

# SHIRE OF LAKE GRACE



## ***Minutes***

Ordinary Council Meeting

25 July 2007

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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, 25 JULY 2007.**

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

The Chairperson (President) opened the meeting at 1.30 pm and welcomed along former Councillor Mrs Mary Naisbitt.

#### **2.0 ATTENDANCE RECORD**

##### **2.1 PRESENT**

Cr G.E.J. Roberts	Shire President
Cr A.J. Walker	Deputy Shire President
Cr. H.R. Bennett	
Cr I.G. Chamberlain	
Cr O.P. Farrelly	
Cr W.A. Newman	
Cr D.P Sinclair	
Cr D.M.McL. Stewart	
Cr R.P. Taylor	
Mr C.G. Jackson	Chief Executive Officer
Ms L.I. McIlree	Manager Corporate Services
Mr J. Fraser	Manager Community Services
Mr G. Brigg	Manager of Works
Mrs J. Bennett	Executive Assistant
Mrs M. Naisbitt	Observer

##### **2.2 APOLOGIES**

None.

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

### **3.0 PUBLIC QUESTION TIME**

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

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

#### **5.1 ORDINARY MEETING – 27 JUNE 2007**

##### Resolution

#### **MOTION 10441**

Moved Cr Farrelly  
Seconded Cr Taylor

That the minutes of the Ordinary Meeting of Council held on the 27 June 2007 be confirmed as a true and accurate record.

**MOTION CARRIED 9/0**

### **6.0 NOTICES OF URGENT BUSINESS**

None.

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

None.

### **8.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

None.

## **9.0 MEMBERS' REPORTS**

### **9.1 CR CHAMBERLAIN**

#### **2007 NATIONAL LOCAL ROADS & TRANSPORT CONGRESS**

**Communiqué  
10 July 2007 - Newcastle NSW**

##### **Preamble**

More than 400 delegates from councils across Australia meeting as the 2007 National Local Roads & Transport Congress call on all political parties in the lead up to the Federal election to commit to election policies that incorporate a broadly-based roads and transport agenda to deliver safe efficient, effective and equitable transport services and infrastructure throughout Australia. The Congress resolves that this objective will be best achieved by a partnership with local government to implement the Local Government Roads and Transport Strategy over the next decade.

Formulated at the 2006 congress and endorsed by the National General Assembly of Local Government in the November 2006, the Local Government Roads and Transport Strategy 2006–2016 identifies key outcome in five core areas.

1. local road funding and management;
2. urban transport
3. mobility and access for regional Australians;
4. freight management and
5. long - term financial sustainability for local government

Specifically, delegates call on all political parties to commit to election policies that will deliver the following objectives:

1. Permanent funding arrangements for local government to ensure a well-managed, sustainable and safe local roads system that provides appropriate access and services for local communities and industry;
2. Transport systems in urban areas that provide a balance between urban amenity, freight efficiency and viable alternatives to the use of private motor vehicles;
3. Equitable access, particularly to essential services, through integrated planning and the provision of appropriate transport services, for all regional communities.
4. Efficient movement of freight vehicles through local communities in a way which recognizes community concerns for safety and amenity; and,
5. The long-term financial sustainability of local road and transport systems.

### **Local Road Funding and Management**

1. Local government commends the Australian Government for renewing and increasing to \$350m per annum Roads to Recovery funding until 2014 and the allocation of \$550m for AusLink Strategic Regional. This funding will provide much needed support to assist local government to address the continuing backlog in local roads maintenance and renewal expenditure, especially in rural and regional Australia, resulting from the ageing of infrastructure and growing community expectations.

2. Action to continue the operation of grain railway lines where appropriate to avoid the responsibility and the cost of transporting the grain harvest shifting to local roads,

3. To establish a program of support that recognizes that many regional airports play a vital role in providing mobility and access for communities, especially in times of need including emergencies.

### **Freight Management**

Delegates welcome the joint ALGA/National Transport Commission information package launched at this Congress for informing local government of road transport reform.

Local government calls on the major political parties to commit to the following proposals:

1. Initiatives to achieve efficient movement of freight vehicles through local communities in a way that recognizes community concerns for safety and amenity.

2. Full and proper recognition of safety and environment aspirations of the community in the Council of Australian Governments ( COAG) initiated development of future road pricing; and,

3. That the future development of pricing properly recognize that about 80% of the road system that is the responsibility of local roads carries more than 25% of the total tonne kilometres moved by road transport in Australia.

### **Long-Term Financial Sustainability for Local Government**

Delegates recognize that while local roads and transport are core deliverables for local government they cannot be viewed in isolation from the broader issue of local government financial sustainability. Delegates call on all parties to recognize and commit to initiatives to achieve long-term financial sustainability for local government.

Local government calls on the major political parties to commit to the following proposals:

1. The provision of a fair share of at least 1% of Commonwealth taxation revenue ( excluding GST) to local government as an united intergovernmental transfer; and,

2. Continued separate funding programs for local roads and transport projects.

**Intergovernmental Collaboration**

The Congress reaffirms the importance of federal, state and local government collaboration to achieve the objectives of the Local Roads and Transport Strategy as outlined in this Communiqué.

Specifically, the delegates call on state governments to fully meet in their funding and transport responsibilities and to work collaboratively with federal and local governments to deliver outcomes which are of crucial importance for all Australians.

**9.2 CR STEWART**

Cr Stewart attended a meeting in Newdegate last week with representatives from the Department of Water and commented it was an excellent meeting.

Following discussion with the Department of Water and that they seem to be keen on filling in the Lake Bidy Dam – as the dam is valuable to the community Cr Stewart is keen to progress the Lake Bidy Dam as a community dam and suggested a community meeting be convened.



## 10.0 MATTERS FOR CONSIDERATION – WORKS & SERVICES

### 10.1 CALLING OF TENDERS 3/2007 & 4/2007 – CONTRACT MAINTENANCE GRADING AND CONTRACT GRAVEL PUSHING & BULLDOZING

**Applicant:** Chief Executive Officer  
**File No.** 0468  
**Attachments:** Copy of advertisement & tender specifications  
**Author:** Mr Chris Jackson  
 Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 July 2007  
**Senior Officer:** Mr Chris Jackson  
 Chief Executive Officer

#### Summary

For Council to approve the calling of tenders for machinery hire.

#### Background

The contract for maintenance grading for the Lake King area currently held by TW & PM Henderson expired on the 30 June 2007.

The gravel pushing and bulldozing contract held by Davmin Holding Pty Ltd (Boyce) also expired on the 30 June 2007.

Machinery hire tender 1/2006 for preferred contractors which included grader and bulldozer hire also expired on the 31 March 2007. TW & PM Henderson and Davmin Holdings Pty Ltd (Boyce) were listed as the Shire's preferred grading and bulldozing contractors.

#### Comment

To expedite the process an advertisement calling tenders for both contracts was placed in the West Australian on Saturday 21 July 2007. Tenders close on Friday 10 August 2007.

Contracts for both maintenance grading and gravel pushing & bulldozing are optioned for a one or three year period. The specifications are attached.

#### Legal Implications

Local Government Act 1995 s3.57

Local Government (Functions and General) Regulations 1996 Part 4

#### Policy Implications

Council's Purchasing Policy

Community Consultation

N/A

Financial Implications

Various road construction and maintenance accounts.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10442**

Moved Cr Walker  
Seconded Cr Newman

That Council:

1. Approve the calling of tenders for:
  - Tender 3/2007 - Contract Maintenance Grading
  - Tender 4/2007 Contract Gravel Pushing and Bulldozing
2. The selection criteria and weighting for Tenders 3/2007 & 4/2007 be:

Tender price	60%
Regional Price Preference	10%
Quality Assurance & Experience	25%
Conformity to Specification	5%

**MOTION CARRIED 9/0**

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

*No items for consideration.*

**12.0 MATTERS FOR CONSIDERATION – HEALTH & BUILDING****12.1 LAKE GRACE WASTEWATER TREATMENT PLANT - UPGRADE**

**Applicant:** Environmental Health Officer  
**File No.** 0499  
**Attachments:** Nil  
**Author:** Mr Maurice Walsh  
Environmental Health Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 12 July 2007  
**Senior Officer:** Mr Chris Jackson  
Chief Executive Officer

**Summary**

A quote has been received from SMEC Australia Pty Ltd to carry out works to upgrade the Lake Grace wastewater treatment plant which will improve the operation of the Lake Grace Sewerage Scheme and reduce staff time in maintaining the wastewater treatment system.

