*

Lastly, Part 7 of the Scheme addresses heritage protection. Of relevance to the current application is clause 7.5 that allows Council to consider variations to other Scheme provisions in order to facilitate the conservation of, enhance or preserve the heritage values of a place.

## **CONSULTATION**

The proposed restaurant was advertised for comment for a period of 14 days, closing on the 16<sup>th</sup> October 2015. An advert was placed in the Bremer Bulletin, placed on public notice boards and a letter sent to all nearby landowners.

At the time of writing this report two informal submissions were received that supported the proposal but raised the following concerns:

1. The entrance from Barbara Street is unsuitable for access to a restaurant being located in UCL, this driveway blocks the open drainage system in Barbara Street and should be closed;
2. The existing septic system is unlikely to be able to cope with the restaurant; it is part of the reason why the telegraph station was abandoned as a residence; and
3. There are double-gees on the site and if the public are going to access this site they should be eradicated and parking/access should be sealed to prevent their spread on tyres and shoes.

## **COMMENT**

### ***The Proposal***

Council has received an application to convert the existing Old Telegraph Station building to a restaurant. The proposal includes the following elements:

1. Conversion of the various existing rooms within the building to dining, office, gift shop and kitchen with minimal works to the existing structure;
2. Addition of two unisex disabled toilets available to the public;

3. Access ramps;
4. Parking area on the western side of the existing building with specific disabled parking bays provided adjacent to the building in a raised parking bay with direct access to the verandah area.
5. A new 7.5m wide crossover and driveway to Bremer Bay Road;
6. Separation of the rear of the building as a service area and storage;
7. Part of the proposal is to maximise the heritage values of the building to showcase it to tourists.

The applicant describes their intentions for the development of the site as follows:

*Our proposed planning for this project is as follows:*

**Short Term**

- *Renovation of the existing building to be used as a restaurant, museum and gift shop*
- *Clean up of the garden area to be used for outdoor dining*
- *Construction of cross over from Bremer Bay Road to property, with a 70m access road to parking area as per plans submitted*

**Medium Term**

- *Incorporate "Xpedition Out There" into this location for the start and end point of eco/nature tours, which is at its final stages of accreditation*

**Long Term Plans**

- *Construction of 20 self-contained/catering units on the remaining property. These units will be built to complement the existing building*
- *Reclaim the old school building and horse stable and open it up as part of the museum. The ultimate concept is to have a restaurant, accommodation, gift shop and museum as a tourist attraction, and acknowledge the heritage of the town.*

A full copy of the written application and plans are at Attachment (a) of this report.

**Assessment**

The proposed restaurant is separated from most of the Bremer Bay residential area by roads and UCL and is unlikely to have a detrimental impact upon residential amenity.

The restaurant will provide a new use for an existing heritage building, allowing for improvements and maintenance of the building. It would also provide public access to a valuable heritage asset in the Bremer Bay area and contribute to the tourism attributes of Bremer Bay.

No objections have been lodged at the time of writing this report and approval is recommended.

There are a number of issues that do require addressing; foremost is conservation of the heritage values of the place. The Scheme and other associated legislation also have requirements in terms of parking, access, food preparation standards and toilets.

## Access

A new driveway is proposed from Bremer Bay Road at 7.5m wide in order to accommodate bus access in the long term. This is consistent with the Shire's crossover specifications for commercial development.

The new driveway location achieves good sight distance and a reasonable separation to the Wellstead Road intersection.

## Parking

The Scheme requires one car parking bay per 10m<sup>2</sup> of floor area or 1 for every four seats provided, whichever is the greater. The proposal is for 120m<sup>2</sup> of internal dining room floor area, 20m<sup>2</sup> of shop, 10m<sup>2</sup> of office plus some outdoor seating proposed under verandahs. On this basis at least 17 parking bays are required.

## Effluent Disposal

The Old Telegraph Station has an existing septic tank effluent disposal system that should have sufficient capacity to accommodate the proposed restaurant.

A submission has indicated that there may be issues with the way in which it functions in the local soil conditions. A condition of planning approval requiring connection to an adequate, approved effluent disposal system should be sufficient to raise this as an issue and leave it to the applicant to solve should to become a problem.

## Weed Management

Given the reported presence of double gees on the property and the potential for the site to spread these weeds across the townsite it is recommended that this matter be investigated and that an appropriate response such as a spray program be required.

Additionally the parking and pedestrian access is to be sealed to at least a compacted limestone standard.

## Heritage

Ideally, the application would come with a detailed schedule of works and their ramifications for the heritage qualities of the place. In this case the applicant has stated that there will be minimal works in the short term, just enough to get the building operational. The works would include:

- Painting internals throughout;
- Installation of a kitchen and associated exhaust;
- Conversion of a room to a cool room;
- Swinging doors into the central hall way to separate the kitchen/service area from the public;
- Fixing of foundations as required by experienced rock masons;
- Installation of access ramps; and
- Addition of balustrades to the verandah.

Council has the option of placing the application on hold until a detailed schedule could be lodged and assessed by staff. In this case the applicant has stated that they need to be operational by this summer. This report recommends placing a condition of approval that a schedule of works be provided for assessment prior to the issuing of a building permit.

The Shire has engaged a regional heritage adviser, Stephen Carrick, who has reviewed the current proposal and offered advice, summarised as follows:

### **Description and Significance**

*The large former telegraph station and post office now a single storey residence, stone portico, stone chimneys, timber framed double hung windows, symmetrical facade. Tile roof was formerly iron.*

*The telegraph station has considerable architecture and historical significance. Its style is particularly Australian and blends well with the environment.*

*It is built of local stone in a random rubble wall and originally covered in corrugated iron and has verandas on all sides. It has an interesting entrance and balustrading.*

*Also it was one of the stations that linked the west coast with the south and is important for the early history of the area.*

### **Advice**

1. *It is difficult to provide specific advice at this stage due to the following:*

- *there is minimum detail provided with the planning application*
- *a schedule of conservation works has not been provided*
- *photographs of the site, interior and exterior have not been provided*
- *drawings of the existing, any demolition and location of works has not been provided*
- *there is minimum information within the MHI about the place*
- *there is no conservation plan or conservation management strategy for the place*

2. *The Shire of Jerramungup Heritage Strategy supports examining ways to identify and promote future heritage tourism initiatives that increase the tourism experience within the Shire. This planning application would increase the tourism experience.*

3. *The cultural heritage significance values of the place, including rarity, are high and conservation and interpretation of the building fabric should have a high priority.*

4. *The following would assist in providing a more detailed comment:*

- *Photographs of the site, exterior and interior*
- *Information recording the current condition of the building materials*
- *Plan of the existing building showing existing fittings and fixtures*
- *Schedule of conservation works and a drawing showing the location of all works including any demolition works*
- *Inspection of the site and building*

5. *You may wish to request the above information from the applicant. I would be pleased to discuss any way that I can assist with the above information.*

A full copy of Stephen Carrick's advice is attached to this report (attachment 10.3.1b) along with the details of the Telegraph Station's heritage listing.

