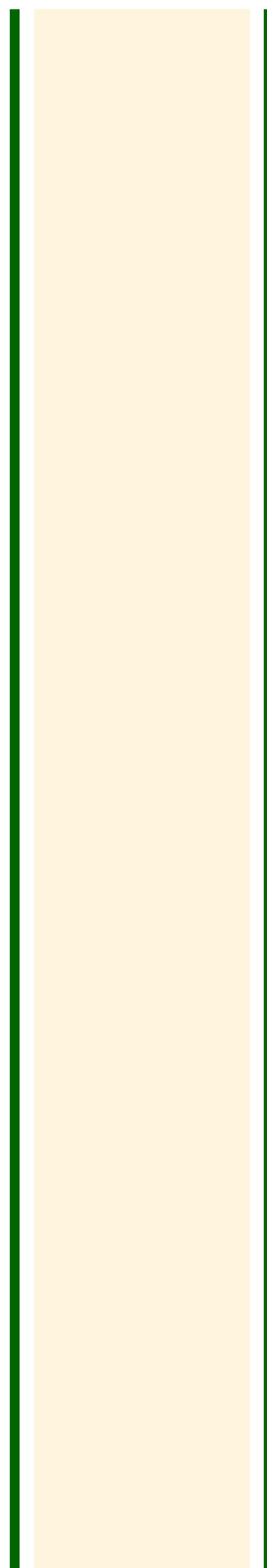


Shire of Lake Grace

Ordinary Council Meeting

# Minutes

28 May 2014



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## **SHIRE OF LAKE GRACE**

Minutes of the Ordinary Meeting of Council held at the Newdegate Community Resource Centre, Collier St Newdegate WA on Wednesday 28 May 2014.

### **1.0 OPENING & ANNOUNCEMENT OF VISITORS**

The Shire President opened the meeting at 6.10 pm and welcomed Mrs Nadene Owen.

### **2.0 ATTENDANCE RECORD**

#### **2.1 PRESENT**

Cr AJ Walker	Shire President
Cr JF De Landgraft	Deputy Shire President
Cr LW Armstrong	
Cr R Chappell	
Cr DS Clarke	
Cr SG Hunt	
Cr AD Marshall	
Cr DP Sinclair	
Cr Murray Stanton	
Mr NA Hale	Chief Executive Officer
Mr M Harrop	Manager Infrastructure Services
Ms L Holben	Manager Community Services
Mrs J Bennett	Executive Assistant
Mrs N Owen	Observer

#### **2.2 APOLOGIES**

#### **2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

##### **Motion 11799 23 April 2014 Ordinary Meeting**

Cr Stanton was approved leave of absence from 4 to 20 May 2014.

### **3.0 PUBLIC QUESTION TIME**

#### **3.1 MRS N OWEN**

**Question 1:** What policies and procedures does the shire have in place to ensure continuity of service delivery to ratepayer when the turnover of key senior officers is so high?

**Question 2:** What direction and support is provided to staff when the turnover at senior level is high and how does this impact on services provided to ratepayers?

**Reply:** *The Shire President advised Mrs Owen that the questions will be taken on notice.*

#### **4.0 APPLICATIONS FOR LEAVE OF ABSENCE**

No applications received.

#### **5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS**

##### **5.1 ORDINARY MEETING – 23 APRIL 2014**

Resolution

##### **MOTION 11817**

Moved Cr Armstrong  
Seconded Cr Stanton

That the minutes of the Ordinary Meeting of Council held on the 23 April 2014 be confirmed as a true and accurate record.

**MOTION CARRIED 9/0**

#### **6.0 DECLARATIONS OF INTEREST**

##### **6.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT SECTION 5.60A**

*Crs Chappell, Clarke & Marshall declared a financial interest in Item 14.3.*

##### **6.2 DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B**

*Cr De Landgraft declared a proximity interest in Item 12.1.*

##### **6.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION SECTION 34C**

*Cr Chappell declared an interest of impartiality in Item 20.1.*

#### **7.0 NOTICES OF URGENT BUSINESS**

##### **7.1 ITEM OF URGENT BUSINESS**

The President gave notice that there is an item of urgent business for consideration – Confidential Item 20.1 – Shire of Lake Grace – Organisational Structure.

#### **8.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED**

Nil

#### **9.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

## **10.0 MEMBERS' REPORTS**

### **10.1 CR CLARKE**

#### **29 April 2014**

Attended the Lake Grace Community Cropping Group (LGCCG) meeting, the first meeting since the 10th of May 2011.

Previously the LGCCG was jointly leasing the Newdegate Research Station with the Newdegate Community Cropping Group. In May 2011 the decision was made to withdraw from the lease on an annual basis.

The purpose of the meeting was for the Lake Grace Community to have something smaller and closer to Lake Grace to lease or buy.

#### **2 May 2014**

Attended the Central Country Zone meeting which was very interesting and highlighted some potential problems for Local Government such as:

- Regional biosecurity groups
- Microeconomic reform
- Shire amalgamations
- State support for the regions (relocated people)
- FESA levy.

#### **5 May 2014**

Attended the Lake Grace Development Association Meeting

### **10.2 CR CHAPPELL**

#### **Friday 25 April 2014**

Cheryl and myself attended the Dawn Anzac Service at Newdegate followed by attendance at the Anzac Service in Lake Grace where I laid the wreath on behalf of the Shire.

Well done to Cr. Marshall on his address, also in attendance was the Hon Terry Waldron MLA, Member for Wagin.

#### **Saturday 3 May 2014**

Attended a play/performance at the Lake Grace Shire Hall, a rendition of 'Harry Potter and the Total Ripoff' brought to us by the Lake Grace Regional Artspace.

#### **Monday 5 May 2014**

Attended the Lake Grace Development Association monthly meeting.

### **10.3 CR MARSHALL**

#### **Friday 25 April 2014**

Attended and presented Anzac Day address at the Lake Grace Anzac Service. It was an excellent service with a good spread of representation. All credit to Father Gayan for his continuing support in organising this event.

**Monday 5 May 2014**

Attended the Lake Grace Development Association Meeting.

**10.4 CR DE LANDGRAFFT**

**Friday 25 April 2014**

Attended the Anzac Service held at the park in Lake King, it was well attended by over 60 people, locals and visitors.

**Friday 2 May 2014**

Attended the WALGA Central Country Zone Meeting held in Lake Grace – it was great to showcase our community.

**10.5 CR WALKER**

**Friday 25 April 2014**

Attended the Anzac Service at Lake Grace.

**Friday 2 May 2014**

Attended the WALGA Central Country Zone Meeting hosted by Lake Grace. I welcomed delegates and gave a presentation on the history of the district and some of the projects Council has undertaken recently.

**Thursday 8 May 2014**

Chaired the Local Emergency Management Committee meeting in Lake Grace.



## 11.0 MATTERS FOR CONSIDERATION – WORKS & INFRASTRUCTURE

### 11.1 OVER EXPENDITURE OF ACCOUNT E144020 - PLANT PARTS & REPAIRS

**Applicant:** Infrastructure Services  
**File No.** 0744  
**Attachments:** President Authorisation  
**Author:** Mr Martin Harrop  
 Manager Infrastructure Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 May 2014  
**Senior Officer:** Mr Neville Hale  
 Chief Executive Officer

#### Summary

This report is for Council to endorse over expenditure of Account E144020 – Plant Parts & Repairs.

#### Background

Unforeseen plant maintenance was required on plant PTCK02 – Mercedes Benz Prime Mover in March/April 2014. A fault was detected in the lower gears in the transmission as a result of the operator reporting unusual sounds coming from the gear box.

Quotes were sought for the rebuild or outright new gear box with the preference to go with the rebuild because of the reduce cost and lead time required to complete the repair.

#### Comment

Daimler Trucks Perth completed the repair works that included gear box rebuild and additional service works. The total cost was \$37,269.36 which included \$29,052.64 for parts.

The repair works were necessary to ensure operations could continue. As a result, authorisation to complete the rebuild was given. Authorisation of the payment of the tax invoice was obtained from the president in accordance of Section 6.8 Local Government Act 1995 – Expenditure from the municipal fund not included in the annual budget. A copy of the authorisation form is attached.

#### Legal Implications

Local Government Act 1995  
 Local Government (Functions and General) Regulations 1996

#### Policy Implications

Nil

#### Consultation

Internal: Chief Executive Officer  
 Shire Mechanic

#### Financial Implications

Over expenditure of Account E144020 – Plant Parts & Repairs exceeding 10% of adopted budget which is material variance according to AASB 1031.

Strategic Implications

To have a prosperous and diversified economy and well-serviced built infrastructure to foster the district community towards 2023 – Infrastructure Maintenance and improvement

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11818**

Moved Cr Armstrong  
Seconded Cr Chappell

That Council endorse the Shire Presidents authorisation in accordance with Section 6.8 of the Local Government Act of the over expenditure of \$37,269.36, Account E144020 – Plant Parts & Repairs due to unforeseen costs incurred to mechanical fault of Plant PTCK02 – Mercedes Benz Prime Mover.

