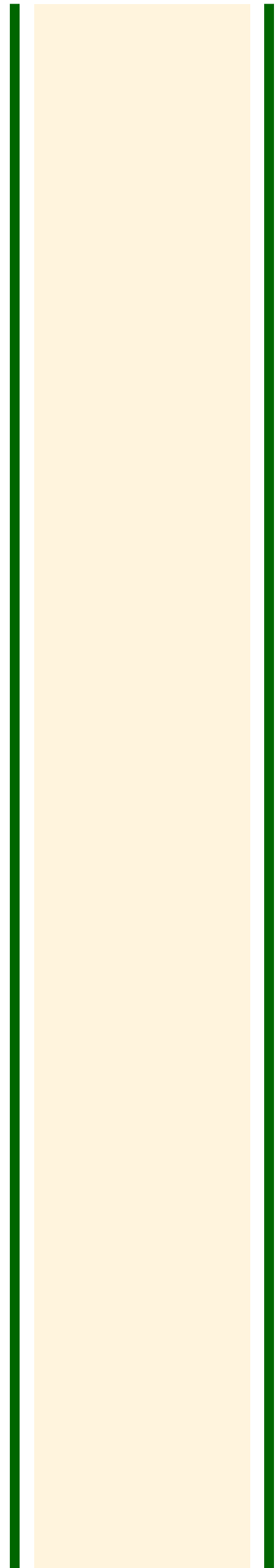


Shire of Lake Grace

Ordinary Council
Meeting

Minutes

23 April 2014



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SHIRE OF LAKE GRACE

Agenda for the Ordinary Meeting of Council to be held at Council Chambers, 1 Bishop Street Lake Grace WA on Wednesday 23 April 2014.

1.0 OPENING & ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 2.01 pm.

2.0 ATTENDANCE RECORD

2.1 PRESENT

Cr AJ Walker	Shire President
Cr JF De Landgraftt	Deputy Shire President
Cr LW Armstrong	
Cr R Chappell	
Cr DS Clarke	
Cr SG Hunt	
Cr AD Marshall	
Cr DP Sinclair	
Cr MG Stanton	
Mr NA Hale	Chief Executive Officer
Mr M Harrop	Manager Infrastructure Services
Ms L Holben	Manager Community Services
Ms M Knill	Relief Executive Assistant
Ms Sarah Allen	Lake Grace Day Care Committee
Mrs Nikki Lewis	Lake Grace Day Care Committee
Mrs Anna Taylor	Lake Grace Day Care Committee

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Cr De Landgraftt

As per motion 11778 at the 26 March 2014 Ordinary Meeting, Cr De Landgraftt had approved leave of absence from 30 March 2014 to 16 April 2014.

3.0 PUBLIC QUESTION TIME

Mrs Anna Taylor, on behalf of the Lake Grace Day Care Committee submitted the following questions on Wednesday 23 April 2014.

3.1 MRS ANNA TAYLOR

1. The Lake Grace Childcare Committee would like to ask the Councillors of Lake Grace Shire to endorse the Shire of Lake Grace moves to licence and control the vacated purpose built child care building, to ensure the longevity of this essential service.

2. If Council decided to use an external provider (such as CSSU) to run the Lake Grace day care service, would the Shire put in place safeguards/clauses to ensure the provider could not cease providing the service without sufficient warning/time and until an alternative licence is in place and running, ensuring this essential service is not shut down again.

Reply

As per recommendation Shire of Lake Grace Ordinary meeting 23 April 2014, 15.1 (page 602)

1. ***That Council endorse staff to work with the Children Service Support Unit (CSSU) to enable them to take over the management of the Lake Grace Day Care Service should that option become available.***
2. ***That Council endorse staff to commence the registration process to become the service provider in the event that Children Service Support Unit is unable to take over the management of the Lake Grace Day Care Service.***

The CSSU, as with any not for profit organisation will only coordinate children services if the service breaks even. CSSU could not be expected to run at a loss, but one would hope a solid working relationship would be developed to ensure no surprises.

It would be recommended that the Community Committee, the service provider and Shire of Lake Grace representatives meet monthly or bi-monthly to ensure the service is being run as per expectations of the community, the service provider and the Shire of Lake Grace

Discussions have occurred with staff from the CSSU that if the initial concept of "In Venue Care Program" (equivalent to 7 full time positions) has more demand than this type of service can provide then the CSSU would look at transferring the service in a Long Day Care Service (equivalent to 14 full time positions or increase in fees to those parents utilising the service).

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

4.1 CR STANTON

Cr Stanton submitted an application for leave from 4 May 2014 to 20 May 2014.

MOTION 11799

Moved Cr Chappell
Seconded Cr De Landgraft

That Cr Stanton be approved leave of absence for the period 4 May 2014 to 20 May 2014.

MOTION CARRIED 9/0

5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS

5.1 ORDINARY MEETING – 26 MARCH 2014

Resolution

MOTION 11800

Moved Cr Armstrong
Seconded Cr Stanton

That the minutes of the Ordinary Meeting of Council held on the 26 March 2014 be confirmed as a true and accurate record.

MOTION CARRIED 9/0

6.0 DECLARATIONS OF INTEREST

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

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

6.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION SECTION 34C

- Cr Chappell declared an impartiality interest in item 16.6, as he is a St John Ambulance Volunteer and is a member of the Mens Shed.
- Cr Clarke declared an impartiality interest in item 16.6, as she is a member of St John Ambulance.

7.0 NOTICES OF URGENT BUSINESS

Nil

8.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

Nil

9.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10.0 MEMBERS' REPORTS

10.1 CR CLARKE

Reported attendance at the following:

- 27 March 2014 attended the roadwise meeting and met the new coordinator Rodney Thorton, main discussion on new laws for towed farm implements.
- 1 April 2014 attended the Lake Grace Men's Shed meeting.
- 4 April 2014 attended the meeting of the Lakes Village Committee, discussion on winding up the committee and use of the funds.
- 7 April 2014 attended the AGM of the Lake Grace Development Association. Helen Bennett new chair.
- 8 April 2014 attended the towed AG implements meeting re new chain of responsibility rules.
- 8 April 2014 attended the Lake Grace Branch of St John Ambulance where the rest of those in attendance were brought up to date with the Men's Shed colocation proposal.
- 9 April 2014 attended the Lake King Progress Association meeting.
- 12 April 2014 attended the Lake Grace branch of the Liberal Party AGM.
- 18 April 2014 was on roster for the Drive Reviver stationed at 'The Shed' in Lake Grace, very positive comments on toilets and the town in general.

10.2 CR CHAPPELL

Reported attendance at the following:

- 31 March 2014 attended the Rural Water Council AGM by teleconference. Everyone was re-elected and membership fee for 2014 are Local Governments \$150.00 down by \$50 and Individuals \$20.00 down by \$5, these were reduced due to be reasonably financial.
- 3 & 4 April 2014 attended the Wheatbelt Conference in York along with Cr Hunt and CEO Neville Hale. This year's conference focused on how the region can best utilise technology to grow and develop locally and capture opportunities and exposure.
- 7 April 2014 attended and chaired the Lake Grace Development Association AGM and ordinary meeting, Helen Bennett was elected the Chairperson for 2014.
- 8 April 2014 attended a forum in Lake Grace on Towing of Agriculture, interesting with new rules and the increased size of machinery. I don't think they have got it right yet.
- 8 April 2014 attended and chaired the annual AGM and ordinary meeting of Bushfire Advisory Committee along with the CEO Neville Hale. On behalf of the Shire I thanked everyone for their efforts this season and also thanked Bill Lloyd outgoing Chief Fire Control Officer for the past three years. This year's new Chief Fire Control Officer is Brad Watson.
- 9 April 2014 attended the Lake King Progress Association along with Cr Clarke and MCMS Lee Holben. The fun day and combined send off for Sylvia and Ian Brandenburg went off extremely well, they counted 59 kids running around. They are also pleased with the new traffic management and the goods shed being repaired finally.
- 10 April 2014 attended the Shire Budget workshop in Lake Grace.
- 14 April 2014 attended the Shire annual road tour 577kms travelled that day.
- 18 April 2014. Good Friday. On a personal level the Lake Grace St John Ambulance manned the Driver Reviver Van I, Deb Clarke and Lee Holben along with fellow Ambo volunteers and partners did our turn. It was a great day serving out over a hundred cups of coffee or tea, it was great to have people ask questions about our Shire or compliment the town of Lake Grace or even catch up with people who used to live in the Shire.

