

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

26 June 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 26 June 2024 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

President Leonard Armstrong opened the meeting 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

Mr C Paget	Deputy Chief Executive Officer
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3.3 IN ATTENDANCE

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

3.4 OBSERVERS / VISITORS

Dr Peter Milnes; Counsellor, Psychoanalyst and Mediator with Southern Agcare is in attendance to do a presentation to Council.

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

Dr Peter Milnes; Counsellor, Psychoanalyst and Mediator with Southern Agcare - presentation to Council. See attachment.

Cr Armstrong thanked Dr Milnes for his time, and Dr Milnes left the meeting at 3.50pm

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

President Armstrong noted there may be a late confidential item to be presented, depending on the outcome of Item 17.1.

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 22 MAY 2024

RECOMMENDATION / RESOLUTION

RESOLUTION 13874

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

That confidential Item 17.1 – CEO Performance Review, resolution 13867 the date at point 4 be amended to read 1 July 2024 to correctly align with the date set out by the State Administrative Tribunal.

CARRIED: 7/0

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

RECOMMENDATION / RESOLUTION

RESOLUTION 13875

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

That the Minutes of the Ordinary Council Meeting held on Wednesday 22 May 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 Hyde, Cr Kuchling, Cr Clarke
Against: Nil**

10.2 SPECIAL COUNCIL MEETING

RECOMMENDATION / RESOLUTION

RESOLUTION 13876

Moved: Cr Hunt
Seconded: Cr Lloyd

That the Minutes of the Special Council Meeting held on Thursday 20 June 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 Hyde, Cr Kuchling, Cr Clarke
Against: 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 SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION **13877**

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

That the Minutes of the Shire of Lake Grace Tourism Advisory Committee meeting held on 21 May 2024 be received.

CARRIED **7/0**

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

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 TRANSFER OF FUNDS – CAPITAL WORKS SHORTFALLS

Applicant	Internal Report
File No.	0829
Attachments	Nil
Author	Jason Lip – Technical Officer
Disclosure of Interest	Nil
Date of Report	11 June 2024
Senior Officer	Craig Elefsen – Manager Infrastructure Services

Summary

To transfer surplus funds from “LK Tractor Museum Shed”, UAT Lake Grace All Abilities Playground” and unstarted job “Cooks/Kent SLK 0.0-4.0” to “Lake Grace Sporting Precinct – New Lawn Area”, “Construction LG Community All Abilities Playground”, “LG All Ages Playground Fence Cap Exp”, “Backhoe”, “6 Banksia PI Capital”, and “Newdegate Adult Gym Cap Exp”.

Background

The Shire of Lake Grace received funding from the Federal Government through the Local Roads and Community Infrastructure Program (LCRIP). Due to completing projects under budget in Phase 2 of the Program, the surplus funds of \$75,425 has enabled a new project to be added with the approval from the LCRIP team.

The Lake Grace All-Abilities Playground incurred more expenditure than anticipated with the additional design change that includes the Lawn area, shade sails, limestone blocks around the jumping pillow, and adult Gym and garden along the pool fence.

There are also a few other capital jobs that require extra budget due to higher than expected expenditure.

Comment

Under the guidelines of the LRCIP, grant money for a phase cannot be used for the same project funded in another phase. Not only that, but Phase 2's Eligible Construction Time Period for what spending can be acquitted ends on 30 June 2024 (the end of this financial year). Therefore we needed to create a new project that is small and can be completed quickly and also is separate from the rest of our 20+ LRCIP-funded projects, and where works haven't started yet.

Additional Budget is diverted to other capital jobs that have overspend, but not to the same extent as the All-Abilities Playground and New Lawn Area projects. These have been presented in the Financial Implications section.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Alan George, Chief Executive Officer
Craig Elefsen, Manager Infrastructure Services

Financial Implications

Impact to Jobs will be as follows. Net sum of all adjustments is \$0 (only moving budget amounts around).

