

Shire of Lake Grace

# Ordinary Council Meeting

# Minutes

26 February 2014



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## **SHIRE OF LAKE GRACE**

Minutes of the Ordinary Meeting of Council held at Council Chambers, 1 Bishop St Lake Grace WA on Wednesday 26 February 2014.

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

The Shire President opened the meeting at 2.00 pm and acknowledged Mrs Helen McDonald and Mr Marcus Owen in the gallery.

### **2.0 ATTENDANCE RECORD**

#### **2.1 PRESENT**

Cr AJ Walker	Shire President
Cr JF De Landgraft	Deputy Shire President
Cr R Chappell	
Cr DS Clarke	
Cr SG Hunt	
Cr DP Sinclair	
Cr Murray Stanton	
Mr NA Hale	Chief Executive Officer
Mr J Bingham	Manager Corporate Services
Mr M Harrop	Manager Infrastructure Services
Ms L Holben	Manager Community Services
Mrs J Bennett	Executive Assistant
Ms M Knill	Relief Executive Assistant
Mr M Owen	Community Emergency Services Manager
Mrs H McDonald	Observer
Ms L O'Neill	Lake Grace Child Care Centre Committee representative ( <i>entered the meeting at 2.10 pm</i> )

#### **2.2 APOLOGIES**

Cr AD Marshall  
Cr LW Armstrong

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

##### **Cr Chappell**

As per motion 11724 at the 18 December 2013 Ordinary Meeting, Cr Chappell has approved leave of absence from 1 February 2014 to 28 February 2014.

### **3.0 PUBLIC QUESTION TIME**

*Mrs McDonald submitted the following questions on Monday 24 February 2014:*

#### **3.1 MRS HELEN MCDONALD**

##### **1. STANDPIPE CARDS**

The Standpipe Cards – Is it possible they could be distributed at strategic places, i.e. the Newdegate Telecentre and Lake King Store?

**Reply**

**The current process is to apply for the cards at the Lake Grace Admin Office either in person or by phone. If by phone and the customer is not in Lake Grace the card is sent by mail once the bond has been paid.**

**Due to the financial nature of the customer service it is a requirement to manage the processing of the transaction at head office in Lake Grace. This also reduces administration costs and eliminates potential errors should the process be de-centralised.**

**2. LAKE GRACE SPORTS PAVILION**

How are the Lake Grace Pavilion costs and the Lake Grace Adults Playground costs going to be paid for?

**Reply**

**Original Budget 13/14 includes:**

**Expenses**

**E113152 LG Sporting Precinct Cap Exp \$852,000**

**Income**

**I113446 LG Sporting Precinct - CSRRF Funding \$189,000**

**I113447 LG Sporting Precinct - Sporting Trust Funds \$160,000**

**I113448 LG Sporting Precinct - Fed Govt Round V \$ 83,000**

**I112517 LG Loan 198 (repayable via SARS) \$200,000**

**Shire of Lake Grace c/fwd funds CLGF 2011/12 \$220,000**

**NB: The Fed Grant Round V funds are no longer available and therefore the income and cost totals will be reduced by \$83,000.**

**The Lake Grace Adults Playground is in its formative stage and no figures have been finalised for Budget submission. To my understanding the costs will be paid for by a combination of a Grant and SARS.**

**3. STANDPIPE CARDS**

In the event of a fire raging can the Shire over ride the card system?

There appears to be a lack of customer input into the system.

**Reply**

**The controller valves can be manually overridden if necessary. This is something that would only be done in the event of a power failure.**

**There is no need to override the card system in the event of a raging fire.**

**It is envisaged that access to water via the standpipes during a raging fire will be available in the following ways:**

**1. Each fire truck has a card and the driver can therefore access the water available in each standpipe location;**

**2. Fire wardens will nominate an existing cardholder to man the standpipe providing access for all fire units.**

**3. Local water carting contractors have cards and upon early notification can access a load of water.**

**NB: Each location has, in best case scenarios, a capacity of 60,000 litres and will therefore only last for so long before alternative water resources will need to be sought.**

2.10 pm Mrs Helen McDonald left the meeting and Mrs Lauren O'Neill entered the meeting.

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

##### **4.1 CRS CLARKE, HUNT AND DE LANDGRAFFT**

- Cr Clarke submitted an application for leave from 8 March to 13 March 2014.
- Cr Hunt submitted an application for leave from 27 February to 6 March 2014.
- Cr De Landgraft submitted an application for leave from 3 March to 11 March 2014.

##### Resolution

#### **MOTION 11747**

Moved Cr Chappell  
Seconded Cr Stanton

That:

1. Cr Clarke be approved leave of absence for the period 8 March to 13 March 2014;
2. Cr Hunt be approved leave of absence for the period 27 February to 6 March 2014;  
and,
3. Cr De Landgraft be approved leave of absence for the period 3 March to 11 March 2014.

**MOTION CARRIED 7/0**



**5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS**

**5.1 ORDINARY MEETING – 18 DECEMBER 2013**

Resolution

**MOTION 11748**

Moved Cr De Landgraft  
Seconded Cr Chappell

That the minutes of the Ordinary Meeting of Council held on the 18 December 2013 be confirmed as a true and accurate record.

**MOTION CARRIED 7/0**

**6.0 DECLARATIONS OF INTEREST**

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

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

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

- Cr Clarke declared an impartiality interest in item 12.1, as she is a member of St John Ambulance.
- Cr Chappell declared an impartiality interest in item 12.1, as he is a member of St John Ambulance.

**7.0 NOTICES OF URGENT BUSINESS**

None

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

None

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

None

## **10.0 MEMBERS' REPORTS**

### **10.1 CR CHAPPELL**

- Sunday 26 January 2014 - Attended the Australia Day breakfast in Lake Grace also helped the Lions Club in the setting up and packing away with the table and chairs.
- Friday 31 January 2014 - Attended the official opening of the Independent Living Units in Lake Grace
- Monday 3 February 2014 - Attended the Lake Grace Development Association meeting this was the first one for the year. It was great to have fellow councillors Walker Marshall Stanton Clarke and the CEO in attendance with apologies from Cr Armstrong and De Landgraft.
- Wednesday 5 February 2014 - Attended the Annual Electors Meeting at Newdegate
- Monday 17 February 2014 - Attended the Newdegate Community Development Association meeting with Cr. Clarke and Manager Community Services Lee Holben with Cr Armstrong was also in attendance.
- Tuesday 18 February 2014 - Attended the Lake Grace Visitor Centre AGM but unfortunately they did not have enough for quorum but they held a committee meeting.
- Saturday 22 February 2014 - Attended the community grape pick at Walkers Hill Vineyard it was a great morning with the proceeds being donated to the new Lake Grace St John Ambulance building.
- Unfortunately I had to put my apologies in for Lake King and Varley Progress meetings and also the Lake Grace District High School centenary meeting.

### **10.2 CR SINCLAIR**

Reported attendance at the recent Varley Progress Association Meeting and attended the Australia Day Celebrations and citizenship award ceremonies at both Lake Grace and Newdegate.

### **10.3 CR HUNT**

Attended the Annual Electors Meeting in Newdegate on 5 February and today's Audit Committee Meeting.

### **10.4 CR CLARKE**

Attended the recent Lake Grace Development Association and Newdegate Development Association Meetings and the Annual Electors Meeting in Newdegate on 5 February.

**10.5 CR STANTON**

Attended the Annual Electors Meeting held in Newdegate on 5 February and was an apology for last week's Visitor Centre Committee Meeting.

**10.6 CR DE LANDGRAFFT**

Attended:

- Annual Electors Meeting held in Newdegate on 5 February
- Australia Day function at Lake King
- Lake King Progress Association Meeting held on 12 February, a number of matters were raised which have now been communicated through to the Shire. The next meeting will be held on 9 April, Cr De Landgraftt will be an apology.

**10.7 CR WALKER**

Reported attendance at the following:

- Meeting with Dr & Mrs Jacobs re review of the Dr's contract arrangements (an item is included in today's agenda) and discussion on general issues. These meetings are of great benefit to both parties and build good relationships, we will continue to meet on a regular basis.
- 26 January 2014 - Lake Grace Australia Day Lions Club Breakfast on - over 130 people attended - presented 3 Citizenship Awards to Royce Taylor, Miranda Wallace and the Masquerade Ball Community Event. The Newdegate Award recipients were also announced - Sue Hall and the Hainsworth Building Committee.
- 28 January 2014 - Integrated Planning Asset Management Committee Meeting, elected as Chair with Cr De Landgraftt elected as Deputy Chair. The discussions had are included in an item in today's agenda.
- 28 January 2014 - Executive Meeting between the President, Deputy President and the CEO - will continue to meet on a regular basis, we will tie these meetings in with the opportunity to meet with the Doctor. The Executive Meeting discussions centred around the midyear budget review (an item in today's agenda), upcoming events and items of business for the Council Meeting.
- 31 January 2014 - Hosted the official opening of the 5 Bennett St Well aged Housing Units. Official visitors on the day included:
  - Hon Terry Waldron MLA, Minister for Sport & Recreation and the Member for Wagin
  - Rick Wilson, Federal Member for O'Connor
  - Hon Paul Brown MLC, Member for the Agricultural Region
  - Gary Batt, Architect
  - Kaz Sternberg, CEO Great Southern Community Housing Association
  - Lauren Clarke, Wheatbelt Development Commission Representative
  - Various Presidents of the 4WDL VROC Shires
  - Contractors and local tradespeople
  - Shire Building Team and Shire Staff

On the day everyone was very impressed with the units, in particular the spaciousness and the high standard of workmanship.

- 3 February 2014 - attended the Lake Grace Development Association Meeting
- 5 February 2014 - attended the Newdegate Rejuvenation Committee Meeting, Cr De Landgraft was elected as Chairperson, results of discussion at the meeting are included in today's agenda.
- 5 February 2014 - Chaired the Annual Electors Meeting held at Newdegate.
- 11 February 2014 - Chaired an Integrated Planning Asset Management Committee Meeting held at Newdegate, the CEO attended the 4WDL Meeting in Woodanilling on the same day.
- 19 February 2014 - met with Men's Shed representatives for discussion around the possibility of utilising an existing building, possibly the existing St John Ambulance building. The Shire has since met with St John Ambulance and Men's Shed representatives and a further meeting is planned. The meetings are to put ideas into place that have potential for that a possible realistic outcome. This option would significantly reduce the costs of the Men's Shed. The next meeting between the parties is scheduled for 25th March 2014.
- 26 February 2014 - attended this morning's Audit Committee Meeting

## 11.0 MATTERS FOR CONSIDERATION – WORKS & INFRASTRUCTURE

### 11.1 SHIRE OF LAKE GRACE ASSET MANAGEMENT COMMITTEE

<b>Applicant:</b>	Integrated Planning Asset Management Committee
<b>File No.</b>	0603
<b>Attachments:</b>	1, 2 & 3 - 15 year Asset class expenditure projections
<b>Author:</b>	Mr Martin Harrop Manager Infrastructure Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 February 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

#### Summary

The purpose of this report is to inform Council of the proceedings of the Integrated Asset Management Committee.

#### Background

The Committee had its inaugural meeting on the 28 January 2014 and elected a Presiding Member Cr Walker and Deputy Presiding Member Cr De Landgraft. A second meeting was held on the 11 February 2014.

The Committee endorsed the Terms of Reference for the Integrated Planning Asset Management Committee.

The Committee is an advisory committee to provide input into strategic management of Shire Assets within the Terms of Reference.

The intention and purpose of the Committee is:-

- to foster the strategic management of the Shire infrastructure assets for the benefit of the local community
- to be aware of existing and future infrastructure management issues and to address these by developing, implementing and evaluating appropriate strategies, management plans and policy
- to manage the infrastructure in line with asset management framework and plans

The committee will endeavour to achieve its aims through the following objectives:-

- To review Shire policy, management plans and strategies;;
- To engage and foster community involvement and education
- To identify asset management issues, pursue and review strategies that be adopted
- To provide feedback on relevant issues to the organisation
- To consider and review road traffic data relevant to the management issue

The committee considered and discussed the road management plan, plant replacement plan and building management plan. Each plan produced a 15 year projected expenditure program separated into operational and capital expenditure to inform the preparation of the long term financial plan for the Shire.

Comment

Asset Management Plans are informing strategies for the development of the long term financial plan and Corporate Business Plan. The formation of a Committee of Council provides opportunity for dialogue with Councillors in the documentation of infrastructure strategies. The process is about guiding the development of the overarching strategies of the long term financial plan and Corporate Business Plan that is considered by council at ordinary council Meetings.

Each asset management plan requires further refinement and development to manage the renewal gap and sustainability of the Shire. The Committee will meet at least 4 time per year or when required. Should Councillors have a subject they would like considered in respect to Asset Management it is recommended that questions be put in writing to be presented to the next committee meeting.

Attached in the appendix are the 15 year projected expenditure plans for plant replacement, road management plan and buildings.

Councillors need to refer to the Integrated Planning Asset Management Committee minutes (see Information Bulletin report Item 17.1) and background information contained therein, namely the Building Asset Management Plan Framework and Plant Replacement to identify the deliberations and assumptions made in achieving the financial outcomes contained within the 15 year projections.

Legal Implications

Local Government Act 1995 - 5.56 Planning for the Future  
Local Government (Administration) Regulations 1996 – Part 5.3

Policy Implications

Policy 7.9 Asset Management

Consultation

Internal: Senior Management Team

Financial Implications

Administration costs covered within the existing budget.

Strategic Implications

Shire of Lake Grace Strategic Plan – Item 6 Leadership - Provide a visionary and proactive approach to leadership at an operational and strategic level

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11749**

Moved Cr Clarke  
Seconded Cr De Landgraft

That Council accept the Integrated Planning Asset Management Committee's report on the latest developments regarding Asset Management.

**MOTION CARRIED 7/0**

**11.2 NEWDEGATE WASTEWATER RECYCLING SCHEME****MOTION 11750**

Moved Cr De Landgraft  
Seconded Cr Chappell

That in accordance with clause 16.1 of the Shire's Standing Order Local Law, the meeting be suspended at 2.32 pm to allow discussion on the Newdegate Wastewater Recycling Scheme.

**MOTION CARRIED 7/0**

**MOTION 11751**

Moved Cr Hunt  
Seconded Cr Chappell

That Standing Orders resume, the time being 2.40 pm

**MOTION CARRIED 7/0**

<b>Applicant:</b>	Newdegate Wastewater Recycling Scheme Compliance Assessment
<b>File No.</b>	0710
<b>Attachments:</b>	Newdegate Recycled Water Scheme Plan
<b>Author:</b>	Mr Martin Harrop Manager Infrastructure Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	17 February 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

**Summary**

This report summarises the assessment of the Newdegate Wastewater Recycling Scheme undertaken by the Water Corporation and outlines the steps to be undertaken to complete the necessary response.

