

Shire of Lake Grace

Ordinary Council Meeting

Minutes

20 November 2013



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SHIRE OF LAKE GRACE

Minutes of the Ordinary Meeting of Council held at the Newdegate Community Library & Resource Centre, Collier St Newdegate WA on Wednesday 20 November 2013.

1.0 OPENING & ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 8.01am.

2.0 ATTENDANCE RECORD

2.1 PRESENT

Cr AJ Walker	Shire President
Cr JF De Landgraft	Deputy Shire President
Cr LW Armstrong	
Cr R Chappell	
Cr DS Clarke	
Cr SG Hunt	
Cr AD Marshall	<i>entered the meeting at 8.02am</i>
Cr MG Stanton	
Mr NA Hale	Chief Executive Officer
Mr J Bingham	Manager Corporate Services
Mr M Harrop	Manager Infrastructure Services
Mrs L Holben	Manager Community Services
Mrs L Trevenen	Coordinator Finance & Administration
Mr Marcus Owen	Community Emergency Services Manager (DFES)

2.2 APOLOGIES

2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Cr Sinclair

As per motion 11694 at the 23 October 2013 Ordinary Meeting, Cr Sinclair has approved leave of absence from 19 November 2013 to 21 November 2013.

3.0 PUBLIC QUESTION TIME

No members of the public present.

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS

5.1 ORDINARY MEETING – 23 OCTOBER 2013

Resolution

MOTION 11703

Moved Cr Stanton
Seconded Cr Marshall

That the minutes of the Ordinary Meeting of Council held on the 23 October 2013 be confirmed as a true and accurate record.

MOTION CARRIED 8/0

6.0 DECLARATIONS OF INTEREST

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

None

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

None

6.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION SECTION 34C

None

7.0 NOTICES OF URGENT BUSINESS

None

8.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

8.1 NOTICE OF MOTION - LAKE GRACE SWIMMING POOL

Councillor Stanton has in accordance with Council's Standing Orders Local Law c12.9 given appropriate notice of the following motion.

That Council move immediately to make:

1. Lake Grace Swimming Pool hours for 2013-2014 Season:
Monday to Friday - 6am - 7.30am (early morning) and 2pm - 6pm
Saturday & Sunday - 2pm - 6pm.
2. That Council reinstate the use of a pool blanket to maximise water temperature and to improve the amenity.

OFFICERS COMMENTS - LAKE GRACE SWIMMING POOL

File No. 0517
Officer: Mrs Lee Holben
 Manager Community Services
Senior Officer: Mr Neville Hale
 Chief Executive Officer

Summary

For Council information regarding the Lake Grace Swimming Pool hours.

Background

During the 2012/2013 budget deliberations the Lake Grace Pool administration and salary budget was decreased due to budget constraints. This decrease meant that there was insufficient money to contract pool managers to keep the pool open as in previous years. Accordingly staff then looked at options within these constraints. One existing staff member with current qualifications was employed to run the pool and a local resident commenced training to be available for the 2013/2014 pool season.

Given the budget constraints staff developed a timetable of flexible hours that allowed the pool to be closed during lightning or thunder storms, when the pool temperature dropped below 21 degrees or if during cooler days there was no one in the pool after a certain time (5.30pm). All staff must take lunch or rest breaks after five hours and therefore with only one staff member the hours were worked around this.

The advertised hours for the 2012/2013 pool season were 2 – 6pm seven days a week and early morning swimming 6 – 7.30am. The flexible hours enabled the pool to be open longer hours or shorter hours as the weather changed. The flexibility of closing due to storms, and or low water temperature when residents did not use the pool allowed staff to extend the opening hours during hotter days. The recorded hours for November 2012 to April 2013 are below. The hours below do not take into account four weeks to prepare the pool for the season and two weeks to prepare it for the off season, and the day to day maintenance that is needed to be done when patrons are not at the pool.

Swimming Pool Patrons Attendance 2012-2013 Season

	Nov	Dec	Jan	Feb	March	April	Total
Pool closed due to storms	2	3	3	0	3		11
Pool closed water below 21d	2				1	10	13
Pool closed public holiday	0	1	0	0	0	0	1
Pool opened 6-7.30am		4	14	14	13	8	53
Pool opened 10-12 midday			2				2
Pool opened 1-6pm			4				4
Pool opened 2-6pm	7	18	23		27	14	89
Pool opened 3-6pm		1		18			19
Pool opened 9-6pm		7		10			17
Days per month opened	11	31	31	28	31	24	156
Number of Visitors		1,604	1,421	1,567	580		5172
VAC swim		142					
Australia Day			333				
School In-term swimming				995			
Swimming Carnival					79		
Total Number of Visitors		1,746	1,754	2,562	659		6721

SMS messages were sent out the night before giving the water temperature and if a

storm approached to notify residents that the pool would need to be closed. 245 residents were registered on the 2012/2013 Lake Grace and Newdegate Pool message bank system.

The 2012/2013 budget for salaries was \$58,559 with the actual being \$48,437.

Comment

The 2013/2014 budget for salaries is \$59,000, with a further \$55,000 available for operating expenditure.

This year the pool has available two qualified pool managers. To run the pool five days a week 2pm to 6pm, weekends 1pm to 6.00pm, early morning swimming three mornings a week (5.45 to 7am), maintenance hours, eight all day events ie VAC swimming, Australia Day, Interm swimming and swimming carnivals that may require both managers to be present, the current wages budget would be sufficient.

However, a 1 hour extension with opening from 1:00pm to 6:00pm could be achieved at a cost of approximately \$7,000 for the season whilst a move to opening hours from 11:00am to 6:00pm would not only increase costs substantially (approx. \$21,000) it would require amendments to contracts to address current employment condition requirements. Moreover, past experience suggests that the number of patrons during the pre-lunch period are marginal and does not represent a reasonable cost benefit.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Pool Manager
 Manager Corporate Services

Financial Implications

\$7,000

Ensure the pool is open seven days per week with extended hours of 1:00pm - 6:00pm.

Strategic Implications

Shire of Lake Grace Strategic Plan

Focus 2 Social and Community Well Being

Strategy 2.1 Retain, promote and develop health, education, recreational provision and access within the Shire.

Shire of Lake Grace Strategic Plan

Strategic Community Plan – Connecting with our Future 2023.

Community Values – good facilities and community activities.

Shire's Values – Encouraging learning and knowledge.

Shire of Lake Grace Strategic Plan 2010 – 2015

Social and Community Well Being

Enhance the quality of the life for residents within the Shire of Lake Grace.

Recommendation

That Council:

1. Move immediately to make the Lake Grace Pool available to the public during the following hours:

Swimming Pool Opening Times

Days	Times
Monday - Friday (early morning)	6:00am - 7:30am
Monday - Friday	2:00pm - 6:00pm
Weekends & Public Holidays	2:00pm - 6:00pm

2. Authorise staff to investigate the purchase of a pool blanket to maximise water temperature and to improve the amenity and report to the next meeting.

Voting Requirements

Simple majority required

Resolution

MOTION 11704

Moved Cr Chappell
Seconded Cr De Landgraft

That under the Shire of Lake Grace Standing Orders Local Law clause 16.1, Standing Orders clauses 8.5 & 8.6 be suspended at this time, being 8.11am for discussion on the swimming pool opening hours.

MOTION CARRIED 8/0

Resolution

MOTION 11705

Moved Cr Chappell
Seconded Cr Hunt

That Standing Orders resume, the time being 8.31am.

MOTION CARRIED 8/0

Resolution**MOTION 11706**

Moved Cr Stanton
 Seconded Cr De Landgraft

1. That Council move immediately to make the Lake Grace Pool available to the public during the following hours:

Days	Times
Monday - Friday (early morning)	6:00am - 7:30am
Monday - Friday	2:00pm - 6:00pm
Weekends & Public Holidays	2:00pm - 6:00pm

2. That Council authorise staff to investigate the purchase of a pool blanket to maximise water temperature and to improve the amenity; and report to the next meeting.

3. That the 2013/14 Lake Grace Swimming Pool Season close at the close of business on 21 April 2014.

MOTION CARRIED 8/0

Reason for Change: Council wished to determine a closing date.

9.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

None

10.0 MEMBERS' REPORTS

10.1 CR DE LANDGRAFFT

Attended the recent funeral at Varley, it was a privilege to be there.

10.2 CR STANTON

Attended the Art Exhibition at the Lake Grace Artspace.

10.3 CR ARMSTRONG

Thank you to Community Services Officer, Cheryl Chappell for organising the recent Seniors Event at the Hainsworth Building.

10.4 CR CHAPPELL

Attended the Lake Grace Development Association meeting and Art Exhibition.

10.5 CR WALKER

Attended the Seniors Event at Newdegate, sponsored by Bendigo Bank to thank

seniors. The program for the day was excellent with a lovely morning tea catered for by the P&C and a book reading at the library. The Hainsworth Development Committee are to be congratulated.

10.6

CR MARSHALL

Met with Cr Walker and the CEO re the Lake Grace Sporting Precinct.

Attended the special award ceremony by the Department of Fire & Emergency Services to Alan Stubberfield's Outback TV for their voluntary hours to the Lake Grace Fire Brigade.