**MOTION CARRIED 9/0**

**11.2 TENDER 4/2014 – GRAVEL PUSHING & STOCKPILING CONTRACT**

**Applicant:** Manager of Infrastructure Services  
**File No.** 0468  
**Attachments:** Detailed Evaluation Summary Ranking Table  
**Author:** Mr Martin Harrop  
 Manager of Infrastructure Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 19 May 2014  
**Senior Officer:** Mr Neville Hale  
 Chief Executive Officer

Summary

This report is for Council to consider the recommendation put forward by staff in respect to the tender for Gravel Pushing & Stockpiling commencing 1 July 2014.

Background

The current Gravel Pushing & Stockpiling contract held by Davmin Holdings Pty Ltd commenced on 29 September 2010 for a three (3) year period with maximum (1) year extension and is due to expire on 30 June 2014.

Tenders were called for gravel pushing & stockpiling contract and advertised in the Western Australian newspaper on the 2 April 2014 for a three (3) year period that will be reviewed annually with maximum (1) year extension.

**Tender Scope**

*The specification of the Gravel Pushing & Stockpiling contract is to:*

- *Within boundaries of Shire of Lake Grace provide an estimated quantity of 80,000 cubic metres per annum*
- *Within boundaries of Shire of Lake Grace rehabilitate an estimated 2 ha per annum*

**Tender Assessment**

*A non-weighted cost method was used in the assessment of the tender as functional considerations including, capacity, experience, plant & equipment and performance are crucial to the outcome of the Contract.*

*The evaluation panel made a series of value judgements based on the capability of the Tenderer to complete the Requirements and a number of factors will be considered including:*

- (a) the qualitative ranking of each Tenderer; and*
- (b) the pricing submitted by each Tenderer.*

*The qualitative assessment criteria will be:*

- |                                               |            |
|-----------------------------------------------|------------|
| • <i>Demonstrated Capacity and Experience</i> | <i>25%</i> |
| • <i>Key Personnel</i>                        | <i>25%</i> |
| • <i>Plant and Equipment</i>                  | <i>25%</i> |
| • <i>Performance</i>                          | <i>25%</i> |

Comment

Tenders were called and advertised in the Western Australian newspaper on the 2 April 2014. Tenders closed on Wednesday 7 May at 4pm with the following tenders received:

- BIMS Earthmoving
- Bremer Bay Earthmoving Contractors P/L

- Cardinal Contractors P/L
- Davmin Holdings P/L
- Leeuwin Civil P/L
- LRA Civil P/L
- NJ Healy & Sons Earthmoving
- THEM Earthmoving P/L

The Tender evaluation panel included:

- Neville Hale, Chief Executive Officer
- Doug Whiting, Works Supervisor
- Martin Harrop, Manager Infrastructure Services

All tenders were assessed across the above qualitative criteria resulting in a weighted total score. The tenderer with the lowest ranking posted the highest score in the evaluation assessment. The qualitative assessment ranking provides the indication of which tenderer demonstrates the capacity to deliver the functional aspects including, capacity, experience, plant & equipment and performance required for the contract.

The assessment of pricing was divided into categories according to plant type and model operating power range. The four (4) categories are:

Category A - Dozers with gross operating HP between 150 - 270

Category B - Dozers with gross operating HP between 270 - 350

Category C - Dozers with gross operating HP between 350 - 450

Category D - Excavators

Each tender was ranked according to hourly plant hire rate and the hourly plant hire rate plus mobilisation. The results of the qualitative and pricing assessment are outlined in the following condensed Evaluation Summary Ranking Table:

Category	Tenderer	Qualitative Criteria Ranking		Price Criteria Ranking	
		Total Score	Ranking	Plant Hourly Rate Rank	Plant Hourly & Mobilisation Rate Rank
A	Cardinal Contractors P/L	62.5	4	2	4
	Davmin Holdings P/L	70	1	4	2
	NJ Healy & Sons Earthmoving	60	5	1	1
	NJ Healy & Sons Earthmoving	60	5	3	3
B	LRA Civil P/L	50	8	1	1
	THEM Earthmoving P/L	55	7	2	7
	Bremer Bay Earthmoving Contractors P/L	65	3	4	5
	Leeuwin Civil P/L	67.5	2	3	6
	BIMS Earthmoving	57.5	6	5	2
	Davmin Holdings P/L	70	1	7	3
	NJ Healy & Sons Earthmoving	60	5	6	4
C	Cardinal Contractors P/L	62.5	4	2	3
	Cardinal Contractors P/L	62.5	4	1	2
	Bremer Bay Earthmoving Contractors P/L	65	3	3	1
D	LRA Civil P/L	50	8	1	1
	Leeuwin Civil P/L	67.5	2	2	2

The tenderer which represents best value to Shire of Lake Grace is Davmin Holdings.

This is because:

- Preferred Plant Category A or B can be supplied
- The Qualitative Assessment was favourable due to demonstrated capacity and experience
- The contractor has extensive knowledge of local gravel supply area's and quality

Based on the submitted plant rates the cost of gravel pushing ranges between \$1-\$1.20 per cubic metre loose pushed. The range exists due to site conditions and ground hardness varying in nature.

The productivity and quality of gravel pushed is controlled by contractor supervision by the Shire and selection of the appropriate Dozer for the site, depth of pushing and mixing.

Legal Implications

Local Government Act 1995 s3.57 (Tenders for providing goods and services).  
Local Government (Function and General) Regulations 1996 (Part 4, Tenders for providing goods and services).

Policy Implications

Shire of Lake Grace Purchasing Policy 3.7

Consultation

Internal: Chief Executive Officer and Works Supervisor

Financial Implications

Provision will be made in the 2014-2015 budget.

Strategic Implications

To have a prosperous and diversified economy and well-serviced built infrastructure to foster the district community towards 2023 – Infrastructure Maintenance and improvement

Voting Requirements

Simple majority required

Recommendation/Resolution

**MOTION 11819**

Moved Cr De Landgraft  
Seconded Cr Hunt

That Council award Tender 4/2014 to Davmin Holdings for the Gravel Pushing & Stockpiling contract as follows:

1. Supply plant for gravel pushing and pit rehabilitation at the following rates:
  - a. Shantui SD32 Dozer at \$288 per hour
  - b. Komatsu D85EY-15EO at \$247 per hour
  - c. Low loader & Prime Mover \$134 per hour
  - d. Mobilisation/Demobilisation \$134 per hour
  
2. The contract is for a three (3) year period subject to annual review and adjustment for CPI (Perth All Areas CPI) with maximum (1) year extension commencing on 1<sup>st</sup> July 2014.

**MOTION CARRIED 9/0**

### 11.3 **TENDER 5/2014 – KERBSIDE WASTE COLLECTION SERVICES**

<b>Applicant:</b>	Manager Infrastructure Services
<b>File No.</b>	0342
<b>Attachments:</b>	Kerbside pickup rates ( <i>Under Separate Cover</i> )
<b>Author:</b>	Mr Martin Harrop Manager Infrastructure Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	19 May 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief executive Officer

#### Summary

This report is for Council to consider the recommendation put forward by staff in respect to the tender kerbside waste collection services commencing 1 October 2014.

#### Background

The existing contract for kerbside waste collection for putrescible and recycling bins is held by Warren Blackwood Waste. The contract expires on 30<sup>th</sup> September 2014.

Tenders were called and advertised in the Western Australian paper on the 2 April 2014 for kerbside waste collection for putrescible and recycling bins for the period 1 October 2014 to 30 September 2017.

#### ***Tender Specification and Scope***

*The contract specification maintained the existing operating practice and includes:*

- *Weekly Putrescible (Green Bin) pickup at Lake Grace, Newdegate, Lake King & Varley*
- *Fortnightly recycle (yellow Bin) pickup at Lake Grace and Newdegate*

*Preference will be for maintaining the current Monday waste collection day however the Shire will consider alternatives if tender results in beneficial financial savings for the community.*

*The tender will be for a period of three (3) years with maximum two (1) year extensions subject to the principals consent.*

#### ***Tender Framework and Assessment***

*The Tender will be structured into separable portions to enable the pricing of putrescible and recycling kerbside waste collection. The tender will provide a detailed schedule of prices and rates (cost per bin pickup) that will be used during the currency of the contract for the valuation of work.*

*The Shire has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria. A scoring system will be used as part of the assessment of the qualitative criteria.*

*The tenders have been assessed against the following qualitative criteria and weighting. The Tender may be awarded to who best demonstrates the ability to provide quality products and/or services at a competitive price.*

*The assessment criteria:*

- Cost 70%
- Relevant Experience 15%
- Organisational Capacity & Resources 15%

*The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.*

Comment

Tenders were called and advertised in the Western Australian newspaper on the 2 April 2014. Tenders closed on Wednesday, 7 May 2014 at 4.00 pm and the following tenders were received:

- Warren Blackwood Waste
- Great Southern Waste Disposal

The Tender evaluation panel included:

- Neville Hale, Chief Executive Officer
- Martin Harrop, Manager Infrastructure Services

Based on the assessment criteria the tender evaluation resulted in the following ranking:

<b>Tenderer</b>	<b>TOTAL SCORE</b>	<b>RANKING</b>
WARREN BLACKWOOD WASTE	59.36	1
GREAT SOUTHERN WASTE DISPOSAL	58.56	2

**Evaluation Ranking Summary Table**

Tendered prices varied between weekly putrescible pickup and the fortnightly recycling service, however weekly putrescible service requires a greater number of pickups over an annual period, therefore actual cost difference is marginal (See attached price comparison).

