

SHIRE OF LAKE GRACE



Minutes

Ordinary Council Meeting

24 September 2008

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SHIRE OF LAKE GRACE

MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD AT COUNCIL CHAMBERS, 1 BISHOP ST, LAKE GRACE ON WEDNESDAY, 24 SEPTEMBER 2008.

1.0 OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson (Deputy President) opened the meeting at 1.00 pm.

2.0 ATTENDANCE RECORD

2.1 PRESENT

Cr IG Chamberlain	Deputy Shire President
Cr JF De Landgraft	<i>entered the meeting at 1.21pm</i>
Cr AJ Dunkeld	
Cr AI Milton	
Cr WA Newman	
Cr OP Farrelly	
Cr DP Sinclair	
Cr RP Taylor	
Mr HJ Fraser	Chief Executive Officer
Mr MW Burbridge	Manager Corporate Services
Mr LW White	Manager Community Services
Mrs J Bennett	Executive Assistant
Mr Ashley McDonald	Newdegate Water Recycling Project
Mr David Drabble	Principal Newdegate Primary School

2.2 APOLOGIES

None

2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Motion 10651 27 August 2008 - Cr Walker was granted leave of absence for the period 24 to 26 September 2008.

3.0 PUBLIC QUESTION TIME

3.1 MR ASHLEY McDONALD

Mr McDonald advised he was present at the meeting to seek information on the Newdegate Water Recycling Project and the issue regarding provision of a chlorinator required for the treatment of the wastewater.

Mr McDonald provided a history of the project to date and handed out copies of correspondence and ground plans relating to the project.

The project originally kicked off with a \$48,000.00 Community Water Grant to the Shire of Lake Grace for the Newdegate community to harvest stormwater for re-use on the town's ovals and parks and gardens. Elements of the original project changed due to community needs and a holding dam was constructed.

While several sites were investigated the dam was built on Water Corporation land. The dam has been completed and pipes installed linking the recreation oval and collection tanks, and the collection dam and sewage ponds. In the meantime the Newdegate Primary School has also sourced funding for the grassing of the school oval. Collection tanks for the school oval have been installed however the run off collected from the school buildings will not meet the needs for watering the school oval so the school tanks have also been connected on to main pipe line.

The chlorinator for the treatment of the wastewater from the sewage ponds which the Water Corporation originally agreed to provide has not been forthcoming and Mr McDonald asked the Council what its intentions are as to a chlorinator for this facility?

Following discussion between Mr McDonald, Newdegate School Principal, Mr Drabble, the CEO Mr Jim Fraser, and the Manager of Community Services Mr Lance White, the Deputy President advised that a response will be provided in the near future.

The Deputy President thanked Mr McDonald and Mr Drabble for their attendance.

1.22pm *Mr McDonald and Mr Drabble left the meeting.*

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

4.1 CR FARRELLY, CR DE LANDGRAFFT & CR NEWMAN

MOTION 10664

Moved Cr Sinclair
Seconded Cr Dunkeld

That the leave of absence for Crs Farrelly, De Landgrafft and Newman be granted as follows:

Cr Farrelly – 12 October 2008 to 30 October 2008
Cr De Landgrafft – 16 October 2008 to 28 October 2008
Cr Newman - 25 September 2008 to 29 October 2008

MOTION CARRIED 8/0

5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS

5.1 ORDINARY MEETING – 27 AUGUST 2008

Resolution

MOTION 10665

Moved Cr Milton
Seconded Cr Taylor

That the minutes of the Ordinary Meeting of Council held on the 27 August 2008 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

Mr Mark Burbridge declared an interest in Item 15.3 – Acting Chief Executive Officer – Appointment.

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

6.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION SECTION 34C

Cr Taylor declared an interest in Item 15.8 – Lifting of Caveat – Lot 28 Wattle Drive Lake Grace.

7.0 NOTICES OF URGENT BUSINESS

None

8.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

None

9.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

None

10.0 MEMBERS' REPORTS

10.1 CR NEWMAN

Reported on progress and meetings with regard to finding suitable land for a new landfill site for Newdegate. Meetings with the first landowner proved unsuccessful, Cr Chamberlain has land available and land has been located on Whurr Road. Discussions are underway with the landowner. Some of the proposed land is bush and it is expected that it would be rehabilitated at the end of the process – estimated at 30 years.

10.2 CR MILTON

Reported on inspections of all Shire houses which took place on the 12th and 16th September 2008 in Lake Grace, Newdegate, Lake King and Varley. Councillors, staff and community housing representatives representing their respective towns undertook the inspections. All 40 houses were inspected and photographically recorded in preparation for inclusion in Council's Asset Management Plan.

Cr Milton advised there is a long way to go with the upkeep and maintenance of the houses to a suitable standard, particularly the older housing stock in Lake Grace where staff have been in residence over a long period of time without any general upgrade over the years.

Cr Milton also reported on the Lake Grace St John Ambulance Sub Centre:

- An extraordinary meeting had taken place with regard to the purchase of a second ambulance
- the present ambulance had broken down with engine failure - a replacement was trucked from Perth and in operation some 15 hours later
- The present ambulance is due for replacement in the very near future.

Councillors had attended the Newdegate Field Day.

10.3 CR FARRELLY

Thanked the Shire for their best wishes during his recent stay in hospital and advised that his prognosis was good.

10.4 CR CHAMBERLAIN

Reported attendance with the Shire President and CEO at the recent SSS Forum at the City of Stirling and a meeting with the Newdegate School Principal and Cr Newman to discuss the Newdegate Swimming Pool caretaker position.

Cr Chamberlain also reported on the Executive Meeting held last Wednesday and that Councillors would have received their notes from that meeting via email (printed copies were handed out) - to be raised at the after meeting discussion.

11.0 MATTERS FOR CONSIDERATION – WORKS & SERVICES

No items for consideration.

12.0 MATTERS FOR CONSIDERATION – TOWN PLANNING

12.1 PLANNING APPLICATION – PROPOSED STORAGE SHED LOT 165 VARLEY RD LAKE KING

Applicant: MD & JR McLean
File No. 0456
Attachments: Plans 1 to 5
Author: Mr Joe Douglas & Mr Steve Pandevski
 Town Planning Consultant
Disclosure of Interest: Nil
Date of Report: 16 September 2008
Senior Officer: Mr Jim Fraser
 Chief Executive Officer

Summary

This report provides details and recommendations in respect of an application for Council's planning consent submitted by MD & JR McLean to construct a new steel framed, colorbond storage shed adjacent to the northern façade of the Lake King Motel / Tavern on Lot 165 Varley Road, Lake King.

Background

Lot 165 Varley Road, Lake King is located centrally in the "new" section of the Lake King townsite between Church Avenue to the south and Critchley Avenue to the north. The lot comprises a total area of approximately 5,455m² and has direct frontage to Varley Road along its western boundary (see Plan 1 – Location Plan).

The subject land currently contains the Lake King Motel / Tavern building with vehicle access provided via a gravel driveway from Varley Road (see Plan 2 – Aerial Site Plan).

Adjoining lots to the north and south are similarly zoned for commercial purposes under the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4) whilst the lot located immediately east is reserved for 'Recreation' purposes (see Plan 3 – LPS No.4 Zoning Extract Plan).

The application seeks Council's planning approval to construct a new 27m² (i.e. 6m x 4.5m) steel framed, colorbond storage shed adjacent to the northern façade of the motel/tavern building on Lot 165. According to the details submitted in support of the application the proposed shed will be used for the garaging and storage of a "forklift, mower, etc".

Some basic plans have been submitted in support of the planning application (see Plans 4 & 5 – Submitted Development Plans). In summary, the proposed shed is steel framed with ‘Classic Cream’ coloured Colorbond sheeting. It will have a sliding access door, a wall height of 3.0 metres above the natural ground level and a setback of approximately eight (8) metres from the property’s northern boundary.

Comment

Lot 165 is currently classified ‘Commercial’ zone in the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4). Council’s stated objective for land classified ‘Commercial’ zone is:

- To ensure that the zone develops and continues to function effectively as the principal place for retail shopping, commercial, civic and administrative activity within each townsite and the District generally.

Comment: *The motel/tavern use is the predominant, existing activity on the site. The proposed shed will assist with the ongoing management and maintenance of the motel/tavern by facilitating the safe and secure storage of equipment used in its day-to-day operations. To this extent the proposed shed is not considered to detrimentally impact on the above objective as it will assist with the effective functioning of the motel/tavern in a manner generally consistent with the abovementioned objective.*

- To encourage a high standard of development which serves to enhance the character of the zone.

Comment: *The proposed shed, which is a modestly scaled structure, will be sited behind the existing motel/tavern front building line as viewed from Varley Road and maintains suitable setbacks to adjoining properties. Therefore it is not considered to have an impact on the Varley Road streetscape or the visual amenity or character of the locality. To that extent it is not considered to detrimentally impact on the above objective.*

- To encourage the retention and development of features which enhance the appearance of the zone, give it character or provide a sense of identity.

Comment: *Given the scale and location of the proposed shed it is not considered to detrimentally impact on the above objective.*

- To maintain the compatibility with the general streetscape for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.

Comment: *Given the scale and location of the proposed shed it is not considered to detrimentally impact on the above objective.*

- To maintain safety and efficiency of traffic flows and ensure that adequate provision is made for the circulation and parking of vehicles.

Comment: *Lot 165 contains sufficient vehicle circulation and parking areas surrounding the motel/tavern building. The proposed location of the shed will not therefore have a detrimental impact on the above objective.*

- To preclude the storage of bulky and unsightly goods where they may be in public view.

Comment: *The proposed shed will be used for the storage of bulky equipment used in the day-to-day operation of the motel and tavern. To that extent the intended use of the proposed shed is consistent with the above objective.*

- To provide for residential uses only where such uses are combined with a commercial use.

Comment: *The application does not propose any residential land uses. As such the above objective is not a relevant consideration in determining the application for the proposed shed.*

- To encourage and assist the restructuring of the built environment of the zone to enhance:
 - pedestrian movement systems;
 - the appearance of buildings, car parking areas and open spaces;
 - user convenience and safety; and
 - traffic management.

