

Shire of Lake Grace

Ordinary Council Meeting



NOTICE PAPER

To the President and Councillors

In accordance with the provisions of Section 5.5 of the Local Government Act 1995, you are hereby notified that an Ordinary Meeting of Council has been convened:

Date: Wednesday 28 July 2021

At: Council Chambers
1 Bishop Street, Lake Grace, WA

Commencing: 3:30 pm

To discuss the items of business in the agenda as set out on the following pages.

A handwritten signature in black ink, appearing to read 'Alan George', is positioned above the printed name.

Alan George
Chief Executive Officer

21 July 2021
Date

Shire of Lake Grace

Ordinary Council Meeting

Minutes

28 July 2021

Meeting Commencing at 3:30 pm

Disclaimer

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CONTENTS

SHIRE OF LAKE GRACE

Minutes of the Ordinary Council Meeting held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 28 July 2021.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 3:38 pm.

1.1 Constitutional Matters

2.0 DISCLAIMER READING

A recording of the disclaimer is to be played aloud.

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Discussion took place over the Disclaimer recording being played aloud. It has been suggested that the Acknowledgement of Country be indicated in both the Agenda and Minutes and also played aloud, to read:

“ In the spirit of reconciliation, the Shire of Lake Grace acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today”

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

3.1 PRESENT

Cr LW Armstrong	Shire President
Cr R Chappell	Deputy Shire President
Cr SD Carruthers	
Cr DS Clarke	
Cr B Hyde	
Cr RA Lloyd	
Cr AD Marshall	
Cr PS Stoffberg	

Apologies

In Attendance

Mr A George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer
Mr C Elefsen	Manager Infrastructure Services
Mr K Wilson	Manager Corporate Services
Mr M Castaldini	Community & Emergency Services Manager
Mrs R Rose	Executive Assistant (for the Minutes)

Observers/Visitors

3.2 APOLOGIES

Nil

3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7.0 NOTATIONS OF INTEREST

Nil

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

Nil

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

Nil

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

Nil

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – 23 JUNE 2021

RESOLUTION 13431

Moved Cr Stoffberg
Seconded Cr Lloyd

That the Minutes of the Ordinary Council Meeting held on 23 June 2021 be confirmed as a true and accurate record of the meeting.

CARRIED: 8/0

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 AUDIT COMMITTEE MEETING – JULY 2021

RESOLUTION 13432

Moved Cr Marshall
Seconded Cr Hyde

That the Minutes of the Audit Committee meeting held on 21 July 2021 be received.

CARRIED: 8/0

14.0 REPORTS OF OFFICERS

Nil

14.1 INFRASTRUCTURE SERVICES

Nil



14.2 PLANNING

Nil

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION**14.4.1 AA DAM 190 JAMES DAM – PROPOSED ENTRY IN THE STATE REGISTER OF HERITAGE PLACES**

Applicant:	Department of Planning, Lands and Heritage (Heritage and Property Services)
File No.:	0809
Attachments:	<ol style="list-style-type: none"> 1. Letter from Heritage Council dated 6 July 2021 2. Draft entry into the Register of Heritage Places 3. HCWA Curtilage Map
Author:	 Mr Alan George Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	7 July 2021
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

The Heritage Council is seeking comment from the Shire of Lake Grace on the entry of P26460 AA Dam 190 James, Lake Grace in the State Register of Heritage Places.

Background

The following is an extract from the draft Assessment Documentation (full extensive details are in attachment 2):

AA Dam No.190 James, Lake Grace, a square earth dam (1914, 1949) with concrete inlet chute (1949) and a 'wave-like' roaded catchment with earth channel (1949), on a remnant bushland reserve, has cultural heritage significance for the following reasons:

the place was the first experimental roaded catchment dam in Western Australia, providing a prototype solution that was implemented throughout the Wheatbelt from the 1950s and for decades afterwards, and as such was a technical innovation and benchmark site in the development of water collection and supply;

the place is representative of two separate small-scale programs initiated by the State Government to provide water to regions of the Wheatbelt not reached by the large-scale Goldfields Water Supply Scheme (1890s-1910s) and Comprehensive Water Supply Scheme (1940s);

the 1949 phase is evidence of the State Government utilising new technologies and experimenting with new materials to develop a more efficient method of water collection and storage; and,

the 1914 phase is associated with the State Government's role in encouraging and facilitating development of the Wheatbelt region during the early twentieth century.

Comment

The Heritage Council recently considered the draft assessment including a proposed statement of significance for P26460 AA Dam No.190 James, Lake Grace and resolved that:

- the place has cultural heritage significance pursuant to s.38 of the Heritage Act 2018; and,
- consultation should be undertaken on the proposal to enter the place in the Register of Heritage Places and the content of the draft statement of cultural heritage significance.

As the relevant local government authority for the above place, the Heritage Council is seeking our written comments on the proposed entry of P26460 AA Dam No.190 James, Lake Grace in the State Register of Heritage Places. The register entry will be based on the three (3) enclosed documents:

- Draft assessment documentation, including statement of significance
- HCWA Curtilage Map – showing the area of land that is proposed to be registered.

The land in question consists of Reserve 16318 which is located on James Dam and the old sports ground, Reserve 22805 which is located on a concrete sheep dip with the adjacent remains of sheep yards, the current owners are the State of Western Australia (DPLH). The balance of the land being Lot 1 on Diagram 22812 C/T 1217/847 is owned by the Water Corporation on which the catchment is located with the balance of the area being cropped by a neighbour, presumably.

For a number of years, the Water Corporation had been seeking the Shire's interest in taking over the ownership of the dam, these offers were rejected due to the condition of the dam, amongst other concerns.

It is known that the dam and associated catchment has been the subject of negotiations between the adjacent landowners of the Walkers Hill Winery and the Water Corporation, and that they have been frustrating for the winery owners who, it is believed, wish to purchase the catchment land.

The Town Planner, Mr Joe Douglas, has been consulted on this matter and has advised that the proposed State Heritage Listing will not constrain Walkers Hill Winery from accessing and using the water from the dam if the land is eventually sold to them once the State Heritage Listing is finalised and approved. It just means that, if they were to undertake any major development on the land beyond what is already there, they would have to obtain approval from the Heritage

Council of WA before proceeding. A development application to the Shire of Lake Grace may also be required depending upon what is proposed and where.