**Background**

The current wastewater treatment plant infrastructure that treats sewage from the Lake Grace Sewerage Scheme comprises an Imhoff Tank and a 2 pond wastewater treatment system. This type of system was popular at the time of construction. Over the years however, it has been found to be not as effective as more modern wastewater treatment systems.

In essence, Imhoff Tanks are no longer used in modern wastewater treatment systems as there is a high labour component involved with their operating and maintenance and more simplified wastewater treatment systems have proved to work much better.

This has certainly been the case in Lake Grace as staff are required to attend to weekly and sometimes even daily, operating and maintenance duties associated with the operation of the Imhoff Tank.

In addition, and in consideration of staff, the work associated with the maintenance of the Imhoff Tank is of an unpleasant nature and it does pose a significant risk from an occupational health and safety perspective.

As a result of the above, staff requested SMEC Australia P/L to provide Council with a quote to upgrade the Lake Grace wastewater treatment plant along the basis of addressing the problems associated specifically

with the ongoing operation and maintenance requirements of the Imhoff Tank.

It was initially believed that the preferred option was that the Imhoff Tank should be decommissioned and a new additional pond be constructed.

However, SMEC's wastewater engineers advised that such a project would most likely incur costs in the vicinity of \$200,000 provided that the existing Imhoff Tank could be converted into a Primary Sedimentation Tank (PST), no inlet works would be required and the existing pump installation was provided with a sufficient bar screen. If required the construction of a new PST would add significant costs to the overall project and would be well in excess of \$200,000.

#### Comment

The above projected costs were believed to be excessive and therefore further research and discussions with staff from SMEC Australia P/L resolved that best option to upgrade the Lake Grace wastewater treatment plant would be to leave the existing infrastructure in tact and add a macerator into the system.

A macerator in effect eliminates solid matter from entering into the wastewater treatment system, specifically the Imhoff Tank and therefore reduces the maintenance requirements associated with the operation of the Imhoff Tank.

The quote from SMEC Australia P/L to carry out the above works is as follows:

Task	Cost (\$)
Data collection and research	1,760
Design works	3,590
Preparation of drawings (legal requirement)	4,116
Preparation of report and documentation	3,964
Travel	920
Macerator	15,000
Control system for macerator	5,000
<b>TOTAL</b>	<b>34,350</b>

The Shire of Lake Grace Asset Management Plan for the Lake Grace Town Sewerage Scheme adopted in February 2007 identified the need to replace the Imhoff tank with an alternative primary treatment system or fit the tank with mechanical scrapers (macerator) to reduce operational requirements.

It is now recommended that Council proceed with the proposal as above to upgrade the system with installation of a macerator.

Legal Implications

Nil

Policy Implications

Nil

Community Consultation

Nil

Financial Implications

The Lake Grace Sewerage Scheme Reserve has a balance of \$296,110 with \$34,350 of these funds to be used for the upgrade.

Strategic Implications

The Shire of Lake Grace Asset Management Plan for the Lake Grace Town Sewerage Scheme states that:

*“The mission of the Shire of Lake Grace in providing this service is to provide cost effective wastewater collection, treatment and disposal services for the town of Lake Grace, which meets community expectations for health and environmental management.”*

Cultural Implications

As above.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10443**

Moved Cr Farrelly  
Seconded Cr Newman

That the quote from SMEC Australia Pty Ltd of \$34,350 be accepted and work commence immediately on the upgrade of the Lake Grace Sewerage Scheme’s wastewater treatment plant.

**MOTION CARRIED 9/0**

**13.0 MATTERS FOR CONSIDERATION – FINANCE****13.1 ADOPTION OF 2007/08 BUDGET**

<b>Applicant:</b>	Council
<b>File No.</b>	0273
<b>Attachments:</b>	2007/08 Budget and supporting information
<b>Author:</b>	Ms Leonie McIlree Manager Corporate Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	16 July 2007
<b>Senior Officer:</b>	Mr Chris Jackson Chief Executive Officer

**Summary**

The purpose of this item is for Council to adopt the 2007/08 Budget in accordance with the requirements of the Local Government Act 1995.

**Background**

The Act requires Council, by 31 August each financial year, to prepare and adopt in the form and manner prescribed, a financial budget for the financial year ending 30 June.

**Comment**

Following several staff budget planning sessions, two draft budget sessions have subsequently been held with Councillors on 5 June and 12 July 2007.

The 2007/08 Budget has been prepared on the basis of a General Rate increase of 9.5% and an overall Specified Area Rate increase of 18.9%.

The 2007/08 budget is presented for adoption in the Statutory Format as required by regulation and is made up of the following statements:

- Income Statement by Nature or Type
- Income Statement by Program
- Cash Flow Statement
- Rate Setting Statement
- Notes to and forming part of the Budget:
  - Note 1 – Significant Accounting Policies
  - Note 2 – Revenue and Expenses
  - Note 3 – Acquisition of Assets
  - Note 4 – Disposal of Assets

- Note 5 – Information on Borrowings
- Note 6 – Reserves
- Note 7 – Net Current Assets
- Note 8 – Rating Information
- Note 9 – Specified Area Rates
- Note 10 – Service Charges
- Note 11 – Fees & Charges Revenue
- Note 12 – Discounts, Incentives, Concessions & Write-offs
- Note 13 – Interest Charges and Instalments
- Note 14 – Councillor’s Remuneration
- Note 15 – Notes to the Cash Flow Statement
- Note 16 – Trust Funds
- Note 17 – Trading Undertakings and Major Trading Undertakings

The following supporting information is also presented as part of the 2007/08 Budget:

- Summary of Accounts
- Rate calculations for the Specified Areas of Lake Grace, Newdegate, Lake King and Varley
- 2007/08 Capital and Maintenance Road Program
- Schedule of Fees and Charges

Legal Implications

Local Government Act 1995 – section 6.2

Local Government (Financial Management) Regulations – Part 3

Policy Implications

N/A

Community Consultation

Community groups and Councillors had the opportunity to submit Budget requests.

Financial Implications

The Budget document outlines Council’s revenues and expenditure for the financial year ending 30 June 2008 and establishes activities which Council will pursue during the 2007/08 financial year.

Strategic Implications

Nil.



## Recommendations

### **1. Budget Adoption**

That Council, in accordance with the requirements of section 6.2 of the Local Government Act 1995, adopt it's 2007/08 Budget as presented.

### **2. Adoption of Valuations**

That the Gross Rental Values of \$3,305,580 excluding exempt properties valued at \$198,039 and Unimproved Values of \$145,739,952 excluding exempt properties valued at \$37,700, as advised by the Valuer General applicable as from 1 July 2007 be adopted by Council for the purpose of levying rates and charges.

### **3. Minimum Rates**

That the minimum rate for Gross Rental Value Assessments be \$280.00 (\$272.00 for 2006/07) and for Unimproved Value Assessments be \$180.00 (\$174.00 for 2006/07) for the 2007/08 rateable year.

### **4. Rate in the Dollar Gross Rental Value and Unimproved Value**

That the rate in the dollar for 2007/08 be set at 7.2650 cents (9.1401 for 2006/07) in the dollar for Gross Rental Value properties and 1.0728 (1.0473 for 2006/07) cents in the dollar for Unimproved Value properties for the 2007/08 rateable year.

### **5. Discount**

That no discount be offered to the 2007/08 rating year in respect to rates paid within the 35 days after the date of issue of the rates notice.

### **6. Penalty on Rates**

a) Rates by Instalment:

Rate instalments not paid by the due date of the instalment be subject to a simple interest penalty calculation of 10% per annum calculated daily.

b) All Other Rates and Charges

All rates outstanding (with the exception of rates being paid by instalments) to incur a 10% penalty after the expiration of 70 days from the date of issue of the rate notice.

### **7. Instalment Dates**

That Council offer the options of one (1) payment due in full by 7 September 2007 or 35 days after the date of service appearing on the rate notice, whichever is the later, or two (2) or four (4) equal or nearly equal instalments.

That the following instalments dates be set:

For two (2) instalments:

1<sup>st</sup> instalment 7 September 2007

2<sup>nd</sup> instalment 11 January 2008

For four (4) instalments  
1<sup>st</sup> instalment 7 September 2007  
2<sup>nd</sup> instalment 9 November 2007  
3<sup>rd</sup> instalment 11 January 2008  
4<sup>th</sup> instalment 14 March 2008

The administration charge imposed where payment is made by instalments be set at \$10.00 per instalment.

The interest rate imposed where payment is made by instalments be set at 5.5%pa, calculated from the date the instalment is due.

