

Shire of Lake Grace



# ***Minutes***

Ordinary Council Meeting

22 December 2010

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## **SHIRE OF LAKE GRACE**

Minutes of the Ordinary Meeting of Council held at Council Chambers, 1 Bishop St Lake Grace on Wednesday 22 December 2010.

### **1.0 OPENING & ANNOUNCEMENT OF VISITORS**

The Chairperson (Shire President) opened the meeting at 1.02 pm.

### **2.0 ATTENDANCE RECORD**

#### **2.1 PRESENT**

Cr AJ Walker	Shire President
Cr IG Chamberlain	Deputy Shire President
Cr LW Armstrong	
Cr R Chappell	
Cr JF De Landgraft	
Cr AI Milton	
Cr WA Newman	
Cr OP Farrelly	
Cr DP Sinclair	

Mr SK Fletcher	Chief Executive Officer
Mr PW Dittrich	Manager Corporate Services
Mrs NY Owen	Manager Community Services
Mrs J Bennett	Executive Assistant
Mrs L Marshall	ARC Program Coordinator
Ms M Slarke	Development Officer

#### **Members of the Public**

Mrs I McGlenn (Ngt)	Mrs L McDonald
Mr R Taylor	Mrs T Bray
Mrs P Dunham	Mrs T Earnshaw
Mr G Marshall	Mr B Taylor
Mrs S Clunie	Mrs T Spencer
Mr G Argent	Mrs G Kennedy
Mrs L Fletcher	Mrs V O'Neill Gray
Mrs C Fyfe	Ms T Conlon
Mrs M King	Mrs J Westphal
Mr M Westphal	Ms L Chapman
Mr D Spencer	

#### **2.2 APOLOGIES**

None

#### **2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

None

**3.0 PUBLIC QUESTION TIME****3.1 MRS LAUREN DUCKWORTH**

*Question on Notice - received via email 21 December 2010*

**Question**

If ARC (Aquatic & Recreation in the Community Program) does not continue, what plans do the shire councillors have to address the lack of recreational programs in the Shire, and would there be any plans to provide additional community health facilities such as a Gym in towns throughout the Shire?

**Reply**

*Shire President replied that at this point he did not know of any plans, today's item is dealing with the ARC program to the end of this financial year and the funding sources that have been identified for future possible funding of the program.*

*The CEO also reiterated that the matter is being considered this afternoon and it is at that point that Council will make its deliberation.*

**3.2 MRS TANIA BRAY****Question 1**

Can you please explain the reasons why you are considering the closure of the ARC Program?

**Question 2**

If in the event of the ARC Program finishing do you intend to replace it with a programme that will help the communities' mental and physical wellbeing?

**Reply**

*Shire President replied that during the 2010/2011 budget process it was requested that the funding of the ARC Program be reviewed prior to the end of 2010, Council is not considering closing it and there is an item on today's agenda to deal with it.*

**3.3 MR ROYCE TAYLOR****Question 1**

Have any of the Councillors ever attended an ARC class so you can experience the benefits that this program provides on a first hand basis?

**Question 2**

If you decide to discontinue the ARC Program, will it be replaced with any other program as the Shire's Strategic Plan states under Social & Community Wellbeing - 2.1 Retain, prompt and develop health, educational, recreational provision and access within the Shire and 2.2, plan and provide programs which encourage fitness, health and social interaction within Shire communities.

**Reply**

*Shire President again commented that a review of the ARC Program by December 2010 was requested at budget time, surveys had been sent out and avenues were being explored to minimise the effect on ratepayers.*

*The CEO repeated there is a report for Council to consider this afternoon.*

### 3.4 **MRS TANIA SPENCER**

#### **Question 1**

I would direct my question respectfully through the Chair to Council and specifically to Councillors that voted against Motion 1125, being that Council appoints BHW Consulting to assist it undertake and complete the 2008 Ward and Representation Review for the Shire of Lake Grace. My question is to please explain why they think they are better qualified to do it themselves when an independent review is the fairest way to deal with it, being the cost has already been budgeted for so saving money is not a factor?

If they do think they are better qualified, shouldn't the CEO be on this committee?

#### **Reply**

*Shire President advised the motion was lost and although Council can have input they cannot undertake the work themselves however the CEO can do so.*

#### **Question 2**

Through the Chair, I would like to ask why Councillor Newman left his seat during the 6 December 2010 Special meeting during Standing Orders?

Does his actions constitute canvassing?

I would also like to ask Councillor De Landgraftt why she was seen and heard putting undue pressure on Councillor Armstrong during the meeting causing him to exclaim aloud;

"No Jeanette, I am voting what my ratepayers want."

In view of this I would like to ask Council if it has a no bullying policy to ensure coercion and canvassing of Councillors does not take place?

#### **Reply**

*Shire President advised he had addressed the matter regarding Cr Newman at the time. With regard to a no bullying policy – if such behaviour did happen then it is subject to Council's Code of Conduct and the Code of Conduct Regulations. If the Councillor concerned feels aggrieved, he can then use these mechanisms to deal with it.*

#### **Question 3**

Through the Chair I would like to ask Councillor De Landgraftt what she meant when she conveyed to a ratepayer that she didn't want to take money from the roads budget to pay for a doctor. I would like to ask her if she thinks delaying tactics and playing tit for tat is a responsible adult way to represent her ward, when Lake King as well as other ratepayers want a doctor as quick as possible?

Incidentally, doesn't Councillor De Landgraftt only travel 30 minutes to the doctor at Ravensthorpe so acquiring a doctor immediately has no bearing on her own personal situation, is this why she doesn't care when we get a doctor?

#### **Reply**

*Shire President advised that Mrs Spencer should take up the matter with Cr De Landgraftt privately.*

Mrs Spencer advised she was happy to do so..

**3.5 MRS MARIE KING**

**Question**

To any Councillor delaying the go ahead with the Southern Regional Medical Group – do they understand the extent of the services a proposal like this could lead to as time goes by?

Do they have any concerns that by delaying the go ahead of this proposal lives could be being put at risk?

How much money and what is too much when it is someone's life at risk?

**Reply**

*Shire President advised the Notice of Motion Item will cover all of these queries.*

**4.0 APPLICATIONS FOR LEAVE OF ABSENCE**

None - Cr Chamberlain advised he may not be able to attend the February 2011 Meeting.

**5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS**

**5.1 ORDINARY MEETING – 24 NOVEMBER 2010**

Resolution

**MOTION 11132**

Moved Cr Armstrong  
Seconded Cr Sinclair

That the minutes of the Ordinary Meeting of Council held on the 24 November 2010 be confirmed as a true and accurate record.

**MOTION CARRIED 9/0**

**5.2 SPECIAL MEETING – 6 DECEMBER 2010**

**MOTION 11133**

Moved Cr Farrelly  
Seconded Cr Armstrong

That the minutes of the Special Meeting of Council held on the 6 December 2010 be confirmed as a true and accurate record.

**MOTION CARRIED 9/0**

**6.0 DECLARATIONS OF INTEREST**

- 6.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT SECTION 5.60A
- 6.2 DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B
- 6.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION SECTION 34C

Cr Milton and Cr Chappell declared interests of impartiality in Item 15.5

**7.0 NOTICES OF URGENT BUSINESS**

Nil



## 8.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

*The Chief Executive Officer provided the following further information to Councillors in relation to this matter:*

1. *Briefing Note – Outcome of Meeting with Southern Regional Medical Group 21/12/2010*
2. *Copy of letter from Mrs Debby Clarke with follow up information provided at Council's 6 December 2010 Special Meeting regarding the potential travels costs to the community if people are forced to travel to obtain the services of a doctor.*

### 8.1 CR CHAMBERLAIN – MEDICAL SERVICES COMMITTEE PROPOSAL

Cr Chamberlain submitted the following Notice of Motion by email on Thursday 16 December 2010:

*That the Lake Grace Shire form a committee to progress the proposals and offers that were put to council at the medical forum that was held on the 6.12.2010.*

*The Committee to consist of the President, Deputy President and two Councillors.*

#### CEO Comment

##### **Medical Forum**

By way of information, the CEO has listed the following regarding the key points or suggestions raised by the stakeholders at the medical forum held in Council Chambers on 6 December 2010:

#### Belinda Bailey – CEO Rural Health West

Any proposal, model or solution put forward needs to be innovative and outside the box. In discussions with Ms Bailey that night, the CEO discussed with her the possibility of how RFDS could support the Lake Grace Fly in Fly out model.

Ms Bailey in the meantime had arranged a meeting with Mark Booth Assistant Secretary, Workforce Distribution Branch, from Department of Health and Ageing on 14 December 2010 in Corrigin that was attended by the CEO and the respective CEOs from the Shire's of Kondinin, Kulin, Corrigin and Narembeen. It was made very clear to Mr Booth that the Shires expect the Commonwealth to accept responsibility for the provision of GPs and other key primary health care services. Other matters to note were:

- Corrigin's arrangement for its new doctor has fallen through;
- Kondinin's arrangement has changed. It is up in the air whether there is a doctor starting there next year;
- Corrigin's local pharmacy has employed a nurse practitioner to work in the pharmacy on Saturday mornings to write prescriptions and so on.

#### Tim Shackleton – CEO RFDS

Need to explore options for GP services backed up by telehealth. The CEO discussed with Mr Shackleton the next day after the forum the setting up of a meeting to look at how RFDS can assist the Shire in future. Mr Shackleton was open to a meeting and congratulated the Shire on where it was heading with GPs and primary healthcare in terms of Southern Regional Medical Group as an option.

Dr Tony Mylius – Regional Medical Director WA Country Health Service - Wheatbelt

Dr Mylius proposed that a Wheatbelt Health Liaison Group based on the Wheatbelt Health MOU was established. The purpose of such a group was to look at how to bring together the requirements for the respective communities and provide coordinated solutions re GPs, telehealth and nurse practitioners.

Cr Chamberlain did comment that it was good to see that some level of coordination was now forth coming.

In response to this offer from Dr Mylius, WALGA's Manager Community Services , Michelle Poepjes who attended the medical forum has since advised the CEO that she has arranged for the stakeholder's working group proposed by Dr Mylius to get underway in January 2011.

Chris McGowan – CEO Silver Chain

Presented the merits of nurse practitioners and how they can compliment GP services. In subsequent discussions with the CEO, both he and Cr Chamberlain agreed that this was something that should be strongly pursued including how this could support Newdegate and the other outlying communities.

Hon Mia Davies

Supports what the Shire of Lake Grace and other stakeholders are trying to achieve.

Paul West – CEO Wheatbelt GP Network

Supports what the Shire of Lake Grace and other stakeholders are trying to achieve.

**Southern Regional Medical Group (SRMG)**

Work has progressed with the Southern Regional Medical Group regarding the setting up of the practice, sourcing of locums and GPs and the development of an interim arrangement. It is hopeful to have the basic service in place during February 2011. A number of GPs that are in the process of being employed by SRMG have expressed interest in participating in the Fly in Fly out model. The CEO is meeting with Mr Swarts on Tuesday 21 December 2010 to progress the way forward.

The CEO has also now submitted an application to the Remote Air Subsidy Scheme for consideration regarding the establishment of an air service between Albany and Lake Grace.

**Considerations**

Cr Chamberlain's notice of motion contains no detail regarding the intent, purpose or need for the motion and does not contain a terms of reference that includes how the proposed committee would be supported.

In this matter, Council should consider whether the approach proposed in the notice of motion is of benefit as there is already a direction regarding a way forward for the provision of GPs and primary healthcare and how this is to be undertaken as a result of the Special Meeting on 6 December 2010. So is the notice of motion in support of the existing resolution or does it conflict with it. In other words will such an approach add value to what is happening or will it delay and hinder what is happening?

At the end of the day the role of the CEO is to progress matters as directed by Council. The detail, the research and undertaking of meetings, along with the examination of the detail, research and meetings is the role of the Chief Executive, with reports and advice given back to Council so that it can make an informed decision.

Options open to Council regarding this matter are:

1. Laying the notice of motion on the table until further information is provided in the form of a written report regarding the intent, purpose or need for the motion.
2. Dismissing the notice of motion as there is a clear way forward regarding the development and provision of an effective primary health care service to the Shire.
3. Supporting the notice of motion although it is not currently in a format that meets the requirements of the *Local Government Act 1995*.

#### **MOTION 11134**

Moved Cr Chamberlain  
Seconded Cr Newman

That the Lake Grace Shire form a committee to progress the proposals and offers that were put to council at the medical forum that was held on the 6.12.2010.

The Committee to consist of the President, Deputy President and two Councillors.

#### **AMENDMENT**

Moved Cr Newman  
Seconded Cr Chamberlain

The Chief Executive Officer to be included as a member of the Committee.

**CARRIED 9/0**

*The President then put the motion:*

That the Lake Grace Shire form a committee to progress the proposals and offers that were put to council at the medical forum that was held on the 6.12.2010.

The Committee to consist of the President, Deputy President, two Councillors and the Chief Executive Officer.

**MOTION LOST 4/5**

2.05pm *All members of the public with the exception of Mrs L Fletcher left the meeting, along with Mrs L Marshall and Ms M Slarke.*

### **9.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

### **10.0 MEMBERS' REPORTS**

*Refer Page 802*

## 11.0 MATTERS FOR CONSIDERATION – WORKS & SERVICES

### 11.1 TENDER 7/2010 – INSTALLATION OF UNDERGROUD POWER – WATTLE DRIVE RESIDENTIAL SUBDIVISION WORKS

<b>Applicant:</b>	Chief Executive Officer
<b>File No.</b>	0697
<b>Attachments:</b>	Plans 5 to 8
<b>Author:</b>	Messrs Joe Douglas & Carlo Famiano – Urban & Rural Perspectives Town Planning Consultants
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	20 December 2010
<b>Senior Officer:</b>	Mr Sean Fletcher Chief Executive Officer

#### Summary

This report recommends that Council approve a tender for the supply and installation of underground power for the next stage of development of the proposed residential subdivision of Lot 1 Wattle Drive, Lake Grace to create ten (10) new separately titled residential lots.

#### Background

The Shire of Lake Grace has historically undertaken the staged subdivision development of Lot 1 Wattle Drive, Lake Grace for residential purposes to satisfy market demand for vacant residential land within the townsite.

On 2 December 2009 the Western Australian Planning Commission (WAPC) granted conditional approval to subdivide Lot 1 Wattle Drive to create ten (10) new separately titled residential lots, one (1) reserve for public open space and one (1) balance of title lot (see Plans 5 to 7).

The Shire has undertaken the preliminary tasks required to progress the proposed subdivision and is now in a position to appoint contractors to undertake the physical construction works.

At its Ordinary Meeting held on 27 October 2010 Council resolved to authorise the Chief Executive Officer to call tenders for the supply and installation of underground power for the proposed subdivision. The tenders were evaluated using the following selection criteria:

Criteria	Percentage Weighting
Demonstrated experience by tenderer to meet the requirements as set out in the specifications	65%
Demonstrated use of local organisations that can provide local content as set out in the specifications	15%
Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Codes of Practice	20%

The tender was advertised in the 'West Australian' on Saturday 24 November 2010 and closed on Thursday 16 December 2010 at 10.00am.

