

Shire of Lake Grace

Ordinary Council Meeting

Minutes

24 April 2013



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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 24 April 2013.

1.0 OPENING & ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 2.00 pm and welcomed Rebecca Allen to the meeting.

2.0 ATTENDANCE RECORD

2.1 PRESENT

Cr LW Armstrong	Shire President
Cr IG Chamberlain	Deputy Shire President (<i>entered the meeting at 2.09pm</i>)
Cr R Chappell	
Cr JF De Landgraft	
Cr SG Hunt	
Cr WA Newman	(<i>entered the meeting at 2.09pm</i>)
Cr DP Sinclair	(<i>entered the meeting at 2.41pm</i>)
Cr AJ Walker	
Mr GK Simpson	Acting Chief Executive Officer
Mr J Bingham	Manager Corporate Services
Mr M Harrop	Manager Infrastructure Services
Mrs L Holben	Manager Community Services
Mrs J Bennett	Executive Assistant
Ms R Allen	Executive Support Trainee

2.2 APOLOGIES

2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Cr Farrelly

As per motion 11597 at the 27 March 2013 Ordinary Meeting, Cr Farrelly has approved leave of absence from 23-25 April 2013.

3.0 PUBLIC QUESTION TIME

3.1 MRS DEBRAH CLARKE

The following questions from Mrs Debrah Clarke were taken on notice at the 27 March Ordinary Meeting:

- 1. Will the Shire of Lake Grace take responsibility for housing the cardboard baler as set out in the grant application to Waste Authority in April 2012?**
- 2. Will the Lake Grace Shire pay any out of pocket expenses incurred by the Lake Grace Development Association because of the Shire defaulting on their part of the grant?**

Note: The cardboard baler was the subject of an item for consideration by Council at this meeting – refer Item 11.2. The Lake Grace Development Association has been advised of the outcome in writing.

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

4.1 CR ARMSTRONG

Cr Armstrong had previously submitted his application for leave in writing.

MOTION 11614

Moved Cr De Landgraft
Seconded Cr Chappell

That Cr Armstrong be granted leave of absence from the 08 May to 31 May 2013.

MOTION CARRIED 5/0

5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS

5.1 ORDINARY MEETING – 27 MARCH 2013

Resolution

MOTION 11615

Moved Cr Walker
Seconded Cr Hunt

That the minutes of the Ordinary Meeting of Council held on the 27 March 2013 be confirmed as a true and accurate record subject to the updating of Cr Walker's member report at Item 10.1 p 104 of the minute document as follows:

The suggestion will be taken to the Lake Grace District High School Centenary Committee and School Council/Board, if it is deemed an appropriate gesture The Principal will make contact with the Chief Executive Officer to start the formal process.

MOTION CARRIED 5/0

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 interest of impartiality in Item 11.2 in that he is Vice President of the Lake Grace Development Association being the applicant.

MOTION 11616

Moved Cr Hunt
Seconded Cr De Landgraft

That Cr Chappell be allowed remain in Chambers and participate in discussion regarding Item 11.2 but not vote on the matter.

MOTION CARRIED 5/0

7.0 NOTICES OF URGENT BUSINESS

None.

8.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

None.

9.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

None.

2.09pm Crs Chamberlain and Newman entered the meeting.

10.0 MEMBERS' REPORTS

10.1 CR ARMSTRONG

Cr Armstrong reported attendance at the following during April 2013:

29 Mar 2013

Blessing of the Roads Ceremony held in Lake Grace.

09 April 2013

Met with the Liberal Federal Opposition Health and Ageing Ministers, Peter Dutton and Kevin Andrews in Northam. This was a chance to discuss the hospital issues.

The 4WDL meeting in Dumbleyung was on the same day and was attended by the Acting Chief Executive Officer.

19 May 2013

WALGA Central Country Zone meeting at Kulin with the Acting Chief Executive Officer. The meeting included discussion regarding issues surrounding reimbursement to Shires from State and Federal Governments on completion of works from storm damage.

10.2 CR SINCLAIR

Issues raised at the Eastern Wheatbelt Bio-security Group (EWBG) Meeting held in Merredin on Friday 12 April 2013 attended by Cr Sinclair and the Acting CEO.