Job	Current Budget	Adjustment	Proposed Budget	Actual To-Date
<u>113002</u> Lake Grace Sporting Precinct – New Lawn Area	\$0	+\$125,000	\$125,000	\$0
<u>113201</u> Construction LG Community All Abilities Playground	\$712,851	+\$142,473	\$855,324	\$839,585
<u>113202</u> LG All Ages Playground Fence Cap Exp	\$10,000	+\$23,000	\$33,000	\$32,595
<u>PL29CAP</u> Backhoe	\$210,000	+\$26,000	\$236,000	\$236,000
<u>9196044</u> 6 Banksia PI Capital	\$17,500	+\$1,300	\$18,800	\$18,809
<u>113051</u> Newdegate Adult Gym Cap Exp	\$24,000	+\$2,000	\$26,000	\$25,846
<u>1322051</u> LK Tractor Museum Shed	\$65,000	-\$22,000	\$43,000	\$42,415
<u>1132935</u> UAT Lake Grace All Abilities Playground	\$55,000	-\$55,000	\$0	\$0
<u>1210523</u> Cooks/Kent SLK 0.0-4.0	\$242,779	-\$242,773	\$0	\$0

Strategic Implications

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

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

Voting Requirements

Simple majority required

RECOMMENDATION / RESOLUTION

RESOLUTION 13878

Moved: Cr Hyde
Seconded: Cr Chappell

That Council:

- Approve reduction in budget of \$22,000 "LK Tractor Museum Shed";
- Approve reduction in budget of \$55,000 "UAT Lake Grace All Abilities Playground";
- Approve reduction in budget of \$242,733 "Cooks/Kent SLK 0.0-4.0";
- Approve increase in budget of \$125,000 "Lake Grace Sporting Precinct – New Lawn Area";
- Approve increase in budget of \$142,473 "Construction LG Community All Abilities Playground";
- Approve increase in budget of \$23,000 "LG All Ages Playground Fence Cap Exp";
- Approve increase in budget of \$26,000 "Backhoe";
- Approve increase in budget of \$1,300 "6 Banksia PI Capital"; and
- Approve increase in budget of \$2,000 " Newdegate Adult Gym Cap Exp";

CARRIED 7/0

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

Against: Nil

14.1.2 APPLICATION FOR AMMS LEVEL 3 ON MUNCASTER ROAD

Applicant	Belair Bulk Haulage
File No.	0399
Attachments	Nil
Author	Jason Lip – Technical Officer
Disclosure of Interest	Nil
Date of Report	5 June 2024
Senior Officer	Craig Elefsen – Manager Infrastructure Services

Summary

For council to consider approval of Rav7 AMMS 3 on Muncaster Road

Background

Main Roads WA administers the Restricted Access Vehicles (RAV) Network and the Accredited Mass Management Scheme (AMMS) for concessional mass loading on RAV rated roads. Recently they have received a request from Belair Bulk Haulage to apply AMMS Level 3 to the entirety of Muncaster Road.

After receiving the application, Main Roads WA has contacted the Shire, as the road owner, for traffic count data and additional comments or recommendations on this application.

Comment

The following image was supplied by the applicant to Main Roads WA depicting the relevant section of road.



Looking through past traffic counts taken in March 2011 it Appears Muncaster Road is used by both light vehicles and a mixture of heavy vehicle combinations.

The applicant estimates 615 truck movements along this road a year.

The theory behind AMMS is that a properly balanced load relative to a trailer/semitrailer's axle groups would result in negligible damage to the road despite its increased weight,

The current rating on Muncaster Road is N7.2 (Tandem Drive RAV 7, AMMS Level 2). This means that the road is rated to take truck combinations weighing up to 108.5 tonnes + 11 tonnes concessional weight for AMMS Level 2. Having AMMS Level 3 applied would increase the concessional weight limit to 15 tonnes.

I don't recommend council to approve Muncaster Road as a RAV 7.3 as it is classified as a C Class road on the shires road network meaning it only gets graded once a year and is at the lower end of the road standards within the Shire. The shire has no upgrades or capital works planned for this road in the foreseeable future.

Legal Implications

Road Traffic (Vehicles) Act 2012

Policy Implications

Nil.

Consultation

Internal: Craig Elefsen, Manager Infrastructure Services

Financial Implications

As there is not expected to be an increase in damage to the road, there will also not be any expected increases to maintenance grading costs nor hasten the need for renewal roadworks.

