



SHIRE OF JERRAMUNGUP

NOTICE OF COUNCIL MEETING

To the President and Councillors,

Please be advised that an Ordinary Meeting of the Council of the Shire of Jerramungup is to be held on

Wednesday, 26 July 2023

At the Council Chamber,

Jerramungup

Commencing at 10:00am

Council Meeting Procedures

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an ordinary Council meeting under “public question time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council’s Code of Conduct, policies and decisions of the Shire.

Martin Cuthbert
CHIEF EXECUTIVE OFFICER

20 July 2023

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OUR GUIDING VALUES

Progressive, Prosperous and a Premium Place to Live and Visit

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Jerramungup (Shire) for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any Elected Member or officer of the Shire during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire.

The Shire warns that anyone who has any application lodged with the Shire must obtain and should only rely on written confirmation of the outcome of the application and any conditions attaching to the decision made by the Shire in respect of the application.

NOTES FOR MEMBERS OF THE PUBLIC

PUBLIC QUESTION TIME

The Shire of Jerramungup extends a warm welcome to you in attending any Shire meeting. The Shire is committed to involving the public in its decision making processes whenever possible. The ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective. The Shire sets aside a period of 'Public Question Time' to enable a member of the public to put questions. Questions should only relate to the business of the Shire and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Presiding Member may either answer the question or direct it to an officer to answer, or it will be taken on notice.

Any comments made by a member of the public become a matter of public record as they are minuted by Council. Members of the public are advised that they are deemed to be held personally responsible and legally liable for any comments made by them that might be construed as defamatory or otherwise considered offensive by any other party.

MEETING FORMALITIES

Local government Council meetings are governed by legislation and regulations. During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation. Members of the public shall ensure that their mobile telephone or audible pager is not switched on or used during any Shire meeting. Members of the public are hereby advised that the use of any electronic, visual or audio recording device or instrument to record proceedings of the meeting is not permitted without the permission of the Presiding Member.

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NOTES FOR ELECTED MEMBERS

NATURE OF COUNCIL'S ROLE IN DECISION MAKING

- Advocacy:** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive/Strategic:** The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations, grants, and setting and amending budgets.
- Legislative:** Includes adopting local laws, town planning schemes and policies.
- Administrative:** When Council administers legislation and applies the legislative regime to factual situations and circumstances that affect the rights of people. Examples include town planning applications, building licences and other decisions that may be appealable to the State Administrative Tribunal.
- Review:** When Council reviews a decision made by Officers.
- Information:** Includes items provided to Council for information purposed only that do not require a decision of Council (that is for 'noting').

ALTERNATIVE MOTIONS

Councillors wishing to make alternative motions to officer recommendations are requested to provide notice of such motions in written form to the Executive Assistant prior to the Council meeting.

DECLARATIONS OF INTERESTS

Elected Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences. Section 5.60A of the *Local Government Act 1995* states;

“a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.”

Section 5.60B states;

“a person has a proximity interest in a matter if the matter concerns –

(a) a proposed change to a planning scheme affecting land that adjoins the person's land; or

(b) a proposed change to the zoning or use of land that adjoins the person's land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.”

Regulation 34C (Impartiality) states;

“interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.”

2023 MEETING DATES

At its Ordinary Meeting of Council on 26 October 2022, Council adopted the following meeting dates for 2023:

January	-	-	Council in Recess
Wednesday	22 February 2023	10.00am	Council Chambers, Jerramungup
Wednesday	22 March 2023	10.00am	Council Chambers, Jerramungup
Wednesday	26 April 2023	10.00am	Emergency Services Shed, Bremer Bay
Wednesday	24 May 2023	10.00am	Council Chambers, Jerramungup
Wednesday	28 June 2023	10.00am	Council Chambers, Jerramungup
Wednesday	26 July 2023	10.00am	Council Chambers, Jerramungup
Wednesday	23 August 2023	10.00am	Emergency Services Shed, Bremer Bay
Wednesday	27 September 2023	10.00am	Council Chambers, Jerramungup
Wednesday	25 October 2023	10.00am	Council Chambers, Jerramungup
Wednesday	22 November 2023	8.30am	Council Chambers, Jerramungup
Wednesday	20 December 2023	8.30am	Emergency Services Shed, Bremer Bay

Council's Audit Committee meet when required. Details of these meetings are advised as appropriate.

APPLICATION FOR LEAVE OF ABSENCE

In accordance with section 2.25 of the *Local Government Act 1995*, an application for leave requires a Council resolution granting leave requested. Council may grant approval for Leave of Absence for an Elected Member for ordinary Council meetings for up to but not more than six consecutive meetings. The approval of the Minister is required for leave of absence greater than six ordinary Council meetings. This approval must be by Council resolution and differs from the situation where an Elected Member records their apologies for the meeting. A failure to observe the requirements of the Act that relates to absence from meetings can lead to an Elected Member being disqualified should they be absent without leave for three consecutive meetings.