1. Wild Dog Baiting

People must ensure that wild dogs receive the correct dose in the bait laid. There have been reports made about using lower dose baits thinking they will have the same effect but it is an incorrect assumption.

2. Subscription Fees for 2013/14

The \$6,000 member Shires subscription fee will remain in place.

3. Signage on the Fence

The need for warning signs for tourists to inform them of prohibition of using the service track as a vehicle route was re-enforced. No firm decision was made on the matter.

4. Funding Model for Bio-security Groups

EWBG resolved to endorse the writing of a letter to the Minister for Agriculture outlining our RGB Groups method of funding and that we are opposed to adopting a rating model.

5. Joining Northern Section of the Fence

Information was given to the delegates that a permit to clear the new section of fence line has come through and it is anticipated that the transfer of land for a 20 metre wide fence line reserve will be completed in July 2013.

6. Aerial Baiting Programme

It was resolved to suspend the aerial baiting programme but leave a small amount in the account for emergency use if needed.

7. Chairman of the Group

The Group has an automatic system of biennial rotation of the offices of Chairman and Deputy Chairman. Lake Grace will be expected to ensure that a Deputy Chairman is appointed for a two year period and then step up to the position of Chairman for a further two years.

8. Administration

The Department for Agriculture has advised the EWBG that it must carry out its own administrative functions and as a result the Group decided to call tenders for the supply of administrative support.

10.3 CR NEWMAN

Reported attendance at the Isolated Children Parents Association State Conference with Cr De Landgraft.

10.4 CR CHAMBERLAIN

Reported attendance at the recent 'Agriculture in Crisis' meeting held in Merredin. Approximately 1,000 farmers in attendance, the agriculture industry in WA is not in good shape, this is not due to the participants but the world happenings.

11.0 MATTERS FOR CONSIDERATION – WORKS & SERVICES
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11.1 WAGIN VOLUNTARY GROUP OF COUNCILS – STRATEGIC WASTE LANDFILL SITE

Applicant:	Shire of Lake Grace
File No.	0680
Attachments:	Draft Memorandum of Understanding
Author:	Mr Martin Harrop Manager Infrastructure Services
Disclosure of Interest:	Nil
Date of Report:	15 April 2013
Senior Officer:	Mr Graeme Simpson Acting Chief Executive Officer

Summary

The Wagin Group of Councils has identified a site for regional landfill and negotiated the purchase of the site conditional upon receiving relevant regulatory approvals. This report is seeking Council approval as a member of the Wagin Group of Councils to sign a Memorandum of Understanding for the equal share purchase of 75 hectares of land in the Shire of Cuballing for a potential regional landfill site.

Background

The Shire of Lake Grace is member of group of councils known as Wagin Group of Councils which is an alliance formed to address strategic waste management. The Wagin Group was created in 2007 for the purpose of responding to the Waste Authority of WA's Zero Waste Plan (subsequently changed to Towards Zero Waste).

Significant achievements of the Group to date include the Landfill Environmental Management Plan for each refuse disposal site and the Strategic Waste Management Plan (3 April 2009).

The Group is made up of 11 member local governments and represents a population over 14,000 people generating an estimated 27,000 tonne per annum of waste.

Whilst the *2009 Landfill Environmental Management Plan* proposed the continuation of the 21 individual landfill sites across the Group the preference from the Department of Environment and Conservation (DEC) was for fewer, well run landfill sites serviced by transfer stations rather than multiple loosely-managed landfills.

Recognising this preference from DEC, the Wagin Group has undertaken investigations of suitable sites for locating a regional refuse site. This has been done in consultation with the Department of Environment and Conservation. The driving factors for the regional refuse site is that some local governments with limited life left in their existing sites and other local governments recognising the difficulties in low volume sites being able to meet the higher standards expected in refuse site management and seeking to change.

The Wagin Group of Councils has identified a potential regional waste refuse site within the Shire of Cuballing. It comprises of 75 hectares of land located on the Wandering Narrogin Road in the Cuballing Shire. Over 70 sites have been

investigated without a suitable outcome in the process of identifying the site in Cuballing Shire.

