

Shire of Lake Grace

Ordinary Council Meeting

# MINUTES

18 December 2024

Meeting Commencing at 3:30 pm

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## **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.

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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 18 December 2024 commencing at 3:30pm.

### **1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS**

President Len Armstrong opened the meeting at 3.31 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 R Chappell	
Cr RA Lloyd	
Cr BJ Hyde	
Cr AJ Kuchling	
Cr DS Clarke	

#### **3.2 APOLOGIES**

Cr SG Hunt	Deputy Shire President
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#### **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**

Mrs C Kelly  
Mr D Clarke

**3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

Nil

**4.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**6.0 PUBLIC QUESTION TIME**

Mrs C Kelly addressed Council about her concerns for Covid vaccines and asked them to vote in favour of Item 14.4.3 at this meeting.

**7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mr D Clarke made a presentation to Council about his concerns regarding the safety of Covid vaccines.

**8.0 NOTATIONS OF INTEREST**

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

Nil

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

Nil

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

Nil

**9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**10.0 CONFIRMATION OF MINUTES**

**10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 27 NOVEMBER 2024**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13984**

**Moved: Cr Hyde**  
**Seconded: Cr Kuchling**

That the Minutes of the Ordinary Council Meeting held on Wednesday 27 November 2024 be confirmed as a true and accurate record of the meeting.

**CARRIED 6/0**

**For: Cr Armstrong, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**  
**Against: Nil**

**10.2 SPECIAL COUNCIL MEETING**

Nil

**11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**13.0 REPORTS OF COMMITTEES**

**13.1 AUDIT COMMITTEE**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13985**

**Moved:**                 **Cr Lloyd**  
**Seconded:**           **Cr Hyde**

That the Minutes of the Audit Committee Meeting held on Wednesday 18 December 2024 be received.

**CARRIED**                **6/0**

**For:**                     **Cr Armstrong, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**  
**Against:**               **Nil**

## 14.0 REPORTS OF OFFICERS

### 14.1 INFRASTRUCTURE SERVICES

#### 14.1.1 APPLICATION FOR UPGRADES TO LAKE KING NORSEMAN ROAD

<b>Applicant</b>	Internal Report
<b>File No.</b>	0841/0479
<b>Attachments</b>	Nil
<b>Author</b>	Craig Elefsen - Manager Infrastructure Services
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	06 December 2024
<b>Senior Officer</b>	Alan George - Chief Executive Officer

#### Summary

For Council to approve administration staff to apply for funding through Phase 2 of the Safer Local Roads and Infrastructure Program funding stream and to authorise the Shire's 20% contribution as per the funding guidelines for the upgrades and sealing of Lake King-Norseman Road from Hogan Road to Cascades Road.

#### Background

The Safer Local Roads and Infrastructure Program is an application-based merit assessment funding program administered by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts. One of the conditions for the application of a grant requires the Shire to contribute 20% of the total project cost, and that co-contribution funds must be secured *prior* to applying for the grant.

Based on traffic counts from 2020, 2021 and 2024 the traffic has considerably increased from a daily average of 34.5 Vehicles in 2020 to a daily average of 92.47 Vehicles per day in 2024. With the massive increase in daily traffic counts it seems necessary to apply for funding to upgrade the section of Lake King Norseman Road between Hogan Road and Cascades Road.

This section of the Lake King-Norseman Road is unsealed and requires regular grading and ongoing maintenance. The Shire also receives ongoing complaints about the condition of the road from both locals and travellers.

#### Comment

Applying for funding to complete the upgrades on the Lake King-Norseman Road will allow future Shire funds to be spent on other projects within the shire.

If funding is successful the project will consist of reconstruction and resheeting works to widen the road formation to 10 metres, and then lay a 7.2 metre wide 2-coat bitumen seal using 14/7mm aggregate. This will be from the current end of the sealed network at Hogan Road (SLK 13.97) to Cascades Road (SLK 37.89) for a total length of 23.92 kilometres. This project is expected to be carried out over two financial years, 2024/25 and 2025/26, with the majority of costs incurred in 2025/26.