Photos were subsequently forwarded to Mr Carrick and a basic list of works. Should the application be approved Stephen will visit in the first week of November and work through the details with the applicant.

The applicant has expressed that they wish to bring the building and grounds back to their original state over time. A key part of the proposal is to highlight the heritage qualities of the place as a tourist destination and as part of the marketing of the restaurant.

The Shire can support the conservation of this heritage place by making Stephen Carrick available for advice (up to a certain point) and ensuring that appropriate details are submitted before works are undertaken.

### ***Conclusion***

The proposal to convert the Old Telegraph Station to a restaurant is supported. Although the applicant appears to have the right intentions regarding conserving and highlighting the heritage qualities of the place, some guidance and control is proposed through the planning approval to ensure that this occurs in the correct manner.

### **STATUTORY REQUIREMENTS**

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

The place is included in the Shire of Jerramungup Municipal Heritage Inventory with a Management Category 1. Management Category 1 means:

*"Highest level of protection appropriate. Recommended for entry into the State Register of Heritage Places. Maximum encouragement to owner to conserve the significance of the place."*

The place is recommended for inclusion on the State Heritage Register but has not been assessed as yet.

Whilst the place is on the Municipal Heritage Inventory, this Inventory is a local list only and has no statutory weight.

### **STRATEGIC IMPLICATIONS**

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

**Aspiration 2:** A growing community that embraces well designed and sustainable development.

**Aspiration 4:** An environmentally astute community where human needs are met while conserving our natural and built environment.

### **FINANCIAL IMPLICATIONS**

None for Council

## **WORKFORCE IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

The Municipal Heritage Inventory is in the process of being reviewed and updated. As part of this process a heritage list will be drafted for places to be included in the Shire's Local Planning Scheme for protection. Additionally, a Heritage Places policy will be drafted to guide the assessment of heritage places into the future.

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council,

1. Approve the application for a Restaurant at Lot 804 Bremer Bay Road, Bremer Bay subject to the following conditions:
  - a) Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.
  - b) The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the Shire (generally in the building permit application) and have been approved in writing:
    - (i) A detailed schedule of all finishes, including materials and colours of the proposed development.
    - (ii) Information recording the current condition of the building materials
    - (iii) Plan of the existing building showing existing fittings and fixtures
    - (iv) Schedule of conservation works and a drawing showing the location of all works including any demolition works.
  - c) A minimum number of seventeen (17) car parking bays shall be provided on site. The parking areas, driveways and points of ingress and egress shall be designed, constructed, sealed, drained and marked to the satisfaction of the Chief Executive Officer.
  - d) The new crossover/s being constructed to the Shire's specifications and satisfaction. A permit from the Shire is required prior to any work being carried out within the road reserve.
  - e) The existing crossover and driveway through to Barbara Street being closed and the kerb, footpath, open drain and the verge reinstated.
  - f) All runoff from impervious surfaces being contained within the property and disposed of to the Shire's satisfaction.
  - g) All existing buildings on the site being retained.
  - h) The restaurant is to be connected to an on-site effluent disposal system to the satisfaction of the Environmental Health Officer.



i) A weed management plan is to be prepared and implemented to the satisfaction of the Chief Executive Officer.

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

- (i) Planning approval is not consent to open the café, separate registration as a food premises under the Food Act is required prior to opening.
- (ii) Provision being made for disabled access and facilities in accordance with the provisions contained in the Building Code of Australia and Australian Standard 1428.
- (iii) In accordance with the requirements of the Local Government (Uniform Local Provisions) Regulations 1996, you are hereby notified that any vehicle access from the land to a road or other public thoroughfare must be in accordance with the Shire's adopted Crossover Policy and Specifications.
- (iv) Condition (h) requires that the existing buildings known as the tack room and former school are to be retained. It is understood that these are being considered to be upgraded over time, consultation with the Shire of Jerramungup is encouraged before any upgrading works.
- (v) Condition (f) requires closing of the existing driveway through UCL, this may be retained for pedestrian access into the future.

That Council,

1. Approve the application for a Restaurant at Lot 804 Bremer Bay Road, Bremer Bay subject to the following conditions:
  - a) Development shall be carried out in full and fully implemented in accordance with the approved plans and details submitted with the planning application.
  - b) The development hereby approved, or any works required to implement the development, shall not commence until the following plans or details have been submitted to the Shire (generally in the building permit application) and have been approved in writing:
    - (i) A detailed schedule of all finishes, including materials and colours of the proposed development.
    - (ii) Information recording the current condition of the building materials
    - (iii) Plan of the existing building showing existing fittings and fixtures
    - (iv) Schedule of conservation works and a drawing showing the location of all works including any demolition works.
  - c) A minimum number of seventeen (17) car parking bays shall be provided on site. The parking areas, driveways and points of ingress and egress shall be designed, constructed, sealed, drained and marked to the satisfaction of the Chief Executive Officer.
  - d) The new crossover/s being constructed to the Shire's specifications and satisfaction. A permit from the Shire is required prior to any work being carried out within the road reserve.
  - e) The existing crossover and driveway through to Barbara Street being closed and the kerb, footpath, open drain and the verge reinstated.
  - f) All runoff from impervious surfaces being contained within the property and disposed of to the Shire's satisfaction.
  - g) All existing buildings on the site being retained.
  - h) The restaurant is to be connected to an on-site effluent disposal system to the satisfaction of the Environmental Health Officer.
  - i) A weed management plan is to be prepared and implemented to the satisfaction of the Chief Executive Officer.
2. Advise the applicant in footnotes on the planning approval that;
  - (i) Planning approval is not consent to open the café, separate registration as a food premises under the Food Act is required prior to opening.
  - (ii) Provision being made for disabled access and facilities in accordance with the provisions contained in the Building Code of Australia and Australian Standard 1428.
  - (iii) In accordance with the requirements of the Local Government (Uniform Local Provisions) Regulations 1996, you are hereby notified that any vehicle access from the land to a road or other public thoroughfare

**must be in accordance with the Shire's adopted Crossover Policy and Specifications.**

- (iv) Condition (h) requires that the existing buildings known as the tack room and former school are to be retained. It is understood that these are being considered to be upgraded over time, consultation with the Shire of Jerramungup is encouraged before any upgrading works.**
- (v) Condition (f) requires closing of the existing driveway through UCL, this may be retained for pedestrian access into the future.**

**Carried 7-0**

9.35am Cr Iffla left the meeting after declaring a proximity interest Item 10.3.2. – Proposed two lot subdivision, Lot 52 Ocumup Road, Bremer Bay.