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	1	An innovative, productive agriculture industry
Strategies	1.1	Enhance and maintain transport network

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13879**

Moved: **Cr Hyde**

Seconded: **Cr Hunt**

That Council:

- Does not approve the application of Concessional Network AMMS Level 7.3 to the entirety of Muncaster Road.
- Administration to advise Main Roads WA of this decision

CARRIED **7/0**

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

Against: **Nil**

14.2 PLANNING

Nil

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 REQUEST TO WAIVE FUTURE SHIRE RATES. NEWDEGATE MACHINERY FIELD DAYS COMMITTEE INC - NEWDEGATE SALEYARDS

Applicant	Newdegate Machinery Field Days Committee
File No.	0434
Attachments	Email correspondence from NMFD
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	12 June 2024
Senior Officer	Alan George – Chief Executive Officer

Summary

Council is being requested to consider the waiver of future Shire rates on the Newdegate Sheep yards site by the Newdegate Machinery Field Days Committee Inc.(NMFD) as the saleyards are a designated Shire evacuation centre for animals in case of emergency.

Background

The Newdegate saleyards are located on Reserve 39314 which is a 1.4ha parcel of land adjacent to the Newdegate airstrip and is under a Management Order to the Shire of Lake Grace for the purpose of saleyards.

The NMFD purchased the saleyards from the Sheep Breeders Association some years ago so as not to lose the facility. In March 2023 the NMFD advised that they no longer used the yards or required the yards and were discussing what to do with them moving forward. They were advised that they would be used as part of the Shires Plan for Animal Welfare in Emergencies and they could consider handing over the ownership of the yards to the Shire as were the Lake Grace sale yards were some 15 years ago.

Comment

NMFD have now requested that the Shire consider the future waiver of rates on the saleyards as part of their sponsorship arrangements for the Newdegate Machinery Field Days. NMFD wish to maintain ownership of the yards as they see it as an asset to the community.

Administration does not see the request as being included in the sponsorship for the field days.

As the yards form part of the requirements for the aforementioned Animal Welfare in Emergencies Plan the waiver of future Shire rates should be seen as part of the deal for the use of the yards in emergencies.

The NMFD have been advised that in exchange for the waiver of rates that the maintenance of the yards i.e. weed management etc. should remain as is the current arrangements. Part of the yards area is currently being used by a Newdegate local for horse yards which aids in the weed control.

The waiver of future Shire rates for Reserve 39314 is recommended.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Stephanie Clarke-Lloyd Vice President Sponsorship & Promotions Newdegate Machinery Field Days Committee

Financial Implications

The Shire rates raised in 2023 were \$628.00

The Shire Long Term Financial Plan forecasts rate rises over the next 10 years of 4%.

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	1	An innovative, productive agriculture industry
Strategies	1.3	Support and promote the agricultural productivity of the district
Environment Objective - Protect and enhance our natural and built environment		
Outcome	4	A well maintained attractive built environment servicing the needs of the community
Strategies	4.2	Maintain the integrity of heritage buildings and places
Outcome	5	A natural environment for the benefit and enjoyment of current and future generations
Strategies	5.1	Manage and preserve the natural environment
	5.2	Support pest and weed control within the district
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	7.3	Support provision of emergency services and encourage community volunteers

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13880**

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

That Council:

Approves the future waiver of rates on Reserve 39314 for the Newdegate Machinery Field Days Committee.

CARRIED **7/0**

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

14.4.2 NEWDEGATE MACHINERY FIELD DAYS 2024 SPONSORSHIP REQUEST

Applicant	Newdegate Machinery Field Days Inc.
File No.	0434
Attachments	1. 2023 Sponsorship Agreement 2. Sponsorship Request
Author	Alan George - Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	18 June 2024
Senior Officer	Alan George - Chief Executive Officer

Summary

The Newdegate Machinery Field Days Inc Committee (NMFD) is seeking an increase in sponsorship for their 2024 field days in exchange for the Shire of Lake Grace becoming an Event Partner and entering a new agreement for 3 years.

Background

In past years the Shire of Lake Grace has entered into a sponsorship agreement that provides Shire Works staff to assist with preparation of the site and provide a waste disposal service throughout the NMFD annual event to the value of \$12,500, plus a cash component of \$2,500 – having a total sponsorship value of \$15,000.

