

SHIRE OF JERRAMUNGUP



MINUTES

COUNCIL ORDINARY MEETING

21st SEPTEMBER 2016

ORDINARY MINUTES – 21st SEPTEMBER 2016

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SHIRE OF JERRAMUNGUP

ORDINARY MEETING OF COUNCIL HELD IN THE TOWN HALL, BREMER BAY
ON WEDNESDAY 21st SEPTEMBER 2016, COMMENCING AT 2.06PM.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 2:06pm

2. RECORD OF ATTENDANCE

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

3. APOLOGIES

Nil

4. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr C Daniel Member

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8. DECLARATIONS OF FINANCIAL INTEREST

Cr Leenhouders declared a proximity interest in item 10.3.2 - Proposed Amendment to Local Planning Policy - Subdivision Guide Plan. The nature of the interest is that she owns a neighbouring property.

Mr Bailey declared an impartiality interest in item 10.4.2 - Corporate Credit Card Policy. The nature of the interest is that as CEO he holds a corporate credit card.

9. CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held 17th August 2016

OC160901 Moved Cr Daniel / Seconded Cr Trevaskis

That the Minutes of the Ordinary Meeting of Council held 17th August 2016 be confirmed.

Carried 7-0

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 September 2016

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 consistent inclement weather has continued throughout August with 2 weeks being lost due to rain which has restricted delivery of the works program. The wet weather has also affected access to gravel pits and in some cases has resulted in the gravel being too wet to use. These rain events have also led to some roads being closed due to either flooding or erosion damage. It has been difficult for the crews at times to maintain these roads in a safe condition for motorists.

The Construction and Maintenance crews are continuing to gravel sheet clay sections of roads, especially those that are bus routes. This has delivered a substantial benefit for the greater community, not to mention the safety benefits, with works distributed over more roads.

Recent focus has been on obtaining appropriate approvals to undertake future works which can be quite challenging given the extent of surveys and information gathering required to obtain approvals to current standards are maintained.

Refer below for the completed 2016 / 2017 construction program

recent rains and undertaking maintenance of the parks and gardens in Jerramungup and Bremer Bay.

STATUTORY REQUIREMENTS

Nil

STRATEGIC IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

WORKFORCE IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

COMMENTS

Nil

RECOMMENDATION

That Council adopt the August works report.

OC160902 Moved Cr Parsons / Seconded Cr Leenhouders

That Council adopt the August works report.

Carried 7-0

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 September 2016

ATTACHMENT

Attachment 10.2.1 - List of Accounts Paid to 31st August 2016

BACKGROUND

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28035	
	EFT 12300 – 12325	\$ 228,698.89
	EFT 12328 – 12439	\$ 341,793.30
	Cheque 28036 – 28048	\$ 13,140.74
	Direct Deposit	\$26,136.07
Municipal Account Total		\$609,769.00
Trust Account		
	EFT 12326 – 12327	\$ 5110.25
Trust Account Total		\$5110.25
<u>Grand Total</u>		<u>\$614,879.25</u>

CERTIFICATE

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

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That the schedule of direct debits and accounts payable, totalling \$614,879.25 submitted to the Full Council on 21st September 2016 be endorsed.

SIGNATURES

Author

Chief Executive Officer

OC160903 Moved Cr Daniel / Seconded Cr Bailey

That the schedule of direct debits and accounts payable, totalling \$614,879.25 submitted to the Full Council on 21st September 2016 be endorsed.

SIGNATURES

Author

Chief Executive Officer

Carried 7-0

SUBMISSION TO:	Finance
AGENDA REFERENCE:	10.2.2
SUBJECT:	Monthly Financial Report
LOCATION/ADDRESS:	Shire of Jerramungup
AUTHOR:	Charmaine Solomon
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	13 th September 2016

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 August 2016

BACKGROUND

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

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

CONSULTATION

Council financial records.

