

SHIRE OF LAKE GRACE



AGENDA

Ordinary Council Meeting
12 February 2025

Notice of Meeting
To the Shire President and Councillors

The next Ordinary Council Meeting will be held on Wednesday 12 February 2025 in the Council Chambers, 1 Bishop Street, Lake Grace commencing at 3:30pm.

A handwritten signature in black ink, appearing to read "Alan George".

Alan George
Chief Executive Officer
7 February 2025

Information

This information is provided on matters which may affect members of the public. If you have any queries on procedural matters, please contact the Shire of Lake Grace on 9890-2500 or ea@lakegrace.wa.gov.au.

Question Time for the Public

The Local Government (Administration) Regulation 1996 states that members of the public shall be allowed to ask public question during Council meetings. The Shire of Lake Grace allocates a minimum of 15 minutes for Public Question. Anyone may ask questions and may be submitted in two ways:

- Questions submitted in writing and be “*put on notice*” before the Council Meeting
- Questions may be raised from the public gallery “*without notice*” during public question time

Questions that are complex in nature and that may require research should be submitted as early as possible to allow the Shire time to prepare a response. The Presiding Member may nominate a senior executive or member of staff to answer the question presented. There will be no debate or discussion to take place on any question or answer to ask a question.

For more information regarding Question Time for the Public and to obtain a Public Question Time form, please visit www.lakegrace@wa.gov.au or call (08) 9890-2500 or email ea@lakegrace.wa.gov.au.

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 or Committee meetings or during formal or 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 or 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.

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SHIRE OF LAKE GRACE

Agenda for the Ordinary Council Meeting to be held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 12 February 2025 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

President Len Armstrong opened the meeting at ____ pm

2.0 ACKNOWLEDGEMENT OF COUNTRY

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

3.1 PRESENT

Cr LW Armstrong	Shire President
Cr SG Hunt	Deputy Shire President
Cr R Chappell	
Cr RA Lloyd	
Cr BJ Hyde	
Cr AJ Kuchling	
Cr DS Clarke	

3.2 APOLOGIES

3.3 IN ATTENDANCE

Mr Alan George	Chief Executive Officer
Mr Aaron Wooldridge	Deputy Chief Executive Officer
Mrs T Hall	Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services
Mrs A Adams	Executive Assistant

3.4 OBSERVERS / VISITORS

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

6.0 PUBLIC QUESTION TIME

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

8.0 NOTATIONS OF INTEREST

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

**8.2 DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT
ACT 1995 SECTION 5.60B**

**8.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION
REGULATIONS 1996 SECTION 34C**

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 18 DECEMBER 2024

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That the Minutes of the Ordinary Council Meeting held on Wednesday 18 December 2024 be confirmed as a true and accurate record of the meeting.

CARRIED

For:
Against:

10.2 SPECIAL COUNCIL MEETING

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUNCIL

13.0 REPORTS OF COMMITTEES

Nil

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

Nil

14.2 PLANNING

14.2.1 PLANNING APPROVALS UNDER DELEGATION P01

There have been no Planning Approvals under delegated authority for this reporting period.

The following applications for planning have been approved by the Chief Executive Officer under the Delegation P01 as legislated by the *Planning and Development Act 2005*, Planning and Development (Local Planning Schemes) Regulations 2015 – schedule 2 (Deemed Provisions) clauses 82 to 84 and the Shire of Lake Grace Local Planning Scheme No.4:

Date of Approval	Applicant	Activity

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 LOCAL GOVERNMENT ORDINARY ELECTIONS (18 OCTOBER 2025)

Applicant	Internal Report
File No.	0229
Attachments	<ul style="list-style-type: none">• WAEC Letter – Cost Estimate - 12/12/2024• WAEC Written Agreement - 9/1/2025
Author	Mr Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	14 January 2025
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

In previous years the local government elections for the Shire of Lake Grace have been conducted by the Western Australia Electoral Commission (WAEC).

This report will seek Council approval to appoint the Western Australian Electoral Commission (WAEC) to conduct the Ordinary Election on 18 October 2025 and that the election be conducted as a Postal Election.

Background / Comment

The Shire of Lake Grace received on 9 January 2025 correspondence (attached) from the Western Australian Electoral Commission (WAEC) seeking a decision to conduct the 2025 local government ordinary election by postal ballot. Based on the Cost Estimate received on 12 December 2025 and the following assumptions the estimated cost will be approximately \$14,426 ex GST:

- 900 electors
- Response rate of approximately 55%
- Four (4) vacancies
- Count to be conducted at the office of the Shire of Lake Grace using CountWA
- Appointment of local Return Officer
- Regular Australia Post delivery service to apply for the lodgment of the election package

It is to be noted that the actual cost may vary to the estimate. The estimate for the 2023 election was \$17,000 whilst the actual cost was \$15,097.

