



SHIRE OF JERRAMUNGUP

ORDINARY COUNCIL MEETING

**Held at the Emergency Services Shed
Bremer Bay
Wednesday, 27 April 2022**

MINUTES

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Shire of Jerramungup
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Ordinary Meeting of Council
Wednesday 27 April 2022

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ORDINARY COUNCIL MEETING MINUTES

1.0 DECLARATION OF OPENING, ANNOUNCEMENT OF VISITORS

The meeting was opened at 2:00pm by the Shire President.

2.0 RECORD OF ATTENDANCE

2.1 ATTENDANCE

ELECTED MEMBERS:

Cr Joanne Iffla	Shire President (Chair)
Cr Julie Leenhouders	Deputy Shire President
Cr Rex Parsons	Councillor
Cr Robert Lester	Councillor
Cr Drew Dawson	Councillor
Cr Neil Foreman	Councillor

STAFF:

Martin Cuthbert	Chief Executive Officer
Charmaine Solomon	Deputy Chief Executive Officer
Rachel Smith	Executive Assistant

VISITORS:

Nil

GALLERY:

Darcy Roberts
Ken and Patricia Williams

2.2 APOLOGIES

Noel Myers, Manager of Development

2.3 APPROVED LEAVE OF ABSENCE

Cr Andrew Price Councillor

2.4 ABSENT

Nil

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

Nil

2.5.2 DECLARATIONS OF PROXIMITY INTERESTS

Nil

2.5.3 DECLARATIONS OF IMPARTIALITY INTERESTS

Nil

3.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

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**

Darcy Roberts advised a request was made at the February Annual Meeting of Electors for trees to be trimmed on Frantom Way. Trees have not been trimmed.

The Chief Executive Officer advised that the Shire is currently getting quotes from contractors to complete various works in Bremer Bay.

Darcy Roberts advised the Bremer Bay Sports Club sent an email to the Shire in October requesting gravel to be dropped off between the playground and bowling green.

The Chief Executive Officer advised that he will follow this email up. Darcy will also resend email.

Darcy Roberts advised he would like to see some money in upcoming budget allocated to Wellstead and Point Henry Roads to redo the shoulders of these roads. They are in shocking condition with potholes and 15m long drop offs. These roads have not been reshoouldered in a number of years.

Darcy Roberts advised the entrance to Blossoms Beach requires work and upgrading as it is in poor condition.

Darcy Roberts advised the first entrance into Ridgeway Drive off Short Beach Road is very steep and cars and trucks can't get traction on the gravel. Would like to see this section bitumen sealed.

Ken Williams would like to see a plan in place to upgrade the track and facilities at Blossoms Beach over the next 5-6 years. The beach is 650m long and during the Christmas period there were vehicles from one end to the other (approx. 300 vehicles). The road to the beach only fits 1 ½ cars so if cars meet they need to go off into the bush.

The Chief Executive Officer advised he will look into the land tenure. If this is not Shire land other channels will need to be investigated.

6.2 PETITIONS, DEPUTATIONS, PRESENTATIONS AND SUBMISSIONS

Nil

7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Ordinary Council Meeting held 23 March 2022.

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chambers, Jerramungup on 23 March 2022 be CONFIRMED

MOTION: OCM220401

MOVED: Cr Parsons

SECONDED: Cr Dawson

That the Minutes of the Ordinary Council Meeting of the Shire of Jerramungup held in the Council Chambers, Jerramungup on 23 March 2022 be CONFIRMED

CARRIED: 6/0

8.0 RECOMMENDATIONS AND REPORTS OF COMMITTEES

Nil

9.0 REPORTS

9.1 TECHNICAL SERVICES

Nil

9.2 CORPORATE SERVICES**9.2.1 ACCOUNTS FOR PAYMENT – MARCH 2022**

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Sarah Van Elden, Accounts Officer
Responsible Officer:	Charmaine Solomon, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 April 2022
Attachments:	a) List of Accounts Paid to 31 March 2022 b) Credit Card Statement 28 February 2022 – 28 March 2022
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 March 2022.

