

# SHIRE OF LAKE GRACE



## ***Minutes***

Ordinary Council Meeting

19 December 2007

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## **SHIRE OF LAKE GRACE**

### **MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD AT COUNCIL CHAMBERS, 1 STUBBS ST LAKE GRACE ON WEDNESDAY, 19 DECEMBER 2007.**

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

The Chairperson (President) opened the meeting at 1.05pm.

#### **2.0 ATTENDANCE RECORD**

##### **2.1 PRESENT**

Cr AJ Walker	Shire President
Cr IG Chamberlain	Deputy Shire President
Cr JF De Landgraft	
Cr AJ Dunkeld	
Cr OP Farrelly	
Cr AI Milton	
Cr WA Newman	
Cr DP Sinclair	
Cr RP Taylor	
Mr HJ Fraser	Acting Chief Executive Officer
Mr WR Bond	Acting Manager Corporate Services
Mr LW White	Acting Manager Community Services
Mrs J Bennett	Executive Assistant
Mrs Nadene Owen	Community Services Assistant
Mr Ross Chappell	Lake Grace Sportsmans Club
Mr Ron Pelham	Lake Grace Sportsmans Club
Mr Chris Carruthers	Lake Grace Sportsmans Club
Mr Milton Reynolds	Lake Grace Sportsmans Club
Mr David Bicknell	District Manager Department of Agriculture & Food Narrogin and Lake Grace – <i>entered at 1.20pm.</i>

##### **2.2 APOLOGIES**

None

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

None

### **3.0 PUBLIC QUESTION TIME**

#### **3.1 MR ROSS CHAPPELL**

**Query:** Mr Chappell asked Council how much industrial land there is in the Lake Grace townsite that is locked up with Native Title and is stopping businesses from starting up?

He is concerned that there are businesses wishing to start up in the town but are unable to because of the Native Title issues and he would like Council to move forward and see more industrial land released.

**Reply:** Shire President, Cr Andrew Walker advised Mr Chappell that Council is very much aware of the need for industrial land for business and that investigations are being carried out on railway reserve land located on the north side of the railway line and that money has been set aside in the budget to develop industrial land.

Acting CEO, Mr Jim Fraser then provided some background information on native title in relation to Unallocated Crown Land and leased land and advised Mr Chappell of the need to take his question on notice.

#### **3.2 MR RON PELHAM**

Mr Ron Pelham advised that he was here to seek Council support for the development of the bowling club in its present location as per his letter to Councillors.

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

None.

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

#### **5.1 ORDINARY MEETING – 28 NOVEMBER 2007**

Resolution

#### **MOTION 10535**

Moved Cr Farrelly  
Seconded Cr Milton

That the minutes of the Ordinary Meeting of Council held on the 28 November 2007 be confirmed as a true and accurate record.

**MOTION CARRIED 9/0**

## **6.0 DECLARATIONS OF INTEREST**

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

Cr Taylor declared a Financial Interest in Item 18.2.

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

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

## **7.0 NOTICES OF URGENT BUSINESS**

### **7.1 NEWDEGATE SWIMMING POOL**

Cr Newman advised he wished to seek clarification of the Shire's position in relation to qualifications required to qualify as a key holder for the Newdegate Swimming Pool.

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

None.

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

### **MOTION 10536**

Moved Cr Chamberlain  
Seconded Cr Sinclair

That Standing Orders be suspended to allow Councillors time to read background material regarding loss of staff/management at the Department of Agriculture and Food District Office in Lake Grace.

**MOTION CARRIED 9/0**

1.20pm

*Mr David Bicknell entered the meeting.*

**MOTION 10537**

Moved Cr Milton  
 Seconded Cr Taylor

That Standing Orders be resumed.

**MOTION CARRIED 9/0**

**9.1 DEPARTMENT OF AGRICULTURE AND FOOD DISTRICT MANAGER – NARROGIN & LAKE GRACE**

Shire President, Cr Andrew Walker welcomed Mr David Bicknell, District Manager Department of Agriculture and Food (DAFWA), Narrogin and Lake Grace to the meeting and invited him to make a presentation to Council.

Mr Bicknell advised Council that the Narrogin and Lake Grace District Offices have now been combined and will be managed from the Narrogin Office and provided background on the issue. He went on to outline staffing levels in the Lake Grace Office and the Newdegate Research Station and who and which positions have moved on and which positions are to be retained in Lake Grace.

Councillors were able to ask questions during Mr Bicknell's presentation with the following main points raised during discussion:

- No formal advice put out by the Department of Agriculture & Food.
- State wide review of smaller offices by DAFWA – decision not to replace District Managers in Lake Grace & Jerramungup - an executive decision.
- The effect of the on farm service to landholders.
- Newdegate Research Station, conducting of trials and the Ag Station Field Days.
- Long term plans for the District Office – no future plan to remove any positions from Lake Grace.
- Staff attraction difficulties.
- Effectiveness of management coming out of larger offices.
- Change of focus for Dept from service organisation to project orientation based.
- How Council can deal with the executive decision.
- Poor state of the Ag Dept building.
- Ag Memos and Crop Updates.

Following the lengthy discussion the President thanked Mr Bicknell for his time in coming across from Narrogin to make this presentation to Council.

2.01pm *Mr Bicknell, Mr Chappell and Mrs Owen left the meeting*

**10.0 MEMBERS' REPORTS**

None.

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

*No items for consideration.*



## **12.0 MATTERS FOR CONSIDERATION – TOWN PLANNING**

*No items for consideration.*

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

*No items for consideration.*

## 14.0 MATTERS FOR CONSIDERATION – FINANCE

### MOTION 10538

Moved Cr Farrelly  
Seconded Cr Newman

That Item 15.1 – Lake Grace Sportsmans Club - Synthetic Re-surfacing of the Bowling Green be brought forward.

**MOTION CARRIED 9/0**

*Copies of Mr Pelham's letter were previously forwarded to Crs and copies made available at the meeting.*

### 15.1 LAKE GRACE SPORTSMANS CLUB INC. – SYNTHETIC RE-SURFACING OF THE BOWLING GREEN

**Applicant:** Lake Grace Sportsman's Club  
**File No.** 0438/0403  
**Attachments:** Correspondence Lake Grace Sportsman's Club  
**Author:** Mrs Nadene Owen  
 Community Services Assistant  
**Disclosure of Interest:** Nil  
**Date of Report:** 3 December 2007  
**Senior Officer:** Mr Jim Fraser  
 Acting Chief Executive Officer

#### Summary

This item recommends Council support the Lake Grace Sportsman's Club Committee's request to resurface the existing bowling rink with artificial turf.

#### Background

On 14 November 2007 a letter was received from the Lake Grace Sportsman's Club regarding installation of a synthetic surface on the existing bowling green site.

Stage Two of The Lake Grace Sporting Precinct Development includes the relocation of the existing bowling club. The requirement to move the new tennis courts to minimise the impact on the second (hockey) oval has impacted on the area proposed for the relocation of the bowling green.

In their letter the Lake Grace Sportsman's Club expressed concern about the possible location of the new green and that Stage Two may not eventuate. The Sportsman's Club is concerned that they might therefore lose an opportunity to upgrade the existing facility.

