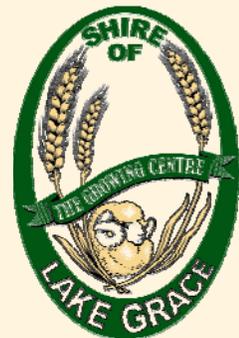


Shire of Lake Grace

Ordinary Council Meeting

Minutes

23 May 2012



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SHIRE OF LAKE GRACE

Minutes of the Ordinary Meeting of Council held at the Newdegate Library Resource Centre, Collier St Newdegate WA on Wednesday 23 May 2012.

1.0 OPENING & ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 4.05pm.

2.0 ATTENDANCE RECORD

2.1 PRESENT

Cr LW Armstrong	Shire President
Cr IG Chamberlain	Deputy Shire President
Cr R Chappell	
Cr OP Farrelly	
Cr AI Milton	
Cr WA Newman	
Cr DP Sinclair	
Cr AJ Walker	
Ms S Appleton	Manager Corporate Services
Mr M Harrop	Manager Infrastructure Services
Mrs L Trevenen	Manager Community Services (Acting)
Mrs J Bennett	Executive Assistant

Members of the Public

Mrs D Clarke
Mr D Spencer
Mrs T Spencer
Mrs C Chappell
Mrs J Duckworth
Ms L Holben

2.2 APOLOGIES

Mr SK Fletcher	Chief Executive Officer
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2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

None.

3.0 PUBLIC QUESTION TIME

3.1 MRS DEBBY CLARKE

Question 1: Regarding Motion 11415, why was this motion put to Council to terminate the CEO's employment at the Special Meeting on 4th May 2012?

Reply: *The Shire President replied that with Council meetings, we have a democratic process i.e. any motions that are put forward are moved and seconded and handled accordingly.*

Question 2: Why were all of the CEO's KPI's passed each month (according to the minutes) if some Councillors then moved a motion to terminate his employment?

Reply: *The Shire President replied that there is more to the CEO's Performance than just achieving a pass, the annual review performance KPI's are linked to major projects and do not include every aspect of the job.*

Question 3: Regarding Motion 11423, did Council consider the total cost to the whole of the Shire in their decision to accept the CEO's negotiated settlement and then the continued cost of employment of an Acting CEO and finding a new CEO?

Specifically, what is the cost from now until the end of contract (negotiated settlement)?

- payment for a relief CEO?
- cost to accommodate a relief CEO?

Reply: *from the Shire President - On Friday 4th May, Council held two meetings, an AM meeting and a PM meeting, with the PM meeting opening half an hour later than anticipated. The time spent in the meetings for the day totalled 3 hours and 9 minutes, and during that time Councillors considered all of those areas you raised. There was a lot of discussion around the dollars, the meeting was closed to the public, the dissemination of salary contracts is confidential. With regard to the question on costs for the CEO from now on, I have no idea, we have an item on the agenda this afternoon in relation to the CEO's Severance Pay, at that point the meeting will be closed to the public, I refer you to the Local Government Act 1995 s5.23.*

Question 4: What consideration was given to the pressure that these actions has put on the Shire staff?

Reply: *The situation from that point of view was another consideration during the meetings.*

Question 5: What type of person will you be looking for when employing the relief CEO and the new CEO?

Reply: *from the Shire President - That is a crystal balling situation and something that Council will need to work out. Those requirements will be considered either by a Committee of Council or the whole of Council.*

Question 6: When the motion was moved to terminate the CEO's employment did the Councillors have someone in mind for the position?

Reply: *from the Shire President – On my behalf it was not a consideration, on behalf of the other Councillors, I doubt it, but cannot speak on other Councillors thought processes.*

3.2 **MR DARREN SPENCER**

Question 1: Through the Chair, I would like to ask what is happening with the Ward Review and when will the ratepayers be notified of the outcome? Will the review be in place for the Elections in 2013?

Reply: *Executive Assistant replied that the proposed ward map is with the Local Government Advisory Board, they have a Board meeting scheduled for the 7th June and will advise us of the outcome following that meeting.*

Question 2: Does the Shire have a Workplace /harassment Policy and does this extend to the harassment of Shire staff by Elected Members? As an employer myself, I have an obligation to my employees to stamp out harassment in the work place. Who holds the responsibility in the Shire, is it the President and if so is he capable of impartiality in this matter?

Reply: *As Shire President, I remain impartial and I do not know of any Councillors who have hassled staff. The responsibility would sit with the CEO as far as staff is concerned.*

Mrs Trevenen, Acting Manager of Community Services advised that the Shire has a Human Resources Manual which guides staff and Councillors through the correct channels and as far as she is aware there is no separate process for Elected Members to follow.

4.15pm *Shire President, Cr Armstrong disclosed a financial interest in that he is the owner of the Newdegate Gas Facility as referred to in the next question, and advised that the Deputy Shire President Cr Ian Chamberlain would take the Chair and left the meeting.*

Question 3: Now that the CEO has resigned his position what will the cost of his termination payout be to ratepayers? Is this another case of a poor decision by certain Councillors against sound recommendation similar to the decision on the Newdegate Gas Yard which cost ratepayers \$25,000.00?

Reply: *Deputy Shire President – There is an item in today's agenda that will determine the cost. The Council will make the outcome of that item public.*

4.17pm *Shire President, Cr Armstrong re-entered the meeting, thanked Cr Chamberlain and resumed the Chair.*

3.3 **MRS JILL DUCKWORTH**

Question: I would like to ask the Councillors involved in questioning the CEO's KPI's – did they receive input/complaints from the community about his not meeting KPI's or was this done on a personal level.

Mrs Duckworth said that, personally the matter came as a shock to her and that the Councillors they are, after all, our representatives.

Reply: *The Shire President replied that shortfalls were recognized within the KPI's, that is talking about the negatives and there are many positives. The President further advised that he was not prepared to allow the gallery to quiz Councillors. They are duly elected to do a job, if people disagree, that's fine, that is all part of the democratic process.*

3.4 **MRS TANIA SPENCER**

Question 1: Referring to the minutes of the Lake Grace Shire 2012 April Meeting Item 15.4 – Local Government Misconduct, would the recommendations of the proposed changes and adoption of local resolution mean that the current complaint we have notified the Local Government Standards Panel of, relating to the misconduct by a Lake Grace Shire Councillor of threat and intimidation to our business, will be returned back to Council? Would this particular intimidation complaint be deemed low level and referred back to the President or would this still be seen as a serious breach of Councillor misconduct and attended to by the Standards Panel?

Reply: *The Shire President replied that the question would be taken on notice as he is not up to speed on the matter and there will be a written reply.*

Question 2: With respect to the President I would like to ask why, at the Special Meeting of the Shire on 4th May 2012, was a motion made to terminate the employment of the CEO, Mr Sean Fletcher, when Council had just previously passed his Key Performance Indicators? It would seem that this employee of the Shire is doing his best work under dysfunctional conditions and surely this about face would indicate that there is some very questionable decisions being made by the voting block that have the majority of the vote while representing the minority of electors in the Shire?