In addition the Shire also carries out a number of other functions prior to the event including such things a pumping out the septic tanks throughout the site, grading of the airstrip, street sweeping throughout Newdegate townsite and arranging extra collections of rubbish by the waste contractor.

Comment

The NMFD is reviewing its sponsorship categories this year with the introduction of Partnerships for long term or significant sponsors and wish to include the Shire as an Event Partner.

In terms of the benefits the Partnership Category is designed to recognise long-term supporters who have given considerable money and support over many years, and continue to work with the NMFD into the future. It is a way they can showcase better those who give generously to the event. The new category is a way that they believe they can say thank you more effectively.

“The main tangible difference/benefit for you will be a more structured and comprehensive digital promotions campaign, with more recognition of what the Shire does for the event, which will be carried throughout our wider marketing campaign. There will also be partner recognition at our VIP lunch this year which will have a slightly changed format – and be more structured – but still quite casual.”

Over and above the sponsorship in past years has been the additional septic tank pump outs, street sweeping etc, as mentioned above, that the Shire has borne. The total costs of these plus

the sponsorship last year totalled \$29,327. These costs do not include the site hire fee for the Shire display or the entrance passes to the staff and councillors.

Council is being requested this year to increase the amount of sponsorship as follows;

Current Agreement: Major sponsorship of \$2,500 (plus GST) which includes \$1,500 for the Art Acquisition Prize.

Increase: \$5,500 (plus GST) TOTAL: \$8,000 (plus GST,) which includes \$2,000 for the Art Acquisition Prize

Current Agreement: Works component sponsorship of \$12,500.00

This does not include (based on last year's costs);

Shire staff	\$5,218.49
Septics pumpout	\$7,694.00
Airstrip grading	\$2,000.00
Street sweeping	\$7,000.00
TOTAL	\$21,912.49

Increase: Works component Sponsorship of \$21,912.49 + an additional 10-16 x hours of work on site to do NMFd site maintenance estimated \$1,500. TOTAL \$23,412.49

Current Agreement: Rubbish Collection (last year \$6120.46)

Allowing for a change in rubbish bin collection procedures and bin liners and contractor cost increase estimated **TOTAL \$7,000.00**

Current Agreement: Billboard Advertising \$1,295.00

Increase: To include NMFd advertising on two (2) x sides of the existing Billboard in the lead up to the event (July – Sept), as opposed to only the one (1) x side. TOTAL \$2,595.00

**Current Agreement: Total sponsorship \$15,000 + additional Works Component \$21,912.49
TOTAL \$36,912.49**

Increase: Major Sponsorship (includes art acquisition prize)	\$ 8,000.00 + gst
<i>Works component (now includes all costs)</i>	\$24,000.00
<i>Rubbish collection</i>	\$ 7,000.00
<i>Billboard advertising</i>	\$ 2,600.00
TOTAL (rounded)	\$41,600.00

The additional hours for Warren Shalders (gardener/town maintenance) is to mow and tidy up the field day site. Based on Warren's hourly rate this would equate to approximately \$1,500.

The extra in the rubbish collection is not yet known however at an estimation to \$7000 is considered reasonable. The additional costs to the Shire that it has traditionally provided in pumping out the septic tanks, street sweeping, grading of the airstrip etc brings the total cost to the Shire to in the vicinity of \$41,600. Some of these costs the Shire would normally carry out anyway albeit probably not at this time.

After all the funding provided directly or indirectly is calculated the end result is basically an increase in support of the Newdegate Machinery Field Days event of approximately \$4,700.00.