**Background**

The Water Corporation arranged a visit to the recycling scheme at Newdegate to conduct an assessment of the scheme's overall compliance with the Department of Health's published Guidelines for the non-potable uses of recycled Water in Western Australia.

The onsite assessment was undertaken on the 15 October 2013. The assessment investigated the recycling system, operational processes and infrastructure as outlined in the schematic in the appendix.

The assessment report outlined 9 recommendations for improvement necessary to comply with the Department of Health's Guidelines and standards. The recommendations are summarised below:

1. Upgrade chlorination units to include continuous online analyser's or interlocks to ensure correct chlorination dosing is achieved and reduce need for daily testing of chlorination.
2. CBH storage pond requires signage to inform public of the presence of recycled water
3. Fence the turkey dam storage to restrict public access
4. Install/increase signage for irrigated areas of the Primary School and the Sports Oval
5. Consider subsurface irrigation for public areas irrigated
6. Label piping and storage tanks that contain recycled water
7. Obtain Department of Health approval of the Recycled Water Reuse Scheme
8. Check all warning signage complies with Guidelines for the non-potable uses of recycled Water in Western Australia
9. Undertake monthly water sampling of Primary School and Oval tanks to ensure compliance with Department of Health Guidelines.

#### Comment

A review of the compliance assessment recommendations made by the Water Corporation has identified key steps the Shire needs to action to ensure the Newdegate Wastewater Recycling Scheme is upgraded to comply with the Department of Health Guidelines and standards.

The author has undertaken preliminary consultation with relevant authorities and representatives of Newdegate Recreational Council ie: President Syd Walker and Sub Committee member on the Wastewater Reuse System Ashley McDonald.

Further consultation with key stakeholders will take place to confirm:

1. Costs associated with compliance with the Guidelines for the non-potable uses of recycled Water in Western Australia;
2. The water balance requirement for Newdegate recreational reserve and ultimate need of the recycled water scheme;
3. The requirements of MOU with the Water Corporation for the Recycled Water Supply;
4. Possible alternative sources of water and arrangements with the Water Corporation

Following these discussions with the relevant stakeholders a proposal will be submitted to Council to endorse a plan to address the compliance assessment report. In the meantime, the Newdegate Recreational Council will be advised that a temporary ban will remain in place for water harvesting from the sump adjacent to the Water Corporation wastewater dams.

It is proposed to report to Council at the March 2014 Ordinary Meeting a proposed management solution.

#### Legal Implications

*Water Services Licensing Act 1995*

*Health Act 1911 – Section 98*

#### Policy Implications

Nil



Consultation

Internal: Neville Hale - Chief Executive Officer

External: Sue Mills - Water Corporation  
Ashley McDonald – Newdegate Recreational Council Committee

Financial Implications

No allowances have been made in the 2013-2014 Budget for works.

Strategic Implications

The operation of the Newdegate Wastewater Recycling Scheme is consistent with the focus and goals of the Shire of Lake Grace in particular Infrastructure – to Develop, maintain and rationalize key infrastructure in the best interests of the community economic development of the Shire and the region.

Voting Requirements

Simple majority required.

Recommendation /Resolution

**MOTION 11752**

Moved Cr De Landgraft  
Seconded Cr Chappell

That Council accept the report on the update of the assessment of the Newdegate Recycled Water Scheme and maintain the stormwater harvesting ban on the sump adjacent to the Water Corporation Waste water treatment ponds until a management solution is adopted.

**MOTION CARRIED 7/0**

### 11.3 **STANDPIPE AND TANK RELOCATION - DEWAR ST LAKE GRACE**

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0466 & 0464
<b>Attachments:</b>	1. Dewar Street Subdivision layout 2. Aerial site plan
<b>Author:</b>	Mr Martin Harrop Manager Infrastructure Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	11 February 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

#### Summary

The purpose of this report is to inform Council on the requirement to relocate the Dewar Street Standpipe from Lot 9000 on plan 74390.

#### Background

The light industrial subdivision on Dewar Street was developed by LandCorp and involved an agreement that the Shire of Lake Grace would relocate the waste recycling area, water standpipe and tank from Lot 9000. The area (Lot 9000 on Plan 74390) is set aside for further industrial land development when required.

#### Comment

The Shire recently installed swipe card controllers on existing potable water supply facilities. The Dewar Street standpipe was omitted from the scope of works due to cost escalation from time of quotation to the adoption of the budget. Additional costs were also involved with fixing of backflow prevention devices and bollards.

The mid budget review undertaken by staff considered it important to complete all standpipes with the swipe card for consistent management approach across the Shire.

By June 30 2014 the Shire is required to install backflow prevention devices on all potable standpipe services. This requirement has been satisfied at all standpipes fitted with swipe card controllers. The Dewar Street standpipe also requires the backflow prevent device, however this can be done at the time of relocation.

Shire staff investigated 3 potential sites for the relocation of the Dewar Street Standpipe including:

- A. Lot 579 Dewar Street (Shire owned land as part of the industrial development)
- B. Road reservation adjacent to Lot 579
- C. Road Reservation adjacent to Lot 365 on plan 28253

The scope of works will include relocating standpipe and tank, constructing tank pad and road access along with obtaining a 40 mm water connection service and decommission Lot 9000 water service.

Option A - The geometry of lot 579 and location of the tree's onsite limit the layout options available for locating the infrastructure whilst providing circulation route for heavy vehicle access.

Option B - The access road will need to traverse across the lot 579 to accommodate turning movements of heavy vehicles and therefore limit additional uses for the lot. The location is not suitable for road trains because it is located on bend in the road.

Option C – utilises unformalised road reservation. The Site has good site access and visibility. Existing drainage can be modified to accommodate water standpipe and tank.

The proposal at this stage is to relocate the water standpipe and tank to Site Option C. At this stage recycling centre will not be relocated.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Marcus Owen, Community Emergency Services Manager  
John Bingham, Manager Corporate Services  
Neville Hale, Chief Executive Officer  
External: Water Corporation

Financial Implications

The cost to relocate the standpipe and tanks will involve the following scope of works:

- Installation of water supply meter on Lot 579
- Relocating standpipe & water tank to Lot 579
- Supply & Installation of the swipe controller(Dual Controller)
- Installation of backflow prevention device
- Decommission water meter on Lot 9000
- Construct access road
- Construct tank pad
- General tidy up

The cost of the above scope works is \$29,000 excluding GST. An allocation for the cost of these works has been requested in the mid-year budget review. An amount of \$23,338 is being requested to add to the balance of \$5,612 in account E136125 to provide a total of \$29,000 to fund the works.

Strategic Implications

The operation of standpipes is consistent with the focus and goals of the Shire of Lake Grace in particular Infrastructure – to Develop, maintain and rationalize key infrastructure in the best interests of the community economic development of the Shire and the region.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11753**

Moved Cr Sinclair  
Seconded Cr Chappell

1. The relocation of water standpipe and tank from Lot 9000 Dewar Street, Lake Grace to Site Option C;
2. The supply and installation of swipe card controller and backflow prevention device on the standpipe on Dewar Street; and'
3. The expenditure of \$29,000 from account E136125 to meet the cost of the relocation and upgrade in accordance with the midyear budget revised allocation.

**MOTION CARRIED 7/0**

**11.4 NEWDEGATE REJUVENATION PROJECT STAGES 2 & 3 - CONSTRUCTION OF 4 OVER 55'S WELL AGED HOUSING UNITS & LESSER HALL UPGRADE - CALL FOR TENDERS**

**Applicant:** Newdegate Rejuvenation Committee & Asset Management Committee  
**File No.** 0659/0533  
**Attachments:** 1. Site Layout A  
 2. Floor Plans Units 1 & 2 and Lesser Hall  
 3. Type A and B (Semi- Ensuite) Units  
**Author:** Mr Martin Harrop  
 Manager Infrastructure Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 17 February 2014  
**Senior Officer:** Mr Neville Hale  
 Chief Executive Officer

Summary

This report is for Council to consider the recommendation put forward by the Newdegate Rejuvenation Project Committee in respect to the Stages Two and Three of the Newdegate Rejuvenation Project.

The report recommends that Council authorise the Chief Executive Officer to call tenders for construction of 4 independent living units and upgrade to the lesser hall.

Background

On 27 March 2013, Council resolved as follows:

*That Council:*

1. *Defer the adoption of the Newdegate Town Centre Rejuvenation Committee Recommendation until after confirmation that the 2012/13 Country Local Government Regional Component has been approved and the Financial Assistance Agreement has been completed*
2. *Sufficient funds be allocated from the Newdegate Hall Reserve Fund for Mr Gary Batt and Associates to prepare the following documents:*
  - *Detailed design documents for the Newdegate Lesser Hall upgrade; and*
  - *Cladding of the external walls (and roof if required) of the Lesser Hall*
  - *Cladding of the external walls of the Town Hall, including a staged construction schedule and design of the façade on Medical Centre side.*
  - *Quantity Surveyors assessment.*
  - *Cladding of external walls of Town Hall*

**MOTION CARRIED 9/0**

On 28 January 2014, the Integrated Planning Asset Management Committee resolved as follows:

*The Asset Management Committee recommends to Council that it advertise for tender the construction of 4 Units and the Lesser Hall in separable portions being:*

1. *Construction of 4 units as per design specification prepared by Garry Batt & Associates.*
2. *Lesser Hall Upgrade*

**MOTION CARRIED 7/0**

On 5 February 2014 the Newdegate Rejuvenation Committee resolved as follows:

1. *That the Newdegate Rejuvenation Committee endorse the Village layout plan (site layout A) as per Attachment No 5 to this agenda.*
2. *The Newdegate Rejuvenation Committee recommends to Council that it advertise to tender for the construction of 4 Units and the Lesser Hall in separable portions being:*
  - 1) *Construction of 4 units as per design specification prepared by Gary Batt& Associates; or*
  - 2) *Construction of 4 transportable units; and/or,*
  - 3) *Lesser Hall upgrade*

**MOTION CARRIED 6/0**

**Reason for Change**

***The Newdegate Rejuvenation Committee wished to formally confirm its endorsement of the site layout plan.***

Comment

Planning and building permit approval has not been obtained to date; however it is recommended that the Shire proceed to tender for construction of the units and Lesser Hall upgrade. This will allow the tender process to proceed parallel with the planning and building approval process.

All site preparation, major drainage and landscape integration works will be undertaken by the Shire and is excluded from the tender. The tender calls for the construction of 4 units as per plan Site layout A and upgrade to lesser hall.

**Material Specification for the Units**

- The Tender calls for construction of 2 different two (2) Type A and two (2) of Type B unit floor plans.
- 2 bedroom, 1 bathroom & 1 garage
- Concrete floor base
- Timber or steel frame
- Brick veneer to window sill height
- Custom orb metal cladding
- Custom orb metal roofing
- Colour palette to match medical centre development

**Material Specification for the Lesser Hall Upgrade**

- Removal of existing asbestos fibre cement cladding
- Underpin & construct new footing foundation for new brick veneer wall
- Brick veneer wall to lintel (top of door height)
- Custom orb cladding
- New glass doors & highlight windows
- New flooring and ceiling
- Kitchen upgrade (painting, new vinyl, new tiling, new bench top)
- Colour palette to match medical centre development

**Tender Framework and Assessment**

The Tender will be structured into separable portions to enable the pricing of individual portions of stage 2 and 3 of the Newdegate Rejuvenation Project.

The Separable Portions will be:

- Construct 4 Units and Lesser Hall Upgrade as per the design plan & specification
- Construct 4 units as per the design plan & specification; and or 4 transportable units as per the design floor plans
- Construct 2 units as per the design plan & specification; and or; 2 transportable units as per the design floor plans
- Lesser Hall Upgrade with gazebo
- Lesser hall upgrade without gazebo

A tender with separable portions provides flexibility and choice to ensure the best outcome with respect to price and product for the Shire.

The Principal 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 will be 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 will be:

- |                                       |     |
|---------------------------------------|-----|
| • Cost                                | 65% |
| • Relevant Experience                 | 15% |
| • Organisational Capacity & Resources | 15% |
| • Demonstrated Understanding          | 5%  |

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.

#### 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 has a number of funding sources for Stage 2 and 3 of the Newdegate Rejuvenation Project.

The funding is tied to specific elements of the overall project and comes from various funding sources including;

Country Local Government Fund (Regional)	\$538,000
Country Local Government Fund (Local)	\$140,000

Regional Development Commission	\$650,000
Newdegate Town Hall Reserve	\$305,000

Strategic Implications

Shire of Lake Grace Strategic Plan

Focus 2 – Social and Community Well Being

- Upgrade Newdegate Town Hall, confirm plan and seek funding for Rejuvenation Project Stage Two
- Facilitate development of self-funded retiree villages (Regional Country Local Government Fund Project):
  - Lake Grace
  - Newdegate Rejuvenation Project Stage Three

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11754**

Moved Cr De Landgraft  
Seconded Cr Sinclair

That Council authorise the Chief Executive Officer to call for tender for the construction of 4 Units and the Lesser Hall upgrade in separable portions being:

1. Construct 4 Units and Lesser Hall Upgrade as per the design plan & specification.
2. Construct 4 units as per the design plan & specification; and or 4 transportable units as per the design floor plans
3. Construct 2 units as per the design plan & specification; and or; 2 transportable units as per the design floor plans
4. Lesser Hall Upgrade with gazebo
5. Lesser hall upgrade without gazebo

**MOTION CARRIED 7/0**



## 11.5 **SCHOOL PLACE LAKE GRACE - PROPOSAL FOR ROAD NAME CHANGE**

**Applicant:** Lake Grace District High School  
**File No.** 0357  
**Attachments:** Nil  
**Author:** Mr Neville Hale  
Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 19 February 2014  
**Senior Officer:** Mr Neville Hale  
Chief Executive Officer

### Summary

This report recommends Council advertise within the Lake Grace community seeking comment on the proposal for the renaming of the road, School Place to Padley Place.

### Background

An application has been made by the Lake Grace District High School for a name change from School Place, Lake Grace (which runs adjacent to Absolon Street) to Padley Place.

The Centenary of the first Lake Grace School opened in 1914, is to be recognised by a celebration to be held on 18 October 2014.

A suggestion was made by Cr Walker that it may be an appropriate gesture to rename the current Lake Grace District High School address from School Place to Padley Place in honour of Miss Effie Padley, the school's first teacher in charge.

The matter has been raised at various school meetings and is thought to be an excellent proposal.

### Comment

The name "School Place" reflects the purpose for which it was created, namely to provide safe access and drop – off for school children. The road was originally part of the wider Absolon Street road reserve and the new road name was approved on 7 January 1983 and gazetted on 29 April 1983.

### Legal Implications

Responsibility for the naming of roads, features, townsites and places in Western Australia resides with the Minister of Land Information, under *Land Administration Act 1997*.

The Geographic Name Committee was established to provide the Minister of Land Information with advice on geographical nomenclature matters, and guidelines to facilitate the approval and processing of nomenclature applications.