Reply: *The Shire President replied that the meeting was closed to the public, the whys and wherefores of the resignation were accepted 6/3 as the minutes show, this is not a minority but a majority.*

3.5 **MR NICK MAALOUF**

A letter, dated 22 May 2012 was received from Mr Nick Maalouf questioning the reason for the motion to have the CEO's contract terminated and that the minutes showed no speakers for or against the motion. Mr Maalouf requested a reply showing the reasons for the attempted dismissal which led to the CEO handing in his resignation.

Reply: *The Shire President advised that Mr Maalouf will be written to advising that the meeting was closed to the public and Council minutes do not show speakers for and against motions, only decisions of Council.*

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS

5.1 ORDINARY MEETING – 26 APRIL 2012

Resolution

MOTION 11425

Moved Cr Walker
Seconded Cr Newman

That the minutes of the Ordinary Meeting of Council held on the 26 April 2012 be confirmed as a true and accurate record.

MOTION CARRIED 9/0

5.2 SPECIAL MEETING – 4 MAY 2012 - 10.30AM

MOTION 11426

Moved Cr De Landgraft
Seconded Cr Sinclair

That the minutes of the Special Meeting of Council held at 10.30am on Friday 4 May 2012 be confirmed as a true and accurate record.

MOTION CARRIED 9/0

5.3 SPECIAL MEETING – 4 MAY 2012 - 1.30PM

MOTION 11427

Moved Cr Chamberlain
Seconded Cr Newman

That the minutes of the Special Meeting of Council held at 1.30pm on Friday 4 May 2012 be confirmed as a true and accurate record.

MOTION CARRIED 8/1

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

The Shire President, Cr Len Armstrong advised he had previously left the meeting during Public Question Time in relation to all of the above.

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 ARMSTRONG**

Central Country Zone - advised attendance at the 27 April Central Country Zone Meeting in Corrigin.

A Special Central Country Zone Meeting was also called to deal with the reform process report for western city area, the report has major ramifications for country areas.

Community Strategic Planning – this process is underway, Jodie Mortadza & Sharon Moore of Consult, Innovate, Create are facilitating the process on behalf of the Shire, flyers have been sent out in the mail, surveys have been distributed and are available on the web, posters have appeared around the towns, there is the opportunity for people to have their say through the focus groups - please get the word out there to be involved.

11.0 MATTERS FOR CONSIDERATION – WORKS & SERVICES

No items for consideration.

12.0 MATTERS FOR CONSIDERATION – PLANNING**12.1 PROPOSED LOCAL PLANNING POLICY 6.4 – TIMBER PLANTATIONS**

Applicant:	Shire of Lake Grace
File No.	0525/0050
Attachments:	Attachment 1 – Draft Local Planning Policy 6.4 – Timber Plantations
Author:	Mr Joe Douglas & Mr John Culmer Urban & Rural Perspectives -Town Planning Consultants
Disclosure of Interest:	Nil
Date of Report:	14 May 2012
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

This report provides details of a proposed new local planning policy outlining Council's future possible position regarding the development of timber plantations throughout the Shire. It recommends that Council initiate the process required to provide for the future possible adoption of the policy under Local Planning Scheme No.4 including commencement of the required public advertising process.

Background

The proposed draft local planning policy entitled 'Timber Plantations' is an initiative of the Shire of Lake Grace in response to issues recently raised by Council and the local community regarding the future potential impacts of timber plantation developments within the Shire.

The primary objectives of the proposed new policy are as follows:

- To facilitate a more consistent, efficient and effective planning process for timber plantation development throughout the Shire of Lake Grace;
- To encourage the establishment, management and harvesting of plantations in accordance with the Code of Practice for Timber Plantations in Western Australia;
- To support and encourage the development of timber plantations in the Shire for its combined economic, environmental and social benefits and its overall contribution to sustainability in agricultural areas;
- To ensure there are appropriate means of access to all timber plantations within the municipal district and that the Shire's existing and proposed road networks and public safety are not detrimentally affected by heavy haulage vehicles; and
- To protect and enhance native remnant vegetation, wetlands and watercourses and assist in the reduction of salinity, water logging and soil erosion.

A copy of the proposed draft policy is provided in Attachment 1 to this report.

In considering the general suitability of the draft policy Council should note that it has been prepared with due regard for the latest Code of Practice for Timber Plantations in Western Australia 2006 developed by the Forest Industries Federation (WA) Incorporated with the assistance of Australian Forest Growers (AFG), the

Forest Products Commission of Western Australian, Commercial Plantations WA (CPWA), the Department of Environment and Conservation (DEC) and various plantation industry stakeholders to provide a set of guidelines for all aspects of plantation development and management in Western Australia.

Comment

Under the terms of the Shire of Lake Grace's current operative Local Planning Scheme No.4 the establishment of 'agroforestry' or 'plantation' type uses on land classified 'General Agriculture' zone requires Councils' planning approval prior to the commencement of development.

Despite a number of broader provisions contained in LPS No.4 which can be used by Council to help control the future development and use of agricultural land for 'agroforestry' or 'plantation' type purposes, there are no specific provisions contained within the scheme which provide clear guidance for the development and use of such land for these purposes. Given this fact and the issues recently raised by Council and the local community regarding the future potential impacts of timber plantation developments within the Shire, it is considered appropriate that Council consider preparing a local planning policy to outline its position in relation to the development of timber plantations throughout the Shire and the processes required to obtain the necessary approvals.

It should be noted that the proposed new policy, if finally adopted, will not bind Council in respect of any one application for planning approval. Council is however required to have due regard for the provisions of the policy and the objectives which the policy is designed to achieve before making its decision on any application received.

Should Council resolve to endorse the proposed draft policy, arrangements will be made by the Shire administration to advertise the policy for public comment for a minimum period of twenty one (21) days in accordance with the specific requirements of Clause 2.4 of LPS No.4.

Following completion of the required public advertising process a follow up report will be prepared for consideration by Council. This report will provide details of the outcomes from public advertising (i.e. a summary of all submissions received), suggested modifications to the draft policy and a recommendation regarding its final adoption.

Legal Implications

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

Policy Implications

The proposed local planning policy 6.4 aims to ensure that all planning applications for the development of 'agroforestry' or 'plantation' type uses on land classified 'General Agriculture' zone in the Shire are accompanied by sufficient relevant information and demonstrate compliance with a number of objectives, provisions and standards.

Consultation

A community consultation process is required to be undertaken by the Shire to formalise adoption of the proposed policy as a Local Planning Policy under Local Planning Scheme No.4. Community consultation will be undertaken for a minimum period of twenty one (21) days in accordance with the specific requirements of Clause 2.4 of LPS No.4.

Financial Implications

The Shire is responsible for meeting all costs associated with the preparation, advertising and adoption of the proposed new Local Planning Policy. The total cost of the project is estimated to be approximately \$3,000.00 excluding GST which will be covered by the Shire's current budget allowance for general town planning work in the 2011/2012 financial year.

Strategic Implications

The development of 'agroforestry' or 'plantation' type uses on land classified 'General Agriculture' zone could be expected to have a number of significant long term benefits for the development and growth of the Shire's local economy and the natural environment. Clear planning guidance is however required to ensure that any such development proceeds in a proper and orderly manner and with minimal impact.