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<b>SUBMISSION TO:</b>	<b>Health, Building &amp; Town Planning</b>
<b>AGENDA REFERENCE:</b>	10.3.2
<b>SUBJECT:</b>	Proposed two lot subdivision
<b>LOCATION/ADDRESS:</b>	Lot 52 Ocumup Road, Bremer Bay
<b>NAME OF APPLICANT:</b>	WAPC
<b>FILE REFERENCE:</b>	A1602425
<b>AUTHOR:</b>	Craig Pursey, Planning Officer
<b>DISCLOSURE OF ANY INTEREST:</b>	Cr Iffla
<b>DATE OF REPORT:</b>	12 <sup>th</sup> October 2015

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## **SUMMARY**

Council has been requested to provide advice on a subdivision application to divide Lot 52 Ocumup Road, Bremer Bay into two parcels.

The subdivision would separate the vegetated portion of the property with the existing bush camp (Lot A) from the broad-hectare farming activity on the southern portion (Lot B).

Support is recommended subject to conditions including requiring upgrading of the access to proposed Lot A.

## **ATTACHMENT**

Attachment 10.3.2 - Subdivision application

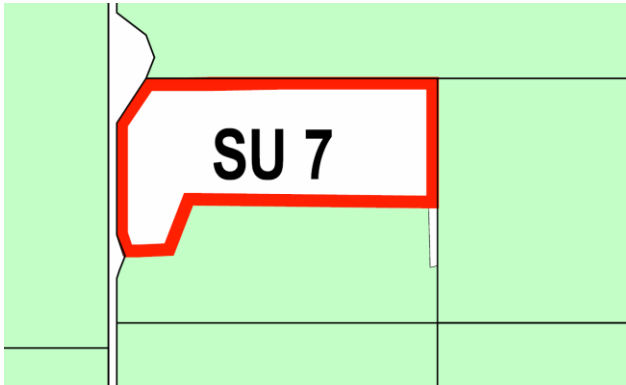
## **BACKGROUND**

### ***Zoning***

The subject property is zoned both 'Special Use No7' and 'Rural' under the Shire of Jerramungup Local Planning Scheme No 2 ('the Scheme'). The permitted uses in the Special Use zone are:

- Conservation of vegetation;
- Eco-tourism including chalets; and
- Floriculture

The site was rezoned specifically to accommodate the set of uses listed above. The rezoning document at the time had a guide plan that showed chalets scattered throughout the site, accessed by an internal road network.



*Zoning Plan showing the northern portion zoned Special Use and the Southern portion of Lot 52 zoned Rural.*

### **Subject Site**

Lot 52 Ocumup Road, Bremer Bay is 530.54ha in area and is basically half bushland and half cleared farmland. A large farm shed is located near the bushland with two large dams.

A 'bush camp' was developed recently on the southern edge of the existing vegetation.

The constructed portion of Ocumup Road terminates at the southern boundary of the site, informal access is available from Meechi Road to the north through a cleared and formed access way through the bushland.

The bushland is crisscrossed with a series of fire breaks.



*Aerial photo of subject site (Synergy)*

## **CONSULTATION**

None required. Subdivision applications are lodged with the Western Australian Planning Commission (WAPC) who refer them to all stakeholders, of which the Shire is one.

## **COMMENT**

### ***The Proposal***

A two lot subdivision is proposed splitting the northern vegetated portion of Lot 52 (Lot A) from the southern farmed portion (Lot B). The applicant has supported the proposal as follows:

- *Proposal to subdivide lot 52 into two lots.*
- *Application to create lots provided for under WAPC Policy DC 3.4, Sec 6.5 Conservation of biodiversity and natural heritage. There is an existing Conservation Covenant / Memorial registered on the title.*
- *The subject land is within the Wheat belt Agricultural Policy Area (appendix 2) of the DC 3.4.*

- *Property is dual zoned, being 'Rural' to the South, and 'Special Use No 7' to the North. The northern section is predominately vegetated, portion being used as a caravan park. (Zoning plan and text attached)*
- *Proposed new boundary is to approximate zoning plan and coincide with existing fencing / vegetation.*
- *Section south of the caravan / accommodation park to be part of the 'Special Use' Lot A. This portion to include the dam for non-potable and emergency water supply. Also for recreation and low fuel zone / muster area for emergency evacuation.*
- *Both new lots have frontage to Ocumup Rd.*
- *Both lots have access to water supply for fire fighting purposes.*
- *Land owner has recently been in consultation with officers of the WA Planning Commission and the Shire's Planning Department, whereby general acceptance of this proposal has been indicated.*
- *Proposal represents compliance to the WA Planning Commission DC 3.4 Policy.*

A full copy of the application and plan of subdivision is attached to this report.

### **Assessment**

The Scheme requires Council to have due regard to WAPC Development Control Policies and State Planning Policies, particularly when assessing subdivision proposals. In this case Development Control Policy 3.4 'Subdivision of Rural Land' (DC3.4) is the relevant policy.

DC3.4 has a presumption against the subdivision of rural land unless a specific exemption that is listed by this policy can be justified.

The subdivision proposal appears to meet two "*Circumstances under which rural subdivision may be considered*" listed by the policy as follows:

- 6.2 Public utilities and ancillary uses and/or
- 6.5 Conservation of biodiversity and natural heritage

The presence of the existing bush camp and the Special Use zoning on proposed Lot A may meet the requirements of clause 6.2.

There is an existing conservation covenant on Lot A that would meet the requirements of clause 6.5.

Whilst the proposed boundary is quite irregular in shape, separating the two land uses and zones onto two lots is supported.

The proposed boundary varies from the zoning boundary to include a large cleared area that is proposed as a water source and muster area for the bush camp.

### **Access**

The bush camp located on proposed Lot A is accessed from Ocumup Road and then via a driveway through the middle of proposed Lot B.

Lot A would normally be required to have frontage to a constructed road, upgraded to the Shire's satisfaction.

The landowner has had to upgrade another portion of Ocumup Road as part of a previous planning approval. After considerable negotiation the Shire agreed that the landowner could use an alternative method to construct a section of Ocumup Road provided the end result met Shire specifications.

In this case, the portion of Ocumup Road constructed at this time appears to be more prone to corrugation. If a further section of road is to be upgraded as part of this subdivision proposal it is recommended that Council resolve to require both the method and end result of the road upgrading to meet industry best practice.

Alternatively, as this section of Ocumup Road would be upgraded in response to the subdivision and the presence of the bush camp, the landowner may wish to consider providing an alternative driveway access through proposed Lot B, secured by an easement.