11.0 MATTERS FOR CONSIDERATION – WORKS & SERVICES
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11.1 PROPOSAL FOR ROAD NAME CHANGE – RODGER ROAD

Applicant:	Mrs Patricia Weir (nee Eckersley)
File No.	0357
Attachments:	Location Map, Application Request Public Comment Submissions (Confidential)
Author:	Mr Martin Harrop Manager Infrastructure Services
Disclosure of Interest:	Nil
Date of Report:	11 November 2013
Senior Officer:	Mr Neville Hale Chief Executive Officer

Summary

An application was received requesting proposed Rodger Road (which runs between Lake Bidy Road and Lake Grace-Lake King Road) be named Eckersley Road.

At Councils' Ordinary Meeting of 25 September 2013 the Council resolved, through motion 11686 to advertise within the Newdegate community seeking information on the named Rodger Road and comment on the renaming of the road to Eckersley Road.

Background

The Shire advertised for public comment about the proposed road name change of Rodger Road. Public notice was given via Lakes Link, Newdegate Gate Post and the Lake Grace Shire webpage. Comments were invited until the close of business on Friday 8 November 2013.

The Shire received 3 public submissions in response to the public consultation process. One (1) submission supported the proposed road name change and two (2) submissions objected to the proposal.

In addition, the applicant provided documentation to support the proposal to name the road after early Lake Bidy pioneer Mr John Eckersley.

The public comment process provided additional information to guide the assessment of the proposal in particular:

- Clarification was made on the agenda item of 25 September 2013 "that Alexander Eckersley farmed the Bidy Downs property until 1983" was incorrect. Norm Watson & Co (John & Geoff Watson) purchased the Bidy downs property in 1973. However, this did not alter the fact the Eckersley family farmed in the area for a long time.
- Rodger Road was applied as the road name in 1974 by Department of Lands and Surveys and published in the Government Gazette, Western Australian 12th July 1974.
- Numerous other pioneering families of the region do not have roads named after them and therefore in itself does not provide justification for a road name change.
- Proposed road name change will cause inconvenience for residents on Rodger Road having to update personal addresses to reflect the road name change.

- Road names are supposed to be enduring and proposals to rename a road are considered un-necessary by the Geographic Names Committee. Geographic Names Committee suggested an alternative should be considered by the council and to consider naming a park or building.

Comment

Based on feedback from the community and the Geographical Names Committee, the proposed road name change is not supported. Road names are supposed to be enduring and changing names creates unnecessary administration burden.

Legal Implications

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

The Geographic Name Committee was established to provide the Minister of 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 and all interested parties are advised.

Policy Implications

Council has no specific policy with regards to the naming of roads within the Shire; however road names are generally selected in accordance with guidelines provided by the Geographic Names Committee. The name Eckersley is compliant with the Geographic Names Committee as a road name.

Consultation

Public notice was given via Lakes Link, Newdegate Gate Post, Lake King News, Varley Voice and the Lake Grace Shire webpage.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11707

Moved Cr Armstrong
Seconded Cr Chappell

That Council not approve the proposal to change the name of the road running between the Lake Grace – Lake King Road and Lake Bidy Road, from Rodger Road to Eckersley Road.

MOTION CARRIED 8/0

12.0 MATTERS FOR CONSIDERATION – PLANNING
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12.1 PROPOSED ROAD CLOSURE & DEDICATION - RESERVE 18960 BEING LOT 797 BIDDY BUNICHE ROAD, BUNICHE

Applicant:	Shire of Lake Grace
File No.	0573
Attachments:	Plans 1 to 4 & Attachment 1
Authors:	Mr Joe Douglas & Mr Carlo Famiano Urban & Rural Perspectives
Disclosure of Interest:	Nil
Date of Report:	11 November 2013
Senior Officer:	Mr Neville Hale Chief Executive Officer

Summary

This report:

- i) provides details of the outcomes from the recent public advertising of the proposal to permanently close a 21,106m² disused portion of Biddy-Buniche Road and dedicate the new alignment of Biddy-Buniche Road (i.e. 7,852m²) previously constructed through Reserve 18960 being Lot 797 Biddy-Buniche Road, Buniche in accordance with the details of Plan 4 prepared in support of this report; and
- ii) recommends that Council resolve to proceed to request the Hon. Minister for Lands to grant final approval to the proposed road closure and dedication in accordance with the details shown in the attached Plan 4.

Background and Comment

At its Ordinary Meeting held on 28 August 2013 the Lake Grace Shire Council resolved to proceed with the proposed closure of a disused portion of Biddy-Buniche Road and dedication of the new alignment of Biddy-Buniche Road previously constructed through Reserve 18960 being Lot 797 Biddy-Buniche Road, Buniche in accordance with the details of Plan 4 prepared in support of this report (Item 12.1) (see Plans 1 to 3).

The proposal was advertised for public comment in accordance with the specific requirements of the Land Administration Act and Regulations for the minimum required period of thirty five (35) days. The advertising process included a notice in a local newspaper, correspondence to all relevant government agencies and nearby landowners and display of the relevant report and plans at the Shire's administration centre.

At the conclusion of public advertising a total of five (5) submissions had been received by the Shire, all of which were from government agencies. A summary of all submissions received is provided in the attached 'Schedule of Submissions' (see Attachment 1).

A detailed review of the submissions received following completion of public advertising has revealed that all respondents are generally supportive of and have no objections to the proposal.

Notwithstanding the broad level of support, Telstra has confirmed the presence of telecommunication infrastructure in the immediate area and advised as follows:

- i) The Shire is required to establish the precise location of all existing Telstra infrastructure within the project area;
- ii) In the event that any Telstra infrastructure is found to be located within the disused portion of Biddy-Buniche Road road reserve that is proposed to be closed, the Shire will be required to relocate this infrastructure to a suitable location within the proposed new road reserve alignment; and
- iii) All costs associated with any required infrastructure relocation works are required to be borne by the Shire.

In light of the above advice and the fact that all Telstra infrastructure in the immediate area is located underground, the reporting officers recently prepared and submitted a 'Dial Before You Dig' enquiry with the relevant authority. The results of that enquiry confirmed there is no Telstra infrastructure located within the disused portion of the Biddy-Buniche Road road reserve proposed to be closed. As such it is concluded there is no need for the Shire to make arrangements to relocate any Telstra infrastructure as part of the project's implementation.

Finally Council should note that if it resolves to proceed with the project it is required, as part of that resolution, to indemnify the State of Western Australia against any costs and/or claims associated with the project's implementation. The recommendation provided below addresses this specific requirement and incorporates the standard wording used by all local government authorities when progressing projects of this type.

Conclusion

Given the outcomes from public advertising it is recommended that Council now resolve to proceed to request the Hon. Minister for Lands to grant final approval to the permanent closure of the surplus/unused portion of the Biddy-Buniche Road road reserve and the dedication of the new realigned portion of Biddy-Buniche Road as a public road through Reserve 18960 in accordance with the details of Plan 4 prepared in support of this report.

Legal Implications

Land Administration Act 1997

Land Administration Regulations 1998

Policy Implications

Nil

Consultation

Completed in accordance with the specific requirements of the *Land Administration Act 1997 and Land Administration Regulations 1998* (see Attachment 1 – Schedule of Submissions).

Financial Implications

It is estimated that the administrative costs associated with progressing the proposed road closure and dedication process will be in the order of \$5,000.00 excluding GST. It is understood that a suitable allowance has been made in Council's budget for the 2013/2014 financial year.

Council should note that the above cost estimate and budget allowance does not include any possible costs associated with the required survey works which is a separate matter that will need to be addressed in the future following further discussion and negotiation with the Department of Lands.

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11708

Moved Cr Armstrong
Seconded Cr Chappell

That Council resolve to:

1. Note all submissions received during public advertising of the proposed Bidy-Buniche Road road dedication and closure project;
2. Endorse the 'Schedule of Submissions' including Council's recommendations in respect of each submission as provided in Attachment 1 to the above report;
3. Request the Minister for Lands to grant final approval to permanently close a 21,106m² disused portion of Bidy-Buniche Road and to dedicate the new alignment of Bidy-Buniche Road (i.e. 7,852m²) previously constructed through Reserve 18960 being Lot 797 Bidy-Buniche Road, Buniche in accordance with the details of Plan 4 prepared in support of this report;
4. Authorise the Shire Administration to prepare and submit the required documentation and plans to the Minister for Lands for formal consideration and final determination;
5. Advise those that prepared and lodged submissions during public advertising of Council's decision to proceed with the project; and:
6. Indemnify the State of Western Australia against any possible costs and/or claims arising from the project's implementation.

MOTION CARRIED 8/0

13.0 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No items for consideration.

14.0 MATTERS FOR CONSIDERATION – FINANCE

14.1 ACCOUNTS FOR PAYMENT – OCTOBER 2013

Applicant: Shire of Lake Grace
File No. 0277
Attachments: List of Creditors
Author: Ms Tracie Buntrock
Finance Officer
Disclosure of Interest: Nil
Date of Report: 11 November 2013
Senior Officer: Mr John Bingham
Manager Corporate Services

Summary

For Council to ratify expenditures incurred for the month of October 2013.