COMMENT

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

STATUTORY REQUIREMENTS

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

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

STRATEGIC IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS

As detailed within the Monthly Financial Report

POLICY IMPLICATIONS

Accounting policies as detailed within the Monthly Financial Report

WORKFORCE IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

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

OC160904 Moved Cr Iffla / Seconded Cr Bailey

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

Carried 7-0

**HEALTH,
BUILDING
& TOWN
PLANNING**

SUBMISSION TO:	Health, Building and Town Planning
AGENDA REFERENCE:	10.3.1
SUBJECT:	Proposed Land Exchange
LOCATION/ADDRESS:	Lot 1476 Devils Creek Road, Gairdner
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A1607001
AUTHOR:	Planning Officer, Craig Pursey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	2 nd September 2016

SUMMARY

A portion of Devils Creek Road that crosses Devils Creek (approximately 2.5km east of South Coast Highway), was realigned at some time in the past. Council considered this at their meeting in May 2016 and resolved to:

- Formally dedicate the existing road alignment within a new road reserve; and
- Close the former road reserve and amalgamate it into the adjacent land.

This was advertised for comment with only one comment received from Western Power raising no objection.

ATTACHMENT

Attachment 10.3.1 - Plan of road alignments

BACKGROUND

A portion of Devils Creek Road that crosses Devils Creek (approximately 2.5km east of South Coast Highway) was realigned at some time in the past. Unfortunately, the realignment was not placed into a dedicated road reserve at the time. An image of the road to be closed and that portion to be dedicated is attached to this report.

At the Council Meeting in May 2016 the following resolution was made;

OC160505 / That Council resolve to,

1. Support closure of a portion of Devils Creek Road in accordance with Section 58 (1) of the Land Administration Act 1997;
2. Advertise the road closure for a period of 35 days for public comment;
3. In pursuance of section 56 of the Land Administration Act 1997, support the dedication of the land required for the current alignment of Devils Creek Road; and
4. Provide a copy of these minutes to State Land Services in support of the road dedication.

CONSULTATION

The proposed road closure was advertised for public comment for 35 days, which included an advert in the local papers, letters to affected landowners and all service

authorities. Only one submission was received from Western Power that raised no objection to the closure.

COMMENT

Proposal

Council is asked to consider completing the following actions:

- Dedication of the new road alignment under section 56 of the Land Administration Act 1997;
- Close the existing unused portion of Devils Creek Road and support its amalgamation with the adjoining Lot 1476; and
- That the Shire pay any survey/graphic costs.

Comment

The adjoining landowner, Mallee Rise Pty Ltd (Brian Keding) has been contacted and has no objection to the dedication or closure of the roads reserves in question. Mr Keding bought the land after the road realignment and was not aware of the current alignment of Devils Creek Road effectively running through his private property.

The former road alignment is still a track but serves no purpose. Its closure and amalgamation into the adjoining land may be a fair swap.

There will be costs involved in survey, subdivision process and possibly land acquisition if there is a difference in the value of the two parcels of land.

STRATEGIC IMPLICATIONS

Nil

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.

FINANCIAL IMPLICATIONS

There will be some costs to engage surveyors to prepare the necessary plans and documentation. There may be further costs in amalgamating land and changing reserve boundaries.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council resolve to,

1. Support the closure of the portion of Devils Creek Road shown in Attachment 10.3.1 of this report in accordance with Section 58 of the Land Administration Act 1997;
2. In pursuance of section 56 of the Land Administration Act 1997, support the dedication of the land required for the current alignment of Devils Creek Road;
3. Support a land swap with the owner of Lot 1476 Devils Creek Road, Gairdner to achieve the outcomes described in points 1 and 2 above; and
4. Provide a copy of these minutes to State Land Services in support of the road dedication.

