

Shire of Lake Grace

Ordinary Council Meeting

Minutes

22 March 2017



Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

CONTENTS

1.0	OPENING & ANNOUNCEMENT OF VISITORS.....	5
2.0	ATTENDANCE RECORD.....	5
2.1	PRESENT	5
2.2	APOLOGIES	5
2.3	LEAVE OF ABSENCE PREVIOUSLY GRANTED	5
3.0	PUBLIC QUESTION TIME	5
4.0	APPLICATIONS FOR LEAVE OF ABSENCE.....	6
4.1	CR ARMSTRONG	6
5.0	MINUTES OF PREVIOUS COUNCIL MEETINGS.....	6
5.1	ORDINARY MEETING – 22 FEBRUARY 2017.....	6
5.2	SPECIAL COUNCIL MEETING – 7 MARCH 2017.....	6
6.0	DECLARATIONS OF INTEREST.....	7
6.1	DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A	7
6.2	DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B	7
6.3	DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION 1996 SECTION 34C	7
7.0	NOTICES OF URGENT BUSINESS.....	7
8.0	MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED	7
9.0	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	7
10.0	MEMBERS' REPORTS	7
10.1	CR ARMSTRONG	7
10.2	CR CHAPPELL.....	7
10.3	CR CLARKE	8
10.4	CR HUNT.....	8
10.5	CR LLOYD.....	9
10.6	CR MARSHALL	9
10.7	CR STANTON	9
10.8	CR WALKER.....	10
10.9	CR DE LANDGRAFFT.....	10
11.0	MATTERS FOR CONSIDERATION – INFRASTRUCTURE SERVICES.....	11
11.1	INFRASTRUCTURE SUPERVISOR VEHICLE SPECIFICATION.....	11
11.2	PURCHASE OF A NEW TOW ALONG ROLLER	14
11.3	PURCHASE OF SECOND HAND LOADER	17
11.4	REQUEST FOR QUOTATION – NEWDEGATE PARKS AND GARDENS CONTRACT	19

12.0	MATTERS FOR CONSIDERATION – PLANNING	22
12.1	DEVELOPMENT APPLICATION – PROPOSED TRANSPORTABLE ADDITION TO EXISTING SINGLE HOUSE AND NEW OUTBUILDING ON LOT 3024 (NO.6223) MALLEE ROAD, DUNN ROCK.....	22
13.0	MATTERS FOR CONSIDERATION – HEALTH & BUILDING	29
13.1	PLASTIC BAG BAN PROPOSAL – WALGA DISCUSSION PAPER	29
14.0	MATTERS FOR CONSIDERATION – FINANCE.....	32
14.1	ACCOUNTS FOR PAYMENT – FEBRUARY 2017	32
14.2	FINANCIAL STATEMENTS – FEBRUARY 2017	34
14.3	USE OF LAKE KING COMMUNITY HALL	36
15.0	MATTERS FOR CONSIDERATION – COMMUNITY SERVICES.....	39
15.1	AIM BUILDING DRAFT BUDGET ALLOCATION	39
16.0	MATTERS FOR CONSIDERATION - ADMINISTRATION.....	42
16.1	REVIEW OF SHIRE OF LAKE GRACE WARDS AND REPRESENTATION	42
16.2	INTEGRATED PLANNING REQUIREMENTS	55
16.3	RISK MANAGEMENT FRAMEWORK AND POLICY 1.13.....	59
16.4	RISK PROFILE REPORT – PERIOD ENDING 31 DECEMBER 2016	63
16.5	SECONDARY FREIGHT ROUTE PROJECT.....	66
17.0	INFORMATION BULLETIN	69
17.1	INFORMATION BULLETIN REPORT – MARCH 2017	69
18.0	URGENT BUSINESS BY DECISION OF THE MEETING	71
18.1	STATUTORY COMPLIANCE AUDIT RETURN 2016	71
19.0	SCHEDULING OF MEETING	76
19.1	APRIL 2017 ORDINARY MEETING	76
20.0	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2).....	76
20.1	RECEPTIONIST SUPPORT PAYMENT	76
20.2	PLANT REPLACEMENT SPECIFICATIONS – 2016/17 BUDGET	77
20.3	DISPOSAL OF PLANT – 2016/17 BUDGET	77
21.0	CLOSURE	78
22.0	CERTIFICATION	78

SHIRE OF LAKE GRACE

Minutes of the Ordinary Meeting of Council held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 22 March 2017.

1.0 OPENING & ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 3.03 pm.

2.0 ATTENDANCE RECORD**2.1 PRESENT**

Cr JF De Landgraft	Shire President
Cr SG Hunt	Deputy Shire President
Cr LW Armstrong	
Cr R Chappell	
Cr DS Clarke	
Cr RA Lloyd	
Cr AD Marshall	
Cr MG Stanton	
Cr AJ Walker	

In Attendance

Ms D Gobbart	Chief Executive Officer
Ms L Gray	Deputy Chief Executive Officer
Mr P Webb	Manager Infrastructure Services
Ms N Bowman	Governance Officer

Observers/Visitors

Nil

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

3.0 PUBLIC QUESTION TIME

Nil

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

4.1 CR ARMSTRONG

An application for Leave of Absence was received in writing from Cr Armstrong.

Resolution

RESOLUTION 12479

Moved Cr Chappell
Seconded Cr Stanton

That Cr Armstrong be granted leave of absence for the period Saturday, 8 April 2017 to Sunday 30 April 2017 inclusive.

CARRIED 9/0

5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS

5.1 ORDINARY MEETING – 22 FEBRUARY 2017

Resolution

RESOLUTION 12480

Moved Cr Armstrong
Seconded Cr Walker

That the minutes of the Ordinary Meeting of Council held on the 22 February 2017 be confirmed as a true and accurate record.

CARRIED 9/0

5.2 SPECIAL COUNCIL MEETING – 7 MARCH 2017

Resolution

RESOLUTION 12481

Moved Cr Chappell
Seconded Cr Stanton

That the minutes of the Special Meeting of Council held on the 7 March 2017 be confirmed as a true and accurate record.

CARRIED 9/0

6.0 DECLARATIONS OF INTEREST

6.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A

Nil

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

Nil

6.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION 1996 SECTION 34C

Cr Armstrong declared impartiality interest in Item 11.4 Request for Quotation – Newdegate Parks and Gardens Contract (refer to page 19) with the nature of the interest being he is currently employed as the Newdegate gardener.

7.0 NOTICES OF URGENT BUSINESS

Nil

8.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

Nil

9.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10.0 MEMBERS' REPORTS

10.1 CR ARMSTRONG

Friday 24 February

Attended the Newdegate Field Day Annual General Meeting followed by the Newdegate Cropping Committee Meeting.

Saturday 25 February

Attended the Grand Opening of the Lake Grace St John Ambulance Sub Centre.

Tuesday 7 & Wednesday 8 March

Was an apology to the Special Meeting of Council however attended on Wednesday 8 March when meeting reconvened.

Saturday 11 March

Manned the polling both for State Election.

10.2 CR CHAPPELL

Saturday 25 February

Attended the Grand Opening of the Lake Grace St John Ambulance Sub Centre where I officiated as MC.

Tuesday 7 March

Attended the Special Meeting of Council.

Attended Marty's Party held at the Lake Grace Shire Hall that evening.

Wednesday 8 March

Attended the reconvened Special Meeting of Council.

Attended a community meeting with Bendigo Bank to see if the service will operate in Lake Grace.

Saturday 11 March

Attended the Sculpture by the Sea Exhibition at Cottesloe beach.

Sunday 12 March

Attended Sculpture at Bathers Exhibition at Fremantle Bathers beach.

Tuesday 14 March

Attended the Walkers Hill Vineyard Annual grape pick, the proceeds were donated to the Lake Grace St John Ambulance.

Wednesday 15 March

On behalf of the Lake Grace Regional Health Advisory Committee Cr Clarke and I attended a meeting with WA Country Health Services in regards to aged care.

Thursday 16 March

Attended the WA Grains Group Annual General Meeting and General Meeting followed by a tour of Curtin University's new building for Agriculture.

10.3 CR CLARKE**Saturday 25 February**

Attended the Grand Opening of the Lake Grace St John Ambulance Sub Centre.

Tuesday 7 March

Attended the Special Meeting of Council.

Attended Marty's Party held at the Lake Grace Shire Hall.

Wednesday 8 March

Attended the District Health Advisory Council meeting by video conference.

Tuesday 14 March

Attended the Walkers Hill Vineyard Annual grape pick, the proceeds were donated to the Lake Grace St John Ambulance.

Wednesday 15 March

Attended a meeting with Ross Chappell in Narrogin with Regional director of WACHS, Sean Conlon, Kerrie Fisher, Narrogin and Nola Todorovich Aged Care from Great Southern. We were later joined by Simon Hughes and Julian Smith, from St John Ambulance. This was to discuss the letters that were sent last year to various ministers about more permanent care beds for Lake Grace, disposable linen and an airlock between the ambulance bay and the hospital.

10.4 CR HUNT**Monday 27 February**

Attended the Audit Committee meeting.

Tuesday 7 March

Attended the Special Meeting of Council.

Wednesday 8 March

Attended the reconvened Special Meeting of Council.

Tuesday 21 March

Attended the Lake Grace District High School Board Meeting.

Wednesday 22 March

Attended the Audit Committee Meeting.

10.5 CR LLOYD**Friday 24 February**

Attended the Newdegate Field Day Annual General Meeting followed by the Newdegate Community Cropping Committee Meeting.

Saturday 25 February

Attended the Grand Opening of the Lake Grace St John Ambulance Sub Centre.

Monday 27 February

Attended the Audit Committee Meeting.

Attended the Incorporation Workshop with Caroline Robinson.

Tuesday 7 March

Attended the Integrated Planning Asset Management Committee Meeting.

Attended the Special Meeting of Council.

Wednesday 8 March

Attended the reconvened Special Meeting of Council.

Friday 17 March

Attended the Newdegate Primary School Interschool Swimming Carnival.

Wednesday 22 March

Attended the Audit Committee Meeting.

10.6 CR MARSHALL**Saturday 25 February**

Attended the Grand Opening of the Lake Grace St John Ambulance Sub Centre.

Monday 27 February

Attended the Audit Committee Meeting.

Tuesday 7 March

Attended the Integrated Planning Asset Management Committee Meeting.

Attended the Special Meeting of Council.

Wednesday 8 March

Attended the Bendigo Bank meeting.

Wednesday 22 March

Attended the Audit Committee Meeting.

10.7 CR STANTON**Monday 6 March**

Attended the Lions Club Screening Clinic, it was well attended by the district.

Tuesday 7 March

Attended the Special Meeting of Council.

Wednesday 8 March

Attended the reconvened Special Meeting of Council.

Attended the Bendigo Bank Meeting which was well attended.

Saturday 18 March

Attended the Pingrup Annual Sports Day.

Tuesday 21 March

Attended the Lake Grace District High School assembly.

Wednesday 22 March

Attended the Audit Committee Meeting.

10.8 CR WALKER**Saturday 25 February**

Attended the Grand Opening of the Lake Grace St John Ambulance Sub Centre. Well done to Cr Chappell as the MC and thank-you to Amanda Milton for all her hard work for this project.

Tuesday 7 March

Attended the Special Meeting of Council.

10.9 CR DE LANDGRAFFT**Friday 24 February**

Attended the Official Opening of Jam Tree Lane Aged Persons Units and Public Open Space in Williams.

Attended a Central Country Zone Meeting in Narrogin.

Saturday 25 February

Attended the Grand Opening of the Lake Grace St John Ambulance Sub Centre. Congratulations to Cr Chappell on a great job as the MC and thank-you to Amanda Milton for all her efforts.

Wednesday 1 March

Radio interview with Triple M regarding the flood and WANDRRA funding.

Wednesday 1 March – Friday 3 March

Attended the WA Farmers Conference, Annual General Meeting and Sundowner.

Friday 3 March

The Shire President was contacted by Graham Jacobs informing the Shire that BlazeAid was offering assistance to affected farmers in the Shire. The BlazeAid Coordinator Ed was contacted to discuss assistance to affected farmers for the recent flooding.

Tuesday 7 March

Attended the Integrated Planning Asset Management Committee Meeting.

Attended the Special Meeting of Council.

Thursday 9 March

Met with BlazeAid Coordinators in Lake King.

Tuesday 14 March

Attended the 4WDL Meeting which was held in Lake Grace.

Friday 17 March

Attended the Local Recovery Coordinating Committee Meeting.

11.0 MATTERS FOR CONSIDERATION – INFRASTRUCTURE SERVICES

11.1 INFRASTRUCTURE SUPERVISOR VEHICLE SPECIFICATION

Applicant: Internal Report
File No. 0541
Attachments: Nil
Author: Mr Paul Webb

Disclosure of Interest: Nil
Date of Report: 22 February 2017
Senior Officer: Ms Denise Gobbart


Manager Infrastructure Services


Chief Executive Officer

Summary

For Council to consider replacement specification for the Infrastructure Supervisor's vehicle; a 2014 Ford PX Ranger Dual Cab Diesel utility, LG002, Asset Code 1399.

Background

The Shire currently owns a 2014 Ford PX Ranger Dual Cab Diesel utility, LG002, Asset Code 1399, for use by the Infrastructure Supervisor.

Council have approved \$38,000 for changeover of vehicle in the 2016/17 budget.