Legal Implications

Local Government Act

Policy Implications

Nil

Consultation

External Western Australia Electoral Commission

Financial Implications

The estimated cost to carry out the 2025 election will be included in the 2025/2026 Council budget.

The WAEC is required by the Local Government Act 1995 to conduct local government elections on a full cost recovery basis and it should be noted that this is an estimate only and may vary depending on a range of factors including costs of materials or number of replies received.

Strategic Implication

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

Voting Requirements

Absolute majority.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council:

- Declare in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
- Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal election.
- Approve the expenditure of \$15,000 ex GST within the 2025/2026 Shire of Lake Grace Draft Budget to cover the cost of the local government ordinary election.

CARRIED

For:

Against:

14.4.2 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Applicant	Alan George - Chief Executive Officer
File No.	Personnel
Attachments	Nil
Author	Alan George – Chief Executive Officer
Disclosure of Interest	This item directly concerns the applicant and Aaron Wooldridge Deputy Chief Executive Officer
Date of Report	8 January 2025
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to confirm the appointment of Deputy Chief Executive Officer Aaron Wooldridge to the position of Acting Chief Executive Officer for the period of 14 days from 17 February 2025 until 7 March 2025

Background/Comment

It is the applicant's intention to take 14 days annual leave from Monday 17 February 2025 until 7 March 2025, a total of 14 days. For various reasons including the resignation of the DCEO in September 2024 the CEO has not been able to take annual leave since February 2024 when 10 days leave was taken. It is the intention to take some leave in February and further leave towards the middle of the year in order to reduce entitlements.

Deputy Chief Executive Officer Aaron Wooldridge is more than capable of assuming the position of Acting Chief Executive Officer in the CEO's absence having filled the position several times at his previous council including a lengthy appointment whilst a new CEO was recruited.

Legal Implications

Nil

Policy Implications

Reference is made to the Shire of Lake Grace Policy Manual

Policy 4.14 Senior Employees and Acting Chief Executive Officer Appointments

This policy covers the process to be followed by the Shire of Lake Grace in relation to:

- a) Employing a person in the position of Chief Executive Officer for a term **not** exceeding one (1) year;
- b) The appointment of an employee to act in the position of Chief Executive Officer for a term **not** exceeding one (1) year

OBJECTIVE The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) section 5.39C took effect on 3 February 2021, which requires all local governments to adopt a policy to cover the process of hiring a Chief Executive Officer for a term of not exceeding one (1) year.

GUIDELINES Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees:

- a) Deputy Chief Executive Officer; and
- b) Manager Corporate Services; and
- c) Manager Infrastructure Services

For the purposes of Section 5.36 (2) of the Local Government Act 1995, the Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions;

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is no longer than 20 working days consecutive;
3. That the employee’s employment conditions are not varied other than the employee is entitled at the CEO’s discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Deputy Chief Executive Officer is automatically appointed as the Acting CEO for up to 2 weeks from commencement, and continuation is then subject to determination by the Council.

Consultation

Aaron Wooldridge – Deputy Chief Executive Officer

Financial Implications

Remuneration will be as per the existing CEO base salary. There will be little to no impact upon the salaries budget due to the vacancy of the DCEO position for 3 months following the resignation of the previous DCEO.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance

	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

Voting Requirements

Absolute majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council:

Confirms the appointment of Aaron Wooldridge to the position of Acting Chief Executive Officer for a period of 14 days from 17 February 2025 until 7 March 2025 Alan George Chief Executive Officer takes annual leave.

CARRIED

For:
Against:

14.4.3 SUPERANNUATION FOR COUNCIL MEMBERS

Applicant	Internal
File No.	0038
Attachments	Superannuation for Council Members information sheet (DLGSC publication)
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	31/01/25
Senior Officer	Alan George – Chief Executive Officer

Summary

Council is requested to reaffirm its stance from February 2022 on whether to support or not support the payment of superannuation to council members.

Background/Comment

Following passage of the Local Government Amendment Act 2024, new sections 5.99B to 5.99E of the Local Government Act 1995 (the Act) will allow local governments to resolve by absolute majority to make superannuation contributions for council members from 1 February 2025.