Shire of Jerramungup
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ORDINARY COUNCIL MEETING AGENDA

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened atam by the Shire President.

I would like to begin today by acknowledging the Goreng people who are the Traditional Custodians of the land on which we meet today, and the Shire of Jerramungup would like to pay their respect to their Elders both past and present.

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

ELECTED MEMBERS:

STAFF:

VISITORS:

GALLERY:

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr Andrew Price

Cr Neil Foreman

2.4 ABSENT

2.5 DISCLOSURE OF INTERESTS

Section 5.65 and 5.70 of the *Local Government Act 1995* requires an Elected Member or officer who has an interest in any matter to be discussed at a Committee/Council Meeting that will be attended by the Elected Member or officer must disclose the nature of the interest in a written notice given to the Chief Executive Officer before the meeting; or at the meeting before the matter is discussed.

An Elected Member who makes a disclosure under section 5.65 or 5.70 must not preside at the part of the meeting relating to the matter; or participate in; or be present during, any discussion or decision making procedure relating to the matter, unless allowed by the Committee/Council. If Committee/Council allow an Elected Member to speak, the extent of the interest must also be stated.

2.5.1 DECLARATIONS OF FINANCIAL INTERESTS**2.5.2 DECLARATIONS OF PROXIMITY INTERESTS****2.5.3 DECLARATIONS OF IMPARTIALITY INTERESTS****3.0 APPLICATIONS FOR LEAVE OF ABSENCE****4.0 ATTENDANCE VIA TELEPHONE/INSTANTANEOUS COMMUNICATIONS**

In accordance with regulation 14A of the *Local Government (Administration) Regulations 1996* Council must approve (by Absolute Majority) the attendance of a person, not physically present at a meeting of Council, by audio contact. The person must be in a 'suitable place' as approved (by Absolute Majority) by Council. A 'suitable place' means a place that is located in a townsite or other residential area and 150km or further from the place at which the meeting is to be held.

5.0 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.0 PUBLIC TIME**6.1 PUBLIC QUESTION TIME****6.2 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS****7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****7.1 ORDINARY COUNCIL MEETING HELD 28 JUNE 2023**

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chamber, Jerramungup, on 28 June 2023 be CONFIRMED.

7.2 AUDIT COMMITTEE MEETING HELD 26 JULY 2023

That the Minutes of the Audit Committee Meeting of the Shire of Jerramungup held in the Council Chambers, Jerramungup, on 26 July 2023 be CONFIRMED.

8.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

Nil.

9.0 REPORTS

9.1 TECHNICAL SERVICES

9.1.1 WORKS REPORT FOR JUNE/JULY 2023

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Gordon Capelli, Works Supervisor
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	17 July 2023
Attachments:	Nil
Authority/Discretion:	Information

SUMMARY:

For Council to note the works completed for the prior month.

BACKGROUND:

Road Construction

The Road Construction crew have been busy catching up on maintenance of plant and of roads in the Shire due to the weather conditions. In addition, the crew have started a gravel re-sheet on Rabbit Proof Fence Road SLK 6.60-9.60.

The construction grader is maintenance grading some roads in the north-eastern part of the Shire.

Road Maintenance

A contractor has been assisting with the maintenance of Meechi Road, Murray Road, and Swamp Road.

The Maintenance crew has also cleared the sight line issue on Gairdner South Road.

Town Services

Bremer Bay

The Town Services team have carried out general maintenance activities of parks, gardens and reserves in Bremer Bay, including:

- Installation of new signage where required.
- Weed control along footpaths and roads.
- Pruning of street trees within the townsite.
- Coastal reserves maintenance.
- Rubbish removal along Wellstead Road, Point Henry Road and within the Bremer Bay townsite.

Jerramungup

The Town Services team have carried out general maintenance activities of parks and gardens in Jerramungup, including:

- Weed control.
- Rubbish removal.
- Pruning of street trees.
- Continuation of the Lions Park revitalization project.

Environment

Over the last couple of weeks, the Shire has been engaging with the Department of Planning, Lands and Heritage to establish the correct process to secure permits required by the new Aboriginal Cultural Heritage Act in relation to gravel extraction and the clearing of native vegetation to support road realignments.

CONSULTATION:

Internal

COMMENT:

This report is for information only to advise Council on the previous month's works activities.

STATUTORY ENVIRONMENT:

There are no statutory implications for this report.

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031;

Economy

Advocate for improved road and communication connectivity to support rural and agricultural businesses and environmental tourism.

Environment Built

Design, construct and maintain infrastructure in a manner that maximise its life, capacity and function.

Environment Natural

Deliver a sustainable and progressive approach to natural resource and waste management.

FINANCIAL/BUDGET IMPLICATIONS:

The works completed are included in the 2022/2023 Shire of Jerramungup budget.