The performance of existing contractor has been very good and the award of this tender would lead to seamless extension of kerbside waste collection services.

On the basis of the evaluation scores, it is recommended that Warren Blackwood Waste be awarded the contract based on the qualitative and pricing assessment performance.

Legal Implications

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Policy Implications

Nil

Consultation

Internal: Chief Executive Officer

Financial Implications

The Shire kerbside waste collection service will be based on cost recovery and user pay system. The cost of providing the service will be passed on to the users at the tender cost plus landfill disposal costs attributed to providing the service.

Strategic Implications

To have a prosperous and diversified economy and well-serviced built infrastructure to foster the district community towards 2023 – Infrastructure Maintenance and improvement

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11820**

Moved Cr Clarke  
Seconded Cr Marshall

That Council award tender 5/2014 to Warren Blackwood Waste for the kerbside waste collection service contract as follows:

1. A. Weekly Putrescible (Green Bin) pickup at Lake Grace, Newdegate, Lake King & Varley at \$1.35 per bin; and,  
B. Fortnightly recycle (Yellow Bin) pickup at Lake Grace and Newdegate at \$4.68 per bin
2. The contract is for a three (3) year period, subject to annual review and adjustment for CPI (Perth All Areas CPI) with maximum two (1) year extension commencing 1st October 2014.

**MOTION CARRIED 9/0**



#### 11.4 **UNBUDGETED EXPENDITURE – SOUTH STREET WATER MAIN UPGRADE – CONTRACT RETENTION FUNDS**

**Applicant:** Chief Executive Officer  
**File No.** 0697  
**Attachments:** Nil  
**Author:** Mr Martin Harrop  
 Manager Infrastructure Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 21 May 2014  
**Senior Officer:** Mr Neville Hale  
 Chief executive Officer

##### Summary

Council to consider unbudgeted expenditure of \$11,161 inclusive of GST, for the release of contract retention sum at end of defects liability period for the South Street Water main upgrade project to be paid to Longfield Services P/L.

##### Background

A reserve account for the allocation of contract retention sums was not established in the period Longfield Services was contracted to upgrade the South Street water main. As a result the contract retention amount has not been recognized in the 2014-2015 budget.

The Shire has been requested by Longfield Services to release the retention money because the defects liability period has expired.

##### Comment

It is proposed that Council approve unbudgeted expenditure of \$11,161 inclusive of GST, for the contract retention money with funds transferred from the Land Development Reserve Account A0013140 or from budget savings to offset this payment.

The Land Development Reserve account A0013140 has \$58,361 in reserve at budget adoption. Motion 11683 approved the transfer of \$41,898.00 from the Land Development Reserve Account A0013140 for the payment of Water Corporation Headworks. A balance of \$16,463 remains in Land Development Reserve Account A0013140.

The retention sum is included within the total project costs to be recouped from the Water Corporation via a developer constructed agreement payment in the 2014-2015 financial year. The Shire will recoup \$444,952 from the Water Corporation to offset the South Street Watermain upgrade and repay Loan 194 (\$330,000) and Loan 197 (\$120,000) Lake Grace Residential Land.

The expenditure on the land development will be capitalized on Account E137261 Lake Grace Residential Land for Resale.

##### Legal Implications

Local Government Act 1995 - Section 6.8.1(b) requires a local government not incur any expenditure that is not included in its budget unless authorized by resolution by absolute majority and Section 6.11.2(b) before Local Government uses the money in a reserve

account for another purpose it must give one month's public notice of the proposed change of purpose or proposed use.

Policy Implications

Nil

Consultation

Internal: Chief Executive Officer

Financial Implications

The unbudgeted expenditure will be funded from budget savings or from the Works and Services Reserve.

Monies from the Works and Services Reserve will need to be transferred to offset the unbudgeted expenditure. Monies received from the sale of land in the future can be redirected back into the Works and Services Reserve to replace this monetary transfer.

Strategic Implications

The subdivision of Lot 1 Wattle Drive, Lake Grace for residential purposes is consistent with strategic land use planning direction afforded by the Shire of Lake Grace Local Planning Strategy as this relates to future residential development in the Lake Grace town site.

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution

**MOTION 11821**

Moved Cr Chappell  
Seconded Cr Clarke

That Council:

1. Approves unbudgeted expenditure of \$11,161 inclusive of GST, from Account E137261 for the payment of contract retention money to Longfield Services P/L.
2. Approves the transfer of \$11,161 from Reserve Account A0013140, if required or from budget 2013-2014 savings for this unbudgeted expenditure.

**MOTION CARRIED BY ABSOLUTE MAJORITY 9/0**

<b>12.0 MATTERS FOR CONSIDERATION – PLANNING</b>
--------------------------------------------------

6.44 pm Cr De Landgraft declared a proximity interest in Item 12.1 in that her family owns the property next door.

**12.1 PLANNING APPLICATION – PROPOSED SALE OF PRODUCE ON LOT 3019 MALLEE ROAD, MAGENTA**

<b>Applicant:</b>	Mr Wesley Leo (Landowner)
<b>File No.</b>	0456
<b>Attachments:</b>	Plans 1 to 4
<b>Author:</b>	Mr Joe Douglas & Mr Carlo Famiano Urban & Rural Perspectives -Town Planning Consultants
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	19 May 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

Summary

This report recommends that a planning application submitted by Mr Wesley Leo (Landowner) to sell packaged meat products to the general public from Lot 3019 (No.4383) Mallee Road, Magenta ('Nardoo Farm') be approved subject to conditions.

Background

The applicant is seeking Council's planning approval to sell produce (i.e. pre-packaged meat products) grown on Lot 3019 (No.4383) Mallee Road, Magenta to the general public.

Lot 3019 is located approximately 42 kilometres south-west of the Lake King townsite at the intersection of Mallee and Taylor Roads. The land is irregular in shape and covers a total area of approximately 1,897.10 hectares (see Plans 1 & 2).

Lot 3019 has been extensively cleared, is currently used for broadacre agricultural purposes (i.e. cropping & grazing), and contains some large stands of native vegetation within the eastern and southern portions of the land. The land also contains a number of physical improvements associated with its current rural use including an existing single detached dwelling, sheds, dams; water storage tanks, internal access tracks; firebreaks and boundary fencing (see Plan 3).

The plans/information submitted by the applicant are very broad and do not provide all of the information typically required in support of planning applications. Notwithstanding this fact, there is scope for Council to consider and grant approval to the application subject to any valid planning conditions Council considers appropriate in the circumstances.

Under the terms of the information and plans submitted in support of the application the following is proposed:

- i) The sale of pre-packaged meat products (i.e. pork & lamb) produced on the land to the general public (see Plan 4);
- ii) All pigs and lambs will be sent from Nardoo Farm to an abattoir in either Corrigin or Bunbury. The carcasses will then be sent to a butcher in Perth for processing,

- packaged and then transported back to 'Nardoo Farm' in a refrigerated truck;
- iii) The meat products will be stored on Lot 3019 in a cool room trailer to be located immediately adjacent to the existing homestead and sold to the general public;
  - iv) The cool room will be powered by the existing electricity supply that services Lot 3019;
  - v) Customers will access the meat sales area via an existing vehicle internal access road from Taylor Road and will park their vehicles adjacent to the existing homestead on the land; and
  - vi) The proposed business operating hours will be 8.00 am to 5.00 pm Monday to Friday.

#### Comment

#### **Current Zoning & Land Use Permissibility**

Lot 3019 is classified 'General Agriculture' zone under the Shire of Lake Grace's current operative Local Planning Scheme No.4 (LPS No.4).

A key objective of the land's current 'General Agriculture' zoning classification is to ensure the continuation of broad hectare farming as the principle land use within the district, protect the rural landscape/character, control the fragmentation of agricultural land through further subdivision and consider non-rural uses where they can be shown to be of a benefit to the district.

The proposal to sell produce grown on the land is most appropriately defined in Schedule 1 of LPS No.4 as a 'rural pursuit' which is a use class considered to be consistent with the objectives of the land's current 'General Agriculture' zoning classification in LPS No.4.

Under the terms of LPS No.4 the development and use of any land classified 'General Agriculture' zone for the purposes of a 'rural pursuit' is listed as a permitted (i.e. 'P') use. As such the proposed use is capable of being approved by Council.

#### **LPS No.4 Development Standards & Requirements**

LPS No.4 does not contain any specific standards governing the development and use of land classified 'General Agricultural' zone for the purpose of a 'rural pursuit'. As such the application has been assessed with due regard for the general development standards contained in LPS No.4 including those that apply specifically to all land classified 'General Agricultural' zone.