The Wagin Group of Councils engaged a lawyer (Barrister/Solicitor) to prepare a MOU for the purchase of land for a regional landfill site. The MOU is subject to the Wagin Group of Councils obtaining regulatory approval for using the site as a regional landfill and planning approval from the Shire of Cuballing. The MOU is now offered for signature, with the landowner's deadline being 11th May 2013, for execution by all parties.

The Wagin Group of Councils Strategic Waste Project Manager has continued to keep the project moving forward. The conditions of the purchase of land are subject to receiving Works Approval from Department of Environment and Conservation along with Shire of Cuballing Planning Approval. These approvals are required with 180 days of execution of the MOU by all parties.

Comment

The Shire of Lake Grace, in a letter dated 18th January 2011, advised that they no longer intended to participate in a Group Regional Landfill scheme and wished to withdraw its membership from the Group. Notwithstanding the decision made at the time they also advised that they may wish to re-enter the group at a later date if the need arises. Effective the 4th January 2012, a request was received to re-join and has been agreed.

The Shire of Lake Grace has currently two (2) licensed refuse sites until March 2018. In the short term a regional refuse site is of no operational concern, however long-term being part owner of regional refuse site is of value with direction of State Waste Management policy aimed at strict regulatory services to ensure consistent performance is achieved at landfills, transfer stations and processing facilities.

It is recommended that the Shire of Lake Grace remain with the Wagin Group of Councils and be a party in the equal share of potential future Regional Landfill Site. The benefit being in part that the Shire of Lake Grace will have a say in the operation and the costs for waste disposal at the site. It is recommended that the Shire of Lake Grace remain as a silent partner in equal share of owner of the land but withhold from contributing to the development of the site unless funds are sourced externally.

Legal Implications

Environmental Protection Act 1986

Environmental Protection (Rural landfill) Regulations 1997

Waste Avoidance and Resource recovery Act 2007

Local Government Act 1995

Policy Implications

N/A

Consultation

Wagin Group of Councils

4WDL VROC

Financial Implications

The Shire of Lake Grace financial contribution will need to be included in the 2013-2014 financial budget. The contribution will be based on equal share of the purchase price of the land estimated at \$34,090.91 cost to the Shire of Lake Grace.

The Shire of Lake Grace will make no other contributions to the development of the regional refuse site unless funded by external grants.

Strategic Implications

Shire of Lake Grace Strategic Plan – Item 6 Leadership - Provide a visionary and proactive approach to leadership at an operational and strategic level

6.1 Continue to engage and implement resource sharing on a regional basis, including, but not limited to:

- Lakes VROC;
- 4WD VROC;
- Wagin Regional Refuse Group;
- Australia Wide Rural Road Group;
- Eastern Districts Declared Species Group

Recommendation

That Council;

1. Approve and sign the attached Memorandum of Understanding for the Strategic Waste Project with due consideration that it will involve an equal share for future land acquisition from participating Local Governments in the 2013-2014 Budget.
2. Advise the Wagin Group of Councils that the Shire of Lake Grace intends to be a silent partner in the equal share of land for the Regional Waste Refuse Site and withhold from contributing to the development of the site unless funds are sourced externally.

Voting Requirements

Simple majority required.

Resolution

Moved Cr Chamberlain
Seconded Cr Newman

That the Shire does not participate with an MOU and the Wagin Group of Councils be advised.

MOTION WITHDRAWN

NOTE:

Following debate for and against the motion at which time Cr Armstrong foreshadowed that should either motion not get up he will recommending laying the matter on the table until further information and discussion is had; Crs Chamberlain & Newman withdrew the motion.

Resolution

MOTION 11617

Moved Cr Chamberlain
Seconded Cr Newman

That Standing Orders, under clause 8.5 and 8.6 of Shire of Lake Grace Standing Orders Local Law, be suspended at this time being 2.27pm, to allow discussion on the matter.

MOTION CARRIED 7/0

2.41pm Cr Sinclair entered the meeting.

Resolution

MOTION 11618

Moved Cr Chappell
Seconded Cr Newman

That Standing Orders resume, the time being 2.53pm.

MOTION CARRIED 8/0

Resolution

MOTION 11619

Moved Cr Newman
Seconded Cr Hunt

That the recommendation lay on the table until such time as Council is fully informed on all aspects of waste management within the Shire and the Wagin Group be advised accordingly.