Generally, Local Governments propose road names to the Geographic Names Committee and all interested parties are advised.

Policy Implications

Council has no specific policy with regards to the naming of roads within the Shire; however road names are generally selected in accordance with guidelines provided by the Geographic Names Committee, specifically:

- New names and changes of names shall have strong local community support.
- Names in public use shall have primary consideration.
- Name duplication and dual naming should be avoided, especially those in close proximity.
- Names of living individuals should only be used in exceptional circumstances.
- Name characterised as follows to be avoided, where possible; incongruous; given and surname combinations; qualified names; double names; corrupted, unduly cumbersome, obscene, derogatory or discriminating names; and commercialised names.
- Preferred sources of names are: - descriptive names appropriate to features, pioneers, war casualties and historical events connected with the area, and name from Aboriginal languages currently or formerly identified within the general area.
- Generic terms must be appropriate to features described.
- New names proposed must be accompanied by exact information as to location, feature identification, origin, or if alteration is proposed, by a rationale.
- The use of genitive apostrophe is to be avoided (e.g. Butcher's)
- Hyphenated words in place names shall only be used where they have been adopted in local usage. (e.g. City of Kalgoorlie-Boulder)

Consultation

External - Mr Joe Douglas URP

The author of this report has also sought background information from the Geographic Names Committee regarding the original naming of School Place.

Financial Implications

There will be minimal administrative cost involved in updating mapping records and road side sign posting. The cost would be absorbed within the Roads budget item a/c E122500.

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution**MOTION 11755**

Moved Cr Hunt  
Seconded Cr Clarke

That the proposal to change the name of School Place, Lake Grace to Padley Place, be advertised within the Lake Grace community seeking comment on the proposed renaming of the road.

**MOTION CARRIED 7/0**

## 12.0 MATTERS FOR CONSIDERATION – PLANNING

*Crs Clarke & Chappell both declared interests of impartiality in Item 12.1 as they are both members of the local St John Ambulance Sub Centre in Lake Grace.*

### 12.1 **PROPOSED AMENDMENT NO 2 - LOCAL PLANNING SCHEME NO 4 - PORTION OF RESERVE 27740 BEING LOT 205 STUBBS ST LAKE GRACE**

**Applicant:** St John Ambulance Australia  
**File No.** 0071  
**Attachments:** Plans 1 to 5 & Attachment 1  
**Author:** Mr Joe Douglas & Mr Carlo Famiano  
 Urban & Rural Perspectives -Town Planning Consultants  
**Disclosure of Interest:** Nil  
**Date of Report:** 18 February 2014  
**Senior Officer:** Mr Neville Hale  
 Chief Executive Officer

#### Summary

This report recommends that Council resolve to finally adopt proposed Amendment No.2 to the Shire of Lake Grace Local Planning Scheme No.4 without modification, execute the scheme amendment documents as required under the *Town Planning Regulations 1967* and submit the documentation to the Western Australian Planning Commission (WAPC) seeking the Hon. Minister for Planning's final approval.

#### Background & Comment

As Council is aware the Shire's Administration has been progressing a request from St John Ambulance Australia to excise approximately 2,349m<sup>2</sup> from the western portion of Reserve 27740 Stubbs Street, Lake Grace and have this land re-vested in St John's to accommodate the future proposed development of a new ambulance depot in the Lake Grace townsite (see Plans 1 to 5).

A key component of the project also involves the rezoning / re-classification of the relevant portion of Reserve 27740 from 'Special Use' zone to 'Local Scheme Reserve – Public Purpose (Emergency Services)' under the Shire's current operative Local Planning Scheme No.4 which was previously supported and initiated by Council.

In accordance with the specific requirements of Section 81 of the *Planning and Development Act 2005* the Shire's administration referred the proposed amendment to the Environmental Protection Authority (EPA) for processing and environmental clearance under Section 48A of the *Environmental Protection Act 1986*. By correspondence received by the Shire on 18 November 2013 the EPA advised that the overall environmental impact of the scheme amendment proposal would not be severe enough to warrant assessment and confirmed the issuance of environmental clearance.

Following environmental clearance by the EPA the proposed amendment was advertised for public comment for the minimum required period of forty two (42) days concluding on 24 January 2014. This process included appropriate notices in the West Australian Newspaper, correspondence to all relevant service authorities and public display of the amendment documentation at the Shire's administration centre

and the Perth office of the Western Australian Planning Commission (WAPC). Under the terms of the *Town Planning Regulations 1967* Council is now required to consider all submissions received in respect of the proposed amendment and determine whether or not the amendment should be adopted with or without modification.

At the conclusion of public advertising a total of four (4) submissions had been received by the Shire, all of which were from government agencies. A summary of the submissions received is provided in the attached Schedule of Submissions (see Attachment 1).

A detailed review of the submissions received during public advertising has revealed that the government agencies that provided a response are all generally supportive of and have no objections to the scheme amendment proposal.

Given the outcomes from public advertising it is recommended that Council now resolve to finally adopt the proposed amendment without modification and submit the relevant documentation to the WAPC seeking the Honourable Minister for Planning's final approval.

#### Legal Implications

- Shire of Lake Grace Local Planning Scheme No.4
- Planning and Development Act 2005 (as amended)
- Town Planning Regulations 1967 (as amended)
- Environmental Protection Act 1986
- Land Administration Act 1997
- Land Administration Regulations 1998

#### Policy Implications

Nil

#### Community Consultation

Completed in accordance with the specific requirements of the *Town Planning Regulations 1967*.

#### Financial Implications

The total cost of undertaking the various tasks associated with the project including creating and rezoning the new reserve comprising the proposed ambulance depot site are estimated to be in the order of **\$9,000.00 excluding GST**. It is understood that a suitable allowance has been made in Council's budget for the 2013/2014 financial year.

All other costs associated with the project including the provision of essential services to the new ambulance depot site and its subsequent development for the intended purpose will be the responsibility of St John Ambulance Australia.

#### Strategic Implications

The development of a new ambulance depot in the Lake Grace townsite is likely to have significant benefits for the local community in terms of first aid services and training opportunities.

#### Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11756**

Moved Cr Hunt  
Seconded Cr De Landgraft

That Council:

1. Note all of the submissions received in respect of Amendment No.2 to the Shire of Lake Grace Local Planning Scheme No.4 as this relates to the proposed rezoning/reclassification of a 2,349m<sup>2</sup> portion of Reserve 27740 being Lot 250 Stubbs Street, Lake Grace from 'Special Use' zone to 'Local Scheme Reserve – Public Purpose (Emergency Services).'
2. Adopt Amendment No.2 to the Shire of Lake Grace Local Planning Scheme No.4 without modification and advise the Western Australian Planning Commission that no modifications to the scheme amendment proposal are recommended or required to reflect the content of the submissions received during public advertising.
3. Endorse three (3) copies of the documentation prepared in respect of Amendment No.2 by affixing the Shire's common seal and authorising the Shire President and Chief Executive Officer to sign the amendment documentation accordingly; and
4. Authorise the Shire Administration to submit the endorsed documentation prepared in respect of Amendment No.2 to the Western Australian Planning Commission seeking the Hon. Minister for Planning's final approval.

**MOTION CARRIED 7/0**

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

*No items for consideration.*

**14.0 MATTERS FOR CONSIDERATION – FINANCE**

**14.1 ACCOUNTS FOR PAYMENT – DECEMBER 2013**

**Applicant:** Shire of Lake Grace  
**File No.** 0277  
**Attachments:** List of Creditors  
**Author:** Mrs Lee-Anne Trevenen  
Coordinator Finance & Administration  
**Disclosure of Interest:** Nil  
**Date of Report:** 9 January 2014  
**Senior Officer:** Mr John Bingham  
Manager of Corporate Services

Summary

For Council to ratify expenditures incurred for the month of December 2013

Background

List of payments for the month December 2013 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 December 2013 from the Municipal and Trust Account Total \$803,916.30

Strategic Implications

**Strategic Community Plan 2023**

Whilst no specific element of the Strategic Community Plan 2023 relates directly to the policy issue good governance and legislation provision requires appropriate financial management practises.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11757**

Moved Cr Chappell  
Seconded Cr Clarke

That Council ratify the list of payments totalling \$803,916.30 as presented for the month of December 2013 incorporating:

- Direct Debits	DD4871.1 to DD4818.1	\$ 19,921.05
- Municipal Account Cheques	35305 to 35339	\$105,477.24
- Electronic Funds Transfers	11871 to 12022	\$678,518.01

There were no Trust Account cheques

**MOTION CARRIED 7/0**



## 14.2 ACCOUNTS FOR PAYMENT - JANUARY 2014

**Applicant:** Shire of Lake Grace  
**File No.** 0277  
**Attachments:** List of Creditors  
**Author:** Mrs Lee-Anne Trevenen  
Coordinator Finance & Administration  
**Disclosure of Interest:** Nil  
**Date of Report:** 7 February 2014  
**Senior Officer:** Mr John Bingham  
Manager of Corporate Services

### Summary

For Council to ratify expenditures incurred for the month of January 2014

### Background

List of payments for the month January 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 January 2014 from the Municipal and Trust Account Total \$384,197.68

Strategic Implications

**Strategic Community Plan 2023**

Whilst no specific element of the Strategic Community Plan 2023 relates directly to the policy issue good governance and legislation provision requires appropriate financial management practises.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11758**

Moved Cr Clarke  
Seconded Cr Hunt

That Council ratify the list of payments totalling \$384,197.68 as presented for the month of January 2014 incorporating:

- Direct Debits	DD4873.1 to DD4929.1	\$ 47,687.10
- Municipal Account Cheques	3340 to 35380	\$ 40,289.36
- Electronic Funds Transfers	12023 to 12142	\$296,221.22

There were no Trust Account Cheques

**MOTION CARRIED 7/0**

### 14.3 **FINANCIAL STATEMENTS - DECEMBER 2013**

<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>	9 January 2014
<b>Senior Officer:</b>	Mr John Bingham Manager Corporate Services

#### Summary

Consideration of the financial statements for the month ending 31 December 2013.

#### 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

Due to Council not meeting for the month of January, the financial statements for 31 December 2013 were held over for presentation to Council at the February Ordinary Council Meeting.

#### 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

**Strategic Community Plan 2023**

Whilst no specific element of the Strategic Community Plan 2023 relates directly to the policy issue good governance and legislation provision requires appropriate financial management practises.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11759**

Moved Cr Chappell  
Seconded Cr Clarke

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 31 December 2013.

**MOTION CARRIED 7/0**

**14.4      FINANCIAL STATEMENTS - JANUARY 2014**

**Applicant:** Shire of Lake Grace  
**File No.** 0275  
**Attachments:** Financial Reports  
**Author:** Mrs Lee-Anne Trevenen  
Coordinator Finance & Administration  
**Disclosure of Interest:** Nil  
**Date of Report:** 7 February 2013  
**Senior Officer:** Mr John Bingham  
Manager Corporate Services

Summary

Consideration of the financial statements for the month ending 31 January 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

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

**Strategic Community Plan 2023**

Whilst no specific element of the Strategic Community Plan 2023 relates directly to the policy issue good governance and legislation provision requires appropriate financial management practises.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11760**

Moved Cr Hunt  
Seconded Cr Stanton

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 31 January 2014 as attached is received.

**MOTION CARRIED 7/0**

**14.5      BUDGET REVIEW 2013-2014**

3.00 pm      *Lauren O'Neill left the meeting and returned 3.04 pm.*

**Applicant:** Corporate Services Section  
**File No.** 0744  
**Attachments:** Attachment 1 - Rate Setting Disclosures for Dept of Local Government  
Attachment 2 - Rate Setting Statement & Schedules  
**Author:** Mr John Bingham  
Manager of Corporate Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 13 February  
**Senior Officer:** Mr Neville Hale  
Chief Executive Officer

**Summary**

According to the *Local Government (Financial Management) Regulations 1996* all Local Governments in Western Australia are required to conduct a budget review each financial year.

The review of the Shire's expected financial position by 30 June 2014 must occur between 1 January and 31 March with the outcomes considered by council. The council must then determine whether to adopt the review, any parts of the review or any recommendations within the review. The Budget Review must be presented to the Department of Local Government within 30 days of Council determination.

The 2013/2014 Budget Review was submitted to the Audit Committee for comment on 26 February 2014.

**Background****Original Budget Recast**

The original budget was adopted by Council on 6 August 2013. It was submitted to the department on 3 September. The Department replied to the Shire thereafter advising the original budget needed to be recast due to discrepancies. The recast was undertaken by staff and re-submitted to the Department on 15 October. This recast was also taken back to Council and adopted by absolute majority on 16 October. These figures were subsequently entered into Synergy and have to now been reported against for monthly financial reporting purposes.

On the 4 November the Department contacted the Shire again to advise the recast had not only corrected the discrepancies but also made changes that in their view were not acceptable. Therefore they required another recast. This was undertaken and resubmitted to the Department on 15 November. A response was received on 6 December advising the Shires Annual Budget 2013/14 was now compliant and that the adjustments made be reported to the Council as part of the annual budget review.

**Budget Review Documents**

Presented to the Audit Committee is the Shire's 2013/14 Budget Review consisting of:

- The Finance Statement with variances expected indicated by program and the Report on significant variances greater than 10% and \$5,000;
- Note 3 - Statement of Assets;
- Note 4 - Statement of Asset Disposals;
- Note 5 - Information on Borrowings;
- Note 6 - The Reserves;
- Note 7 - Net Current Assets; and

The Schedules have also been provided as further background information.

Comment**Budget Review Process**

Under the review process, a local government is required to report on significant variances within each program either above or below tolerances adopted by Council. A program is typically Governance, General Purpose Funding, Law, Order & Safety, Transport and so on. The level of variance that requires an explanation for the Shire of Lake Grace is 10% and \$5,000.

To ensure a comprehensive review is undertaken and due to abovementioned circumstances the review proceeds from the Original Budget adopted by Council on 6 August to outline (i) corrections made in November 2013 to meet compliance requirements of the Department (ii) adjustments made to the recast of the Original Budget and adopted by Council on 16 October and (iii) proposed changes formulated by Council staff in January 2014.

To meet Departmental compliance the original budget required the following disclosures in the Rate Setting Statement (see Budget Review Attachment 1 for detailed figures):

- Specified Area Rate income and expenditure, both operating and capital in Recreation and Culture revenue and expenses;
- Sewerage Rates and CBH ex-gratia payment in General Purpose Funding revenue;
- Sewerage Maintenance income and expenses in Community Amenities;
- SARS loan and Reserves in Capital Expenditure and Revenue;
- An adjusted Estimated Surplus carried forward.

These were corrections only with no new income or expenditure items being introduced to the Original Budget.