The Club has received a quote for the installation of synthetic turf, costed at \$183,000, and has secured a Community Water Grant of \$50,000 (GST inclusive) for this purpose. The Club is actively seeking further funding to complete the project and is willing to contribute a cash component and volunteer labour to assist in completing the proposed project.

#### 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.

The greatest benefit of the upgrade to synthetic turf will be that the bowling season could be extended to include the winter months, offering the members an appropriate venue for physical and social participation, and interaction.

The synthetic turf will assist in improving the existing club facility for an extended period. Installation of a synthetic bowling surface will reduce the ongoing cost of a grass green, particularly through mowing and irrigation. The cost of grass green maintenance at the existing facility is estimated at \$44,000 per annum.

Should it be the intention of the Club to apply for CSRFF funding the Department of Sport & Recreation will require a plan outlining the financial capacity of the Club to replace the synthetic surface at some time in the future. These surfaces normally have a life of approximately seven to ten years.

It is therefore recommended that the Sportsman's Club be advised that anticipated monies saved be put aside towards the cost of the future development/replacement surface.

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.

Lake Grace Sportsman's Club concerns with the possible relocation of the Bowling Club include:

- The bowling green would not be protected from southerly winds.
- The bowling green would be too far from the pavilion, car park and toilets, particularly for aged members carrying heavy bowls.
- The new greens would not be easily viewed from the pavilion.

- Should Council agree to supporting the installation of synthetic turf at the existing facility, ground allocation for future relocation of the bowling green needs to be taken into consideration when planning for Stage Two of the Sporting Precinct Development.

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

- Community Water Grant: \$50,000 -successfully obtained.
- Lake Grace Sportsman's Club - voluntary in-kind labour and other grant funding.
- Department of Sport and Recreation, Lotterywest, Healthways applications – to be submitted for remaining funds.

Staff re-iterate that no decision has been made or any site allocated for the possible relocation of the facility.

Legal Implications

N/A

Policy Implications

N/A

Consultation

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 the 27 November 2007 to discuss their concerns.

Financial Implications

Should Council be requested to part fund the project then the project has implications for specified area rate.

Strategic Implications

Maintaining assets and infrastructure forms part of Council's strategic planning process.

Cultural Implications

The Shire of Lake Grace plays an essential role in supporting community groups with facilities and programmes.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10539**

Moved Cr Newman  
Seconded Cr Farrelly

That Council:

1. Support the Lake Grace Sportsman's Club funding applications to relevant funding bodies to purchase and install synthetic turf at the Lake Grace Sportman'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.

**MOTION CARRIED 8/1**

2.05pm

*Mr Chappell re-entered the meeting.*

2.15pm

*Mr Carruthers, Mr Reynolds and Mr Pelham left the meeting.*

**14.1      ACCOUNTS FOR PAYMENT – NOVEMBER 2007**

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0277
<b>Attachments:</b>	List of Creditors
<b>Author:</b>	Ms Rysha Bird Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	11 December 2007
<b>Senior Officer:</b>	Mr Jim Fraser Acting Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of November 2007.

Background

List of invoices paid for the month of November 2007 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 Regulations.

Legal Implications

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

Policy Implications

N/A

Consultation

N/A

Financial Implications

The list of creditors paid for the month of November 2007 from the Municipal Account amounts to \$767,687.36 and Trust Account amounts to \$720.00.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10540**

Moved Cr Taylor  
Seconded Cr De Landgraft

That Municipal Account cheques 32876 to 32963, Electronic Funds Transfers EFT3432 to EFT3580 and direct debits to the Municipal Accounts totalling \$767,687.36 and Trust Accounts totalling \$720.00 having been checked and certified in accordance with the Financial Management Regulation 12, be confirmed, and passed for payment against the respective accounts as shown on the summary of Accounts for Payment schedule.

**MOTION CARRIED 9/0**

## 14.2 FINANCIAL STATEMENTS – NOVEMBER 2007

**Applicant:** Shire of Lake Grace  
**File No.** 0275  
**Attachments:** Financial Reports  
**Author:** Mrs Danielle Robertson  
Senior Finance Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 11 December 2007  
**Senior Officer:** Mr Jim Fraser  
Acting Chief Executive Officer

### Summary

Consideration of the financial statements for the month ending 30 November 2007.

### Background

The following financial reports are included for your information:

- Monthly Statement of Financial Activity
- Summary of Net Current Assets
- Operating Statement by Programme
- Balance Sheet
- Assets Purchased and Sold
- Capital Road Works, Operating Expenditure and Operating Income Graphs
- Bank Reconciliation

### Legal Implications

Local Government Act 1995 – section 6.4

Local Government (Financial Management) Regulations 1996

### Policy Implications

N/A

### Consultation

N/A

### Financial Implications

Nil.

### Strategic Implications

N/A



Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10541**

Moved Cr Newman  
Seconded Cr Taylor

That the financial reports for the month ending 30 November 2007 as attached be received.

**MOTION CARRIED 9/0**

### 14.3 INVESTMENT OF SURPLUS FUNDS

**Applicant:** Acting Manager Corporate Services  
**File No.** 0267  
**Attachments:** Nil  
**Author:** Mr Bill Bond  
 Acting Manager Corporate Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 11 December 2007  
**Senior Officer:** Mr Jim Fraser  
 Acting Chief Executive Officer

#### Summary

Report on the investment of surplus funds for the Reserve and Municipal Funds.

#### Background

In accordance with Council Policy 3.5

#### Comment

The following surplus funds have been invested during the month of December 2007:

<b>Bank</b>	<b>Fund</b>	<b>Term</b>	<b>Amount</b>	<b>Interest Rate</b>
Westpac	Municipal	30 days	\$300,000	6.28%
Westpac	Municipal	30 days	\$300,000	6.28%
Bank West	Municipal	90 days	\$300,000	7.02%
Bank West	Municipal	90 days	\$300,000	7.02%
Bank West	Reserve	6 months	\$1,000,000	7.04%

The two term deposits held at Westpac will mature on 17 December 2007 and options will be explored to obtain a more substantial rate of return for these funds.

#### Legal Implications

Nil.

#### Policy Implications

As per Council Policy 3.5.

#### Community Consultation

N/A

#### Financial Implications

N/A

Strategic Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10542**

Moved Cr Milton  
Seconded Cr Chamberlain

That the investment report for the month of December 2007 be approved.

**MOTION CARRIED 9/0**

**14.4      WAIVER OF ENTRY FEES - LAKE GRACE SWIMMING POOL**

**Applicant:** Acting Manager Corporate Services  
**File No.** 0517  
**Attachments:** Policy 2.7  
**Author:** Bill Bond  
Acting Manager Corporate Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 11 December 2007  
**Senior Officer:** Jim Fraser  
Acting Chief Executive Officer

**Summary**

For Council to consider waiving entry fees to the Lake Grace Swimming Pool on Saturday 26 January 2008, from 7.00am to 12 noon for the Lions Club Australia Day Breakfast.

**Background**

The Lions Club of Lake Grace hosts the Australia Day Breakfast at the Lake Grace Swimming Pool on an annual basis. At this event Council's Australia Day Citizenship Awards recipients are publicly announced and citizenship ceremonies are also conducted if required.