Comment: *Given the scale and location of the proposed shed it is not considered to detrimentally impact on the above objective.*

Having regard for the above comments, it is considered that the proposed shed will not jeopardise or prejudice the objectives for 'Commercial' zoned land as prescribed in LPS No.4.

The proposed outbuilding is considered to be a structure and use of land that is incidental to the existing use of the land for the purposes of a motel/tavern and to that extent it may be appropriate for Council to apply clause 4.3.3 (d) of LPS No.4 which permits approval for the change of use of land where the change is to an incidental use that does not

change the predominant use of the land. In this particular case the proposed shed, which will be used for incidental storage purposes, is proposed to be sited on Lot 165 in a location which has historically been used as incidental landscaping or access associated with the predominant, existing motel/tavern use of the land. To that extent the proposal represents a change from one incidental use to another, which is permitted by LPS No.4.

Notwithstanding the above, in determining the application Council must also consider whether or not the proposal satisfies the relevant development standards of LPS No.4 as these apply specifically to 'Commercial' zoned land. In assessing the proposed shed against the development standards and requirements contained in 'Table 2: Site & Development Requirements Table' and Clause 5.8 'Commercial & Service Commercial Development' of LPS No.4, the reporting officers have concluded that the proposed shed generally complies with the development standards applicable to land classified 'Commercial' zone and will not have a detrimental impact on the immediate locality.

Conclusion

It is concluded from a detailed assessment of the application in the context of the Shire's current LPS No.4 that the proposal to construct a new 27m² (6m x 4.5m) steel framed, colorbond storage shed adjacent to the northern façade of the motel/tavern building on Lot 165 Varley Road, Lake King is capable of being implemented in a proper and orderly manner subject to compliance with a number of conditions to ensure that the proposed development proceeds in accordance with the details of the plans submitted in support of the application and does not have a negative impact upon the general amenity, character, functionality and safety of the immediate locality.

In making a final determination on the application it is recommended that Council consider imposing a number of conditions on any approval issued to address the following matters:

- The need to ensure the preparation and submission of satisfactory building plans to the Shire for the issuance of a building license prior to construction of the proposed shed;
- The need to ensure that the proposed shed is not used for any purposes other than those permitted under the Shire's operative Local Planning Scheme and/or specifically approved by Council;
- The need to ensure that the proposed shed does not have a negative impact upon the character and visual amenity of the immediate locality by virtue of its height, finish and general appearance;
- The need to ensure that the proposed shed is located on the land so as to satisfy the minimum boundary setback requirements of LPS No.4; and

- The need to ensure the adequate management of on-site stormwater drainage.

Legal Implications

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

Policy Implications

Nil

Community Consultation

Not required by Local Planning Scheme No.4.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10666

Moved Cr Taylor
Seconded Cr De Landgraftt

That Council approve the application for planning consent submitted by MD & JR McLean to construct a new steel framed, colorbond storage shed adjacent to the northern façade of the existing motel/tavern building on Lot 165 Varley Road, Lake King in accordance with the details of the plans submitted in support of the application subject to compliance with the following conditions:

1. Completion of all development within two (2) years of the date of Council's issuance of planning consent.
2. A satisfactory building licence application and plans being submitted to and approved by the Shire.
3. The proposed shed shall be used for incidental storage of equipment and materials associated with the predominant use of the land and for no other purposes, unless otherwise approved by Council.
4. The external cladding of the proposed shed shall be constructed using "Classic Cream" coloured Colorbond, unless otherwise approved by Council, and shall have a total floor area not exceeding 27m².

MOTION 10666 continued.

5. The proposed shed shall have a maximum wall height of 3.0 metres above the natural ground level.
6. The proposed shed shall have adequate clearance from any existing underground essential service infrastructure (e.g. reticulated water, power, telecommunications etc.) as required by the relevant service agencies.
7. The proposed shed shall be setback no less than 8 metres to the northern boundary of Lot 165 unless otherwise approved by Council.
8. All stormwater drainage discharge generated by the approved shed shall be managed to the specifications and satisfaction of the Shire.

MOTION CARRIED 8/0

12.2 PROPOSED LIGHT INDUSTRIAL SUBDIVISION DEWAR ST LAKE GRACE – PRELIMINARY CONSTRUCTION COST ESTIMATE

Applicant: Shire of Lake Grace
File No. 0369
Attachments: Plan 6 & Attachment 1
Author: Mr Joe Douglas & Mr Steve Pandevski
Town Planning Consultant
Disclosure of Interest: Nil
Date of Report: 16 September 2008
Senior Officer: Mr Jim Fraser
Chief Executive Officer

Summary

This report summarises the findings of a recent preliminary engineering investigation undertaken by consulting civil engineers JDSi on the servicing requirements and construction cost estimates for the proposed subdivision of various Crown landholdings on Dewar Street, Lake Grace for light industrial purposes.

Background

At its Ordinary Meeting held on 23 July 2008 Council considered two (2) design options for the proposed subdivision of various Crown landholdings on the northern side of Dewar Street, Lake Grace for light industrial purposes and resolved as follows:

“That the Shire Administration engage a consulting civil engineer to undertake an assessment of all servicing requirements and preparation of a preliminary construction cost estimate for Council’s preferred subdivision option being Option 2.”

A copy of Council’s preferred subdivision concept plan for the subject land (i.e. Option 2) is attached to this report (see Plan 6).

Comment

In preparing the preliminary construction cost estimate for the proposed subdivision JDSi Consulting Engineers have:

- i) assumed that construction will be undertaken in one (1) stage only;
- ii) assumed that existing geotechnical conditions are suitable for development;
- iii) based the costs on current market contract rates;
- iv) based Water Corporation headworks charges for water on 1 SRE (Single Residential Equivalent) per lot only;
- v) applied Water Corporation headworks charges at the April 2009 rates;
- vi) assumed 6kVA per lot for electrical demand;

- vii) estimated underground power on a per lot basis only, with final prices to be determined upon completion of the final design layout and subsequent advice from Western Power following subdivision approval; and
- viii) allowed for the provision of standard telecommunication infrastructure.

The following is a summary of the key findings of the engineering investigation including details of the estimated construction costs for each component of the required works.

Earthworks & Roads

As the subject land is relatively flat and predominantly cleared, no allowance has been made in the construction cost estimate for any preliminary earthworks or clearing. It is anticipated that any minor earthworks or vegetation clearing will be undertaken by the Shire at its own expense which is likely to be fairly minimal.

Furthermore, as no new roads are proposed as part of the proposed subdivision, no allowance has been made for any road construction works or upgrades to Dewar Street which is currently constructed to a suitable sealed standard.

Mobilisation

An allowance of \$20,000 has been made in the preliminary construction cost estimate to mobilise the necessary machinery, equipment, on-site workers facilities and “manpower” to undertake the project. This figure could perhaps be reduced if the Shire has machinery, equipment, staff and facilities that could be made available during the construction process.

Essential Services

Reticulated Sewerage

No allowance has been made for reticulated sewerage as it is expected that all wastewater to be generated on each lot will be disposed of on-site using septic tanks and leach drains.

Water Supply

An allowance of \$83,277 has been made in the construction cost estimate for the proposed subdivision to be connected to reticulated water supply infrastructure. In addition an allowance of \$31,815 has been made for Water Corporation headworks charges and \$3,123 for the Water Corporation planning fees. The total allowance for water reticulation is therefore estimated to be \$118,215.

Underground Power

An allowance of \$162,000 has been made in the construction cost estimate for the proposed subdivision to be connected to underground

power supply infrastructure. An allowance of \$3,794 has also been made for Western Power's Standard Fees. The total allowance for the provision and connection to underground power supply infrastructure is therefore estimated to be \$165,794.

Telecommunications

No allowance has been made for the provision of telecommunication services to the proposed subdivision in the construction cost estimate as the required cabling is typically provided and installed free of cost by Telstra as long as the subdivider provides an open trench. It is anticipated that all Telstra cabling will be installed at the same time and in the same trench as the underground power supply infrastructure thereby negating the need to undertake any separate trenching works to provide this essential service.

Other

JDSi Consulting Engineers have made allowance for a provisional sum of \$10,000 and a contingency allowance equal to 15% of the total estimated civil construction costs equating to \$41,292. The provisional sum and contingency allowance therefore totals \$51,292.

Summary of Construction Costs

The total estimated construction cost for the proposed subdivision is \$355,301 excluding GST which equates to a cost per lot of approximately \$39,500 excluding GST.

It should be noted that no allowance has been made in the cost estimate for the following items:

- i. GST;
- ii. any applicable developer rebate from Western Power for a portion of the HV Systems Charge;
- iii. Western Power Network Connection Charges, which will be determined following preparation and submission of the relevant Western Power request;
- iv. treatment of difficult soil conditions during development (if required);
- v. treatment of Acid Sulphate Soil conditions and dewatering (if required);
- vi. land remediation or landscaping (if required);
- vii. consultant fees (engineering, planning, surveying, environmental or landscaping); and
- viii. costs (incidental or otherwise) associated with acquiring the required land from the State of WA (if required);
- ix. any marketing, holding or legal / conveyancing costs.

A full copy of the preliminary construction cost estimate prepared by JDSi Consulting Engineers is provided in Attachment 1.

Legal Implications

Nil

Policy Implications

Nil

Community Consultation

Not required.

Financial Implications

- Council should be mindful that the preliminary construction cost estimate prepared by JDSi Consulting Engineers is based on the current contract rates and may vary subject to detailed design and Western Australian Planning Commission subdivision conditions.
- For the purpose of minimising the construction costs associated with the project it is recommended that the development and release of lots be undertaken in one stage.
- To further reduce construction costs the Shire could make available its earthmoving machinery, staff and equipment, where appropriate, to undertake the required subdivision development works.
- The Shire may wish to obtain advice from a local real estate agent or property valuer to determine the likely sale price of each of the proposed new lots in order to determine the commercial viability of the project before making a final decision on whether or not to proceed with the project.

Strategic Implications

There is an identified demand for suitable, vacant light industrial land within the Lake Grace townsite. It is anticipated that this project will satisfy some of that demand in the short term future.