The recast to the Original Budget that was subsequently adopted by Council on 16th October included corrections plus changes to income and expenditure items. The corrections highlighted a greater surplus was available to be carried forward and therefore additional areas of expenditure were committed to:



- Governance Op. Exp. - Super Co-contributions \$32,000;
- Economic Services Op. Exp. - Building Surveyor fees \$20,000;
- Economic Services Op. Exp. - Dry Season Grant \$9,943;
- General Purpose Cap. Exp. - ICT upgrade \$55,000;
- Community Amenities Op. Exp. - Environ. Grant 10,000;
- Recreation and Culture Cap. Exp.- LG Pool Comp. \$22,730;
- Recreation and Culture Cap Exp - LG Playground \$19,491;
- Recreation and Culture Cap. Exp. - NGT Entry Stat. \$6,000;
- Other Property Services Cap. Exp. - Water Infra. \$14,473.

The Councils adopted budget includes the aforementioned corrections and changes made during the recast.

After a review of the accounts with staff in January the following proposed changes are presented to Council (see Budget Review Attachment 2) for detailed figures:

- An overall net reduction in Operational costs of \$14,704 including:
  - Cost reduction to (i) General Insurance \$29,438; (ii) Superannuation co-contribution \$87,000; (iii) Professional Recruitment \$10,000; (iv) Flood Planning \$10,000 (v) Lake Grace Refuse Site \$20,000 (vi) Bulk Recycling \$15,668.
  - Cost increase to (i) Consultancy \$13,500; (ii) Salaries and Wages \$3,000 (iii) Contract Environmental Health Officer \$15,000; (iv) Sewerage Depreciation \$19,619; (v) LG Golf Tournament \$19,400 (this is offset by sponsorship raised in 2012/13 and carried forward).
  - Income reduction to (i) General Rates \$43,200; (ii) Refuse removal charges \$13,123; (iii) LG Sporting Precinct Round V funding \$83,000; (iv) Private Works \$11,172.
  - Income increase to (i) Grant for Solar Panels \$22,728.17; (ii) General Rates reimbursement \$16,700; (iii) Grant for Solar Pumps \$18,000; (iv) Grant for MRWA Roads \$16,534.
- An overall net increase to Capital costs of \$33,494 including:
  - Transfer to Reserve increases (i) LG Sewerage \$44,424 (ii) Plant Replacement \$50,000.
  - Transfer to Reserve decreases (i) LK Sport & Rec \$25,018 (ii) Works & Services \$23,388.
  - Transfer from Reserve increases (i) Emergency Services \$8,950 (ii) Land Development \$41,898.

- Capital Exp. increase to (i) Standpipe Controllers \$23,888; (ii) AIM Hospital \$22,000; (iii) LK Golf Course Shed \$33,434; (iv) LK & VLY Solar Panels \$32,728; (v) Bushfire P & E \$8,950.
- Capital Exp. decrease to (i) Maternal & Infant Health Infra. \$19,491; (ii) LG Sporting Precinct Round V \$83,000; (iii) NGT Gazebo \$10,000 (iv) LG Water Harvest Project \$14,473 (v) LK Land & Building \$19,500.

If the Budget Review proposals are fully adopted it is estimated The Shire will carry forward a surplus of \$12,728 into 2014/15.

Legal Implications

Section 33A - *Local Government (Financial Management) Regulations 1996*  
Section 6.8 (1) *Local Government Act 1995* – Expenditure in municipal fund not included in annual budget.

Policy Implications

Nil

Consultation

Internal: CEO & Senior Management Team

Financial Implications

Strategic Implications

Shire of Lake Grace Strategic Plan – 7. Organisational Excellence

Voting Requirements

Council is required to adopt the budget review with an absolute majority (5).

Recommendation/ Resolution

**MOTION 11761**

Moved Cr Hunt  
Seconded Cr Stanton

That Council adopt the proposed Budget Review 2013/14 comprising:

- a. Transfer from Reserve accounts (i) I051751 - Emergency Services \$8,950 (ii) I137600 - Land Development \$41,898.
- b. Increase in Transfer to Reserve accounts (i) E103751 - Lake Grace Sewerage \$44,424 (ii) E123160 - Plant Replacement \$50,000.
- c. Reduction in Transfer to Reserve accounts (i) E113756 - Lake King Sport & Recreation \$25,018 (ii) E150018 - Works and Services \$23,388.

**MOTION 11761 continued**

## d. Increase in the following Operating Expense accounts:

<b>A/c no.</b>	<b>Description</b>	
E042005	Admin Housing	9,650.00
E042010	Salaries & Wages	15,000.00
E042029	Consultancy	13,500.00
E052280	Ranger Training	2,000.00
E052290	Dog Pound Expenses	400.00
E053000	Admin. Alloc.	750.00
E053102	AWARE Program	2,340.00
E071001	LG Childcare Centre	1,620.00
E074011	Contract Env. Hlth Officer	15,000.00
E074285	Mosquito Control	2,600.00
E074290	Analytic	500.00
E077021	Medical Prac. Subsidy	2,500.00
E094024	67B Bennett Street	1,000.00
E095015	LV House Maintenance	3,450.00
E103990	Sewerage Dep_n	19,619.00
E107110	LG Toilet Wages	4,000.00
E107120	NGT Toilet Wages	5,600.00
E107130	LK Toilet Wages	1,200.00
E111104	Admin Alloc	2,000.00
E113600	LGIS Golf Tournament	19,400.00
E126501	LG Airstrip Maintenance	1,000.00
E132053	VLY Museum	500.00
E143014	RDO Works	1,000.00
E143062	Staff Training	2,000.00
E143515	Apprentice	1,000.00
<b>Total</b>		<b>127,629.00</b>

## e. Decrease in the following Operating Expense accounts:

<b>A/c no.</b>	<b>Description</b>	
E143025	Ford Ranger	4,000.00
E041195	Newdegate Field Day Sponsorship	5,000.00
E042020	Super Council Cont_n	87,000.00
E042027	Professional Recruitment	10,000.00
E042100	Advertising	5,000.00
E042245	General Ins.	29,437.61
E052270	Ranger Sal. & Wage	12,000.00
E101045	Bulk Recycling	15,668.00
E101201	Lake Grace Refuse Site	20,000.00
E105050	Flood Planning	10,000.00
E137050	Land Sale	8,000.00
E143005	Public Works Housing	9,650.00
<b>Total</b>		<b>215,755.61</b>

**MOTION 11761 continued**

## f. Decrease in following Operating Income accounts:

<b>A/c no.</b>	<b>Description</b>	
I030102	General Rates	43,199.92
I052400	Dog Infringements	1,000.00
I071501	Lease Income LG Childcare	1,400.00
I092410	Logchop Housing	1,000.00
I095420	Lakes Village Unit Rent	1,500.00
I101410	Refuse Removal Charges	13,123.00
I101415	Refuse Removal Addit.	2,766.00
I112411	Swimming Pool Subsidy	2,000.00
I113181	LG Rec Council Affiliation Fee	337.00
I113448	LG Sporting Precinct Round V	83,000.00
I113460	LK Oval Hire fees	4,000.00
I136100	Standpipe Sales	5,000.00
I141460	Private Works	11,171.61
<b>Total</b>		<b>169,497.53</b>

## g. Increase in the following Operating Income accounts:

<b>A/c no.</b>	<b>Description</b>	
I103450	Sewerage Rates	173.00
I122363	Contributions - Street Lights	350.00
I101412	Recycling Charge	840.00
I052420	Dog Registration	1,000.00
I077451	Grant - Seniors	1,000.00
I116300	Grant - Other Culture	1,608.00
I053102	AWARE Program	1,726.00
I113434	NGT Rec Council - Affiliation Fees	2,472.00
I103070	Reimbursements	3,301.30
I113435	Reimbursements	3,470.15
I101070	Reimbursements	3,585.09
I113190	Grant - Playground Equipment	6,000.00
I031370	Reimbursements	6,415.15
I113600	LGIS Golf Tournament	6,873.00
I122450	Grant - MRWA Roads	16,534.00
I122078	Grant - Solar Pumps	18,000.00
I107252	Grant - LK & VLY Solar Public toilets	22,728.17
<b>Total</b>		<b>96,075.86</b>

**MOTION 11761 continued**

## h. Increase in the following Capital Expenditure accounts:

<b>A/c no.</b>	<b>Description</b>	
E051174	Bushfire P&E	8,950.00
E095500	Capital Renewal LV House	2,750.00
E107252	LK and VLY Public Toilet Solar Panels	32,728.17
E107257	Varley Cemetery Gazebo	7,300.00
E111455	Varley Hall Refurb. Cap Exp	3,340.00
E116103	LK - Golf Course Shed	33,434.00
E116111	AIM Hospital Cap Exp	22,000.00
E136125	Standpipe Controllers	23,388.00
E137261	LG Resid. Land for Resale	8,000.00
E137261	LG Resid. Land for Resale	41,898.00
E137317	NGT Ind. Land Cap Exp	1,000.00
<b>Total</b>		<b>184,788.17</b>

## i. Decrease in the following Capital Expense accounts:

<b>A/c no.</b>	<b>Description</b>	
E071600	Infra Other - Mat & Infant	19,491.00
E113152	LG Sporting Precinct	83,000.00
E116103	LK - Land & Bldg	19,500.00
E116107	NGT Gazebo Cap Exp	10,000.00
E136120	LG Water Harvest Project	14,473.00
<b>Total</b>		<b>146,464.00</b>

**MOTION CARRIED 7/0**

**14.6      LORD MAYOR'S DISTRESS RELIEF FUND - DONATION REQUEST**

<b>Applicant:</b>	Lord Mayor's Distress Relief Fund (LMDRF)
<b>File No.</b>	0043
<b>Attachments:</b>	Letter
<b>Author:</b>	Mr Neville Hale Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>Date of Report:</b>	3 February 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

**Summary**

This report requests Council to consider a donation to the Lord Mayor's Distress Relief Fund (LMDRF) for the Parkerville Fire Appeal.

**Background**

The Shire of Lake Grace Council and local communities are aware of the tragedy affecting the communities in the areas of Parkerville and Stoneville in the Perth Hills during January 2014 that destroyed 55 homes.

In support of the efforts of the Shire of Mundaring in responding to the fires and the need for these communities to rebuild homes and their lives, WALGA President Mayor Troy Pickard is urging those interested in assisting to donate funds through the LMDRF.

**Comment**

This Shire has a history of supporting victims of natural disasters through Appeals such as the one established for the Parkerville bushfires. Donations will assist individuals and communities who meet criteria set up by an independent panel of community leaders who will oversee the Appeal Fund's operation.

In January 2006, the Lake Grace townsite was severely flooded by rainfall from cyclone Clare which was subsequently declared a natural disaster. Funding was received through the Western Australian Natural Disaster Relief Arrangements and other funding arrangements to undertake various projects. Of significance, neighbouring communities and various government agencies provided assistance to our community.

Given the Shire's experience and its previous record it would be appropriate to offer assistance. The Shire, in January 2010, made a donation of \$1,000 to the LMDRF – Toodyay Bushfire Appeal and a similar amount may be appropriate.

**Legal Implications**

Local Government Act 1995 – Financial Management

**Policy Implications**

There is no Council policy relating to donations to parties external to the Shire.

Consultation

N/A

Financial Implications

A donation of \$1,000 could be funded from the Shire's 2013/14 Budget A/C E041190 budget provision of \$5,300 of which \$2,457 has been expended, as at 1 February 2014, leaving a balance of \$2,843.

Strategic Implications

N/A

Voting Requirements

Simple majority required

Recommendation/Resolution

**MOTION 11762**

Moved Cr Stanton  
Seconded Cr Clarke

That Council authorise a donation of \$1,000 to the Lord Mayor's Disaster Relief Fund – Parkerville Fire Appeal.

**MOTION CARRIED 7/0**

#### 14.7 **THE WESTERN AUSTRALIAN EXPLORER'S DIARIES PROJECT - DONATION REQUEST**

<b>Applicant:</b>	The Western Australian Explorers' Diaries Project Inc. (WAEDP)
<b>File No.</b>	0043
<b>Attachments:</b>	Advertising Flyer <i>Letter (under separate cover)</i>
<b>Author:</b>	Mr Neville Hale Chief Executive Officer
<b>Disclosure of Interest:</b>	None
<b>Date of Report:</b>	30 January 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

##### Summary

For Council to consider a request for financial assistance of \$1,500 towards the publication costs of John Septimus Roe exploration diaries 1829-1849.

##### Background

The volunteers of WAEDP have compiled original maps and documents for publication as the eleventh volume in the Western Australian Explorers Diaries series which includes John Septimus Roe's work within the Shire of Lake Grace during 1848.

The request for financial assistance is for sponsorship towards typesetting and printing costs for this publication estimated to be in the order of \$30,000 for a limited print run of 500 copies.

Should Council agree to provide sponsorship the Shire of Lake Grace will be acknowledged as a sponsor and will receive two complimentary copies of "The Western Australian Explorations of John Septimus Roe 1829–1849 (retail value of \$190). Shire representatives would be invited to the official launch and a local launch could also be arranged.

##### Comment

It is noted that local resident Mr Allan Zweck is one of the volunteers involved in this publication and that he wrote the introduction to the section of the book devoted to the South East Expedition of 1829 – 1849.

Allan Zweck moved to Lake Grace as a new-land farmer from 1965 until retirement when he became an enthusiastic family history researcher. While researching William Rudall, to whom his wife was related, he developed a great interest in the Explorers' Diaries Project. Allan's enthusiasm for the Project has been maintained by involvement as a Proof-reader.

Publications of this nature are of general interest to a wide cross-section of the community and to those with an interest in our local heritage and the pioneers that followed in developing this area of the State.



Funding for publication of this project is reliant upon donations from private sponsors whilst government agency support has been by way of in-kind access and provision to historical records. Funding is being sought from a number of local governments from which one has already committed a \$1,500 contribution. One private sponsor has agreed to contribute \$10,000.

Notwithstanding the above, the Shire needs to consider such sponsorship in the context of its limited funds and the value that such sponsorship provides in relation to other worthy local projects. It is difficult to place any direct economic or tourism benefit flowing from the proposed publication though the publication may contribute towards raising the tourism profile of the area for those seeking places of historical interest.

Legal Implications

Local Government Act 1995 – budgeted expenditure

Policy Implications

N/A

Consultation

External: Shire of Kulin  
Shire of Ravensthorpe  
Mr Allan Zweck  
Dr Marion Hercocock (editor) WAEDP Inc

Financial Implications

The Shire has two existing accounts that could be utilised for any contribution it wishes to make, namely:

E041190 – Donations and Ex – Gratia payment; or,  
E132020 – Area Promotion

Either account currently has sufficient funds available

Strategic Implications

The Shire's Strategic Community Plan lists Economics as one of its quadruple bottom line categories of which tourism is referenced in Ec 2.2 - to harness tourism opportunities through partnerships.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11763**

Moved Cr Clarke  
Seconded Cr Sinclair

That Council agree to provide \$1,000 sponsorship to The Western Australian Explorers' Diaries Project Inc. for its publication "John Septimus Roe – Exploration Diaries 1829 – 1849.