A verbal request has been received from Mr Neville Moulden, President of the Lake Grace Lions Club requesting Council's consideration to the waiving of the entry fees.

**Comment**

The waiving of the fees must be placed before Council as it was not separately listed in the Annual Budget as required under Section 6.2 of The Local Government Act 1995.

**Legal Implications**

Section 6.16 (1) of the Local Government Act 1995 states that a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide, other than a service for which a service charge is imposed.

The decision to waiver fees and charges requires an absolute majority.

**Policy Implications**

As per Council's policy 2.7 Australia Day Breakfast – Donation of Entry Fees.

**Consultation**

External – Lake Grace Lions Club.

Financial Implications

Council will forgo minimal income as a result of this request.

Strategic Implications

N/A

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution

**MOTION 10543**

Moved Cr Newman  
Seconded Cr De Landgraft

That Council agrees to waive entry fees to the Lake Grace Swimming Pool on Saturday 26 January 2008 from 7.00am to 12 noon for the annual Australia Day Breakfast celebrations.

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

#### 14.5 UNBUDGETED EXPENDITURE – DESIGNING SAFER COMMUNITIES GRANT FUNDING

**Applicant:** Shire of Lake Grace  
**File No.** 0550  
**Attachments:** Nil  
**Author:** Ms Michelle Slarke  
Development Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 11 December 2007  
**Senior Officer:** Mr Jim Fraser  
Acting Chief Executive Officer

##### Summary

For Council to approve unbudgeted expenditure associated with a Designing Safer Communities Fund grant to undertake a lighting safety audit of the four towns of the Shire.

##### Background

In August 2006, the Shires of Dumbleyung, Kulin and Lake Grace entered into a Community Safety and Crime Prevention Partnership facilitated by the Office of Crime Prevention.

The Shire of Lake Grace engaged consultant Colin Holt of the ARID group who worked with community reference groups to identify community safety and crime prevention issues in the shire communities and determine priorities. The local RoadWise group took on the role of CS&CP reference group, prioritized the issues, and identified ways to address these.

The Office of Crime Prevention endorsed the plan in June 2007. Lake Grace Shire Council endorsed the *Shire of Lake Grace Community Safety and Crime Prevention Plan* at its July 2007 meeting.

The consultant also prepared a regional document – Community Safety and Crime Prevention Plan for the Shires of Dumbleyung, Kulin and Lake Grace.

The reference group nominated four new initiatives to progress from the plan, including installing townsite street lighting in the Shire of Lake Grace.

These projects were the subject of a successful grant application to the Office of Crime Prevention and will be carried out in 2007-08.

The Office of Crime Prevention then invited the Shire of Lake Grace to apply for Designing Safer Communities funds to conduct a safety audit of street lighting. This would be conducted prior to the installation of lighting in identified areas.

Comment

The funds will be utilized to engage a consultant to undertake a lighting safety audit of the four towns of our shire – Lake Grace, Newdegate, Varley and Lake King.

This project will recommend appropriate lighting for identified locations and address the lighting issues in these sites, with particular attention given to public facilities named in a previous community survey.

The consultant will prepare a comprehensive report for Council with recommendations to improve the lighting of public facilities and the Shire town sites. Council will review these recommendations with a view of developing a proposed works plan.

Legal Implications

N/A

Policy Implications

N/A

Consultation

External Consultation - has occurred throughout the project and will be ongoing via the CS&CP Reference Group and the various community Development and Progress Associations.

Financial Implications

The grant income (\$5,000 – GST exclusive) expenditure is not included in the 2007/2008 Budget: expenditure account E053105 Grant Funding Lighting Safety Audit and income account I053103 Grant Funding Lighting Safety Audit.

Strategic Implications

The project will better equip the Shire to provide and maintain safe public places in the townsites within the Shire.

Cultural Implications

The Shire of Lake Grace Cultural Plan (2007-2009) identifies the following goals for Community Wellbeing:

- Developing opportunities for community organisations and associations to enable their full contribution in change processes and to be relevant to future community needs.
- Providing collaborative opportunities that bring community groups from the four towns, and surrounding regions together to share resources, ideas and support each other.
- Working with community groups to organise and deliver quality activities for children, youth, families and seniors.

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution

**MOTION 10544**

Moved Cr Newman  
Seconded Cr Dunkeld

1. Council authorise unbudgeted expenditure of \$5,000 (GST exclusive) for lighting safety audit of the four towns of the Shire.
2. The 2007/08 Budget be amended by the addition of operating expenditure account E053105 Grant Funding Lighting Safety Audit and income account I053103 Grant Funding Lighting Safety Audit.

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



**15.0 MATTERS FOR CONSIDERATION – ADMINISTRATION**

**15.1 LAKE GRACE SPORTSMAN'S CLUB INC – SYNTHETIC RE-SURFACING OF THE BOWLING GREEN**

*Refer page 501.*

**15.2      APPOINTMENTS OF DELEGATES TO COUNCIL  
COMMITTEES AND EXTERNAL ORGANISATIONS**

**Applicant:** Shire of Lake Grace  
**File No.** 0052/0039  
**Attachments:** Nil  
**Author:** Mrs Jeanette Bennett  
Executive Assistant  
**Disclosure of Interest:** Nil  
**Date of Report:** 11 December 2007  
**Senior Officer:** Mr Jim Fraser  
Acting Chief Executive Officer

Summary

The purpose of this report is for Council to review its representation on various committees and to appoint delegates for the next two years.

Background

Committees and the appointment of delegates require review following each ordinary election or upon the resignation/retirement of one of its members.

In summary under the Local Government Act 1995, Committees can be classified as:

- Council Committees, that is, a committee of three or more persons established by Council to exercise the powers and discharge the duties of the local government that can be delegated to committees; or,
- Non-Council Committees established by some other authority or community group that operates with no delegated authority in respect to Council's powers or duties but which have an interest in some of the activities of Council and to which Council wishes to have formal representation.

Following is an overview of Council's current committee representation and structure.

For the purpose of clarity, committees have been split into two groups:

Group 1: Council Committees i.e. those which have direct links to Council.

Group 2: External Committees and Organisations i.e. those established by some other authority or group.

## **GROUP 1 - COUNCIL COMMITTEES**

### **Audit Committee**

Authority: Local Government Act 1995 section 5.9 (1) and 5.9 (2) (d), section 7.  
Local Government Financial Regulations sections 4-8.

Delegation: The Audit Committee has no Delegated Authority. Minutes are published in Council's Information Bulletin.

Membership: Cr Farrelly, Cr Roberts, Cr Taylor, Mr Alex Burt.

Meetings: Quarterly – usually held immediately prior to a Council Meeting.

Current Status: Active – It is a requirement under the Local Government Financial Regulations that Council appoint an Audit Committee.

#### **Background/Comment:**

Recommendations are made in minutes of the meetings and should a Council decision be required recommendations are included as an item of business at the first available Ordinary Meeting of Council.

The function of the committee is to provide guidance and assistance to the local government as to:

- the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
- the development of a process to be used to select and appoint a person to be an auditor; and
- may provide guidance and assistance to the local government as to matters to be audited, the scope of audits, its functions under Part 6 of the Act; and the carrying out of its functions relating to other audits and other matters related to financial management.