Comment

The Shire currently owns a 2014 Ford PX Ranger Dual Cab Diesel utility, LG002, Asset Code 1399, for use by the Infrastructure Supervisor. The unit as of 21 February 2017 has travelled 130,527 kilometres.

At this time the Shire does not have a policy on vehicle changeover/purchase. The intent of this item is to request Council to consider a one off specification for a unit, and to ensure that the changeover of vehicle is satisfactory.

Current list price of a Ford GX Ranger dual cab utility is \$35,542. With additions such as heavy duty steel tray, tow bar, nudge bar and spotlights, total price including GST runs out to \$42,689.25. Excluding GST price is \$38,808.41. Council have provided \$38,000 for replacement of the unit. General additions should require a tow bar, nudge bar and spotlights, as this position does undertake regular callouts and towing of a trailer. The additional \$808.41 falls within threshold of purchase, excluding on road costs. If Council decide to retain the Ford GX Ranger, the officer believes there may be a cost overrun, not including disposal cost of the existing Ford Ranger.

This item is to gain a direction from Council on specification of replacement. The Infrastructure Supervisor is required to tow, drive outside of normal work hours due to callouts, and has need of four wheel drive capacity. It is the officer's belief, that Council are prepared to consider retaining current specification, alternative units may be available for consideration within budgetary considerations.

Legal Implications

Nil

Policy Implications

Nil

Consultation

External West Australian Local Government Association (State tender pricing)
Maalouf Ford

Financial Implications

Allowance has been made in the 2016/17 budget for the purchase of a replacement vehicle, \$38,000. However, advice provided is that the expected cost will be \$38,808.41, resulting in a budget overrun of \$808.41.

Plant & Equipment - Account E123059 Job No P0005 \$38,000

The 2016/17 approved budget lists the cost of changeover as \$15,500.

Strategic Implications

Lake Grace Strategic Community Plan

Into the future, our vision for the Shire of Lake Grace is to be:

- An employer of choice operating with a skilled, effective workforce.
- A financially sustainable organisation operating from a diverse funding base.
- An effective manager of community assets.

Voting Requirements

Simple majority required.

Integrated Planning Asset Management Committee Recommendation/Resolution

RESOLUTION 12482

Moved Cr Armstrong
Seconded Cr Chappell

That Council endorse the specification of a four wheel drive vehicle dual cab, with a tow bar and spotlights for the Infrastructure Supervisor to be purchased within budgetary constraints set in the 2016/17 budget.

CARRIED 9/0

11.2 PURCHASE OF A NEW TOW ALONG ROLLER

Applicant: Internal Report
File No. 0541
Attachments: Nil
Author: Mr Paul Webb

Disclosure of Interest: Nil
Date of Report: 23 February 2017
Senior Officer: Ms Denise Gobbart


Manager Infrastructure Services


Chief Executive Officer

Summary

For Council to consider purchase of a new tow along roller for compaction of gravel roads whilst maintenance grading.

Background

The Shire undertakes maintenance grading (smoothing) on gravel roads throughout the Shire.

Council have approved \$70,000 for purchase of a tow along roller in the 2016/17 budget.

Comment

At this time the Shire does not have a policy on vehicle changeover/purchase. The intent of this item is to request Council to consider a one off specification for a unit, and to ensure that the changeover of vehicle is satisfactory.

Much of the Shire's maintenance grading operations involve smoothing of roads, and a lesser combination (at this time) of medium and heavy grading, which requires reshaping and in some instance the importation of material, watering and rolling. Council will have considered the economic factors in relation to cost of grading, and at this time our teams are heavily focussed on reconstruction of failed roads, and to a lesser extent the overall rectification of material loss and reshaping works. The purchase of a tow along roller would appear to be the first step in moving toward addressing loss of on road materials, and deep compaction of gravel roads.

Research would indicate that the Shire's initial intent to purchase a combination multi tyre steel drum configuration unit for maintenance works. As the unit will not be used in construction, the purpose of the steel drum is questionable as no rock crushing or water binding for seal works is required for this proposed use. This in effect dictates that only a rubber tyre compactor is required.

A weighted dual tyre configuration was also considered, but investigation with Shire of Boddington and the supplier (Broons) has identified no significant advantage in maintenance to a dual axle configuration for the purpose of maintenance works on a tow along unit. Any load will be distributed evenly over the number of tyres on the road surface so a single row of tyres will effectively deliver the same weight compaction rate as a double row of tyres.

Liaison with Mr Geoffrey Forward at the Shire of Brookton has also identified that the overall weight of the larger units exceeds licencing requirements in Western Australia. The unit that will be proposed in this item has been licenced for Western Australian conditions by Mr Forward. It was recommended to purchase (if Council consider it appropriate) the single tyre tow along with three years of South Australian licence. This should provide some time to

have vigorous and animated discussion with the Department of Transport to secure Western Australian registration for the unit, an outcome that the Shire of Brookton has achieved.

Other general information discussion included larger overweight units applying significant additional stress to the grader engine and components shortening the working life of the vehicle. Experience would also indicate that any hydraulic linked component in a semi-permanent manner would have a similar affect.

The total cost of a single tyre tow along is expected to be in the vicinity of \$42,000 excluding licencing. This is significantly less than the \$70,000 budget allocation.

Legal Implications

Shire of Lake Grace Purchasing Policy 3.7

Policy Implications

Nil

Consultation

Internal	Mr Chris Trevenen, Maintenance Grader Operator
	Mr Robert (Bob) Palmer, Mechanic
	Mr Doug Whiting, Infrastructure Supervisor
External	Shire of Boddington
	Broons – the Crushing and Compacting Specialists
	Mr Geoffrey Forward, Principal Works Supervisor, Shire of Brookton

Financial Implications

Allowance has been made in the 2016/2017 approved budget for the purchase of a new tow along roller \$70,000.

Plant & Equipment - Account E123059 Job No P0009 \$70,000

Strategic Implications

Lake Grace Strategic Community Plan

Into the future, our vision for the Shire of Lake Grace is to be:

- An employer of choice operating with a skilled, effective workforce.
- A financially sustainable organisation operating from a diverse funding base.
- An effective manager of community assets.

Voting Requirements

Simple majority required.

Integrated Planning Asset Management Committee Recommendation/Resolution

RESOLUTION 12483

Moved Cr Hunt
Seconded Cr Lloyd

That Council, purchase a single unit tow along multi-tyre roller in accordance with the 2016/17 budgetary allowance.

CARRIED 9/0

11.3 PURCHASE OF SECOND HAND LOADER

Applicant: Internal Report
File No. 0541
Attachments: Nil
Author: Mr Paul Webb

Disclosure of Interest: Nil
Date of Report: 23 February 2017
Senior Officer: Ms Denise Gobbart


 Manager Infrastructure Services


 Chief Executive Officer
Summary

For Council to consider purchase of a second hand loader for the Lake Grace waste facility.

Background

The Shire's Lake Grace townsite waste facility currently runs under licence conditions set by the Department of Environment and Conservation (DEC). The Shire is required to comply with the conditions of the licence or face fines or potential closure of the tip subject to severity of breach.

Condition 1.3.4 (d) of licence L7113/1997/12 requires that '*cover waste with at least two hundred and thirty (230) millimetres of cover material every week the site is open of where continuous cover techniques are used, cover waste with at least one hundred (100) millimetres of cover material every day, so that no waste is left exposed*'.

As the Shire is required to control wind borne waste and undertake pest control, daily cover (in conjunction with opening hours) is required.

As a result, Council have approved \$50,000 for purchase of second hand loader in the 2016/17 budget.

Comment

At this time the Shire does not have a policy on vehicle changeover/purchase. The intent of this item is to request Council to consider a one off specification for a unit, and to ensure that the changeover of vehicle is satisfactory.

Shire plant is, and will be subject to higher utilisation as work projects are implemented and improved. Shire plant to be used on the waste site is already required regular relocation of plant with impact on the ability of the construction team to undertake their works. It is apparent by this purchase that the Shire already understands the need to purchase this item of plant. The second hand loader will need to be able to provide cover, move materials, and undertake general duties (such as litter control) and minor trench works. A loader will not have the capacity to dig new trenches, other than small works such as an asbestos pit.

The officer wishes to express to Council that working in a tip site is punishing work for standard works machinery, so maintenance cost on a continually worked machine in this environment will be high. Tyre punctures are a very regular occurrence on site through no fault of the operator, and the undercharge of the vehicle will continually be exposed to potential damage. This is why fit for purpose machinery is either tracked; steel wheeled, and will include underbelly plating.

The requirement of a suitable machine should include:

- 2 metre bucket;
- 120 horse power plus (the higher the horse power range the better);
- 8 tonne Gross Vehicle Mass; and,
- Diesel engine.

Legal Implications

Shire of Lake Grace Purchasing Policy 3.7

Policy Implications

Nil

Consultation

Internal Mr Robert (Bob) Palmer, Mechanic

Financial Implications

Allowance has been made in the 2016/2017 approved budget for the purchase of a second hand loader, \$50,000.

Strategic Implications

Lake Grace Strategic Community Plan

Into the future, our vision for the Shire of Lake Grace is to be:

- An employer of choice operating with a skilled, effective workforce.
- A financially sustainable organisation operating from a diverse funding base.
- An effective manager of community assets.

Voting Requirements

Simple majority required.

Integrated Planning Asset Management Committee Recommendation/Resolution

RESOLUTION 12484

Moved Cr Hunt

Seconded Cr Walker

That Council purchase a second hand loader within current budgetary constraints, with the specifications of:

- Minimum 2 metre bucket capacity;
- Minimum 120 horse power diesel engine; and,
- Minimum 8 tonne Gross Vehicle Weight.

CARRIED 9/0

Cr Armstrong declared impartiality interest in Item 11.4 Request for Quotation – Newdegate Parks and Gardens Contract as he is currently employed as the Newdegate gardener.

11.4 REQUEST FOR QUOTATION – NEWDEGATE PARKS AND GARDENS CONTRACT

Applicant: Internal Report
File No. 0493
Attachments: Request for Quotation - Townsite Gardening Newdegate Contract 2 years
Author: Mr Paul Webb

Disclosure of Interest: Nil
Date of Report: 28 February 2017
Senior Officer: Ms Denise Gobbart


Manager Infrastructure Services


Chief Executive Officer

Summary

For Council to consider application of Request for Quotation process to the Newdegate Townsite Gardening Contract for a period of two (2) years.

Background

The Shire's contract for parks and gardens services in the Newdegate townsite has expired, with the current agreement still active pending call of new contract by the Shire of Lake Grace.

At the Ordinary Council Meeting (OCM) Wednesday 22 February 2017, Council endorsed the use of a specification for Parks and Gardens throughout the Shire, and endorsed a Policy for the Shire to have a parks and gardens specification.

Now that the Shire has a Policy and specification, the officer request that Council consider calling a Request for Quotation based upon Council specification.

Comment

The officer reporting is requesting that Council advertise for contract for provision of Parks and Gardens service in the Newdegate townsite. As discussed at the Integrated Planning Asset Management (IPAM) meeting Friday 10 February 2017 and the OCM Wednesday 22 February 2017, there was previously no set standard for expectation of works throughout the Shire. There is, and has been a disparity in quality and quantity of work throughout the Shire which is easily sighted through casual observation. The Shire's open space specification will set a bench mark for contractors and staff, defining very clearly the expectations of the community.

Shire Policy 3.11 Tenders – Selection Criteria, sets the Shire's assessment criteria for:

- a) Plant and Equipment
- b) Buildings
- c) Roadworks – Bitumen and Sealing
- d) Roadworks – Maintenance Grading and Gravel Pushing/Stockpiling
- e) Kerbside Waste Collection Services

There is currently no (nor was there previously a need for) qualifying criteria for parks and gardens services. It is clearly stated in Policy 3.11 *'Prior to publicly inviting tenders, the Shire's assessment criteria for which the tender should be accepted is as follows with any variation to be determined by Council.'*

As a result, the following criteria are offered to Council for consideration:

Cost	50%
Respondents Resources	25%
Demonstrated understanding	25%

It is normal for safety to be included as part of qualifying scoring, it is noted however that Council has not necessarily required this as an independent individual component, as it may ordinarily be included in other qualify components such as, demonstrated understanding, requirement to have insurances or holding a valid white or blue card.

Council may wish to modify qualifying criteria to better represent their express wishes in how to score the proposed request for quotation.

Legal Implications

Nil

Policy Implications

Local Government Act 1995

Local Government (Functions and General) Regulations

Policy 3.11 Tenders – Selection Criteria

Consultation

Internal Ms Denise Gobbart, Chief Executive Officer

Financial Implications

Subject to approved budget and approval of selection process.

Strategic Implications

Strategic Community Plan

Economic Focus Area 3

- Infrastructure maintenance and improvement.

It is important to the community that all of our towns are presented attractively and that our sporting facilities and ovals, recreational parks and gardens are maintained to a high standard.

Voting Requirements

Simple majority required.