10.3 **CR SINCLAIR**

Reported attendance at the following:

- 15 April 2014 attended the Eastern Wheatbelt Biosecurity Group meeting in Merredin with the CEO Neville Hale.

10.4 **CR HUNT**

Reported attendance at the following:

- 3 & 4 April 2014 attended the Wheatbelt conference in York with Cr Chappell and CEO Neville Hale. Main discussion was about information technology and social media and the benefits this has in communication.
- 14 April 2014 attended the Shire annual Road Tour.

10.5 **CR MARSHALL**

Reported attendance at the following:

- 7 April 2014 attended the Lake Grace Development Association meeting.
- 14 April attended the Shire annual road tour.

10.6 **CR STANTON**

Reported attendance at the following:

- 9 April 2014 attended the ANZAC service at the Lake Grace District High School (LGDHS).
- 10 April 2014 attended grandparents day at the LGDHS.
- 10 April 2014 attended the Budget Workshop #2.
- 14 April 2014 attended the Shire annual road tour.
- 16 April 2014 attended funeral at Newdegate for a local dignitary, Mick Davies.

10.7 **CR DE LANDGRAFFT**

Reported attendance at the following:

- 16 April 2014 attended the Newdegate Rejuvenation Committee meeting.

10.8 **CR ARMSTRONG**

Reported attendance at the following:

- 8 April 2014 attended the Newdegate Development Association meeting.
- 16 April 2014 attended the Newdegate Rejuvenation Committee meeting and inspection of the town hall.
- 16 April 2014 attended the funeral of Mick Davies.
- Sandy and I have been working hard on getting the adult gym equipment installed in Newdegate. We have run into some trouble with the ground being very hard. We are hoping to have the project finished before the first winter sports home game, 3 May 2014, so there are no holes left which would be a hazard for the young kids running around.

10.9 **CR WALKER**

Reported attendance at the following:

- 28 March 2014 CEO Neville Hale, Bob Palmer and myself did a tour of Lake Grace and Water Corp infrastructure to familiarise with current catchment and pumping set up.
- 9 April 2014 attended LGDHS ANZAC Ceremony and morning tea.
- 10 April 2014 met with CEO, Keith Devenish and Pam L'anson regarding the Ag Department building in Lake Grace.
- 10 April 2014 attended the Budget workshop # 2.

- 10 April 2014 along with the CEO took Bruce Rock President Stephen Strange and his touring Councillors on a short tour of the town of Lake Grace and some of the current projects underway or recently completed.
- 14 April 2014 Shire annual road tour with staff and Councillors.
- 15 April 2014 met with the Lake Grace Day Care Committee and representatives from CSSU for an inspection of the facilities and discussed the possibility of the CSSU involvement in the Centre.
- 16 April 2014 attended the Newdegate Rejuvenation Committee meeting to discuss tender recommendation to Council.
- 16 April 2014 along with CEO met with De Jacobs and had a good general discussion about several issues.

11.0 MATTERS FOR CONSIDERATION – WORKS & INFRASTRUCTURE
--

11.1 SCHOOL PLACE LAKE GRACE – PROPOSAL FOR ROAD NAME CHANGE

Applicant:	Lake Grace District High School
File No.	0357
Attachments:	Public Comment Submissions & Map
Author:	Neville Hale
Disclosure of Interest:	Nil
Date of Report:	7 April 2014
Senior Officer:	Neville Hale

Summary

For Council to consider the renaming of School Place to Padley Place.

Background

An application was received by the Lake Grace District High School requesting School Place, Lake Grace (which runs adjacent to Absolon Street) name be changed to Padley Place.

At Council's Ordinary Meeting of 26 February 2014 the Council resolved, motion 11755, to advertise within the Lake Grace community seeking comment on the proposed renaming of the road.

The Shire advertised for public comment via Lakes Link, Newdegate Gate Post and the Shire of Lake Grace's website. Comments were invited until the Friday 28 March 2014.

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

Comment

Cr Walker suggested that it may be an appropriate gesture to rename the current Lake Grace DHS address from School Place to Padley Place in honour of Miss Effie Padley, the school's first teacher in charge.

The Lake Grace DHS has written to support the name change as it would recognise Effie Padley, their first teacher and believes it to be an excellent proposal to help celebrate the Centenary of the first Lake Grace School, opening in 1914. The Centenary is to be recognised by celebration to be held on 18 October 2014.

The second submission received from a local resident objected to the proposal as they believe a "Padley Place" already exists to honour Effie Padley. They also commented that retaining the name "School Place" is a memorial to all of the teachers who have taught at the school.

Following investigation of this claim, no record can be found in respect to an existing Padley Place however I am advised that some ten years ago it was suggested that the area opposite the Shire Depot be named Padley Park. At the time the Shire had ripped the area and the local school children and service club members undertook a tree planting exercise. During this time it was suggested that

the area under planting adjacent to the Child Care Centre be named Padley Park. The tree planting programme was only one third complete when it ceased and no formal naming of the Park was pursued.

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, specifically:

- New names and changes of names shall have strong local community support.
- Names in public use shall have primary consideration.
- Name duplication and dual naming should be avoided, especially those in close proximity.
- Names of living individuals should only be used in exceptional circumstances.
- Name characterised as follows to be avoided, where possible; incongruous; given and surname combinations; qualified names; double names; corrupted, unduly cumbersome, obscene, derogatory or discriminating names; and commercialised names.
- Preferred sources of names are: - descriptive names appropriate to features, pioneers, war casualties and historical events connected with the area, and name from Aboriginal languages currently or formerly identified within the general area.
- Generic terms must be appropriate to features described.
- New names proposed must be accompanied by exact information as to location, feature identification, origin, or if alteration is proposed, by a rationale.
- The use of genitive apostrophe is to be avoided (e.g. Butcher's)

Hyphenated words in place names shall only be used where they have been adopted in local usage. (e.g. City of Kalgoorlie-Boulder)

Consultation

Public notice was given via Lakes Link, Newdegate Gate Post and the Lake Grace Shire website.

Financial Implications

There will be minimal administrative cost involved in updating mapping records and road side sign posting. The cost would be absorbed within the Roads budget item a/c E122500.

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11801

Moved Cr Chappell
Seconded Cr Marshall

That Council:

1. Retain the existing road name of “School Place”; and,
2. Undertake to name that area of Lot 134 of Reserve 39207 as marked A on the attached Plan, Padley Park and erect a suitable sign to that effect.

MOTION CARRIED 9/0

11.2 **TENDER AWARD RFT1-2014 - NEWDEGATE REJUVENATION PROJECT STAGES 2 & 3**

Applicant:	Manager Infrastructure Services
File No.	0659/0533
Attachments:	1. Extract NRPC Minutes April 2014 2. Site Layout Plan A1.0 March 2014 3. Building plans March 2014
Author:	Mr Martin Harrop
Disclosure of Interest:	Nil
Date of Report:	16 April 2014
Senior Officer:	Mr Neville Hale

Summary

This report is for Council to consider the recommendation put forward by the Newdegate Rejuvenation Project Committee in respect to the tender evaluation and award successful contractor the construction of 4 independent living units and Lesser Hall upgrade.

