

Shire of Lake Grace

Ordinary Council Meeting

Minutes

22 February 2012



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SHIRE OF LAKE GRACE

Minutes of the Ordinary Meeting of Council held at Council Chambers, 1 Bishop St Lake Grace WA on Wednesday 22 February 2012.

1.0 OPENING & ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 3.00pm, welcomed staff to the meeting and introduced and welcomed Mr Martin Harrop, the new Manager Infrastructure Services to the Shire.

2.0 ATTENDANCE RECORD

2.1 PRESENT

Cr LW Armstrong	Shire President
Cr IG Chamberlain	Deputy Shire President
Cr R Chappell	
Cr OP Farrelly	
Cr AI Milton	
Cr WA Newman	
Cr DP Sinclair	
Cr AJ Walker	
Mr SK Fletcher	Chief Executive Officer
Ms S Appleton	Manager Corporate Services
Mr M Harrop	Manager Infrastructure Services
Ms D Lloyd	Manager Community Services (Acting)
Mrs J Bennett	Executive Assistant
Mr D Trevenen	Carpenter
Mr R Bishop	Customer Service Officer
Mrs L Trawinski	Records Officer

2.2 APOLOGIES

Cr JF De Landgraft

2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

None.

3.0 PUBLIC QUESTION TIME

No members of the public present.

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

None.

5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS

5.1 ORDINARY MEETING – 21 DECEMBER 2011

Resolution

MOTION 11360

Moved Cr Chappell
Seconded Cr Walker

That the minutes of the Ordinary Meeting of Council held on the 21 December 2011 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

None

9.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

None

10.0 MEMBERS' REPORTS

10.1 CR CHAPPELL

Reported attendance at the Australia Day Awards Breakfast and the Lake Grace Development Association's 6th February Meeting.

10.2 CR CHAMBERLAIN

Reported attendance at the Lake Grace Australia Day Breakfast celebrations to present the Australia Day Citizenship Award.

Also attended the Elected Member Integrated Planning Workshop in Bunbury on 13 February 2012 – it was a well worth attendance and networking opportunity.

10.3 CR FARRELLY

Attended the recent WALGA Elected Member Integrated Planning Workshop in Narrogin and the Audit Committee Meeting on 10 February 2012 at which Cr Chappell was elected as the new Chair.

10.4 CR ARMSTRONG

President's Report 21 December 2011 to 22 February 2012

- 22 December 2011 – Attendance at the Shire Christmas function at the Sportsmans Club. A good time had by all with excellent food being provided by the Canberra Camp Fund Raising Committee.
- 25 January 2012 – Teleconference for a special Central Country Zone meeting of WALGA to discuss WALGA's submission for the Local Government Reform Panel on preferred options for amalgamation of the western city areas.
- 26 January 2012 – Presentation of the Newdegate Australia Day Citizenship Awards – Citizen of the Year to Ashley McDonald and Community Organisation of the Year to Gateway. Thank you to Cr Ian Chamberlain for carrying out the same duties at Lake Grace.
- 30 January 2012 – Newdegate Recreation Council AGM & General Meeting, Mr Syd Walker elected as new President.
- 1 February 2012 – Meeting and inspection with CEO in Newdegate.
- 6 February 2012 – Sandy and myself attended as invitees to the casserole tea preceding Lake Grace Development Association Meeting. Attendance at the meeting was informative as the committee has a number of issues that they are pursuing or are involved in.
- 8 February 2012 – Luncheon meeting with the Shire Senior Management Team at the Newdegate Hotel.
- 10 February 2012 – Attendance as an observer at the WA Country Health Service SIHI (Southern Inland Health Initiative) workshop/meetings with health stakeholders of Lake Grace. Cr Amanda Milton also attended the workshop – also as a stakeholder participant for St John Ambulance, thank you Cr Milton for your attendance.
- 13 February 2012 – Attendance along with the CEO and EA to the Newdegate Development Association meeting.
- 16 February 2012 – Chaired LEMC meeting held in Lake Grace.
- 17 February 2012 – Attendance at the Newdegate Field Days AGM and following Committee Meeting. Mr Keith Hams is the incoming President of the Field Days Committee.

11.0 MATTERS FOR CONSIDERATION – WORKS & SERVICES

No items for consideration.

12.0 MATTERS FOR CONSIDERATION – PLANNING

12.1 PROPOSED AMENDMENT NO 1 TO LOCAL PLANNING SCHEME NO 4

Applicant:	Shire of Lake Grace
File No.	0525
Attachments:	Plans 1 to 5 & Attachment No 1
Author:	Mr Joe Douglas & Mr Carlo Famiano Urban & Rural Perspectives -Town Planning Consultants
Disclosure of Interest:	Nil
Date of Report:	14 February 2012
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

This report recommends that Council resolve to adopt proposed Amendment No.1 to the Shire of Lake Grace Local Planning Scheme No.4 without modification, execute the scheme amendment documents as required under the Town Planning Regulations 1967 and submit the documentation to the Western Australian Planning Commission seeking final approval.

Background & Comment

The Shire of Lake Grace has undertaken various tasks to progress the proposed subdivision development of a portion of the Boulton Street road reserve and Lots 3001 & 166 Dewar Street, Lake Grace for light industrial/service commercial purposes including the following:

- i) secure conditional approval from the Western Australian Planning Commission (WAPC) to subdivide the subject land to create a total of nine (9) new individually titled lots;
- ii) enter into a joint venture agreement with LandCorp to undertake the subdivision development of the subject land in accordance with the WAPC approved plan;
- iii) agree to include a surplus portion of the Boulton Street road reserve between the eastern boundary of Lot 166 and the Dewar Street road reserve as part of the overall subdivision development to facilitate the creation of one (1) additional lot (shown as proposed Lot 10 on Plan 4 attached to this report) subject to obtaining the necessary approval from the Minister for Lands to permanently close the relevant portion of the Boulton Street road reserve; and
- iv) undertake the necessary tasks, as required by the Land Administration Act 1997, to permanently close the unconstructed portion of the Boulton Street road reserve which is currently being considered by the Minister for Lands.