Mr Douglas also went on to say that there are lots of incentives on offer for the development of State Heritage Listed places as well as funding opportunities which Walkers Hill Winery could consider taking advantage of.

“Bottom line: I see no major issues with the proposed State Heritage Listing and would encourage the Shire of Lake Grace to support it when responding to the Heritage Council’s request for comment using the proforma provided on page 3 of the attached letter.”

In light of the information provided and the clarification of the ramifications for the owners of Walkers Hill Winery in their continued negotiations for the use of the water and catchment, it is recommended that the Shire of Lake Grace support the listing of:

Lot 1 on Diagram 22812, being the land contained in Certificate of Title Volume 1217 Folio 847; Reserve 16318 comprising of Lot 15882 on Deposited Plan 92438, being the land contained in Crown Land Record Volume 3110 Folio 45; Reserve 22805 comprising Lot 15881 on Deposited Plan 92439, being the land contained in Crown Land Record Volume 3110 Folio 44; together as shown on HC Curtilage Map P26460 - A, AA Dam No. 190 James, Lake Grace

Legal Implications

Nil

Policy Implications

Nil

Consultation

Externa Mr Joe Douglas, Principal Town Planner, Exurban Rural and Regional Planning

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Economic Objective - A prosperous agricultural based economy, supporting diversification of industry

- Outcome 1.1 An innovative, productive agriculture industry
 - 1.1.4 Maintain and provide water infrastructure and lobby to support drought-proofing and water-harvesting initiatives
- Outcome 1.2 A diverse and prosperous economy
 - 1.2.2 Support local business and promote further investment in the district

- Outcome 1.3 An attractive destination for visitors
- 1.3.1 Promote and develop tourism as part of a regional approach
 - 1.3.2 Maintain and enhance local iconic attractions and infrastructure

Environment Objective - Protect and enhance our natural and built environment

- Outcome 3.1 A well maintained attractive built environment servicing the needs of the community
- 3.1.2 Maintain the integrity of heritage buildings and places

This proposal supports the Shire of Lake Grace Strategic Community Plan 2012-2027 in that the heritage listing will still allow the access to water, thus supporting a local business and allowing it to continue negotiations with the owners of the land. In addition, it will help maintain the integrity of the heritage site and its infrastructure for both local and visitor attraction.

RESOLUTION 13433

Moved Cr Stoffberg
Seconded Cr Clarke

That Council:



- Supports the registration of Lot 1 on Diagram 22812, being the land contained in Certificate of Title Volume 1217 Folio 847; Reserve 16318 comprising Lot 15882 on Deposited Plan 92438, being the land contained in Crown Land Record Volume 3110 Folio 45; Reserve 22805 comprising Lot 15881 on Deposited Plan 92439, being the land contained in Crown Land Record Volume 3110 Folio 44; together as shown on HC Curtilage Map P26460-A, AA Dam No. 190 James, Lake Grace onto the Register of State Heritage Places
- Gives approval to Administration to complete the submission with the additional comment that this registration should place no restrictions on the continued negotiations with the neighbouring landowners of Certificate of Title 2227/447 being Lot 97 on Deposited Plan 38587 and the above landowners in their bid to acquire the land from the State Government.

CARRIED: 8/0

Voting Requirements

Simple majority required.

14.4.2 LAKE GRACE DEVELOPMENT ASSOCIATION INC – IN-PRINCIPLE SUPPORT FOR FENCE

Applicant:	Lake Grace Development Association
File No.:	Nil
Attachments:	1. Letter seeking support 2. Location pictures
Author:	 Mr Alan George Chief Executive officer
Disclosure of Interest:	Nil
Date of Report:	8 July 2021
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

The Lake Grace Development Association Inc (LGDA) is seeking “in-principle support” for the installation of a recycled corrugated iron fence along the railway reserve, north of Stubbs Street, extending from the existing fence structure behind “The Shed” down to Farmers Centre.

Background

Around 15 years ago, a similar fence to what is being suggested was installed behind the area known as “The Shed” in Stubbs Street, Lake Grace it extends along the railway reserve for approximately 30 metres. The fence consists of solid panels on which some murals are painted and corrugated iron panels.

This request came in the day before the June Council meeting and therefore was not included in the agenda. However, it was discussed during the Information Session following the meeting.

Comment

The LGDA wish to extend this fence approximately 200m to the east of the boundary with the Farmers Centre property. The fence will be in the same style as the existing fence “...on which some mural artwork could be added and/or as a backing for suitable displays where appropriate and approved.” The LGDA believes that it will improve the aesthetics of the main street once completed.

They are seeking in-principle approval at this stage as they will also need permission from ARC and the Public Transport Authority (PTA) due to it being predominantly on land under their control.

Further information has been requested from the LGDA as to:

- the proposed height of the fence
- who will be responsible for the installation, and
- what , if any, contribution will be required from the Shire
- is it to be constructed the same as the existing fence or is it all corrugated iron

As yet, there has not been a reply to the question; however at this stage, this is not considered critical as the LGDA is only seeking in-principle support from the Shire of Lake Grace. Further details will be sought when and if ARC provides its support for the project.

Legal Implications

Local Government Act 1995

The Local Laws Relating to Fencing Part 4 10.(2) states:

“Where the Building Surveyor approves the use of pre-used materials in the construction of a fence under subclause (1), that approval shall be conditional on the applicant for approval painting or treating the pre-used material as directed by the Building Surveyor.”

This point can be debated later in relation to the definition of a fence and the purpose of this project be it a fence or a backing for a mural.

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Economic Objective A prosperous agricultural based economy, supporting diversification of industry

Outcome 1.3 An attractive destination for visitors

1.3.1 Promote and develop tourism as part of a regional approach

1.3.2 Maintain and enhance local iconic attractions and infrastructure

1.3.3 Continue to provide and maintain visitor support services

RESOLUTION 13434

Moved Cr Clarke
Seconded Cr Hyde



That Council provides in-principle support for the Lake Grace Development Association Inc., to install a corrugated iron fence along the railway reserve between Lots 363 and 365 Stubbs Street, Lake Grace subject to approval by ARC Infrastructure and the Public Transport Authority and full details of the project being provided.

CARRIED: 8/0

Voting Requirements

Simple majority required.