**MOTION CARRIED 7/0**

<b>15.0 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES</b>
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**15.1 WHEATBELT AGED SUPPORT AND CARE PROJECT**

<b>Applicant:</b>	Chief Executive Officer
<b>File No.</b>	0702
<b>Attachments:</b>	Wheatbelt Integrated Aged Care Plan Executive Summary December 2013
<b>Author:</b>	Ms Lee Holben Manager Community Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	10 February 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

Summary

The purpose of this report is to seek Council's endorsement of the Wheatbelt Integrated Aged Care Plan. The Wheatbelt Development Commission, Wheatbelt South is planning to launch the report and has requested all participating Councils that sign off is no later than February Council meetings to ensure a timely launch.

Background

The Wheatbelt Aged Support and Care Solution/s (WASCS) Project Report summarises the outcomes of two major projects which aimed to develop and implement a holistic regional solution to allow ageing residents to remain in their communities for as long as possible.

Through the delivery of the Royalties for Regions (RfR) Country Local Government Fund Regional process, Wheatbelt Local Government's identified aged care as a key priority for the region. In 2012 the North East Wheatbelt Regional Organisation of Councils and Wheatbelt East Regional Organisation of Councils formed the Central East Aged Care Alliance (CEACA) to undertake a study through Verso Consulting to determine aged care needs in the Central East Wheatbelt and a process of implementation.

The initial project, beginning in April 2012, covered the 11 local government areas in the Central Eastern Wheatbelt and the second project covered the remaining 32 Wheatbelt Local Government Area's (LGAs).

The WASCS Project was instigated to widen the scope of the CEACA process with additional support from WA Country Health Service (WACHS), RfR funded Southern Inland Health Initiative (SIHI) and Regional Development Australia Wheatbelt (RDAW).

The primary aim was the development of tailored-solutions and action plans that deliver improved future delivery of aged support and care. These

solutions were required to be developed for each identified sub-region of the Wheatbelt in a way which reflected a consistent region-wide approach.

The WASCS Project involved a partnership between 32 LGAs, the Wheatbelt Development Commission (WDC), RDAW, WACHS (Southern Inland Health Initiative) and South West Medicare Local.

The Project adopted eight guiding principles:

- Principal 1 - The Importance of Place
- Principal 2 - Community Life
- Principal 3 - Community sense of ownership
- Principal 4 - Focus on the Person
- Principal 5 - Choice
- Principal 6 - Equitable access
- Principal 7 - Practicality
- Principal 8 - Viability

These principals were a key focus while developing the WASCS and undertaking the following elements of the project:

- Element 2 Service Review
- Element 3 Document Review
- Element 4 Demographic Review
- Element 5 Gap Analysis
- Element 6 Validation
- Element 7 Model Options
- Element 8 Final Solution

Forming part of the gap analysis and validation elements of the project, the community consultations provided the opportunity to validate Verso's statistical findings at a ground level. Members of the community, health and aged care providers as well as shire representatives were invited to attend the sessions.

With the completion of elements 2-6, each LGA was provided with a Needs Study report specific to their individual Shire as well as a Needs Study for their sub-region. The Needs Studies include demographic characteristics, the emerging policy context, the findings from community forums and consultations, aged care services levels, planning & analysis of aged care levels and aged care solutions from literature collected.

The final element, element 8 saw the development of the Wheatbelt Aged Support and Care Solution/s Report which outlines the context of the project, the findings and implications, the recommendations and action plan.

#### Comment

The Wheatbelt Aged Support and Care Solution/s Report provides a clear direction to develop and implement infrastructure and service level solutions

to address the urgent need for aged care accommodation, services and facilities in the Wheatbelt.

The Model below consists of the following elements required to deliver an integrated solution:

- Continued development of age friendly communities
- Further development of older persons housing
- Extending community aged support and care - mainly Home and Community Care (HACC) support and Home care Packages
- Reshaping residential aged care

Aged Friendly Community is seen as the responsibility of LGAs in auditing and ensuring their community has addressed all the elements required to achieve an Aged Friendly Community.

This includes making sure structures and services are accessible to and inclusive of older people with varying needs and capabilities such as; • Walking Routes • Streets • Supporting infrastructure • Fostering community spirit • Strategy.

Aged Persons' Housing is seen as a coordinated responsibility of the LGA sub-regions and potential housing providers to see how current stock meets requirements, the development of a coordinated approach to common development, ownership, design and integration. However land and capital needs are seen as a primary concern for LGAs, with the possible assistance of funding from peak bodies.

Community Aged Care including Respite and Palliative Care has been identified as the responsibility of health care funders and providers such as Department of Social Services, WA Country Health Service (WACHS), HACC and other Aged Care providers. The implication is that such services will be consolidated with Waratah Lodge, Wagin as the likely provider in the short term.

6.2 in the report (page 67) refers to a new model "the four planks" framework. The "four planks" framework has been adopted to identify solutions to aged support and care issues in the Wheatbelt and is used to give order to the solutions for each sub-region. This proposed framework will have impact on the Lake Grace Hospital, Medical Practitioner and services at Dumbleyung.

Community Aged Care is a relatively new concept to communities in the Wheatbelt but is one that will become more prominent in the future with policy changes around the sector.

Residential Aged Care including Respite and Palliative Care has also been considered as a longer term strategy, with the main responsibility residing with the Department of Social Services, WACHS and other Aged Care providers.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Shire President  
Chief Executive Officer  
Senior Management Team

External: The planning process has heavily involved the community with sharing of existing local publications and documentation as well as clarification of desktop analysis compared to actual service delivery. A total of 31 community consultations were conducted across the LGA's involved, involving over 550 participants.

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan

2.1 Seek and undertake an improvement of the medical facilities and primary health care provided to the Shire.

Voting Requirements

Simple majority required.

Officer Recommendation/Resolution

**MOTION 11764**

Moved Cr De Landgraff  
Seconded Cr Chappell

That Council:

1. Adopts the Wheatbelt Aged Support and Care Solution's Report; and,
2. Registers its concerns with the Wheatbelt Development Commission about the impact on the Lake Grace Hospital and Lake Grace Medical Practitioner and how residential and dementia care can be delivered at a local level.

**MOTION CARRIED 7/0**

## 15.2 LAKE GRACE SWIMMING POOL - STATISTICS

**Applicant:** Manager Community Services  
**File No.** 0517  
**Attachments:** Nil  
**Author:** Mrs Lee Holben  
 Manager Community Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 17 February 2014  
**Senior Officer:** Mr Neville Hale  
 Chief Executive Officer

### Summary

For Council to defer the review of attendance numbers at the Lake Grace Swimming Pool be presented at the Ordinary Meeting of Council to be held on the 26 March 2014.

### Background

At the 20 November 2013 Ordinary Meeting of Council Resolution 11706 was made.

An extract from Resolution 11706 is as follows:

*That Council move immediately to make the Lake Grace Pool available to the public during the following hours:*

<b>Days</b>	<b>Times</b>
Monday - Friday (early morning)	6:00 am - 7:30 am
Monday - Friday	2:00 pm - 6:00 pm
Weekends & Public Holidays	2:00 pm - 6:00 pm

Further, Council requested staff provide an update of the new hours and attendance numbers at the Ordinary Council meeting to be held on the 26 February 2014.

### Comment

Pool Managers have been compiling attendance numbers. To give a better overview of attendance numbers for November, January, February and early March, it is proposed that the report be delayed until the Ordinary Meeting of Council to be held on the 26 March 2014.

It is noted that the pool hours have been extended from time to time to accommodate special needs and extreme hot weather, this flexible approach will continue subject to budget capacity and will enable more accurate data on peak need.

### Legal Implications

Nil

### Policy Implications

Nil

Consultation

Internal: Pool Manager  
Manager Community Services

Financial Implications

Nil

Strategic Implications

*Shire of Lake Grace Strategic Plan*

Strategic Community Plan – Connecting with our Future 2023.

Community Values – good facilities and community activities.

Shire's Values – Encouraging learning and knowledge.

Voting Requirements

Simple majority required

Recommendation/Resolution

**MOTION 11765**

Moved Cr Stanton  
Seconded Cr Chappell

That Council defer the review of attendance numbers at the Lake Grace Swimming Pool for presentation at the Ordinary Meeting of Council to be held on the 26 March 2014.

**MOTION CARRIED 7/0**



### 15.3 **GNOWANGERUP FAMILY SUPPORT ASSOCIATION - WITHDRAWAL OF CHILD CARE SERVICES**

*A letter received from Gemma and Daniel Gooding was distributed to all those present expressing apologies for being unable to attend the meeting; and support for the Shire in applying for a new childcare licence.*

**Applicant:** Gnowangerup Family Support Association  
**File No.** 0579  
**Attachments:** Nil  
**Author:** Ms Lee Holben  
 Manager Community Services  
**Disclosure of Interest:** Nil  
**Date of Report:**  
**Senior Officer:** Mr Neville Hale  
 Chief Executive Officer

#### Summary

The purpose of this report is to inform Council of information received from Service Provider Gnowangerup Family Support Association that they are withdrawing services from Lake Grace and Newdegate on the 11 April 2014.

#### Background

The Gnowangerup Family Support Association (GFSA) mobile service has operated in the Shire of Lake Grace for more than 21 years and currently operates three days in Lake Grace (8.30am to 3.00pm) and one day in Newdegate (9.00am to 3.00pm). The service does not operate during the school holiday period.

Mid 2013 the newly appointed Director of GFSA Fay Nutt met with staff from the Shire of Lake Grace to discuss the service. At this meeting the Director indicated that Gnowangerup was currently reviewing all of its services. Early February 2014 the Coordinator of the Lake Grace Service Gaillene Kennedy and the Manager of Community Services was notified that GFSA was withdrawing their services from Lake Grace and Newdegate at the end of June 2014. On Friday 7 February 2014 both were contacted again to say the service would be withdrawing on the 11 April 2014.

In Lake Grace, GFSA mobile service operates out of the purpose built facility on the corner of Absolon and Griffiths Street, Lake Grace, (Lots 233 and 234) and in Newdegate at the Newdegate Recreation Centre.

GFSA provides part time employment to 6 community members at Lake Grace (dependant on age-group bookings) and 4 community members at the Newdegate service. Three of the staff have Certificate 3 in Early Childhood with the Coordinator holding an Advanced Diploma in Early Childhood Services and a Child Psychology Degree. The service also hosts, and has hosted, local high school students with Structured Workplace Learning, Supported Work placement (studying Certificate 3 in early Childhood) and work experience.

The number of children fluctuates every day, with twenty five children currently enrolled in the Lake Grace service and nine in Newdegate. The service is utilised by working mums, businesses, personal appointments, social development interaction and emergency, short term extended care (mental/physical/respice reasons).

GFSA pays salaries, licensing, insurance (except building insurance) and reimburses the Shire of Lake Grace for Synergy and Telstra as necessary. For the current service provision, the Shire of Lake Grace has paid as per Table one. Detailed financials for the running of the centre have been requested from GFSA but at the time of writing this agenda they had not been received.

**Table One**

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Maintenance – Labour & materials			\$1,200	\$50	
Plumbing repairs	\$670				
Gas (incl. rental)				\$51	
Water					
Electricity		\$55	\$200	\$392	
Rates					
ESL Levy			\$28	\$59	
Insurance - building				\$310	\$320
Telstra				\$485	\$242
Pest spraying			\$150		
<b>Total</b>	<b>\$670</b>	<b>\$55</b>	<b>\$1,578</b>	<b>\$1,347</b>	<b>\$562</b>

Table two shows enrolments, user by address and staffing.

**Table Two**

	2013 Lake Grace	2013 Newdegate	2014 Lake Grace	2014 Newdegate
<b>Licensing</b>				
Licensed to care for following number of children (Note: Licensed for this number but limited by facility in Lake Grace)	25	19	25	19
Daily average of children attending	13	8	10	6
Families from	Lake Grace	Newdegate	Lake Grace	Newdegate
	Tarin Rock		Tarin Rock	
<b>Mobile staff employed</b>	4-6	4	4-6	4

### Comment

Investigation into a variety of models that the Centre could operate under has been done with an overview of each model below:

#### **1. Incorporated Childcare Committee**

An Incorporated Committee be formed to oversee the management and all operational costs associated with the facility. The committee would be responsible for all operational costs and charges including: water, power,

gas, cleaning, operational maintenance, gardening, rubbish collection fee, emergency services levy, liability and contents insurance (Shire to insure building) and all hire fees. Committee meetings are held monthly consisting of Shire Members, Child Care staff and committee members. Centre to apply for operation subsidy and approval for the Child Care Benefit fee relief, both of which are conditional upon adherence to Federal and State Government regulations governing childcare centres.

An example of such a Centre is the Kulin Child Care Centre. This Centre is a nineteen place, multi-ageing service that offers full day care, occasional care, before and after school care. The Centre employs a Coordinator and three part time Caregivers as well as having two available relief caregivers when required. The Incorporate body would need to become registered as a provider before they could take on the management of the Centre. The process to become registered to provide Child Care services takes approximately sixty to ninety days after the submission has been made.

## **2. Not For Profit Organisation**

There are similar not for profit organisations like GFSA who could manage the centre. If a similar organisation was able to take on the management of the centre it would be a matter of transferring the registration which takes a couple of days.

- YMCA provides similar services in Katanning. YMCA offer a range of childcare options including, before and after school care, Family Day Care and In Home Care.
- Children's Services Support Unit Western Australia (CSSU). CSSU is a not for profit organisation operating since 1973. They support organisations in meeting government funding and regulatory requirements in the children services and community services. They also provide direct service delivery. CSSU is currently researching the services offered in Lake Grace and their own resources to evaluate the possibility of taking over the service provision in Lake Grace.

## **3. Centre Administrated by Shire of Lake Grace**

The Shire of Lake Grace would have to apply to become similar registered as a service provider and take on the management of the Centre. Shire run services are Moora & districts Child Care Centre and the City of Albany. Both these centres receive an operational subsidy and has approval for the Child Care Benefit fee relief, both of which are conditional upon adherence to Federal and State Government regulations governing childcare centres. The process to become registered to provide Child Care services takes approximately sixty to ninety days after submission has been submitted.

## **4. Centre Closes**

If an appropriate registered provider is unable to be found by the start of second term - Monday 28 April 2014 the centre would be unable to provide a service.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Chief Executive Officer

External: Deb Clune, Childcare Services Officer, Department for Communities, Northam branch.  
Fay Nutt, Director, Gnowangerup Family Support Association Inc.  
Gaillene Kennedy, Lake Grace Co-ordinator, Gnowangerup Family Support Association.  
Alice MacPhillany, General Manager Community Services, Children's Services Support Unit Western Australia Inc.