The benefits offered for becoming an Event Partner include;

- Shire to receive Site 36 in the Family Interest Display Pavilion (6m x 3m) with a 20% discount on the advertised application fee.
- Opportunity to have naming rights on walkway/site road - example “Shire of Lake Grace Boulevard”
- Flag in Sponsor Walkway
- Selection and presentation Acquisition Prize
- A representative to be invited to officiate at prize presentation functions or the Official Opening where applicable
- Six (6) complimentary passes (to be reviewed)
- Three (3) invitations to the VIP luncheon – Councillors receive invitations separately to this allocation (**please note, this year there will be a change of format to the luncheon, with guest speaker Pip Courtney attending**)
- Use of Newdegate Machinery Field Days logo on related promotional material
- Logo acknowledgement and Company Biography on the Newdegate Machinery Field Days website with a link back to Shire of Lake Grace website
- Acknowledgement/logo is to appear on the cover of the Official Program and on any relevant promotional posters, banners or flyers produced by Newdegate Machinery Field Days
- Free announcements/advertising over the in-house PA and Radio during the field days – Shire of Lake Grace to provide a 30 second script
- An opportunity to discuss media interviews/opportunities relating to the event
- Opportunity to provide prizes for media and promotional activities

New benefits;

- Social media and digital promotion prior to, during and post event. Three (3) x images and three short social media scripts that will run 1 x pre-event, 1 x during event, and 1 x post event to be provided by Partner. These will not be the only social media posts relating to this Partnership; however, they allow you as the Partner to be able to promote three messages and images that you would like run at this time (subject to being appropriate and in alignment with the objectives of our event).
- High resolution professional images (between 5-8) with permission for Shire of Lake Grace to use for promotional purposes online and in publications. Images will include images of your branding at the event and the non-brand images will be of the overall event, people, action etc. Please let me know if there are any specific content images you would like.
- Promotional banner and acknowledgement at VIP luncheon
- Shire logo to be present with NMFD logo on Billboard artwork

The benefits that the Newdegate Machinery Field Days brings to the entire shire and surrounds is enormous. Accommodation is booked out not only in Newdegate but the entire shire and surrounding shires, this follows on through food and beverage providers, fuel stops and more. Fund raising from the field days is put back into community purposes through donations to clubs and sports which otherwise the shire would have been asked to contribute.

Subject to some final figures relating to the rubbish collections being presented it is not considered unreasonable for Council to consider what really is a modest increase in sponsorship for the event.

Once all figures are received the proposed agreement will be provided to Council for approval.

Legal Implications

Local Government Act 1995

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.
- * *Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council

Policy Implications

Nil

Consultation

Stephanie Clarke-Lloyd, Vice President Sponsorship & Promotions Newdegate Machinery Field Days Inc.

Financial Implications

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	1	An innovative, productive agriculture industry
Strategies	1.3	Support and promote the agricultural productivity of the district
	1.5	Liaise with key stakeholders for the improvement of the agricultural industry

Outcome	2	A diverse and prosperous economy
Strategies	2.2	Support local business and promote further investment in the district
Outcome	3	An attractive destination for visitors
Strategies	3.1	Promote and develop tourism as part of a regional approach
	3.2	Maintain and enhance tourism related infrastructure and attractions
	3.3	Continue to provide and maintain visitor support services

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
	6.3	Actively promote and support local events and activities for the community

Voting Requirements
Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION 13881

Moved: Cr Hyde
Seconded: Cr Kuchling

That Council:

1. Receives the request from the Newdegate Machinery Field Days Inc. Committee for an increase in sponsorship for the Newdegate Machinery Field Days and considers the offer to become an Event Partner for 3 years commencing 2024, and
2. Considers the request for inclusion in the 2024/2025 Council budget deliberations.
3. The Works Component for the town gardener/town maintenance contractor to carry out the pre-field day mowing and tidy up is to be provided up to a limit of \$1,500 with the condition that NO shire equipment id to be used.

CARRIED 7/0

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

14.4.3 PINGARING SCHOOL AND SPORTING GROUNDS – EXPRESSION OF INTEREST TO PURCHASE

Applicant	Luke Hipwell
File No.	0251 / 0249
Attachments	Letter of Expression of Interest Site location details
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	19 June 2024
Senior Officer	Alan George – Chief Executive Officer

Summary

The applicant has sent in an expression of interest to purchase the old Pingaring school site and sporting grounds for the purpose of establishing a residence and operating base for an agricultural contracting business.

The purpose of this item is for Council to consider the proposition as any final decision will be with the Department of Planning Lands and Heritage.

Background/Comment

The Pingaring school closed down many years ago and is currently used as a “Community Centre”, it was used as a base for the preparation of the local newsletter and also a playgroup. It is not known exactly what it is currently being put to use as or how often it is used.