14.4.3 MANDATORY ABORIGINAL AND TORRES STRAIT ISLANDER CULTURAL AWARENESS TRAINING

Applicant:	Public Sector Commission
File No.:	0024
Attachments:	Commissioner's Instruction 29
Author:	 Mr Alan George Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	12 July 2021
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

The Public Sector Commissioner has advised that a new Commissioner's Instruction has been issued that requires public sector agencies (of which we are bound by some of the same rules as the Public Sector) to provide employees engaged for 3 months or more and board members (councillors) with Aboriginal and Torres Strait cultural awareness training.

Background/Comment

The Public Sector Commissioner Sharyn O'Neill, has advised that as Aboriginal people are the traditional custodians of the lands on which we live and work, it is imperative that we all have an awareness of their culture. It needs to be considered as a standard commitment and any gaps in our awareness must be addressed. Therefore, mandatory training is an important step to achieve this.

We have the choice of developing our own programs and activities, if we wish to develop them, or alternatively, we can use the resource developed by the Commission and endorsed by the Aboriginal Advisory Council of Western Australia. This resource includes historical and contemporary information with sections on family, education, country and work. At the end of each section are questions to assess understanding.

The link to this resource is as follows:

[Aboriginal and Torres Strait Islander cultural awareness resource](#)

Public sector bodies must:

1. ensure each employee engaged for a continuous period of three (3) or more months as well as each board member completes Aboriginal and Torres Strait Islander cultural awareness training.
2. take reasonable steps to provide casual employees and employees engaged for a continuous period of less than 3 months with Aboriginal and Torres Strait Islander cultural awareness training.
3. keep appropriate records of:
 - how many current employees and board members complete training
 - the year they complete the training
 - whether they use the Aboriginal and Torres Strait Islander cultural awareness training resource or other training
4. provide the information specified in clause 3 through the Public Sector Commission's annual survey program.

Legal Implications

We are bound by some of the same rules as the Public Sector.

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil - only time.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values

- Outcome 4.1 A strategically focused, unified Council functioning efficiently
- 4.1.1 Provide informed leadership on behalf of the community
 - 4.1.2 Promote and advocate for the community and district
 - 4.1.3 Provide strategic leadership and governance

RESOLUTION 13435

Moved Cr Stoffberg
Seconded Cr Lloyd



That Council notes the requirements for the mandatory Aboriginal and Torres Strait Islanders cultural awareness training for all staff and Councillors.

CARRIED: 8/0

Voting Requirements

Simple majority required.

14.4.4 CHANGE OF MEETING DATE – ORDINARY COUNCIL MEETING – SEPTEMBER 2021
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Applicant:	Internal
File No.:	0029
Attachments:	Nil
Author:	 Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	21 July 2021
Senior Officer:	 Mr Chris Paget Deputy Chief Executive Officer

Summary

Council is requested to consider changing the meeting date of the Ordinary Council Meeting scheduled for Wednesday 22 September 2021 because of the annual WA Local Government Convention.

Background / Comment

Three (3) Elected Members and the Chief Executive Officer from the Shire of Lake Grace will be attending the WALGA Local Government Convention in Perth from Sunday 19 September to Tuesday 21 September 2021. Some of the elected members will be attending the optional event on Wednesday 22 September and will be returning to Lake Grace later that afternoon. The Ordinary Council meeting is scheduled to be held on that day and it is considered highly unlikely that our delegates would make it back in time to attend.

It is proposed that the meeting for Wednesday 22 September 2021 therefore be changed to one of the following alternative dates:

- Wednesday 15 September
- Thursday 16 September
- Thursday 23 September
- Wednesday 29 September

The change in schedule will alleviate the stress of the conference attendees returning back to Lake Grace on time to attend the Council meeting as originally planned.

Legal Implications

Local Government Act 2005 s5.25 Regulations about council and committee meetings
 – public notice will be issued (including on the Shire website) regarding the change of OCM date.

Policy Implications

Policy 1.2 – Meeting Dates

Council is to meet on the fourth Wednesday of the months of February to December.

Consultation

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

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective Strong governance and leadership, demonstrating fair and equitable community values

Outcomes 4.1 A strategically focused, unified Council functioning efficiently

 4.2.3 Provide strategic leadership and governance

Outcomes 4.2 An efficient and effective organisation

 4.2.2 Comply with statutory and legislative requirements

RESOLUTION 13436

Moved Cr Chappell
Seconded Cr Hyde

That Council nominate an alternative date for the Ordinary Council meeting originally scheduled for Wednesday 22 September 2023 to one of the following dates and publish the date change as soon as possible:

- Wednesday 15 September
- Thursday 16 September
- Thursday 23 September
- Wednesday 29 September



*Please note that before the voting, all the Councillors agreed that the Ordinary Council Meeting for the month of September 2021 shall be held on **WEDNESDAY 29 SEPTEMBER 2021**.*

CARRIED: 8/0

Voting Requirements

Simple majority required.

14.4.5 CODE OF CONDUCT FOR EMPLOYEES

Applicant:	
File No.:	033
Attachments:	Shire of Lake Grace Code of Conduct for Employees
Author:	 Mr Chris Paget Deputy Chief Executive Officer
Disclosure of Interest:	As a Shire of Lake Grace employee, the Author will be bounded by this Code
Date of Report:	21 July 2021
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

For Council to note and endorse the newly developed Employee Code of Conduct.

Background

On February 3 2021 changes took effect to the *Local Government Act 1995* and associated Local Government (Administration) Regulations requiring the development of new and separate Codes of Conduct for Council Members, Committee Members & Candidates, and employees of local governments in WA.

The Shire of Lake Grace did have a Code of Conduct covering Councillors and Staff in compliance with previous legislation. The new legislation requires Council to now have separate Codes of Conduct. In March 2021 Council adopted a new Code of Conduct for Council Members, Committee Members and candidates for election. A separate Code of Conduct is required to be developed by the Chief Executive Office for employees. An interim version of this document was made available on the 6th May, and management have been awaiting WALGA to issue their guidelines to enable a comparison of documents and any necessary amendments flowing from that.

The Shire's Employee Code of Conduct has been updated to take into consideration these changes and has been cross referenced against the guidelines template provided by WALGA.

Comment

The Code of Conduct provides our Shire employees with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of integrity and ethical responsibility, and encourages greater transparency and accountability in the operations of Shire of Lake Grace.

