

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

24 April 2024

Meeting Commencing at 3:30 pm

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.

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.



CONTENTS

1.0	DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS.....	4
2.0	ACKNOWLEDGEMENT OF COUNTRY	4
3.0	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	4
3.1	PRESENT	4
3.2	APOLOGIES	4
3.3	IN ATTENDANCE	4
3.4	OBSERVERS / VISITORS.....	5
3.5	LEAVE OF ABSENCE PREVIOUSLY GRANTED	5
4.0	APPLICATIONS FOR LEAVE OF ABSENCE.....	5
5.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	5
6.0	PUBLIC QUESTION TIME	5
7.0	PETITIONS/DEPUTATIONS/PRESENTATIONS	5
7.1	LAKE GRACE BUSHCARE PROJECT	5
8.0	NOTATIONS OF INTEREST	6
8.1	DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A.....	6
8.2	DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B.....	6
8.3	DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C.....	6
9.0	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	6
10.0	CONFIRMATION OF MINUTES	6
10.1	ORDINARY COUNCIL MEETING – WEDNESDAY 27 MARCH 2024	6
10.2	SPECIAL COUNCIL MEETING	7
10.3	ANNUAL MEETING OF ELECTORS.....	7
11.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	7
12.0	URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUNCIL	7
13.0	REPORTS OF COMMITTEES.....	7
13.1	LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE.....	7
13.2	LOCAL EMERGENCY MANAGEMENT COMMITTEE	8

13.3	BUSHFIRE ADVISORY COMMITTEE.....	8
13.4	AUDIT COMMITTEE	9
14.0	REPORTS OF OFFICERS	10
14.1	INFRASTRUCTURE SERVICES.....	10
14.1.1	TRANSFER OF FUNDS – MALLEE HILL ROAD	10
14.2	PLANNING	12
14.3	HEALTH AND BUILDING	12
14.4	ADMINISTRATION.....	12
14.4.1	WALGA DLGSCI REVIEW – STANDARDISED MEETING PROCEDURES.....	13
14.4.2	APPOINTMENT OF COMMUNITY MEMBER TO TOURISM ADVISORY COMMITTEE.....	15
14.4.3	BUSINESS CONTINUITY AND IT DISASTER RECOVERY PLANS	17
14.4.4	WA COUNTRY HEALTH SERVICE - INVESTOR PARTNERSHIP OPPORTUNITY	21
14.5	FINANCE	25
14.5.1	ACCOUNTS FOR PAYMENT – MARCH 2024	25
14.5.2	FINANCIAL REPORTS – 31 MARCH 2024	28
14.6	COMMUNITY SERVICES	30
15.0	QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	30
16.0	INFORMATION BULLETIN – APRIL 2024	30
17.0	CONFIDENTIAL ITEMS AS PER LOCAL GOVERNMENT ACT S5.23 (2).....	32
18.0	DATE OF NEXT MEETING – 22 MAY 2024.....	32
19.0	CLOSURE.....	32

SHIRE OF LAKE GRACE

Minutes of the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 24 April 2024 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

President Len Armstrong declared the meeting open at 3.30pm and welcomed the four visitors in the gallery.

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
Mrs A Adams	Executive Assistant

3.4 OBSERVERS / VISITORS

Michelle Slarke
Suzanne Reeves
Annie Slarke
Lindsay Slarke

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

7.1 LAKE GRACE BUSHCARE PROJECT

Michelle Slarke & Suzanne Reeves gave a presentation on the outcomes of the Lake Grace Bushcare Project.

Please see attachment 7.1 for the full presentation.

The President thanked Michelle and Suzanne and the visitors left the meeting at 3.51pm

8.0 NOTATIONS OF INTEREST

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

Nil

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

Nil

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

Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 27 MARCH 2024

RECOMMENDATION / RESOLUTION

RESOLUTION 13841

Moved: Cr Hyde
Seconded: Cr Clarke

That the Minutes of the Ordinary Council Meeting held on Wednesday 27 March 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 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION 13842

Moved: Cr Clarke

Seconded: Cr Hyde

That the Minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee meeting held on 6 March 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 LOCAL EMERGENCY MANAGEMENT COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION **13843**

Moved: **Cr Clarke**
Seconded: **Cr Lloyd**

That the Minutes of the Local Emergency Management Committee meeting held on 14 March 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 BUSHFIRE ADVISORY COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION **13844**