At its Ordinary Meeting held on 24 August 2011 the Lake Grace Shire Council also resolved, pursuant to section 75 of the Planning and Development Act 2005 (as amended), to amend the Shire of Lake Grace Local Planning Scheme No.4 by reclassifying the unconstructed portion of the Boulton Street road reserve between the eastern boundary of Lot 166 Dewar Street and the Dewar Street road reserve, Lake Grace from 'No Zone' to 'Service Commercial' zone in order to allow this additional surplus land to be incorporated in the project as requested by LandCorp.

In accordance with the specific requirements of Section 81 of the Planning and Development Act 2005 the proposed amendment was referred to the Environmental Protection Authority (EPA) for processing and environmental clearance under Section 48A of the Environmental Protection Act 1986. By correspondence received by the Shire dated 2 November 2011 the EPA advised that the overall environmental impact of the proposal would not be severe enough to warrant assessment and provided clearance.

Following environmental clearance by the EPA the proposed amendment was advertised for public comment for a minimum period of forty two (42) days concluding on 6 January 2012. This process included appropriate notices in the West Australian Newspaper, correspondence to all relevant service authorities and public display of the amendment documentation at the Shire's administration centre and the Perth office of the WAPC.

Under the terms of Town Planning Regulations 1967 Council is now required to consider all submissions received in respect of the proposed amendment and determine whether or not the amendment should be adopted with or without modification.

At the conclusion of public advertising a total of six (6) submissions had been received by the Shire, all of which were from government agencies. A summary of the submissions received is provided in the attached 'Schedule of Submissions' (see Attachment 1).

A detailed review of the submissions received during public advertising has revealed that the government agencies that provided a response are mainly supportive of and have no objections to the scheme amendment proposal. Notwithstanding the broad level of support, the Department of Health advised that Proposed Lot 10 comprising an area of approximately 1,560m² and being that portion of the Boulton Street road reserve subject to the current road closure action by the Shire will require connection to reticulated sewerage in accordance with the specific requirements of the draft Country Sewerage Policy given that it comprises an area less than 2,000m².

Whilst reticulated sewerage is currently available in the Lake Grace townsite it is not available in the immediate locality to service the proposed subdivision, including proposed Lot 10. As such, all effluent disposal on each of the proposed new lots will need to be undertaken on-site using septic tanks and leach drains or alternative treatment units as the provision of reticulated sewerage is not commercially viable.

To address the concerns raised by the Department of Health and following discussions with LandCorp, it is now proposed to amalgamate the 1,560m² portion of the Boulton Street road reserve (proposed Lot 10) with the adjoining proposed Lot 9 resulting in the creation of a new 3,570m² lot. In doing so, the proposed subdivision will comply with the minimum site area requirements for unsewered subdivision development as specified in the draft Country Sewerage Policy (see Plan 5).

Given all of the above it is recommended that Council now resolve to finally adopt the proposed amendment to Local Planning Scheme No.4 without modification and submit the relevant documentation to the WAPC to seek final approval.

Legal Implications

Shire of Lake Grace Local Planning Scheme No.4
Planning and Development Act 2005
Town Planning Regulations 1967
Environmental Protection Act 1986

Policy Implications

Nil

Community Consultation

Completed in accordance with the specific requirements of the Town Planning Regulations 1967.

Financial Implications

Approximately \$6,000 excluding GST which has been accounted for in Council's budget for the 2011/2012 financial year.

Strategic Implications

The proposed amendment to Local Planning Scheme No.4 will help to facilitate the creation of additional light industrial/service commercial lots in the Lake Grace townsite which is consistent with the strategic direction for future development in the Lake Grace townsite prescribed in the Shire's current Local Planning Strategy.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11361

Moved Cr Newman
Seconded Cr Milton

That Council:

1. Note all of the submissions received in respect of Amendment No.1 to the Shire of Lake Grace Local Planning Scheme No.4 as this relates to the proposed reclassification of the unconstructed portion of the Boulton Street road reserve between the eastern boundary of Lot 166 Dewar Street and the Dewar Street road reserve, Lake Grace from 'No Zone' to 'Service Commercial' zone and advise the Western Australian Planning Commission that no modifications to the scheme amendment proposal are recommended or required to reflect the submissions;
2. Adopt Amendment No.1 to the Shire of Lake Grace Local Planning Scheme No.4 without modification;
3. Endorse three (3) copies of the documentation prepared in respect of Amendment No.1 by affixing the Shire's common seal and authorising the Shire President and Chief Executive Officer to sign the amendment documentation accordingly; and
4. Authorise the Shire Administration to submit the endorsed documentation prepared in respect of Amendment No.1 to the Western Australian Planning Commission seeking the Minister for Planning's final approval.

MOTION CARRIED 8/0

12.2 PLANNING APPLICATION – PROPOSED STORAGE SHED ON LOT 13 (NO 42) STUBBS ST LAKE GRACE

Applicant:	Mr Walter William Perry
File No.	0506
Attachments:	Plans 6 to 9
Author:	Mr Joe Douglas & Mr Carlo Famiano Urban & Rural Perspectives -Town Planning Consultants
Disclosure of Interest:	Nil
Date of Report:	14 February 2012
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

This report recommends that a planning application submitted by Mr Walter William Perry to construct a new steel framed colorbond storage shed on Lot 13 (No.42) Stubbs Street, Lake Grace be conditionally approved under delegated authority following the completion of public advertising and subject to no objections being received by the Shire during the advertising process.

Background

The applicant is seeking Council's planning approval to construct a new steel framed colorbond storage shed on Lot 13 (No.42) Stubbs Street, Lake Grace for domestic storage purposes (see Plans 6 to 9).

Lot 13 is located centrally in the Lake Grace townsite immediately opposite Crown Reserve 46769 which comprises car parking and recreational facilities. The land is rectangular in shape, covers a total area of approximately 1,060m² and has direct frontage to Stubbs Street along its northern boundary and a right-of-way at the rear.

Lot 13 has been extensively cleared and currently contains a small storage shed located in the south-western corner of the property which is proposed to be removed to accommodate the new shed.

The plans submitted by the applicant are very broad and do not provide all of the information typically required in support of planning applications (car parking, stormwater drainage, landscaping details etc). Notwithstanding this fact there is scope for Council to consider the application and grant delegated authority to the Shire's Chief Executive Officer to approve it subject to the receipt of more detailed plans and the completion of public advertising in accordance with the specific requirements of Local Planning Scheme No.4.