OC160906 Moved Cr Iffla / Seconded Cr Bailey

That Council resolve to,

1. **Support the closure of the portion of Devils Creek Road shown in Attachment 10.3.1 of this report in accordance with Section 58 of the Land Administration Act 1997;**
2. **In pursuance of section 56 of the Land Administration Act 1997, support the dedication of the land required for the current alignment of Devils Creek Road;**
3. **Support a land swap with the owner of Lot 1476 Devils Creek Road, Gairdner to achieve the outcomes described in points 1 and 2 above; and**
4. **Provide a copy of these minutes to State Land Services in support of the road dedication.**

Carried 7-0

Cr Leenhouders left the room at 2:20pm

SUBMISSION TO:	Health, Building & Town Planning
AGENDA REFERENCE:	10.3.2
SUBJECT:	Proposed Amendment to Local Planning Policy – Subdivision Guide Plan
LOCATION/ADDRESS:	Corner of Goorie Way and Mary Road, Bremer Bay
NAME OF APPLICANT:	N/A
FILE REFERENCE:	LU.SU.3
AUTHOR:	Craig Pursey, Planning Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	2 nd September 2016

SUMMARY

Council adopted an amended Subdivision Guide Plan in July 2016 that revised the land use controls for the future subdivision and development of Lot 9500 Borden-Bremer Bay Road, Bremer Bay. It was adopted as a Local Planning Policy and advertised for public comment.

The only change recommended as a result of the advertising period is that an additional 5 lots be added to the area that may be developed for housing as a result of the WAPC's approval of a recent subdivision application.

ATTACHMENTS

Attachment 10.3.2(a) – Draft amended Subdivision Guide Plan
Attachment 10.3.2(b) – Approved Plan of Subdivision

BACKGROUND

Previous Considerations

Council considered adopting an amended subdivision guide plan over Lot 9500 Borden- Bremer Bay Road, Bremer Bay at their meeting in July 2016 with the intention of:

1. Applying land use controls to existing lots created as part of an earlier stage of subdivision in this area; and
2. Making a clear statement that no further subdivision or development will be considered over the remaining portion of Lot 9500 until a Structure Plan has been prepared in accordance with the requirements of Local Planning Scheme No.2.

Recent Subdivision

Council considered a subdivision application for an additional 5 lots in the north eastern corner of what was Lot 109 at their meeting in June 2016. At this meeting Council resolved to recommend refusal of the subdivision based on the zoning and the need to prepare a Structure Plan prior to further development.

However, the Western Australian Planning Commission (WAPC) is the decision maker for subdivisions and the WAPC approved this application on the 3rd August 2016. This approval was subject to conditions including drainage, preparation of a bushfire management plan, construction and upgrading of roads (including Mary Road) and ceding of Public Open Space.

A copy of the approved subdivision plan is attached to this report at Attachment B.

CONSULTATION

Local Planning Policy 21 was advertised for 21 days including a letter to the landowner. No objections were raised during the advertising period.

COMMENT

This report recommends adopting Local Planning Policy 21 for final approval subject to a modification that includes the recently approved five lots in the northern corner of Lot 9500.

If the WAPC is going to approve their subdivision then the necessary land use controls should be extended to these lots also. The adoption of this policy with a clause that clearly reinforces Scheme provisions requiring a structure plan before further subdivision should prevent further subdivision approvals being issued without Council's support.

STATUTORY REQUIREMENTS

Local Planning Policy procedure is now addressed by the 'Deemed Provisions' of the Planning and Development (Local Planning Schemes) Regulations 2015. Clause 5 of the Deemed Provisions establishes the procedure of amending local planning policies. It requires an amended policy to be advertised for 21 days.

Council is then required to consider any submissions received from the advertising of the draft policy and resolve to modify or not proceed with the policy.

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

As described in this report.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council,

1. Adopt the subdivision guide plan found at Attachment 10.3.2(a) of this report as an amendment to a Local Planning Policy for the purpose of initiating formal procedures including advertising.
2. Advertise the amended Local Planning Policy in accordance with Clause 5 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 by publishing a notice of the amended policy once a week for two consecutive weeks in a newspaper circulating in the area, giving details of:
 - a) Where the draft policy may be inspected;
 - b) The subject and nature of the Policy; and
 - c) Inviting written submissions and nominating the advertising period (not less than 21 days).
3. Following advertising, a further report be referred to Council to consider any submissions lodged during the advertising period and to consider whether to finally adopt the amended Local Planning Policy (with or without modifications).