Officer Recommendation

That Council:

1. Adopt the draft policy entitled "Timber Plantations" as Local Planning Policy No.6.4 under the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4) subject to any modifications requested by Council at its May 2012 Ordinary Meeting; and'
2. Authorise the Shire administration to advertise the policy for public comment in accordance with the procedures and requirements of Clause 2.4 of LPS No.4.

Voting Requirements

Simple majority required.

Resolution

MOTION 11428

Moved Cr De Landgraft
Seconded Cr Chamberlain

That the draft policy be tabled until our Shire liaises with Jerramungup and Ravensthorpe Shires regarding this planning and bring forward the policy no later than the August Meeting.

MOTION CARRIED 9/0

REASON FOR CHANGE: Council wishes to liaise with the adjoining Shires to ensure the draft Timber Plantation policy is in keeping with their policies.

12.2 **WHEATBELT INFRASTRUCTURE PRIORITIES & PLANNING INITIATIVES**

Applicant:	WA Local Government Association
File No.	0029
Attachments:	Attachment 2 – Wheatbelt Regional Infrastructure Projects Table Attachment 3 - Wheatbelt Regional Planning Initiatives Table
Author:	Mr Joe Douglas Urban & Rural Perspectives -Town Planning Consultant
Disclosure of Interest:	Nil
Date of Report:	14 May 2012
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

This report recommends that Council:

1. Consider and provide comments on the suitability of the foundation list of regional infrastructure requirements and regional planning initiatives developed by the Department of Planning to support preparation of the proposed new Wheatbelt Regional Planning and Infrastructure Framework; and
2. Authorise the Shire Administration to respond to WALGA's request for comment accordingly.

Background & Comment

The Department of Planning, on behalf of the Western Australia Planning Commission (WAPC), is currently preparing the Wheatbelt Regional Planning and Infrastructure Framework which is proposed to be included in the current State Planning Framework and used to inform the State Government and other regional decision makers on the priorities for regional planning in the Wheatbelt Region over the next 20 years.

A foundation list of regional infrastructure requirements and regional planning initiatives developed by the Department of Planning to support preparation of the proposed new Wheatbelt Regional Planning and Infrastructure Framework has been referred to all Wheatbelt Region local government authorities by WALGA for review and comment.

A copy of tables providing details of the infrastructure projects and planning initiatives considered to be of significance are provided in Attachments 2 & 3 to this report.

It is understood from advice received from WALGA that the infrastructure projects and planning initiatives included in the attached tables have been developed based on existing published documents and that the information presented in the tables is not intended to be complete or comprehensive. Instead the information presented in the tables represents the beginning of a process being undertaken by the Department of Planning to identify and prioritise the future regional planning and infrastructure needs of the Wheatbelt Region.

It is recommended that Council review the attached tables to identify those infrastructure projects and planning initiatives of significance to the future development of the Shire of Lake Grace and the Wheatbelt Region generally and

authorise the Shire Administration to respond to WALGA's request for comment accordingly.

In order to assist Council's efforts in this matter those infrastructure projects and planning initiatives considered to be of significance to the future development of the Shire of Lake Grace have been highlighted. Comments recently received from some Lake Grace Shire Councillors following preliminary referral of the attached tables to all councillors have also been included.

Legal Implications

To be determined following publication and review of the draft Wheatbelt Regional Planning and Infrastructure Framework by the Department of Planning.

Policy Implications

To be determined following publication and review of the draft Wheatbelt Regional Planning and Infrastructure Framework by the Department of Planning.

Consultation

Community consultation not required by the Shire. It is understood that the draft Wheatbelt Regional Planning and Infrastructure Framework will be advertised for public comment by the Department for Planning in the latter half of 2012 for at least 42 days.

Financial Implications

To be determined following publication and review of the draft Wheatbelt Regional Planning and Infrastructure Framework by the Department of Planning.

Strategic Implications

To be determined following publication and review of the draft Wheatbelt Regional Planning and Infrastructure Framework by the Department of Planning.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11429

Moved Cr Newman
Seconded Cr Farrelly

That Council:

1. Consider and endorse comments in response to the list of regional infrastructure requirements and regional planning initiatives developed by the Department of Planning to support preparation of the proposed new Wheatbelt Regional Planning and Infrastructure Framework; and
2. Authorise the Shire Administration to respond to WALGA's request for comment accordingly.

MOTION CARRIED 6/3

Voting for the Motion: Crs Armstrong, Farrelly, Newman, Chamberlain, De Landgraft & Sinclair

Voting against the Motion: Crs Walker, Milton & Chappell

13.0 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No items for consideration.

14.0 MATTERS FOR CONSIDERATION – FINANCE

14.1 ACCOUNTS FOR PAYMENT – APRIL 2012

Applicant: Shire of Lake Grace
File No. 0277
Attachments: List of Creditors
Author: Miss Nicola Bateman
Finance Officer
Disclosure of Interest: Nil
Date of Report: 1 May 2012
Senior Officer: Ms Samantha Appleton
Manager Corporate Services

Summary

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

Background

List of payments for the month April 2012 through the Municipal account are attached.

Comment

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

- (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 April 2012 from the Municipal and Trust Accounts Total \$149,517.34.

Strategic Implications

7. Organisational Excellence

7.1 Develop systems compliant with various statutes, regulations and policies.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11430

Moved Cr Farrelly
Seconded Cr Newman

That Council receive the list of payments totalling \$149,517.34 as presented for the month of April 2012 incorporating:

- Trust Account Cheques 645 to 645
- Municipal Account Cheques 34742 to 34757
- Electronic Funds Transfers EFT9481 to EFT9520

MOTION CARRIED 9/0

14.2 FINANCIAL STATEMENTS – APRIL 2012

Applicant:	Shire of Lake Grace
File No.	0275
Attachments:	List of Creditors
Author:	Ms Samantha Appleton Manager Corporate Services
Disclosure of Interest:	Nil
Date of Report:	12012
Senior Officer:	Ms Samantha Appleton Manager Corporate Services

Summary

Consideration of the financial statements for the month ending 30 April 2012.

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

Comment

Bank Reconciliations for April 2012 will be included with the May 2012 Financial Reports.

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 11431

Moved Cr Farrelly
Seconded Cr Walker

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 30 April 2012.

MOTION CARRIED

15.0 MATTERS FOR CONSIDERATION – ADMINISTRATION

15.1 LAKE GRACE SPORTING PAVILION REDEVELOPMENT PROJECT - RECOMMENDATIONS

Applicant:	Chief Executive Officer
File No.	0546
Attachments:	URP Option B – Revised Design (Concept) Plans Presentation by Shire CEO 16 April 2012
Author:	Mr Sean Fletcher Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	14 May 2012
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

The purpose of this report is to provide a series of recommendations regarding the Lake Grace Sporting Pavilion Redevelopment Project including the outcomes of the Workshop held on 16 April 2012 and the committee meeting held on 8 May 2012 to finalise the design plan.

Background

To date the Lake Grace Sporting Pavilion Redevelopment Committee (the Committee) has developed a project plan to assist it review the design or concept plans for this project, considered the type of community engagement required and looked at how the project should proceed.