One conforming tender was received from Jemena Contracting Services (West) Pty Ltd.

Comment

**Tender Evaluation**

Tenders were evaluated using the Western Australian Local Government's (WALGA) preferred model. The selection criteria were set as follows:

Selection Criteria	Demonstrated Experience to Meet Specifications	Demonstrated Use of Local Organisations	Demonstrated Ability to Ensure Public & Employee Safety	Sub Total	Price (Points)	Total
1. Jemena	52	9	16	77	50	127

**Table One: Scorecard for Tender 7/2010**

Table One provides an assessment based on a scoring range using the following criteria and weightings:

Demonstrated experience to meet specifications:	65%
Demonstrated use of local organisations:	15%
Demonstrated ability to ensure public & employee safety:	20%

Pricing for Tender 7/2010 was evaluated out of 100 using the following points scale:

Unreasonable:	25 Points
Reasonable:	50 Points
Good:	75 Points
Very Good:	100 Points

The percentage weighted sub totals were the added to the price points totalling a score out of two hundred (200).

Jemena has undertaken various underground power installation works throughout the State, including the Margaret River Townsite (i.e. main street underground power project) and the Port Hedland underground power project. As such the tenderer has demonstrated the required ability to carry out the installation of underground power for the proposed residential subdivision at Lot 1 Wattle Drive, Lake Grace.

Based on the above information and evaluation it is recommended that the tender submitted by Jemena be accepted.

Legal Implications

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Policy Implications

Nil

Consultation

Internal: Chief Executive Officer

External: Western Power

Financial Implications

Suitable allowances have been made in Council's 2010/2011 budget for all costs associated with the next stage of the proposed subdivision development of Lot 1 Wattle Drive, Lake Grace for residential purposes.

Strategic Implications

The subdivision of Lot 1 Wattle Drive, Lake Grace for residential purposes is consistent with strategic land use planning direction afforded by the Shire of Lake Grace Local Planning Strategy as this relates to future residential development in the Lake Grace townsite.

Recommendation

That Council resolve to accept the tender offered by Jemena for the supply and installation of underground power for the next stage of development of the proposed subdivision at Lot 1 Wattle Drive, Lake Grace to create ten (10) new separately titled residential lots.

Voting Requirements

Simple majority required.

Resolution

**MOTION 11135**

Moved Cr Farrelly  
Seconded Cr Milton

That Council accept the tender offered by Jemena for the supply and installation of underground power for the next stage of development of the proposed subdivision at Lot 1 Wattle Drive, Lake Grace to create ten (10) new separately titled residential lots.

**AMENDMENT**

Moved Cr Newman  
Seconded Cr Chamberlain

The words 'of up to \$162,666.50 (GST exclusive)' to be included after the word Jemena.

**CARRIED 9/0**

*The President then put the motion:*

That Council accept the tender offered by Jemena of up to to \$162,666.50 (GST exclusive) for the supply and installation of underground power for the next stage of development of the proposed subdivision at Lot 1 Wattle Drive, Lake Grace to create ten (10) new separately titled residential lots.

**MOTION CARRIED 9/0**

1.46pm Meeting adjourned 1.46 reconvened 1.50pm

<b>12.0 MATTERS FOR CONSIDERATION – PLANNING</b>
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**12.1 PLANNING APPLICATION – ADVERTISING SIGNAGE LOT 341 STUBBS ST LAKE GRACE**

<b>Applicant:</b>	Digi Marketing Corporate Pty Ltd
<b>File No.</b>	0506
<b>Attachments:</b>	Plans 1 to 43
<b>Author:</b>	Messrs Joe Douglas & Carlo Famiano – Urban & Rural Perspectives Town Planning Consultants
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 December 2010
<b>Senior Officer:</b>	Mr Sean Fletcher Chief Executive Officer

Summary

This report recommends that the planning application submitted by Digi Marketing Corporate Pty Ltd on behalf of Farmers Centre (1978) Pty Ltd (landowners) to erect a new, replacement pylon-type advertising sign on Lot 341 Stubbs Street, Lake Grace be approved subject to conditions.

Background

The applicant is seeking Council's planning approval to erect a replacement pylon-type advertising sign for the existing 'Farmers Centre' on Lot 341 Stubbs Street, Lake Grace (see Plans 1 to 4).

Lot 341 is located centrally within the Lake Grace townsite immediately abutting the southern boundary of the existing railway reserve. The land comprises a total area of approximately 3,997m<sup>2</sup> and has direct frontage to Stubbs Street along its southern boundary.

Lot 341 has been extensively developed for industrial purposes and contains a number of structures including an office, showroom and workshop associated with the 'Farmers Centre'. A previously approved pylon-type advertising sign is located along the western boundary of Lot 341.

The proposed new advertising sign will:

- i. comprise an overall height of 6.03 metres;
- ii. comprise a signage face of 1.565 metres wide and 3.365 metres high (total area of approximately 5.4m<sup>2</sup>);
- iii. comprise a pole height of 4.465 metres;
- iv. be illuminated (internally);
- v. be of steel frame construction; and
- vi. be located approximately 100mm from the front boundary of Lot 341

Comment

The subject land is currently classified 'Service Commercial' zone under the Shire of Lake Grace's Local Planning Scheme No.4 (LPS No.4). The key objective of the land's current 'Service Commercial' zoning classification is to provide for a range of uses which compliment activities within the 'Commercial'

zone and accommodate land uses that are not generally appropriate or cannot be accommodated within the 'Commercial' zone.

Under the terms of LPS No.4 (Schedule No.5) a number of advertising signs are exempt from requiring Council's planning approval. Notwithstanding this, the proposed new pylon-type sign on Lot 341 is not one of the exempted types of advertising signs as its overall height exceeds 5 metres above ground level. As such the proposal requires Council's planning approval prior to construction.

In assessing the application Council should note that the proposed new pylon-type sign for Lot 341 simply involves the replacement of an existing, smaller pylon-type sign on the land. As such it is concluded that the proposed new advertising sign will not have a detrimental impact on the general amenity, character, functionality and safety of the immediate locality for the following reasons and may therefore be supported by Council:

- It replaces an existing pylon-type sign in a similar location on Lot 341;
- It will help promote the existing established business on the land; and
- It is located in a well established commercial/industrial area which is not considered sensitive to the erection of advertising signage.

### **Conclusion**

It is concluded from a detailed assessment of the application that the proposal to erect a new replacement pylon-type advertising sign on Lot 341 Stubbs Street, Lake Grace is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be approved by Council subject to the imposition of a number of conditions to ensure that the development proceeds in a proper and orderly manner.

### 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

### Recommendation

### Voting Requirements

Simple majority required.



Recommendation/Resolution

**MOTION 11136**

Moved Cr Farrelly  
Seconded Cr Sinclair

That the application for planning approval submitted by Digi Marketing Corporate Pty Ltd on behalf of Farmers Centre (1978) Pty Ltd (landowners) to erect a new replacement pylon-type advertising sign on Lot 341 Stubbs Street, Lake Grace be approved in accordance with the details of the plans submitted in support of the application subject to compliance with the following conditions:

1. The development is to be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Lake Grace having first been sought and obtained.
2. A completed building licence application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any development.
3. The existing pylon-type sign abutting the western boundary of Lot 341 shall be removed prior to the erection of the new replacement pylon-type sign.
4. The new pylon-type sign is to be erected entirely within the boundaries of Lot 341 Stubbs Street, Lake Grace and is not to encroach upon any adjoining property or the adjoining road reserve area.
5. The pylon-type sign is to be maintained in a neat, tidy and functional condition at all times to the satisfaction of the Shire of Lake Grace.

**MOTION CARRIED 9/0**

**13.0 MATTERS FOR CONSIDERATION – HEALTH & BUILDING****13.1 AQUATIC & RECREATION IN THE COMMUNITY (ARC) PROGRAM REVIEW**

<b>Applicant:</b>	Aquatic and Recreation in the Community Program
<b>File No.</b>	0414
<b>Attachments:</b>	2010 ARC survey summary of results
<b>Author:</b>	Mrs Nadene Owen Manager Community Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 December 2010
<b>Senior Officer:</b>	Mr Sean Fletcher Chief Executive Officer

Summary

This report recommends that Council endorse:

- Expenditure for the Lake Grace, Lake King and Varley Aquatic and Recreation in the Community (ARC) 2010/11 budget allocation continues in it's current form for 2010/11 as follows:
  - E113014 Lake Grace Aquatic & Rec Program \$37,475.00
  - E113016 Lake King Aquatic & Rec Program \$12,252.00
  - E113018 Varley Aquatic & Rec Program \$ 5,000.00
- Suspending the raising of funding through the use of specified area rates for the ARC program for the period 2011/12 - 2012/13 should the application for the Healthy Communities Initiative Phase 2 grant be successful and that this grant funding is then levied to fund the ARC program during this time.
- The Chief Executive Officer to undertake a review of the Healthy Communities Initiative program in 2011/12 in preparation for consideration as part of the 2012/13 budget process providing the Healthy Communities Initiative Phase 2 funding is successful.
- The provision of funding for the ARC program through the use of specified area rates for Lake Grace, Lake King and Varley as part of the considerations for the 2011/12 budget in the event that the Healthy Communities Initiative Phase 2 funding is unsuccessful.

Background

Council made provision for the employment of an Aquatic and Recreation Coordinator for Lake Grace during its 2004/05 budget. The Coordinator commenced duties in August 2004. Following a successful grant application through Physical Activity Taskforce, the Coordinator was able to provide additional health and fitness classes to meet the needs of Shire residents. In December 2004 a Recreation Officer commenced duties at Newdegate to provide health and fitness classes.

Resourcing of both positions and equipment was through respective Specified Area Rates and a portion was offset through the Physical Activity Taskforce grant funding.

During this period, the ARC program provided a range of land and aqua classes and the success of the program was evident through positive community

feedback received and participation levels. A survey was conducted and reflected an overall positive response for the program and its continuation.

At its Ordinary Meeting 27 April 2005 Council resolved the following Motion 9977.

*That Council:*

1. *Supports the ongoing Aquatic and Recreation programs for both Lake Grace and Newdegate.*
2. *Make provision in the 2005/06 Budget for the Aquatic and Recreation Coordinator from Specified Area Rates for Lake Grace.*
3. *Make provision in the 2005/06 Budget for the Recreation Coordinator from Specified Area Rates for Newdegate.*

**MOTION CARRIED 9/0**

In 2005, the Shire of Lake Grace's ARC program was awarded both the Heart Foundation Kellogg Local Government state and national awards for Small and Rural Remote Community Project. The ARC program commenced in Lake King in 2007.

Having secured a range of grant funding from Department of Sport and Recreation, Be Active and Physical Activity Taskforce, a diverse program of classes, education and training were offered in Lake Grace, Newdegate and Lake King.

At its Ordinary Meeting December 2007, Council was advised that the Newdegate Gym Club had secured funding of \$200,000.00 to provide free fitness and gymnastic classes to the towns of Hyden, Pingrup, Lake King, Varley and Newdegate. The program was funded through the Commonwealth Government's Department of Health & Ageing Healthy Active Australia and was delivered by the Newdegate Gym Club Coach.

The grant period was from February 2008 through December 2009. Rather than duplicate programs in Lake King and Newdegate, a recommendation was made by staff to Council to suspend the program in those towns and at its Ordinary Meeting 19 April 2007, Council resolved the following Motion 10548.

*That Item 18.2 be tabled until the February 2008 Ordinary Meeting to allow some further investigation.*

**MOTION CARRIED 8/0**

At the conclusion of the funding Lake King resumed their program under the Shire's ARC program.

Through Council's budget considerations for 2010/11 delivery of the ARC program in Lake Grace, Lake King and Varley was endorsed. The continuation of the ARC program in these communities past December 2010 was made conditional upon the presentation of this report to Council.

ARC currently employs one coordinator (.65 FTE), one leader, five health and fitness instructors (casual: .434 FTE in total) in Lake Grace and Lake King. Staff positions amount to 1.092 FTE in total. ARC provides employment, ongoing training and local support to participants and has trained nine community members to assist in the delivery of the program. Training in a range of health and fitness programs and education includes Fitness Instruction, Group Fitness Instruction, Personal Training, Zumba®, Aqua Instruction, Swimming

Instruction, Thump Boxing, Boot Camp, Pilates, Fitball and Aerobics. ARC staff are currently mentoring three trainee health and fitness instructors from Lake Grace and Varley to cater for future needs and any movement of staff.

Within given resourcing, ARC has kept up with latest fitness trends and requirements and recently introduced Zumba® in Lake Grace. Participation numbers in Lake Grace range between 12 and 30 at each class three times per week with attendees travelling from Hyden, Newdegate, Pingaring, Kukerin, Dumbleyung, Pingrup and Karlgarin. Participants find the classes to be of significant social, physical and mental benefit. Varley and Lake King held Zumba® 'have a go' sessions in November 2010 as a part of Community Services events held within the Shire. Again, these sessions were well received and attended. The Shire of Lake Grace is the only Zumba® deliverer between Perth and Esperance. ARC has established the Shire of Lake Grace as a leader in Health and Fitness in the region and neighbouring Shires are now replicating the program for their community members.

### Comment

#### **Overview**

Lake Grace, Lake King and Newdegate ARC have provided a diverse range of land and aqua fitness classes and programs. It is also a flexible and affordable program promoting health and fitness to all residents of the Shire of Lake Grace.

The program aligns with Council's Strategic Plan Focus and Goal: Social and Community Well Being aimed at enhancing the quality of the life for residents within the Shire of Lake Grace.

#### **Situational Assessment**

All ARC classes are held within Shire owned venues/facilities. Equipment was originally purchased through grant funds and subsequent purchases have been SARS funded. As of 2010/11, fees and charges each class is \$5.00 (Pilates \$6.00). Fees were increased from \$3 per class in the previous budget year. Current annual/seasonal memberships are being honoured. Staff training is funded through training budget and/or part paid by staff members.

#### **CLASSES PROVIDED AND ATTENDANCES**

Below is a table detailing individual class attendances at Lake Grace, Lake King and Newdegate from 2004 – 2007. The ARC program did not operate in Newdegate and Lake King during 2008-2009.

