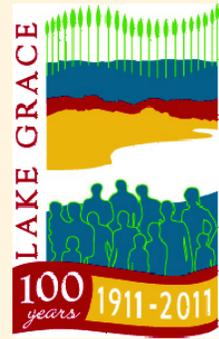


Shire of Lake Grace



Ordinary Council Meeting

Minutes



28 September 2011

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SHIRE OF LAKE GRACE

Minutes of the Ordinary Meeting of Council held at the Lake King Hall, Lake King, WA on Wednesday 28 September 2011.

1.0 OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson (Shire President) opened the meeting at 3.04 pm and welcomed all members of the public present.

2.0 ATTENDANCE RECORD

2.1 PRESENT

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

Mr SK Fletcher	Chief Executive Officer
Ms S Appleton	Manager Corporate Services
Ms D Lloyd	Manager Community Services (Acting)
Mrs J Bennett	Executive Assistant

Observers

Ms Ingrid Bjelland	Lake King
Ms Kylie Sugg	Lake King
Mr Malcolm Palmer	Varley
Mrs Sylvia Brandenburg (Honorary Freeman of the Shire)	Lake King
Mr Ross Dunkeld	Lake King
Mr Hugh Roberts	Lake King
Mrs Margaret McLean	Lake King

2.2 APOLOGIES

Mr Colin Penny	President Lake King Progress Association
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2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Resolution 11252 – 27 July 2011

Cr Chappell – Leave of absence granted 26 September to 7 October 2011.

3.0 PUBLIC QUESTION TIME**3.1 MR DARREN & MRS TANIA SPENCER – QUESTIONS TAKEN ON NOTICE 24 AUGUST 2011**

A letter has been forwarded to Mr and Mrs Spencer regarding their question which was taken on notice at the Council Meeting held on 24 August 2011.

The questions related to the signing of a contract between the Shire of Lake Grace and Dr Francois Jacobs and information that was published in the Newdegate Gatepost.

The letter advised Mr & Mrs Spencer that the Shire has been unable to establish the source of the information that was published and that, as per advice given at the meeting, Dr Jacobs has signed an offer from the Shire of Lake Grace, and further to that is due to commence practising at the Lake Grace and Newdegate General Practice during November 2011.

3.2 MR ROSS DUNKELD

Mr Dunkeld had previously submitted his questions to the Shire Office via email:

Question:

As a new business person in Lake King what are the Shire's plans for being able to provide accommodation for businesses and their employees?

Reply

The Shire President advised:

- *The Shire does not have current plans in place to provide housing for business.*
- *In the past the Country Housing Authority had grants available to assist with housing to attract local trades people. Houses were built in Lake Grace and Newdegate under this program which is no longer available.*
- *The Shire's community housing stocks are currently under review through the Department of Housing who have conducted an audit. The report will be presented to Council and until then the matter will not be discussed.*

The CEO further advised that the Department of Housing has been critical of the Shire in its past arrangements for use of the housing and has advised we now need to comply.

Question:

When will they complete the toilets project across from the Lake King shop and seal the parking area?

It is good to see the quality of the ablution facility in Lake King, however this winter the car parking area has been a mess with the constant slop of water and puddles which makes the area unattractive. It is assumed that part of the toilet plan was to seal the area.

Reply

The Shire President advised The Lake King Traffic Management Project which will address the flow of traffic in and throughout that area is scheduled for completion by

December and needs to be finalised in the first instance. Once the plan is finalised it will come back through the Lake King Progress Association. It is recommended any community requests for major works be made through a community organisation.

3.3 MRS SYLVIA BRANDENBURG

Mrs Brandenburg asked the following questions which had been submitted a few hours prior to the meeting:

Question: How many employees does Lake Grace Shire have?

Reply: *The CEO advised the Shire has 49.1 full time equivalent employees.*

Question: How many of those employees are not residing in Lake Grace?

Reply: *Question taken on notice.*

Question: How many Council owned houses are occupied by staff and in what towns?

Reply: *Question taken on notice.*

Question: Are any staff occupying community or Homeswest houses?

Reply: *Question taken on notice.*

Question: What rent subsidy or rate re-imbusement is made to employees?

Reply: *Senior Managers and some works staff receive rental subsidies and staff owning houses receive a rent subsidy. These are however individual staff matters and not for public information.*

Question: What % of the Shire's rates – not including SAR – is taken up by wages and associated costs?

Reply: *Question taken on notice.*

Question: What % of the Shire's rate income comes from the Varley King Ward?

Reply: *Question taken on notice.*

Question: What % of the 2010 – 2011 rate return of the Varley King Ward was spent in that Ward in 2010 – 2011?

Reply: *Question taken on notice.*

Question: What is the scope of work being done in the refurbishment of the Lake King Hall?

Reply: *The CEO advised the works included roof replacement, repairs arising from the water problems, repairing cracking and replacement of some wooden window frames.*

Question: Who is the contractor?

Reply: *The Shire.*

Question: Has there been any community input into the necessary work and what is the time schedule, are the cracks in the interior walls and floor to be replaced and repaired?

Mrs Brandenburg commented that the Progress Association has not been notified of what works are to be done and the Playgroup have been told they cannot use the playground. There has been no communication with any organisation.

Reply: *Question taken on notice.*

Question: Is there any attention to white ant treatment – for example attention to detail laid out in a white ant report to Council at least two (2) years ago?

Mrs Brandenburg reported there is a pipe outside the library which was recommended for treatment which has not been injected with poison and the gas bottles outside the door are set too high which allows white ants to get in – can you please dig the report out?

Reply: *Question taken on notice.*

Question: Is the exterior of the building to be painted?

Reply: *Question taken on notice.*

Question: Was an insurance claim ever made for storm damage when the first major flooding occurred and if not – why not?

Reply: *Question taken on notice.*

Question: Road works and public parking requirements in the old Lake King townsite have long been recognised and brought to Council's attention – so much so that a private planning company in 2005 – 2006 was employed and paid by Council after the Lake King Progress Association shamed Council. Funds have been allocated in at least the past 5 budgets and none of these have been spent in this area – why not?

Reply: *Question taken on notice.*

Question: Have funds been allocated this year for the sealing of the area – if not why not? A special meeting was held at Lake King in March 2010 with Keith Dickerson with no result except sand bagging much later.

Reply: *Question taken on notice.*

Question: What can Lake King expect from Council towards our parks and gardens development and maintenance?

Reply: *Question taken on notice.*

Question: What can the community expect to have in inter-action with Shire staff in that area?

Reply: *Question taken on notice.*

3.30pm Mr Ross Dunkeld and Mr Hugh Roberts left the meeting.

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

None.

5.0 MINUTES OF PREVIOUS COUNCIL MEETINGS**5.1 ORDINARY MEETING – 24 AUGUST 2011**Resolution**MOTION 11293**

Moved Cr Sinclair
Seconded Cr Farrelly

That the minutes of the Ordinary Meeting of Council held on the 24 August 2011 be confirmed as a true and accurate record subject to the following changes on page 310 and page 634:

Page 310 – Item 12.3 Proposed Subdivision Lot 85 Tamar Terrace Varley

The bracketed section at the end of i) to read:
(i.e. the water flow is not to be impeded, obstructed or re-directed in any way.)

Page 634 – Item 15.4 Ward and Representation Review

Recording of the null and void motion as follows and to include record of those voting for and against the motion.

MOTION: Moved Cr Chamberlain, Seconded Cr Armstrong

In accordance with Schedule 2.2 (9) of the *Local Government Act 1995* (the Act), it is recommended to the Local Government Advisory Board that:

1. An order be made under s 2.2 (1) to abolish the existing ward boundaries between the Newdegate Ward and the Lake King/Varley Ward and the Newdegate Ward and the Lake Grace Ward thus creating “no wards” as detailed in the map (ref: Discussion Paper (June 2011) Attachment – Option A: No Wards) and thus reducing the number of wards in the Shire of Lake Grace from three to nil.
2. The introduction of “no wards” is to take effect from the 2013 Local Government Ordinary Elections.
3. With the implementation of “no wards”, the Shire of Lake Grace is no longer required to undertake another review of its wards and representation.

VOTING 4/4 – Shire President made his casting vote – 5/4 – no outcome achieved due to the requirement for an absolute majority.

Voting for the motion: Crs Walker, Milton, Farrelly & Chappell.

Voting against the motion: Crs Chamberlain, Armstrong, De Landgraft & Sinclair.

Note: No outcome was achieved because of the requirement for an absolute majority for the decision to be valid. An absolute majority requires more than half of the members present at the meeting to be in favour.