Under the terms of the plans submitted in support of the application the proposed development will include the following key elements:

- i) A new 13.95 metre long and 6.92 metre wide steel framed colorbond ('Deep Ocean') storage shed with a wall height of 3.0 metres and a ridge height of 3.611 metres;
- ii) The proposed new storage shed will have a total floor area of approximately 96.5m²;
- iii) The proposed new storage shed will have a 36.76 metre setback from the land's front boundary (i.e. Stubbs Street), a setback of approximately 1 metre from the land's western side boundary and a 2 metre setback from the land's southern (rear) boundary; and

- iv) The proposed new storage shed will be used for domestic purposes only (the storage of vehicles and a caravan).

Comment

Current Zoning & Land Use Permissibility

Lot 13 is classified as a 'Commercial' zone under the Shire of Lake Grace's current operative Local Planning Scheme No.4 (LPS No.4).

A key objective of the land's current 'Commercial' zoning classification is to ensure that the zone develops and continues to function effectively as the principal place for retail shopping, commercial, civic and administrative activity and to encourage a high standard of development that serves to enhance the character of the zone.

Having regard for the various use classes contained in the Zoning Table of LPS No.4 and the land use definitions in Schedule 1, it is concluded that the proposed development and use of Lot 13 is most appropriately classified as a 'storage yard'.

Under the terms of LPS No.4 the development and use of land in the 'Commercial' zone for the purposes of a 'storage yard' is classified as an 'A' use, meaning it is not permitted unless the local authority has exercised its discretion by granting planning approval after giving special notice (i.e. public advertising) in accordance with clause 9.4.

Compliance with LPS No.4 Development Standards

An assessment of the proposal against the development standards contained in LPS No.4 has confirmed that it satisfies the majority of standards except for the following:

- On-site car parking;
- Rear boundary setback;
- Façade construction (i.e. brick, concrete or masonry construction); and
- Landscaping.

The following is a brief discussion of these non-compliance issues:

Car Parking

Table 2 of LPS No.4 does not prescribe any on-site car parking standards for the 'storage yard' use class. As such Council has the discretion to impose any car parking standard it considers appropriate in the circumstances.

Having regard for Table 2 of LPS No.4 it is concluded that the most appropriate car parking standard to be applied in this case is currently applicable to the use class 'industrial – general'. A minimum of one (1) car parking bay for every two (2) employees would therefore be required on-site.

Notwithstanding the above, the new storage shed is proposed to be used for domestic purposes only and will not generate the need for on-site car parking. It is reasonable to therefore conclude that the provision of on-site car parking is unnecessary and that the absence of on-site car parking bays is unlikely to have a detrimental impact upon the amenity, safety or functionality of the immediate locality. It is therefore recommended that Council consider waiving the on-site car parking requirements in this instance.

Rear Boundary Setback

Table 2 of LPS No.4 specifies that an average setback of 7.5 metres is required to the rear boundary. Under the terms of the plans submitted in support of the application the proposed shed will have a minimum and average setback of 2 metres between the new storage shed and the rear boundary.

In considering whether or not to support this proposed setback Council should consider the extent of the variation (5.5 metres) and whether the proposed shed is likely to have a detrimental impact on the amenity of the immediate locality.

The land abuts a right-of-way at the rear comprising a width of approximately 5 metres and the proposed setback is consistent with a number of other existing buildings in the immediate locality. Therefore, it is reasonable to conclude that a reduction in the rear setback standard prescribed by LPS No.4 is unlikely to have a detrimental impact on the character and/or amenity of the surrounding area. It is therefore recommended that Council support the proposed rear boundary setback variation.

Building Façade

Clause 5.8.2 of LPS No.4 requires that:

“The front façade of all buildings in the Commercial and Service Commercial zones shall be orientated to the street and constructed in brick, concrete or masonry, provided however, that an owner or his/her agent may apply to the local government for permission to vary these requirements where the local government is satisfied that such variation will not detract from the amenity of the area.”

Under the terms of the plans submitted in support of the application the proposed new storage shed will be constructed of colorbond cladding, comprise a front setback of approximately 36.76 metres from the Stubbs Street boundary and will not be orientated towards the street frontage.

It is concluded from a detailed assessment of the application that the proposed use of colorbond construction materials on the external facades of the storage shed is unlikely to have an adverse impact on the existing amenity and character of the immediate locality for the following reasons:

- i) The proposed front setback of the storage shed from Stubbs Street is substantial (36.76 metres);
- ii) The proposed storage shed replaces a similar existing smaller structure on Lot 13; and
- iii) The proposed storage shed could be screened from the street by the planting of screening-type landscaping along its north facade.

Given the above, it is recommended that Council support construction of the structure's facade in colorbond material as proposed.

Landscaping

The application provides very little detail regarding the proposed landscaping of the property. Details regarding future landscaping arrangements are typically required to be submitted in support of planning applications with due consideration given to the location of landscaping to ensure that it enhances the appearance of the local streetscape and softens the impact of parking areas, open storage areas and any other space which, by virtue of their use, are likely to detract from the visual amenity of the local streetscape.

It is recommended that the applicant be required to prepare and submit detailed plans to the Shire regarding future landscaping of the site for review, assessment and endorsement prior to the commencement of any future development.

Conclusion

It is concluded from a detailed assessment of the application that the proposal to construct a new shed on Lot 13 (No.42) Stubbs Street, Lake Grace for domestic storage purposes is capable of being implemented in a proper and orderly manner and is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions.

It is recommended that Council exercises its discretion and grants conditional approval to the application following the completion of public advertising and subject to no objections being received during the required public advertising process.