MOTION CARRIED 8/0

Reason for Change: For Council to have sufficient time to consider economic and environmental implications regarding waste management for the Shire of Lake Grace due to its geographical isolation.

11.2 **PURCHASE OF RECYCLED CARDBOARD BALER**

Applicant: Lake Grace Development Association
File No. 0743
Attachments: Nil
Author: Mr Martin Harrop
Manager Infrastructure Services
Disclosure of Interest: Nil
Date of Report: 10 April 2013
Senior Officer: Mr Graeme Simpson
Chief Executive Officer

Summary

The purpose of this report is to obtain Council approval to purchase a recycled cardboard baler from the Lake Grace Development Association.

Background

In April 2012 the Shire of Lake Grace prepared and submitted a Community Grant Application to the Western Australia waste Authority. The community grants scheme application was for a cardboard baler and the signatory for the application was the Lake Grace Development Association. The Community Grants Scheme (CGS) supports small scale community projects that improve the management of waste in Western Australia.

The cardboard baler was to be used to package and divert cardboard from landfill and generate income for community groups with on-sale of cardboard for recycling.

The application was dependent on housing the baler at the new Recycling Centre on Dewar Street, Lake Grace. The relocation and development of the recycling centre at Lot 579 Dewar Street was not budgeted in the 2012-2013 financial year therefore it was not possible to comply with the grant submission and conditions.

The Lake Grace Development Association investigated an alternative arrangement to site and operate the baler however a suitable property was not available. A temporary arrangement approved by the Waste Management Authority to use it on private property was permitted but to acquit the grant a permanent location accessible to the community was required.

Comment

As the Shire was responsible for the preparation and submission of the grant it is recommended the Shire reimburse the Lake Grace Development Association for any material cost it had expensed. The Lake Grace Development Association involvement stemmed from the need to have community group as lead signatory to the grant application. The application was a timing issue due not to succeed because the new recycling centre does not exist and therefore the conditions of the grant cannot be satisfied within an acceptable timeframe.

Operation savings made within the 2012-2013 adopted budget within the waste management accounts are recommended to be used to purchase the baler from the Lake Grace Development Association. The proposal prevents the Lake Grace Development Association incurring any financial loss or black mark from the Waste Authority.

The Shire will purchase the baler and seek to on sell or identify alternative options to use the baler unencumbered by the conditions of the community grant.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Senior Management Team

External: Waste Management Authority (WA)
Lake Grace Development Association

Financial Implications

The purchase of the recycled cardboard baler will cost \$11,173 (GST Inclusive).

Strategic Implications

Nil

Recommendation

That Council:

1. Approve the purchase of the recycled baler from the Lake Grace Development Association and the cancellation of the Waste Management Authority Community Grant
2. Approve the purchase of the baler from account E101201 Lake Grace Refuse Site for \$11,173 (GST Inclusive).

Voting Requirements

Absolute majority (5) required.

Resolution

MOTION 11620

Moved Cr Newman
Seconded Cr Sinclair

That Standing Orders, under clause 8.5 and 8.6 of Shire of Lake Grace Standing Orders Local Law, be suspended at this time being 2.57pm, to allow discussion on the matter.

MOTION CARRIED 8/0

Resolution

MOTION 11621

Moved Cr Hunt
Seconded Cr Newman

That Standing Orders resume, the time being 3.05pm.

MOTION CARRIED 8/0

Resolution

MOTION 11622

Moved Cr Newman
Seconded Cr Sinclair

That Council:

1. Approve the purchase of the recycled baler from the Lake Grace Development Association and the cancellation of the Waste Management Authority Community Grant; and,
2. Approve the purchase of the baler from account E101201 Lake Grace Refuse Site for \$11,173 (GST Inclusive).
3. That Staff report back to Council regarding possible disposal of the asset.

MOTION CARRIED BY ABSOLUTE MAJORITY 7/0

Reason for Change: Council wish to include consideration of disposal of the asset.