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10667

Moved Cr Newman
Seconded Cr Milton

That Council:

1. Receive the preliminary construction cost estimate prepared by JDSi Consulting Engineers for the proposed subdivision of various Crown landholdings on the northern side of Dewar Street, Lake Grace for light industrial purposes.
2. Authorise the Chief Executive Officer to seek advice from a local real estate agent or property valuer to determine the likely sale price of the new lots comprising the proposed subdivision in order to determine the commercial viability of the project and that the findings of this assessment be presented to Council for a final decision on whether or not to proceed with an application to the Western Australian Planning Commission for approval to commence subdivision development.

MOTION CARRIED 8/0

12.3 **PROPOSED INDUSTRIAL SUBDIVISION, PORTION OF RESERVE 20531 COLLIE LAKE KING ROAD, NEWDEGATE**

Applicant: Shire of Lake Grace
File No. 0360
Attachments: Plans 7 & 8
Author: Mr Joe Douglas & Mr Steve Pandevski
Town Planning Consultant
Disclosure of Interest: Nil
Date of Report: 16 September 2008
Senior Officer: Mr Jim Fraser
Chief Executive Officer

Summary

This report provides details and recommendations in respect of the proposed rezoning and subdivision of portion of Reserve 20531 Collie Lake King Rd, Newdegate for light / service industrial purposes in a manner consistent with a preliminary draft subdivision design concept recently prepared by the reporting officer.

Background

As indicated in numerous agenda reports previously considered by Council, the provision of appropriately located light/service industrial land within the Newdegate townsite has been an ongoing issue for approximately 20 years with numerous options, locations and subdivision designs having been considered by Council during this time. There is no need for this report to revisit all of those considerations which include environmental, location and strategic planning issues. It will instead focus on the tasks necessary to progress the rezoning and subdivision of portion of Reserve 20531, located on the north-eastern corner of the intersection of Newdegate-Pingrup Road and Collie Lake King Rd, Newdegate, for light/service industrial purposes in a manner consistent with Council's resolution at its ordinary meeting held on 23 April 2008, which states:

- "1. That portion of Reserve 25031 within the Newdegate Townsite be developed for light/service industry subject to an assessment of suitability and cost; and*
- 2. That no action be taken at this stage to develop a site adjacent to the Newdegate townsite for general industrial purposes."*

Comment

To progress the rezoning and subdivision of the relevant portion of Reserve 20531 in a manner consistent with Council's recent resolution there are a number of tasks that need to be undertaken. These are

broadly summarised in the following table and discussed in more detail below:

Tasks	Required Actions	Estimated Timeframe	Estimated Cost
Subdivision Design	Preparation and endorsement by Council of a preliminary subdivision design concept to enable preparation of a construction cost estimate by a consulting civil engineer.	2 weeks	\$800
Construction Cost Estimate	Preparation of a preliminary construction cost estimate by a consulting civil engineer and a subsequent agenda report for consideration by Council documenting the findings.	1 month	\$2,500
Rezoning	Upon Council being satisfied that the subdivision project is commercially feasible, commence the processes required to secure approval to the required Local Planning Strategy modifications and Local Planning Scheme Amendment (Rezoning) documentation and plans.	12-24 months	\$7,000
Subdivision Application	Following completion of the rezoning process, preparation and lodgement of an application to the WAPC seeking approval to subdivide the land in accordance with Council's preferred subdivision design concept.	4 months	\$5,000
Construction & Titles	Upon subdivision approval being granted by the WAPC, arrangements for construction of the subdivision and applications for new certificates of title following the issuance of all necessary clearances from the relevant authorities.	8 months	To be determined
Marketing & Sales	Undertake marketing and sale of lots.	Open ended	To be determined

Subdivision Design

A preliminary subdivision concept for the relevant portion of Reserve 20531 has been prepared by the reporting officer and is presented herewith for consideration by Council (see Plans 7 & 8). The attached plan has due regard for the servicing, access, drainage and vegetation issues constraining the land's subdivision and development potential as documented in previous engineering and environmental reports.

Under the terms of the attached plan a total of fourteen (14) new light / service industrial type lots are proposed with an average size of approximately 2,200m². The plan also provides for a new drainage reserve, vegetation conservation areas, on-site effluent disposal, direct vehicle access via Newdegate-Pingrup Road and Collie Lake King Rd and a 50 metre wide buffer to Lake Burkett.

Construction Cost Estimate

If Council is generally satisfied with the subdivision design layout depicted in the attached plan, it is recommended that a consulting civil engineer be engaged to prepare a preliminary construction cost estimate. Matters to be considered during preparation of the construction cost estimate include mobilisation, earthworks, roadworks, stormwater

drainage, water reticulation, underground power, telecommunications, headworks charges and consultant and agency fees and charges.

Consideration of Construction Cost Estimate

Following completion of the preliminary construction cost estimate by a consulting civil engineer Council will then be in a position to consider whether the project is commercially viable. It may be prudent for the Shire Administration, prior to reporting to Council, to obtain input from a local real estate agent or licensed valuer to determine the likely sale price of the proposed lots to assist assessment of the project's commercial viability.

Rezoning

If Council decides to proceed with the project it will then be necessary to change the classification of the relevant portion of Reserve 25031 from 'Conservation' reserve under the Local Planning Strategy and Local Planning Scheme No.4 (LPS No.4) to a zone that will enable subdivision and development of the land for light/service industrial purposes.

Without discussing the details of current zoning classifications and permissible land uses contained within LPS No.4, it is considered sufficient to at this point to note that LPS No.4 does not currently contain an industrial zoning classification that permits only light and service industrial type uses and prohibits general industrial uses. The prohibition of general industrial type uses is likely to be required in this instance given the environmental sensitivity of nearby land (i.e. Lake Burkett). As such it is recommended that Council consider classifying the subject land 'Special Use' zone under LPS No.4 thereby restricting the types of permissible activities to light/service industries only. This approach is not uncommon, particularly where the intended use of the land does not comfortably fit within the existing zones contained in the current operative Local Planning Scheme.

It is significant to note that rezoning the land for light/service industrial purposes under LPS No.4 will be subject to assessments by the Environmental Protection Authority (EPA) and the Western Australian Planning Commission (WAPC), which will consider issues such as potential environmental impacts, location, servicing, strategic planning direction and general desirability. If either of the two (2) agencies are not satisfied with the rezoning proposal they have the statutory power under the Environmental Protection Act 1986 and the Planning and Development Act 2005 to require additional environmental and/or planning assessments or refuse the rezoning proposal altogether.

Finally, the report prepared by Planwest and considered by Council at its ordinary meeting held on 23 April 2008 correctly identified Native Title, amongst other considerations, as an issue that will need to be addressed. It is understood that Reserve 20531 was previously developed and used for recreational purposes and to that extent Native

Title rights may have already been extinguished. This matter will be clarified by the State Land Services division of the Department for Planning and Infrastructure (DPI-SLS) during the rezoning process.

Subdivision Application

Following completion of the rezoning process the Shire will then be in a position to proceed with an application to the WAPC for approval to commence subdivision development. Given that the land is a Crown reserve, the State Land Services division of the Department for Planning and Infrastructure will need to authorise and be a party to the subdivision application.

A final decision by the WAPC on the subdivision application is expected to take approximately 90 days. The application, if approved by the WAPC, will be subject to conditions and valid for a period of four (4) years.

Construction & Titles

Upon receiving conditional subdivision approval the Shire will then be in a position to commence subdivision development works. This process will include preparation of detailed civil and electrical design plans, clearing, earthworks, road and drainage works and surveying. Following completion of the physical construction works the Shire will then be in a position to seek the necessary clearances from the relevant authorities and make application for new certificates of title. It should be noted that the Shire can stage the subdivision development works if this is considered appropriate having regard for the costs of construction and the current market demand for industrial land in Newdegate.

It is important for Council to also note that there are various avenues available to help offset the costs associated with undertaking the project including headworks funding through the Department of Local Government and Regional Development and/or funding and project management assistance from LandCorp. These options can be investigated following the issuance of subdivision approval by the WAPC and prior to commencement of the construction process.

Marketing & Sales

The proposed lots can be made available for sale to the general public following the issuance of new certificates of title. It is recommended that Council consider marketing the project at an early stage to gauge the likely market demand. It is also recommended that the Shire consult with and engage the services of a local real estate or licensed valuer to determine the most appropriate marketing and sales strategy.

Conclusion

Preparation of the preliminary subdivision design concept for portion of Reserve 20531 presented herewith is consistent with Council's resolution at its ordinary meeting held on 23 April 2008 and has due regard for the

servicing, access, drainage and vegetation issues constraining the land's subdivision and development potential as documented in previous engineering and environmental reports.

Council should now consider the suitability of the subdivision design layout and advise of any modifications it considers appropriate. The plan will then be referred to a consultant civil engineer and a local real estate agent or licensed valuer to assist the Shire's assessment of the project's commercial viability.

It is important to note that the proposal is currently in its infancy stage and will be subject to a lengthy process to determine both its suitability and viability. The process will include scrutiny by all relevant government agencies on matters including native title, strategic planning, environmental impacts and essential service arrangements. Detailed reports documenting the outcomes from each stage of the planning and development process will be presented to Council as required.

Legal Implications

Planning and Development Act 2005

Town Planning Regulations 1967

Environmental Protection Act 1986

Native Title Act 1993 (Commonwealth)

Shire of Lake Grace Local Planning Scheme No.4

Policy Implications

Shire of Lake Grace Local Planning Strategy

WAPC Development Control Policy No.4.1 – Industrial Subdivision

Cultural Implications

N/A

Community Consultation

Not required at this stage. In the event that Council initiates an amendment to Local Planning Scheme No.4 to rezone the land for industrial purposes, the proposal will be subject to a comprehensive community consultation process.

Financial Implications

To be determined following receipt of advice from a consulting civil engineer.