Legal Implications

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

Policy Implications

Nil

Community Consultation

The proposed 'storage shed' on Lot 13 requires public advertising for a minimum period of fourteen (14) days in accordance with the specific requirements of Clause 9.4 of the Shire of Lake Grace Local Planning Scheme No.4.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

MOTION 11362

Moved Cr Walker
Seconded Cr Sinclair

That Council:

i) Authorise the commencement of public advertising of the application for planning approval submitted by Mr Walter William Perry to construct a new steel framed colorbond storage shed on Lot 13 (No.42) Stubbs Street, Lake Grace in accordance with the specific requirements of the Shire of Lake Grace Local Planning Scheme No.4 for the minimum required period of fourteen (14) days.

ii) Refer the planning application back to Council at its next available meeting for further consideration and final determination in the event of the Shire receiving any objections to the development proposal following completion of the public advertising process.

iii) Delegate authority to the Shire's Chief Executive Officer to grant approval to the application subject to the following conditions if no objections are received by the Shire following completion of the public advertising process:

1. The development is to be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period the approval will lapse and be of no further effect. Where an approval has lapsed no development shall be carried out without the further approval of the Shire of Lake Grace having first been sought and obtained.

2. Additional plan/s are required to be prepared and submitted to the Shire of Lake Grace, to the specifications and satisfaction of the Shire, for consideration and approval by the Shire's Chief Executive Officer prior to the commencement of any development on the land. The additional plans are to be suitably scaled and are required to clearly illustrate the following:

a. The location and extent of all proposed landscaping to demonstrate compliance with the specific requirements of the Shire of Lake Grace Local Planning Scheme No.4 where a minimum of 10% of the total site area is required to be landscaped, including the provisions of landscaping along the northern elevation of the storage shed;

b. An accurate site plan demonstrating all proposed setbacks; and

c. All stormwater management arrangements.

3. The development is to be undertaken in a manner consistent with the details of the additional plan/s required in Condition No.2 above if and when these plans are approved by the Shire of Lake Grace.

MOTION 11362 continued

4. A completed building licence application must be submitted to and approved by the Shire's building surveyor following approval to the additional plan/s required by Condition No.2 above and prior to the commencement of any earthworks or construction on the land.
5. The floor area of the proposed storage shed shall not exceed 96.5m².
6. The proposed storage shed shall have a maximum wall height of 3.0 metres and a maximum ridge height of 3.611 metres above the natural ground level.
7. The external cladding of the proposed storage shed shall be of colorbond construction.
8. All proposed buildings shall have adequate clearance from any existing underground essential service infrastructure (e.g. reticulated sewerage, water, etc.) as required by the relevant service agencies.
9. All landscaping depicted on the plans endorsed by the Shire's Chief Executive Officer shall be installed prior to occupation of the new storage shed and maintained at all times to the satisfaction of the Shire of Lake Grace.
10. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Lake Grace.
11. The proposed storage shed shall be used for domestic storage purposes only unless otherwise approved by Council with the site to be maintained in a neat and tidy condition at all times to the satisfaction of the Shire of Lake Grace.
12. The storage of any vehicles, goods, machinery and equipment on any portion of the land outside the new shed is not permitted at any time unless otherwise approved by Council.

Advice Notes

- A. The proposed development is required to comply in all respects with the Building Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the Building Licence application.
- B. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
- C. No construction works shall commence prior to 7am without the Shire's written approval.

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 – DECEMBER 2011

Applicant: Shire of Lake Grace
File No. 0277
Attachments: List of Creditors
Author: Miss Nicola Bateman
Finance Officer
Disclosure of Interest: Nil
Date of Report: 5 January 2012
Senior Officer: Ms Samantha Appleton
Manager Corporate Services

Summary

For Council to ratify expenditures incurred for the month of December 2011.

Background

List of payments for the month December 2011 through the Municipal account 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 December 2011 from the Municipal and Trust Accounts Total \$851,190.92

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 11363

Moved Cr Chappell
Seconded Cr Sinclair

That Council receive the list of payments totalling \$851,190.92 as presented for the month of December 2011 incorporating:

- Trust Account Cheques 634 to 634
- Municipal Account Cheques 34615 to 34654
- Electronic Funds Transfers EFT8921 to EFT9110

MOTION CARRIED 8/0

14.2 ACCCOUNTS FOR PAYMENT – JANUARY 2012

Applicant: Shire of Lake Grace
File No. 0277
Attachments: List of Creditors
Author: Miss Nicola Bateman
Finance Officer
Disclosure of Interest: Nil
Date of Report: 6 February 2012
Senior Officer: Ms Samantha Appleton
Manager Corporate Services

Summary

For Council to ratify expenditures incurred for the month of January 2012.

Background

List of payments for the month January 2012 through the Municipal account 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:

- (e) The payee's name
- (f) The amount of the payment
- (g) Sufficient information to identify the transaction
- (h) 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 January 2012 from the Municipal and Trust Accounts Total \$556,720.20

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 11364

Moved Cr Chappell

Seconded Cr Newman

That Council receive the list of payments totalling \$556,720.20 as presented for the month of January 2012 incorporating:

- Trust Account Cheques 635 to 639
- Municipal Account Cheques 34655 to 34685
- Electronic Funds Transfers EFT9111 to EFT9214

MOTION CARRIED 8/0

14.3 **FINANCIAL STATEMENTS – DECEMBER 2011**

Applicant:	Corporate Services Section
File No.	0275
Attachments:	Financial Reports
Author:	Ms Samantha Appleton Manager Corporate Services
Disclosure of Interest:	Nil
Date of Report:	13 February 2012
Senior Officer:	Ms Samantha Appleton Manager Corporate Services

Summary

Consideration of the financial statements for the month ending 31 December 2011.

Background

The following financial reports are included for 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

It should be noted that the previous years totals and carried forward position are interim figures only and may change subject to completion of the 2010/11 audit.

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 11365

Moved Cr Farrelly
Seconded Cr Milton

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 December 2011.

MOTION CARRIED 8/0

14.4 **FINANCIAL STATEMENTS – JANUARY 2012**

Applicant: Corporate Services Section
File No. 0275
Attachments: Financial Reports
Author: Ms Samantha Appleton
Manager Corporate Services
Disclosure of Interest: Nil
Date of Report: 13 February 2012
Senior Officer: Ms Samantha Appleton
Manager Corporate Services

Summary

Consideration of the financial statements for the month ending 31 January 2012.

Background

The following financial reports are included for 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

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 11366

Moved Cr Milton

Seconded Cr Chappell

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 January 2012.