12.0 MATTERS FOR CONSIDERATION – PLANNING
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12.1 PROPOSED DISPLAY SHELTERS LOT 9 STUBBS ST LAKE GRACE – AMENDED SITE DEVELOPMENT PLAN

Applicant:	Mr Nicolas Maalouf (Landowner)
File No.	0365
Attachments:	Plans 1 to 5
Authors:	Mr Joe Douglas & Mr Carlo Famiano Urban & Rural Perspectives
Disclosure of Interest:	Nil
Date of Report:	15 April 2013
Senior Officer:	Mr Graeme Simpson Acting Chief Executive Officer

Summary

This report recommends that a request for Council's endorsement of an amended site development plan submitted by Mr Nicolas Maalouf (Landowner) to construct two (2) new display shelters on Lot 9 (No.34) Stubbs Street, Lake Grace be approved subject to compliance with all conditions of the previous planning approval for the land issued by Council on 25 July 2012 (Motion 11471).

Background & Comment

At its meeting held on 25 July 2012 the Lake Grace Shire Council resolved to grant conditional planning approval to construct two (2) new display shelters (i.e. patio type structures) to support the approved 'motor vehicle sales & display' use on Lot 9 (No.34) Stubbs Street, Lake Grace (see Plans 1 to 3).

Under the terms of that approval the proposed new display shelters were to have a separation distance of 6 metres, with the proposed new shelter located to the rear of the existing building on Lot 9 comprising a setback of 2 metres from the McMahon Street frontage.

Following the landowner's review of the proposed development layout he has decided to construct one of the shelters in an alternative location to that previously approved by Council. As such, the landowner has submitted an amended site development plan to the Shire seeking Council's endorsement prior to the commencement of development.

Under the terms of the amended plan the proposed new shelters will now comprise a separation distance of 9.2 metres. This will be achieved by moving the proposed new shelter at the rear of the existing building 3.2 metres closer to the rear boundary. The proposed setback of the new shelter from the McMahon Street frontage will remain unchanged (i.e. 2 metres) (see Plan 4 & 5).

It is significant to note that the external appearance and finish of the proposed new shelters and the location of the shelter on the corner of McMahon Street and Stubbs Street will also remain unchanged from that previously approved by Council at its July 2012 meeting.

An assessment of the amended site development plan for the project against the specific provisions and standards prescribed in the Shire of Lake Grace Local

Planning Scheme No.4 (LPS No.4) has confirmed that it satisfies all relevant requirements. As such it is recommended that Council grant approval to the revised plan subject to compliance with all conditions of the previous planning approval issued for the land on the 25th July 2012 (Motion 11471).

Legal Implications

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

Policy Implications

Nil

Consultation

Community consultation not required.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11623

Moved Cr Hunt
Seconded Cr De Landgraft

That the amended site development plan submitted by Mr Nicolas Maalouf (landowner) to construct two (2) new display shelters to support the current 'motor vehicle sales & display' use on Lot 9 (No.34) Stubbs Street, Lake Grace be endorsed by Council subject to compliance with the terms and conditions of the previous planning approval issued for the land on 25 July 2012 (Motion 11471)

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 – MARCH 2013

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: 15 April 2013
Senior Officer: Mr John Bingham
Manager Corporate Services

Summary

For Council to ratify expenditures incurred for the month of March 2013

Background

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

Comment

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

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

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

Legal Implications

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

Policy Implications

N/A

Consultation

N/A

Financial Implications

The list of creditors paid for the month of March 2013 from the Municipal and Trust Accounts Total \$356,293.60

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 11624

Moved Cr Newman
Seconded Cr Chappell

That Council ratify the list of payments totalling \$356,293.60 as presented for the month of March 2013 incorporating:

- Direct Credits DD4409.1 to DD4446.1
- Municipal Account Cheques 35044 to 35063
- Electronic Funds Transfers EFT10770 to EFT10845
- Trust Account Cheques 706 to 709

MOTION CARRIED 8/0

14.2 FINANCIAL STATEMENTS – MARCH 2013

Applicant:	Corporate Services Section
File No.	0275
Attachments:	Financial Reports
Author:	Mrs Lee-Anne Trevenen Coordinator Finance & Administration
Disclosure of Interest:	Nil
Date of Report:	16 April 2013
Senior Officer:	Mr John Bingham Manager Corporate Services

Summary

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

Background

The following financial reports are included for your information:

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

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 11625

Moved Cr Hunt
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 March 2013.