Background

On 16 April 2014 the Newdegate Rejuvenation Project Committee moved a motion that:

That Council award Eclat Building as successful tenderer for the construction of the 4 units and the lesser hall upgrade for lump sum value of \$1,005,380 as per Gary Batt & Associates site layout plan A1.0 March 2014 wherein:

- i) *The contract with Eclat Building is for the following scope of works;*
 - *Construction of 4 independent living units as per Garry Batt & Associates design and specification to be constructed onsite*
 - *Construction of the Lesser Hall upgrade & Gazebo as per Garry Batt & Associates design and specification*
- ii) *The Shire manage all site preparation works, road construction, drainage, hard and soft landscaping, retaining walls as per Garry Batt & Associates site layout plan A1.0 March 2014*

The Project has been discussed in Newdegate and the wider district for some years and has been a priority project for Council. Stage 1 of the Newdegate Rejuvenation Project was the construction of the Medical Centre. Stage 2 and 3 of the Newdegate Rejuvenation Project is for the construction of 4 units and modifications to the Lesser Hall.

On the 26 February 2014 Council resolved as follows;

That Council authorise the Chief Executive Officer to call for tender for the construction of 4 Units and the Lesser Hall upgrade in separable portions being:

1. *Construct 4 Units and Lesser Hall Upgrade as per the design plan & specification.*
2. *Construct 4 units as per the design plan & specification; and or 4 transportable units as per the design floor plans.*
3. *Construct 2 units as per the design plan & specification; and or; 2 transportable units as per the design floor plans.*
4. *Lesser Hall Upgrade with gazebo.*
5. *Lesser hall upgrade without gazebo.*

Tender Specification and Scope

The Tender was for the construction of 4 independent Living Units and the Lesser Hall Upgrade. All site preparation, major drainage and landscape integration excluded from the tender as the Shire will be responsible for undertaking these works.

Material Specification for the Units

- The Tender calls for construction of 2 different two (2) Type A and two (2) of Type B unit floor plans.
- 2 bedroom, 1 bathroom & 1 garage
- Concrete floor base
- Timber or steel frame
- Brick veneer to window sill height
- Custom orb metal cladding
- Custom orb metal roofing
- Colour palette to match medical centre development

Material Specification for the Lesser Hall Upgrade

- Removal of existing asbestos fibre cement cladding
- Underpin & construct new footing foundation for new brick veneer wall
- Brick veneer wall to lintel (top of door height)
- Custom orb cladding
- New glass doors & highlight windows
- New flooring and ceiling
- Kitchen upgrade (painting, new vinyl, new tiling, new bench top)
- Colour palette to match medical centre development

Tender Framework and Assessment

The Tender was structured into separable portions to enable the pricing of individual portions of stage 2 and 3 of the Newdegate Rejuvenation Project.

The Separable Portions were:

- Separable Portion 1 - Construct 4 Units and Lesser Hall Upgrade as per the design plan & specification.
- Separable Portion 2 - Construct 4 units as per the design plan & specification; and or 4 transportable units as per the design floor plans.
- Separable Portion 3 - Construct 2 units as per the design plan & specification; and or; 2 transportable units as per the design floor plans.
- Separable Portion 4 - Lesser Hall Upgrade with gazebo.
- Separable Portion 5 - Lesser hall upgrade without gazebo.

A tender with separable portions provides flexibility and choice to ensure the best outcome with respect to price and product for the Shire.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria. A scoring system will be used as part of the assessment of the qualitative criteria.

The tenders were assessed against the following qualitative criteria and weighting. The Tender may be awarded to who best demonstrates the ability to provide quality products and/or services at a competitive price.

The assessment criteria will be:

- Cost 65%
- Relevant Experience 15%
- Organisational Capacity & Resources 15%
- Demonstrated Understanding 5%

The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

Comment

Tenders were called and advertised in the Western Australian paper on the 5 March 2014. Tenders closed on Monday 7 April at 4pm and the following tenders were received:

- Rapley Wilkinson P/L
- Eclat Building
- Outback Constructors of Australia

The Tender evaluation panel included:

- Neville Hale, Chief Executive Officer
- Garry Batt, Garry Batt & Associates
- Martin Harrop, Manager Infrastructure Services

Based on the above assessment criteria the tender evaluation resulted in the following ranking:

Seperable Portion	Outback Contractors		Rapley Wilkinson P/L		Eclat	
	Weight	Rank	Weight	Rank	Weight	Rank
1	46.4	3	67.3	2	69.7	1
2	66.6	3	69.0	2	70.2	1
3	46.4	2	46.4	2	68.0	1
4	67.9	2	67.4	3	68.6	1
5	67.9	2	67.6	3	68.6	1

Based on the tender results and consideration of separable portions the Tender submitted by Eclat for separable portion 1 for the Construction of 4 Units and Lesser Hall Upgrade as per the design plan & specification represents best value for money option for the Shire of Lake Grace. It is recommended that Eclat be awarded the tender for the lump sum value of \$1,005,380.00 for the Construction of 4 Units and Lesser Hall Upgrade as per the design plan & specification.

Planning approval for the development has been approved by Council at its Ordinary Council Meeting on 26 March 2014. A Building Permit needs to be obtained by the Shire prior to commencement of any works. Once building permit is obtained the successful building contractor has 30 weeks from the possession of site to complete the building construction works.

Legal Implications

N/A

Policy Implications

Shire Policy 7.9 is committed to making informed decisions in relation to infrastructure assets but at this stage the Shire cannot adopt a whole of life cost assessment to this project.

Consultation

N/A

Financial Implications

The Shire has a number of funding sources for Stage 2 and 3 of the Newdegate Rejuvenation Project.

The funding is tied to specific elements of the overall project and comes from various funding sources namely;

Country Local Government Fund (Regional)	\$538,000
Country Local Government Fund (Local)	\$140,000
Country Local Government Fund (Local)	\$120,000
Regional Development Commission	\$627,000
Newdegate Town Hall Reserve Including \$25,000 provision in 2013/14 Budget	\$160,000
Total Budget	\$1,585,000

Project Costs

Eclat Building	\$1,005,380
Shire Site works & Project Management	\$503,000
Total Costs	\$1,508,380

A \$76,620 contingency exists with current secured funds along with additional funds within the Newdegate Hall Reserve of approximately \$145,000.

Strategic Implications

Shire of Lake Grace Strategic Plan

Focus 2 – Social and Community Well Being

- Upgrade Newdegate Town Hall, confirm plan and seek funding for Rejuvenation Project Stage Two
- Facilitate development of self-funded retiree villages (Regional Country Local Government Fund Project):
 - Lake Grace
 - Newdegate Rejuvenation Project Stage Three

Voting Requirements

Simple majority required

Recommendation/Resolution

MOTION 11802

Moved Cr Armstrong
Seconded Cr De Landgraft

That Council award Eclat Building as successful tenderer for the construction of the 4 units and the lesser hall upgrade for lump sum value of \$1,005,380 as per Gary Batt & Associates site layout plan A1.0 March 2014 wherein:

- i) The contract with Eclat Building is for the following scope of works;
 - Construction of 4 independent living units as per Garry Batt & Associates design and specification to be constructed onsite
 - Construction of the Lesser Hall upgrade & Gazebo as per Garry Batt & Associates design and specification
- ii) The Shire manage all site preparation works, road construction, drainage, hard and soft landscaping, retaining walls as per Garry Batt & Associates site layout plan A1.0 March 2014

MOTION CARRIED 9/0

12.0 MATTERS FOR CONSIDERATION – PLANNING
--

12.1 PROPOSED ROAD DEDICATION – THIEL STREET THROUGH PORTION OF RESERVE 39207 BEING LOT 134 ABSOLON STREET, LAKE GRACE

Applicant:	Shire of Lake Grace
File No.	0369
Attachments:	Plans 1 to 4
Author:	Messrs Joe Douglas & Carlo Famiano (Urban & Rural Perspectives)
Disclosure of Interest:	Nil
Date of Report:	9 April 2014
Senior Officer:	Mr Neville Hale

Summary

This report recommends that Council resolve to initiate the process required to dedicate a 1,926m² portion of Reserve 39207 being Lot 134 Absolon Street, Lake Grace as a public roadway to be named Thiel Street as per a previous Council resolution in this matter.