Background

List of payments for the month October 2013 through the Municipal and Trust accounts are attached.

Comment

In accordance with the requirements of the Local Government Act 1995, a list of creditors is to be completed for each month showing:

- (a) The payee's name
- (b) The amount of the payment
- (c) Sufficient information to identify the transaction
- (d) The date of payment

The attached list meets the requirements of the Financial Management Regulations.

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12

Local Government (Financial Management) Regulations 1996 – Reg 13

Policy Implications

N/A

Consultation

N/A

Financial Implications

The list of creditors paid for the month of October 2013 from the Municipal and Trust Accounts Total \$683,856.91.

Strategic Implications*Shire of Lake Grace Strategic Plan**7. Organisational Excellence**7.1 Develop systems compliant with various statutes, regulations and policies.*Voting Requirements

Simple majority required.

Recommendation/Resolution**MOTION 11709**

Moved Cr Chappell
 Seconded Cr Stanton

That Council ratify the list of payments totalling \$683,856.91 as presented for the month of October 2013 incorporating:

Type of Expense	Expense Number Range	Amount for Month
Direct Debits	DD4746.1 to D4477.1	\$ 22,080.16
Municipal Account Cheques	35245 to 35274	\$150,192.79
Electronic Funds Transfers	11631 to 11756	\$510,623.96
Trust Account Cheques	738 to 749	\$ 960.00

MOTION CARRIED 8/0

14.2 **FINANCIAL STATEMENTS – OCTOBER 2013**

Applicant:	Corporate Services Section
File No.	0275
Attachments:	Financial Reports
Author:	Mrs Lee-Anne Trevenen Coordinator Finance & Administration
Disclosure of Interest:	Nil
Date of Report:	11 November 2013
Senior Officer:	Mr John Bingham Manager Corporate Services

Summary

Consideration of the financial statements for the month ending 31 October 2013.

Background

The following financial reports are included for your information:

- Monthly Statement of Financial Activity
- Financial Activity Variances
- Significant Accounting Policies
- Statement of Objective
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Rating Information
- Trust Funds
- Operating Statement by Programme
- Balance Sheet
- Financial Ratios
- Capital Road Works, Operating Revenue & Expenditure Graphs
- Bank Reconciliations

Comment

October bank reconciliation is yet to be finalised. Manager Corporate Services will provide further detail.

Legal Implications

Local Government Act 1995 – section 6.4

Local Government (Financial Management) Regulations 1996

Policy Implications

N/A

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan

Goal 7: Organisational Excellence

Strategy 7.1: Develop systems to ensure compliance with various statutes, regulations and policies.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11710

Moved Cr Marshall

Seconded Cr Hunt

That Council in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 receives the Statement of Financial activity for the period ended 31 October 2013.

MOTION CARRIED 8/0

15.0 MATTERS FOR CONSIDERATION – ADMINISTRATION
--

15.1 COUNCIL MEETING DATES 2014

Applicant: Chief Executive Officer
File No: 0041
Attachments: Nil
Author: Mrs Jeanette Bennett
 Executive Assistant
Disclosure of Interest: Nil
Date of Report: 8 November 2013
Senior Officer: Mr Neville Hale
 Chief Executive Officer

Summary

For Council to consider its meeting arrangements for 2014.

Background

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

Comment

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

The proposed schedule of meetings replicates that of 2013 including the May and November meeting times of 6.00pm and 8.00am respectively to reflect the busy farming schedules at those times of the year.

In the proposed schedule, the November meeting has been put back one week to the 3rd Wednesday of the month - 19 November 2014. This evens out the breaks between the October, November and December meetings to four weeks each.

Prior to 2013, meetings commenced at 3.00pm, this was changed to a 2.00pm starting time in 2013. Council may again wish to reconsider the start time. The following schedule has been prepared for Council's consideration:

Date	Time	Place
January 2014	N/A	N/A (Annual Break)
26 February 2014	2.00pm	Council Chambers, Lake Grace
26 March 2014	2.00pm	Varley Sports Pavilion
23 April 2014	2.00pm	Council Chambers Lake Grace
28 May 2014	6.00pm	Newdegate Library Resource Centre
25 June 2014	2.00pm	Council Chambers Lake Grace
23 July 2014	2.00pm	Council Chambers Lake Grace
27 August 2014	2.00pm	Council Chambers Lake Grace
24 September 2014	2.00pm	Lake King Hall
22 October 2014	2.00pm	Council Chambers Lake Grace
19 November 2014	8.00am	Newdegate Library Resource Centre
17 December 2014	2.00pm	Council Chambers Lake Grace

The Meeting schedule will be displayed on public library and community notice boards and advertised through community newsletters and the Shire's website

Consultation

Internal: Chief Executive Officer

Legal Implications

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

Policy Implications

Apart for the November meeting, the schedule of dates is in accordance with Council Policy 1.2 which makes no provision for specific times or locations.

Financial Implications

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

Strategic Implications

Meetings are held in Newdegate, Lake King and Varley each year in order to give all towns the opportunity to have a Council Meeting in their community and make it more convenient for them to attend.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11711

Moved Cr Armstrong
Seconded Cr De Landgraftt

That Council, as required by the *Local Government Act 1995*, give local public notice of the following schedule of meetings for 2014:

Date	Time	Place
January 2014	N/A	N/A (Annual Break)
26 February 2014	2.00pm	Council Chambers, Lake Grace
26 March 2014	2.00pm	Varley Sports Pavilion
23 April 2014	2.00pm	Council Chambers Lake Grace
28 May 2014	6.00pm	Newdegate Library Resource Centre
25 June 2014	2.00pm	Council Chambers Lake Grace
23 July 2014	2.00pm	Council Chambers Lake Grace
27 August 2014	2.00pm	Council Chambers Lake Grace
24 September 2014	2.00pm	Lake King Hall
22 October 2014	2.00pm	Council Chambers Lake Grace
19 November 2014	8.00am	Newdegate Library Resource Centre
17 December 2014	2.00pm	Council Chambers Lake Grace

MOTION CARRIED 8/0

15.2 ESTABLISHMENT OF COUNCIL COMMITTEES

Note: Since publishing of this Agenda, Mrs Michelle Lay has contacted the Shire to advise her willingness to re-nominate for the Audit Committee.

Applicant:	Shire of Lake Grace
File No.	0039
Attachments:	Local Government Act 1995 - Part 5 Subdivision 2 & 3 Terms of Reference
Author:	Mrs Jeanette Bennett Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	11 November 2013
Senior Officer:	Mr Neville Hale Chief Executive Officer

Summary

The purpose of this report is for Council to establish the required Committees of Council for the next two years with terms expiring in October 2015.

Background

Committees require review following each ordinary election or upon the resignation/retirement of one of its members. Local Government elections were held on 19 October 2013.

The last review of Committees was in November 2011. Also, at the November 2011 Ordinary Meeting, Council established, including Terms of Reference, the Lake Grace Sporting Pavilion Redevelopment Project Committee. The Committee has now expired due to having completed its tasks under the Charter.

In February 2013, following Amanda Milton's resignation as a Councillor, a minor reshuffle of committee representation occurred.

Comment

In accordance with the Local Government Act 1995 Council may establish a number of varying types of committee detailed as follows;

s5.9. Committees, types of

- (1) In this section —
other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

s5.10. Committee members, appointment of

- (1) A committee is to have as its members —
- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).
- * Absolute majority required.

The Newdegate Rejuvenation Project Committee could be dealt with separately in a future report should Council wish to seek a change in community representation. When that Committee was established, specific community representatives were invited to participate and then appointed. Council may now also wish to review how those appointment are made.

Advertisements seeking community representatives for the Lake Grace Library Committee and the Audit Committee have been published. Applications were to be submitted in writing, at the time of preparing this report no official applications have been received.

Mrs Linda Carruthers, the current community representative on the Lake Grace Library and Community Resource Centre Management Committee has indicated she no longer wishes to be the community representative.

Current community representative on the Audit Committee, Mrs Michelle Lay was contacted regarding the need to be re-appointed and as yet has not contacted the Shire. Mr Ollie Farrelly has verbally indicated his willingness to join the Audit Committee.

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

1. Council committees, that is, a committee of three or more persons established by council to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees*; or,
2. 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.

Note The Lake Grace Shire Council has no committees with any delegated authority in respect to the exercising of power and the discharge of duties.*

Following, and grouped as per above, is a list of Council's previous committees.

- Audit Committee (ongoing)
- Newdegate Town Centre Rejuvenation Project Committee (ongoing)

- Shire of Lake Grace Community Housing Committee (No longer required)
- Lakes Village Advisory Committee (No longer required)
- Lake Grace Library & Community Resource Centre Management Committee (ongoing)
- Lake Grace Pavillion Redevelopment Project Committee (No longer required)

COUNCIL COMMITTEES

The following tables provide the information relevant to each committee to be established:

Lake Grace Library and Community Resource Centre Management Committee

Authority:	Lake Grace Library Management Agreement
Delegation:	No delegated authority – minutes available
Current Membership:	Former Cr Farrelly & CEO or his nominee Committee – as per Agreement Community Representative - Mrs Linda Carruthers, has not renominated
Meetings:	Quarterly
Current Status	Active

Background/Comment

In accordance with Recitals of the Licence Agreement Recital C; a Committee will be established under the provisions of s5.9(2)(c) of the Local Government Act 1995 as set out in clause 3 of the License Agreement.