### **STATUTORY REQUIREMENTS**

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

The WAPC require that recommended conditions of subdivision are in the standard format adopted by the WAPC in October 2012.

### **STRATEGIC IMPLICATIONS**

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

**Aspiration 2:** A growing community that embraces well designed and sustainable development.

**Aspiration 4:** An environmentally astute community where human needs are met while conserving our natural and built environment.

### **FINANCIAL IMPLICATIONS**

Administering a road upgrading will take officer time in assessing, inspecting and signing off.

### **WORKFORCE IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

None

### **VOTING REQUIREMENTS**

Simple Majority



## **RECOMMENDATION**

That Council,

1. Recommend that the Western Australian Planning Commission approve the application for 2 lots on Lot 52 Ocumup Road, Bremer Bay (WAPC: 152603) subject to the following conditions:
  - (i) All buildings and effluent disposal systems having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme and Building Regulations of Australia.
  - (ii) Satisfactory arrangements being made with the local government for the full cost of upgrading and/or construction of Ocumup Road to the southern boundary of proposed Lot A to the satisfaction of the local government.
2. Council advise the WAPC that:
  - (i) The landowner/applicant is advised to refer to the Institute of Public Works Engineering Australia Local Government Guidelines for Subdivisional Development (current edition). The guidelines set out the minimum best practice requirements recommended for subdivision construction and granting clearance of engineering conditions imposed.
  - (ii) Council is willing to consider an alternative to upgrading of Ocumup Road if the landowner provides a driveway and secures it with an easement for access in favour of Lot A over Lot B.

**That Council,**

- 1. Recommend that the Western Australian Planning Commission approve the application for 2 lots on Lot 52 Ocumup Road, Bremer Bay (WAPC: 152603) subject to the following conditions:**
  - (i) All buildings and effluent disposal systems having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme and Building Regulations of Australia.**
  - (ii) Satisfactory arrangements being made with the local government for the full cost of upgrading and/or construction of Ocumup Road to the southern boundary of proposed Lot A to the satisfaction of the local government.**
- 2. Council advise the WAPC that:**
  - (i) The landowner/applicant is advised to refer to the Institute of Public Works Engineering Australia Local Government Guidelines for Subdivisional Development (current edition). The guidelines set out the minimum best practice requirements recommended for subdivision construction and granting clearance of engineering conditions imposed.**
  - (ii) Council is willing to consider an alternative to upgrading of Ocumup Road if the landowner provides a driveway and secures it with an easement for access in favour of Lot A over Lot B.**

**Carried 6-0**

9.42am Cr Iffla returned to the meeting.

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<b>SUBMISSION TO:</b>	<b>Health, Building &amp; Town Planning</b>
<b>AGENDA REFERENCE:</b>	10.3.3
<b>SUBJECT:</b>	Proposed two lot subdivision
<b>LOCATION/ADDRESS:</b>	Lot 50 Wellstead Road, Bremer Bay
<b>NAME OF APPLICANT:</b>	WAPC
<b>FILE REFERENCE:</b>	A1601031
<b>AUTHOR:</b>	Craig Pursey, Planning Officer
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	12 <sup>th</sup> October 2015

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## **SUMMARY**

Council has been requested to provide advice on a subdivision application to divide Lot 50 Wellstead Road, Bremer Bay into two parcels.

The subdivision would separate the small portion of Lot 50 on the eastern side of Wellstead Road into a separate lot. Support is recommended subject to a condition requiring a bushfire management plan.

The subdivision effectively replaces the need to rezone this land and it is also recommended that Scheme Amendment 9 be cancelled.

## **ATTACHMENT**

Attachment 10.3.3 - Subdivision application

## **BACKGROUND**

### ***Subject Site***

*As stated in the applications covering letter Lot 50 Wellstead Road, Bremer Bay (Lot 50) has a total area of 431.32 hectares. The land has been physically divided into two separate land parcels by a road reservation (accommodating Wellstead Road), resulting in two separate land parcels - Pt Lot 50 west and Pt Lot 50 east.*

*The much larger, western portion of Lot 50 (Pt Lot 50 west) is located on the western side of Wellstead Road. Pt Lot 50 west is zoned 'Rural', covers an area of 428.63 Ha and is used for agricultural purposes. This land contains areas of remnant vegetation, dams, sheds and associated agricultural infrastructure.*

*The smaller of the two lots is the eastern portion of Lot 50 (pt Lot 50 east) is located on the eastern side of Wellstead Road, directly opposite Bremer Bay Beach Resort and Tourist Park. Pt Lot 50 east is zoned rural, is 2.69Ha and is vacant, unproductive rural land. This portion of land is cleared of remnant vegetation with the exception of some sparse trees. The low vegetation cover facilitates bush fire protection for the opposite tourist park, as well as increasing fire protection for the overall locality*



*Site Plan showing the two portions of Lot 50 Wellstead Road, Bremer Bay split by Wellstead Road.*

### **Zoning**

The subject property is zoned 'Rural' under the Shire of Jerramungup Local Planning Scheme No 2 ('the Scheme').

### **Application History**

Council considered and supported Scheme Amendment 9 at their meeting in April 2015 which would have rezoned both Part Lot 50 (east) and the adjacent Lot 2100 to the 'Rural Residential' zone resulting in the ability for this area to be subdivided into 3 lots.

Scheme Amendment 9 has not been supported by the Department of Planning (DoP). The officer at the DoP negotiated with the applicant to cancel the scheme amendment in return for support for the current subdivision proposal. Shire staff opinion was sought at the time and it was agreed that provided the fire management situation could be improved through the process then it seemed that a satisfactory result would be achieved.

### **CONSULTATION**

None required. Subdivision applications are lodged with the Western Australian Planning Commission (WAPC) who refer them to all stakeholders, of which the Shire is one.

### **COMMENT**

#### ***The Proposal***

Council is being asked to consider both the:

1. Proposed two lot subdivision of Lot 50 Wellstead Road, Bremer Bay; and
2. To cancel Scheme Amendment 9.

## **1. Subdivision**

A two lot subdivision of Lot 50 is proposed creating one lot either side of Wellstead Road. The subdivision of Lot 50 will create two green title lots which are 425.94ha and 2.69ha in area respectively. The applicant states:

*This application recognises that the land parcels on either side of the existing road reserve function independently, and increasingly so due to significant physical separation of the land parcels by Wellstead Road.*

A full copy of the application and plan of subdivision is attached to this report.

## **2. Scheme Amendment 9**

As a result of the proposed subdivision, Scheme Amendment 9 becomes redundant. Therefore, if the subdivision is to be supported it is proposed to cancel the scheme amendment; it appears that only the local government can perform this task.