Background & Comment

The Shire of Lake Grace has recently sought approval from the Department of Lands to excise a 4,601m² portion of Reserve 39207 Absolon Street, Lake Grace to provide for the creation of two (2) new lots which are proposed to be developed and used by the Shire for 'Municipal Purposes'.

In processing the Shire's request in this matter the Department of Lands has recommended that the Shire initiate the process required under the *Land Administration Act 1997* and *Regulations 1998* to create a new public roadway on the eastern side of the two (2) new lots to provide additional road frontage and practical access (see Plans 1 to 4).

The proposed new roadway, which Council resolved to name Thiel Street at its Ordinary Meeting in August 1998, has been constructed to a basic gravel standard and is currently being used as a public roadway despite not having been formally set aside / dedicated for this purpose.

As the current use of the roadway by the general public poses a number of legal liability issues for both the Department of Lands and the Shire, the Department's recommendation in this matter has considerable merit and is worthy of Council's favourable consideration and support. It should be noted that formal dedication of the proposed new roadway does not obligate the Shire to physically construct it beyond the current gravel standard if it chooses not to do so (see Plans 1 to 4).

In order to progress the proposed road dedication the Shire of Lake Grace will need to complete the following key tasks as required by section 56 of the *Land Administration Act 1997*:

- i) Advertise the proposal for a minimum period of thirty five (35) days in a newspaper circulating in the district;
- ii) Provide written notification of the proposal to all adjoining landowners and

relevant service authorities; and

- iii) Assess all submissions received following completion of the thirty five (35) day public advertising period and present a report to Council to assist it make a final decision as to whether or not to proceed with a request to the Minister for Land's for final approval.

Legal Implications

- Land Administration Act 1997
- Land Administration Regulations 1998

Policy Implications

Nil

Consultation

Public consultation will be undertaken for a minimum period of thirty-five (35) days in accordance with the specific requirements of the *Land Administration Act 1997* and the *Land Administration Regulations 1998*.

Financial Implications

It is estimated that the administrative costs associated with progressing the proposed road dedication process will be in the order of **\$3,500.00 excluding GST**. It is understood that there is scope in Council's budget for the 2013/2014 financial year to meet this cost.

Council should note that the above cost estimate does not include the costs associated with the required survey works which is a separate matter that will be addressed following further discussions and negotiations with the Department of Lands and confirmation of the Minister for Lands' final decision in the matter. Based on previous similar projects undertaken in the Shire, the total cost of the required survey works are likely to be in the order of **\$5,000 excluding GST**.

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11803

Moved Cr Clarke
Seconded Cr Hunt

That Council resolve to:

1. Initiate the process required under section 56 of the *Land Administration Act 1997* to dedicate a 1,926m² portion of Reserve 39207 being Lot 134 Absolon Street, Lake Grace as a public roadway to be named Thiel Street as per the details shown in Plan 4 prepared in support of this report.
2. Authorise the Shire's Administration to proceed with the following key tasks:

MOTION 11803 continued

- i) Advertise the proposal for a minimum period of thirty five (35) days in a newspaper circulating in the district;
- ii) Provide written notification of the proposal to all adjoining landowners and relevant service authorities; and
- iii) Assess all submissions received following completion of the thirty five (35) day advertising period and prepare and submit a final report and recommendation to Council on whether or not to proceed with a request to the Minister for Lands for final approval to the road dedication proposal.

MOTION CARRIED 9/0

13.0 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No items for consideration.

14.0 MATTERS FOR CONSIDERATION – FINANCE

14.1 ACCOUNTS FOR PAYMENT – MARCH 2014

Applicant:	Shire of Lake Grace
File No.	0277
Attachments:	List of Creditors
Author:	Mrs Lee-Anne Trevenen
Disclosure of Interest:	Nil
Date of Report:	8 April 2014
Senior Officer:	Mr John Bingham

Summary

For Council to ratify expenditures incurred for the month of March 2014.

Background

List of payments for the month March 2014 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 March 2014 from the Municipal and Trust Account Total \$1,094,046.07

Strategic Implications

Strategic Community Plan

EC1.3 Ensure the Shire's capital investment program is cost effective and financially sustainable.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11804

Moved Cr Armstrong
Seconded Cr Clarke

That Council ratify the list of payments totalling \$1,094,046.07 as presented for the month of March 2014 incorporating:

Direct Debits	DD4963.5 to DD5013.8	\$ 45,735.16
Municipal Account Cheques	35415 to 35446	\$ 52,472.15
Electronic Funds Transfers	12260 to 12395	\$993,413.76
Trust Account Cheques	753 to 762	\$ 2,425.00

MOTION CARRIED 9/0

14.2 FINANCIAL STATEMENTS - MARCH 2014

Applicant:	Shire of Lake Grace
File No.	0275
Attachments:	Financial Reports
Author:	Mrs Lee-Anne Trevenen
Disclosure of Interest:	Nil
Date of Report:	7 April 2014
Senior Officer:	Mr John Bingham

Summary

Consideration of the financial statements for the month ending 31 March 2014.

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
- Bank Reconciliation
- Capital Road Works
- Operating Revenue & Expenditure Graphs

Comment

Nil

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

Strategic Community Plan

Ec1.3 Ensure the Shire's capital investment program is cost effective and financially sustainable.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11805

Moved Cr Chappell
Seconded Cr Stanton

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 March 2014 as attached is received.

MOTION CARRIED 9/0

15.0 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES**15.1 LEASE AGREEMENT – LAKE GRACE PLAYGROUPS**

Applicant:	Lake Grace Playgroup 1 Lake Grace Playgroup 2
File No.	0579
Attachments:	Lease Agreement Lake Grace Playgroup 1 Lease Agreement Lake Grace Playgroup 2
Author:	Ms Lee Holben
Disclosure of Interest:	Nil
Date of Report:	07 April 2014
Senior Officer:	Mr Neville Hale

Summary

The purpose of this report is to formalise the Lease Agreement for the Lake Grace Playgroup Building which relates to the provision of Playgroup services to the Shire of Lake Grace by two community groups – Lake Grace Playgroup 1 and Lake Grace Playgroup 2, and to approve the use of the common seal on the document.

Background

Community members have been in discussion with the staff regarding two playgroups sharing the facility on Lot 233 on Deposited Plan 170888, Certificate of Title Volume LR3021, Folio 709.

The volume of land has two buildings on it, the Day care and the playgroup (old Kindergarten building).

Currently Playgroup 1 has been operating out of the building on a Thursday. Playgroup 2 has requested the opportunity to share the building offering an alternative playgroup on a Tuesday commencing the 29 April 2014.

Both groups have agreed to sharing the facilities with process being put in place to ensure the smooth running of the agreement.

Comment

This Lease will be reviewed in five years' time.

Legal Implications

Lease Agreement between the Shire of Lake Grace, Lake Grace Playgroup 1 and Lake Grace Playgroup 2.

Policy Implications

Shire of Lake Grace Policy 1.11 Use of the Common Seal

Consultation

Internal: Senior Management Team

External: Lake Grace Playgroup 1
Lake Grace Playgroup 2

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.

Recommendation

That Council:

1. Enters into the Lease Agreement as presented, with the Lake Grace Playgroup 1 and the Lake Grace Playgroup 2 subject to approval by the Minister for Lands.; and
2. Authorises the use of the common seal by the Shire President and the Chief Executive Officer on the Lease Agreement document.

Voting Requirements

Simple Majority required.