From 1 February 2025 all local governments will have the option to resolve by absolute majority to make superannuation contributions for council members.

From 19 October 2025, it will become mandatory for class 1 and 2 local governments to make superannuation contributions.

For class 3 and 4 local governments, the payment will remain optional for each council to decide if they want to make superannuation contributions to council members.

Where a local government is required to, or resolves to, make superannuation contributions, individual council members may choose to 'opt out' of receiving superannuation.

Superannuation contribution payments for council members will be made in addition to any other fees and allowances. These will sit outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal. Council members may receive various types of fees and allowances, in accordance with the Act and the relevant determination of the Salaries and Allowance Tribunal.

The requirement to make superannuation contribution payments in respect of these fees and allowances is to be determined in accordance with Commonwealth Superannuation Guarantee (Administration) Act 1992 (SG Act) and the further guidance provided in Superannuation Guarantee Ruling SGR 2009/2. It has been advised that councils seek taxation advice regarding what allowances, if any, will be included in the superannuation calculation.

While council members are not considered employees under the SG Act, they are to be treated in the same manner as employees of the local government for the purposes of calculating superannuation contribution payments.

The payment is to be the same required under the SG Act. By 1 July 2025, the superannuation guarantee rate will be 12 per cent.

At the Ordinary Council Meeting held on 16 February 2022 Council endorsed the submission to the Department of Local Government, Sport and Cultural Industries in response to the proposed Local Government Reform. The following comments on the payment of superannuation to Council members was submitted.

Proposed reform:

“It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances.”

Council response:

“Do not support - whilst acknowledging superannuation is paid to Council members in some other Australian states, elected members are clearly volunteers, not staff, and on this basis should not be eligible for superannuation. The costs of this would be a further burden on local ratepayers. If this reform was to be implemented, as per the WALGA recommendation it should be a discretionary decision for individual local governments as to whether they pay superannuation to the elected members”

Council must now decide if it wishes to reaffirm its stance on not paying superannuation to elected members or wants to revisit the previous position.

Legal Implications

Nil

Policy Implications

None at present

Consultation

Councillors

Financial Implications

The cost of paying superannuation for council members will need to be met out of the existing budget.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through

		effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

Voting Requirements

Absolute majority.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

Approves/ Does not approve the payment of superannuation to Council Members

CARRIED

For:

Against:

14.4.4 PROVISION OF REMOTE GP SERVICES – POSITION PAPER

Applicant	Internal
File No.	0320
Attachments	Position Paper
Author	Alan George - Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	3/2/25
Senior Officer	Alan George - Chief Executive Officer

Summary

For Council to receive the Provision of Remote GP Services Position Paper submitted to the Federal Budget Pre-Submission process for consideration.

Background

As advised in the Information Session following the December council meeting in response to both the ALGA and WALGA meetings, the Shire of Lake Grace called a meeting of six local governments (band 3 and band 4) and key stakeholders to meet at the Lake Grace Sportsman's Club on Friday 29 November 2024. The purpose of the meeting was to discuss the financial and in-kind contributions made by local governments to secure medical service providers in their communities. It was also decided that submissions be made to both the state and federal governments regarding for budget consideration.

Caroline Robinson from 150 Square was contracted to prepare the submission and subsequent actions.

Comment

The Position Paper has been prepared on behalf of the Shires of Gnowangerup, Jerramungup, Kojonup, Narembeen, Lake Grace and Ravensthorpe. The paper is a work in progress however the initial submission needed to be lodged by 30 January but is able to be refined further moving forward.

Included in the paper are the costs for the shires along with other pertinent statistics and possible solutions.

An advocacy plan is in the process of being prepared for the alliance of councils to consider for further action in the coming months.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Caroline Robinson 150 Square
Member shires of the alliance
Livingstone Medical Group

WACHS

Financial Implications

Member councils of the alliance have pledged a fighting fund of \$5,000 each

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Social Objective - A valued, healthy and inclusive community and lifestyle		
Outcome	7	A healthy and safe community
Strategies	7.2	Provide and advocate for medical and health services
Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

Receives the Provision of Remote GP Services Position Paper submitted to the Federal Budget Pre-Submission process for consideration.

CARRIED

For:

Against:

14.4.5 SHIRE OF LAKE GRACE PRIVACY POLICY

Applicant	Internal
File No.	0050
Attachments	Privacy Policy Document
Author	Aaron Wooldridge – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	31 January 2025
Senior Officer	Aaron Wooldridge – Deputy Chief Executive Officer

Summary

This report seeks Council's approval to adopt the Privacy Policy and incorporate it into the Shire's Policy Manual. The policy is required as part of the mandated Privacy and Responsible Information Sharing (PRIS) legislation passed in 2024. This legislation ensures that all local governments implement responsible information-sharing practices while safeguarding personal data and privacy rights.