Members are appointed for a two year term. In June 2005, Council appointed Crs Farrelly, Roberts and Taylor to the Audit Committee. Accordingly re-appointments to this Committee are now due.

The committee is to be made up of 3 or more persons, and must be appointed by the local government with absolute majority. The Chief Executive Officer is unable to be a member of the committee and may not nominate a person for membership on the committee. Council may resolve to appoint all Council members to the Audit Committee.

Council may also choose to appoint members within the community to the Audit Committee (i.e. local bank manager), however the Committee must be made up of at least 3 Council members and make up the majority of the membership.

In June 2005, Mr Alex Burt (Manager Bankwest) was the community representative appointed to the committee. He has since left Lake Grace and the vacancy advertised – Mr Maurice Gilson expressed an interest, no appointment has yet been made.

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### **Bushfire Advisory Committee**

Authority: Bush Fires Act 1954, Shire of Lake Grace Bushfires Local Law.

Delegation: No Delegated Authority - minutes are published in Council's Information Bulletin.

Recommendations are made in minutes of the meetings and should a Council decision be required recommendations are included as an item of business at the first available Ordinary Meeting of Council.

Membership: As per Bushfires Local Law. The Shire President chairs the Committee.

Meetings: As per Bushfires Local Law.

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### **Junior Council**

Delegation: No Delegation - minutes are published in Council's Information Bulletin.

Recommendations are made in minutes of the meetings and should a Council decision be required recommendations are included as an item of business at the first available Ordinary Meeting of Council.

**Membership:** Representation from each school in the district, The Manager Corporate Services & Staff coordinate and run Junior Council.

**Meetings:** Monthly – not during school holidays.

**Status:** Junior Council has not operated since 2005 due to lack of availability of permanent staff resources.

**Comment:** Recommended review of Junior Council once permanent senior staff have been appointed.

---

### **Rural Towns Liquid Assets Project Working Group**

**Delegation:** No delegated authority - Recommendations are made in minutes of the meetings and included in the first available Ordinary Council Meeting Agenda.

**Membership:** Cr Farrelly, Cr Bennett, CEO, MOW&S, Dept of Ag LG rep, LGDA rep, Community rep, Rural Towns Project reps.

**Meetings:** As required.

**Status:** Current – does not meet on a formal basis.

**Comment:** This Committee was formed in 2005 as a requirement for participation in the Dept of Agriculture's Rural Towns Liquid Assets Management Program. The project is scheduled to run for a period of three (3) years.

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## COMMUNITY SPORTS OVALS & FACILITIES

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### Lake Grace Shire Recreation Planning Committee

**Delegation:** No delegated authority - Recommendations are made in minutes of the meetings and are included as an item of business at the first available Ordinary Council Meeting.

**Membership:** As per Council motion 8448 25 August 1999 (see below).

Present Committee membership stands as follows:

Lake Grace	Cr Royce Taylor, Allan Duckworth pre 2005.
Lake King	Cr Darcy Roberts, Carys Ferrier pre 2005.
Newdegate	Cr Wally Newman, John Ashton pre 2005.
Pingaring	Cr Stewart, Dean Wyatt pre 2005.
Varley	Cr Sinclair, Stephen (Ben) Hyde pre 2005.
Staff	CEO or his nominee & 'Be Active' Coordinator are ex-officio members.

**Meetings:** Six monthly.

**Status:** Not operating at this stage – Council direction is sought.

#### Background/Comment

The LGSRPC was previously established by Council to review and update the Shire's Recreation Plan, assess the Dept of Sport & Recreation CSRFF grant applications and make recommendations to Council, provide support and direction to the "Be Active" Sport and Recreation Coordinator and ensure Council policy is adhered to.

In accordance with Council motion 8448 of its 25 August 1999 Ordinary Meeting, the process and requirements of the Committee members succession occurs as follows:

1. Of the two (2) representatives from each of the five (5) communities, it is preferable that one (1) be a Councillor;
2. Members hold two (2) year terms, commencing on the first Saturday of May with one (1) of the two (2) community representatives retiring each year;
3. Nominations to be provided by the relevant Progress/Development Associations or Recreation Councils at

their Annual General Meeting. Newdegate's nomination to be provided by the Recreation Council and the Development Association; and,

4. Nominations to be provided by the end of March each year.

Following the 2005 Committee re-appointments community representation was not advertised. The last official meeting of this committee was held in September 2004. Consideration needs to be given to the new electoral term in regard to the Committee's requirements.

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### **Lake Grace Sporting Precinct Redevelopment Working Group**

**Delegation:** No delegated authority - Recommendations will be made in minutes of the meetings and included in the first available Ordinary Council Meeting Agenda.

**Membership:** As per Motion 9998, 25 May 2005 Ordinary Meeting includes Cr Taylor and non voting support staff CEO, Roe 'Be Active' Coordinator and other shire staff as required.

**Meetings:** As required.

**Status:** Operational.

**Comment:** This Working Group was formed by Council in 2005 to manage the current Lake Grace Sporting Complex Redevelopment Project.

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### **Lake Grace Recreation Council/Facilities Management Committee**

**Delegation:** No delegated authority.

**Council Rep:** Cr Royce Taylor, Cr Helen Bennett, Cr Andrew Walker & Manager Corporate Services (MCRS)/MOW.

**Meetings:** Monthly.

**Status:** Committee exists – no meetings have been held for some time, pavilion bookings are made through the Lake Grace Telecentre. Council pays the Telecentre to act as secretariat.

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**Newdegate Recreation Council/Facilities Management Committee**

Delegation: No delegated authority.

Council Rep: Cr Meighan Stewart, Cr Wally Newman & MCRS.

Meetings: Bi monthly.

Status: Operating – strong community organisation.

Comment: Bookings for the Indoor Recreation Centre are booked through the Newdegate Telecentre. Council pays the Telecentre to act as secretariat.

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**Lake King Grassed Oval Committee**

Delegation: No delegated authority.

Council Rep: Cr Darcy Roberts, Cr Dean Sinclair.

Meetings: Quarterly.

Status: Operating – meets as required.

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**Varley Progress Association/Recreation Facilities Management Committee**

Delegation: No delegated authority.

Council Rep: Cr Darcy Roberts, Cr Dean Sinclair.

Meetings: Monthly.

Status: Operating – issues are dealt with when required.

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**Pingaring Sports Club/Recreation Facilities Management Committee**

Delegation: No delegated authority.

Council Rep: Cr Meighan Stewart.



Meetings: As required.

Status: Operating.

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## **COMMUNITY HOUSING**

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Background: The Community Housing Program is run by agreement with the Department of Housing and Works and the Shire of Lake Grace with tenants required to qualify under the criteria set down by the Department.

The Lakes Village Advisory Committee is a separate entity and needs to have its own Advisory Committee.

Council staff believe it would be appropriate to amalgamate the Lake Grace Community Housing, Newdegate Community Housing, Lake King Community Housing and Varley Community Housing Committees with Council staff meeting with the relevant Councillors and community representatives (via the Progress/Development Associations) and a reporting system being developed to inform Council of activities and decisions on a shire-wide basis.

---

### **Lake Grace Community Housing & Lakes Village Advisory Committee**

Delegation: No delegated authority.