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 Office 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 2021-22 Annual Budget as adopted by Council at its meeting held 28 July 2021 (Minute No. OCM210706 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 March 2022. Lists detailing the payments made are appended as an attachment.

FUND	VOUCHERS	AMOUNTS
Municipal Account		
Last Cheque Used	28177	
EFT Payments	19334 – 19430	\$746,808.93
Direct Deposits		\$75,381.73
Municipal Account Total		\$822,190.66
Trust Account		
Trust Account Total		\$0.00
Grand Total		\$822,190.66

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; 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 31 March 2022 as detailed in Attachment 9.2.1(a).
- b) The Credit Card Statement 28 February 2022 – 28 March 2022 as detailed in attachment 9.2.1(b).

MOTION: OCM220402**MOVED: Cr Lester****SECONDED: Cr Foreman**

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 31 March 2022 as detailed in Attachment 9.2.1(a).
- b) The Credit Card Statement 28 February 2022 – 28 March 2022 as detailed in attachment 9.2.1(b).

CARRIED: 6/0

9.2.2 MONTHLY FINANCIAL REPORT – MARCH 2022

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Tamara Pike, Senior Finance Officer
Responsible Officer:	Charmaine Solomon, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	20 April 2022
Attachments:	a) Monthly Financial Report for the period ending 31 March 2022
Authority/Discretion:	Information

SUMMARY:

For Council to note the statement of financial activity for the period ended 31 March 2022 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 31 March 2022.

BACKGROUND:

At its meeting held 28 July 2021 (Minute No. OCM210706 refers), Council adopted the annual budget for the 2021-22 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 31 March 2022 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 28 July 2021, Council adopted (Minute No. OCM210706 Officer Recommendation 4 refers) the following material variance reporting threshold for the 2021-22 financial year:

Officer Recommendation 4: That Council ADOPT a material variance level of 10% with a minimum \$10,000.00 variance for the 2021/2022 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; Implement systems and processes that meet our legal and audit obligations.

FINANCIAL IMPLICATIONS:

Expenditure for the period ending 31 March 2022 has been incurred in accordance with the 2021-22 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 – Rates and Accounts Collection

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 RECEIVES the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 31 March 2022 in accordance with section 6.4 of the *Local Government Act 1995*.

MOTION: OCM220403

MOVED: Cr Dawson

SECONDED: Cr Lester

That Council RECEIVES the Monthly Financial Report incorporating the Statement of Financial Activity for the period ending 31 March 2022 in accordance with section 6.4 of the *Local Government Act 1995*.

CARRIED: 6/0

9.2.3 BUDGET REVIEW 2021/2022

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	
Author:	Charmaine Solomon, Deputy Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 April 2022
Attachments:	a) Budget Review Report 2021/2022
Authority/Discretion:	Legislative

SUMMARY:

To consider the Shire of Jerramungup's financial position as at 31 March 2022 and performance for the period 1 July 2021 to 31 March 2022 in relation to the adopted annual budget and projections estimated for the remainder of the financial year.

BACKGROUND:

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2021 to 31 March 2022 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2022 and is presented for Council's consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

CONSULTATION:

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

COMMENT:

The budget review report includes a summary of predicted variances by nature and type/program activities contained within the rate setting statement, including whether variances are considered to be permanent (where a difference is likely between the current budget and the expected outcome to 30 June) or due to timing (e.g. where a project is likely to be delayed).

In considering the above variances and projections, the closing position remains the same with Council maintaining a balanced budget.

Following completion of the budget review and to properly consider the impact of estimated projections at 30 June 2022, some items have been identified as requiring a budget amendment to properly account for these variances where appropriate, required budget amendments have been included in the officer recommendation.

STATUTORY ENVIRONMENT:**Local Government (Financial Management) Regulations 1996****Part 3 Annual budget — s. 6.2****33A. Review of budget**

(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.