Strategic Implications

The need for appropriately located land within the Newdegate Townsite for light/service industrial land uses has been well documented in previous reports considered by Council over the years. Strategically, Council's preference to develop a portion of Reserve 20531 for light/service industrial purposes will assist in the activation of the eastern entrance of the town along the Collie Lake King Road.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10668

Moved Cr De Landgraft
Seconded Cr Sinclair

That Council:

1. Endorse the preliminary draft subdivision design concept for portion of Reserve 20531 subject to any modifications Council considers appropriate.
2. Authorise the Shire Administration to make arrangements with a consulting civil engineer to prepare a preliminary construction cost estimate for the subdivision design layout depicted in the preliminary draft subdivision design concept for portion of Reserve 20531.
3. Authorise the Shire Administration to make arrangements with a local real estate agent or property valuer to determine the likely sale price of the proposed lots to assist the Shire's assessment of the project's commercial viability.
4. Instruct the Shire Administration to prepare a follow up report to Council on the outcomes from recommendations 2 and 3 above prior to making a final decision on whether or not to proceed with the required rezoning of the land.

MOTION CARRIED 8/0

13.0 MATTERS FOR CONSIDERATION – HEALTH & BUILDING**13.1 DRAFT REGIONAL STRATEGIC WASTE MANAGEMENT PLAN**

Applicant:	Regional Waste Management Committee
File No.	0521
Attachments:	Excepts from Draft Strategic Waste Management Plan for the Wagin Group of Councils
Author:	Mr Jim Fraser Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	17 September 2008
Senior Officer:	Mr Jim Fraser Chief Executive Officer

Summary

This report recommends Council not accept the sections of the Draft Regional Strategic Waste Management Plan relating to the Shire of Lake Grace.

Background

The former and current Chief Executive Officer have represented Council on a Regional Waste Management Committee with a membership base of twelve Councils being Cuballing, Dumbleyung, Lake Grace, Narrogin Shire & Town, Pingelly, Wagin, Wandering, West Arthur, Wickepin, Williams and Woodanilling. The Shire of Wagin provides administrative support to the Committee.

Consultants Bowman & Associates have been appointed to develop both a regional and local Zero Waste Management Plans.

The State Government through the Waste Management Board of Western Australia has provided up to \$20,000.00 per Council to assist with the preparation of the plans. Council has contributed \$500.00 to date to assist the Committee in its operations.

Dr Bruce Bowman visited the Shire of Lake Grace and inspected all landfill sites. Dr Bowman also assessed previous reports prepared for Council and was given access to the minutes of Council Meetings. He also interviewed relevant staff including Council's Environmental Health Officer, Mr Maurice Walsh. His recommendations are attached.

The Committee met on 4 September 2008 and resolved as follows:

Committee Recommendation

That this Committee recommends to their respective Councils that:

- 1. It notes the recommendations in Section 5.2 of the Report beginning on page 18 which refer to actions required of individual Councils and suggests that these recommendations be used as a basis for the development of a waste management plan for each Council for implementation before the end of the year.*
- 2. It endorses the recommendations contained in Section 6.4, table 6.4.1 of the report beginning on page 66, and*
- 3. It endorses Section 8.1 and table 8.2 of the report and the timeline proposed in table 8.3 be referred to the SWMP implementation manager as the basis of a project plan.*
- 4. Advice be sought from WALGA concerning the legal position concerning Waste Management Plans for Developments and if that advice is favourable then each Council is to implement such a program.*

Committee Resolution

Moved: Henry Van Der Ende

Seconded: Peter Naylor

That the Committee agrees with the recommendations presented in this report.

CARRIED Vote 8/0

Comment

As ascertained from the report the author has recommended the closure of Newdegate and Varley tips and the construction of transfer stations at these sites.

Staff attempts to negotiate with Mr & Mrs Lloyd for the acquisition of a parcel of land within Lot 828 near Newdegate for a tip site have been unsuccessful.

Negotiations have commenced with another landowner in an effort to locate a suitable landfill site. The site is approximately five (5) kilometres from Newdegate.

As Council resolved in May 2007, Motion 10407, and following discussions with the President and Deputy President during an executive meeting on Wednesday 17 September 2008, contact has been made with the Consultants Bowman & Associates in relation to the time frame imposed by legislation for the preparation of Zero Waste Plans.

The report includes a recommendation that a transfer station be constructed at Newdegate. It is the view of staff that the draft report cannot be supported in its current form as there is a resolution in place directing staff to develop a landfill site for Newdegate.

Legal Implications

N/A

Policy Implications

N/A

Consultation

Internal: Environmental Health Officer

Financial Implications

The development of a landfill site has not been fully costed. There is provision in the 2008/09 budget to examine waste management initiatives.

Strategic Implications

The development of sustainable waste management will be included in the Strategic Plan.

Cultural Implications

N/A

Recommendation

That the Regional Waste Management Committee be advised that the Shire of Lake Grace does not support the draft regional report particularly in relation to waste management in the Newdegate area.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10669

Moved Cr Newman
Seconded Cr De Landgraft

That the Regional Waste Management Committee be advised that the Shire of Lake Grace does not support the draft regional report specifically in relation to waste management in the Newdegate and Varley areas.

MOTION CARRIED 8/0

REASON FOR CHANGE: Further clarification re specific areas was considered necessary.

14.0 MATTERS FOR CONSIDERATION – FINANCE

14.1 ACCOUNTS FOR PAYMENT – AUGUST 2008

Applicant: Shire of Lake Grace
File No. 0277
Attachments: List of Creditors
Author: Miss Rysha Bird
Finance Officer
Disclosure of Interest: Nil
Date of Report: 17 September 2008
Senior Officer: Mr Jim Fraser
Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of August 2008.

Background

List of invoices paid for the month of August 2008 through the Municipal Account is 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

Community Consultation

N/A

Financial Implications

The list of creditors paid for the month of August 2008 from the Municipal Account totalling \$658,639.72.

Electronic Funds Transfer EFT4346 and Cheques 33281, 33282, 33283 and 33300 were cancelled.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10670

Moved Cr Sinclair
Seconded Cr Taylor

That Municipal Account cheques 33278 to 33315, Electronic Funds Transfers EFT4278 to EFT4393, and direct debits to the Municipal Accounts totalling \$658,693.72 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.

Electronic Funds Transfer EFT4346 and Cheques 33281, 33282, 33283 and 33300 were cancelled.

MOTION CARRIED 8/0

14.2 FINANCIAL STATEMENTS – JULY 2008

Applicant: Shire of Lake Grace
File No. 0275
Attachments: Financial Reports
Author: Mr Mark Burbridge
Manager Corporate Services
Disclosure of Interest: Nil
Date of Report: 17 September 2008
Senior Officer: Jim Fraser
Chief Executive Officer

Summary

Consideration of the interim financial statements for the month ending 31 July 2008.

Background

The following financial reports are included for 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 Expenditure and Operating Revenue Graphs
- Bank Reconciliation

Legal Implications

Local Government Act 1995 – section 6.4
Local Government (Financial Management) Regulations 1996

Policy Implications

N/A

Community Consultation

N/A

Financial Implications

Nil.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10671

Moved Cr Farrelly
Seconded Cr Dunkeld

That the financial reports for the month ending 31 July 2008 as attached be received.

MOTION CARRIED 8/0

14.3 LAKE GRACE SPORTSMANS CLUB – CSRFF APPLICATION FOR FUNDING

Applicant: Lake Grace Sportsman's Club
File No. 0438/0286
Attachments: Policy 3.3 Specified Area Rating
Author: Ms Michelle Slarke
 Development Officer
Disclosure of Interest: Nil
Date of Report: 16 September 2008
Senior Officer: Mr Jim Fraser
 Chief Executive Officer

Summary

For Council to approve an application to the Department of Sport & Recreation's Community Sport and Recreation Facilities Fund (CSRFF) on behalf of the Lake Grace Sportsman's Club Inc. to replace the grass greens of the Lake Grace Bowling Green with synthetic turf and upgrade the lights around the green.

Background

At its 19 December 2007 Ordinary Meeting, Council resolved to:

1. *Support the Lake Grace Sportsman's Club funding applications to relevant funding bodies to purchase and install synthetic turf at the Lake Grace Sportsman's Club existing Bowling Green.*
2. *The Lake Grace Sportsman's Club be advised of the requirement to consider the establishment of a fund to ensure they are able to meet the need to replace the proposed synthetic surface at the end of its life.*

The motion was carried 8/1.

The Club has received a quote for the installation of synthetic turf (Drymax Pro) costed at \$251,890 and has secured an Australian Government Community Water Grant of \$50,000 (GST inclusive) for this purpose.

The total project cost is \$251,890 with one third funding being sought through CSRFF, one third to be contributed by Lake Grace Sportsman's Club with the remaining third contributed by the Shire of Lake Grace. The Club is willing to contribute a cash component and volunteer labour to assist in completing the proposed project. The Club suggests that the Shire's contribution could include cash and financial contribution through the transport of materials and the excavation of the green.

Comment

The Sportsman's Club facility benefits members of the Lake Grace Bowling and Tennis Clubs, other local affiliated clubs and members and players from sporting clubs throughout the region, particularly those geographically closer.

Lake Grace Sportsman's Club estimate their current water use at 2,500,000 litres per year. The Club estimates, by installing the synthetic turf, water savings will be approximately 2,184,000 litres per year. Additional savings in energy use, maintenance, chemicals and wages are expected. The cost of grass green maintenance at the existing facility is estimated at \$44,000 per annum. Other benefits of the upgrade include the extension of the bowling season to include the winter months.

The Shire of Lake Grace is committed to the implementation of water wise efficiency measures and, in installing the preferred synthetic green, will address the issue of excessive water use for irrigation and maintenance.

Applications to CSRFF must be received at the Regional Office of the Department of Sport & Recreation by 31 October 2008. Successful applications will be notified in February/March 2009.

A Department of Sport & Recreation CSRFF requirement is that Local Governments prioritise CSRFF applications within their district for each funding round.

Legal Implications

N/A

Policy Implications

Policy 3.3 Specified Area Rating

Community Consultation

In planning the upgrade, Lake Grace Sportsman's Club consulted Bowls WA, Lake Grace Bowling Club, various retailers of synthetic surfaces and Shire of Lake Grace staff. The Club has invited public comment about the project via the Lakes Link News.