Membership: Cr Helen Bennett, Senior Administration Officer.

Meetings: Quarterly housing inspections/meetings required.

Status: Meets on needs basis – primarily to deal with Lakes Village vacancies and the selection of new tenants.

For housing inspections, normally one member of the committee accompanies Shire staff.

Comment: The above two committees were amalgamated at Council's 2005 Committee Review.

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### **Lake King Community Housing Advisory Committee**

- Delegation: No delegated authority.
- Membership: Cr Darcy Roberts, Senior Administration Officer.
- Meetings: Quarterly housing inspections/meetings as required.
- Status: No formal meetings held – Shire staff contact Councillors and community reps as required.

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### **Varley Community Housing Advisory Committee**

- Delegation: No delegated authority.
- Membership: Cr Dean Sinclair, Senior Administration Officer.
- Meetings: Quarterly housing inspections/meetings as required.
- Status: No formal meetings held – Shire staff contact Councillors and community reps as required.

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### **Newdegate Community Housing Advisory Committee**

- Delegation: No delegated authority.
- Membership: Cr Ian Chamberlain, Senior Administration Officer.
- Meetings: As required.
- Status: No formal meetings held – Shire staff contact Councillors and community reps as required.

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### **Newdegate Aged Persons Units Building Committee**

- Delegation: No delegated authority.
- Membership: Cr Ian Chamberlain, Senior Administration Officer.

- Meetings: As required.
- Status: With the concept and formation of the Newdegate Town Centre Rejuvenation Project this project has now expanded to include the Newdegate Medical Centre concept and Newdegate Town Hall improvements with additional members of the community be co-opted.
- Comment: Recommended this committee become the Newdegate Town Centre Rejuvenation Project Committee - membership includes Councillors, staff, Newdegate Community Development Association representatives and other Newdegate residents.

---

**Lake Grace Library, Resource & Telecentre Management Committee**

- Delegation: No delegated authority.
- Membership: Cr Farrelly & CEO - Committee as per Agreement: clause 3, annexure B4.2 (see below).
- Meetings: Quarterly
- Status: Operates as a full Committee of Council.

The committee consists of:

- 2 members appointed by the Shire
- 2 members to be appointed by the Minister, one to be the Principal;
- 1 member representing the Telecentre Management Committee; and
- 1 elected community member (election to be organized by the Management Committee).
- With the School/Community Librarian as the Executive Officer of the Committee.

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**Newdegate Library, Resource & Telecentre Management Committee**

- Delegation: No delegated authority.

Membership: Cr Ian Chamberlain, CEO - Committee as per Clause 3 of the Management Plan/Agreement (see below). Formal agreement between Dept of Education and Shire needs to be drawn up - same as Lake Grace.

Meetings: Quarterly.

Status: Committee meets regularly – CEO now attends the meetings.

The committee consists of:

- 2 representatives of the Shire of Lake Grace;
- 2 representatives of the Newdegate Primary School, one being the Principal;
- 1 representative of the Telecentre Management Committee;
- 1 community member (appointed by the Shire); and,
- 1 P & C representative.

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### **Holland Track Project Working Group**

Delegation: No delegated authority – Minutes published in Council's Information Bulletin.

Membership: Cr Meighan Stewart, Cr Ian Chamberlain, Cr Wally Newman, CEO & Tourism Promotions Group representative.

Meetings: As required.

Status: Last met in June 2005.

Comment: Committee includes Shires of Broomehill, Coolgardie and Lake Grace. Actions from the 2005 meeting have not been followed through. Lake Grace is the nominated secretariat, reserve fund is being held at Shire of Coolgardie.

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### **Australian Inland Mission Hospital Committee**

Delegation: Nil – Minutes published in Council's Information Bulletin.

Membership: Cr Andrew Walker, Cr Ollie Farrelly.

Meetings: As required.

Status: Meets as required.

Comment: Committee members are getting older and reaching the end of their volunteering capabilities – no new volunteers coming along – committee probably not functioning in a manner appropriate given the historical significance and needs of the building.

It was recommended at a recent Visitor Centre Committee Meeting, that, given the AIM Hospital Museum's importance for local tourism, the AIM Committee and its functions be amalgamated with the local Visitor Centre Management Committee/Tourism Promotions Group.

Staff recommend further investigation and consultation with the existing Committee/s with a view to amalgamation of the two bodies – Councillor representation would be recommended.

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### **Lake Grace Medical Centre Management Committee**

Delegation: Nil – Minutes published in Council's Information Bulletin.

Membership: Cr Helen Bennett and Manager of Works and Services.

Health Service and community representation as per Medical Centre Management Agreement.

Meetings: Quarterly.

Status: Not functioning.

Comment: Staff recommend the Agreement be researched prior to appointment of this Committee.

<b>GROUP 2: EXTERNAL COMMITTEES &amp; ORGANISATIONS</b>
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**Regional Road Group**

Authority: Main Roads WA.

Delegation: Nil – Minutes published in Council’s Information Bulletin.

Membership: President & Deputy President – CEO & MOW attend as advisors.

Meetings: Quarterly.

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**WALGA Central Country Zone**

Authority: Western Australian Local Government Association.

Delegation: Nil - Minutes are published in Council’s Information Bulletin.

Membership: President & Deputy President.

Meetings: Quarterly.

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**Local Emergency Management Committee**

Authority: State Emergency Management Act 2005.

Delegation: Nil – Minutes published in Council’s Information Bulletin.

Membership: President as Chairperson, CEO and Staff as required.

Meetings: Quarterly.

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### **Roadwise Committee**

- Authority: West Australian Local Government Association.
- Delegation: Nil - Minutes published in Council's Information Bulletin.
- Membership: Manager of Works and Services and Lake Grace Telecentre contracted by Shire to provide secretarial duties.
- Meetings: Monthly or as determined by Roadwise Project Officer (WALGA appointed).

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### **Annual Ryegrass Toxicity Committee**

- Authority: Agriculture Department.
- Delegation: Nil – Minutes published in Council's Information Bulletin.
- Membership: Cr Royce Taylor.
- Meetings: Annual.

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### **Agriculture Protection Board - Lakes Zone Control Authority**

- Authority: Department of Agriculture.
- Delegation: Nil - Minutes published in Council's Information Bulletin.
- Membership: Cr Andrew Walker.
- Meetings: Quarterly.
- Status: Committee as above no longer exists and its alternative is under review – awaiting notification of further alternatives.
-

### **Newdegate Land Conservation District Committee**

- Authority: Agriculture Department Soil & Conservation Act.
- Delegation: Nil – Minutes published in Council's Information Bulletin.
- Membership: Cr Ian Chamberlain, Cr Meighan Stewart.
- Meetings: Monthly.
- Status: Research required re expiry of Committee.
- 

### **Wheatbelt South Tourism Association**

- Authority: Incorporated Regional Organization.
- Delegation: Nil – Minutes published in Council's Information Bulletin.
- Membership: Cr Ollie Farrelly, Cr Royce Taylor.
- Meetings: Quarterly.
- Status: Tourism regions having undergone restructure – Committee no longer operates as previously.
- Comment: Recommended a review of regional tourism structure and Shire/community representation be undertaken. Suggestion - Council could provide a motor vehicle for Tourism Group Representatives to attend.
- 

### **Southern Agcare**

- Authority: Incorporated Regional Organization.
- Delegation: Nil – Minutes published in Council's Information Bulletin.
- Membership: Cr Helen Bennett.
- Meetings: Annual.