**8. Specified Area Rate – Resource Centre Loans 168 (Lake Grace) and 169 (Newdegate)**

That in accordance with section 6.37 of the Local Government Act 1995 the specified area rate to service Loans 168 and 169 for the Lake Grace and Newdegate Resource Centres for the 2007/08 rating year be raised on those properties identified as being within the specified area as follows:  
Lake Grace Gross Rental Valuation properties 0.1639 cents in the dollar (0.2294 cents in 2006/07)  
Lake Grace Unimproved Valuation properties 0.0172 cents in the dollar (0.0173 cents in 2006/07);  
Newdegate Gross Rental Valuation properties 0.2445 cents in the dollar (0.2603 cents in 2006/07) and;  
Newdegate Unimproved Valuation properties 0.0134 cents in the dollar (0.0140 cents in 2006/07).

**9. Newdegate Indoor Recreation Centre – Loan 170**

That in accordance with section 6.37 of the Local Government Act 1995 the specified area rate to service Loan 170 for the Newdegate Indoor Recreation Centre for the 2007/08 rating year be raised on those properties identified as being within the specified area, as follows:  
Newdegate Gross Rental Valuation properties 0.5322 cents in the dollar (0.6022 cents in 2006/07) and;  
Newdegate Unimproved Valuation properties 0.0496 cents in the dollar (0.0536 cents in 2006/07).

**10. Specified Area Rate – Recreation & Culture Operating Costs**

That in accordance with section 6.37 of the Local Government Act 1995 the specified area rates to recoup costs of recreation and culture operating expenses for the Lake Grace, Newdegate, Lake King and Varley area being \$406,139, \$206,419, \$57,730 and \$32,498 respectively for the 2007/08 rating year be raised on those properties identified as being within the specified area as follows:  
Lake Grace Gross Rental Valuation properties 5.2961 cents in the dollar (6.3379 cents in 2006/07);  
Lake Grace Unimproved Valuation properties 0.5810 cents in the dollar (0.5257 cents in 2006/07);  
Newdegate Gross Rental Valuation properties 4.4391 cents in the dollar (3.5271 cents in 2006/07);

Newdegate Unimproved Valuation properties 0.3344 cents in the dollar (0.2622 cents in 2006/07);  
 Lake King Gross Rental Valuation properties 1.6797 cents in the dollar (2.0858 cents in 2006/07);  
 Lake King Unimproved Valuation properties 0.2069 cents in the dollar (0.1709 cents in 2006/07);  
 Varley Gross Rental Valuation properties 2.1279 cents in the dollar (1.9275 cents in 2006/07) and;  
 Varley Unimproved Valuation properties 0.1756 cents in the dollar (0.1601 cents in 2006/07).

#### **11. Television Service Charges**

That in accordance with section 6.32 and 6.38 of the Local Government Act 1995, Council levy a television service charge for the 2007/08 rating year of  
 \$14.50 per service (\$7.00 in 2006/07) on properties within the Lake Grace townsite;  
 \$34.50 per service (\$33.00 in 2006/07) on properties within the Newdegate townsite and;  
 \$107.00 per service (\$110.50 in 2006/07) within the Lake King townsite.

#### **12. That the rates for the Lake Grace Sewerage Scheme for 2007/08 rating year be based on the schedule of rates approved by Cabinet in respect to subsidised sewerage schemes, being:**

Sewerage Rate to be 2.00 cents (2.00 cents in 2006/07) in the dollar on rateable properties within the Lake Grace Townsite;

Minimum rates to be:

Residential properties	\$266.80 (\$250.00 in 2006/07)
Commercial properties	\$587.90 (\$551.10 in 2006/07)
Vacant Land properties	\$175.60 (\$164.60 in 2006/07)

Maximum rate: \$664.90 (\$634.40 in 2006/07) (on residential properties valued at more than \$33,245)

Non rateable properties connected to the sewer:

Class 1 – Institutional, Recreational, Cultural, Education, Religious or Public Amenities: For each property:

First major fixture	\$157.90 per annum
Each additional fixture	\$69.45 per annum.

Class 2 & 3 – CBH, State and Local Government Properties of a commercial nature:

Each connection \$877.80 per annum.

**13. That a waste collection service charge be imposed for the 2007/08 rating year in each town as follows:**

Lake Grace \$67.60 (\$67.60 in 2006/07) Additional Service \$67.60 + GST  
 Newdegate \$118.04 (\$118.04 in 2006/07) Additional Service \$118.04 + GST  
 Lake King \$118.04 (\$118.04 in 2006/07) Additional Service \$118.04 + GST  
 Varley \$118.04 (\$118.04 in 2006/07) Additional Service \$118.04 + GST

And that Council provide a 50% discount to pensioners as determined by the Pensioners (Rates, Rebates and Deferments) Act 1995 as amended.

**14. Setting of President Allowance, Deputy President Allowance and Sitting Fees**

President Allowance	\$10,000
Deputy President Allowance	\$3,500
Council Meeting Sitting Fee	President \$280.00 Councillors \$140.00 per meeting
Committee Meeting Sitting Fee	\$70.00 per meeting

The Committee Meeting Sitting Fee only applies if the committee is a committee of Council.

**15. Schedule of Fees and Charges**

That the 2007/08 Schedule of Fees and Charges be accepted.

**16. Materiality Variance**

That Council adopts a percentage of plus or minus 10% to be used for the reporting of variances of actual expenditure and revenue to budgeted expenditure and revenue in the Monthly Statement of Financial Activity.

Voting Requirements

Absolute majority (5) required.

Resolution**MOTION 10444**

Moved Cr Bennett  
Seconded Cr Stewart

**1. Budget Adoption**

That Council, in accordance with the requirements of section 6.2 of the Local Government Act 1995, adopt it's 2007/08 Budget as presented **\*\*subject to:\*\***

- \*\* 1.** The transfer of \$40,000 from Works and Services Reserve for roadworks; **\*\***
- \*\* 2.** Transfer of \$10,000 from Emergency Services Reserve for completion of the Varley Fire Shed; and, **\*\***
- \*\* 3.** Inclusion of \$10,000 expenditure for the Varley Fire Shed **\*\***

**2. Adoption of Valuations**

That the Gross Rental Values of \$3,305,580 excluding exempt properties valued at \$198,039 and Unimproved Values of \$145,739,952 excluding exempt properties valued at \$37,700, as advised by the Valuer General applicable as from 1 July 2007 be adopted by Council for the purpose of levying rates and charges.

**3. Minimum Rates**

That the minimum rate for Gross Rental Value Assessments be \$280.00 (\$272.00 for 2006/07) and for Unimproved Value Assessments be \$180.00 (\$174.00 for 2006/07) for the 2007/08 rateable year.

**4. Rate in the Dollar Gross Rental Value and Unimproved Value**

That the rate in the dollar for 2007/08 be set at **\*\*7.0949\*\*** cents (9.1401 for 2006/07) in the dollar for Gross Rental Value properties and **\*\*1.0491\*\*** (1.0473 for 2006/07) cents in the dollar for Unimproved Value properties for the 2007/08 rateable year.

**5. Discount**

That no discount be offered to the 2007/08 rating year in respect to rates paid within the 35 days after the date of issue of the rates notice.

**6. Penalty on Rates**

a) Rates by Instalment:

Rate instalments not paid by the due date of the instalment be subject to a simple interest penalty calculation of 10% per annum calculated daily.

b) All Other Rates and Charges

## **MOTION 10444 continued**

All rates outstanding (with the exception of rates being paid by instalments) to incur a 10% penalty after the expiration of 70 days from the date of issue of the rate notice.

### **7. Instalment Dates**

That Council offer the options of one (1) payment due in full by 7 September 2007 or 35 days after the date of service appearing on the rate notice, whichever is the later, or two (2) or four (4) equal or nearly equal instalments.

That the following instalments dates be set:

For two (2) instalments:

1<sup>st</sup> instalment 7 September 2007

2<sup>nd</sup> instalment 11 January 2008

For four (4) instalments

1<sup>st</sup> instalment 7 September 2007

2<sup>nd</sup> instalment 9 November 2007

3<sup>rd</sup> instalment 11 January 2008

4<sup>th</sup> instalment 14 March 2008

The administration charge imposed where payment is made by instalments be set at \$10.00 per instalment.

The interest rate imposed where payment is made by instalments be set at 5.5%pa, calculated from the date the instalment is due.