<b>Lake Grace Attendances October 2004 – June 2007</b>	
<b>#FREE CLASSES</b>	
October 2004 - March 2005 Pilot summer program (free classes)	2200
# Note: Attendance at free classes recorded during pilot phase of program. Removed from data findings so not to misrepresent information of paid classes.	
<b>Lake Grace Attendances October 2004 – June 2007</b>	
October 2005 - March 2006 Summer program	907
April 2006 - September 2006 Pilot winter program	971
October 2006 - March 2007 Summer program	696
April 2007- June 2007 Winter program (3 months only)	418
<b>Total number of attendances</b>	<b>2992</b>
<b>Number of months</b>	<b>23</b>

<b>Newdegate Attendances October 2004 – June 2007</b>	
October 2004 - March 2005	80
November 2005 - March 2006	420
April - June 2006 (3 months only)	156
November 2006 - March 2007	326
April 2007- June 2007 Winter program (3 months only)	166
<b>Total number of attendances</b>	<b>1148</b>
<b>Number of months</b>	<b>19</b>

<b>Lake King Attendances October 2006 – June 2007</b>	
October 2006 - March 2007	183
April 2007- June 2007 Winter program (3 months only)	114
<b>Total number of attendances</b>	<b>297</b>
<b>Number of months</b>	<b>8</b>

### **Current Attendance Records**

Please note some classes were not available during school holidays, due to instructor on leave or unforeseen circumstances.

### **Lake Grace, 1 July 2009 – 30 November 2010**

<b>Class</b>	<b>Total Attendance</b>	<b>Available</b>
Menezes Pilates	643	July 2009 - present
Force	428	July 2009 - present
Zumba®	401	November 2010 - present
Forever Fit / Fitball	320	July 2009 - present
Aqua	210	December 2009 – March 2010
Hi Lo	160	March 2010 – August 2010
MTT Bootcamp	152	April 2010 - present
MTT Bootycamp	137	November 2010 - present
Short Programs	118	July 2009 - present
Group Training	115	November 2009 – February 2010
Basix	102	April 2010 - present
<b>Total</b>	<b>2786</b>	<b>July 2009 – December 2010</b>

### **Lake King, 12 October - 11 November 2010**

<b>Class</b>	<b>Total Attendance</b>	<b>Available</b>
Fitball	52	12 October - 11 November 2010
Circuit	37	12 October - 11 November 2010
<b>Total</b>	<b>89</b>	

**Classes available December 2010**

Class	Lake Grace per week	Lake King per week
Force	2	-
MTT Bootcamp	1	-
MTT Bootycamp	2	-
Basix	1	-
Zumba®	(2) 3	-
Forever Fit	1	-
AquaFit	1	-
Pilates	1	-
Fitball	-	1
Circuit	-	1

Timetables are structured to reflect the needs of the agricultural community, age of participants, sporting commitments, family responsibilities and specific social and health target groups (mothers, seniors and children, obese, injured). ARC also supports and works in conjunction with local sporting groups, the Weight Watchers group, Royal Life Saving, Lake Grace District Hospital and Health Service, Child Health nurse and schools (Active Afterschool program, fitness classes) within the Shire. ARC has supported and co-opted community members to undertake Pool Manager and Auswim training, fitness instruction and various health and fitness programs.

The programs offered reflect the resources and population in each community. While not currently offered in Newdegate and Varley, interest and support for the program is evident in those communities however, staffing and resourcing mean limited delivery of the program.

**2010 ARC Survey**

A survey was conducted in September 2010 with questions related to the usage, popularity and demand of the ARC program throughout the Shire. It should be noted that the survey was conducted between the winter and summer ARC programs and before the introduction of Zumba® classes. ARC classes were not available in Lake King, Newdegate and Varley at the time of the survey.

Ninety-three people, ranging in age from 16-85 years, responded to the survey of which 74% had attended an ARC fitness class or activity.

Survey response was as follows:

<b>Responses – 2010 ARC Survey</b>	
Lake Grace	54
Lake King	19
Newdegate	13
Varley	7
<b>Total respondents</b>	<b>93</b>
<b>Summary findings – 2010 ARC Survey</b>	
Respondents indicated their willingness to pay to attend classes	77
Lake Grace respondents indicated that the program has had some or big benefits to their lives	76
Respondents felt the program would have benefits and impact favourably on their lives:	
• Lake King	100
• Varley	100
• Newdegate	100

### Letters of Support

Fifteen (15) letters of support were received from the following correspondents: DC & JA Butcher, GA & J Mycock, L Nenke, G Carruthers, M Bushby, T Earnshaw, A Nenke, S Allen, R Taylor, V Bennett, L McDonald, F Walter, J Joyce, N Anderton and R Marshall.

One letter was published in the Lakes Link News, 9<sup>th</sup> December 2010 edition from Ms Sarah Allen). An abridged selection of comments from the other correspondents is listed below:

- If ARC is stopped the town will lose my input as I will go to Kulin for fitness and do my shopping there.
- I sincerely hope this program will continue to be supported by Council. I attend Pilates classes whenever I can and find these classes very beneficial (male)
- Excellent recreation program. I am a regular participant attending 2-3 classes each week. I find the classes very beneficial and invigorating and will most certainly be continuing to attend as long as the program continues
- The instructors are always very helpful and enthusiastic. They are all very motivated and professional, showing excellent commitment to the program.
- As a local who is passionate about our community, I believe the ARC program is providing a worthwhile service that should be nurtured for the physical and mental wellbeing of all who attend.
- As Newdegate residents we feel that as we have no recourse to such activities [ARC program], there are a group of us prepared to drive into Lake Grace to attend these activities. We feel this program is essential to the communities of Lake Grace and surrounds to encourage fitness, health wellbeing and friendship.
- Since moving to town [ARC] has been a great way to meet people and keep myself active. In these sorts of times we need to keep the community spirit active and healthy and ARC has the ability to do this.
- As a past councillor I am writing in support of the ARC program provided by the Shire, which I fully supported when it was initially started about 5 years ago. As a ratepayer, I believe this program should continue with any shortfall still being covered with the specified area rates as is currently the case.
- With the introduction of Zumba® I have noticed a lot of new faces attending the classes, both young and old.
- I congratulate the Shire on its great ARC program and express my concern that it may no longer continue.

### Current Health Statistics for Shire of Lake Grace

There is significant evidence that suggests a structured physical activity and dietary programs would improve residents' overall health, social and economic quality of life and reduce the impact on health services.

The following information indicates the need for such a program:

- Diseases of the musculoskeletal system were the second highest principal diagnoses of people from the Shire of Lake Grace presenting at hospitals from 2002-2006. (ABS 20<sup>th</sup> July 2008)
- Alarming, the Wheatbelt has a higher prevalence of overweight and obesity than any other health region in WA with approximately three quarters of the adult population either overweight or obese. (*Wheatbelt Healthy Eating and Healthy Weight Strategic Health Promotion Plan 2010 – 2013*.)

- Wheatbelt men and women are less active compared to the WA average (*Wheatbelt Healthy Eating and Healthy Weight Strategic Health Promotion Plan 2010 – 2013'*)
- The prevalence of overweight and obesity among Wheatbelt children is also high with 13.9% overweight and (16.8% for WA) and 8.1% obese (5.8% for WA) (*Wheatbelt Healthy Eating and Healthy Weight Strategic Health Promotion Plan 2010 – 2013'*)
- The prevalence of physical inactivity and sedentary behaviour among Wheatbelt children over 5 years is high but less compared to the WA average (*Wheatbelt Healthy Eating and Healthy Weight Strategic Health Promotion Plan 2010 – 2013'*)
- Of the Wheatbelt respondents the estimated prevalence of current mental health problems i.e. those diagnosed with depression, anxiety, stress-related or other mental health problem in the past 12 months, was 13.3%. (*Wheatbelt Healthy Eating and Healthy Weight Strategic Health Promotion Plan 2010 – 2013'*)
- 'Weight loss of 5kg in all Australians who are overweight or obese would reduce the overall prevalence of overweight and obesity by 15% and would reduce the health care costs associated with type 2 diabetes alone by \$18.6 million in Australia and \$1.9 million in WA'. (*Wheatbelt Healthy Eating and Healthy Weight Strategic Health Promotion Plan 2010 – 2013'*)

### **Department of Health and Ageing**

#### **Health Communities Initiative Phase 2 Grant Funding**

The Australian Government has recently opened Phase 2 of Health Communities Initiative grant funding. Phase One was a pilot program. Phase 2 funding is administered until July 2013 and is aimed at supporting Local Government Areas (LGAs) in delivering effective community based physical activity and healthy eating programs as well as a range of policies to support healthy lifestyle behaviours.

This grant funding provides the opportunity to extend the ARC program in terms of participation, locations and content, and for ARC staff to work in conjunction with various physical activity, healthy eating and lifestyle programs in our region (for example, heart and diabetes programs).

Department of Health and Ageing Health Communities Initiative Phase 2 Grant Funding can be spent on a Healthy Communities Co-ordinator position/ function within local government to oversee and coordinate the implementation of Healthy Communities within the LGA's target population; AND any combination of the following:

- subsidise the costs to individuals of participating in proven healthy eating, physical activity or healthy lifestyle programs; AND/OR
- run or purchase proven community based healthy lifestyle programs; AND/OR
- purchase or subsidise training for community members to run proven community based healthy lifestyle programs within specified professional skill requirements.

Total funding of \$703,607 per grant (GST exclusive) will be made available to successful LGAs over a period of 27 months (April 2011 – June 2013). This is based on a base rate of \$275,130 per grant (GST exclusive) per annum indexed at 1.019% p.a.



### Identification and Analysis of Options

CRITERIA	OPTION 1 Healthy Communities Initiative funding/ Shire funded	OPTION 2 Shire funded - as is	OPTION 3 Shire funded with increased user fees and charges
<b>Advantages</b>	<ul style="list-style-type: none"> <li>Only Shire program that addresses Strategic Plan Focus - Social and Community Well Being, Enhance the quality of the life for residents within the Shire.</li> </ul>	<ul style="list-style-type: none"> <li>Only Shire program that addresses Strategic Plan Focus - Social and Community Well Being, Enhance the quality of the life for residents within the Shire.</li> </ul>	<ul style="list-style-type: none"> <li>Only Shire program that addresses Strategic Plan Focus - Social and Community Well Being, Enhance the quality of the life for residents within the Shire.</li> </ul>
	<ul style="list-style-type: none"> <li>Program that addresses Healthy Communities strategies</li> </ul>	<ul style="list-style-type: none"> <li>Ease of implementation/ delivery</li> </ul>	<ul style="list-style-type: none"> <li>Relative ease of implementation/ delivery</li> </ul>
	<ul style="list-style-type: none"> <li>Tailored to specific communities' needs</li> </ul>	<ul style="list-style-type: none"> <li>Tailored to specific communities' needs</li> </ul>	<ul style="list-style-type: none"> <li>Tailored to specific communities' needs</li> </ul>
	<ul style="list-style-type: none"> <li>Opportunity to extend current program and increase awareness and availability of physical activity, healthy eating and healthy lifestyle</li> </ul>	<ul style="list-style-type: none"> <li>Contributions – set fees and charges (user pays and memberships)</li> </ul>	<ul style="list-style-type: none"> <li>Contributions – set fees and charges (user pays and memberships)</li> </ul>
	<ul style="list-style-type: none"> <li>Utilises current employees and resources</li> </ul>	<ul style="list-style-type: none"> <li>Utilises current employees and resources</li> </ul>	<ul style="list-style-type: none"> <li>Utilises current employees and resources</li> </ul>
	<ul style="list-style-type: none"> <li>Ongoing financial certainty and stability (3 year funding period)</li> </ul>	<ul style="list-style-type: none"> <li>Affordability of participation</li> </ul>	<ul style="list-style-type: none"> <li>High level of cost recovery.</li> </ul>
	<ul style="list-style-type: none"> <li>Provides local employment and uses local knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Provides local employment and uses local knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Provides local employment and uses local knowledge</li> </ul>
	<ul style="list-style-type: none"> <li>Supported by Shire administration, human resources and financial systems.</li> </ul>	<ul style="list-style-type: none"> <li>Supported by Shire administration and financial systems, human resources</li> </ul>	<ul style="list-style-type: none"> <li>Supported by Shire administration, human resources and financial systems.</li> </ul>
	<ul style="list-style-type: none"> <li>Nationally recognised and endorsed program</li> </ul>		
<ul style="list-style-type: none"> <li>Bound by funding requirements</li> </ul>			
<b>Disadvantages</b>	<ul style="list-style-type: none"> <li>Funding application unsuccessful</li> </ul>	<ul style="list-style-type: none"> <li>Resourced through rates</li> </ul>	<ul style="list-style-type: none"> <li>Funding determined through annual budget process (no guarantee of long-term certainty)</li> </ul>
		<ul style="list-style-type: none"> <li>Funding determined through annual budget process (no guarantee of long-term certainty)</li> </ul>	
		<ul style="list-style-type: none"> <li>Nil cost recovery model</li> </ul>	
<b>Stakeholder impact</b>	<ul style="list-style-type: none"> <li>Higher participation rates due to affordability versus cost recovery model.</li> </ul>	<ul style="list-style-type: none"> <li>Higher participation rates due to affordability versus cost recovery model.</li> </ul>	<ul style="list-style-type: none"> <li>Lower participation rates due to higher cost recovery model</li> </ul>
		<ul style="list-style-type: none"> <li>Perception that cost is born by all as per Shire recreation facilities</li> </ul>	

#### Recommended option

#### Option 1 - Healthy Communities Initiative funding/ Shire funded

Shire would contribute in-kind support through office expenses, ARC Coordinator and instructor wages, current equipment, venue/facility use.

This option will allow deliver of the program to be to all communities within the Shire of Lake Grace.

## **CONCLUSION**

The ARC program is currently funded through SARS to 30/06/2011. The ARC program has seen an increase in usage through the ongoing development of suitable programs tailored for each community in which it has operated. In particular:

- *Lake Grace* – since the commencement of the ARC program class attendances have been consistently supported. Through the introduction of new initiatives in the average class size has increased by 60%.
- *Newdegate* – Whilst the Shire run ARC program was operational from 2004-2007 the class attendance in the winter months was 8% higher in comparison to the summer months. On average participants per month numbered 76. No data is available for class attendance whilst the Newdegate Gym Club ran classes however it could be assumed attendances would have increased given the classes were free of charge.
- *Lake King* – In comparing class participation data from 2004-2007 period and current 2010 data an increase of 87.5% in class participation has been noted. No data is available for class attendance whilst the Newdegate Gym Club service was operational however it could be assumed that attendances were high due to the classes being free of charge.
- *Varley* – No data is available for class participation. It should be noted that interest and support for the program is evident in Varley and, with support from the Shire, a local community member is training.

ARC is a social service and the Shire of Lake Grace has a social obligation to provide such services, as outlined in the Strategic Plan, 2010-2015. As such, it is the singular Shire program that directly and systematically addresses the Strategic Plan's Social and Community Well Being Focus and Goal - to enhance the quality of the life for residents within the Shire.

As part of the Financial Assistance Grants (FAGS) funding process, a disability factor is paid regarding external users

If successful, the Healthy Communities Initiative Phase 2 grant can fund the following: the Coordinator position/function, the running of the community based healthy lifestyle programs as well as subsidise the participation costs, purchase or subsidise training, and purchase or subsidise equipment until June 2013.