This has included in the first instance where at its meeting on 27 March 2012, the Lake Grace Sporting Pavilion Redevelopment Committee resolved through motion 002:

That the Lake Grace Sporting Pavilion Redevelopment Committee:

1. Adopts the Lake Grace Sporting Pavilion Redevelopment Project Plan Structure for 2012.
2. Undertakes a workshop on 16 April 2012 starting at 2.00pm at the Council Chambers, Lake Grace to resolve:
 - a. The suitability of the concept plans for Stage 2 - Lake Grace Sporting Pavilion Redevelopment and whether changes to the concept plans are required;
 - b. Look at the community engagement process required to firm up Stage 2 Lake Grace Sporting Pavilion Redevelopment;
 - c. Budget implications for Stage 2 Lake Grace Sporting Pavilion Redevelopment.
3. Submits the outcomes of the workshop once considered by the Committee regarding the concept plans, community engagement and budget implications to Council for its consideration.

The workshop was subsequently confirmed for 16 April 2012.

Project Plan Status

The following is a summary of the revised project plan structure 2012:

Research	Who	When	Status
Project Plan	CEO	Mar 2012	Background provided to Committee at meeting on 27 March
Familiarisation with Concepts	PRC	Mar 2012	CEO presented original concepts to the Committee at the meeting on 27 March
Look at Options (Workshop)	PRC	Apr 2012	Workshop held on 16 April: <ul style="list-style-type: none"> • Recapped options; • Settled on concepts; • Looked at priorities; • Verified budgets and funding required.
The Plan			
Finalise Design Plans	Architect	Apr 2012	Final proposals to CEO 7 May so that concept/plan/business case can be developed
Business Case	CEO	May 2012	Includes revised project management plan. Committee to review at its 8 May 2012 meeting
Submission of plan to Council	PRC	Jun 2012	Submission of Concept Plan to 27 June Council meeting
Seek CSRFF Funding	MCMS	Oct 2012	Level of funding required to be determined. Application now due 30/09/12. Submit to Council 26/09/12 (or earlier if possible)
Execution			
Community Engagement	PRC	July 2012	<ul style="list-style-type: none"> • Updates in newsletters post 23 May Council meeting; • Hold a community meeting; • Undertake a community poll re SARs
Evaluation of Engagement	PRC	Aug 2012	August Committee meeting
Proposals to Council	PRC	Sep 2012	Make recommendations on the scope of the Rejuvenation project
Develop and Submit Planning Application	MCMS	Nov 2012	Planning/building application required for project
Develop Construction Plan?	BMTL	Dec 2012	Depends on construction method adopted e.g. tender, project manager, Shire Building Team

Table Two: Revised Project Plan Structure 2012

Due to the Committee at the workshop seeking from the author revised design plans, it has not been possible to develop the concept plan for consideration. Should the Committee settle on a design plan at today's meeting, the author will then be in a position to develop a concept plan/business case for consideration at a proposed committee meeting in June so that it can then be referred to Council for its consideration.

Mapping of Timeline

The following is a revised Gantt Chart or time line based on Table Two regarding the project:

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Plan										
Familiarisation with Concepts										
Look at options										
Finalise concept plans										
Business Case										
Submission of plan to Council										
Seek CSRFF Funding										
Community Engagement										
Evaluation of Engagement										
Proposals to Council										
Develop and submit Planning Application										
Develop Construction Plan?										

- CEO
- PRC
- MCMS
- Architect
- BMTL

Chart One: Revised Project Plan Timeline 2012

Risk Analysis

As per the presentation and subsequent discussion at the workshop, the risk regarding fire management was added to the risk analysis as follows:

Risk	Impact	Likelihood	Treatment
Level of SARs is higher than the community is prepared to pay	High	High	Look at a level that is palatable to the community i.e. between \$100,000 to \$200,000
Department of Sport and Recreation not making a suitable Level of funding available through CSRFF	High	Medium	Look at a level that Department of Sport and Recreation would find suitable for the scale of the project e.g. \$100,000
A construction method is	High	Low	There is sufficient evidence for

recommended that is not in keeping with both Council and Community expectations			the Committee to participate in a workshop on this issue and then make a recommendation on the construction type (materials), method (e.g. Shire builders) and budget.
Community Engagement is not followed as per Shire Policy	High	Low	Committee must follow engagement parameters it recommended to Council
Failing to put aside the emotion around the historical context of this project	High	Medium	The Committee needs to give itself time to work through the key issues.
Inadequate planning regarding fire management will see FESA halt this project	High	High	By keeping each of the public spaces within the Pavilion under 500m2 each, all that is required is two fire walls, with one between each area and the implementation of appropriate fire doors

Table Three: Risk Analysis

Workshop 16 April 2012

At the workshop, the author made a presentation to the group on the status of the redevelopment project, the key issues including the asset management and budget implications. A copy of the presentation is attached to this report.

The group also had the opportunity to discuss and review the concept plans including a walkthrough of the site and the old pavilion. From there the author then asked each of the committee members present what their respective thoughts were. In essence, the issues were highlighted as follows:

Outcome	Comment
1. Construction Type	<p>The Committee concluded that the Shire's Building team is best placed to produce a cost effective outcome. The CEO was asked if it was possible to use the Building Team. The CEO advised that it was.</p> <p>The Committee also settled on the construction type of the upgrade as light frame with a cladding and colourbond exterior that would also be used to tie in the existing structure. There may be scope to use the leftover bricks from Stage One.</p>
2. Building Designer	The Committee agreed that the Judith McDougall design No 5 should be used as the starting point to consider a number of other options. The Committee asked the CEO at his recommendation to approach the Shire's planning consultants URP who have a design service to develop up these options.
3. Design Options	The Committee asked if it was possible for URP to reconfigure the design along three different options. In

	<p>broad terms, the options now under consideration are:</p> <ol style="list-style-type: none"> 1. The existing design; 2. Inclusion of a joint Footy Club space and ARC space (thus a multi-purpose room) on the southern end (the width of the building, thus eliminating the illegal footy shed that is there. The new space should have the capability to be cordoned or portioned off when the Footy Club is using the space; 3. Relocation of the new change rooms and toilets to the southern end then with the Footy/ARC space added on; 4. Swapping over of the new function area and the existing kitchen and bar with the new change rooms and toilets thus putting the function area more at the northern end. <p>It was also noted that it was important to adapt the commentary box and associated passageway into the design. Also, the existing “Footy Shed” could then be relocated and used as a storage facility.</p> <p>The Committee also asked whether it was possible to do 3D modelling of the plans and if the designer could attend the next meeting.</p>
<p>4. Implications of Asset Management</p>	<p>As a result of applying the Shire’s Asset Management Policy</p> <p>Replacement vs Renewal The CEO advised that the upgrade of the Pavilion would be considered a renewal</p> <p>Multi-use Criteria regarding a multi-use approach for facilities, it was identified that:</p> <ul style="list-style-type: none"> • ARC should be accommodated in the upgrade of the Pavilion; • Remove the old change rooms (Old Pavilion) and the old tennis rooms; and • Look at accommodating the Gym Club down the track if this is still a going concern <p>Fire Management It was concluded that as long as the three internal public spaces are less than 500m2 each, then fire hydrants are not required. However, there must be firewalls and fire doors.</p> <p>Upgrade of Utilities</p> <p><u>Power</u> No further upgrade required. However, if lighting towers done now, cost of the upgrade would be \$50,000</p>