Financial Implications

An allocation of \$380 has been made in the 2014/2015 budget to cover insurance. No cost currently available for a Shire managed service.

Strategic Implications

*Shire of Lake Grace Strategic Plan - Goal 2 Social and Community Wellbeing*  
Action 2.1.4: Lake Grace Childcare Facility - Priority 2

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11766**

Moved Cr Chappell  
Seconded Cr Clarke

That Council acknowledge the information that Service Provider Gnowangerup Family Support Association will be withdrawing services from Lake Grace and Newdegate on the 11 April 2014.

**MOTION CARRIED 7/0**

3.25 pm Ms Lauren O'Neill & Mr Marcus Owen left the meeting.

**16.0 MATTERS FOR CONSIDERATION – ADMINISTRATION**

**16.1 WALGA CENTRAL COUNTRY ZONE MEETING AGENDA - REQUEST FOR SUPPORT SHIRE OF WAGIN MOTION**

**Applicant:** Shire of Wagin  
**File No.** 0030  
**Attachments:** Proposed motion to 28 February 2014 Central Country Zone Meeting  
**Author:** Mr Neville Hale  
Chief Executive Officer  
**Disclosure of Interest:** None  
**Date of Report:** 5 February 2014  
**Senior Officer:** Mr Neville Hale  
Chief Executive Officer

Summary

For Council to consider supporting the Shire of Wagin in its motion to the Central Country Zone for WALGA to reject forced amalgamations of local government and where any local government is affected by amalgamations, mergers or boundary changes it be entitled to hold a poll.

Background

On Friday, 31 January 2014 the following request was received from Peter Webster, CEO, Shire of Wagin

*“Good afternoon All,*

*The Shire of Wagin are (sic) submitting the attached motion to the next Central Country Zone meeting regarding local government amalgamations.*

*Council believes that local government needs to make a stance regarding this matter particularly following on from the proposal to amalgamated York, Tammin, Quairading & Cunderdin not being recommended by the LG Advisory Board recently.*

*This Council is seeking you Councils support in having this motion listed at your next Council meeting and submitted to your zone for consideration.*

*A letter will be sent to your Mayor / President in the near future regarding this matter.*

*Should you wish to discuss this matter more fully please contact either myself or Cr Phillip Blight 0429 948 868*

*I look forward to your Councils support with the motion.”*

Attached for Council’s consideration is the background report and proposed recommendation from the Shire of Wagin which includes the following:

1. That WALGA reject any moves by the State Government to force the amalgamation of local governments.

2. That amalgamations, mergers and boundary changes be supported by WALGA only if introduced and supported by the effected Local Governments.

3. That each Local Government community be entitled to hold a poll if structural change is proposed.

Comment

Over the past 5 years or so there has been much conjecture and discussion on the suggested need for local government reform. Most recently, the State Government has initiated the "Metropolitan Local Government Districts Enquiry" wherein it is proposed the existing 30 metropolitan local government authorities be reduced to 15. It is generally accepted that this process will be extended to non metropolitan local authorities in the near future should the metropolitan review prove to be successful from the State's perspective.

In September 2009, the Shire of Lake Grace resolved that it was willing to participate in local government reform and put forward a proposal for boundary adjustments that increased the Shire by approximately 50% taking in significant portions of neighbouring shires of Kent, Dumbleyung and Kulin. However, by December 2009 there had been a change in State policy direction that saw the State's reform agenda shift to Regional Transition Groups (RTG's) being established. In January 2010 it was found that the "no opt out clause" of the RTG process was a major sticking point for local governments considering participation. The transition to voluntary organisations of councils (VROCS) for resource sharing and regional projects became the preferred option.

At its 24 February 2010 Ordinary Meeting, Council resolved that:

*"the Shire of Lake Grace would not participate in the Regional Transition Group process."*

Lake Grace being one of 46 local authorities (18 Wheatbelt Shires) that elected not to participate in an RTG.

The recent decision of the Local Government Advisory Board to reject the proposed amalgamation of York, Tammin, Cunderdin and Quairading after many years of community consultation, substantial investigation and financial modelling suggests there may be "a bigger picture" approach by the State. However, in the absence of any clarity on this matter one might be best to adopt a wait and see approach.

Furthermore, there is no clear understanding of specific benefits that may accrue from forced amalgamations nor is there certainty of State funding to meet the cost which is conservatively estimated to be in the order of \$2 million per shire.

Whilst there is still uncertainty in the minds of all involved as to the merits of the proposed reduction in the number of local governments, those centred

around a single strong community, understandably, feel they have the most to lose. They would become one of a number of communities inside the boundaries of a single entity, possibly with a central office and administration away from immediate local access.

Legal Implications

N/A

Policy Implications

N/A

Consultation

N/A

Financial Implications

None

Strategic Implications

Lake Grace Strategic Community Plan

Civic Leadership – Effective community management structures

Improved communication – better access to information

There is concern that amalgamations could result in greater disconnect between the Council and local communities through reduced local representation and more distant administration. Effective management structures would become ever more important to ensure a sense of place and belonging.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11767**

Moved Cr Chappell

Seconded Cr Hunt

That Council's WALGA Central Country Zone delegates support the Shire of Wagin motion:

1. That WALGA reject any moves by the State Government to force the amalgamation of local governments;
2. That amalgamations, mergers and boundary changes be supported by WALGA only if introduced and supported by the effected Local Governments: and;
3. That each Local Government community be entitled to hold a poll if structural change is proposed.

**MOTION CARRIED 7/0**

## 16.2 **SHIRE OF LAKE GRACE STRATEGIC COMMUNITY PLAN - PROPOSED MODIFICATIONS**

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0271
<b>Attachments:</b>	Revised Strategic Community Plan
<b>Author:</b>	Mr John Bingham Manager of Corporate Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 February 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

### Summary

The purpose of this report is for Council to review the proposed modifications to the Strategic Community Plan and proceed to engage the community in relation to those modifications.

### Background

The Department of Local Government and Communities contacted The Shire in September 2013 to provide feedback in relation to areas of Integrated Planning and Reporting non compliance. Seeking to address these areas and meet minimum legislative compliance The Shire sought advice from UHY Haines Norton.

UHY Haines Norton recommended the following:

- a) *Long Term Objectives, Desired Outcomes, Strategies and Measures* - That future plans have fewer objectives with an optimum of one objective for each core area. Too many objectives may result in the desired direction being more diluted;
- b) *Services Assessment* - That a list of services and associated strategies is developed;
- c) *Partners* - That a list of partners and associated strategies be developed and maintained in a supporting dataset;
- d) *Supporting Dataset* - An excel based dataset of desired outcomes and strategies and partners be developed.
- e) *Strategic Performance Measurement* - The plan should have regard to strategic performance measurement by setting indicators and ways of measuring these.

During December 2013 the CEO and Manager of Corporate Services addressed the above-mentioned by undertaking a desktop review of the SCP. The plan adopted in October 2012 has now been rationalised with the number of community objectives significantly reduced and key performance measures included.

Should Council adopt the proposed modifications the next full review should be conducted in October 2016.



Subsequently the next desktop or internal review should follow two years after that date.

Legal Implications

Nil.

Policy Implications

Nil.

Consultation

Internal: CEO, Neville Hale

External: UHY Haines Norton  
Department of Local Government and Communities

Financial Implications

Engagement costs with UHY Haines Norton for reviewing and verifying the SCP total \$1,850.

Strategic Implications

The strategies within the SCP will be better defined, more measureable and permit greater linkage to other plans within the Integrated Planning and Reporting Framework.

Voting Requirements

Simple majority (5) required.

Recommendation /Resolution

**MOTION 11768**

Moved Cr Hunt  
Seconded Cr De Landgraft

That Council endorse the modifications made to the Strategic Community Plan and proceed to engage the community as part of the review process.

**MOTION CARRIED 7/0**

**16.3 SHIRE POLICY 3.5 - INVESTMENTS - AMENDMENT**

<b>Applicant:</b>	Coordinator Finance & Administration
<b>File No.</b>	0050
<b>Attachments:</b>	Amended Policy 3.5 - Investments
<b>Author:</b>	Mrs Lee-Anne Trevenen Coordinator Finance & Administration
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	12 February 2014
<b>Senior Officer:</b>	Mr John Bingham Manager Corporate Services

**Summary**

This report recommends the amendment of Council's existing Policy 3.5 - Investments, to include all requirements of the Local Government (Financial Management) Regulation Reg.19C and that the Policy Manual be updated accordingly.

**Background**

Council's auditors, UHY Haines Norton, during the 2012/13 interim audit, noted Council's Policy 3.5 Investments did not include all the restrictions on investment of money as required by Local Government (Financial Management) Regulation 19C, which states

**19C. Investment of money, restrictions on (Act s. 6.14(2)(a))**

(1) In this regulation —

***authorised institution means —***

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

***foreign currency*** means a currency except the currency of Australia.

(2) When investing money under section 6.14(1), a local government may not do any of the following —

- (a) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 12 months;
- (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) invest in bonds with a term to maturity of more than 3 years;
- (e) invest in a foreign currency.

*[Regulation 19C inserted in Gazette 20 Apr 2012 p. 1701.]*

Subsequently, Council's Audit Committee recommended changes to this policy Motion 0083 at its 2 July 2013 meeting;

*'The Shire of Lake Grace Audit Committee receives the Interim Audit Report and notes that the changes required by management*

*be made prior to the Annual Audit scheduled to be carried out in November 2013.'*

The Policy 3.5 - Investments was last amended by Council at its Ordinary Meeting, February 2010, Motion 10951 to clearly define 'approved investments.'

The Policy Manual includes reference to the manner in which Policy is to be amended and is as follows:

*'Additions, deletions or alterations to Council Policy shall only be effected by specific Council resolution stating:*

- *The proposed policy; and,*
- *That the Policy Manual be updated'*

#### Comment

The General Financial Management obligations imposed on Chief Executive Officers under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should be complied with at all times.

The Shire operates a number of Reserve Accounts for various purposes which by their nature have minimal transactions during the course of a financial year. Council staff regularly invests these funds with the interest being allocated on a proportional basis.

The existing investment policy 3.5 assists staff when making decisions on where and how excess and reserve funds are invested.

Adding Regulation 19C to our existing investment policy will help to ensure compliance with statutory provisions both Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

The amended Policy 3.5 – Investments, showing changes highlighted in yellow is attached.

#### Legal Implications

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

#### Policy Implications

Policy Manual – Section 3 Finance/Accounting - Policy 3.5 Investments.

#### Consultation

Internal: Shire of Lake Grace Audit Committee

External: UHY Haines Norton Auditors

#### Financial Implications

Nil

Strategic Implications

**Strategic Community Plan 2023**

Whilst no specific element of the Strategic Community Plan 2023 relates directly to the policy issue good governance and legislation provision requires appropriate financial management practises.

That Policy 3.5 - Investments be amended to include Regulation 19C requirements and the Policy Manual be updated accordingly.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11769**

Moved Cr Sinclair  
Seconded Cr Clarke

That:

1. Policy 3.5 - Investments be amended to include Regulation 19C; and'
2. The Policy Manual be updated accordingly.

**MOTION CARRIED 7/0**

**16.4 FINANCIAL HARDSHIP POLICY FOR WATER SERVICES**

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0050
<b>Attachments:</b>	1. Financial Hardship Policy draft 2. Draft letter to ERA
<b>Author:</b>	Mr John Bingham Manager of Corporate Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 February 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

**Summary**

This report provides details of a proposed Financial Hardship Policy now required as a licensee for water supply services under the Water Services Code of Conduct.

**Background**

On 18th November 2013 the *Water Services Code of Conduct (Customer Service Standards) 2013* took effect. It applies to persons who hold a license for water supply services, sewerage services, irrigation services and/or drainage services (licensees) and their customers. The purpose of the WSCC is to deal with the conduct of licensees in relation to customers and potential customers.

The WSCC requires applicable licensees to develop a financial hardship policy and it does not have effect unless it is approved by the Economic Regulation Authority. The policy applies to customers experiencing financial hardship and may also apply to customers experiencing payment difficulties. The policy needs to be written and be publicly available.

The policy content must include:

- Alternative payment arrangements
- Possible reduction of amount owing
- Debt reduction & collection
- Written information about rights & obligations
- Consultation with relevant financial counsellors
- Supporting information:
  - Training of staff
  - Customer identification
  - Complaints handling
  - Availability and accessibility

The Shire must ensure that it's policy is approved by the Authority no later than 18 May 2014.

Legal Implications

Water Services Licensing Act 1995

Water Services Act 2012

Water Services Code of Conduct (Customer Services Standards) 2013

Policy Implications

The proposed Financial Hardship policy aims to ensure that all customers of the Shire's water services are entitled to the provision of those services in order to meet basic living needs.

In other words the Shire must not deprive a customer of water services if they were to not pay an unpaid bill for water services due to financial hardship. It is noteworthy that the Shire's water services is limited to the supply of sewerage services only in the town of Lake Grace.

Consultation

A consultation process has been undertaken with Narrogin Financial Counselling Service as is required by the policy guidelines.

Financial Implications

The Shire's cash-flow may be adversely affected by the policy.

Potential reduction in interest charges for late payments and delayed receipts will reduce cash-flows however it is too soon to determine to what extent. It is envisaged the impact will not be significant enough to have budgetary implications at this stage.

Strategic Implications

Social strategy S1.1 - Maintain and support the growth of services including health, education, housing for the aged and well presented communities.

Social strategy S2.3 - Provide a social environment that allows young families to feel supported and connected to their family and community.

Recommendation

That Council adopt the Financial Hardship policy for Water Services as drafted in Attachment 1.

Voting Requirements

Simple majority required.

Resolution

**MOTION 11770**

Moved Cr De Landgrafft

Seconded Cr Clarke

1. That Council adopt the Financial Hardship policy for Water Services as drafted in Attachment 1.
2. The Policy Manual be updated accordingly.

**MOTION CARRIED 7/0**

***REASON FOR CHANGE***

***Shire of Lake Grace Policy 1.1 requires that additions, deletions or alterations to Council Policy shall only be effected by specific Council resolution stating the proposed policy, and that the Manual be updated.***

## 16.5 **DELEGATIONS REGISTER - UPDATE TO INCLUDE DELEGATIONS UNDER THE FOOD ACT 2008 AND APPOINTMENT OF AUTHORISED OFFICERS**

<b>Applicant:</b>	Executive Services
<b>File No.</b>	0052
<b>Attachments:</b>	1. Extracts from the <i>Food Act 2008</i> 2. Proposed Delegations H02, H03 & H04
<b>Author:</b>	Miss Lauren Bosch Environmental Health Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	17 February 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

### Summary

The purpose of this report is to update the Shire of Lake Grace's Delegations Register (Proposed Delegations H02, H03 & H04) and to appoint Authorised Officers with respect to delegations made under the *Food Act 2008* (the Act).