WORKFORCE IMPLICATIONS:

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

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the works report for June/July 2023.

9.2 CORPORATE SERVICES**9.2.1 ACCOUNTS FOR PAYMENT – JUNE 2023**

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Sarah Van Elden, Accounts Officer
Responsible Officer:	Charmaine Solomon, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 July 2023
Attachments:	a) List of Accounts Paid to 30 June 2023 b) Credit Card Statement 29 May 2023 – 27 June 2023
Authority/Discretion:	Information

SUMMARY:

For Council to note the list of accounts paid under the Chief Executive Officer’s delegated authority during the month of June 2023.

BACKGROUND:

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire’s municipal and trust funds. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

CONSULTATION:

Internal consultation within the Finance Department.

COMMENT:

All municipal fund expenditure included in the list of payments is incurred in accordance with the 2022-23 Annual Budget as adopted by Council at its meeting held 27 July 2022 (Minute No. OCM220707 refers) and subsequently revised or has been authorised in advance by the President or by resolution of Council as applicable.

The table below summarises the payments drawn on the funds during the month of June 2023. Lists detailing the payments made are appended as an attachment.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28180	
EFT Payments	20873-20986	\$475,401.05
Direct Deposits		\$77,262.50
Municipal Account Total		\$552,663.55
Trust Account		
Trust Account Total		\$0.00
Grand Total		\$552,663.55

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.

STATUTORY ENVIRONMENT:

Local Government (Financial Management) Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

12(1) A payment may only be made from the municipal fund or a trust fund—

- (a) if the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from those funds—by the CEO: or*
- (b) otherwise, if the payment is authorised in advance by a resolution of the council.*

The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared—

- (a) the payee's name; and*
- (b) the amount of the payment; and*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

(2) A list of accounts for approval to be paid is to be prepared each month showing—

- (a) for each account which requires council authorisation in that month—*
 - (i) the payee's name; and*
 - (ii) the amount of the payment; and*
 - (iii) sufficient information to identify the transaction; and*
- (b) the date of the meeting of the council to which the list is to be presented.*

(3) A list prepared under subregulation (1) or (2) is to be—

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) recorded in the minutes of that meeting.*

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031;

Governance and Leadership

Implement systems and processes that meet our legal and audit obligations.

FINANCIAL IMPLICATIONS:

All expenditure from the municipal fund was included in the annual budget as adopted or revised by Council.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

Finance Policy FP5 – Transaction Cards

Finance Policy FP6 – Procurement of Goods and Services

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council, pursuant to regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, NOTES the Chief Executive Officer’s list of accounts paid under delegated authority being:

- a) **The List of Accounts Paid to 30 June 2023 as detailed in Attachment 9.2.1(a).**
- b) **The Credit Card Statement 29 May 2023 – 27 June 2023 as detailed in attachment 9.2.1(b).**

9.2.2 MONTHLY FINANCIAL REPORT – JUNE 2023

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Tamara Pike, Senior Finance Officer
Responsible Officer:	Charmaine Solomon, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 July 2023
Attachments:	a) Monthly Financial Report for the period ending 30 June 2023
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 30 June 2023 as required by the *Local Government Act 1995* ('the Act').

Pursuant to section 6.4 of the *Local Government Act 1995* and regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* ('the Regulations'), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the Shire's financial performance in relation to its adopted/amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance on a year to date basis for the period ending 30 June 2023.

BACKGROUND:

At its meeting held 27 July 2022 (Minute No. OCM220707 refers), Council adopted the annual budget for the 2022-23 financial year. The figures in this report are compared to the adopted budget.

It should be noted that these reports do not represent a projection to the end of year position or that there are funds surplus to requirements. It represents the year-to-date position to 30 June 2023 and results from a number of factors identified in the report. There are a number of factors that influence any variances, but it is predominately due to the timing of revenue and expenditure compared to the budget estimates. The notes to the statement of financial activity identify and provide commentary on the individual key material revenue and expenditure variances to date.

The following detail is included in the financial report:

- 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.
- Any other required supporting notes.

Additionally, and pursuant to regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting on 27 July 2022, Council adopted (Minute No. OCM220707 Officer Recommendation 4 refers) the following material variance reporting threshold for the 2022-23 financial year:

Officer Recommendation 4: That Council ADOPT a material variance level of 10% with a minimum \$10,000.00 variance for the 2022/2023 financial year for monthly reporting purposes.

CONSULTATION:

Internal consultation within the Finance Department and Council's financial records.

In accordance with section 6.2 of the *Local Government Act 1995*, the annual budget was prepared having regard to the Strategic Community Plan, prepared under section 5.56 of the *Local Government Act 1995*.

COMMENT:

The financial 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.

All expenditure included in the financial statements is incurred in accordance with Council's adopted budget or subsequent approval in advance.