Initial costing puts this project at around \$3.2 million, meaning co-contribution needs to be at minimum \$640,000 across the two financial years.

Legal Implications

Nil

Policy Implications

Nil

Consultation

External: Lake King Progress Association

Financial Implications

The expected funding required for 2024/25 is \$63,000, and for 2025/26 is \$577,000. These monies will be drawn from Council Funds by transfer from reserve the works and services reserve.

Strategic Implications

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

<b>Economic Objective - A prosperous economy supporting diversification of industry</b>		
Outcome	1	An innovative, productive agriculture industry
Strategies	1.1	Enhance and maintain transport network
<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning

Voting Requirements

Simple majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13986**

**Moved:**                    **Cr Chappell**

**Seconded:**               **Cr Lloyd**

That Council:

1. Supports an application for funding through the Safer Local Roads and Infrastructure Program for upgrades to the Lake King Norseman Road.
2. Agrees to contribute 20% of the funding costs if funding application is successful.

**CARRIED**                **6/0**

**For:**                        **Cr Armstrong, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

**Against:**                 **Nil**

**14.2 PLANNING**

**14.2.1 PLANNING APPROVALS UNDER DELEGATION P01**

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:

***There are no approvals for this reporting period.***

**14.3 HEALTH AND BUILDING**

Nil

**14.4 ADMINISTRATION**

**14.4.1 1 COLLIER ST NEWDEGATE – OLD ST JOHN AMBULANCE SHED PROPOSED REVOCATION OF MANAGEMENT ORDER OVER RESERVE 23787 AND REQUEST FOR SUBSEQUENT MANAGEMENT TO THE SHIRE OF LAKE GRACE**

<b>Applicant</b>	Internal
<b>File No.</b>	0366
<b>Attachments</b>	Aerial map
<b>Author</b>	Alan George – Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	9 December 2024
<b>Senior Officer</b>	Alan George – Chief Executive Officer

Summary

The Department of Planning, Lands and Heritage is considering a request relating to a proposed revocation of management order to St John Ambulance and change in purpose over Reserve 23787 and request for subsequent management to the Shire of Lake Grace.

To further progress this request, the Department require a Statutory Declaration from the Shire confirming their acceptance of the reserve and advising that no portion of the land has been transferred, granted, created or reserved in a registrable form in favour of any other person other than the Shire.

Background

St John Ambulance has moved to new premises in Newdegate and no longer use the old premises at 1 Collier St. Council was asked to consider taking over management of the land and premises from St John and have the purpose changed to “community purposes” with the final intent to use the premises as a fit for purpose daycare/ playgroup centre.

At the August 2024 Council meeting the following Resolution was made;

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13915**

**Moved:** Cr Chappell

**Seconded:** Cr Kuchling

*That Council:*

- 1. Considers the offer to take over the management of Reserve 23787 from St Johns Ambulance WA Ltd and to change the purpose to “Community Purposes”*
- 2. Authorises the CEO to undertake investigations into costing and requirements to convert the old St Johns Ambulance Sub Centre at 1 Collier St Newdegate into a dedicated Daycare/Playgroup centre.*

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**CARRIED**        **7/0**

**For:**        **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

**Against:**   **Nil**

St John Ambulance head office subsequently advised that they would work with the Shire for the transfer of the management order and the change in purpose to “Community purposes”.

Comment

Advice from the Department of Planning Lands and Heritage was received on 9 December that it was considering the revocation of the existing management order to the St John Ambulance Western Australia Ltd. This would involve a new management order to the Shire of Lake Grace and a change in purpose to “Community Purposes”.

The Department requires a Statutory Declaration from the Shire confirming its acceptance of the Reserve and advising that no portion of the land has been transferred, granted, created or reserved in a registrable form in favour of any other person other than the Shire.

At this stage a full investigation of the building has not been carried out with regard to conversion costs however a perfunctory look has been carried out.

The transfer of the management order to the Shire of Lake Grace is the first step of the process and is seen as a positive first step.