Moved: **Cr Chappell**
Seconded: **Cr Hyde**

That the Minutes of the Bushfire Advisory Committee meeting held on 26 March 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 AUDIT COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION 13845

Moved: Cr Hunt
Seconded: Cr Lloyd

That the Minutes of the Shire of Lake Grace Audit Committee meeting held on 27 March 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

14.1.1 TRANSFER OF FUNDS – MALLEE HILL ROAD

Applicant	Internal Report
File No.	0829
Attachments	Nil
Author	Jason Lip – Technical Officer
Disclosure of Interest	Nil
Date of Report	15 April 2024
Senior Officer	Craig Elefsen – Manager Infrastructure Services

Summary

For Council to authorise the transfer of funds from “Mallee Hill Rd Seal SLK 10.60-13.60” to “Mallee Hill Rd SLK 13.60-15.30”.

Background

In the 2023/24 Annual Budget it was proposed that Mallee Hill Road would receive surface treatments. For the section between SLKs 10.60 and 13.60 there was a 10mm bitumen reseal over the previous year's 14mm primerseal, and for the section between SLKs 13.60 and 15.30 a new 2-coat 14/7mm bitumen seal was laid.

Comment

On Mallee Hill Road at the intersection with Bairstow Road a new 2-cost seal was put down in March 2024. At the time this seal treatment was deemed the most appropriate. Shortly after the laying of the new bitumen seal the intersection was vandalised causing the gravel pavement to be exposed. Now the seal has been broken, to prevent ongoing maintenance issues it is deemed necessary to put a 40mm intersection asphalt overlay in this area.

Given that we have savings under both of these Mallee Hill Road jobs the transfer of savings seems the most sensible thing to do to cover the change in scope of works.

To carry this out, we have received a quote to asphalt the intersection of \$54,000 including GST. The budget remaining under Job 1210514 "Mallee Hill Rd SLK 13.60-15.30" after completion of the current scope of works is \$37,429, meaning a transfer of \$15,000 from the other Mallee Hill Road Job will cover it, plus extra for contingency.

Our Purchasing Policy states that only one (1) written quote is needed from a WALGA Preferred Supplier for works valued at \$50,000 excluding GST (\$55,000 including GST), so if the Budget adjustment is approved these works can proceed immediately.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Craig Elefsen, Manager Infrastructure Services.

Financial Implications

As this is a transfer of budget from one Job to another, there is no need to seek additional income as the net change of expenditure in our Annual Budget is \$0.

The impact to the following Job Budgets is as below (all figures exclusive of GST).

Job	Current Budget	Adjustment	Proposed Budget	Actual To-Date
1210498 Mallee Hill Rd 10.60-13.60	\$131,341	-\$20,000	\$111,341	\$103,256
1210514 Mallee Hill Rd 13.60-15.30	\$216,409	+\$20,000	\$236,409	\$179,160

Strategic Implications

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

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	1	An innovative, productive agricultural industry
Strategy	1.1	Enhance and maintain transport network
Outcome	9	An efficient and effective organisation
Strategy	9.1	Maintain accountability and financial responsibility through effective planning

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13846**

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

That Council approve of the transfer funds from Job 1210498 “Mallee Hill Rd Seal SLK 10.60-13.60” to 1210514 “Mallee Hill Rd SLK 13.60-15.30”.

CARRIED **7/0**

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

14.2 PLANNING

Nil

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 WALGA DLGSCI REVIEW – STANDARDISED MEETING PROCEDURES

Applicant	WALGA
File No.	0041
Attachments	Discussion Paper with comments
Author	Chief Executive Officer - Alan George
Disclosure of Interest	Nil
Date of Report	15 April 2024
Senior Officer	Chief Executive Officer - Alan George

Summary

This report is for Council to consider an appropriate response to the WALGA discussion paper on Standardised Meeting Procedures.

Background

As part of the updating of the Local Government Act 1995 and reforms initiated by State Government, a discussion paper has been released by the Department of Local Government for the process of Standardised Meeting Procedures.

To ensure WALGA is representative of the WA Local Governments, a discussion paper with WALGA's consideration has been released to all local governments.

Comment

The WALGA Discussion Paper was developed to be read in conjunction with the Department of Local Government, Sport and Cultural Industries Standardised Meeting Procedures Consultation Paper. The discussion paper was sent out to Councillors prior to last month's council meeting and responses were sought and were to be discussed at the April council meeting.