Lake Grace Hospital, Lake Grace District High School and the South Central Arunga Bowling League (Kulin) have provided letters of support for the application.

External - Committee members from the Lake Grace Sportsman's Club met with Acting Chief Executive Officer Jim Fraser and Acting Community Services Manager Lance White on 27 November 2007 and with Development Officer Michelle Slarke on 16 September 2008.

Consultation will include a poll of ratepayers by the Shire of Lake Grace as part of the Specified Area Rating arrangements as per Policy 3.3 Specified Area Rating.

Financial Implications

Should Council be requested to part fund the project then the project has implications for specified area rate. The Shire of Lake Grace's contribution would be covered through Council's Specified Area Rating (SAR) programme for the Lake Grace area.

The break up of funding for the project is as follows:

- CSRFF: \$83,963
- Lake Grace Sportsman's Club: \$13,964 plus \$20,000 in-kind labour
- Community Water Grant: \$50,000 (secured)
- Shire of Lake Grace: \$83,963 (cash and financial contribution)

Lake Grace Sportsman's Club has indicated the Club could increase its cash contribution and would make annual contributions to a maintenance and replacement fund.

Strategic Implications

Maintaining assets and infrastructure forms part of Council's strategic planning process. A proportion of maintenance costs will perhaps be financed by Council's Specified Area Rating programme for the Lake Grace area, in consultation with Lake Grace Sportsman's Club.

Cultural Implications

The Shire of Lake Grace plays an important role in the provision of facilities and programmes for the various communities.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10672

Moved Cr Farrelly
Seconded Cr Newman

That Council:

1. Proceed with and support an application to the Department of Sport and Recreation for CSRFF funding in the 2008/2009 Funding Round to replace the grass greens with synthetic greens at the Lake Grace Sportsman's Club.
2. In accordance with Council Policy 3.3 Specified Area Rates a community survey (postal vote of ratepayers in the Lake Grace prescribed area) be undertaken.

MOTION CARRIED 6/2

15.0 MATTERS FOR CONSIDERATION – ADMINISTRATION

15.1 NEWDEGATE SWIMMING POOL - CARETAKER

Applicant: Manager Community Services
File No. 0412
Attachments: Nil
Author: Mr Lance White
 Manager Community Services
Disclosure of Interest: Nil
Date of Report: 10 September 2008
Senior Officer: Mr Jim Fraser
 Chief Executive Officer

Summary

This report recommends that Council employ Ms Bridget Michell on a seasonal basis as Pool Caretaker for the Newdegate Swimming Pool.

Background

Ms Bridget Michell is currently employed as Pool Caretaker for the Newdegate Pool by the Newdegate Swimming Pool Committee in conjunction with Newdegate P&C Association with Council contributing financially for these costs.

The Swimming Committee and P&C Association are both Volunteer organisations and the legal requirements regarding payments of Salary and Superannuation are very complex and place unnecessary strain on Volunteer organisations.

It is proposed that Ms Michell be employed on a Seasonal basis by Council, subject to a satisfactory Joint Use Agreement being in place with the Department of Education and Training and the Shire of Lake Grace to overcome these issues.

Comment

Council has allocated \$12,000.00 in the 2008/09 financial year towards operational costs at the Newdegate Pool.

It is proposed that Ms Michell would work from October to April. This would entail:

- | | |
|---|------------------|
| · 30 weeks (including pool preparation) | |
| · 16 hours p/week @ \$16.00 p/hour | \$7680.00 |
| · Plus superannuation | \$998.40 |
| · Total per season | \$8678.40 |

Employment of Ms Michell would be subject to a satisfactory agreement being in place with the Department of Education and Training and Ms Michell accepting the conditions offered.

Ms Michell would also be required to complete her pool Lifeguard course. Should an agreement not be reached with the Department of Education and Training, it will not be necessary to continue with this proposal.

Legal Implications

Local Government Officers Award (1999)

Policy Implications

There are no relative policy implications.

Community Consultation

External: Newdegate Primary School
Newdegate Primary School P&C
Ms Bridget Michell

Financial Implications

Council has allocated \$12,000.00 towards operational costs in the 2008/09 budget.

Strategic Implications

Quality lifestyle and social wellbeing.

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10673

Moved Cr Dunkeld
Seconded Cr De Landgraft

That:

Subject to satisfactory agreement being reached with the Department of Education and Training for usage of the Newdegate Swimming Pool, Ms Bridget Michell be offered Seasonal Employment as Pool Caretaker at the Newdegate Swimming Pool.

MOTION CARRIED 8/0

15.2 STAFF STRUCTURE - PROPOSED ALTERATION

Applicant:	Chief Executive Officer
File No.	0013
Attachments:	Current & proposed staffing structure
Author:	Mr Jim Fraser Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	14 September 2008
Senior Officer:	Mr Jim Fraser Chief Executive Officer

Summary

This report recommends the acceptance of a revised staffing structure.

Background

The role of Council is set out in Section 2.7 of the Local Government Act 1995 and includes in:

Part 2.7(2)(a) oversee the allocation of the local governments finances and further
Section 5.36 (1) A local government is to employ
(b) such other persons as the Council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

The staffing structure was last amended at the Ordinary Meeting held on 28 November 2007.

Comment

There have been some recent changes to the staffing structure including the employment of a mature age Apprentice Carpenter and Joiner and changes to the structure of Parks and Gardens.

Mr Jared Bray has commenced a carpentry and joinery apprenticeship with the Shire of Lake Grace facilitated by Directions, a group training company based in Northam. Mr Bray is a qualified mechanic and is highly regarded by past employers.

Mr Anthony Jenks was previously in supported employment working three days a week. During this time supervising staff supported Anthony to the stage where he has been able to obtain

a probationary licence. This prompted a review of his employment status resulting in Anthony being offered full time employment.

Following the success with Anthony, Miss Rebecca Roper has been employed for one day per week under a supported employee programme through Hotham Personel, Narrogin.

The attached chart contains the names of position incumbents and their FTE (full time equivalent) time.

Legal Implications

Section 2.7 2(a) and Section 5.36 (1)(b) of the Local Government Act 1995.

Policy Implications

N/A

Consultation

Internal: Manager Community Services
Manager Corporate Services

Financial Implications

All positions have been included in the 2008/09 Budget.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10674

Moved Cr Farrelly
Seconded Cr Milton

That the Chart of Functional Responsibilities as per attachment be accepted by Council.

MOTION CARRIED 8/0

15.3 ACTING CHIEF EXECUTIVE OFFICER - APPOINTMENT

2.35pm *Mr Mark Burbridge declared an interest in Item 15.3 and left the meeting.*

Applicant: Chief Executive Officer
File No. 0012
Attachments: Nil
Author: Mr Jim Fraser
 Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 15 September 2008
Senior Officer: Mr Jim Fraser
 Chief Executive Officer

Summary

This report recommends the appointment of Mr Mark Burbridge as Acting Chief Executive Officer.

Background

The Chief Executive Officer will be taking annual leave for the period 1 October 2008 to 14 October 2008. It is considered that current staff can cover for this period.

Comment

It is recommended that the Manager Corporate Services, Mr Mark Burbridge be appointed to the position of Acting Chief Executive Officer for this period. The appointment will be beneficial to ongoing professional development for Mr Burbridge.

Legal Implications

Section 5.36 of the Local Government Act 1995.

Policy Implications

N/A

Consultation

Internal: Shire President
 Manager Corporate Services
 Manager Community Services

Financial Implications

Provision has been made in the 2008/09 Budget.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10675

Moved Cr Dunkeld
Seconded Cr Sinclair

That Mr Mark Burbridge be appointed Acting Chief Executive Officer from 1 October 2008 to 14 October 2008 during the period of annual leave for the present incumbent.

MOTION CARRIED 8/0

2.37pm

Mr Burbridge re-entered the meeting and the Deputy Shire President advised him of Council's resolution.

15.4 ROE TOURISM ASSOCIATION - MEMBERSHIP

Applicant:	Lake Grace Tourism Promotions/Visitor Centre Management Committee
File No.	0451
Attachments:	Minutes - August 2008 Roe Tourism Meeting
Author:	Mrs Jeanette Bennett Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	15 September 2008
Senior Officer:	Mr Jim Fraser Chief Executive Officer

Summary

This report seeks Council's endorsement to formally apply for Shire of Lake Grace membership to the Roe Tourism Association.

Background

Over the past 12-15 months, tourism representatives including Jeanette Bennett, Mary Naisbitt and Roz Lloyd have been attending meetings of the Roe Tourism Association whose members consist of the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Narembeen & Quairading.

Traditionally, the Shire of Lake Grace is aligned with the Wheatbelt South Tourism Association (WSTA) of which we are current members. Prior to the October 2007 Council elections representatives to this organisation were Crs Farrelly and Taylor – the October 2007 review of Council committee representation recommended a review of several committees, one of which was the WSTA.

Wheatbelt South Tourism Association

The WSTA consists of membership from Wagin, Arthur River, Darkan, Narrogin, Pingelly, Wandering and Brookton. Twelve months ago the WSTA decided to scale back its operations and hold executive meetings on an as needs basis and an Annual General Meeting for all members to attend (refer WSTA notes in August 2008 Information Bulletin). The WSTA previously had quarterly meetings which were not being well supported. Though the WSTA is still active through its executive, it has meant a general decline in tourism activity at that regional level within the Wheatbelt South.

Roe Tourism Association

The Roe Tourism Association meet bi-monthly on a rotational basis throughout their district and have good representation from the participating Shires. All of the participating Shires have Council representation on the Committee and Roe Tourism members are active in their efforts to promote not only their own towns but this whole area of the Wheatbelt. They are keen to include the Shire of Lake Grace as part of the Association.

Membership to the Roe Tourism Association costs \$2,000.00 per year, significantly more than the \$600.00 contribution to the WSTA. Monies however are put to good use through collective marketing and signage projects whereby the Association chooses the best alternatives for advertising and signage on behalf of its members effectively cutting advertising costs on a Shire by Shire basis.

A recent and ongoing project undertaken by Roe Tourism was to install a series of signs throughout their towns all with a common theme – the Shire of Lake Grace will be included in that project should we become members – again membership will cover the cost of the signage.