STATUTORY ENVIRONMENT:

Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:

34. Financial activity statement required each month (Act s. 6.4)

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail—*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates;*

and

 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing—*
 - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown—*
 - (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be—*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*

(b) *recorded in the minutes of the meeting at which it is presented.*

(5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031;

Governance and Leadership

Implement systems and processes that meet our legal and audit obligations.

FINANCIAL IMPLICATIONS:

Expenditure for the period ending 30 June 2023 has been incurred in accordance with the 2022-23 budget parameters, which have been structured on financial viability and sustainability principles.

Details of any budget variation in excess of \$10,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

AP3 – Regional Price Preference

FP1 – Accounting for Non-Current Assets

FP2 – Debt Recovery

FP3 – Investments

FP6 – Procurement of Goods and Services Policy

Significant Accounting Policies as detailed within the Monthly Financial Report

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 30 June 2023 in accordance with section 6.4 of the *Local Government Act 1995*.

9.2.3 ADOPTION OF BUDGET FOR THE FINANCIAL YEAR 2023/2024

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Charmaine Solomon, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	17 July 2023
Attachments:	a) Separate cover – Budget for the Financial Year 2023/2024 including Fees and Charges Schedule b) Separate cover – 2023/2024 Road Construction Program
Authority/Discretion:	Legislative

SUMMARY:

The purpose of this item is to present the Annual Budget for the Financial Year 2023/2024 to Council for adoption.

BACKGROUND:

The budget preparation this year has been carried out through consultation with the elected group, senior staff and with guidance from the Shire's integrated planning documents. The Shire's operational budgets are largely derived from historical levels of expenditure with known items of maintenance or renewal derived from quotes or cost estimates.

CONSULTATION:

The draft budget has been developed with consultation between executive staff, elected members, and community submissions. The budget is also driven by the Shire's Corporate Business Plan and contains a number of projects and income/expenditure parameters from this document.

In accordance with section 6.2 of the *Local Government Act 1995*, the annual budget was prepared having regard to the Strategic Community Plan, prepared under section 5.56 of the *Local Government Act 1995*.

The Department of Local Government, Sport and Cultural Industries is not consulted prior to budget adoption. Once the budget is adopted, it is submitted to the Department for review.

COMMENT:

Landgate completed the rural assessments of all properties as at the Date of Valuation, 1 August 2022.

The following is a brief summary of changes occurring to the level of values in the 2022/2023 general revaluation of the Shire.

Summary of the general valuation 2022/2023 – Rural assessments is:

Total Valuation	\$474,034,200
Average Overall Change	32.01%

Overall Variation to Unimproved Valuations:

The market for broadacre rural properties has continued to improve on the back of low interest rates, good seasonal conditions, and strong commodity prices. The market supports a larger increase in Unimproved Valuations for broadacre properties closer to the coast compared to broadacre properties that are further inland.

The Unimproved Values for rural smallholdings have generally held in value.

Some variations to individual assessments may have occurred either as a product of the valuation process and/or inclusion of updated information such as soil types.

In the 2023/2024 financial year, 26.43% of rates raised will be from properties on a Gross Rental Valuation (GRV) (predominately within the townsite), and 73.57% will be from Unimproved Valuation (UV)(rural).

Rates are calculated by multiplying a rate in the dollar by property valuation, subject to the minimum payment. The valuation is supplied by the WA State Government Department, Landgate.

Council sets the rate in the dollar as part of each year's budget process. It is based on the Shire's expenditure requirements, both operating and capital, offset by other forms of income such as government grants and fees for service.

Unimproved Value is used for primary producers whose main source of income is derived from the land, with activities such as farming. This valuation is based on the unimproved capital value of the land.

Gross Rental Value (GRV) is used for residential, commercial, industrial and vacant properties. On improved properties, the GRV represents the gross annual rental that a property might reasonably be expected to earn annually if it were rented, including rates, taxes, insurance and other outgoings. Many factors are taken into consideration when assessing the valuation, such as location, age of the premises and size of the improvements.

For non-residential properties, GST is also included. The GRV is calculated for all rateable properties regardless of whether the property is being rented or owner occupied.

The Shire of Jerramungup will be included in the upcoming 2023/2024 gross rental value general valuation program with the new valuations coming into force on 1 July 2024. The Shire of Jerramungup's share of the valuation roll costs is estimated to be \$38,000 for 2023/2024.

Council sets a rates minimum payment amount to ensure that all ratepayers contribute an equitable amount for Shire services.

If the calculation of valuation multiplied by the rate in the dollar is less than the minimum amount, then the minimum will be applied. If the valuation multiplied by the rate in the dollar is more than the minimum, then the higher amount is payable.

The Shire provides rubbish and recycling collection services to all residential properties within the townsites of Jerramungup, Boxwood, and Bremer Bay including Point Henry. This service is identified as 'domestic waste collection'. As per the current contract, Cleanaway are entitled to review the contract price for their services. Effective from 1 July 2023 a 5.76% increase is being charged for the Shire's waste and recycling collection services.