### **8. Specified Area Rate – Resource Centre Loans 168 (Lake Grace) and 169 (Newdegate)**

That in accordance with section 6.37 of the Local Government Act 1995 the specified area rate to service Loans 168 and 169 for the Lake Grace and Newdegate Resource Centres for the 2007/08 rating year be raised on those properties identified as being within the specified area as follows:

Lake Grace Gross Rental Valuation properties 0.1639 cents in the dollar (0.2294 cents in 2006/07)

Lake Grace Unimproved Valuation properties 0.0172 cents in the dollar (0.0173 cents in 2006/07);

Newdegate Gross Rental Valuation properties 0.2445 cents in the dollar (0.2603 cents in 2006/07) and;

Newdegate Unimproved Valuation properties 0.0134 cents in the dollar (0.0140 cents in 2006/07).

**MOTION 10444 continued****9. Newdegate Indoor Recreation Centre – Loan 170**

That in accordance with section 6.37 of the Local Government Act 1995 the specified area rate to service Loan 170 for the Newdegate Indoor Recreation Centre for the 2007/08 rating year be raised on those properties identified as being within the specified area, as follows:

Newdegate Gross Rental Valuation properties 0.5322 cents in the dollar (0.6022 cents in 2006/07) and;

Newdegate Unimproved Valuation properties 0.0496 cents in the dollar (0.0536 cents in 2006/07).

**10. Specified Area Rate – Recreation & Culture Operating Costs**

That in accordance with section 6.37 of the Local Government Act 1995 the specified area rates to recoup costs of recreation and culture operating expenses for the Lake Grace, Newdegate, Lake King and Varley area being \$406,139, \$206,419, \$57,730 and \$32,498 respectively for the 2007/08 rating year be raised on those properties identified as being within the specified area as follows:

Lake Grace Gross Rental Valuation properties 5.2961 cents in the dollar (6.3379 cents in 2006/07);

Lake Grace Unimproved Valuation properties 0.5810 cents in the dollar (0.5257 cents in 2006/07);

Newdegate Gross Rental Valuation properties 4.4391 cents in the dollar (3.5271 cents in 2006/07);

Newdegate Unimproved Valuation properties 0.3344 cents in the dollar (0.2622 cents in 2006/07);

Lake King Gross Rental Valuation properties 1.6797 cents in the dollar (2.0858 cents in 2006/07);

Lake King Unimproved Valuation properties 0.2069 cents in the dollar (0.1709 cents in 2006/07);

Varley Gross Rental Valuation properties 2.1279 cents in the dollar (1.9275 cents in 2006/07) and;

Varley Unimproved Valuation properties 0.1756 cents in the dollar (0.1601 cents in 2006/07).

**11. Television Service Charges**

That in accordance with section 6.32 and 6.38 of the Local Government Act 1995, Council levy a television service charge for the 2007/08 rating year of \$14.50 per service (\$7.00 in 2006/07) on properties within the Lake Grace townsite;

\$34.50 per service (\$33.00 in 2006/07) on properties within the Newdegate townsite and;

\$107.00 per service (\$110.50 in 2006/07) within the Lake King townsite.

**MOTION 10444 continued****12. That the rates for the Lake Grace Sewerage Scheme for 2007/08 rating year be based on the schedule of rates approved by Cabinet in respect to subsidised sewerage schemes, being:**

Sewerage Rate to be 2.00 cents (2.00 cents in 2006/07) in the dollar on rateable properties within the Lake Grace Townsite;

Minimum rates to be:

Residential properties	\$266.80 (\$250.00 in 2006/07)
Commercial properties	\$587.90 (\$551.10 in 2006/07)
Vacant Land properties	\$175.60 (\$164.60 in 2006/07)

Maximum rate: \$664.90 (\$634.40 in 2006/07) (on residential properties valued at more than \$33,245)

Non rateable properties connected to the sewer:

Class 1 – Institutional, Recreational, Cultural, Education, Religious or Public Amenities: For each property:

First major fixture	\$157.90 per annum
Each additional fixture	\$69.45 per annum.

Class 2 & 3 – CBH, State and Local Government Properties of a commercial nature:

Each connection \$877.80 per annum.

**13. That a waste collection service charge be imposed for the 2007/08 rating year in each town as follows:**

Lake Grace \$67.60 (\$67.60 in 2006/07) Additional Service \$67.60 + GST  
 Newdegate \$118.04 (\$118.04 in 2006/07) Additional Service \$118.04 + GST  
 Lake King \$118.04 (\$118.04 in 2006/07) Additional Service \$118.04 + GST  
 Varley \$118.04 (\$118.04 in 2006/07) Additional Service \$118.04 + GST

And that Council provide a 50% discount to pensioners as determined by the Pensioners (Rates, Rebates and Deferments) Act 1995 as amended.

**14. Setting of President Allowance, Deputy President Allowance and Sitting Fees**

President Allowance	\$10,000
Deputy President Allowance	\$3,500
Council Meeting Sitting Fee	President \$280.00
Councillors	\$140.00 per meeting
Committee Meeting Sitting Fee	\$70.00 per meeting

The Committee Meeting Sitting Fee only applies if the committee is a committee of Council.



**MOTION 10444 continued**

**15. Schedule of Fees and Charges**

That the 2007/08 Schedule of Fees and Charges be accepted.

**16. Materiality Variance**

That Council adopts a percentage of plus or minus 10% to be used for the reporting of variances of actual expenditure and revenue to budgeted expenditure and revenue in the Monthly Statement of Financial Activity.

**MOTION CARRIED 9/0**

**\*\*REASON FOR CHANGE\*\***

*During discussion Council considered alternatives towards the funding of road works and additional funding to complete the Varley Fire Shed which resulted in the change to the GRV & UV rate in the dollar.*

## 13.2 ACCOUNTS FOR PAYMENT – JUNE 2007

**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:**  
**Senior Officer:** Mr Chris Jackson  
Chief Executive Officer

### Summary

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

### Background

List of invoices paid for the month of June 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

### Community Consultation

N/A

### Financial Implications

The list of creditors paid for the month of June 2007 from the Municipal Account amounts to \$1,166,617.87 and the Trust Account \$3,018.36.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10445**

Moved Cr Newman  
Seconded Cr Chamberlain

That Municipal Account cheques 32622 to 32693, Electronic Funds Transfers EFT2967 to EFT31110, direct debits to the Municipal Accounts totalling \$1,166,617.87 and Trust Account cheques 514 to 517 totalling \$3,018.36, 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**

**13.3      INTERIM FINANCIAL STATEMENTS – YEAR ENDED 30 JUNE 2007**

**Applicant:** Shire of Lake Grace  
**File No.** 0275  
**Attachments:** Financial Reports  
**Author:** Ms Leonie McIlree  
Manager Corporate Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 18 July 2007  
**Senior Officer:** Mr Chris Jackson  
Chief Executive Officer

**Summary**

For Council to receive detailed interim financial statements for the period ending 30 June 2007 in accordance with the requirements of the Local Government Act 1995 and Regulations.

**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
- Bank Reconciliation

**Comment**

The financial reports provided are an interim report, prior to audit, for the year ended 30 June 2007.

You will note the Statement of Financial Activity reports a negative variance of \$25,410.00. This is due to end of year adjustments in both long service and annual leave. These variances will be rectified once end of year balances are reconciled.

**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 10446**

Moved Cr Newman  
Seconded Cr Walker

That the Interim Financial Reports for the period ending 30 June 2007 as attached be approved.

**MOTION CARRIED 9/0**

## 14.0 MATTERS FOR CONSIDERATION – ADMINISTRATION

### 14.1 MAGENTA NORTH & SOUTH EAST NEWDEGATE COMMUNITY DAMS – FUNDING AGREEMENT

**Applicant:** Department of Water  
**File No.** 0529 & 0530  
**Attachments:** Letters of Agreement  
**Author:** Mr Jim Fraser  
 Manager Community Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 6 July 2007  
**Senior Officer:** Mr Chris Jackson  
 Chief Executive Officer

#### Summary

This report recommends the use of the Common Seal on an Agreement between the Shire of Lake Grace and the Department of Water.

#### Background

Council is involved in a number of Community Dam projects with the Department of Water. These include the Lake Magenta North and South East Newdegate Community Dams.

The projects have commenced and should be completed by the end of September 2007.

#### Comment

The use of the Common Seal on the relevant documentation is a requirement of the grant process.

#### Legal Implications

N/A

#### Policy Implications

Council Policy 1.11 Use of Common Seal

#### Community Consultation

There has not been any community consultation.

#### Financial Implications

The projects have been included in the 2007/08 budget process.

Strategic Implications

Maximising the use of alternative water supplies will be an important component of Council's Strategic Plan.