Integrated Planning Asset Management Committee Recommendation/Resolution

RESOLUTION 12485

Moved Cr Walker

Seconded Cr Clarke

That Council endorse the selection criteria for request of Quotation for the Townsite Gardening Newdegate Contract:

Cost	50%
Respondents Resources	25%
Demonstrated understanding	25%

CARRIED 9/0

12.0 MATTERS FOR CONSIDERATION – PLANNING

12.1 DEVELOPMENT APPLICATION – PROPOSED TRANSPORTABLE ADDITION TO EXISTING SINGLE HOUSE AND NEW OUTBUILDING ON LOT 3024 (NO.6223) MALLEE ROAD, DUNN ROCK

Applicant: Quality Builders Pty Ltd on behalf of Mr Albert Keven Mead (Landowner)

File No.: 0456

Attachments:

1. Plan 1 - Location Plan
2. Plan 2 - Existing Lot Configuration
3. Plan 3 - Aerial Photograph (entire lot)
4. Plan 4 - Aerial Photograph (portion of lot)
5. Site Development Plans (*under separate cover*)

Author: Mr Joe Douglas (Urban & Rural Perspectives)
Town Planning Consultant

Disclosure of Interest: Nil

Date of Report: 10 March 2017

Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

This report recommends that a development application submitted by Quality Builders Pty Ltd on behalf of Mr Albert Keven Mead (Landowner) to construct a new transportable addition to an existing single detached dwelling on Lot 3024 (No.6223) Mallee Road, Dunn Rock including a new outbuilding (i.e. garage) be approved subject to conditions.

Background

The applicant is seeking Council's development approval to construct a new transportable addition to an existing single detached dwelling on Lot 3024 (No.6223) Mallee Road, Dunn Rock including a new outbuilding (i.e. garage) for vehicle parking and domestic storage purposes.

Lot 3024 is located approximately 28 kilometres south-south-west of the Lake King townsite immediately adjacent to the Dunn Rock Nature Reserve and the Shire's municipal boundary (see Plan 1).

The subject land is irregular in shape, comprises a total area of approximately 2,021 hectares and has direct frontage and access to Mallee Road along its southern boundary which has been constructed to a rural standard (i.e. a gravel surface road carriageway (see Plan 2)).

Lot 3024 has been extensively cleared and is currently used for broadacre agricultural purposes (i.e. cropping and grazing). The land contains a number of large, interconnected stands of native vegetation throughout with substantial cleared areas between them. The land also contains a number of physical improvements associated with its current rural use including two (2) dwellings for farm management purposes, numerous sheds, dams; grain storage silos, internal access tracks, firebreaks and boundary fencing (see Plan 3).

Under the terms of the information and plans submitted in support of the application (see Attachment 5) the following is proposed:

- Placement of a two (2) section transportable addition to the southern-most dwelling on the land to be positioned on concrete blocks approximately 400 millimetres above the natural ground level (NGL);
- The proposed addition is a steel framed, concrete base, weatherboard structure with a zincalume roof comprising a total floor area of approximately 120 square metres;
- The proposed addition includes a 3 metre wide verandah along its western, southern and eastern elevations and a 4 metre wide alfresco area along its northern elevation;
- The proposed addition has a wall height of 2.4 metres and a ridge height of approximately 3 metres;
- The proposed addition will have a setback of 48 metres from the land's frontage to Mallee Road and a 1,550 metre setback from the land's eastern side boundary;
- Construction of a new 72 square metre garage at the rear of the existing dwelling and proposed addition for vehicle parking and domestic storage purposes;
- The clearing of a small amount of existing native vegetation around the perimeter of the existing dwelling, proposed addition and garage to ensure compliance with the relevant bushfire safety requirements;
- Vehicle access to/from the existing dwelling, proposed addition and garage will continue to be provided via an existing unsealed access road within the property which connects to Mallee Road along the land's southern boundary;
- Water supply for the existing dwelling and proposed addition will continue to be provided via an existing 100,000 litre water storage tank located immediately north of the proposed addition; and,
- All effluent disposal associated with the existing dwelling and proposed addition will continue to be undertaken on-site using septic tanks and leach drains constructed in accordance with the relevant health standards and regulations.

Comment

Current Zoning and Land Use Permissibility

Lot 3024 is classified 'General Agriculture' zone under the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4).

A key objective of the land's current 'General Agriculture' zoning classification is to ensure the continuation of broadacre farming as the principle land use within the district, protect the rural landscape/character, control the fragmentation of agricultural land through further subdivision and consider non-rural uses where they can be shown to be of a benefit to the district.

Under the terms of LPS No.4 the development of a single house, including any associated additions or outbuildings, is listed in the Zoning Table as being permitted (i.e. a 'P' use) on land classified 'General Agriculture' zone. Notwithstanding the permissibility of the proposed addition to the existing dwelling and new outbuilding on Lot 3024, Council's formal development approval is still a specific requirement of the local planning framework.

LPS No.4 Development Standards and Requirements

LPS No.4 does not contain any specific standards governing the development and use of land classified 'General Agricultural' zone for the purpose of a single house or any associated building additions or outbuildings. As such the application has been assessed with due regard for the general development standards contained in LPS No.4 including those that apply specifically to all land classified 'General Agricultural' zone.

Having regard for the information submitted in support of the application the reporting officer has concluded the proposal satisfies the various general development standards prescribed in LPS No.4 (i.e. minimum dwelling standards, boundary setbacks, compatibility of land usage, site characteristics, water supply, effluent disposal and remnant vegetation clearing) and may therefore be supported by Council.

Notwithstanding the above conclusion it is significant to note Clause 5.21 of LPS No.4 contains a number of provisions applicable to the development and use of transportable dwellings or structures on any land within the Shire. The clause specifically states such buildings or structures are not permitted unless:

- a) In the opinion of the local government such a dwelling or structure is in a satisfactory condition and will not detrimentally affect the amenity of the area; and,
- b) The sub-floor area of the dwelling or structure is enclosed with brick, stone, vermin battens or by other means acceptable to the local government and, where the building is considered to be exposed or visually prominent, the local government may require satisfactory landscaping measures to be carried out.

Following an assessment of the plans prepared in support of the application the reporting officer has formed the view the proposed addition to the existing dwelling on Lot 3024 is in a satisfactory condition by virtue of it being a brand new transportable structure and is unlikely to have a detrimental impact upon the amenity and/or character of the immediate locality due to its location at the rear of the existing dwelling and the significant visual screening afforded by the large stands of native vegetation along the land's frontage to Mallee Road. Notwithstanding this conclusion it is recommended Council impose a suitable condition on any development approval issued requiring the sub-floor area around the periphery of the proposed addition to be enclosed in accordance with the specific requirements of LPS No.4.

Bushfire Risk

Lot 3024 has been designated by the Fire and Emergency Services (FES) Commissioner as being located within a designated 'Bushfire Prone Area'. As such the applicant has submitted a Bushfire Attack Level (BAL) Assessment in support of the application to satisfy the specific requirements of clause 78D(1) of Part 10A of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

A review of the BAL Assessment, which was prepared by accredited bushfire planning practitioners Bushfire Smart, has confirmed the following:

- i. The existing vegetation located within 100 metres of the proposed development comprises a mix of grassland and woodland;
- ii. The principal bushfire hazard vegetation is the woodland located on the western side of the existing dwelling and proposed addition;
- iii. The subject land has been assessed as having a rating of BAL-19. The bushfire risk is therefore considered to be moderate due to the risk of ember attack and burning debris ignited by wind-borne embers and a likelihood of exposure to radiant heat; and,
- iv. In order to help mitigate the potential bushfire risk the following action is required:
 - An Asset Protection Zone (APZ) comprising a minimum width of 20 metres shall be created around the existing dwelling and proposed addition measured from their external walls;
 - All loose flammable material within the APZ shall be removed to reduce the fuel load to less than 2 tonnes per hectare and maintained at this level at all times thereafter;
 - All grass within the APZ shall be maintained to a maximum height of 50 millimetres;

- The crowns of any trees located within the APZ should be separated where practical such that there is a clear separation distance between adjoining tree crowns;
- The lower branches of any trees within the APZ up to a height of 2 metres above the natural ground level shall be pruned to help prevent any surface fire spreading to the tree canopies;
- No tree crowns or branches are permitted to overhang the existing dwelling and proposed addition;
- A minimum horizontal clearance of 2 metres is required between any tree branches and the existing dwelling and proposed addition;
- The planting of any new shrubs in clumps close to the existing dwelling and proposed addition is not permitted. A gap of at least three (3) times the height of any new shrubs when mature shall be maintained to the existing dwelling and proposed addition;
- All trees and shrubs within the APZ are to be cleared of any dead material;
- Any fences, sheds, garages or other structures within the APZ should be constructed of non-flammable materials and be clear of any trees or shrubs;
- Gas cylinders should be isolated from the Flame Zone and stored in an area that is clear of all flammable material. Gas vent valves should face away from any buildings on the land and anything flammable. Gas cylinders should be securely tethered with non-flammable fastenings to prevent them toppling over. Firewood storage should be at least 20 metres from any buildings unless contained in a sealed, non-flammable container;
- All driveways and accessways to the dwelling and proposed addition must allow for the safe passage of a fire appliance to them at all times;
- Roof gutters shall be maintained to ensure they are free of leaves or any other combustible material; and,
- Roof mounted evaporative air cooler/s shall be fitted with ember proof screens to filter any media to reduce the possibility of bushfire embers igniting the air cooler/s.

Having regard for the findings of the BAL Assessment, the reporting officer has concluded the bushfire risk, whilst currently moderate, can be suitably reduced and managed without any significant impact upon any existing native vegetation on the land subject to compliance with a number of conditions on any development approval that may ultimately be issued by Council.

Conclusion

It is concluded from a detailed assessment of the application that the proposal to construct a new transportable addition to an existing single detached dwelling on Lot 3024 (No.6223) Mallee Road, Dunn Rock including a new outbuilding (i.e. garage) is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality or the natural environment and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure 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

Part 10A Planning and Development (Local Planning Scheme) Regulations 2015 - Bushfire Risk Management

Policy Implications

State Planning Policy 3.7 – Planning in Bushfire Prone Areas
Guidelines for Planning in Bushfire Prone Areas

Community Consultation

Community consultation not required.

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Local Planning Strategy - The proposal for Lot 3024 is considered to be generally consistent with the aims and objectives of the Shire's Local Planning Strategy as it applies to the following:

- Housing development and choice including rural living opportunities;
- Ecologically sustainable use of agricultural land and minimisation of potential land use conflicts;
- Vehicle access, water supply and effluent disposal;
- Protection and conservation of environmental values and natural resources; and,
- Bushfire management and safety.

Shire of Lake Grace Strategic Community Plan – The proposal for Lot 3024 is considered to be generally consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

- Economic: Provide an environment that supports business and investment opportunities; and,
- Environment: Manage and Protect the Natural Environment.

Cultural Implications

Nil

Voting Requirements

Simple majority required.

Recommendation/Resolution

RESOLUTION 12486

Moved Cr Stanton
Seconded Cr Lloyd

That the application for development approval submitted by Quality Builders Pty Ltd on behalf of Mr Albert Keven Mead (Landowner) to construct a new transportable addition to an existing single detached dwelling on Lot 3024 (No.6223) Mallee Road, Dunn Rock including a new outbuilding (i.e. garage) be approved subject to compliance with the following conditions and advice notes:

Conditions

1. The development shall be undertaken in a manner consistent with the information and plans submitted in support of the application unless otherwise approved by Council.
2. The dwelling shall be provided with an adequate on-site effluent disposal system constructed and maintained to the specifications and satisfaction of the Shire of Lake Grace and Department of Health.
3. The sub-floor area around the periphery of the proposed addition to the new dwelling shall be enclosed with brick, stone, vermin battens or other means acceptable to the Shire.
4. In order to help mitigate the potential bushfire risk the following action is required:
 - i) An Asset Protection Zone comprising a minimum width of 20 metres shall be created around the existing dwelling and proposed addition measured from their external walls;
 - ii) All loose flammable material within the Asset Protection Zone shall be removed to reduce the fuel load to less than 2 tonnes per hectare and maintained at this level at all times thereafter;
 - iii) All grass within the Asset Protection Zone shall be maintained to a maximum height of 50 millimetres;
 - iv) The crowns of any trees located within the Asset Protection Zone should be separated where practical such that there is a clear separation distance between adjoining tree crowns;
 - v) The lower branches of any trees within the Asset Protection Zone up to a height of 2 metres above the natural ground level shall be pruned to help prevent any surface fire spreading to the tree canopies;
 - vi) No tree crowns or branches are permitted to overhang the existing dwelling and proposed addition;
 - vii) A minimum horizontal clearance of 2 metres is required between any tree branches and the existing dwelling and proposed addition;
 - viii) The planting of any new shrubs in clumps close to the existing dwelling and proposed addition is not permitted. A gap of at least three (3) times the height of any new shrubs when mature shall be maintained to the existing dwelling and proposed addition;
 - ix) All trees and shrubs within the Asset Protection Zone are to be cleared of any dead material;
 - x) Any fences, sheds, garages or other structures within the Asset Protection Zone should be constructed of non-flammable materials and be clear of any trees or shrubs;

RESOLUTION 12486 continued

- xi) Gas cylinders should be isolated from the flame zone and stored in an area that is clear of all flammable material. Gas vent valves should face away from any buildings on the land and anything flammable. Gas cylinders should be securely tethered with non-flammable fastenings to prevent them toppling over. Firewood storage should be at least 20 metres from any buildings unless contained in a sealed, non-flammable container;
- xii) All driveways and access ways to the dwelling and proposed addition must allow for the safe passage of a fire appliance to them at all times;
- xiii) Roof gutters shall be maintained to ensure they are free of leaves or any other combustible material; and,
- xiv) Roof mounted evaporative air cooler/s shall be fitted with ember proof screens to filter any media to reduce the possibility of bushfire embers igniting the air cooler/s.