### **Assessment**

The Scheme requires Council to have due regard to WAPC Development Control Policies and State Planning Policies, particularly when assessing subdivision proposals. In this case Development Control Policy 3.4 'Subdivision of Rural Land' (DC3.4) is the relevant policy.

DC3.4 has a presumption against the subdivision of rural land unless a specific exemption that is listed by this policy can be justified.

The subdivision proposal appears to meet one aspect of DC3.4 policy as follows:

- 6.1 Significant Physical Division

Wellstead Road splits the two portions of Lot 50 and the two portions are distinctly different in nature.

Support for the subdivision is recommended.

### **Fire Management**

Scheme Amendment 9 brought the significant benefit of requiring a bush fire management plan as part of any proposal. This would have introduced fire breaks, maintained fuel reduction and brought additional water to this location at the entry to Point Henry.

This requirement may still be applied to a subdivision and this is recommended to be included as a condition of subdivision.

### **Scheme Amendment 9**

This amendment proposed rezoning both Part Lot 50 (east) and the adjacent Lot 2100 to the 'Rural Residential' zone. Council supported this change of zoning largely

because of the opportunity to improve the fire management measures in this strategic location.

As the Department of Planning do not support this rezoning and fire management can be accommodated through the subdivision (for Part Lot 50 (east) at least) the need for Scheme Amendment 9 is reduced.

It is recommended that the WAPC be requested to cancel this scheme amendment.

### **STATUTORY REQUIREMENTS**

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

The WAPC require that recommended conditions of subdivision are in the standard format adopted by the WAPC in October 2012.

In regard to Scheme Amendment 9, the new Planning and Development (Local Planning Schemes) Regulations 2015 are now applicable and it is unclear what is the best way stop Scheme Amendment 9 from progressing. It appears that the conservative way forward would be to formally request that the Western Australian Planning Commission cancel Scheme Amendment 9.

### **STRATEGIC IMPLICATIONS**

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

**Aspiration 2:** A growing community that embraces well designed and sustainable development.

**Aspiration 4:** An environmentally astute community where human needs are met while conserving our natural and built environment.

### **FINANCIAL IMPLICATIONS**

None for Council.

### **WORKFORCE IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

None

### **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council,

1. Recommend that the Western Australian Planning Commission approve the application for 2 lots on Lot 50 Wellstead Road, Bremer Bay (WAPC: 152593) subject to the following condition:
  - (i) A fire management plan being prepared, approved and relevant provisions implemented during subdivisional works, in accordance with the WAPC's *Planning for Bushfire Risk Management Guidelines & Appendices 2014 (draft)* to the specifications of the local government.
2. That Council request that the Western Australian Planning Commission cancel Scheme Amendment 9 of Local Planning Scheme No.2.

### **OC151009 Moved Cr Parsons / Seconded Cr Daniel**

That Council,

1. **Recommend that the Western Australian Planning Commission approve the application for 2 lots on Lot 50 Wellstead Road, Bremer Bay (WAPC: 152593) subject to the following condition:**
  - (i) **A fire management plan being prepared, approved and relevant provisions implemented during subdivisional works, in accordance with the WAPC's *Planning for Bushfire Risk Management Guidelines & Appendices 2014 (draft)* to the specifications of the local government.**
2. **That Council request that the Western Australian Planning Commission cancel Scheme Amendment 9 of Local Planning Scheme No.2.**

**Carried 7-0**

**A D M I N**



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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.1
<b>SUBJECT:</b>	Local Emergency Management Committee Meeting Minutes
<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Charmaine Solomon
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	12 <sup>th</sup> October 2015

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### **ATTACHMENT**

Attachment 10.4.1(a) – Local Emergency Management Committee Meeting Minutes  
Attachment 10.4.1(b) – Shire of Jerramungup Local Emergency Management Arrangements

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That the minutes of the Local Emergency Management Committee meeting held on Monday 14<sup>th</sup> September 2015 be received (copy of minutes are included in the attachments) and the following recommendation be adopted;

1. That the amended Shire of Jerramungup Local Emergency Management Arrangements be endorsed by Council.

**OC151010 Moved Cr Leenhouders / Seconded Cr Daniel**

**That the minutes of the Local Emergency Management Committee meeting held on Monday 14<sup>th</sup> September 2015 be received (copy of minutes are included in the attachments) and the following recommendation be adopted;**

- 1. That the amended Shire of Jerramungup Local Emergency Management Arrangements be endorsed by Council.**

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.2
<b>SUBJECT:</b>	Jerramungup Bushfire Advisory Committee Meeting Minutes
<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Charmaine Solomon
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	12 <sup>th</sup> October 2015

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### **ATTACHMENT**

Attachment 10.4.2 – Jerramungup Bushfire Advisory Committee Meeting Minutes

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That the minutes of the Jerramungup Bushfire Advisory Committee meeting held on Tuesday 22<sup>nd</sup> September 2015 be received (copy of minutes are included in the attachments) and the following recommendation be adopted;