Resolution

MOTION 11806

Moved Cr Hunt
Seconded Cr Armstrong

That Council:

1. Enters into the Lease Agreement as presented, with the Lake Grace Playgroup 1 subject to approval by the Minister for Lands.; and
2. Authorises the use of the common seal by the Shire President and the Chief Executive Officer on the Lease Agreement document.

MOTION CARRIED 9/0

REASON FOR CHANGE

Playgroup 2 has withdrawn and no longer requires a lease.

15.2 DAY CARE SERVICES IN THE SHIRE OF LAKE GRACE

Applicant: Chief Executive Officer
File No. 0579
Attachments:
Author: Ms Lee Holben
Disclosure of Interest: Nil
Date of Report:
Senior Officer: Mr Neville Hale

Summary

The purpose of this report is to inform Council of the progress being made for the future provision of Day Care Services in the Shire of Lake Grace since the Gnowangerup Family Support Association (GFSA) withdraw their services on the 3 April 2014.

Background

The Gnowangerup Family Support Association mobile service has operated in the Shire of Lake Grace for more than 21 years until they withdraw their services on the 3 April 2014.

Investigation into a variety of models that the Centre could operate under was presented to the Ordinary meeting of Council on the 19 February 2014.

An overview of the models presented is below:

1. Incorporated Childcare Committee

An Incorporated Committee that oversees the management and all operational costs associated with the facility. The committee would be responsible for all operational costs and charges including: water, power, gas, cleaning, operational maintenance, gardening, rubbish collection fee, emergency services levy, liability and contents insurance (Shire to insure building) and all hire fees. Committee meetings are held monthly consisting of Shire Members, Child Care staff and committee members. Centre to apply for operation subsidy and approval for the Child Care Benefit fee relief, both of which are conditional upon adherence to Federal and State Government regulations governing childcare centres.

2. Not For Profit Organization

There are similar not for profit organizations like GFSA who could manage the centre. If a similar organization was able to take on the management of the centre it would be a matter of transferring the registration which takes a couple of days.

Children's Services Support Unit Western Australia (CSSU). CSSU is a not for profit organisation operating since 1973. They support organizations in meeting government funding and regulatory requirements in the children services and community services. They also provide direct service delivery. CSSU is currently researching the services offered in Lake Grace and their

own resources to evaluate the possibility of taking over the service provision in Lake Grace.

3. Centre be administrated by Shire of Lake Grace

The Shire of Lake Grace would have to apply to become registered as a service provider and take on the management of the Centre. The Shire of Lake Grace could apply to receive an operational subsidy and have approval for the Child Care Benefit fee relief, both of which are conditional upon adherence to Federal and State Government regulations governing childcare centres. The process to become registered to provide Child Care services takes approximately sixty to ninety days after submission has been submitted.

Comment

Shire of Lake Grace staff has been investigating opportunities to ensure a day care service can be provided within the Shire. As part of this investigation regular discussions are being held with potential service providers, relevant Government Departments, staff at the Lake Grace Day Care Centre and the newly formed community committee.

Below is listed some of the discussions or contact that the Shire of Lake Grace staff have had with the relevant organisations to ensure the service can be re-established in the Shire of Lake Grace.

March

- Telephone discussion with Department of Regional Development and Lands re the existing Management order.

- Telephone discussion with the Australian Children's Education and Care Quality Authority re the current position and the registration of the Shire of Lake Grace as the registered provider. This organisation was already aware of the loss of service and was endeavouring to source other Government Funding that could support the ongoing delivery of a day care service in the Shire of Lake Grace. Until a service provider is established or takes over the service outside funding would not be available. All funding is only available to an established service provider or one in the process of becoming registered.

- Children Service Support Unit (CSSU) Initial discussions held with the General Manger Community Services Alice MacPhillamy in February and then a number of relevant staff; Regional Manager Sarah Short, General Manager Corporate Natasha Burns and General Manager Children's Services Coral Callan during the month of March. CSSU indicated they would contact the current service provider and staff to discuss how a proposal could be put together and what information would need to be provided how the CSSU staff can put a proposal to the CSSU board.

- Carol Thomas, Childcare Services Officer, Department for Communities, Albany branch – monthly phone call to Carol bringing her up-to-date with

the progress and directions of providing a day care service in the Shire of Lake Grace. Carol also investigating opportunities to support the ongoing provision of service in the Shire of Lake Grace.

- Telephone discussion held with Rebecca Leyt, owner of the Katanning Bright Start Childcare Centre. Rebecca indicated she would be interested in getting an overview of the Lake Grace Day Care and could be interested in operating this as a private business. Rebecca is committed until the end of April and would make contact when her current commitments are completed.

April

- Gnowangerup Family Support Association submitted a Voluntary Suspension of Provider Approval (PA04) to the Australian Children's Education and Care Quality Authority on the 09 April 2014.
- Telephone discussion with the Australian Children's Education and Care Quality Authority re progress and progression of the ongoing delivery of day care services in the Shire of Lake Grace.
- Ongoing discussions with the Lake Grace Day Care Community Committee – Anne Harrop and Tahryn Trevenen.
- Carol Thomas, Childcare Services Officer, Department for Communities, Albany branch – monthly phone call to Carol bringing her up-to-date with the progress and directions of providing a day care service in the Shire of Lake Grace.
- Children Service Support Unit (CSSU) Ongoing discussions re the CSSU supporting the ongoing delivery of service provision in the Shire of Lake Grace.

CSSU can provide a variety of ways to support the ongoing or new service provision, including:

- One Stop Solution. CSSU staff support a community committee or Local Government to apply for registration as a service provider. This support is in the way of help to complete the necessary paperwork needed for registration.
- The provision of the necessary policy documents needed to apply for registration.
- Provide an understanding of the requirements and obligations as set out under the National Quality Framework for Early Childhood Education and Care (National Quality Framework) which includes the Education and Care Services National Law (Education and Care Services National Law Act 2010).

- Understanding of application for Child Care Benefit (CCB) Approval under the Family Assistance Law.
- Understanding of necessary information that is needed to be supplied to the Department of Education, Employment and Workplace Relations (DEEWR) for the purposes of the service being assessed for approval under the Family Assistance Law for Child Care Benefits (CCB).
- CSSU is currently investigating the availability of their team to manage the Lake Grace Day Care Centre.

General Manager Children's Services (CSSU) Coral Callan will be doing a site visit of the Lake Grace Day Care Centre on Tuesday 15 April 2014. (This meeting had not happened at the time of writing this agenda, so further information will be provided at the Ordinary meeting of Council on the 23 April 2014.) Attending the meeting will be representatives from the Lake Grace Day Care Community Committee and the Shire of Lake Grace (Councillors and staff).

The Board of the CSSU will be meeting on Tuesday 23 April 2014 where CSSU staff will be presenting a proposal to the Board re the future of the Lake Grace Day Care Centre. (At the time of writing this agenda the nature of the proposal was not defined, further information will be provided at the Ordinary meeting of Council on the 23 April, 2014).

- Carol Thomas, Childcare Services Officer, Department for Communities, Albany branch – monthly phone call to Carol bringing her up-to-date with the progress and directions of providing a day care service in the Shire of Lake Grace.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Chief Executive Officer

External: Carol Thomas, Childcare Services Officer, Department for Communities, Albany branch.
Gaillene Kennedy, Lake Grace Co-ordinator, Gnowangerup Family Support Association.
General Manager Community Services, Children's Services Support Unit Western Australia (CSSU) Alice MacPhillamy.
Regional Manager (CSSU) Sarah Short.
General Manager Corporate (CSSU) Natasha Burns.
General Manager Children's Services (CSSU) Coral Callan.
Australian Children's Education and Care Quality Authority.
Katanning Bright Start Childcare Centre, Rebecca Leyt.

Financial Implications

An allocation of \$380 has been made in the 2014/2015 budget to cover insurance. No cost currently available for a Shire managed service.