Having regard for the information submitted in support of the application the reporting officers' have concluded that the proposal satisfies the various general development standards prescribed by LPS No.4 (i.e. boundary setbacks, compatibility of land usage, site characteristics, vehicle access and parking) and may therefore be supported by Council.

#### **Conclusion**

It is concluded from a detailed assessment of the application that the proposal to sell produce grown on Lot 3019 (No.4383) Mallee Road, Magenta to the general public is capable of being implemented in a proper and orderly manner and is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions.

Legal Implications

- Planning and Development Act 2005
- Shire of Lake Grace Local Planning Scheme No.4
- Food Act 2008
- Food Regulations 2009
- Chapter 3 of the Australia New Zealand Food Standards Code

Policy Implications

Nil

Consultation

Community consultation not required.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11822**

Moved Cr Clarke  
Seconded Cr Sinclair

That the application for planning approval submitted by Mr Wesley Leo (Landowner) to sell produce (i.e. pre-packaged meat products) to the general public (i.e. undertake a 'rural pursuit') from Lot 3019 (No.4383) Mallee Road, Magenta be **APPROVED** in accordance with the information and plans submitted in support of the application subject to compliance with the following conditions and advice notes:

**Conditions**

1. The development is to be undertaken in a manner consistent with the information and plan/s submitted in support of the application unless otherwise approved by Council.
2. Only those products grown on the land (i.e. pork & lamb) can be sold to the general public unless otherwise approved by Council.
3. The slaughtering, processing and packaging of meat products on the land is not permitted and must be undertaken at licensed abattoirs unless otherwise approved by Council.
4. All on-site vehicle accessways and parking areas to be used in conjunction with the approved use of the land shall be constructed and/or upgraded and maintained to the specifications and satisfaction of the Shire of Lake Grace.

**MOTION 11822 continued.**

5. Any rubbish/waste generated on-site shall be managed and disposed of to the specifications and satisfaction of the Shire of Lake Grace.
6. That portion of the property proposed to be developed and used for the intended purpose shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the Shire of Lake Grace.
7. Any proposed advertising signage shall be provided in accordance with the specific requirements of the Shire of Lake Grace Local Planning Scheme No.4 unless otherwise approved by Council.

**Advice Notes**

1. The food business must comply with the *Food Act 2008*, *Food Regulations 2009*, and Chapter 3 of the *Australia New Zealand Food Standards Code*.
2. The premises in which the food business operates from will be inspected and assessed by the Shire's Environmental Health Services. If deemed compliant with all relevant requirements a certificate of registration will be issued prior to the commencement of trading.
3. The food business must be registered with the Shire of Lake Grace prior to the commencement of trading.
4. The operators of the food business must demonstrate their food safety and hygiene skills and knowledge to the satisfaction of the Shire of Lake Grace's Environmental Health Services prior to commencement of trading.
5. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
6. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.

**MOTION CARRIED 8/0**

- 6.46 pm      *Cr Marshall left the meeting and Cr De Landgraft re-entered the meeting, the Shire President advised her of the resolution.*
- 6.47 pm      *Cr Marshall re-entered the meeting at 6.47 pm.*

## 12.2 PLANNING APPLICATION – PROPOSED CHANGE OF USE - LOT 25 COLLIER STREET, NEWDEGATE

<b>Applicant:</b>	Lucy Jane Kelly (Landowner)
<b>File No.</b>	0456
<b>Attachments:</b>	Plans 5 to 9
<b>Author:</b>	Mr Joe Douglas & Mr Carlo Famiano Urban & Rural Perspectives -Town Planning Consultants
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	20 May 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

### Summary

This report recommends that the planning application submitted by Lucy Jane Kelly (Landowner) to change the current approved use of the existing building on Lot 25 (No.17) Collier Street, Newdegate from 'restaurant' to 'single house' and 'home business' (building designer), be approved subject to conditions.

### Background

The applicant is seeking Council's planning approval to change the current approved use of Lot 25 (No.17) Collier Street, Newdegate from 'restaurant' to 'single house' and to establish and operate a 'home business' (i.e. building designer) within the existing building on the land.

Lot 25 is located centrally within the Newdegate townsite on the south-eastern corner of the intersection of Collier and Mitchell Streets. The land is irregular in shape, comprises a total area of approximately 990m<sup>2</sup> and has direct frontage and access to Collier Street along its western boundary, Mitchell Street along its northern boundary and a right-of-way along its eastern boundary (see Plans 5 & 6).

Lot 25 has historically been developed and used for a variety of purposes over many years (i.e. power generation, garage, retail store, veterinary clinic, beauty salon and a restaurant / coffee shop). The land contains a number of physical improvements associated with its previous development and usage including a single storey building, informal on-site parking and access, garage, landscaping and boundary fencing (see Plan 7).

Under the terms of the information and plans submitted in support of the application the following is proposed:

- i) Use of the existing building on Lot 25 for the purposes of a 'single house' and 'home business' (i.e. building designer);
- ii) Construction of four (4) new on-site car parking bays and an associated driveway crossover along the land's Collier Street frontage (see Plans 8 & 9);
- iii) The home business will provide a building design service for the Newdegate townsite and surrounding district. All building design work will be undertaken using computer software;
- iv) The home business will occupy an area of approximately nine (9) square metres within the living room area of the proposed dwelling; and

- v) The home business will operated by the landowner from Monday to Friday between 9am and 5pm. No other persons are proposed to be employed at this preliminary stage.

### **Comment**

#### **Current Zoning & Land Use Permissibility**

Lot 25 is classified 'Commercial' zone under the Shire of Lake Grace's current operative Local Planning Scheme No.4 (LPS No.4).

The key objective of the land's current 'Commercial' zoning classification is to ensure that the zone develops and continues to function effectively as the principal place for retail shopping, commercial, civic and administrative activity within the townsite and the District generally. In addition, encourage a high standard of development which serves to enhance the character of the zone and to maintain safety and efficiency of traffic flows.

Under the terms of LPS No.4 the development and use of any land classified 'Commercial' zone for the purposes of a 'single house' and 'home business' are identified as discretionary (i.e. 'D') uses which means they are not permitted unless the local government has exercised its discretion by granting planning approval.

It is significant to also note that Lot 25 also has direct frontage and access to Mitchell Street which is classified in LPS No.4 as a 'Major Road' reserve. Under the terms of clause 5.31 of LPS No.4 any planning application proposing the development and use of land abutting a 'Major Road' reserve may be referred to Main Roads WA (MRWA) for review and comment.

Notwithstanding the requirements of clause 5.31 of LPS No.4, it should be noted that the application does not propose vehicular access / egress along Mitchell Street, nor does the proposed use of the land generate higher traffic volumes than the previously approved land uses. As such the reporting officers have formed the view that the application does not require referral to MRWA for review and comment in this particular instance.

#### **Home Business**

Following detailed assessment of the application in the context of the specific standards and requirements of LPS No.4 as these apply specifically to the establishment of a 'home business', the reporting officers have formed the view that the proposed 'home business' use on Lot 25 is capable of being supported by Council for the following reasons:

- i) it will not employ more than 2 people not members of the occupier's household;
- ii) it will not cause injury to or adversely affect the amenity of the neighbourhood;
- iii) it will not occupy an area greater than 50 square metres;
- iv) it does not involve the retail sale, display or hire of goods of any nature;
- v) it will not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and



- vi) it will not involve the use of an essential service of greater capacity than normally required in the zone.

### **Compliance with Development Standards**

It is concluded from a detailed assessment of the application that the proposal satisfies the various development standards prescribed in LPS No.4. Given this conclusion the application is considered to have merit and may therefore be supported by Council.

Notwithstanding the above, the plans prepared in support of the application propose the construction of four (4) new on-site parking bays and an associated driveway crossover along the land's Collier Street frontage within close proximity to the intersection of Collier and Mitchell Streets. Following detailed assessment of the plans, the reporting officers' have concluded that the location of the two (2) parking bays closest to the intersection will have an adverse impact on traffic safety and vehicle sightlines. In light of this conclusion it is recommended that Council impose a condition on any planning approval issued requiring that the total number of on-site car parking bays along the land's Collier Street frontage be limited to two (2) bays only as illustrated on Plan 4 prepared in support of this report.

### **Conclusion**

It is concluded from a detailed assessment of the application that the proposed change of use of Lot 25 (No.17) Collier Street, Newdegate from 'restaurant' to 'single house' and 'home business' (building designer) is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure that the project is undertaken in a proper and orderly manner.