MOTION CARRIED 8/0

14.5 2010/11 ANNUAL REPORT & ANNUAL GENERAL MEETING OF ELECTORS

Applicant:	Manager Corporate Services
File No.	0202
Attachments:	2010/11 Annual Report & Supplementary Information
Author:	Ms S Appleton Manager Corporate Services
Disclosure of Interest:	Nil
Date of Report:	14 February 2012
Senior Officer:	Ms S Appleton Manager Corporate Services

Summary

The purpose this item is to accept the Annual Report for the 2010/11 financial year and to set a date for the Annual General Meeting of Electors.

Background

In accordance with the Local Government Act 1995, Council is to accept the Audited Annual Financial Statements for a financial year no later than 31 December after that financial year.

Due to the late arrival of the audit report, it was unable to be presented to Council prior to 31 December 2011.

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

An Annual General Meeting of Electors is to be held once every financial year, on a day not more than 56 days after Council has accepted the Annual Report.

At the budget review held in March of 2011 it was noted that there would be significant variances in the end of year position to that budgeted. The position at the end of 2010/11 brings forward a higher surplus to the next year than anticipated.

Comment

The Final Audit for the Shire of Lake Grace was held on the 9 & 10 October 2011. The 2010/11 Audit Report was received on 16 December 2011.

An Audit Committee meeting was held on 10 February 2012. At the meeting the Audited Annual Financial Statements, the Audit Report and the Management Report were received by the Audit Committee.

At the audit committee meeting there was discussion of significant variances in operations that occurred during the year. These include:

Income Increases

Funding received for the new Varley Fire Appliance	\$305,033
Dry seasons assistance	\$20,000
	\$15,000
Doctors Reimbursements	\$79,000
Road grant funding	\$75,380
RCLIP funding	\$30,000

Expense Increases

Medical centre operations	\$43,695
Doctors/Management payments	\$183,123
Relief staff and contractors	\$33,268
Additional building surveyor days	\$22,458
Standpipe water	\$51,809
Housing Repairs	\$33,639
Incorrect allocation of Public Works Overhead Costs To Governance	\$38,851

Due to timing issues some grants were not received and have been carried forward into the 2011/12 budget.

The end of year position is at variance with that estimated for the 2011/12 budget, however since the budget adoption a number of savings and additional income sources have been identified that ameliorate the variation.

These include:

Bond refunds not included in the budget	\$10,000
Fuel tax rebate previously unclaimed	\$22,089
Funds previously restricted now available	\$22,023
Funds carried forward in budget estimates, put to reserve	\$62,698

It is recommended that the Annual General Meeting of Electors be held at 5.00pm on Monday 12 March 2012 at the Lake King Hall. Following discussion with the community at the Lake King Progress Association Meeting held on Wednesday 15th February, it was indicated that a 5.00pm start time for the meeting is preferred. The venue is in keeping with the rotation of the electors meetings between the four towns.

Legal Implications

Local Government Act 1995 s1.7, s1.8, s5.54, s5.27 & s5.29

Policy Implications

N/A

Consultation

Internal - Chief Executive Officer
- Shire of Lake Grace Audit Committee

External - UHY Haines Norton (Auditors)
- Bob Waddell (Consultant)

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan - 7. Organisational Excellence

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution

MOTION 11367

Moved Cr Farrelly
Seconded Cr Walker

That Council:

1. Accept the 2010/11 Annual Report and audited financial statements;
2. Receive the 2010/11 Independent Audit Report and Management Report provided by UHY Haines Norton; and,
3. Advise the Chief Executive Officer to convene the Annual General Meeting of Electors for 5.00pm on Monday 12 March 2012 at Lake King Hall.

MOTION CARRIED BY ABSOLUTE MAJORITY 8/0

15.0 MATTERS FOR CONSIDERATION – ADMINISTRATION
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15.1 LOCAL GOVERNMENT REFORM – COUNCILS FOR DEMOCRACY

Applicant:	Councils for Democracy
File No.	0552
Attachments:	1. Councils for Democracy – Local Government Reform Agenda 2. Covering Email: Mayor Town of Cottesloe 3. WALGA Infopage
Author:	Mr Sean Fletcher Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	13 February 2011
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

That report seeks Council's support in response to a request from the Councils for Democracy for the preservation of the Poll Provisions.

Background

The Councils for Democracy consisting of the Town of Claremont, the Town of Cottesloe, the Town of Mosman Park and the Shire of Peppermint Grove has written to the Shire President seeking Council's support to preserve the Poll Provisions and thus ensure that local governments have the right to self determination.

As such the Councils for Democracy form the western end of what is often referred to as the "Western Suburbs". In particular, these local governments believe that the "writing is on the wall" for them after the next State election and will face amalgamation.

In his covering email, Mayor Morgan points out that the Poll Provisions need to be preserved so that local communities have the democratic right to participate in a process when dealing with the question of amalgamation between two or more local governments. The removal, amendment or circumvention of the Poll Provisions will undermine this democratic right.

The Councils for Democracy has requested Council to move the following resolution:

- 1. Advise the Premier of the State of Western Australia, the Minister for Local Government, the Leader of the Opposition, the Shadow Minister for Local Government, our local members of the Legislative Assembly and Legislative Council, the Metropolitan Local Government Review Panel, and the President of the Western Australian Local Government Association, that this Council calls upon the Parliament of Western*

Australia to forever uphold and not dilute our constituents' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the Local Government Act 1995 (WA).

2. Request the recipient of each such letter to notify our Council by written reply as to whether they do support and will continue to support the preservation without dilution of our constituents' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the Local Government Act 1995 (WA).

3. Provide to the Secretariat of the Councils for Democracy a copy of each of our above letters and any responses that our Council receives, for use in demonstrating collective support for our constituents' right to self-determination in clauses 8, 9 and 10(2) of Schedule 2.1 of the Local Government Act 1995.

As can be seen from this proposed motion, should Council support this group then a copy of any correspondence issued and received would be sent to this group to show collective support.

WALGA has now issued an Infopage stating it fully supports the Poll Provisions and that in its submission to the Metropolitan Local Government Review Panel points out the importance of community support for Local Government boundary changes.