(3) A Council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

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:

Nil

WORKFORCE IMPLICATIONS:

There are no workforce implications for Council.

POLICY IMPLICATIONS:

Significant Accounting Policies as detailed within the Budget Review Report

VOTING REQUIREMENT:

Absolute Majority

OFFICER RECOMMENDATION 1:

That Council, BY AN ABSOLUTE MAJORITY;

1. **APPROVE a budget amendment to reduce the materials and contractors budget for the following road construction projects due to the trade of the maintenance grader not occurring this financial year and capital works unable to be delivered this financial year due to floods in June – July 2021;**
 - **RR30 Java Sea Road – reduce materials and contractors budget by \$50,000**
 - **RR32 Moorthead (Memorial Section) – reduce materials and contractors budget by \$50,000**
 - **C86 Swamp Road – reduce materials and contractors budget by \$51,050**
 - **Decrease in proceeds on disposal of plant items due to the sale/trade of Maintenance Grader being deferred this financial year – \$150,000**
 - **Reduction in principal repayments of debentures due to Loan for the grader being deferred this financial year \$32,083**
 - **Increase materials and contractors budget for GL120203 – Maintenance – Muni Fund Roads by \$19,606**
 - **Increase in materials and contractor expenses GL050200 – Expenses relating to animal control due to Contract Ranger services over Christmas and Easter period \$13,527**
2. **APPROVE a budget amendment to recognise the income predicted to be received from LGIS and the expenses to be incurred relating to the damaged sustained to infrastructure following the bushfire in Jerramungup on February 11, 2022;**
 - **Increase income to be received from LGIS relating to the insurance claim – \$295,423**
 - **Increase in capital expenditure due to Jerramungup Bowling Green Carpet Replacement from the damage sustained from the bushfire – \$177,000**

- Increase in capital expenditure due to shed damaged at Jerramungup Sports Oval from the bushfire – \$11,101
 - Increase in operating expenses GL100300 – Expenses relating to Sewerage due to fencing damaged around effluent dams in Jerramungup townsite from the bushfire – \$36,711
 - Increase in operating expenses GL120207 – Traffic signs maintenance due to road signs damaged from the bushfire – \$3,348
 - Increase in capital expenditure for Unit 1 – Lot 265 Collins Street, Jerramungup due to damage from the bushfire – \$70,611
3. **APPROVE** a budget amendment to undertake works at the Jerramungup Occasional Childcare building following a recent inspection of the flooring within the building and to reduce expenses relating to Town Planning and Regional Development to offset the expense;
- Increase capital expenditure for the replacement of the Jerramungup Occasional Childcare building \$22,000.
 - Reduce materials and contractors budget for expenses relating to Town Planning and Regional Development for consultancy services \$22,000.
4. **APPROVE** a budget amendment to reallocate \$20,400 from Jerramungup townsite footpaths to Bremer Bay townsite footpaths due to additional works being identified within the Bremer Bay townsite;
- Reduce capital project P322 Jerramungup footpaths and kerbing by \$20,400.
 - Allocate \$20,400 to capital project P319 Bremer Bay footpaths and kerbing.

OFFICER RECOMMENDATION 2:

1. **ADOPT** the Budget Review for the financial year 2020/2021 that was conducted in accordance with regulation 33A (2) and (3) of the *Local Government (Financial Management) Regulations 1996*.