Strategic Implications

Shire of Lake Grace Strategic Plan - Goal 2 Social and Community Wellbeing
Action 2.1.4: Lake Grace Childcare Facility - Priority 2

Voting Requirements

Majority required.

MOTION 11807

Moved Cr Chappell
Seconded Cr Marshall

That in accordance with clause 16.1 of the Shire's Standing Order Local Law, the meeting be suspended at 2.50 pm to allow discussion about the Day Care Services in the Shire of Lake Grace.

MOTION CARRIED 9/0

MOTION 11808

Moved Cr Chappell
Seconded Cr Armstrong

That Standing Orders Resume, the time being 3.02 pm

MOTION CARRIED 9/0

Recommendation/Resolution

MOTION 11809

Moved Cr Clarke
Seconded Cr Hunt

1. That Council acknowledge the information in regards to the progress being made for the future provision of Day Care Services in the Shire of Lake Grace.
2. That Council endorse staff to work with the Children Service Support Unit to enable them to take over the management of the Lake Grace Day Care Service should that option become available.
3. That Council endorse staff to commence the registration process to become the service provider in the event that Children Service Support Unit is unable to take over the management of the Lake Grace Day Care Service.

MOTION CARRIED 9/0

16.0 MATTERS FOR CONSIDERATION – ADMINISTRATION

Ms Sarah Allen, Mrs Anna Taylor and Mrs Nikki Lewis left the meeting at 3.03 pm

16.1 COUNTRY REFORM POLICY FORUM

Applicant:	WALGA Central Country Zone
File No.	0029
Attachments:	County Reform Policy Forum meeting notes
Author:	Neville Hale
Disclosure of Interest:	None
Date of Report:	7 April 2014
Senior Officer:	Neville Hale

Summary

For Council to consider the notes from the Country Reform Policy Forum meeting held on the 17 February 2014 and provide input to the next Central Country Zone Meeting to be held on Friday 2 May 2014 at Lake Grace.

Background

The inaugural meeting of the Country Reform Policy Forum (Forum) was held on Monday 17 February 2014. Given the interest at the last WALGA Central Country Zone (CCZ) meeting in Narrogin on the 28 February 2014, Zone President Cr Jim Sullivan has asked Council to consider the notes at its April Meeting and provide input to the next Zone Meeting. Cr Len Armstrong is the Shire's representative to the Forum and the Shire's discussion on these notes will provide some understanding of these matters.

The Forum has a wide membership base; including 24 Elected Members and 7 CEOs from a cross section of country Local Governments.

Comment

The attached notes outline the Forum's terms of reference and, without being specific, refers to the Systemic Sustainability Study (SSS) Actions and their current status, that Forum members were invited to provide introductory comments and express their view on the broad topic of local government reform.

Concerns were expressed at the Zone Meeting that there had not been an open process. Whilst Mayor Pickard encouraged Forum members to share information, it is noted that the attached document indicates the Initial Draft Position Paper that is being developed is to be treated as confidential.

Unfortunately, the notes are very light on the specifics of any discussion and/or views expressed so it is difficult to assess what was discussed or its impact on a shire such as the Shire of Lake Grace. However, at the CCZ meeting both the Minister for Local Government, Hon. Tony Simpson MLA and Mayor Troy Pickard, WALGA President expressed the view that "no change was not an option".

Cr Armstrong may be in a position to provide additional information on this matter during the April 2014 Ordinary Council Meeting.

Cr Armstrong has also obtained a copy of notes from the Shire of Kent representative; which are attached for Councillor information.

Legal Implications

N/A

Policy Implications

N/A

Consultation

WALGA Central Country Zone

Financial Implications

None

Strategic Implications

Unknown but one would anticipate that any reform of rural local governments would include the Shire of Lake Grace and its Communities. The reform process would impact on a number of areas within Civic Leadership and Social cohesiveness as outlined in the Strategic Community Plan.

Recommendation

Council receive and make known their views on this matter to enable Cr Armstrong to provide feedback to the next Country Reform Policy Forum and for Shire President Cr Walker to provide comment to the next Central Country Zone Meeting.

Voting Requirements

Simple majority required.

Resolution

MOTION 11810

Moved Cr Chappell
Seconded Cr Clarke

1. Council receive and make known their views on this matter to enable Cr Armstrong to provide feedback to the next Country Reform Policy Forum and for Shire President Cr Walker to provide comment to the next Central Country Zone Meeting.
2. Council adopt a stand and watch until more substantial information is made available.

MOTION CARRIED 9/0

REASON FOR CHANGE

As a result from Cr Armstrong's comments.

16.2 INTEGRATED PLANNING & REPORTING – WORKFORCE PLAN

Applicant:	Shire of Lake Grace
File No.	0672
Attachments	Workforce Plan
Author:	Mr John Bingham
Disclosure of Interest:	Nil
Date of Report:	9 March 2014
Senior Officer:	Mr Neville Hale

Summary

The purpose of this report is for Council to endorse the Workforce Plan 2014.

Background

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and aspirations contained in the Strategic Community Plan - one such aspiration is for The Shire to be '**An employer of choice operating with a skilled, effective workforce**'. It is a four year resource plan that (i) aligns with the Strategic Community Plan; (ii) informs the Long Term Financial Plan; and (iii) informs the Corporate Business Plan.

The Workforce Plan has been prepared to achieve compliance with the *Local Government (Administration) Act 1996*.

Development of the Workforce Plan used the following methodology:

- *Preparation of a current staff profile to identify factors such as employee age, length of service, work patterns, in order to build an understanding of the current workforce and its size and skill to meet future service delivery needs;*
- *Understanding future workforce demand by identifying future workforce issues required to meet future service needs;*
- *Identifying any gap between the current workforce supply and demand required in the future to deliver the objectives and outcomes present in the Strategic Community Plan.*
- *A risk assessment of the current workforce to identify areas requiring risk mitigation strategies; and*
- *Developing strategies and actions relating to workforce capacity.*

Comment

Analysis of the current workforce was undertaken by Di Hull (Independent HR and Risk Consultant) in 2010 as part of the Workforce Plan 2010 – 2013. The key matters to note have been retained for the 2014 plan. The dataset of staff and contractor information has been updated as of February 2014.

Future workforce trends highlighted (i) the increasing reliance on electronic means rather than face to face and the subsequent importance of maintaining accurate and responsive records; (ii) the demographics of the community

leading to a greater demand for aged services; and (iii) the transitory nature of future employees particularly those identified as generation Y.

Analysis of the current workforce resourcing and skills compared to those considered relevant and necessary in the future to support the outcomes present in the Strategic Community Plan highlights several gaps. Hence additional resources are required in the Corporate Business Plan for the following services:

- EC 1.1 – Maintain efficient, safe and appropriate infrastructure including roads, built and civic infrastructure;
- CL 1.1 – Elected members develop policy framework for the development of community ideas and vision through the integrated planning and reporting process;
- CL 2.2 - Actively bring younger people together from across towns on a regular basis to meet and discuss their challenges and hopes;
- EN 3.1 - Provide effective planning and development controls of environmentally sensitive areas;
- EN 3.5 - Develop an Integrated Environmental Natural Asset Plan (including research of natural assets)

The financial resources to be included in the Corporate Business Plan are shown below.