Rates contribute towards the upkeep and maintenance of the Shire's infrastructure and below is a list of significant capital and operating expenditure factored into the 2023/2024 annual budget.

It should be noted that the current economic market has also seen contractor and material costs, fuel and oil costs significantly increase for capital and operating projects.

The Shire's insurance scheme membership has also seen a significant increase of 17.59%. This is due to an increase of approximately \$7 million in total asset value, mainly due to the completion of the Jerramungup swimming pool and Bremer Bay boat ramp and finger jetty projects.

The Shire believes that a 4.95% rate increase to the total yield will ensure Council services to the community and new capital and operating projects continue to be delivered to a high standard.

Significant Areas of Operational Expenditure Within the 2023/2024 Budget include:

- \$884,537 in contractor, materials and internal employee and plant related costs associated with the maintenance of the Shire’s road network;
- \$195,600 in contractor, materials and internal employee and plant related costs associated with townsite streets;
- \$108,106 in contractor, materials and internal employee and plant related costs associated with footpaths;
- \$370,533 in contractor, materials and internal employee plant related costs associated with the maintenance of parks and reserves and walk trails;
- \$266,805 in contractor, materials and internal employee and plant related costs associated with public toilets and fish cleaning facilities;
- \$591,450 in fuel and oil, parts and repairs and tyres;
- \$1.051m in proposed bushfire mitigation activities, strategic fire break maintenance, BAL contour mapping for townsites, contractor response for bushfires, insurance/PPE for the Shire’s volunteer bushfire brigades, annual allowance for Chief Bush Fire Control Officer, and internal employee and plant related costs associated with the employment of Bushfire Risk Mitigation Coordinator and a Community Emergency Services Manager;
- \$718,533 in waste management contractor expenses, regional landfill facility costs, contractor and material costs for the Jerramungup and Bremer Bay transfer stations and internal employee and plant related costs. The budget has also factored in the cost to remove approximately 500 mattresses from the Bremer Bay transfer station. The cost for removal, transport and disposal per mattress was approximately \$51.08 plus GST;
- \$457,503 in contractor, materials and internal employee and plant related costs associated with expenses relating to the swimming areas and beaches and the Jerramungup swimming pool;
- \$332,662 LGIS total insurance scheme membership;
- \$196,373 in administrative, business support services and housing for the medical services provider;
- \$135,583 contractor and internal employee and plant related costs for Ranger Services;
- \$244,085 contractor and materials associated with upgrading/maintain Council’s building infrastructure;
- \$108,667 in expenses relating to provision of library and front counter services for the Bremer Bay and Jerramungup Community Resource Centres;
- \$101,847 provision for Elected Members remuneration expenses and additional \$21,000 for Elected Member training expenses;
- \$61,726 for street lighting expenses;
- \$45,368 annual licence fee for the Shire’s software program;
- \$45,000 allocated towards IT support and server maintenance;
- \$41,000 allocated to audit fee expenses associated with Office of Auditor General and Independent Auditor fees;
- \$38,000 general valuation of regional gross rental values (GRV);
- \$28,359 allocated towards WALGA membership and subscription services;
- \$25,000 provision for Building Surveyor contract services;

- \$18,000 for costs associated with the 2023 Local Government Ordinary Election;
- \$19,000 provision for Environmental Health contract services.

Administration Projects 2023-2024:

- \$70,000 provision for consultancy services for the architectural design of the proposed Bremer Bay Cultural Precinct;
- \$40,000 allocated to complete the building asset register project;
- \$38,000 allocated towards fair value of Other Infrastructure (includes roads, parks and airstrips);
- \$40,000 provision for administrative consultancy services;
- \$30,000 allocated towards engineering consultancy services and support;
- \$17,000 provision for design work on Cuneo Drive;
- \$15,000 provision for financial administrative support;
- \$14,000 allocated towards the completion of the Shire's long term financial plan;
- \$17,000 contribution towards the Genestreams songlines sculpture.

Capital Projects 2023/2024:

- \$1,717m towards the Bremer Bay airfield cross runway project in 2023/2024 with a further \$729,682 to be allocated in 2024/2025. Total cost of project is \$2.446m;
- \$1,651m allocated towards Council's annual road construction program;
- \$501,900 towards Council's plant replacement program;
- \$97,729 towards the construction of a new footpath from Bremer Bay Brewery to the Telegraph;
- \$35,000 towards the purchase of a second variable message display board to be permanently located at the Bremer Bay VES;
- \$30,000 provision to replace water tank and associated infrastructure located at Jerramungup Sports Club;
- \$28,100 capital works on Police housing;
- \$20,000 capital works on Shire administration building;
- \$18,419 towards the replacement of the retaining wall located at the Jerramungup Sports Club;
- \$18,000 audio recording system for the Council Chambers;
- \$13,000 capital works on Jerramungup Pharmacy building;
- \$19,000 for capital works on Shire staff housing – 6 Memorial Drive.