MOTION: OCM220404**MOVED: Cr Leenhouwers****SECONDED: Cr Lester****That Council, BY AN ABSOLUTE MAJORITY;**

5. **APPROVE** a budget amendment to reduce the materials and contractors budget for the following road construction projects due to the trade of the maintenance grader not occurring this financial year and capital works unable to be delivered this financial year due to floods in June – July 2021;
- RR30 Java Sea Road – reduce materials and contractors budget by \$50,000
 - RR32 Moorthead (Memorial Section) – reduce materials and contractors budget by \$50,000
 - C86 Swamp Road – reduce materials and contractors budget by \$51,050
 - Decrease in proceeds on disposal of plant items due to the sale/trade of Maintenance Grader being deferred this financial year – \$150,000
 - Reduction in principal repayments of debentures due to Loan for the grader being deferred this financial year \$32,083

- Increase materials and contractors budget for GL120203 – Maintenance – Muni Fund Roads by \$19,606
 - Increase in materials and contractor expenses GL050200 – Expenses relating to animal control due to Contract Ranger services over Christmas and Easter period \$13,527
6. APPROVE a budget amendment to recognise the income predicted to be received from LGIS and the expenses to be incurred relating to the damaged sustained to infrastructure following the bushfire in Jerramungup on February 11, 2022;
- Increase income to be received from LGIS relating to the insurance claim – \$295,423
 - Increase in capital expenditure due to Jerramungup Bowling Green Carpet Replacement from the damage sustained from the bushfire – \$177,000
 - Increase in capital expenditure due to shed damaged at Jerramungup Sports Oval from the bushfire – \$11,101
 - Increase in operating expenses GL100300 – Expenses relating to Sewerage due to fencing damaged around effluent dams in Jerramungup townsite from the bushfire – \$36,711
 - Increase in operating expenses GL120207 – Traffic signs maintenance due to road signs damaged from the bushfire – \$3,348
 - Increase in capital expenditure for Unit 1 – Lot 265 Collins Street, Jerramungup due to damage from the bushfire – \$70,611
7. APPROVE a budget amendment to undertake works at the Jerramungup Occasional Childcare building following a recent inspection of the flooring within the building and to reduce expenses relating to Town Planning and Regional Development to offset the expense;
- Increase capital expenditure for the replacement of the Jerramungup Occasional Childcare building \$22,000.
 - Reduce materials and contractors budget for expenses relating to Town Planning and Regional Development for consultancy services \$22,000.
8. APPROVE a budget amendment to reallocate \$20,400 from Jerramungup townsite footpaths to Bremer Bay townsite footpaths due to additional works being identified within the Bremer Bay townsite;
- Reduce capital project P322 Jerramungup footpaths and kerbing by \$20,400.
 - Allocate \$20,400 to capital project P319 Bremer Bay footpaths and kerbing.

OFFICER RECOMMENDATION 2:

2. ADOPT the Budget Review for the financial year 2020/2021 that was conducted in accordance with regulation 33A (2) and (3) of the *Local Government (Financial Management) Regulations 1996*.

CARRIED BY ABSOLUTE MAJORITY: 6/0

9.3 DEVELOPMENT SERVICES

9.3.1 INVITATION TO JOIN GREAT SOUTHERN TREASURES

Location/Address:	N/A
Name of Applicant:	Great Southern Treasurer
File Reference:	
Author:	Noel Myers, Manager of Development
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	21 April 2022
Attachments:	a) Invitation to Join b) GST Marketing Strategy c) GST Memorandum of Understanding
Authority/Discretion:	Administrative

SUMMARY:

An invitation has been received for the Shire of Jerramungup to join the Great Southern Treasures.

BACKGROUND:

- Located in the Upper Great Southern, eight local governments consisting of Broomehill-Tambellup, Cranbrook, Gnowangerup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling, form the Great Southern Treasures.
- Established in 2004, the Great Southern Treasures (GST) is a Local Tourism Organisation (LTO) representing eight Shires in the Upper Great Southern region and is delivered by Australia's South West (ASW).

The purpose of the collective is 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.

CONSULTATION:

Nil external. Executive staff have by invitation attended GST Committee meetings regarding the invitation to join.

COMMENT:

The target market of the GST as set out within the Marketing Strategy is on drive tourists. The drive market can be defined as “visitors who use some form of vehicular transport as a mode of transport to reach their destination, where the main purpose of visit is leisure (i.e. where their main purpose is for a holiday or to visit friends or relatives). This includes day trips and overnight trips to one or more destinations.