### Legal Implications

- Planning and Development Act 2005
- Shire of Lake Grace Local Planning Scheme No.4

### Policy Implications

- State Planning Policy No.3.1 - *Residential Design Codes of Western Australia (2013)*

### Consultation

Community consultation not required

### Financial Implications

Nil

### Strategic Implications

Nil

### Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11823**

Moved Cr De Landgraft  
Seconded Cr Clarke

That the application for planning approval submitted by Lucy Jane Kelly (Landowner) to change the current use of Lot 25 (No.17) Collier Street, Newdegate from 'restaurant' to 'single house' and 'home business' (building designer) be **APPROVED** in accordance with the details of the information and plans submitted in support of the application subject to compliance with the following conditions and advice notes:

**Conditions**

1. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council.
2. The proposed new on-site car parking bays along the land's Collier Street frontage shall be limited to two (2) bays only as indicated in red on the approved plans. The minimum required dimensions of the two (2) new car parking bays shall be 2.5 metres wide x 5.4 metres deep as per Schedule 11 of the Shire of Lake Grace Local Planning Scheme No.4.
3. The proposed vehicle crossovers and parking area shall be constructed and maintained to the specifications and satisfaction of the Shire of Lake Grace.
4. The 'home business' approval is personal to the applicant (i.e. Lucy Jane Kelly) and shall not be transferred to or assigned to any other person or undertaken at any premises other than the land in respect of which this approval is granted.
5. This 'home business' approval will no longer be valid if there is a change in the owner or occupier of the land.
6. If in the opinion of Council the approved 'home business' on the land is causing a nuisance or annoyance to owners or occupiers of other land in the neighbourhood, Council may withdraw the planning approval granted by it and after such withdrawal no person shall upon that land carry on a 'home business' unless a further planning approval to do so is granted by Council.
7. Any future proposed advertising signage shall not exceed 0.2m<sup>2</sup> in area unless otherwise approved by Council following receipt and determination of the required planning application.
8. The property shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the Shire of Lake Grace.

**MOTION 11823 continued.**

**Advice Notes**

1. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Lake Grace having first been sought and obtained.
2. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
3. No construction works shall commence prior to 7.00 am without the Shire's written approval.
4. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.

**MOTION CARRIED 9/0**

**NOTE:**

***The application relates only to Lot 25 (17) Collier Street and the two approved parking bays are those shown on Plan 8 within the red circle excluding those crossed out.***

***The parking bays shown on the lot to the rear (no. 11 Maley St) do not form part of this application and any parking on No 11 Maley Street would be subject to a private agreement between the respective property owners.***

***This matter will be clarified to the applicant when advised of Council's decision.***

**13.0 MATTERS FOR CONSIDERATION – HEALTH & BUILDING**

*No items for consideration.*

**14.0 MATTERS FOR CONSIDERATION – FINANCE****14.1 ACCOUNTS FOR PAYMENT – APRIL 2014**

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0277
<b>Attachments:</b>	List of Creditors
<b>Author:</b>	Miss K Nigol Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	8 May 2014
<b>Senior Officer:</b>	Mrs Lee-Anne Trevenen Coordinator Finance & Administration

Summary

For Council to ratify expenditures incurred for the month of April 2014.

Background

List of payments for the month April 2014 through the Municipal and Trust accounts are attached.

Comment

In accordance with the requirements of the Local Government Act 1995, a list of creditors is to be completed for each month showing:

- (a) The payee's name
- (b) The amount of the payment
- (c) Sufficient information to identify the transaction
- (d) The date of payment

The attached list meets the requirements of the Financial Management Regulations.

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12  
Local Government (Financial Management) Regulations 1996 – Reg 13

Policy Implications

N/A

Consultation

N/A

Financial Implications

The list of creditors paid for the month of April 2014 from the Municipal and Trust Account Total \$425,623.36.

Strategic Implications

Strategic Community Plan

- EC1.3: Ensure the Shire's capital investment program is cost effective and financially sustainable.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11824**

Moved Cr Hunt  
Seconded Cr Stanton

That Council ratify the list of payments totalling \$425,623.36 as presented for the month of April 2014 incorporating:

Trust Account Cheques	763 to 765	\$ 600.00
Electronic Funds Transfer	EFT 12397 to EFT 12502	\$319,579.18
Municipal Account Cheques	35448 to 35466	\$ 78,045.13
Direct Debits:	DD5013.9 to DD5013.10	\$ 2,187.63
	DD5049.1 to DD5049.10	\$ 25,211.42

**MOTION CARRIED 9/0**

## **14.2 FINANCIAL STATEMENTS – APRIL 2014**

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0275
<b>Attachments:</b>	Financial Reports
<b>Author:</b>	Mrs Lee-Anne Trevenen Coordinator Finance & Administration
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	14 May 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

### Summary

Consideration of the financial statements for the month ending 30 April 2014.

### Background

The following financial reports are included for your information:

- Monthly Statement of Financial Activity
- Financial Activity Variances
- Significant Accounting Policies
- Statement of Objective
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Rating Information
- Trust Funds
- Operating Statement by Programme
- Balance Sheet
- Financial Ratios
- Bank Reconciliation
- Capital Road Works
- Operating Revenue & Expenditure Graphs

### Comment

Nil

### Legal Implications

Local Government Act 1995 – section 6.4

Local Government (Financial Management) Regulations 1996

### Policy Implications

N/A

### Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan

- Ec1.3: Ensure the Shire's capital investment program is cost effective and financially sustainable.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11825**

Moved Cr Armstrong  
Seconded Cr Marshall

That Council in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996* receives the Statement of Financial activity for the period ended 30 April 2014 as attached is received.

**MOTION CARRIED 9/0**



**14.3 SELF SUPPORTING LOAN – LAKE GRACE DEVELOPMENT ASSOCIATION INC**

- 7.56 pm Cr Chappell declared a financial interest in Item 14.3 in that he is the Deputy President of the Lake Grace Development Association and is a signatory to their bank account and left the meeting.
- 7.56 pm Cr Carke declared a financial interest in Item 14.3 in that she is a Member of the of the Lake Grace Development Association and was involved in initial fund raising of the \$70,000 held by the Association and left the meeting.
- 7.56 pm Cr Marshall declared a financial interest in Item 14.3 in that he is a member of the Lake Grace Development Association and was involved with the preparation of the application to the Shire and left the meeting.

**Applicant:** Lake Grace Development Association  
**File No.** 0283/0436  
**Attachments:** Application  
**Author:** Mr Neville Hale  
 Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 19 May 2014  
**Senior Officer:** Mr Neville Hale  
 Chief Executive Officer

Summary

For Council to consider approval of a self-supporting loan for the Lake Grace Development Association Inc. to purchase land for community cropping.

Background

The Lake Grace Community Cropping Group is an affiliate of the Lake Grace Development Association (LGDA) which is seeking a self-supporting loan of \$110,000 over a term of five (5) years towards the purchase of 129.5 ha of farming land at a cost of \$150,000. The land, of which 117.5 ha is arable, will be used by the Group to generate an income stream to assist the community in developing facilities and to reduce the current reliance on prescribed area rating.

In support of the application, the Lake Grace Development Association has provided a covering letter and a copy of its minuted decision to support the Cropping Group's proposal to purchase the land. The attached application sets out the objectives of the proposal and the basis of the volunteer input that should ensure the Groups capacity to meet its financial obligations to service the loan and provide a surplus for community projects.

Notwithstanding concerns expressed by some that the proposed purchase price does not reflect recent land sale prices, some of which were under "fire sale" conditions, a sworn valuation has been obtained from P L Bolto & Co for the land which comprises one Freehold Certificate of Title, details of which are:

- Lot 13961 on Deposited Plan 163240 (Williams Location 13961) on Volume 1238, Folio 949.

The land has a current market value, as inspected on the 14 May 2014 of \$150,000, excluding any GST consideration.

The valuation also recognises that 2 ha of the land is a gravel area which is valued the same as the 117.5 ha of arable land.

#### Comment

The attached business case, over a period of six years, shows a positive cash position of \$31,299 in January 2020, with a cash withdrawal of \$14,000 in 2014.

The cash flow is inclusive of initial start-up costs and includes the required \$40,000 contribution towards the purchase price and provision of \$3,990 for additional capital costs. The business case shows it can sustain a positive cash position over the term of the loan, with the 2018 year showing a deficit as part of the crop rotation.

	2014	2015	2016	2017	2018	2019
Receipt	54,600	62,085	59,504	58,346	39,298	59,504
Payment	(23,857)	(31,781)	(27,616)	(28,693)	(26,130)	(26,610)
Interest	(2,750)	(4,767)	(3,667)	(2,613)	(1,467)	(275)
GST Adj	(2,481)	(1,500)	(1,500)	(1,500)	(2,073)	(1,757)
Loan	(11,000)	(22,000)	(22,000)	(22,000)	(22,000)	(11,000)
P/L	14,517	2,037	4,721	3,540	(12,372)	19,862
Transfer	(10,000)					
progressive	4,517	6,554	11,275	14,815	2,443	22,305

The following comments are made in respect to the 6 Year Budget:

- The production numbers have been amended to reflect the arable land available, i.e. 118ha;
- \$10,000 is repaid in 2014 to the LGDA towards its \$40,000 capital contribution;
- The yields used in the business case have been tested against six year averages derived from a small sample of farms within reasonably close proximity to the proposed land purchase. The expected yields for barley 1.7tn (1.92tn), Canola 0.9tn (0.72tn), with the figures in brackets ( ) being the six year average comparison. The remaining yields are taken as stated, i.e. Wheat 1.6 - 1.7tn and lupins 1.0tn. For year 2 the variation to budget based on the lower yield is in the order of \$10,000 partly off-set by reduced levies and handling costs;
- There is an understatement of GST payable in years 1 & 2 to the amount of \$3,000 approx;
- A further variable is the sale price for grain. The sale price used is within industry expectations;
- The cash flows from the annual cropping programme are positive for all but one year;

- Sufficient funds are accumulated over the term of the loan to also recoup the LGDA's initial contribution;
- Provision is made within the business case for 50% of the barley to be sold as lower value feed quality; and,
- No provision is made for drought, other than through the average

The above suggests that, in a worst case scenario, the final cash available after payment of the self-supporting loan could be reduced by 40% to just under \$19,000, thus delaying the full recovery of the LGDA contribution. However, it remains cash positive overall and with no further loan repayments in subsequent years it should be able to accumulate funds.