They also recently attracted Wheatbelt Development Commission funding to produce a map and visitor guide of their area – this is about to go to reprint and should Lake Grace join, we will be included onto the map etc.

It was suggested at the August 2008 meeting of the Association that once the Association's marketing budget for 2009 is formulated a representative will visit all Shires with a presentation.

Comment

It is anticipated that the Shire of Lake Grace will benefit significantly as a Roe Tourism Association member. It is a golden opportunity to link and join forces with our northern neighbours and work together for the benefit of everyone.

For Lake King and Varley there is the direct link where the Brookton Highway heads into the Roe Tourism district and for Newdegate the Holland Track also leads directly into the Roe district.

To be directly aligned and have that connection and partnership with other Shires to our north will most certainly be of benefit to

any future projects and promotion of the Holland Track and John Holland Way.

Membership of Roe Tourism is also beneficial for Lake Grace in that it is on the main tourist route from Albany through to Hyden and the Goldfields.

With the Shire of Lake Grace Visitor Centre now well established and running the Committee feels the regular linking and contact with neighbouring tourism groups, Hyden in particular, is most important as that is the main tourist destination for this region. Statistics collected indicate that approximately 80% of all visitors through the doors are either on their way to or from Wave Rock.

Geographically, the southern boundary of the Shire of Lake Grace is also the southern boundary of Australia's Golden Outback (AGO) - State Government tourism boundaries. In relation to the Roe Tourism Association the Shire of Lake Grace is the southern gateway to the AGO. Participating Shires in the WSTA (also within the AGO) are all to the west of the Shire of Lake Grace

A working partnership with our northern neighbours will mean closer ties can be established in future years resulting in better relations and promotion for our area. It is not the intention that Lake Grace cease membership with the WSTA as the Perth/Bunbury to Esperance link is also vitally important to our Shire. It is felt that alignment with both Associations will be of most benefit.

In considering this proposal, Council may also wish to nominate a representative to attend meetings as has been done in the past for the WSTA.

Legal Implications

N/A

Policy Implications

N/A

Consultation

Internal: Chief Executive Officer

External: Roe Tourism Association
President - Wheatbelt South Tourism Association
Lake Grace Tourist Promotions & Visitor Centre Group

Financial Implications

An amount of \$2,000.00 to cover membership was included in the 2008/09 budget – Account 132020 Area Promotion.

Strategic Implications

Tourism development is recognised as important for the economic development of the Shire.

Cultural Implications

The Cultural Plan identifies tourism development under one of the five keys area of business development as a multiplier of business opportunities.

Recommendation

1. That Council endorse the application for membership to the Roe Tourism Association; and,
2. That *Cr _____ be appointed as Council's representative to the Association.

**Nomination required when considered by Council.*

Voting Requirements

Simple majority required.

Resolution

MOTION 10676

Moved Cr Newman
Seconded Cr Sinclair

1. That Council endorse the application for membership to the Roe Tourism Association; and,
2. That Cr Farrelly appointed as Council's representative to the Association.

MOTION CARRIED 8/0

**15.5 LAKE GRACE LAND CONSERVATION DISTRICT COMMITTEE –
APPOINTMENT OF DELEGATE**

Applicant: Office of the Commissioner of Soil and Land
Conservation
File No. 0068
Attachments: Letter & nomination form
Author: Mrs Jeanette Bennett
Executive Assistant
Disclosure of Interest: Nil
Date of Report: 15 September 2008
Senior Officer: Mr Jim Fraser
Chief Executive Officer

Summary

The purpose of this report is to appoint a delegate to the Lake Grace Land Conservation District Committee - LCDC.

Background

A letter has been received from the Department of Agriculture and Food on behalf of the Commissioner of Soil and Land Conservation requesting that Council nominate a representative for appointment to the Lake Grace LCDC.

The term of appointment for the members of this Committee expires on 30 September 2008 and nominations are required as soon as possible to enable re-appointment of this Committee. Representatives will be appointed for a three (3) year term expiring in 2011.

There is provision to appoint one representative from the Shire of Lake Grace. Appointment is made by the Commissioner of Soil and Land Conservation and gazetted (i.e. published in the Government Gazette) under the Soil and Land Conservation Act 1945 - Council's current representative is Mr Colin Connolly.

The whole Committee consists of 12 appointed members, 1 being the Commissioner's nominee (Dept of Ag rep), 2 WA Farmers Federation nominees, 1 PGA nominee, 7 land user nominees i.e. local landowners and the Shire nominee.

The Lake Grace LCDC held an AGM and information day at the Lake Grace Telecentre on Wednesday 6 August 2008. Minutes of that meeting will be made available at the Council meeting.

At the AGM the following were nominated as committee members:

- Geoff Duckworth
- Mary Naisbitt
- Paula Carruthers
- Lindsay Slarke
- Bill Willcocks

Ron Lay, Ollie Farrelly and Royce Taylor were nominated subject to their approval as they were not present at the meeting.

Comment

With seven (7) local land user positions to fill and from the information as per above it will mean either Cr Ollie Farrelly or Cr Royce Taylor can be appointed as Council's nominee.

Legal Implications

Local Government Act 1995 – s5.9, s5.11, s5.17, s5.98
Local Government (Administration) Regulations 1996
Soil and Land Conservation Act 1945, s23 (2b)

Policy Implications

N/A

Consultation

External: Lake Grace LCDC

Financial Implications

No attendance fees are applicable. Section 5.98 of the Local Government Act 1995 prescribes that a "committee meeting" for the purpose of entitlement to an attendance fee is a committee comprising:

1. Council Members only; or,
2. Council Members and employees.

However, travel expenses may be payable to Councillor and non Councillor delegates in accordance with s5.10 (2) of the Local Government Act 1995.

Natural Resource Funding is also available to Landcare Committees actively involved in land conservation practices.

Strategic Implications

Land conservation plays an important role in the management of agricultural land.

Cultural Implications

Research in environmental areas such as water, climate change and salinity is identified in the Cultural Plan as a key strategy.

Recommendation

That Council advise the Commissioner of Soil and Land Conservation that it nominates Cr Royce Taylor/Cr Ollie Farrelly as its representative to the Lake Grace Land Conservation District Committee for a three (3) year term expiring in 2011.

Voting Requirements

Simple majority required.

Resolution

MOTION 10677

Moved Cr De Landgraft
Seconded Cr Dunkeld

That Council advise the Commissioner of Soil and Land Conservation that it nominates Cr Royce Taylor as its representative to the Lake Grace Land Conservation District Committee for a three (3) year term expiring in 2011.

MOTION CARRIED 8/0

WA ASSET MANAGEMENT IMPROVEMENT PROGRAM (WAAMI) - POLICY

2.42pm Cr Farrelly left the meeting and re-entered at 2.44pm.

Applicant: WA Asset Management Improvement Programme
File No. 0603
Attachments: WAAMI Programme Framework
Author: Mrs Jeanette Bennett
Executive Assistant
Disclosure of Interest: Nil
Date of Report: 17 September 2008
Senior Officer: Mr Jim Fraser
Chief Executive Officer

Summary

This report recommends Council consider the adoption of a policy on Asset Management and endorsement of the formation of an Asset Management Working Group.

Background

In 2007, under the direction of the previous CEO, the Shire of Lake Grace joined the WA Asset Management Improvement Programme (WAAMI) managed by the WA Local Government Association.

The WAAMI Programme is a tool to assist local government address the challenges of asset management. The programme works with participating Local Governments over a two year period to develop an asset management framework and to determine asset renewal funding gaps in order to improve overall asset management capability.

Benefits of developing sound asset management practices include:

- The linking of asset data to financial plans
- An awareness of what current asset management practices mean for the triple bottom line
- A knowledge of the quality and conditions of current assets
- The level of service provided to the community

History of WAAMI

The WAAMI Programme is now into its fourth year of operation in WA. From its inception in 2004 it has grown from a pilot

programme involving five larger Councils to a major Local Government initiative being delivered to Councils across the State. With the assistance of the pilot Councils and the WAAMI Steering Group, a state wide framework was developed and an alliance partnership formed between the CT Management Group and WALGA and its partners the Dept of Local Government & Regional Development, the Local Government Managers Association and the Institute of Public Works Engineering Australia. CT Management facilitates and delivers the WAAMI Programme under the guidance and management of WALGA

The Shire of Lake Grace commenced the program with its first onsite visit taking place in November 2007. Staff attended the workshop and were introduced to the program and undertook a practical “scorecard assessment” of our assets where an actual score is recorded against a series of questions relating to asset management in your organisation.

Following each onsite visit, tasks are then set for the period leading up to the next visit and the “scorecard assessment” is repeated with improvements marked accordingly. There is a recommended score to aim to at the completion of the Programme.

The second onsite visit was conducted in August 2008 and staff were joined at the Workshop by Crs Walker, Milton, Farrelly and Newman.

Comment

The next steps for the Shire of Lake Grace are the formation of a cross functional asset management working group and the adoption of a policy on asset management.

A proposed Asset Management Policy and structure for a Working Group follows:

Asset Management Policy

This policy applies to the sustainable management of the Shire’s Infrastructure Assets to ensure continuity of service delivery.

Policy 7.9 – Asset Management

POLICY

The Shire of Lake Grace is committed to ensuring that Asset Management is recognised as a major corporate function within

Council and staff are committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its infrastructure assets. To achieve this, the Shire will prepare an Asset Management Improvement Strategy that will guide the implementation of Asset Management practices across the organisation with the major outcome being the adoption by Council of a Service & Asset Management Plan for the following classes of infrastructure assets;

- Roads
- Plant & Machinery
- Sewerage & Drainage
- Buildings
- Parks & Reserves
- Playground Equipment.

Service & Asset Management Plans will form part of the Shire's day-to-day business practices and will be used to make informed decisions in relation to service delivery when it comes to considering the need to acquire new assets, renew existing assets, upgrade existing asset or dispose of existing assets to support service delivery.