Clause 3, annexure B4.2 of the Licence Agreement- Lake Grace Library and Resource Centre requires the Committee to consist 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.

Conclusion

Two members to be appointed by the Shire as per above, one elected member along with the CEO or his nominee. Community position has been advertised, awaiting nominations.

Shire of Lake Grace Audit Committee

Authority:	<i>Local Government Act 1995</i> section 5.9 (1) and 5.9 (2) (d), section 7. <i>Local Government Financial Regulations</i> sections 4-8.
Delegation:	The Audit Committee has no Delegated Authority. Minutes are published and distributed to Councillors..
Current Membership:	Former Cr Farrelly, Cr Hunt, Cr Chappell, Mrs Michelle Lay
Meetings:	Quarterly – usually held immediately prior to a Council Meeting.
Current Status	Active

Background/Comment:

The Audit Committee is established under the *Local Government Act 1995* section 5.9 (1) and 5.9 (2) (d), section 7, and Financial Regulations sections 4-8 as gazetted in March 2005.

It is a requirement under the Local Government Financial Regulations that Council appoint an Audit Committee.

Recommendations are made in minutes of the Audit Committee 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 with the last appointments made in December 2011 and February 2013. Accordingly re-appointments to this Committee are now due.

As per the Audit Committee's Terms of Reference,(see attached) the committee is to consist of four members with three elected members and one external person.

As previously mentioned the community representative position has been advertised. Current community representative on the Audit Committee, Mrs Michelle Lay was contacted regarding the need to be re-appointed and as yet has not contacted the Shire. Mr Ollie Farrelly has verbally indicated his willingness to join the Audit Committee.

Conclusion

Three member appointments be made. Should Mrs Lay wish to re-nominate Council may wish to consider making two community appointments to the Audit Committee and given Mr Farrelly's willingness to be involved and his obvious local government finance experience.

Integrated Planning Asset Management Working Group

In accordance with Councils Asset Management Plan and its requirements under its Integrated Planning and Reporting obligations of the Local Government Act 1995 it is proposed that a new committee be formed namely the Integrated Planning Asset Management Working Group that is to be charged with the responsibility of reviewing all categories of assets, subject to Terms of Reference to be established as its first item of business to be presented to Council for ratification.

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: Various committees require the seeking of community representation

Financial Implications

Attendance fees are payable to Elected Members of the Audit Committee, the Newdegate Rejuvenation Committee, the Lake Grace Library Telecentre Management Committee. Community members are entitled to claim travelling as per Council Policy.

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

Strategic Implications

Shire of Lake Grace Community Strategic Plan

Policy Implications

Travel expenses for non councillor committee members.

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution

MOTION 11712

Moved Cr Armstrong
Seconded Cr Stanton

That Council establish, in accordance with s5.9(2)(d) of the Local Government Act 1995, Local Government (Financial Management) Regulations s4 to 8 and the endorsed Terms of Reference, its Audit Committee and appoint:

- Cr Hunt
- Cr Marshall
- Cr Walker
- Mr Ollie Farrelly (Community Representative)
- Mrs Michelle Lay (Community Representative)

as members of the Audit Committee.

MOTION CARRIED BY ABSOLUTE MAJORITY 8/0

Recommendation/Resolution

MOTION 11713

Moved Cr Marshall
Seconded Cr Hunt

That Council establish, in accordance with s5.9(2)(c) of the Local Government Act 1995 and with the requirements of the Licence Agreement – Lake Grace Library and Community Resource Centre Management Agreement, a management committee and appoint:

2 x Shire members	Cr Clarke and the CEO (or his nominee)
2 x Ministerial appointees	Principal - Mrs Ashley Mottershead
	Registrar - Mrs Michelle Lay
1 x Telecentre Management	Coordinator - Mrs Suzanne Reeves
1 x Community representative	Mrs Mary Naisbitt
Executive Officer (non-voting)	Mrs Lois Dickins (Library)

as members of the Management Committee.

MOTION CARRIED BY ABSOLUTE MAJORITY 8/0

Recommendation/Resolution

MOTION 11714

Moved Cr Hunt
Seconded Cr Clarke

That Council establish, in accordance with s5.9(2)(d) of the Local Government Act 1995 the Newdegate Town Centre Rejuvenation Committee and appoint:

- Cr Walker
- Cr Armstrong
- Cr De Landgraft
- Mrs Lynne Ellard
- Mrs Roz Lloyd
- Mrs Judy Walker
- Mrs Diana Gosling

as members of the Committee.

MOTION CARRIED BY ABSOLUTE MAJORITY 8/0

Recommendation/Resolution

MOTION 11715

Moved Cr Stanton
Seconded Cr De Landgraft

That Council establish, in accordance with s5.9(2)(d) of the Local Government Act 1995 the Integrated Planning Asset Management Working Group and appoint:

- Cr Walker
- Cr Marshall
- Cr De Landgraft
- Chief Executive Officer
- Manager Corporate Services
- Manager Infrastructure Services
- Manager Community Services

as members of the Group.

MOTION CARRIED BY ABSOLUTE MAJORITY 8/0

15.3 **APPOINTMENT OF DELEGATES TO EXTERNAL COMMITTEES AND ORGANISATIONS**

Applicant:	Shire of Lake Grace
File No.	0052
Attachments:	<i>Local Government Act 1995</i> - Part 5 Subdivision 2 & 3 Terms of Reference
Author:	Mrs Jeanette Bennett Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	11 November 2013
Senior Officer:	Mr Neville Hale Chief Executive Officer

Summary

The purpose of this report is for Council to appoint delegates to External Committees and Organisations to review its representation on various external committees for the next two years with terms expiring in October 2015.

Background

The appointment of delegates require review following each ordinary election or upon the resignation/retirement of one of its members. Local Government elections were held on 19 October 2013.

The last review of delegates was in November 2011.

In February 2013, following Amanda Milton's resignation as a Councillor, a minor reshuffle of delegate representation occurred.

Comment

The Shire has received correspondence from the Lake Grace District High School Board and the Lake Grace Visitor Centre Committee requesting Council representatives for appointment to their respective Board and Committee.

In regard to Natural Resource Management and the Shire's membership to that organisation, former Councillor, Mr Ollie Farrelly, has indicated his willingness to represent the Shire at those meetings.

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

3. 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 a list of external committees and organisations to which Council nominate delegates to:

The following is a list of external committees and organisations to which Council may wish to appoint delegates:

- Lake King Grassed Oval Committee
- Local Emergency Management Committee
- Regional Road Group
- Lakes Sub Group – Regional Road Group
- WALGA Central Country Zone
- Roe Tourism Association
- Bushfire Advisory Committee (Note: appointment of Bush Fire Officers were made in September in readiness for the 2013/14 fire season)
- Newdegate Recreation Council
- Roadwise Committee
- Joint Development Assessment Panel – Wheatbelt Region
- Lakes VROC
- 4WD VROC
- Regional Waste Group
- Australian Rural Road Group
- Rural Water Council
- Eastern Wheatbelt Primary Health Care Group
- Wheatbelt Railway Retention Alliance
- Eastern Wheatbelt Declared Species Group (Wild Dogs)

EXTERNAL COMMITTEES & ORGANISATIONS

Following, and grouped as per above, is a list of Council's previous delegates to external committees and organisations:

Lake King Grassed Oval Committee

Authority:	Lake King Progress Association
Delegation:	No delegated authority
Membership:	Cr De Landgraft
Meetings:	Quarterly
Current Status	Active

Background/Comment

Facility is managed by the above Committee under the umbrella of the Lake King Progress Association.

Conclusion

Rural Ward elected member remain as representative.

Local Emergency Management Committee

Authority:	State Emergency Management Act 2005
Delegation:	Nil
Current Membership:	President as Chairperson, CEO & Staff as required Local Emergency Services – Ambulance, Fire & Rescue, Bush Fires, Health Service, Department of Agriculture, Police, FESA
Meetings:	Quarterly
Current Status	Active

Background/Comment

Part 38 of the *Emergency Management Act 2005* states as follows:

Local emergency management committees

(1) A local government is to establish one or more local emergency management committees for the local government's district.

(2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.

(3) A local emergency management committee consists of —

(a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and

(b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.

(4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

The Shire's Community Emergency Services Manager (CESM) Marcus Owen supports this Committee. The Group has traditionally been chaired by the Shire President, however under the *Emergency Management Act 2005* as set out above it would appear the role need not fall to the Shire President.

The Shire of Lake Grace Local Emergency Management Arrangements state that the Chairman of the LEMC is the Shire President, Shire of Lake Grace. These arrangements can be amended should Council wish to opt not to appoint the Shire President as Chair.

Conclusion

The Shire of Lake Grace Local Emergency Committee be appointed as set out in Part 38 of the *Emergency Management Act 2005*.