Cultural Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10447**

Moved Cr Sinclair  
Seconded Cr Taylor

That in accordance with Council Policy 1.11 Use of Common Seal an Agreement between the Shire of Lake Grace and the Department of Water for the funding of the Lake Magenta North and South East Newdegate Community Dam projects be executed.

**MOTION CARRIED 9/0**

## 14.2 WA LOCAL GOVERNMENT ASSOCIATION – ANNUAL GENERAL MEETING 2007

**Applicant:** WA Local Government Association  
**File No.** 0029  
**Attachments:** Extracts from Agenda  
**Author:** Mr Chris Jackson  
 Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 13 July 2007  
**Senior Officer:** Mr Chris Jackson  
 Chief Executive Officer

### Summary

The purpose of this report is to draw to Council's attention those items on the Agenda for the 2007 WA Local Government Association's Annual General Meeting that may impact upon the Shire of Lake Grace.

### Background

The WA Local Government Association has released its Agenda for this year's Annual General Meeting which is to be held on Sunday 5 August 2007 during Local Government Week.

Council has previously nominated Crs Roberts and Walker as its voting delegates for the meeting.

Included in the Agenda are the following items of business:

- 2.1 Industry Benchmarking
- 2.2 Frequency of Land Valuations by the Valuer Generals Office
- 2.3 Pre-Selling Vacant Land
- 2.4 Funding – Volunteer St John's Ambulance Services
- 2.5 State Water Reform Agenda – Concerns for Local Government
- 2.6 Raising and Collection of Domestic Refuse Rate
- 2.7 Terms of Office for Zone Office Bearers
- 2.8 Proposed Amendments to the Constitution of the Western Australian Local Government Association

### Comment

Background information and comment on each item is included in the Agenda and copies are attached for Council's information.

Council may wish to include in its recommendation that the voting delegates are able to change their position on the vote following debate on the item to reflect the best interests of this Shire.



Legal Implications

Voting on the proposed motions will be in accordance with WALGA's constitution.

Policy Implications

N/A

Community Consultation

N/A

Financial Implications

N/A

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10448**

Moved Cr Stewart  
Seconded Cr Bennett

1. That Council provide the following direction to its voting delegates to this year's Annual General Meeting of the Western Australian Local Government Association:

- 2.1 Industry Benchmarking – **Support**
- 2.2 Frequency of Land Valuations by the Valuer Generals Office – **Support**
- 2.3 Pre-Selling Vacant Land – **Support**
- 2.4 Funding – Volunteer St John's Ambulance Services – **Support Alternative Recommendation**
- 2.5 State Water Reform Agenda – Concerns for Local Government – **Support**
- 2.6 Raising and Collection of Domestic Refuse Rate - **Support**
- 2.7 Terms of Office for Zone Office Bearers – **Support**
- 2.8 Proposed Amendments to the Constitution of the Western Australian Local Government Association – **Support**

**MOTION 10448 continued**

2. That Council authorise its delegates to change their position on voting following debate on the item to reflect the best interests of the Shire.

**MOTION CARRIED 9/0**

### 14.3 COMMUNITY SAFETY & CRIME PREVENTION PLAN - ENDORSEMENT

<b>Applicant:</b>	Development Officer
<b>File No.</b>	0550
<b>Attachments:</b>	Attachment 1 – Shire of Lake Grace Community Safety and Crime Prevention Plan Attachment 2 – Regional Community Safety and Crime Prevention Plan
<b>Author:</b>	Ms Michelle Slarke Development Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	19 July 2007
<b>Senior Officer:</b>	Mr Chris Jackson Chief Executive Officer

#### Summary

This report recommends endorsement of the Shire of Lake Grace Community Safety and Crime Prevention Plan.

#### 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 (OCP).

The scope of the partnership is within the boundaries of these three shires and includes the communities of Dumbleyung, Kukerin, Kulin, Pingaring, Lake Grace, Newdegate, Lake King and Varley.

The Community Safety and Crime Prevention Partnerships bring together local communities with Local Government and State Government agencies to identify community safety and crime prevention issues and priorities.

The Partnership group works with the relevant Local Government to develop and implement action plans to tackle crime and improve safety in the community.

Each shire received OCP funds for the development of the plans.

The Shire of Lake Grace acted as lead agency for the project and received additional funds for this role.

#### Comment

Consultant Colin Holt of the ARID group was engaged and his role involved collecting evidence to identify community safety and crime prevention issues and determining priorities.

Mr Holt worked with community reference groups in each shire to:

- identify and prioritise local community safety and crime prevention issues of concern;
- develop responses to issues; and
- evaluate and measure the success of addressing each issue.

The draft Shire of Lake Grace Community Safety and Crime Prevention plan was forwarded to the Shire of Lake Grace CS&CP committee/ reference group and CEO Chris Jackson for final review and then to the Office of Crime Prevention for endorsement. The Office of Crime Prevention has endorsed the plan – refer Attachment 1.

The plan identified four New Initiatives for OCP funding of \$20,000:

- **Community Notice Boards** to promote community safety initiatives to the community
- **Responsible Service and Consumption of Alcohol** involving a weekend community health and sports awareness camp
- **Street lighting in the Shire of Lake Grace** with particular attention to be given to public facilities named in the Community survey.
- **Have Your Say - Youth Project.** Working with local youth to identify and address youth issues and involve young people in community decision making, including an event for Shire of Lake Grace 18-25 year olds.

The consultant also prepared a regional document – Community Safety and Crime Prevention Plans for the Shires of Dumbleyung, Kulin and Lake Grace – refer Attachment 2.

This plan recognizes the limitations of a regional plan due to the number of towns in each Shire and the existing natural geographical and social relationships of the three Shires with their other neighbouring shires (outside this partnership).

The plan recommends that the three Shires continue to look at developing a partnership, with each local Community Safety and Crime Prevention Committee looking at ways to interact on a regional basis to maximise efficiencies, funding and project outcomes. The Office of Crime Prevention has endorsed the regional plan.

#### Legal Implications

N/A

#### Policy Implications

N/A

#### Community Consultation

The CS&CP partnership required the Council's and the partner agencies to develop Community Safety and Crime Prevention Committees to

assist in the development of a Community Safety and Crime Prevention Plan.

Consultation has occurred throughout the project, including a survey distributed to Shire residents. Consultation will be ongoing, particularly through the local CS&CP committee/reference group (Shire of Lake Grace RoadWise Committee).

Financial Implications

The Shire of Lake Grace was the lead agency for the project. The 2007/08 budget reflects the receipt and expenditure of the grant funds.

Strategic Implications

Not applicable

Cultural Implications

The Shire of Lake Grace Cultural Plan (2007-2009) identified 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

Simple majority required.

Recommendation/Resolution

**MOTION 10449**

Moved Cr Newman  
Seconded Cr Stewart

That the Shire of Lake Grace Community Safety and Crime Prevention plan be endorsed.

**MOTION CARRIED 9/0**

#### 14.4 **EDUCATION STUDY TOUR – WHEATBELT SOUTH PROJECT**

**Applicant:** Nadene Owen  
**File No.** 0297  
**Attachments:** Study Tour Itinerary  
**Author:** Mrs Nadene Owen  
Community Services Assistant  
**Disclosure of Interest:** Nil  
**Date of Report:** 10 July 2007  
**Senior Officer:** Mr Chris Jackson  
Chief Executive Officer

##### Summary

This report recommends Mrs Nadene Owen's participation in the Education Project Study Tour; 11 – 18 August 2007.

##### Background

The project: **A Regional Development and Community Based Look at the Delivery of Education and Training Services in the Wheatbelt South** funded by the Wheatbelt Development Commission and administered by the Shire of Lake Grace; will explore the changing responsibility and capacity of local communities to engage in education delivery. It will also investigate opportunities for effective and sustainable partnerships between community and education providers, and the optimum use of the various types of facilities.

As education is identified as one of the key service contributors to regional development in the Wheatbelt region, such research has great potential to not only create stronger schools, but to create stronger communities.

Miss Janine Hatch (Research Officer, Wheatbelt Development Commission) has been employed to undertake the research, which will also contribute to her Honours degree at the University of Western Australia (UWA). The Management Committee overseeing the project includes representatives from the Wheatbelt Development Commission, Shire of Lake Grace, Rural and Remote Education Advisory Council, and the Institute of Regional Development UWA.

##### Comment

Miss Hatch and Mrs Owen have been selected by the Management Committee to undertake a week long study tour of regional Victoria and South Australia.

This tour will include visits to a number of rural schools where significant community-school partnerships are in practice.