Advice Notes

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 having first been sought and obtained.
2. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
3. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
4. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
5. The proposed additions to the existing dwelling and proposed new outbuilding (i.e. garage) are required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
7. If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

CARRIED 9/0

13.0 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

13.1 PLASTIC BAG BAN PROPOSAL – WALGA DISCUSSION PAPER

Applicant: WALGA Waste and Recycling
File No. 0029
Attachments: 1. Letter from WALGA
 2. Discussion Paper
Author: Ms Natasha Bowman


 Governance Officer

Disclosure of Interest: Nil
Date of Report: 15 February 2017
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer

Summary

For Council to consider its views regarding the banning of plastic bags.

Background

The Shire received a letter and Discussion Paper (attached) from the WA Local Government Association (WALGA) in October 2016 to gauge Council's interest in a plastic bag ban (local or statewide) and the extent to which the Shire considers plastic pollution to be of concern.

A follow up email was received on 6 February 2017 extending the closing date and the Shire now has until 31 March 2017 to provide feedback to WALGA's Waste and Recycling Department. To date WALGA has received feedback from nearly 40 local governments.

Comment

WALGA, through the Municipal Waste Advisory Council (MWAC), has undertaken research on options for plastic bag bans and the range of issues associated with plastic pollution – refer attached Discussion Paper.

The next step in the process is for the MWAC and WALGA to ascertain the appropriate level of advocacy on this issue and is seeking feedback from the Shire for the following:

1. Is plastic pollution and litter an issue for your Local Government? Why / why not?
2. What actions is your Local Government taking to address littering and prevent plastic entering the environment (e.g. provision of public waste bins, gross pollutant traps, facilitating Adopt a Spot projects)?
3. Does your Council support a state-wide plastic bag ban?
4. Would your Council like to introduce a Local Law to ban plastic bags?

The Shire's Environment Health Officer, Mr Barry Smith provides the following comments in regard to the above questions:

- **Is plastic pollution and litter an issue for your Local Government? Why / why not?**
 Generally not, as the townsites are generally litter free.

- **What actions is your Local Government taking to address littering and prevent plastic entering the environment (e.g. provision of public waste bins, gross pollutant traps, facilitating Adopt a Spot projects)?**

As the townsites are generally litter free there are street bins within the townsites, with regular maintenance of facilities.

- **Does your Council support a state-wide plastic bag ban?**

Yes.

- **Would your Council like to introduce a Local Law to ban plastic bags?**

Not necessary as it should be a State Government initiative.

Council is now requested to consider its views on the matter.

Legal Implications

Local Government Act 1995

Policy Implications

N/A

Consultation

Internal Denise Gobbart, Chief Executive Officer
Barry Smith, Environmental Health Officer

External: Rebecca Brown, WA Local Government Association

Financial Implications

N/A

Strategic Implications

Shire of Lake Grace Strategic Community Plan

- EN1 Mitigate the Shire's waste and carbon footprint
- EN3 Manage and protect the natural environment

Recommendation

Option 1:

That Council does support a state-wide plastic bag ban.

Option 2:

That Council does not support a state-wide plastic bag ban.

Voting Requirements

Simple majority required.

Resolution

RESOLUTION 12487

Moved Cr Walker

Seconded Cr Marshall

That Council does not support a state-wide plastic bag ban.

CARRIED 7/2


14.0 MATTERS FOR CONSIDERATION – FINANCE

14.1 ACCOUNTS FOR PAYMENT – FEBRUARY 2017

Applicant: Internal Report
File No. 0277
Attachments: List of Creditors
Author: Ms Kairi Nigol

Disclosure of Interest: Nil
Date of Report: 14 March 2017
Senior Officer: Ms Linda Gray


Finance Coordinator


Deputy Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of February 2017.

Background

List of payments for the month of February 2017 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; and,
- (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

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards

Policy 3.7 - Purchasing Policy

Consultation

N/A

Financial Implications

The list of creditors paid for the month of February 2017 from the Municipal and Trust Account Total \$552,392.03.

Strategic Implications

Shire of Lake Grace Strategic Community Plan

Civic Leadership Focus Area (5)

- Excellence in Shire administration and communication

Voting Requirements

Simple majority required.

Recommendation/Resolution**RESOLUTION 12488**

Moved Cr Armstrong
 Seconded Cr Lloyd

That Council ratify the list of payments totalling \$552,392.03 as presented for the month of February 2017 incorporating:

- Trust Account Cheques:	1323 - 1325	\$	1,015.00
- Electronic Funds Transfer:	EFT16437 - EFT16534	\$	313,524.89
- Municipal Account Cheques:	36542 - 36547	\$	21,084.16
- Direct Debits:	DD6701.1 - DD6701.9 DD6718.1 - DD6718.5 DD6730.1 - DD6730.8 DD6742.1 - DD6742.2 DD6757.1 – DD6757.20	\$	80,385.05
- Electronic Funds Transfer:	Payroll Net Pay	\$	136,382.93

CARRIED 9/0

14.2 FINANCIAL STATEMENTS – FEBRUARY 2017

Applicant: Shire of Lake Grace
File No. 0275
Attachments: 1. Financial Reports February 2017
 2. Bank Reconciliations
Author: Ms Linda Gray
Disclosure of Interest: Nil
Date of Report: 14 March 2017
Senior Officer: Ms Denise Gobbart


 Deputy Chief Executive Officer

 Chief Executive Officer

Summary

Consideration of the financial statements for the month ending 28 February 2017.

Background

The following financial reports to 28 February 2017 are included for your information:

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

Comment

N/A

Legal Implications

Local Government Act 1995 – section 6.4

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Consultation

N/A

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan

Civic Leadership Focus Area (5)

- Excellence in Shire administration and communication.

Voting Requirements

Simple majority required.

Recommendation/Resolution**RESOLUTION 12489**

Moved Cr Chappell

Seconded Cr Marshall

That Council in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996* receives the Statements of Financial activity for the period ended 28 February 2017.

CARRIED 9/0

14.3 USE OF LAKE KING COMMUNITY HALL

Applicant: Lake King Primary School
File No. 0080
Attachments: 1. Letter from the Principal, Lake King Primary School
 2. Letter from the Lake King P & C Association
Author: Linda Gray


 Deputy Chief Executive Officer

Disclosure of Interest: Nil
Date of Report: 13 March 2017
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer

Summary

For Council to consider the Lake King Primary School's request for an exemption from 2016/17 fees and charges for the hire of the Lake King Community Hall as per the request from the Principal of the Lake King Primary School, and supported by the Lake King Parents and Children's Association.

Background

As per the 2015-16 Schedule of Fees and Charges regarding hall and pavilion hire, there was an exemption for local 'not for profit' organisations, and/or individuals residents within the Shire, or non-resident ratepayers. However, as of the 2016-17 Schedule of Fees and Charges, these exemptions no longer apply, with the only exception present being "Senior's wellness 100% concession" and the Lakes Village Hall, previously known as the Lake Grace Masonic Lodge, which was gifted to the shire in 1993. These additional charges were introduced to cover consumables and utilities.

A letter has been received from the Principal of the Lake King Primary School (refer Attachment 1) requesting an exemption for the school in regard to usage of the Lake King Community Hall.

Comment

As mentioned above, the correspondence from the school states that the paying of the fees were not indicated when making budgetary considerations for the school year, and the impact on their budget would be reflected in the cancellation of the events traditionally held there as part of the extended Lake King community. For example:

- Physical education classes when the weather is inclement.
- Skills N Drills Carnival which is an inter-schools event held annually.
- EDU Dance which allows the Lake King children access to learning dance skills.
- Fundraising events when needed.
- Evacuation Point in cases of emergency.
- Active After School Programs.
- Visiting Professionals.
- School Concerts and Assemblies, which is a community event and attended by parents, grandparents and friends.

The list above submitted by the Lake King Primary School inclusive of non-educational events being fundraising events, active after school programs and school concerts.

Legal ImplicationsLocal Government Act 1995

6.12 Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may –
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

*Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Policy Implications

Nil

Consultation

Internal Denise Gobbart, Chief Executive Officer

Financial Implications

Based on the information in the attached letter, it could be estimated that the school would use the facility at least 26 times per year for periods ranging from three hours a week. The financial implications based on the following day time hours would be:

Event	Account	Fee inc GST	Total
3 Hours (20 times per year)	I111410	\$24.00	\$480.00
Day (6 times per year)	I111410	\$43.00	\$258.00
Total			\$738.00

These charges are based on “Short Term Hire prior to 6.00 pm at night”. The financial implications would be a loss of approximately \$738.00 per annum in fees if used for the full year. However, the impact may be higher in that it will trigger similar requests for exemption from other groups within the Shire of Lake Grace.

Shire of Lake Grace Draft Strategic Resource Plan 2016-2031

13.0 Assumptions, risks, uncertainties and sensitivity.

13.1 Revenue –Assumptions, risks, uncertainties and sensitivity.

Fees and Charges: Increases in line with inflation forecast.

The assumption made in order to forecast revenue for the Shire of Lake Grace as per their Draft Strategic Resource Plan 2016-2031 does not include changes to fees and charges during the financial year.

Strategic Implications*Shire of Lake Grace Strategic Community Plan*

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

- S1.3 Encourage a healthy lifestyle through a range of participation opportunities for youth, seniors and others.

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution**RESOLUTION 12490**

Moved Cr Lloyd

Seconded Cr Stanton

That Council:

1. waive fees associated with the hire of the Lake King Community Hall by the Lake King Primary School when used for educational purposes only, this excludes fundraising events, active after school programs and school concerts; and,
2. advise the Lake King Primary School they will still be bound to pay a yearly Hall Hire Bond.

CARRIED BY ABSOLUTE MAJORITY 5/4

15.0 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES

15.1 AIM BUILDING DRAFT BUDGET ALLOCATION

Applicant: Internal Report
File No. 0165
Attachments: Photos of scope of works required
Author: Mrs Cheryl Chappell


 Community Services Officer

Disclosure of Interest: Nil
Date of Report: 14 March 2017
Senior Officer: Mr Paul Webb


 Manager Infrastructure Services

Summary

This report recommends Council to consider funds of \$5,000 to be allocated in the 2017/18 draft budget deliberations for the appointment of a heritage architect to inspect suspected structural defects at the Australian Inland Mission Hospital Museum.

Background

The Australian Inland Mission (AIM) Hospital Museum was established to provide medical facilities for the growing population, as a result of the construction of the Great Southern Railways spur line to the area and the subsequent development of the Central Eastern Wheatbelt district of Western Australia.

The building is a double-storey construction with a stretcher bond face brick ground floor and a timber framed and weatherboard clad upper level, with corrugated iron roofs to the main building and the surrounding verandahs. The footprint of the building is a square.

The former Inland Mission Hospital is of exceptional significance for the associations with Reverend John Flynn the Royal Flying Doctor Service and the network of hospitals throughout inland Australia. The associations with Doctor Clark, the staff and patients and the Lake Grace community is significant as was the provision of a hospital in Lake Grace in 1925. The place and its context in the precinct demonstrate the development of hospital and medical facilities in Lake Grace from 1926. The building is one of three original purpose-built AIM facilities remaining in Australia, and the only extant example in Western Australia.

It is now restored as a museum, the only AIM dedicated museum in Australia.

Lake Grace AIM Hospital Museum has considerable historical value as a community-managed facility where many local people worked and/or were treated. Until the new hospital was built in 1952, Lake Grace AIM Hospital served the area from Kukerin to Ravensthorpe – some 16,000 square kilometres. The hospital's history includes the story of Doctor Margaret Clark, OBE, who served as the sole medical practitioner in the area for 28 years (1932–1960) working in great isolation. It is the birthplace of many people from the surrounding region.

In the 1980s and 1990s, the Lake Grace community rallied to save the building from demolition and restored it as a Hospital Museum. The two storey building is set out as original wards, kitchen, laundry, bathrooms, duty rooms and staff accommodation, with a collection of medical

equipment and hospital related objects. Volunteers have participated in museum training and regularly give guided tours. Lake Grace Lions Club has been involved since restoration, organising maintenance busy bees.

In 2004, WA Governor John Sanderson officially opened Lake Grace AIM Hospital - The People and Its Story interpretative project. This created an interpretative pathway linking the main road to the museum, tourist brochure and interior information panels for the museum. This museum presents a microcosm of social issues and activities of the period and gives a good representation of Australian rural life.

The building and museum are included in the Shire's tourism and heritage strategic plan. The criteria adopted by the Heritage Council in November 1996, have been used to determine the cultural heritage significance of the place. The museum is on the State Heritage Listing place number: 12670.

The AIM promotes heritage tourism in the Shire and creates networks between museums in the region, including Hainsworth Building Museum at Newdegate, Lake King Tractor Museum and Varley Museum.

Comment

Inspection of the building has identified that large cracks have developed in the face brick exposing daylight from the west side of the building to the eastern side. These cracks appear to continue through the front of the building raising concerns the structural integrity of the building.

The building requires repair to ensure the safety of volunteers and tourists who are taken through by the Lake Grace Visitor Centre Volunteers.

Inspection needs to be completed before the possibility of the AIM inaugural regional event to be held in October 2017. This will attract tourism to our region by inviting people who were born in the majestic AIM Hospital, past employees, residents and those involved in the restoration.

Legal Implications

Nil

Policy Implications

There are no relative policy implications.