WALGA is aware that while many current Meeting Procedures / Standing Orders Local Laws include a solid core of common provisions, there is also some diversity across a range of Local Laws content. The aim is to develop a workable standardised meeting procedure across the industry.

The Discussion Paper with my responses is attached and council's comments are now sought.

It is to be noted that not all questions are relevant to the Shire of Lake Grace and that some are not materially different to what is currently being exercised.

The response to the discussion paper needs to be returned by 29 April 2024.

Legal Implications

Local Government Amendment Act: 2023

Policy Implications

Nil

Consultation

Council members

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION 13847

Moved: Cr Chappell

Seconded: Cr Hyde

That Council: authorises the Chief Executive Officer to submit the Shire of Lake Grace response to the WALGA Discussion Paper and Department of Local Government, Sports and Cultural Industries Review Paper on Standardised Meeting Procedures.

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 COMMUNITY MEMBER TO TOURISM ADVISORY COMMITTEE

Applicant	Internal report
File No.	0795
Attachments	Nil
Author	Alex Adams – Executive Assistant
Disclosure of Interest	Nil
Date of Report	19 April 2024
Senior Officer	Mr Chris Paget – Chief Executive Officer

Summary

For Council to consider the appointment of a community representative 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 persons as follows:

- *Representatives for each of town: Lake Grace, Newdegate, Lake King, Varley and Pingaring 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)*

Comment

Following the Ordinary Elections in October 2023 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 for persons to nominate as independent members of various Shire committees. At the meeting of Council on 21 February 2024 community representatives were appointed to the Tourism Committee and it was noted to adjust the Terms of Reference to reflect extra representation where relevant and to include a community representative from Pingaring. It was also noted there were still two vacancies on the committee, being for Lake King and Pingaring.

A nomination has now been received via the Lake King Progress Association from Mr Kevin Penny to represent Lake King. Mr Penny is not currently resident in the Shire of Lake Grace however he maintains close connections within the Lake King community, has a wide range of contacts across the greater district, and is already actively engaged in promoting tourism in Lake King. It is therefore recommended that he be appointed to the Committee by Council.

Statutory/Legal Implications

Local Government Act 1995:

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.

Policy Implications

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

Consultation

Chris Paget – Deputy Chief Executive Officer
Lake King Progress Association

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 Aspire 2033 - Shire of Lake Grace Strategic Community Plan

Economic Objective - A prosperous economy supporting diversification of industry		
Outcome	3	An attractive destination for visitors
Strategies	3.1	Promote and develop tourism as part of a regional approach
Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	9	An efficient and effective organisation
Strategies	9.2	Comply with statutory and legislative requirements

Voting Requirements

Absolute majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13848**

Moved: **Cr Lloyd**
Seconded: **Cr Clarke**

That Council appoints Kevin Penny as Community Representative for Lake King on the Shire of Lake Grace Tourism Advisory Committee.

CARRIED **7/0**

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

14.4.3 BUSINESS CONTINUITY AND IT DISASTER RECOVERY PLANS

Applicant	Internal report
File No.	0353
Attachments	Business Continuity Plan & IT Disaster Recovery Plan
Author	Chris Paget – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	19 April 2024
Senior Officer	Alan George – Chief Executive Officer

Summary

The purpose of this report is for Council to consider the Shire of Lake Grace Business Continuity Plan and IT Disaster Recovery Plan for adoption.

Background

The Business Continuity Plan (BCP) and IT Disaster Recovery Plan (ITDRP) are aimed at ensuring the continuity of business operations, with minimal disruption, when a significant unexpected event occurs. Without such plans, the Shire of Lake Grace may struggle to manage such an event amidst the confusion that often follows an emergency or disaster. These plans will provide a structural approach to business continuity and disaster recovery planning. Through the provision of appropriate preventative measures and recovery procedures, the impact of any potential disaster may be significantly reduced.

The absence of a current and contemporary BCP and ITDRP has been noted in the Regulation 17 Risk Management review undertaken previously by Paxon Group and also in the Office of Auditor General audit management letter for the 2022-23 financial year. Shire management undertook to update the old existing BCP and develop the new ITDRP with reference to our risk management framework, OAG “Best Practice” guide materials, and the assistance of our external IT services provider, Integrated ICT.