In practice the strategy seeks to encourage and attract tourists to modify their travel arrangements so as to extend their travel plans across the region rather than drive directly to and from the major destination hubs located on the south coast.

The Shire has historically adopted a passive position on tourism development, however, more recently there has been a recognition of the potential benefits that can accrue to the community through the investment in projects such as the Bobtail Trail. That project focussed on collecting the developing the history of the area and Jerramungup particularly and that project has been made possible by the GST collective.

That project is ongoing and has already received strong community support as evidenced by the various community meetings that have been held to capture and record the history of the town. That project has the capacity to further value add by encouraging more and longer visitor stays in the town and increasing

the economic activity and a more year round basis which is consistent with objectives set out within the current Community Strategic Plan.

Further, one of the key premises in the Marketing Strategy of the GST is to develop a series of interconnected attractions that create a 'loop' across the region and both Jerramungup and Bremer Bay are integral to being able to achieve that objective.

STATUTORY ENVIRONMENT:

Local Government Act 1995

STRATEGIC IMPLICATIONS:

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

Economy: Use the natural beauty and the heritage of the region to promote the Shire as a great place to visit;

Work with the business community to attract investment, create jobs and support small business growth

FINANCIAL IMPLICATIONS:

Membership Fees to the GST are set out within a Memorandum of Understanding (MoU) between all 8 member councils and Great Southern Treasures, being a 3-year commitment. The MoU includes the Member Council's annual subscription (12 months) cost schedule for the duration of the MoU ex GST. (To be reviewed at completion of MoU by Member Councils).

The current operative MoU was signed 29 April 2021

- a) Member Council – Tier 1 (under 1,000 population) \$7,000p.a
- b) Member Council – Tier 2 (1001 – 2,000 population) \$11,000p.a
- c) Member Council – Tier 3 (2,001 plus population) \$17,500p.a

The Shire of Jerramungup falls within **Tier b)** therefore requiring a budget of \$11,000.00 for the 2022-2023 financial year.

WORKFORCE IMPLICATIONS:

Attendance at Committee meetings by Executive staff.

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:**

1. **Accepts the invitation to become a member of the Great Southern Treasures;**
2. **Authorises the Chief Executive Officer and the Shire President to execute the Memorandum of Understand and affix the Shire's Common Seal; and**
3. **Allocates a provision of \$11,000 in the 2022-2023 budget for membership.**

MOTION: OCM220405

MOVED: Cr Leenhouders

SECONDED: Cr Foreman

That COUNCIL:

- 1. Accepts the invitation to become a member of the Great Southern Treasures;**
- 2. Authorises the Chief Executive Officer and the Shire President to execute the Memorandum of Understanding and affix the Shire's Common Seal; and**
- 3. Allocates a provision of \$11,000 in the 2022-2023 budget for membership.**

CARRIED: 5/1

9.4 EXECUTIVE SERVICES

9.4.1 INFORMATION BULLETIN APRIL 2022

Location/Address:	N/A
Name of Applicant:	N/A
File Reference:	N/A
Author:	Rachel Smith, Executive Assistant
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	21 April 2022
Attachments:	a) March/April 2022 Information Bulletin
Authority/Discretion:	Information

SUMMARY:

To advise Council on the information items for March/April 2022 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 months of March/April 2022.

CONSULTATION:

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

COMMENT:

The Status of Council Decisions report is an important administrative tool used by the Shire to monitor the implementation of Council decisions. Any Council decision 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;

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 month of March/April 2022.

MOTION: OCM220406

MOVED: Cr Leenhouders

SECONDED: Cr Dawson

That Council RECEIVE the Information Bulletin including the actions performed under delegated authority for the month of March/April 2022.