	<p><u>Water</u> Good pressure from the North Lake Grace line. Sewer more than adequate</p> <p>Whole of Life Cost of the Project Is discussed in the section on financial implications</p>
5. Budget and Funding	The Budget was initially set at \$650,000. However, the inclusion of the multi-purpose room would put the project at \$750,000. This is discussed further in the financial implications section.
6. Finishing Off	<p>The following would occur subject to funds available under the budget and direction of the project:</p> <ul style="list-style-type: none"> o Landscaping: \$25,000; o Playground: \$15,000; o Carpark: \$50,000; o Removal of outbuildings: \$10,000; o Lighting towers (separate funding): \$125,000?
7. Minor Issues	<p>A number of side issues were discussed:</p> <ul style="list-style-type: none"> • What is happening with the horse stables?; and • What is happening with the fence and the slope at the south end of the netball courts?
8. Community engagement	<p>It was felt that the best method of engagement was twofold:</p> <ul style="list-style-type: none"> o Fact Sheets; and o Public meeting to inform and seek feedback
9. Project Plan	<p>At this point:</p> <ul style="list-style-type: none"> • The project plan can go to Council for information; • The business case including the concept plans would go to the Committee in Feb 2012 and then to Council in March 2012; • Plans would go to the Lake Grace Community in April 2012; • The final proposal would go to Council in June 2012.

Table One: Outcomes of Workshop 16 April 2012

As the follow-up to the Workshop, the Committee met on Tuesday 8 May 2012. Accordingly, the Committee resolved to accept the author's report on the outcomes of workshop, reviewed the budget and funding options and settled on the design plan Urban and Rural Perspectives Option B with the following amendments:

- Reconfiguration of the function room external windows to maximise the viewing performance providing it is at minimal cost to the project;
- Inclusion of a suitable external door at the western end of the Multi-purpose Function (Football and ARC) Room;
- Inclusion of a recessed dividing wall with sliding doors in the Multi-purpose Function Room (MPR) that runs the width of the MPR Room in a line from the Existing Male Change Room at approximately measurement 4450 through to the southern wall between the first and second window;

- Inclusion of a service duct approximately 600mm wide to the Umpire's Room and the new Male and Female toilets and the Unisex Disabled Toilet;
- Inclusion of suitable access from the stairwell to the Commentary Box;
- Inclusion of a cleaner's storeroom/cupboard for general use either in the Kitchen Store or at the end of the existing service duct;
- Inclusion of airconditioning to the MPR and the Kitchen subject to the availability of suitable funds in the budget, otherwise this is to be implemented in due course;
- Confirmation that the Visitor's Changerooms are adequate;
- A review by an acoustics engineer on suitable ceiling and wall products for the Function Room both in terms of presentation and functionality; and
- Invitation to members of the community to develop suitable silhouettes for the northern wall to accentuate the main entrance.

The Committee also approved a series of recommendations for Council's information and consideration regarding the following:

- The need for Council to endorse the Committee's project plan for 2012;
- Agreement for the concept plans to involve the integration of Stage 3 (Lesser Hall only including the path and surrounds from the aged units up to the entry); and Stage 2 (First two Units) during 2012/13;
- Acknowledgement that the CEO sought revised design plans from Urban and Rural Perspectives;
- Endorsement of the community engagement process including the issues of fact sheets and holding of an appropriate community meeting; and
- Endorsement of the budget implications and the likely budget that will result.

Comment

At its meeting on 8 May 2012, the Committee clearly reached a position on an appropriate design, expected budget and sources of funding to upgrade the Lake Grace Sporting Pavilion.

Once Council resolves to adopt the preferred design plan, the Shire can then commence the community engagement process regarding this project.

Legal Implications

Nil.

Policy Implications

Policy 1.12 Community Engagement

To ensure that the residents of the Shire of Lake Grace have the maximum opportunity to contribute to their own social, economic and community well-being as well as good governance through information, consultation and active participation in the development of major programs, projects and events throughout the Shire.

Policy 3.3 Specified Area Rates (Key components)

Part d) All Council capital contributions to recreational and cultural activities.
Where Council's contribution to a project under the specified area rate

exceeds \$50,000 the project is to be first approved by way of community survey.

- Part f) For a community survey to be successful, greater than 50% of the eligible voters are to participate and more than 50% of returned votes are to be in favour of the proposal.

Policy 7.9 Asset Management (Key components)

The Shire of Lake Grace has limited resources and is the custodian of a large number of assets, many of which have reached or gone beyond their economic life. In making informed decisions in relation to infrastructure assets, the Shire will consider the following key principles:

- Philosophy of renewing assets before acquiring new assets and where possible rationalising assets that are no longer used;
- Prior to the refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
 - Need for facility (short and long term);
 - Legislative requirements;
 - Opportunities for rationalisation;
 - Future liability including ultimate retention/disposal;
 - Opportunities for multiple use;
- All capital projects will be evaluated in terms of “whole of life cost assessment”

Consultation

External

Department of Sport and Recreation – Wheatbelt (Updates provided to Jennifer Collins, the Regional Manager by the Economic Development Officer.

Internal

- Council – Briefing Sessions 28 March 2012 and 26 April 2012
- Lake Grace Sporting Pavilion Redevelopment Committee
- Senior Management Team
- Economic Development Officer and Community Services Officer

Financial Implications

Budget

The revised budget is outlined as follows:

Materials:	\$355,000
Trades:	\$175,000
Wages:	\$ 95,000
Fit-out:	\$ 85,000
Planning:	<u>\$ 40,000</u>
Total:	\$750,000

Funding Sources

The expected funding sources are as follows:

Loan (SARs):	\$200,000
CLGFL:	\$170,000 (Country Local Government Fund Local 2011/12)
CSRFF:	\$170,000
Trust	\$160,000
Other:	<u>\$ 50,000</u> (In-kind and SARs re planning rollover 2011/12)
Total:	\$750,000

Funding Implications

The original proposal presented at the workshop of \$650,000 called for a Specified Area Rates (SARs) loan of \$170,000 and Community Sport Recreation Facilities Fund (CSRFF) of \$100,000.

Under the revised proposal, the impost of SARs through a loan of \$200,000 will cost the ratepayers \$26,109 per annum over 10 years or a total of \$261,087. This cost is ameliorated through the Lake Grace pool compliance works finishing in 2011/12, thus a saving of \$20,000PA and the reduction in pavilion planning costs of \$15,963PA for work already paid for or a total of \$35,963PA. The total Lake Grace SARs expected for 2012/13 is \$477,141, down from \$513,104 for 2011/12.

It is believed the increase in the funding required from CSRFF may be realised due to the inclusion of the multi-purpose room.

Given the level of funding leveraged from other sources it would be appropriate to allocate \$170,000 from the Shire's Country Local Government Fund 2011/12 allocation.