Status: Over the past few years Council's representative has been unable to attend meetings due to work commitments.

Council support the Group by hosting the Annual General Meeting bi-annually and providing catering.

Comment: Staff consider this is perhaps an allied health issue and recommend research and review.

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### **Wheatbelt Tourism Association**

*(Sub Region of Australia's Golden Outback)*

Authority Established under Australia's Golden Outback.

Delegation: Nil – Minutes published in Council's Information Bulletin.

Membership: Chris Jackson – Local Government Representative.

Meetings: Quarterly.

Status: Association in abeyance.

Comment: Recommend research and review.

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### **Wheatbelt Development Commission**

Authority Department of Local Government & Regional Development – Ministerial appointment.

Delegation: Nil – Minutes published in Council's Information Bulletin.

Membership: Cr Helen Bennett – Local Government Representative – Cr Bennett's tenure expires in February 2008 due to not being elected to Council. Nominations will be called through WA Local Government Association in due course.

Meetings: Bi-monthly.

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Comment

It is recommended that where indicated under the ‘comment’ on each of the above committee’s, further research and review be undertaken prior to the appointment of Council delegates to those committees.

Feedback and a further report would then be prepared for Council in the New Year to deal with Council representation on those particular committees.

Legal Implications

- Local Government Act, 1995 - s5.9, s5.10, s5.11, s 5.17, s5.98
- Local Government Act 1995 – s7
- Local Government (Administration) Regulations 1996
- Local Government (Financial) Regulations sections 4-8, as amended 2005
- Bushfire Local Law
- Standing Orders Local Law
- Emergency Management Act 2005

Policy Implications

N/A

Consultation

External – recommended community consultation with regard to various committees.

Financial Implications

**Attendance fees** are payable to the Audit Committee, members will be entitled to Committee Meeting Attendance Fees and travelling as per Council Policy.

Councillors attending committee meetings may claim **travel** – no attendance fees are payable.

Strategic Implications

Council’s involvement in broad based committees ensures a means of community consultation and maintaining awareness of issues of importance to the district.

Recommendation

1. That Council appoint the following as members of the Audit Committee:

Cr \_\_\_\_\_, Cr \_\_\_\_\_,

Cr \_\_\_\_\_ & other \_\_\_\_\_

2. That Council appoint the following Councillor/Council Representatives to the various committees and external organisations as follows:

**Rural Towns Liquid Assets Project Working Group:**

Crs \_\_\_\_\_ & \_\_\_\_\_, CEO & MOW.

**Lake Grace Shire Recreational Planning Committee:**

Lake Grace Cr \_\_\_\_\_

Newdegate Cr \_\_\_\_\_

Lake King Cr \_\_\_\_\_

Varley Cr \_\_\_\_\_

And that a community representative for each of the above communities be appointed in consultation through the Lake Grace & Newdegate Recreation Councils, the Lake King & Varley Progress Associations and the Pingaring Sports Club.

**Lake Grace Sporting Complex Redevelopment Working Group**

Cr \_\_\_\_\_, CEO, 'Be Active' Coordinator and other shire staff as required.

**Lake Grace Recreation Facilities Management Committee:**

Crs \_\_\_\_\_, \_\_\_\_\_ &

and Manager of Community Services and Manager of Works.

**Newdegate Recreation Facilities Committee:**

Crs \_\_\_\_\_, \_\_\_\_\_ &

and Manager of Community Services and Manager of Works.

**Lake King Recreation Facilities Committee**

Crs \_\_\_\_\_ & \_\_\_\_\_

**Varley Recreation Facilities Committee**

Crs \_\_\_\_\_ & \_\_\_\_\_

**Pingaring Recreation Facilities Committee**

Cr \_\_\_\_\_

**Shire of Lake Grace Community Housing Committee**

Lake Grace Cr \_\_\_\_\_

Newdegate Cr \_\_\_\_\_

Lake King Cr \_\_\_\_\_

Varley Cr \_\_\_\_\_

Senior Administration Office with a community representative to be sought through each of the local Development/Progress Associations.

**Lakes Village Advisory Committee**

Cr \_\_\_\_\_

**Newdegate Town Centre Rejuvenation Project**

Cr \_\_\_\_\_ & CEO or his nominee

**Lake Grace Library, Resource & Telecentre Management Committee**

Cr \_\_\_\_\_, CEO or his nominee

**Newdegate Library, Resource & Telecentre Management Committee**

Cr \_\_\_\_\_, CEO or his nominee

and a community member position to be advertised.

**Regional Road Group**

President and Deputy President, CEO & MOW as advisors.

**WALGA Central Country Zone**

President and Deputy President

**Local Emergency Management Committee**

President as Chairman, CEO & staff as required.

**Roadwise Committee**

Cr \_\_\_\_\_ & MOW

**Annual Ryegrass Toxicity Committee**

Cr \_\_\_\_\_

1. That Council staff be instructed to research and review those committees not fully operational at this time and present back to Council on their findings.

Voting Requirements

Absolute majority (5) required.

Resolution

**MOTION 10545**

Moved Cr Chamberlain  
Seconded Cr Newman

1. That Council appoint the following as members of the Audit Committee:

Cr Milton, Cr Farrelly, Cr Taylor with community representative to be advertised.

2. That Council appoint the following Councillor/Council Representatives to the various committees and external organisations as follows:

**Rural Towns Liquid Assets Project Working Group:**

Crs Farrelly & Walker, CEO & MOW

**Lake Grace Shire Recreational Planning Committee**

Lake Grace Cr Taylor  
Newdegate Cr Dunkeld  
Lake King Cr De Landgraft  
Varley Cr Sinclair

**MOTION 10545 continued:**

And that a community representative for each of the above communities be appointed in consultation through the Lake Grace & Newdegate Recreation Councils, the Lake King & Varley Progress Associations and the Pingaring Sports Club.

**Lake Grace Sporting Complex Redevelopment Working Group**

Cr Taylor, CEO or his nominee, 'Be Active' Coordinator and other shire staff as required.

**Newdegate Recreation Facilities Committee (Ngt Rec Council)**

Crs Dunkeld & Chamberlain, Manager of Community Services and Manager of Works.

**Lake King Recreation Facilities Committee (LK Grassed Oval Committee)**

Cr De Landgraft

**Varley Recreation Facilities Committee**

Cr Sinclair

**Pingaring Recreation Facilities Committee**

Cr Walker

**Shire of Lake Grace Community Housing Committee**

Lake Grace Crs Milton & Farrelly

Newdegate Cr Chamberlain

Lake King Cr De Landgraft, and the Senior Administration Officer with a community representative to be sought through each of the local Development/Progress Associations.

**Lakes Village Advisory Committee**

Cr Farrelly

**Newdegate Town Centre Rejuvenation Project**

Cr Chamberlain & CEO or his nominee

**Lake Grace Library, Resource & Telecentre Management Committee**

Cr Farrelly, CEO or his nominee and a community member to be advertised.