Regional Road Group – Wheatbelt South

Authority:	Main Roads WA
Current Membership:	President & Deputy President – CEO & MIS attend as advisors
Meetings:	Quarterly
Current Status	Active

Recommendation

President and Councillor be appointed as representatives.

Regional Road Group – Wheatbelt South, Lakes Sub Group

Authority:	Main Roads WA
Current Membership:	President & Deputy President – CEO & MIS attend as advisors
Meetings:	Quarterly
Current Status	Active

Conclusion

President and Councillor be appointed as representatives.

WALGA Central Country Zone

Authority:	Western Australian Local Government Association
Current Membership:	President & Deputy President
Meetings:	Quarterly
Current Status	Active

Conclusion

President and a Councillor be appointed as representatives.

Roe Tourism Association

Authority:	Roe Tourism Association
Current Membership:	Former Cr Ollie Farrelly & staff as required Lake Grace Visitor Information Centre Representatives
Meetings:	Bi Monthly
Current Status	Active

Background/Comment

The Shire is a financial member of the Roe Tourism Group. Membership of this group is important in terms of the Shire's involvement in regional tourism and it provides opportunities and brings untold benefits for the promotion of our area and attractions.

Lake Grace Visitor Centre Mary Naisbitt and the Shire's Manager Community Services regularly attend these meetings.

Conclusion

One Councillor representative and staff as required.

Newdegate Recreation Council

Authority:	Newdegate Recreation Council
Delegation:	No delegated authority
Current Membership:	Former Cr Chamberlain & Cr Armstrong Manager Corporate Services & Manager of Infrastructure
Meetings:	Bi - monthly
Current Status	Active – strong community organisation

Background/Comment

Bookings for the Indoor Recreation Centre are booked through the Newdegate CRC. The Shire pays the Newdegate CRC to act as secretariat. Finances are managed via Shire administration.

Conclusion

The Newdegate Town Councillor be appointed along with the Manager Corporate Services.

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.
Current Membership:	As per Bushfires Local Law.
Meetings:	As per Bushfires Local Law.
Current Status	Active

Background/Comment

Councillor appointment not required.

Roadwise Committee

Authority:	West Australian Local Government Association
Current Membership:	Manager of Works Roadwise Officer, LG Telecentre Secretariat, Emergency Services, Youth, Police
Meetings:	Monthly or as determined by Roadwise Officer
Current Status	Active

Background/Comment

The Roadwise Committee is a WA Local Government Association initiative.

The Lake Grace Community Resource Centre is contracted by the Shire to provide secretarial duties. Staff attend the meetings.

Conclusion

Manager Infrastructure Services or their nominee be appointed representative.

Joint Development Assessment Panel - Wheatbelt Region

Authority:	Dept of Planning - Planning & Development (develop Assessment Panels) Regulations 2011
Current Membership:	Former Cr Chamberlain, Cr Chappell as members & Cr Armstrong as alternate member
Meetings:	As required
Current Status	Active

Background/Comment

The Shire has been requested by the Department of Planning to provide two members and two alternative JDAP members.

At this point in time the Shire only provides one alternative member. Once appointments are made nominations will be submitted to the Department of Planning for ministerial approval and appointment.

Should the Panel be required to meet in Lake Grace, the Shire is to provide secretarial support to the Panel.

Conclusion

Two Councillors be nominated and two alternative members nominated.

Lakes VROC (Voluntary Organisation of Councils)

Authority:	Memorandum of Understanding – Shires of Dumbleyung, Lake Grace & Kent
Current Membership:	Shire Presidents, Elected Members & CEOs of the Shires of Dumbleyung, Lake Grace & Kent
Meetings:	As required
Current Status	Active

Background/Comment

The Lakes VROC was established in 2009 to establish a working partnership with a purpose to:

- Achieve recognition of the Lakes as a viable, political, social and economic region;
- To enhance service delivery and infrastructure for our collective and individual communities;
- To achieve a sustainable, cost effective model for the sharing of resources.

The Shire of Lake Grace currently is the host Shire and acts as the executive support for the VROC. This is a rotational arrangement under the MOU. The host Shire acts as Chair of the group.

Each MOU party is to have two representative voting members (to date for the Shire of Lake Grace this has been the Shire President and Deputy Shire President). Elected members and officers of each MOU party may participate in meetings in a non-voting capacity.

Conclusion

President & Councillor be appointed as representatives.

4WDL VROC

Authority:	Shires of Wagin, Williams, West Arthur, Woodanilling, Dumbleyung and Lake Grace
Current Membership:	Shire President, Deputy Shire President and CEO
Meetings:	Monthly - Council representative meeting bi-monthly
Current Status	Active

Background/Comment

The Shire is a full member of the 4WDL and the CEO attends monthly meetings. Every second meeting is a Councillor representative meeting and is attended by the Shire President and/or Deputy.

This Group is supported by an Officer from the Shire of Woodanilling.

Conclusion

That Council endorse regular attendance at the 4WDL meetings by Councillors and Staff.

Wagin Regional Refuse Group

Authority:	Zero Waste Initiative - Wagin Group of Councils
Current Membership:	Shire President, CEO & Staff as required
Meetings:	As required
Current Status	Active

Background/Comment

The Wagin Regional Refuse Group was created in 2007 for the purpose of responding to the Waste Authority of WA's Zero Waste Plan (subsequently changed to Towards Zero Waste). The Group was made up of 12 member local governments stretching across the Wheatbelt South and included the Shire of Lake Grace. A significant achievement of the Group was the development of an Environmental Management Plan for each refuse disposal site and the 2009 Strategic Waste Management Plan which considered the option of a regional waste disposal site. This research was funded through the Zero Waste initiative.

In December 2010, the Shire of Lake Grace subsequently advised the Wagin Group of its decision not to participate in the establishment of the regional landfill site and withdrew its membership but has since re-entered the Group in order to be eligible for funding under the Towards Zero Waste Regional Funding Program. As a pre-requisite to be eligible for this funding the local government must be aligned with a regional waste group.

The Group is supported by the Wagin Regional Refuse Group Project Manager.

Conclusion

That the CEO or his nominee be appointed Shire representative to the Group.

Australian Rural Road Group Inc.

Authority:	Australian Rural Road Group Inc.
Current Membership:	Shire President & CEO
Meetings:	As required
Current Status	Active

Background/Comment

At the March 2010 Ordinary Meeting of Council, it was resolved for the Shire to be a member of the Australian Rural Road Group Inc (AARG) The purpose of ARRГ is to develop a strategy to lobby the Commonwealth Government for additional new road funding regarding those local governments throughout Australia where the value of their agricultural activity is in excess of \$100M.

At the time of becoming a member Lake Grace was ranked 25 overall with its agricultural activity coming in at \$192.8M and as such was the second most productive district in WA. Esperance sat at number two nationally on the list overall with \$370.8M.

The premise is to tie an acceptable level of funding to the amount contributed to the Gross Domestic Product expressed as an amount per kilometre of the road network length.

The Gwydir Shire Council provides executive support to the Group.

Conclusion

That the Shire President and the CEO be appointed as representatives to the Australian Rural Road Group.

Rural Water Council

Authority:	Rural Water Council Inc
Current Membership:	Cr Chappell & Cr Armstrong
Meetings:	Bi-annual
Current Status	Active

Background/Comment

The Rural Water Council was formed during 2010 with Cr Chappell and Cr Armstrong the Shire representatives.

Conclusion

That Crs Chappell & Armstrong be appointed as delegates to the Rural Water Council Inc.

Eastern Wheatbelt Primary Health Care Group

Authority:	Shires of Corrigin, Kondinin, Kulin, Lake Grace & Narembeen
Current Membership:	Shire President & CEO
Meetings:	As required
Current Status	Active

Background/Comment

The Eastern Wheatbelt Primary Health Care Group was established early in 2011 as a result of the shared vision between the Shires of Lake Grace, Kondinin, Corrigin and Kulin to establish a group scheme for the provision of GP services. Council endorsed the Shire of Lake Grace as a signatory to the Eastern Wheatbelt Primary Care Project in February 2011. The Shire of Narembeen is now also a member.

A Business Case regarding GP recruitment and setting up a support business unit has been developed with contributions from each shire and funding from Rural Health West.

Conclusion

That the Shire President and the CEO be appointed as representatives to the Eastern Wheatbelt Primary Health Care Group.

Wheatbelt Railway Retention Alliance

Authority:	WA Farmers Federation - Wheatbelt Railway Retention Alliance
Membership:	Cr Walker & Former Cr Chamberlain - Proxy Cr Chappell
Meetings:	As required
Current Status	Active

Background/Comment

The Wheatbelt Railway Retention Alliance was formed earlier this year as a lobby group for the retention of Tier 3 railway lines in the Wheatbelt. The WA Farmers Federation provides support to the Group. The Group has been proactive in its approach to the State Government. Its activities are centred in the Central Wheatbelt Region.

Council endorsed membership to the Wheatbelt Railway Retention Alliance at its 23 March 2011 Ordinary Meeting.

Conclusion

That two Councillors and a proxy be appointed as representatives to the Wheatbelt Railway Retention Alliance.