OC160907 Moved Cr Bailey / Seconded Cr Trevaskis

That Council,

1. **Adopt the subdivision guide plan found at Attachment 10.3.2(a) of this report as an amendment to a Local Planning Policy for the purpose of initiating formal procedures including advertising.**
2. **Advertise the amended Local Planning Policy in accordance with Clause 5 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 by publishing a notice of the amended policy once a week for two consecutive weeks in a newspaper circulating in the area, giving details of:**
 - a) Where the draft policy may be inspected;**
 - b) The subject and nature of the Policy; and**
 - c) Inviting written submissions and nominating the advertising period (not less than 21 days).**
3. **Following advertising, a further report be referred to Council to consider any submissions lodged during the advertising period and to consider whether to finally adopt the amended Local Planning Policy (with or without modifications).**

Carried 6-0

Cr Leenhouders returned to the meeting at 2:24pm.

SUBMISSION TO:	Health, Building & Town Planning
AGENDA REFERENCE:	10.3.3
SUBJECT:	Requesting 'Power to Lease' over Reserve 27035
LOCATION/ADDRESS:	Pimelea Street, Boxwood Hill
NAME OF APPLICANT:	N/A
FILE REFERENCE:	
AUTHOR:	Craig Pursey, Planning Officer
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	9 September 2016

SUMMARY

Council approved the closure of a portion of the Pimelea Street road reserve in 2010 and supported its amalgamation with the adjacent Boxwood Hill Sporting Club reserve in order to place all of the buildings on a single Title.

The matter has not substantially progressed with the Department of Lands since this time due to the ongoing South-West Native Title Settlement negotiations.

The Department of Lands has now indicated that they are willing to progress the road closure but have asked if Council want the power to lease over the resultant new Title.

This report recommends that Council seek the power to lease over Reserve 27035 to allow a lease agreement with the Boxwood Hill Sporting Club to be secured correctly against the Title.

ATTACHMENT

Nil

BACKGROUND

Site Description

Reserve 27035 has an area of 6.5671 hectares and has frontage to 3 roads being Casuarina Street, Pimelea Street and Heath Street, Boxwood Hill.

The area in question is the Boxwood Hill Sporting Club buildings and grounds; the oval is within the reserve, the clubrooms are largely located on a road reserve and the hockey and netball courts are in Unallocated Crown Land (UCL).



Aerial photo showing Reserve 27035, clubrooms currently located on a road reserve and netball courts and hockey oval within Unallocated Crown Land

Past Considerations

Council resolved to close the portion of road reserve in question at their meeting in June 2010. The Department of Lands have not progressed this matter because it has been linked with the development currently located on adjacent UCL. UCL issues are held up with native title considerations.

The Department have now indicated that they are prepared to consider these matters separately and wish to progress the road closure. The Department have indicated that the Shire does not have the power to lease over reserve 27035.

CONSULTATION

No advertising is required to seek the power to lease over a reserve.

COMMENT

If a lease is to be formalised with the Boxwood Sporting Club than it should be registered on the Title, power to lease over the reserve is required.

STATUTORY REQUIREMENTS

Reserves are administered under Land Administration Act 1997. The Act allows the Minister for Lands to change the purpose of a reserve and grant the power to lease.

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

FINANCIAL IMPLICATIONS

Nil

WORKFORCE IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

THAT Council request the Minister for Lands grant the power to lease for up to 21 years to the Shire of Jerramungup for Reserve 27035.

OC160908 Moved Cr Daniel / Seconded Cr Iffla

THAT Council request the Minister for Lands grant the power to lease for up to 21 years to the Shire of Jerramungup for Reserve 27035.

Carried 7-0

A D M I N

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.1
SUBJECT:	Community Plan
LOCATION/ADDRESS:	n/a
NAME OF APPLICANT:	Shire of Jerramungup
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	7 th September 2016

SUMMARY

In March 2016 the Shire commenced community consultation to undertake a major review of the Community Strategic Plan. The outcomes of this review and subsequent community workshops have resulted in the development of a new Community Plan.

Following public advertising and receipt of submissions it is recommended that Council adopt the final Community Plan.