MOTION CARRIED 8/0

15.0 MATTERS FOR CONSIDERATION – ADMINISTRATION
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15.1 LOCAL GOVERNMENT ELECTIONS – OCTOBER 2013

Applicant:	WA Electoral Commission
File No.	0229
Attachments:	Nil
Author:	Mr Graeme Simpson Acting Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	16 April 2013
Senior Officer:	Mr Graeme Simpson Acting Chief Executive Officer

Summary

The purpose of this report is to seek Council's approval for the Electoral Commissioner to be responsible for conducting the 2013 ordinary election to be held on 19 October as a postal election.

Background

The 2013 election is scheduled as a total spill of all Councillors and the introduction of a new ward system that was adopted by Council, gazetted on the 26 October and reported to the 28 November 2012 Council Meeting.

Section 4.20 of the *Local Government Act 1995* provides that the Chief Executive Officer is the returning officer of a local government for each election unless Council appoints a person other than the CEO. Section 4.20(4) of the *Act* enables a local government to declare the Electoral Commissioner to be responsible for the conduct of the election having first obtained the Commissioner's written agreement.

Furthermore, section 4.61 of the *Act* enables a local government to conduct the election as a postal election.

The Commissioner has agreed to conduct the Election and seeks Council's endorsement accordance with the requirements of the *Act*.

Comment

Council has previously acknowledged the benefits of postal elections, namely :
Increased voter participation

- Convenience for electors
- The availability of an experienced Returning Officer at 'arms length' from local government business
- Detailed candidates guides prepared by the Commissioner
- All eligible electors being given information about the election
- Statutory requirements are fulfilled
- It is possible to include explanatory information to go to each elector to assist them prior to casting a vote.

Legal Implications

Part 4 *Local Government Act 1995* - S4.20(4) – Electoral Commissioner to conduct election, and S4.61(2) – Postal Elections

Policy Implications

Nil

Consultation

Internal : Senior Management Team

External : WA Electoral Commission
Department of Local Government

Financial Implications

The Electoral Commission has advised that the estimated cost to conduct the 2013 election would be \$11,000 (Including GST) which has been based on the following assumptions:

- 1,050 electors
- Response rate of approximately 60%
- Count to be conducted in Lake Grace
- 3 Wards with 9 vacancies

Costs not included in this estimate include:

- Non statutory advertising, i.e. additional advertisements in community newspapers and promotional advertising
- Any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- One local government staff member to work in the polling place on Election Day

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution

MOTION 11626

Moved Cr De Landgraft
Seconded Cr Chappell

That Council:

1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2013 election.
2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

MOTION CARRIED BY ABSOLUTE MAJORITY 8/0

15.2 LEASE AGREEMENT – LAKE VARLEY GOLF AND COUNTRY CLUB INC

Applicant: Varley Golf Club
File No. 0436
Attachments: Golf Club Lease Agreement
Author: Ms Lee Holben
Manager Community Services
Disclosure of Interest: Nil
Date of Report: 16 April 2013
Senior Officer: Mr Graeme Simpson
Acting Chief Executive Officer

Summary

The purpose of this report is to formalise the Lease Agreement relating to the provision of recreation services by the Shire of Lake Grace to the Varley Golf Club and to approve the use of the common seal on the document.

Background

Members of the Varley Golf Club have been in discussion with the Shire since August 2012 regarding the renewal of the Varley Golf Club Lease.

It has taken a number of months for clarification of responsibility for public liability and contents insurance.

Comment

This Lease is in line with those held with the Newdegate and Lake King Golf Clubs.

Legal Implications

Lease Agreement between the Shire of Lake Grace and the Varley Golf Club.

Policy Implications

Shire of Lake Grace Policy 1.11 Use of the Common Seal

Consultation

Internal: Senior Management Team
Councillor Dean Sinclair

External: Varley Golf Club Committee
Varley Progress Association.

Financial Implications

The Agreement sets out Council'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

2.4 In conjunction with the community: review, plan, fund and develop suitable recreational facilities for the Shire.

Voting Requirements
Simple Majority required.