Consultation

Internal Linda Gray, Deputy Chief Executive Officer
Wayne Trawinski, Building Management Supervisor

Financial Implications

That an allocation of \$5,000 be considered in the 2017/18 Budget deliberations.

Strategic Implications

Shire of Lake Grace Strategic Community

- EC1 Maintain community built infrastructure and provide an effective and efficient transportation network.
- EC1.3 Ensure the Shire's capital investment program is cost effective and financially sustainable, well-maintained, better utilisation, lower costs and logically built facilities.

- EC2.2 Harness tourism opportunities by partnering with neighbouring Shires /tourism organisations, attractive tourism location that appeals to a wide range of interests.
- S1.4 Develop civic and community leadership values to improve community culture.

Voting Requirements

Simple majority required.

Recommendation/Resolution**RESOLUTION 12491**

Moved Cr Clarke

Seconded Cr Chappell

That Council, consider a provision of \$5,000 in the 2017/18 draft budget deliberations to appoint a heritage architect to inspect suspected structural defects at the Australian Inland Mission (AIM) Heritage Museum.

CARRIED 8/1

16.0 MATTERS FOR CONSIDERATION - ADMINISTRATION**16.1 REVIEW OF SHIRE OF LAKE GRACE WARDS AND REPRESENTATION**

Applicant:	Internal Report
File No.	0375
Attachments:	1. Communication Strategy – 2017 Ward Review 2. Ward Review Community Discussion Paper 2017
Author:	Ms Denise Gobbart Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	9 March 2017
Senior Officer:	Ms Denise Gobbart



Chief Executive Officer

Summary

For Council to assess the public submissions received in relation to the Wards and Representation Review and develop a position to recommend to the WA Local Government Advisory Board.

Background

The last review of wards in the Shire of Lake Grace was undertaken in August 2011. It was resolved to make changes to establish the current ward structure being Lake Grace, Newdegate and Rural; and to undertake another review in four years.

The WA Local Government Advisory Board 'LGAB Review of Wards and Representation Guide 2014' (WALGAB) offers the following background information on Elected Members, No Ward System and Ward System;

Elected Members

The preferred number of elected members for a local government is a matter for the local government. There is a diverse range of councillor/elector ratios across Western Australia reflecting sparsely populated remote areas and the highly populated urban areas. The size and structure of a local government will impact on the deliberations involved in determining the number of elected members needed to service the local government.

The advantages of a reduction in the number of elected members may include the following:

- *The decision making process may be more effective and efficient if the number of elected members is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.*
- *The cost of maintaining elected members is likely to be reduced (an estimate of the cost of reduction would be helpful).*
- *Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local elected member.*
- *A reduction in the number of elected members may result in an increased commitment and interest and participation in Council's affairs by elected members generally.*
- *Fewer elected members are more readily identifiable to the community.*
- *Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.*

- *There is a State wide trend in reductions in the number of elected members and many local governments have found that fewer elected members has improved their decision making process.*

*The **disadvantages** of a reduction in the number of elected members may include the following:*

- *A smaller number of elected members may result in an increased workload for incumbent members and may reduce efficiency and effectiveness.*
- *There is the potential for dominance in the Council by a particular interest group.*
- *A reduction in the number of elected members may limit the diversity of interests around the Council table.*
- *Opportunities for community participation in Council's affairs may be reduced if there are fewer elected members for the community to contact.*

No Ward System

*The **advantages** of a no ward system may include:*

- *Elected members are elected by the whole community not just a section of it. Knowledge and interest in all areas of the Council's affairs would result in broadening the views beyond the immediate concerns of those in a ward.*
- *The smaller town sites and rural areas have the whole Council working for them.*
- *Members of the community who want to approach an elected member can speak to any elected member.*
- *Social networks and communities of interest are often spread across a local government and elected members can have an overview of these.*
- *Elected members can use their specialty skills and knowledge for the benefit of the whole local government.*
- *There is balanced representation with each elected member representing the whole community.*
- *The election process is much simpler for the community to understand and for the Council to administer.*

*The **disadvantages** of a no ward system may include:*

- *Electors may feel that they are not adequately represented if they don't have an affinity with any of the elected members.*
- *Elected members living in a certain area may have a greater affinity and understanding of the issues specific to that area.*
- *There is potential for an interest group to dominate the Council.*
- *Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues.*
- *It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area.*

Ward System

Many local governments have a ward system and find that it works well for them.

*The **advantages** of a ward system may include:*

- *Different sectors of the community can be represented ensuring a good spread of representation and interests amongst elected members.*
- *There is more opportunity for elected members to have a greater knowledge and interest in the issues in the ward.*
- *It may be easier for a candidate to be elected if they only need to canvass one ward.*

The **disadvantages** of a ward system may include:

- Elected members can become too focused on their wards and less focused on the affairs of other wards and the whole local government.
- An unhealthy competition for resources can develop where electors in each ward come to expect the services and facilities provided in other wards, whether they are appropriate or not.
- The community and elected members may regard the local government in terms of wards rather than as a whole community.
- Ward boundaries may appear to be placed arbitrarily and may not reflect the social interaction and communities of interest of the community.
- Balanced representation across the local government may be difficult to achieve, particularly if a local government has highly populated urban areas and sparsely populated rural areas.

The Shire's councillor to elector ratios at the time of October 2013 and the October 2015 elections were as follows:

2013

Ward	Number of Councillors	Number of Electors	Ward Ratio Average	% Ratio Deviation
Lake Grace	3	326	109	1.0%
Rural	5	558	112	-1.8%
Newdegate	1	102	102	7.3%
	9	986	110	

2015

Ward	Number of Councillors	Number of Electors	Ward Ratio Average	% Ratio Deviation
Lake Grace	3	326	109	3.6%
Rural	5	599	120	-6.3%
Newdegate	1	89	89	21.0%
	9	1014	113	

The consultation undertaken as part of this process was in accordance with the Communication Plan endorsed by Council as its meeting held December 2016. There was some feedback provided at the various forums, however the focus of the forums was to provide information, answer queries and to encourage people to make a formal submission within the provided timeframes.

1. Newdegate
Attended by: Denise Gobbart – CEO, Cr Armstrong, Cr Chappell, Cr Lloyd, and 9 community members.
2. Varley
Attended by: Denise Gobbart – CEO, Cr Chappell, Cr Marshall and 1 community member.
3. Lake King
Attended by: Denise Gobbart – CEO, Cr De Landgraft, Cr Chappell, Cr Lloyd, Cr Marshall and 13 community members.

4. Lake Grace

Attended by: Denise Gobbart – CEO, Cr Lloyd, Cr Chappell, Linda Gray – Deputy CEO, Paul Webb – Manager Infrastructure Services, Lee-Anne Trevenen – Admin Coordinator, Jeanette Bennett – Executive Officer and 13 community members.

The original discussion paper developed for the purposes of the public consultation process and is attached for information.

At the conclusion of the public consultation period a total of four submissions were received. The submissions have been summarised in the table below.

Submission Number	Submitter Name	Key Points	Option	Elected Member Numbers
1	Lake Grace Development Association		3	9
2	Rate Payer	Simplify the allocation of electors and offer a more long standing solution	5	9
3	Rate Payer		5	9
4	Rate Payer	Realign Newdegate boundary so the townsite is in the centre of the ward. Lake Grace boundaries also appear skewed; do they need to be done that way?	3	

Comment

From the public consultation undertaken it appears that the communities in the East want to maintain their representation and feel that they are being considered in decision making. Although they wish to maintain their representation, given the travel distances and commitment of time many are reluctant to stand as a councillor. This was evident at the last election when an extraordinary election was required; this even failed to fill the vacancy and Council appointed Cr Lloyd under s 4.57 (3) of the Local Government Act.

Based on the discussion paper and submissions it is considered that Council has the following options to consider:

Option 1 & 2 – Remove all ward boundaries

Removal of all wards and operating under one electoral boundary. The following is an assessment of this option against the factors.

Community of Interest

Removal of all wards would recognise the Shire of Lake Grace in its entirety as a community of interest.

Physical and topographic features

Not applicable.

Demographic trends

With the projected declining population there would no longer be a need to review ward boundaries.

Economic factors

Not applicable.

Ratio of councillors to electors

The current situation, in terms of nine (9) elected members, would be reflected by the estimates as follows for a no ward system:

Year	Electors	Electors per elected member
October 2017	989	110
October 2019	964	107
October 2021	939	104
October 2023	916	102

There may however be an opportunity to reduce the number of elected members. A reduction to seven (7) elected members could be justified around the current Electors: Elected Member ratio, which currently stands at 1:110. Based on the existing structure the Shire operates, the reduction in elected members to seven (7) would effectively be a ratio of 1:141. Consequently the Council could consider adopting such a ratio across the entire no ward Shire.

Year	Electors	Electors per elected member
October 2017	989	141
October 2019	964	138
October 2021	939	134
October 2023	916	131

The concern raised with removing all wards centred on the lack of representation in the rural areas and the potential for the Shire of Lake Grace to become overly Lake Grace town site centric. Whether or not this concern would be realised is obviously an unknown, at least until the no ward system was tried. The thoughts of staff at this point are that given the way the organisation is moving this may not in fact be an issue in reality.

In contrast the Council received a number of comments in relation to the positives which would come out of removing all wards. The main benefit cited appeared to be on the understanding that it would actually assist in breaking down the barriers between the rural and town site communities and the suggestion that the current system was not overly effective in any case.

Option 3 – Three wards (with amended boundaries between Rural, Lake Grace and Newdegate) with equal number of electors and equal numbers of elected members and retain nine elected members.

This option alters the boundary between Rural ward, Lake Grace ward and Newdegate ward and maintains the number of elected members at nine.

Rural ward cedes the portion East of Gorge Rock Road, South of Biddy Camm Road, West of the Eastern Boundary of Location 13088 and North of the Collie Lake King Road (approximately 15 electors at the 2015 Council elections) to Lake Grace Ward.

Rural ward cedes the portion East of South Burngup Road, South of Biddy Camm Road and West of Haig Road (approximately 25 electors at the 2015 Council elections) to Newdegate ward. The following is an assessment of this option against the factors.

Community of Interest

The social fall of each community doesn't change, although rural electors outside town boundaries are being drawn into urban wards to equalise numbers.

Physical and topographic features

Urban wards are impacting further into the Rural ward to equalise representation.

Demographic trends

With the projected declining population there would continue to be a need for boundary adjustments to equalise the representation.

Economic factors

Not applicable.

Ratio of councillors to electors

The current situation, in terms of nine (9) elected members, would be reflected by the estimates as follows:

Ward	Number of electors	Number of councillors	Councillor: elector ratio	Ratio deviation from average
Lake Grace +	341	3	1:114	-0.9%
Newdegate +	114	1	1:114	-0.9%
Rural -	559	5	1:112	0.9%
Total	1014	9	1:113 average	

The concern with retaining the existing ward structure with boundary adjustments to equalise the representation, is that boundaries would need to be continually adjusted in future boundary reviews. This would be a more expensive option as electoral boundary maps would continually be in need of updating.

Two (2) submissions were received with a preference for this option, although one of these wanted the boundaries to be adjusted so that Newdegate was located centrally within the ward. Although officers can see the intent of people wanting to keep the existing three (3) ward structure, boundary adjustments would continually be required.

Option 4 – Three wards (with amended boundaries between Rural and Newdegate) and retain nine elected members.

This option alters the boundary between Rural ward and Newdegate ward and maintains the number of elected members at nine.

Rural ward cedes the portion East of South Burngup Road, South of Biddy Camm Road and West of Haig Road (approximately 25 electors at the 2015 Council elections) to Newdegate ward. The following is an assessment of this option against the factors.

Community of Interest

The social fall of each community doesn't change, although rural electors outside the Newdegate ward boundaries are being drawn from further distances to equalise numbers.

Physical and topographic features

Urban wards are impacting further into the Rural ward to equalise representation.

Demographic trends

With the projected declining population there would continue to be a need for boundary adjustments to equalise the representation.

Economic factors

Not applicable.

Ratio of councillors to electors

The current situation, in terms of nine (9) elected members, would be reflected by the estimates as follows:

Ward	Number of electors	Number of councillors	Councillor: elector ratio	Ratio deviation from average
Lake Grace	326	3	1:109	3.6%
Newdegate +	114	1	1:114	-0.9%
Rural -	574	5	1:115	-1.8%
Total	1014	9	1:113 average	

The concern with retaining the existing ward structure with boundary adjustments to equalise the representation, is that boundaries would need to be continually adjusted in future boundary reviews. This would be a more expensive option as electoral boundary maps would continually be in need of updating.

Option 5 – Two wards (remove Newdegate ward) with number of elected members to remain the current nine.

This option combines Rural ward and Newdegate ward and maintains the number of elected members at nine.

Newdegate ward cedes to Rural ward becoming Rural Ward. The following is an assessment of this option against the factors.

Community of Interest

The social fall of each community doesn't change. This option could lead to the possible loss of identity for Newdegate.

Physical and topographic features

Not Applicable.

Demographic trends

With the projected declining population it may be likely to require boundary adjustments to equalise the representation.

Economic factors

Not applicable.

Ratio of councillors to electors

The current situation, in terms of nine (9) elected members, would be reflected by the estimates as follows:

Ward	Number of electors	Number of councillors	Councillor: elector ratio	Ratio deviation from average
Lake Grace	326	3	1:109	3.6%
Rural	688	6	1:115	-1.8%
Total	1014	9	1:113 average	

If wards are to be retained this option provides for a better balance of electors to elected member ratios and reduces potential boundary adjustments. Two (2) submissions were received with a preference for this option as the potential for boundary adjustments was reduced.

There is concern with regards to a two (2) ward system is more around whether it would further promote or encourage a divide in some segments of the community around Lake Grace versus Rural issues.

Option 6 – Two wards (East and West) with number of elected members to remain the current nine.

This option alters the boundary between Rural ward and removes Newdegate ward, maintaining the number of elected members at nine.

Rural ward cedes the portion West of Lake Grace Pingrup Road, North of Biddy Camm Road, West of Beenong North Road, North of Brooks Road, West then South of Duckworth Road, West of North Lake Grace Karlgarin Road (approximately 126 electors at the 2015 Council elections) to West ward with Lake Grace ward becoming West ward.

Newdegate ward combines with Rural ward with Rural ward becoming East Ward. The following is an assessment of this option against the factors.

Community of Interest

The social fall of each community doesn't change; there is an Agricultural base across both wards. This option has the potential to create an East versus West divide in the community.

Physical and topographic features

Not Applicable.

Demographic trends

With the projected declining population it may be likely to require boundary adjustments to equalise the representation.

Economic factors

Not applicable.

Ratio of councillors to electors

The current situation, in terms of nine (9) elected members, would be reflected by the estimates as follows:

Ward	Number of electors	Number of councillors	Councillor: elector ratio	Ratio deviation from average
East	562	5	1:112	0.9%
West	452	4	1:113	0.0%
Total	1014	9	1:113 average	

Although this option provides a better balance of electors to elected member ratios it would still lead to potential boundary adjustments as the eastern district has past trends of a greater population decline. With significant work having been undertaken in the recent past to build our community as one, this option has the potential to return the community to past divisions.

Option 7 – Two wards (North and South) with number of elected members to remain the current nine.

This option alters the boundary between Rural, Lake Grace and Newdegate wards and maintains the number of elected members at nine.

Rural ward cedes the portion South of the Collie - Lake King Road (approximately 213 electors at the 2015 Council elections) to South ward.

Lake Grace and Newdegate wards cedes the portion South of the Collie - Lake King Road (approximately 294 electors Lake Grace and 49 electors Newdegate at the 2015 Council elections) to South ward with the balance to North ward. The following is an assessment of this option against the factors.

Community of Interest

The social fall of each community doesn't change; there is an Agricultural base across both wards. There are no townsites "hubs" as a community of interest. This option has the potential to create a North versus South divide in the community.

Physical and topographic features

Lake Grace and Newdegate townsites would both be split in two.

Demographic trends

With the projected declining population it may be likely to require boundary adjustments to equalise the representation.

Economic factors

Not applicable.

Ratio of councillors to electors

The current situation, in terms of nine (9) elected members, would be reflected by the estimates as follows:

Ward	Number of electors	Number of councillors	Councillor: elector ratio	Ratio deviation from average
North	458	4	1:115	-1.8%
South	556	5	1:111	1.8%
Total	1014	9	1:113 average	

Although this option provides a better balance of electors to elected member ratios it would still lead to potential boundary adjustments as the eastern district has past trends of a greater population decline. With significant work having been undertaken in the recent past to build our community as one, this option has the potential to cause divisions within the townsites of Lake Grace and Newdegate.

Based on all the information which has been provided and assessed staff are recommending that the Council remove all wards and maintain elected member numbers at nine (9).

The reason for this recommendation is that through the consultation process communities wanted to have equal representation, with the option of having two wards it may be seen that Lake Grace townsite is gaining by retaining its ward status and Newdegate has lost its identity by losing its ward. With this in mind it is not a case of 'the current system is working really well so let's leave it alone', as the status quo cannot remain. The current opportunity to review the structure is viewed as the next phase in the process of bringing separate communities from the past, into one integrated and well-functioning regional local government.

Additionally the WALGAB (2014) state that:

The Board will be reluctant to recommend (to the Minister) changes to ward boundaries and representation that result in ward councillor/elector ratios that are greater than plus or minus 10% unless exceptional circumstances apply.

If the Council were to consider removing all wards the matter of how to implement this would need to be given consideration. This is in the context of how to fill the vacancies of elected members. There are two options available to Council, being a complete spill of all positions or simply following the current election cycle for positions. Given that the recommendation is to remove all wards and to maintain the number of elected members, it would appear logical to simply continue with the existing election cycles.

Whilst staff are recommending to remove all wards the following are a number of other options that are available to the Council, with the following being two of them:

Option 4 – Three Wards (with amended boundaries between Rural and Newdegate wards)

That the Council recommends to the Local Government Advisory Board that:

1. an order be made under s2.18 (3) of the *Local Government Act 1995* to maintain the number of offices of councillor on the Council at nine (9);
2. an order be made under s2.2 (1) to retain the existing three (3) wards with boundaries as detailed in the attached map;
3. an order be made under s2.3 (2) to name the three (3) wards Lake Grace, Newdegate, and Rural (as detailed in the map);
4. an order be made under s2.18 (3) to designate the following number of offices of councillor for each ward: Lake Grace (3), Newdegate (1), and Rural (5);
5. the Shire of Lake Grace provides the following as reasons for wishing to retain the current ward structure:
 - a) From the community consultation process retaining three (3) wards was a preferred structure from two of those who made a submission on the matter;
 - b) The Council feels strongly that the all communities should be represented on Council and that the current ward system ensures this will occur;
 - c) The Council is of the view, that there are segments in the community who still feel that the balance of resource allocation is inequitable and hence removing the ward

structure could result in a negative perception from within these segments of the community.

Option 5 – Two Wards – (remove Newdegate ward)

That the Council recommends to the Local Government Advisory Board that:

1. an order be made under s2.18 (3) of the *Local Government Act 1995* to maintain the number of offices of councillor on the Council to nine (9);
2. an order be made under s2.2 (1) to establish two wards with boundaries as detailed in the attached map;
3. an order be made under s2.3 (2) to name the two wards, Lake Grace ward – being the town site of Lake Grace and Rural ward – being remaining area of current Shire of Lake Grace) (as detailed in the map);
4. an order be made under s2.18 (3) to designate the following number of offices of councillor for each ward: Lake Grace (3), Rural (6);
5. the current election cycle be maintained, with the Newdegate ward office of Councillor becoming a Rural office of Councillor;
6. the Shire of Lake Grace provides the following as reasons for wishing to retain the current ward structure;
 - a) From the community consultation process retaining three (3) wards was a preferred structure from two of those who made a submission on the matter;
 - b) The Council feels that the ward system should be maintained and two (2) wards would reduce the need for boundary changes. The ward system will allow all communities to be represented on Council;
 - c) The Council is of the view, that there are segments in the community who still feel that the balance of resource allocation is inequitable and hence removing the ward structure could result in a negative perception from within these segments of the community.

Legal Implications

Local Government Act 1995

Schedule 2.2 Provisions about names, wards and representation

cl. 6. Local government with wards to review periodically

- (1) A local government the district of which is divided into wards is to carry out reviews of —
 - (a) its ward boundaries; and
 - (b) the number of offices of councillor for each ward, from time to time so that not more than 8 years elapse between successive reviews.
- (2) A local government the district of which is not divided into wards may carry out reviews as to —
 - (a) whether or not the district should be divided into wards; and
 - (b) if so —
 - (i) what the ward boundaries should be; and
 - (ii) the number of offices of councillor there should be for each ward,
 from time to time so that not more than 8 years elapse between successive reviews.
- (3) A local government is to carry out a review described in subclause (1) or (2) at any time if the Advisory Board requires the local government in writing to do so.

cl. 7. Reviews

- (1) Before carrying out a review a local government has to give local public notice advising —
 - (a) that the review is to be carried out; and
 - (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.

- (2) *In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.*

Policy Implications

Policy 1.12 Community Engagement

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

Consultation

The consultation undertaken as part of this process was in accordance with the Communication Plan endorsed by Council as its meeting held December 2016, with amendments to the forum dates to ensure the community had sufficient time to make a submission after the briefing.

The proposed Council Discussion / Workshop was not undertaken as proposed, as only four (4) submissions were received. Most elected members took the opportunity to attend a Community Forum to hear first and any views of the community.

Financial Implications

The cost of managing elections would be greatly reduced as only one election would be required as compared to three (3) separate ward elections. Another benefit of abolishing the wards is that time and money is saved by not having to conduct ward reviews.

Strategic Implications

Strategic Community Plan

CL1 Elected members provide visionary leadership

- All members of the community feel well represented and have opportunities to contribute to Shire Decision making.
- Elected members are fully aware of community interests in their decision making.

CL2 Foster a united approach between our communities

- Relationships between towns improved.
- Progressive relations and activities across towns.

Voting Requirements

Absolute majority (5) required.

Recommendation/Resolution

RESOLUTION 12492

Moved Cr Chappell

Seconded Cr Clarke

That Council recommends to the Local Government Advisory Board that:

1. An order be made under s2.18 (3) of the Local Government Act 1995 to maintain the number of offices of councillor on the Council at nine (9);
2. An order be made under s2.2 (1) to remove all wards; and,
3. The current election cycle to be maintained.

CARRIED BY ABSOLUTE MAJORITY 7/2

16.2 INTEGRATED PLANNING REQUIREMENTS

Applicant:	Internal Report
File No.	0271
Attachments:	Draft Strategic Resource Plan 2016 - 2031
Author:	Ms Denise Gobbart Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	22 November 2016
Senior Officer:	Ms Denise Gobbart


 Chief Executive Officer
Summary

For Council to endorse the Shire of Lake Grace Draft Strategic Resource Plan 2016 – 2031.

Background & Comment

The Shire considered changes to the Asset Management Plans and the Long Term Financial Plan as part of its budget preparations for 2016/2017.

As part of the integrated planning process any changes need to be considered in line with the Shire's Strategic Community Plan, the Corporate Business Plan and the Long Term Financial Plan (LTFP). The Corporate Business plan was presented and adopted by Council on 27 July 2016. Unfortunately the Draft Strategic Resource Plan 2016 – 2031 previously known as the Long Term Financial Plan (LTFP) was not available for presentation at that time.

Legal Implications**Local Government Act 1995****5.53. Annual reports****(2) The annual report is to contain –**

(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and

(i) such other information as may be prescribed.

5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

6.2 Local government to prepare annual budget

(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –

(a) the expenditure by the local government; and

(b) the revenue and income, independent of general rates, of the local government; and

(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

(3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.

Local Government (Administration) Regulations 1996**19CA. Information about modifications to certain plans to be included (Act section 5.53(2)(i))**

- (1) This regulation has effect for the purposes of section 5.53(2)(i).
- (2) If a modification is made during a financial year to a local government's strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.
- (3) If a significant modification is made during a financial year to a local government's corporate business plan, the annual report of the local government for the financial year is to contain information about that significant modification.

19C. Strategic community plans, requirements for (Act section 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4-years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

19DA. Corporate business plans, requirements for (Act section 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

19D. Adoption of plan, public notice of to be given

(1) After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with sub-regulation (2).

(2) The local public notice is to contain —

(a) notification that —

(i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and

(ii) details of where and when the plan may be inspected;

or

(b) where a strategic community plan for the district has been modified —

(i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and

(ii) details of where and when the modified plan may be inspected.

Policy Implications

N/A

Financial Implications

The Draft Strategic Resource Plan 2016 – 2031 provides the Council and the Community with a picture of the Shire's long term financial and asset management circumstances and contributes toward meeting the Shire's strategic objectives and outcomes. The Annual budget is to take into consideration the Strategic Resource Plan.

Strategic Implications

Strategic Community Plan –

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

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

Ec3 Engage with the community to develop sustainable budget commitments:

- Ec3.1 Integrate Strategic Community Plan objectives into long term financial planning (10 years).

CL1 Elected members provide visionary leadership:

- CL1.1 Elected members develop policy framework for the development of community ideas and vision through the integrated planning and reporting process.

Voting Requirements

Simple majority required.

Integrated Planning Asset Management Committee Recommendation/Resolution**RESOLUTION 12493**

Moved Cr Walker

Seconded Cr Stanton

That Council endorse the Shire of Lake Grace Draft Strategic Resource Plan 2016 – 2031.

CARRIED 9/0

16.3 RISK MANAGEMENT FRAMEWORK AND POLICY 1.13

Applicant: Chief Executive Officer
File No. 0353
Attachments: 1. LGIS Risk Management Framework
 2. Current Policy 1.13
 3. Reviewed Policy 1.13
Author: Mrs Jeanette Bennett

Disclosure of Interest: Nil
Date of Report: 31 January 2017
Senior Officer: Ms Denise Gobbart


 Executive Officer



Chief Executive Officer

Summary

For Council to endorse the Chief Executive Officer's biennial review of the Risk Management Framework which includes the Risk Management Policy and Procedures.

Background

The Policy and Procedures form the Risk Management Framework (Attachment No.1) sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks.

Regulation 17, of the *Local Government (Audit) Regulations 1996* requires the Chief Executive Officer (CEO) to undertake certain tasks to comply with that legislation.

Regulation 17 states that the CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance. These matters are to be the subject of a review every two (2) calendar years and the CEO is to report to the audit committee the results of that review.

Further, Regulation 16(c) states that the Audit Committee is to review the report given to it by the CEO under regulation 17(3); and report to Council the results of that review.

The Shire's Risk Management Governance Framework, Policy and accompanying Risk Assessment Matrix, initially adopted in October 2014 (refer Attachment No.2) is now due for review.

Local Government Insurance Services (LGIS) provide support to local governments in relation to risk management through their Risk and Governance Services.

Over the past two years, the Framework has been updated and clarified through feedback from local governments. The Framework document consists of the Policy and the Procedures. The Procedures which guide staff in the risk monitoring and reporting process are to be included in the Shire's Governance Manual.

In December 2016, LGIS Senior Risk Consultant Michael Sparks, held a workshop in Lake Grace and provided up to date information to the CEO and Managers in regard to the Risk Management Framework (refer Attachment No.1) and the Shire's Risk Profile Reporting Tool.

The Measures of Consequence contained in Appendix A have been updated along with an additional Consequence rating table for Projects being introduced which will assist and alert staff in the management of risks associated with Project Management. No changes have been made to the Measures of Likelihood, the Risk Matrix and Risk Acceptance.

The Risk Profile Reporting Tool is the working document used by staff to produce the six monthly risk reports and consists of an Excel workbook containing the Risk Profile Templates as per Appendix B of the Framework for the areas / themes as set out in Appendix C of the Framework.

Within the Appendix B Risk Profile Template, the Framework has also been updated to include Control Types of Detective, Preventative and Recovery, and Indicator Types of Leading and Lagging.

Comment

The Risk Management Framework embeds procedures for implementing the Policy within the organisation by management and employees.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance;
- Compliance with relevant legislation, regulations and internal policies;
- Integrated Planning and Reporting requirements are met; and,
- Uncertainty and its effects on objectives is understood.

The Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

The proposed Policy and Framework is based on Australia/New Zealand Standard ISO 31000:2009 Risk Management.

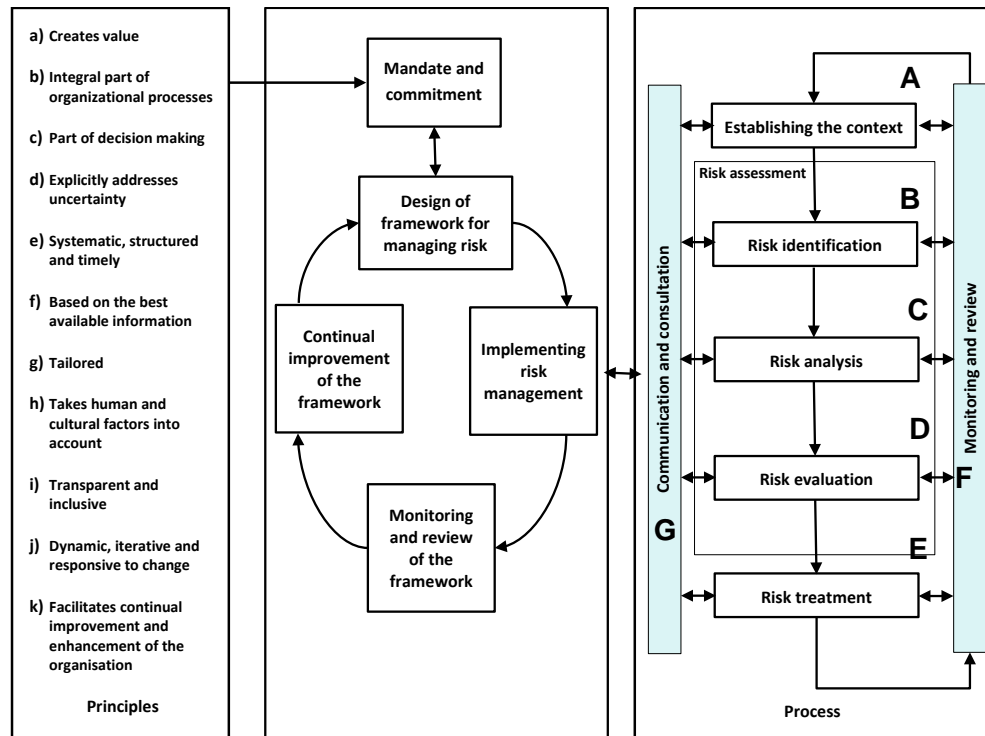


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

Conclusion

In accordance with this review the Chief Executive Officer recommends:

1. The reviewed Policy 1.13 including the Risk Assessment and Acceptance Criteria, be accepted by the Audit Committee and recommended to Council for adoption; and,
2. The Risk Management Framework as reviewed by the Chief Executive Officer is considered appropriate and effective in relation to the Shire's risk management, internal control and legislative compliance.

Consultation

Internal Denise Gobbart, Chief Executive Officer

External Michael Sparks, Local Government Insurance Services Risk and Governance Consultant

Legal Implications

Local Government Act 1995 - s7.13 Regulations as to Audits

Local Government (Audit) Regulations 1996 states:

16. Audit committee, functions of

An audit committee —

(a) is to provide guidance and assistance to the local government —

- (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and,*
- (ii) as to the development of a process to be used to select and appoint a person to be an auditor;*

and

- (b) may provide guidance and assistance to the local government as to —
 - (i) matters to be audited; and
 - (ii) the scope of audits; and
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management; and,
- (c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council.

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

Policy implications

Shire of Lake Grace Policy 1.13

Financial implications

LGIS Risk Management services are part of the services provided through the Shire's LGIS Insurance package.

Strategic implications

Shire of Lake Grace Strategic Community Plan

Civic Leadership Focus Area (5)

- Excellence in Shire administration and communication.

Voting Requirements

Simple majority required.

Audit Committee Recommendation/Resolution

RESOLUTION 12494

Moved Cr Lloyd
Seconded Cr Hunt

That Council adopt:

- 1. the reviewed Policy 1.13, including the Risk Assessment and Acceptance Criteria; and,
- 2. that the Risk Management Framework as reviewed by the Chief Executive Officer is considered appropriate and effective in relation to the Shire's risk management, internal control and legislative compliance.

CARRIED 9/0

16.4 RISK PROFILE REPORT – PERIOD ENDING 31 DECEMBER 2016

Applicant: Chief Executive Officer
File No: 0052
Attachments: Risk Profile Report
Author: Mrs Jeanette Bennett

Disclosure of Interest: Nil
Date of Report: 31 January 2017
Senior Officer: Ms Denise Gobbart



Executive Officer

Chief Executive Officer

Summary

The purpose of this item is for Council to receive an update regarding the Chief Executive Officer's Risk Profile Report for the period ending 31 December 2016.

Background

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the Chief Executive Officer (CEO) to undertake certain tasks required by that legislation.

Audit Regulation 17 centres on the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance. These systems are to be the subject of a review by the CEO at least once every two (2) years and are to be reported to the Audit Committee.

Notwithstanding the above biennial review, it was intended that a six (6) monthly update i.e. Risk Profile Report be presented to the Audit Committee for the period ending June and December each calendar year. The last report was presented to the Audit Committee Meeting held on 21 December 2015 and endorsed by Council at the Special Meeting also held on 21 December 2015.

Since the last report, in consultation with LGIS Senior Risk Consultant, Mr Michael Sparks, the Shire's Risk Management Framework has been updated resulting in a reviewed Policy (refer previous item 16.3 of this agenda) and updated Risk Profile and Reporting Tool. In December 2016 Michael Sparks held a workshop in Lake Grace and provided up to date information to the CEO and Managers in this regard.

The Risk Profile Reporting Tool is the working document used by staff to produce the six monthly risk reports and consists of an Excel workbook containing the Risk Profile Templates as per Appendix B of the Framework for the areas / themes as set out in Appendix C of the Framework (refer Attachment).

The Risk Profile Reporting Tool has been updated to include Controls Assurance Control Types of Detective, Preventative and Recovery, and Indicator Types of Leading and Lagging.

Due to the updated Risk Profile Reporting Tool document showing changed issues, actions and treatments to those reported in the December 2015 Risk Dashboard Report, specific achievements since that time are unable to be reported.

Comment

As the Risk Profile Report is “inward” and operationally focused, no external community consultation is proposed nor is it required.

The Chief Executive Officer will continue to ensure that employees are engaged with the Shire's Policy implementation. The Policy and Framework is based on best practice guidance supplied by Local Government Insurance Services (LGIS) as part of a Regional approach through the Shires of Wagin, Woodanilling, Williams, West Arthur, Dumbleyung and Lake Grace (4WDL).

Integrating the additional information into the existing Risk Profile Reporting Tool over the fifteen (15) themed areas (refer Appendix C of the Attachment) requires input through workshopping and discussion by the Senior Management Team, a time consuming exercise yet to occur due to other urgent priorities requiring the attention of Senior Managers.

It is intended that the December 2016 Risk Profile Report will be presented to the Audit Committee at its next meeting.

Legal Implications

Local Government Act 1995 - s7.13 Regulations as to Audits

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Policy Implications

Shire of Lake Grace Policy 1.13 Risk Management

Consultation

Internal Senior Management Team

External Michael Sparks, Local Government Insurance Services Risk and Governance Consultant

Financial Implications

There are no known financial implications upon either the Shire's current Budget or Long Term Financial Plan.

Strategic Implications

Shire of Lake Grace Strategic Community Plan

The report and officer recommendation is consistent with Council's adopted Mission and Vision and assists to achieve the following specific adopted Strategic Objectives and Goals:

Civic Leadership

- CL1.3 – Improve organisational capability and capacity.

Voting Requirements

Simple majority required.

Audit Committee Recommendation/Resolution

RESOLUTION 12495

Moved Cr Hunt

Seconded Cr Clarke

That Council acknowledge the update regarding the December 2016 Risk Profile Report.

CARRIED 9/0

16.5 SECONDARY FREIGHT ROUTE PROJECT

Applicant: Internal Report
File No. 0527 & 0484
Attachments: 1. Letter to Regional Road Group from Regional Development Australia (RDA) Wheatbelt WA
 2. Draft WBR Freight Strategy (RRG Responses July 2016)
Author: Ms Denise Gobbart
 Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 13 March 2017
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer
Summary

Council is requested to support co-contributions for the *Secondary Freight Route Project* ('Project') to originate from Main Roads Western Australia allocations to the Wheatbelt South and Wheatbelt North Regional Road Groups or any other funding source. Should the allocation referred to above not be forthcoming, Council is requested to consider an allocation in the Shire of Lake Grace's 2017/18 Draft Annual Budget for up to \$20,000.

Background

Following on from Lakes Sub Group Regional Road Group meetings held in the last 9 to 12 months consideration was given to the important collector roads/routes for Shires in the Wheatbelt North and South Regional Road Groups.

Regional Development Australia (RDA) Wheatbelt, on behalf of Road Groups North and South, currently has an application with Regional Grant Scheme (RGS) seeking \$300,000 towards road planning (specifically the assessment of what is required to bring the identified priority secondary freight routes to standard).

As forecast in the application, the \$300,000, should it be approved, is insufficient to complete the work which is estimated by Main Roads to cost around \$2 million. Until all of this is complete it is not possible to build a business case to support a funding application for Capital works. That is we are unable to compete on a federal stage for the significant road funds available.

Should Road Groups North and South wish it, the Committee of RDA Wheatbelt proposes to assist this regional project by funding the preparation of the BBRF application seeking funds to complete the planning phase of the secondary freight routes. This work would be completed in two phases:

Phase 1 – Scoping (refer attachment 1). RDA Wheatbelt will meet this cost.

Phase 2 – Preparation of Business Case and Building Better Regions Fund (BBRF) application (refer attachment 1). Completion of this Phase is subject to finalisation of the required co-contributions based on the figure calculated in Phase 1. That is, the RDA Wheatbelt Committee has agreed to pay for this Phase to be completed *subject to* the agreement of Road Groups North and South in relation to meeting the required minimum co-contribution level.

Support is sort for funding commitments to finalise Phase 2 to prepare the Business Case and BBRF application.

Comment

It is understood that support for the funding arrangement was confirmed by the Wheatbelt North Regional Road Group at a meeting last week and where the Group resolved that in the event other monetary sources are unsuccessful, each Local Government be requested to make a 2017/18 Annual Budget allocation of up to \$20,000 towards the co-contribution. This same arrangement is expected to be considered by the Wheatbelt South Regional Road Group at its meeting on 4 April 2017.

Legal Implications

Local Government Act 1995

Road Traffic Act 1972

Road Traffic (Vehicles) Act 2012

Road Traffic (Vehicle Standards) Regulations 2002

Policy Implications

Whilst there are no known policy implications in relation to this item, identification of collector roads/routes in the Shire will enable Council to progress to the preparation of a policy along with a roads hierarchy.

Consultation

Internal Cr Jeanette De Landgraft, Shire President

Financial Implications

Should Council support the Project it is possible that funding may need to be sourced directly from each local government. In this regard, it would be appropriate for Council to consider inclusion of up to \$20,000 in the 2017/2018 Draft Annual Budget as a contribution towards the preparation of a business case and cost benefit analysis for the Secondary Freight Route Project.

Strategic Implications

Shire of Lake Grace Strategic Community Plan

Economic Focus Area 3: Infrastructure maintenance and improvement

- Ec1.1 Objective: Maintain efficient, safe and appropriate infrastructure including roads, built and civic infrastructure.
- Ec1.1 Outcome: Improved service delivery to users of facilities and a more robust road network.
- Ec1.2 Objective: Support the provision of appropriate regional transportation links, including road and rail infrastructure and services.
- Ec1.2 Outcome: More efficient and safer transport that supports increased access to and from the district.

Shire of Lake Grace Corporate Business Plan 2016-2020

Economic Vision:

Improved service delivery to users of facilities and a more robust road network

- Ec1.1 Maintain efficient, safe and appropriate infrastructure including roads, built and civic infrastructure.
- Ec1.1.1 Maintain and renew infrastructure in line with the Asset Management Plans.

More efficient and safer transport that supports increased access to and from the district

- Ec1.2 Support the provision of appropriate regional transportation links, including road and rail infrastructure and services.
- Ec1.2.1 Advocate for the provision of appropriate Regional Transportation.

Voting Requirements

Simple majority required for points 1 and 2.

Absolute majority (5) required for point 3.

Recommendation/Resolution

RESOLUTION 12496

Moved Cr Clarke

Seconded Cr Hunt

That Council:

1. Supports up to Phase 2 of the Secondary Freight Route Project ('Project') with Regional Development Australia (Wheatbelt) seeking funding through the Federal Government's 'Building Better Regions Fund';
2. Support the required co-contributions for the Project to originate from Main Roads Western Australia allocations to the Wheatbelt South and Wheatbelt North Regional Road Groups or any other funding source; and,
3. Should the allocation referred to in 2 above not be forthcoming, Council consider an allocation in the Shire of Lake Grace's 2017/18 Draft Annual Budget for up to \$20,000, with the final amount dependent upon the required co-contribution and assuming that no other sources of funding are identified (i.e. worst case scenario).

CARRIED BY ABOSLUTE MAJORITY 9/0

17.0 INFORMATION BULLETIN

17.1 INFORMATION BULLETIN REPORT – MARCH 2017

Applicant: Executive Services
File No. N/A
Attachments: Information Bulletin (*under separate cover*)
Author: Ms Natasha Bowman


 Governance Officer

Disclosure of Interest: Nil
Date of Report: 16 March 2017
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer

Summary

The purpose of the Information Bulletin is to keep Elected Members informed on matters of interest and importance to Council.

Background

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

Note: The Information Bulletin is an internal management document; therefore attachments are not for public information.

Copies of other relevant Councillor information are distributed via email.

Comment

This month's (March 2017) Information Bulletin Report has been emailed to Councillors.

The March 2017 Information Bulletin attachment includes:

Reports

1. Council Status Report – February 2017
2. Infrastructure Services Report – February 2017
3. Monthly Schedules – February 2017
4. Outstanding Rates Report – February 2017

Letters

5. Graham Jacobs MLA – Local Government Vehicle Registration Concessions
6. Minister for Local Government; Community Services; Seniors and Volunteering; Youth – Local Government Vehicle Registration Concessions
7. Wheatbelt Science Hub – Wheatbelt Science Trail under development in your area

Circulars & Newsletters

8. Department of Local Government and Communities – Circular 06/2017
9. WALGA – Media Release – Vehicle Concessions Required Across Fleet
10. WALGA Infopage – 2017 Blessing of the Roads Campaign

Minutes

11. Audit Committee Meeting – 27 February 2017
12. Integrated Planning Asset Management Committee – 7 March 2017
13. 4WDL Meeting – 14 March 2017
14. Lake Grace Development Association Inc – 6 February 2017
15. WALGA CCZ Executive Committee – 15 February 2017
16. WALGA CCZ Minutes – 24 February 2017

Legal Implications

Nil

Policy Implications

Nil

Consultation

N/A

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan

Civic Leadership - Focus Area 5

- Excellence in Shire administration and communication.

Voting Requirements

Simple majority required.

Recommendation/Resolution**RESOLUTION 12497**

Moved Cr Lloyd

Seconded Cr Stanton

That Council accepts the Information Bulletin report.

CARRIED 9/0

18.0 URGENT BUSINESS BY DECISION OF THE MEETINGResolution**RESOLUTION 12498**

Moved Cr Hunt
Seconded Cr Clarke

That Council accept Item 18.1 Statutory Compliance Audit Return 2016 as a late item of urgent business.

CARRIED 9/0**18.1 STATUTORY COMPLIANCE AUDIT RETURN 2016**

Applicant:	Internal Report
File No.	0528
Attachments:	Compliance Audit Return 2016
Author:	Ms Denise Gobbart Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	22 March 2017
Senior Officer:	Ms Denise Gobbart


 Chief Executive Officer
Summary

The purpose of this report is for Council to adopt the Statutory Compliance Audit Return (CAR) for the year ending 31 December 2016.

Background

The Audit Committee held a meeting prior to the 22 March 2017 Ordinary Council Meeting to consider the 2016 Compliance Audit Return.

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January 2016 to 31 December 2016. The certified return needs to be submitted to the Director General, Department of Local Government and Regional Development by 31 March 2016.

The Compliance Audit Return must be:

1. reviewed by the Audit Committee;
2. presented to Council at a meeting of the Council;
3. adopted by the Council; and,
4. recorded in the minutes of the meeting at which it is adopted.

A copy of the return is submitted for Councillor's perusal, comment and adoption by Council before 31 March 2016. It is necessary for the Shire President and the Chief Executive Officer (CEO) to sign off the return as a certified copy.

The 2016 Compliance Audit Return was completed in house, as we were not able to engage the services of an external party. It has now been (5) years since an external consultant has been engaged to undertake the review.

The compliance review process provides both the CEO and the Council with an additional element of accountability through a check on internal management systems, procedures and record keeping and this demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice.

Comment

The standard of compliance in 2016 has had a minor decline from the past years achievement of 100% to 95.4%. For context purposes, non-compliance or partial non-compliance related to four of the total 87 items included in the Compliance Return.

The Shire has sound management systems and procedures. The examples of non-compliance noted reflected inconsistent or incomplete compliance and human error, and not any systemic failure.

It is important to note that the actual compliance audit process is a detached, retrospective examination of minute, multifaceted, and ambiguous statutory detail specified by the *Local Government Act 1995* and associated regulations. Significantly, the CAR excludes the actual working environment and pressures of the day-by-day operational circumstances, and other community priorities that exist in the pragmatic management of the wide range of functions and issues experienced in a vibrant and growing local government such as the Shire. The overall compliance requirement to observe "all written law" places an onerous responsibility on the CEO of a growing local government.

A drop in standard of compliance may reflect the difficulties that 2016 offered for the shire, with the resignation of Mr Hale and Senior Managers and the transitioning of staff into new roles.

A number of deficiencies have been identified in the Shire of Lake Grace Compliance Audit Return 2016, namely:

Delegation:

The delegation register was reviewed as required; points needing to be addressed are that delegations to the CEO and officers are required to be in writing, this did not happen in all with the CEO.

Page 2, No 6, s5.42(1)(2), Admin Reg 18G – It did not appear that the delegations to the CEO were in writing, the assumption is made that the Council Minutes are deemed to be in writing. Documentation signed by the President is to be prepared for delegations to the CEO.

Page 2, No 13, s5.46(3), Admin Reg 19 – Some aspects, such as the record keeping associated with exercising a delegated power was difficult to gauge. A central register is to be implemented for delegations, to fully meet the requirements of this regulation.

Disclosure of Interest:

Generally the management of the Primary and Annual returns and registers are well maintained. All of these documents have generally been in the one register, making it a difficult process when undertaking a review of the CAR. These documents have now been split into separate files and the register has been updated for better control.

Page 3, No 11, s5.88(3) – The returns of Mr Hale, Mr Shopov and Mr Edwards were not removed from the register when the employees ceased to be a person require to lodge a form. Staff have been reminded that these documents are to be removed on employees or Councillor resignations.

Finance:

Generally the finance management issues have been well managed, due to the changeover in staff during the critical months during the end of financial year processes, delays did occur in finalising the documentation for the Audit sign off. It was three months from the Audit visit to the sign off. With staff having now been through the process, they have a better understanding of requirements.

Page 5, No 6, s7.9(1) – The Auditor's report for the year ended 30 June 2016 was not received by the 31 December 2016. The Auditor's wrote to the Department of Local Government and Communities and informed them that the Audit Report would not be received by the 31 December due to the difficulties we had with the Fair Value take up.

For easier access the above matters have been highlighted in the attachment to this agenda.

Legal Implications

Local Government Act 1995;

Local Government (Functions and General) Regulations 1996;

Local Government (Administration) Regulations 1996;

Local Government (Elections) Regulations 1997;

Local Government (Audit) Regulations 1996;

Local Government (Rules of Conduct) Regulations 2007

Local Government Act 1995

7.13. Regulations as to audits

- (1) *Regulations may make provision —*
 - (i) *requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —*
 - (i) *of a financial nature or not; or*
 - (ii) *under this Act or another written law.*

Local Government (Audit) Regulations 1996

13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))

For the purposes of section 7.13(1)(i) the statutory requirements sets out a table prescribing the relevant sections.

14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*

- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
- (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

[Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.]

15. Compliance audit return, certified copy of etc. to be given to Executive Director

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation —
- certified in relation to a compliance audit return means signed by —
- (a) the mayor or president; and
 - (b) the CEO.

[Regulation 15 inserted in Gazette 23 Apr 1999 p. 1725.]

Policy Implications

N/A

Consultation

N/A

Financial Implications

N/A

Strategic Implications

Shire of Lake Grade Community Strategic Plan

- CI1 – Elected members provide visionary leadership.
- CI1.3 – Improve organisational capability and capacity.

Voting Requirements

Simple majority required.

Audit Committee Recommendation/Resolution

RESOLUTION 12499

Moved Cr Chappell
Seconded Cr Clarke

That Council:

1. Adopt the Local Government Statutory Compliance Return 1 January 2016 to 31 December 2016 for the Shire of Lake Grace; and,
2. Authorise the Shire President and the Chief Executive Officer to endorse the certification contained within the Local Government Statutory Compliance Return.

CARRIED 9/0

19.0 SCHEDULING OF MEETING**19.1 APRIL 2017 ORDINARY MEETING**

The next Ordinary Meeting of Council is scheduled to take place on Wednesday 26 April 2017, commencing at 3.00 pm at the Council Chambers, 1 Bishop Street, Lake Grace.

20.0 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)Resolution**RESOLUTION 12500**

Moved Cr Chappell
Seconded Cr Clarke

That Council meet behind closed doors at 4.08 pm to consider Items 20.1 Receptionist Support Payment; 20.2 Plant Replacement Specifications – 2016/17 Budget and Item 20.3 Disposal of Plant – 2016/17 Budget in accordance with section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015, and Section 5.23 (2)(c) of the Local Government Act 1995.

CARRIED 9/0

These items and any attachments are confidential in accordance with Section 5.23(2)(c) of the Local Government Act 1995 as they contain “a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting”.

20.1 RECEPTIONIST SUPPORT PAYMENT

Forwarded under separate cover.

Resolution**RESOLUTION 12501**

Moved Cr Clarke
Seconded Cr Stanton

That Council:

1. authorise the once off early release of the monthly receptionist support payment being \$50,000 (ex GST) for the first year of the General Practice Agreement between the Shire of Lake Grace and Dr Olayinka Omoniyi and Dr Abiola Olowu, to assist with cashflows with the commencement of a new practice business; and,
2. that the payment reduce the proposed transfer to Emergency Medical Services Reserve by \$50,000; and,
3. amend the 2016/2017 budget accordingly.

CARRIED BY ABSOLUTE MAJORITY 9/0

20.2 PLANT REPLACEMENT SPECIFICATIONS – 2016/17 BUDGET

Forwarded under separate cover.

Integrated Planning Asset Management Committee Recommendation/Resolution

RESOLUTION 12502

Moved Cr Armstrong
Seconded Cr Clarke

That Council:

1. purchase:
 - a) a 6x4 Prime Mover to standardise fleet requirements;
 - b) a FUSO Canter 815 Cab Chassis to replace existing 2009 Hino truck LG003, Asset code 1317;
 - c) a Toyota Landcruiser LC70 turbo diesel tray back utility with airbags fitted for a maximum price of \$63,500; and,
 - d) a Toyota Prado GXL Turbo Diesel with tow bar, tinting and roo bar, within budgetary constraints, for the use of the Chief Executive Officer.
2. that the Budget be amended to reflect:
 - a) Job P04CAP (Works Hino Truck LG003) as \$65,000; and,
 - b) Job PL09CAP – (Mechanic Toyota Landcruiser LG005) as \$63,500.

CARRIED BY ABSOLUTE MAJORITY 9/0

20.3 DISPOSAL OF PLANT – 2016/17 BUDGET

Forwarded under separate cover.

Integrated Planning Asset Management Committee Recommendation/Resolution

RESOLUTION 12503

Moved Cr Lloyd
Seconded Cr Stanton

That Council agree the reserve prices as stated remain confidential, until the vehicles are sold.

CARRIED 9/0

Resolution**RESOLUTION 12504**

Moved Cr Chappell
Seconded Cr Clarke

That Council move out from behind closed doors at 4.32 pm.

CARRIED 9/0

Cr Walker left the meeting at 4.32 pm and did not return to the meeting.

Having opened the meeting to the public at 4.32 pm the President read aloud the decisions of Council.

21.0 CLOSURE

There being no further business, the Shire President closed the meeting at 4.35 pm.

22.0 CERTIFICATION

I, Jeanette Frances De Landgraft, certify that the minutes of the meeting held on the 22 March 2017 as shown were confirmed as a true record at the meeting held on the 26 April 2017.

Shire President

Date