The Shire of Lake Grace has limited resources and is custodian of a large number of assets, many of which have reached or gone beyond their economic life. In making informed decisions in relation to infrastructure assets, the Shire will consider the following key principles:

- Philosophy of renewing assets before acquiring new assets and where possible, rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the intended service for which the asset was originally acquired.
- Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
 - Need for facility (short and long term);
 - Legislative requirements;
 - Opportunities for rationalisation;
 - Future liability including ultimate retention/disposal;
 - Opportunities for multiple use;
- All capital projects will be evaluated in accordance with a Capital Evaluation model and take into account capital cost, ongoing cost of maintenance, refurbishment, replacement and operating cost ("whole of life" cost assessment).

- Manage its assets utilising a team approach supported by the multi discipline cross-functional asset management working group.
- Developing and implementing a 10 year “rolling” financial plan that incorporates infrastructure renewal requirements as identified within various Service & Asset Management Plans.

The Shire of Lake Grace is committed to determining the Level of Service required for infrastructure assets in a collaborative manner with asset stakeholders.

OBJECTIVES

The key objective of this policy is to ensure that services delivered by the Shire of Lake Grace continue to be sustainably delivered by ensuring that the Infrastructure Assets used to support the service delivery continue to function to the level of service determined by Council.

It will also provide clear direction as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework.

GUIDELINES

Service & Asset Management plans will be prepared in accordance with the IPWEA’s International Infrastructure Manual recommended format and will include long term (10 year) financial modelling of the renewal profile of each asset class and will be underpinned by long term financial plans.

Linkage to the Strategic Plan & the Plan for the Future (10 Year Financial Plan)

The Strategic Plan (currently being prepared) and the Proposed Plan for the Future (10 Year Financial Plan) will use the same criteria for the allocation of funding to ensure these goals can be implemented.

Linkage to other Council Policy

Linkage to other Council Policies will be ongoing once the Strategic Plan, the Plan for the Future and the Asset Management Plans have been agreed to by Council and implemented.

Responsibility and Reporting

Council - is responsible for approving (including amendments to) the following documents;

- Asset Management Policy
- Asset Management Improvement Strategy
- Asset Management Plans

Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to ensure that Council's AM Policy, AM Improvement Strategy, AM Plans are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Asset Management.

Senior Management Group (SMG) – is responsible for monitoring the implementation of asset management across the organisation. The SMG will ensure that strategies are put in place to remove barriers to the successful implementation of Asset Management.

Service & Asset Management Working Group (SAMWG) – is responsible for ensuring that Council's Asset Management Improvement Strategy is achieved and that Service & Asset Management Plans are prepared and maintained in line with Council's Policy on Asset Management. Where changes to Council's AM Policy, Improvement Strategy or Plans are identified, the SAM Working Group is responsible for reporting this to the SMG for consideration. Where aspects of Council's Policy, Improvement Strategy or Plans are not being achieved or adhered to, the SAM Working Group is responsible for reporting non-compliances to the SMG for corrective action. The Asset Management Working Group reports to the CEO on all matters relating to Asset Management.

Manager Corporate Services (MCRS) – is responsible for resource allocation (from Council approved resources) associated with achieving Council's Asset Management Improvement Strategy. The Manager Corporate Services reports to the CEO in relation to Asset Management resource allocation.

Asset Management Co-ordinator (AMC) – is responsible for supporting the AM Working Group and ensuring that resources are commissioned (where appropriate) to assist the AM Working Group achieve its objectives. The Asset Management Co-ordinator reports to the CEO on all matters relating to Asset Management.

All Senior Managers – are responsible for ensuring that resources under their control are appropriately allocated to resource asset management and in particular the Asset Management Working Group. All Directors report to the CEO on all matters relating to Asset Management under their area of control.

Policy Definitions

“Asset” means a physical item that is owned or controlled by the Shire of Lake Grace, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and non-tangible assets).

“Asset Management” means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council’s priorities for service delivery.

“Asset Management Plan” means a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

“Council” means the elected council (comprising Councillors) of the Shire of Lake Grace

“Infrastructure Assets” are fixed and non fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Sewerage & Drainage, Plant & Machinery, Buildings, Parks and Play Equipment.

“Level of Service” means the combination Function, Design and Presentation of an asset. The higher the Level of Service, the greater the cost to deliver the service. The aim of asset management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.

“Life Cycle” means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Whole of life cost(s)” means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

“Maintenance” means regular ongoing day-to-day work necessary to keep asset operating and to achieve its optimum life expectancy.

“Operations” – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

“New” means creation of a new asset to meet additional service level requirements.

“Resources” means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“Renewal” means restores, rehabilitates, replaces existing asset to its original capacity. This may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“Risk” means probability and consequence of an event that could impact on the Council’s ability to meet its Corporate objectives.

“Shire” means the collective Shire of Lake Grace organisation. The Chief Executive Officer of the Shire of Lake Grace is responsible for ensuring the Shire’s obligations and commitments are met.

“Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“Upgrade” means enhances existing asset to provide higher level of service.

POLICY REVIEW

This policy is to be reviewed by the AM Working Group on a bi-annual basis with recommendation for amendment made to Council.

The Asset Management Working Group

It is anticipated one of the first tasks for the Group will be to adopt “Terms of Reference”.

Membership

To ensure a team approach to asset management, representatives from across the organisation that have a direct interest in asset management are necessary. This will guarantee an integrated approach to asset management and overall ownership of asset management plan outputs.

It is proposed the Working Group comprise the following members:

- 3 Councillors (Chair)
- Chief Executive Officer
- Manager of Works
- Manager Corporate Services
- Manager Community Services
- Executive Assistant
- Senior Administration Officer
- Building Maintenance representative
- Mechanic

Legal Implications

Local Government Act 1995

Policy Implications

Proposed Policy 7.9 – Asset Management

Consultation

External: CT Management Group

Financial Implications

Account E042291 – Asset Management Program

Strategic Implications

When developed, the Asset Management Improvement Strategy will have a direct relationship/linkage with Council's Strategic Plan.

Cultural Implications

N/A

Recommendation

That:

1. Council adopt Policy 7.9 – Asset Management as follows and update its Policy Manual accordingly.
2. Council endorse the formation of the "Shire of Lake Grace Asset Management Working Group" with membership as follows:

*Cr _____

*Cr _____

*Cr _____

Chief Executive Officer
Manager of Works
Manager Corporate Services
Manager Community Services
Executive Assistant
Senior Administration Officer
Building Maintenance representative
Mechanic

**Nomination required when considered by Council.*

Voting Requirements

Simple majority required.

Resolution

MOTION 10678

Moved Cr Newman
Seconded Cr De Landgraft

That Item 15.6 lay on the table until the November 2008 Ordinary Meeting.

MOTION CARRIED 8/0

REASON: To allow more time to investigate the make-up of the Asset Management Working Group.

15.6 CUSTOMER SERVICE SURVEY RESULTS

Applicant: Executive Assistant
File No. 0028
Attachments: Customer survey
Author: Mrs Jeanette Bennett
Executive Assistant
Disclosure of Interest: Nil
Date of Report: 15 September 2008
Senior Officer: Mr Jim Fraser
Chief Executive Officer

Summary

The purpose of this report is for Council to receive results from the Customer Service survey conducted last year.

Background

The 2007 Customer Service survey was launched at last year's Newdegate Field Days with returns being accepted until the 31 October 2007. Approximately 650 surveys were posted out to residents and ratepayers within the Shire.

The survey followed on from community visioning workshops held during the cultural planning process and the commencement of the strategic planning process in late September 2007.

Compiling of the survey results has been delayed due to workload and changes in staff positions over the past 10 months. Surveys have now been collated and the information will be integrated into the strategic planning process which is currently well underway.

134 surveys (approximately 20%) were returned; following is the break up of surveys received and the area in which residents lived:

Town	Surveys sent	Surveys returned	%
Lake Grace	300	68	22.6%
Newdegate	225	37	16.4%
Lake King	70	13	18.5%
Varley	10	9	90%
Pingaring	45	2	4.4%
Unknown		5	

**NOTE – Varley mail boxes are included in Newdegate's postal numbers. The 10 relates to post boxes located at the Varley store.*

Comment

The Shire's Strategic Plan will set in place a vision for the future and the way in which the Shire goes about its day to day operations plays an important role in this process.

The survey asked residents and ratepayers to comment on various Shire activities under the headings of:

- Corporate & Customer Service
- Community Services
- Works and Services
- Governance (including Councillor performance)
- Future Challenges and Issues

The results have been recorded in a raw form and compiled into a document for Council and staff use and is available to the public upon request. An in-depth report analysing the results has not yet been prepared. Following is a basic summary of the results – any remedial action to be undertaken will be considered as a result of this reporting process.

Corporate & Customer Service

This section included questions on customer service contact, traffic licensing and rate/property enquiries. Overall residents indicated a good level of service across all the areas.

It is interesting to note that following the previous survey in 2004 the general helpfulness of staff and the police licensing service was an area for concern by the community. This has since been improved through a focus on the relevant staff attending customer service training courses and a more diligent approach. The new larger renovated reception area at the Shire Office also presents more professionally. Staff will continue to monitor the situation.

Community Services

Residents are generally aware of and happy with the recreational facilities and programs and community development services offered. Aqua and fitness classes are generally very well regarded by the community.

There was some comment from the eastern half of the Shire regarding grant applications and the difficulties they face with researching, the travel to meetings and communication with staff. These comments will be taken into consideration by appropriate staff.

Works and Services

Questions included the rating of people's experience with the actioning and completion of works requests, road maintenance issues and the condition of Council's rubbish tips.

Road maintenance and rubbish tips were the two areas where the public indicated the most need for improvement. Kerbside recycling services in Lake Grace and Newdegate are highly valued with several comments from the Lake King area requesting a service. Council is looking into ways of providing a service for both Lake King and Varley residents.

In an effort to improve the backlog of works and services requests staff have recently commenced the practice of recording all requests and these are now monitored by the CEO on a weekly basis. This procedure has been successful in that tasks are now being completed in a more timely and efficient manner.

The monitoring and general upkeep of all rubbish tips continues to be a major challenge for staff.

The general tidiness and upkeep of the Shire's parks and gardens right across the Shire drew a favourable response with most people happy with their condition.

Governance

This section asked questions on the suitability of shire information in community newsletters, Council's performance and complaints.