MOTION CARRIED 8/0

6.0 DECLARATIONS OF INTEREST

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

None.

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

None.

6.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION SECTION 34C

Cr Newman declared an interest of impartiality in Item 12.2

7.0 NOTICES OF URGENT BUSINESS

None.

8.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

None.

9.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

None.

10.0 MEMBERS' REPORTS

None.

11.0 MATTERS FOR CONSIDERATION – WORKS & SERVICES

No items for consideration.

12.0 MATTERS FOR CONSIDERATION – PLANNING
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12.1 PLANNING APPLICATION – AGED ACCOMMODATION, 5 BENNETT ST LAKE GRACE

Applicant:	Gary Batt & Associates Architects (on behalf of the Shire of Lake Grace)
File No.	0454
Attachments:	Plans 1 to 7
Author:	Mr Joe Douglas & Mr Carlo Famiano Urban & Rural Perspectives -Town Planning Consultants
Disclosure of Interest:	Nil
Date of Report:	19 September 2011
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

This report recommends that the planning application submitted by Gary Batt & Associates Architects on behalf of the Shire of Lake Grace (landowner) to construct three (3) new aged persons' dwellings on Lot 89 (No.5) Bennett Street, Lake Grace be approved subject to conditions.

Background

The applicant is seeking Council's planning approval to construct three (3) new aged persons dwellings on Lot 89 (No.5) Bennett Street, Lake Grace to assist with the provision of much needed housing for the aged within the Lake Grace townsite (see Plans 1 to 5).

Lot 89 is located in the western segment of the Lake Grace townsite adjacent to the town centre area and is surrounded by a variety of existing land uses including single residential dwellings, grouped dwelling developments and a church.

Lot 89 is rectangular in shape, comprises a total area of approximately 1,064m², is relatively flat throughout its entire area and has direct frontage and access to Bennett Street along its southern boundary and a right-of-way at the rear. Lot 89 contains a single detached dwelling, a shed and is currently used for residential purposes.

Under the terms of the plans submitted in support of the application the proposed development will comprise the following key elements:

- i) Three (3) new dwellings designed specifically to accommodate the elderly which will be constructed of weatherboard/fibre cement wall cladding and colorbond roofing;
- ii) Each dwelling will comprise three (3) bedrooms, two (2) bathrooms and a double carport;
- iii) The dwellings will have a total floor area ranging between 157.86m² to 159.19m² (including individual carports);
- iv) All dwellings will have a wall height of 2.44 metres and a ridge height of approximately 5.5 metres;

- v) Proposed Unit 1A will have direct frontage and access to/from Bennet Street;
- vi) Proposed Unit 2B will have direct frontage and access to a common internal driveway with access to/from Bennett Street; and
- vii) Proposed Unit 3C will have direct frontage and access to/from the existing right-of-way at the rear of Lot 89.

Comment

Current Zoning & Land Use Permissibility

Lot 89 is classified 'Residential' zone under the Shire of Lake Grace's current operative Local Planning Scheme No.4 (LPS No.4) with an applicable residential density coding of R20.

A key objective of the land's current 'Residential' zoning classification is to encourage a high standard of development that enhances the character and amenity of residential areas while providing opportunities for a variety of housing types.

Under the terms of LPS No.4 the development and use of land in the 'Residential' zone for the purpose of 'aged & dependent persons' dwellings' is classified as a "D" use which means that it is not permitted unless the local government has exercised its discretion by granting planning approval.

Residential Design Codes

An assessment of the proposal for Lot 89 against the specific standards and requirements of the R-Codes has confirmed that it satisfies the majority of the 'acceptable development provisions' of the R-Codes except for the following:

- i) Element 6.1.1 – 'Site area requirements';
- ii) Element 6.2.1 – 'Setback of buildings generally';
- iii) Element 6.5.1 – 'On-site parking provisions';
- iv) Element 6.5.4 – 'Vehicular access'; and
- v) Element 6.11.2 – 'Aged or dependant persons dwellings'.

The following is a brief discussion of the above non-compliance issues:

Point 1: Element 6.2.1 – 'Site area requirements'

The development proposal does not provide the minimum site area required for each aged persons dwelling. Under the terms of the land's current R20 density coding the minimum required land area for each dwelling is 293.3m².

Given that compliance with the minimum site area requirements is an essential component in determining the maximum development potential of a particular site, it is recommended that Council require the applicant to modify the plans for Lot 89 to ensure compliance with the 'acceptable development provisions' of the R-Codes.

To assist the applicant in this regard a revised pre-calculation plan has been prepared by the reporting officers demonstrating how the proposal could comply with the 'acceptable development provisions' of the Codes (see Plan 7).

Point 2: Element 6.2.1 – 'Setback of buildings generally'

The application proposes that 'Unit 1A' comprise an average front setback of 5.7 metres in lieu of 6 metres as required by the 'acceptable development' provisions of Element 6.3.2 of the R-Codes.

Council may consider this non-compliance issue under the 'performance criteria' contained in Element 6.2.1 which states:

"Buildings setback from street boundaries an appropriate distance to ensure they:

- contribute to the desired streetscape;
- provide adequate privacy and open space for dwellings; and
- allow safety clearances for easements for essential service corridors."

It is concluded from a detailed assessment of the application in context of the above 'performance criteria' of the R-Codes that the proposed front setback variation is unlikely to have an adverse impact on the existing amenity and character of the immediate locality for the following reasons:

- i) The front setback variation (i.e. 300mm) is considered minor and is unlikely to result in 'Unit 1A' having a detrimental impact on the streetscape or amenity of any adjoining properties;
- ii) The location of 'Unit 1A' will help to improve the current levels of passive surveillance over Bennett Street which is considered beneficial;
- iii) The proposed carport within the front setback area of 'Unit 1A' has resulted in the average front setback being less than that required by the R-Codes. The new carport structure is however open and not therefore expected to have a detrimental impact on the amenity of the streetscape with regard to its overall bulk and scale;
- iv) The property abuts a substantial verge area with a width of approximately 4 metres along its Bennett Street frontage. The verge width provides an increased setback between the proposed dwelling and the road pavement thereby minimizing the impact of the proposed built form on the Bennett Street streetscape; and
- v) There is adequate and sufficient area on Lot 89 to accommodate any required easements.

Point 3: Element 6.5.1 – 'On-site parking provisions'

The development proposal does not provide any designated on-site visitor car parking bays. The 'acceptable development' provisions of Element 6.3.2 of the R-Codes requires that at least one (1) designated on-site visitor car parking bay be provided.

Council may consider this non-compliance issue under the 'performance criteria' contained in Element 6.5.1 which states:

"Adequate car parking provided on-site in accordance with projected need related to:

- *the type, number and size of dwelling;*
- *the availability of on-site and other off-street parking;*
- *the location of the proposed development to public transport and other facilities."*

It is concluded from a detailed assessment of the application in context of the above 'performance criteria' of the R-Codes that the proposed development will

provide a sufficient amount of on-site car parking to satisfy the needs of any future occupants for the following reasons:

- i) According to the ‘acceptable development provisions’ of the R-Codes an aged persons’ development requires the provision of 1.5 bays per dwelling (i.e. 1 dedicated bay per dwelling and 1 visitor bay per 4 dwellings). As such the proposed development on Lot 89 will require a minimum of four (4) on-site car parking bays.

The plans submitted in support of the application indicate the provision of two (2) car parking bays per dwelling (i.e. a total of 6 on-site bays) which is greater than that required by the ‘acceptable development provisions’ of the R-Codes. As such it is contended that the proposed development will provide adequate on-site car parking;

- ii) Lot 89 is located in close proximity to the Lake Grace town centre area (i.e. approximately 300 metres) which will provide for the daily needs of the future occupants of the dwellings within a walkable distance thereby reducing their reliance upon the use of vehicles; and
- iii) The Bennett Street road reserve comprises a 10 metre wide road carriageway which is considered more than adequate in terms of accommodating any on-street car parking demand likely to be generated by the proposed development.

Point 4: R-Code Element 6.5.4 – ‘Vehicular access’

The ‘acceptable development provisions’ of Element 6.3.2 of the R-Codes require that any internal common driveway to a grouped housing development be provided with a 0.5 metre wide landscaping strip on both sides of the driveway along its full length. Under the terms of the plans submitted in support of the application for Lot 89 this requirement has not been satisfied.

Council may consider this non-compliance issue under the ‘performance criteria’ contained in Element 6.5.4 which states:

“Vehicular access shall be provided so as to minimise the number of crossovers, avoid street trees, to be safe in use and not detract from the streetscape.”