The applicant has already been in contact with the Pingaring Progress Association and it is appearing on the 27th June meeting agenda for discussion.

The land in question consists of 2 Reserves, 21893 and 24691 totalling 7.89ha and both are vested to the Shire and under the control of DPLH. One is for community/civic purposes and includes the school buildings and the other is recreation.

As the Reserves are vested to the Shire of Lake Grace it is first considered prudent to discuss if Council would entertain the request to dispose of the land and buildings.

The applicant has been requested to clarify the exact areas he is interested in purchasing and has also been advised that DPLH has the ultimate approval to freehold.

Both Karlgarin and Varley primary schools were made freehold for sale in the past however both weren't vested to the shires at the time but sold directly by the Education Department.

There may be some opposition to the sale of the school due to the history but the sale would not be a precedent.

Legal Implications

Any dealings regarding freeholding or leasing crown land must be done through DPLH and a Crown Land Enquiry Form must be submitted by the applicant.

Policy Implications

Nil

Consultation

The applicant has already had discussions with the Pingaring Progress Association however consultation with the entire community should be sought as a matter of course before any Council decision is made. DPLH will no doubt seek comment.

Financial Implications

The Shire of Lake Grace currently pays water, electricity, insurance costs as well as regular termite inspections, spider spraying, fire extinguisher inspections, building maintenance and some sporadic gardening.

Annual costs for the previous 5 years are as follows;

2019/2020	\$ 6,791.96	
2020/2021	\$ 6,567.66	
2021/2022	\$10,612.25	
2022/2023	\$24,009.92	{includes extra work for the centenary celebrations
2023/2024	\$32,870.50	{

In addition to this an annual payment of \$4,000.00 is paid as an annual contribution to the Pingaring Progress Association.

An independent valuation will be required in due course.

The school and the surrounding sports facilities are rarely used and it is difficult to justify the cost to the Shire of maintaining them in a safe and tidy condition. If the area can be better utilised and put to a purpose it is considered to be a positive thing.

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	1	An innovative, productive agriculture industry
Strategies	2.2	Support local business and promote further investment in the district
	2.3	Investigate and support housing market opportunities

The sale of the land and buildings will assist a local contractor to provide both a house and land on which to base their contracting business

Voting Requirements

Nil

For information purposes only.

14.4.4 REVIEW & UPDATE – DELEGATION P01 PLANNING

Applicant	Internal report
File No.	0052
Attachments	Revised Delegation P01 - Planning
Author	Chris Paget – Deputy CEO
Disclosure of Interest	Nil
Date of Report	20 June 2024
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to consider and adopt updated Delegation P01 relating to town planning functions and determinations under Local Planning Scheme No.4.

Background

In March this year the WA Minister for Planning the Hon. John Carey MLA announced that a number of planning reforms would commence on 1 July 2024, including changes to local government roles and responsibilities in decision making on development applications for single houses.

This reform will see implementation of Part 4 of the *Planning and Development Amendment Act 2023* supported by amendments to *Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations* that:

- introduce a new section 257C into the *Planning and Development Act 2005*, which provides the ability for regulations to specify that certain types of development applications must be determined by the officers of the local government; and
- amend Schedule 2 of the Regulations to specify that a single house development or any development associated with a single house such as additions, alterations, patios or carports, where not otherwise exempt, are to be determined by the Chief Executive Officer (CEO) of the local government or other local government officer/s authorised by the CEO. This will not apply to any heritage protected place as defined in Schedule 2.

The rationale for this reform was outlined in the material available during the public consultation period undertaken between October 2023 and January 2024. The amendments to the Regulations have now been finalised to come into effect on 1 July, and can be viewed at [https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_47046.pdf/%24FILE/Planning%20and%20Development%20\(LPS\)%20Amendment%20\(SHD\)%20Regulations%202024%20-%20%5B00-00-00%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_47046.pdf/%24FILE/Planning%20and%20Development%20(LPS)%20Amendment%20(SHD)%20Regulations%202024%20-%20%5B00-00-00%5D.pdf?OpenElement).

Comment

As a result of the changes to the Act and Regulations, the determination of development applications for single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, must now be made by the CEO of the local government or employees authorised by the CEO. This cannot be determined by Council.