It is noted that, in this case, the loan funds will be used to purchase land over which the shire could secure a mortgage or lodge a caveat as security. This provides greater comfort than the minimum policy requirement that the term of the loan be no more than the half-life of the capital works, a requirement that relates more to buildings on reserve land.

In accordance with the requirements of s6.20(2) of the Local Government Act 1995, should Council agree to provide the self-supporting loan, the loan funds cannot be drawn down until the one month period of public notice has passed. However, it is possible to make the necessary arrangements to borrow during the one month period of public notice.

#### Legal Implications

Local Government Act 1995 – s6.20 Power to borrow

(2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (power to borrow) and details of that proposal have not been included in the annual budget for that financial year —

(a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and

(b) the resolution to exercise that power is to be by absolute majority.

#### Policy Implications

Finance/Accounting

Policy 3.1 Self Supporting Loans

*“Council may raise a loan on behalf of a group or organisation with the group or organisation being responsible for the repayment of principal and interest charges subject to term and conditions determined by Council.”*

Under the guidelines of the policy, the organisation must:

- Adequately demonstrate, by provision of forward financial plans covering the life of the loan, a capacity to meet the loan repayments;
- The term of the loan being no more than the half-life of the capital works; and,
- Demonstrate a satisfactory past payment history with principal suppliers.

Consultation

Department of Local Government and Communities  
Elders  
PlanFarm – Narrogin

Financial Implications

The annual rate for this property is \$1,073, including the ESL levy of \$60 and no provision is made for this payment.

The LGDA proposes to provide a cash contribution of \$40,000 towards the purchase and is to meet all legal costs associated with the establishment of the loan facility and the provision of appropriate security as determined by the Shire.

A loan of \$110,000 against the purchase price of \$150,000 equates to 74%, leaving a margin of security of 26%. The property has been valued at \$150,000 by a Licensed Valuer.

In the event that the land is to be sold to recover the loan funds, a price of \$400/arable acre (\$990/ha) would be required to cover the full loan.

Strategic Implications

Strategic Community Plan

- S3 - Maintain and improve social/community infrastructure to support community wellbeing

By supporting the LGDA and affiliated Cropping Group by way of a self-supporting loan, community resilience is enhanced and through the efforts of volunteers, will be better placed to partner with the Shire to meet future community needs.

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution

**MOTION 11826**

Moved Cr Hunt  
Seconded Cr Stanton

That Council:

1. Agree to provide the Lake Grace Development Association with a self-supporting loan facility of \$110,000 at 3.5% (approximately) over a term of five years, subject to the registration of a mortgage over the land, for the purchase of Lot 13961 on Willcocks/Cummings Road, Lake Grace; and,

2. In accordance with the requirements of s6.20(2) of the Local Government Act 1995, give one (1) months public notice of the Shire's intention to borrow prior to the draw-down of funds.

**MOTION CARRIED BY ABSOLUTE MAJORITY 6/0**

7.12 pm *Crs Chappell, Clarke and Marshall re-entered the meeting and the Shire President advised them of the resolution.*

## 15.0 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES

### 15.1 2014-2019 DISABILITY ACCESS AND INCLUSION PLAN

<b>Applicant:</b>	Chief Executive Officer
<b>File No.</b>	0217
<b>Attachments:</b>	2014-2019 Disability Access and Inclusion Plan
<b>Author:</b>	Ms Lee Holben Manager Community Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 May 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

#### Summary

This report informs Council of amendments required by the *Disability Services Amendment Regulations 2013* and the impact on the Shire's 2014-2019 Disability Access and Inclusion Plan (DAIP).

#### Background

The Shire of Lake Grace Disability Access and Inclusion Plan was first adopted in 1995.

The *Disability Services Act 2004 and Disability Services Regulations 2004* require the plan to be reviewed every five year period and that a current DAIP be available on the Shire's website.

The Shire's DAIP; including amendments, requires adoption by Council to ensure that the needs of persons with disability, their families and carers are addressed with respect to the facilities, functions and services provided by the Shire.

#### Comment

The Shire's DAIP has been reviewed and amended to meet the revised *Disability Service Act Regulations 2004*, following the gazettal of the *Disability Services Amendment Regulations 2013*.

In accordance with the *Disability Services Amendment Regulations 2013* with effect from 11 June 2014 the following amendments were included:

#### *Schedule 2 Standards for Disability and Inclusion Plans*

*7. A Disability Access & Inclusion Plan must provide a means of reducing barriers to people with disability obtaining and maintain employment*

#### *Schedule 3 Desired Outcomes of Disability Access & Inclusion Plans*

*7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority*

The Disability Service Commission (DSC) refers to the above amendments as a seventh outcome to be included within the Shire's Disability Access & Inclusion Plan summarised as:

*“People with disability have the same opportunities as other people regarding employment practices (recruitment and retention) by a public authority”.*

A further amendment by the Regulation is:

*“People with disabilities” to read “People with disability”.*

These amendments are reflected in the attached revised DAIP and changes have been highlighted in yellow to assist Councillors.

Prior to Council's adoption of the Shire of Lake Grace 2014-2019 DAIP, community consultation is required.

The DSC requires the consultation process to be advertised in all newspaper/community news that covers the whole of the Shire and to be on the Shire of Lake Grace website.

The Plan is reported on annually to the Disability Services Commission and in the Shire's Annual Report.

The Shire's 2014-2019 Disability Access and Inclusion Plan aims to make a positive difference in the lives of people with disability, their families and carer's by identifying access barriers and outlining strategies to address those barriers.

The DAIP describes the Shire's current functions, provides details of existing Shire facilities and identifies future requirements for the provision of adequate services for people with disability.

#### Legal Implications

*Disability Services Act 1993*

*Disability Services Regulations 2004.*

*The Disability Services Amendment Regulations 2013.*

#### Policy Implications

There are no relative policy implications.

#### Consultation

Internal: Senior Management Team.

External: Disability Services Commission.

#### Financial Implications

The 2014-2019 DAIP will have financial implications for the Shire each year until the expiration of the Plan. Costs are varied depending on the work carried out annually by the Shire.

Strategic Implications

Shire of Lake Grace Strategic Community Plan.

- S3 Maintain and improve social/community infrastructure to support community wellbeing.

Voting Requirements

Simple majority required

Recommendation/Resolution

**MOTION 11827**

Moved Cr Clarke  
Seconded Cr Armstrong

1. That Council receive the Shire of Lake Grace 2014-2019 Disability Access and Inclusion Plan as amended; and,
2. That Council in accordance with the *Disability Services Regulations 2004* and the *Disability Services Amendment Regulations 2013*, advertise the Shire of Lake Grace 2014-2019 Disability Access and Inclusion plan inviting to residents to make comment.

**MOTION CARRIED 9/0**



**15.2 AGREEMENT – NEWDEGATE COMMUNITY LIBRARY AND RESOURCE CENTRE COLLIER ST NEWDEGATE**

**Applicant:** Chief Executive Officer  
**File No.** 0158  
**Attachments:** Agreement between Minister for Education, Newdegate Community Resource Centre (Inc.) and the Shire of Lake Grace.  
**Author:** Ms Lee Holben  
Manager Community Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 08 May 2014  
**Senior Officer:** Mr Neville Hale  
Chief Executive Officer

Summary

The purpose of this report is to formalise the Agreement between the Shire of Lake Grace, Newdegate Community Resource Centre Inc and the Minister for Education, and to approve the use of the Shire's common seal on the Agreement.

Background

The Shire of Lake Grace provides library services through the Newdegate Community Resource Centre (CRC) (0.13 FTE).

Originally, the public library and the school library were housed in the same facility (CRC).

The school library has moved into its own facility leaving the CRC and the Shire of Lake Grace Public Library to utilise the facility.

The Newdegate Primary School still utilises the room for school assemblies, meetings and other educational related activities.

The splitting of the two libraries has had little or no impact on the Lake Grace Public Library.

This agreement aims to share the costs of the facility in a fair and equitable manner with the CRC contributing towards the running costs which it has not done so in the past.

Comment

This Agreement is in line with that held with the Minister for Education and the Lake Grace District High School.

Legal Implications

Agreement between the Minister for Education, Newdegate Community Resource Centre and the Shire of Lake Grace.