Eastern Wheatbelt Declared Species Group Inc - Wild Dog Control

Authority:	Eastern Wheatbelt Declared Species Group Inc
Membership:	Cr Sinclair
Meetings:	As required
Current Status	Active

Background/Comment

The Shire of Lake Grace has been associated with and financially supported this group over the past 10 years. The group comprises ten Shires from Mt Marshall down to Lake Grace and with support from the Ag Dept has worked to successfully control numbers and activities of wild dogs in the Eastern Wheatbelt.

To continue to receive ongoing funding the Group was required to become an incorporated body. The Department of Agriculture currently provides administrative support to the group.

Conclusion

Re-appointment of Cr Sinclair continue as the Shire of Lake Grace representative at the meetings.

Comment

It should be noted that to support Committees of Council extensive resources are required.

Council may wish to consider appointing proxies to certain external committees and organisations in order to cover attendance for the nominated delegates and ensure regular elected member representation.

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: Various committees require the seeking of community representation.

Financial Implications

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

Non-Councillor delegates representing the Shire are entitled to be reimbursed for travelling expenses incurred.

Strategic Implications

Shire of Lake Grace Community Strategic Plan

Policy Implications

Travel expenses for non councillor committee members.

Voting Requirements

Simple majority required

Recommendation/Resolution

MOTION 11716

Moved Cr Hunt
Seconded Cr Delandgraftt

That Council appoint delegates to the following external committees and organisations as indicated below:

Lake King Grassed Oval Committee

Cr De Landgraftt

Regional Road Group – Wheatbelt South

President and Deputy President, (CEO & MIS as advisors.)

Regional Road Group – Lakes Sub Group

President and Deputy Shire President, (CEO & MIS as advisors.)

WALGA Central Country Zone

President & Deputy President.

Roe Tourism Association

Cr Stanton

Newdegate Recreation Council

Cr Armstrong

Roadwise Committee

Manager Infrastructure Services

Joint Development Assessment Panel – Wheatbelt Region

Cr Chappell & Cr Armstrong be appointed as members

Cr Walker & Cr Clarke be appointed as alternative members

Lakes VROC

President & Deputy President

MOTION 11716 continued

4WDL VROC

President & Deputy President

Regional Waste Group

President & Deputy President

Australian Rural Road Group

President & CEO

Rural Water Council

Cr Armstrong & Cr Chappell

Eastern Wheatbelt Primary Health Care Group

President & CEO

Wheatbelt Retention Railway Alliance

Cr Walker & Cr Marshall with Cr Stanton as proxy

Eastern Wheatbelt Declared Species Group

Cr Sinclair

Lake Grace District High School Board

Cr Hunt

Lake Grace Visitor Centre Committee

Cr Stanton

Natural Resource Management Committee

Mr Ollie Farrelly

MOTION CARRIED 8/0

15.4 **APPOINTMENT OF AUTHORISED OFFICERS**

Applicant:	Chief Executive Officer
File No:	0052
Attachments:	Nil
Author:	Ms Heather Bell Senior Finance Officer
Disclosure of Interest:	Nil
Date of Report:	12 November 2013
Senior Officer:	Mr Neville Hale Chief Executive Officer

Summary

The purpose of this report is for Council to appoint Authorised Persons to exercise power under the Local Government Act 1995, associated legislation and other Acts, on behalf of the Shire of Lake Grace.

Background

Council previously, at its 23 October 2013 Ordinary Council Meeting, appointed authorised officers.

Due to the pending change to the Shire's Environmental Health Office service provider an update of authorised officers is required.

In accordance with a number of provisions of various Acts, Regulations and local laws, Council is required to appoint authorised persons to perform various authorised functions.

Authorisations are reviewed on an annual basis and updated to reflect staff changes. Following approval by Council the authorisations will be given to staff in writing and identification cards issued.

Comment

(1) Section 3.24 of the Local Government Act 1995 enables a local government to expressly authorise a person(s) to exercise its executive powers under Division 3 of the Act.

These authorisations relate to certain provisions about land, including issuance of notices requiring certain things to be done by an owner or occupier of land in accordance with Schedule 3.1 of the Act. These can include matters relating to drainage requirements, safety issues and unsightly land. It is proposed to appoint Mr Neville Hale and Mr John Bingham.

Part 9 of the Local Government Act 1995 provides for the appointment of authorised persons relating to enforcement and legal proceedings, i.e. the fining of a person committing an offence and the issuing of infringement notices.

Pursuant to s27 of the Health Act 1911 Council may appoint an Environmental Health Officer to perform such duties as the local government from time to time directs and also such as are specifically prescribed by any order of the Executive Director, Public Health. Ms Lauren Bosch and Ms Melissa Rourke are the appointed Environmental Health Officers.

The Chief Executive Officer will appoint Ms Lauren Bosch and Ms Melissa Rourke as authorised persons for the purposes of the Caravan Parks and Camping Grounds Act 1995.

Consultation

N/A

Legal Implications

Local Government Act, 1995

Local Government (Miscellaneous Provisions) Act 1960

Health Act 1911

Litter Act 1979

Caravan Parks and Camping Grounds Act 1995

Policy Implications

N/A

Financial Implications

N/A

Strategic Implications

Provides for the good governance of the Shire.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11717

Moved Cr Armstrong
Seconded Cr Stanton

That Council appoint the following persons as “Authorised Officers” in respect to the requirements of the specified Acts:

Health Act 1911 – s27 Appointment of Environmental Health Officer

- Lauren Bosch
- Melissa Rourke

Caravan Parks and Camping Grounds Act 1995 – s17 Authorised Persons

- Lauren Bosch
- Melissa Rourke

MOTION CARRIED 8/0

15.5 DUAL FIRE CONTROL OFFICERS FROM NEIGHBOURING SHIRES

Applicant: Community Emergency Services Manager
File No. 0177
Attachments: Nil
Author: Mr Marcus Owen
Community Emergency Services Manager
Disclosure of Interest: Nil
Date of Report: 6 November 2013
Senior Officer: Mr John Bingham
Manager Corporate Services

Summary

The purpose of this report is for Council to authorise the listed Dual Fire Control Officers to act as Fire Control Officers in the Shire of Lake Grace.

Background

Dual Fire Control Officers are appointed by their respective shires to perform the duties of a Fire Control Officer in either shire in the event of a bush fire passing from one shire into another.

Comment

Shire of Lake Grace Fire Control Officers will be notified of these appointments once authorised by Council.

Legal Implications

Bushfires Act 1954
Local Law Bushfires Act 1954

Policy Implications

Nil

Consultation

Internal – Nil
External - Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11718

Moved Cr Chappell
Seconded Cr Clarke

That Council authorise the following Dual Fire Control Officers for the 2013/14 season;

Shire of Kent

- Kelvin Holmes – 0429 701 045

Shire of Kondinin

- John Read (CBFCO & CEO) – 9889 1006 or 0429 891 006

- Tom Mulcahy (DCBFCO) 0427 805 292

Shire of Kulin

- P Riseborough - 0427 804 060

- B Holmes - 9880 5078

- CG Varone - 0429 800 033

- G Strother - 0428 752 024

Shire of Dumbleyung

- Damion Leo - 0427 646 043

- Mark Pearce – 0428 959106

Shire of Ravensthorpe

- Andrew Duncan - 0428996334/0427389032

MOTION CARRIED 8/0

15.6 EXTENSION OF ANNUAL RESTRICTED BURNING TIME

Applicant:	Bushfire Advisory Committee
File No.	0186
Attachments:	BFAC minutes
Author:	Mr Marcus Owen Community Emergency Services Manager
Disclosure of Interest:	Nil
Date of Report:	6 November 2013
Senior Officer:	Mr John Bingham Manager Corporate Services

Summary

The purpose of this report is for Council to endorse the motion moved by the Bushfire Advisory Committee to permanently extend the Annual Restricted Burning Time from 15 March to 30 April.

Background

At the General Meeting of the Shire of Lake Grace Bushfire Advisory Committee, held 2 October 2013, a motion was moved to permanently extend the Annual Restricted Burning Time from 15 March to 30 April.

For the last three fire seasons seasonal conditions have dictated the necessity to extend the Annual Restricted Burning Time (RBT), very dry and little rain.

Under Section 18 (5) (see below) of the Bushfires Act 1954 a local government may extend the RBT.

(5) Subject to subsection (5B) in any year in which a local government considers that seasonal conditions so warrant the local government may, after consultation with an authorised CALM Act officer if forest land is situated in its district —

- (a) vary the restricted burning times in respect of that year in the district or a part of the district by —
 - (i) shortening, extending, suspending or reimposing a period of restricted burning times; or
 - (ii) imposing a further period of restricted burning times;

In previous seasons when the RBT has been extended, there has been an element of confusion as to whether permits are required or not.

As the Restricted Burning Time and Prohibited Burning Time dates are gazetted in the Bush Fires Act 1954; application to change these dates must be made by letter, from the CEO of the local government, to the Department of Fire & Emergency Services requesting such.