Eight risk areas of the current workforce have been identified. Two of these risks are considered high:

Risk Issues	Likelihood	Strategic Consequence	Operational Consequences	Combined Consequence	Risk Category	Action	Mitigation Strategy
Knowledge loss due to staff turnover	Likely	Minor	Moderate	Moderate	High	Priority	Succession Planning
Operational procedure not followed due to lack of staff training	Almost certain	Minor	Minor	Minor	High	Priority	Training and Development

Workforce strategies have been developed to support the workforce and improve recruitment and retention. These are ongoing and include:

- Employer Brand
- Human Resource Management
- Training and Development
- Succession Planning
- Supervisor Management Development Required
- Leadership/Culture
- Giving Feedback

Finally the Workforce Plan requires constant amendment and refinement as circumstances change. Implementation and maintenance of the following performance indicators and ratios are suggested:

Workforce Issue	Performance Indicator	Ratio or Measure
Staff Turnover	Employee initiated separation rate	No. of staff resignations/total staff
Training & Development	Investment in training	Training budget/no. of employees
Sick Leave	No. of unscheduled absences	Sick days/working days
Employee Leave	Accrued leave liability	Accrued leave > 150hrs Value of accrued leave Value of LSL
Occ. H & S	Frequency of injuries	Hours lost to injury/no. of employees
Recruitment	Effectiveness of recruitment	Time taken to fill position Number of positions filled Cost/no. of positions to be filled

Legal Implications

Nil.

Policy Implications

Nil.

Consultation

External: UHY Haines Norton

Internal: CEO, Neville Hale.

Financial Implications

Financial resources included in the Corporate Business Plan:

	2014/15	2015/16	2016/17	2017/18
EC 1.1	\$75-\$90,000	\$75-\$90,000	\$75-\$90,000	\$75-\$90,000
CL 1.1		\$40,000 and every 4 years after		
CL 2.2	\$5,000 workshop			
EN 3.1	\$5,000 consultants			
EN 3.5		\$20,000 consultants		

Strategic Implications

EC 1.1 – Maintain efficient, safe and appropriate infrastructure including roads, built and civic infrastructure

CL 1.1 – Elected members develop policy framework for the development of community ideas and vision through the integrated planning and reporting process;

CL 2.2 - Actively bring younger people together from across towns on a regular basis to meet and discuss their challenges and hopes;

EN 3.1 - Provide effective planning and development controls of environmentally sensitive areas;

EN 3.5 - Develop an Integrated Environmental Natural Asset Plan (including research of natural assets)

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11811

Moved Cr Armstrong
Seconded Cr De Landgraft

That Council adopt the Workforce Plan as part of the Integrated Planning and Reporting process.

MOTION CARRIED 9/0

16.3 INTEGRATED PLANNING & REPORTING – LONG TERM FINANCIAL PLAN

Applicant:	Shire of Lake Grace
File No.	0700
Attachments	Long Term Financial Plan
Author:	Mr John Bingham
Disclosure of Interest:	Nil
Date of Report:	9 March 2014
Senior Officer:	Mr Neville Hale

Summary

The purpose of this report is for Council to endorse the Long Term Financial Plan 2014.

Background

The Long Term Financial Plan is a key element of the Integrated Planning and Reporting Framework. It will enable The Shire to set priorities, based on resourcing capabilities, for the delivery of short, medium and long term community priorities. The Plan will inform the Corporate Business Plan and provide assurance the actions contained in the CBP can be adequately resourced over the next four years.

The Long Term Financial Plan has been prepared to achieve compliance with the *Local Government (Administration) Act 1996*.

The Plan has been prepared based on the following broad assumptions:

- The Shire will maintain its current service levels and, where financially prudent, increase services;
- The level of grants and contributions for capital projects and operations will remain relatively stable over the term; and
- The District and State economy will remain stable.

Assets are expected to be adequately maintained and continue to provide existing levels of service.

Comment

In 2011 the Shire formulated a Long Term Financial Plan that proved to be difficult to balance without proposing either (i) significant increases to rates in the short-term; (ii) additional borrowings or (iii) sizable cost reductions. The formulation of this 2014 Long Term Financial Plan has proven to be more successful in achieving a forecast balanced funding surplus position.

To achieve a balanced position the following is assumed:

- General Rate revenue is forecast to increase at an inflationary rate of 3% plus increases of 2% in the first five years.

- Operating Grants and Contributions increase in line with inflation also with an additional increase of 8% per annum on the Financial Assistance Grants during the first three years.
- Non-operating Grants and Contributions remain in line with funding requirements identified for various capital works.
- Labour and materials increase annually in line with inflation.
- Energy and insurance increase 5% or inflation plus 2%.
- Depreciation uses an average rate based on historical rates.

The Shire is not planning to extend its Capital Works program. Renewals and upgrades are the focus for Capital Projects with the majority of expenditure on the Shire's most substantial asset – roads. Over the 15 year period the Shire will spend \$66mil on assets with \$41mil on roads.

With no new loans planned borrowings are forecast to decline. This provides the Shire with increasing capacity to borrow in reaction to unplanned events or urgent issues over the life of the plan. Conversely Reserves are forecast to increase significantly around 2018/19 with over \$7mil accumulated by the end of the 15 year plan.

The Plan will be the subject of a desktop review each year to take into account changing circumstances and a full revision is scheduled every two years in line with the review of the Strategic Community Plan. Monitoring of the Shire's financial rigidity and financial position is undertaken by preparing and monitoring various ratios.

Legal Implications

Nil.

Policy Implications

Nil.

Consultation

External: UHY Haines Norton

Internal: CEO, Neville Hale.

Financial Implications

Contribute to the goal of developing a positive and financially sustainable future.

Strategic Implications

EC 1.3 Ensure the Shire's capital investment program is cost effective and financially sustainable

EC 3.1 Integrate Strategic Community Plan objectives into Long Term Financial Planning (15 years)

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11812

Moved Cr Clarke
Seconded Cr Hunt

That Council adopt the Long Term Financial Plan as part of the Integrated Planning and Reporting process.

MOTION CARRIED 9/0

16.4 INTEGRATED PLANNING & REPORTING – CORPORATE BUSINESS PLAN

Applicant:	Shire of Lake Grace
File No.	0000
Attachments	Corporate Business Plan
Author:	Mr John Bingham
Disclosure of Interest:	Nil
Date of Report:	11 March 2014
Senior Officer:	Mr Neville Hale

Summary

The purpose of this report is for Council to endorse the Corporate Business Plan 2014.

Background

The Corporate Business Plan activates the Strategic Community Plan and aims to achieve the community's vision and Shire's strategic objectives via the development of actions. Due to the limited availability of resources careful operational planning and prioritisation is required. This planning process is formalised as the Corporate Business Plan.

The Corporate Business plan has been prepared to achieve compliance with the *Local Government Act 1995* and to the *Local Government (Administration) Regulations 1996* which states a Corporate Business Plan for a district is to:

- set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources;
- develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Comment

The Strategic Community Plan defines four focus areas of community interest:

- Economic
- Social
- Civic Leadership
- Environment

Key performance indicators have been determined for each objective held within the focus areas and in turn each objective is linked to a strategy and subsequent action. The prioritisation of actions is shown over the 4 year duration of the plan and when strategies are completed they are omitted – in all the plan includes forty-three objectives of which thirty-six have been prioritised for 2014/15.

Enablers or steps to achieve the outcomes highlight the necessity to develop and implement effective communication amongst all stakeholders in the community plus practice good governance.

Legal Implications

Nil.

Policy Implications

Nil.

Consultation

External: UHY Haines Norton

Internal: CEO, Neville Hale.

Financial Implications

In the preparation of the annual budget the Shire should have regard to the contents of the plan for the future in terms of Section 6.2(2) of the *Local Government Act 1995*.

Strategic Implications

Ec1 Maintain community built infrastructure and provide an effective and efficient transportation network

Ec2 Provide an environment that supports business and investment opportunities

Ec3 Engage with the community to develop sustainable budget commitments

S1 Maintain and improve the Shire of Lake Grace as an attractive place to live

S2 Provide a supportive social environment

S3 Promote a greater sense of community across the Shire

En1 Mitigate the Shire's waste and carbon footprint

En2 Improve Water security and use of non-potable water

En3 Manage and Protect the Natural Environment

CL1 Elected members provide visionary leadership

CL2 Foster a united approach between our communities

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11813

Moved Cr Chappell
Seconded Cr Sinclair

That Council adopt the Corporate Business Plan as part of the Integrated Planning and Reporting process.