Policy Implications

Shire of Lake Grace Policy 1.11 Use of the Common Seal.

Consultation

Internal Senior Management Team

External: Newdegate Primary School, School Principal Ann Webster, and Roz Lloyd.  
Newdegate Community Resource Centre Committee and staff.  
Wendy Hamilton Project Support Officer, Facilities Program Delivery, Department of Education.

Financial Implications

The 2013/2014 budget allows for two allocations;

- \$8,500 for contribution towards library staff wages,
- \$4,090 for operational expenses, ie synergy, water, maintenance and administration costs.

This agreement aims to share the administration costs in a fair and equitable manner between the Shire of Lake Grace, the Newdegate Primary School and the Newdegate Community Resource Centre. The Newdegate Community Resource Centre has not contributed in the past.

This agreement will decrease the Shire's contribution towards the administration costs.

Strategic Implications

Shire of Lake Grace Strategic Community Plan – Connecting with our Future 2023:

- S3 Maintain and improve social/community infrastructure to support community wellbeing,
- S5 Encourage and support the community and individuals to maintain and aspire to a healthy wellbeing and balance lifestyle.

Voting Requirements

Simple majority required

Recommendation/Resolution

**MOTION 11828**

Moved Cr Armstrong  
Seconded Cr Clarke

That Council:

1. Enters into the Lease Agreement as presented, with the Minister for Education and the Newdegate Community Resource Centre.
2. Authorises use of the common seal by the Shire President and the Chief Executive Officer for the Lease Agreement.

**MOTION CARRIED 9/0**

**15.3 LEASE AGREEMENT – LAKE GRACE CHILDCARE CENTRE, ABSOLON ST LAKE GRACE**

**Applicant:** Children Services Support Unit Inc.  
**File No.** 0750  
**Attachments:** 1. Lease Agreement  
2. Site Plan  
**Author:** Ms Lee Holben  
Manager Community Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 14 May 2014  
**Senior Officer:** Mr Neville Hale  
Chief Executive Officer

Summary

The purpose of this report is to formalise the Lease Agreement for the Lake Grace Childcare Centre which relates to the provision of Child Care services to the Shire of Lake Grace by the Children Services Support Unit Inc., (CSSU) and to approve the use of the common seal on the document.

Background

Staff and Community members have been in discussion with representatives from CSSU to provide child care services from the facility on Reserve no 27664, Lot 233/234 on Deposited Plan 170888, Certificate of Title Volume LR301, Folio 709. This reserve currently has two buildings – Lake Grace Day Care facility and the Lake Grace Playgroup building.

Children's Services Support Unit Western Australia (CSSU), is a not for profit organisation operating since 1973. They support organizations in meeting government funding and regulatory requirements in the children and community services area. They also provide direct service delivery.

At the Ordinary meeting of Council held on the 23 April 2013 the following motion was endorsed:

*Motion 11809*

- 1. That Council acknowledge the information in regards to the progress being made for the future provision of Day Care Services in the Shire of Lake Grace.*
- 2. That Council endorse staff to work with the Children Service Support Unit to enable them to take over the management of the Lake Grace Day Care Services should that option become available.*
- 3. That Council endorse staff to commence the registration process to become the service provider in the event that Children Service Support Unit is unable to take over the management of the Lake Grace Day Care Service.*

### Comment

Staff and community members have worked with representatives from CSSU to reinstate childcare services at Lake Grace.

CSSU is aiming to have a child care service operating by mid to late June 2014. CSSU is currently investigating ways that they can provide a day care service to a greater number of children. It may be possible to utilize the Lake Grace Playgroup Building on the days that the Playgroup is not operating. As the Playgroup has a lease for one day a week (Thursday) this could provide an opportunity for the building to be available for four days.

### Legal Implications

Lease Agreement between the Shire of Lake Grace and the Children Services Support Unit Inc.

### Policy Implications

Shire of Lake Grace Policy - 1.11 Use of the Common Seal

### Consultation

Internal: Senior Management Team

External: Rebecca Jones, Family Day Care Service Coordinator, RTO Training,  
Children Services Support Unit Inc.  
Lake Grace Day Care Community Committee

### Financial Implications

The Agreement sets out the Shire's financial obligations for the provision of building insurance and any capital expenditure.

The costs are consistent with previous agreements and in line with the current budget.

### Strategic Implications

Shire of Lake Grace Strategic Community Plan

- S1: Maintain current populations and attract new people to live in the shire.
- S3: Maintain and improve social/community infrastructure to support community wellbeing.

### Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11829**

Moved Cr Stanton  
Seconded Cr Clarke

That Council:

1. Enters into the Lease Agreement as presented, with the Children Services Support Unit Inc. subject to approval by the Minister for Lands; and,
2. Authorises use of the common seal by the Shire President and the Chief Executive Officer on the Lease Agreement document.

**MOTION CARRIED 9/0**

**15.4 DEPARTMENT OF AGRICULTURE AND FOOD BUILDING, STUBBS LAKE GRACE – PROPOSED FUTURE USE**

*Late item - distributed to Councillors via email 23/05/2014*

**Applicant:** Department of Agriculture and Food  
**File No.** 0596  
**Attachments:** 1. Letter - DAFWA  
2. Map & Aerial photograph  
3. Letter – Dept of Lands  
**Author:** Ms Lee Holben  
Manager Community Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 14 May 2014  
**Senior Officer:** Mr Neville Hale  
Chief Executive Officer

Summary

The purpose of this report is for Council to consider a request from the Department of Agriculture and Food (DAFWA) to lease or accept possession of 50 and 52 Stubbs Street, Lake Grace, (Lot 92 and 93 on Plan 146465, Reserve 27942) and to provide accommodation for one staff member.

Background

Shire President Andrew Walker and CEO Neville Hale met with Pamela l’Anson Regional Director, Department of Agriculture and Food, Central Agricultural Regional Northam, on the 10 April 2014. The meeting was for the purpose of DAFWA to inform the Shire of the closure of its Regional Office facility as from 30 June 2014 and seek options as to what would be available to provide office space for its remaining staff members.

In its letter of 14 May 2014, to the Shire, DAFWA proposed that the Shire of Lake Grace consider;

- Taking control of the Department’s building at a peppercorn lease; or,
- Applies to transfer ownership of the building from DAFWA to the Shire.

In doing so, the Shire would take on the responsibility of maintaining the building until it is disposed of or ownership is officially transferred to the Shire. The Department would lease-back a small section of the building from the Shire for a period of two years to accommodate its Biosecurity Officer and Lakes LAG Support/Administrative Officer”.

Subsequently, the Department of Lands wrote to the Shire, (received 20 May 2014) advising that as the land was surplus to the State’s requirements it proposes to sell the land via the State’s Property Asset Clearing House and was seeking the Shire’s comments on the proposal.

Comment

Following enquiries with the Department of Lands and DAFWA it has been established that;

- Noting rezoning may take up to 12 months, DAFWA proposes the office be leased for 12 months (only extended if the property fails to sell).
- The normal sale process should continue, first through government, then local government and then to the open market. The property is to be sold at market value.

The Shire has been approached to see if it would like to lease or purchase the land and building. Should the Shire decline, then DAFWA will go to open market to find a new lessee whilst the State arranges for the property sale. During this time the staff member would remain on-site.

Following the initial meeting with DAFWA, it was suggested that the Shire would most likely not be interested in taking over the DAFWA building but would look to see if it had a suitable building to accommodate DAFWA staff.

The Manager Community Services has investigated the possibility of using the Old Doctor's Surgery, Bennett Street, Lake Grace to house DAFWA staff. This facility is currently occupied by a small business owner who utilises two rooms and the toilet. This proposal has been discussed with the current lessee who has indicated that she sees no major issues with co-location with the DAFWA.

An inspection of the building by the Shire's Manager of Building and Maintenance has revealed that the Old Doctor's Surgery would require a substantial amount of work before it could be used as a public building for DAFWA staff members. Furthermore, upon inspection of the DAFWA building and noting that two if not three staff members would need to be accommodated, it appears that the Old Doctor's Surgery may not provide sufficient space for these officers.

As indicated to Council at its April 2014 Briefing session, the cost of immediate work required to the Old Doctors Surgery to meet Occupation and Health Safety requirements is in the order of \$18,750.

To recover these costs over a two year period, equates to rent of \$200 per week. This amount is slightly above commercial rates for Lake Grace.

**The Building - Department of Agricultural and Food 50/52 Stubbs Street**

The DAFWA facility located on 50/52 Stubbs Street Lake Grace is a sizeable building in reasonable condition but would require some initial maintenance, including mainly cosmetic maintenance internally ie, painting, replacing carpets, blinds and refurbishing toilets and kitchen. The property has main and side street frontage.

Externally it requires replacing gutters that have deteriorated and in need of painting. The facility does not meet Disability access requirements and would need work both internally and externally to meet these standards. Moreover, the

building has a number of asbestos materials as identified in the buildings Site Asbestos Register provided to the Shire.

This building if rated according to the Shire's Asset Management Review policy, would score between 3 and 4 on a scale of 10, with 1 being a new building, structurally sound and materials in good condition. Should the Shire accept the lease option, asbestos and access issues would need to be addressed.