Miss Hatch and Mrs Owen will also meet with a number of key government and education representatives from:

- Country Education Project, Victoria
- Rural Education Forum Australia, South Australia
- Office of Regional Affairs, South Australia
- Department of Sustainability and Environment, Victoria
- Department for Victorian Communities
- South Australian School of Education, Flinders University
- TAFE, South Australia

The material gathered during this study tour will provide valuable information to compare with that collected in the Wheatbelt.

It is proposed that the Shire of Lake Grace cover the costs for Mrs Owen to participate in the study tour. The costs are estimated at \$2,100.00.

Legal Implications

N/A

Policy Implications

N/A

Community Consultation

There has not been any community consultation to date however school and community visits and a questionnaire will be undertaken in August and September 2007.

Financial Implications

Total cost for participation is estimated at \$2,100.00.

Funding is available from account E041175 (Community Conference Contribution).

Strategic Implications

N/A

Cultural Implications

Education and community development tools were formally recognised as of importance in the recent Cultural Planning process.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10450**

Moved Cr Farrelly  
Seconded Cr Sinclair

That Mrs Owen participate in the Victorian/South Australian Education Study Tour from 11 August – 18 August 2007 and the costs be met from Account E041175.

**MOTION CARRIED 9/0**



## 14.5 CONSTRUCTION & ALLOCATION OF RESIDENCES – COUNTRY HOUSING AUTHORITY

**Applicant:** Manager Community Services  
Newdegate Community Development Association

**File No.** 0295

**Attachments:** Correspondence - NCDA

**Author:** Mr Jim Fraser  
Manager Community Services

**Disclosure of Interest:** Nil

**Date of Report:** 16 July 2007

**Senior Officer:** Mr Chris Jackson  
Chief Executive Officer

### Summary

This report recommends the allocation of a Country Housing Authority part funded residence to Newdegate and the calling of tenders for the supply of two three bedroom, two bathroom residences.

### Background

Council has been successful in securing two Community Housing Grants each of \$50,000.00, towards the cost of housing to attract tradespeople and professionals to the Shire.

At its Ordinary Meeting held on 24 August 2005 Council resolved as follows in relation to the construction of a residence in Lake Grace:

1. *That Council agree to the construction of a Three Bedroom, Two Bathroom transportable residence on Lot 102, Blackbutt Way, Lake Grace;*
2. *That Council authorise the Chief Executive Officer and the Shire President to execute the Financial Assistance Agreement with the Country Housing Authority as attached;*
3. *That Council authorise staff to call tenders for the supply and delivery of a transportable residence;*

Expressions of Interest were recently invited for the second residence. The Newdegate Community Development Association has submitted an Expression of Interest. Their Expression of Interest does not specifically advise if they have a tenant for the proposed residence.

Similarly the proposed Lake Grace residence can be used to attract additional services to the Shire.

### Comment

In a previous report to Council, on housing, prepared by the Manager Community Services vacant lots in Lake Grace and Newdegate were identified as suitable for housing development.

Lot 42 Bennett Street Lake Grace (adjacent to the residence occupied by the Officer in Charge Lake Grace Police) is a fully serviced level block with the only possible impediment to development being a substantial gum tree on site.

Lot 11 Maley Street Newdegate is adjacent to the Telstra site and is fully serviced. There are several small trees on the site however they will not significantly impact on development. Suitable fencing will need to be constructed. There is a driveway constructed on the site.

The transportable housing market has eased somewhat and several suppliers are now taking orders. It is therefore recommended that tenders be invited for the supply of the two residences.

The provision of housing to attract trades and professional people to the Shire was recognised during the Cultural Planning Process.

### Legal Implications

Local Government Act 1995 General Provisions.  
Local Government (Functions and General) Regulations.

### Policy Implications

Nil

### Community Consultation

Notices requesting Expressions of Interest were placed in the various local newsletters.

### Financial Implications

The construction costs will be met through a combination of Grant, Reserve and Loan funds.

### Strategic Implications

Pending adoption of new strategic plan.

### Cultural Implications

Pending adoption of new strategic plan.

### Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10451**

Moved Cr Chamberlain  
Seconded Cr Newman

That tenders be invited for the construction of two three bedroom, two bathroom residences to be placed on:

- Lot 42 Bennett Street, Lake Grace
- Lot 11 Maley Street, Newdegate

**MOTION CARRIED 9/0**

## 14.6 INTERIM STRATEGIC ACTION PLAN

**Applicant:** Chief Executive Officer  
**File No.** 0271  
**Attachments:** Nil  
**Author:** Mr Chris Jackson  
Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 July 2007  
**Senior Officer:** Mr Chris Jackson  
Chief Executive Officer

### Summary

For Council to approve an Interim Strategic Action Plan for the period July to December 2007.

### Background

The Chief Executive Officer Performance Agreement Accountabilities, Performance Indicators & Targets 2007 - 2008 report adopted by Council at its May 2007 Ordinary Meeting includes the following performance target to be completed by July 2007:

*Working Strategic Plan in place for remainder of year based upon performance agreement priorities in place.*

On the 26 & 27 June 2007, Strategic Planning workshops were conducted with Councillors and staff and included discussion on the development of the interim plan pending the process and adopted of a formal strategic plan - See following Item 14.7 on the process for development of the main plan.

### Comment

The following strategies and actions have been grouped together in five key areas:

- Infrastructure - *roads and other Council owned assets*
- Organisational Effectiveness - *staff and other operational areas*
- Sustainability & Technology - *finance and environmental activities*
- Business Development - *town planning, housing and business*
- Community Wellbeing - *community actions*

Strategy	Action	Responsible Officer
<b>INFRASTRUCTURE</b>		
Asset Management Improvement Programme	<ul style="list-style-type: none"> <li>• Include funds in the 07/08 Budget re involvement in WALGA Asset Management Improvement Program</li> <li>• Commence program</li> </ul>	Manager of Works & Chief Executive Officer
Review Municipal Inventory	<ul style="list-style-type: none"> <li>• Schedule visit by consultant Laura Gray Develop Action Plan &amp; advertise in local newsletters</li> <li>• Initiate and schedule community workshops</li> </ul>	Community Services Assistant & Executive Assistant
Waste Management Options	<ul style="list-style-type: none"> <li>• Schedule visit by consultant Lindsay Stevens prior to August Meeting</li> <li>• Identify land to expand landfill at Newdegate</li> <li>• Develop landfill or waste management site</li> <li>• Attendance at Regional 'Zero Waste' Working Group</li> </ul>	Chief Executive Office & Manager of Works
Best Fit for Purpose Review of Plant & Equipment	<ul style="list-style-type: none"> <li>• Follow direction from Council based on 07/08 Plant Replacement Program</li> <li>• Develop 5 Year Plant Replacement Program for Council approval</li> <li>• Development of plant policy</li> </ul>	Manager of Works
Asset Management Preservation Programme	<ul style="list-style-type: none"> <li>• Service Plan</li> <li>• 5 Year Road Construction Program</li> <li>• 5 Year Reseal Program – town streets/rural roads</li> <li>• Sign audit &amp; sign replacement</li> </ul>	Manager of Works
Commence Construction of New Public Toilet Facilities in Lake King	<ul style="list-style-type: none"> <li>• Council to endorse sufficient funding for construction of toilet</li> <li>• Construction to commence prior to December 2007</li> </ul>	Chief Executive Officer & Building Surveyor
<b>ORGANISATIONAL EFFECTIVENESS</b>		
Complete Council & Customer Satisfaction Surveys	<ul style="list-style-type: none"> <li>• Investigate purchase of 'off the shelf' survey system for establishment of longer term approach to determine customer needs</li> <li>• Develop &amp; distribute surveys</li> <li>• Collate data</li> <li>• Present results to Council by October 2007</li> </ul>	Executive Assistant & Chief Executive Officer
Implement Customer Requests Tracking and Staff Training	<ul style="list-style-type: none"> <li>• Staff Training - Determine appropriate training – eg Aussie Host and schedule training</li> <li>• Tracking of Customer Requests – develop systems and procedures</li> </ul>	Executive Assistant
Establish & Implement Planning Framework – Strategic & Financial Planning	<ul style="list-style-type: none"> <li>• Report to Council on Strategic and Financial Planning – July Meeting</li> </ul>	Chief Executive Officer & Manager Corporate Services
Continuance of Review of Staffing Restructure	<ul style="list-style-type: none"> <li>• Action recommendations from June Meeting item</li> </ul>	Chief Executive Officer
Finalise Shire Office Upgrade	<ul style="list-style-type: none"> <li>• Council Chambers – allocate additional funds and determine suppliers</li> <li>• Signage</li> <li>• Organise official opening</li> <li>• Finalise landscaping</li> <li>• Internal decoration</li> </ul>	Chief Executive Officer & Senior Administration Officer
<b>SUSTAINABILITY &amp; TECHNOLOGY</b>		
Finalise 2007/08 Budget	<ul style="list-style-type: none"> <li>• Organise second Draft Budget Session with Council</li> <li>• Organise third Draft Budget Session with Council if required</li> <li>• Adoption of Budget 25 July 2007</li> </ul>	Manager Corporate Services