### Background

Previously legislation regarding food hygiene and safety fell under the *Health Act 1911*. In 2009 the *Food Act 2008* came into operation, and the *Health Act 1911* was consequently amended.

Under the *Food Act 2008*, Local Governments have duties as “enforcement agencies” and have to appoint authorised officers under Section 122 to enforce provisions of the Act. The Act also gives Local Government the ability to delegate a function conferred on it by section 118.

### Comment

It is requested that, in accordance with the provisions of the Food Act 2008 that Council:

1. appoint Authorised Officers, in writing and issue certificates of authorisation; and,
2. delegate to the Chief Executive Officer the authority to issue Prohibition Orders.

It is further requested that Council delegate to the Chief Executive Officer and its Environmental Health Officer the registration of a Food Business and that they also are delegated authority to institute proceedings for an offence under the Food Act 2008.

### Legal Implications

Local Government Act 1995  
Food Act 2008



### **Appointment of Authorised Officers**

Section 122 of The Food Act 2008 (refer attached extract) requires the Local Government as the "Enforcement Agency" to appoint Authorised Officers in writing and issue certificates of authorisation.

It is requested that Lauren Bosch and Melissa Rourke be appointed as "Authorised Officers" in respect to the requirements of s122 of the *Food Act 2008*.

### **Prohibition Orders**

Legislative Power: Food Act 2008 s118(2)(b) Local government (enforcement agency) may delegate a function conferred on it  
s118(3) Delegation subject to conditions (s119) and  
guidelines adopted (s120)  
s118(4) Sub-delegation only permissible if expressly provided in regulations

Delegation Subject: Prohibition Orders  
Delegate: Chief Executive Officer

Powers Delegated: Food Act 2008  
s65(1) Prohibition Orders  
s66 Certificate of Clearance  
s67(4) Request for Re-Inspection

The Chief Executive Officer is delegated authority to:

1. Serve a prohibition order on the proprietor of a food business in accordance with s65 of the Food Act 2008;
2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any improvement notices;
3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection.

### **Registration of Food Business**

Legislative Power: Food Act 2008 s118(2)(b) Local government (enforcement agency) may delegate a function conferred on it  
s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120)  
s118(4) Sub-delegation only permissible if expressly provided in regulations

Delegation Subject: Registration of Food Business  
Delegate: Chief Executive Officer  
Environmental Health Officer

Powers Delegated: Food Act 2008  
s110(1) and (5) Registration of food business  
s112 Variation of conditions or cancellation of  
registration of food businesses.

The Chief Executive Officer and Environmental Health Officer are delegated authority to:

1. Register a food business in respect of any premises for the purposes of Part 9 of the Food Act 2008 and issue a certificate of registration;
2. After considering an application, determine to grant (with or without conditions) or refuse the application;
3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the Food Act 2008.

### **Prosecutions**

It is requested that Council agree to delegate the following authority to the Chief Executive Officer and Environmental Health Officer

Legislative Power: Food Act 2008 s118(2)(b) Local government (enforcement agency) may delegate a function conferred on it  
s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120)  
s118(4) Sub-delegation only permissible if expressly provided in regulations

Delegation Subject: Prosecutions

Delegate: Chief Executive Officer  
Environmental Health Officer

Powers Delegated: Food Act 2008  
s125 Institution of proceedings

The Chief Executive Officer and Environmental Health Officer are delegated authority to institute proceedings for an offence under the Food Act 2008.

It is important to note that there is no power to sub-delegate (2), (3) and (4) conferred.

### Policy Implications

N/A

### Consultation

Shire of Corrigin – EHO service

### Financial Implications

N/A

Strategic Implications

The provision of environmental health services and the enforcement of the provisions of the Food Act 2008 are core functions of local government.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11771**

Moved Cr Clarke  
Seconded Cr Stanton

That Council:

1. As per the attached delegations, update its Delegations Register to include the following delegations under the provisions of the Food Act 2008 and Local Government Act 1995:

**Chief Executive Officer**

Issue of Prohibition Orders  
Registration of Food Business  
Prosecutions

**Environmental Health Officer**

Registration of Food Business  
Prosecutions

2. Appoints the following persons as "Authorised Officer" in respect to the *Food Act 2008* - s 122:

- Lauren Bosch
- Melissa Rourke

**MOTION CARRIED 7/0**

## 16.6 SHIRE OF LAKE GRACE - EIGHT YEAR LOCAL LAWS REVIEW

<b>Applicant:</b>	Executive Services
<b>File No.</b>	0378
<b>Attachments:</b>	Nil
<b>Author:</b>	Mr Bruce Wittber BHW Consulting
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	17 February 2014
<b>Senior Officer:</b>	Mr Neville Hale Chief Executive Officer

### Summary

The purpose of this report is to consider and adopt the report of the outcome of the process of reviewing the Shire of Lake Grace's (Shire) Local Laws as per Section 3.16 of the *Local Government Act 1995* (the Act).

### Background

The Act requires that the Shire must every eight years after adoption or review of any local law conduct a review of the local law to ensure that it still retains currency. BHW Consulting (BHW) was engaged by the Shire to conduct the review.

The Council at its meeting on the 27 February 2013 resolved (in part) as follows:

#### **Motion 11586**

*Moved Cr Farrelly*

*Seconded Cr De Landgraft*

*That Council:*

#### *1. Proceed with the review of the following Local Laws:*

- *Pest Plants Local Law*
- *Extractive Industries Local Law*
- *Cemeteries Local Law 1999*
- *Dogs Local Law*
- *Local Government Property Local Law*
- *Local Laws Relating to Fencing*
- *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*
- *Bush Fire Brigades Local Law*
- *Health Local Law 2000*
- *Standing Orders Local Law 1998*

#### *2. Advertise the review of the following Local Laws in accordance with s3.16 (2) of the Local Government Act 1995:*

- *Pest Plants Local Law*
- *Extractive Industries Local Law*
- *Cemeteries Local Law 1999*
- *Dogs Local Law*
- *Local Government Property Local Law*
- *Local Laws Relating to Fencing*
- *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*
- *Bush Fire Brigades Local Law*
- *Health Local Law 2000*
- *Standing Orders Local Law 1999*

Following the formal adoption by the Council of the outcome of the review, any amendments to the local laws under review must be processed in accordance with s3.12 of the Act.

This means that two distinct processes are followed. In order to separate the processes and avoid any confusion it was determined at the outset of the review process that the review would be undertaken first, with any amendments to the local laws to be undertaken as a separate process.

#### Comment

Following the resolution to review the local laws the Shire advertised state-wide in the West Australian Newspaper on Wednesday 23 October 2013 and in community newsletters of its intention to review the following local laws.

- Pest Plants Local Law (gazetted 22 January 1982);
- Standing Orders Local Law 1998 (gazetted 16 March 1999);
- Extractive Industries Local Law (gazetted 20 October 2000);
- Cemeteries Local Laws 1999 (gazetted 20 October 2000);
- Dogs Local Law (gazetted 27 March 2001);
- Local Government Property Local Law (gazetted 27 March 2001);
- Local Laws Relating to Fencing (gazetted 27 March 2001);
- Thoroughfares, Activities on and Trading in and Public Places Local Law (gazetted 27 March 2001);
- Bushfire Brigades Local Law (gazetted 27 March 2001); and
- Health Local Law 2000 (gazetted 30 March 2001)

Community newsletters are published fortnightly and the ad appeared on four occasions in the Lakes Link News, the Newdegate Gatepost, the Lake King Newsletter and the Varley Voice from 22 October to 3 December 2014. The closing date for submissions to be received was Friday 6 December 2013.

At the close of submissions only one submission had been received which was from the Department of Agriculture and Food in respect to the Pest Plants Local Law. This matter is addressed in the report on the Pest Plants Local Law.

Following the review of the local laws by the Shire staff and BHW the following are the outcomes proposed for each of the Shire's local laws:

#### **PEST PLANTS LOCAL LAW**

Adopted: 23 September 1981

Gazetted: 22 January 1982

The local law Gazetted in 1982 is still valid. Recognising that it was gazetted 30 years ago and the terminology and drafting standards have changed the local law is still able to be enforced.

Currently the two plants listed are “dock” and “caltrop”.

The Department of Agriculture and Food in its submission received by the Shire on 20 November 2013 made the following comments:

**“Appendix 2**

**Interpretation**

(3) *In these local laws, unless the context otherwise requires:*

*“Council” means the Council of the Shire of .....*;

*“district” means the district of the Council;*

*“Pest Plant” means a plant described as a Pest Plant by local law (5) of these local laws.*

(4) *These local laws apply in respect of the district.*

*It appears to me that a council (Shire) has the ability to specify the “district” (locality/area) the pest plant local law can apply. In this regard the Shire would have to see if the gazetted town sites is a designated “district” within the municipal area of Lake Grace.*

*Another solution is that the Shire could also choose to make Caltrop a Pest Plant but have a policy that they only enforce it within the gazetted town site.*

*However, if the Shire does not have the resources nor the will to tackle landholders on the issue then my immediate comment is that it should not be a pest plant. I would suggest that the Shire look very closely at the impact of the species (I suspect that it is an annoyance and occasion prickle in a bike tyre or someone’s foot) and compare this to the cost of implementing the local law.”*

**General Comment and Conclusion**

The comments received from the Department of Agriculture and Food have been discussed with the Shire CEO and given that the Shire does not have resources to effectively enforce the requirements of the Pest Plants Local Law it is suggested that the Shire consider repealing the local law.

It is recommended that the Pest Plants Local Law be repealed and not replaced.

**STANDING ORDERS LOCAL LAW 1998**

Adopted: 27 November 1998

Gazetted: 16 March 1999

BHW conducted a workshop in Lake Grace for Councillors and staff on Tuesday 16 October 2012.

Following discussions and consideration of the changes that are likely to be required, together with the availability of a new WALGA Model Local Government (Council Meetings) Local Law, it was agreed that the Shire would work towards repealing and replacing the current local law with the new model.

### **General Comment and Conclusion**

It is recommended that Standing Orders Local Law 1998 be repealed and replaced.

### **EXTRACTIVE INDUSTRIES LOCAL LAW**

Adopted: 27 September 2000

Gazetted: 20 October 2000

#### **Clause 1.1 – Definitions**

A number of new definitions are required to be inserted or current definitions amended. New definitions for owner, occupier and person need to be inserted and the current definition for “carry on an extractive industry” requires rewording to clarify the extent of what material constitute an extractive industry.

#### **Clause 2.3 - Application for Licence**

Subclause (1) should be rewritten to reflect subsequent changes in this clause.

Subclause 1(a) be amended to allow different information to be included in the application depending upon the size of the area of the excavation.

Subclause 1(i) to be rewritten to reflect current environmental and geotechnical requirements.

Introduce the right for a local government to exempt the requirement to apply for a licence where the area of the excavation does not exceed a certain size eg. 5,000 square metres.

#### **Clause 3.1 – Determination of application**

Subclause 4(a) be amended to determine an annual licence date of 30 June each year in lieu of the 31 December to bring it into line with the financial year and to provide that the licence fee is determined in accordance with the *Local Government Act 1995*. This will also affect clause 3.2.

Add a new subclause 4(d) to require details of relevant insurance cover.

#### **Clause 5.2 - Use by the local government of secured sum**

Rewrite the clause to provide a defined time frame rather than “within a reasonable time”. There will also be some consequential amendments required to this clause.

#### **Clause 8.1 - Objections and appeals**

Update the legislative requirements of the *Local Government (Functions and General) Regulations 1996*.

The current local law does not provide the opportunity for modified penalties to be applied for offences. It would be proposed that a new part and the associated schedule of modified penalties would be included in the local law.

### **General Comment and Conclusion**

The above comments outline the major changes that are proposed as a consequence of the review however there may be additional editorial and consequential changes throughout the document.

It is recommended that the Extractive Industries Local Law be amended as outlined.

### **CEMETERIES LOCAL LAW 1999**

Adopted: 27 September 2000

Gazetted: 20 October 2000

#### **Clause 1.2 - Interpretations**

A number of new interpretations are required to be inserted and some interpretations will be deleted to modernise the local law. New definitions include grave, guide dog, local government, act and memorial.

Throughout the local law reference to “Board” will be deleted and the words “local government” will be inserted.

Throughout the local law a number of amendments will be required to ensure current drafting standards are applied. For example “mm” will be drafted as “millimetres”.

#### **Clause 5.4 - Vehicle access and speed limitations**

The subclause will be rewritten to meet current drafting standards and requirements of the Joint Standing Committee on Delegated Legislation.

#### **Clause 5.5 - Offender may be expelled**

The subclause will be deleted to meet the requirements of the Joint Standing Committee on Delegated Legislation.

#### **Clause 7.17 – Cancellation of a monumental mason’s licence**

Subclause (3) is to be deleted as there is no power for the local court to hear an appeal against the termination of the licence.

#### **General Comment and Conclusion**

The above comments outline the major changes that are proposed as a consequence of the review however there may be additional editorial and consequential changes throughout the document.

It is recommended that the Cemeteries Local Law 1999 be amended as outlined above.

### **DOGS LOCAL LAW**

Adopted: 28 February 2001

Gazetted: 27 March 2001

#### **Clause 1.3 - Definitions**

There are a number of definitions that will require inclusion, deletion or amendment to modernise the local law. These include but are not limited to the definition of dangerous dog, kennel, pound keeper, pound, premises and public place.



Throughout the local law a number of amendments will be required to ensure current drafting standards are applied. For example “mm” will need to be redrafted as “millimetres”.

### **Part 5 - Dogs in public places**

This Part will be rewritten to take account of the change brought about by the introduction of the *Food Act 2008* which has replaced the *Health Act 1911*. It would also be appropriate to review the areas where a dog is prohibited and dog exercise areas.

### **Schedule 3 - Offences**

Review the Schedule of penalties to ensure they reflect current standards.

### **General Comment and Conclusion**

The above comments outline the major changes that are proposed as a consequence of the review however there may be additional editorial and consequential changes throughout the document.

It is recommended that the Dogs Local Law be amended as outlined above.

## **LOCAL GOVERNMENT PROPERTY LOCAL LAW**

Adopted: 28 February 2001

Gazetted: 27 March 2001

### **Clause 1.2 - Definitions**

- Include a definition of “Code” as it relates to swimming pools;
- Include a definition of “*Health Act 1911*”;
- Amend the legislative description for *Liquor Control Act 1988* wherever it appears in the local laws;
- Include a definition of “nuisance”; and
- Include definition of “waste”.

### **Clause 3.9 – Renewal of permit**

Rewrite the clause to delete reference to *mutatis mutandis*.

### **Clause 3.13 – Activities needing a permit**

Insert additional activities that require a permit such as conducting gambling activities, depositing material on local government property and erect broadcast equipment.

### **Clause 4.1 – Behaviour which interferes with others**

Include a new clause relating to nuisance.

### **Additional clauses in relation to behaviour**

Insert several additional clauses relating to animals, waste and refusal of entry to local government property.