Comment

The permanent change of date would enable the Fire Control Officers (FCOs) to maintain control of post-harvest/pre-seeding burning and at the same time eliminate any confusion. The extension of the RBT would

also encompass the Easter period, a time when many FCOs and landowners are absent.

Legal Implications

Bushfires Act 1954

Policy Implications

Nil

Consultation

Internal: Deputy Fire Control Officers Mr Doug Dunham, Mr Richard Metcalf and Mr Wes Hall

External: Mr Kevin Parsons, Department of Fire & Emergency Services

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11719

Moved Cr Chappell
Seconded Cr Clarke

That Council endorse the recommendation of the Bushfire Advisory Committee to permanently extend the Annual Restricted Burning Time from 15 March to 30 April.

MOTION CARRIED 8/0

16.0 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES
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16.1 ALL AGE PLAYGROUND - LAKE GRACE

Applicant:	Lake Grace Development Association
File No.	0754
Attachments:	Nil
Author:	Ms Lee Holben Manager Community Services
Disclosure of Interest:	Nil
Date of Report:	11 November 2013
Senior Officer:	Mr Neville Hale Chief Executive Officer

Summary

The purpose of this report is to seek Councils endorsement to proceed with the design, site analysis and community consultation for an All Ages Playground in Lake Grace.

Background

Over the last six months two local residents in conjunction with the Lake Grace Development Association have researched the possibility of an All Ages Playground in Lake Grace. This came about from having young children themselves as well as being involved in many community groups that involved young children and their parents and hearing the parents comment that Lake Grace did not have any suitable playgrounds for the local children. In particular it was identified that the playgrounds in Lake Grace do not cater for those children under 4 years of age. Research has been done to identify appropriate equipment for various age groups as well as identifying play opportunities that can be created locally to make the playground unique to Lake Grace.

The site identified for further research and consultation is the old tennis court area off Stubbs Road. A number of specific target group play areas have been indentified including:

- Area 1 Existing toilets (to be demolished) and BBQ area – bins to look like grain silo's, water fountains at different heights, tables and benches.
- Area 2 Toddler Play area – appropriate play equipment for the under 4's.
- Area 3 Junior and Teenagers Play area – large shade structure without walls covering ropes course, swings, slides etc.
- Area 4 Sheep Yard Maze – maze out of sheep yard fencing.
- Area 5 Mini Lake Grace Track – business and road signs, hopscotch, four square etc.

Comment

Well-planned and well-designed playgrounds have the potential to become well-used and highly valued community assets. Playgrounds are often one of the few places children can play freely without adult

direction. Importantly risk and challenge in playgrounds must be age and developmentally appropriate for the children who use them.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal – Community Service Officers
Senior Management Team

External - Annette Argent
Tahryn Gray
Lake Grace Parents
Lake Grace Development Association
Lake Grace Lions
Lake Grace Playgroup

Financial Implications

No budget allocations other than staff time have been provided in the 2013/2104 budget for this project. Once a plan has been developed and endorsed by Council funding can be allocated in future financial years as well as applying for external funding.

Strategic Implications

Shire of Lake Grace Strategic Plan
Strategic Community Plan – Connecting with our Future 2023.
Community Values – good facilities and community activities.
Shire's Values – Encouraging learning and knowledge.

Social S3.2 Identify new infrastructure projects using evidence based research and which show multiple benefits.

Shire of Lake Grace Strategic Plan 2010 – 2015
Social and Community Well Being
Enhance the quality of the life for residents within the Shire of Lake Grace.

Infrastructure

Develop, maintain and rationalize key infrastructure in the best interests of the community. Economic development of the Shire and the region.

Voting Requirements

Simple Majority required.

Recommendation/Resolution

MOTION 11720

Moved Cr Walker
Seconded Cr Stanton

That Council endorse staff to proceed with:

1. Identifying funding sources to financially support the construction of an All Ages Playground in Lake Grace.
2. Identifying a suitable site within the township of Lake Grace for an All Ages Playground.
3. Community consultation in regards to the suitability and need of an All Ages Playground in Lake Grace.

MOTION CARRIED 8/0

16.2 LAKE GRACE AGED UNITS

Applicant:	Chief Executive Officer
File No.	0665
Attachments:	Nil
Author:	Mrs Lee Holben Manager Community Services
Disclosure of Interest:	Nil
Date of Report:	13 November 2013
Senior Officer:	Mr Neville Hale Chief Executive Officer

Summary

The purpose of this report is to seek Councils endorsement to proceed with the advertising of the Lake Grace Aged Units (Bennett Street) for occupancy and to confirm the management method.

Background

As part of the Lakes & 4WD Aged Persons Strategic Alliance 2010-2015, the Shire has constructed three units in Lake Grace which are due for completion December 2013. These units will give the Shire the capacity to either rent these units and/or offer them as "Lease for Life" to over 55s.

These units bring to fruition the outcomes mentioned in the December 2010 Report to Council regarding this project including how it is addressing the needs outlined through the Regional Ageing Lifestyle Accommodation Group (RALAG) which has been seeking additional accommodation since 2003.

Apart from home ownership, which many people are familiar with, there are a number of different types of housing 'tenure'. The following table shows the differences between some of the housing options that are available and relevant to the Lake Grace Aged Units.

Lease for Life	Strata Title	Renting
Covered by the Retirement Villages Act 1992	Covered by the Strata Titles Act 1985.	Covered by the Residential Tenancies Act 1987.
Includes units for 55s and over, retired and spouse/partner.	Includes strata scheme for over 55s.	Includes private rentals and social housing (public and community housing).
Can purchase a lease or licence to occupy, rent premises or buy a strata unit.	Can purchase or lease property.	Tenants pay rent for exclusive use of premises.
Rights and responsibilities depend on individual agreements.		A tenancy agreement gives either a fixed or periodic term and sets out the conditions of the tenancy.

Lease for Life

Lease for Life provides aged housing for people 55 and over and their

spouse or partner. The majority of residents tend to be retired or no longer working full time. Residents enter into a long-term lease. The lease will usually be registered on the certificate of title, which provides a relatively high level of security of tenure. The lease will include detailed provisions setting out the rights and obligations of both parties, ie resident's obligation to pay the service charges and a departure fee, and the circumstances in which the lease can or will be terminated. The lease will invariably terminate automatically upon the death of the resident or, if the resident is a couple, upon the death of the last survivor. Residents should be able to terminate the lease by giving reasonable written notice, without having to give a reason.

Some contracts are in the form of a licence or lease giving a right to occupy, others allow the resident to purchase the premises outright as a strata title unit or acquire ownership through a 'purple title' arrangement, which involves the purchase of an undivided share of the village as a co-owner.

The various legal forms include:

Freehold title, this can be:

- Strata title – where the resident purchases ownership of a defined portion of land or building; or
- Lease/Licence – where a resident enters into a contract that gives the resident a long term right to occupy the premises. The lease/licence may/or may not be registered on the title.
- Other forms, including shareholder and company title.

Some units are offered as rental as well as purchase and lease options and some offer rents that are capped at a percentage of income. This allows people on low incomes to choose retirement village living. If renting they may be eligible for Commonwealth Rent Assistance. Rental contracts in a Retirement Village are not subject to the Residential Tenancies Act.

As a resident of a retirement village the resident has certain rights under the Retirement Villages Act 1992. A code of Practice also applies. The Code is law and covers the provision of information, as well as the promotion, sale and operation. Operators must comply with the Code.

The entry fee is generally a one-off, up-front payment and, depending on the particular legal structure, can range from a nominal amount to the total cost of buying the premises.

Recurrent charges are ongoing (usually monthly) charges that generally cover operating costs and services that are provided for the benefit of all residents, ie maintenance of the property, grounds and amenities. Depending on the type of legal structure, recurrent charges might also include rent of corporate fees. Recurrent fees are not regulated and may increase yearly. On top of recurrent charge, there may be levies which can include a component for capital maintenance or replacement.

Departure Fees/exit fees/deferred facilities fees/deferred management fees or deferred payment may also be payable when leaving, this

amount depends upon how long the resident has been in the unit and is determined by the contract that is entered into with the operator. These fees can be ongoing until someone else takes over the lease of the unit.

When a resident permanently vacates the premises, the unit will usually be leased to a new resident and the outgoing resident, or his or her estate, will be entitled to receive a payment from the operator equal to the entry price paid by the new resident, less certain deductions. When a resident permanently vacates the premises, the unit will usually be refurbished and sold, leased or licensed to a new resident. Deductions include: a departure fee, some or all of the cost of refurbishing the unit, selling expenses and commissions and service charges and levies

Strata Title

A strata title is a certificate of title for a lot and a share in the common property in a strata scheme set up under the Strata Titles Act 1985. The strata scheme dictates what you own when you buy a strata titled lot and what is common property.