Community Donation Requests Approved 2023/2024:

- \$1,000 allocated towards the KidzFest in the Bay 2024;
- \$1,180 allocated to Jerramungup District High School for Safe 4 Kids education program;
- \$1,573.45 allocated to St John Ambulance to install new AED (Automatic External Defibrillator) and cabinet;
- \$3,646 allocated to Fitzgerald Biosphere Community Collective for the Fitzy Photo Stories Project;
- \$4,950 allocated to Jerramungup Community Resource Centre to upgrade lighting to LED;
- \$6,000 allocated to the Jerramungup Occasional Childcare Association to go towards the indoor and outdoor play space upgrade;
- \$9,000 allocated to the Fitzgerald Biosphere Group for Dancing in Dirt Gala Ball 2024;
- \$10,000 allocated to Boxwood Hill Combined Sports Club to resurface netball and tennis courts.

Community Donation Requests 2023/2024 Declined:

- Jerramungup CRC donation request for painting - Council committed to replacing the lighting only;
- Bremer Bay Community Men’s Shed donation request for containers for change fencing;
- Boxwood Hill Combined Sports Club hockey field wall, playground wall and fence;
- Jerramungup Sports Club request for additional contribution towards annual operational and maintenance costs.

Contributions to Community Groups and Committees 2023/2024:

- \$300,000 allocated in the 2023/2024 budget for St John Ambulance Jerramungup, to go towards the construction of the new St John’s Bremer Bay Sub Centre;
- \$15,000 allocated to Fitzgerald Biosphere Group (FBG) to go towards administrative and running costs to continue to work with the farming community within the Shire and deliver projects and services that encourage sustainable agriculture, healthy ecosystems and vibrant enterprises;
- \$13,000 allocated to Great Southern Treasures to build brand awareness of the tourism assets within Great Southern Treasures locally, nationally and worldwide, with the stated mission being to collectively plan and promote the tourism assets, experiences and events across member local governments;
- \$7,000 allocated to the Fitzgerald Biosphere Community Collective (FBCC) group to assist with administrative and project costs to ensure the Fitzgerald Biosphere is meeting its obligations to remain UNESCO listed and is internationally recognised for achieving outstanding biodiversity conservation outcomes;
- \$3,000 annual contribution to the Jerramungup Occasional Childcare to assist with insurance and running costs;
- \$3,000 annual contribution to the Bremer Bay Occasional Childcare to assist with insurance and running costs;
- \$2,800 contribution towards the Leeuwin Ocean Adventure Scholarship to be awarded to two senior high school students;
- \$1,000 allocated towards the running expenses of the Gairdner and Needilup Progress Associations;
- \$10,000 annual contribution to the Jerramungup Sports Club, to go towards operational and maintenance costs associated with the sporting grounds and facilities;
- \$10,000 annual contribution to the Boxwood Hill Combined Sports Club, to go towards operational and maintenance costs associated with the sporting grounds and facilities;
- \$10,000 annual contribution to the Bremer Bay Sports Club, to go towards operational and maintenance costs associated with the sporting grounds and facilities.

STATUTORY ENVIRONMENT:

Sections 6.2, 6.11 and 6.47 of the Local Government Act 1995

(Preparation of annual budget & Concessions), Reserve Accounts

Clauses 24 and 25 of the Local Government (Financial Management) Regulations 1996

(Service charges & fees and charges)

Section 67 of the Waste Avoidance and Resource Recovery Act 2007

(Receptacle Charges for Waste Collections)

Clause 34(5) of the Local Government (Financial Management) Regulations 1996

Section 41 of the Health (Miscellaneous Provisions) Act 1911 enables a local government to impose an annual area rate in respect to the Jerramungup effluent system

Regulation 30-34AD of the Local Government (Administration) Regulations 1996 sets the limits, parameters and types of allowances that can be paid to elected members

STRATEGIC IMPLICATIONS

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031:
Implement systems and processes that meet our legal and audit obligations.

FINANCIAL IMPLICATIONS:

Budget Expenditures and Revenues as detailed in the 2023/2024 annual budget.

WORKFORCE IMPLICATIONS:

In accordance with the Shire of Jerramungup’s Enterprise Bargaining Agreement the fair work increase of 5.75% was applied to all Works Department employees effective 1 July 2023. An increase of 5.3% was also applied to some administration salaries.

Total employee salaries including superannuation for the 2023/2024 budget is predicted to be \$2,701,566.

POLICY IMPLICATIONS:

AP3 – Regional Price Preference

AP7 – Human Resources – Remuneration, Subsidies and Other Work Arrangements

FP1 – Accounting for Non-Current Assets

FP2 – Rates and Accounts Collection

FP3 – Investments

FP6 – Procurement of Good and Services

FP7 – Pensioner Rebates on Rural Properties

FP8 – Financial Hardship

Significant Accounting Policies as detailed within the Monthly Financial Report

VOTING REQUIREMENT:

Absolute majority where indicated.