### **Clause 5.1 – Swimming pool – when entry may be refused**

Rewrite the clause to take accounts of the Code as it relates to swimming pools and provide additional authority to the Manager.

**Clause 8.4 – Liability for damage to local government property**

Include a definition of “costs” in this clause.

**Schedule 1 – Prescribed offences**

Amend the modified penalty to reflect current standards.

**Schedule 2 - Determinations**

Include several specific determinations relating to vehicles and activities prohibited on local government property.

**General Comment and Conclusion**

The above comments outline the major changes that are proposed as a consequence of the review however there may be additional editorial and consequential changes throughout the document.

It is recommended that the Local Government Property Local Law be amended as outlined above.

**LOCAL LAWS RELATING TO FENCING**

Adopted: 28 February 2001

Gazetted: 27 March 2001

**Clause 4 - Interpretation**

- Include a new definition of “occupier”;
- Include a new definition for “owner”;
- Include a new definition for “local planning scheme” and make consequential changes throughout the local laws;
- Delete the definition “town planning scheme”;
- Amend the legislative description for *Planning and Development Act 2005* wherever it appears in the local laws; and
- Amend the Australian Standards as necessary throughout the local law.

**Clause 9 - General Discretion of the Local Government**

Subclause (1) currently reads *“Notwithstanding clause 6, the local government may consent to the erection or repair of a fence which does not comply with the requirements of these Local Laws”*

It is suggested that the clause could be changed to read:

*“Notwithstanding clause 6, the local government may grant consent to the erection or repair of a fence which is not a sufficient fence, where all owners of land which adjoins the relevant boundary make an application for approval for that purpose.”*

This gives the adjoining owners an opportunity to advise the Shire of their agreement to the fence adjoining their property not being constructed as a sufficient fence.

**Clause 17 - Modified Penalties**

The current modified penalty is \$100 it is suggested this be increased to \$150.

Include a new clause that gives the right of review where the local government makes a decision on a licence or application.

### **General Comment and Conclusion**

The above comments outline the major changes that are proposed as a consequence of the review however there may be additional editorial and consequential changes throughout the document.

It is recommended that the Local Laws Relating to Fencing be amended as outlined above.

## **ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES LOCAL LAW**

Adopted: 16 May 2000

Gazetted: 27 March 2001

### **Clause 1.2 - Definitions**

- Amend the legislative description for *Liquor Control Act 1988* wherever it appears in the local laws;
- Amend the legislative description for *Planning and Development Act 2005* wherever it appears in the local laws; and
- Amend the legislative description for a number of definitions to take account of the *Road Traffic Code 2000*.

Throughout the local law a number of amendments will be required to ensure current drafting standards are applied. For example “mm” will need to be redrafted as “millimetres”.

### **Clause 2.1 - General Prohibitions**

Amend subclause (a) to take account of wording acceptable to the Joint Standing Committee on Delegated Legislation.

### **Clause 2.3 - No possession and consumption of liquor on thoroughfare**

Amend subclause 1(a) to change the description of the legislation which is now *Liquor Control Act 1988*.

### **Clause 5.4 – Construction work on flora roads**

Update reference to current version of the Code of Practice.

### **Clause 6.8 - Conduct of stallholders and traders**

Amend subclause 1(c) to change the description of the legislation which is now *Trade Measurement Act 2006*.

## **Part 4 - Trading in thoroughfares and public places, Division 3 Division 3 — Outdoor eating facilities on public places**

This division will be amended to take account of the introduction of the *Food Act 2008*. The changes are principally related to change of the legislative description in a number of places.

### **Clause 7.7 Renewal of permit**

Amend clause to delete “*mutatis mutandis*” and insert plain English.

### **Schedule 1 – Prescribed Offences**

Amend the description of the offences where changes have been made within the local law. It is also appropriate to review the modified penalty for each offence to take account of consumer price index changes since the local law was adopted in 2000. In broad terms current penalty of \$100 will increase to \$150, \$200 to \$300 and \$300 to \$450.

### **General Comment and Conclusion**

The above comments outline the major changes that are proposed as a consequence of the review however there may be additional editorial and consequential changes throughout the document.

It is recommended that the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law be amended as outlined above.

### **BUSH FIRE BRIGADES LOCAL LAW**

Adopted: 28 February 2001

Gazetted: 27 March 2001

#### **Clause 1.2 – Definitions**

- Include a new definition for “District”; and
- Include a new definition for “Bush Fire Management Committee” and make consequential changes within the local law for consistency.

#### **Clause 2.3 – Ranks within bush fire brigade**

Clause requires amending to reflect the correct titles of the various ranks in bush fire brigades.

#### **Clause 2.5 – Variation to rules**

Delete clause 2.5 as now not permitted by Joint Standing Committee on Delegated Legislation.

#### **Clause 3.8 – Nomination of bush fire control officer to the local government**

Amend clause to make wording of the Bush Fire Management Committee consistent.

#### **Clause 6.2 – Equipment in brigade area**

Recognising that local government must make a submission for funding under the Emergency Services Levy and local government budgets can be adopted in June each year it may be advisable to change the date by which a brigade submits its funding request from 31 May to 28 February.

#### **First Schedule Clause 7.4 - Banking**

This clause as it is currently written does not give any recognition of the changing methods of banking that are available due to improved technology. It is suggested that the clause be rewritten to provide some flexibility.

### **General Comment and Conclusion**

The above comments outline the major changes that are proposed as a consequence of the review however there may be additional editorial and consequential changes throughout the document.

It is recommended that the Bush Fire Brigades Local Law be amended as outlined above.

### **HEALTH LOCAL LAW 2000**

Adopted: 28 February 2001

Gazetted: 30 March 2001

#### **Clause 1.3 - Interpretation**

There are a considerable number of interpretations that will require inclusion, deletion or amendment. These include but are not limited to the definition of “local government” in place of “Council”, Australian Standards in general, “district”, “hot water”, “vectors of disease” and “water”.

Throughout the local law reference is made to “Council” which will be required to be changed to “local government”. This will entail a significant number of amendments.

With regard to other definitions that have been changed this will require consequential changes throughout the local law.

The follow details some of the likely amendments to the local law as a result of this review:

#### **After Clause 2.1.2 - Dwelling house**

Add a new clause after this clause to include reference to floor of wet areas.

#### **Clause 2.1.4 - Outdoor festivals**

Review the current standards being applied the provision of sanitary conveniences. The current standard has reduced the requirements.

#### **Clause 2.1.6 - Temporary works**

Review the wording to reflect changed drafting standards.

#### **Clause 2.2.4 -Kitchens**

It is felt that the some of the current subclauses the wording could be simplified and provide just as effective control.

#### **Clause 3.2.4 - Ventilation**

Amend the clauses to reflect current Australian Standards. The standards are also required to be defined in clause 1.3 Interpretation.

#### **Clause 5.1.1 - Interpretation**

Include a new interpretation relating to a “public vehicle”.

**Clause 5.2.5 - Slaughter of animals**

This clause needs to have included reference to the *Food Regulations 2009* in relation to the prohibition of slaughtering of animals.

**Part 6 - Pest control**

Throughout this Part which relates to control of flies, argentine ants, cockroaches and rodents some of the clauses will require amendment to reflect current drafting standards and not lose any of the control by the Shire.

**Clause 8.1.1 - Lodging house interpretation**

Include amendment to include a definition for *Food Standards Code*. This will then require consequential changes within this Part.

**Clause 8.2.7 – Fire Prevention and control**

Change the reference to Fire and Emergency Services Authority to reflect the Building Code requirements.

**Clause 8.211 – Sleeping accommodation—short-term hostels and recreational campsites**

Update reference to current standards.

**Clause 9.1.1 – Interpretation**

Insert a new interpretation for “premises”.

**Part 10 – Offences and Penalties**

Review all fines and penalties related to contravention of the local laws.

**General**

The above proposed changes are a sample of the extent of the amendments that will be required. In addition throughout the local law there are wording changes, some minor and others more extensive that will need to be included. The drafting and general language do not meet current practices and as a consequence the local law is in need of being modernised.

**Conclusion**

It is recommended that Health Local Law 2000 be repealed and replaced. The Council may also wish to consider introducing a complementary local law relating to Animals, Environment and Nuisance’s. The introduction of such a local law removes a number of related provisions from the Health Local Law.

Consultation

As required by the Act the community was invited to comment on the review of the Council’s local laws. The review was advertised state-wide in the West Australian Newspaper Wednesday 23 October 2013 and community newsletters circulating through the Shire fortnightly from 22 October 2014 until the 6 December 2014. At the close of submissions one submission had been received.

Legal Implications

S3.16 of the Act requires the Shire is to carry out a formal review of its local laws every 8 years.

The Act provides that after the last day for submissions the Council is to consider any submissions received and cause a report of the review to be prepared and considered by the Council. The Council must adopt the report on the review at which time it determines whether the local laws should be repealed or amended.

Policy Implications

N/A

Voting Requirements

Absolute majority (5) required

Recommendation/Resolution

**MOTION 11772**

Moved Cr De Landgraft  
Seconded Cr Clarke

1. That the Shire of Lake Grace adopt the report of the review of the local laws under s3.16 of the *Local Government Act 1995* and note that one community submission in relation to the Pest Plants Local Law was received and that no community submissions were received in respect to the following local laws:
  - Standing Orders Local Law 1998;
  - Extractive Industries Local Law;
  - Cemeteries Local Laws 1999;
  - Dogs Local Law;
  - Local Government Property Local Law;
  - Local Laws Relating to Fencing;
  - Thoroughfares, Activities on and Trading in and Public Places Local Law;
  - Bushfire Brigades Local Law; and
  - Health Local Law 2000.
  
2. That the Shire of Lake Grace determine that the outcome in respect to each local law is as follows:
  - a. Shire of Lake Grace Pest Plants Local Law be repealed and not replaced;
  - b. Shire of Lake Grace Standing Orders Local Law 1998 be repealed and replaced;
  - c. Shire of Lake Grace Extractive Industries Local Law be amended as outlined in the report;
  - d. Shire of Lake Grace Cemeteries Local Law 1999 be amended as outlined in the report;
  - e. Shire of Lake Grace Dogs Local Law be amended as outlined in the report;

**MOTION 11772 continued**

- f. Shire of Lake Grace Local Government Property Local Law be amended as outlined in the report;
  - g. Shire of Lake Grace Fencing Local Law be amended as outlined in the report;
  - h. Shire of Lake Grace Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law be amended as outlined in the report;
  - i. Shire of Lake Grace Bush Fire Brigades Local Law be amended as outlined in the report; and
  - j. Shire of Lake Grace Health Local Law 2000 be repealed and replaced with a new Health Local Law and a complementary local law being the Animals, Environment and Nuisances Local Law.
3. That the Chief Executive Officer be authorised to implement, in accordance with s3.12 of the *Local Government Act 1995*, the outcome in respect to each local law as outlined in Part 2 of this resolution for further consideration by the Council.

**MOTION CARRIED BY ABSOLUTE MAJORITY 7/0**



<b>17.0</b>	<b>INFORMATION BULLETIN</b>
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**17.1**     **INFORMATION BULLETIN REPORT – FEBRUARY 2014**

<b>Applicant:</b>	Executive Services
<b>File No.</b>	N/A
<b>Attachments:</b>	1 to 3 <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>	17 February 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:

**1. Reports**

Council Status Report.  
Grants Register  
December 2013 Infrastructure Services Report  
January 2014 Infrastructure Services Report  
Shire Facebook Page Postings Dec 13/Jan 14  
Lake Grace Visitor Centre Statistics 2013

**2. Minutes**

Annual General Meeting of Electors Feb 2014  
Newdegate Rejuvenation Project Committee Feb 2014  
Integrated Planning Asset Management Committee Jan 14  
Integrated Planning Asset Management Committee Feb 14  
4WDL VROC December 2013  
WALGA Central Country Zone November 2013

**3. WALGA**

WALGA Economic Briefing Feb 2014

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Community Strategic Plan

Voting Requirements

Simple majority required.

Voting Requirements

Simple majority required.

Officer's Recommendation /Resolution

**MOTION 11773**

Moved Cr Chappell  
Seconded Cr Clarke

That Council accepts the Information Bulletin report.

**MOTION CARRIED 7/0**

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

None

**19.0 SCHEDULING OF MEETING**

**19.1 MARCH 2014 ORDINARY MEETING**

**Motion 11711 November 2013 states:**

An Ordinary Meeting of Council will be held on Wednesday 26 March 2014 commencing at 2:00 pm at the Varley Sports Pavilion, Varley WA.

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

**MOTION 11774**

Moved Cr Chappell  
Seconded Cr Hunt

That Council close the meeting to the public at this time, being 3.42 pm, to consider Item 20.1 F J Jacobs Pty Ltd – Annual Allowance Review and Item 20.2 Chief Executive Officer – Key Performance Indicators.

**MOTION CARRIED 7/0**

3.42 pm Mr M Harrop, Mr J Bingham, Ms L Holben, Mrs J Bennett and Ms M Knill left the meeting.

**20.1 F J JACOBS PTY LTD - ANNUAL ALLOWANCE REVIEW**

*Item forwarded under separate cover.*

3.50 pm Cr De Landgraft left the meeting and returned at 3.57 pm.

**20.2 CHIEF EXECUTIVE OFFICER - KEY PERFORMANCE INDICATORS**

*Item forwarded under separate cover.*

**MOTION 11775**

Moved Cr Hunt  
Seconded Cr Chappell

That Council re-open the meeting to the public at this time, being 4.18 pm.

**MOTION CARRIED 7/0**

The Shire President read aloud the following resolutions:

**MOTION 11776**

Moved Cr Dr Landgrafft  
Seconded Cr Sinclair

That Council increase the Annual Allowance from \$50,000 pa to \$52,210 pa, payable in accordance with Clause 3 of the Medical Services Provider Agreement with F J Jacobs Pty Ltd and adjust monthly instalments accordingly.

**MOTION CARRIED 7/0**

**MOTION 11777**

Moved Cr Chappell  
Seconded Cr Clarke

That Council endorse the following Key Performance Indicators as per the attached KPI assessment, for the purpose of reviewing its Chief Executive Officer's performance for the year ended September 2014, namely:

- Leadership
- Communication
- Statutory compliance
- Projects
  1. Integrated Planning and Reporting (including Functionality Review)
  2. Independent Living Units – Lake Grace
  3. Independent Living Units – Newdegate
  4. Lesser Hall – Newdegate
  5. Lake Grace Sports Pavilion
  6. Other

**MOTION CARRIED 7/0**

**21.0 CLOSURE**

There being no further business, the Shire President closed the meeting at 4.20 pm.

**22.0 CERTIFICATION**

I Andrew James Walker certify that the minutes of the meeting held on the 26 February 2014 as shown were confirmed as a true record at the meeting held on the 26 March 2014.

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Shire President

\_\_\_\_\_

Date