Some examples are:

- *Individual ownership of the buildings and areas inside and outside the buildings;*
- *Individual ownership of inside and outside areas, but only part of the building e.g. the walls, but not the roof; and*
- *Ownership of inside and outside areas, but not any part of the building.*

As an owner of a strata title property, you have a number of duties, including:

- *Becoming a member of the strata company, which entitles you to participate in its management;*
- *Abiding by any by-laws (or rules) of the strata company;*
- *Paying levies to administer the strata scheme, such as insurance, maintenance and repair of common property; and*
- *Attending meetings to discuss and vote on issues, including expenses, repairs, improvements and management of the complex.*

If selling a Strata title property as a minimum, the seller must give the purchaser the following:

- *A copy of the strata plan, which indicates the lot being sold and provides information about the lot.*
- *A copy of the standard and any non-standard by-laws.*
- *A form called Buying and Selling a Strata Titled Lot (Form 29) Form 29 outlines the purchaser's rights and obligations as an owner of a strata titled property.*
- *A form called Disclosure Statement: Sale of Strata Titled Lot or Proposed Strata Titled Lot (Form 28). Form 28 sets out a list of all the information the purchaser should receive before buying a strata titled property and their rights if they do not receive this information.*

Renting

Rental agreements are either periodic or fixed period. A periodic tenancy has no pre-determined finish date but continues on with the same terms and conditions until either the owner or the tenant terminates the tenancy agreement by giving the other part the appropriate notice.

A fixed term tenancy is an agreement in which a tenant rents the premises for a set period with a specific start and finish date. It provides more certainty and security for both parties.

Community housing can be cheaper than private rental because it is subsidised and based on about 25% of the tenant's income. National Rental Affordability Scheme (NRAS) properties are owned and managed by Community housing rental sector.

If the tenant is on a pension, they may be eligible for Commonwealth Rent Assistance to help with the cost of rent. The Department of Housing offers bond assistance and two weeks rent in advance as an interest-free loan.

The laws relating to rent increases vary, depending on the type of tenancy:

- *Rent in a periodic tenancy may be increased only at six-monthly intervals and must be in writing at least 60 days notice.*
- *Rent in a fixed term tenancy cannot be increased during the term of the tenancy unless the agreement says so and it is at least six months since the last increase.*

Comment

Renting

Changes have been made to the criteria for renting and for moderate income earners of between \$45,956 and \$63,535 for two adults. Those applying who may still have assets on the farm the criteria now states that assets are no longer taken into account.

Potential residents have raised concerns of the security of tenure but this can be dealt with through a fixed term tenancy agreement. It will also allow for the facility to be filled quickly if the current resident moves out and or into permanent care.

Management Method

The Great Southern Community Housing Association currently manage the Shire's community housing stock as well as successfully managing over 330 properties in the south west. This organisation also manages a number of community housing properties for other local governments such as the Lions Aberdeen Village in the Shire of Katanning. The organisation also manages the following over 55's housing; Aberdeen Village in Katanning x 15, Shire of Gnowangerup x 8, Albany x 44 aged units.

This organisation has the required processes in place as a Preferred Provider with a proven track record and it is recommended that they continue to provide this service to the residents of the Shire of Lake Grace.

General

There is currently a waiting list of two over 55's local residents interested in renting these properties.

Legal Implications

The *Housing Act 1980*. The Regulatory Framework includes:

- National Community Housing Standards;
- National Regulatory Code (Growth Providers);
- Compliance with legal agreements and Community Housing Guidelines.

Policy Implications

Nil

Consultation

Internal – Senior Management Team

External - Department of Commerce – Seniors' Housing Centre
Centrelink
Kaz Sternberg – CEO Great Southern Community
Housing Association
Shire of Kulin – Workman Estate and Arcadia Units

Financial Implications

For Shire staff to manage these properties training will need to be provided as there is currently no staff with the appropriate knowledge of the relevant Legislative requirements and compliance issues for either Lease for Life and or renting for the over 55's. From figures provided by Great Southern Community Housing a staff member for one day a fortnight would be needed.

Great Southern Community Housing are coming to the end of the first twelve month period of managing the Shire of Lake Graces Community Housing and the expected income to the Shire after maintenance and managed fees is expected to be \$42,500.

Strategic Implications

Shire of Lake Grace Strategic Plan

Strategic Community Plan – Connecting with our Future 2023.

Community Values – good facilities and community activities.

Shire's Values – Encouraging learning and knowledge.

Social S3.2 Identify new infrastructure projects using evidence based research and which show multiple benefits.

Shire of Lake Grace Strategic Plan 2010 – 2015
Social and Community Well Being
Enhance the quality of the life for residents within the Shire of Lake Grace.

Infrastructure

Develop, maintain and rationalize key infrastructure in the best interests of the community. Economic development of the Shire and the region.

Voting Requirements

Simple majority required.

Voting Requirements

Simple Majority required.

Recommendation/Resolution

MOTION 11721

Moved Cr De Landgraft
Seconded Cr Clarke

That Council:

1. Endorse the three units at 5 Bennett Street Lake Grace to be made available for rent.
2. To add the three units at 5 Bennett Street Lake Grace to the Great Southern Community Housing's current Management Agreement.

MOTION CARRIED

Note

Cr Armstrong requested that the next Council Meeting include a briefing with an update on the financials re Great Southern Housing including equity distribution and rules with regard to renting.

16.3 LEASE AGREEMENT - DENTAL SURGERY LEASE

Applicant: Dr Bryan George Fleming (Dental Surgeon)
File No. 0755
Attachments: Lease Agreement
Author: Ms Lee Holben
 Manager Community Services
Disclosure of Interest: Nil
Date of Report: 1 November 2013
Senior Officer: Mr Neville Hale
 Chief Executive Officer

Summary

George Fleming (Dr Fleming) for a portion of the Lake Grace Medical Centre which relates to the provision of dental services to the Shire of Lake Grace by Dr Fleming, and to approve the use of the common seal on the document.

Background

Dr Fleming has been leasing a portion of medical facilities provided by the Shire of Lake Grace for the use of dental rooms since 1999.

Dr Fleming has been servicing the dental requirements of the Lake Grace Shire by providing a monthly service to residents. Over the years Dr Fleming has contributed a total of \$49,841 towards the use of the facility and the replacement of equipment.

The lease that was held for the use of a portion of the Lake Grace Medical centre expired in 2005.

It should be noted that the medical centre is provided to other users at no cost, and as the provision of dental services is considered an essential service, this will benefit the communities of Lake Grace through the retention of dental services.

Comment

This Lease will be reviewed in five years time.

Legal Implications

Lease Agreement between the Shire of Lake Grace and Dr Bryan George Fleming.

Approval is in place by the Minister for Lands.

Policy Implications

Shire of Lake Grace Policy 1.11 Use of the Common Seal

Consultation

Internal: Senior Management Team

External: Dr Bryan George Fleming

Financial Implications

The Agreement sets out the Shire's financial obligations for the provision of building insurance and any capital expenditure.

The costs are consistent with previous agreements and in line with the current budget.

Strategic Implications

Shire of Lake Grace Strategic Plan

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

Voting Requirements

Simple Majority required.

Recommendation/Resolution

MOTION 11722

Moved Cr Armstrong
Seconded Cr Stanton

That Council:

1. Enters into the Lease Agreement as presented, with the Dr Bryan George Fleming with an annual lease payment of \$572 (GST exclusive) per year; and,
2. Authorises use of the common seal by the Shire President and the Chief Executive Officer on the Lease Agreement document.

MOTION CARRIED 8/0

17.0 INFORMATION BULLETIN REPORT

17.1 INFORMATION BULLETIN REPORT – OCTOBER 2013

Applicant:	Executive Services
File No.	N/A
Attachments:	1 to 5 (<i>for Councillors information only</i>)
Author:	Mrs Lee-Anne Trevenen Coordinator Finance & Administration
Disclosure of Interest:	Nil
Date of Report:	13 November 2013
Senior Officer:	Mr Neville Hale Chief Executive Officer

Summary

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

Background

The Information Bulletin Report deals with monthly standing items and other information of a strategic nature relevant to Council. The Information Bulletin is an internal management document; therefore attachments are not for public information.

Copies of other relevant Councillor information are distributed via email and the weekly mail-out.

Comment

The information at attachment includes:

1. Lake King Library Report Aug 7th - 31 October 2013

Lake King Library Officers report on local and interlibrary loans, state library exchanges and Annual Book Fair.

2. Facebook Statistics

Tracks all postings of people visiting our Facebook page.

3. Grants Register

Showing grants applied for and progress of grants received.

4. Department of Infrastructure Report

Update of works carried out in the above department

5. Council Status Report

Update of Council Resolutions

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer's Recommendation/Resolution

MOTION 11723

Moved Cr Stanton
Seconded Cr Hunt

That Council receive the Information Bulletin report.

MOTION CARRIED 8/0

18.0 URGENT BUSINESS BY DECISION OF THE MEETING

None

19.0 SCHEDULING OF MEETING

19.1 DECEMBER 2013 ORDINARY MEETING

Motion 11543 November 2012 states:

An Ordinary Meeting of Council will be held on Wednesday 18 December 2013 commencing at 2:00pm at Council Chambers, 1 Bishop St Lake Grace WA.

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

21.0 CLOSURE

There being no further business, the Shire President closed the meeting at 9.30am.

22.0 CERTIFICATION

I Andrew James Walker certify that the minutes of the meeting held on the 20 November 2013 as shown were confirmed as a true record at the meeting held on the 18 December 2013.

Shire President

Date