### Legal Implications

Nil

### Policy Implications

Nil

### Consultation

Internal: ARC staff  
 Community Survey – September 2010-12-08  
 Letters of support  
 Participant feedback  
 Shire mail outs  
 Regular updates in local community news

External: Department of Sport and Recreation, Regional Officer – Chelsea Gellard  
 Lotterywest, Grant Officer – Lee Grmas  
 Pingrup Fitness Instructor – Renae Jury  
 WA Country Health Service – Wheatbelt, Health Promotion Officer - Alisha Wells  
 Lake Grace District Health Service – Colleen Hopkins, Paula Carruthers and Elizabeth Trevenen  
 Stay on Your Feet – Cobi Stanton, Marg Bushby  
 Varley, Lake King, Newdegate and Lake Grace community members

#### Financial Implications

Council endorsed the following expenditure in the 2010/11 Budget period through Specified Area Rating.

#### **Expenditure**

E113014	Lake Grace Aquatic & Rec Program	\$37,475.00
E113016	Lake King Aquatic & Rec Program	\$12,252.00
E113018	Varley Aquatic & Rec Program	\$ 5,000.00

#### **Income**

I113202	ARC Fees - Lake Grace	\$ 5,000.00
I113204	ARC Fees – Varley	\$ 1,000.00
I113205	ARC Fees – Lake King	\$ 0.00

The 2010/11 budgeted figures were based on each communities specific needs relating to number of classes delivered, training requirements, basic equipment needs, fitness registrations, music licences, professional memberships, music, uniform, printing and stationery.

Current actual figures:

- I113202 ARC Fees - Lake Grace; Month of November showed a 51% increase in actual ARC class income versus budgeted ARC class income received.
- I113204 ARC Fees – Varley; community member training only – no class delivery.
- I113205 ARC Fees – Lake King; Since October 2010 ARC class income is \$906.03. Given there were no classes delivered in 2009/10 no comparison can be realised.

If successful, grant funding of \$275,130 (GST exclusive) per year will be available through the Healthy Communities Initiative funding. The Phase 2 funding is available over a period of 27 months (April 2011 – June 2013). This program would allow the levying of a grant instead of Specified Area Rating during this period.

#### Strategic Implications

Shire of Lake Grace Strategic Plan - Social and Community Wellbeing  
 Enhance the quality of the life for residents within the Shire

#### Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11137**

Moved Cr Farrelly  
Seconded Cr Milton

That Council endorse:

1. Expenditure for the Lake Grace, Lake King and Varley Aquatic and Recreation in the Community (ARC) 2010/11 budget allocation continues in it's current form for 2010/11 as follows:
  - E113014 Lake Grace Aquatic & Rec Program \$37,475.00
  - E113016 Lake King Aquatic & Rec Program \$12,252.00
  - E113018 Varley Aquatic & Rec Program \$ 5,000.00
- 2 Suspending the raising of funding through the use of specified area rates for the ARC program for the period 2011/12 - 2012/13 should the application for the Healthy Communities Initiative Phase 2 grant be successful and that this grant funding is then levied to fund the ARC program during this time.
3. The Chief Executive Officer to undertake a review of the Healthy Communities Initiative program in 2011/12 in preparation for consideration as part of the 2012/13 budget process providing the Healthy Communities Initiative Phase 2 funding is successful.
4. The provision of funding for the ARC program through the use of specified area rates for Lake Grace, Lake King and Varley as part of the considerations for the 2011/12 budget in the event that the Healthy Communities Initiative Phase 2 funding is unsuccessful.

**MOTION CARRIED 9/0**

## 14.0 MATTERS FOR CONSIDERATION – FINANCE

### 14.1 ACCOUNTS FOR PAYMENT – NOVEMBER 2010

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0277
<b>Attachments:</b>	List of Creditors
<b>Author:</b>	Miss Jessica de Burgh Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	14 December 2010
<b>Senior Officer:</b>	Mr Peter Dittrich Manager Corporate Services

#### Summary

For Council to ratify expenditures incurred for the month of November 2010.

#### Background

List of payments for the month November 2010 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 November 2010 from the Municipal Account totals \$575,107.27. The list of creditors paid for the month of November 2010 from the Trust Account totals \$2,795.50.

Strategic Implications

Shire of Lake Grace Strategic Plan – Goal 7. Organisational Excellence

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11138**

Moved Cr Farrelly  
Seconded Cr Milton

That Municipal Account Cheques 34156 to 34190, Trust Account Cheques 596 to 601, Electronic Funds Transfers EFT7198 to EFT7345, and direct debits to the Municipal Account totalling \$577,902.77, having been checked and certified in accordance with the Financial Management Regulation 12, be confirmed, and passed for payment against the respective accounts as shown on the summary of Accounts for Payment schedule.

Cheque number 34164 was cancelled.

**MOTION CARRIED 9/0**

## 14.2 FINANCIAL STATEMENTS – NOVEMBER 2010

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0275
<b>Attachments:</b>	Financial Reports
<b>Author:</b>	Mrs Danielle Robertson Senior Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	10 December 2010
<b>Senior Officer:</b>	Mr Peter Dittrich Manager Corporate Services

### Summary

Consideration of the financial statements for the month ending 30 November 2010.

### Background

The following financial reports are included for your information:

- Monthly Statement of Financial Activity
- Summary of Net Current Assets
- Operating Statement by Programme
- Balance Sheet
- Assets Purchased and Sold
- Capital Road Works, Operating Revenue & Expenditure Graphs
- Bank Reconciliations
- Rates Summary Chart

### 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

### Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11139**

Moved Cr Chappell  
Seconded Cr De Landgraft

That the financial reports for the month ending 30 November 2010 as attached be received.

**MOTION CARRIED 9/0**



**14.3 2009/10 ANNUAL REPORT & ANNUAL GENERAL MEETING OF ELECTORS**

*The Manager Corporate Services tabled the 2009/10 Independent Audit Report and Management Report provided by UHY Haines Norton and received after preparation of the Agendas.*

**Applicant:** Shire of Lake Grace  
**File No.** 0202  
**Attachments:** 2009/10 Annual Report  
**Author:** Mr Peter Dittrich  
Manager Corporate Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 14 December 2010  
**Senior Officer:** Mr Peter Dittrich  
Manager Corporate Services

**Summary**

The purpose of this report is for Council to accept the Annual Report for the 2009/10 financial year and to set a date for the Annual General Meeting of Electors.

**Background**

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

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

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

**Comment**

The Final Audit for the Shire of Lake Grace was held on the 12 & 13 October 2010. The 2009/10 Audit Report was received on 15 December 2010.

An Audit Committee meeting has been scheduled for Friday 17 December 2010 to receive and discuss the Annual Financial Report and Audit Report. Minutes of the Audit Committee meeting will be published in the next Council Circular.

It is recommended that the Annual General Meeting of Electors be held at 7.30pm on Thursday 27 January 2011 at the Varley Sports Pavilion. The venue is in keeping with the rotation of the electors meetings between the four towns.

Legal Implications

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

Policy Implications

Nil

Consultation

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

External - UHY Haines Norton (Auditors)

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan - 7. Organisational Excellence

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution

**MOTION 11140**

Moved Cr Chappell  
Seconded Cr Milton

That Council:

1. Accept the 2009/10 Annual Report and audited financial statements;
2. Receive the 2009/10 Independent Audit Report and Management Report provided by UHY Haines Norton; and,
3. Advise the Chief Executive Officer to convene the Annual General Meeting of Electors for 7.30pm on Monday 7 February 2011 at the Varley Sports Pavilion Varley.

**MOTION CARRIED BY ABSOLUTE MAJORITY 9/0**

#### **14.4 SHIRE OF LAKE GRACE FORWARD CAPITAL WORKS PLAN**

**Applicant:** UHY Haines Norton  
**File No.** 0202  
**Attachments:** Forward Capital Works Plan  
(To be provided at the meeting)  
**Author:** Mr Peter Dittrich  
Manager Corporate Services  
**Disclosure of Interest:** Nil  
**Date of Report:** 14 December 2010  
**Senior Officer:** Mr Peter Dittrich  
Manager Corporate Services

##### Summary

The purpose of this report is for Council to approve the Forward Capital Works Plan.

##### Background

UHY Haines Norton undertook an analysis of the Shires current Capital Works Plans, Strategic Plan and Corporate Action Plan and with the assistance of the Senior Management Team developed the Forward Capital Works Plan.

##### Comments

In order to qualify for round three of Royalties for Regions funding the Shire is required to develop and adopt a Forward Capital Works Plan. This plan is required to be submitted to the Department of Regional Development by 31 December 2010.

The plan has incorporated all capital works items in the current Strategic Plan.

In addition the plan includes the consideration of the development of aged housing in conjunction with the Lakes VROC and the potential impact of the successful application of funding from the Regional Air Service Subsidy.

The plan is required to include:

- Details of proposed Capital Works Projects
- Details of the funding of the proposed projects
- A risk assessment of the proposed projects relating to Service, Funding and Entity risk.

##### Strategic Implications

Shire of Lake Grace Strategic Plan  
3. Financial Sustainability  
7. Organisational Excellence

##### Legal Implications

Nil

Policy Implications

Nil

Consultation

External: Senior Management Team  
UHY Haines Norton

Recommendation

That Council adopt the Forward Capital Works Plan as presented and that the Chief Executive Officer submit it to the Department of Local Government by 31 December 2010.

Voting Requirements

Simple majority required

**MOTION 11141**

Moved Cr Chamberlain  
Seconded Cr Newman

That Standing Orders be suspended to allow discussion on the Forward Capital Works Plan

**MOTION CARRIED 9/0**

**MOTION 11142**

Moved Cr Farrelly  
Seconded Cr Chappell

That Standing Orders resume.

**MOTION CARRIED 9/0**

Resolution

**MOTION 11143**

Moved Cr Chamberlain  
Seconded Cr Newman

That Council adopt the Forward Capital Works Plan as presented and amended to include the Newdegate Rejuvenation Project and the Newdegate Light Industrial Land Projects and that the Chief Executive Officer submit it to the Department of Local Government by 31 December 2010.

**MOTION CARRIED 9/0**

<b>15.0 MATTERS FOR CONSIDERATION – ADMINISTRATION</b>
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**15.1 LAKES VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (LAKES VROC) – REGIONAL WELL AGED PERSONS HOUSING STRATEGY**

<b>Applicant:</b>	Lakes Voluntary Regional Organisation of Councils 4WD Voluntary Regional Organisation of Councils
<b>File No.</b>	0665
<b>Attachments:</b>	Business Case: Lakes and 4WD Well-aged Housing Strategy 2010 - 2020
<b>Author:</b>	Mr Sean Fletcher Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	10 December 2010
<b>Senior Officer:</b>	Mr Sean Fletcher Chief Executive Officer

Summary

The purpose of this report is to seek Council's endorsement of the Business Case for the Lakes VROC and 4WD VROC Well-aged Persons Housing Strategy Regional Alliance 2010 - 2020. The Business Case is required to be submitted to the Department of Regional Development and Lands by 31 December 2010 for approval before the regional component of the Country Local Government Fund (Royalties for Regions) will be released.

Background

The Lakes and 4WD Aged Persons Housing Strategy Alliance 2010 - 2020 is comprised of a group of regional councils who share a common interest and regional boundaries. Members are the Shires of Dumbleyung, Kent, Lake Grace, Wagin, West Arthur, Williams and Woodanilling whose common vision is to work together as a regional alliance to provide seniors focused housing solutions that compliment current and future aged care and health services, while addressing the identified needs of their individual communities.

The Wheatbelt Development Commission held a workshop with the Lakes VROC on 23 July 2010 in Dumbleyung to establish priorities for the region. The outcomes included:

- Aged, medium density housing;
- Solar or alternative energy generation project (three projects);
- Mobile phone towers with self correcting GPS.

The Lakes VROC then met at the Shire of Lake Grace on 7 September 2010 to review the Draft Wheatbelt Infrastructure Plan and the priorities for the VROC including aged accommodation, renewable energy and mobile phone towers with self tracking signal capability. The VROC agreed to look at the medium density housing project over at least two years as 2010/11 funding can now be carried forward.

The Shire President and author then attended the Central Forum to finalise the Wheatbelt Infrastructure Plan. The forum was attended by over 100 people from

across the 43 Wheatbelt shires, the Wheatbelt Development Commission, Regional Development Australia and private interests.

Minister Brendon Grylls and Parliamentary Secretary Wendy Duncan made it very clear at the Forum that the Minister is looking for showcase regional projects. He appreciates how difficult it is to do the regional thing in the Wheatbelt, but because of our tenacity he is expecting a number of projects to come through that he can get in behind for further (financial?) support.

The Minister then went on to say he is over the stick approach and so now it is time for the carrot to be used. He acknowledged that local governments had been pushed from pillar to post regarding the Reform Process. However, he said we must think big. The ball is in our court. By way of demonstration the Minister cited the Peel VROC where a project has been approved that will not benefit one of its members (the Shire of Boddington).

Discussion was then had regarding what was a regional project. This was defined as something that has regional significance and involves local government collaboration. Regional significance was then defined as a project that was group wide and can either be:

- One asset e.g. research station; or
- A number of assets across the region e.g. aged housing.

The Shire President and author subsequently attended the workshop on medium density housing with a focus on aged accommodation in the first instance. At this point there are 20 now projects listed for completion or progress across the Wheatbelt for 2010/11 and beyond. A business case is now required and approved by the Department of Regional Development and Lands before the funding will be issued.

Council endorsed the Regional Housing Project at the September meeting including allocation of the regional component of the Country Local Government Fund for 2010/11 and 2011/12.

The Shire was then called to a meeting on 6 October 2010 of the Lakes VROC and 4WD VROC as the Wheatbelt Development Commission identified that both VROCs had the same number one priority regarding regional housing that could be used as a showcase project for the region and the State. The meeting was attended by the Shire President, the Manager Community Services and the Development Officer. A number of presentations were received at that meeting from National Lifestyle Villages, WA Country Builders and Pinelock Homes. The outcome was agreement between the seven shires to develop a common business case and for the CEOs to make the necessary appointment of a suitably qualified consultant using the funding set aside under Country Local Government Fund 2 for regional business plans.

The CEOs appointed the consultants Risk ID and met with them on 11 November 2010 and 9 December 2010 to finalise the business case. A copy of information regarding the scope of the project was provided in the IB for the November Council meeting. A copy of the business case for Council's consideration is attached.

As discussed with Council previously, the intent is to make this project a regional show case that includes:

- the development of a “tool kit” including project management, governance and tenant and asset management plans; and
- an opportunity to maximise funding.

This project must also feature on the Shire’s Forward Capital Works Plan, Asset Management Plans and the Strategic (Community) Plan. Please note that these plans are the cornerstone of the Integrated Strategic Planning Model that will be legislated as part of the Local Government Act from June 2011.