It is concluded from a detailed assessment of the application in context of the above ‘performance criteria’ of the R-Codes that the proposal is unlikely to have a detrimental impact on the streetscape and will provide safe access/egress for proposed Unit 2B for the following reasons:

- i) The proposed landscaping strip variation (i.e. nil landscaping abutting Unit 1A for a distance of approximately 3 metres) is considered minor and temporary; and
- ii) The common property access leg/driveway will be of sufficient width to enable operators of a vehicle to gain clear visual sightlines to and from the street and is unlikely to have any detrimental impacts on the amenity of the local streetscape.

Point 5: Element 6.11.2 – ‘Aged or dependant persons’ dwellings’

The application proposes the following:

- i) The construction of three (3) aged persons' dwellings in lieu of a minimum of five (5) aged persons' dwellings per development as required by the 'acceptable development' provisions of Element 6.11.2 of the R-Codes; and
- ii) A plot ratio for each dwelling ranging from 128.3m² to 130m² in lieu of a maximum plot ratio of 100m² as required by the 'acceptable development' provisions Element 6.11.2 of the R-Codes.

Council may consider these non-compliance issues under the 'performance criteria' contained in Element 6.11.2 which states:

"Dwellings that accommodate the special needs of aged or dependant persons and which:

- *are designed to meet the needs of aged or dependant persons;*
- *are located in proximity to public transport and convenience shopping;*
- *have due regard to the topography of the locality in which the site is located; and*
- *satisfy a demand for aged or dependant persons accommodation."*

It is concluded from a detailed assessment of the application in context of the above 'performance criteria' of the R-Codes that the proposal satisfies the criteria for the following reasons:

- i) The proposed dwellings have been designed and will be constructed in accordance with Australian Standard AS4299 (i.e. 'Adaptable Housing') to ensure that they satisfy the specific needs and requirements of the future intended occupants (i.e. aged persons);
- ii) Lot 89 is located in close proximity to the Lake Grace town centre area (i.e. approximately 300 metres) which will provide for the daily needs of the future occupants of the dwellings within a walkable distance;
- iii) The proposed development has been designed with due regard for the natural topography of the land and its immediate surrounds; and
- iv) The proposed development will benefit the local community by providing much needed housing for aged persons in the Lake Grace townsite.

Conclusion

It is concluded from a detailed assessment of the application that the proposal to construct three (3) new aged persons' dwellings on Lot 89 (No.5) Bennett Street, Lake Grace is capable of being implemented in a proper and orderly manner and is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality subject to the imposition of a number of conditions. As such it is recommended that Council exercise its discretion and grant conditional approval to the application.

Legal Implications

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

Policy Implications

Nil

Consultation

Community consultation not required.

Financial Implications

It is understood that a suitable allowance has been made in Council's 2011/2012 budget for the construction of the three (3) new aged persons' dwellings on Lot 89 Bennett Street, Lake Grace as proposed.

Strategic Implications

The development of additional aged person's accommodation in the Lake Grace townsite as proposed by this application could be expected to have significant cultural benefits for both the town and the Shire generally as it will enable many elderly people to maintain and foster ties with their families and the local community.

Voting Requirements

Simple majority required.

Recommendation/Resolution**MOTION 11294**

Moved Cr Newman
Seconded Cr Sinclair

That the application for planning approval submitted by Gary Batt & Associates Architects on behalf of the Shire of Lake Grace (landowner) to construct three (3) new aged persons dwellings on Lot 89 (No.5) Bennett Street, Lake Grace be APPROVED subject to compliance with the following conditions and 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 of Lake Grace having first been sought and obtained.
2. A completed building licence application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any development.
3. Any future application to strata title the aged persons development on Lot 89 shall be undertaken in accordance with the attached pre-calculation plan to the satisfaction of the Shire of Lake Grace.
4. At least one (1) permanent occupant of each aged persons dwelling shall either be aged 55 years or over as defined by the Residential Design Codes of Western Australia (2010) or the surviving spouse of that aged person.

MOTION 11294 continued

5. The proposed aged persons dwellings shall incorporate, as a minimum, the following design elements in accordance with the specific requirements of the Residential Design Codes of Western Australia (2010):
 - i) Level external entry path to the front door, with preferably all external doors having level external entry paths;
 - ii) All external and internal doors shall have a minimum 820mm wide clear opening (AS4299);
 - iii) All internal corridors to be a minimum 1,000mm wide with the width to be increased to a minimum of 1,200mm in corridors with openings on side walls;
 - iv) A visitable toilet (AS4299), preferably located within the bathroom; and
 - v) and toilet approach doors shall have a minimum 250mm high wall on the door handle side of the door and provision for the installation of grab rails in accordance with AS4299.
6. A Notification under section 70A of the Transfer of Land Act 1893 must be registered over the Certificate of Title of each new dwelling at the strata subdivision stage of the project to notify owners and prospective purchasers that restrictions apply to the use of each dwelling as stipulated by this approval.
7. All stormwater drainage discharge generated by the approved structures shall be managed to the specifications and satisfaction of the Shire of Lake Grace.
8. The finished floor level of the proposed aged persons dwellings shall not exceed a height of 500mm above natural ground level unless otherwise approved by Council.
9. Any existing crossovers not included as part of the proposed development on the approved plan shall be closed and the verge and kerb reinstated prior to practical completion of the development to the satisfaction of the Shire of Lake Grace.
10. The 'common property' access leg shall be constructed (i.e. sealed and drained) to the satisfaction of the Shire of Lake Grace and in accordance with plans and specifications approved by the Shire of Lake Grace.
11. All landscaping is to be completed in accordance with the approved plans prior to the occupation of any buildings and all landscaping on site shall be maintained to the satisfaction of the Shire of Lake Grace.
12. Any front walls and/or fencing within the primary street setback area shall be visually permeable.

MOTION 11294 continued

13. The street verge adjacent to the development is to be landscaped to the satisfaction of the Shire of Lake Grace.

Advice Notes

1. The proposed development is required to comply in all respects with the Building Code of Australia. Plans and specifications which reflect these requirements are required to be submitted to the Shire with the Building Licence application.
2. The noise generated by any activities on-site, including machinery motors or vehicles, shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
3. No works shall commence prior to 7.00am without the Shire's prior approval.

MOTION CARRIED 8/0

12.2 PLANNING APPLICATION – PROPOSED UPGRADE CBH NEWDEGATE GRAIN RECEIVAL POINT, DUNCAN RD NEWDEGATE

Cr Newman declared an interest of impartiality in Item 12.2 in that he is a Director of Co-operative Bulk Handling.

Applicant: Co-operative Bulk Handling Ltd (CBH)
File No. 0455
Attachments: Plan 8 & Attachment 1
Author: Mr Joe Douglas & Mr Steve Pandevski
 Urban & Rural Perspectives -Town Planning Consultants
Disclosure of Interest: Nil
Date of Report: 19 September 2011
Senior Officer: Mr Sean Fletcher
 Chief Executive Officer

Summary

This report recommends that the planning application submitted by Co-operative Bulk Handling Ltd (CBH) to undertake minor upgrade works at its existing grain receival, storage and distribution facility on Lot 189 Duncan Road, Newdegate be approved subject to conditions.

Background

Lot 189 is located to the east of Maley Street, west of McCracken Road and east of the railway corridor, centrally within the Newdegate townsite. Lot 189 is currently owned by the Department of Regional Development and Lands (RDL) and leased by CBH.

Lot 189 has direct vehicle access and frontage to Duncan Road, which is bitumen sealed to a suitable standard. The lot has been extensively developed and is currently used by CBH for grain handling and storage purposes (see Plan 8 – Location Plan).

The applicant is seeking Council's planning approval to undertake minor upgrade works by placing an existing 4 metre x 3 metre weighbridge hut on a steel substructure and relocate it a few metres to the north of its existing position. The hut will be raised approximately 1.4 metres above the natural ground level (see Attachment 1 - Submitted Development Plans).

The applicant has advised that the approximate cost of relocating and erecting the hut on the steel substructure is \$48,393 and will be completed in approximately four (4) weeks from the date of issuance of the required approvals.

To assist Council's consideration of the application and given that the works are proposed on land that abuts land reserved for railway purposes, the application was referred to the Public Transport Authority (PTA) for consideration and comment. On 9 September 2011 the PTA provided email comments regarding the suitability of the proposal. In summary the PTA advised that it does not object to the proposal subject to the following conditions being imposed by Council:

- No stormwater runoff to be permitted within the railway corridor;

- All proposed upgrade works to be within the boundaries of Lot 20 (i.e. no encroachments are permitted within any part of the railway corridor);
- No access to the site is permitted via the railway corridor; and
- No additional level crossings are to be constructed over the railway corridor for access purposes.