Comment

Mayor Morgan does state that he was directly elected unopposed on a platform of greater regionalisation and if need be mergers. However, this should be done through the use of persuasion rather than force (through removing or diluting the Poll Provisions). As such Cottesloe prefers the immediate enactment of the Subsidiaries Bill (Two or more local governments getting together to set up a corporate entity to help facilitate joint service delivery as put forward by Hon. Max Trenorden MLC) which was supported by the Shire of Lake Grace Council at the June 2011 meeting and again as part of the Metro Review through recognizing the Vancouver model of cooperation.

As WALGA states, the Poll Provisions is the safety net for our communities.

The Shire as a result of Council's resolution at the December 2011 Ordinary Council Meeting has already advised the Metropolitan Review on the need to maintain boundaries based on communities of interest.

The Shire could write a further update to the Metropolitan Review to reflect the formal provisions within Schedule 2.1 of the Local Government Act as outlined in the proposed resolution by the Councils for Democracy.

Legal Implications

Nil at this point in time. The Poll Provisions are enshrined within clauses 8, 9, 10(2) of Schedule 2.1 *Local Government Act 1995*.

Policy Implications

Nil

Consultation

External: Tony Brown – Executive Manager Governance & Strategy
WALGA
Carl Askew – CEO Town of Cottesloe

Internal: Senior Management Team
EM Update Vol 4 No 2

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan
Focus 6 - Leadership
Provide a visionary and proactive approach at an operational and strategic level.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11368

Moved Cr Newman
Seconded Cr Walker

That Council:

1. Advise the Premier of the State of Western Australia, the Minister for Local Government, the Leader of the Opposition, the Shadow Minister for Local Government, our local members of the Legislative Assembly and Legislative Council, the Metropolitan Local Government Review Panel, and the President of the Western Australian Local Government Association, that the Shire of Lake Grace calls upon the Parliament of Western Australia to forever uphold and not dilute our electors' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the *Local Government Act 1995*.
2. Request the recipient of each such letter to notify the Shire of Lake Grace by written reply as to whether they do support and will continue to support the preservation without dilution of our electors' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the *Local Government Act 1995*.
3. Provide to the Secretariat of the Councils for Democracy a copy of each of the above letters and any responses that the Shire of Lake Grace receives, for use in demonstrating collective support for our electors' right to self-determination in clauses 8, 9 and 10(2) of Schedule 2.1 of the *Local Government Act 1995*.

MOTION CARRIED 8/0

15.2 UPDATE OF CEO KEY PERFORMANCE INDICATORS – MAJOR PROJECTS

Applicant: Chief Executive Officer
File No. 0271
Attachments: Nil
Author: Mr Sean Fletcher
 Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 13 February 2011
Senior Officer: Mr Sean Fletcher
 Chief Executive Officer

Summary

This report provides an update each month on the progress of the major projects that form part of the CEOs Key Performance Indicators under Outcome 2 and Outcome 4 for 2011/2012.

Background

The Council in conjunction with the author developed a range of Key Performance Indicators for the Chief Executive Officer for 2011/2012. Accordingly, under Outcome 2 – Leadership and Vision there is a list of major projects for the Chief Executive Officer to achieve and that the progress on these projects is to be communicated to Council. There is also one behavioural descriptor under the Human Resource Management Objective within Outcome 4 where Council has asked for the continued development of the Roles and Functionality Plan.

Comment

The list of the major projects were adopted by Council at the December 2011 in conjunction with the adoption of the Chief Executive Officer Performance Appraisal report. The update regarding the major projects is as follows:

Project 1	
Lake Grace Industrial Land Development: <ul style="list-style-type: none"> • Funding; • Commence Construction; • Finish Construction. Due 1 March 2012 Project Manager: Landcorp	
Progress	Due
<ul style="list-style-type: none"> • Construction mobilisation including site office commenced 23 January 2012; • Works commenced 6 February 2012: <ul style="list-style-type: none"> ○ Blocks cleared with salmon gums retained; ○ Trenching regarding service upgrades commenced; • Works are expected to take 10 weeks 	1 Mar12

Project 2	
Construct the Newdegate Medical Centre within allocated budget Project Manager: Neil Tears	
Progress	Due
<ul style="list-style-type: none"> • Roof and other externals to the building completed; • Internal painting well underway; • Security system installed; • Landscaping and paving has commenced; • Car park also going in 	31 Jan 12
Expected operational date: Mid April 2012	

Project 3	
Medical Services – Doctor services and pharmaceutical services in place and functioning by February 2012 Project Manager: CEO	
Progress	Due
<ul style="list-style-type: none"> • Dr Jacobs commenced operating on 14 November 2011; • The pharmacy was up and running before the end of January 2012 	28 Feb 12
This project is completed	

Project 4	
Integrated Planning and Reporting Framework - workshop with Councillors after the October 2011 elections Project Manager: CEO	
Progress	Due
<ul style="list-style-type: none"> • All elected members attended WALGA workshops 	Post 15 Oct 11
This project is completed	

Project 5	
Implementation and functioning Interplan software with all relevant personnel using the system and the employees adequately trained and enabled to interrogate the system Project Manager: Coordinator Finance and Administration	
Progress	Due
<ul style="list-style-type: none"> • Mapping of Corporate Plan completed; • Format selected for Council Report and Executive Report; • Problems with software integration and updating of financial account numbers has caused delays; • First report presented this agenda 	30 Nov 11
This project is completed	

Project 6	
Integrated Strategic Planning. Significant progress on the Community Strategic Plan and development in all of the informing strategies so that in total the Shire is over half way through the 2 year establishment and implementation phase Project Manager: CEO	
Progress	Due
<ul style="list-style-type: none"> • Project plan for implementation adopted by Council September 2011; • Consultants made presentation to Council December 2011 meeting 	30 Aug 12

Project 7	
Council Standing Orders reviewed and updated Project Manager: Executive Assistant	
Progress	Due
<ul style="list-style-type: none"> Executive Assistant has sought expression of interest for consultant to assist with this process 	30 May 12

Project 8	
Rural Aged Accommodation Project – Completed on time and on budget Project Manager: CEO	
Progress	Due
<ul style="list-style-type: none"> Building licence issued 18 October 2011; Sand pad subsequently laid followed by concrete pads; Stormwater services completed 6 February 2012; Wall panels have arrived and installation commenced; Shire of Lake Grace is the only Shire to commence works at this point 	30 Jun 12