Comment

The proposed Shire of Lake Grace Business Continuity and IT Disaster Recovery Plans include checklists of key actions and response steps to be considered in the event of a significant crisis, disaster, accident or other scenario occurring that could result in a disruption to everyday Shire services. As each major incident or event is unique in its own right, the Business Continuity and IT Disaster Plans should be used and treated as step by step guides in determining both structure and response actions for potential implementation.

The aim of each plan is to provide effective procedures that equip the Shire to:

- ensure services that are critical to our strategic objectives continue despite the occurrence of a potentially disruptive event;
- stabilise the effects of a disruptive event and return to normal operations as quickly as possible;
- minimise financial effects and impacts on service delivery targets in the event of a disruption;
- protect the Shire’s assets and reputation through the development of organisational resilience; and
- capitalise on opportunities created by the disruptive event.

Listings of our key internal and external contacts are also included as quick reference points (noting some internal staff personal mobile phone numbers are also included in the final draft which will require redacting and other service provider/supplier contacts included prior to the final document being published onto the Shire website). It is intended that these documents will be reviewed each year through the Audit and Risk Committee in line with our other risk management policies and procedures so as to ensure they remain current and continue to reflect the Shire’s strategic direction and operational needs.

Consultation

Shire administration staff, Local Government Insurance Services, Integrated ICT, OAG, AMD Auditors, and Paxon Group.

Statutory/Legal Implications

Regulation 17 of the Local Government (Audit) Regulations 1996:

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —*
- (a) *risk management; and*

- (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Policy Implications

Policy 1.13 Risk Management

Financial Implications

There are no financial implications associated with this report unless a significant event occurs.

Risk Implications

Business continuity management is part of an effective risk management program and should always be closely aligned to incident management, emergency response and IT disaster recovery. The plans should be customised to reflect the organisation’s priorities, stakeholder expectations and all existing capabilities. In the absence of such plans, the risk is considered “high” or “severe” as implementing the BCP and ITDRP will assist in mitigating these impacts.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Strategic Implications

Shire of Lake Grace Strategic Community Plan “Aspire 2033”

Leadership – Strong governance and leadership, demonstrating fair and equitable community values:		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	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 **13849**

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

That Council endorses and adopts the Business Continuity Plan and IT Disaster Recovery Plan.

CARRIED **7/0**

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

14.4.4 WA COUNTRY HEALTH SERVICE - INVESTOR PARTNERSHIP OPPORTUNITY

Applicant	WA Country Health Service (WACHS)
File No.	0094/0733
Attachments	<ul style="list-style-type: none"> • Proposal and Quotation from Evoke Living Homes • GROH rent policy
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	22 April 2024
Senior Officer	Alan George – Chief Executive Officer

Summary

That Council receives the proposal and quotation from Evoke Living Homes for the supply of 2 x 2 bedroom dwellings on 84 Bennett St Lake Grace to be leased to WA Country Health Services. To calculate the lease payments over the requested 15 year term the amount of the loan to be applied for from WA Treasury is required. Examples of a \$500,000 and \$750,000 are provided. Once Council agrees on the term of the loan final calculations of the lease payments from WACHS can be calculated and the project will then be brought to Council for approval.

Background

In early October 2022 notification was received through WALGA that WACHS was seeking investor partnership opportunities to build new properties for staff throughout WA. WACHS first requested that interested parties make contact with them to determine requirements in their areas. Council was advised of the opportunities and resolved to consider the options available.

WACHS was contacted and advised that they have a shortfall of accommodation in Lake Grace. At the October 2022 Council meeting Council made the following resolution;

RESOLUTION 13650

Moved: Cr Clarke

Seconded: Cr Hyde

That Council:

Considers the various options available for potential housing within the Shire of Lake Grace.

CARRIED: 8/0

Further information was received from WACHS and relayed to Council at the December 2022 meeting and the following resolution was made;

RESOLUTION 13522

Moved: Cr Hunt

Seconded: Cr Kuchling

That Council gives approval for the Administration to continue investigations and negotiations with WA Country Health Service (WACHS) for the construction of three 2 x 2 units at 51 Bennett Street, Lake Grace, WA.

CARRIED: 7/0

Due to the lack of suitable land in Lake Grace negotiations with the Department of Communities were undertaken for the purchase of one of its vacant lots which resulted in the shire purchasing the vacant land at 84 Bennett St for the purpose of constructing the WACHS housing.

Shire administration has been in discussions with Evoke Living homes regarding the design of the 2 bedroom 2 bathroom dwellings as required by WACHS.