#### Comment

At the end of the day, Local Government across WA has been given very little time to develop the respective business cases to meet the 31 December 2010 submission deadline. This deadline must be achieved in order to receive funding. Once the business case is approved by each Council, the CEOs and Presidents must sign off on the respective grant applications for funding.

The scope of the original project through the Lakes VROC using a pilot scheme has changed. The original concept based on preliminary evidence involved the construction of 20 units in the Shires of Lake Grace, Dumbleyung and Kent during 2010/11 and 2011/12. The change is due to the Wheatbelt Development Commission requesting that the business case consider a long term view regarding the development of aged multi purpose accommodation is undertaken. In other words, identifying the level of accommodation that will be required by 2020.

#### **Funding Allocations per Shire (Source Business Case)**

Shire	2010/11	2011/12	2012/13	2013/14	2014/15	Total
West Arthur	186,489	266,413	266,413	532,826	532,826	1,784,967
Williams	159,326	227,609	227,609	455,218	455,218	1,524,980
Wagin	212,497	303,567	303,567	607,134	607,134	2,033,899
Dumbleyung	215,720	308,171	308,171	616,343	616,343	2,064,748
Lake Grace	254,700	363,857	363,857	727,715	727,715	1,137,564
Woodanilling	179,464	256,377	256,377	512,275	512,275	1,716,768
Kent	0	0	0	568,786	568,786	1,905,433
<b>Grand Total</b>	<b>\$1,407,271</b>	<b>\$2,010,387</b>	<b>\$2,010,387</b>	<b>\$4,020,297</b>	<b>\$4,020,297</b>	<b>\$12,700,770</b>

**Table 1 CLGF Projected Regional Alliance funding grants**

As can be seen in table one the level of funding expected makes the Well Aged Persons Housing Strategy a \$13.4M project. The total project cost breakdown is \$12 156 846 in cash as well as \$1 855 000 in kind contribution from the Shires. At the end of Stage 1, there will remain a surplus of \$1 003 932.

Not all member shires want to use the same builders or construction methods. Apart from this the Shire of Kent will not undertake the regional housing project until 2013/14 as it is involved in the implementation of a regional landfill project with a number of Great Southern Shires and there are now issues with funding

projects across different regions. This is an issue to do with the current regional development act.

### The Well-aged Housing Gap

The demographic projection of a 1% increase in population aged 65 years and over for the next twelve years from 2008 to 2020 is the basis for the following assumption which is used to demonstrate the current short-term and long-term well-aged housing gap.

#### Assumption:

*That 10% of the aged population 65 years and over projected to 2020 will require well-aged accommodation to remain in their local communities.*

Gap analysis of well-aged housing stock (Source Business Case):

Shires	Current Stock	Short –term Need 2011	Long-term Need 2020	Current Short term GAP
Dumbleyung	8	12	20	4
Wagin	32	39	61	7
Lake Grace	10	20	31	10
Williams	12	16	27	4
West Arthur	4	14	23	10
Kent	3	9	15	6
Woodanilling	0	3	7	3
<b>Total</b>	<b>69</b>	<b>113</b>	<b>184</b>	<b>44</b>

**Table 2 Well – aged housing needs based on the above assumption.**

Stage 1 proposes the building of 38 Units in the Alliance region at an average cost of \$319 917 each between 2010/11 and 2014/15.

The well-aged homes will be constructed to address wheelchair access through doorways and bathroom and address the community's feedback for home like environment with room for hobbies and overnight stays of relatives.

For the Shire of Lake Grace based on population projections there should be no less than 31 units in place by 2020. As the Shire already has in place 10 units for aged accommodation the shortfall is 21. The level of funding available for the Shire of Lake Grace between 2010/11 and 2014/15 is expected to be no less than \$2 437 844.

### Contingency Planning

The business case recommends that the surplus (\$1 003 932) be held as a contingency as the Shire of Lake Grace Chief Executive Officer identified with the group that there are plans to look at developing or building a purpose built HACC and Community centre in Lake Grace. Furthermore, should future building costs blow out or cash flows are a problem for the Shires then this could relieve some of the pressure. The expenditure has accounted for a 10% increase each year for building costs, however with the labour shortages and increase wages anticipated with the mining boom this may need to be reviewed.



### Projected Budget Shire of Lake Grace

The following table shows the expected cost to develop the 10 units for the Shire of Lake Grace. It should be noted that the projected costs are based on a number of assumptions including a standardised construction cost of \$230 000 per unit across the seven shires. Surveying costs, architectural drawings, site costs, tenders and services have also been standardised in terms of cost.

Shire	2010/11	2011/12	2012/13	2013/14	2014/15	Total
Lake Grace CLGF	254,700	363,857	363,857	727,715	727,715	2,437,844
Cash						
<b>Total</b>	<b>\$254,700.00</b>	<b>\$363,857.00</b>	<b>\$363,857.00</b>	<b>\$727,715.00</b>	<b>\$727,715.00</b>	<b>\$2,437,844.00</b>
<b>Project Expenditure</b>						
Surveyors	5,000					5,000
Architecture/drawings	15,000					15,000
Tender prep/alloc	10,000					10,000
Site costs	50,000					50,000
Services /Tel/gas/elect/water	50,000			50,000		100,000
Building costs		690,000	506,000	834,900	612,260	2,643,160
Driveways		15,000	10,000	15,000	10,000	50,000
Footpath		15,000	10,000	15,000	10,000	50,000
Fencing		22,500	15,000	22,500	15,000	75,000
Landscaping		22,500	15,000	22,500	15,000	75,000
Insurance		1,500	1,000	1,500	1,000	5,000
<b>TOTAL EXPENDITURE</b>	<b>\$130,000.00</b>	<b>\$766,500.00</b>	<b>\$557,000.00</b>	<b>\$961,400.00</b>	<b>\$663,260.00</b>	<b>\$3,078,160.00</b>
<b>IN KIND BUDGET</b>						
Land	135,000			100,000	100,000	335,000
Project Management	15,000	15,000	15,000	15,000	15,000	75,000
<b>TOTAL IN KIND</b>	<b>\$150,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>	<b>\$115,000.00</b>	<b>\$115,000.00</b>	<b>\$ 410,000.00</b>
<b>Surplus/Deficit</b>	<b>\$124,700.00</b>	<b>-\$402,643.00</b>	<b>-\$193,143.00</b>	<b>-\$233,685.00</b>	<b>\$ 64,455.00</b>	<b>-\$ 640,316.00</b>
Total units built		<b>3 UNITS</b>	<b>2 UNITS</b>	<b>3 UNITS</b>	<b>2 UNITS</b>	

**Table 3 Projected Lake Grace Budget**

#### Note:

Please note that as demonstrated in Table 3 there are potential cash flow problems in 2011/12, 2012/2013 and 2013/14 with a deficit of \$640 316 at the end of Stage 1.

The Shire would need to put in place 10 units by 2014/2015 to address the short term shortfall and is also the extent of funding under the Country Local Government Fund at this point.

#### Variation to the Business Case

Although the expenditure has been standardised in the business case and that the original premise was the implementation of a pilot scheme, the author is of the view that if the Shire uses its own construction team it will be able to construct between 12 – 15 units as follows:

Year	Funding (CLGF)	Cost	Number	Location
10/11	\$254 700	\$60 000	0	Planning/Site Preparation
11/12	\$363 857	\$503 250	3	Bennett St
12/13	\$363 857	\$363 857	2	Newdegate TBC
13/14	\$727 715	\$727 129	5	LG Old Tennis Courts
14/15	\$727 715	\$727 129	5	Newdegate TBC (2), Lake King (2) & Varley (1)
<b>Total</b>	<b>\$2 437 844</b>	<b>\$2 437 844</b>	<b>15</b>	

**Table One Stage One**

**Note:** This variation was presented to the Group by the author. However for the sake of consensus and in order to get the business case completed, it was agreed to go with standardised costs recognising that some of the participating local governments may be able to do the project in a different way and for much less and thus meet the level of funding made available through the regional component of the Country Local Government Fund.

For the Shire of Lake Grace, the premise is that the level of unit required could be constructed by the Shire's building team for \$140 000 each and that some of the other costs re services, fencing, driveways, footpaths and landscaping may not be as much. This would mean a total of \$2 100 000 for the construction of between 12 - 15 units leaving \$337 844 allocated to the other requirements.

#### **Construction and Management**

The author believes that the Shire's building team under the auspices of owner builder will be in a position to take on and construct the number of units or facilities required. However, at least one additional staff member may be required to assist the team with construction. This position along with the building team can be funded out of the monies that will be received through the Country Local Government Fund Regional allocation. It also means that the Shire will be able to continue with its property maintenance regime. The other opportunity is that the units should be constructed without the need to go out to tender.

The construction type based on the knowledge, skills and experience of the Shire's building team would be cement fibro with the possibility of brick veneer or other and thus meeting local requirements. This approach would allow the Shire to keep the project within budget based on the regional allocation of funding received. It also means that there is now a possibility for the construction of long awaited units in Newdegate along with the potential to build units in Lake King and Varley.

The management of the units across the seven shires has yet to be resolved. Also, the housing is of a medium density type and so can be multi purpose e.g. workers, singles, other.

#### **Project Work Required**

A substantial amount of project work will be required through the Lakes VROC to develop and deliver the regional projects. This needs to be taken into account regarding the other projects that the Shire of Lake Grace is seeking to deliver throughout 2010/11 and 2011/12.

The two VROCs are considering the appointment of a project manager who would ensure that each building project is kept on track. This position would be funded from the allocation set aside for each Shire.

### **Conclusion**

The regional aged housing project is a very real opportunity to address the aged housing issues confronted by the Shire including the construction of long awaited units in Lake Grace and Newdegate with a prospect of putting units in Lake King and possibly Varley.

As can be seen in the business case there is also an opportunity for left over funding to the Lakes VROC and the 4WD VROC to go to a HACC facility in Lake Grace along the lines of day care respite/low end dementia type patient.

However, a word of caution in that although the business case has identified a number of locations throughout the Shire for the implementation of additional aged housing, the Department of Regional Development and Lands may reject this and stipulate that the accommodation is constructed in one or two key locations only.

### Legal Implications

Nil

### Policy Implications

Nil

### Consultation

External: CEO Dumbleyung  
CEO Kent  
CEO West Arthur  
CEO Williams  
CEO Wagin  
CEO Woodanilling  
Alison Dalziel  
Margaret Hemsley – Risk ID  
Di Hull – Risk ID  
Mal Cameron – Pinelock Homes  
Wendy Newman CEO Wheatbelt Development Commission  
Grant Arthurs CEO Director Wheatbelt Development Commission  
Pip Shields Senior Project Officer Wheatbelt Development Commission.

The author is yet to meet further with the RALAG group and other key persons in the Shire regarding the rolling out of the business case.

Internal: Senior Management Time  
Building Team Leader

Development Officer  
Shire President  
Elected Member Updates  
IB Report November Council Meeting

Financial Implications

Stage One will occur between 2010/11 and 2014/15. The allocation for the Shire regarding the regional component of the Country Local Government Fund during this period of time is \$2 437 844. The Shire will provide in-kind costs of \$335 000 for land.

The allocation for each local government cannot go to the individual member shires. It must go to a regional council or equivalent. The Shire of Williams will manage the funding that is received from the Country Local Government Fund and will distribute to the member shires as required. Each local government will be responsible for doing the acquittals required and then forwarding these to the Shire of Williams.

Strategic Implications

Shire of Lake Grace Strategic Plan - Item 6 Leadership

6.1. Continue to engage and implement resources 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

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11144**

Moved Cr De Landgraft  
Seconded Cr Chappell

That Council endorse the business case for the Lakes VROC and the 4WD VROC Well-aged Persons Housing Strategy 2010 – 2020.

**MOTION CARRIED 9/0**

**15.2 LOCAL GOVERNMENT ACT 1995 - PROPOSED AMENDMENTS**

**Applicant:** Western Australian Local Government Association  
**File No.** 0204  
**Attachments:** WALGA Explanatory Notes  
**Author:** Mr Sean Fletcher  
 Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 8 December 2010  
**Senior Officer:** Mr Sean Fletcher  
 Chief Executive Officer

Summary

This report provides comment regarding the proposed changes to the *Local Government Act 1995* and a number of recommendations.

Background

The Minister for Local Government has invited the sector to comment on a number of proposed amendments to the *Local Government Act 1995*. The latest amendments to the Act occurred with the introduction of the *Local Government (Official Conduct) Amendment Act 2007* and the proclamation of the *Local Government Amendment Act 2009*.

WALGA welcomes this opportunity to provide comment prior to preparation of the drafting instructions and appreciates the influence this consultation process will have in developing amendments to the *Local Government Act 1995*.

It is therefore of some consequence that this consultation process results in a strong response from the Local Government sector to ensure comments and feedback are representative of the majority of Local Governments.

The Association requests that Council gives formal consideration to the following proposals and provide comment by way of a Council resolution, and inform WALGA by **7 January 2011**.

Comment

The following provides information and comment on the proposed amendments to the *Local Government Act 1995*.

**1. Reducing Elected Members to between six and nine****Minister's Proposal:**

*As part of the reform process, local governments were asked by the Minister for Local Government to consider reducing the number of elected members to between six and nine. The rationale is that a smaller number of elected members will encourage greater competition for positions on Council and contribute to a more strategic decision-making focus by councils.*

*It is proposed that section 2.17 of the Act be amended to reduce the number of elected members to between six and nine. Despite the new permitted*

*range, local governments may continue with existing elected member numbers for up to an eight year period from the October 2011 elections. If they have not made the changes by then, the Local Government Advisory Board would take the action as set out in Schedule 2.1, Clause 6.(3) to implement the necessary change for the 2019 elections.*

#### Author's Comment

Throughout the reform process it was clear that the expectation would be for a local government to reduce the number of elected members to meet its circumstance. That is to say a large local government would have nine elected members and a small local government would have six elected members.

The author supports WALGA's suggestion that the Minister for Local Government engage the Department of Local Government in researching the benefits of his proposal in greater detail and then provide the sector with reasoned arguments in support of this proposal.

## **2. Salaries and Allowances Tribunal to set the fees for Elected Members**

### **Minister's Proposal:**

#### Elected Members

*It is proposed that the responsibility for the setting of the dollar values for elected member fees and allowances be transferred to the Salaries and Allowances Tribunal as an independent body instead of the Governor through the request of the Minister as per the Local Government Act. This is supported by both the 2006 Local Government Advisory Board's report into Structural and Electoral Reform, as well as the 2008 WALGA Sustainability Study, both recommended that the Salaries and Allowances Tribunal be responsible for the setting of elected member fees.*

*The Minister for Local Government will also retain responsibility for the types of fees, allowances and expenses that elected members can be paid or reimbursed and the circumstances in which they are made.*

#### Chief Executive Officers (CEOs)

*At present, the Tribunal has a statutory role in making recommendations as to the remuneration to be paid or provided to local government CEOs. These recommendations are to be taken into account by the local government before entering into, or renewing, a contract of employment with a CEO.*

*It is proposed that the legislation be amended so that local governments are required to ensure the salaries of their CEOs are set within the salary bands recommended by the Tribunal. Similar to that for elected members, the approach envisaged would be for the Tribunal to provide its advice to the Minister for Local Government, who will then have the final decision about whether the salary bands are adopted.*

Author's Comment:

The author supports WALGA's view regarding elected members i.e. it is appropriate for the setting of remuneration levels by the Salaries and Allowances Tribunal and that this is not linked to the State Government's plan to reduce elected members.