1. That Council endorse and gazette the following Shire of Jerramungup FCO's for 2015-2016:



**SHIRE OF JERRAMUNGUP**

**2015/16 FIRE CONTROL OFFICERS RADIO & CONTACT DETAILS**

<b>NAME</b>	<b>POSITION</b>	<b>BRIGADE</b>	<b>CONTACT#</b>	<b>RADIO CALL SIGN</b>
Dave Edwards	CBFCO		0429 100 007	Jerry Chief
Trevor Ross	DCBFCO		0427 355 023	Jacup 1
Alex Jones	DCBFCO		0429 361 034	Gairdner 2
Rohan Murdoch	FCO/Capt.	Boxwood Hill BFB	0448 166 065	Boxwood 1
Anthony Thomas	FCO	Boxwood Hill BFB	0429 366 021	Boxwood 2
Phil Wishart	FCO	Boxwood Hill BFB	0429 366 012	Boxwood 3
Daniel Smart	FCO	Boxwood Hill BFB	0427 366 058	Boxwood 4
Steve Tomasini	FCO/Fire Capt.	Bremer Bay VFES	0427 374 340	Bremer 1
Wes Thomas	FCO/Deputy Capt.	Bremer Bay VFES	0429 374 065	Bremer 2
Stacey Francis	FCO	Bremer Bay VFES	0437 611 759	Bremer 3
Peter Buckenara	FCO	Bremer Bay VFES	0429 371 003	Bremer 4
John Iffla	O.I.C	Bremer Bay VFES	0427 374 298	Bremer 5
Alex Jones	FCO/Capt.	Gairdner BFB	0429 361 034	Gairdner 1
Damon Parker	FCO	Gairdner BFB	0418 935 241	Gairdner 2
Bruce Hill	FCO	Gairdner BFB	0427 371 025	Gairdner 3
Trevor Ross	FCO/Capt.	Jacup BFB	0427 355 023	Jacup 1
Michael Lester	FCO	Jacup BFB	0429 374 268	Jacup 2
Brad Bailey	FCO	Jacup BFB	0427 291 078	Jacup 3
Peter Wisewould	FCO	Jacup BFB	0427 356 086	Jacup 4
Martin Brooks	FCO	Jacup BFB	0418 755 635	Jacup 5
Anthony Armstrong	O.I.C/FCO/Capt.	Jerramungup VFES	0427 651 561	Jerry 1
Paul Hislop	FCO	Jerramungup VFES	0427 354 037	Jerry 2
Kim Parsons	FCO	Jerramungup VFES	0428 351 128	Jerry 3
Wayne Barrett	FCO	Jerramungup VFES	0427 351 187	Jerry 4
Mark Tapscott	FCO/Capt	Needilup BFB	0427 352 030	Needilup 1
Quentin Brown	FCO/FWO	Needilup BFB	0427 352 062	Needilup 2
Ray Trevaskis	FCO	Needilup BFB	0429 352 022	Needilup 3
Ronnie Pocock	FCO	Needilup BFB	0429 353 005	Needilup 4
Grantly Morton	Ranger (Jacup)	DPaW	0408 095 259	Fitzgerald 3
Ash Peczka	CESO	Jerramungup Shire	0438 498 221	Jerry CFM
Stephen Wadsworth	Shire Ranger	Jerramungup Shire	0429 351 022	Shire Ranger

**OC151011 Moved Cr Parsons / Seconded Cr Bailey**

**That the minutes of the Jerramungup Bushfire Advisory Committee meeting held on Tuesday 22<sup>nd</sup> September 2015 be received (copy of minutes are included in the attachments) and the following recommendation be adopted;**

- 1. That Council endorse and gazette the following Shire of Jerramungup FCO's for 2015-2016:**



**SHIRE OF JERRAMUNGUP**

**2015/16 FIRE CONTROL OFFICERS RADIO & CONTACT DETAILS**

<b>NAME</b>	<b>POSITION</b>	<b>BRIGADE</b>	<b>CONTACT#</b>	<b>RADIO CALL SIGN</b>
Dave Edwards	CBFCO		0429 100 007	Jerry Chief
Trevor Ross	DCBFCO		0427 355 023	Jacup 1
Alex Jones	DCBFCO		0429 361 034	Gairdner 2
Rohan Murdoch	FCO/Capt.	Boxwood Hill BFB	0448 166 065	Boxwood 1
Anthony Thomas	FCO	Boxwood Hill BFB	0429 366 021	Boxwood 2
Phil Wishart	FCO	Boxwood Hill BFB	0429 366 012	Boxwood 3
Daniel Smart	FCO	Boxwood Hill BFB	0427 366 058	Boxwood 4
Steve Tomasini	FCO/Fire Capt.	Bremer Bay VFES	0427 374 340	Bremer 1
Wes Thomas	FCO/Deputy Capt.	Bremer Bay VFES	0429 374 065	Bremer 2
Stacey Francis	FCO	Bremer Bay VFES	0437 611 759	Bremer 3
Peter Buckenara	FCO	Bremer Bay VFES	0429 371 003	Bremer 4
John Iffla	O.I.C	Bremer Bay VFES	0427 374 298	Bremer 5
Alex Jones	FCO/Capt.	Gairdner BFB	0429 361 034	Gairdner 1
Damon Parker	FCO	Gairdner BFB	0418 935 241	Gairdner 2
Bruce Hill	FCO	Gairdner BFB	0427 371 025	Gairdner 3
Trevor Ross	FCO/Capt.	Jacup BFB	0427 355 023	Jacup 1
Michael Lester	FCO	Jacup BFB	0429 374 268	Jacup 2
Brad Bailey	FCO	Jacup BFB	0427 291 078	Jacup 3
Peter Wisewould	FCO	Jacup BFB	0427 356 086	Jacup 4
Martin Brooks	FCO	Jacup BFB	0418 755 635	Jacup 5
Anthony Armstrong	O.I.C/FCO/Capt.	Jerramungup VFES	0427 651 561	Jerry 1
Paul Hislop	FCO	Jerramungup VFES	0427 354 037	Jerry 2
Kim Parsons	FCO	Jerramungup VFES	0428 351 128	Jerry 3
Wayne Barrett	FCO	Jerramungup VFES	0427 351 187	Jerry 4
Mark Tapscott	FCO/Capt	Needilup BFB	0427 352 030	Needilup 1
Quentin Brown	FCO/FWO	Needilup BFB	0427 352 062	Needilup 2
Ray Trevaskis	FCO	Needilup BFB	0429 352 022	Needilup 3
Ronnie Pocock	FCO	Needilup BFB	0429 353 005	Needilup 4
Grantly Morton	Ranger (Jacup)	DPaW	0408 095 259	Fitzgerald 3
Ash Peczka	CESO	Jerramungup Shire	0438 498 221	Jerry CFM
Stephen Wadsworth	Shire Ranger	Jerramungup Shire	0429 351 022	Shire Ranger

**Carried 7-0**

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<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	10.4.3
<b>SUBJECT:</b>	Bremer Bay Community Development Committee Meeting Minutes
<b>LOCATION/ADDRESS:</b>	Shire of Jerramungup
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	Nil
<b>AUTHOR:</b>	Charmaine Solomon
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	12 <sup>th</sup> October 2015

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### **ATTACHMENT**

Attachment 10.4.3 – BBCDC Committee Meeting Minutes

### **VOTING REQUIREMENTS**

Simple Majority

### **RECOMMENDATION**

That the Minutes of the Bremer Bay Community Development Committee held on Friday 2<sup>nd</sup> October 2015 (copy contained within agenda attachments) be received and the following recommendations be adopted;

1. The Committee resolved the following meeting dates for 2016;
  - Friday 5<sup>th</sup> February 2016 commencing at 9.45am
  - Friday 6<sup>th</sup> May 2016 commencing at 9.45am
  - Friday 7<sup>th</sup> October 2016 commencing at 9.45am;and a copy of the Bremer Bay Community Development Committee operating guidelines be circulated to all members.

#### **OC151012 Moved Cr Leenhouwers / Seconded Cr Iffla**

That the Minutes of the Bremer Bay Community Development Committee held on Friday 2<sup>nd</sup> October 2015 (copy contained within agenda attachments) be received and the following recommendations be adopted;

1. The Committee resolved the following meeting dates for 2016;
  - Friday 5<sup>th</sup> February 2016 commencing at 9.45am
  - Friday 6<sup>th</sup> May 2016 commencing at 9.45am
  - Friday 8<sup>th</sup> July 2016 commencing at 9.45am
  - Friday 7<sup>th</sup> October 2016 commencing at 9.45am;and a copy of the Bremer Bay Community Development Committee operating guidelines be circulated to all members.