Comment

Evoke Living Homes has been liaising with administration regarding the design of the homes and after many variations brought on by WACHS suitable plans have been agreed upon for the construction of the 2 houses at 84 Bennett St. As a result of this the builder has now progressed to providing an accurate costing for the full turnkey construction of the houses.

Earlier estimations centred around a cost in the vicinity of \$500,000 each. In the meantime WACHS has been requested to confirm in writing its commitment to enter into a 15 year lease arrangement before Council commits to building the dwellings. It is anticipated that after the initial 15 year lease a further term will be negotiated with WACHS.

Once the costings are received, a 15 year lease approved by WACHS and monthly lease payment is determined approval to proceed to the construction will need to be approved by Council.

The provision of modern better quality housing for the staff of Lake Grace and Districts Hospital will improve the ability to retain and attract staff and help ensure the future viability of the hospital.

Legal Implications

A lease document will be entered into with WACHS for a 15 year lease agreement.

Policy Implications

It has not been the Shire's policy to supply housing for employers however in this case the length of the proposed lease and the need to provide suitable housing for nurses in order to keep the hospital functioning overrides this.

Consultation

- WA Country Health Service
- Evoke Living homes

Financial Implications

WACHS follow GROH rent policy (attached) and use the GROH cost rent recovery calculator for this purpose.

Lake Grace is listed as a Cost Town which means a location in which the Department of Communities determines there is no viable rental market.

The rent is based on Cost Recovery which means the weekly rent charged to a Client Agency for a dwelling owned by Communities in a cost town. It is calculated using the cost of constructing the dwelling and the annual costs of maintenance, improvements, refurbishments, rates and other general rental expenses.

Cost Town Rents

- i. For each GROH-owned dwelling that it is allocated in a cost town, a Client Agency is charged the higher of:
 - the market rent; and
 - the cost recovery rent.
- ii. For each leased dwelling that it is allocated in a cost town, the Client Agency is charged the rent stipulated in the initial lease agreement and set at subsequent rent reviews.
- iii. Cost recovery rents will be charged for up to 25 years from the year in which the GROH-owned dwelling was constructed or acquired by Communities.
- iv. After 25 years, market rents will be charged to Client Agencies for GROH-owned dwellings in cost towns.

There is currently \$774,000 in the Housing Reserve with a further \$430,000 budgeted to be transferred in by the 30 June 2024. Based on the original estimate of \$500,000 each, it was envisaged that \$500,000 be transferred from the Housing Reserve and a \$500,000 loan be sourced from WA Treasury. An indication on rates was sourced from WATC on 18 April 2024 for a \$500,000 loan over 15 years with semi-annual payments of \$25,180.99 equating to a total cost of \$755,429.76. Should Council opt for a larger loan and smaller transfer from the Housing Reserve in order to maintain funds for further staff housing requirements (TBC) an indication of rates on a \$750,000 loan was sourced with the same term and conditions. Repayments would be \$37,771.49 equating to a total cost of \$1,133,144.64. A loan for \$750,000 is the preferred amount to be sourced from WA Treasury. The 15 year loan term is based on the initial term of the lease. The following examples indicate the approximate monthly lease payments expected.

Capital Cost to develop property	\$1,000,000
Borrowing costs (15 Year \$500,000 Loan)	\$ 255,429.76
Annual operating/maintenance costs (over 25 years)	<u>\$ 500,000</u>
Total cost over 25 years	\$1,755,429.76

Monthly lease – 300 months @ \$5,851.43 month
Equates to weekly rent per unit of \$731.42

Based on the current monthly estimated rent of \$5,851.43 rental income over the 15 year lease term will be circa \$1,053,257.40

Capital Cost to develop property	\$1,000,000
Borrowing costs (15 Year \$750,000 Loan)	\$ 383,144.64
Annual operating/maintenance costs (over 25 years)	<u>\$ 500,000</u>
Total cost over 25 years	\$1,883,144.64

Monthly lease – 300 months @ \$6,277.14 month
Equates to weekly rent per unit of \$784.64

Based on the current monthly estimated rent of \$6277.14 rental income over the 15 year lease term will be circa \$1,129,885.20

Note: The rent is subject to annual indexation and all of the above figures are estimates only and will need to be confirmed in due course.

Strategic Implications

The provision of medical and health aligned services along with the long term provision of the hospital services are of top priority to the community.