With regard to Chief Executive Officers (CEOs) – This is a recent addition by the Minister and did not feature in the Local Government Reform Steering Committee Report recommendations. The author agrees with WALGA that local governments should retain the general competence power to determine appropriate remuneration levels for their key executive.

**3. New mechanism for the temporary suspension of a Council****Minister's Proposal:**

*On occasion, division and conflict between Council members, and between Council Members and the administrative officers, arises leading to Councils becoming dysfunctional.*

*It is proposed that Part 8 of the Act be amended to provide an alternative mechanism for the Minister to utilise where the Minister becomes aware of significant issues that he or she believes may lead to a breakdown in the effective decision making process of an elected Council. This mechanism will allow for the suspension of a Council and the appointment of a Commissioner to act on behalf of the Council for a maximum period of six months. Prior to the end of this period, the Minister would decide whether to reinstate the Council or to keep it suspended and establish a Panel Inquiry, as required by section 8.19 of the Act.*

*This new approach is considered to provide a circuit breaker to allow the issues that have arisen to be quickly resolved by the Commissioner and for the Council to be reinstated. The addition of an alternative 'issue resolution' process will enable the Minister to choose the most practical 'suspension' mechanism for each specific circumstance.*

*Prior to the end of the six month suspension, the Minister would either reinstate the Council, or appoint an Inquiry Panel in line with the current section 8.19 of the Act.*

*The Minister is to have the power to require council members to undertake remedial action, such as undergoing training or mediation, during the period of suspension.*

Author's Comment:

The proposed amendment appears to have its origin in situations where there was insufficient reason to conduct a Panel Inquiry yet the operations of a local government were affected by internal conflicts that could potentially escalate. From this perspective, there may be the need for extraordinary powers to immediately provide to a community, a cost-effective remedy that will lead to the resumption of good governance.

#### **4. Require Elected Members to resign when they are elected to State or Commonwealth Parliament**

##### **Minister's Proposal:**

*The Act provides that if a local government elected member is elected as a Member of Parliament, his or her council position does not become vacant until the next ordinary election day. There is no requirement in the Act, or other legislation, for the local government elected member to resign and, as such, a person can be an elected member of a local government Council and the Western Australian Parliament.*

*In 2008, WALGA requested the Minister consider an amendment of this type.*

##### **Author's Comment:**

The author notes that the proposal aligns with a State Council resolution of August 2007:

*That the Minister for Local Government be requested to consider amending the Local Government Act 1995 to require Elected Members to resign from Council immediately upon being declared elected to State or Federal Parliament.*

#### **5. Restricting the types of local government investments to low risk products such as those with the WA Treasury Corporation, major banks and government bonds.**

##### **Minister's Proposal:**

*The investment options available to local governments were altered in 1997 when the prescribed list of investments in the Trustees Act 1962 was removed and replaced by the 'Prudent Person' rule. This rule is no longer viewed as providing sufficient clarity and guidance in relation to local government investment management policies.*

*At this stage, the following forms of investment are being considered to be included in this regulation:*

- 1. a deposit with the Western Australian Treasury Corporation or an investment facility of the Western Australian Treasury Corporation;*
- 2. any public funds or securities issued by, or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory; and*
- 3. interest bearing deposits with, and/or debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)) where the Institution has a Standard & Poor's Rating of A-1+ (short-term) or AA (long term, but excluding subordinated obligations).*

*Further discussion is proposed to take place between the Department of Local Government, local governments and the WA Treasury Corporation to develop this regulation.*

##### **Author's Comment:**

The author agrees with WALGA that there remains subjectivity in the definition of the term 'low risk' in the context of this proposal. In other words



a local government should have the right to retain the principle of general competency powers as provided under the *Local Government Act 1995*, and that they be allowed to continue to decide for themselves how best to deal with investment opportunities.

## **6. Align criminal conviction criteria for Elected Members with that of Western Australian Members of Parliament**

### **Minister's Proposal:**

*It is proposed to amend the Act to preclude a person who has been convicted of an offence with a statutory penalty of imprisonment for five years or more from standing for election to local government.*

*Serving elected members with such records will be able to serve out their terms, however, would not be eligible for re-election once the legislation was amended.*

### Author's Comment:

This proposal is consistent with WALGA's policy position.

It is suggested that for true alignment of criteria, the proposal take a holistic approach incorporating all aspects of Candidates/Elected Member qualification and disqualification rather than one aspect of disqualification, namely criminal convictions.

One option would be for this proposal to be broadened to "Align the qualification and disqualification criteria for Local Government election candidates and Elected Members with that of Western Australian Members of State Parliament".

## **7. To limit employee termination payments to one year's salary**

### **Minister's Proposal:**

*Recent consideration of the current provisions in the Act indicates that it is possible for employees of local governments, including CEOs, to receive up to two years' salary on redundancy. This situation has arisen out of an anomaly in the Act not intended when the Act was developed.*

*It is proposed that an amendment to regulations to limit payouts to all such employees to a maximum of one year's salary will bring local government provisions into line with Western Australian State and Commonwealth public sector arrangements and would be consistent with organisational practice in other jurisdictions.*

*This proposal will not effect the two year guarantee of employment as provided for in Clause 11 (4) of Schedule 2.1 of the Act.*

### Author's Comment:

It is interesting to note that this amendment to the relevant regulations would mean those CEOs facing loss of employment due to the reform process

would be most affected. A Council should have some discretion in this matter.

Legal Implications

Nil

Policy Implications

Nil

Consultation

External: Mr James McGovern Manager Governance WALGA  
Mr Andrew Borrett Department of Local Government

Internal: Senior Management Team

Financial Implications

Nil.

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer's Recommendation/Resolution

**MOTION 11145**

Moved Cr Farrelly  
Seconded Cr Armstrong

That Council's comments regarding the proposed changes to the *Local Government Act 1995* are as follows:

**1. Reducing the number of Elected Members to between six and nine**

Supports WALGA's suggestion that the Minister for Local Government engage the Department of Local Government in researching the benefits of this proposal in greater detail and then provide the sector with reasoned arguments in support of this proposal.

**2. Salaries and Allowances Tribunal to set the fees for Elected Members and salaries for CEOs**

It is appropriate for the setting of remuneration levels by the Salaries and Allowances Tribunal and that this is not linked to the State Government's plan to reduce elected members.

With regard to Chief Executive Officers (CEOs) local governments should retain the general competence power to determine appropriate remuneration levels for their key executive.

**MOTION 11145 continued**

**3. New mechanism for the temporary suspension of Council**

Agrees that there may be the need for extraordinary powers to immediately provide to a community, a cost-effective remedy that will lead to the resumption of good governance.

**4. Require Elected Members to resign when elected to State or Commonwealth Parliament**

That the Minister for Local Government be requested to consider amending the Local Government Act 1995 to require Elected Members to resign from Council immediately upon being declared elected to State or Federal Parliament.

**5. Restricting the types of local government investments to low risk products such as those with the WA Treasury Corporation, major banks and government bonds**

A local government should have the right to retain the principle of general competency powers as provided under the *Local Government Act 1995*, and that they be allowed to continue to decide for themselves how best to deal with investment opportunities.

**6. Align criminal conviction criteria for Elected Members with that of WA Members of Parliament**

There should be a true alignment of criteria, i.e. take a holistic approach incorporating all aspects of Candidates/Elected Member qualification and disqualification rather than one aspect of disqualification, namely criminal convictions.

**7. To limit employee termination payments to one year's salary**

No change required – status quo remains.

**MOTION CARRIED 9/0**

**15.3 CEO KEY PERFORMANCE INDICATORS - UPDATE****MOTION 11146**

Moved Cr Chamberlain  
Seconded Cr Sinclair

That the meeting be closed at this time being 2.35pm, to discuss the Chief Executive Officer's Key Performance Indicator Report.

**MOTION CARRIED 8/1**

2.35pm *Mrs L Fletcher left the meeting.  
The Chief Executive Officer, Manager Corporate Services, Manager Community Services and the Executive Assistant left the meeting.*

**Applicant:** Chief Executive Officer  
**File No.** 0552  
**Attachments:** Nil  
**Author:** Mr Sean Fletcher  
Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Date of Report:** 8 December 2010  
**Senior Officer:** Mr Sean Fletcher  
Chief Executive Officer

Summary

This report provides an update each month on the progress of the CEOs Key Performance Indicators as identified during the CEO Performance Review 2010.

Background

The Council in conjunction with the author developed a range of Key Performance Indicators for the Chief Executive Officer to achieve.

Comment

A summary on the progress of the Chief Executive Officer's key performance indicators (KPIs) are as follows:

<b>KPI 1</b>		
Present to Council a Roles and Functionality Plan that provides for services to be maintained without necessarily replacing departing staff. The report is to be presented to Council by April 2011.		
<b>Measure</b>	<b>Progress</b>	<b>Due</b>
Report is presented to Council and Councillors have an opportunity to be heard	Discussed with Simon White at WALGA the development of a Roles & Functionality Plan: <ul style="list-style-type: none"> <li>Will commence review in Jan 2011;</li> <li>First discussions with Council during Feb 2011.</li> </ul>	30 April 11

<b>KPI 2</b>		
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		
<b>Measure</b>	<b>Progress</b>	<b>Due</b>
Community Survey demonstrates an improvement in the Community understanding of the Role of Council and the Role of the CEO with improved communication channels	<ul style="list-style-type: none"> <li>• Met members of the Lake Grace community re GP situation;</li> <li>• Attended LGDA's December meeting;</li> <li>• Met with Terry Henderson re reassignment of grading contract;</li> <li>• Discussed with Lynne Ellard improvements to Newdegate Townscape and other matters;</li> <li>• Met with Lake Grace St John Ambulance re plans for a new substation</li> </ul>	31 Aug 11

<b>KPI 3</b>		
Based on the outcomes of the draft Strategic Plan, the plan's KPIs for 2010/11 will be as follows:		
<b>Action 1.1.1</b>	<b>Progress</b>	<b>Due</b>
Lake Grace Residential Land – Development of next stage (Known as Pt Lot 1 Griffin Street)	<p>As per the Corporate Plan:</p> <ul style="list-style-type: none"> <li>• Approval by Council to go to tender 27/10/10 for cable laying;</li> <li>• Watercorp will do South St main upgrade;</li> <li>• UPD will be engaged to oversee electrical headworks contractor;</li> <li>• Local plumber to undertake sewerage connections</li> </ul>	31 Dec 10
<b>Action 1.1.2</b>	<b>Progress</b>	<b>Due</b>
Lake Grace Industrial Land Development: <ul style="list-style-type: none"> <li>• Funding;</li> <li>• Commence Construction;</li> <li>• Finish Construction</li> <li>• (Note: Newdegate Industrial Land Development Plan to be scheduled for review during December 2010)</li> </ul>	<p>As per the Corporate Plan:</p> <ul style="list-style-type: none"> <li>• Landcorp has agreed to develop;</li> <li>• Will fund five blocks first;</li> <li>• Shire to assist with some works;</li> <li>• NFA</li> </ul>	31 Dec 11
<b>Action 2.1.1</b>	<b>Progress</b>	<b>Due</b>
Construct the Newdegate Medical Centre within allocated budget	<p>As per the Corporate Plan:</p> <ul style="list-style-type: none"> <li>• Concrete pad put down 17/11/10;</li> <li>• Brickwork on hold until quote received from Sam Buckeridge (BGC).</li> </ul>	30 Jun 11
<b>Action 2.4.2</b>	<b>Progress</b>	<b>Due</b>
Construct the Lake Grace Childcare Centre within allocated budget	<p>As per the Corporate Plan:</p> <ul style="list-style-type: none"> <li>• Lockup achieved by 26/11/10;</li> <li>• Wall and roof insulation underway;</li> <li>• Wall/Ceiling Gyprock to occur next</li> </ul>	31 Mar 11
<b>Action 6.1.2</b>	<b>Progress</b>	<b>Due</b>
Recruit a general practitioner that includes sourcing of a new GP for the Shire and the development with WALGA of a local government GP recruitment platform	<ul style="list-style-type: none"> <li>• Workshop held with Council on 15/11/10 to review options;</li> <li>• Follow up occurred with Wheatbelt GP Network on</li> </ul>	31 Aug 11

	<p>16/11/10 and Southern Regional Medical Group to follow on 22/11/10;</p> <ul style="list-style-type: none"> <li>• Matter discussed at November Council meeting;</li> <li>• GP Forum held 6 December with key stakeholders;</li> <li>• Special meeting on 6 December resolved to move forward with Southern Regional Medical Group on an interim basis and to commence development of an appropriate contract;</li> <li>• Chris Swarts, Belinda Bailey, Michelle Poepjes, Tim Shackelton and Tony Mylius advised of outcome of December's special meeting;</li> <li>• WACHS to establish primary health care working group in January 2011;</li> <li>• Locum would commence during February 2011?</li> </ul>	
<b>Action 7.1.7</b>	<b>Progress</b>	<b>Due</b>
Complete Ward and Representation Review – By April 2011 the CEO to run a workshop for Councillors allowing Councillors the opportunity to review the report to ensure that it is appropriate for the Shire	<ul style="list-style-type: none"> <li>• Proposal to use BHW to presented to Council 24 November 2010 which was rejected;</li> <li>• CEO met with Local Government Advisory Board 1 December 2010;</li> <li>• Options to complete process under review</li> </ul>	30 Jun 11

### Other Impacts

As discussed with Council at the November Council meeting there are a range of impacts that require consideration in terms of the key targets to be achieved. The CEO's time will be limited in the coming months due to a number of these impacts including:

- a) The fact that the Manager Corporate Services and Manager Community Services finish with the Shire in early to mid January 2011. The recruitment process will be finished by 17 December 2010. Hopefully appointments can be presented at the December meeting. However, it will still be up to three months before the replacements will start and then time will be required to bring the new managers up to speed. The next three months at least will be a highly disruptive period and allowance needs to be made for this;
- b) Provision of GP services. This is a key undertaking regarding setting the practice up for the interim service provision by Southern Regional Medical Group. Also drafting the contract with SRMG and working out the finer detail;
- c) Regional Housing Project. The submission for the aged accommodation project for both the Lakes VROC and 4WD must be finalised during December. Key involvement regarding the planning and design will be required for the remainder of 2010/11;

- d) Completion of forward planning and the implementation of integrated strategic planning in time for adoption of legislation by the end of June 2011. This is a significant time impost.