Currently, Summit occupies two rooms in the main facility and is currently seeking alternative accommodation. The LIFT group meet once a month in the back shed for meetings (approximately 8 people), provided at no cost.

No potential Shire uses have been identified that would require the amount of space that this facility has available.

Whilst options considered include:

- The feasibility of relocating the Lake Grace Public Library and the Community Resource Centre to this facility; or,
- Lake Grace Men's shed use this facility instead of the current proposal of moving into the St John Lake Grace Sub Centre, Bennett Street.

However one needs to be mindful that the Shire of Lake Grace contributed \$275,000 to the establishment of the current Lake Grace Public Library, CRC and Lake Grace District High School Library facility in 2005. Furthermore, the impact on the St John Lake Grace Sub Centre would need to be considered as this proposal has progressed over the last two months and importantly the cost of securing the building and making it fit for purpose would be in excess of the originally proposed new Men's Shed facility on land opposite.

On advice from the Department of Lands, it is recognised that the lease is a short term option only and should the Shire wish to pursue any of its options in the long term, would require the purchase of the land and buildings at market price.

The preferred outcome at this stage would be for the property to attract a private buyer once placed on the open market.

#### Legal Implications

Department of Health – Asbestos removal

Disability Services Commission – Disability access

#### Policy Implications

Policy 7.9 Asset Management

The Shire of Lake Grace has limited resources and is the custodian of a large number of assets, many of which have reached or gone beyond their economic life.



In making informed decisions in relation to infrastructure assets, the Shire will consider the following key principals:

- Philosophy of renewing assets before acquiring new assets and where possible rationalising assets that are no longer used;
- Prior to refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
  - ⇒ Need for facility (short and long term);
  - ⇒ Legislative requirements;
  - ⇒ Opportunities for rationalisation;
  - ⇒ Future liability including ultimate retention/disposal;
  - ⇒ Opportunities for multiple use;

### Consultation

#### Internal

- Shire President
- Chief Executive Officer
- Senior Management Team

#### External:

- Pamela l'Anson, Regional Director Department of Agriculture and Food Central Agricultural Region Northam
- George Nunn, Keith Devenish, Brian Kimber, Department of Agriculture and Food
- Lynn Carruthers, Lakes LAG Support/Administrative Officer
- Christine Gilmour, Business Owner
- Kim Treloar – Department of Lands

### Financial Implications

- 2013/2014 has no budget allocation for this facility.
- Potential loss of rate income.
- Maintaining assets and infrastructure forms part of Council's Strategic Planning process. Verbal estimates to bring the Old Doctors Surgery up to a standard where the public could utilise the facilities has been quoted at \$18,750. This amount would need to be budgeted for in the 2014/2015 budget.

### Strategic Implications

#### Shire of Lake Grace Strategic Community Plan.

- Ec5 Shire to engage with the community in developing its budget to demonstrate that expenditure supports the sustainability of the whole community.
- En1 Efficient use of resources in support of sustainable living.

### Voting Requirements

Simple majority required

Recommendation/Resolution

**MOTION 11830**

Moved Cr Clarke  
Seconded Cr Stanton

That Council advise the Department of Agriculture and Food that it declines the offer to:

1. Accept possession of 50 Stubbs Street Lake Grace;
2. Enter into an agreement at a peppercorn lease for 50 Stubbs Street, Lake Grace; and furthermore,
3. Advise that the Old Doctor's Surgery is not suitable for office space due to the costs of bringing the building up to the required standards for public use.

**MOTION CARRIED 9/0**

**16.0 MATTERS FOR CONSIDERATION – ADMINISTRATION****16.1 2014 WALGA AGM – NOMINATION OF DELEGATES**

<b>Applicant:</b>	WA Local Government Association
<b>File No.</b>	0029
<b>Attachments:</b>	Nomination Form
<b>Author:</b>	Mr Neville Hale Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	9 May 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

Summary

For Council to nominate its delegates to the 2014 Annual General Meeting of the WA Local Government Association (WALGA).

Background

Each year WALGA holds its Annual General Meeting to which each member local government is entitled to be represented by two (2) voting delegates.

The delegates are to be registered by 10 July 2014

The Annual General Meeting is to be held at the Perth Convention Centre on Wednesday, 6 August 2014 commencing at 1.30 pm.

Comment

Council has previously nominated its President (Cr Walker) and Deputy President (Cr De Landgraff) as its delegates to the WALGA Central Country Zone.

It is appropriate that the Zone delegates be nominated to represent the Shire at the AGM. In addition, for the Annual General Meeting, it is requested that Council nominate proxy delegates in the event that one or both of the voting delegates are unable to attend.

Legal Implications

WALGA Constitution

Policy Implications

N/A

Consultation

N/A

Financial Implications

The cost of attending the AGM is provided for within the Shire's Conference expenses allocation E041030 - \$12,000 which covers the cost of the convention, accommodation, and travel.

Strategic Implications

Shire of Lake Grace Strategic Community Plan - Civic Leadership

- CL1: Elected members provide visionary leadership that fairly and equitably represents their Shire community

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11831**

Moved Cr Clarke  
Seconded Cr Chappell

That Council appoint delegates to the Western Australian Local Government Association, Annual General Meeting 2014 as follows:

Voting Delegates	Cr Walker Cr De Landgraft
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Proxy delegates	Cr Hunt Cr Sinclair
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**MOTION CARRIED 9/0**

**17.0 INFORMATION BULLETIN****17.1 INFORMATION BULLETIN REPORT – APRIL 2014**

<b>Applicant:</b>	Executive Services
<b>File No.</b>	N/A
<b>Attachments:</b>	1 to 10 <i>(provided for Councillors information under separate cover)</i>
<b>Author:</b>	Mrs Jeanette Bennett Executive Assistant
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	20 May 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

Summary

The purpose of this report is to keep Elected Members informed on matters of interest and importance to Council.

Background

The Information Bulletin Report deals with monthly standing items and other information of a strategic nature relevant to Council. The Information Bulletin is an internal management document; therefore attachments are not for public information.

Copies of other relevant Councillor information are distributed via email and the weekly mail-out system.

Comment

The information at attachment includes:

**A. Reports**

1. Council Status Report.
2. April 2014 Infrastructure Services Report
3. Shire Facebook Page Postings Dec 13/Jan 14
4. Shire Website Statistics
5. Lake Grace Visitor Centre Statistics 2013

**B. Minutes**

6. 4WDL Minutes May 2014
7. Rural Water Council of WA Minutes March 2014
8. WALGA Central Country Zone Meeting Minutes May 2014
9. Lake Grace Development Association AGM Minutes April 2014
10. Lake Grace Development Association Minutes April 2014

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan

Voting Requirements

Simple majority required.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11832**

Moved Cr Chappell  
Seconded Cr Marshall

That Council receives the Information Bulletin report.

**MOTION CARRIED 9/0**

*7.23 pm Mrs Owen left the meeting*

**18.0 URGENT BUSINESS BY DECISION OF THE MEETING**

Refer to Item 20.1.

**19.0 SCHEDULING OF MEETING**

**19.1 JUNE 2014 ORDINARY MEETING**

**Motion 11711 November 2013 states:**

An Ordinary Meeting of Council will be held on Wednesday 25 June 2014 commencing at 2:00 pm at Council Chambers, 1 Bishop St Lake Grace WA.

**20.0 CONFIDENTIAL BUSINESS – as per Local Government Act s5.23 (2)**

Resolution

**MOTION 11833**

Moved Cr Armstrong  
Seconded Cr Clarke

That Council close the meeting to the public at this time, being 7.25 pm, to discuss Item 20.1 - Shire of Lake Grace Organisational Structure.

**MOTION CARRIED 9/0**

7.26 pm *Mr Harrop, Ms Holben and Mrs Bennett left the meeting.*

**20.1 SHIRE OF LAKE GRACE – ORGANISATIONAL STRUCTURE**

*Cr Chappell declared an interest of impartiality in Item 20.1 in that his wife is a member of the Community Services Team.*

Resolution

**MOTION 11834**

Moved Cr Chappell  
Seconded Cr De Landgraft

That Council re-open the meeting to the public at this time, being 8.24 pm.

**MOTION CARRIED**

Recommendation/Resolution

**MOTION 11835**

Moved Cr Stanton  
Seconded Cr Hunt

That Council endorse the change to the Shire's Organisational chart and the appointment of:

1. A Communications Officer for a period of twelve (12) months commencing 1 July 2014; and,
2. The additional 0.3 FTE for administrative support

**MOTION CARRIED 9/0**

8.25 pm      *Mrs Bennett re-entered the meeting.*

*The Shire President read aloud the resolution.*

**21.0 CLOSURE**

There being no further business, the Shire President closed the meeting at 8.25 pm.

**22.0 CERTIFICATION**

I Andrew James Walker certify that the minutes of the meeting held on the 25 June 2014 as shown were confirmed as a true record at the meeting held on the 23 July 2014.

\_\_\_\_\_  
Shire President

\_\_\_\_\_  
Date