In preparation for the commencement of this reform, Local Governments have been advised that they should:

- review and update the register of delegated authority from Council to remove any references to development approval functions for single houses and associated

- development, except in relation to a heritage protected place;
- where necessary, prepare and approve the appropriate authorisations from the CEO to local government officers. Note that the CEO is automatically authorised under the Regulations and there is no action required by a local government to authorise a CEO; and
- consider any necessary updates to reporting to reflect the new authorisations. This may only be required if the local government reports regularly to Council on planning decisions made under delegated authority.

The Department of Planning, Lands and Heritage also advise that Local governments who utilise the services of a consultant or other contractor to assess single house development applications can continue to have a contractual arrangement with a private consultant or other contractor to provide services regarding assessment, analysis, preparation of reports for development applications and the making of a recommendation with conditions and/or reasons.

From 1 July 2024, that report and attachments must be provided to the CEO or other authorised local government officer who will consider the recommendation and make the decision. The procurement of consultants and contractors remains subject to the provisions of the *Local Government Act 1995* and the changes to decision making outlined above does not impact those provisions.

Statutory/Legal Implications

Local Government Act 1995 sections 5.42 to 5.46

Planning and Development Act 2005

Planning and Development Amendment Act 2023

Planning and Development (Local Planning Schemes) Regulations 2015 – Sch.2 cl.82-84

Planning and Development (Local Planning Schemes) Amendment [Single House Development] Regulations 2024

Policy Implications

Nil

Consultation

Alan George – Chief Executive Officer

Joe Douglas – Planning Consultant, Exurban
Department of Planning, Lands and Heritage

Financial Implications

Nil

Strategic Implications

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

Social Objective - A valued, healthy and inclusive community and lifestyle		
Outcome	6	An engaged, supportive and inclusive community
Strategies	6.1	Maintain and enhance services and infrastructure that meets the needs of the community

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.2	Comply with statutory and legislative requirements

Voting Requirements

Absolute majority required

RECOMMENDATION / RESOLUTION

RESOLUTION 13882

Moved: Cr Lloyd
Seconded: Cr Chappell

That Council endorses and adopts the revised Delegation P01 Planning – ‘Town Planning Functions Related to Local Planning Scheme No.4’.

CARRIED 7/0

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

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – MAY 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	5 June 2024
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

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

Background

List of payments for the month of May 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 May 2024 from the Municipal Account
Total \$1,261,056.35

Strategic Implications

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

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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION 13883

Moved: Cr Chappell
Seconded: Cr Kuchling

That Council ratify the list of payments totalling \$1,261,056.35 as presented for the month of May 2024 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT26448 – EFT26627	\$1,203,257.25
Municipal Account Cheques	37121 - 37123	\$1,104.60
Direct Debits	DD10955.1 – DD10989.1	\$50,095.02
Credit Cards	DD10978.1	\$2,946.92
Fuel Cards	EFT26532 & EFT26593	\$3,652.56
	TOTAL	\$1,261,056.35

CARRIED 7/0

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

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE May 2024

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT26448 – EFT26627	\$1,203,257.25
Municipal Account Cheques	37121 - 37123	\$1,104.60
Direct Debits	DD10955.1 – DD10989.1	\$50,095.02
Credit Cards	DD10978.1	\$2,946.92
Fuel Cards	EFT26532 & EFT26593	\$3,652.56
	TOTAL	\$1,261,056.35

to the Municipal and Trust Accounts, totalling \$1,261,056.35 which were submitted to each member of the Council on 26 June 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 MAY 2024

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

Summary

Consideration of the Monthly Financial Reports for the period ending 31 May 2024 and Bank Reconciliations for the month ending 31 May 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 May 2024, operating revenue is over the target by \$46,251 (0.63%), mainly due to Other Revenue – Sales of steel scrap from Shire's tips for \$35,328 and Fees and Charges due to increased demand for Standpipe water.

Operating expenditure is below YTD budget by \$1,732,521 (11.22%), 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. Other Expenditure - slightly below the budgeted threshold due to Councillors Conference Expenses

Investing activities revenue is below the target by \$671,840 (18.27%). Some of "Local Roads & Community" and "Drought & Community" projects are not yet finalised, funds will be recognised later in the financial year or transferred to the next FY.