The author estimates that the breakdown in his time required for just the four issues mentioned above during the next three months at least is: (a) 50%, (b) 20%, (c) 15%, and (d) 15%.

There is also the impact of the Department of Housing Audit report when this comes through. The draft report has outlined major non compliance over a long period of time, but does recognise that there has been a concerted effort during the author's time to rectify this. Areas of non compliance include lack of the required level of maintenance on the various units under joint arrangements, interference in the allocation process of tenants and incorrect tenants placed in the units in question. The Shire will be given three months to rectify the various breaches.

Many of the key projects undertaken by the Manager Corporate Services and the Manager Community Services will also be delayed.

The author would appreciate from Council recognition of the above impacts on not only the key targets for the CEO but the provision of services in general.

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

That Council:

1. Note the progress of the Chief Executive Officer's Key Performance Indicators – Year Two.

2. Writes to the Chief Executive Officer confirming:
  - a. Support for him during the next three to six months due to the impacts presented through the:
    - i. Recruitment of the Manager Corporate Services and the Manager Community Services;
    - ii. Establishment of GP services for the Shire;
    - iii. Lakes VROC/4WD regional housing project;
    - iv. implementation of integrated strategic planning; and
    - v. Department of Housing Audit Report.
  - b. Acceptance that a number of the CEO's KPIs including those regarding the role and functionality plan, meeting with stakeholders and Lake Grace residential land may not be achieved during the required timeframes;
  - c. Acceptance that many of the key projects allocated to the Manager Corporate Services and the Manager Community Services will be delayed;
  - d. Acceptance that some services may be impacted during the time it takes for the new managers to commence with the Shire and during their subsequent probationary period;
  - e. Recognition that the Department of Housing Audit report has to be addressed in a meaningful way and that this will seriously encroach on the Shire's resources including the CEO's time and the work to be undertaken by the new Manager Community Services.

Resolution

**MOTION 11147**

Moved Cr Chamberlain  
Seconded Cr De Landgraft

That Council note the current items as noted by the Chief Executive Officer and that Council review the situation in four months time to see what adjustments may be required in the Chief Executive Officer's Key Performance Indicators for the remainder of the review period.

**MOTION CARRIED 9/0**

***Reason for Change - Council wished to allow time for the senior management staffing changes to transpire and then re-evaluate the KPI's.***

**MOTION 11148**

Moved Cr Chamberlain  
Seconded Cr Farrelly

That the meeting be re-opened to the public at 2.48pm.

**MOTION CARRIED 9/0**

2.50pm *The Chief Executive Officer, Manager Corporate Services, Manager Community Services and the Executive Assistant re-entered the meeting.*



#### 15.4 WAGIN REGIONAL REFUSE GROUP – PROPOSED REGIONAL LANDFILL SITE

<b>Applicant:</b>	Wagin Regional Refuse Group
<b>File No.</b>	0680
<b>Attachments:</b>	Minutes Wagin Regional Waste Group Wagin Group – Regional Landfill Site Estimates
<b>Author:</b>	Mr Nick Samson - Project Manager Strategic Waste Wagin Regional Refuse Group Mr Sean Fletcher Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	8 December 2010
<b>Senior Officer:</b>	Mr Sean Fletcher Chief Executive Officer

##### Summary

The purpose of this report is for Council to consider issues raised through the Wagin Regional Refuse Group. In particular the Shire has been asked to provide feedback on the proposed regional landfill site based on the report submitted by Landform.

This report recommends, for a number of reasons, withdrawal of membership to the Wagin Regional Refuse Group.

##### Background

###### **Introduction**

The Shire of Lake Grace has been asked to consider and advise its continued support to the “Wagin Group” in the establishment of a Regional Landfill facility.

At the August meeting of Council, the author recommended supporting the Wagin Regional Refuse Group in its pursuit of a regional landfill site, but it would appear this did not meet the requirements for the Shire of Lake Grace due to distance. Other options explored in the report were better recycling over time and thus extending the life of the Shire’s rubbish tips and/or participating in the Bendinger Landfill or the Ravensthorpe Landfill.

However, Council resolved under Motion 11084 to receive the report and endorse the Chief Executive Officer participating in the Wagin Regional Refuse Group for a period of six months with a further review at that time.

###### **Status of Regional Landfill Project**

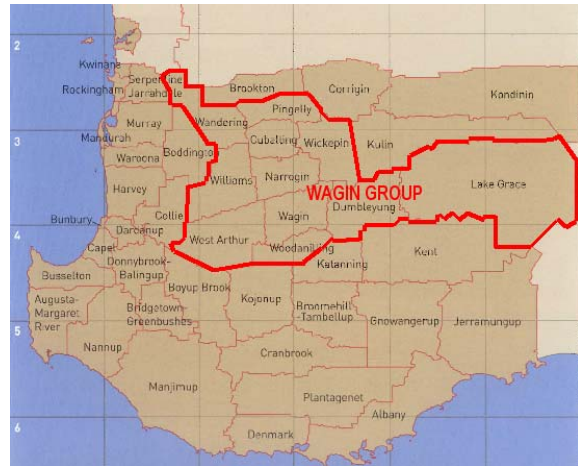
The time is fast approaching for all Member Councils to consider and advise in-principal participation in the regional waste disposal site proposed by the Wagin Group. The Group has effectively reached the *crossroads* and can’t proceed without known participation partners.

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 12 member local governments:

- Cuballing
- Dumbleyung
- Lake Grace
- Narrogin Town
- Narrogin Shire
- Pingelly
- Wagin
- Wandering
- West Arthur
- Wickepin
- Williams
- Woodanilling



and represents a population of a little over 14,000 people generating an estimated 27,000 tonne per annum of waste. Council has been a member of this Group since its inception and Staff have participated and contributed in the various processes.

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 Group has spent the last twelve months closely considering the option of a regional refuse site. Other driving factors have included 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.

More recently a Working Committee was established to assist the appointed consultant Lindsay Stephens of Landform Research with site selection and to look at a range of issues including appropriate management structure, method of transport, equitable capital & operating costs.

The Working Committee has inspected the Regional Waste Disposal Site at Kondinin and two of the transfer sites feeding this Disposal Site at Kondinin and Kulin.

In broad terms, a Regional Waste Disposal Site will provide member participating local governments with a facility (a *hole in the ground*) where putrescibles are disposed. Existing collection sites to continue will require a transfer station. Initially, only putrescibles will be accepted into the Regional Waste Disposal Site – with consideration to other waste streams (eg recyclables) once the Regional Waste Disposal Site is operational. As such, provision for green waste and sewage disposal at the existing sites will still be required in the interim.

With a lot of assumptions, estimated costs of the proposed Regional Refuse Site are:

**Capital Costs:**

Land purchase:	\$500,000	
Fencing:	\$10,000	
Shed:	\$50,000	
Weighbridge:	\$200,000	
Gen Set/electrics:	\$10,000	
Access Road:	\$10,000	
Other site costs (contour banks, monitoring bores)	\$10,000	
Initial excavation	<u>\$10,000</u>	\$800,000

**Annual Operational Costs:**

Waste freight from Transfer Stations	\$95,757	
Regional Waste Site management	<u>\$110,160</u>	\$205,917

Two sites are being explored – Tarwonga Road (preferred) and Walker Road – both south of Narrogin. Different areas are involved for these sites.

In addition, each local government will need to provide their own Transfer Stations – at an estimated capital cost of \$60,000 each. (The Shire of Kondinin has an engineering drawing for this.) All local governments also need to be aware of the necessary process (and costs) to de-commission a refuse disposal site. The Department of Environmental Protection has issued guidelines for this.

The Group has considered the significant issues associated with the Project. The decision on some of these issues has not been unanimous and the options with an initial position of the Group is indicated on each issue as *Proposed*. Ultimately, a decision will be made by a majority of the final partners in the project. Those issues considered are:

**Ownership Equity**

Options considered were:

1. Equal shares, equal purchase contributions, equal equity.
2. Proportional shares with purchase contributions based on population (equating to approximate tonnage of waste).
3. Proportional shares with purchase contributions based on a flat minimum payment plus a proportion based on population. A variety of different *mixes* have been thrown around – with Option 3A showing an example of proportional shares (population/tonnage) in the land purchase component (\$500,000) and equal shares in the site development costs (\$300,000). Option 3B shows 10% of the capital costs on proportional shares (population/tonnage) and 90% with equal shares.

None of the options has a *fact* basis and as such a philosophical decision is required.

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3A</b>	<b>Option 3B</b>
Cuballing	\$66,666	\$45,259	\$53,287	\$64,526
Dumbleyung	\$66,666	\$36,789	\$47,993	\$63,679
Lake Grace	\$66,666	\$75,095	\$71,934	\$67,509

Narrogin Town	\$66,666	\$246,397	\$178,998	\$84,640
Narrogin Shire	\$66,666	\$48,167	\$55,104	\$64,817
Pingelly	\$66,666	\$67,889	\$67,430	\$66,789
Wagin	\$66,666	\$105,436	\$90,898	\$70,544
Wandering	\$66,666	\$20,607	\$37,879	\$62,061
West Arthur	\$66,666	\$49,431	\$55,894	\$64,943
Wickepin	\$66,666	\$31,479	\$44,674	\$63,148
Williams	\$66,666	\$50,190	\$56,369	\$65,019
Woodanilling	<u>\$66,666</u>	<u>\$23,261</u>	<u>\$39,540</u>	<u>\$62,325</u>
<b>Total</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>

It needs to be noted that the total cost to commission the Regional Refuse Site is not dependent on the number of local governments involved – as such, naturally if 12 local governments agree to participate, the costs per local government will be substantially cheaper than if only 8 agree to participate.

Consideration needs to be given to the ability for other local governments to *buy in* at some future time. Equal equity provides this option in a less complicated manner.

Some local governments are interested in becoming initial *silent* membership – participation in the capital costs of the Regional Refuse Site firstly but not its operation until they are ready. Any of the options would be suitable to this.

A further *twist* was a proposal to split the capital costs such that the land purchase (which has limited access to grant funding) is treated differently to the site development (which may be fully funded by grants). This could be applied such that there are proportional shares in the land purchase and equal shares (or even no shares) in the site development costs – see Option 3A.

Certificate of Title considerations are also required – with tenants in common being proposed on the title deed from among the participating local governments. This might be 1 share (as in Option 1 assuming 12 shares issued) or for Option 3B for Pingelly:

$$\frac{\$66,789}{\$800,000} \times 12 = 1.0018 \text{ shares.}$$

**Proposed** – equal shares, equal purchase contributions, equal equity (Option 1), tenants in common.

### **Ownership Future**

Options considered were:

- Inability of Partners to sell out – Partners could only hold their equity until the Site was ultimately closed down.
- Ability to sell out only to another local government. (Refer to Clause 4 and 6 of Roe Group Regional Waste Site Agreement).

No support was given to the ability to sell out to private enterprise.

The ability to sell out would be dependent on the question of Ownership Equity – if there is proportional equity based on population then that equity would not be able to be traded.

**Proposed** – inability of parties to sell out.

### **Corporate Structure**

Options considered were:

- Legal agreement between all parties with a Sponsor/Host local government to act as lead local government.
- Formal Regional Organisation of Councils (ROC).
- Incorporated structure (currently not permitted under legislation but being considered by the government).

Given the governance overheads and setup processes of a ROC and the ability to opt out easily the legal agreement option is the preferred – with a provision to be included in the document that will allow conversion to a ROC or some other entity (perhaps the Hon Max Trenorden’s subsidiary model for local government being introduced into Parliament as a Private Members Bill) on the agreement of all parties in the future. The legal agreement option will require a “lead” local government to be the various contracts signatory – with more than one local government indicating in-principal agreement to accept this responsibility.

**Proposed** – Legal agreement between all parties with Sponsor/Host Local Government in the first instance.

### **Transfer Stations**

No alternative options to the proposal for individual local governments to construct and manage their own transfer station/s were considered. However it is noted that the waste collection receptacles at the Transfer Stations will need to be standardised to work with the waste cartage system.

**Proposed** – individual local governments to be responsible for determining the number of sites, location and size of their Transfer Station/s together with their funding.

### **Waste Cartage**

Whilst the mechanics of the cartage of waste from the Transfer Stations to the Regional Refuse Site are still to be determined, the different options considered were:

- Individual local governments to arrange their own waste cartage
- Kerbside collection contractor to arrange the cartage of the kerbside collected waste together with the Transfer Station waste.
- Separate contractor to arrange the cartage of the Transfer Station waste.

It is acknowledged that specialist equipment will be required for the transfer and that compaction of the waste is likely to be more economical.

A key agreement in neutralising the Regional Refuse Site location (and consequent freight distance differential between the various local governments) was for creation of a flat cost per tonne regardless of distance, for all of the local governments (Option 2) as opposed to each local government paying the tonne km freight cost (Option 1).

	<b>Option 1</b>	<b>Option 2</b>
Cuballing	\$4,332	\$5,417
Dumbleyung	\$6,402	\$4,403
Lake Grace	\$26,136	\$8,989
Narrogin Town	\$16,079	\$29,493
Narrogin Shire	\$3,143	\$5,765
Pingelly	\$11,814	\$8,126
Wagin	\$9,403	\$12,620
Wandering	\$2,690	\$2,467
West Arthur	\$5,376	\$5,917
Wickepin	\$4,656	\$3,768
Williams	\$2,184	\$6,008
Woodanilling	<u>\$3,542</u>	<u>\$2,784</u>
<b>Total</b>	<b>\$95,757</b>	<b>\$95,757</b>

For example, for Pingelly for Option 1 (tonne km rate), at 80km from the Tarwonga site and 537 calculated tonnes of the 6,328 calculated total tonnes, a total of 42,960 tonne km is involved (of the Groups total 348,208 tonne km). A freight cost of \$2.75 per km per 10 tonne load has been used – which calculates to a total freight cost across all 12 local governments of \$95,757.

$$\frac{42,960 \text{ tonne km}}{10 \text{ tonne load}} \times \$2.70/\text{km} = \$11,814$$

For Option 2 (flat tonnage rate) for Pingelly, the 537 ton

Option 2

$$\frac{537 \text{ tonnes}}{6,328 \text{ calculated tonnes}} \times \$95,757 = \$8,126$$

**Proposed** – flat tonnage freight cost regardless of distance, across all of the local governments with further deliberations on the transport system (Option 2).

### **Regional Refuse Site Location**

Following an invitation for all local governments to nominate potential sites, a number were initially investigated. Factors in this consideration were:

- the tonne/kms freight cost of the putrescible waste.
- Land owner interest in sale (forcible acquisition was not considered appropriate or necessary).

The potential sites have reduced to two – Tarwonga Road and Walker Road – both in the triangular of the borders of the Shires of Wagin, Narrogin, West Arthur and Williams. Both sites are currently being investigated for suitability.

**Proposed** – Regional Refuse Site to be located in the triangular of the borders of the Shires of Wagin, Narrogin, West Arthur and Williams.