The Code provides a guide and a basis of expectations for employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

The following topics are addressed:

- Personal behaviour
- Handling of information, records keeping and communications
- Fraudulent, corrupt and improper behaviour
- Use of local government resources
- Reporting of suspected wrongdoing
- Gifts
- Conflicts of interest

Statutory Environment

Local Government Act 1995 s5.51A. Code of conduct for employees:

(1) The CEO must prepare and implement a code of conduct to be observed by employees of the local government.

(2) The CEO may amend the code of conduct.

(3) The CEO must publish an up-to-date version of the code of conduct on the local government's official website.

(4) Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.

(5) A code of conduct under this section is of no effect to the extent that it is inconsistent with regulations made for the purposes of subsection (4).

Local Government (Administration) Regulations 1996 Part 4A – Codes of conduct for local government employees 19AA to 19AF

Corruption, Crime and Misconduct Act 2003

Policy Implications

Not applicable.

Consultation

Internal Line Managers and staff

External DLGSC
 WALGA
 LG Professionals WA

Financial Implications

Nil – there are no financial implications associated with this item.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values.

- Outcome 4.1 A strategically focused, unified Council functioning efficiently
 - 4.1.3 Provide strategic leadership and governance
- 4.2 An efficient and effective organization
 - 4.2.2 Comply with statutory and legislative requirements

RESOLUTION 13437

Moved Cr Clarke
Seconded Cr Stoffberg



That Council endorses the new Code of Conduct for Employees.

CARRIED: 8/0

Voting Requirements

Simple majority required.

14.4.6 REVIEW OF RISK MANAGEMENT, LEGISLATIVE COMPLIANCE AND INTERNAL CONTROLS

Applicant:	Shire of Lake Grace
File No.:	0344
Attachments:	<ul style="list-style-type: none"> • Shire of Lake Grace Report – Regulation 17 Review - Final Version • Regulation 17 Review Action Plan
Author:	 Mr Chris Page Deputy Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	27 July 2021
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

For the Consider the Audit Committee's recommendations on the Chief Executive Officer's review on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance as required under Audit Regulation 17.

Background

The Local Government (Audit) Regulations 1996 state the functions and responsibilities of the Audit Committee include reviewing the appropriateness and effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance.

Furthermore Regulation 17 requires a local government's Chief Executive Officer to review, at least once every two years, the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and provide a report of that review to the local governments Audit Committee for their consideration.

The Audit Committee is to consider the Chief Executive Officer's review and then report its recommendations to the Council.

Comment

As best as can be ascertained from available records, the last Audit Regulation 17 review for the Shire of Lake Grace was undertaken by the then CEO and accepted by Council on 22 March 2017, which was therefore outside the prescribed period and this has been noted in the Shire's annual Compliance Audit Return for 2020.

External consultants Paxon Group were engaged to assist the CEO and management with the Regulation 17 review process, and this work was undertaken between May and June of this year. The Paxon Group draft report was received on 28th June 2021 whereupon staff provided additional feedback and commentary on matters raised; the finalised version was received on 29th June.

Many of the key findings and recommendations in the Paxon report reflect the current efforts of the Shire administration in identifying potential risk management and compliance shortcomings, and in particular legacy issues arising from past years which are already being addressed through appropriate policy and procedures development.

Paxon's reviewed the appropriateness and effectiveness of the Shire of Lake Grace systems and procedures across the period 1 July 2020 to 30 April 2021 in relation to:

- Risk management;
- Internal control; and
- Legislative compliance.

Their primary findings from examination and testing for the above-mentioned three areas are as follows:

Risk Management:

The Shire has a comprehensive "Risk Management" policy and a comprehensive risk register, however risk management documents requiring attention are:

- *"Adverse Events Plan" (Plan) which appears to be a draft document;*
- *"Record Disaster Recovery Plan - 2015" which is outdated; and*
- *"Business Continuity Plan – January 2021" which is marked as a draft document.*

The Shire's risk management framework is incomplete regarding:

- *Risk monitoring; and*
- *Evaluation of the realization of risk management objectives.*

Internal Control:

The Shire's internal control environment is not altogether satisfactory as evidenced by:

- *Shire plans/documents requiring attention:*
 - *"Corporate Business Plan - 2019-2023" which has not been reviewed annually as stipulated in regulation 19DA(4) of the Local Government (Administration) Regulations 1996 (2021 excluded);*
 - *"All Assets – Summary Asset Management Plan", as prepared by Core Business – Australia is dated 12/11/2012 and consequently outdated; and*
 - *"Draft Workforce Plan 2019-2022" which has been a draft for far too long (prepared by the former Administration but never presented to Council).*

- *The Shire's "2019/20 Register of Delegations" is not reviewed annually as stipulated in section 5.46(2) of the Local Government Act 1995;*
- *No procedures exist for specific operational financial activities;*
- *The Shire have not applied findings regarding local government financial controls as included in reports published by the Office of the Auditor General in the recent past;*
- *No policy, procedures and schedule exist for building maintenance activities;*
- *No procedures and maintenance schedule exist for standpipes and drainage assets;*
- *No policy and procedures exist for library services;*
- *The Shire's record keeping controls are insufficient; and*
- *No policy and procedures exist for the Lake Grace rubbish tip.*

Legislative Compliance:

The Shire identifies applicable legislation and keep track of amendments to such legislation. Except for the Waste and Fleet business unit's employees, Shire employees are educated as to the Shire's and their own legislative responsibilities.

The Shire of Lake Grace Audit Committee met on Wednesday 19 July 2021 to consider the CEO's Regulation 17 review report, with the resolution as follows:

RESOLUTION 0167

Moved Cr Len Armstrong
Seconded Cr Ben Hyde

That the Audit Committee:

1. Notes the results of the Chief Executive Officer's review on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control and legislative compliance;
2. Notes that the implementation of the improvements outlined will continue in a staged approach through an Action Plan currently being developed;
3. Reports to the Council every 6 months on the progress of implementing the improvements; and
4. Provides a copy of this report to Council.