**Carried 7-0**

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**SUBMISSION TO:** Administration  
**AGENDA REFERENCE:** 10.4.4  
**SUBJECT:** Council Committees  
**LOCATION/ADDRESS:**  
**NAME OF APPLICANT:** Shire of Jerramungup  
**FILE REFERENCE:**  
**AUTHOR:** Charmaine Solomon  
**DISCLOSURE OF ANY INTEREST:** Nil  
**DATE OF REPORT:** 7<sup>th</sup> October 2015

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### **SUMMARY**

This report addresses Council's review of Committee appointments. Included in this report is a current listing of Council Committees. The Local Emergency Management Committee has been included in the listing for 2015-16.

### **ATTACHMENT**

Nil

### **BACKGROUND**

The current listing of Council committees and Councillor Delegates is listed below.

#### **Council Committees appointed September 2014:**

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

Audit Committee	All members of Council	2 years with terms of office being aligned with Local Government Councillor elections.	To receive audit reports and meet annually with Council's auditors.	All Councillors	Nil, Makes recommendations to Council on the appointment of auditors and matters raised during audits.
Bremer Bay Community Development Committee	Two Councillors and one Proxy. Two member representatives from each community organisation	Two years with terms of office being aligned with Local Government Councillor elections. All non Councillor members of the committee membership is ongoing once Council has accepted their nomination until the organisation they represent advises otherwise or until Council disbands this committee which ever is the sooner.	To advise Council on issues of development within Bremer Bay	Delegate 1) <b>Cr Lester</b>  Delegate 2) <b>Cr Iffla</b>  Proxy) Any other Councillor	Nil, the committee will make recommendations to Council.

<b><u>Organisation/Committee</u></b>	<b><u>Delegate Positions</u></b>	<b><u>Nominated Councillors</u></b>
Regional Road Group	Two Councillors and one Proxy	<b>Delegate 1: Cr Lester</b>  <b>Delegate 2: Cr Parsons</b>  <b>Proxy: or any other Councillor</b>
Great Southern Zone of WALGA	Two Councillors and one Proxy	<b>Delegate 1: Cr Lester</b>  <b>Delegate 2: Cr Daniel</b>  <b>Proxy: any other Councillor</b>

Bush Fire Advisory Committee	One Councillor and one Proxy	<b>Delegate: Cr Bailey</b> <b>Proxy: Cr Parsons or any other Councillor</b>
Fitzgerald Biosphere Group	One Councillor and one Proxy	<b>Delegate: Cr Parsons</b> <b>Proxy: Cr Bailey or any other Councillor</b>
Regional Recreation Advisory Committee	One Councillor and one Proxy	<b>Delegate: Cr Iffla</b> <b>Proxy: Cr Leenhouders or any other Councillor</b>
South Coast Management Group	Two Councillors and one Proxy	<b>Delegate 1: Cr Daniel</b> <b>Delegate 2: Cr Leenhouders</b> <b>Proxy: or any other Councillor</b>
Jerramungup FESA Unit Management Committee	One Councillor and one Proxy	<b>Delegate: Cr Bailey</b> <b>Proxy: Cr Parsons or any other Councillor</b>
Bremer Bay FESA Unit Management Committee	One Councillor and one Proxy	<b>Delegate: Cr Leenhouders</b> <b>Proxy: Cr Iffla or any other Councillor</b>
Development Assessment Panel	Two Councillor and one Proxy	<b>Delegate 1: Cr Lester</b> <b>Delegate 2: Cr Iffla</b> <b>Proxy: Cr Trevaskis</b> <b>Proxy: Cr Leenhouders</b>
Fitzgerald River National Park Advisory Group	One Councillor and one Proxy	<b>Delegate: Cr Trevaskis</b> <b>Proxy: or any other Councillor</b>



## **CONSULTATION**

Current Committee Delegates Listing

## **COMMENT**

The functions of Local Emergency Management Committee are [s. 39 of the Emergency Management Act 2005]:

- a. To advise and assist the local government in establishing local emergency managements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

It is a function of a local government —

- (a) to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government.

Council is required to elect a representative to the Local Emergency Management Committee. Appointments on Council Committees have been left open in the recommendation for the Council to resolve.

## **STATUTORY REQUIREMENTS**

The following sections of the Local Government Act have application:

### **5.8. Establishment of committees**

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

*\* Absolute majority required.*

### **5.9. Types of committees**

(1) In this section —

**other person** means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only;
- (b) council members and employees;
- (c) council members, employees and other persons;
- (d) council members and other persons;
- (e) employees and other persons; or
- (f) other persons only.

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

(1) A committee is to have as its members —

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* *Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

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

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

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;

(b) the person resigns from membership of the committee;

(c) the committee is disbanded; or

(d) the next ordinary elections day, whichever happens first.

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

(a) the term of the person's appointment as a committee member expires;

(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;

(c) the committee is disbanded; or

(d) the next ordinary elections day, whichever happens first.

## **STRATEGIC IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute Majority

## **RECOMMENDATION**

**That Council resolve to make the following appointments to Council and community committees;**

<b><u>Committee</u></b>	<b><u>Membership</u></b>	<b><u>Term</u></b>	<b><u>Purpose</u></b>	<b><u>Nominated Councillors</u></b>	<b><u>Powers</u></b>
CEO Appointment and Review Committee	All Councillors	2 years with terms of office being aligned with Local Government Councillor elections.	To conduct the recruitment process and periodic reviews.	All Councillors	Nil, the committee will make recommendations to Council. The Shire President may, at his/her option, engage a consultant to assist in any relevant processes to the extent provided for in the annual budget.
Audit Committee	All members of Council	2 years with terms of office being aligned with Local Government Councillor elections.	To receive audit reports and meet annually with Council's auditors.	All Councillors	Nil, Makes recommendations to Council on the appointment of auditors and matters raised during audits.