Simple majority where indicated.

OFFICER RECOMMENDATION:**OFFICER RECOMMENDATION 1:****VOTING REQUIREMENT: ABSOLUTE MAJORITY****THAT Council ADOPTS:****1.1 Adoption of Rates – Section 6.32 *Local Government Act 1995***

That Council adopt the following municipal rates in the dollar on unimproved values and gross rental valuations for the 2023/2024 financial year:

a) General Rates

Impose the following rates in dollar and minimum rates for properties within the Shire of Jerramungup:

GRV: 10.990 cents in the dollar

UV: 0.5830 cents in the dollar

GRV: \$765.45 minimum rate

UV: \$765.45 minimum rate

b) Effluent Rate – Townsite of Jerramungup

- i. That Council impose the following rates in dollar for GRV properties within the townsite of Jerramungup for the management and maintenance of the Jerramungup Effluent System.

GRV: 4.8642c in the dollar

- ii. That Council impose the following minimum rate for GRV properties within the townsite of Jerramungup for the management and maintenance of the Jerramungup Effluent System.

GRV: \$318.00

Non Rateable First Fixture: \$318.00

Additional Fixture: \$178.00

c) Point Henry Fire Levy

Impose a levy of \$110 on all properties within the Point Henry Peninsula to be used for the maintenance of firefighting equipment and firebreaks on the Point Henry Peninsula. Any balance of funds created by the levy is to be put to the Point Henry Fire Levy Reserve.

1.2 Impose the following Refuse Collection and Recycling Charges for the Shire of Jerramungup for the 2023/2024 financial year:**a) Residential Properties – 240L Bin**

- i. \$454.00 per annum per occupied Lot for one 240L General Rubbish Bin serviced weekly.
- ii. \$242.00 per annum per occupied Lot for one 240L Recycling Bin serviced fortnightly.
- iii. \$454.00 per annum per additional 240L Rubbish Bin.

b) Commercial Collections – 240L Bin

- i. \$454.00 per annum per occupied Lot for one 240L Bin serviced weekly.
- ii. \$242.00 per annum per additional 240L Bin as listed on their properties bin count.

- 1.3 Pursuant to the provisions of section 6.2 *Local Government Act 1995* and part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopt the Budget as contained in the agenda attachment for the Shire of Jerramungup for the 2023/2024 financial year which includes the following:**
- **Statement of Comprehensive Income by Nature and Type**
 - **Statement of Cash Flows**
 - **Statement of Financial Activity**
 - **Notes to and Forming Part of the Budget**
- 1.4 Pursuant to section 6.11 of the *Local Government Act 1995*, maintain the following reserves (noting the purpose of each reserve) detailed on page 20 of the Shire of Jerramungup 2023-2024 Budget:**
- **Leave Reserve**
 - **Developer Contributions Reserve**
 - **Carpark payment in lieu Reserve**
 - **Plant Reserve**
 - **Community Recreation Reserve**
 - **Bremer Bay Youth Camp Reserve**
 - **Building Reserve**
 - **Bremer Bay Retirement Units Reserve**
 - **Jerramungup Retirement Units Reserve**
 - **Jerramungup Entertainment Centre Reserve**
 - **Effluent Reserve**
 - **Point Henry Fire Levy Reserve**
 - **Bremer Bay Boat Ramp Reserve**
 - **Capital Works Reserve**
 - **Swimming Pool Reserve**
 - **Roe Park Reserve**
 - **Skate Park Reserve**
 - **Regional Landfill Facility Reserve**
- 1.5 The due dates for payment of Rates and Rubbish Collection Charges for 2023/2024 financial year:**
- **Pay rates in full 29 September 2023**
 - **Pay by two instalments:**
 - **First Instalment Payment: 29 September 2023; and**
 - **Second Instalment: 2 February 2024**
 - **Pay by four instalments:**
 - **First Instalment Payment: 29 September 2023;**
 - **Second Instalment: 1 December 2023;**
 - **Third Instalment: 2 February 2024; and**
 - **Fourth Instalment: 5 April 2024**

OFFICER RECOMMENDATION 2:

VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT, Council IMPOSES the following Rates and Charges to provide for Administration and Interest Charges on Rating, Rubbish, Waste, Recycling, Effluent and General Debtor Collection Charges for the 2023/2024 financial year:

a) **Instalment Plan Administration Fee**

Pursuant to Section 6.45 of the *Local Government Act 1995*, and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an administration charge where the owner has elected to pay rates and charges through an instalment option of \$8 for each instalment after the initial instalment is paid.

b) **Instalment Plan Interest Charge**

Pursuant to Section 6.45 of the *Local Government Act 1995*, and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

c) **Late Payment Interest Charge**

Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995*, and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 7% for rates and service charges that remain unpaid after becoming due and payable.