CARRIED: 5/0

**Point no. 3 of the above Resolution was discussed and the Committee Members agreed that instead of the quarterly report recommendation, it was preferred that a six (6) monthly report be provided to the Audit Committee and Council regarding the progress and implementation.*

While there remains some minor debate on the relevance or applicability of some of the points raised by Paxon Group relating to libraries and legislative knowledge/responsibilities for some operational staff, management acknowledge and accept the overall review findings and have already commenced work on addressing the issues identified. The Deputy CEO has compiled an Action Plan (attached) which will guide the process, establish deadlines for task completion/implementation and allow for regular updates and monitoring on progress by both the Audit Committee and Council.

Legal Implications**Local Government (Audit) Regulations 1996****16. Audit committee, functions of**

An audit committee —

- (a) is to provide guidance and assistance to the local government —
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and
- (b) may provide guidance and assistance to the local government as to —
 - (i) matters to be audited; and
 - (ii) the scope of audits; and
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management; and
- (c) is to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council.

[Regulation 16 inserted in Gazette 31 Mar 2005 p. 1043; amended in Gazette 8 Feb 2013 p. 867.]

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 sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.
[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

Policy Implications

Council Policies: 1.1 – Policy Manual Amendments
 1.13 - Risk Management
 1.21 – Internal Controls
 1.22 – Legislative Compliance

Consultation

Nil

Financial Implications

The Regulation 17 Review was undertaken with the assistance of consultants Paxon Group at a cost of \$11,000 (GST incl) which was included in Council's 2020-21 annual budget. There are no further financial implications arising from this report and review as any necessary follow up work will be undertaken in-house by the Shire's Executive and other support staff.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values

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

RESOLUTION 13438

Moved Cr Chappell

Seconded Cr Hyde

That Council accepts and endorses the review of the appropriateness and effectiveness of the Shire of Lake Grace systems and procedures in relation to risk management, internal control and legislative compliance, pursuant to Regulation 17 of the Local Government (Audit) Regulations 1996.



CARRIED: 8/0

Voting Requirements

Simple majority

After the voting, a discussion took place and Cr Armstrong made a comment that because of staff changes, staff have battled on to improve and implement changes within the administration. At the moment, staff and the leadership team is getting a handle of things and with the audit conducted in March 2021, there were some very minor anomalies that have been picked up by the Auditors which are now being rectified and finalised.

14.5 FINANCE**14.5.1 2021/2022 SHIRE OF LAKE GRACE – BUDGET ADOPTION**

Applicant:	Internal Report
File No.:	0781
Attachments:	<ul style="list-style-type: none"> • 2021/2022 Statutory Budget • Schedules • Fees and Charges
Author:	 Mr Kevin Wilson Manager Corporate Services
Disclosure of Interest:	Nil
Date of Report:	15 July 2021
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

To consider and adopt the Municipal Fund Budget for the 2021/2022 financial year together with supporting schedules, including striking of the municipal fund rates and other consequential matters arising from the budget papers.

Background

The Draft 2021/2022 Budget has been compiled based on the parameters established in the Council integrated planning documents including Long Term Financial Plan, Corporate Business Plan and Strategic Community Plan.

Council gave consideration to the detail within the budget after working through four (4) budget workshops in May and June 2021.

Comment

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. The main features of the draft budget include:

Rating

The 2021/2022 budget has been prepared with a 3% increase to GRV rates, but a 0% increase on UV rates with a minor \$15 increase on UV minimum values. The UV rate was not increased

as the Shire of Lake Grace have received notification from Land Gate that the property values on unimproved rated properties had increased by an average of 9.42% across the board.

Sewerage Specified Area Rate

The rating basis for the Lake Grace sewerage specified area rate(s) is the Gross Rental Values of properties in the Lake Grace town site, broken down as follows:

- Residential,
- Commercial, and
- Vacant land.

It is applied in full to operate and maintain the sewerage scheme for the Lake Grace townsite and, by the very nature of a sewerage scheme, it is clear who gets a benefit (those connected to the scheme) and who does not (those not connected to the scheme).

A 3% increase on this rate has been proposed.

End of year position

The 2020/21 end of year position is an estimated surplus of \$5,522,897 increase of approximately \$1,115,630 from the prior year, but again due to the advance payments of \$1,574,851 for the Financial Assistance Grant, \$138,000 for the Driver Reviver Project and advance payments of \$1,633,000 for the Commonwealth Drought & Community and Local Roads & Community Projects 1 & 2, with many of these projects not being completed due to contractor and resourcing issues, these will be rolled over into 2021/2022.

All of these unspent grants are held in a Contracts Liability account and the projects brought forward to the 2021/2022 budget proposal. It is noted for Council that a revaluation of land and buildings were undertaken by an external valuation consultant in accordance with accounting standard requirements. The net impact of this was a decrease in the valuation of Council buildings by approximately (\$933,194). This flows through the financial statements as a reduction in Land and Buildings Revaluation account resulting in a reduction in equity.

The budget presented to Council for adoption results in an end of year surplus of \$ 23,983 after the transfer of funds to replenish Shire cash backed reserves.

Fees & Charges

The fees and charges schedule is presented to Council, including the proposed rates in the dollar to be levied. The rate charges for the Lake Grace Sewerage Scheme are to increase by 3% as per the proposed general rate increase. Fees and Charges for Council controlled fees have been increased by Treasury set CPI of 1.75% with many of the Statutory Fees increased by the same amount.

A minor change has been made to the hire of Shire plant and equipment to streamline the billing process, however, not increased overall.

Elected Member Attendance Fees, Allowances & Reimbursement of Costs

The recommendations include the setting of meeting attendance fees and allowances for members. It is proposed to continue the method of paying annual attendance fee; the fees proposed are President \$8,000 and Elected Members \$4,000.

The Presidents allowance of \$20,063 the Deputy President's allowance \$5,015.75 are to remain at 2019/2020 rates in accordance with Salaries and Allowances Tribunal determination released 07 April 2021.

A \$3,500 allowance is included for each member to provide for costs associated with information and communication technology expenses incurred by members in carrying out their functions on behalf of the Shire of Lake Grace.

Annual attendance fees and allowances are intended to be paid monthly in arrears; this eliminates the need to recoup funds if an elected member who may resign.

Claims such as travelling will need to be submitted monthly or more frequently should a member so require. All payments may be made direct to Members designated bank accounts. These fees and allowances are in accordance with Sec 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act and the Local Government (Administration) Regulations. These fees are within the determinations for Band 4 as set by the Salaries and Allowances Tribunal on 07 April 2021.