Bremer Bay Community Development Committee	Two Councillors and one Proxy. Two member representatives from each community organisation	Two years with terms of office being aligned with Local Government Councillor elections. All non Councillor members of the committee membership is ongoing once Council has accepted their nomination until the organisation they represent advises otherwise or until Council disbands this committee which ever is the sooner.	To advise Council on issues of development within Bremer Bay	Delegate 1) _____ Delegate 2) _____  Proxy) Any other Councillor	Nil, the committee will make recommendations to Council.
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<b><u>Organisation/Committee</u></b>	<b><u>Delegate Positions</u></b>	<b><u>Nominated Councillors</u></b>
Regional Road Group	Two Councillors and one Proxy	<b>Delegate 1:</b> _____ <b>Delegate 2:</b> _____ <b>Proxy: or any other Councillor</b>
Great Southern Zone of WALGA	Two Councillors and one Proxy	<b>Delegate 1:</b> _____ <b>Delegate 2:</b> _____ <b>Proxy: any other Councillor</b>
Bush Fire Advisory Committee	One Councillor and one Proxy	<b>Delegate:</b> _____ <b>Proxy: _____ or any other Councillor</b>
Fitzgerald Biosphere Group	One Councillor and one Proxy	<b>Delegate:</b> _____ <b>Proxy: _____ or any other Councillor</b>

Regional Recreation Advisory Committee	One Councillor and one Proxy	<b>Delegate:</b> _____ <b>Proxy:</b> _____ <b>or any other Councillor</b>
South Coast Management Group	Two Councillors and one Proxy	<b>Delegate 1:</b> _____ <b>Delegate 2:</b> _____ <b>Proxy:</b> _____ <b>or any other Councillor</b>
Jerramungup VES Unit Management Committee	One Councillor and one Proxy	<b>Delegate:</b> _____ <b>Proxy:</b> _____ <b>or any other Councillor</b>
Bremer Bay VES Unit Management Committee	One Councillor and one Proxy	<b>Delegate:</b> _____ <b>Proxy:</b> _____ <b>or any other Councillor</b>
Development Assessment Panel	Two Councillor and one Proxy	<b>Delegate 1:</b> _____ <b>Delegate 2:</b> _____ <b>Proxy:</b> _____ <b>Proxy:</b> _____
Fitzgerald River National Park Advisory Group	One Councillor and one Proxy	<b>Delegate:</b> _____ <b>Proxy:</b> _____ <b>or any other Councillor</b>
Local Emergency Management Committee	One Councillor and one Proxy	<b>Delegate:</b> _____ <b>Proxy:</b> _____ <b>or any other Councillor</b>

**OC151013 Moved Cr Leenhouwers / Seconded Cr Parsons**

**That Council resolve to make the following appointments to Council and community committees;**

<u>Committee</u>	<u>Membership</u>	<u>Term</u>	<u>Purpose</u>	<u>Nominated Councillors</u>	<u>Powers</u>
CEO Appointment and Review Committee	All Councillors	2 years with terms of office being aligned with Local Government Councillor elections.	To conduct the recruitment process and periodic reviews.	All Councillors	Nil, the committee will make recommendations to Council. The Shire President may, at his/her option, engage a consultant to assist in any relevant processes to the extent provided for in the annual budget.
Audit Committee	All members of Council	2 years with terms of office being aligned with Local Government Councillor elections.	To receive audit reports and meet annually with Council's auditors.	All Councillors	Nil, Makes recommendations to Council on the appointment of auditors and matters raised during audits.

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<u>Organisation/Committee</u>	<u>Delegate Positions</u>	<u>Nominated Councillors</u>
Regional Road Group	Two Councillors and one Proxy	<b>Delegate 1: Cr Lester</b>  <b>Delegate 2: Cr Parsons</b>  <b>Proxy: or any other Councillor</b>
Great Southern Zone of WALGA	Two Councillors and one Proxy	<b>Delegate 1: Cr Daniel</b>  <b>Delegate 2: Cr Lester</b>  <b>Proxy: any other Councillor</b>
Bush Fire Advisory Committee	One Councillor and one Proxy	<b>Delegate: Cr Bailey</b>  <b>Proxy: Cr Parsons or any other Councillor</b>
Fitzgerald Biosphere Group	One Councillor and one Proxy	<b>Delegate: Cr Parsons</b>  <b>Proxy: Cr Bailey or any other Councillor</b>

Regional Recreation Advisory Committee	One Councillor and one Proxy	<b>Delegate: Cr Leenhouwers</b>  <b>Proxy: Cr Daniel or any other Councillor</b>
South Coast Management Group	Two Councillors and one Proxy	<b>Delegate 1: Cr Daniel</b>  <b>Delegate 2: Cr Iffla</b>  <b>Proxy: or any other Councillor</b>
Jerramungup VES Unit Management Committee	One Councillor and one Proxy	<b>Delegate: Cr Bailey</b>  <b>Proxy: Cr Parsons or any other Councillor</b>
Bremer Bay VES Unit Management Committee	One Councillor and one Proxy	<b>Delegate: Cr Leenhouwers</b>  <b>Proxy: Cr Iffla or any other Councillor</b>
Development Assessment Panel	Two Councillor and one Proxy	<b>Delegate 1: Cr Lester</b>  <b>Delegate 2: Cr Iffla</b>  <b>Proxy: Cr Trevaskis</b>  <b>Proxy: Cr Leenhouwers</b>
Fitzgerald River National Park Advisory Group	One Councillor and one Proxy	<b>Delegate: Cr Trevaskis</b>  <b>Proxy: or any other Councillor</b>
Local Emergency Management Committee	One Councillor and one Proxy	<b>Delegate: Cr Lester</b>  <b>Proxy: Cr Iffla or any other Councillor</b>

**Carried by Absolute Majority 7-0**



# **COUNCILLOR REPORTS**

## **11. COUNCILLOR REPORTS**

### **Cr Parsons**

Attended a Fitzgerald Biosphere Group AGM  
Attended a CEO Appointment and Review Committee meeting  
Attended a meeting with Mr Rick Wilson, Member for O'Connor

### **Cr Daniel**

Attended a Fitzgerald Biosphere Group AGM  
Attended a CEO Appointment and Review Committee meeting

### **Cr Iffla**

Attended a CEO Appointment and Review Committee meeting  
Attended a BBCDC meeting  
Attended a meeting with Mr Rick Wilson, Member for O'Connor

### **Cr Bailey**

Attended a Bushfire Advisory Committee AGM

### **Cr Leenhouders**

Attended a BBCDC meeting

### **Cr Lester**

Attended a CEO Appointment and Review Committee meeting  
Attended a meeting with Mr Rick Wilson, Member for O'Connor

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

### **12.1 From Officers**

Nil

### **12.2 From Elected Members**

Cr Leenhouders advised Council on the positive feedback she has received from community members regarding the line marking on Point Henry Road. The works were carried out by the Shire and Main Roads.

Cr Trevaskis requested an update on the status of the Wellstead Estuary. Mr Pursey advised that there are still signs of algal bloom in the Estuary.

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

13.1 Ordinary Meeting – to be held Wednesday 18<sup>th</sup> November 2015 commencing 8.30am at the Council Chambers, Jerramungup.

## **14. CLOSURE**

The President declared the meeting closed at 10.50am.