Response for the community newsletters was generally good with most people satisfied with the content. With regard to Councillors performance, satisfaction with the level of representation and the overall performance of Council as a whole, most people felt the

service was adequate with some comments received on the need for improved communications.

The Future

143 comments were recorded on the future for the Shire and perceived challenges and issues the people see as needing to be focused on. An additional 50 comments were put forward with regard to other services the Shire provides.

The comments covered a wide range of issues which will be taken into consideration at upcoming strategic planning sessions.

Legal Implications

N/A

Policy Implications

N/A

Consultation

The community survey was posted to every household in the Shire via a mail drop.

Financial Implications

N/A

Strategic Implications

Information will be used in Council's strategic planning process.

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10679

Moved Cr Milton
Seconded Cr Newman

That Council receive the Customer Survey results.

MOTION CARRIED 8/0

15.7 LIFTING OF CAVEAT – LOT 28 WATTLE DRIVE LAKE GRACE

2.47pm *Cr Taylor declared an interest in Item 15.7 in that the applicant Mrs SC Duckworth is his Grandmother and left the meeting.*

Applicant: Lane, Buck & Higgins on behalf of Mrs SC Duckworth
File No. 0358
Attachments: Letter and Title Deeds
Author: Mr Jim Fraser
Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 15 September 2008
Senior Officer: Mr Jim Fraser
Chief Executive Officer

Summary

This report recommends withdrawal of the caveat over Lot 28 (No 9) Wattle Drive Lake Grace.

Background

A Caveat (No C 20838) over the land being Lot 28 on Diagram 58264 and being the whole of the land comprised in Certificate of Title Volume 1562 Folio 229 was lodged on the 5 November 1980.

Whilst staff have carried out minimal research anecdotal evidence indicates the caveat was lodged to ensure a residence was constructed on the land within a prescribed time.

Comment

Mrs Duckworth has had discussions with staff advising that attempts to have the caveat lifted have been made previously without success. There are no perceived impediments to proceeding with the removal of the caveat.

In view of the advice from Mrs Duckworth concerning previous attempts staff recommend that Council pay the legal fees and other costs associated with the removal of the caveat. The costs can be allocated to Account E042230 Legal Expenses.

Legal Implications

Transfer of Land Act 1893

Policy Implications

N/A

Consultation

External: Mrs Shirley Duckworth

Internal: Manager Corporate Services

Financial Implications

There will be legal costs and a fee for the Withdrawal of the Caveat.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10680

Moved Cr Newman
Seconded Cr Milton

That:

1. The caveat (No C 20838) over Lot 28 (No 9) Wattle Drive Lake Grace on Diagram 58264 and being the whole of the land comprised in Certificate of Title Volume 1562 Folio 229 be withdrawn with all costs being allocated to Account E042230 Legal Expenses.
2. The use of the Common Seal be authorised.

MOTION CARRIED 7/0

2.50pm

Cr Taylor re-entered the meeting and the Deputy Shire President advised him of Council's resolution.

15.8 BUSHFIRE ADVISORY COMMITTEE – APPOINTMENT OF FIRE OFFICERS & ANNUAL GENERAL MEETING

Applicant: Bushfire Advisory Committee
File No. 0177/0181
Attachments: Minutes - Bushfire Advisory Committee AGM
Author: Mr Mark Burbridge
Manager Corporate Services
Disclosure of Interest: Nil
Date of Report: 17 September 2008
Senior Officer: Mr Jim Fraser
Chief Executive Officer

Summary

For Council to receive the minutes of the Bush Fire Advisory Committee Annual General Meeting held on 2 April 2008, and to endorse nominations of Bush Fire Officers for the 2008/09 season and other recommendations arising from the meeting.

Background

The Annual General Meeting of the Bush Fire Advisory Committee was held on 2 April 2008 at the Newdegate Recreation Centre commencing at 3.30 pm.

Comment

All Fire Control Officers will have to be gazetted once Council has ratified the appointments for the 2008/09 season.

Legal Implications

Bush Fire Act 1954
Shire of Lake Grace Bush Fire Local Laws

Policy Implications

Nil.

Community Consultation

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 10681

Moved Cr Milton
Seconded Cr Taylor

That:

1. Council receive the minutes of the Bush Fire Advisory Committee Meeting held on 2 April 2008.
2. Council endorse the following recommendations arising from the Bush Fire Advisory Committee Meeting:

FIRE BREAK NOTICES

That Council include the following Plantation Provision in its annual firebreak notice:

Plantations

The Shire of Lake Grace has adopted the Guidelines for Plantation Fire Protection developed by the Bush Fire Service which establish the minimum fire break and fire equipment standards, subject to the following provisions:-

- i) Plantation – any area of planted trees for commercial purposes exceeding 3ha within townsites or exceeding 10ha in rural areas.
- ii) Boundary Fire Breaks (15 metres) – a 15 metre firebreak is required on all boundaries of plantations. 8 metres must be clear of all inflammable material on the ground and will have an 8 metre vertical clearance. The remaining 7 metres must be maintained in a low fuel condition (i.e. closely mown, grazed or sprayed).
- iii) Compartment Fire Breaks – in accordance with Guideline standards subject to fire break being clear of all inflammable material.

MOTION 10681 continued.

- iv) Vehicle Access – all fire breaks to be maintained in a trafficable condition strictly in accordance with the Guidelines.
- v) Fire Equipment Standards – where no brigade fire fighting equipment or community based plantation fire equipment is located in a brigade area, plantation growers are required to provide the minimum equipment levels in accordance with the Plantation Fire Protection Guidelines.

A copy of the Guidelines for Plantation Fire Protection can be obtained by contacting the Bush Fire Service, Albany Office or the Shire Office during normal office hours.

ANNUAL FIREBREAK NOTICE

That Council investigate the opportunity of adopting the format of Annual Firebreak Notice as used by the Shire of Cranbrook.

RADIO CALL-UP SCHEDULES

That the responsibility for running the daily radio call-up be rotated amongst Fire Control Officers on a weekly basis. The Chief Fire Control Officer is to be responsible for arranging and distributing a roster to this effect.

3. The following Fire Control Officers be appointed for the 2008/09 season:

Chief Fire Control Officer Darcy Roberts

Deputy Chief Fire Control Officers

Bill Lloyd
Richard Metcalf
Doug Dunham

Fire Weather Officers

Doug Dunham
Bill Lloyd
Garry Miles
Peter Roberts
Richard Metcalf

Deputy Fire Weather Officers

Brad Watson
Wes Hall
Ian Lloyd

MOTION 10681 continued.

Steven Davies
Hugh Roberts
Lindsay Brownley

Harvest Ban CBH Advisory Officers

Lindsay Brownley
Jason Sugg
Steven Davies
Allen Sutherland
Bill Lloyd
Tim Lloyd
Rex Walker
Terry Smith
Peter Roberts

Permit Issuing Fire Control Officers (with Two Way Radios)

North Lake Grace	Doug Dunham (Base) Brad Watson Leon Morgan Terry Willcocks Evan Wyatt(Base)
South Lake Grace	Scott Strevett Rex Walker (Base) Kevin Naisbitt
North Newdegate	Barry Ness (Base) Ron Shalders Craig Shalders Ian Lloyd Bill W Lloyd (Base) John Dunkeld Tim Lloyd Greg Dunkeld
South Newdegate	Geoff Cugley Matt Cugley Wes Hall Peter Kennedy
Lake King/Varley	Ben Hyde Jason Sugg (Base) Arthur Sugg

MOTION 10681 continued.

Garry Miles
 Allan Sutherland
 Steven Davies
 Richard Metcalf (Base)
 Hugh Roberts

Mt Madden/Dunn Rock Peter Roberts (Base)
 Darcy Roberts (Base)
 David Roberts
 Lindsay Brownley
 Bob Allan

Newdegate Town Gavin Boyce
 Lake Grace Town Ray Bird
 Lake King Town Richard McLean
 Derek Burgess
 Varley Town Brent Hyde
 Stephen Hyde

Permit Issuing Fire Control Officers (without Two Way Radios)

North Lake Grace Colin Jenks
 Greg Caruthers
 Ross Chappell
 South Lake Grace Bill (WA) Willcocks
 Noel Bairstow
 South Newdegate Syd Walker
 Geoff Richardson

DUAL FIRE CONTROL OFFICERS – SHIRE OF LAKE GRACE

Ravensthorpe	Jerramungup	Dumbleyung
Peter Roberts	Peter Roberts	Rex Walker Leon Walker

Kulin	Kent	Esperance
Evan Wyatt Doug Dunham	Rex Walker	Richard Metcalf

4. The following Authorised Officers be appointed for the 2008/09 season:

MOTION 10681 continued.

Clover and Proclaimed Plant Permit Issuing Officers

Chief Fire Control Officer
Deputy Chief Fire Control Officer (3)
Chief Executive Officer
Manager Corporate Services

Authorised to issue clover and proclaimed plant burning permits during the 2008/2009 season in conjunction with the closest available Fire Control Officer to the person making the application.

Broadcast of Harvest Bans

Chief Executive Officer
Chief Bush Fire Control Officer
Manager Corporate Services
Deputy Bush Fire Control Officers
Base Radio Operators and their Spouses
Senior Administration Officer (in the absence of the Chief Executive Officer and the Manager Corporate Services)

MOTION CARRIED 8/0

16.0 URGENT BUSINESS BY DECISION OF THE MEETING

None.

17.0 SCHEDULING OF MEETING

17.1 OCTOBER 2008 ORDINARY MEETING

Motion 10528 November 2007 states:

An Ordinary Meeting of Council will be held on Wednesday 22 October 2008, commencing at 6.00pm at Council Chambers, 1 Bishop St Lake Grace.

18.0 CONFIDENTIAL BUSINESS – As per Local Government Act s.5.23 (2)

None.

19.0 CLOSURE

There being no further business, the Chairperson closed the meeting at 2.59 pm.

20.0 CERTIFICATION

I _____ certify that the minutes of the meeting held on the 27 August 2008 as shown were confirmed as a true record at the meeting held on the 24 September 2008.

Chairman

Date