Project 9	
Lake Grace Sporting Precinct – Planning completed and funding in place Project Manager: Manager Community Services	
Progress	Due
<ul style="list-style-type: none"> Council resolved at the December 2011 meeting to establish a Committee of Council regarding this project 	30 Jun 12

Project 10	
Lake King Hall Roof – Completed on time and on budget Project Manager: Building Maintenance Team Leader	
Progress	Due
<ul style="list-style-type: none"> Roof and fascias completed; Final works regarding internal painting, repairs to ceiling gyprock and tile cracking to occur once next round of CLGF received 	30 Nov 11

Project 11	
Bennett (2 nd Franks St) Street House – Completed on time and on budget Project Manager: Building Maintenance Team Leader	
Progress	Due
<ul style="list-style-type: none"> Roof on and external walls completed Project on hold until next round of CLGF signed off 	30 Jun 12

Under Outcome 4 – Administrative and Management there is one further descriptor with a due date:

Other	
Continue to develop Roles and Functionality Plan report to be presented to Council by April 2012	
Progress	Due
<ul style="list-style-type: none"> Workplace Solutions to provide additional comparative information on like sized local governments 	30 Apr 12

Projects 3, 4 & 5 are completed.

Project 1 – Lake Grace Industrial Development will be four weeks behind schedule due to delays experienced with technical plan approvals regarding the assessment of water flow and amendments required.

Project 2 – Newdegate Medical Centre has experienced further delays due to wet weather and difficulty sourcing trades to finish off works.

Project 10 – Lake King Hall has experienced delays due to wet weather and issues regarding the need to reschedule CLGF funding.

Comment on Other Objectives

Under the Community and Customer Objective within Outcome 2, Council has asked the CEO to invest time in meeting with stakeholders on a face to face basis at their localities and to be seen in the communities attending community functions and activities wherever practicable.

Since my return from leave at the end of January, I have managed to meet with the Shire President in Newdegate to discuss issues, had the Senior Management Team and other key staff meet in Newdegate to review issues of concern and discuss matters with key community members. I have also attended the Lake Grace Development Association, the Newdegate Development Association and the Lake King Progress Association.

Legal Implications

Nil

Policy Implications

Nil

Consultation

External: As per the comments in this report.

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

Financial Implications

Nil.

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer's Recommendation/Resolution

MOTION 11369

Moved Cr Sinclair
Seconded Cr Farrelly

That Council accepts the report on the progress of the Chief Executive Officer's Key Performance Indicator's for 2011/2012.

MOTION CARRIED 8/0

NOTE: LATE ITEM – Item 15.3 emailed to Councillors.

15.3 **SHIRE CORPORATE PLAN – INTERPLAN QUARTERLY REVIEW 2011/12**

Applicant: Chief Executive Officer
File No. 0552
Attachments: Attachment No 1: Interplan Executive Report
Attachment No 2: Actions by Council Plan
Author: Mr Sean Fletcher
Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 20 February 2012
Senior Officer: Mr Sean Fletcher
Chief Executive Officer

Summary

Presented to Council for the first time is the Shire's new Interplan report. The Executive Summary and the Actions by Council Plan clearly shows where the Shire is at regarding the outcomes required under the Corporate Plan for 2011/12 for the period ending 31 January 2012.

Background

The Shire's Interim Strategic Community Plan and the Corporate Plan were adopted by Council at the Ordinary Meeting on 24 August 2011.

Accordingly, these documents form the basis of the Interplan Executive Summary Report and the Council Action Plan at this point in time. The reports allows for the presentation of the following information:

Component	Description
Action Status	Shows the overall status summary of projects undertaken
Financial Status	Shows the overall summary of the budget expenditure.
Summary Scorecard	Not yet implemented
Action Progress Section	Provides the high end information or a summary of the projects as follows: <ul style="list-style-type: none"> • Describes the action (project); • Start and end dates; • Percentage completed; • The alert status ie: <ul style="list-style-type: none"> ○ At least 90%; ○ 70% – 90%; ○ Less than 70% (Considered off track); • Budget versus actuals and the variance (in most instances the percentage of expenditure remaining)
Executive Comments	Can be found in the Actions by Council Plan. Generally provides detailed comment on the status of each project

As per previous discussions, the Executive Summary with other relevant reports will be presented to Council each quarter for its information.

Comment

The initial report includes both corporate projects and capital road projects. The report is still very much a work in progress. The Action Status on Page 2 of the report shows that:

- 48.21% of Shire projects are either completed or near completion i.e. 90% or better;
- 14.29% are in the 70% – 90% range and require closer scrutiny due to competing timelines;
- 37.50% are in the Less than 70% of target achieved range and are shown as off-track.

Accordingly, the list of actions completed by 31 January 2012 are:

- 1.1.3.1 Centenary of Lake Grace. Successful event.
- 2.1.1.1 Support GP and Membership of Eastern Wheatbelt Primary Care Group. GP and Pharmacy is in place.
- 2.1.3.1 Construct Lake Grace Community Shed. Funding application was unsuccessful
- 5.1.1.1 Review and investigate possibilities of external funding for digital TV throughout the Shire. Council resolved to opt into VAST system.
- 7.1.1.5 Establish performance indicators for the organisation. Interplan is now in place. Ongoing improvements to data will occur.

In all there are 19 corporate projects and two road projects “off track”. Reasons include the impact of staff changes during the last quarter, external factors such as waiting on others e.g. government agency approval and changes to funding criteria.

The road projects completed are:

Carried Forward 2010/11

- Fisher Road;
- Gordon Road;
- Beenong Road;
- Long Creek Road;

Capital Road Program 2011/12

- Lake Newton Road;
- Sugg Rock Road;
- Shalders Road.

The blackspot projects: Junction Kalgarin Road/George Rock Road and Junction Bidy Camm & Beenong North Road were commenced ahead of schedule. The Bidy Camm Road gravel sheeting has been brought forward to tie in with the works regarding the Bidy Camm junction.

At per the last report, the Capital Road Program is going along extremely well and is in direct contrast to this time last year when the capital program was subject to a range of variables including lack of moisture.