Salaries & Wages

The budget for Salaries & Wages has been prepared using a 1.75% wage increase. The Superannuation Guarantee has been mandated to increase to 10% from 1 July 2021, and this has been factored into employee costs. It is projected that Salaries and Wages will increase in approximately \$100,000 on the prior year estimates.

Road Funding

An amount of \$3,366,079 has been set aside for road renewal and upgrades which is again a significant road program for the 2021/2022 year. A portion of these works will be put out to contract as we do not have the capacity to undertake the works ourselves. The total of our Road funding sources are as follows;

Grants Commission Roads	\$1,480,000
MRWA Direct Grant	\$323,000
Regional Road Group (MRWA)	\$375,000
Roads to Recovery 2019/2020	\$823,000
TOTAL	\$3,001,000

Reserve Transfers

It is proposed to transfer \$770,000 to the following Reserves to replenish these cash backed reserves as they have not been replenished for several years:

Swimming Pool Reserve	\$ 50,000
Long Service Leave Reserve	\$110,000
Plant Reserve	\$350,000
Sewerage Reserve	\$100,000 < \$40,000
Housing Reserve	\$160,000 > \$40,000

****Discussions about the Reserve Transfers took place and changes are to be made as follows:*

<i>Sewerage Reserve</i>	<i>\$ 60,000</i>
<i>Housing Reserve</i>	<i>\$200,000</i>

New Commonwealth Funding – Drought Communities & Local Roads & Community Program

The Commonwealth initiated two (2) programs to support Local Governments in addressing community needs to offset the impacts of the COVID19 Pandemic. These being:

Drought Communities Program	\$1,000,000
Local Roads & Community Programs Phase 1	\$860,000
Local Roads & Community Programs Phase 2	\$606,013

For 2020/2021, the Shire of Lake Grace adopted the following number of projects within the capital program to meet these funding initiatives and these are embedded within the overall budget submission. Many of these projects were not finalised during 2020/2021 and have been rolled over:

- Varley Town Hall Roof Restoration,
- Reuse sewerage at Lake Grace,
- Newdegate Country Club,
- Lighting for Lake Grace, Newdegate Hockey and Lake Grace Football Fields,
- Community All Abilities Playground in Lake Grace,
- UATs at Newdegate, Lake King and Varley,
- Newdegate Jumping pillow and land,
- Community Walk Trails and,
- Upgraded Lake Grace Sporting Complex entry

Legal Implications

Section 6.2 of the Local Government Act 1995 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending 30 June of the next year.

Divisions 5 and 6 of the Local Government Act 1995 refer to the setting of budgets and the raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The draft 2018/2019 budget as presented is considered to meet statutory requirements.

- Cemeteries Act 1986
- Waste Avoidance and Resources Recovery Act 2007
- Local Government (Miscellaneous Provisions) Act 1960

Policy Implications

Policy 3.3 - Specified Area Rating is used for consideration of rating levied for the Lake Grace Sewerage Scheme.

Consultation

Internal	Staff members and Council
External	Community groups have had the opportunity to submit budget requests

Financial Implications

The Budget document establishes activities which the Shire will pursue during the 2021/2022 financial year taking into account the Shire of Lake Grace Corporate Business Plan and Long-Term Financial Plan.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 – 2027
Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values.

- Outcome 4.2 An efficient and effective organisation
 - 4.2.1 Maintain accountability and financial responsibility through effective planning
 - 4.2.2 Comply with statutory and legislative requirements

SUMMARY OF COUNCIL ADOPTION

PART A - MUNICIPAL FUND BUDGET FOR 2021/2022

That Council, pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the Municipal 2021/2022 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page 8 showing a net result for that year of (\$353,793) due to changes in revaluation of assets
- Statement of Comprehensive Income by Program on page 10 showing a net result for that year of (\$353,793) due to changes in revaluation of assets
- Statement of Cash Flows on page 12 and 13.
- Rate Setting Statement on page 14 and 15 showing an amount required to be raised from rates of \$4,353,161
- Notes to and Forming Part of the Budget on pages 18 to 40.
- Budget schedules as detailed in Pages 47 to 113.
- Transfers to/from Reserve accounts as detailed on page 33

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

1. That Council, for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, and Clause 9 of the Local Government (COVID-109 Response) impose the following general and minimum rates on Gross Rental and Unimproved Values.

General Rates

Gross Rental Value (GRV)	13.6437 cents in the dollar
Rural (UV)	01.1164 cents in the dollar

Minimum Rates

Gross Rental Value (GRV)	\$505
Unimproved Value (UV)	\$515

2. That Council, pursuant to section 6.45 of the Local Government Act 1995 and regulation 64 (2) of the Local Government (Financial Management) Regulations 1996, offers a one, two

and four instalment payment option, and nominates the following due dates for payment in full or by instalments:

Option One

Single full payment 10 September 2021

Option Two

First Instalment 10 September 2021

Second Instalment 10 November 2021

Option Three

First Instalment 10 September 2021

Second Instalment 10 November 2021

Third Instalment 10 January 2022

Fourth Instalment 14 March 2022

3. That Council, pursuant to section 6.45 of the Local Government Act 1995 and regulation if the Local Government (Financial Management) Regulations 1996, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$11 for each instalment after the initial instalment is paid.
4. That Council, pursuant to section 6.45 of the Local Government Act 1995 and Clause 13 regulation 8 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted 8 May 2020 adopts an interest rate of 3.0% where the owner has elected to pay rates and service charges through an instalment option.
5. That Council, adopt by absolute majority in accordance with section 6.13 of the Local Government Act 1995 and clause 8 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted 8 May 2020 a rate of interest of 7% applicable to any amount owing (other than rates or service charges) with interest calculated from the due date, which is 35 days from the date of issue shown on the account for payment, subject to:

This interest rate cannot be applied to a person who is considered by the Shire of Lake Grace to be suffering financial hardship as a consequence of COVID – 19 Pandemic

PART C – GENERAL FEES AND CHARGES FOR 2021/2022

That Council, pursuant to section 6.16 of the Local Government Act 1995, adopts the fees and charges included at pages 121 to 134 inclusive of the draft 2021/2022 budget included as attached to this agenda.