**MOTION 10545 continued:**

**Newdegate Library, Resource & Telecentre Management Committee**

Cr Dunkeld, CEO or his nominee and a community member to be advertised.

**Regional Road Group**

President and Deputy President, CEO & MOW as advisors.

**WALGA Central Country Zone**

President and Deputy President

**Local Emergency Management Committee**

President as Chairman, CEO & staff as required.

**Roadwise Committee**

Manager of Works

**Annual Ryegrass Toxicity Committee**

Cr Taylor

**Lake Grace Centenary Committee**

Cr Walker, CEO, Manager of Community Services & staff as required.

**Holland Track Project Working Group**

Cr Chamberlain and Newman, CEO or his nominee and staff as required

2. That Council staff be instructed to research and review those committees not fully operational at this time and present back to Council on the findings.

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

3.07pm *Mr Bond left the meeting and returned at 3.09pm.*

3.10pm *Meeting adjourned for afternoon tea.*

*During the afternoon tea break, Acting Manager of Works Mr Alan Haslett provided Council with an update on works issues.*

4.01pm *Meeting reconvened with all those previously in attendance present with the exception of Mr Ross Chappell.*

## **16.0 URGENT BUSINESS BY DECISION OF THE MEETING**

4.22pm Cr Farrelly left the meeting.

### **16.1 NEWDEGATE SWIMMING POOL**

Cr Newman advised Council over concern in the community that the Shire has imposed too stricter rules on the conditions of public entry to the Newdegate Pool. It was requested a circular to go out to the community clarifying that the Shire have not imposed the restrictions re the necessity for Senior First Aid Certificates to qualify entry to the pool.

The towns of Newdegate, Ravensthorpe & Jerramungup all have swimming pools operating under the key latch system and all have the same issues with community access. The Ravensthorpe Health/Building Inspector would like the Shires of Lake Grace, Ravensthorpe and Jerramungup to get together with a view to presenting a combined deputation to the Minister for Education.

## **17.0 SCHEDULING OF MEETING**

### **17.1 FEBRUARY 2008 ORDINARY MEETING**

**Motion 10528 November 2007 states:**

An Ordinary Meeting of Council will be held on Wednesday 27 February 2008, commencing at 1.00pm at Council Chambers, 1 Bishop St, Lake Grace.

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

### **MOTION 10546**

Moved Cr Newman  
Seconded Cr De Landgraft

That Council close the meeting to the public at this time, being 4.26pm, to discuss:

- Item 18.1 Sale of Lot 108 Blackbutt Way Lake Grace
- Item 18.2 Shire Aquatic & Recreation Program – Newdegate and Lake King
- Item 18.3 CEO Appointment and Contract

**MOTION CARRIED 8/0**



**18.1      SALE OF LOT 108 BLACKBUTT WAY LAKE GRACE**

**Applicant:** Elders Real Estate  
**File No.** 0096  
**Attachments:** Nil  
**Author:** Mr Jim Fraser  
Acting Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 17 December 2007  
**Senior Officer:** Mr Jim Fraser  
Acting Chief Executive Officer

Summary

This report recommends the acceptance of the offer to purchase Lot 108, 2 Blackbutt Way Lake Grace and the Use of the Common Seal on the relevant documentation.

Background

In 2006 a number of vacant properties in Blackbutt Way were listed for sale with Elders Real Estate.

At the Ordinary Meeting of Council held on 28 November 2007, Council considered an offer to purchase Lot 108, 2 Blackbutt Way Lake Grace and resolved as follows:

*That Council advertise its intent to sell Lot 108, 2 Blackbutt Way Lake Grace for a consideration of \$25,000.00 on the condition that construction of a residence will have commenced within two years.*

Accordingly the following advertisement was placed in the West Australian on Saturday 1 December 2007 and various local newspapers in the week commencing 3 December 2007:

**DISPOSAL OF PROPERTY**

Submissions are invited on the proposed sale of Lot 108 Blackbutt Way Lake Grace to Mr Sam Stubberfield for \$25,000.00.

The property has been independently valued at \$22,000.00.

Submissions must reach the undersigned by 12 noon on Monday 17 December 2007 and be addressed to:

Chief Executive Officer  
Shire of Lake Grace  
PO Box 50  
Lake Grace WA 6353

Jim Fraser  
**ACTING CHIEF EXECUTIVE OFFICER**

Submissions closed at 12 noon on Monday 12 December 2007 – no submissions were received.

Comment

With no submissions being received Council can now proceed with the disposal of Lot 108, 2 Blackbutt Way Lake Grace to Mr Sam Stubberfield for a consideration of \$25,000.00.

Legal Implications

Local Government Act 1995, sections 1.8 and 3.58(3) and (4)

Policy Implications

N/A

Consultation

External – State wide public notice was given to the proposal.

Financial Implications

As the sale of Lot 108 Blackbutt Way Lake Grace has not been included in the 2007/08 budget an agenda item will be presented to the February 2008 meeting of Council.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10547**

Moved Cr Taylor

Seconded Cr Sinclair

That:

1. The offer to purchase Lot 108, 2 Blackbutt Way Lake Grace from Mr Sam Stubberfield for the consideration of \$25,000 be accepted; and,
2. The Use of the Common Seal on the relevant Transfer of Land documentation be approved.

**MOTION CARRIED 8/0**

**18.2      SHIRE AQUATIC & RECREATION (ARC) PROGRAM –  
NEWDEGATE & LAKE KING**

4.28pm Cr Taylor declared a financial interest in Item 18.2 and left the meeting. His wife Anna is employed as a casual fitness instructor with the ARC Program.

Manager of Community Services, Mr Lance White advised Councillors that since the Agenda reports had been written Ms Steen has resigned from her position as Casual Fitness Instructor.

4.31pm Cr Farrelly re-entered the meeting.

**MOTION 10548**

Moved Cr Newman  
Seconded Cr De Landgraftt  
That Item 18.2 be tabled until the February 2008 Ordinary Meeting to allow some further investigation.

**MOTION CARRIED 8/0**

<b>Applicant:</b>	ARC Program
<b>File No.</b>	0414
<b>Attachments:</b>	Newdegate Gym Club Community & Schools Grants Program Outline
<b>Author:</b>	Mrs Karen Lovejoy Roe 'Be Active' Coordinator
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	15 December 2007
<b>Senior Officer:</b>	Mr Jim Fraser Acting Chief Executive Officer

Summary

This report recommends suspension of the Newdegate and Lake King Aquatic and Recreation in the Community (ARC) programme for a period of 18 months until funding from the Department of Health and Ageing has been expended by the Newdegate Gym Club.

Background

The Newdegate Gym Club has secured funding of \$200,000.00 to provide free fitness and gymnastic classes to the towns of Hyden, Pingrup, Lake King, Varley and Newdegate. The program is funded through the Commonwealth Government's Department of Health & Ageing Healthy Active Australia and will be delivered by

Newdegate Gym Club Coach, Ms Rachael Steen. An outline of the program is attached.

The grant funds are to be spent over an 18 month period from February 2008 through June 2009 and include:

- Salary for the project instructors and administrator
- Travel costs
- Training of 2 gymnastic coaches per town
- Training of 5 gymnastic instructors
- Equipment for each town project
- Administrative and advertising costs for each town

It is envisaged that at the end of the 18 month period each town will continue the fitness and gymnastic classes with the assistance of its local instructors with support from their local municipalities.