MOTION CARRIED 9/0

16.5 **INTEGRATED PLANNING & REPORTING – STRATEGIC COMMUNITY PLAN MODIFICATIONS**

Applicant:	Shire of Lake Grace
File No.	0271
Attachments	Email from Ms Sarah Allen
Author:	Mr John Bingham
Disclosure of Interest:	Nil
Date of Report:	9 March 2014
Senior Officer:	Mr Neville Hale

Summary

The purpose of this report is for Council to consider feedback from the community in relation to recent modifications made to the Strategic Community Plan.

Background

In accordance with Regulation 19C part (9) of The Local Government Administration Regulations *'a local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan'*.

Subsequently the electors and ratepayers of the Shire were consulted via public notice on 13 March 2014 in Community newspapers (Lakes Link, Newdegate Gatepost, Varley Voice and Lake King News). The notice also appeared on the Lake Grace website, Community noticeboard in Lake Grace and was available to the public at these locations;

- Shire administration Building
- Lake Grace Community Library
- Newdegate Community Library
- Lake King Community Library
- Varley General Store
- Pingaring General Store

The public notice requested feedback up until 28 March 2014.

Comment

On Thursday 27 March a member of the community (Ms Sarah Allen) visited the Shire's administration office to meet with and provide feedback to the Manager of Corporate Services. The following day Ms Allen submitted an email to the Shire outlining in more detail her thoughts in relation to the modifications.

The main points of her feedback include:

- Agreement the Strategic Community Plan should have been revised for practical purposes

- Concern about how the review process was handled – Ms Allen believed direct contact to advise interested community parties such as the reference group should have been undertaken.
- Agreement that the Economic vision is now more practical and accurate. However a view that the other three visions of Social, Civic Leadership and Environment have been diluted too much in order to maintain the status quo and establish easy to reach goals. Subsequently Ms Allen would like to know the rationale behind this dilution.
- A suggestion that community groups be approached regarding the discarded strategies and objectives so they themselves may consider utilising the material.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

CL 1.2 Encourage greater community input into the decision making process.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11814

Moved Cr De Landgraft
Seconded Cr Stanton

That Council acknowledge feedback to modifications of the Strategic Community Plan.

MOTION CARRIED 9/0

16.6 MENS SHED – USE OF ST JOHN’S AMBULANCE EMERGENCY SERVICES RESERVE

- *Cr Chappell declared interest of impartiality in item 15.1 as he is a volunteer of St John Ambulance and a member of the Mens Shed.*
- *Cr Clarke declared interest of impartiality in item 15.1 as she is a member of St John Ambulance.*

Applicant:	Lake Grace Mens Shed and St Johns Ambulance Lake Grace Sub Branch
File No.	0369
Attachments:	letters
Author:	Mr Neville Hale
Disclosure of Interest:	Nil
Date of Report:	09 April 2014
Senior Officer:	Mr Neville Hale

Summary

For Council to consider taking a Management Order over the existing Emergency Services Reserve on Bennett Street, Lake Grace and having a new management order issued in favour of the Shire for Community purposes.

Background

The Lake Grace Mens Shed group (LGMS) is looking to establish a permanent facility for its members. Initial investigation and design focused on a Stubbs Street site opposite the Department of Agriculture and adjacent to the rail reserve. The anticipated cost for the proposed structure was considerable and other less expensive options were more recently discussed.

Given the proposed relocation of the existing St Johns Ambulance (SJA) Depot to a site on Stubbs Street near the hospital entrance, a meeting was held between representatives of the SJA Sub Branch, LGMS and Shire to determine whether it was possible to gain access to the Depot Reserve. The meeting was very positive and it was generally agreed that all parties were open to finding a means by which the land could be obtained by the Shire and made available to the LGMS in the near future, prior to SJA completing its new facility.

It was acknowledged that SJA was seeking \$50,000 in consideration of its existing building and that any monies paid would be retained by the local SJA sub branch and put towards the new SJA development.

Comment

It is proposed that SJA relinquish its current Management Order for the land and that the Shire then make application to the Department for State Lands for a new management order over the land in favour of the Shire of Lake Grace for “community purposes”. The Shire would then grant a licence in favour of SJA to enable it to continue to utilise the existing Depot building until such time as its new premises is developed. In the interim, the balance of the land would be available for the LGMS to develop its shed facility.

With the approval of SJA and the Department of State Lands it may be possible to run the transfer of the Management Order and the issue of a Licence to SJA concurrently with the required planning and building application process.

Whilst the Shire could provide \$50,000 for the construction of a shed on the Reserve using the existing Royalties for Regions funding, payment of the \$50,000 in consideration for the existing building would need to be sourced from other means. It may be possible to delay payment to SJA until after the Lottery West application is known.

Legal Implications

Land Administration Act 1983
Local Planning Scheme No.4

Policy Implications

N/A

Consultation

St Johns Ambulance Western Australia and Lake Grace Sub Branch
The Lake Grace Mens Shed Group
Urban & Rural Planning

Financial Implications

The Shire, in its 2013/14 Budget, has set aside \$50,000 of its Royalties for Regions funding to assist in the development of the shed facility. The LGMS is also seeking funds from Lotteries West to assist in this project.

Strategic Implications

Strategic Community Plan
Ec3 – Maintain community built infrastructure to support community activity
S3 – Maintain and improve social/community infrastructure to support community wellbeing

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11815

Moved Cr Sinclair
Seconded Cr De Landgraft

That Council authorise the Chief Executive Officer to make application to St John Ambulance Western Australia to relinquish its Management Order over Reserve 22641, being Lot 28 (25) Bennett Street, Lake Grace and make application to the State Department of Lands for a Management Order in favour of the Shire of Lake Grace over the land with a licence for St John Ambulance Western Australia to continue to use the existing Depot until its new facility is completed

MOTION CARRIED 9/0

17.0 INFORMATION BULLETIN**17.1 INFORMATION BULLETIN REPORT – MARCH 2014**

Applicant:	Executive Services
File No.	N/A
Attachments:	1 to 7 <i>(provided for Councillors information under separate cover)</i>
Author:	Miss Mikaela Knill
Disclosure of Interest:	Nil
Date of Report:	11 April 2014
Senior Officer:	Mr Neville Hale

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 system.

Comment

The information at attachment includes:

- 1. Council Status Report**
Update of Council Resolutions
- 2. Grants Register**
Register of Shire's current grants
- 3. Community Fact Sheet #2 March 2014**
Lake Grace – All Age's Playground
- 4. Shire of Lake Grace Website Statistics**
February to 5 March 2014
- 5. Shire of Lake Grace Facebook Postings**
February/March 2014
- 6. Infrastructure Services Report**
Report of works undertaken in the Infrastructure Services Department - March 2014
- 7. Lake Grace Visitor Centre Committee**
Minutes – Annual General Meeting
- 8. 4WDL VROC**
Minutes 11 March 2014

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Community Strategic Plan

Voting Requirements

Simple majority required.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11816

Moved Cr Clarke
Seconded Cr Hunt

That Council accepts the Information Bulletin report.

MOTION CARRIED 9/0

18.0 URGENT BUSINESS BY DECISION OF THE MEETING

Nil

19.0 SCHEDULING OF MEETING

19.1 MAY 2014 ORDINARY MEETING

Motion 11711 November 2013 states:

An Ordinary Meeting of Council will be held on Wednesday 28 May 2014 commencing at 6:00 pm at Newdegate Library Resource Centre, Collier Street Newdegate WA.

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

Nil

21.0 CLOSURE

There being no further business, the Shire President closed the meeting at 3.24 pm.

22.0 CERTIFICATION

I Andrew James Walker certify that the minutes of the meeting held on the 23 April 2014 as shown were confirmed as a true record at the meeting held on the 28 May 2014.

Shire President

Date