PART D – OTHER STATUTORY FEES FOR 2021/2022

1. That Council, pursuant to Part 7 Local Government Planning Charges Planning and Development Regulations 2009 adopts the Fees and Charges for Planning Services within the Shire of Lake Grace as included at pages 128 to 130 of the draft 2021/2022 budget included as attached to this agenda.
2. That Council, pursuant to section 53 of the Cemeteries Act 1986 adopts the Fees and Charges for Cemeteries within the Shire of Lake Grace as included at page 130 of the draft 2021/2022 budget included as attached to this agenda.
3. That Council, pursuant to section 245A(8) of the Local Government (Miscellaneous Provision) Act 1960 adopts the swimming pool inspection fee included at page 127 of the draft 2021/2022 budget included as attached to this agenda.

4. That Council, pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, adopt the charges for the removal and deposit of domestic and commercial waste as included at page 128 of the draft 2021/2022 budget included as attached to this agenda.

PART E – ELECTED MEMBERS FEES AND ALLOWANCES FOR 2021/2022

That Council, pursuant to section 5.98(1)(b) of the Local Government Act 1995 and within the range determined by the Salaries and Allowances Tribunal, adopt the following annual attendance fees for elected members:

President's Allowance	\$20,063.00
Deputy President's Allowance	\$5,015.75

Meeting Attendance Fees

President	\$8,000.00
Elected Members	\$4,000.00

Information and Technology Allowance of \$3,500 to each Elected Member.

RESOLUTION 13439

Moved Cr Stoffberg
Seconded Cr Chappell



That Council adopt the 2021/2022 Shire of Lake Grace Budget, Fees and Charges pursuant to Local Government Act 1995.

CARRIED BY ABSOLUTE MAJORITY: 8/0

Voting Requirements

Absolute majority required.

14.5.2 ACCOUNTS FOR PAYMENT – JUNE 2021

Applicant	Internal Report
File No.	0277
Attachments	List of Accounts Payable
Author	 Ms Rebecca Clark Finance Officer – Rates & Creditors
Disclosure of Interest	Nil
Date of Report	12 July 2021
Senior Officer	 Mr Kevin Wilson Manager Corporate Services

Summary

For Council to ratify expenditures incurred for the month of June 2021.

Background

List of payments for the month of June 2021 through the Municipal account is attached.

Comment

In accordance with the requirements of the Local Government Act 1995, a list of creditors 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

Policy Implications

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards
 Policy 3.7 - Purchasing Policy

Consultation

N/A

Financial Implications

The list of creditors paid for the month of June 2021 from the Municipal Account Total \$960,930.87.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values.

Outcomes 4.2 An efficient and effective organisation

4.2.1 Maintain accountability and financial responsibility through effective planning

4.2.2 Comply with statutory and legislative requirements

RESOLUTION 13440

Moved Cr Marshall
 Seconded Cr Lloyd

That Council ratify the list of payments totalling \$960,930.87 as presented for the month of June 2021 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT22282 - EFT22434	\$893,873.97
Municipal Account Cheques	36939 – 36943	\$31,270.90
Direct Debits	DD9532.1 – DD9577.1	\$35,786.00
	TOTAL	\$960,930.87

CARRIED: 8/0

Voting Requirements

Simple majority required.

Shire of Lake Grace

CERTIFICATE OF EXPENDITURE June 2021



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT22282 - EFT22434	\$893,873.97
Municipal Account Cheques	36939 – 36943	\$31,270.90
Direct Debits	DD9532.1 – DD9577.1	\$35,786.00
	TOTAL	\$960,930.87

to the Municipal Account, totalling \$960,930.87 which were submitted to each member of the Council on 28 July 2021, 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

14.5.3 FINANCIAL REPORTS – 30 JUNE 2021

Applicant:	Internal Report
File No.	0275
Attachments:	<ul style="list-style-type: none"> • Monthly Financial Reports • Bank Reconciliations – April 2021
Author:	 Mrs Victoria Gracheva Finance Officer – Reporting and Investments
Disclosure of Interest	Nil
Date of Report	19 May 2021
Senior Officer	 Mr Kevin Wilson Manager Corporate Services

Summary

Consideration of the Monthly Financial Reports for the period ending 30 June 2021 and Bank Reconciliations for the month ending 30 June 2021.

Background

The provisions of the Local Government Act 1995 and associated Regulations require a monthly financial report and is presented at an Ordinary Council meeting within two (2) months of the period end date.

Comment

As at 30 June 2021, operating revenue over target by 14.43% (\$1,200,719) due to Operating Grants & Contributions, Other Revenue and Profit on disposal of assets higher than target YTD budget. Interest earnings below target due to low interest rates.

Operating expenditure is under YTD budget by \$1,192,709 (11.32%) mainly due to Materials & contracts costs and employee and overhead costs down, with depreciation, utility charges and interest expenses slightly over YTD budget. Increase in loss on disposal of assets under \$5,000.00 and loss on disposal of NGT Fire Truck not budgeted for.

The capital program is under budget because the bulk of the projects are not yet finalised. However, 90% of Droughts & Community Program Grant and 50% of Local Infrastructure Grants are already received, funds have been posted to Contract Liability account in amount of \$2,049,316.

Cash at bank is similar to the corresponding period last year and an investment agreement for term deposits with Bankwest is underway.

Outstanding rates is tracking well and have recovered 99.4% to date.

General debtor is \$202,260 with no major outstanding debts to follow up.

The monthly financial reports include the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which comprises the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 June 2021. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

The Shire of Lake Grace is responsible for the information contained in the financial statements and is responsible for maintenance of an appropriate accounting system in accordance with relevant legislation.

Legal Implications

Section 6.4 of the Local Governments Act 1995 provides for the preparation of financial reports.

In accordance with Regulation 34(5), a report on variances greater than the materiality threshold (\$10,000 or 10% whichever is greater) must be compiled and adopted by Council. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.2 An efficient and effective organisation

4.2.1 Maintain accountability and financial responsibility through effective planning

4.2.2 Comply with statutory and legislative requirements

RESOLUTION 13441

Moved Cr Chappell
Seconded Cr Carruthers

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

1. Statements of Financial activity for the period ended 30 June 2021 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 30 June 2021.



CARRIED: 8/0

Voting Requirements

Simple majority required.

