

SHIRE OF LAKE GRACE



AGENDA

Ordinary Council Meeting
21 February 2024

Notice of Meeting
To the Shire President and Councillors

The next Ordinary Council Meeting will be held on Wednesday 21 February 2024 in the Council Chambers, 1 Bishop Street, Lake Grace commencing at 3:30pm.

A handwritten signature in black ink, appearing to read "Chris Paget".

Chris Paget
Deputy Chief Executive Officer
16 February 2024

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 21 February 2024 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

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 RA Lloyd	
Cr BJ Hyde	
Cr DS Clarke	

3.2 APOLOGIES

Leave of Absence previously approved:

Cr AJ Kuchling
Cr R Chappell

Mr Alan George	Chief Executive Officer
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3.3 IN ATTENDANCE

Mr C Paget	A/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

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5.0 PUBLIC QUESTION TIME

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.0 NOTATIONS OF INTEREST

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

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

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

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 20 DECEMBER 2023

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That the Minutes of the Ordinary Council Meeting held on Wednesday 20 December 2023 be confirmed as a true and accurate record of the meeting.

CARRIED

For:
Against:

10.2 SPECIAL COUNCIL MEETING

10.3 ANNUAL MEETING OF ELECTORS – 7 FEBRUARY 2024

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That the Minutes of the Annual Meeting of Electors held on Wednesday 7 February 2024 be confirmed as a true and accurate record of the meeting.

CARRIED

For:
Against:

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

13.1 AUDIT COMMITTEE MEETING – 20 DECEMBER 2023

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That the Minutes of the Audit Committee Meeting held on Wednesday 20 December 2023 be received.

CARRIED

For:
Against:

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.2 PLANNING

**14.2.1 DEVELOPMENT APPLICATION – PROPOSED NEW ADDITIONAL DWELLING
(FARM WORKER ACCOMMODATION) ON LOT 2221 (NO.750) EASTON ROAD,
MOUNT SHERIDAN**

Applicant	Modular WA on behalf of MS & PR Rintoul (Landowners)
File No.	0139
Attachments	1. Development Application Documentation and Plans
Author	Joe Douglas – Town Planner
Disclosure of Interest	Nil
Date of Report	13 February 2024
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

This report recommends that a development application submitted by Modular WA on behalf of MS & PR Rintoul (Landowners) for the placement and use of a new pre-manufactured steel framed modular dwelling, including the construction of various associated improvements, on Lot 2221 (No.750) Easton Road, Mount Sheridan for farm workforce accommodation purposes be approved subject to conditions.

Background

The applicant is seeking Council's development approval to place a new pre-manufactured steel framed modular dwelling approximately 141 metres south-west of an existing single house on Lot 2221 (No.750) Easton Road, Mount Sheridan including the construction of various associated improvements.

The proposed new dwelling comprises a total floor area of approximately 186m², including alfresco area and verandahs, and will be used to accommodate persons employed on the land to support its continued use for extensive agricultural purposes (i.e. cropping and grazing). The existing dwelling on the land will be retained and used as the primary place of residence. A new internal driveway, parking area and on-site effluent disposal system comprising septic tanks and leach drains are also proposed to service the needs of the new dwelling's occupants.

A full copy of the development application received, including supporting documentation and plans, is provided in Attachment 1.

Lot 2221 is located approximately 19 kilometres north-east of the Newdegate townsite in the locality of Mount Sheridan. The property comprises a total area of approximately 1,837.16 hectares and has direct frontage and access to Easton and Webb Roads along its western boundary which are unsealed (i.e. gravel standard) local roads under the care, control and management of the Shire.

The subject land is gently sloping throughout, predominantly cleared of all native vegetation with the exception of a few small stands in select locations for land management purposes, and has been extensively developed and used for extensive agricultural purposes (i.e. cropping and grazing) for many years.

In addition to the existing single house, the land also contains a number of physical improvements associated with its current rural use including various sheds, silos, dams and associated catchments, rainwater tanks, internal access roads / tracks, firebreaks and fencing.

Existing adjoining and other nearby land uses are predominantly rural in nature comprising broadacre agricultural activities on lots of various sizes.

That portion of the land where the development is proposed to be undertaken has been cleared of all native vegetation, does not contain any sites of cultural heritage significance, is not subject to inundation or flooding during extreme storm events, and has not been designated by the Fire and Emergency Services Commissioner as being bushfire prone.



Location & Lot Configuration Plan (Source: Landgate 2024)

Comment

Lot 2221 is classified 'General Agriculture' zone in the Shire of Lake Grace Local Planning Scheme No.4 (LPS4).

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

Clause 4.11.3 of LPS4 states Council will not generally support the erection of more than one (1) single house per lot on any land classified 'General Agriculture' zone and may only consider granting approval to additional dwelling(s) under the following circumstances:

- i) where the landowner demonstrates that the development is required for farm management or tourist development purposes;
- ii) the additional dwelling(s) will only accommodate a family member, workers employed for agricultural activities on that lot or tourists;
- iii) the additional dwelling(s) are clustered in one location so as to avoid future subdivision pressure and minimise constraints on adjoining uses; and
- iv) all essential services to the additional dwelling(s) from the lot boundary (including access roads) are to be shared with any existing dwelling(s) where practicable.

The application has been assessed with due regard for the relevant objectives, development standards and requirements prescribed in LPS4 and the various matters required to be considered as prescribed in clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

This assessment has confirmed the proposal is compliant or capable of compliance with the following requirements:

- Land capability and suitability;
- Location / siting including lot boundary setbacks;
- Purpose and use of the proposed new dwelling;
- Land use compatibility including buffer separation distance requirements;
- Preservation of productive agricultural land;
- Preservation of rural character and amenity and places of cultural heritage significance;
- Preservation of natural environmental features, drainage patterns and catchments;
- Building height;
- Vehicle access and parking;
- Key essential service infrastructure including potable water supply and on-site effluent disposal; and
- Bushfire, flood risk and stormwater drainage management.

In light of all the above it is concluded the proposal for Lot 2221 is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure the development proceeds in a proper and orderly manner. As such, it is recommended Council exercise discretion and grant conditional development approval.

Legal Implications

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Lake Grace Local Planning Scheme No.4

Policy Implications

- State Planning Policy 2.5 - *Rural Planning*

Consultation

Public advertising of the application and referral to State government agencies and key essential service providers was not required nor deemed necessary. The application was, however, the subject of discussion with the applicant prior to its preparation and submission to the Shire for review, consideration and final determination.

Financial Implications

There are no known financial implications in relation to this item aside from the administrative costs associated with processing the application which are provided for in Council’s annual budget and have been offset in part by the development application fee paid by the applicant. All costs associated with the proposed developments will be met by the landowners.

It is significant to note should the applicant or landowners be aggrieved by Council’s final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

Strategic Implications

- *Shire of Lake Grace Local Planning Strategy 2007* as it applies specifically to the following matters:
 - Economic Development Strategy (Agriculture): To achieve ecologically sustainable use of agricultural land in the Shire whilst providing diverse and compatible development opportunities in agricultural areas to promote the local economy; and
 - Settlement Strategy (Rural Living): To provide a variety and choice of high quality rural living opportunities in the Shire where it is economically, socially and environmentally viable.

Shire of Lake Grace Strategic Community Plan 2017-2027

Economic Objective - A prosperous agriculturally based economy, supporting diversification of industry.		
Outcome	1.1	An innovative, productive agriculture industry.
Strategies	1.1.3	Support and promote the agricultural productivity of the district
Outcome	1.2	A diverse and prosperous economy.
Strategies	1.2.2	Support local business and promote further investment in the district
Environment Objective - Protect and enhance our natural and built environment.		
Outcome	3.2	A natural environment for the benefit and enjoyment of current and future generations.
	3.2.1	Manage and preserve the natural environment

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council **approve** the development application submitted by Modular WA on behalf of MS & PR Rintoul (Landowners) for the placement and use of a new pre-manufactured steel framed modular dwelling, including the construction of various associated improvements, on Lot 2221 (No.750) Easton Road, Mount Sheridan for farm workforce accommodation purposes subject to the following conditions and advice notes:

Conditions:

1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period the proposed development shall not be carried out without the further approval of the local government having first being sought and obtained.
4. The proposed dwelling shall only be used to accommodate family members and/or workers employed on the land (i.e. farm worker accommodation) unless otherwise approved by the local government.
5. An adequate on-site effluent disposal system, as determined by the local government's Environmental Health Officer or the Executive Director of Public Health, shall be installed with all such work to be undertaken to the specifications and satisfaction of the local government's Environmental Health Officer or the Executive Director of Public Health prior to occupation and use of the proposed dwelling.
6. The proposed dwelling shall be connected to a reticulated potable water supply prior to its occupation and use. If a reticulated potable water supply is not available to the land, the proposed dwelling shall instead be provided with a water supply tank with a minimum storage capacity of 135,000 litres for domestic consumption purposes prior to its occupation and use. All water stored in the tank shall be maintained at all times in accordance with the *Australian Drinking Water Guidelines 2011* (as amended) published by the National Health and Medical Research Council.
7. The proposed dwelling shall be provided with an electricity supply service to the specifications of the relevant service provider prior to its occupation and use.
8. All proposed new vehicle accessways and parking areas associated with the proposed development shall be constructed prior to occupation and use of the proposed dwelling to ensure two-wheel drive access is available in all weather conditions.
9. All storm water shall be directed away from the proposed dwelling and disposed on-site to ensure its structural integrity is not compromised.

10. All external surfaces of the proposed dwelling the subject of this approval shall be clad with new materials only.

Advice Notes:

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant/landowners and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. An 'Application to Construct or Install an Apparatus for the Treatment of Sewage' prepared pursuant to the specific requirements of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* must be prepared and submitted to the local government or the Executive Director of Public Health for consideration and determination prior to preparation and lodgement of a building permit application.
4. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a building permit application must be submitted to and approved by the local government's Building Surveyor prior to the commencement of any earthworks or construction on the land.
5. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
6. The landowners are reminded of their obligation to ensure compliance with the requirements of the Shire of Lake Grace Annual Fire Management Notice as it applies specifically to all rural land in the Shire to help guard against any potential bushfire risk (<https://www.lakegrace.wa.gov.au/services/bushfire-emergency-management/fire-management-requirements.aspx>).
7. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
8. If the applicant/landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of this determination.

CARRIED

For:

Against:

14.3 HEALTH AND BUILDING

14.4 ADMINISTRATION

14.4.1 DEWAR ST LIGHT INDUSTRIAL AREA – STAGE 2

Applicant	Development WA
File No.	0706
Attachments	Site details
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	9 January 2024
Senior Officer	Alan George – Chief Executive Officer

Summary

The purpose of this report is to seek Council's endorsement to make application to the Minister for Lands to change the designated purpose of the Reserve 46215 from "Television Translator Site" to "Television Translator Site and Drainage" with the power to lease or sub-lease or licence for any term not exceeding twenty-one (21) years. And requests that proposed Lot 11 on Deposited Plan xxxxx (TBA) be included into Reserve 46215.

In theory this will allow the subdivision process to proceed earlier than anticipated.

Background

Around 2010/2011 Council entered into an arrangement with Development WA to develop 5 industrial lots in Dewar St Lake Grace being Stage 1. Stage 2, being another 5 lots, was planned but never acted upon. Development WA developed and marketed the lots which have now all been sold.

Comment

Over the past 1 or 2 years there has been a steady call for some more light industrial land and after some research it was found that Stage 2 of the LIA had not been progressed. Development WA was contacted regarding developing the remaining lots and have been progressing the project which will entail the parent lot (9000), which Development WA owns in fee simple, being created into 5 serviced lots and a Reserve which will be included into Reserve 46215 for drainage purposes. The Reserve is proposed to protect an existing drainage basin that is already in place. The adjoining Reserve 46215 current designated purpose is "Television Translator Site" and will need to be amended to "Television Translator Site and Drainage". DPLH, In-principal, has no problems with the lot 11 being included into the adjoining reserve subject to the Shire passing a council resolution to a) amend the reserve purpose to include "drainage" and b) request Lot 11 on DP XXXXX being included into Reserve 46215.

Development WA has provided the latest information;

- *I am working on the internal business case in support of the LIA project. When we were in town, it was obvious that there was a lot happening in the industrial sphere and I'd like to capture this in the report.....*

- *Edge has been engaged as the planning consultant. We are aiming to lodge the application to subdivide with the WAPC in February 2024. Edge has identified that the WAPC and Department of Health may require a Site and Soil Evaluation (SSE) due to the permeability issues associated with the soils. If required, it will need to be undertaken in late winter conditions. We are hoping to be able to lodge the WAPC application without an SSE. In the report accompanying the WAPC application, we will cover off on why no SSE is provided (ie) that low-wastewater is expected from future industrial uses and how site works will mitigate and make the lots fit-for-purpose etc . Can you advise if the Shire's Environmental Health Officer and/or Shire Planner will support?*
- *DPLH have advised that that Shire can pass a council resolution to amend Reserve's 46215 purpose to include "drainage" prior to the new lot being included. If council do agree, DPLH can commence the action earlier than originally thought.*

Though this project is still yet to be approved by Development WA it is intended to obtain this resolution from council in anticipation of the project receiving approval in due course.

Given the current lack of light industrial land in Lake Grace and the constant demand in recent times any process which will help hasten the development of the land will be welcomed.

Legal Implications

None at this stage. The Minister for Lands approval for the change in purpose and the addition of proposed Lot 11 into Reserve 46215 will need to be sought in due course

Policy Implications

Nil

Consultation

- Development WA
- Department of Planning Lands and Heritage
- Joe Douglas – Exurban Rural and Regional Planning

Financial Implications

None at present. Some assistance in kind for some earthworks during the development of the lots may be required in the future but is subject to negotiation.

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027

Economic Objective - A prosperous agricultural based economy supporting diversification of industry		
Outcome	1.1	An innovative, productive agriculture industry
Strategies	1.1.3	Support and promote the agricultural productivity of the district

Outcome	1.2	A diverse and prosperous economy
Strategies	1.2.2	Support local business and promote further investment in the district

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RECOMMENDATION

Moved: Cr

Seconded: Cr

That Council:

Subject to approval of the Dewar St Light Industrial Area –Stage 2 project by Development WA

1. Make application to the Minister for Lands to amend the designated purpose of the Reserve 46215 from “Television Translator Site” to “Television Translator Site and Drainage”.
2. Requests that proposed Lot 11 on Deposited Plan xxxxx (TBA) be included into Reserve 46215

CARRIED

For:

Against:

14.4.2 RENEWAL OF LEASE RESERVE 20960 – NEWDEGATE COUNTRY CLUB (INC)

Applicant	Newdegate Country Club
File No.	Vesting and Reserves 18111/32
Attachments	Lease document
Author	Chief Executive Officer - Alan George
Disclosure of Interest	Nil
Date of Report	1 February 2024
Senior Officer	Chief Executive Officer - Alan George

Summary

The Newdegate Country Club lease expired in October 2023 and a new lease for a further 21 years has been requested. Council is requested to endorse the new lease.

Background

The Newdegate Country Club's lease covers the use of the club rooms, golf course and bowling green and has been in place for many years

Comment

The maintenance of the golf course and bowling green is carried out by the corresponding club members who also enjoy the use of the club premises. The country club committee also controls bookings, cleaning etc. for the premises.

A new lease has been prepared and the committee has agreed to the terms and conditions and ministerial approval has already been received for the extended term until October 2044.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Newdegate Country Club committee

Financial Implications

The lease payments are \$2.00 per annum and the committee will pay the full amount in advance.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Social Objective - A valued, healthy and inclusive community and life style		
Outcome	2.1	An engaged, supportive and inclusive community
Strategies	2.1.1	Community services and infrastructure meeting the needs of the district
	2.1.2	Maintain and support the growth of education, childcare, youth and aged services

	2.1.3	Actively promote and support community events and activities within the district
Outcome	2.2	A healthy and safe community
Strategies	2.2.1	Maintain and enhance sport and recreation facilities
	2.2.2	Provide and advocate for medical and health services
	2.2.3	Support provision of emergency services and encourage community volunteers

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council approves the extension of the attached Lease Agreement between the Shire of Lake Grace and the Newdegate Country Club (Inc) and authorises the Shire President and Chief Executive Officer to execute the agreement and affix the Shire Seal.

CARRIED

For:
Against:

14.4.3 SHIRE OF LAKE GRACE POLICY MANUAL REVIEW

Applicant	Internal
File No.	Nil
Attachments	<p>Amended Policies:</p> <ul style="list-style-type: none"> • 3.2 – Significant Accounting Policies – attachment 3.2 (a) – Summary of Significant Accounting Policies • 3.6 – Purchasing Policy – attachment 3.6 (a) – Shire of Lake Grace Purchasing Policy • 3.11 – Fair Value Groupings and Frequency • 4.7 – Staff Uniform • 5.1 – Annual Plant Report – (REVOKE) <p>New Policy:</p> <ul style="list-style-type: none"> • 2.10 Child Safe Awareness Policy
Author	Alex Adams – Executive Assistant
Disclosure of Interest	Nil
Date of Report	14 December 2023
Senior Officer	Chris Paget – Acting Chief Executive Officer

Summary

For Council to review the attached amended policies, and to adopt the full manual.

Background

It is a requirement of the Local Government Act, s5.18 and s5.46(1) that all delegations be reviewed at least once in each financial year.

In order to ensure consistency and relevance, it is considered best practice for Council and administration to review the Policy Manual at the same time as the Delegations Register. The 2023/24 Delegations Register was endorsed at the Council Meeting held on 20 December 2023, resolution 13806.

Comment

The Policy Manual is intended as a guide to elected members, staff and the public on the normal practices and activities of the organisation. The policies do not require absolute adherence, but may be changed as circumstances dictate, in accordance with Council's directions and amended by Council from time to time.

Staff are expected to comply closely with the spirit and intention of the policies and to use care and discretion in implementing the policies to ensure the best possible outcome, whether or not a particular event complies totally with the stated policy Implementation must be fair, consistent and effective, with the emphasis on guidance and assistance rather than compulsion and inspection.

Council, in its absolute discretion, reserves the right to amend, add, delete or apply wholly or in part or not at all, any or all of the policies without notice.

In September 2022 there was an amendment of two policies. The most recent full review and adoption of the Shire of Lake Grace Policy Manual was at the Ordinary Council Meeting on 23 June 2021, resolution 13425. This current review contains some minor amendments to reflect current changes in Awards, or requirements under the Local Government Act. These do not have any bearing on the content of the policies and therefore are not presented to Council as amendments.

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

Shire of Lake Grace Policy Manual.

The following Policies are proposed for amendment:

- 3.2 Significant Accounting Policies – attachment 3.2 (a) – Summary of Significant Accounting Policies
- 3.6 Purchasing Policy – attachment 3.6 (a) – Shire of Lake Grace Purchasing Policy
- 3.11 Fair Value Groupings and Frequency
- 4.7 Staff Uniform
- 5.1 Annual Plant Report – to be revoked

The following new policy is proposed for adoption:

- 2.10 Child Safe Awareness Policy

Consultation

Alan George – Chief Executive Officer
Chris Paget – Deputy Chief Executive Officer
Kevin Wilson – A/Manager Corporate Services
Craig Elefsen – Manager Infrastructure Services
Staff – Shire of Lake Grace

Financial Implications

Nil

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	4.1.1	Provide informed leadership on behalf of the community
	4.1.3	Provide strategic leadership and governance
Outcome	4.2	An efficient and effective organisation
Strategies	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Absolute Majority

RECOMMENDATION / RESOLUTION

RECOMMENDATION

Moved: Cr

Seconded: Cr

That Council:

Adopt the Shire of Lake Grace Policy Manual as reviewed for 2024 incorporating the amendments to following policies:

- 3.2 Significant Accounting Policies – attachment 3.2 (a) – Summary of Significant Accounting Policies
- 3.6 Purchasing Policy – attachment 3.6 (a) – Shire of Lake Grace Purchasing Policy
- 3.11 Fair Value Groupings and Frequency
- 4.7 Staff Uniform
- 5.1 Annual Plant Report (Revoke)

And addition of new policy:

- 2.10 Child Safe Awareness Policy

CARRIED

For:

Against:

14.4.4 STRATEGIC COMMUNITY PLAN 2023-2033

Applicant	Internal – Executive Services
File No.	0271
Attachments	“ASPIRE 2033” – Strategic Community Plan
Author	Chris Paget – Acting Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	14 February 2024
Senior Officer	Chris Paget – Acting Chief Executive Officer

Summary

The purpose of this report is for Council to consider and adopt the draft Strategic Community Plan 2023-2033 “ASPIRE 2033” and to authorise local public notice of the adopted plan.

Background

Under section 5.56 of the *Local Government Act* 1995 all Councils in Western Australia are required to undertake planning for the future of their district. Part of this process entails the development and implementation of a Strategic Community Plan (for a minimum 10-year period) and a Corporate Business Plan (4 years).

The Strategic Community Plan (SCP) is the highest-level planning document that the Shire possesses. It sets out the visions and priorities identified by the community and Council for the local government area, and forms the basis for the Shire's Integrated Planning and Reporting Framework and guides the development of all other strategies, plans and budgets produced by the Shire.

In December 2022, Ascentive Consulting were engaged to assist with undertaking the major review of the Shire of Lake Grace Strategic Community Plan. The review process commenced in January 2023 with video meetings with the Shire management team and focused on compilation of relevant documents and data for the plan update, as well as obtaining information regarding Council's current services and infrastructure/facilities. A community engagement campaign was then established and advertised in the local newsletters, local notice boards, the Shire website and Facebook page and community email distribution list, along with a link to a community online survey.

Strategic Community Planning workshops were then held on Wednesday 26th April 2023 with Council, Thursday 27th in Varley and Lake King, and Friday 28th in Newdegate and Lake Grace. In total 117 responses were received from individuals around the district, either through completing the online survey or attending the community workshops.

Following these rounds of community consultation Ascentive prepared a Community Engagement Report and Gap Analysis which detailed the methodology and summarised the outcomes of the community consultation and feedback received. This document was circulated to Elected Members and made available to local residents for further input and comment, and a youth-focussed engagement session involving students from around the district was held in September which generated some extremely valuable input around the community's future visions and objectives.

Comment

Following extensive research and editing, the final draft of the Strategic Community Plan titled “ASPIRE 2033” has now been received by the Chief Executive Officer for review and presentation to Council for endorsement and adoption.

The Department of Local Government, Sports and Cultural Industries *Integrated Planning and Reporting – Framework and Guidelines* states the following in relation to the respective Community and Council roles in strategic planning:

Community

Ideally, the local government actively partners the community in realising the future of the local area. Communities provide vital input to understanding aspirations and service needs. In turn, they have a key role in monitoring progress. These roles are voluntary and rely on engaging local government processes, where the community feels they genuinely have a voice in decisions that affect them in the long, medium and short term.

Council

The Council sets the local government’s strategic and policy directions and makes the final judgement call on the best balance between aspirations and affordability. This is at the heart of the elected Council’s governance role and a prime means of giving effect to local democracy. It is up to the Council to ultimately determine affordable and achievable priorities that respond to the needs and aspirations of the community.

Whilst there was limited attendance at some of the community workshops held during initial consultations, there were some extremely positive outcomes through the overall community engagement process. Our external facilitators were very impressed with the feedback and ideas received from both the community and Council.

The document presented is aligned to both the community and Council visions and desires and will ensure that all stakeholders are working in the same direction for common outcomes. Following the adoption of the Strategic Community Plan for the period 2023-2033, the Council’s Corporate Business Plan and other SCP informing strategies will need to be aligned with these new objectives, outcomes and performance measures.

Legal Implications

Local Government Act 1995 - section 5.56

*Local Government (Administration) Regulations 1996 – Division 3 *Planning for the Future* Regulations 19C, 19DA, 19DB and 19D*

Policy Implications

There are no direct policy implications.

Consultation

Internal: Shire Councillors
Chief Executive Officer & management team

External: Shire of Lake Grace community - residents and businesses
Ascentive Consulting – Mark Weller, Ricky Burges, Ella Budrikis & Emily Sleight

Financial Implications

Resource, services and infrastructure requirements identified in the SCP will need to be considered as part of future budgetary processes. There will be also minor costs associated with printing and advertising of the “Aspire 2033” SCP document.

Strategic Implications

This item aligns with both the existing (old) Shire of Lake Grace Strategic Community Plan 2017-2027 and the key themes of the “ASPIRE 2033” SCP document which outlines new objectives, outcomes and strategies.

Voting Requirements

Absolute majority required

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr
Seconded: Cr

That Council:

1. Adopts the Strategic Community Plan for 2023-2033 “ASPIRE 2033”; and
2. Gives local public notice of the adoption and availability of the new Plan in accordance with Regulation 19D of the Local Government (Administration) Regulations 1996.

CARRIED

For:
Against:

14.4.5 APPOINTMENT OF COMMUNITY MEMBERS TO TOURISM ADVISORY COMMITTEE

Applicant	Internal report
File No.	0795
Attachments	Nil
Author	Mr Chris Paget – Deputy CEO
Disclosure of Interest	Nil
Date of Report	16 February 2024
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

For Council to consider the appointment of community representatives to the Tourism Advisory Committee.

Background

The Shire of Lake Grace Tourism Advisory Committee is a standing committee of the Council established under the provisions of the *Local Government Act 1995*. The Terms of Reference the Committee operate under state

The Committee membership comprise eight (8) persons as follows:

- *A representative from each of Lake Grace, Newdegate, Lake King and Varley with interest and/or expertise within the tourism field*
- *One (1) Councillor appointed by Lake Grace Shire Council*
- *The Chief Executive Officer (or their delegate)*
- *The Lake Grace Visitor Centre Coordinator(s)*

Following the Local Government Elections and at the ordinary meeting of Council on 25 October 2023 Councillor Clarke was appointed as member for a two-year term ending October 2025. The current Community Representatives wish to stay on the Committee.

Comment

An advertisement was published on 14 November on the Shire's website and social media pages and also placed on local community notice boards calling for expressions of interest from interested persons to nominate as independent members of various Shire committees.

The current community representatives wishing to stay on the Committee are

Ms Sheena Zurnamer	Lake King
Ms Carla Hyde	Varley
Ms Catherine Kelly	Newdegate
Ms Suzanne Reeves	Lake Grace

At the closing date of 1 December one new EOI had been received, and this was from Mr Peter Stoffberg for the role on the Tourism Advisory Committee.

Mr Stoffberg is a local businessman and farmer, and was a former Shire of Lake Grace Councillor between 2017 and 2021. It is considered that his background experience, skills and knowledge are entirely suitable for the position, and therefore it is recommended that he be appointed to the Committee by Council. It is also recommended that the Terms of Reference be adjusted to reflect a second Community Representative for Lake Grace.

Statutory/Legal Implications

5.11. Committee membership, tenure of

- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until -
- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day, whichever happens first.

Local Government (Administration) Regulations 1996

14C. Attendance at meetings by electronic means may be authorised (Act s. 5.25(1)[ba])

- (2) A member of a council or committee may attend a meeting by electronic means -
- (a) if -
 - (i) a public health emergency or state of emergency exists or a natural disaster has occurred; and
 - (ii) because of the public health emergency, state of emergency or natural disaster, the member is unable, or considers it inappropriate, to be present in person at the meeting; and
 - (iii) the member is authorised to attend the meeting by electronic means by the mayor, president or council;
 - or
 - (b) if the member is otherwise authorised to attend the meeting by electronic means by the mayor, president or council.

Policy Implications

Code of Conduct for Council Members, Committee Members and Candidates.

Consultation

Alan George – Chief Executive Officer

Financial Implications

There are no major financial implications; any payment is currently limited to the reimbursement of reasonable expenses associated with the costs of attending audit committee meetings. Note that amendments to section 5.100 of the *Local Government Act 1995* have been proposed to allow for committee meeting fee payments to non-Council and non-employee members; this is likely to occur in 2024.

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027:

Leadership - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.2	An efficient and effective organisation
	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Absolute majority required

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council appoints:

Ms Sheena Zurnamer	Lake King
Ms Carla Hyde	Varley
Ms Catherine Kelly	Newdegate
Ms Suzanne Reeves	Lake Grace
Mr Peter Stoffberg	Lake Grace

As Community Representatives on the Shire of Lake Grace Tourism Advisory Committee and adjusts the Terms of Reference to reflect the extra community representation.

CARRIED

For:

Against:

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – DECEMBER 2023

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	2 January 2024
Senior Officer	Mr Chris Paget – Acting Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of December 2023.

Background

List of payments for the month of December 2023 through the Municipal and Trust accounts is 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 2023 from the Municipal Account
Total \$1,228,062.85

Strategic Implications

This aligns with the Leadership Objective of the Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	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 \$1,228,062.85 as presented for the month of December 2023 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT25859 – EFT26020	\$1,170,349.62
Municipal Account Cheques	37106 - 37109	\$22,892.00
Direct Debits	DD10774.1– DD10797.10	\$28,762.73
Credit Cards	DD10799.1	\$827.56
Fuel Cards	EFT25931 & EFT25991	\$5,230.94
	TOTAL	\$1,228,062.85

CARRIED

For:
Against:

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE December 2023

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT25859 – EFT26020	\$1,170,349.62
Municipal Account Cheques	37106 - 37109	\$22,892.00
Direct Debits	DD10774.1– DD10797.10	\$28,762.73
Credit Cards	DD10799.1	\$827.56
Fuel Cards	EFT25931 & EFT25991	\$5,230.94
	TOTAL	\$1,228,062.85

to the Municipal Account, totalling \$1,228,062.85 which were submitted to each member of the Council on 21 February 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.

Chris Paget
ACTING CHIEF EXECUTIVE OFFICER

14.5.2 ACCOUNTS FOR PAYMENT – JANUARY 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	16 February 2024
Senior Officer	Mr Chris Paget – Acting Chief Executive Officer

Summary

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

Background

List of payments for the month of January 2024 through the Municipal and Trust accounts is 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 January 2024 from the Municipal Account
Total \$359,196.40

Strategic Implications

This aligns with the Leadership Objective of the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Outcome 4.2 and Strategies 4.2.1 and 4.2.2 :

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

That Council ratify the list of payments totalling \$359,196.40 as presented for the month of January 2024 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT26021 – EFT26114	\$313,662.82
Municipal Account Cheques	37110 - 37113	\$1,196.63
Direct Debits	DD10804.1 – DD10822.10	\$40,012.25
Credit Cards	DD10827.1	\$519.79
Fuel Cards	EFT26042, EFT26092 & EFT26111	\$3,804.91
	TOTAL	\$359,196.40

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE January 2024

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT26021 – EFT26114	\$313,662.82
Municipal Account Cheques	37110 - 37113	\$1,196.63
Direct Debits	DD10804.1 – DD10822.10	\$40,012.25
Credit Cards	DD10827.1	\$519.79
Fuel Cards	EFT26042, EFT26092 & EFT26111	\$3,804.91
	TOTAL	\$359,196.40

to the Municipal Account, totalling \$359,196.40 which were submitted to each member of the Council on 21 February 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.

Chris Paget
ACTING CHIEF EXECUTIVE OFFICER

14.5.3 FINANCIAL REPORTS – 31 DECEMBER 2023

Applicant:	Internal Report
File No.	0275
Attachments:	<ul style="list-style-type: none"> • Monthly Financial Reports • Bank Reconciliations – December 2023
Author:	Mrs Victoria Fasano Senior Finance Officer - Investments & Reporting
Disclosure of Interest	Nil
Date of Report	31 December 2023
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 December 2023 and Bank Reconciliations for the month ending 31 December 2023.

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 at 31 December 2023, operating revenue is over the target by \$251,192 (3.88%), mainly due to unbudgeted Rates overpayment (over 100K) and additional FAGS received, but not budgeted for. Interest revenue is higher due to higher interest rates. Profit on Asset disposal is lower due to increased cost of subdivision of industrial land sold.

Operating expenditure is over YTD budget by \$1,573,852 (25.03%), mainly due to Depreciation being over the budgeted threshold due to an increase in Roads assets valuation, performed at 22/23 financial year end, but not budgeted for. Other expenditure is over the target due to overpaid rates returned to the customer of around \$100K. Materials and contracts are down because of delays in operating jobs. Employee costs are slightly under budget due to vacancies in works and services. Utility charges below the budget due to decrease in water and power supply. Loss on asset disposal is slightly under the budget threshold due to several vehicles sold at higher than anticipated price.

Capital revenue is below the target by \$434,506 (17.31%). Some of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in financial year. Proceeds from disposal of assets on the other hand are higher than anticipated.

Capital expenses are below the target by \$1,610,071 (76.73%) due to a large portion of Capital projects not being initiated as yet (55%) or in an early stage of completion.

Cash at bank is slightly higher than the corresponding period last year, an investment agreement for 3 term deposits with Commonwealth Bank is in place (\$10,581,370), as well as Overnight Cash Deposit with WA Treasury Corporation for \$3,805,806.

Outstanding rates are tracking well and have recovered 92.1% to date.

General debtor is \$89,255 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 comprises 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 2023. 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 (\$5,000 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

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.2	An efficient and effective organisation
	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

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 2023 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 December 2023.

CARRIED

For:

Against:

14.5.4 FINANCIAL REPORTS – 31 JANUARY 2024

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

Summary

Consideration of the Monthly Financial Reports for the period ending 31 January 2024 and Bank Reconciliations for the month ending 31 January 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 at 31 January 2024, operating revenue is over the target by \$243,088 (3.69%), mainly due to unbudgeted Rates overpayment (over 100K) and additional FAGS received, but not budgeted for. Interest revenue is higher due to higher interest rates. Profit on Asset disposal is lower due to increased cost of subdivision of industrial land sold.

Operating expenditure is over YTD budget by \$1,818,817 (25.01%), mainly due to Depreciation being over the budgeted threshold due to an increase in Roads assets valuation, performed at 22/23 financial year end, but not budgeted for. Other expenditure is over the target due to overpaid rates returned to the customer of around \$100K. Employee costs are slightly over the budget threshold. Materials and contracts are down because of delays in operating jobs. Utility charges below the budget due to decrease in water and power supply.

Capital revenue is below the target by \$743,661 (26.08%). Some of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in financial year. Proceeds from disposal of assets on the other hand are higher than anticipated.

Capital expenses are below the target by \$1,808,089 (71.6%) due to a large portion of Capital projects not being initiated as yet (53%) or in an early stage of completion.

Cash at bank is slightly higher than the corresponding period last year, an investment agreement for 3 term deposits with Commonwealth Bank is in place (\$10,581,370), as well as Overnight Cash Deposit with WA Treasury Corporation for \$3,468,745.

Outstanding rates are tracking well and have recovered 93.8% to date.

General debtor is \$47,453 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 comprises the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 January 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 (\$5,000 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

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.2	An efficient and effective organisation
	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

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 January 2024 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 January 2024.

CARRIED

For:
Against:

14.6 COMMUNITY SERVICES

14.6.1 CYCLE TOURING ASSOCIATION WA ‘ON YOUR BIKE TOUR’ 2024 – APPROVAL TO CAMP ON SHIRE OF LAKE GRACE TOWN OVALS

Applicant	Cycle Touring Association of (WA) Inc.
File No.	Nil
Attachments	Nil
Author	Aimee Egan-Reid
Disclosure of Interest	Nil
Date of Report	4 February 2024
Senior Officer	Chris Paget – Deputy Chief Executive Officer

Summary

The Cycle Touring Association of WA Inc. (CTA) is seeking council approval to camp overnight on the following Shire ovals during their nine day ‘On Your Bike’ tour being conducted from Saturday 21 September to Sunday 29 September 2024:

Lake Grace Football Oval - Sunday 22 September

Newdegate Football Oval - Tuesday 24 to Thursday 26 September (to allow for a rest day on Wednesday)

Lake King Football Oval - Thursday 26 September

Background

The CTA is a not-for-profit recreational cycling club which organises a wide variety of recreational & social rides, including short, and long day rides, weekend trips and longer cycle tours of a week or more.

The CTA’s ‘On Your Bike’ (OYB) tour is held in spring each year, and visits country areas of Western Australia. A team of Tour Managers oversee the planning, coordination and implementation of the tour, with numbers limited to a maximum of 130 people. This keeps the tour to a manageable size for use of local town facilities and catering.

The event has a support crew, and supplies are transported between each destination. Town ovals are typically used for camping, with access to the community recreation centre for showers and toilets. Local community groups or businesses are approached for the catering of evening meals and lunches, to bring income into the town and get to know the local community.

Comment

The CTA have been conducting tours around WA for 50 years, and this is the first time the event has entered the Shire of Lake Grace. CTA tour leaders, John Maaskant, Roy Stone and Ann Wilson conducted a reconnaissance tour through the Shire of Lake Grace on 22 and 23 January 2024. They were shown pavilion facilities by Shire of Lake Grace staff, and conducted meetings with local community groups and businesses in relation to catering. A second, pre-tour visit will be conducted by tour leaders in August 2024.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Alan George – Chief Executive Officer

Financial Implications

The CTA have completed Hire Agreements for the Lake Grace Sports Pavilion, Newdegate Indoor Recreation Centre and Lake King Pavilion for the duration of their stays, and the Shire have invoiced them as such, with total hire fees amounting to \$1,540.00.

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027

Objective	Economic Objective - A prosperous agricultural based economy supporting diversification of industry
Outcome	1.3 An attractive destination for visitors
Strategies	1.3.1 Promote and develop tourism as part of a regional approach
Objective	Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values
Outcome	A strategically focused, unified Council functioning efficiently
Strategies	Promote and advocate for the community and district

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RECOMMENDATION

Moved: Cr

Seconded: Cr

That Council: Approve the use of Lake Grace, Newdegate and Lake King Football Ovals for overnight camping during the Cycle Touring Association of WA's 2024 'On Your Bike' Tour
Lake Grace Football Oval – Sunday 22 September
Newdegate Football Oval – Tuesday 24 to Thursday 26 September
Lake King Football Oval – Thursday 26 September

CARRIED

For:

Against:

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

16.0 INFORMATION BULLETIN – FEBRUARY 2024

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Alex Adams - Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	16 February 2024
Senior Officer:	Mr Chris Paget - 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 2024 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report
- Environmental Health Officer Report October – December 2023
- Lake Grace Visitor Centre Report October – December 2023
- Lake King Library Report October – December 2023
- Newdegate Library Report October – December 2023
- WALGA Regional Road Group Report February 2024

External Organisations

- Crisp Wireless – Letter of Appreciation
- Souths Hockey Club – Letter of Thanks

Circulars, Media Releases, Newsletters, Letters

- Community Newsletters as circulated by email
- WALGA LG Direct newsletters as circulated by email

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

This aligns with the Leadership Objective of the Shire of Lake Grace Strategic Community Plan 2017 – 2027

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategy	4.1.1	Provide informed leadership on behalf of the community
	4.1.2	Promote and advocate for the community and district
	4.1.3	Provide strategic leadership and governance
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION

Moved: Cr

Seconded: Cr

That Council accepts the Information Bulletin Report for February 2024.

CARRIED

For:

Against:

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

Nil

18.0 DATE OF NEXT MEETING – 27 MARCH 2024

The next Ordinary Council Meeting is scheduled to take place on Wednesday 27 March 2024 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.