**Regional Refuse Site Operation**

No other alternatives to local government owners being charged for waste disposal equally on a per tonne basis were considered. However, non-owners (local governments or otherwise) are to be charged a margin.

A weighbridge on site will be required to determine this charging system. Solar power is adequate for a weighbridge – negating the need to locate the Site on the power grid.

	<b>Proposed</b>
Cuballing	\$6,232
Dumbleyung	\$5,068
Lake Grace	\$10,341
Narrogin Town	\$33,929
Narrogin Shire	\$6,633
Pingelly	\$9,348
Wagin	\$14,519
Wandering	\$2,838
West Arthur	\$6,807
Wickepin	\$4,335
Williams	\$6,911
Woodanilling	<u>\$3,199</u>
<b>Total</b>	<b>\$110,160</b>

**Proposed** – waste disposal be charged equally on a per tonne basis

**Timing**

The decision making process will involve the following steps (currently up to Step 4):

1. Site options selection.
2. Site testing.
3. Budget costing.
4. Agreement on partners (in-principle decision).
5. Site selection.
6. Determination of corporate structure (after taking legal advice).
7. Site Option purchase – subject to gazettal.
8. Resolution of Ownership and Governance structure.
9. Site gazettal as refuse site.
10. Purchase site.
11. Tender out Site development requirements and operational services.
12. Commence operations.

Investigation costs involved with site testing (Step 2) are currently being funded by surplus funds from previous waste projects. The first significant expenditure will occur when an option (Step 7) is taken out over site. This will be followed by the detailed work necessary to gazette the property (Step 9) as a refuse disposal site. Further expenditure will then be required to purchase the land (Step 10).

This expenditure is likely to occur in early 2011/12.

### Comment

The group is advancing the project and a number of important decisions will be required shortly, therefore Council will need to decide whether to continue its involvement or otherwise. The Wagin Group believes that there is sufficient information now for Councils to be able to make this decision.

It is important to consider some other factors when interpreting the results of any cost benefit analysis for a regional landfill site verses the costs involved in maintaining a local landfill site, including the following:

- The cost of maintaining a fully compliant site rather than the cost for what is currently operating.
- The regulatory requirements and the degree of enforcement for landfill are bound to increase over time.
- Future reporting obligations will be more easily met by having a regional site as the weighbridge will give accurate figures of tonnes to landfill. This will be particularly important with regards to possible future carbon accounting obligations or if the landfill levy is extended to cover regional areas.
- Future grant funding is likely to only be available for projects on a regional scale.
- There may be commercial opportunities that develop from having a regional facility. The profits from any such opportunities could then be used to reduce the cost of handling the waste, be used for future infrastructure investments or simply be shared amongst the member local governments that have invested in the site.
- Cooperating on waste management may make it easier to save money on shared waste infrastructure, contracts and services into the future.
- This is a long term investment that could benefit all local governments involved over a period of time (possibly 50 to 100 years).

### Conclusion – Chief Executive Officer

Given that Council is reluctant to pursue regional landfill as an option due to the level of capital investment the Shire has made in its local tips during the last two years as well as the level invested in recycling facilities it may be prudent for the Shire of Lake Grace to end its association with the Wagin Regional Refuse Group and thus the regional landfill scheme.

However, it should be noted that it will be possible for the Shire to participate in the regional landfill scheme in future should the need arise.

This means that the six month review that was due in February 2011 is now completed.

### Legal Implications

Section 68 of the *Waste Avoidance and Resource Recovery Act 2007* provides local government with the power to impose a fee or charge in respect of waste services under section 6.16 of the *Local Government Act 1995*. Section 3.1 of the *Local Government Act 1995* enables local government to set fees that are for the “good governance” of the local government district.

### Policy Implications

Nil



Consultation

External: Wagin Regional Waste Refuse Group  
Wagin CEO: Len Calneggia

Internal: Waste Management Group (Manager Works, EHO, Works  
Overseer, Development Officer, CEO);  
Elected Member Updates and Information Bulletin

Financial Implications

The Regional Landfill site as per the background in this report.

Further to this, the Shire has an allocation in the 2010/11 Budget of \$10,000 towards project initiatives with the Wagin Waste Group that will no longer be required and should also receive back from the group \$6,666 in remaining contributions to the Group.

Strategic Implications

Shire of Lake Grace Strategic Plan

5.4 Strive for excellence in the management of environmental and natural resource infrastructure.

- Programs
- Waste management
- Water management
- Parks and Reserves
- Salinity

Voting Requirements

Simple majority required.

Recommendation/Resolution

**MOTION 11149**

Moved Cr Farrelly  
Seconded Cr Chamberlain

That Council:

1. Receives the Chief Executive Officer's report on the Regional Landfill proposal.
2. Authorises the Chief Executive Officer to advise the Wagin Regional Refuse Group that the Shire of Lake Grace:
  - a. Will not be a participant in the establishment of the Regional Landfill Scheme;
  - b. Withdraws its membership from the Wagin Regional Refuse Group;
  - c. However, acknowledges that it may apply to re-enter the Wagin Regional Refuse Group at a later date should the need arise.

**MOTION CARRIED 9/0**

**15.5      2011 AUSTRALIA DAY CITIZENSHIP AWARDS**

2.51pm      *Crs Milton and Chappell disclosed interests of impartiality in that Cr Milton is a co-writer and nominator of Mr Terry Gladish's nomination and Cr Chappell's son Stephen Chappell is an Award nominee.*

2.54pm      *Crs Milton and Chappell re-entered the meeting once the award recipients for Lake Grace had been determined.*

**Applicant:**                      Community Nominations  
**File No.**                              0435  
**Attachments:**                      Nominations  
**Author:**                              Ms Isabelle Draffehn  
     Community Services Assistant  
**Disclosure of Interest:**      Nil  
**Date of Report:**                      1 December 2010  
**Senior Officer:**                      Mrs Nadene Owen  
     Manager Community Services

Summary

This report is for Council to consider and determine the 2011 Premier's Australia Day Active Citizenship Awards recipients for Citizens of the Year and Community Group / Events of the Year.

Background

Each year for each of the Shire's five communities, two local citizens and one local community group are eligible for the Premier's Active Australia Day Active Citizenship Awards.

These annual awards encourage and reward the spirit of active citizenship with recipients selected from people and groups who have made a noteworthy contribution during the current year, or given outstanding service to the local community over a number of years through active involvement.

Awards are presented for each community in two age categories as well as a community group or event.

During October and November, nominations were invited from each community for the following categories:

- Premier's Australia Day Active Citizenship Award for a person of 25 years or older
- Premier's Australia Day Active Citizenship Award for a person under 25 years
- Premier's Australia Day Active Citizenship Award for a community group or event

Comment

Closing date for nominations was 26 November 2010. The following nominations have been received:

**Lake Grace Citizen of the Year**

1. Mr Terry Gladish nominated by Mr Neil Bishop.
2. Mr Bill Jenks nominated by Lake Grace Development Association

**Lake Grace Citizen of the Year for a person under 25 Years**

1. Mr Stephen Chappell nominated by Lake Grace Development Association (Mrs Debby Clarke)

**Lake Grace Community Group or Event of the Year**

1. Lake Grace Lions Club for providing the annual Australia Day Breakfast 2010 nominated by Lake Grace Development Association
2. Lake Grace Childcare Committee nominated by Lake Grace Development Association

**Newdegate Citizen of the Year**

1. Mrs Kaye Walker nominated by Ms Natalie Thompson

Legal Implications

N/A

Policy Implications

N/A

Consultation

External: Advertisements were placed in all five local community newsletters throughout October. Nomination forms were sent to all Progress/Development Associations and were also available at the Shire Office and online from the Australia Day website.

Financial Implications

2010/11 Budget: An allowance for award certificates and framing is included in Account E041175 – Australia Day Celebrations.

Strategic Implications

Shire of Lake Grace Strategic Plan  
2. Social and Community Well Being

Voting Requirements

Simple majority required.

Resolution

**MOTION 11150**

Moved Cr De Landgraft  
Seconded Cr Farrelly

That 2011 Premier's Australia Day Active Citizenship Awards be awarded to the following:

1. Lake Grace Citizen of the Year for persons over 25 years:  
Mr Terry Gladish
2. Lake Grace Citizen of the Year for persons under 25 years:  
Mr Stephen Chappell
3. Lake Grace Community Event of the Year:  
Lions Club Breakfast.
4. Newdegate Citizen of the Year for persons over 25 years:  
Mrs Kaye Walker.

**MOTION CARRIED 8/1**

<b>16.0 INFORMATION BULLETIN</b>
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**16.1 INFORMATION BULLETIN REPORT – DECEMBER 2010**

<b>Applicant:</b>	Executive Services
<b>File No.</b>	N/A
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Grants Register as at 16 December 2010</li> <li>2. Letter from Tony Crook MP</li> <li>3. Circular from the Minister for Local Government, Heritage &amp; Multicultural Interests</li> <li>4. Letter from Manager Reform Implementation, Department of Local Government</li> <li>5. Media Statement – Office of the Auditor General</li> <li>6. Media Release &amp; Report - Australian Rural Roads Group</li> </ol>
<b>Author:</b>	Mrs Jeanette Bennett Executive Assistant
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 December 2010
<b>Senior Officer:</b>	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

At the Senior Management Team Information Session held following the September 2010 Council Meeting, it was proposed that the standing agenda items presented each month be included in one report titled the 'Information Bulletin Report'.

The monthly publication, previously know as the 'Information Bulletin' consisting of management reports, committee meeting and other minutes, circulars, newsletters and items of correspondence received by the Shire, are now in a 'Monthly Circular' which is sent out at the same time as the Agendas to allow Councillors to access the information prior to the meeting day.

Comment

The information at attachment as per above, together with the following updates are provided for Council's information:

**1. Grants Register**

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

**2. Letter - Tony Crook MP**

Letter from Tony Crook received in response to the Shire's funding submission to the State Government for seed funding of \$100,000 to assist with the current General Practitioner situation.

**3. Circular – Minister for Local Government**

The December Update provides an overview of priority areas for the Minister's Office and Department of Local Government.

**4. Letter – Department of Local Government**

Letter received regarding the recently released local Government Reform Steering Committee's report and its recommendation regarding district boundary amendments.

**5. Media Statement – Office of the Auditor General**

The Office of the Auditor General released a Media Statement concerning weaknesses in agency fee setting and Royalties for Regions Funding Guidelines.

A full copy of the report titled 'Second Public Sector Performance Report 2010' can be found in this month's Council Circular.

**6. Media Release and Report – Australian Rural Roads Group**

The Australian Rural Road Group, the rural road lobby group of which the Shire of Lake Grace is a member, has released its inaugural report titled 'Going Nowhere'. The media release and the report are attached.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer's Recommendation/Resolution

**MOTION 11151**

Moved Cr Milton  
Seconded Cr De Landgraft

That Council receive the Information Bulletin Report.

**MOTION CARRIED 9/0**

**17.0 URGENT BUSINESS BY DECISION OF THE MEETING**

None.

**18.0 SCHEDULING OF MEETING**

**18.1 FEBRUARY 2011 ORDINARY MEETING**

**Motion 11124 November 2010 states:**

An Ordinary Meeting of Council will be held on Wednesday 23 February 2011, 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 11152**

Moved Cr Newman  
Seconded Cr Chappell

That Council close the meeting to the public at this time, being 3.01pm, to consider Items 19.1 & 19.2 Senior Management Positions – Appointment of Manager Corporate Services and Manager Community Services.

**MOTION CARRIED 9/0**

3.01pm *Manager Corporate Services, Manager Community Services and Executive Assistant left the meeting.*

**19.1 SENIOR MANAGEMENT POSITION – APPOINTMENT OF MANAGER CORPORATE SERVICES**

*Late item – forwarded under separate cover.*

**MOTION 11153**

Moved Cr Farrelly  
Seconded Cr Milton

That:

1. Council accepts the recommendation of the Chief Executive Officer to employ Mrs Samantha Appleton in the position of Manager Corporate Services.
2. The use of the Common Seal on the contract is authorised.

**MOTION CARRIED 9/0**



**19.2 SENIOR MANAGEMENT POSITION - APPOINTMENT OF MANAGER  
COMMUNITY SERVICES**

*Late item – forwarded under separate cover.*

**MOTION 11154**

Moved Cr Newman  
Seconded Cr Farrelly

That:

1. Council accepts the recommendation of the Chief Executive Officer to employ Mr Harold Vanderplas in the position of Manager Community Services.
2. The use of the Common Seal on the contract is authorised.

**MOTION CARRIED 9/0**

**MOTION 11155**

Moved Cr De Landgrafft  
Seconded Cr Chappell

That Council re-open the meeting to the public at this time, being 3.10pm.

**MOTION CARRIED 9/0**

3.10pm *Manager Corporate Services, Manager Community Services and Executive Assistant re-entered the meeting.*

The Shire President apologised to Councillors for having missed the Members Report Section earlier in the meeting and invited Councillors activity reports for the month.

**Cr De Landgrafft**

Attended the Lake King Primary School end of year concert to present the Shire's Book Award Prize.

**Cr Milton**

Reported attendance at:

- Lake Grace Development Association Christmas Dinner Celebration Meeting
- Shire of Lake Grace Audit Committee Meeting
- St John Ambulance Workshop to discuss Ambulance Centre Building options
- Special Council Meeting & GP Forum

**Cr Chamberlain**

Reported attendance at:

- Newdegate Primary School Presentation Evening and presented the Shire Award
- Newdegate Community Development Association Meeting
- Mt Sheridan Street Party

**Cr Sinclair**

Attended the Newdegate School Concert Evening and the Lake Bidy Christmas Tree Party.

**Cr Chappell**

Reported attendance at:

- Lake Grace Development Association Christmas function
- Maurie Gilson's funeral
- Wilson Tuckey's Testimonial Dinner

**Cr Newman**

Reported attendance at:

- Newdegate School Concert
- Newdegate Community Development Association Meeting
- Wilson Tuckey's Testimonial Dinner

**Cr Walker**

Reported attendance at the Lake Grace District High School Awards Evening. He presented the Shire's Dux Award to Yr 10 student Jack Carruthers, the CEO presented the Bennett Scholarship also to Jack Carruthers. The evening was well attended with Minister Waldron being there to present award to students.

**20.0 CLOSURE**

In closing, the Shire President acknowledged that it was the last Council Meeting for Peter Dittrich and Nadene Owen, Manager Corporate Services and Manager Community Services respectively. On behalf of Council, Staff and the community, he thanked them both for their contributions during their time at the Shire and wished them all the best for the future.

There being no further business, the Chairperson closed the meeting at 3.20pm.

**21.0 CERTIFICATION**

I Andrew James Walker certify that the minutes of the meeting held on the 22 December 2010 as shown were confirmed as a true record at the meeting held on the 23 February 2011.

\_\_\_\_\_

Chairman

\_\_\_\_\_

Date