Recommendation/Resolution

MOTION 11627

Moved Cr Hunt
Seconded Cr Newman

That Council:

1. Enters into the Lease Agreement as presented, with the Varley Golf Club;
and,
2. Authorises use of the common seal by the Shire President and the Acting
Chief Executive Officer for the Lease Agreement.

MOTION CARRIED 8/0

16.0 INFORMATION BULLETIN

16.1 INFORMATION BULLETIN REPORT – APRIL 2013

Applicant:	Executive Services
File No.	N/A
Attachments:	1. Grants Register 2. Council Meeting Status Report 3. Letter & Info - WALGA 4. Letter & Info - ALGA
Author:	Mrs Jeanette Bennett Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	15 April 2013
Senior Officer:	Mr Graeme Simpson Acting 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**Integrated Planning Update**

This is to provide Council with information regarding the status of the various main elements of the Shire's Integrated Planning process as per the Integrated Planning and Reporting Framework 2011.

Element	Status & Comments
Strategic Community Plan	Adopted at the November 2012 Meeting. Staff have been working on prioritising desired outcomes from the Community Strategic Plan into financial years to 2023, so it translates into practical project data for costing. Council is to meet and make a decision on which projects are priorities and timeline them over 10years. The information is then included/integrated into the Corporate Business Plan, Workforce Plan & Long Term Financial Plan. Responsibility of : Chief Executive Officer & Council
Corporate Business Plan Due to Department of Local Government by 30 June 2013.	To be developed from the Shire's existing Strategic Plan and the Strategic Community Plan. Action CEO & Council. This now requires action. Responsibility of: Chief Executive Officer & Council

<p>Workforce Plan Due to Department of Local Government by 30 June 2013.</p>	<p>Current organisational profile nearing completion. This process is being carried out in-house including a survey to staff and engaging with staff regarding the purpose of Workforce Planning. Meetings are held weekly to track progress. Completion of this is reliant on the finalising of the Corporate Business Plan.</p> <p>Responsibility of: Manager Community Services, Coordinator Finance & Administration, Executive Assistant</p>
<p>Asset Management Plan Due to Department of Local Government by 30 June 2013.</p>	<p>The Asset Improvement Strategy Report presented to Council at the February meeting informing Council of the Shire's Asset Management Process.</p> <p>Responsibility of: Manager Infrastructure Services</p>
<p>Long Term Financial Plan Due to Department of Local Government by 30 June 2013.</p>	<p>Draft developed by UHY Haines Norton, requires integration that will align with the Strategic Community Plan, the Corporate Business Plan and the Workforce Plan. The Corporate Business Plan requires completion for this to go ahead.</p> <p>Responsibility of: Manager Corporate Services</p>

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

Provides a list of Council resolutions and tracks their progress.

3. Letter – WALGA

Notice of Annual General Meeting of WALGA to be held on Wednesday 7th August 2013 together with general information on the meeting and guidelines for the preparation and submission of motions.

4. Letter and Program - ALGA

Letter and program for the 2013 National General Assembly of Local Government to be held in Canberra from 16-19 June 2013. Also includes information on the Regional Cooperation and Development Forum and an invitation to be part of a poster display to showcase our local government's regional initiatives.

Legal Implications

Nil

Policy Implications

Nil

Consultation

N/A

Financial Implications

Nil

Strategic Implications
Shire of Lake Grace Strategic Plan

Voting Requirements
Simple majority required.

Voting Requirements
Simple majority required.

Recommendation/Resolution

MOTION 11628

Moved Cr Chappell
Seconded Cr Sinclair

That Council accepts the Information Bulletin report.

MOTION CARRIED 8/0

17.0 URGENT BUSINESS BY DECISION OF THE MEETING

Nil

18.0 SCHEDULING OF MEETING

18.1 MAY 2013 ORDINARY MEETING

Motion 11543 November 2012 states:

An Ordinary Meeting of Council will be held on Wednesday 22 May 2013 commencing at 5:00pm at the Newdegate Library Resource Centre, Collier St, Newdegate WA.

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

Nil

20.0 CLOSURE

There being no further business, the Shire President closed the meeting at 3.10pm.

21.0 CERTIFICATION

I Leonard William Armstrong certify that the minutes of the meeting held on the 24 April 2013 as shown were confirmed as a true record at the meeting held on the 22 May 2013.

Chairman

Date