Legal Implications

Nil

Policy Implications

Nil

Consultation

External: Nil

Internal: Senior Management Team
Coordinator Finance and Administration

Financial Implications

Nil.

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer's Recommendation/Resolution

MOTION 11370

Moved Cr Walker
Seconded Cr Milton

That Council accepts the Chief Executive Officer's report on the Shire's Corporate Plan (Interplan) Quarterly Review for the period ending 31 January 2012.

MOTION CARRIED 8/0

16.0 INFORMATION BULLETIN

16.1 INFORMATION BULLETIN REPORT – FEBRUARY 2012

Applicant:	Executive Services
File No.	N/A
Attachments:	<ol style="list-style-type: none"> 1. Annual Grants Register 2. Council Status Report 3. ALGA – 2012 National General Assembly of Local Government – Call for Motions 4. WA Regional Development Trust – Letter re R4RCLGF Review 5. Australian Rural Road Group Inc - letter 6. WALGA Infopage – Metro LG Review
Author:	Mrs Jeanette Bennett Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	12 February 2012
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

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

Background

The Information Bulletin Report deals with monthly standing items and other information of a strategic nature relevant to Council.

A copy of other relevant Councillor information is distributed via email and the weekly mail-out.

Comment

The information at attachment includes:

1. Grants Register

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

2. Council Status Report

Tracks the progress of Council resolutions.

3. Call for Motions - 2012 National General Assembly of Local Government

This year's National General Assembly of Local Government is being held at the National Convention Centre in Canberra between 17-20 June. The ALGA is calling for motions under this year's theme – *'National Voice, Local Choice – Infrastructure, Planning, Services'*. A Discussion Paper to assist Councils in preparing motions is attached.

4. Letter – WA Regional Development Trust re R4RCLGF

Letter from Andrew Murray, Chair of the WA Regional Development Trust regarding the County Local Government Fund Review Report.

5. Australian Rural Road Group Inc - Report

A letter from the Australian Rural Road Group along with a copy of their latest report was received early in January. A copy of the letter is attached. Anyone wishing to access the report, please contact Jeanette Bennett at the Shire Office, copies are available in digital and hard copy.

6. WALGA Infopage – Metropolitan Local Government Review

Infopage contains information regarding of WALGA's submission to the Review Panel and provides a list of submissions contained in the submission.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Voting Requirements

Simple majority required.

Officer's Recommendation/Resolution

MOTION 11371

Moved Cr Farrelly
Seconded Cr Chappell

That Council accepts the Information Bulletin report.

MOTION CARRIED 8/0

17.0 URGENT BUSINESS BY DECISION OF THE MEETING

None.

18.0 SCHEDULING OF MEETING

18.1 CHANGE OF DATE – APRIL 2012 ORDINARY MEETING

Background & Comment

In the 2012 Schedule of Meetings as approved by Council at its November 2011 Ordinary Meeting, an oversight has occurred in that the April Meeting is scheduled for 25th April 2012, which of course is ANZAC Day and a public holiday.

To correct the oversight it is proposed the April 2012 Meeting be re-scheduled to take place at 3.00pm on Thursday 26th April 2012, at Council Chambers Lake Grace.

As per the Local Government Act 1995, the change of date requires local public notice to be given.

Legal Implications

Local Government Act 1995 – s 5.25 (1) (g): Regulations about council and committee meetings and committees

Local Government (Administration) Regulations 1996 R12: Public notice of council or committee meetings – s 5.25 (1) (g)

Voting Requirements

Simple majority required

Officer Recommendation/Resolution

MOTION 11372

Moved Cr Newman
Seconded Cr Chappell

That:

1. The April 2012 Ordinary Meeting of Council be re-scheduled to take place at 3.00pm on Thursday 26th April 2012 at Council Chambers Lake Grace; and,

2. The change of date be advertised accordingly

MOTION CARRIED 8/0

18.2 MARCH 2012 ORDINARY MEETING

Motion 11333 November 2011 states:

An Ordinary Meeting of Council will be held on Wednesday 28 March 2012, commencing at 3:00pm at the Varley Sports Pavilion, Varley WA.

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

19.1 CHIEF EXECUTIVE OFFICER – MARCH 2012 PERFORMANCE REVIEW

Resolution

MOTION 11373

Moved Cr Chamberlain
Seconded Cr Chappell

That Council close the meeting to the public at this time, being 3.25pm, to consider Item 19.1 – Chief Executive Officer – March 2012 Performance Review.

MOTION CARRIED

3.26pm *Mr Fletcher, Mr Harrop, Ms Appleton, Mrs Lloyd, Mr Trevenen, Mrs Trawinski & Mr Bishop left the meeting.*

Resolution

MOTION 11374

Moved Cr Chappell
Seconded Cr Farrelly

That Standing Orders be suspended at this time 3.42pm, to allow discussion on Item 19.1.

MOTION CARRIED 8/0

Resolution

MOTION 11375

Moved Cr Milton
Seconded Cr Farrelly

That Standing Orders resume at 4.00pm.

MOTION CARRIED 8/0

Resolution

MOTION 11376

Moved Cr Newman
Seconded Cr Farrelly

That Council, as per resolution 11358 21 December 2011 and in accordance with section 4 of the Chief Executive Officer's contract, engages Anne Lake Consultancy to undertake the Chief Executive Officer's March 2012 Performance Review. This review is to be a full review using a consistent scoring system.

MOTION CARRIED 8/0

Resolution

MOTION 11377

Moved Cr Walker
Seconded Cr Milton

That Council re-open the meeting to the public at this time, being 4.01 pm.

MOTION CARRIED

4.01pm *Mr Fletcher, Mr Harrop, Ms Appleton, Mrs Lloyd, Mr Trevenen, Mrs Trawinski & Mr Bishop re-entered the meeting.*

The Shire President advised the CEO of Motion 11377, which was then read aloud.

20.0 CLOSURE

There being no further business, the Chairperson closed the meeting at 4.02 pm.

21.0 CERTIFICATION

I Leonard William Armstrong certify that the minutes of the meeting held on the 22 February 2012 as shown were confirmed as a true record at the meeting held on the 28 March 2012.

Chairman

Date