Agricultural Area (AA) Dams review with Department of Water	<ul style="list-style-type: none"> <li>• Meeting scheduled with Department of Water, staff and community 19th &amp; 20th July 2007</li> <li>• Follow up/prioritise AA Dam upgrades</li> <li>• Item to Council</li> <li>• Determine funding sources</li> <li>• Budget consideration</li> <li>• Develop long term maintenance plans</li> </ul>	Manager Community Services
Undertake Internal Skills Audit	<ul style="list-style-type: none"> <li>• Obtain copy of existing information from ABCDE Project</li> <li>• Develop format/job skills/community skills</li> <li>• Distribute documentation to all staff</li> <li>• Assess &amp; provide results to all staff</li> </ul>	Manager Community Services & Community Services Assistant
<b>BUSINESS DEVELOPMENT</b>		
Industrial & Residential Land Developments – all towns	<ul style="list-style-type: none"> <li>• Lake Grace &amp; Newdegate Industrial Land, Lake Grace &amp; Lake King Residential Land Developments - continue approvals process through Council</li> </ul>	Chief Executive Officer
Housing Developments & Community Facilities	<ul style="list-style-type: none"> <li>• Community survey for Medical Centre</li> <li>• Budget approval</li> <li>• Calling of tenders for housing construction - Country Housing Authority grant funded houses</li> <li>• Preparation of funding application to Regional Partnerships</li> <li>• Liaison with Department of Housing &amp; Works for construction of Newdegate Independent Living Units</li> </ul>	Manager Community Services
Business community support: - purchasing policy & business viability support	<ul style="list-style-type: none"> <li>• Schedule business function</li> <li>• Schedule business meetings in each community to outline purchasing policy</li> <li>• Canvass businesses in all towns re establishment of business body - Chamber of Commerce</li> <li>• Enlist support from Small Business Development Commission &amp; Regional Chambers of Commerce</li> </ul>	Chief Executive Officer & Manager Community Services
Gazettal and Implementation of TPS4	<ul style="list-style-type: none"> <li>• Organise Gazettal of TPS 4 – end of July 2007 through State Law Publishers</li> <li>• Community information through local newsletters</li> <li>• Implement TPS4 procedures</li> </ul>	Chief Executive Officer
Review of Town Planning Services	<ul style="list-style-type: none"> <li>• Call for expressions of interest for Town Planning Services</li> <li>• Compile report for Council by December 2007</li> </ul>	Chief Executive Officer
<b>COMMUNITY WELLBEING</b>		
Maintain Cultural Planning Calendar in 2008	<ul style="list-style-type: none"> <li>• Letters to Progress/Development Associations</li> <li>• Advertise in local newspapers</li> <li>• Compile information received and send out for review</li> <li>• Print and Distribute</li> </ul>	Manager Community Services
Formation of a New Local Emergency Management Plan	<ul style="list-style-type: none"> <li>• Confirm consultancy</li> <li>• Appoint Consultant &amp; develop strategy</li> <li>• Commencement of community involvement in process</li> </ul>	Development Officer & Executive Assistant
Introduction of the Lotterywest Lake Grace Community Flood Package	<ul style="list-style-type: none"> <li>• Council Agenda Item 27 June 2007</li> <li>• Liaison with Lotterywest</li> <li>• Prioritise Projects</li> <li>• Implementation</li> <li>• Review</li> <li>• Grant Acquittal</li> <li>• Periodic Reports to Council</li> </ul>	Development Officer
Develop Community Website	<ul style="list-style-type: none"> <li>• Confirmation of required funding</li> <li>• Appoint consultancy</li> <li>• Commence community involvement</li> </ul>	Executive Assistant & Senior Administration Officer

In general terms all of the above strategies or activities were either included in the CEO performance targets, the 2007/2008 draft budget and or are already being actioned by staff.

Whilst the strategies are not listed in priority order a number of areas will take precedence, such as the development of the Asset Management Plan, as this will be a key platform in terms of working towards sustainability.

The development of the formal strategic plan (plan for the future) will include setting the vision, identification of key success factors, setting the key goals and putting in place the long term strategies.

This process should not be confused with adoption of this action plan.

Legal Implications

Local Government Act 5.56

(1) A Local Government is to plan for the future of the district

Policy Implications

N/A

Community Consultation

Refer strategies.

Financial Implications

Refer strategies.

Strategic Implications

Pending development of new Strategic Plan.

Cultural Implications

Pending development of new Strategic Plan.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10452**

Moved Cr Bennett  
Seconded Cr Farrelly

That Council adopt the Interim Strategic Plan as listed above for the period July to December 2007.

**MOTION CARRIED 9/0**



## 14.7 STRATEGIC PLAN – SHIRE OF LAKE GRACE

**Applicant:** Chief Executive Officer  
**File No.** 0271  
**Attachments:** Local Govt Administration Regulations 19C-20  
Bandt Gatter & Associates Proposed Strategic  
Planning Process Report - July 2007  
**Author:** Mr Chris Jackson  
Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 13 July 2007  
**Senior Officer:** Mr Chris Jackson  
Chief Executive Officer

### Summary

For Council to endorse the establishment and process for the development of a Strategic Plan together with the approval of consultants Bandt Gatter & Associates to assist with the process.

### Background

A strategic planning workshop was conducted with Councillors and staff on the 26 & 27 June 2007.

### Comment

The Proposed Strategic Planning Process report July 2007 as submitted by Bandt Gatter & Associates outlines suggestions for:

- The background within which the plan is developed.
- The proposed outcomes of the planning process.
- The way in which the development of the plan will be managed
- The proposed planning process and timetable.

### Legal Implications

Local Government Act 1995 Section 5.56

(1) A local government is to plan for the future of the district

(2) A local government is to ensure that plans made under subsection one (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996 Section 19C  
Planning for the future (refer attached)

### Policy Implications

N/A

### Community Consultation

To be undertaken in accordance with the above regulations.

Financial Implications

Bandt Gatter & Associates have quoted \$17,875 GST inclusive to assist with the development of the plan.

Councils draft budget includes an allocation of \$15,000 for development of the Strategic Plan and \$20,000 for Sustainability Development which will also be used for the Asset Management Plan.

Strategic Implications

To be developed as part of the strategic plan.

Cultural Implications

To be further developed in the strategic plan.

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10453**

Moved Cr Taylor  
Seconded Cr Bennett

That Council:

1. Approve the 'Proposed Strategic Planning Process' report July 2007 as submitted by Allan Bandt; and,
2. Endorse the appointment of Bandt Gatter & Associates to assist with undertaking the process.

**MOTION CARRIED 9/0**

**14.8      EASTERN WHEATBELT DECLARED SPECIES GROUP (WILD DOGS) - REPRESENTATIVE**

**Applicant:** Department of Agriculture and Food  
**File No.** 0062  
**Attachments:** Nil  
**Author:** Mr Chris Jackson  
Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 17 July 2007  
**Senior Officer:** Mr Chris Jackson  
Chief Executive Officer

Summary

For Council to nominate a representative to the Eastern Wheatbelt Declared Species Group (EWDSG).

Background

Council's previous representative to EWDSG was Allan Landsdell a former Shire of Lake Grace Councillor.

Comment

The Shire of Lake Grace needs to renominate a representative to this committee.

It does not need to be a Shire Councillor and the suitable nominee would preferably reside in an area that may have had issues with wild dogs.

Legal Implications

N/A

Policy Implications

N/A

Community Consultation

N/A

Financial Implications

Council has previously made a contribution to the dogger contract of \$5,000. Following a recent tender process the Department of Agriculture and Food have requested an increase to \$6,000.

Strategic Implications

N/A

Cultural Implications

N/A

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 10454**

Moved Cr Bennett  
Seconded Cr Taylor

That Council nominate Cr Roberts to the Eastern Wheatbelt Declared Species Group (EWDSG) as the Shire of Lake Grace representative to this committee.

**MOTION CARRIED 9/0**

## 14.9 SHIRE RURAL ROADS – PROPOSED RENAMING

2.20pm Cr Chamberlain left the meeting and re-entered at 2.21pm.

2.25pm Mrs Naisbitt left the meeting.