Background

The Privacy and Responsible Information Sharing (PRIS) legislation was enacted in 2024 to establish uniform privacy and data-sharing standards across public sector entities, including local governments. Compliance with this legislation is essential to protect residents' personal information and maintain transparency in data management. The proposed Privacy Policy aligns with PRIS requirements and ensures the Shire meets its legal obligations.

Comment

The adoption of the Privacy Policy will:

- Establish clear guidelines on the collection, storage, use, and sharing of personal information.
- Ensure compliance with PRIS legislation and other relevant legal frameworks.
- Promote responsible information-sharing practices within the Shire.
- Enhance public trust and confidence in the Shire's data management practices.

The policy outlines the principles of privacy protection, data security, and accountability, ensuring that the Shire operates within legal and ethical boundaries when handling personal information.

Legal Implications

As per Local Government Act 1995 – Part 3 relates to the functions of the local governments:

- Good government of the district
- A legislative function (the making of local laws), and
- An executive function (decisions relating to the range and scope of services and facilities
- provided to the community

Local Government Act 1995 s2.7 (2)(b) also prescribes the policy role of the Council as the body that “*determines the local government’s policies*”. Additionally, the Local Government Act 1995 assigned many legislations including the following ensuring that policies are developed in

compliance to such legislations:

- Western Australian Planning & Development Act 2005
- Water Services Code of Conduct (Customer Service Standards) 2018
- Bushfires Act 1954
- Freedom of Information Act
- Rates and Charges (Rebates and Deferments) Act 1992
- State Records Act 2000
- Food Act 2008
- Equal Opportunity Act 1984

Policy Implications

To be included in the Shire of Lake Grace Policy Manual.

Consultation

Alan George – Chief Executive Officer
Aaron Wooldridge – Deputy Chief Executive Officer
Alex Adams – Executive Assistant
Kylie Armanasco – Administration & Records Officer

Financial Implications

N/A

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council:

1. Adopt the Privacy Policy as required under the Privacy and Responsible Information Sharing (PRIS) legislation 2024.
2. Incorporate the Privacy Policy into the Shire’s Policy Manual.

3. Authorise the Chief Executive Officer to implement the policy and ensure compliance with PRIS requirements.

CARRIED

For:

Against:

14.4.6 SHIRE OF LAKE GRACE DATA BREACH POLICY

Applicant	Internal
File No.	0050
Attachments	Data Breach Policy Document
Author	Aaron Wooldridge – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	31 January 2025
Senior Officer	Aaron Wooldridge – Deputy Chief Executive Officer

Summary

This report seeks Council's approval for the adoption of the Shire of Lake Grace's Data Breach Policy.

The policy is designed to protect personal and sensitive information, ensuring compliance with the *Privacy and Responsible Information Sharing (PRIS) Act 2024 (WA)* and the *State Records Act 2000 (WA)*.

Background

The Shire of Lake Grace recognises the importance of safeguarding personal and sensitive data from misuse, loss, unauthorised access, modification, or disclosure. The new Data Breach Policy provides a structured approach to identifying, managing, and responding to data breaches in accordance with legislative requirements.

The *PRIS Act 2024 (WA)* mandates that all government and local government entities implement a data breach policy to ensure responsible information management and compliance with privacy obligations. The policy sets forth reporting, assessment, notification, and prevention strategies to mitigate risks associated with data breaches.

Comment

The adoption of the Data Breach Policy aligns with best practices in information security and ensures compliance with the *PRIS Act 2024 (WA)*.

Implementing this policy will:

- Strengthen the Shire's commitment to data protection and privacy.
- Provide clear guidance on responding to data breaches.
- Reduce potential reputational and financial risks associated with data breaches.

- Ensure staff and elected members are aware of their responsibilities in managing personal information.

The policy also establishes preventive measures such as regular cybersecurity training, multi-factor authentication, and controlled access to sensitive information. The implementation of this policy is a proactive step towards enhancing the Shire's data security framework.

Legal Implications

As per Local Government Act 1995 – Part 3 relates to the functions of the local governments:

- Good government of the district
- A legislative function (the making of local laws), and
- An executive function (decisions relating to the range and scope of services and facilities
- provided to the community

Local Government Act 1995 s2.7 (2)(b) also prescribes the policy role of the Council as the body that “*determines the local government's policies*”. Additionally, the Local Government Act 1995 assigned many legislations including the following ensuring that policies are developed in compliance to such legislations:

- Western Australian Planning & Development Act 2005
- Water Services Code of Conduct (Customer Service Standards) 2018
- Bushfires Act 1954
- Freedom of Information Act
- Rates and Charges (Rebates and Deferments) Act 1992
- State Records Act 2000
- Food Act 2008
- Equal Opportunity Act 1984

Policy Implications

This is a new policy aimed at ensuring compliance with legislative requirements regarding data protection and breach management.

To be included in the Shire of Lake Grace Policy Manual.

Consultation

Alan George – Chief Executive Officer
Aaron Wooldridge – Deputy Chief Executive Officer
Alex Adams – Executive Assistant
Kylie Armanasco – Administration & Records Officer

Financial Implications

The policy's implementation may require budget allocations for cybersecurity training, system enhancements, and compliance audits. However, the costs are justified by the need to protect sensitive information and mitigate risks associated with data breaches.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values

Outcome	9	An efficient and effective organisation
Strategies	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

1. Adopt the Data Breach Policy as attached in accordance with the Privacy and Responsible Information Sharing (PRIS) legislation 2024.
2. Incorporate the Data Breach Policy into the Shire's Policy Manual.
3. Authorise the Chief Executive Officer to implement the policy and ensure compliance with the requirements of the policy.

CARRIED

For:

Against:

14.4.7 REQUEST FOR DISCOUNT OF PAVILION FEES – DUST2DANCE

Applicant	Dust2Dance
File No.	0080
Attachments	Letter from Dust2Dance
Author	Joanne Oatridge – Infrastructure Support Officer
Disclosure of Interest	Authors daughter attends dance
Date of Report	06/02/2025
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to consider the request to have the Lake Grace Pavilion hire fees discounted to match the Lake Grace Hall due to another longstanding booking making the hall unavailable.

Background

Dust2Dance is a small independent club that was formed in 2022 with the aim of providing affordable dance lessons to the local community.

Comment

Dust2Dance hold classes throughout the school terms for local children and are hoping to be able to use the Pavilion at the discounted price so they can continue to run these lessons. The Gymnastics club are unable to relocate to another building as all of their equipment is currently stored at the hall and has special fixings and safety requirements that make it impossible to move and difficult to pack up after each session.

Dust2Dance are hoping to secure the Pavilion during the terms that the Hall is unavailable but relocate once it becomes available again.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Alan George – Chief Executive Officer

Financial Implications

Dust2Dance are requesting for discounted Pavilion fees for the terms that the Hall is used by Gymnastics Club. This would result in a reduction in potential revenue to the Shire of approximately \$1130.00 per term.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Social Objective – A valued, healthy and inclusive community and lifestyle		
Outcome	2.1	An engaged, supportive and inclusive community
Strategies	2.1.3	Actively promote and support community events and activities within the district

Voting Requirements

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

Approves the discount of Pavilion hire fees for Dust2Dance to match Hall hire fees for the duration of time the Hall is unavailable to them.

CARRIED

For:

Against:

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – DECEMBER 2024

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	7 January 2025
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of December 2024.

Background

List of payments for the month of December 2024 through the Municipal account are attached.

Comment

In accordance with the requirements of the Local Government Act 1996, a list of creditors and Credit cards and Fuel Cards transactions 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 and Reg 13A

Policy Implications

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards

Policy 3.7 - Purchasing Policy

Consultation

Nil

Financial Implications

The list of creditors paid for the month of December 2024 from the Municipal Account
Total \$696,531.43

Strategic Implications

This aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council ratify the list of payments totalling \$696,531.43 as presented for the month of December 2024 incorporating:

Payment Method	EFT/DD Number	Amount
Electronic Funds Transfers	EFT27445 – EFT27547	\$653,316.40
Direct Debits	DD11227.1 – DD11263.2	\$38,524.81
Credit Card	DD11263.1	\$1,596.50
Fuel Cards	EFT27475 & EFT27526	\$3,093.72
	TOTAL	\$696,531.43

CARRIED

For:
Against:

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE December 2024

This Schedule of Accounts to be passed for payment, covering

Payment Method	EFT/DD Number	Amount
Electronic Funds Transfers	EFT27445 – EFT27547	\$653,316.40
Direct Debits	DD11227.1 – DD11263.2	\$38,524.81
Credit Card	DD11263.1	\$1,596.50
Fuel Cards	EFT27475 & EFT27526	\$3,093.72
	TOTAL	\$696,531.43

to the Municipal Account, totalling \$696,531.43 which were submitted to each member of the Council on 12 February 2025, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

Alan George
CHIEF EXECUTIVE OFFICER

14.5.2 FINANCIAL REPORTS – 31 DECEMBER 2024

Applicant	Internal Report
File No.	0275
Attachments	<ul style="list-style-type: none"> • Monthly Financial Reports • Bank Reconciliations – 31 December 2024
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	31 December 2024
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 December 2024 and Bank Reconciliations for the month ending 31 December 2024.

Background

The provisions of the Local Government (Financial Management) Regulations 1996 require a monthly financial report to be presented at an Ordinary Council meeting within two (2) months of the period end date.

Comment

As of 31 December 2024, operating revenue was slightly over the target by \$86,477 (1.21%), mainly due to Profit on asset disposals being higher than anticipated. Fees and Charges are higher due to Town Planning Fees. On the other hand, General rates (specifically, Interim Rates) are below budget. Other revenue decreasing due to Research Station Lease Fees not being payable this year.

Operating expenditure is below YTD budget by \$601,312 (6.80%), mainly due to Materials and contracts being down due to delays in operating jobs. Utility charges are below the budget due to decreased water and power demand. Depreciation is slightly over and Employee costs are slightly below the budget threshold. Loss on asset disposals is lower than predicted as most of the vehicles were sold with profit.

Investing activities revenue is below the target by \$38,517 (2.68%). Proceeds from capital grants are slightly below budget due to some of the "Local Roads & Community" projects not yet initiated or being in the early stage of completion, funds will be recognised later in the financial year. In addition, Drought and Community funding finalised with no further expected income. Proceeds from disposal of assets are higher than predicted – vehicles sold at higher price.

Investing activities expenditure is below the budget by 2,518,357 (41.01%). Payments for property, plant and equipment, and Infrastructure are below the target due to a large portion of Capital projects not being initiated as yet (47%) or in an early stage of completion.

Cash at bank is similar to the corresponding period last year. An investment agreement is in place for Overnight Cash Deposit with WA Treasury Corporation for a total of \$2,530,511, as well as 2 term deposits invested in CBA – a total of \$11,129,466.

Outstanding rates are tracking well and have recovered 92.6% to date.

The General debtor is \$18,466 with no major outstanding debts to follow up.

The monthly financial reports include the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 December 2024. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

The Shire of Lake Grace is responsible for the information contained in the financial statements and is responsible for maintenance of an appropriate accounting system in accordance with relevant legislation.

Legal Implications

Section 6.4 of the Local Governments Act 1995 provides for the preparation of financial reports.

In accordance with Regulation 34(5), a report on variances greater than the materiality threshold (\$10,000 or 10% whichever is greater) must be compiled and adopted by Council. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

Policy Implications

Nil

Consultation

Internal Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council in accordance with *Regulation 34* of the *Local Government (Financial Management) Regulations 1996* receives the attached:

1. Statements of Financial activity for the period ended 31 December 2024 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 December 2024.

CARRIED

For:
Against:

14.5.3 BUDGET REVIEW 2024/25

Applicant	Internal Report
File No.	0625
Attachments	Budget Review Document 2024/25 Document
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	6 February 2025
Senior Officer	Tegan Hall – Manager Corporate Services

Summary

To consider and adopt the Budget Review as presented in the document Budget Review 2024/25 for the period 1 July 2024 to 31 December 2024.

Background

The 2024/25 Budget Review incorporating year-to-date budget variations and the projected forecasts to 30 June 2025 for the period ending 31 December 2024 is presented for Council consideration. The Local Government (Financial Management) Regulations 1996, Regulation 33A as amended, requires that local governments conduct a budget review between 1 January and the last day of February in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 14 days of the adoption of the review.

Comment

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management Regulations 1996 and Australian Accounting Standards. Council adopted a 10% and \$10,000 minimum material variances to be used in the statements of financial activity and budget review.

The budget review document, including Statement of Budget Review, Summary Graphs, Net Current Funding Position, Predicted Variances / Future Budget Amendments, and Budget Amendments since Budget Adoption.

The intent of the Budget Review is to predict where we are going to finish at 30 June 2025. It is not intended to be a process for wholesale changes to individual accounts, although many local governments do take this opportunity to do so.

The net impact of the budget amendments and variation to opening Surplus made throughout the year is a projected budget surplus of \$0.

Major movements are detailed below:

- Decrease of \$14,000 in Interim Rates income
- Net decrease in Financial Assistance Grant \$144,317 for 2024/25 FY
- Additional 22.23 BFB Supplement Operating Grant of \$34,605
- Additional Community Gardens Grant Program 2024 grant of \$10,000
- Additional 2024/25 AWARE Grant Funding Agreement of \$18,000
- Additional Heritage Grants Program 21/22 and 24/25 - Claim for Interpretation Plan - Lake Grace AIM Hospital of \$19,900
- Increase of Town Planning Fees of \$30,000
- Decrease of \$107,974 for Interest earned due to lower than anticipated interest rates
- A new lease agreement signed for NGT Research station with \$1 cost, which affected both, Income and expense positions by \$67,829, totalling in \$0 movement
- Income of \$30,000 Provision of Medical Services in Rural WA Group - \$25,000 other shire contributions and \$5,000 Shire of Lake Grace Contribution. This is offset by \$30,000 of expenses.
- Increase of \$89,160 for Proceeds Sale Of Vehicles – vehicles sold at higher price
- AWARE expenditure increase by \$15,000 to match the \$18,000 income
- Expense decrease of \$17,000 for Backslopes & Weed Spraying
- Proceeds from Staff Housing Loan of \$600,000 carried over to 25/26 FY, along with Wattle Drive Extension Grant of \$600,000, transfer of \$300,000 from Housing Reserve, Staff Housing capital Expenses of \$1,200,000 and \$800,000 Lake Grace Residential Land expenses.
- Increase of income by \$52,643 - acquisition of In-kind contribution Fire Truck (Asset 215), offset by capital expenses
- Decrease of capital income by \$103,489 due to All Drought and community funding received in 23/24 FY
- Reduction of Capital Grants by \$45,802 for Local Roads & Community Program
- Community Water Supplies Program grant reduction by \$15,898, final milestone moved to 25/26

- Increase of \$192,100 for NGT Bowling Club Reconstruction and Resurfacing Project: \$70,700 – CSRFF Grant, \$70,700 – Newdegate Machinery Field Days, \$50,700 – Newdegate Bowling Club. Offset by expenditure of \$212,100 including \$20,000 Shire of Lake Grace contribution (transfer from Recreation Reserve)
- Expense increase of \$15,000 for AIM Interpretive Design
- Expense increase of \$200,000 for Purchase Lot 352 Stubbs St (Pink Building)
- Expense increase of \$12,000 for Toilet for Newdegate Depot
- Expense increase of \$54,000 for RMX240 Mower x 2 (Lake Grace & Lake King)
- Expense increase of \$80,000 for 6 Wheel Tip Truck - Increase in cost
- Expense decrease of \$40,000 for Ladyman Rd SLK 0.00 -4.00
- WACHS Housing Loan repayments carried over to 25/26 FY: \$16,022 redemption and \$21,705 Interest

The budget has been reviewed to continue to deliver on strategies and projects adopted by Council and to maintain the levels of service across all programs.

Legal Implications

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

(1) Between 1 January and 31 March in each financial year, a local government is to carry out a review of its annual budget for that year.

The review of an annual budget for a financial year must:

- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year;
- (b) consider the local government's financial position as at the date of the review; and
- (c) review the outcomes for the end of that financial year that are forecasted in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out, it is to be submitted to the Council.

(3) A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

(4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications

Nil

Consultation

Internal – Senior Management Team

Financial Implications

The review has incorporated budget amendments authorised by Council to 31 December 2024. With these amendments and projected variances, it is anticipated that there will be a budgeted surplus of \$0

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

Voting Requirements

Absolute majority.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

Consider and adopt the Budget Review as presented in the document *Budget Review 2024/25* for the period 1 July 2024 to 31 December 2024.

CARRIED

For:

Against:

14.6 COMMUNITY SERVICES

14.6.1 WAIVER OF LAKE GRACE SPORTS PAVILION HIRE FEES & USE OF FOOTBALL OVAL

Applicant	Lake Grace Cars & Coffee Committee
File No.	0451
Attachments	Nil
Author	Sally Cullen – Community Engagement Coordinator
Disclosure of Interest	Nil
Date of Report	03/02/2025
Senior Officer	Aaron Wooldridge – Deputy Chief Executive Officer

Summary

For Council to approve the use of the Lake Grace Football Oval during the Lakes Without Brakes event, organised by the Lake Grace Cars & Coffee Committee, on the 23rd of March from 8am to 1pm subject to weather conditions permitting. Secondly for Council to approve the waiver of Hire Fees for the use of the Lake Grace Sports Pavilion during the event, to the value of \$135.00.

Background/Comment

The Lake Grace Cars & Coffee Committee was established late November 2024 under the auspice of the Lake Grace Development Association. The committee is in a start-up phase and working with zero budget to create its first event. The objective of this event is to bring a new style of event to Lake Grace and to target the “Car Enthusiasts” within the community and outer regions.

The event will be operated on a gold coin contribution which will be used towards creating a budget for future Cars & Coffee events held in Lake Grace. Costs for spectators and car owners have been kept to a gold coin contribution to encourage more members of the community to attend and to remove the added expense of registration fees.

Similar events held within the region are typically held on sporting grounds. The Lake Grace Football Oval is an ideal location as it provides close access to the Sports Pavilion and better opportunities for local community groups to use the Kitchen facilities to prepare and sell food for the event, at no profit to the Lake Grace Cars and Coffee Committee.

It is proposed that cars are guided at restricted speed to a designated spot to be parked for display during the duration of the event. At the conclusion of the event Traffic wardens will guide cars off the oval following a designated route. Alternatively, if weather conditions create an unsuitable environment for use of the Football oval as determined by the Shire of Lake Grace, cars will use the Gravel area beside the Playground and along the edge of the oval for displaying vehicles. All current advertising is stating the location of the event as the Lake Grace Sports Pavilion to allow for this change if determined necessary.

Legal Implications

Local Government Property Local Law 2015

Policy Implications

Nil

Consultation

Alan George – Chief Executive Officer

Financial Implications

Waiver of the \$135.00 hire fee for the Lake Grace Pavilion on the 23 March 2025 from 8am to 1pm.

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Objective	Social Objective - A valued, healthy and inclusive community and lifestyle
Outcome	6. An engaged, supportive and inclusive community
Strategies	6.3 Actively promote and support local events and activities for the community
Objective	Economic Objective - A prosperous economy supporting diversification of industry
Outcome	3. An attractive destination for visitors.
Strategies	3.1 Promote and develop tourism as part of a regional approach

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council:

1. Approve the use of the Lake Grace Football Oval during the Lakes without Brakes event, organised by the Lake Grace Cars & Coffee Committee, on 23 March 2025 from 8am to 1pm subject to weather conditions permitting.
2. Approve the waiver of Hire Fees, to the value of \$135.00 that would be incurred by the Lake Grace Cars & Coffee Committee for the use of the Lake Grace Sports Pavilion during the event on 23 March 2025.

CARRIED

For:

Against:

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

16.0 INFORMATION BULLETIN – FEBRUARY 2025

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Alex Adams - Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	7 February 2025
Senior Officer:	Mr Aaron Wooldridge - Deputy 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 / Comment

The Information Bulletin Reports deal with monthly standing items and other information of a strategic nature relevant to Council. Copies of other relevant Councillor information are distributed via email.

The February 2025 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report (December)
- Lake Grace Visitor Centre Quarterly Report
- Environmental Health Officer Quarterly Report
- Lake Grace Library Quarterly Report
- Newdegate Library Quarterly Report
- Lake King Library Quarterly Report

External Organisations

- Lake Grace Development Association Meeting Minutes December 2024

Circulars, Media Releases, Newsletters, Letters

- As emailed to Councillors

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

This item aligns with Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
Outcome	9	An efficient and effective organisation
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council accepts the Information Bulletin Report for February 2025.

CARRIED

For:
Against:

17.0 CONFIDENTIAL ITEMS AS PER LOCAL GOVERNMENT ACT S5.23 (2)

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council meet behind closed doors to consider the confidential item(s) in accordance with Section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015 to discuss the following item:

17.1 – RFT 2024.25-02 – Supply and Delivery of Newdegate Community Bus

These items and any attachments are confidential in accordance with Section 4.23(2)(a) of the Local Government Act 1995.

CARRIED

For:
Against:

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council accept the recommendation contained within Confidential Item 17.1 - RFT 2024.25-02 – Supply and Delivery of Newdegate Community Bus

CARRIED

For:
Against:

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council come out from behind closed doors to continue the meeting.

CARRIED

For:
Against:

18.0 DATE OF NEXT MEETING – 26 MARCH 2025

The next Ordinary Council Meeting is scheduled to take place on Wednesday 26 March 2025 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

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