Legal Implications

At this stage only the change in management order is required.

Policy Implications

The provision of a safe fit for purpose childcare/playgroup centre premises loosely aligns with Shire Policy 2.10 Child Safe Awareness

**POLICY**    Shire of Lake Grace supports and values all children and young people. Shire of Lake Grace makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways Shire of Lake Grace demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

**OBJECTIVES**    This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. Shire of Lake Grace is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that Shire of Lake Grace is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. Shire of Lake Grace will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of Shire of Lake Grace in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

Consultation

Department of Planning Lands and Heritage  
St John Ambulance WA Ltd  
St John - Newdegate Sub Cen  
Newdegate Playgroup  
Newdegate Occasional Daycare

Financial Implications

Not known at this stage.  
Costings to convert the building will be sought in due course.  
Funding assistance from outside sources will be investigated.

Strategic Implications

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

<b>Social Objective - A valued, healthy and inclusive community and lifestyle</b>		
Outcome	6	An engaged, supportive and inclusive community
Strategies	6.1	Maintain and enhance services and infrastructure that meets the needs of the community
	6.2	Maintain and support the growth of education, childcare, youth and aged services

Voting Requirements

Simple majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13987**

**Moved:**                    **Cr Chappell**

**Seconded:**               **Cr Lloyd**

That Council:

Authorises the Chief Executive Officer to execute a Statutory Declaration confirming the Shire of Lake Grace acceptance of Reserve 23787 and advising that no portion of the land has been transferred, granted, created or reserved in a registrable form in favour of any person other than the Shire.

**CARRIED**                **6/0**

**For:**                        **Cr Armstrong, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

**Against:**                 **Nil**

**14.4.2 SPONSORSHIP REQUEST – ISOLATED CHILDREN’S & PARENT’S ASSOCIATION (ICPA)**

<b>Applicant</b>	Isolated Children’s and Parent’s Association (ICPA)
<b>File No.</b>	0043
<b>Attachments</b>	1. Letter from ICPA requesting sponsorship 2. Sponsorship levels information form
<b>Author</b>	Alex Adams – Executive Assistant
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	10 December 2024
<b>Senior Officer</b>	Mr Alan George – Chief Executive Officer

Summary

For Council to consider providing sponsorship of \$500 to the ICPA State Conference, 28 March 2025, which this year is being convened by the Goldfields Eyre Branch.

Background

The ICPA is a Local, State and National not-for-profit, voluntary organisation. It is a parent body that advocates for all regional, rural and remote students, and supports families to access a suitable and equitable education, from early childhood through to post-compulsory education.

The annual ICPA State Conference brings together members, educators, politicians, the business community and interested community members to listen to and address concerns, share the successes and plan for the future of education for regional, rural & remote areas.

Comment

The ICPA have 5 levels of sponsorship ranging from \$500 to \$5000. Administration is seeking Council endorsement for the provision of \$500 sponsorship, which aligns with the level of – Valued Sponsor. This level of sponsorship will ensure:

- Shire of Lake Grace banner displayed at the conference
- Inclusion of Shire logo in power point and ICPA publications at the conference
- Shire nominated promotional material included in conference satchels, which are supplied to all attendees.

Council approved sponsorship of \$500 for the same event in 2024 which was convened by the Lakes District branch.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Alan George – Chief Executive Officer

Financial Implications

The 2024/2025 Budget includes an allocation of \$7000 for donations and ex-gratia payments. There is currently \$5,700 remaining for the financial year.

Strategic Implications

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

<b>Social Objective - A valued, healthy and inclusive community and lifestyle</b>		
Outcome	6	An engaged, supportive and inclusive community
Strategies	6.2	Maintain and support the growth of education, childcare, youth and aged services
<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.2	Promote and advocate for the community and district

Voting Requirements

Simple majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION            13988**

**Moved:                    Cr Hyde**  
**Seconded:                Cr Clarke**

That Council:

Approves sponsorship of \$500 to the ICPA State Conference being held 28 March 2025.

**CARRIED                6/0**

**For:                        Cr Armstrong, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**  
**Against:                 Nil**

**14.4.3 CENTRAL COUNTRY ZONE AGENDA ITEM SUBMISSION- SUPPORT FOR TOWN OF PORT HEDLAND RESOLUTION ON COVID VACCINES 11 OCTOBER 2024**

<b>Applicant</b>	Internal
<b>File No.</b>	Nil
<b>Attachments</b>	Item 11.1 of Ordinary Council Meeting Minutes 27 November 2024
<b>Author</b>	Alan George – Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	6 December 2024
<b>Senior Officer</b>	Alan George – Chief Executive Officer

Summary

For Council to approve an agenda item for submission to the Central Country Zone February 2025 meeting for the Central Country Zone to request WALGA to provide support to the Town of Port Hedland's stance on possible COVID-19 vaccination contamination.

Background

Cr Clarke moved a Notice of Motion at the November 27 Ordinary Council Meeting requesting Council accept the information received from the Town of Port Hedland headed 'Urgent Information Regarding DNA Contamination in Covid-19 vaccines' and that Council send letters, using copies of the letters, or a version substantially resembling them to the same individuals as the Town of Port Hedland Council has sent letters. The motion was lost 2/5.

Comment

Cr Clarke has now requested that the agenda item from the 27 November Council meeting be presented to the February 2025 Central Country Zone meeting to be held in the Shire of West Arthur seeking zone support for it to be submitted to WALGA for it to be considered at the State Council level for sector wide support.

This action is being taken as advice was provided at the meeting by the President that the matter should be an industry wide decision not undertaken at a local Shire level.

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**

<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
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
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
<b>Social Objective - A valued, healthy and inclusive community and lifestyle</b>		
Outcome	7	A healthy and safe community
Strategies		

Voting Requirements

Simple majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION            13989**

**Moved:                    Cr Clarke**  
**Seconded:               Cr Chappell**

That Council:

Supports the submission of agenda item 11.1 of Ordinary Council Meeting 27 November 2024 to the Central Country Zone February 2025 meeting seeking support for the Central Country Zone to request WALGA to provide support to the Town of Port Hedland's stance on possible COVID-19 vaccination contamination as detailed in the original agenda item.

**TIED                            3/3**

**For:                            Cr Chappell, Cr Clarke, Cr Lloyd**  
**Against:                    Cr Armstrong, Cr Kuchling, Cr Hyde**

*As the votes of those present were equally divided, in accordance with the Local Government Act 1995 5.21(3) the President was required to cast a second vote.*

President Armstrong casting vote: against

**LOST                            3/4**

**For:                            Cr Chappell, Cr Clarke, Cr Lloyd**  
**Against:                    Cr Armstrong, Cr Kuchling, Cr Hyde, Cr Armstrong (casting)**

**14.5 FINANCE**

**14.5.1 ACCOUNTS FOR PAYMENT – NOVEMBER 2024**

<b>Applicant</b>	Internal Report
<b>File No</b>	0277
<b>Attachments</b>	List of Accounts Payable
<b>Author</b>	Tegan Hall - Manager Corporate Services
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	4 December 2024
<b>Senior Officer</b>	Mr Alan George – Chief Executive Officer

Summary

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

Background

List of payments for the month of November 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 November 2024 from the Municipal Account  
Total \$985,825.10

Strategic Implications

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

<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
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 13990**

**Moved: Cr Kuchling**  
**Seconded: Cr Hyde**

That Council ratify the list of payments totalling \$985,825.10 as presented for the month of November 2024 incorporating:

<b>Payment Method</b>	<b>EFT/DD Number</b>	<b>Amount</b>
Electronic Funds Transfers	EFT27325 – EFT27443	\$929,910.69
Cheques	37131 - 37132	\$3,031.06
Direct Debits	DD11194.1 – DD11222.1	\$42,516.15
Credit Card	DD11222.2	\$5,872.46
Fuel Cards	EFT27346 & EFT27405	\$4,494.74
	<b>TOTAL</b>	<b>\$985,825.10</b>

**CARRIED 6/0**

**For: Cr Armstrong, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**  
**Against: Nil**

# Shire of Lake Grace



## CERTIFICATE OF EXPENDITURE November 2024

This Schedule of Accounts to be passed for payment, covering

<b>Payment Method</b>	<b>EFT/DD Number</b>	<b>Amount</b>
Electronic Funds Transfers	EFT27325 – EFT27443	\$929,910.69
Cheques	37131 - 37132	\$3,031.06
Direct Debits	DD11194.1 – DD11222.1	\$42,516.15
Credit Card	DD11222.2	\$5,872.46
Fuel Cards	EFT27346 & EFT27405	\$4,494.74
	<b>TOTAL</b>	<b>\$985,825.10</b>

to the Municipal Account, totalling \$985,825.10 which were submitted to each member of the Council on 18 December 2024, 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.

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Alan George  
**CHIEF EXECUTIVE OFFICER**

## 14.5.2 FINANCIAL REPORTS – 30 NOVEMBER 2024

<b>Applicant</b>	Internal Report
<b>File No.</b>	0275
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Monthly Financial Reports</li> <li>• Bank Reconciliations – 30 November 2024</li> </ul>
<b>Author</b>	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	30 November 2024
<b>Senior Officer</b>	Mr Alan George - Chief Executive Officer

### Summary

Consideration of the Monthly Financial Reports for the period ending 30 November 2024 and Bank Reconciliations for the month ending 30 November 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 30 November 2024, operating revenue was slightly over the target by \$61,092 (0.86%), mainly due to Profit on asset disposals being higher than anticipated. On the other hand, General rates (specifically, Interim Rates) are below budget.

Operating expenditure is below YTD budget by \$365,546 (4.93%), 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. There was no Loss on asset disposals as all vehicles were sold with profit.

Investing activities revenue is below the target by \$13,139 (0.95%). 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.

Investing activities expenditure is below the budget by 1,766,667 (34.53%). Payments for property, plant and equipment, and Infrastructure are below target due to a large portion of Capital projects not being initiated as yet (50%) 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 total of \$3,320,029, as well as 2 term deposits invested in CBA – a total of \$11,129,466.

Outstanding rates are tracking well and have recovered 91.4% to date.

The General debtor is \$72,731 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 30 November 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

<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
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**            **13991**

**Moved:**                    **Cr Lloyd**  
**Seconded:**                **Cr Kuchling**

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 30 November 2024 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 30 November 2024.

**CARRIED**                    **6/0**

**For:**                         **Cr Armstrong, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**  
**Against:**                    **Nil**

### 14.5.3 2023/24 ANNUAL FINANCIAL REPORT AND AUDITORS REPORT

<b>Applicant:</b>	Internal Report
<b>File No.</b>	0274
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• 2023 / 2024 Annual Report and Financial Statements</li> <li>• OAG Audit Opinion/Report</li> </ul>
<b>Author:</b>	Tegan Hall – Manager Corporate Services
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	12 December 2024
<b>Senior Officer</b>	Mr Alan George - Chief Executive Officer

#### Summary

The purpose of this item is for Council to receive and consider the Audit Committee recommendation to accept the Auditors report and Annual Report for the year ended 30 June 2024, and to set a date for the Annual General Meeting of Electors.

#### Background

The Shire's auditors AMD undertook the annual site visit to Lake Grace between 7 and 9 October 2024, with follow up work completed electronically throughout October and November. The exit meeting was held with the Office of the Auditor General and AMD on Wednesday 27 November, and the final audit opinion report was signed off by the OAG on 2 December. The Shire's Audit Committee met prior to the commencement of this meeting to review and consider both reports and the recommendations arising from the audit management letter.

Section 5.54 of the *Local Government Act 1995 Acceptance of Annual Reports* requires an Annual Financial Statement to be accepted by Council by 31 December in each year, unless

the Auditors Report is not available in time. The *Local Government Act 1995* Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December, then it must be presented within two months of the Auditors report becoming available.

### Comment

The completion of the audit report confirms all figures for the 2023/24 year including the carried forward position as at 30 June 2024.

The audit management report has made two findings and recommendations as detailed below:

- The CEO'S Regulation 17 Review as required by Regulation 17(1) of the Local Government (Audit) Regulations 1996 was due June 2024, however this has not yet been conducted. Recommend Regulation 17 Review be conducted every three years to ensure compliance with the Local Government (Audit) Regulations 1996, Regulation 17(1).
- Audit procedures identified three employees who had accrued in excess of eight weeks annual leave as at 30 June 2024. Recommend the Shire continue to manage and monitor the excessive annual leave balances to reduce the liability, risk of business interruption and potential fraud.

Once Council accepts the Auditor's Report and Annual Report it needs to determine a date for the Annual General Meeting of Electors. The CEO is required to provide sufficient public notice of the availability of the Auditor's Report and Annual Report, and the date of this Electors AGM. Section 5.27 of the Local Government Act requires the meeting to be held on a day selected by the local government not more than 56 days (8 weeks) after the local government accepts the annual report for the previous financial year. Assuming Council accepts the annual report at our December meeting, the latest date for the Annual General Meeting of Electors would be Wednesday 12 February 2025. Therefore, it is recommended that the AGM be held at 6pm on Wednesday 5 February 2025 at Council Chambers, 1 Bishop Street, Lake Grace.

### Statutory Implications

#### *Local Government Act 1995*

Section 5.53 Annual Reports

Section 5.54 Acceptance of Annual Reports

Section 5.55 Notice of Annual Reports

Section 5.55A Publication of Annual Reports

### Policy Implications

Nil

### Consultation

Internal Alan George, Chief Executive Officer  
Shire finance and administration staff

External AMD (Contractors Auditors appointed by OAG)  
Office of Auditor General

### Financial Implications

Nil



Strategic Implications

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

<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
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**            **13993**

**Moved:**                    **Cr Lloyd**  
**Seconded:**               **Cr Hyde**

That Council:

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, Council accepts the Annual Report for the 2023/2024 financial year;
2. In accordance with Section 5.55 of the *Local Government Act 1995*, Council authorise the Chief Executive Officer to give local public notice of the availability of the Shire of Lake Grace 2023/24 Annual Report from Friday 20 December 2024.
3. Schedules the Annual General Meeting of Electors to be held on Wednesday 5 February 2025 at Council Chambers, Shire of Lake Grace, commencing at 6pm.

**CARRIED**                    **6/0**

**For:**                            **Cr Armstrong, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**  
**Against:**                    **Nil**

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**14.6 COMMUNITY SERVICES**

Nil

**15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**16.0 INFORMATION BULLETIN – DECEMBER 2024**

<b>Applicant</b>	Internal Report
<b>File No.</b>	Nil
<b>Attachments</b>	Information Bulletin Cover Page Only
<b>Author</b>	Alex Adams Executive Assistant
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	13 December 2024
<b>Senior Officer</b>	Mr Alan George - 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 December 2024 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report - November

External Organisations

- Roe Tourism General Meeting Minutes 18 November 2024
- Lake Grace District High School – Pool Pass Winner, donation thank you.

Circulars, Media Releases, Newsletters, Letters

- As circulated to Councillors via email

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

<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
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**            **13994**

**Moved:**                    **Cr Chappell**  
**Seconded:**                **Cr Kuchling**

That Council accepts the Information Bulletin Report for December 2024.

**CARRIED**                **6/0**

**For:**                        **Cr Armstrong, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**  
**Against:**                 **Nil**

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

Nil

**18.0 DATE OF NEXT MEETING – WEDNESDAY 19 FEBRUARY 2025**

The next Ordinary Council Meeting is scheduled to take place on Wednesday 19 February 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 4.16 pm.

**20.0 CERTIFICATION**

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 18 December 2024 as shown were confirmed as a true record of the meeting.

  
Signature

12 FEB 25  
Date