

Shire of Lake Grace

Ordinary Council Meeting



## NOTICE PAPER

### To the President and Councillors

In accordance with the provisions of Section 5.5 of the Local Government Act 1995, you are hereby notified that an Ordinary Meeting of Council has been convened:

**Date:** Wednesday 24 May 2017

**At:** Council Chambers  
1 Bishop Street, Lake Grace, WA

**Commencing:** 3.00 pm

To discuss the items of business in the agenda as set out on the following pages.

Denise Gobbart  
Chief Executive Officer

19 May 2017  
Date

Shire of Lake Grace

Ordinary Council Meeting

# Agenda

24 May 2017

Meeting Commencing at 3.00 pm



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## **SHIRE OF LAKE GRACE**

Agenda for the Ordinary Meeting of Council to be held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 24 May 2017.

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

The Shire President opened the meeting at \_\_ pm.

### **2.0 ATTENDANCE RECORD**

#### **2.1 PRESENT**

Cr JF De Landgraft	Shire President
Cr SG Hunt	Deputy Shire President
Cr LW Armstrong	
Cr R Chappell	
Cr DS Clarke	
Cr RA Lloyd	
Cr AD Marshall	
Cr MG Stanton	
Cr AJ Walker	

#### **In Attendance**

Ms D Gobbart	Chief Executive Officer
Ms L Gray	Deputy Chief Executive Officer
Mr P Webb	Manager Infrastructure Services
Ms N Bowman	Governance Officer

#### **Observers/Visitors**

#### **2.2 APOLOGIES**

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

### **3.0 PUBLIC QUESTION TIME**

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

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

#### **5.1 ORDINARY MEETING – 26 APRIL 2017**

##### Recommendation

That the minutes of the Ordinary Meeting of Council held on the 26 April 2017 be confirmed as a true and accurate record.

**6.0 DECLARATIONS OF INTEREST**

6.1 **DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A**

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

6.3 **DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C**

**7.0 NOTICES OF URGENT BUSINESS**

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

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

**10.0 MEMBERS' REPORTS**

10.1 **CR AMRSTRONG**

10.2 **CR CHAPPELL**

10.3 **CR CLARKE**

10.4 **CR HUNT**

10.5 **CR LLOYD**

10.6 **CR MARSHALL**

10.7 **CR STANTON**

10.8 **CR WALKER**

10.9 **CR DE LANDGRAFFT**

**11.0 MATTERS FOR CONSIDERATION – INFRASTRUCTURE SERVICES**

*No matters for consideration.*

<b>12.0 MATTERS FOR CONSIDERATION – PLANNING</b>
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**12.1 DEVELOPMENT APPLICATION – PROPOSED NEW OUTBUILDING ('SHED') - LOT 500 (NO. 13) ABSOLON STREET, LAKE GRACE**

**Applicant:** Mr Damian Trevenen (Landowner)  
**File No.:** 0454  
**Attachments:** 1. Plan 1 – Location Plan  
 2. Plan 2 – Existing Lot Configuration  
 3. Plan 3 – Aerial Photograph  
 4. Plan 4 – Site Development Plan  
 5. Plan 5 – Floor Plan and Elevations  
**Author:** Mr Joe Douglas (Urban & Rural Perspectives)  
 Town Planning Consultant  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 May 2017  
**Senior Officer:** Ms Denise Gobbart

  
 Chief Executive Officer

Summary

This report recommends that a development application submitted by Mr Damian Trevenen (Landowner) to construct a new steel framed, colorbond domestic outbuilding to service an existing single detached dwelling on Lot 500 (No.13) Absolon Street, Lake Grace be approved subject to conditions.

Background

The applicant is seeking Council's development approval to construct a new 54 square metre steel framed, colorbond outbuilding on Lot 500 (No.13) Absolon Street, Lake Grace.

Lot 500 is located centrally in the Lake Grace townsite in a well-established residential area and comprises a total site area of approximately 1,068 square metres (see Plans 1 and 2).

Lot 500 has direct frontage and access to Absolon Street along its southern front boundary and Carruthers Street along its eastern side boundary. The property has historically been developed and used for low density residential purposes and contains a single storey dwelling in good condition (see Plan 3).

Under the terms of the information and plans submitted in support of the application (see Plans 4 and 5) the following is proposed:

- i) Construction of a new 9 metre long and 6 metre wide steel framed colorbond outbuilding with a total floor area of 54 square metres;
- ii) The new outbuilding will be clad with 'Evening Haze' coloured walls, doors, trim and roofing (i.e. a light sandy brown colour);
- iii) The new outbuilding will have a gable type roof pitched at 12 degrees with a ridge height of 3.44 metres and a wall height of 2.8 metres above the natural ground level;
- iv) The new outbuilding will have a setback of 1 metre from the land's rear boundary to the north and a 1 metre setback from the land's eastern side boundary (i.e. Carruthers Street);
- v) The new outbuilding will be orientated with the three (3) main vehicle access doors facing south towards Absolon Street. Vehicle access will be provided via a proposed new crossover and internal driveway from the land's Carruthers Street frontage. The new crossover will be



funded by the applicant in its entirety and constructed to the Shire's standards. The new internal driveway will be constructed using compacted gravel. A personal access door will also be provided on the outbuilding's western elevation;

- vi) Stormwater will be collected from the outbuilding's roof catchment and piped to a suitable capacity rain water storage tank proposed to be installed on the western side of the building to obscure it from public view and allow for the re-use of all stormwater captured within; and,
- vii) The applicant has confirmed in writing the new outbuilding will be used for domestic purposes only (i.e. general storage, a home workshop and the parking of vehicles).

#### Comment

#### **Current Zoning and Land Use Permissibility**

Lot 500 is classified 'Residential' zone under the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4) with a residential density coding of R20.

Under the terms of LPS No.4 the construction of an 'outbuilding' in association with a single dwelling is listed as being permitted ('P') on land classified 'Residential' zone subject to compliance with the relevant development standards prescribed in the Residential Design Codes (i.e. the 'R-Codes').

#### **Compliance with Development Standards**

An assessment of the proposal against the development standards contained in LPS No.4 and the R-Codes has confirmed it satisfies the majority of standards except for the following:

- i) Minimum required secondary street setback.

The new outbuilding is proposed to have a setback of 1 metre from the land's eastern side boundary (i.e. the land's secondary street frontage to Carruthers Street) in lieu of a minimum permitted setback of 1.5 metres as prescribed in Clause 5.2.1 of the R-Codes under deemed-to-comply element C1.4.

In considering whether or not to approve this proposed variation to the deemed-to-comply requirements of the R-Codes Council must decide whether such variation is likely to have a detrimental impact upon the amenity and character of the immediate locality or any immediately adjoining or other nearby properties.

It is concluded following detailed assessment of the application by the reporting officer that the proposed secondary street setback variation is unlikely to have any adverse impacts and may be supported and approved by Council for the following reasons:

- i) The outbuilding will be located a sufficient distance from the intersection of Absolon and Carruthers Streets and will maintain clear sight lines along both of these streets for vehicles and pedestrians;
- ii) The outbuilding is not considered to be excessively large in its local context and will be finished using visual appealing materials and colours. As such it is expected to have minimal impact on the visual amenity of the local streetscape or any neighbouring or other nearby properties; and,
- iii) The outbuilding will not obstruct views to or from the existing dwelling on Lot 500 from Absolon and Carruthers Streets or any dwellings on other adjoining or nearby residential properties.

## **Conclusion**

It is concluded from a detailed assessment of the application that the proposal to construct a new steel framed, colorbond outbuilding ('shed') on Lot 500 (No.13) Absolon Street, Lake Grace is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure the development proceeds in a proper and orderly manner. As such, it is recommended Council exercise its discretion and grant conditional development approval.

### Legal Implications

*Planning and Development Act 2005*

*Shire of Lake Grace Local Planning Scheme No.4*

*Part 10A Planning and Development (Local Planning Scheme) Regulations 2015 - Bushfire Risk Management* – As the subject land is not located within a designated 'bushfire prone area' a Bushfire Attack Level (BAL) assessment is not required in support of this application.

### Policy Implications

*State Planning Policy No.3.1 - Residential Design Codes*

### Consultation

Community consultation not required.

### Financial Implications

Nil

### Strategic Implications

Nil

### Recommendation

That the application for development approval submitted by Mr Damian Trevenen (Landowner) to construct a new steel framed, colorbond domestic outbuilding (i.e. shed) on Lot 500 (No.13) Absolon Street, Lake Grace be approved subject to the following conditions and advice notes:

### **Conditions**

1. The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council.
2. The finished floor level of the new outbuilding shall not exceed 200 millimetres above the natural ground level unless otherwise approved by the Shire.
3. The proposed new crossover to Carruthers Street and internal vehicle driveway to the new outbuilding shall be constructed to the specifications and satisfaction of the Shire's Chief Executive Officer.
4. All stormwater generated by the new outbuilding and internal vehicle driveway thereto shall be managed and disposed of to the specifications and satisfaction of the Shire's Chief Executive Officer.
5. The new outbuilding shall be used for domestic purposes only (i.e. general storage, a home workshop and the parking of vehicles) unless otherwise approved by Council.

### **Advice Notes**

1. The development is to be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire having first been sought and obtained.
2. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
3. This is a development approval of the Shire under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
4. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
5. The proposed new outbuilding is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
7. If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

### Voting Requirements

Simple majority required.

## 12.2 DEVELOPMENT APPLICATION – PROPOSED NEW TELECOMMUNICATIONS INFRASTRUCTURE ON LOT 53 PITT STREET, VARLEY

**Applicant:** Deighton Pty Ltd on behalf of Newlakes Pty Ltd (Landowner)  
**File No.:** 0457  
**Attachments:** 1. Plan 6 – Location Plan  
 2. Plan 7 – Existing Lot Configuration  
 3. Plan 8 – Aerial Photograph  
 4. Plan 9 – Overall Site Development Plan  
 5. Plan 10 – Partial Site Development Plan  
 6. Plan 11 – Elevation Plan  
**Author:** Mr Joe Douglas (Urban & Rural Perspectives)  
 Town Planning Consultant  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 May 2017  
**Senior Officer:** Ms Denise Gobbart



Chief Executive Officer

### Summary

This report recommends that a development application submitted by Deighton Pty Ltd on behalf of Newlakes Pty Ltd (Landowner) to construct new telecommunications infrastructure on portion of Lot 53 Pitt Street, Varley be approved subject to conditions.

### Background

The applicant is seeking Council's development approval to construct a new mobile telephone base station on portion of Lot 53 Pitt Street, Varley to address current mobile telephone and emergency service communication coverage deficiencies in the Varley locality. The project will, if approved by Council, be undertaken by Telstra using Commonwealth and State Government 'Black Spot Program' funding.

Lot 53 is located on the eastern edge of the Varley townsite and was the former Varley Primary School site which was sold to the current landowner in 2004 and has since been developed and used for the purposes of a general store and chemical storage and distribution outlet in accordance with a development approval issued by Council in May of that year (see Plan 6).

Lot 53 is rectangular in shape, comprises a total area of approximately 2.7 hectares and has direct frontage and access to Pitt Street along its southern boundary and Thomas Street along its western boundary, both of which are sealed and drained local roads under the care, control and management of the Shire (see Plan 7).

The southern half of Lot 53 has been extensively cleared as a result of its historical development and use for educational purposes and contains a number of built form improvements which are now being used to accommodate the existing approved general store and chemical storage and distribution outlet. The northern half of the land contains a significant amount of native vegetation of varying type and quality, much of which is degraded and not identified in any databases as being of local, state or federal government significance (see Plan 8).

Under the terms of the information and plans submitted in support of the application (see Plans 9 to 11) the following is proposed:

- i) Erection of a new 60 metre high, 0.75 metre wide guyed lattice mast and small lightning finial above to accommodate six (6) Argus RPX310B-T2 panel antennas at the 59.50 metre level

- and provision for emergency service communication infrastructure at a lower level;
- ii) Installation of a new 7.5 square metre flat roofed equipment shelter on a concrete slab at the base of the mast comprising colorbond wall and roof sheeting ('Paperbark' colour) with an overall building height of 2.7 metres;
  - iii) Installation of cabling and an access ladder between the equipment room and mast to service the proposed antennas and emergency service communication infrastructure;
  - iv) The new mast and associated equipment room will have a setback of approximately 24 metres from the land's eastern side boundary and 35 metres from its rear boundary to the north;
  - v) Three (3) separate concrete anchor blocks are proposed to be installed to help secure the tower using galvanised guy strands, two of which will be located in close proximity to the land's eastern and northern boundaries;
  - vi) Erection of a 2.4 metre high chain link security fence and 3 metre wide vehicle access gates around a proposed 80 square metre compound containing the new mast, equipment room and all associated infrastructure; and,
  - vii) All vehicle access to the facility will be provided via a proposed 50 metre long internal access track connected to existing accessways and driveway crossovers on the land's Pitt and Thomas Street frontages which will be used for construction and ongoing maintenance and upgrade purposes on an infrequent basis.

The applicant also confirmed the following:

- a) A minimalistic approach will be taken to clearing any existing vegetation on the land required to accommodate the proposed development. Only those areas comprising and immediately surrounding the proposed built form improvements are intended to be cleared;
- b) Telstra places high importance on the effective and responsible management of electromagnetic emissions (EME) and will ensure compliance with Australian Communications and Media Authority *Radiocommunications Licence Conditions (Apparatus Licence) Determination 2003* which sets mandatory limits for human exposure to radio frequency electromagnetic fields from all sources including telecommunications infrastructure; and,
- c) The maximum EME level calculated for the proposed infrastructure on the subject land is 1.55V/m which is equivalent to 6.35mW/m<sup>2</sup> or 0.16% of the public exposure limit.

#### Comment

##### **Current Zoning, Land Use Permissibility and Compliance with Development Standards**

Lot 53 is classified 'Local Scheme Reserve – Public Purposes (School)' under the Shire's current operative Local Planning Scheme No.4 (LPS No.4) which directly reflects its historical development and use for educational purposes.

Clause 3.4.2 of LPS No.4 states that in determining a development application for the development and use of any land reserved under LPS No.4, Council must have due regard for the various general matters set out in clause 10.2 of LPS No.4 and the ultimate purpose intended by the land's reserve classification.

In exercising discretion, and pursuant to clause 10.2 of LPS No.4, Council must be satisfied the proposal is consistent with general principles of proper and orderly planning, the provisions and standards contained in LPS No.4 and any other planning considerations the local government deems relevant.

Council is advised LPS No.4 and its associated local planning policies do not contain any specific standards governing the development and use of land within the Scheme Area for telecommunication infrastructure purposes. As such the application must be considered and determined by Council on its merits with due regard for the broader objectives of LPS No.4 including any impacts the proposal may have on surrounding land uses and the general character, amenity, functionality and safety of the immediate locality.

Following detailed assessment of the application the reporting officer has formed the view the proposal satisfies the general aims and objectives of LPS No.4 and has considerable merit for the following reasons:

- i) It will assist implementation of the *State Planning Strategy 2050* (2014) which advocates for the provision of an effective state-wide telecommunications network;
- ii) The location of the proposed infrastructure maintains a good separation distance from existing and future possible sensitive land uses in the Varley townsite despite the risk of EME which the applicant has confirmed will be well below the mandatory limits for human exposure;
- iii) It will not result in the clearing of any native vegetation of local, state or federal significance and is unlikely to have a detrimental impact on the natural environment provided all required clearing works are confined to those areas comprising the proposed infrastructure and their immediate surrounds (i.e. the broad scale clearing of the relevant portion of Lot 53 is not supported);
- iv) Despite the height of the proposed mast, it is considered unlikely to have an unacceptable impact on the visual character or amenity of the immediate locality due to the structure's location at the rear of Lot 53 on the eastern edge of the Varley townsite, its visual permeability, external appearance and the nature, scale and orientation of existing surrounding land uses;
- v) It will not generate significant volumes of vehicular traffic or place undue loads on existing essential service infrastructure in the immediate locality; and,
- vi) It will provide a much needed upgrade to the mobile telephone and emergency service communication network within the district which is likely to be of significant long term benefit for the local community and travelling public.

#### **Western Australian Planning Commission State Planning Policy No.5.2 – Telecommunications Infrastructure**

State Planning Policy No.5.2 (SPP 5.2) provides a framework for the preparation, assessment and determination of development applications proposing the development and use of telecommunications infrastructure throughout Western Australia.

Section 3.1 of SPP No.5.2 states the standards set by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) incorporate substantial safety margins to address human and safety matters, therefore it is not within the scope of SPP No.5.2 or any local planning scheme to address health and safety concerns relating to EME.

The applicant has prepared and lodged an EME report in support of the proposed facilities on the land, the details and implications of which are discussed later in this report.

Section 5.1.1 of SPP No.5.2 contains a number of matters to be considered by all local government authorities when determining development applications for the construction of telecommunication facilities, with a particular emphasis on the location and design of such infrastructure to minimise any potential negative visual impacts.

A detailed assessment of the application by the reporting officer has confirmed the proposal for Lot 53 is generally consistent with the relevant criterion listed in Section 5.1.1 of SPP 5.2 for the following reasons:

- i) It will be located on the eastern edge of the Varley townsite and more broadly an area mainly comprising broadacre farming activities. Furthermore it is unlikely to be visually prominent when viewed from any significant viewing locations in the locality such as scenic routes, lookouts and recreation sites;
- ii) It will not detract from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land in the locality;
- iii) Its location on the subject land will not compromise environmental, cultural heritage, social and visual landscape values;
- iv) The scale, materials, external colours and finishes of the proposed infrastructure are not inconsistent with other existing development in and around the Varley townsite and could be expected to fit into the surrounding landscape without raising any major concerns or objections; and,
- vii) The location of the proposed infrastructure will facilitate continuous network coverage and address current mobile telephone and emergency service communication coverage deficiencies in the Varley locality which will be of significant benefit to the local community and travelling public.

### **Electromagnetic Emissions (EME)**

The use of mobile phones and their associated infrastructure has raised public concern about possible health issues associated with exposure to EME. In recognition of this concern the applicant has submitted in support of the application an EME impact report prepared by Telstra confirming the maximum EME level for the proposed infrastructure on Lot 53.

It is evident from reviewing the EME report that the proposed infrastructure will operate well within the acceptable limits of the ARPANSA standards.

It is also worth noting:

- i) the standards set by ARPANSA incorporate substantial safety margins to address human and safety matters;
- ii) it is the responsibility of the telecommunications carrier to ensure compliance with the ARPANSA standards; and,
- iii) any future installation of telecommunication infrastructure on the proposed mast (i.e. co-location) will require the preparation of a new EME report by the relevant carrier in order to ensure emission levels remain within ARPANSA acceptable limits.

Under the relevant planning framework, including LPS No.4, the predicted level of EME emitted from the proposed infrastructure on Lot 53 does not constrain Council from granting development approval.

### **Bushfire Attack Level Assessment (BAL)**

Lot 53 has been identified by the Department of Fire and Emergency Services (DFES) as being located within a designated 'Bushfire Prone Area'.

Schedule 2, Part 10A of the *Planning and Development (Local Planning Scheme) Regulations 2015* typically requires a 'Bushfire Attack Level' (BAL) assessment to be prepared and submitted to assist Council's consideration and determination of development applications for land in

designated bushfire prone areas. Recent guidance provided by the Western Australian Planning Commission (WAPC) in Planning Bulletin No.111/2016 has however confirmed that exemptions may be applied to this requirement where any given proposal does not result in the intensification of development and/or land use and does not result in an increase of residents or employees on site for a considerable amount of time. Examples cited by the WAPC in Planning Bulletin No.111/2016 include roads, dams, various types of rural uses and telecommunications infrastructure.

Given the WAPC's guidance and the fact there is no practicable reason for the Shire to require the applicant to prepare and submit a BAL assessment in support of the development application for the proposed new telecommunications infrastructure on Lot 53, a BAL assessment has not been provided. Notwithstanding this fact it should be noted bushfire construction requirements under the National Construction Code of Australia or AS 3959 may still apply during the building permit application stage of the project.

### **Conclusion**

It is concluded from a detailed assessment of the application that the proposal to construct new telecommunications infrastructure on portion of Lot 53 Pitt Street, Varley is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure the development proceeds in a proper and orderly manner. As such it is recommended that Council exercise its discretion and grant conditional development approval.

### Legal Implications

*Planning and Development Act 2005*

*Shire of Lake Grace Local Planning Scheme No.4*

*Part 10A Planning and Development (Local Planning Scheme) Regulations 2015 - Bushfire Risk Management*

*Environmental Protection (Clearing of Native Vegetation) Regulations 2004*

### Policy Implications

*State Planning Policy 3.7 - Planning in Bushfire Prone Areas*

*State Planning Policy 5.2 - Telecommunications Infrastructure*

### Consultation

Community consultation not required as Lot 53 is no longer being used for public purposes and was sold to private interests in 2004.

### Financial Implications

Nil

### Strategic Implications

*Shire of Lake Grace Local Planning Strategy*

The proposal for Lot 53 is considered to be generally consistent with the aims and objectives of the Shire's Local Planning Strategy as it applies to the following:

- Provide affordable, state of the art and equitable telecommunication services to the Shire in a timely manner that are sensitive to economic, social, environmental and technical conditions and help to maximise opportunities for economic growth and development;



- Encourage and facilitate the timely and effective provision of state of the art telecommunications infrastructure that is available to the whole community on a cost-competitive basis;
- Ensure that telecommunications infrastructure is located, sited and designed so as to minimise negative impacts on the character and amenity of local environments; and,
- Maximise opportunities for the development of new businesses in the Shire that utilise modern communications technology, including home based businesses, subject to maintenance of the character and amenity of local environments.

#### *Shire of Lake Grace Strategic Community Plan 2014*

The proposal for Lot 53 is considered to be generally consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

- Economic: Provide an environment that supports business and investment opportunities;
- Social: Maintain and improve the Shire of Lake Grace as an attractive place to live and provide a supportive social environment; and,
- Environment: Manage and protect the natural environment.

#### Recommendation

That the application for development approval submitted by Deighton Pty Ltd on behalf of Newlakes Pty Ltd (Landowner) to construct new telecommunications infrastructure on portion of Lot 53 Pitt Street, Varley be approved subject to compliance with the following conditions and advice notes:

#### **Conditions**

1. The proposed development shall be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council.
2. The guyed lattice mast shall not exceed a maximum height of 60 metres as shown on the approved plans (excluding the proposed lightning finial) unless otherwise approved by Council.
3. The equipment shelter shall not exceed a maximum floor area of 7.5 square metres and a maximum building height of 2.7 metres unless otherwise approved by Council.
4. All external surfaces of the equipment shelter shall be colorbond 'Paperbark' or such other colour approved by Council.
5. All native vegetation clearing required to accommodate the proposed development and use of the land for telecommunication purposes shall be strictly limited to those areas comprising the proposed infrastructure and their immediate surrounds (i.e. the broad scale clearing of the relevant portion of Lot 53 is not supported).
6. All vehicle access to/from the proposed infrastructure shall be confined to the existing cleared access track servicing the north-eastern quadrant of the land.

#### **Advice Notes**

1. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval will lapse and be of no further effect. Where this approval has lapsed, no development shall be carried out without the further approval of the Shire having first been sought and obtained.
2. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such

constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.

3. This is a development approval of the Shire under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
4. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
5. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the required building permit application.
6. No construction works shall commence on the land prior to 7 am without the Shire's written approval. No construction works are permitted on Sundays or Public Holidays.
7. The electromagnetic emissions generated by the activities on-site shall not exceed the levels as set out by the Australian Radiation Protection and Nuclear Safety Agency.
8. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
9. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
10. If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the determination.

#### Voting Requirements

Simple majority required.

### 12.3 **PROPOSED AMENDMENT NO.5 TO LOCAL PLANNING SCHEME NO.4 – SCHEME CONVERSION**

**Applicant:** Shire of Lake Grace  
**File No.:** 0525  
**Attachments:** Nil  
**Author:** Department of Planning (Regional Planning Team)  
 Preface by Mr Joe Douglas (Urban & Rural Perspectives)  
 Town Planning Consultant  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 May 2017  
**Senior Officer:** Ms Denise Gobbart



Chief Executive Officer

#### Preface

*The following report has been prepared by the Department of Planning's (DoP) Regional Planning team to assist Wheatbelt local governments amend their local planning schemes by removing various clauses made redundant through gazettal of the Planning and Development (Local Planning Schemes) Regulations 2015 that came into effect on 19 October 2015.*

*As parts of the Shire's current Local Planning Scheme No.4 have been 'overtaken' by the deemed provisions contained in the aforementioned regulations, the Department is recommending removal of redundant clauses and all other inconsistent provisions to avoid the potential for any confusion and errors when administering the Scheme. This can be achieved through what is referred to as a 'basic' amendment that does not require public advertising but still requires referral to and clearance from the Environmental Protection Authority.*

*At the completion of the amendment process Council can expect a new revised and more succinct Scheme Text containing a series of model provisions already embodied in Local Planning Scheme No.4 that deal with a range of matters including zones and reserves, objectives, land use permissibility, development standards and special control areas. Council should note no changes are proposed to the current zoning and reserve classifications applicable to land throughout the Scheme Area (i.e. no modifications are proposed or required to the Scheme Maps).*

*The amendment proposals contained in the following report have been checked for accuracy with some minor changes made to ensure existing provisions in the Scheme Text which guide the development and use of sea containers and other similar transportable structures and the exemption that allows for the erection or demolition of any farm sheds or outbuildings on any lot classified General Agriculture zone without the need to seek and obtain Council's development approval are retained. This reflects previous discussions and resolutions by Council in respect of these matters when Local Planning Scheme No.4 was originally prepared.*

*The proposed amendment is considered beneficial and will negate the need for the Shire to consolidate Local Planning Scheme No.4 to bring it into line with the Planning and Development (Local Planning Schemes) Regulations 2015 as previously proposed. It will also make the future required review of Local Planning Scheme No.4 easier and less costly.*

*All costs associated with progressing the proposed amendment are the Shire's direct responsibility. Council should note these costs could be met by using funds currently allocated in the Shire's budget for the 2016/17 financial year for the proposed consolidation of Local Planning Scheme No.4. Any funds not expended by 30 June 2017 will need to be carried over into next year's budget to allow for the project's completion in approximately 9 to 12 months' time.*

### Summary

To consider proposed Amendment No.5 to Local Planning Scheme No.4 to align the scheme with the deemed provisions contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and to provide an overview of the regulations.

### Background

Section 256 of the *Planning and Development Act* provides for the Minister for Planning to make regulations in regard to planning schemes.

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the regulations) came into effect on 19 October 2015. They replace the *Town Planning Regulations 1967* and associated Model Scheme Text (MST) which were originally used as a basis for preparation of the Shire's current Local Planning Scheme No.4.

### Comment

The regulations are a major part of the planning reform agenda being undertaken by the State Government.

The regulations consist of three (3) elements being:

- i) Regulations that govern the preparation and amendment of local planning strategies and schemes, and the review of local planning schemes;
- ii) Model Scheme Provisions (Schedule 1) that should be followed in all local planning schemes; and,
- iii) Deemed Provisions (Schedule 2) that automatically apply in every operational local planning scheme in Western Australia.

### **Local Planning Strategies and Schemes**

The processes for adopting local planning strategies and schemes are consistent with those contained in the previous regulations.

### **Scheme Amendments**

The regulations introduce a track based approach to local planning scheme amendments that enables amendments to be classified as either a basic, standard or complex amendment.

The amendment types are defined in regulation 34 and can be summarised as follows:

- Basic: an amendment of an administrative nature including:
- correction of an administrative error;
  - incorporating model provisions;
  - compliance with the deemed provisions;
  - compliance with an Act or State Planning Policy; and,
  - zoning of land that is consistent with an approved structure plan, where the zones exist within the schemes.
- Standard: an amendment that is:
- consistent with a zone or reserve;
  - consistent with a local planning strategy;
  - consistent with a structure plan but the zones do not exist within the scheme;
  - considered to have minimal impact on surrounding land; and,
  - not basic or complex.

Complex: an amendment that is:

- not consistent with a local planning strategy;
- not addressed in a local planning strategy;
- to be made at the direction of the Minister;
- for a development contribution area or development contribution plan; and,
- of a scale that is significant relative to development in the locality.

The classification of an amendment in turn influences the consultation requirements and timeframes in which the amendment must be dealt with. The public consultation requirements have been amended, in addition to timeframes now being imposed on both the local government and the Western Australian Planning Commission (WAPC) for processing of the amendment, as outlined in the table below:

<b>Scheme Amendment type</b>	<b>Advertising</b>	<b>Local government consideration period (post advertising)</b>	<b>WAPC timeframe to make recommendation to Minister</b>
Basic	No advertising required Amendment to be provided to WAPC within 21 days of Council resolution to prepare or adopt	N/A	42 days
Standard	42 days	60 days post end date of submission period	60 days
Complex	60 days *WAPC approval required prior to advertising	90 days post end date of submission period	90 days

A local government can apply to the WAPC for an extension of the consideration period. The WAPC can extend their timeframe to make a recommendation to the Minister subject to the approval of the Minister or an authorised person. There are no timeframes imposed on the Minister to make a decision.

A Council resolution will still be required to prepare or adopt a scheme amendment and the resolution will need to specify the classification of the amendment and an explanation as to why the amendment type is appropriate.

### **Model Provisions**

The model provisions are to be used when new planning schemes are being prepared. They contain the scheme provisions in regard to matters such as the zones and reserves, objectives, land use permissibility, development standards and special control areas. The model provisions can be varied subject to the approval of the Minister.

Amendment No.5 proposes a small number of minor modifications to the model provisions currently contained in Local Planning Scheme No.4 to ensure consistency with the model provisions set out in the regulations.

### **Deemed Provisions**

Section 257B of the *Planning and Development Act 2005* provides the ability for deemed provisions to be enforced as part of each local planning scheme to which they apply.

From the 19 October 2015 the deemed provisions contained in Schedule 2 of the regulations form part of the Shire's Local Planning Scheme No.4. Where there is a conflict or inconsistency between the provisions of Local Planning Scheme No.4 and the deemed provisions, the deemed provisions prevail. The Shire is required to comply with, and where appropriate, enforce the deemed provisions, as they form part of the Scheme.

The deemed provisions deal primarily with administrative matters of the scheme, including information to be submitted with a development application, advertising of applications, matters to be considered when determining applications and the determination of development applications.

The deemed provisions also detail when development approval is not required (exempt development).

The deemed provisions cannot be varied. Supplemental provisions can be approved by the Minister, including additional exemptions from development approval.

Amendment No.5 proposes to delete provisions which are inconsistent with the prevailing deemed provisions and amend others to ensure consistency with the deemed provisions.

### **Amendment Classification**

In respect to Amendment No.5, it is recommended that it be classified by Council as a **basic amendment** pursuant to Regulation 34 (c), given that it proposes to delete provisions of the Scheme which have been superseded by the deemed provisions.

In respect to the form which Council's resolution to prepare the amendment must take, new regulation 35 (1) requires that this be in a form approved by the WAPC. The DoP has published a Form 2A for this purpose, and this report's recommendation is consistent with this form.

The next step in the procedure for a basic amendment requires:

- a) the amendment to be forwarded to the WAPC within 21 days of passing of the resolution to prepare the amendment; and,
- b) the amendment to be referred to the Environmental Protection Authority to determine whether it needs to be assessed under the Environmental Protection Act.

### Legal Implications

*Shire of Lake Grace Local Planning Scheme No.4*  
*Planning and Development Act 2005*  
*Planning and Development (Local Planning Schemes) Regulations 2015*

### Policy Implications

Nil

### Consultation

Community consultation not required.

### Financial Implications

All costs associated with progressing the proposed amendment are the Shire's direct responsibility. Council should note these costs could be met by using funds currently allocated in the Shire's budget for the 2016/17 financial year for the proposed consolidation of Local Planning Scheme No.4 from account E106036. Any funds not expended by 30 June 2017 will need to be carried over into next year's budget to allow for the project's completion in approximately 9 to 12 months' time.

### Strategic Implications

Nil

### Recommendation

That Council Resolve:

1. pursuant to Section 75 of the Planning and Development Act 2005, to amend the Shire of Lake Grace Local Planning Scheme No.4 by:
  - 1.1 Inserting reference to the deemed provisions in the preamble to the Scheme as follows:  
First paragraph: "This Local Planning Scheme of the Shire of Lake Grace consists of this Scheme Text, the deemed provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 and the Scheme Maps". The Scheme should be read with the Local Planning Strategy for the Shire.  
Second paragraph, first sentence: "Part 2 of the deemed provisions...".  
Third paragraph, last sentence: replace 'scheme text' with 'scheme'.
  - 1.2 Inserting reference to the deemed provisions and supplemental provisions in Part 1.4 by inserting sub-clauses (b) and (c) and renumbering the sub-clauses accordingly:
    - 1.4 (b) the deemed provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2;
    - 1.4 (c) the supplemental provisions contained in Schedule A; and,
    - 1.4 (d) the Scheme Map.
  - 1.3 Correcting Schedule references as follows:
    - Clause 5.6.1: Schedule 10;
    - Clause 5.26.3: Schedule 11; and,
    - Clause 5.28: Schedule 12.
  - 1.4 Deleting the following clauses from the Scheme Text, as they have been superseded by the deemed provisions set out in the *Planning and Development (Local Planning Scheme) Regulations 2015* Schedule 2:
    - Parts 2, 7, 8, 9, 10 and 11 in their entirety;
    - Clauses 5.15.2 and 5.15.3; and,
    - Schedules 6, 7, 8 and 9.
  - 1.5 Removing the following clauses from the Scheme Text and inserting them into Schedule A – Supplemental Provisions:
    - Clauses 8.2(b)(iv), 8.2(c), 8.2(d), 8.2(g).
  - 1.6 Inserting Schedule A and the following provisions into Schedule A – Supplemental Provisions:

**Clause 61(1)**

- (k) the erection or installation of a sign or advertisement of a class specified in Schedule 5 of this Scheme that applies in respect of the sign unless the sign is to be erected or installed -
  - (i) on a place included on a heritage list prepared in accordance with this Scheme; or
  - (ii) on land located within an area designated under this Scheme as a heritage area.
- (l) the erection or extension of a single house on a lot of a single house is a permitted ("P") use in the zone (where the R Codes do not apply) in which that lot is located, where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:
  - (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
  - (ii) the subject of an order under Part 6 of the Heritage of Western Australia Act 1990; or
  - (iii) included on a heritage list prepared in accordance with this Scheme; or
  - (iv) within an area designated under the Scheme as a heritage area; or
  - (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29; or
  - (vi) the development is proposed on a lot which does not have access to a dedicated and/or constructed road.
- (m) the erection or extension of an outbuilding, external figure, boundary wall or fence, patio, pergola, veranda, garage, carport, or swimming pool on the same lot as a single house if a single house is a permitted ("P") in the zone (where the R Codes do not apply) where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:
  - (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
  - (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
  - (iii) included on a heritage list prepared in accordance with this Scheme; or
  - (iv) within an area designated under the Scheme as a heritage area; or
  - (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29; or
  - (vi) the development is proposed on a lot which does not have access to a dedicated and/or constructed road.
- (n) the demolition of any building or structure except where the building or structure is:
  - (i) located in a place that has been entered in the Register of Places under the Heritage of Western Australia Act 1990; or
  - (ii) the subject of an order under Part 6 of the Heritage of Western Australia Act 1990; or
  - (iii) included on the Heritage List prepared in accordance with the scheme; or
  - (iv) located within a heritage area designated under the Scheme.
- (o) the erection or demolition of any farm sheds or outbuildings on any lot classified General Agriculture zone.



- 1.7 Delete the following definitions from Schedule 1, as they have been superseded by the definitions in the deemed provisions set out in the *Planning and Development (Local Planning Scheme) Regulations 2015* Schedule 2:
  - Advertisement
  - Amenity
  - Ancillary use
  - Cultural heritage significance
  - Heritage area
  - Heritage list
  - Local government
  - Local Planning Strategy
  - Owner
  - Place
  - Premises
  - Residential Design Codes
  - Substantially commenced
  - Zone
- 1.8 Amend the following definitions from Schedule 1, to be consistent with the model provisions set out in the *Planning and Development (Local Planning Scheme) Regulations 2015* Schedule 1.
  - Incidental use
- 1.9 Amend the following clauses by removing the cross reference to the clause deleted by the amendment and replace them with cross reference to deemed provisions set out in the *Planning and Development (Local Planning Scheme) Regulations 2015* Schedule 2:
  - Clause 3.4.1: Part 7 of the deemed provisions
  - Clause 3.4.2: Clause 67 of the deemed provisions
  - Clause 4.3.2: Clause 64 of the deemed provisions
  - Clause 4.3 Note 3: Clause 67 of the deemed provisions
  - Clause 4.4.2: Clause 64 of the deemed provisions
  - Clause 4.8(c): Clause 80 of the deemed provisions
  - Clause 4.9.2: Clause 64 of the deemed provisions
  - Clause 5.4.2: Clause 64 of the deemed provisions
  - Clause 5.5.2(a): Clause 64 of the deemed provisions
  - Clause 5.5.3(a): Clause 67 of the deemed provisions
  - Clause 5.10.2: Clause 4 of the deemed provisions
  - Clause 5.34.4: Clause 4 of the deemed provisions
- 1.10 Delete reference to the following terms and replace them with the corresponding term throughout the scheme:
  - 'planning approval' replaced with 'development approval'
  - 'council' replaced with 'local government'
  - 'Town Planning Act' replaced with 'Planning and Development Act'
- 1.11 Insert as Clause 3.4.3, Clause 18(7) of the model provisions, to provide clarity to the interpretation of the Zoning Table.
- 1.12 Adding a closed bracket to all sub-clauses. Example: (i) and (a).
- 1.13 Renumber the remaining scheme provisions and schedules sequentially and update any cross referencing to the new clause numbers as required.

2. pursuant to the Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), that Amendment No.5 to Local Planning Scheme No.4 is a basic amendment in accordance with r.34(c) of the Regulations as it proposes to amend the Scheme Text to delete provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations;
3. to authorise the Shire's Chief Executive Officer to prepare the scheme amendment documentation.
4. to authorise the affixing of the common seal to and endorse the signing of the amendment documentation.
5. pursuant to Section 81 of the Planning and Development Act 2005, to refer Amendment No.5 to Local Planning Scheme No.4 to the Environmental Protection Authority; and,
6. pursuant to Regulation 58 of the Regulations, to provide Amendment No.5 to Local Planning Scheme No.4 to the Western Australian Planning Commission.

Voting Requirements

Simple majority required.

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

*No matters for consideration.*

**14.0 MATTERS FOR CONSIDERATION – FINANCE**

**14.1 ACCOUNTS FOR PAYMENT – APRIL 2017**

**Applicant:** Internal Report  
**File No.** 0277  
**Attachments:** List of Creditors  
**Author:** Ms Victoria Gracheva

**Disclosure of Interest:** Nil  
**Date of Report:** 11 May 2017  
**Senior Officer:** Ms Linda Gray

  
Finance Officer

  
Deputy Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of April 2017.

Background

List of payments for the month of April 2017 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; and,
- (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

*Policy 3.6 - Authorised Use of Credit Card/Fuel Cards*  
*Policy 3.7 - Purchasing Policy*

Consultation

N/A

Financial Implications

The list of creditors paid for the month of April 2017 from the Municipal and Trust Account Total \$618,443.94.

Strategic Implications

*Shire of Lake Grace Strategic Community Plan*

Civic Leadership - Focus Area (5)

- Excellence in Shire administration and communication.

Recommendation

That Council ratify the list of payments totalling \$618,443.94 as presented for the month of April 2017 incorporating:

- Trust Account Cheques:	1333 - 1343	\$	2,915.00
- Electronic Funds Transfer:	EFT16654 - EFT16746	\$	387,111.08
- Municipal Account Cheques:	36568 - 36575	\$	34,189.73
- Direct Debits:	DD6823.1 – DD6823.7 DD6847.1 - DD6847.8 DD6880.1 - DD6880.5 DD6881.1 - DD6881.17 DD6889.1	\$	68,129.04
- Electronic Funds Transfer:	Payroll Net Pay	\$	126,099.09

Voting Requirements

Simple majority required.

## 14.2 FINANCIAL STATEMENTS – APRIL 2017

**Applicant:** Shire of Lake Grace  
**File No.** 0275  
**Attachments:** 1. Financial Reports April 2017  
2. Bank Reconciliations April 2017  
**Author:** Ms Linda Gray  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 May 2017  
**Senior Officer:** Ms Denise Gobbart

  
Deputy Chief Executive Officer

  
Chief Executive Officer

### Summary

Consideration of the financial statements for the month ending 30 April 2017.

### Background

The following financial reports to 30 April 2017 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
- Capital Road Works
- Operating Revenue and Expenditure Graphs
- Bank Reconciliations

### Comment

N/A

### Legal Implications

*Local Government Act 1995 – section 6.4*

*Local Government (Financial Management) Regulations 1996*

### Policy Implications

Nil

### Consultation

N/A

Financial Implications

Nil

Strategic Implications

*Shire of Lake Grace Strategic Community Plan*

Civic Leadership – Focus Area (5)

- Excellence in Shire administration and communication.

Recommendation

That Council in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996* receives the Statements of Financial activity for the period ended 30 April 2017.

Voting Requirements

Simple majority required.

**14.3 DISPOSAL OF BUILDING ASSETS – RESERVE 19505**

**Applicant:** Internal Report  
**File No.** 0784  
**Attachments:** Landgate - Reserve Enquiry Detail  
**Author:** Ms Denise Gobbart  
 Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 15 May 2017  
**Senior Officer:** Ms Denise Gobbart



Chief Executive Officer

Summary

To consider and endorse the removal of the Newdegate Library / Resource Centre building included in our Asset Register that is not a Shire owned asset.

Background

On reviewing our asset register in preparation for the upcoming Fair Value revaluation it has been identified that the following building is listed in our asset register:

Asset 101: Newdegate Library / Resource Centre

It appears that when the valuation report for fair value of Land and Buildings was undertaken for the year ended 30 June 2014, the above mentioned property was included into the valuation report.

The Newdegate Library / Resource Centre is located on Reserve 19505 being Lot 511 on Plan 66717, with the street address of Mitchell Street, Newdegate. The agency responsible for Reserve 19505 is the Education Department of Western Australia, with Management Orders issued to the Minister of Education.

Comment

When the Fair Value Valuation report was undertaken for the year ended 30 June 2014 the property was included on our Asset Register with the following values:

	Fair Value	
	30/06/2014	
Asset 101:	\$879,170.16	Newdegate Library / Resource Centre
	\$879,170.16	

The inclusion of the above property over stated our building assets by \$879,170.16 at the 30 June 2014.

The current Written Down Value (WDV) of the property is as follows:

	Fair Value	Depreciation	WDV
	30/06/2014	31/03/2016	31/03/2016
Asset 101:	\$879,170.16	\$17,331.55	\$861,838.61
	<u>\$879,170.16</u>	<u>\$17,331.55</u>	<u>\$861,838.61</u>



To correct this error in our Asset Register we will be required to reverse any depreciation raised in the current year. Then do a prior year adjustment at 30 June 2016 to reverse any depreciation raised in that year and write out the total value of the properties from the general ledger. These transactions will lead to a prior year adjustment in the annual financial report for 30 June 2017. It is noted for Council information that we are not required to change the Annual Financial Report for the year ended 30 June 2016, just record the note in this year's report.

### Legal Implications

#### *Local Government Act 1995*

#### Section 6.10 Financial Management Regulations

Regulations may provide for —

- (a) the security and banking of money received by a local government; and
- (b) the keeping of financial records by a local government; and
- (c) the management by a local government of its assets, liabilities and revenue; and
- (d) the general management of, and the authorisation of payments out of —
  - (i) the municipal fund; and
  - (ii) the trust fund,  
of a local government.

#### *Local Government (Financial Management) Regulations 1996*

Regulation 17A Assets, valuation of for financial reports etc.

- (1) In this regulation —  
**fair value**, in relation to an asset, means the fair value of the asset measured in accordance with the AAS.
- (2) Subject to subregulation (3), the value of an asset shown in a local government's financial reports must be the fair value of the asset.
- (3) A local government must show in each financial report —
  - (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
  - (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government —
    - (i) that are plant and equipment; and
    - (ii) that are —
      - (I) land and buildings; or
      - (II) infrastructure;
  - and
  - (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.
- (4) A local government must revalue all assets of the local government of the classes specified in column 1 of the Table to this subregulation —
  - (a) by the day specified in column 2 of the Table; and
  - (b) by the expiry of each 3 yearly interval after that day.

Table

Class of Asset	Day
Plant and equipment	30 June 2016
Land, buildings and infrastructure for which the fair value was shown in the local government's annual financial report for the financial year ending on 30 June 2014	30 June 2017
All other classes of asset	31 June 2018

- (5) A revaluation under subregulation (4) must be based on the value of the asset as at a time that is as close as possible to the day by which the revaluation is due.

#### Policy Implications

##### *Policy 3.2 - Significant Accounting Policies*

The policy describes various aspects on the treatment of assets.

#### Consultation

External: Auditors - Moore Stephens

#### Financial Implications

The disposal of these assets from the Asset Register will reduce our opening valuation by \$879,170.16 and reduce the depreciation to 30 June 2016 by \$17,331.55. No depreciation has been raised in the current year. The net impact at the 30 June 2016 would be a loss in value of \$861,838.61 for Buildings – Specialised.

#### Strategic Implications

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

##### Economics

- Ec1 Maintain community built infrastructure and provide an effective and efficient transportation network.
- Ec1.3 Ensure the Shire's capital investment program is cost effective and financially sustainable.

#### Recommendation

That Council endorse the disposal of Asset 101 – Newdegate Library / Resource Centre from the Asset Register as at 30 June 2016, as the assets are located on Reserve 19505 being under the Management Order of the Minister of Education.

#### Voting Requirements

Absolute majority (5) required.

<b>15.0 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES</b>
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**15.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE – STAFFING UPDATE**

<b>Applicant:</b>	Internal	
<b>File No.</b>	0795	
<b>Attachments:</b>	Letter from the Director, Facilities Program Delivery, Department of Education, Perth, dated 12 May 2017	
<b>Author:</b>	Ms Linda Gray	
<b>Disclosure of Interest:</b>	Nil	
<b>Date of Report:</b>	16 May 2017	
<b>Senior Officer:</b>	Ms Denise Gobbart	

  
Deputy Chief Executive Officer

  
Chief Executive Officer

Summary

The purpose of this report is to update the Council (the Shire) regarding the response from the Director, Facilities Program Delivery, Department of Education, as to the status of the Agreement signed in November 2016.

Background

In November 2016, following the October local government elections, the Shire established the Lake Grace Library and Community Resource Centre Committee (under the Agreement that existed between the Shire and the Department of Education) at the time and appointed Councillor Clarke and the Chief Executive Officer (or his/her nominee) as Shire representatives to the Committee.

In 2016, a new Licence Agreement was entered into which reflects the current use of the facility and includes the Community Resource Centre as a party to the Agreement. The Agreement was signed on 28 November 2016.

A Meeting of the Management Committee was held on 4 April 2017, as part of compliance with the Terms of Reference, and an Agenda Item was tabled as a response to notification from the Principal, Ms Cathy Willis, of the Lake Grace District High School (LGDHS) that they were making some changes to the staffing of the Library, and that these changes would impact on the opening hours of the Library.

The Meeting was held on 4 April 2017, and a response was sought by the representatives of the LGDHS to the change proposed by them in regard to the cessation of the Library Officer position, and the resulting impact on reduction in Library hours from four full days per week to two full days to be split across the four days. It was proposed at that Meeting that the following resolution would be progressed to the Ordinary Council Meeting held on 26 April 2017:

Moved Ollie Farrelly, seconded Debrah Clarke

That the Committee recommends to Council that the opening hours remain the same as the current agreement, with a view to renegotiating funding.

**Motion Carried 6/0**

At the Ordinary Council Meeting held on 26 April 2017 it was agreed that the matter would be progressed to the Department of Education for clarification as to the status of the Agreement signed between the Minister of Education and the Shire.

#### Comment

Response received from the Director, Facilities Program Delivery, Department of Education, that the current terms of the Agreement are to be met. Therefore, the service delivery under the Agreement will still stand and the Library will remain open for four (4) days per week. However, the Department of Education will monitor the current terms and may review these terms after the expiry of one year of the Agreement. In which case, if deemed desirable, they will notify the Shire that it wishes to review the Agreement.

#### Legal Implications

The Agreement states that:

*3.4 The Cost Sharing Arrangement shall be subject to a review by the Shire, the LGCRC and the Minister upon the expiry of a period of 1 year from the commencement of the term of this Agreement and thereafter every two years. During such review the Parties agree to meet together and negotiate in good faith.*

*3.5 If, within 2 months after a review between the Shire, the LGCRC and the Minister pursuant to clause 3.4, no agreement has been reached as to their respective future contributions to the Operating Costs, future contributions shall remain as per Schedule A.*

#### Policy Implications

Nil

#### Consultation

Internal: Denise Gobbart, Chief Executive Officer

External: Department of Education's Director Facilities Program Delivery

#### Financial Implications

Nil

#### Strategic Implications

*Shire of Lake Grace Strategic Community Plan*

Social

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

#### Recommendation

That Council note, the Lake Grace Library Resource Centre Agreement stands as signed November 2016.

#### Voting Requirements

Simple majority required.

**15.2 WALGA - BANNERS IN THE TERRACE**

**Applicant:** Internal  
**File No.** 0029  
**Attachments:** Nil  
**Author:** Ms Linda Gray  
  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 May 2017  
**Senior Officer:** Ms Denise Gobbart

  
Deputy Chief Executive Officer

  
Chief Executive Officer

Summary

To notify Council that the Shire will not be participating at this stage in the 2017 Banners in the Terrace competition.

Background

The Western Australia Local Government Association (WALGA) Banners in the Terrace competition is held during the annual Local Government Convention. The theme this year is “Members First” which is linked to the keywords of “Communication and Connection”. Entrants are encouraged to interpret and incorporate the meaning of these keywords in their designs, and to think about how communication and/or connection are integral as members of the community.

Newdegate Country Women’s Association (CWA) was contacted about designing a banner in 2017, and confirmation that they were interested was received on 12 May 2017.

The Shire has participated in the last four years, and previously it was intermittently.

Comment

In previous years there have been approximately 80 poles available, but this year there are only 60 available. Unfortunately, the reminder for the event was not received in early February 2017 due to an incorrect email address, and when contacted in order to register, the quota of 60 entries had already been filled, with eight Local Government Authorities, including the Shire placed on a wait list.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Denise Gobbart, Chief Executive Officer  
Cheryl Chappell, Community Development Officer

Financial Implications

2016/17 Budget funds of \$900 - unexpended.

Strategic Implications

Nil

Recommendation

That Council supports the Shire of Lake Grace participation in the 2018 Banners in the Terrace.

Voting Requirements

Simple majority required.

**16.0 MATTERS FOR CONSIDERATION - ADMINISTRATION****16.1 LOCAL GOVERNMENT ELECTIONS – OCTOBER 2017**

**Applicant:** WA Electoral Commission  
**File No.** 0229  
**Attachments:** Nil  
**Author:** Ms Denise Gobbart  
Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 15 May 2017  
**Senior Officer:** Ms Denise Gobbart



Chief Executive Officer

**Summary**

The purpose of this report is to seek Council's approval for the Electoral Commissioner to be responsible for conducting the 2017 ordinary elections to be held on 21 October as a postal election.

**Background**

In accordance with the provisions of the Local Government Act 1995 (the Act) a Local Government is to hold ordinary elections on the third Saturday in October every two years. In October 2017, Council has five (5) vacancies arising following the expiry of the terms of Councillors Armstrong, De Landgraff, Chappell, Stanton and Walker.

Section 4.20 of the Act provides that the Chief Executive Officer (CEO) is the returning officer of a local government for each election unless Council appoints a person other than the CEO. Section 4.20(4) of the Act enables a local government to declare the Electoral Commissioner to be responsible for the conduct of the election having first obtained the Commissioner's written agreement.

Furthermore, section 4.61 of the Act enables a local government to conduct the election as a postal election.

The Commissioner has agreed to conduct the Election and seeks Council's endorsement in accordance with the requirements of the Act.

**Comment**

Council has previously acknowledged the benefits of postal elections, namely:

- Increased voter participation;
- Convenience for electors;
- The availability of an experienced Returning Officer at "arm's length" from local government business;
- Detailed candidates guides prepared by the Commissioner;
- All eligible electors being given information about the election;
- Statutory requirements are fulfilled; and,
- It is possible to include explanatory information to each elector to assist them prior to casting a vote.

Legal Implications*Local Government Act 1995*

## 4.20. CEO to be the returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —
  - (a) an election; or
  - (b) all elections held while the appointment of the person subsists.\* Absolute majority required.
- (3) An appointment under subsection (2) —
  - (a) is to specify the term of the person's appointment; and
  - (b) has no effect if it is made after the 80th day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.  
\* Absolute majority required.
- (5) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (6) A declaration made under subsection (4) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80th day.

## 4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —  
**postal election** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
**voting in person election** which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide\* to conduct the election as a postal election.  
\* Absolute majority required.
- (3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.
- (5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.
- (6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.



- (7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

#### Policy Implications

N/A

#### Consultation

External: Western Australian Electoral Commission

#### Financial Implications

The Electoral Commission has advised that the estimated cost to conduct the 2017 election would be \$12,000 GST inclusive, which is based on the following assumptions:

- 950 electors;
- response rate of approximately 65%;
- 5 vacancies;
- count to be conducted at the offices of the Shire of Lake Grace;
- appointment of a local Returning Officer; and,
- regular Australia Post delivery service to apply.

“The cost estimate includes a proposed increase in the postage rate by Australia Post effective from 4 January 2017. An additional amount of \$270 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. The Electoral Commission advises that the additional cost of priority mail does not significantly speed up the delivery of the election packages”.

Costs not incorporated in the estimate include:

- non-statutory advertising (i.e. any additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns; and,
- one local government staff member to work in the polling place on election day.

It is noted that this quote was provided prior to the Shire being granted Ministerial approval for no wards. Having only the one ballot paper should lessen the cost of the election process.

The cost of the 2013 ordinary election was \$10,266.22 GST inclusive, it is noted that this was a full spill of Council. The 2015 ordinary election was \$7,465.09 GST inclusive and the call for nominations for the 2015 extraordinary election was \$1,257.03 GST inclusive.

#### Strategic Implications

*Shire of Lake Grace Strategic Community Plan*

Civil Leadership

- CL1 Elected members provide visionary leadership
- CL1.2 Objective: Encourage greater community input into the decision making process.
- CL1.2 Outcome: Proactive community input into decision making.

Recommendation

That Council:

1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2017 ordinary election together with any other elections or polls that may be required; and,
2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.

Voting Requirements

Absolute majority (5) required

**16.2      2017 WALGA ANNUAL GENERAL MEETING – NOMINATION OF DELEGATES**

**Applicant:** WA Local Government Association  
**File No.** 0029  
**Attachments:** Nomination Form  
**Author:** Ms Natasha Bowman  
  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 May 2017  
**Senior Officer:** Ms Denise Gobbart

  
Governance Officer  
  
  
Chief Executive Officer

Summary

For Council to nominate its delegates to the 2017 Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA).

Background

Each year WALGA holds its AGM at the WA Local Government Convention to which each member of local government is entitled to be represented by two (2) voting delegates.

The delegates are to be registered by 3 July 2017.

The AGM is to be held at the Perth Convention Centre on Wednesday, 2 August 2017 commencing at 1.30 pm.

Comment

Council has previously nominated the Shire President and Deputy President as its delegates to the WALGA Central Country Zone.

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

Legal Implications

*Western Australia Local Government Association Constitution*

Policy Implications

N/A

Consultation

N/A

Financial Implications

The cost of attending the AGM is provided for within the Shire's Conference expenses allocation E041030 - \$22,000 which covers the cost of the convention, accommodation, and travel.

Strategic Implications

*Shire of Lake Grace Strategic Community Plan*

Civic Leadership

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

Recommendation

That Council appoint delegates to the Western Australian Local Government Association Annual General Meeting 2017 as follows:

- Voting Delegates      Cr \_\_\_\_\_  
   Cr \_\_\_\_\_
  
- Proxy delegates        Cr \_\_\_\_\_  
   Cr \_\_\_\_\_

Voting Requirements

Simple majority required.

**16.3      FEBRUARY 2017 FLOOD EVENT – BLAZE AID DONATION**

**Applicant:** Shire President  
**File No.** 0043  
**Attachments:** Nil  
**Author:** Ms Natasha Bowman

  
 Governance Officer

**Disclosure of Interest:** Nil  
**Date of Report:** 18 May 2017  
**Senior Officer:** Ms Denise Gobbart

  
 Chief Executive Officer

**Summary**

The purpose of this report is for Council to consider a donation to BlazeAid for assisting those affected by the February 2017 flood event.

**Background**

The flooding event affecting the Shire's of Lake Grace and Ravensthorpe occurred in February 2017 and the aftermath will affect communities for many months to come. Within the Shire of Lake Grace roads and farming land were severely damaged, fences were destroyed and loss of livestock. From this event there is a predicted decrease in crop production for 2017, resulting from the land damage.

Following the Flood Event the Shire President was contacted by Graham Jacobs on Friday 3 March 2017, informing the Shire that BlazeAid was offering assistance to affected farmers. BlazeAid is a volunteer-based organisation that works with families and individuals in rural Australia after natural disasters such as fires and floods. Working alongside the rural families, the volunteers help to rebuild fences and other structures that have been damaged or destroyed.

Equally important, BlazeAid volunteers also help to lift the spirits of people who are often facing their second or third flood event after years of drought, or devastating losses through bushfires. BlazeAid volunteers work in a disaster-affected area for many months, not only helping individuals and families, but also helping rebuild the local communities.

BlazeAid set up a base camp in Lake King in March to help those affected by the floods. Statistics as at 7 April from the Lake King Camp were:

- 18 Properties Registered
- 17 Properties Started
- 36 Volunteers Registered
- 134 Volunteer Days
- 2.6 km Fencing Cleared
- 17.15 km Fencing Rebuilt

The BlazeAid base camp has now relocated in Ravensthorpe and is still offering assistance in affected areas.

**Comment**

The Shire President has made a request for Council to consider a donation to BlazeAid who assisted those affected by the Flood Event. It is acknowledged that the President's family utilised the assistance offered by BlazeAid, during the recovery phase of this Flood Event. The BlazeAid

volunteers are to be commended for the giving of their time and willingness to assist others in need. A shared work load certainly brings light to those affected.

It is noted that Lake Grace has previously been a benefactor of assistance from the Lord Mayor's Distress Relief Fund in 2006 when the Shire experienced severe flooding and is currently seeking funding from Western Australia Natural Disaster Relief and Recovery Arrangements. It is now an opportune time to assist BlazeAid to support their efforts in helping communities suffering severe hardship.

Officers are seeking Council consideration to making a donation to BlazeAid and the value of any donation to be made.

#### Legal Implications

Nil

#### Policy Implications

*Shire of Lake Grace 2016/17 Register of Delegations*

Delegation Number – F01 Donations

- The Chief Executive Officer is delegated authority to determine requests for a donation, from Council's budgeted Donations account, of monies up to the value of \$500.00 when a group or individual can demonstrate:
  1. Significant direct benefit to the local community;
  2. That the group is an incorporated community group or non-profit making organisation;
  3. That the group's financial status is such as to justify a donation and the Shire has previously recognised the group as deserving of assistance; and,
  5. That available funding exists in the Shire's budget.

#### Consultation

Internal: Jeanette De Landgraft, Shire President

#### Financial Implications

Council budgeted \$5,000 for donations and ex gratia payments in 2016/17. \$882 of the \$5,000 has been spent leaving \$4,117 in the account.

#### Strategic Implications

*Shire of Lake Grace Strategic Community Plan*

Social

- S1 Maintain and improve the Shire of Lake Grace as an attractive place to live.
- S1.4 Develop civic and community leadership values to improve community culture.
- S2 Provide a supportive social environment.
- S2.3 Provide a social environment that allows your families to feel supported and connected to their family and community.

#### Recommendation

That Council donates \$\_\_\_\_\_ to BlazeAid in recognition of their valuable assistance to the community following the February 2017 Flood Event.

#### Voting Requirements

Simple majority required.

<b>17.0 INFORMATION BULLETIN</b>
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**17.1 INFORMATION BULLETIN REPORT – MAY 2017**

<b>Applicant:</b>	Executive Services
<b>File No.</b>	N/A
<b>Attachments:</b>	Information Bulletin ( <i>under separate cover</i> )
<b>Author:</b>	Ms Natasha Bowman



Governance Officer

<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	16 May 2017
<b>Senior Officer:</b>	Ms Denise Gobbart



Chief Executive Officer

Summary

The purpose of the Information Bulletin is to keep Elected Members informed on matters of interest and importance to Council.

Background

The Information Bulletin Reports deal with monthly standing items and other information of a strategic nature relevant to Council.

***Note: 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.

Comment

This month's (May 2017) Information Bulletin Report has been emailed to Councillors.

The May 2017 Information Bulletin attachment includes:

**Reports**

1. Council Status Report – April 2017
2. Infrastructure Services Report – April 2017
3. Monthly Schedules – April 2017
4. Outstanding Rates Report – April 2017

**Letters**

5. WALGA – Vacancies of Boards and Committees
6. Office of Hon Rick Mazza MLC – Lake Grace Hospital Residential Aged-care Beds

**Circulars & Newsletters**

7. LG Professional Australia – Major Changes to the Public Sector
8. LG Professionals WA – Media Release - Actions of a few unfairly tarnish local government
9. McLeods Barristers and Solicitors – Planning Law Update
10. WALGA Economic Briefing – Federal Budget Edition – 10 May 2017
11. WALGA Economic Briefing – February 2017
12. WALGA – Media Release – Claims Not Supported in Evidence
13. WALGA – Media Release – Flood Recovery Moves Forward with Relief Exemptions
14. WALGA – Media Release – Support for Minister on Positive Progress

15. Legislative Council WA – Media Release – Mazza Fights for Local Government Licensing Concessions
16. From the Office of the Hon Francis Logan MLA - Media Release – Day Labour Exemption Approved for Flood Affected Areas
17. LGIS Risk Matters – April 2017

#### **Minutes**

18. Audit Committee – 26 April 2017
19. Local Recovery Coordinating Committee – 7 April 2017
20. Local Emergency Management Committee – 11 May 2017
21. 4WDL – 9 May 2017
22. WALGA CCZ Meeting – 28 April 2017
23. Roadwise Committee Meeting – 27 April 2017

#### Legal Implications

Nil

#### Policy Implications

Nil

#### Consultation

N/A

#### Financial Implications

Nil

#### Strategic Implications

*Shire of Lake Grace Strategic Community Plan*

Civic Leadership - Focus Area 5

- Excellence in Shire administration and communication.

#### Recommendation

That Council accepts the Information Bulletin report.

#### Voting Requirements

Simple majority required.



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

**19.0 SCHEDULING OF MEETING**

**19.1 JUNE 2017 ORDINARY MEETING**

The next Ordinary Meeting of Council is scheduled to take place on Wednesday 28 June 2017, commencing at 3.00 pm at the Council Chambers, 1 Bishop Street, Lake Grace.

**20.0 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)**

**21.0 CLOSURE**

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