#### Comment

An assessment of the Newdegate Gym Club's grant outline raises a number of issues including:

#### ***Duplication of Service Delivery Within the ARC Programme***

It is noted that the funding will be of benefit to the surrounding communities of Lake Grace, however there is no provision for service delivery within the town of Lake Grace.

The ARC programme, funded by Council, offers ten fitness classes in total per week within the Newdegate, and Lake King communities. Average class attendance is 4 participants per class for the period September/October 2007.

In adopting the 2007/08 budget, Council introduced a fee structure for the ARC programme. The Newdegate Gym Club's programme offers free classes and free internal fitness instruction and training.

#### ***Training***

The current ARC programme includes training of instructors that are based in Lake Grace, Newdegate and Lake King. Instructor training is also included in the Newdegate Gym Club grant programme.

#### ***Equipment Usage***

The Newdegate Gym Club grant also includes provision for the purchase of equipment. As part of the ARC programme Council has purchased a quantity of equipment and it is suggested that once Newdegate Gym Club acquire their own

equipment then the ARC equipment be suitably stored for the 18 month period.

Should the Newdegate Gym Club request usage in the short term Council could either introduce a usage fee or grant the Newdegate Gym Club free usage in the interim period whilst they acquire their equipment.

***Continuity of Service Delivery within the ARC Programme***

Suspension of the ARC Programme is not seen as disruptive to the communities as the programmes offered by the Newdegate Gym Club still cater for community needs.

On Friday 14 December 2007, Mr Jim Fraser, Acting Chief Executive Officer and Mr Lance White, Acting Manager Community Services met with Newdegate Gym Club Head Coach and ARC Programme Casual Fitness Instructor, Ms Rachael Steen to discuss delivery of the ARC Program in Newdegate and Lake King. Ms Steen advised that should Council suspend the ARC Programme to these towns, fitness classes would be reduced as the Gym Club Programme does not duplicate fitness classes but actually delivers classes that enhance the ARC Programme.

Currently, Ms Steen is employed by Council as a Casual Fitness Instructor and delivers the ARC Programme in Newdegate and Lake King.

This grant has provided Ms Steen the opportunity to create a full time job coaching gymnastics and staff have concerns that the spread of hours and travelling time required to deliver both programmes will have an adverse effect on both Ms Steen and service delivery, given that her spread of hours at times in any one day would be in excess of 12 hours.

Should Council wish to continue with the ARC Programme in Newdegate and Lake King, it is suggested that the position of Casual Fitness Instructor be amended to Part Time Fitness Co-ordinator. The Co-ordinator would be responsible for the total delivery of services including funding applications and programming. This would require an increase in administrative hours to allow the Co-ordinator the opportunity to increase patronage based on community needs in Newdegate and Lake King.

Legal Implications

Local Government Officers Award 1999.

Policy Implications

Council Policy 3.3 Specified Area Rating.

Consultation

Internal - Shire of Lake Grace Acting Chief Executive Officer Mr Jim Fraser and Acting Community Services Manager Mr Lance White met with Ms Rachel Steen on Friday 14 December 2007.

Financial Implications

The suspension of the ARC Programme in Newdegate and Lake King would result in a variation of the Specified Area Rate for a period of 18 months.

Strategic Implications

Nil

Cultural Implications

Nil

Recommendation

That:

1. Council suspend the ARC Programme in Newdegate and Lake King from February 2008 to June 2009 until Department of Health and Ageing Services funding has been expended by the Newdegate Gymnastics Club and support its recommencement in July 2009.
2. Council grant Newdegate Gym Club free usage of the existing ARC equipment until May 2008 to allow the Newdegate Gym Club time to purchase their own equipment.

Voting Requirements

Simple majority required.

Resolution

Moved Cr

Seconded Cr

4.39pm Cr Taylor re-entered the meeting.

The Shire President advised Cr Taylor of the outcome of Item 18.2.

4.42pm Mr Bond, Mr White and Mrs Bennett left the meeting.

### **18.3      CHIEF EXECUTIVE OFFICER - APPOINTMENT & CONTRACT**

**Applicant:** CEO Selection Committee  
**File No.** 0012  
**Attachments:** Contract  
**Author:** Mrs Jeanette Bennett  
Executive Assistant  
**Disclosure of Interest:** Nil  
**Date of Report:** 17 December 2007  
**Senior Officer:** Cr Andrew Walker  
Shire President

#### Summary

For Council to confirm the appointment and signing of contract for the new Chief Executive Officer, Mr Jim Fraser.

#### Background

Council, at its 28 November 2007 Ordinary Meeting authorised the CEO Selection Committee to negotiate a contract that is suitable to Council for the appointment of Mr Jim Fraser to the position of Chief Executive Officer for the Shire of Lake Grace.

The CEO Selection Committee subsequently met with Mr Fraser at a meeting held on Thursday 13 December 2007 and negotiated contractual arrangements. The final contract document is attached.

#### Comment

Council Policy 4.3, in accordance with section 5.37 (1) of the Local Government Act 1995, designates the position of Chief Executive Officer as a senior position of Council. In accordance with Section 5.37(2) of the Act, it is a requirement that Council be informed of each proposal to employ a senior employee.

In accordance with s5.37 (3), Mr Fraser's employment contract is based on a package of \$142,565.00 inclusive of a cash component of \$95,000 private use of a motor vehicle, superannuation, telephone and accommodation.

#### Legal Implications

Local Government Act 1995, section 5.36 – Local Government Employees

Local Government Act 1995, section 5.37 – Senior Employees

Local Government Act 1995, section 5.38 – Annual Review of Certain Employees' Performance  
Local Government Act 1995, section 5.39 – Contracts for CEO's and senior employees  
Local Government Officers Award 1999

Policy Implications

4.3 Staff designated as Senior Employees for the purposes of the Local Government Act 1995.

Community Consultation

N/A

Financial Implications

As indicated, the cost of the CEO contract is \$142,565.00 and includes a cash component of \$95,000, 14% superannuation, full private use of a motor vehicle and rent free accommodation.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Committee Recommendation/Council Resolution

**MOTION 10549**

Moved Cr  
Seconded Cr

That:

1. Council confirm the appointment of Mr Jim Fraser to the position of Chief Executive Officer, and the signing of a two year contract commencing 27 December 2007 to be recompensed by way of an employment package valued at \$142,565.00 per annum under agreed terms and conditions specified in the contract of employment.
2. The Shire President be authorised to use the Common Seal on the contract of employment.

**MOTION CARRIED 9/0**



**MOTION 10550**

Moved Cr Newman  
Seconded Cr Milton

That Council re-open the meeting to the public at this time,  
being 5.18 pm.

**MOTION CARRIED 9/0**

*5.19pm Mr Bond, Mr White and Mrs Bennett re-entered the meeting.*

**19.0 CLOSURE**

There being no further business, the Chairperson closed the meeting  
at 5.20 pm.

**20.0 CERTIFICATION**

I \_\_\_\_\_ certify that the minutes of the meeting held  
on the 19 December 2007 as shown were confirmed as a true record at the  
meeting held on the 27 February 2008.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date