ATTACHMENT

Attachment 10.4.1(a) - Final Community Plan
Attachment 10.4.1(b) - Public Submission Letters
Attachment 10.4.1(c) - Table of Public Submissions

BACKGROUND

The Shire of Jerramungup's (the Shire) current Strategic Community Plan 2012-2015, was prepared in 2012 following extensive community consultation. The result provided the Shire a new focus and direction; one based on the community's aspirations and priorities.

The Shire is required to review its Strategic Community Plan every four years. To commence the review of the current Strategic Community Plan the Shire engaged consultants to conduct a series of Community Workshops in Jerramungup and Bremer Bay to assist in the development of the 2016 Community Plan.

The objectives of the consultancy were for the consultant to work with the Shire of Jerramungup Council and Community to:

1. To review and refine the existing Vision Statement through active community and Council engagement including two workshops in Bremer Bay and two workshops in Jerramungup;
2. Identify and set community priorities in terms of projects, service levels (where possible) and directions with due regard to the Shire's financial resources and existing Corporate Business Plan; and
3. Deliver a consolidated report which encompasses all this information to be utilised in the drafting of the Shire's new Community Plan.

The Draft Community Plan adopted at the July Ordinary Council meeting has been advertised publically and sent to relevant State Government Department's for comment. There were 8 submissions received by the due date and the Public Submission table provides commentary on the input received.

CONSULTATION

Community Consultation was carried out during development of the new Community Plan. The draft plan has been advertised for public comment and submissions which have been incorporated where applicable into the amended Community Plan document attached.

The development of the Draft Community Plan has also utilised feedback from Council's 2015 Community Survey and the Department of Local Government.

COMMENT

The process for adopting a new Community Plan has progressed well and is shown below for information.

1. Draft Community Plan to the Community
 - a) Community inputs into the draft Community Plan will be co-ordinated in various manners such as publishing in the local publications, web page, Facebook and e-newsletter.
 - b) Submissions will be considered and a report prepared for Council to consider and revise the Community Plan if necessary.
2. **Final adoption**
 - a) **The Shire's Community Plan to be adopted by Council by Absolute Majority.**
3. Implement and measure performance
 - a) Once adopted, the Shire's Community Plan will be implemented. Systems will be put in place to measure performance on an ongoing basis.
4. Minor review 2 years after adoption.

The feedback received through the public submission period has generally been incorporated into the Final Community Plan presented for Council adoption. Most issues which were raised and accepted provided opportunity to review and revise objectives and measurements which have added value to the Community Plan. Some items will be explored and expanded further either through Council policy or through the development of the remaining suite of Integrated Planning documents.

Once Council adopts the final Community Plan the executive team will complete the following documents which will integrate all areas of planning into the Shire's business and structure:

1. Corporate Business Plan – Providing a detailed 4 year outlook, resource requirement estimation and allocating projects or initiatives a timeframe where they are being delivered within the next 4 years.
2. Long Term Financial Plan – Providing a 10-15 year estimate and projection of income and expenditure factoring in projects or initiatives which have been identified in the Community Plan and Corporate Business Plan.
3. Workforce Plan – Providing a review of the existing workforce structure and identifying any changes that need to be made to the workforce to deliver the Community Plan and Corporate Business Plan.

The Shire will report progress on the issues and initiatives in the Community Plan formally in each annual report. In addition the Shire's executive team utilises the Corporate Business Plan on a monthly basis to guide executive meetings to ensure that progress and planning is carried out on the projects identified.

STATUTORY REQUIREMENTS

Section 5.56 Local Government Act 1995 and section 19C and 19DA *Local Government (Administration) Regulations 1996* applies to this item.

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.

19C. Planning for the future: strategic community plans — 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.

STRATEGIC IMPLICATIONS

The development of a new Community Plan will provide a modern strategic direction for the organisation.

FINANCIAL IMPLICATIONS

The development of the Community Plan has cost approximately \$17,500 to date.

WORKFORCE IMPLICATIONS

The Community Plan has a major influence on the allocation of resources and projects undertaken by the Shire's workforce. An updated workforce plan will be developed following the adoption of the final Community Plan.

POLICY IMPLICATIONS

The Community Plan has direct influence on the development and review of policies to ensure consistency of decision making.