OFFICER RECOMMENDATION 3:

VOTING REQUIREMENT: ABSOLUTE MAJORITY

THAT Council:

- a) In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Shire President annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$16,018.
- b) In accordance with Section 5.98(1)(b) of the *Local Government Act 1995*, Regulation 30 *Local Government (Financial Management) Regulations 1996*, Part 6.2(1) and Part 6.3(1)(a) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, Deputy Shire President and Councillor annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees, be set at \$7,794.
- c) In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.2(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Shire President be set at \$16,452.
- d) In accordance with Section 5.98(5) of the *Local Government Act 1995*, Regulation 33 *Local Government (Financial Management) Regulations 1996*, Part 7.3(1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowances Act 1975*, annual allowance for the Deputy Shire President be set at \$4,113.
- e) In accordance with Section 5.99A(b) of the *Local Government Act 1995*, Regulation 34A *Local Government (Financial Management) Regulations 1996*, and Part 9.2(2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the *Salaries and Allowance Act 1975*, the annual allowance for ICT expenses for the Shire President, Deputy Shire President and Councillors be set at \$1,000.
- f) Annual Travel and Accommodation Allowance (allowable claims will be reimbursed).

OFFICER RECOMMENDATION 4:

VOTING REQUIREMENT: SIMPLE MAJORITY

THAT Council ADOPTS a material variance level of 10% with a minimum \$10,000.00 variance for the 2023/2024 financial year for monthly reporting purposes.

OFFICER RECOMMENDATION 5:

VOTING REQUIREMENT: SIMPLE MAJORITY

Pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, Council adopts the Fees and Charges forming part of the 2023/2024 Budget.

OFFICER RECOMMENDATION 6:

VOTING REQUIREMENT: SIMPLE MAJORITY

That Council confirms that it is satisfied that the services and facilities it provides in accordance with section 3.18(3) of the *Local Government Act 1995*:

- **Integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;**
- **Do not duplicate, to an extent that the local government considered inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and**
- **Are managed efficiently and effectively.**

9.3 DEVELOPMENT SERVICES

9.3.1 Nil.

9.4 EXECUTIVE SERVICES

9.4.1 INFORMATION BULLETIN JUNE/JULY 2023

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Glenda Gray, Executive Assistant
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	17 July 2023
Attachments:	a) Information Bulletin June/July 2023
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for June/July 2023 including actions that have been undertaken in relation to decisions of Council and actions performed under delegated authority.

BACKGROUND:

There is no specific requirement to report on actions performed under delegated authority to Council. However, to increase transparency this report has been prepared for Council and includes actions performed under delegated authority for the month of June/July 2023.

CONSULTATION:

Internal, all officers that have been deemed responsible for enacting each Council decision has provided an update on its status.

COMMENT:

The Council Resolution Register is an important administrative tool used by the Shire to monitor the implementation of Council decisions. Any Council resolution that has not yet been fully implemented will remain on the list until it has been completed.

Once the minutes of each Council meeting have been completed, the Executive Assistant uploads each decision of Council into the spreadsheet and allocates it to the relevant Shire office for actioning and comment. The spreadsheet is accessible by all relevant Shire officers.

The Shire enters into various agreements by affixing its Common Seal. The *Local Government Act 1995* states that the Shire is a body corporate with perpetual succession and a Common Seal. Those documents that are to be executed by affixing the Common Seal or signed by the Shire President and the Chief Executive Officer are reported to Council for information on a regular basis.

STATUTORY ENVIRONMENT:

Local Government (Administration) Regulations 1996

19. Delegates to keep certain records (Act s. 5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- a) how the person exercised the power or discharged the duty; and*
- b) when the person exercised the power or discharged the duty; and*
- c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.*

STRATEGIC IMPLICATIONS:

This item relates to the following component from the Shire of Jerramungup Community Plan 2021 – 2031;

Governance and Leadership

Provide informed and transparent decision making that meets our legal obligations and the needs of our diverse community.

Implement systems and processes that meet our legal and audit obligations.

FINANCIAL IMPLICATIONS:

There are no financial implications for this report.

WORKFORCE IMPLICATIONS:

There are no workforce implications for this report.

POLICY IMPLICATIONS:

Policy implications do not apply to this report and it is the opinion of the author that policy development is not required.

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION:

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the months of June/July 2023.

**10.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED
(CONFIDENTIAL MATTERS)**

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.0 COUNCILLOR REPORTS

13.0 NEW BUSINESS OF AN URGENT NATURE

14.0 CLOSURE

14.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held Wednesday, 23 August 2023, commencing at 10.00am, in Bremer Bay.

14.2 CLOSURE OF MEETING

The Presiding Member closed the meeting atam

These minutes were confirmed at a meeting held

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Signed:

Presiding Person at the meeting at which these minutes were confirmed

Date: