

Shire of Lake Grace



# ***Minutes***

Ordinary Council Meeting

24 November 2010

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## **SHIRE OF LAKE GRACE**

Minutes of the Ordinary Meeting of Council held at the Newdegate Library Telecentre, Collier St Newdegate WA on Wednesday 24 November 2010.

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

The Chairperson (Shire President) opened the meeting at 8.00am.

### **2.0 ATTENDANCE RECORD**

#### **2.1 PRESENT**

Cr AJ Walker	Shire President
Cr IG Chamberlain	Deputy Shire President
Cr LW Armstrong	
Cr R Chappell	
Cr JF De Landgraft	
Cr AI Milton	
Cr WA Newman	
Cr OP Farrelly	
Cr DP Sinclair	<i>entered the meeting at 8.04am</i>
Mr SK Fletcher	Chief Executive Officer
Mr PW Dittrich	Manager Corporate Services
Mrs NY Owen	Manager Community Services
Mrs J Bennett	Executive Assistant
_____	Observer

#### **2.2 APOLOGIES**

None

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

None

### **3.0 PUBLIC QUESTION TIME**

No members of the public present

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

None

**5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS**

**5.1 ORDINARY MEETING – 27 OCTOBER 2010**

Resolution

**MOTION 11118**

Moved Cr Armstrong  
Seconded Cr Farrelly

That the minutes of the Ordinary Meeting of Council held on the 27 October 2010 be confirmed as a true and accurate record.

**MOTION CARRIED 8/0**

**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**

**7.0 NOTICES OF URGENT BUSINESS**

None

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

None

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

**9.1 MR ALEX BASHTANNYK – SHIRE FINANCIAL ASSISTANCE GRANTS REPORT**

Mr Bashtannyk will report on Grants Commission disability factors i.e. improving Federal Assistance Grants for the Shire of Lake Grace.

*The Shire President advised that Mr Bashtannyk will not arrive until later in the morning and the presentation will take place at that time.*

## **10.0 MEMBERS' REPORTS**

### **10.1 CR MILTON**

Cr Milton reported attendance at the following:

- Lake Grace Sporting Precinct Focus Group Meeting
- Councillors GP Workshop
- Rural Health West Consultants – Wheatbelt GP Proposed Model Stakeholder Survey Meeting

### **10.2 CR FARRELLY**

Cr Farrelly reported attendance at the following:

- Lake Grace Sporting Precinct Focus Group Meeting
- Lake Grace Library Resource Centre Management Meeting

### **10.3 CR CHAPPELL**

Cr Chappell reported attendance at the following:

- Lake Grace Development Association Meeting
- Living Communities Meeting
- Remembrance Day Service at Lake Grace District High School

### **10.4 CR WALKER**

Cr Walker reported attendance at the following:

- Lake Grace District High School - Bennett Memorial Scholarship Interview Panel with Cr Farrelly
- Councillors GP Workshop

**11.0 MATTERS FOR CONSIDERATION – WORKS & SERVICES**

*No items for consideration.*

## 12.0 MATTERS FOR CONSIDERATION – PLANNING

### 12.1 TRANSFER OF MANAGEMENT ORDER – RESERVE 47100

<b>Applicant:</b>	Department of Environment and Conservation
<b>File No.</b>	0359
<b>Attachments:</b>	Attachments 1 & 2 and Plans 1 to 3
<b>Author:</b>	Messrs Joe Douglas & Steve Pandevski – Urban & Rural Perspectives Town Planning Consultants
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	15 November 2010
<b>Senior Officer:</b>	Mr Sean Fletcher Chief Executive Officer

#### Summary

This report recommends that Council supports the request from the Department of Environment and Conservation (DEC) to transfer the management order applicable to Reserve 47100 from the Shire of Lake Grace to the DEC.

#### Background

By correspondence dated 17 September 2010 the Department of Environment and Conservation (DEC) requested the Shire consider the proposed transfer of the management order applicable to Reserve 47100 from the Shire to the DEC (see Attachment 1 – DEC correspondence).

Reserve 47100 is located approximately 20 kilometres south of the Lake King townsite and has direct frontage to Newdegate Road along its southern boundary. The Reserve is densely vegetated in a manner consistent with adjoining Reserves 29860 and 39422 which are currently managed by the DEC for conservation purposes (see Plans 1 – Location Plan and Plan 2 – Aerial Site Plan).

A summary of the current ownership, legal description and management order details applicable to Reserve 47100 is provided as follows:

Land Description	Responsible Agency	Current Management Order Details	Approximate Land Area
Reserve 47100 being Lots 3137 and 3138 on Plan 218633	Department for Planning and Infrastructure	Shire of Lake Grace for Drainage and Landscape Protection	2,541.8ha

(See Attachment 2 – Reserve Enquiry Detail)

#### Comment

The Land Administration Act 1997 enables the Minister for Lands to change the management order applicable to any reserved Crown land. Ordinarily such a request is made to the Minister by the authority seeking to acquire the management order or the authority seeking to surrender the management order.

Given that the DEC is the authority requesting the proposed new management order for Reserve 47100, it is considered appropriate that it be responsible for



progressing the required application to the Minister for Lands, with the Shire providing the required supporting correspondence should Council agree to the proposal.

In considering the appropriateness of the DEC's request to transfer the management order for Reserve 47100 to help "increase the effectiveness of management activities and responsibilities such as fire pre-suppression programs and wildlife management", it is reasonable for Council to be guided by the provisions contained in the Shire of Lake Grace's current operative Local Planning Scheme No.4 and Local Planning Strategy.

Reserve 47100 is currently classified 'Conservation' reserve in the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4).

Under the terms of the Shire of Lake Grace Local Planning Strategy Reserve 47100 is also classified for 'Conservation' purposes. One of the strategies relating to environmental protection and conservation as identified in the Local Planning Strategy is to "facilitate the long term protection of areas of local and regional conservation significance in Crown ownership throughout the Shire"

It is considered that transferring the management order for Reserve 47100 to the DEC will facilitate its long term protection and conservation in a manner consistent with the current use and management of the adjoining Reserves 29860 and 39422 by the DEC and the general guidance provided by the Shire's current Local Planning Scheme No.4 and Local Planning Strategy.

### **Conclusion**

The request from the DEC is considered reasonable and will provide opportunity for a single authority to most effectively manage, for conservation purposes, three (3) adjoining reserves that share the same biophysical characteristics. To that extent it is recommended that Council support the proposed transfer of the existing management order applicable to Reserve 47100 from the Shire of Lake Grace to the DEC.

### Legal Implications

Land Administration Act 1997

### Policy Implications

Nil

### Consultation

Community consultation not required.

### Financial Implications

Should the DEC's request to secure rights to the management order for Reserve 47100 be approved by the Minister for Lands, all costs associated with ongoing management and maintenance of the land will be transferred from the Shire to the DEC.

Strategic Implications

Shire of Lake Grace Local Planning Strategy – The proposal is consistent with the strategic planning direction provided by the Shire’s Local Planning Strategy as this applies to environmental protection and conservation.

Transferral of the management order applicable to Reserve 41700 to the DEC will enable the preparation and implementation of a holistic and co-ordinated conservation plan for Reserve 47100 and the adjoining Reserves 29860 and 39422. Effective environmental management and conservation of this land will benefit current and future generations.

Recommendation

That Council resolve to advise the Department of Environment and Conservation (DEC) that it supports its request for the management order applicable to Reserve 47100 (Lots 3137 and 3138) to be transferred from the Shire of Lake Grace to the DEC subject to all costs (incidental or otherwise) associated with the proposal being borne by the DEC.

Voting Requirements

Simple majority required.

Resolution

**MOTION 11119**

Moved Cr Chamberlain  
Seconded Cr De Landgraft

That this item lay on the table until the questions raised by Council have been adequately answered.

**MOTION CARRIED 9/0**

***REASON FOR CHANGE***

***Councillors raised several questions in relation to future access to the Reserve and wished to obtain further information prior to a decision being made.***

<b>13.0 MATTERS FOR CONSIDERATION – HEALTH &amp; BUILDING</b>
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**13.1 SHIRE OF LAKE GRACE – RECRUITMENT OF GENERAL PRACTITIONER**

<b>Applicant:</b>	Chief Executive Officer
<b>File No.</b>	0299
<b>Attachments:</b>	Proposal Southern Regional Medical Group Analysis of Options (SWOT) Rural Health West – Eastern Wheatbelt Primary Care Project Discussion Paper
<b>Author:</b>	Mr Sean Fletcher Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	22 November 2010
<b>Senior Officer:</b>	Mr Sean Fletcher Chief Executive Officer

Summary

The purpose of this report is to provide an update to Council since the Workshop held on 15 November 2010 to discuss the recruitment of a general practitioner (GP) for the Shire of Lake Grace. The author has also recommended a special meeting to finalise the way forward regarding a GP service to the Shire.

Background

At the August Ordinary Meeting of Council, the author presented the different options regarding the attraction and retention of a GP. This included:

- A service provided by the Southern Regional Medical Group;
- An agreement with the Wheatbelt GP Network to recruit a GP and manage the practice;
- Setting up a group scheme with the Shires of Corrigin, Kulin, Kondinin and Lake Grace.

In the September Report to Council, the author suggested that once the proposal has been received from the Southern Regional Medical Group (or other interested parties) and the model from Rural Health West including consideration of the group scheme it may be appropriate for Council to hold a special meeting to make a decision on the management of the Lake Grace practice.

In the interim the author continued to review the issues surrounding the attraction and recruitment of a GP. In particular the author met with Rural Health West and the Southern Regional Medical Group (SRMG) on Wednesday 3 November 2010 to look further into the GP requirements for the Shire of Lake Grace.

On the subsequent Friday and Saturday the author then had a range of meetings and discussions with Wendy Newman CEO of the Wheatbelt Development Commission, Minister Waldron and Graeme Fardon (CEO Quairading and member of Wheatbelt Health MOU) regarding the suitability of the SRMG model.

As advised previously, the Earl St Practice (Narrogin) is not willing to provide locums. Tim Free (WACHS) replied that he is not able to provide locum

support. However, he was looking at a model regarding Narrogin that would probably cost the Shire of Lake Grace at least \$150,000 pa.

The author then had further meetings with SRMG CEO Chris Swarts on Friday 12 November including the Head Partner of that group and a separate meeting with the Hon. Tony Crook MP on the same day. The Member for O'Connor confirmed that he had met with the Commonwealth Minister for Health Nicola Roxon regarding the Shire of Lake Grace the previous week and that he was meeting with her again the following week. The author subsequently sent through a copy of all relevant documentation to Mr Crook including a letter to the Commonwealth stating that Local Government can no longer carry the can regarding the placement of GPs, which is a Commonwealth responsibility.

In all the author has had no less than eight enquiries from GPs wanting to be involved with the Lake Grace/Newdegate Practice. Two appeared eligible based on qualifications and entry requirements to operate in a solo practice. One withdrew and the other asked for a cash salary of \$500,000. None of the "applicants" were prepared to take on the practice in their own right.

A proposal was finally received from the Southern Regional Medical Group (SRMG) on 10 November 2010. Chris Swarts the CEO of SRMG then flew up from Albany to Lake Grace on the same day and met with the author, the Shire President and the Manager Community Services. The meeting was also attended by Ian Williams the proprietor of Albany Aviation.

The proposal from SRMG and a summary was then issued by the author to all elected members late that same day seeking attendance at a Council Workshop on Monday 15 November 2010.

#### Comment

#### **Overview of Primary Health Care Proposal Southern Regional Medical Group**

##### Provision of Health Service

This has been put at a cost to the Shire of \$100,000 per annum (Gemini cost the Shire on average \$50,000 for GP and Pharmacy only). The fee will provide the Shire with a full primary health care service i.e.:

- GP coverage Monday to Friday with the service continuing in Newdegate on the Wednesday. The GPs will receive a higher level of incentive than under Gemini. Ideally there will be three GPs providing the coverage. This will assist with preventing burnout and fatigue and mean that professional development can proceed;
- Practice nurses;
- Dietician;
- Other specialty areas including optometry and dentist once the current dentist moves on, obesity, mental health and so on.

Southern Regional Medical Group will be responsible for all staff, plant and equipment including computers and other IT items. It should be noted that in many other solo practices these costs are generally met by the Shire each year.

As such the author has put a submission to the State Minister for Health seeking funding to assist the Shire cover the above cost.

#### Fly in Fly Out

Albany Aviation has put the cost to fly GPs and other key staff to and from Lake Grace at \$200 000 per annum. This is based on three services per week and consists of a combination of the maximum charge of \$1 395 per service and a lower charge of \$995 if an alternative aircraft is used. GP1 would arrive Monday morning and work through to Wednesday morning before return to Albany. GP2 would arrive Wednesday morning and then head out to Newdegate to conduct the Wednesday sessions. This doctor would then work through and leave Lake Grace @ 5:00PM on a Friday.

The initial proposal mentions this cost being charged directly to the Shire. However, it would appear that RASS would pay for the service and deal with Albany Aviation direct. Alternatively, this cost can be offset by seeking funding from the State and Commonwealth as well as back filling of seats for those who may be interested in flying down to Albany for a day or two. There is also an opportunity to charge for freight.

#### Recruitment Fee

This is set at \$50,000 and is a provisional cost only. It is intended to use Rural Health West who provide recruitment services at nil cost.

#### Possible Start Date and Interim Arrangements

Gemini can hand over records, pharmaceuticals and other items directly to Southern Regional Medical Group. At this point in time, Gemini has agreed to leave such items in place until the proposal from Southern Regional Medical Group is resolved. The start date would be dependant on acceptance of the proposal.

#### **GP Workshop 15 November 2010**

At the GP Workshop on 15 November, a range of options and issues were discussed using a SWOT analysis for each model including:

1. Shire managed and run medical practice.
2. Solo GP self managed practice.
3. Solo GP practice managed by the Wheatbelt GP Network.
4. Southern Wheatbelt Medical Group (also known as the Eastern Wheatbelt Group of Local Governments).
5. Medical practice managed and run by the Southern Regional Medical Group.

A sixth option regarding support from the Earl St Practice was not discussed as this practice had previously indicated it would not support the Shire due to the turnover of GPs and that it would appear that the head partner is moving on.

As a result of the discussions, the author made the decision to explore matters further with the Southern Regional Medical Group and the Wheatbelt GP Network. This included whether a trial period would be considered.

A summary of the SWOT analysis for each model is attached to this report.

**Follow-up Discussions Paul West CEO Wheatbelt GP Network**

The author contacted Mr Paul West on Tuesday 16 November 2010. Mr West advised that the Wheatbelt GP Network would be interested in providing a service, but the issue came down to when a suitable GP was available. Service costs and arrangements as discussed at the workshop were confirmed. The Shire would have an opportunity to share 50/50 in the practice profits, but would wear the loss over a three month period. Other costs would need to be identified.

Other discussions focused on establishment of the Group scheme once a GP was secured.

**Follow-up Discussions Chris Swarts CEO Southern Regional Medical Group**

The author spoke to Mr Swarts on 22 November 2010 as this was his first day back at work after being overseas. Mr Swarts comments were that a trial period of six months was not the best option. However, he said he understood the level of concern and that he was willing to look at making the proposal presented to the Shire of Lake Grace conditional on the following:

- Successful recruitment of GPs; and
- Successful securing of external funding.

He also suggested that SRMG could manage the practice on a contractual basis until such times as the placement of the GPs and securing of external funding was resolved. This means that the Shire through SRMG would be in a position to find locums for the practice.

Mr Swarts along with the head partner did offer to meet with Council at the November meeting to discuss the proposal further. However, the head partner was not available due to prior appointments to conduct procedures. After discussions with the Shire President, it was felt that it would be prudent to hold a special meeting sometime during the week starting the 29 November and invite to SRMG to that meeting for further discussion.

**Group Scheme Model**

The author, the Manager Community Services and the Customer Service Officer (the former practice manager) met with Kelli Porter from Rural Health West and Kaye Mazzoleni from Barrington Consulting Group on 22 November to discuss the development of the Group Scheme model. It is expected that Belinda Bailey the CEO of Rural Health West will launch the report regarding options for the Group Scheme model at the Shire of Kondinin in late January 2011.

**Conclusion**

It would be prudent for Council to have further discussions with the Southern Regional Medical Group at a special meeting sometime next week before making a final decision. The author is waiting to hear back from Mr Swarts regarding the availability of SRMG for a meeting.

Legal Implications

Nil

Policy Implications

Nil

Consultation

- External: Paul West – CEO Wheatbelt GP Network  
 Belinda Bailey – CEO Rural Health West  
 Kelli Porter – Rural Health West  
 Kaye Mazzoleni – Barrington Consulting Group  
 Wendy Newman – CEO Wheatbelt Development Commission  
 Suzie Leavesly – CEO Great Southern GP Network  
 Chris Swarts – CEO - Southern Regional Medical Group  
 Tim Free – Regional Director WA Country Health Service –  
 Wheatbelt  
 Julian Murphy – CEO Shire of Corrigin  
 Greg Hadlow – CEO Shire of Kulin  
 Peter Webster – CEO Shire of Kondinin  
 Leza Pearce - Gemini Medical Services  
 Hon Minister Waldron  
 Hon Minister Grylls  
 Hon Tony Crook – Member for O'Connor
- Internal: Shire President  
 Council  
 Senior Management Team

Financial Implications**Southern Regional Medical Group**Costs to Provide Service Per Annum

Full Primary Health Care Service inc Pharmacy:	\$100 000
Fly in Fly Out Component:	<u>\$200 000</u>
	\$300 000

Note there are no establishment costs in the first instance.

The Shire would continue to provide the house, car and medical centres at nil cost. However, over time the residential commitment could be reduced.

Based on the number of patients, this would be \$100 per head per year.

Sources to Offset Costs

State Minister for Health:	\$100 000 (at least)
Remote Aviation Subsidy Scheme:	\$200 000

The Remote Aviation Subsidy Scheme (RASS) would have the contract direct with the aviation company, not the Shire. However, the Shire is the applicant.

Note that in time the Shire's FAGs will also increase to recognise any increased expenditure. The current review by Mr Bashtannyk is indicating that a substantial level of Commonwealth funding will certainly offset the above cost.

Interim Contract to Provide Services

The cost for SRMG to provide contract services until the outcome of the GP recruitment and funding is known is yet to be confirmed.

### **Wheatbelt GP Network**

#### Costs to Provide Service Per Annum

GP and Pharmacy Service: \$55,000 (minimum)

Any losses over a three month period

Establishment of the Practice: \$100,000+ (IT, equipment, pharmaceuticals)

The Shire would continue to provide the house, car and medical centres at nil cost.

With the Wheatbelt GP Network model all costs are not known including level of remuneration, if a top up is required, ongoing replacement of medical equipment, payment of GP insurances and so on.

#### Sources to Offset Costs

Possibly the State Minister for Health.

Possible 50/50 profit sharing.

FAGs this is the same as for the comments re SRMG.

### **Group Scheme**

It would be expected that the Group Scheme model once established will pay for any services provided. So the starting price will be \$55,000 plus house, car, medical facilities, plant and equipment. It should be noted that there is no guarantee that any of the GPs will live in the Shire. However, there is an opportunity to apply to the State Government for the model to be fully funded based on the agreement recently signed off by the Mid West Group of Councils.

The State Government is looking for innovative solutions to Primary Health Care. The proposed Group Scheme is one such solution.

#### 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.

Strategically, although the Southern Regional Medical Group Proposal would appear to cost more in the first instance, it meets the focus, goal and strategies regarding undertaking and improving the primary health care provided to the Shire. This includes patients being able to access other services or the capability to follow-up with the GP in Albany. The Wheatbelt GP Network model does not deliver the same level of reassurance.

SRMG is a fly in fly out model. Wheatbelt GP Network is a drive in drive out model with the potential for the GP to be based in Lake Grace or nearby. With SRMG all costs are known. With the Wheatbelt GP Network model all costs are not known including level of remuneration, if a top up is required, ongoing replacement of medical equipment, payment of GP insurances and so on.

#### Voting Requirements

Simple majority required.



Officer Recommendation

That Council:

1. Receive the Chief Executive Officer's report on updating the recruitment of a general practitioner for the Shire of Lake Grace.
2. Hold a special meeting at a date to be announced to finalise the way forward regarding a provision of a General Practitioner and Primary Health Care Service to the Shire of Lake Grace.

Resolution

**MOTION 11120**

Moved Cr Milton  
Seconded Cr Newman

That Council:

1. Receive the Chief Executive Officer's report on updating the recruitment of a general practitioner for the Shire of Lake Grace.
2. Hold a special meeting at a date to be announced to finalise the way forward regarding a provision of a General Practitioner and Primary Health Care Service to the Shire of Lake Grace.

**AMENDMENT**

Moved Cr Chamberlain  
Seconded Cr Sinclair

That the following be added to Point 2 - with all players in providing the health services to the Shire of Lake Grace.

**CARRIED 8/1**

The President then put the motion:

**COUNCIL DECISION**

That Council:

1. Receive the Chief Executive Officer's report on updating the recruitment of a general practitioner for the Shire of Lake Grace.
2. Hold a special meeting at a date to be announced to finalise the way forward regarding a provision of a General Practitioner and Primary Health Care Service to the Shire of Lake Grace with all players in providing the health services to the Shire of Lake Grace.

**MOTION CARRIED 9/0**

**14.0 MATTERS FOR CONSIDERATION – FINANCE**

**14.1 ACCOUNTS FOR PAYMENT – OCTOBER 2010**

**Applicant:** Shire of Lake Grace  
**File No.** 0277  
**Attachments:** List of Creditors  
**Author:** Miss Jessica de Burgh  
Finance Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 15 November 2010  
**Senior Officer:** Mr Peter Dittrich  
Manager Corporate Services

Summary

For Council to ratify expenditures incurred for the month of October 2010.

Background

List of payments for the month October 2010 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 October 2010 from the Municipal Account totals \$359,236.03.

There were no creditors paid for the month of October from the Trust Account.

Strategic Implications

Shire of Lake Grace Strategic Plan

7. Organisational Excellence

7.1 Develop systems compliant with various statutes, regulations and policies.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11121**

Moved Cr Farrelly  
Seconded Cr Newman

That Municipal Account Cheques 34119 to 34155, Electronic Funds Transfers EFT7035 to EFT7197, and direct debits to the Municipal Account totalling \$359,236.03, having been checked and certified in accordance with the Financial Management Regulation 12, be confirmed, and passed for payment against the respective accounts as shown on the summary of Accounts for Payment schedule.

**MOTION CARRIED 9/0**

## 14.2 FINANCIAL STATEMENTS – OCTOBER 2010

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0275
<b>Attachments:</b>	Financial Reports
<b>Author:</b>	Mrs Danielle Robertson Senior Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	16 November 2010
<b>Senior Officer:</b>	Mr Peter Dittrich Manager Corporate Services

### Summary

Consideration of the financial statements for the month ending 31 October 2010.

### Background

The following financial reports are included for your information:

- Monthly Statement of Financial Activity
- Summary of Net Current Assets
- Operating Statement by Programme
- Balance Sheet
- Assets Purchased and Sold
- Capital Road Works, Operating Revenue & Expenditure Graphs
- Bank Reconciliations
- Rates Summary Chart

### Legal Implications

Local Government Act 1995 – section 6.4

Local Government (Financial Management) Regulations 1996

### Policy Implications

N/A

### Consultation

Nil

### Financial Implications

Nil

### Strategic Implications

Shire of Lake Grace Strategic Plan Goal 7: Organisational Excellence  
Strategy 7.1: Develop systems to ensure compliance with various statutes, regulations and policies.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11122**

Moved Cr Farrelly  
Seconded Cr Milton

That the financial reports for the month ending 31 October 2010 as attached be received

**MOTION CARRIED 8/0**

<b>15.0 MATTERS FOR CONSIDERATION – ADMINISTRATION</b>
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**15.1 REVIEW OF THE NEWDEGATE TOWN CENTRE REJUVENATION PROJECT COMMITTEE**

**Applicant:** Chief Executive Officer  
**File No.** 0659  
**Attachments:** Nil  
**Author:** Mr Sean Fletcher

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 Chief Executive Officer

**Disclosure of Interest:** Nil  
**Date of Report:** 15 November 2010  
**Senior Officer:** Mr Sean Fletcher

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 Chief Executive Officer

Summary

The purpose of this report is to seek Council's confirmation of the Newdegate Town Centre Rejuvenation Project Committee and to clarify its involvement with the Newdegate Town Centre Rejuvenation Project.

This is because the history (written record) would appear to show that the Newdegate Town Centre Rejuvenation Project Committee was not constituted correctly including its membership, purpose or charter and level of support.

Background

The Newdegate Town Centre Rejuvenation Project and the formation of the Rejuvenation Committee have a long and varied history. This is summarised as follows:

**Joint Venture Seniors Housing Project**

2004

In 2004, the then Minister for Housing agreed to fund a Joint Venture Seniors Housing Project in Newdegate. This was on the proviso that:

- people interested in moving into these units registered their applications with the Department for Housing so that they could be formally be assessed;
- subject to this process demonstrating sufficient demand, approval was given for the first stage of this project consisting of 4 x 2 bedroom units to proceed.

It would appear that the level of demand for the units was never established.

2005

At its meeting on 23 November 2005, Council resolved (Motion 10093) that the Chief Executive Officer engage a suitably qualified architect for the development of the Senior Citizens project.

**Formation of the Newdegate Town Centre Rejuvenation Project**

2006

On 21 March 2006, a letter was received from Gary Batt architect for the redevelopment of the Newdegate Town Centre.

An invitation to attend a community meeting was issued for the Newdegate Townsite Project seeking community input into concept plans for the:

- Medical Centre;
- Seniors Accommodation Units; and
- Town Hall Renovations

A briefing note shows that the community meeting was held on 8 November 2006 and was chaired by Cr Chamberlain. Approximately 15 community members were in attendance with all but one participant endorsing the proposed concept plans.

Following on from this, Council at its meeting on 22 November 2006, resolved (Motion 10309) to:

1. Endorse in principal the concept plans for the Newdegate Town Centre Rejuvenation Project.
2. Approve proceeding with planning towards the Newdegate Town Centre Rejuvenation Project with particular emphasis on addressing and consolidating funding sources.

The total cost was put at \$3.6M (GST Exclusive).

2007

On 21 March 2007, a response was received from the Wheatbelt Area Consultative Committee that the project was not suitable for Regional Partnerships funding and that a more appropriate approach would be a co-located or joint facility such as the Goomalling Community Centre.

In July 2007 a questionnaire was issued by the Shire to all residences regarding current and proposed health services.

At the Ordinary Meeting of Council on 19 December 2007 the report on the Appointments of Delegates to Council Committee and External Organisations made the following comments:

- Change the Newdegate Aged Persons Units Building Committee to the Newdegate Town Centre Rejuvenation Project Committee;
- Membership to include Councillors, staff, Newdegate Community Development Association representatives and other Newdegate residents.

The subsequent Council resolution (10 545) lists the Newdegate Town Centre Rejuvenation Project, but does not mention how this committee came to subsume the Newdegate Aged Persons Units Building Committee. The resolution also states that Cr Chamberlain and the CEO (or representative) is appointed to the Committee. However, it does not state who the other committee members are.

Based on the report it is reasonable to assume that the intent was for the Newdegate Town Centre Rejuvenation Project Committee to consist of Cr Chamberlain, the CEO (or representative) and representatives from the Newdegate Development Association and other Newdegate residents.

#### 2008

On 15 January 2008 a letter was received from the WA Country Health Service that the proposed medical facilities appear to exceed the current and future health service needs for Newdegate and as a result was unable to provide any financial contribution to the Rejuvenation Project. However, it was acknowledged that there was a need for improved facilities and wished the Shire well in pursuit of other funding.

On the 31 October 2008, the then CEO wrote to the Hon. Terry Waldron providing information on the Newdegate Medical Centre project.

The Shire received a revised estimate from Gary Batt on 2 December 2008 for the Town Hall and Medical Centre only. This came in at \$2 743 999 (GST Exclusive). However a further \$447 000 was required for head works and consultant fees.

### **Stage One – Newdegate Medical Centre**

#### 2009

At the Council Meeting on 25 March 2009 it was reported that the Newdegate Medical Centre would cost in the order of \$750 000. It was resolved (Motion 10767) to use \$250 000 from the Country Local Government Fund (Royalties for Regions) for the Medical Centre. An application was also submitted to the National Rural and Remote Health Infrastructure Program (NRRHIP) during April 2009 seeking \$301 500 (GST Exclusive), which was subsequently unsuccessful. The Newdegate Field Days Committee contribution was listed as \$125 000. However, 2009/10 Budget deliberations shows advice from the Manager Corporate Services that \$500 000 including a Shire Loan of \$125 000 was allocated in the first instance and that the NRRHIP funding be taken into account once successful.

At its meeting on 23 September 2009, Council approved the planning application for the construction of the Newdegate Medical Centre and authorised the CEO to go to tender for the construction of the Medical Centre.

At the Ordinary Meeting of Council on 25 November 2009, Motion 10 915 lists the Newdegate Town Centre Rejuvenation Project, and states that Cr Chamberlain and the CEO or representative are appointed to the



Committee, but as per what happened with the committee appointments in December 2007 the resolution does not state who the other committee members are.

At the Council meeting on 23 December 2009, Motion 10 928 resolved to proceed as soon as possible with the tender, raise any shortfall by way of a loan and execute the Shire's Common Seal.

#### 2010

At the 24 March Council meeting, it was resolved to reject all tenders regarding the Newdegate Medical Centre. The CEO was to proceed with the plans for the construction of the Newdegate Medical Centre on the basis of owner/builder using a project manager and that the project was not to exceed \$760 000 as well as explore further funding options that will assist reduce borrowings.

At the May meeting, Council resolved under motion 11013 for the plans for the Newdegate Medical Centre to proceed and for the CEO to engage Mr Neil Tears as the project manager and for the project not to exceed \$760,000.

As part of the 2010/11 Budget deliberations a further \$137,000 will be allocated from Round Three of the Country Local Government Fund.

Construction including basic site preparation commenced in early September 2010.

#### **Stage Two – Newdegate Town Hall**

At the April strategic planning workshop, it was identified there was a need to confirm the planning for stage two of the Newdegate Rejuvenation Project i.e. works to the Town Hall and the need to seek appropriate levels of funding. As such \$30 000 has been allocated in the 2010/11 Budget for this purpose.

The architect had identified that cladding in keeping with the scheme would be in the order of \$150 000.

Cr Chamberlain asked the author after the September Council meeting if the Newdegate Town Centre Rejuvenation Project Committee could be convened.

#### Comment

It would appear that the Newdegate Town Centre Rejuvenation Project Committee requires the correct level of constitution.

The membership of a committee of Council cannot be open ended and it must have a clear purpose. In other words there is a need to review and formally confirm the level of membership, purpose (charter, purpose or terms of reference) and any other appropriate matter.

The structure for the Newdegate Town Centre Rejuvenation Project Committee should be as follows:

Responsible Officer	Chief Executive Officer (or representative)
Minutes	Executive Assistant
Venue	To be advised
Membership:	<ul style="list-style-type: none"> <li>• Cr Ian Chamberlain</li> <li>• Other Elected Member(s)</li> <li>• Two members from the Newdegate Community Development Association</li> <li>• One or two Community Representatives</li> </ul>
Meetings:	As required
Delegation:	No delegated authority
Charter	<p>To consult on the status of the Newdegate Town Centre Rejuvenation Project and where appropriate make recommendations to Council on the following matters:</p> <ul style="list-style-type: none"> <li>• Stage One: Proposals for the design, construction and fit out of the Newdegate Medical Centre;</li> <li>• Stage Two: Proposals for the Newdegate Town Hall additions or modifications;</li> <li>• Stage Three: Proposals for the design, construction and fit-out of the Newdegate aged accommodation units.</li> </ul>

The above shows the committee consisting of between five to seven members. It should also be noted that more than one elected member may wish to be a part of this committee. Invitations will also need to be issued to the Newdegate Development Association members and the other community members.

The history to date would suggest that this committee in its current form has had a consultative role similar to that of a steering committee including the formation of proposals for Council's consideration. As such, the committee is not a decision making body. It may be possible for the committee to make recommendations to Council.

The role of the Chief Executive Officer (or his representative) has been removed as this person (or representative) should be responsible for the operations of the committee and progressing any outcomes from the committee. Please note that at the first meeting, a chairperson will need to be elected.

It should also be noted that Council has endorsed Stage One of the Newdegate Town Centre Rejuvenation Project regarding the Newdegate Medical Centre including the design, construction and fit out.

This has included:

- Adopting the plans for the Newdegate Medical Centre;
- Selection of a project manager to complete the construction and fit out of the Medical Centre.

Committees do not undertake operational matters.

#### Legal Implications

A committee can be established by way of absolute majority under Part 5 Subdivision 2 of the *Local Government Act 1995*. Relevant sections include:

s5.8: *Establishment of committees. Three or more persons.*

s.5.9: *Type of committees: s5.9 (2) (e) – employees and other persons*

s5.10: *Appointment of committee members*

s5.11: *Tenure of committee membership.*

s5.17: *Limits on delegations of powers and duties to certain committees.*

#### Policy Implications

Nil

#### Consultation

External: Nil

Internal: Senior Management Team

#### Financial Implications

Nil

#### Strategic Implications

Shire of Lake Grace Strategic Plan

Focus 2 Social and Community Well Being

Action 2.5.1 Upgrade Newdegate Town Hall – Confirm plan and seek funding

#### Voting Requirements

Absolute majority required.

Officer Recommendation/Resolution

**MOTION 11123**

Moved Cr Milton  
Seconded Cr Chamberlain

That Council confirm the Newdegate Town Centre Rejuvenation Project Committee under the Local Government Act 1995, Section 5.9 (2) (c) as follows:

Responsible Officer:	Chief Executive Officer (or representative)
Minutes:	Executive Assistant
Venue:	As appropriate
Membership:	<ul style="list-style-type: none"><li>• Cr Ian Chamberlain</li><li>• Cr Len Armstrong</li><li>• Cr Amanda Milton</li><li>• Two members from the Newdegate Community Development Association</li><li>• Two Newdegate Community Representatives</li></ul>
Meetings:	As required
Delegation:	No delegated authority
Charter:	To consult on the status of the Newdegate Town Centre Rejuvenation Project and where appropriate make recommendations to Council on the following matters: <ul style="list-style-type: none"><li>• Stage One: Proposals for the design, construction and fit out of the Newdegate Medical Centre;</li><li>• Stage Two: Proposals for the Newdegate Town Hall additions or modifications;</li><li>• Stage Three: Proposals for the design, construction and fit-out of the Newdegate aged accommodation units.</li></ul>

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

**NOTE:** Membership – it was recommended by individual Councillors the following community members be invited for membership of the Committee:

- President & Secretary of the Newdegate Community Development Association – MS Lyn Ellard & Mrs Roz Lloyd
- Mr Frank Whittington OAM
- Mrs Judy Walker
- Mrs Diana Gosling

## 15.2 COUNCIL MEETING DATES 2011

**Applicant:** Chief Executive Officer  
**File No.** 0041  
**Attachments:** Nil  
**Author:** Mrs Jeanette Bennett  
Executive Assistant  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 November 2010  
**Senior Officer:** Mr Sean Fletcher  
Chief Executive Officer

### Summary

For Council to consider its meeting arrangements for 2011.

### Background

In accordance with the Local Government Act 1995, Council is required, at least once each year, to give local public notice of the date, time and place of its Ordinary Meetings to be held in the coming 12 months.

### Comment

Council's Policy Manual, policy 1.2, confirms that its meetings are to be held on the fourth Wednesday of each month, except December where it is the third Wednesday.

In regard to Council Policy 1.2, one questions the need for the policy to exist i.e. with the Council Meeting Date schedule being resolved and advertised annually by Council, the need for a 'policy' is unnecessary.

The Policy Objective is to regulate and set meeting dates, which is done by way of an agenda report to Council and the Guidelines are that the dates be published to comply with Local Government Act requirements, which is also done by way of an agenda report to Council.

One can therefore argue that the agenda report (eg. this item) considered by Council is sufficient to meet compliance requirements and that the need for a Policy is negated. Removal of the policy can be further discussed / considered at the next Policy Review.

Following consultation with the Shire President the proposed schedule of meetings differs from past years in that instead of meetings being held in both Lake King and Varley each year, the meetings are rotated bi-annually between the two towns. This reasoning for this change is because, over the past couple of years, local community attendance has been low, which when balanced against the resources used in organising off site meetings becomes ineffective. For 2011 the December Meeting has been re-scheduled back to the third Wednesday to fit in with the Christmas Break.

It is also suggested that the start time for the meetings be 3.00pm instead of the traditional 1.00pm. This is due to the fact that during 2010 duration of the

meetings has been reduced due to the more efficient meeting practices. The May and November meeting times and venues have remained the same due to the fact that this Shire is predominantly a farming community and these times are a best fit with the busy seasons.

Further thought must also be given to the timing for the Councillor Information Sessions, traditionally held after Council Meetings and the need for discussion on complex matters. The recent GP workshop highlights the effectiveness of this type of discussion.

Accordingly, the following schedule has been prepared for Council's consideration and discussion:

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 2011	N/A	N/A (annual break)
23 February 2011	TBA	Council Chambers, Lake Grace
23 March 2011	TBA	Varley Recreation Centre
27 April 2011	TBA	Council Chambers Lake Grace
25 May 2011	6.00pm	Newdegate Library Telecentre
22 June 2011	TBA	Council Chambers Lake Grace
27 July 2011	TBA	Council Chambers Lake Grace
24 August 2011	TBA	Council Chambers Lake Grace
28 September 2011	TBA	Council Chambers Lake Grace
26 October 2011	TBA	Council Chambers Lake Grace
23 November 2011	8.00am	Newdegate Library Telecentre
21 December 2011	TBA	Council Chambers Lake Grace

The Meeting schedule will be posted on community notice and advertised through community newsletters early in the New Year.

#### Legal Implications

Local Government Act 1995 – s5.25(g) requires that local public notice of the schedule of meetings be given.

#### Policy Implications

The schedule of dates is in accordance with Council Policy 1.2 which makes no provision for specific times or locations.

#### Consultation

Internal: Chief Executive Officer  
Shire President

#### Financial Implications

The additional cost to hold meetings in the towns of Varley, Newdegate and Lake King is not significant and is accommodated within Council's budgeted expenses.

#### Strategic Implications

Shire of Lake Grace Strategic Plan  
7. Organisational Excellence  
7.1 Good Governance

Recommendation

That Council give Local public notice of the following schedule of meetings as required by the Local Government Act:

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 2011	N/A	N/A (annual break)
23 February 2011	3.00pm	Council Chambers, Lake Grace
23 March 2011	3.00pm	Varley Recreation Centre
27 April 2011	3.00pm	Council Chambers Lake Grace
25 May 2011	6.00pm	Newdegate Library Telecentre
22 June 2011	3.00pm	Council Chambers Lake Grace
27 July 2011	3.00pm	Council Chambers Lake Grace
24 August 2011	3.00pm	Council Chambers Lake Grace
28 September 2011	3.00pm	Council Chambers Lake Grace
26 October 2011	TBA	Council Chambers Lake Grace
23 November 2011	8.00am	Newdegate Library Telecentre
21 December 2011	TBA	Council Chambers Lake Grace

Voting Requirements

Simple majority required.

Resolution**MOTION 11124**

Moved Cr Farrelly  
Seconded Cr Sinclair

That Council give Local public notice of the following schedule of meetings as required by the Local Government Act:

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 2011	N/A	N/A (annual break)
23 February 2011	3.00pm	Council Chambers, Lake Grace
23 March 2011	3.00pm	Varley Recreation Centre
27 April 2011	3.00pm	Council Chambers Lake Grace
25 May 2011	6.00pm	Newdegate Library Telecentre
22 June 2011	3.00pm	Council Chambers Lake Grace
27 July 2011	3.00pm	Council Chambers Lake Grace
24 August 2011	3.00pm	Council Chambers Lake Grace
28 September 2011	3.00pm	Council Chambers Lake Grace
26 October 2011	3.00pm	Council Chambers Lake Grace
23 November 2011	8.00am	Newdegate Library Telecentre
21 December 2011	3.00pm	Council Chambers Lake Grace

**AMENDMENT**

Moved Cr Newman  
Seconded Cr De Landgrafft

That the venue for 28 September 2010 be the Lake King Town Hall

**CARRIED 9/0**

**MOTION 11124 continued**

The President then put the motion:

That Council give Local public notice of the following schedule of meetings as required by the Local Government Act:

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 2011	N/A	N/A (annual break)
23 February 2011	3.00pm	Council Chambers, Lake Grace
23 March 2011	3.00pm	Varley Recreation Centre
27 April 2011	3.00pm	Council Chambers Lake Grace
25 May 2011	6.00pm	Newdegate Library Telecentre
22 June 2011	3.00pm	Council Chambers Lake Grace
27 July 2011	3.00pm	Council Chambers Lake Grace
24 August 2011	3.00pm	Council Chambers Lake Grace
28 September 2011	3.00pm	Lake King Town Hall
26 October 2011	3.00pm	Council Chambers Lake Grace
23 November 2011	8.00am	Newdegate Library Telecentre
21 December 2011	3.00pm	Council Chambers Lake Grace

**MOTION CARRIED 9/0**



**15.3 PROPOSAL FROM BHW CONSULTING TO CONDUCT A WARD AND REPRESENTATION REVIEW**

**Applicant:** BHW Consulting  
**File No.** 0375  
**Attachments:** BHW Consulting Expression of Interest  
**Author:** Mr Sean Fletcher  
Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 17 November 2010  
**Senior Officer:** Mr Sean Fletcher  
Chief Executive Officer

Summary

This report recommends that Council completes the 2008 Ward and Representation review process in time for the 2011 local government ordinary elections through the appointment of BHW Consulting to undertake the necessary review.

Background

**Previous Ward Review**

The Shire of Lake Grace conducted a review of Wards and Representation during 2008 in response to a request by the Local Government Advisory Board as per Schedule 2.2 of the *Local Government Act 1995*.

A report was then prepared by the then CEO for the 27 August 2008 meeting with Council moving Motion 10658:

*That a review of the current ward system be carried out.*

The outcome of the ward review was then tabled at the November 2008 meeting with an absolute majority resolution (8/1) by Council as follows (Motion 10709):

*That in relation to the recent Ward Review the Local Government Advisory Board be advised that:*

1. *Four submissions were received; and*
2. *The Council of the Shire of Lake Grace requests the current representation be maintained for the election to be held in October 2009 on the basis that there is likely to be future changes associated with the SSS report.*

The then CEO wrote to the Local Government Advisory Board on 3 December 2008 advising Council's decision.

The Shire in response received a letter from the Local Government Advisory Board on 28 January 2009 requesting that the above matter was referred to

a full Council meeting to consider whether a no ward structure would be a better option for the Shire.

A subsequent letter was received from the Local Government Advisory Board on 23 February 2009 advising that no further action would be taken on ward and representation reviews at that time due to the establishment of the Local Government Reform Steering Committee.

At the ordinary meeting of Council on 25 February 2009 the following resolution (9/0) was passed (Motion 10745):

*That Item 15.3 Wards and Representation be withdrawn on advice from the Chief Executive Officer requesting permission to withdraw the item.*

**REASON**

*A further letter was received on 23 February 2009 from the Local Government Advisory Board that due to the recent establishment of the Local Government Reform Steering Committee no further action is being taken on ward and representation reviews at this time with the impact that the current ward structure will remain in place for the 2009 elections.*

The Local Government Advisory Board on 3 March 2009 then wrote further saying that all reviews will be considered following confirmation that the Shire wished to proceed with this matter.

The then CEO responded on 23 March 2009 that it was not the intention of the Shire to proceed with a Ward and Representation Review. A response was further received from the Local Government Advisory Board confirming the advice that the Shire wishes to retain the status quo regarding its ward and representation review pending the outcomes of the local government structural reform agenda.

In discussions with the Manager Statutory Support of the Local Government Advisory Board on 27 January 2010 regarding the status of ward reviews and whether the Shire was still required to conduct one, the author was advised that the Board may seek a continuance of the 2008 review once the Minister has made his mind up about the Reform Process.

At the March 2010 Ordinary Council meeting in response to a community petition and the suspension of the previous Ward and Representation review Council resolved under Motion 10971 the following:

*That Council*

- 1. Receives the List of Affected Electors (Petition) submitted by the Lake Grace Development Association seeking an order under the Local Government Act 1995 to address the imbalance of Elected Members in the Shire of Lake Grace.*
- 2. In light of the List of Affected Electors received from the Lake Grace Development Association, subject to verification of the legitimacy of the petition with the Local Government Advisory Board, Council completes*

*the 2008 Ward and Representation Review in time for the October 2011 Local Government Ordinary Elections*

**MOTION CARRIED BY ABSOLUTE MAJORITY 8/0**

As a result of Motion 10971, the author wrote to the Local Government Advisory Board on 26 March 2010 seeking clarification on the legitimacy of the petition received. The author subsequently received confirmation on 16 April 2010 from Meaghan Dwyer the Policy & Research Officer Structural Reform at the Department of Local Government that the elector submission referred to in point two of Motion 10971 was a legitimate petition. Council was informed of this response in the Elected Member Update Volume 2 Number 9 issued on 16 April 2010.

The author then sought expressions of interest from suitably qualified persons to undertake the Ward and Representation Review. One proposal was received from BHW Consulting with an overview provided by the author at the September Council Information Session. Comments were also responded to by Shire President at the October Information Session.

**Current Representation**

The following table shows the current ratio of electors to councillors for each ward:

<b>Ward</b>	<b>Number of Electors</b>	<b>Number of Councillors</b>	<b>Councillor: Elector Ratio</b>	<b>% Ratio Deviation</b>
Lake Grace	582	4	1/146	+23.72%
Newdegate	281	3	1/94	-17.79%
Lake King/Varley	199	2	1/100	-15.25%
<b>Total</b>	<b>1062</b>	<b>9</b>	<b>1/118</b>	

**Elected Member Ratios for Shire of Lake Grace as at 2010**

As explained in the March 2010 report, the % ratio deviation gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for each ward. It can be seen that there is an imbalance in representation across the Shire. According to the Advisory Board a balanced representation is the % ratio deviation being within plus or minus 10%.

The attachment shows the current ward boundaries.

The full history of this matter can be found in the Shire of Lake Grace Minutes Ordinary Meeting of Council 22 March 2010, Item 15.1.

Comment**The Need for an Independent Review**

There is a need to be open and transparent with a Ward and Representation Review. In hand with this is the fact that the local government reform process is firmly on the agenda. The Minister has made it quite clear that each local government is required to assess its level of representation. As a result, it would appear that the Local Government Advisory Board has commenced a wide ranging request for local governments to undertake or complete their reviews.

The Shire also has the petition lodged by members of the community that requires a high level of rigour to occur. In other words Elected Members and the CEO alike needs to demonstrate good governance that includes the undertaking of an independent Ward and Representation review to ameliorate what could be seen as self interest during this time.

Also with the turn of recent events regarding a number of key projects and the resignation of key staff, the author will quite simply not have time to undertake the review. The review is not a minor undertaking and has taken a number of Shire staff in the past to provide seamless information regarding the 2008 Review and those of earlier reviews.

**Proposed Methodology**

The methodology to be used by BHW in undertaking the Shire of Lake Grace Boundary Review 2010 is as follows:

**1. Meet with the Shire to finalise the scope of works required to complete the assignment**

The purpose of this meeting is to meet with the Shire's representative(s) to finalise the scope of works and ensure that both the Shire and BHW are aware of the specific requirements for the project. The opportunity will also be taken to assess the appropriateness of the timeline for the conduct of the Review. This meeting is proposed to be held via teleconference in advance of any meetings in the Shire.

**2. Meet with the President, Councillors and CEO individually to obtain the views in regard to the following five factors**

The Act is specific that the Shire must have due regard for the following five factors:

1. Community of interest;
2. Physical and topographic features;
3. Demographic trends;
4. Economic factors; and
5. Ratio of Councillors to Electors in the various wards.

BHW will meet with the President, Councillors and CEO individually to gather preliminary information on the expectations of the Elected Members as to the desired outcome from the review. This discussion will canvass issues that are likely, from the elected members viewpoint, to impact on potentials representation options having due regard for the five factors mentioned above.

It is also an opportunity for issues relating to the review to be clarified to avoid any misunderstandings.

The basis of the views provided to BHW will then form information that can be used to develop the various representation options. These views will not be attributed to any individual but be a background to the process.

This meeting is proposed to be an on-site meeting with all interviews conducted in one day.

**3. Prepare a Discussion Paper on the Review**

Following the collation of the information from the Elected Members and CEO, together with the analysis of relevant statistical data a Discussion Paper will be prepared that outlines the possible options for Ward Names, Boundaries and Representation. Such options will ensure that the community have an opportunity to understand the options that need to be considered to enable the Shire to meet its statutory requirement in respect to ratio of Councillors to electors.

**4. Prepare an advertisement for public advertising to seek community input**

Following endorsement of the Discussion Paper by the Shire, BHW will prepare an appropriate advertisement to seek public comment on the representation options outlined in the Discussion Paper. It may also be necessary at this point to prepare suitable articles for release to the media. The intent is to generate public interest and obtain feedback on the proposals.

**5. Conduct public workshops**

As an additional way of engaging with the community BHW proposes to conduct one workshop in each of the existing Shire Wards (a total of three workshops) to discuss the proposals outlined in the Discussion Paper. BHW will be guided by the Shire on the best locations for these workshops.

The points raised during the workshops will be considered in the preparation of the final report to the Shire.

The three public workshops will be held on consecutive evenings in the various locations across the Shire. The locations will be determined by the Shire in discussions with BHW.

**6. Meet with specific stakeholders**

Recognising the importance that various resident groups play in the affairs of Local Government it would be appropriate to engage with the various resident groups in a single workshop other than the public workshops. This would allow them to express any particular views that the groups may have in respect to representation. The basis of the workshop will be the Discussion Paper.

During the time that BHW is on-site in the Shire the opportunity will be provided to meet with a range of stakeholders who wish to contribute to the review process.

**7. Conduct a Councillor workshop during the community input process**

To enable the Councillors to input into the process it would be appropriate to conduct a workshop for all Councillors to fully explore the various options proposed and the ramifications of the proposals. The intent is to generate interest within the Councillors and obtain feedback on the proposals.

This workshop can be coordinated during the period that BHW is on-site in the Shire.

**8. Prepare a report for consideration by the Shire considering the submissions received**

Following the close of the public advertising period, the conduct of the various workshops a final report will be prepared for the Shire outlining the options for Ward Names, Boundaries and Representation. The outcome of the Review will be analysed and BHW will make appropriate recommendation(s) for consideration by the Shire.

**9. Submit the final report of the Review to the Local Government Advisory Board.**

BHW will liaise with the Shire in the preparation and presentation of the submission to the Local Government Advisory Board.

**Conclusion**

The need for transparency regarding a Ward and Representation Review is paramount. The proposal put forward by BHW Consulting is a quality process. In particular it allows ample scope for consultation with both elected members and the community which are two important ingredients regarding any review process. This includes conducting workshops within the respective wards as well as with councillors individually and collectively.

Legal Implications

Nil regarding this report.

Policy Implications

Nil

Consultation

External: Mr Ross Earnshaw, Manager Statutory Support, Local Government Advisory Board.  
Meaghan Dwyer the Policy & Research Officer Structural Reform at the Department of Local Government  
Bruce Wittber BHW Consulting  
Helen Westcott BHW Consulting

Internal: Shire President  
Elected Member Update V2 No9  
September 2010 Council Information Session  
Senior Management Team

Financial Implications

The cost for BHW to undertake the review is \$15 750 GST exclusive. An allocation of \$15 000 was made available in the 2010/11 Budget for such a process to occur.

Strategic Implications

Shire of Lake Grace Strategic Plan – 7. Organisational Excellence

7.1 Support the implementation of quality service provision underpinned by continuous improvement strategies including:

- o Customers focus;
- o Communication;
- o Systems Improvement;
- o Feedback; and
- o Good Governance

That Council appoints BHW Consulting to assist it undertake and complete the 2008 Ward and Representation Review for the Shire of Lake Grace.

Voting Requirements

Simple majority required.

Resolution

Moved Cr Newman

That the Shire of Lake Grace obtain the latest census information to determine the number of constituents within the Shire and that current valuations for GRV & UV for the various wards to be provided to Council.

*The President advised he would not accept the motion at this time.*

Recommendation/Resolution

**MOTION 11125**

Moved Cr Milton  
Seconded Cr Chappell

That Council appoints BHW Consulting to assist it undertake and complete the 2008 Ward and Representation Review for the Shire of Lake Grace.

**MOTION LOST 4/5**

*Recorded as voting for the motion:*

*Crs Milton, Farrelly, Chappell & Walker*

*Recorded as voting against the motion:*

*Crs De Landgraft, Armstrong, Chamberlain,  
Sinclair & Newman*

**15.4 CEO KEY PERFORMANCE INDICATORS - UPDATES**

**Applicant:** Chief Executive Officer  
**File No.** 0552  
**Attachments:** Nil  
**Author:** Mr Sean Fletcher  
 Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 17 November 2010  
**Senior Officer:** Mr Sean Fletcher  
 Chief Executive Officer

**Summary**

This report provides an update each month on the progress of the CEOs Key Performance Indicators as identified during the CEO Performance Review 2010.

**Background**

The Council in conjunction with the author developed a range of Key Performance Indicators for the Chief Executive Officer to achieve.

**Comment**

A summary on the progress of the Chief Executive Officer's key performance indicators (KPIs) are as follows:

<b>KPI 1</b>		
Present to Council a Roles and Functionality Plan that provides for services to be maintained without necessarily replacing departing staff. The report is to be presented to Council by April 2011.		
<b>Measure</b>	<b>Progress</b>	<b>Due</b>
Report is presented to Council and Councillors have an opportunity to be heard	Discussed with Simon White at WALGA the development of a Roles & Functionality Plan: <ul style="list-style-type: none"> <li>• Will commence review in Jan 2011;</li> <li>• First discussions with Council during Feb 2011.</li> </ul>	30 April 11

<b>KPI 2</b>		
CEO to invest time in meeting with stakeholders on a face to face basis at their localities and to be seen in the communities attending community functions and activities wherever practicable		
<b>Measure</b>	<b>Progress</b>	<b>Due</b>
Community Survey demonstrates an improvement in the Community understanding of the Role of Council and the Role of the CEO with improved communication channels	<ul style="list-style-type: none"> <li>• Met with Doug Dunham &amp; Greg Carruthers regarding fire issues concerning the Lake Grace Tip. Actions from meeting to be put in place during October and November;</li> <li>• Attended the Remembrance Day Ceremony at the Lake Grace DHS</li> </ul>	31 Aug 11



<b>KPI 3</b>		
Based on the outcomes of the draft Strategic Plan, the plan's KPIs for 2010/11 will be as follows:		
<b>Action 1.1.1</b>	<b>Progress</b>	<b>Due</b>
Lake Grace Residential Land – Development of next stage (Known as Pt Lot 1 Griffin Street)	As per the Corporate Plan: <ul style="list-style-type: none"> <li>• URP confirmed costs for cable laying. Approval by Council to go to tender 27/10/10;</li> <li>• Watercorp will do South St main upgrade;</li> <li>• UPD will be engaged to oversee electrical headworks contractor;</li> <li>• Local plumber to undertake sewerage connections</li> </ul>	31 Dec 10
<b>Action 1.1.2</b>	<b>Progress</b>	<b>Due</b>
Lake Grace Industrial Land Development: <ul style="list-style-type: none"> <li>• Funding;</li> <li>• Commence Construction;</li> <li>• Finish Construction</li> <li>• (Note: Newdegate Industrial Land Development Plan to be scheduled for review during December 2010)</li> </ul>	As per the Corporate Plan: <ul style="list-style-type: none"> <li>• Landcorp has agreed to develop;</li> <li>• Will fund five blocks first;</li> <li>• Shire to assist with some works;</li> <li>• NFA</li> </ul>	31 Dec 11
<b>Action 2.1.1</b>	<b>Progress</b>	<b>Due</b>
Construct the Newdegate Medical Centre within allocated budget	As per the Corporate Plan: <ul style="list-style-type: none"> <li>• Concrete pad put down 17/11/10;</li> <li>• Brickwork to commence in the next two weeks</li> </ul>	30 Jun 11
<b>Action 2.4.2</b>	<b>Progress</b>	<b>Due</b>
Construct the Lake Grace Childcare Centre within allocated budget	As per the Corporate Plan: <ul style="list-style-type: none"> <li>• Roof completed;</li> <li>• External walls well underway;</li> <li>• Lockup expected by 6/11/10</li> </ul>	31 Mar 11
<b>Action 6.1.2</b>	<b>Progress</b>	<b>Due</b>
Recruit a general practitioner that includes sourcing of a new GP for the Shire and the development with WALGA of a local government GP recruitment platform	<ul style="list-style-type: none"> <li>• Workshop held with Council on 15/11/10 to review options;</li> <li>• Follow up has occurred with Wheatbelt GP Network on 16/11/10 and Southern Regional Medical Group to follow on 22/11/10</li> </ul>	31 Aug 11
<b>Action 7.1.7</b>	<b>Progress</b>	<b>Due</b>
Complete Ward and Representation Review – By April 2011 the CEO to run a workshop for Councillors allowing Councillors the opportunity to review the report to ensure that it is appropriate for the Shire	Proposal to use BHW to presented to Council 24 November 2010	30 Jun 11

Legal Implications

Nil

Policy Implications

Nil

Consultation

External: As per the comments in this report.

Internal: Shire President  
Council at the Information Sessions  
Senior Management Team  
Key Staff (as defined by the Corporate Plan)

Financial Implications

Nil.

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer's Recommendation/Resolution

**MOTION 11126**

Moved Cr Chappell  
Seconded Cr Farrelly

That Council note the progress of the Chief Executive Officer's Key Performance Indicators – Year Two.

**MOTION CARRIED 9/0**

**16.0 INFORMATION BULLETIN**

**16.1 INFORMATION BULLETIN REPORT – NOVEMBER 2010**

<b>Applicant:</b>	Executive Services
<b>File No.</b>	N/A
<b>Attachments:</b>	1. Grants Register as at 17 November 2010 2. Lakes VROC and 4WD Regional Housing Project Strategic Alliance 3. Letter – Nationals re Local Govt Reform 4. Dept of LG - Local Govt Reform Update, Integrated Planning & Reporting Framework & Guidelines 5. Email – Dept of Ag re Farmer Stock Water Survey Data
<b>Author:</b>	Mrs Jeanette Bennett Executive Assistant
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	16 November 2010
<b>Senior Officer:</b>	Mr Sean Fletcher Chief Executive Officer

Summary

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

Background

At the Senior Management Team Information Session held following the September 2010 Council Meeting, it was proposed that the standing agenda items presented each month be included in one report titled the 'Information Bulletin Report'.

The monthly publication, previously know as the 'Information Bulletin' consisting of management reports, committee meeting and other minutes, circulars, newsletters and items of correspondence received by the Shire, are now in a 'Monthly Circular' which is sent out at the same time as the Agendas to allow Councillors to access the information prior to the meeting day.

Comment

The information at attachment as per above, together with the following updates are provided for Council's information:

**1. Grants Register**

Provides a list of grants applied for (pending), approved and completed on behalf of the Shire.

## **2. Lakes Voluntary Regional Organisation of Councils**

### Regional Housing Project

Council endorsed the Regional Housing Project at the September meeting including allocation of the regional component of the Country Local Government Fund for 2010/11 and 2011/12.

The Shire President, Manager Community Services and the Development Officer attended the 4WD/Lakes VROC review of the Multi-purpose/Aged Accommodation Project on 7 October 2010 with:

- National Lifestyle Villages;
- WA Country Builders;
- Pinelock.

As a result the Lakes and 4WD Aged Persons Housing Strategy Alliance 2010 – 2025 was formed and a business case working group was established. This group recommended Risk ID (Marg Hemsley and Di Hull) to undertake the development of the business case. The two VROCs then met with Marg Hemsley and Di Hull on 11 November 2010 for a briefing on preparation of the business case.

As discussed with Council previously, the intent is to make this project a regional show case that includes:

- the development of a “tool kit” including project management, governance and tenant and asset management plans; and
- an opportunity to maximise funding.

At this stage it has been identified that each participating local government has different needs. Some are only looking for funding to undertake planning, others design and further still some form of construction. The Lakes VROC is very much looking at what can be built to increase appropriate medium density housing stocks.

This project must also feature on the Shire’s Forward Capital Works Plan, Asset Management Plans and the Strategic (Community) Plan. Please note that these plans are the cornerstone of the Integrated Strategic Planning Model that will be legislated as part of the Local Government Act from June 2011.

As reported to the September Council meeting, indicative costs and number of units are set as follows:

### **CLGF Allocation Available to Shire of Lake Grace 10/11**

CLGF Regional Projects:      \$254,700 (35%)

### **Funding Available to the Lakes VROC 10/11**

The total funding that could be available to the Lakes VROC for 2010/11 is \$669,495. However, the Shire of Kent will only allocate

50% of its funding thus reducing the total amount available to the VROC of \$570,420.

As such the project will be over a minimum of two years. The total funding for 2011/12 @ 50% allocation is \$1,005,650. This means that there is the potential to put together a total cash contribution of approximately \$1.56M to the project over 2010/11 and 2011/12.

### **Breakdown of Funding for Medium Density (Aged) Housing Project**

The breakdown of the project is then (indicative figures only):

CLGF 10/11 (35% funding)	\$ 570,420
CLGF 11/12 (50% funding)	\$1,576,070
In-kind (Land etc)	\$1,000,000
Other funding (CLGF 12/13)?	<u>\$1,853,510</u>
	\$5,000,000

#### Construction Costs (Indicative Only)

20 Units @ \$200,000:	\$4,000,000
Land, headworks etc:	<u>\$1,000,000</u>
	\$5,000,000

The final version of the business case will then be presented to Council at the December Council meeting for sign off by the Shire President and Chief Executive Officer.

A copy of the scope of the project along with the presentation and checklists is attached.

The next meeting of the Lakes VROC is yet to be scheduled.

### **3. Local Government Reform Update**

#### Amalgamations

The President of the Nationals WA, Colin Holt has written to all country local government authorities confirming opposition to compulsory amalgamation.

In the meantime the Department for Local Government has released a range of flyers to the public that espouse the benefits of amalgamation and would appear to criticise elected members and CEOs alike.

Those undertaking amalgamation, RTG or RCG were invited to a recent workshop with the Minister for Local Government. The outcome was to proceed with reform (amalgamations). The author understands that the Minister will take the outcomes of the workshop to Cabinet.

A key step in the reform process regarding forced amalgamations is the removal of the "Poll Provisions" from the Local Government Act. These provisions allow for consultation and a community vote before an

amalgamation can occur. The Minister has not approached the Legislation Steering Group at this stage to commence work on an appropriate process.

#### Integrated Strategic Planning

As discussed with Council throughout the year, the Shire will now need to implement Integrated planning and reporting. The guidelines were released during October and confirmed by both the Minister representing the Minister for Local Government and the Director General of the Department of Local Government at the Local Government Manager's Conference last month.

The new integrated planning and reporting guidelines will be included in the Local Government Act from June 2011 with full compliance to occur from 2012/13. Reporting will need to occur against the following:

- Long Term Strategic Community Plans;
- Corporate Business Plans;
- Long Term Financial Plans;
- Asset Management Plans including forward capital works plans.

Council needs to understand that this new level of compliance will mean that:

1. It cannot be ignored. Plans must be done and cannot be chopped and changed at random;
2. Will put a huge impost on the CEO and the management team in terms of time and appropriate skill sets. It is doubtful whether small local governments will survive the implementation of this mechanism.

Workshops on the new requirements will be available to the Shire of Lake Grace Elected Members and Staff in February 2011.

A copy of the framework is attached.

#### **4. WALGA Central Country Zone**

The next meeting is a teleconference on 26 November 2010. The State Council Agenda contains a number of items of interest including:

##### Country Local Government Fund (CLGF)

WALGA is advocating that local governments retain 50% of the Country Local Government Fund (Royalties for Regions) instead of losing the full amount in 2013/14. At this point 100% of the CLGF will then go to regional projects. WALGA is advocating where there are no regional projects then the local governments concerned get to keep 70% of the allocation.

##### Local Government Preferred Strategic Grain Freight Routes

The map outlining the preferred strategic routes has now been completed. This will be used as a starting point in discussions with key stakeholders including local governments, CBH, grain transporters and

other farming groups. WALGA is now seeking Zone support to meet with the key stakeholders.

#### **5. Regional Refuse Group**

Minutes of the meeting are included in the Monthly Circular.

#### **6. Emergency Stock Water Survey**

For information a copy of the emergency stock demand survey results are attached. The CEO and NRM Officer attended the follow up emergency stock water demand meeting in Kulin on Friday 19 November 2010.

##### Legal Implications

Nil

##### Policy Implications

Nil

##### Consultation

Nil

##### Financial Implications

Nil

##### Strategic Implications

Shire of Lake Grace Strategic Plan

##### Voting Requirements

Simple majority required.

##### Officer's Recommendation/Resolution

#### **MOTION 11127**

Moved Cr Milton  
Seconded Cr Farrelly

That Council receive the Information Bulletin Report.

**MOTION CARRIED 9/0**

- 9.25am        *Mr Alex Bashtannyk entered the meeting*
- 9.27am        *The President adjourned the meeting for the presentation by Alex Bashtannyk*
- 10.03am      *Mr Bashtannyk left the premises and the Meeting reconvened with all those previously in attendance present.*

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

None.

**18.0 SCHEDULING OF MEETING**

**18.1 DECEMBER 2010 ORDINARY MEETING**

**Motion 10913 November 2009 states:**

An Ordinary Meeting of Council will be held on Wednesday 22 December 2010, commencing at 1:00pm at Council Chambers, 1 Bishop St Lake Grace WA.

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

10.05am *Cr Milton left the meeting.*

**MOTION 11128**

Moved Cr Sinclair  
Seconded Cr Chappell

That Council close the meeting to the public at this time, being 10.05am, to discuss staffing issues.

**MOTION CARRIED 8/0**

10.06am *Mr Dittrich, Mrs Owen & Mrs Bennett left the meeting.*

10.07am *Cr Milton re-entered the meeting.*

10.18am *Cr De Landgraft left the meeting and re-entered at 10.19am.*

10.50am *Cr Sinclair left the meeting and re-entered at 10.51am.*

**MOTION 11129**

Moved Cr Newman  
Seconded Cr Armstrong

That Council re-open the meeting to the public at this time, being 10.55am.

**MOTION CARRIED 9/0**

10.50am *Crs Newman & Armstrong left the meeting and Mr Dittrich, Mrs Owen & Mrs Bennett re-entered the meeting.*

**20.0 CLOSURE**

There being no further business, the Chairperson closed the meeting at 10.56 pm.



**21.0 CERTIFICATION**

I Andrew James Walker certify that the minutes of the meeting held on the 24 November 2010 as shown were confirmed as a true record at the meeting held on the 22 December 2010.

\_\_\_\_\_

Chairman

\_\_\_\_\_

Date