**Applicant:** Senior Administration Officer  
**File No.** 0357  
**Attachments:** Letter, Plans  
**Author:** Mr Mark Burbridge  
 Senior Administration Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 17 July 2007  
**Senior Officer:** Mr Chris Jackson  
 Chief Executive Officer

### Summary

For Council to consider the proposed renaming of a number of sections of rural roads within the shire.

### Background

The implementation of Rural Street addressing over the past twelve months has highlighted a number of concerns over roads which are either named somewhat inappropriately, or are generally known as and signposted differently to the official road name.

Council has received a number of requests from property owners, both formally and verbally, to consider updating the official road names to that which makes more sense from a rural addressing perspective.

### Comment

Submitted for Council's consideration are three proposals to change names of three sections of rural roads within the Shire of Lake Grace.

### **Proposal # 1 – Old Ravensthorpe / Taylor Road**

A written request has been received from Mrs Jeanette DeLandgraftt on behalf of Ms SJ Leo, Mr & Mrs McKinlay, and Mr & Mrs DeLandgraftt (all property owners in the direct vicinity of the section of road in question) to rename the whole of the road known as Taylor Road to become a continuation of Old Ravensthorpe Road.

Taylor Road is a class B gravel road that travels for approximately 10.7km between Old Ravensthorpe Road and Mallee Road. There are four rural locations serviced by this road, along with the Dunn Rock CBH Receival Site and the Dunn Rock Tennis Pavilion.

Currently, Taylor Road commences directly at the termination of Old Ravensthorpe – there is no formal 'intersection' as such, merely a

sweeping bend which has previously been widened to improve traffic safety. Consequently, traffic travelling along Old Ravensthorpe Road could quite conceivably be unaware that the road has changed from Old Ravensthorpe Road to Taylor Road.

Whilst there is another road reserve connecting the current end of Old Ravensthorpe Road to Mallee Road via a different route, this section has not been formed into proper road and as such never been named.

Whilst this unused road reserve looks to be the originally intended continuation of Old Ravensthorpe Road, as this has never been constructed, and would seem unlikely to be constructed in the near future, it is the opinion of the author that using the name elsewhere is not likely to cause significant problems.

The property owners believe that the name Taylor has no historical or geographic significance, and are in support of a change in name to Old Ravensthorpe Road. For the purposes of improved consistency in Rural Street Addressing, and simpler traffic directions, the request is supported by the author.

### **Proposal # 2 – Mount Sheridan / Edwards Road**

The implementation of Rural Street Addressing has highlighted a discrepancy in the naming of Mount Sheridan Road and Edwards Road when comparing official Landgate (formerly the Department of Land Information) records against Shire maps and signposting.

Most shire records show Mount Sheridan Road commencing at the intersection with Newdegate North Road and progressing eastwards, whilst Landgate records show a section of approximately 6.6km west of Newdegate North Road to Croghan Road also named as Mount Sheridan Road. Shire records and general community knowledge define this inconsistent section as a continuation of Edwards Road.

By defining the start point of Mount Sheridan Road as west of Newdegate North Road, all the Rural Street Numbers are measured from this point which makes little sense and has the potential to cause confusion to emergency services.

It is proposed to update the name of this road section, being from the intersection with Croghan Road, to the intersection with Newdegate North Road, from Mount Sheridan Road to Edwards Road. It is not anticipated that this change will have a direct affect upon any property addresses serviced by this section of road, but will rectify the numbering inconsistencies on the remaining portion of Mount Sheridan Road.

### **Proposal # 3 – Lake / Lloyd Road**

Verbal communication held with both Tim Lloyd and Michael Lloyd, whose properties are serviced by Lake Road, have revealed an

expectation that this road was renamed in “the late ‘90s” from Lake Road to Lloyd Road.

Given that the Lloyds own the only residences serviced by this road, it seems reasonable to conclude that such a change of name may have been initiated (at least within Shire records, signposting, etc) but never concluded and updated with official Landgate records.

It is proposed that given no objection from the other landholders in the area, that this change be recommended to the Geographic Names Committee.

### Legal Implications

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

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

Generally, Local Governments propose road names to the Geographic Names Committee for approval. Following agreement between the Department and the Local Government, the names will be approved and all interested parties advised.

### Policy Implications

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

- New names and changes of names shall have strong local community support.
- Names in public use shall have primary consideration.
- Name duplication and dual naming should be avoided, especially those in close proximity.
- Names of living individuals should be used only in exceptional circumstances.
- Names characterised as follows are to be avoided, where possible:- incongruous; given and surname combinations; qualified names; double names; corrupted, unduly cumbersome, obscene, derogatory or discriminating names; and commercialised names.
- Preferred sources of names are:- descriptive names appropriate to the features, pioneers, war casualties and historical events connected with the area, and names from Aboriginal languages currently or formerly identified with the general area.
- Generic terms must be appropriate to features described.

- New names proposed must be accompanied by exact information as to location, feature identification, origin, or if alteration is proposed, by a rationale.
- The use of the genitive apostrophe is to be avoided (e.g. Butcher's).
- Hyphenated words in place names shall only be used where they have been adopted in local usage. (e.g. City of Kalgoorlie-Boulder)

#### Community Consultation

It is proposed that all of the above mentioned name change proposals are publicly advertised through local mediums to ensure majority community support.

#### Financial Implications

Minimal costs associated with administration, updates to mapping and software, and review of signposting will be associated with the road name changes proposed. These costs may be covered by existing budget allocations for administration and road signage.

#### Strategic Implications

N/A

#### Cultural Implications

Road naming is an integral part of rural addressing and helps build and maintain a sense of geographical identity for residents within the Shire.

#### Recommendation

1. That Council advertise its intent to rename the following sections of rural roads:

a) The whole of the road known as Taylor Road (from Old Ravensthorpe Road to Mallee Road) be renamed to become a continuation of Old Ravensthorpe Road;

b) The section of Mount Sheridan Road commencing at the intersection with Croghan Road, travelling approximately 6.6km east to the intersection with Newdegate North Road, be renamed to become a continuation of Edwards Road; and

c) The whole of the road known as Lake Road (from the intersection with McGlenn Road to its end point approximately 4.5km north) be renamed to Lloyd Road.

2. That Council invite submissions from interested ratepayers, community members and stakeholders regarding the proposed changes.



3. That Council consider any submissions received at a future Council meeting prior to recommending the proposed road name changes to the Geographic Names Committee.

Voting Requirements

Simple majority required.

**NOTE: WITHDRAWN MOTION**

*(Following discussion both the Mover and the Seconder agreed to withdraw the motion pending further investigation.)*

**MOTION**

Moved Cr Newman  
Seconded Cr Chamberlain

1. That Council advertise its intent to rename the following sections of rural roads:

- b) The section of Mount Sheridan Road commencing at the intersection with Croghan Road, travelling approximately 6.6km east to the intersection with Newdegate North Road, be renamed to become a continuation of Edwards Road; and

- c) The whole of the road known as Lake Road (from the intersection with McGlenn Road to its end point approximately 4.5km north) be renamed to Lloyd Road.

2. That Council invite submissions from interested ratepayers, community members and stakeholders regarding the proposed changes.

3. That Council consider any submissions received at a future Council meeting prior to recommending the proposed road name changes to the Geographic Names Committee.

**REASON FOR CHANGE**

***Cr Newman has done some research on the matter and has concerns with regard to the recommendation for Taylor Road to become a continuation of Old Ravensthorpe Rd.***

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

None.

## **16.0 SCHEDULING OF MEETING**

### **16.1 AUGUST 2007 ORDINARY MEETING**

#### **Motion 10319 November 2006 states:**

An Ordinary Meeting of Council will be held on Wednesday 22 August 2007, commencing at 1.00pm at the Lake King Town Hall, Lake King.

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

### **MOTION 10455**

Moved Cr Chamberlain  
Seconded Cr Walker

That Council close the meeting to the public at this time, being 2.30pm, to discuss staff matters.

**MOTION CARRIED 9/0**

### **MOTION 10456**

Moved Cr Bennett  
Seconded Cr Newman

That Council re-open the meeting to the public at this time,  
being 3.03 pm.

**MOTION CARRIED 9/0**

The Shire President advised that no motion was moved whilst the meeting was closed to the public.

**18.0 CLOSURE**

There being no further business, the Chairperson closed the meeting at 3.05 pm.

**19.0 CERTIFICATION**

I Gary Ernest John Roberts certify that the minutes of the meeting held on the 25 July 2007 as shown were confirmed as a true record at the meeting held on the 22 August 2007.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date