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

Social Objective - A valued, healthy and inclusive community and lifestyle		
Outcome	6	An engaged, supportive and inclusive community
Strategies	6.1	Maintain and enhance services and infrastructure that meets the needs of the community
Outcome	7	A healthy and safe community
Strategies	7.2	Provide and advocate for medical and health services
Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION 13850

Moved: Cr Lloyd
Seconded: Cr Kuchling

That Council

1. Receives the quote for the construction of 2 x 2 bedroom dwellings on 84 Bennett Street from Evoke Living Homes for the sum of \$1,082,138.37 (GST Inc.)
2. Determines the loan amount of \$750,000.00 to be sought from WA Treasury, and
3. Authorises the Chief Executive Officer to advise the WA Country Health Services of the costing so that an accurate lease payment can be obtained for a lease period of 15 years
4. Authorises the Chief Executive Officer to give public notice to the Business Case for the proposal prepared under Section 3.59 of the Local Government Act 1995 and reporting the matter back to Council following the closure of the advertising period.

CARRIED 7/0

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

Against: Nil

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – MARCH 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	10 April 2024
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

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

Background

List of payments for the month of March 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 March 2024 from the Municipal Account
Total \$605,475.30

Strategic Implications

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

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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION 13851

Moved: Cr Chappell
Seconded: Cr Kuchling

That Council ratify the list of payments totalling \$605,475.30 as presented for the month of March 2024 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT26220 – EFT26336	\$545,133.34
Municipal Account Cheques	37116 - 37118	\$291.84
Direct Debits	DD10890.1 – DD10905.2	\$54,694.59
Credit Cards	DD10905.1	\$1424.66
Fuel Cards	EFT26241 & EFT26294	\$3,930.87
	TOTAL	\$605,475.30

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 March 2024

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT26220 – EFT26336	\$545,133.34
Municipal Account Cheques	37116 - 37118	\$291.84
Direct Debits	DD10890.1 – DD10905.2	\$54,694.59
Credit Cards	DD10905.1	\$1424.66
Fuel Cards	EFT26241 & EFT26294	\$3,930.87
	TOTAL	\$605,475.30

to the Municipal Account, totalling \$605,475.30 which were submitted to each member of the Council on 24 April 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 – 31 MARCH 2024

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

Summary

Consideration of the Monthly Financial Reports for the period ending 31 March 2024 and Bank Reconciliations for the month ending 31 March 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 March 2024, operating revenue is over the target by \$56,161 (0.80%), mainly due to Other Revenue – Sales of steel scrap from Shire's tips for \$35,328.

Operating expenditure is below YTD budget by \$1,343,230 (10.60%), 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. Utility charges are below the budget due to a decrease in water and power demand.

Capital revenue is below the target by \$760,980 (23.51%). 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 \$1,424,286 (40.30%) due to a portion of Capital projects not being initiated as yet (46%) 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 \$4,488,995.

Outstanding rates are tracking well and have recovered 98.0% to date.

General debtor is \$147,404 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 March 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

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

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 13852

Moved: Cr Hyde

Seconded: Cr Hunt

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

CARRIED 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 – April 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:	19 April 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 April 2024 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report
- Environmental Health Services Report
- Lake Grace Visitor Centre Report
- Lake Grace Library Report
- Newdegate Library Report
- Lake King Library Report

External Organisations

- WALGA Regional Road Group Report April 2024

Circulars, Media Releases, Newsletters, Letters

- Community Newsletters as circulated via email

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13853**

Moved: **Cr Lloyd**
Seconded: **Cr Chappell**

That Council accepts the Information Bulletin Report for April 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)

Nil

18.0 DATE OF NEXT MEETING – 22 MAY 2024

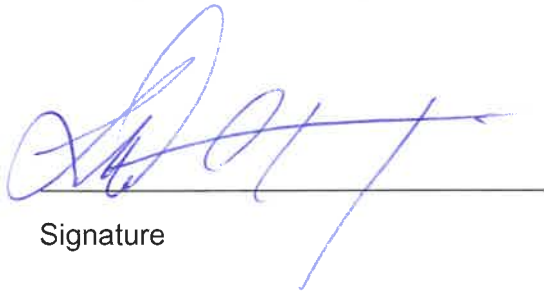
The next Ordinary Council Meeting is scheduled to take place on Wednesday 22 May 2024 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at 4.26pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 24 April 2024 as shown were confirmed as a true record of the meeting.



Signature

22 MAY 2024
Date