Investing activities expenses are below the target by \$2,070,515 (45.11%) due to a portion of Capital projects not being initiated as yet (40%) 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 \$2,362,886.

Outstanding rates are tracking well and have recovered 98.6% to date.

General debtor is \$81,157 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 May 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 13884

Moved: Cr Hunt
Seconded: Cr Kuchling

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

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

CARRIED 7/0

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

Against: Nil

14.5.3 SHIRE OF LAKE GRACE – CORPORATE BUSINESS PLAN 2024 - 2028

Applicant:	Internal
File No.:	Nil
Attachments:	Corporate Business Plan 2024 - 2028
Author:	Tegan Hall - Manager Corporate Services
Disclosure of Interest:	Nil
Date of Report:	21 June 2024
Senior Officer:	Mr Alan George - Chief Executive Officer

Summary

A local government must ensure that a Corporate Business Plan (CBP) is prepared in accordance with Regulation 19DA of Local Government Administration Regulations 1996 in respect of each financial year. The CBP should be reviewed every year and adopted by Council with absolute majority.

Background /Comment

The current Corporate Business Plan was adopted in 2021 and unfortunately the plan has not been reviewed by Council in some time. This is our opportunity to submit the revised plan for Council to consider and ensure that the Plan is reviewed and presented to Council for consideration and adoption. The CBP is in line with the outcomes of the Strategic Community Plan Aspire 2033, which was reviewed in 2023 and Shire of Lake Grace Strategic Resource Plan 2021-2036.

Legal Implications

- *Local Government Act 1995 (S 5.56)*
- Local Government (Administration) Regulations 1996 (Reg 19DA)
- Shire of Lake Grace Strategic Community Plan 2023-2033
- Shire of Lake Grace Strategic Resource Plan 2021-2036

Policy Implications

Nil

Consultation

Internal Mr Alan George – Chief Executive Officer
 Mr Chris Paget – Deputy Chief Executive Officer

Financial Implications

No financial implications but summarises planned capital; expenditure over four years

Strategic Implications

This item aligns with Aspire 2023 Strategic Community Plan

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

Voting Requirements

Absolute Majority Required

RECOMMENDATION / RESOLUTION

RESOLUTION **13885**

Moved: **Cr Lloyd**

Seconded: **Cr Hyde**

That Council accept, approve and adopt the Shire of Lake Grace Corporate Business Plan 2024 - 2028

CARRIED **7/0**

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

Against: **Nil**

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN
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Nil

16.0 INFORMATION BULLETIN – JUNE 2024
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Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Alex Adams Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	21 June 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 June 2024 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report - May

External Organisations

- WALGA Central Country Zone meeting minutes

Circulars, Media Releases, Newsletters, Letters

- As emailed to Councillors.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION **13886**

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

That Council accepts the Information Bulletin Report for June 2024.

CARRIED **7/0**

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

Against: **Nil**

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

RECOMMENDATION / RESOLUTION

RESOLUTION **13887**

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 – Award of Supply of two (2) WACHs Houses on Lot 209 (No.84) Bennett Street, Lake Grace

17.2 - WA Country Health Service – Investor Partnership Opportunity

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 Hyde, Cr Kuchling, Cr Clarke**
Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13888**

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

That Council accept the recommendations contained within Confidential Item 17.1 – Award of Supply of two (2) WACHs Houses on Lot 209 (No.84) Bennett Street Lake Grace.

CARRIED **7/0**

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

RECOMMENDATION / RESOLUTION

RESOLUTION **13889**

Moved: **Cr Hyde**

Seconded: **Cr Hunt**

That Council accept the recommendations contained within Confidential Item 17.2 – WA Country Health Service – Investor Partnership Opportunity

CARRIED

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

Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13890**

Moved: **Cr Kuchling**

Seconded: **Cr Chappell**

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 Hyde, Cr Kuchling, Cr Clarke**

Against: **Nil**

18.0 DATE OF NEXT MEETING – 24 JULY 2024

The next Ordinary Council Meeting is scheduled to take place on Wednesday 24 July 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 4.29 pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 26 June 2024 as shown were confirmed as a true record of the meeting.

Signature