CARRIED: 6/0

9.4.2 CORPORATE SCORECARD – QUARTERLY REPORT

Location/Address:	Shire of Jerramungup
Name of Applicant:	Shire of Jerramungup
File Reference:	IM.PU.11
Author:	Martin Cuthbert, Chief Executive Officer
Responsible Officer:	Martin Cuthbert, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	20 April 2022
Attachments:	a) Corporate Business Plan Quarterly Report – March 2022
Authority/Discretion:	Executive

SUMMARY:

For Council to receive the Corporate Business Plan Corporate Scorecard to the quarter ending March 2022.

BACKGROUND:

The Council adopted a new Strategic Community Plan 2021 – 2031 at the Ordinary Meeting of Council held 26 May 2021 and a new Corporate Business Plan 2021 – 2025 at the Ordinary Meeting of Council held 23 June 2021. The Corporate Business Plan outlines a suite of actions that effectively form Council’s priority commitments to the community.

The Corporate Scorecard Quarterly Report provides Council with high level oversight of the status of these commitments.

CONSULTATION:

Executive Management Team.

COMMENT:

While the Strategic Community Plan establishes the results the community expects Council to achieve through the Shire, the Corporate Business Plan describes the specific actions necessary to achieve those results.

The Quarterly Report intends to provide an update of progress made in the applicable quarter towards the services and projects in the Corporate Business Plan and the achievement of the strategic goals set out in the Strategic Community Plan. Performance reporting assists with continuous improvement and the achievement of community outcomes and improvements to Shire services.

Quarterly progress reports are used to assist with the annual review of the Corporate Business Plan, to priorities projects and services capturing Council’s decision making, planning and evaluation.

The attached progress report provides commentary on the Shire’s services, actions and projects for the third quarter of this financial year. It is important to note that this is “as at 31 March 2022” i.e. a snapshot in time of the status at the end of the third quarter and that at the time of reporting the current status of a project may have since changed.

STATUTORY ENVIRONMENT:

There are no direct statutory implications, however the Corporate Scorecard supports the Shire’s obligations under *Local Government (Administration) Regulations 1996*, regulation 19DA in relation specifically to the Corporate Business 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:

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/BUDGET IMPLICATIONS:

Details on the budget summary will continue to be reported through the monthly financial report presented to Council.

WORKFORCE IMPLICATIONS:

The Strategic Community Plan and Corporate Business Plan provide direction for staff on the priorities of Council.

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 receives the Shire of Jerramungup Corporate Scorecard Quarterly Report for January to March 2022, as attached to this report.

MOTION: OCM220407

MOVED: Cr Lester

SECONDED: Cr Dawson

That Council receives the Shire of Jerramungup Corporate Scorecard Quarterly Report for January to March 2022, as attached to this report.

CARRIED: 6/0

10.0 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

(CONFIDENTIAL MATTERS)

Nil

11.0 COUNCILLOR REPORTS

Cr Rex Parsons

Attended Jerramungup Future Fund meeting

Attended Jerramungup ANZAC Day event

Attended CEO Review meeting

Cr Robert Lester

Attended Jerramungup ANZAC Day event

Attended CEO Review meeting

Cr Drew Dawson

Attended CEO Review meeting

Cr Julie Leenhouders

Attended CEO Review meeting

Cr Neil Foreman

Attended Jerramungup War History Night

Attended Jerramungup ANZAC Day event

Attended CEO Review meeting

Cr Joanne Iffla

Attended meeting with WAPOL

Attended meeting with WAPOL Regional Commander and Superintendent and Inspector

Attended meeting with South Coast Alliance EA and Albany CEO

Attended Jerramungup ANZAC Day event

Attended CEO Review meeting

12.0 NEW BUSINESS OF AN URGENT NATURE

Nil

Martin Cuthbert left the meeting at 3:16pm

Martin Cuthbert returned to the meeting at 3:17pm

13.0 CLOSURE

13.1 DATE OF NEXT MEETING

The next ordinary meeting of Council will be held Wednesday, 25 May 2022, commencing at 2.00pm, in the Council Chambers, Jerramungup.

13.2 CLOSURE OF MEETING

The Presiding Member closed the meeting at 3:21pm

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: