

Shire of Lake Grace

Ordinary Council Meeting

# MINUTES

22 May 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**

Minutes of the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 22 May 2024 commencing at 3:30pm.

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

Shire President Len Armstrong declared the meeting open at 3.30pm.

### **2.0 ACKNOWLEDGEMENT OF COUNTRY**

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

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

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

#### **3.1 PRESENT**

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

#### **3.2 APOLOGIES**

Nil

#### **3.3 IN ATTENDANCE**

Mr. Alan George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer
Mrs T Hall	Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services

#### **3.4 OBSERVERS / VISITORS**

Nil

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**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**

Nil

**7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**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 24 APRIL 2024**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13854**

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

That the Minutes of the Ordinary Council Meeting held on Wednesday 24 April 2024 be confirmed as a true and accurate record of the meeting.

**CARRIED 7/0**

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

**10.2 SPECIAL COUNCIL MEETING**

Nil

**10.3 ANNUAL MEETING OF ELECTORS**

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 LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13855**

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

**Seconded:**            **Cr Clarke**

That the Minutes of the Local Emergency Management Committee meeting held on 9 May 2024 be received.

**CARRIED**                **7/0**

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

**Against:**               **Nil**

**13.2 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE  
MANAGEMENT COMMITTEE**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13856**

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

**Seconded:**            **Cr Hyde**

That the Minutes of the Lake Grace Library Resource and Community Resource Management Committee meeting held on 15 May 2024 be received.

**CARRIED**                **7/0**

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

**Against:**               **Nil**

**13.3 NEWDEGATE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE  
MANAGEMENT COMMITTEE**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13857**

**Moved:**                 **Cr Lloyd**

**Seconded:**            **Cr Clarke**

That the Minutes of the Newdegate Library Resource and Community Resource Management Committee meeting held on 14 May 2024 be received.

**CARRIED**                **7/0**

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

**Against:**               **Nil**



**13.4 NEWDEGATE SWIMMING POOL MANAGEMENT COMMITTEE**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13858**

**Moved:**                 **Cr Lloyd**

**Seconded:**            **Cr Hyde**

That the Minutes of the Newdegate Swimming Pool Management Committee meeting held on 14 May 2024 be received.

**CARRIED**                **7/0**

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

**Against:**                **Nil**

**14.0 REPORTS OF OFFICERS**

**14.1 INFRASTRUCTURE SERVICES**

Nil

**14.2 PLANNING**

Nil

**14.3 HEALTH AND BUILDING**

Nil

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**14.4 ADMINISTRATION**

**14.4.1 2024 WA LOCAL GOVERNMENT CONVENTION**

<b>Applicant</b>	Shire of Lake Grace
<b>File No.</b>	0029
<b>Attachments</b>	Nil
<b>Author</b>	Alex Adams – Executive Assistant
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	17 May 2024
<b>Senior Officer</b>	Mr Alan George – Chief Executive Officer

Summary

WALGA have announced the dates for the WA Local Government Convention 2024. Councillors are asked to confirm their attendance and elect voting delegates and proxies for the WALGA Annual General Meeting.

Background

The 2024 WA Local Government Convention is an opportunity for Council Members to join more than 400 senior representatives from WA Local Governments at the premier event for the sector, where delegates hear from and question a wide range of speakers, are challenged in their thinking, and collaborate with colleagues and key stakeholders. This year the theme for the Convention is “Innovation Ecosystem”

Comment

The Convention is being held at Perth Exhibition and Convention Centre from Tuesday 8 to Thursday 10 October 2024.

Council needs to nominate two (2) voting delegates for the WALGA Annual General Meeting. These delegates are normally the Shire President and the Deputy Shire President (if they are attending). Two (2) Proxy Delegates are to be nominated in case they are required.

Accommodation has been booked at the Holiday Inn, Hay St Perth.

Legal Implications

Nil

Policy Implications

Policy 1.6      Members Travel Expenses – Conferences  
Policy 1.7      Members Partners Expenses

Consultation

Internal Mr Alan George – Chief Executive Officer

Financial Implications

Exact costs cannot be confirmed as registrations are not yet open at the time of writing. The total cost for 2023 was \$12,545.00 which was for registrations, accommodation, food and travel.

There is \$22,000 allocated in the 2023/24 budget for Councillor Conference Expenses.

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

Voting Requirements

Simple Majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13859**

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

That Council acknowledge the dates of the 2024 WA Local Government Convention being held from Tuesday 8 to Thursday 10 October for information purposes.

**CARRIED 7/0**

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

#### 14.4.2 APPOINTMENT OF AUTHORISED PERSONS – SHIRE OF LAKE GRACE

<b>Applicant</b>	Internal Report
<b>File No.</b>	0384
<b>Attachments</b>	Nil
<b>Author</b>	Chris Paget - Deputy Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	17 May 2024
<b>Senior Officer</b>	Alan George - Chief Executive Officer

##### Summary

The purpose of this report is for Council to approve amendments to the Authorised Persons named to exercise power under the *Local Government Act 1995*, associated legislation and other Acts, on behalf of the Shire of Lake Grace.

##### Background

In accordance with a number of provisions of various Acts, Regulations and local laws, Council is required to appoint authorised persons to perform various authorised functions.

Authorisations are regularly reviewed and updated to reflect both legislation and staffing structure; the last comprehensive review was previously undertaken and presented at the Ordinary Meeting of Council held 23 August 2023. In the subsequent period there have been more changes to the Shire's Ranger and Shire Staff and consequently it is necessary for Council to approve further amendments to the appointments already made as follows.

##### Comment

- (1) In accordance with s449 of the *Local Government (Miscellaneous Provisions) Act 1960*, a local government may establish and maintain one or more public pounds and may appoint persons to be keepers of those pounds so as to have care, control and management of those pounds. MIS Craig Elefsen, Works Supervisor John Gambuti, Matthew Sharpe, Steven Ball, John Scotland, Jason Cacic and Keith Squibb are appointed as the authorised persons. (*\*Removal of Robert Hagan; Addition of Keith Squibb*)
- (2) Pursuant to the *Dog Act 1976* the local government is required to appoint an "Authorised Person" to exercise powers on behalf of the local government, under section 29(1) of this Act. The following staff members are appointed as an "Authorised Person":
  - Alan George
  - Chris Paget
  - Craig Elefsen
  - Matthew Sharpe
  - Steven Ball
  - John Scotland
  - Jason Cacic
  - Keith Squibb

(*\*Removal of Robert Hagan; Addition of Keith Squibb*)

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Pursuant to the Dog Act 1976 the local government is required to appoint a “Registration Officer” to undertake the registration of dogs in accordance with the requirements of the Act. The following staff members are appointed as an authorised “Registration Officers”:

- Alan George
- Chris Paget
- Craig Elefsen
- Nicola Kuchling
- Amber McPherson
- Jessica Chircop
- Joanne Oatridge
- Kylie Armanasco

(3) Pursuant to the *Cat Act* 2011 the local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions. Accordingly, the following staff members are appointed as an "Authorised Person":

- Alan George
- Chris Paget
- Craig Elefsen
- Matthew Sharpe
- Steven Ball
- John Scotland
- Jason Cacic
- Keith Squibb

*(\*Removal of Robert Hagan; Addition of Keith Squibb)*

(4) Pursuant to s17 of the *Caravan Parks and Camping Grounds Act* 1995 the Chief Executive Officer may appoint such persons to be authorised persons for the purposes of the Act. An authorised person may enter and inspect premises to ensure compliance with the requirements of the Act.

Rangers named as Authorised Persons for the purposes of s18 and s23:

- Matthew Sharpe
- Steven Ball
- John Scotland
- Jason Cacic
- Keith Squibb

(5) For the purposes of s26 of the *Litter Act* 1979 all Council members, Shire employees, Brendon Gerrard, Lauren Pitman, Matthew Sharpe, Steven Ball, John Scotland, Jason Cacic and Keith Squibb\* are deemed to be authorised persons. *(\*Removal of Robert Hagan; Addition of Keith Squibb)*

Statutory / Legal Implications

Local Government Act 1995  
Local Government (Miscellaneous Provisions) Act 1960  
Dog Act 1976  
Litter Act 1979  
Control of Vehicles (Off-Road Areas) Act 1978  
Caravan Parks and Camping Grounds Act 1995  
Cat Act 2011

Policy Implications

Nil

Consultation

Internal Mr Alan George – Chief Executive Officer  
Mr Matthew Sharpe - Ranger

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

Voting requirements

Simple majority

**RECOMMENDATION/RESOLUTION**

**RESOLUTION 13860**

**Moved: Cr Hunt**

**Seconded: Cr Hyde**

That Council approves the amendments to the list of “Authorised Persons” for the Shire of Lake Grace in accordance with the requirements of the specified Acts, Regulations and Local Laws effective 22 May 2024.

**CARRIED 7/0**

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

**Against: Nil**

**14.4.3 NEWDEGATE COUNTRY CLUB INC – WAIVER OF FEES FOR LEASE PREPARATION & CONSENT FOR EXTENSION OF LIQUOR LICENCE**

<b>Applicant</b>	Newdegate Country Club Inc.
<b>File No.</b>	0304 / 0400
<b>Attachments</b>	1. Request Letter 2. Current licensed area
<b>Author</b>	Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	13 May 2024
<b>Senior Officer</b>	Chief Executive Officer

Summary

Newdegate Country Club has requested that Council cover the cost of the recent preparation of the new lease document for the Newdegate Country Club premises.

They are also requesting written consent from Council for a variation to its' current liquor licence to cover the sale of liquor seven days a week and to cover the golf course in addition to the bowling green and country club.

Background

The lease of the Newdegate Country Club by Newdegate Country Club Inc was recently renewed at a cost of \$3,130.40. The lease document states that the cost for the preparation of the new lease is to be borne by the Country Club as has been the case for previous leases. As in previous leases the Country Club has requested that the Shire absorbs the cost.

The current liquor licence for the Country Club only covers the club itself and the bowling green surrounds (see attachment 2) not the golf course.

Comment

Cr Clarke questioned the high cost to the Country Club of the document preparation at the February Council meeting and Council was advised that the committee would again be seeking that Council cover the cost. We have now received the letter making the request which is not considered unreasonable given the precedent has been set in previous years.

The Country Club committee has also requested written consent from Council to make a variation to its' liquor licence to cover 7 day trading and also the golf course itself.

The intent to be able to sell liquor 7 days a week is believed to be as a result of the continued underperformance of the Newdegate Hotel. Since the renovations have occurred at the country club there has been a lot more interest in having functions there including the provision of light meals e.g. hamburgers etc. How they plan to operate the extended hours has not been provided or considered necessary to explain.

Historically on golf open days, fun days and even normal club days it has been usual practice for many to have an alcoholic beverage whilst playing a round. The intention here is to make the golf course part of the licensed area for legal reasons.

Legal Implications

Adherence to the Liquor Control Act 1988 to avoid possible prosecution in the future.

Policy Implications

Policy 7.2 Liquor on Shire Property states;

*No liquor of any type shall be permitted to be stored or consumed on Shire controlled public property without the application for and granting of a permit by the Chief Executive Officer or other designated officer.*

*Clubs may apply for a seasonal permit for the consumption of liquor with all dates shown on the permit.*

This request though not strictly aligning to the policy is the only policy similar to the request.

Consultation

Newdegate Country Club committee

Financial Implications

The cost for the preparation of the lease document has been absorbed into the Legal Expenses account in the general ledger. Current balance \$20,917.16 budget \$30,000. Should council not approve this request recoup will be credited to the reimbursement account.

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
	6.3	Actively promote and support local events and activities for the community
Outcome	7	A healthy and safe community
Strategies	7.1	Improve access to sport, leisure and recreation facilities, services and programs

Voting Requirements

Simple majority



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**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13861**

**Moved:**                 **Cr Lloyd**

**Seconded:**            **Cr Hyde**

That Council:

1. Agrees to absorb the cost of the legal fees for the preparation of the Lease Agreement with the Newdegate Country Club Inc.
  
2. Gives the Chief Executive Officer approval to provide written consent to Racing Gaming and Liquor for a variation to Licence 6190015669 to enable the sale of liquor 7 days of the week and to include the golf course into the licensed area.

**CARRIED**                **7/0**

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

**Against:**                **Nil**

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**14.5 FINANCE**

**14.5.1 ACCOUNTS FOR PAYMENT – APRIL 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>	3 May 2024
<b>Senior Officer</b>	Mr Alan George – Chief Executive Officer

Summary

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

Background

List of payments for the month of April 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 April 2024 from the Municipal and Trust Accounts  
Total \$1,701,562.58

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 required.

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13862**

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

That Council ratify the list of payments totalling \$1,701,562.58 as presented for the month of April 2024 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Trust	EFT26391	\$51.00
Electronic Funds Transfers	EFT26337 – EFT26447	\$1,609,817.57
Municipal Account Cheques	37119 - 37120	\$28,556.01
Direct Debits	DD10922.1 – DD10939.10	\$58,131.81
Credit Cards	DD10937.1	\$1,317.89
Fuel Cards	EFT26359 & EFT26405	\$3,688.30
	<b>TOTAL</b>	<b>\$1,701,562.58</b>

**CARRIED 7/0**

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

# Shire of Lake Grace



## CERTIFICATE OF EXPENDITURE April 2024

This Schedule of Accounts to be passed for payment, covering

<b>Payment Method</b>	<b>Cheque/EFT/DD Number</b>	<b>Amount</b>
Trust	EFT26391	\$51.00
Electronic Funds Transfers	EFT26337 – EFT26447	\$1,609,817.57
Municipal Account Cheques	37119 - 37120	\$28,556.01
Direct Debits	DD10922.1 – DD10939.10	\$58,131.81
Credit Cards	DD10937.1	\$1,317.89
Fuel Cards	EFT26359 & EFT26405	\$3,688.30
	<b>TOTAL</b>	<b>\$1,701,562.58</b>

to the Municipal and Trust Accounts, totalling \$1,701,562.58 which were submitted to each member of the Council on 22 May 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.

\_\_\_\_\_  
Alan George  
**CHIEF EXECUTIVE OFFICER**

**14.5.2 FINANCIAL REPORTS – 30 APRIL 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 April 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 April 2024
<b>Senior Officer</b>	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 30 April 2024 and Bank Reconciliations for the month ending 30 April 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 30 April 2024, operating revenue is over the target by \$66,691 (0.93%), mainly due to Other Revenue – Sales of steel scrap from Shire’s tips for \$35,328 and unbudgeted State Library of WA (TDI) Grant and DFES (MAF) Grant – total of \$12,500.

Operating expenditure is below YTD budget by \$1,598,938 (11.38%), mainly due to Materials and contracts being down due to delays in operating jobs. Employee costs are slightly below the budget threshold due to vacancies in the infrastructure department. Utility charges are below the budget due to decrease in water and power demand.

Capital revenue is below the target by \$715,331 (20.88%). Some of "Local Roads & Community" and "Drought & Community" projects are not yet finalised, funds will be recognised later in the financial year.

Capital expenses are below the target by \$1,885,431 (46.05%) due to a portion of Capital projects not being initiated as yet (43.5%) or in an early stage of completion.

Cash at bank is slightly higher than the corresponding period last year, an investment agreement for 2 term deposits with Commonwealth Bank is in place (\$8,167,176), as well as Overnight Cash Deposit with WA Treasury Corporation for \$3,402,093.

Outstanding rates are tracking well and have recovered 98.3% to date.

General debtor is \$200,227 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 30 April 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

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 13863**

**Moved: Cr Hunt**  
**Seconded: Cr Lloyd**

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

**CARRIED 7/0**  
**For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Kuchling, Cr Hyde, Cr Clarke**  
**Against: Nil**

**14.5.3 APPROVAL FOR WRITE OFF OF RATES**

<b>Applicant</b>	Internal Report
<b>File No.</b>	0260
<b>Attachments</b>	Nil
<b>Author</b>	Ms Amber McPherson – Administration Support Officer
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	23 April 2024
<b>Senior Officer</b>	Mrs Tegan Hall – Manager Corporate Services

Summary

For Council to authorise the writing off of Penalty Interest accrued on A5598 - Lot 2957 Lake King Norseman Road and A6888 - Lot 1528 Hyden-Lake King Road, Lake King.

Background

The following outstanding Penalty Interest is deemed uncollectable:

Assessment No.	Description	Reason for Write-Off	Amount
A5598	Penalty Interest	Delay in processing transfer of property	\$63.27
A6888	Penalty Interest	Delay in processing transfer of property	\$327.95

Comment

The properties in question were sold to a private purchaser with settlement taking effect 15 February 2024. New valuations were required from Landgate, which put a lengthy delay on the property transfer. Upon receiving these schedules and issuing a Statement of Rates to settlement for each assessment, property transfers were delayed and the 2023/24 Rates notices were sent to the previous owner. The write off of the outstanding Penalty Interest is required on both assessments before a new rates notice can be generated and sent to the new owners.

Legal Implications

*Local Government Act S6.12(c)*

Policy Implications

Nil

Consultation

Tegan Hall – Manager of Corporate Services  
ReadyTech (formerly IT Vision) Rates Services

Financial Implications

Should Council agree to this request, it will forgo \$391.22 of accrued penalty interest raised on these assessments.

Strategic Implications

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

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

Absolute majority required.

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13864**

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

That Council, pursuant to S6.12(c) of the *Local Government Act 1995*, write-off the following accrued Penalty Interest:

Assessment No.	Description	Reason for Write-Off	Amount
A5598	Penalty Interest	Delay in processing transfer of property	\$63.27
A6888	Penalty Interest	Delay in processing transfer of property	\$327.95

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

**14.6 COMMUNITY SERVICES**

Nil

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

Nil



## 16.0 INFORMATION BULLETIN – MAY 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>	17 May 2024
<b>Senior Officer:</b>	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 May 2024 Information Bulletin attachments include:

### Reports:

- Infrastructure Services Report

### External Organisations

- WALGA Central Country Zone Minutes 12 April 2024
- Isolated Children’s Parents’ Association – Thank you
- ANZAC Day – Thank you
- Hon. Hannah Beazley MLA – Canberra Hub

### Circulars, Media Releases, Newsletters, Letters

- Lions Cancer Institute – April Newsletter

### 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 required.

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13865**

**Moved:**                    **Cr Kuchling**  
**Seconded:**                **Cr Hunt**

That Council accepts the Information Bulletin Report for May 2024.

**CARRIED**                **7/0**

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

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

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13866**

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

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

17.1 – CEO Performance Review

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

**CARRIED**                **7/0**

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

Before Confidential Item 17.1 was tabled, the Chief Executive Officer, Manager Corporate Services and Manager Infrastructure Services left the Council chambers.

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13867**

**Moved:**                **Cr Hunt**  
**Seconded:**           **Cr Hyde**

That Council accept the recommendation contained in Confidential Item 17.1 – CEO Performance Review

Voting requirements:  
Absolute Majority

**CARRIED BY ABSOLUTE MAJORITY**

**7/0**

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

**RECOMMENDATION / RESOLUTION**

**RESOLUTION**            **13868**

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

**Seconded:**                **Cr Hyde**

That Council move out from behind closed doors and continue the meeting.

**CARRIED**                **7/0**

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

**Against:**                    **Nil**

The Chief Executive Officer, Manager Corporate Services and Manager Infrastructure Services returned to the Council chambers.

**18.0    DATE OF NEXT MEETING – 26 JUNE 2024**

The next Ordinary Council Meeting is scheduled to take place on Wednesday 26 June 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 3.49pm.

**20.0    CERTIFICATION**

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 22 May 2024 as shown were confirmed as a true record of the meeting.

  
Signature

26 June 2024  
Date