Whole of Life Cost Analysis

The Whole of Life cost for the upgrade of the Pavilion over 30 years in keeping with the Shire's Significant Accounting Policies 1 (k) as outlined in the Budget 2011/12 is as follows:

Cost Element	Comment	Cost \$
Construction cost	Includes planning costs of \$40,000	750 000
Maintenance cost	First 10 years considered zero, then \$10,000PA	220 000
Refurbishment cost	Fixtures	85 000
Replacement cost	Based on the original construction cost	750 000
Operating cost	Power, water, cooling, heating, insurance, cleaning, loan (10 Years)	1 305 090
Total		3 110 090

Table Four: Capital Evaluation Model

Gap Analysis

Cost Element	Annual \$	Total \$
Operating	46 336	1 390 090
Replacement	32 333	970 000
Sub-Total	78 669	2 360 090
Current Costs	(29,570)	(887 100)
Total Gap	49 099	1 472 990

Table Five: Gap Analysis

As can be seen in Table Five, the gap per annum is \$49,099. The issue then is what strategies can be put in place to reduce the gap. This is so that the operating costs and the replacement costs are covered. At this point the expectation is as follows:

Affiliation Fees:	\$ 7 815 (Noted by the Chair at the workshop)
Hire Fees:	\$ 1 380
Savings on costs to Shire Hall:	\$11 590 (1/3 reduction to Hall due to ARC relocation)
Savings due to loan paid out:	\$ 8 703
Other:	<u>\$19 611</u> (SARs or future loan at time of replacement?)
Total	\$49 099

Although the loan for \$200,000 at a cost of \$26,109 PA will be paid back in ten years, the cost of \$8,703 is amortised over 30 years regarding this project. The balance of \$19,611 PA would need to be raised through SARs each year or a loan at time of replacement (\$588,330). Ideally, as a minimum, the difference between the replacement cost of \$32,333 and the balance of \$19,611 or \$12,722 should be put into an applicable reserve each year.

Written Down Value

The current Written Down Value of the Pavilion is \$52,675 or \$6,584 for the next eight years.

Strategic Implications

Shire of Lake Grace Strategic Plan

Focus 2 Social and Community Well Being

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

Focus 5 Infrastructure (other than roads)

Action: Apply for funding to undertake Lake Grace Sports Ground redevelopment including commence construction

Shire of Lake Grace Forward Capital Works Plan

Voting Requirements

Simple majority required.

Committee Recommendation/Resolution

MOTION 11432

Moved Cr Newman
Seconded Cr Walker

That Council:

1. Accepts the Chief Executive Officer's report on the status of the Lake Grace Sporting Pavilion Redevelopment Project including the outcomes of the workshop held on 16 April 2012.
2. In keeping with Committee Motion 004:
 - a. Endorses the revised Lake Grace Sporting Pavilion Project Plan for 2012.
 - b. Adopts the design plan Urban and Rural Perspectives Option B as amended as the preferred plan for the redevelopment of the Lake Grace Sporting Pavilion.
 - c. Acknowledges the Whole of Life Cost implications associated with the Lake Grace Sporting Pavilion Redevelopment Project, including the expected funding gap of \$49,099 with offsets through projected income and identified savings along with the need to recommend at least \$12,722 is put in to an applicable reserve each year for the life of the facility i.e. 30 years.
 - d. Endorses the outcomes of the workshop held on 16 April 2012 to resolve:
 - i. The suitability of the design plans for the Lake Grace Sporting Pavilion Redevelopment and whether changes to the concept plans are required. This includes endorsing a request for the Chief Executive Officer to seek from URP revised design plans so that a recommendation can be made regarding the construction type for the Pavilion and an appropriate scope of works;
 - ii. The community engagement process required to firm up the Lake Grace Sporting Pavilion Redevelopment Project including the Chief Executive Officer issuing fact sheets and arranging community meetings as appropriate;
 - iii. Budget implications for the Lake Grace Sporting Pavilion Redevelopment Project noting that:
 - a. The likely budget is \$750,000 with the construction works to commence in May 2013; and

MOTION 11432 continued.

b. The likely sources of funding for this project are \$200,000 from a loan paid back by the Lake Grace Community through the Specified Area Rate over ten years, \$170,000 in grant funding from the CSRFF Program, \$170,000 from the Country Local Government Fund Local Component 2011/12, \$160,000 from the Sporting Precinct Trust and \$50,000 from in-kind works and the balance of the amount allocated for planning during 2011/12.

MOTION CARRIED 9/0

15.2 CEO KEY PERFORMANCE INDICATORS - MAJOR PROJECTS UPDATE

Applicant: Chief Executive Officer
File No. 0271
Attachments: Nil
Author: Mr Sean Fletcher
 Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 14 May 2012
Senior Officer: Mr Sean Fletcher
 Chief Executive Officer

Summary

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

This is the last report on the CEO KPIs by the author. Please note that a key staff member has been allocated to each project to ensure continuity.

Background

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

Comment

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

This is the last report on the CEO KPIs by the author. Please note that a key staff member has been allocated to each project to ensure continuity.

The update regarding the major projects is as follows:

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

<ul style="list-style-type: none"> o Blocks levelled; o Roadworks regarding shoulders on Dewar St commenced; o Trenching regarding service upgrades completed; • Project as at 10 May 2012 has reached practical completion • Manager Infrastructure Services will see out the finishing off details such as the submission of the deposited plan by the surveyor and URP. <p>This project is completed</p>	
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Project 2	
Construct the Newdegate Medical Centre within allocated budget Project Manager: Neil Tears	
Progress	Due
<ul style="list-style-type: none"> • Roof and other externals to the building completed; • Internal painting completed; • Security system and fire extinguishers installed; • Paving and retaining wall completed; • Landscaping progressing – plants ordered, reticulation going in, water feature purchased; • Car park and kerbing in place; • Floor coverings completed; • Some remedial works underway re cupboards and down pipes; • NRRHIP finalised deed 23 April, fitout items ordered; • Building team finishing off last items, then final touch up painting to be done; • Blinds to be measured up 15 May; • Water scheduled for connection 15 May; • Still waiting on the connection of the Power (was scheduled for 9 May). <p>The Acting Coordinator Finance and Administration with assistance from the Manager Infrastructure Services is seeing out the completion of this project</p> <p>Expected operational date: June 2012</p>	31 Jan 12

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

Project 4
Integrated Planning and Reporting Framework - workshop with Councillors after the October 2011 elections Project Manager: CEO

Progress	Due
<ul style="list-style-type: none"> All elected members attended WALGA workshops 	Post 15 Oct 11
This project is completed	

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

Project 6	
Integrated Strategic Planning. Significant progress on the Community Strategic Plan and development in all of the informing strategies so that in total the Shire is over half way through the 2 year establishment and implementation phase Project Manager: CEO	
Progress	Due
<ul style="list-style-type: none"> Project plan for implementation adopted by Council September 2011; Consultants made presentation to Council December 2011 meeting; CEO and EA met with consultants 6 March and 9 March 2012; Reference Group established and members briefed by consultants; Initial conversations with community members undertaken 28 March 2012 at Varley Community BBQ and 30 March 2012 at official openings of the Lake Grace Childcare Centre and the Newdegate Synthetic Bowling Surface; Quadruple bottom-line distinct elements (social, economic, environmental and civic leadership) identified and will be fleshed out with the community; Letter to the community regarding the project issued 11 May 2012 	30 Aug 12
Executive Assistant has responsibility for ongoing liaison with this project	