14.6 COMMUNITY SERVICES

14.6.1 REQUEST COUNCIL TO REVIEW AND ACCEPT THE DISABILITY ACCESS AND INCLUSION PLAN (DAIP) PROGRESS REPORT 2020/2021

Applicant:	Shire of Lake Grace
File No.	0217
Attachments:	Annual Disability Access and Inclusion Plan (DAIP) Progress Report
Author:	 Mrs Cheryl Chappell Community Services Officer
Disclosure of Interest:	Nil
Date of Report:	12 July 2021
Senior Officer:	 Mr Chris Paget Deputy Chief Executive officer

Summary

Public authorities including Local Governments are required to provide the Minister for Disability Services an annual report on the progress of their Disability Access Inclusion Plan (DAIP) strategies and outcomes which is tabled in Parliament each year. A list of the seven (7) required outcomes are attached with the progress to date noted.

Background

The State Government's obligation to develop policies and services required by people with disability goes in some way to ensure people with disability can contribute their own expertise and life experience to improve the approachability and person-centred nature of the programs and supports they require.

The DAIP Progress Reports provides an annual overview reflecting the work of public authorities to support and empower people with disability across the State. They are a mandatory requirement of all public authorities under the Disability Services Act 1993.

Comment

The Shire of Lake Grace Disability Access and Inclusion Plan is unique to the Shire, reflecting the size, scope and activities of this local government.

The Disability Access and Inclusion Plan is a developmental process. The objective of the Progress Report is to provide a valuable resource to public authorities and the community about the achievements and impacts of public authorities across each DAIP outcome area.

The Progress Report shows the ongoing commitment of the Shire to identify localised solutions. While many strategies are ongoing each year, some strategies are being reported as being implemented or completed in 2020/2021.

The Shire's DAIP Progress Report requires adoption by Council to ensure that the needs of people with disability, their families and carers are addressed with respect to the facilities, functions and services provided by the Shire.

Legal Implications

Disability Services Act 1993
Disability Services Regulations 2004
The Disability Services Amendment Regulations 2013

Policy Implications

Ensures compliance with the Disability Services Act 1993 reporting requirements.

Consultation

Internal: Mr Alan George, Chief Executive Officer
 Mr Chris Paget, Deputy Chief Executive Officer
 Mr Craig Elefsen, Manager Infrastructure Services

External: Mr Richard Struik, Department of Communities

Financial Implications

The Disability Access and Inclusion Plan 2019-2024 will have a financial implication to Council for each year until the expiration of the plan. Costings will vary depending on the projects carried out annually by the Shire. Each financial year, the required projects will be included for consideration in the annual budget.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Social Objective - A valued, healthy and inclusive community and life-style.

Outcome 2.1 An engaged supportive and inclusive community

 2.1.1 Community services and infrastructure meeting the needs of the district

Environmental Objective – Protect and enhance our natural and built environment

Outcomes 3.1 A well maintained attractive built environment servicing the needs of the community

 3.1.1 Maintain, rationalise, improve or renew buildings and community infrastructure

RESOLUTION 13442

Moved Cr Clarke
Seconded Cr Marshall


That Council accept the 2020/2021 Disability Access and Inclusion Plan (DAIP) Progress Report as presented.

CARRIED: 8/0

Voting Requirements

Simple majority required.

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN**16.0 INFORMATION BULLETIN – July 2021**

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin
Author:	<i>RRRose</i> Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	21 July 2021
Senior Officer:	 Mr Alan George CHIEF EXECUTIVE OFFICER

Summary

The purpose of the Information Bulletin is to keep Elected Members informed on matters of interest and importance to Council.

Background

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.

Comment

This month's Information Bulletin Report was emailed to Councillors.

The July 2021 Information Bulletin attachment include:

Reports:

- Infrastructure Services Report – June 2021
- Environmental Health Officer Report (April to June 2021)
- Lake Grace Visitor Centre Report –
- Lake Grace Library Report and Statistics –
- Lake King Library Report and Statistics – April to June 2021
- Newdegate Library Report and Statistics – June 2021

Circulars, Media Releases, Newsletters, Letters:

- PHEOC Bulletin No. 67
- PHEOC Bulletin No. 68
- PHEOC Bulletin No. 69
- PHEOC Bulletin No. 70
- 2021 WALGA Convention Information and Registration Brochure
- WALGA Quarterly Report for the Shire of Lake Grace – Quarter 2

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 – 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values.

- Outcome 4.1 A strategically focused, unified Council functioning efficiently
- 4.1.1 Provide informed leadership on behalf of the community
 - 4.1.2 Promote and advocate for the community and district
 - 4.1.3 Provide strategic leadership and governance

- Outcome 4.2 An efficient and effective organisation
- 4.2.1 Maintain accountability and financial responsibility through effective planning
 - 4.2.2 Comply with statutory and legislative requirements

RESOLUTION 13443

Moved Cr Lloyd
Seconded Cr Chappell

That Council accepts the Information Bulletin Report.

CARRIED: 8/0

Voting Requirements

Simple majority required.

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

RESOLUTION 13444

Moved Cr Chappell
Seconded Cr Clarke

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.

Item 17.1 Purchase of New Prime Mover and Disposal of Old Prime Mover
Item 17.2 Purchase of New Wheel Loader

This item and any attachments are confidential in accordance with Section 5.23(2)(a) of the Local Government Act 1995.

CARRIED: 8/0

RESOLUTION 13445

Moved Cr Chappell
Seconded Cr Clarke

That Council accepts the recommendations contained in Confidential Items 17.1 and 17.2 on the Purchase of New Prime Mover and Disposal of Old Prime Mover and the Purchase of New Wheel Loader.

CARRIED: 8/0

RESOLUTION 13446

Moved Cr Chappell
Seconded Cr Clarke

That Council move from behind closed doors at 4:20pm

CARRIED: 8:0

18.0 DATE OF NEXT MEETING – 25 AUGUST 2021

The next Ordinary meeting of Council is scheduled to take place on Wednesday 25 August 2021 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

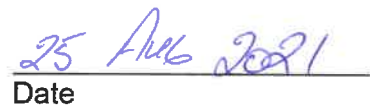
There being no further business, the Shire President closed the meeting at 4:20pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the Minutes of Meeting held on 28 July 2021 as shown were confirmed as a true record of that meeting.



Signature



Date