It is clear that the conditions required by the PTA are generic in nature and that the imposition of those conditions on any new planning approval issued by Council is unnecessary in this particular instance given that previous planning approvals issued for the land have dealt with these matters.

Comment

The application proposes minor upgrade works that are permissible under the land's current 'General Industry' zoning classification under the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4). Notwithstanding this fact Council's planning approval is required to enable the upgrade works to be undertaken lawfully.

In considering the application, and pursuant to clause 10.2 of LPS No.4, Council is required to be satisfied that the development proposal is consistent with general principles of orderly and proper planning, the provisions and standards contained in LPS No.4 and any other planning considerations the local government considers relevant.

A detailed assessment of the proposal in the context of the specific requirements of LPS No.4 indicates that it is generally acceptable for the following reasons:

- The proposed works represent an upgrade and expansion of the existing approved land use activity on the site;
- The scale of the proposed works is consistent with existing development on the site and is unlikely to have any detrimental impacts on the character or amenity of the immediate area;
- The proposal will help to ensure that the land is continued to be used for an economically viable activity associated with, and in direct support of, broadacre agriculture in the district;
- The proposed works will improve the operational efficiency of the existing use of the land for grain handling, storage and distribution purposes;
- Existing on-site drainage arrangements will not be affected; and
- Building setbacks satisfy the specific requirements of LPS No.4.

Conclusion

It is concluded from a detailed assessment of the application that CBH's proposal to undertake various upgrade works to the existing grain handling, storage and distribution facility on Lot 189 Duncan Road, Newdegate is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be approved by Council subject to the imposition of a number of conditions to ensure that the development proceeds in a proper and orderly manner.

Legal Implications

Planning and Development Act 2005

Shire of Lake Grace Local Planning Scheme No.4

Policy Implications

Nil

Consultation

Community consultation not required however given that the works are proposed on land that abuts land reserved for railway purposes, the application was referred to the Public Transport Authority (PTA) for consideration and comment.

Financial Implications

Nil

Strategic Implications

CBH's proposal is of strategic importance to the management of future grain harvests and could be expected to have significant benefits to local grain producers in terms of the efficiency of delivery of grain to the Newdegate receival facility and bulk distribution thereafter.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11295

Moved Cr Armstrong
Seconded Cr Milton

That the application for planning approval submitted by Co-operative Bulk Handling Ltd (CBH) to undertake minor upgrade works at its existing grain receival, storage and distribution facility on Lot 189 Duncan Road, Newdegate be APPROVED in accordance with the details of the plans submitted in support of the application subject to compliance with the following conditions:

1. The development is to be substantially commenced within a period of twelve (12) months from the date of this approval. If the development is not substantially commenced within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Lake Grace having first been sought and obtained.
2. A completed building licence application must be submitted to and approved by the Shire's Building Surveyor prior to commencement of the development.

MOTION CARRIED 8/0

13.0 MATTERS FOR CONSIDERATION – HEALTH & BUILDING

No matters for consideration.

14.0 MATTERS FOR CONSIDERATION – FINANCE

14.1 ACCOUNTS FOR PAYMENT – AUGUST 2011

Applicant: Shire of Lake Grace
File No. 0277
Attachments: List of Creditors
Author: Miss Nicola Bateman
Finance Officer
Disclosure of Interest: Nil
Date of Report: 1 September 2011
Senior Officer: Ms Samantha Appleton
Manager Corporate Services

Summary

For Council to ratify expenditures incurred for the month of August 2011.

Background

List of payments for the month August 2011 through the Municipal account are attached.

Comment

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

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

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

Legal Implications

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

Policy Implications

N/A

Consultation

N/A

Financial Implications

The list of creditors paid for the month of August 2011 from the Municipal Account Totals \$640,496.73

Strategic Implications

Shire of Lake Grace Strategic Plan - 7 Organisational Excellence

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11296

Moved Cr Farrelly
Seconded Cr Milton

That Council receive the list of payments totalling \$640,496.73 as presented for the month of August 2011 incorporating:

- Municipal Account Cheques 34477 to 34516
- Electronic Funds Transfers EFT8331 to EFT8467

MOTION CARRIED 8/0

14.2 FINANCIAL STATEMENTS – JULY 2011

Applicant:	Corporate Services Section
File No.	0275
Attachments:	Financial Reports
Author:	Ms Samantha Appleton Manager Corporate Services
Disclosure of Interest:	Nil
Date of Report:	19 September 2011
Senior Officer:	Ms Samantha Appleton Manager Corporate Services

Summary

Consideration of the financial statements for the month ending 31 July 2011.

Background

The following financial reports are included for your information:

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

It should be noted that the previous years totals and carried forward position are interim figures only and may change subject to completion of the 2010/11 audit.

Legal Implications

Local Government Act 1995 – section 6.4

Local Government (Financial Management) Regulations 1996

Policy Implications

N/A

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan – 7 Organisational Excellence

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11297

Moved Cr Milton
Seconded Cr Farrelly

That Council in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996* receives the Statement of Financial activity for the period ended 31 July 2011.

MOTION CARRIED 8/0

14.3 **FINANCIAL STATEMENTS – AUGUST 2011**

Applicant:	Corporate Services Section
File No.	0275
Attachments:	Financial Reports
Author:	Ms Samantha Appleton Manager Corporate Services
Disclosure of Interest:	Nil
Date of Report:	19 September 2011
Senior Officer:	Ms Samantha Appleton Manager Corporate Services

Summary

Consideration of the financial statements for the month ending 31 August 2011.

Background

The following financial reports are included for your information:

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

It should be noted that the previous years totals and carried forward position are interim figures only and may change subject to completion of the 2010/11 audit.

Legal Implications

Local Government Act 1995 – section 6.4

Local Government (Financial Management) Regulations 1996

Policy Implications

N/A

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan – 7 Organisational Excellence

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11298

Moved Cr Armstrong
Seconded Cr De Landgraft

That Council in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996* receives the Statement of Financial activity for the period ended 31 August 2011.

MOTION CARRIED 8/0

15.0 MATTERS FOR CONSIDERATION – ADMINISTRATION

15.1 INTEGRATED PLANNING – IMPLEMENTATION PROCESS

Applicant:	The Minister for Local Government
File No.	0552
Attachments:	Integrated Planning Framework Integrated Planning and Reporting Implementation Schedule <i>Local Government (Administration) Amendment Regulations (No.2) 2011</i> Integrated Planning Framework – A Short Guide Strategic Community Plan Summary Corporate Business Plan Summary
Author:	Mr Sean Fletcher Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	13 September 2011
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

Changes to the *Local Government (Administration) Regulations 1996* adopting the Integrated Planning Framework were *gazetted* on 26 August 2011. The new framework must be in place after 30 June 2013.

Accordingly, the author has recommended adopting the implementation of the Integrated Planning Framework as outlined in this report. The framework includes an implementation schedule that covers the development of:

- The Shire's new Strategic Community Plan;
- The Shire's new Corporate Plan;
- Completion of the Informing Strategies (e.g. asset management plans, long term financial plan, workforce plan)

Background

Integrated Planning is the development and delivery of a Strategic Community Plan and a Corporate Business plan.

The author, in his report to Council on the 24 August 2011 to adopt the Interim Strategic Community Plan, confirmed the requirements regarding the introduction of Integrated Planning. An outline was provided on the key elements of this process and confirmation that the Senior Management Team had attended earlier in the month the Department of Local Government's Integrated Planning Masterclass in Albany run by the LGMA. As per the Local Government Reform Process, the aim of the State Government's reform initiative is to:

- amalgamate local government areas, where possible and appropriate;

- reduce the number of councillors to no more than six to nine per council;
- encourage a greater focus on regional long-term planning; and
- strengthen the ability of local governments to deliver services to their communities.

Of the above, the Integrated Planning Framework falls under part four of the reform initiative – strengthen the ability of local government to deliver services to their communities. On this issue the Reform Steering Committee made it quite clear in previous updates that local governments must improve their capacity (knowledge, skills and understanding) to provide services in the future.

The Integrated Planning Framework is shown as follows:

Elements of the Integrated Planning Framework

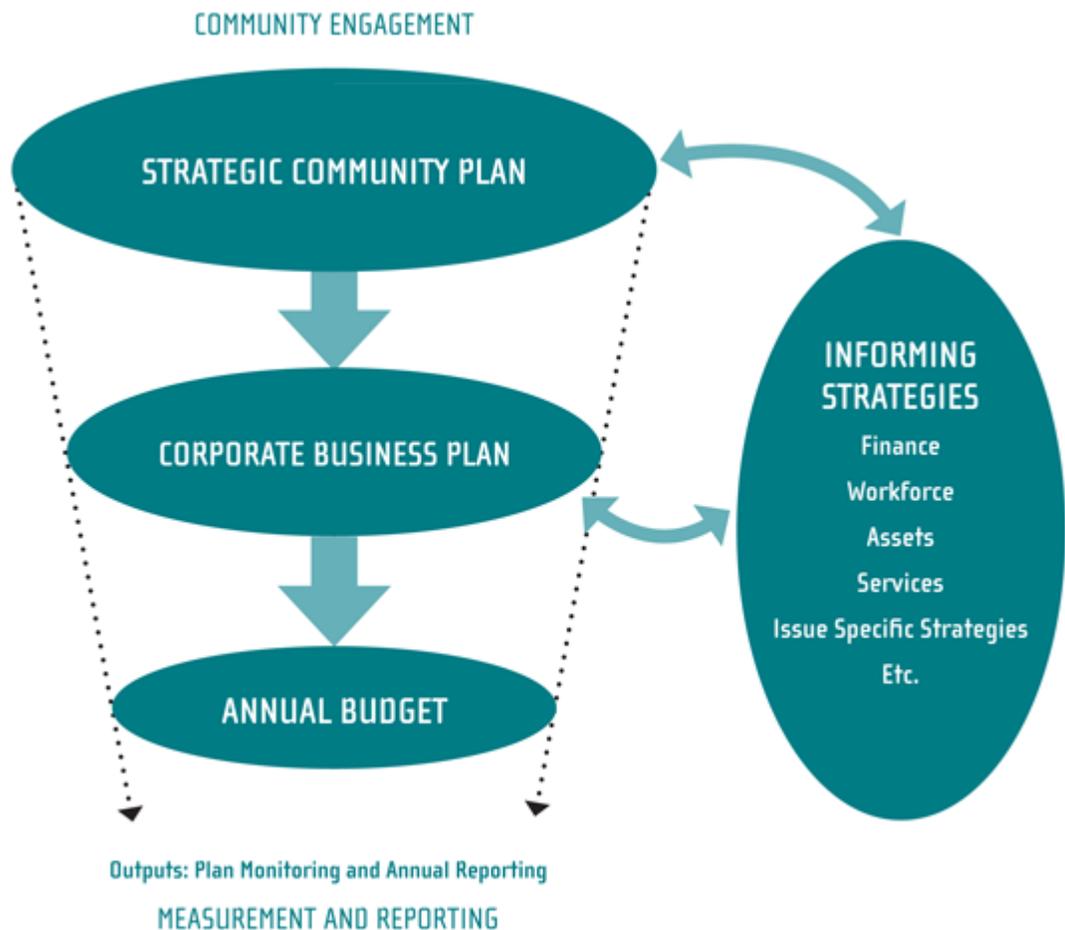


Diagram One: Integrated Strategic Planning Framework

Changes to the *Local Government (Administration) Regulations 1996* adopting the Integrated Planning Framework were *gazetted* on 26 August 2011. The framework as per previous advice must be in place by 1 July 2013 (i.e. after 30

June 2013). The Plan for the Future requirements are to be phased out accordingly. A copy of the *gazettal* is attached.

Discussions have commenced between the Department and WALGA on the delivery of a half day workshop for Elected Members regarding Integrated Planning. At the recent LGMA Zone meeting, the State CEO Mr Steve Cole confirmed that the LGMA will develop on-line training and support for CEO's, Senior Officers and Elected Members.

Comment

The following information based on the Department guidelines and as listed on its' website looks at the role of the shire administration, the Council and the community regarding the Integrated Planning process. The author also discusses the requirements for the development of the Strategic Community Plan and the Corporate Plan.

THE ROLE OF EACH PARTY REGARDING INTEGRATED PLANNING

Council is now required to consider the process for the implementation of the Integrated Planning Framework. This includes understanding the role of each party in developing the Integrated Planning Framework and the development of the respective plans.

Three major parties are involved in the development of an integrated plan: the local government administration, the Council and the community. Each party has a unique role and responsibilities for effective and sustainable integrated planning.

The Local Government Administration

The local government CEO facilitates the integrated planning process:

The CEO:

Ensures the **process is transparent** and has a genuine and stated aim of delivering the aspirations of the range of communities in the local government area.

- Assists Council to develop services, operations and activities to fulfil **community aspirations** in line with Council priorities.
- Plays a significant **leadership role** in establishing an organisational culture that:
 - delivers **sustainable community outcomes** through effective corporate governance and resource capability
 - develops and implements asset management, long-term financial and workforce plans, and

- supports **robust strategy** evaluation with regular reporting to the community.

The Council

The elected members of Council set the local government’s strategic and operational directions:

By working to understand community aspirations and desired outcomes, as well as the local government’s capacity to deliver these, the Council can determine affordable, realistic and achievable priorities.

Council ensures that all plans are monitored and outcomes transparently reported to the community. This assures the Community that Council is making progress towards meeting long-term community needs.

It is not necessary for Council to approve every element that comprises or drives the [Corporate Business Plan](#). However, Council must ensure that it:

- Understands and approves the direction and priorities of the [Corporate Business Plan](#), including the local government’s short and long term capacity to deliver the plan.
- Regularly reviews the [Strategic Community Plan](#) and local government priorities on the basis of changes in the community environment or aspirations.
- Has appropriate, transparent and regular progress reporting on local government priorities.
- Moves towards decision making at a more strategic level to optimise community well-being and organisational sustainability.
- Ensures that the local government’s [Asset Management Policy](#), Workforce Plan and [Long Term Financial Plan](#) is developed and implemented and that appropriate resources are made available for these activities.

The Community

The community is an active partner in realising the local government’s future:

Local governments are ultimately accountable to the communities they serve.

It is the future vision, aspirations and service needs and expectations of the range of communities within a local government area, which informs the local government’s direction and operations.

By examining Corporate Business Plan priorities and reviewing local government performance via Annual Reports and other communications, communities also ensure that the local government is making adequate progress.

THE PROCESS FOR DEVELOPING THE STRATEGIC COMMUNITY PLAN

What is it?

The Strategic Community Plan outlines community long term (10+ years) **vision, values, aspirations and priorities**, with reference to other local government plans, information and resourcing capabilities.

The Strategic Community Plan is not static and must be reviewed regularly.

The Plan:

- Establishes the **community's vision** for the local government's future, including aspirations and service expectations.
- Drives the **development** of local government Area/Place/Regional Plans, resourcing and other informing strategies, e.g. Workforce, Asset Management and Services.
- Will ultimately be a driver for **all other planning**.

The integration of asset, service and financial plans means the local government's resource capabilities are matched to their **community's needs**.

Where structural reform is being put in place, this integrated approach to planning will help the new local government entities identify and meet the requirements of the local community.

Who is involved?

Local Government Administration:

- Facilitates the Strategic Community Planning process by providing the necessary information, plans and strategies.
- Undertakes the required community engagement processes.
- Integrates community aspirations and desired outcomes with community planning, services, assets and land-use to develop achievable operational plans, services and issue-specific strategies.
- Publishes and distributes the completed document.

Council (the elected members):

- Approves the process and structure of the community engagement model.
- Understands community aspirations and desired outcomes.
- Understands the interdependencies between community planning, services, assets and land-use.
- Adopts the Strategic Community Plan.

Community:

- Provides genuine and, as far as practicable, representative community input.

How is it developed?

Community engagement identifies long term goals and sets community priorities. Community views can be elicited through a range of community engagement activities including surveys, meetings and independent and professionally facilitated workshops.

Information from local government Area/Place/Regional Plans, resourcing capabilities and other informing strategies, such as Workforce and Asset Management, can assist in developing long term community goals.

Review

A schedule must be developed for local government and community review of the Strategic Community Plan. Amendments to the plan should be based on performance information and changing circumstances.

At a minimum, a **desk-top review** of the Strategic Community Plan should be undertaken every two years.

A **full review** and renewed long term visioning process should be conducted every four years. This will ensure that community priorities and aspirations are kept up-to-date and remain relevant.

THE PROCESS FOR DEVELOPING THE CORPORATE PLAN

The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available.

The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

The Corporate Business Plan is developed through the following processes:

1. ACTIVATING THE COMMUNITY STRATEGIC PLAN

The process by which Council, having adopted the 10+ year [Strategic Community Plan](#), sets the strategic priorities that will drive the operation of the local government over the short to medium term.

It's where community aspirations are turned into operational priorities and activities through integration of the [Strategic Community Plan](#) with local government business.

Who is involved?

Local Government Administration:

- Provides all relevant information, plans and strategies to assist Council in its priority setting process.

Council:

- Understands community aspirations and objectives and the links between community planning, services, assets and land use.
- Sets the future direction and strategic priorities (as informed by the [Strategic Community Plan](#)) to guide the local government administration.
- Revisits and renews four-five year priorities based on reviews of the [Strategic Community Plan](#).
- Submits reviews of the four-five year priorities to the community for comment.

Community:

- Gives feedback on reviews of the four-five year priorities.

How is it developed?

Councillors participate in workshops or other discussions facilitated by local government administration staff or a consultant.

2. OPERATIONS PLANNING

Operations planning involves:

1. Planning the delivery of services, projects, infrastructure and other local government informing strategies to achieve the priorities set by Council; and
2. Establishing ongoing, rolling financial plans for the delivery of services, projects, infrastructure and other local government informing strategies.

What does it do?

It details the operations and activities of the local government, who:

- Confirms its ability to achieve priorities by identifying and costing services, projects and informing strategies, including those that will:
 - be delivered as part of current [Corporate Business Plan](#) priorities, and
 - inform long term financial projections.
- Details the financial capacity of the local government to deliver services and provide and maintain assets in the longer term.
- Establishes long term financial projections based on [Strategic Community Plan](#) aspirations and other local government informing strategies.
- Sets performance measures and processes for evaluating projects, services and the delivery of [Corporate Business Plan](#) priorities.

Who is involved?

Local Government Administration:

- Prepares the plan, taking into consideration all key inputs and strategic influences.
- Develops and costs operational plans for the delivery of services, projects, and infrastructure based on the priorities and having used long term strategies related to Workforce, Assets and Finances to inform those plans.
- Identifies and costs major infrastructure projects to meet current strategic priorities, and those to be included in long term financial projections.
- Establishes long term financial projections based on [Strategic Community Plan](#) aspirations and other local government informing strategies.
- Summarises operational plans into a set of [Corporate Business Plan](#) priorities for presentation to Council.
- Sets performance measures and processes for evaluating projects, services and the delivery of [Corporate Business Plan](#) priorities.

Council:

- Understands and approves the plan (that is, approves the [Corporate Business Plan](#) as a whole, based on the [Corporate Business Plan](#) priorities). Council is not required to understand and approve each individual business area or team operational plan.

Community:

- Gives feedback on the plan as part of the community consultation process in establishing and reviewing the annual outcomes of the [Corporate Business Plan](#).

3. INFORMING STRATEGIES

- Informing Strategies, particularly [asset management](#), [long term financial planning](#) and [workforce planning](#), tell the local government how capable it is of delivering the services and assets required by the community, and
- Informing Strategies about specific issues, e.g. Community Safety Strategies and Disability Support Strategies, or Major Infrastructure/Works Strategies, also assist the local government to deliver the services, assets and projects required by the community.

What do they do?

- Informing Strategies allow a local government to set its priorities within its resourcing capacity and deliver short, medium and long term community priorities and aspirations, and
- Informing Strategies can inform other strategies, be informed by other components and be continually developed after other components are finalised.
- As Informing Strategies are generally managed separately to the [Corporate Business Plan](#), local governments can explore options and pursue innovative solutions to resourcing issues.

Who is involved?

Local Government Administration:

- Leads the process in the preparation of the strategies after taking into consideration all key inputs and strategic influences.

Council:

- May approve some Informing Strategies, such as Asset, Finance and Workforce, but not all. The strategies which Council will be required to endorse will be determined by local government policy.

4. LOCAL GOVERNMENT OPERATIONS REVIEW AND REPRIORITISATION**What is it?**

- The process of annual review and reprioritisation of activities to ensure that the local government is capable of meeting the [Corporate Business Plan](#) priorities and long term priorities established by the [Strategic Community Plan](#).

What does it do?

- It identifies the local government's current position in relation to the delivery of [Corporate Business Plan](#) priorities.
- It reprioritises services, projects or other operations to respond to changes in the community, business and environment or available resources.
- It allows for an evolving and rolling [Corporate Business Plan](#) which generates an [Annual Budget](#).

Who is involved?**Local Government Administration:**

- Reviews the [Corporate Business Plan](#) after taking into consideration all key inputs and strategic influences.

Council:

- Approves the reprioritised [Corporate Business Plan](#).

ANNUAL BUDGET

The Annual Budget is the financial representation of the annual plan, including detailed statutory financial requirements.

It is an outcome of a roll-forward [Corporate Business Plan](#), whereby year one of the Corporate Business Plan becomes the annual business plan and corresponds to year one of the [long-term financial plan](#).

The budget addresses all of the local government's operations for the financial year - including services, projects, assets (capital works and ongoing operational) and is supported by detailed financial revenue, expenditure and processes that are informed by the [long-term financial plan](#).

REPORTING

What is it?

- The process by which the local government informs the community and statutory bodies on its progress in delivering services, projects and other operations to meet the community's short term, medium term and long term aspirations, and
- The Annual Report is the prescribed reporting requirement which local governments need to establish and maintain.

What does it do?

- It provides an internal review and monitoring function that allows the local government to respond to change, and
- Ensures continued community involvement in the planning process and acknowledges that long term outcomes are being progressed.

Who is involved?

Local Government Administration:

- Undertakes performance monitoring and compiles reports
- Publishes and distributes reports and performance information, and
- Engages with community to obtain feedback on performance.

Community:

- Provides feedback on local government performance as part of the community engagement process.

Council:

- Approves the Annual Report.

How is it developed?

- The local government evaluates services, projects and other operations against their stated performance indicators, and
- Progress is reported to the community and statutory bodies through a range of activities.

This will help achieve the desired planning outcomes, aid effective corporate governance and promote local government sustainability.

THE INTEGRATED PLANNING FRAMEWORK PROJECT PLAN

The project plan to implement the Shire's Integrated Planning Framework consists of:

- A gap analysis regarding the difference between the current strategic plan and the new strategic community planning process;
- The implementation schedule for the introduction of Integrated Planning and its' reporting requirements; and
- Setting out of the key responsibilities for the achievement of the Integrated Planning Framework.

Gap Analysis

The following table identifies what the Shire already has in place regarding Integrated Planning which can then be contrasted against Diagram Two:

Component	Status/Comment
Annual Budget 11/12	Adopted
Develop baseline for Informing Strategies: Asset Management Plans (AM), Long Term Financial Plan (LTF) & Workforce Plans	<ul style="list-style-type: none"> • Asset Management Policy Adopted: <ul style="list-style-type: none"> ○ Building Asset Management Plan in place; ○ WAAMI process to be completed by 31 December 2011: <ul style="list-style-type: none"> ▪ Road Asset Management Plan ▪ Parks & Gardens Asset Management Plan • Long Term Financial Plan – drafted. CEO & MCRS to finalise by 31 December 2011 • Workforce Plan developed 2010, Roles and Functionality Review conducted. Workforce Plan to be revised by 31 December 2011
Adoption of Integrated Planning and Reporting (IPR) Framework	For consideration at today's meeting
Community Engagement for Strategic Community Plan	CEO to commence from 1 October 2011. Suggested process to include workshops with communities
Development of Strategic Community Plan and Corporate Plan	Interim plans adopted August 2011. Will require updating to reflect Integrated Planning requirements including outcomes of

	engagement with the Community
Alignment of Informing Strategies	No action at this point
Annual Budget 12/13	Will be based on new Long Term Financial Plan
Annual Budget 13/14	Will be based on new Long Term Financial Plan and other plans
Annual Report 12/13	Based on new criteria including new financial ratios
Plans completed to Framework	Local governments will be audited on this requirement

Table One: Status on Implementation of Integrated Planning

Implementation Schedule

The following is the implementation schedule that was developed for the Shire of Lake Grace by the Senior Management Team in conjunction with the LGMA presenters at the Integrated Planning Masterclass:

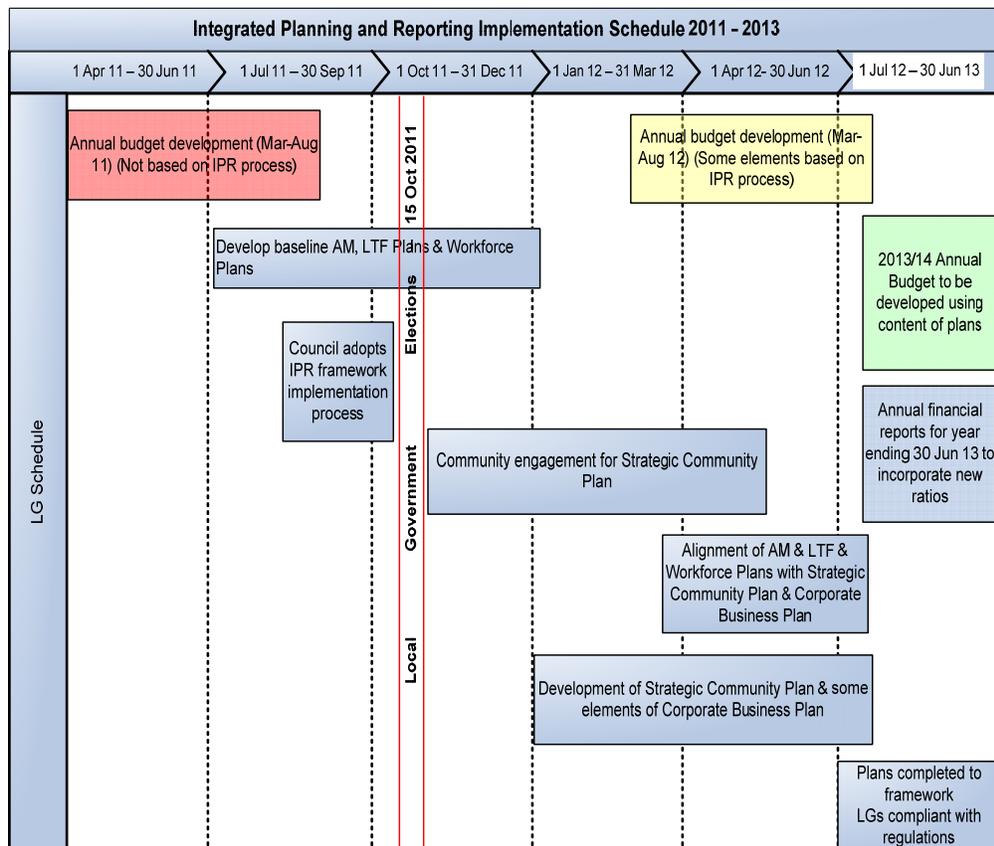


Diagram Two: Integrated Planning Schedule

Key Roles and Responsibilities

The Senior Management Team (CEO, Manager Corporate Services, Manager Community Services, Manager of Infrastructure Services, the Works Overseer and Executive Assistant) in conjunction with the Coordinator Finance and Administration are the project team responsible for the implementation of the Shire's Integrated Planning Framework. The CEO is the project manager and responsible for the process design. The Executive Assistant provides administrative support.

Accordingly, the following table outlines who is responsible for undertaking each part of the implementation process regarding Integrated Planning, and how this ultimately supports the Shire's elected members in their governance role and engaging with their community:

What	Who	When	Comment
Leadership	President/CEO	1 July 2013	<ul style="list-style-type: none"> President as head of Council. Also assists project team at community workshops; CEO is the project manager, provides advice to Council and ensures the organisation is up to speed
Strategic Community Plan	CEO	31 Jul 2012	Prepares the Plan based on outcomes of community engagement and the informing strategies
Community Engagement	MCMS	1 May 2012	Organises the type of engagement required including community meetings
Corporate Business Plan	CEO	31 Jul 2012	Prepares the Plan based on the Strategic Community Plan and the informing strategies. The Manager Corporate Services will have responsibility for updating and maintaining the Corporate Plan
Long Term Financial Plan	MCRS	1 Jul 2012	Prepares the Plan in conjunction with the CEO
Asset Management Plans	MCRS	1 Jul 2012	<ul style="list-style-type: none"> Prepares the Plans in conjunction with the Asset Management Committee; Also supported by the Coordinator Finance & Administration
Workforce Plan	CF&A	1 Jul 2012	<ul style="list-style-type: none"> Prepares the Workforce Plan taking the Strategic Community Plan into account; This role is also responsible for Interplan: the Shire's strategic/corporate plan reporting software

Table Two: Key Roles and Responsibilities

Conclusion

Integrated Planning represents the new approach to Local Government. For the Shire of Lake Grace, this means developing a Strategic Community Plan that has at least a ten year horizon and a rolling Corporate Plan that covers a four to five year view.

Legal Implications

Local Government Act 1995 Section 5.56 – Planning for the Future
Local Government (Administration) Amendment Regulations (No.2) 2011

Policy Implications

Nil – Community Engagement Policy will assist with the development of suitable engagement mechanisms.

Consultation

External: LGMA Masterclass including key consultants
LGMA Zone meetings
LGMA CEO, Mr Steve Cole

Internal: Shire President
Council at the Information Sessions
Council at first draft budget workshop
Senior Management Team
Strategic Planning Workshop

Financial Implications

The cost to meet the introduction of Integrated Planning for the Shire of Lake Grace can be met out of the Shire's budget. Funding out of the 2011/12 Budget to develop the required plans and to undertake the necessary level of community engagement is as follows:

E041196	Sustainability Development:	\$15,000 (Community Workshops/other)
E042291	WAAMI Asset Management Program:	\$45,000 (Finish Asset Man. Plans)
E042280	Strategic Plan Development:	\$ 7,500 (New Strategic Com. Plan)
E042140	Interplan Licences:	\$ 2,250 (Reporting Mechanism)

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer's Recommendation/Resolution

MOTION 11299

Moved Cr Farrelly
Seconded Cr De Langrafft

That Council adopt in accordance with the *Local Government (Administration) Amendment Regulations (No.2) 2011*:

1. The Integrated Planning Framework (Ref: Attachment CEO 1) for the Shire of Lake Grace.
2. The Shire of Lake Grace Integrated Planning and Reporting Schedule (Ref: Attachment CEO 2).

MOTION CARRIED 8/0

15.2 ROYALTIES FOR REGIONS COUNTRY LOCAL GOVERNMENT FUND REVIEW – SHIRE OF LAKE GRACE SUBMISSION

Applicant:	Western Australian Regional Development Trust (WARDT)
File No.	0666
Attachments:	1. Letter from Andrew Murray Chair WARDT 2. Issues Paper August 2011 3. Infopage WALGA 4. Email Bruce Wittber Zone Secretariat 5. Shire of Lake Grace Submission
Author:	Mr Sean Fletcher Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	21 September 2011
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

The purpose of this report is to put forward the submission by the Shire of Lake Grace on the review of the Royalties for Regions – Country Local Government Fund.

Background

The Minister for Regional Development and Lands has referred a review of the Country Local Government Fund (CLGF) to the Western Australian Regional Development Trust (Trust) as it is time for it to be assessed in an independent, evidence-based manner. The Review must be completed by 31 January 2012.

The Trust is an independent statutory body established under the *Royalties for Regions Act 2009 (Act)* that provides advice and recommendations on the allocation and management of funds from the CLGF.

The purpose of the Review is to determine whether there is a continuing need for the CLGF. If there is a continuing need, then the Review must consider in what form with what budget parameters and with what purpose.

The Terms of Reference for the Review are:

“Overall, whether there is a continuing need for the CLGF, and if so, in what form, with what budget parameters, and with what purpose.

1. The extent to which the stated aims of the CLGF are being met, in particular, have the objectives of the CLGF been materially achieved:
 - how the CLGF is addressing local governments’ infrastructure backlogs and enhancing local governments’ capacity building
 - how the financial sustainability of country local governments is being improved through improved asset management
 - the effectiveness of funds directed to voluntary amalgamation

- how CLGF is assisting groups of country local governments to fund larger scale infrastructure projects
 - the effect or impact of funds allocated under the CLGF.
2. Whether country local government or the Department of Regional Development and Lands has experienced difficulties in applications and approvals, executing, acquitting, reporting, or managing projects under the CLGF.
 3. The efficacy of the current formula in allocating funds to individual and groups of local governments, including whether this approach should be retained reformed or replaced
 4. The appropriate proportional allocation of funding between individual, group and regional components over time
 5. The scope of initiatives that should be funded and in particular, whether the existing focus on infrastructure and capacity building should be retained, narrowed, broadened or otherwise changed
 6. Matters that would improve the efficiency and effectiveness of the Fund's implementation including the existing processes for forward capital works development, and business plan development.
 7. Any other relevant matters.”

The Trust has written to all country local governments (109 in all) seeking submissions, which must be with the Trust no later than 31 October 2011. However, WALGA has also written to the Shire seeking feedback by 12 October 2011 with a particular emphasis on Terms of Reference 1, 2 & 6 to guide a comprehensive submission to the Review.

Comment

The author has addressed each item listed in the terms of reference. In summary the key points are:

Terms of Reference 1

The overall effect or impact of the funds allocated under the CLGF for the Shire of Lake Grace has been positive. The CLGF has allowed the Shire to commence addressing its infrastructure backlog that includes constructing a range of infrastructure that it would have struggled to implement within a reasonable time frame. The CLGF has also allowed the Shire to work in with other local governments and come up with a regional showcase project that will see the completion of aged accommodation units that in turn will keep people longer within their respective communities.

The other key impact of the CLGF is its influence on strategic and corporate planning. In particular, the Shire of Lake Grace can now see how ongoing access to the CLGF will help with the development of a meaningful Strategic Community Plan that takes into account population growth.

The scope of the funding should be opened up to allow the purchase of relevant plant and equipment such as those items that help maintain a country local government's assets. Funding for the purchase of land that supports a CLGF project is welcomed. There should also be funding to support services that promote healthy communities.

Terms of Reference 2

The Shire of Lake Grace has experienced difficulties with some of its CLGF projects. The main issue has been to do with executing and managing projects. The original program was too narrow in its focus regarding the time needed to complete projects. As a general rule of thumb, two or more years are required to complete infrastructure projects. The first year is dedicated to planning and seeking funding. The second year (and beyond if required) is dedicated to construction and acquittal of the funding. However, some flexibility would now appear to be available to allow staging of a project.

Terms of Reference 4

The Shire of Lake Grace believes that the local component of the CLGF should be retained and not phased out. After the current arrangements of 50/50 between the local component and the regional component are completed, the local component should continue. Ideally, this would be 35% for local projects and 65% for regional projects.

Terms of Reference 6

There are a number of matters for consideration that would improve the efficiency and effectiveness of the Fund's implementation including:

- Streamlining the number of documents and reports that country local government is required to compile;
- On-line application, monitoring and reporting similar to that used by the Roads to Recovery Program, a number of Commonwealth Departments and now some State Government Departments would alleviate the level of frustration the Shire experiences in tracking the Fund.

It is debatable whether forward capital works plans are required given that the Shire is developing a new corporate plan and is in the process of implementing a long term financial plan as an informing strategy under the Integrated Planning process that takes into account asset management plans.

The requirement for a business plan for the allocation of funds to a suitable CLGF Regional project has worked extremely well. The provision of funding through the Development Commissions for the development of the regional business cases was well received.

Conclusion

There is no doubt that there is an ongoing need for the CLGF. The Shire of Lake Grace has strongly benefited to date from what the CLGF has provided and will continue to do so as long as the funds are made available. Projects as a result of the CLGF are either fully funded, or have been able to leverage funds from other sources.

Legal Implications

Royalties for Regions Act 2009.

Policy Implications

Nil

Consultation

External: Bruce Wittber – Executive Officer Central Country Zone
Tony Brown – Executive Manager WALGA

Internal: Senior Management Team

Financial Implications

Nil.

Strategic Implications

Shire of Lake Grace Strategic Plan

Focus 6: Leadership - provide a visionary and proactive approach at an operational and strategic level.

Focus 7: Organisational Excellence - provide sound and effective leadership in physical and financial management to maintain a strong and flexible workforce that is well resourced to deliver infrastructure and services to businesses and communities within the Shire.

Recommendation

That the Shire of Lake Grace submits to the Western Australian Regional Development Trust and the Western Australian Local Government Association its submission on the Review of the Royalties for Regions Country Local Government Fund as attached - Ref: Attachment No 5.

Voting Requirements

Simple majority required.

Recommendation/Resolution

MOTION 11300

Moved Cr De Landgraft
Seconded Cr Armstrong

That the Shire of Lake Grace submits to the Western Australian Regional Development Trust and the Western Australian Local Government Association its submission on the Review of the Royalties for Regions Country Local Government Fund as attached - Ref: Attachment No 5.

MOTION CARRIED 8/0

16.0 INFORMATION BULLETIN

16.1 INFORMATION BULLETIN REPORT – SEPTEMBER 2011

Applicant:	Executive Services
File No.	N/A
Attachments:	1. Annual Grants Register 2. Media Release – Regional Dr Shortage 3. Email – Central Country Zone Meeting Agenda Items
Author:	Mrs Jeanette Bennett Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	20 September 2011
Senior Officer:	Mr Sean Fletcher Chief Executive Officer

Summary

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

Background

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

A 'Monthly Circular' is also distributed alongside the Agenda and contains management reports, committee meeting and other minutes, circulars, newsletters and items of correspondence received by the Shire.

Comment

The information at attachment includes:

1. Grants Register

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

2. Media Release

Media Release from Tony Crook MP regarding the regional doctor shortage.

3. Email – Central Country Zone Meeting Agenda Items

The Executive Officer of the Central Country Zone (CCZ) has forwarded two agenda items that will be listed on the agenda for the next meeting of the Central Country Zone to be held in Wickopin on Friday 30 September 2011.

These items have been forwarded ahead of the agenda to provide the opportunity for member councils to view the items and provide their input.

The Shire of Lake Grace official delegates to the CCZ are the Shire President and Deputy Shire President, Cr Walker & Cr Chamberlain.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Plan

Voting Requirements

Simple majority required.

Officer's Recommendation/Resolution

MOTION 11301

Moved Cr Milton
Seconded Cr Sinclair

That Council receive the Information Bulletin Report and, as per Attachment No 3, supports the Central Country Zone Officer Recommendations for Items 8.1 & 8.2 for the 30 September 2011 Central Country Zone Meeting.

MOTION CARRIED 8/0

17.0 URGENT BUSINESS BY DECISION OF THE MEETING

None.

18.0 SCHEDULING OF MEETING

18.1 OCTOBER 2011 ORDINARY MEETING

Motion 11124 November 2010 states:

An Ordinary Meeting of Council will be held on Wednesday 26 October 2011, commencing at 3:00pm at Council Chambers, 1 Bishop St Lake Grace WA.

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

3.50pm Cr Newman left the meeting and returned at 3.52pm.

3.51pm Cr Sinclair left the meeting and returned at 3.52pm.

MOTION 11302

Moved Cr Milton
Seconded Cr De Landgraft

That Council close the meeting to the public at this time, being 3.53pm, to consider Item 19.1 – Chief Executive Officer – Performance Review.

MOTION CARRIED 8/0

3.53pm *The Chief Executive Officer, Manager Corporate Services, A/Manager Community Services & the A/Manager Infrastructure Services left the meeting.*

3.55pm *The Executive Assistant left the meeting.*

19.1 CHIEF EXECUTIVE OFFICER - PERFORMANCE REVIEW

Late Confidential Item – to be forwarded under separate cover

MOTION 11303

Moved Cr Newman
Seconded Cr Chamberlain

That Council endorse that:

1. On Tuesday 27th September 2011, the Chief Executive Officer's 24 Month Performance Review process was completed in accordance with the requirements of Local Government Act 1995 - Sections 5.38 Part 5 Subdivision 2 of the Local Government Act 1995 – Committees and their meetings.

MOTION 11303 continued.

2. The final report is to be prepared by Consultant and provided to Council for the Ordinary Council Meeting Wednesday 26th October, 2011.
3. The 2012 Chief Executive Officer's Performance Review is to be completed prior to the 31st August 2012.

MOTION CARRIED 8/0

MOTION 11304

Moved Cr Chamberlain
Seconded Cr Farrelly

That Council re-open the meeting to the public at this time, being 3.58pm.

MOTION CARRIED 8/0

3.59pm *The Manager Corporate Services & A/Manager Infrastructure Services re-entered the meeting.*

4.00pm *The Chief Executive Officer & Executive Assistant re-entered the meeting.*

3.59pm *The A/Manager Community Services re-entered the meeting.*

20.0 CLOSURE

In closing the meeting, the Shire President thanked everyone for attending and wished all those involved in the upcoming local government elections all the best.

There being no further business, the Chairperson closed the meeting at 4.02pm.

21.0 CERTIFICATION

I Andrew James Walker certify that the minutes of the meeting held on the 28 September 2011 as shown were confirmed as a true record at the meeting held on the 26 October 2011.

Chairman

Date