Project 7	
Council Standing Orders reviewed and updated Project Manager: Executive Assistant	
Progress	Due
<ul style="list-style-type: none"> Executive Assistant has sought expression of interest for consultant to assist with this process; Consultant appointed and will commence review of Standing Orders with Council during May/June 2012 	30 May 12

The Executive Assistant is responsible for this project	
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Project 8	
Rural Aged Accommodation Project – Completed on time and on budget Project Manager: CEO	
Progress	Due
<ul style="list-style-type: none"> Shire of Lake Grace is the only Shire to commence works at this point on property at 5 Bennett St; Wall panels erected and work on the roof for each unit commenced 6 March 2012. Roof frames in place on two units; CEO advised the Director Regional Investment Colin Slattery, at the Zone meeting on 2 March re frustrations experienced with the hold up in the 2011/12 funding approval for this project. Other CEOs voiced same concern; Williams CEO met with Chair of the Regional Development Council on 29 March re rejection of the Regional Action Agenda Fund application to build additional units. Mr Duff advised the 4WD/Lakes CEOs meeting on 12 April that application has been resubmitted for consideration 	30 Jun 12
The Acting Manager Community Services has control of this project	

Project 9	
Lake Grace Sporting Precinct – Planning completed and funding in place Project Manager: Manager Community Services	
Progress	Due
<ul style="list-style-type: none"> Council resolved at the December 2011 meeting to establish a Committee of Council regarding this project; First Committee meeting held on Tuesday 27 March 2012. Mr Royce Taylor elected as the Committee's Presiding Member and project plan adopted; Workshop regarding Concept Plan held 16 April 2012. Committee then met on 8 May 2012 to finalise the design plan. Outcomes are examined in today's agenda 	30 Jun 12
The Acting Manager Community Services has control of this project	

Project 10	
Lake King Hall Roof – Completed on time and on budget Project Manager: Building Maintenance Team Leader	
Progress	Due
<ul style="list-style-type: none"> Roof and fascias completed; Final works regarding internal painting, repairs to ceiling gyprock and tile cracking to occur once next round of CLGF received; CLGF funding agreement received 6 March 2012; Expected completion date is end of May 2012 	30 Nov 11
The Building Team Leader has responsibility for this project. Queries directed to the Manager Infrastructure Services	

Project 11	
Bennett (2 nd Franks St) Street House – Completed on time and on budget Project Manager: Building Maintenance Team Leader	
Progress	Due
<ul style="list-style-type: none"> • Roof on and external walls completed; • Project on hold until next round of CLGF signed off; • CLGF funding agreement received 6 March 2012; • Project is back on track <p>The Building Team Leader has responsibility for this project. Queries directed to the Manager Infrastructure Services</p>	30 Jun 12

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

Other	
Continue to develop Roles and Functionality Plan report to be presented to Council by April 2012	
Progress	Due
<ul style="list-style-type: none"> • Workplace Solutions to provide additional comparative information on like sized local governments; • John Phillips and CEO discussed requirements 6 March 2012. Mr Phillips indicated it will take some time to do the additional work as the author of the report has since left Workplace Solutions and his Manager also finishes on 16 March 2012. • No Further Action <p>The Acting Coordinator Finance and Administration with assistance from the Manager Corporate Services is seeing out the completion of this project</p>	30 Apr 12

Further Notes to the Above:

Projects 1, 3, 4 & 5 are completed.

Project 1 – was behind schedule due to delays experienced with technical plan approvals regarding the assessment of water flow and amendments required.

Project 2 – Newdegate Medical Centre experienced delays during December/January due to wet weather and difficulty sourcing trades to finish off works. Even further delays experienced with NRRHIP querying next allocation of fit-out funding. This has been resolved as of 6 March 2012. However, the deed was not countersigned by the Department of Health until 23 April 2012. Final hold-up is with Western Power. Numerous attempts have been made in the last fortnight to ensure that the connection date of 9 May 2012 proceeded. The connection has still not happened.

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

Project 11 – Second Frank’s Street House experienced delays due issues regarding the need to reschedule CLGF funding.

Comment on Other Objectives

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

The author attended a meeting of the Lake Grace Stakeholders Health Group on 1 May 2012 to discuss the status of the Hospital Upgrade and other issues including the Minister for Health’s response to the Shire’s letter regarding the potential upgrade and staff accommodation issues. Stakeholders completed a walk through of the Hospital and will now propose a modified floor plan that better meets the needs of the community.

Legal Implications

Nil

Policy Implications

Nil

Consultation

External: As per the comments in this report.

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

Financial Implications

Nil.

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer’s Recommendation/Resolution

MOTION 11433

Moved Cr Farrelly
Seconded Cr De Landgraft

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

MOTION CARRIED 9/0

16.0 INFORMATION BULLETIN

16.1 INFORMATION BULLETIN REPORT – MAY 2012

Applicant:	Executive Services
File No.	N/A
Attachments:	<ol style="list-style-type: none"> 1. Annual Grants Register 2. Council Status Report 3. Letters (x 4) - Councils for Democracy, Poll Provisions 4. Letter – Metropolitan Local Government Review – Release of Draft Findings 5. Email – LGMA re Native Title Claims South West Region 6. WALGA Notice of AGM & Voting Delegates 7. Minutes – Lakes VROC Meeting
Author:	Mrs Jeanette Bennett Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	14 May 2012
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

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

Background

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

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

Comment

The information at attachment includes:

1. Grants Register

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

2. Council Status Report

Tracks the progress of Council resolutions.

3. Letters – Councils for Democracy & Poll Provisions

As per Motion 11368 (February 2012 Ordinary Meeting), the Shire sent letters to various Government officials in response to a request from the Councils for Democracy for the preservation of the Poll Provisions. Responses have been received from the Minister for Local Government, The Metropolitan Local Government Review Board, WALGA & John Hyde MLA, Member for Perth.

4. Letter – Metropolitan Local Government Review – Release of Draft Findings

Letter from the Chair of the Metropolitan Local Government Review with a copy of the draft findings. Submissions are invited and are open until Friday 25 May 2012. The final report is expected at the end of June 2012.

A Special Meeting of the Central Country Zone was held via teleconference on Monday 14th May to discuss this matter. The Shire President attended the meeting.

5. Email – LGMA re Native Title Claims South West Region

Email from LGMA with information from their recent sponsored breakfast seminar which focused on the resolution of Native Title Claims in the State's South West.

6. WALGA Notice of 2012 AGM & Voting Delegates

The WALGA Notice of 2012 Annual General Meeting has been received. Local Governments are invited to submit motions for inclusion on the agenda for consideration at the AGM. Motions need to be in writing, submissions close at 4.00pm on Monday 4 June 2012.

Information regarding voting delegates has also been received. Council is entitled to nominate two (2) voting delegates and two (2) proxy delegates for the AGM. Names of the delegates are to be submitted to WALGA by Monday 9 July 2012.

7. Lakes VROC - Minutes

The minutes of the 23 April 2012 Lakes VROC meeting are attached. The meeting was held in Nyabing and was attended by the Shire President, Deputy Shire President and the CEO.