VOTING REQUIREMENTS

Absolute Majority

RECOMMENDATION

That Council;

1. Adopt the Community Plan as presented within the agenda attachments.

OC160909 Moved Cr Parsons / Seconded Cr Trevaskis

That Council;

1. **Adopt the Community Plan as presented within the agenda attachments.**

Carried 7-0

SUBMISSION TO:	Administration
AGENDA REFERENCE:	10.4.2
SUBJECT:	FP5 - Corporate Credit Card Policy
LOCATION/ADDRESS:	n/a
NAME OF APPLICANT:	Shire of Jerramungup
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	The author makes a declaration of impartiality as a current holder of a corporate credit card.
DATE OF REPORT:	7 th September 2016

SUMMARY

This item provides a review and update of the Shire's Corporate Credit Card policy. The recommendation is to adopt the revised Corporate Credit Card Policy.

ATTACHMENT

Attachment 10.4.2(a) - Current Corporate Credit Card Policy

Attachment 10.4.2(b) - Revised Corporate Credit Card Policy

Attachment 10.4.2(c) - Local Government Operational Guideline 11 - Use of Corporate Credit Cards

BACKGROUND

Corporate credit cards can deliver significant benefits to local governments through improved administrative practices and more effective cash management. However, they can also expose a local government to significant risks if not properly controlled. The risks associated with credit cards can be minimised by implementing policies to control their use.

The Shire has an existing Credit Card policy in place however this has been reviewed and updated to meet the recommendations of the Department of Local Government.

CONSULTATION

Senior Staff

COMMENT

At present the only Shire staff members with Corporate Credit Card are the Chief Executive Officer and the Deputy Chief Executive Officer with a combined limit of \$15,000. The utilisation of these cards predominantly facilitates minor expenditure associated with the following items:

1. Training and conference travel and accommodation expenses
2. Meeting expenses
3. Government permit applications

4. Fuel
5. Office internet plan direct deductions
6. Minor supplies and goods

The review of the existing policy has provided a better framework and aligned the Shire with the same standard as metropolitan Council's and the Local Government guideline provided as an attachment. It documents a thorough set of requirements to ensure accurate and accountable practices are in place to record expenditure and define / prevent unauthorised use.

It has also mandated that Councillors are to be provided with a monthly report itemising the expenditure as a further integrity check.

STATUTORY REQUIREMENTS

The following provisions of the Local Government Act 1995 and associated regulations impact on the use and control of corporate credit cards;

Section 2.7(2)(a) and (b) of the Act requires the Council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.

Section 6.5(a) of the Act requires the CEO to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

Local Government (Financial Management) Regulation 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

STRATEGIC IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Credit Cards are a payment tool utilised by the Shire.

WORKFORCE IMPLICATIONS

The efficient use of Credit Cards can reduce administrative workload managing invoice payment processing.

POLICY IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council adopt the revised FP5 – Corporate Credit Card Policy contained within the agenda attachments.

OC160910 Moved Cr Daniel / Seconded Cr Leenhouders

That Council adopt the revised FP5 – Corporate Credit Card Policy contained within the agenda attachments.

Carried 7-0

**COUNCILLOR
REPORTS**

11. COUNCILLOR REPORTS

Cr Parsons

Attended an FBG Field Day

Cr Iffla

Attended a lunch with WA Labor Leader Mark McGowan and member for Albany Peter Watson

Cr Bailey

Attended an FBG Field Day

Cr Leenhouders

Attended a GSRAG meeting in Gnowangerup

Attended a SCMG meeting in Bremer Bay

Cr Lester

Attended a LEMC Meeting in Bremer Bay

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 queried whether WACHS had been cutting costs in the region; she was concerned it could put further pressure on the local doctor and nursing staff. Mr Bailey noted that Cr Lester had recently sent correspondence to the WACHS regarding the matter and was awaiting a response. Mr Bailey said he would forward the correspondence on to all councilors and provide future updates on the situation.

13. NEXT MEETING

Ordinary Meeting – to be held Wednesday 19th October 2016 commencing 8:30am at the Council Chambers, Jerramungup.

14. CLOSURE

The President declared the meeting closed at 2:59pm.