There were two (2) matters to be brought back to individual councils for consideration:

1. A proposal (refer Item 7.1) was put forward regarding the need for the Lakes VROC to develop a strategic plan. A motion from the meeting invites all elected members from the three shires to an informal meeting on Thursday 26 July 2012 to discuss the future direction of the Lakes VROC.

The meeting will be held in Kukerin and will go ahead subject to agreement by all three Shires.

2. A further proposal (refer Item 7.3) was put forward re the possibility of setting up the Lakes Health & Building Scheme by 31 December 2012. The proposal was recommended by all parties at the meeting and it was agreed that each Council take the matter back to their respective Councils for consideration.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Lakes VROC Strategic Planning Workshop

The Workshop will incur catering and EMs travel costs which will be included in the 2012/13 Draft Budget.

Lakes Health & Building Scheme

For the Shire of Lake Grace the proposal to establish the Lakes Health & Building Scheme to employ a Principal Environmental Health Officer/Building Surveyor has a potential cost saving of \$63,550 or 3% in rates in 2012/13.

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer's Recommendation

That Council:

1. Accepts the Information Bulletin report;
2. Nominates Cr _____ & Cr _____ as voting delegates to the WALGA 2012 AGM and Cr _____ & Cr _____ as its proxy delegates.
3. Participates in an informal meeting on Thursday 26 July 2012 with elected members from the Shires of Kent and Dumbleyung to discuss the future direction of the Lakes VROC.
4. Subject to the future of the Lakes VROC, supports in principle the project proposal to establish the Lakes Health & Building Scheme to employ a Principal Environmental Health Officer/Building Surveyor by 31 December 2012.

Voting Requirements

Simple majority required.

Resolution

MOTION 11434

Moved Cr Milton
Seconded Cr De Landgraftt

That Council:

1. Accepts the Information Bulletin report;
2. Nominates Cr Armstrong & Cr Chamberlain as voting delegates to the WALGA 2012 AGM and Cr De Landgraftt & Cr Sinclair as its proxy delegates.
3. Participates in an informal meeting on Thursday 26 July 2012 with elected members from the Shires of Kent and Dumbleyung to discuss the future direction of the Lakes VROC.
4. Subject to the future of the Lakes VROC, supports in principle the project proposal to establish the Lakes Health & Building Scheme to employ a Principal Environmental Health Officer/Building Surveyor by 31 December 2012.

MOTION CARRIED 9/0

17.0 URGENT BUSINESS BY DECISION OF THE MEETING

None

18.0 SCHEDULING OF MEETING

18.1 JUNE 2012 ORDINARY MEETING

Motion 11333 November 2011 states:

An Ordinary Meeting of Council will be held on Wednesday 27 June 2012, commencing at 3:00pm at Council Chambers, 1 Bishop St Lake Grace WA.

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

MOTION 11435

Moved Cr Farrelly
Seconded Cr Newman

That Council close the meeting to the public at this time, being 5.10 pm, to consider Item 19.1 Chief Executive Officer – Severance Pay; and 19.2 Appointment of Acting Chief Executive Officer and Recruitment of New Chief Executive Officer.

MOTION CARRIED 9/0

5.10pm: *Mrs Clarke, Mr&Mrs Spencer, Mrs Duckworth, Mrs Chappell, Ms Holben, Mrs Trevenen & Mr Harrop left the people left the meeting.*

MOTION 11436

Moved Cr Farrelly
Seconded Cr Newman

That Standing Orders be suspended at this time, being 5.12pm to discuss Item 19.1 Chief Executive Officer – Severance Pay; and 19.2 Appointment of Acting Chief Executive Officer and Recruitment of New Chief Executive Officer.

MOTION CARRIED 9/0

MOTION 11437

Moved Cr De Landgraft
Seconded Cr Sinclair

That Standing Orders resume at this time, being 5.44 pm.

MOTION CARRIED 9/0

19.1 CHIEF EXECUTIVE OFFICER – SEVERANCE PAY

Confidential late Item forwarded under separate cover

Resolution

MOTION 11438

Moved Cr Newman
Seconded Cr Walker

That Council:

1. Approves the severance payment of \$76,000 to Mr Fletcher at the conclusion of his employment as per the negotiated settlement made at the Special Meeting held on the 4th of May 2012.
2. Amends the Shire's 2011/12 Budget by:
 - a) a reduction to the following accounts totalling \$76,000.00:
 - Job 08026 Lake King Footpath Construction – from \$20,000 to \$0
 - Job 122507 Edge Repairs – from \$53,045 to \$13,045
 - Account E030220 Valuation Expenses – from \$20,000 to \$10,000
 - Account E030230 Rates Collection Fees from \$5,000 to \$1,000
 - Account E042290 Review of Local Laws from \$7,000 to \$5,000
 - b) and increasing Account E042027 Professional Services Contract – from \$10,000 to \$86,000.
3. Approves the funding of the long service leave entitlements payable to Mr Fletcher of \$17,841.52 from the Leave Reserve, reducing the Leave Reserve from \$59,670.94 to \$41,829.42.

MOTION CARRIED BY ABSOLUTE MAJORITY 9/0

19.2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER & RECRUITMENT OF NEW CHIEF EXECUTIVE OFFICER

Confidential item forwarded under separate cover.

Resolution

MOTION 11439

Moved Cr Farrelly
Seconded Cr Milton

That Council:

1. In accordance with Regulation 18C of the *Local Government (Administration) Regulations 1996* appoints and enters into an agreement with LO-GO Appointments to assist Council with the recruitment and selection of a new Chief Executive Officer. The work that is required to assist Council includes:

- a. Development or review of the position description;
- b. Development of the selection (performance) criteria;
- c. Development of a suitable remuneration and conditions package that meets the requirements of the Salaries and Allowances Tribunal;
- d. Drafting and lodgement of the advertisement;
- e. Preliminary assessment of the applications;
- f. Final short listing;
- g. Drafting of the questions for interview;
- h. Coordinating the interviews;
- i. Assisting with conducting the interviews; and
- j. Finalising the contract.

2. That Council participates as the Selection Panel regarding the recruitment and selection of a new Chief Executive Officer.

3. In accordance with Section 5.36 of the *Local Government Act 1995* and Regulation 18A(1)(b) of the *Local Government (Administration) Regulations 1996* appoints Mr Graeme Simpson as the Acting Chief Executive Officer from 2 June 2012 until further notice.

MOTION CARRIED 9/0

MOTION 11440

Moved Cr Milton
Seconded Cr De Landgraft

That Council re-open the meeting to the public at this time, being 5.52 pm.

MOTION CARRIED 9/0

5.54pm *All those previously in attendance re-entered the meeting with the exception of Ms Holben.*

As per Standing Orders, Resolutions 11438 and 11439 were read aloud to the members of the public and members of staff present.

20.0 CLOSURE

There being no further business, the Chairperson thanked everyone for their attendance and closed the meeting at 6.00 pm.

21.0 CERTIFICATION

I Leonard William Armstrong certify that the minutes of the meeting held on the 23 May 2012 as shown were confirmed as a true record at the meeting held on the 27 June 2012.

Chairman

Date