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 21 October 2020

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

Commencing: 2:00 pm

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

Alan George
Chief Executive Officer

14 October 2020
Date

Shire of Lake Grace

Ordinary Council Meeting

Agenda

21 October 2020

Meeting Commencing at 2:00 pm

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

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SHIRE OF LAKE GRACE

Agenda for the Ordinary Meeting of Council to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 21 October 2020.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at ___ pm.

1.1 Constitutional Matters

2.0 DISCLAIMER READING

A recording of the disclaimer is to be played aloud.

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

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

3.1 PRESENT

Cr LW Armstrong	Shire President
Cr RC Chappell	Deputy Shire President
Cr SD Carruthers	
Cr DS Clarke	
Cr BJ Hyde	
Cr RA Lloyd	
Cr AD Marshall	
Cr HL Steicke	
Cr PS Stoffberg	

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
Mrs R Rose	Executive Assistant (for the Minutes)

Observers/Visitors

3.2 APOLOGIES

3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5.0 PUBLIC QUESTION TIME

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.0 NOTATIONS OF INTEREST

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

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

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

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY MEETING – 16 SEPTEMBER 2020

Recommendation/Resolution

That the Minutes of the Ordinary Council Meeting held on 16 September 2020 be confirmed as a true and accurate record.

10.2 SPECIAL MEETING

10.3 ANNUAL MEETING OF ELECTORS

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUNCIL

13.0 REPORTS OF COMMITTEES

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 UNBUDGETED EXPENDITURE – LAKE GRACE INDEPENDENT LIVING UNITS – NO.5 BENNETT STREET, LAKE GRACE

Applicant:	Shire of Lake Grace
File No.:	0829
Attachments:	Nil
Author:	 Ms Brooke Williamson Development Services Administration Officer
Disclosure of Interest:	Nil
Date of Report:	8 October 2020
Senior Officer:	 Mr Craig Elefsen Manager Infrastructure Services

Summary

That Council authorise the transfer of funds from Job 121329 “Mallee Tree Road Slk 6.50-8.00” to Job LGILU01 “Lake Grace Independent Living Unit 1” to carry out the unbudgeted expenditure of $8,860.91 exc GST for the supply and installation of three (3) security door screens and three (3) split system air conditioners to the three (3) units at No. 5 Bennett Street, Lake Grace.

Background

The Shire of Lake Grace was part of the 2010-2015 Lakes & 4WD Ages Persons Housing Strategic Alliance. Funding was provided to erect 10 units in the Shire of Lake Grace. Units 1, 2 and 3 at No. 5 Bennett Street currently are fitted with one (1) air-conditioner which is located in the living area. Due to ongoing heat and cold weather extremities, a second air conditioner is required in the “master bedroom”, as well as a screen door on the front entrance to increase aeration within the unit.

Comment

Regional quotes and contractors have been obtained for the supply and installation of these additions to the No. 5 Bennett Street Independent Living Units.

Quote	*Work Scope*	*Price (GST inc.)*	*Price (GST exc.)*
Supplier 1	Installation of screen door to one unit	$1,100.00	$1,000.00
Supplier 2	Installation of air conditioning to all three units	$6,447.00	$5,860.91

Following those quotes, the total cost for installing screen doors and an air conditioner to all three (3) units would be $9,747.00 inc. GST ($8,860.91 exc. GST). Currently, there is no money in any Jobs or Accounts for the maintenance or improvement of the No. 5 Bennett Street units for this financial year so funds will need to be transferred from another Job or Account.

It is recommended to divert funds from Job 1213029 "Mallee Tree Road Slk 6.50-8.00" which has an allocation of $64,271. While work has not yet commenced, we are fairly confident that the final expenditure under that road job will be $13,654 (with a variation of ± 5%), leaving $50,617 spare in the account. The reason for this is that initially, there was a floodway planned to be built on this section, but after a road inspection involving Shire staff and Councillors, it was deemed not necessary freeing up the majority of money reserved for the road job.

The $8,860.91 from Job 1213029 will be transferred into Job LGILU01 "Lake Grace Independent Living Unit 1" which has no money allocated to it.

Legal Implications

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

(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

Shire of Lake Grace Policy Manual – December 2018
Policy 3.7 - Purchasing Policy

Purchase Value Threshold (excluding GST)	**Purchasing Requirement**
Up to $4,999	Direct purchase from suppliers not requiring any written quotations, although as best practice, two verbal quotes should be obtained in most instances, and evidence of quote provided at requisition stage.
$5,000 to $19,999	2 written quotations to be obtained and documented by responsible officer, and evidence of quotes provided at requisition stage.

Consultation

Internal: Mr Craig Elefsen, Manager Infrastructure Services

Financial Implications

Transfer of money will have impact on Accounts/Jobs as per table below. Figures do not include GST:

Job 1213029 "Mallee Tree Road…" budget	$64,271.00
Less Items on Order (committed funds)	-$12,454.00
Less Expected additional expenditure	-$1,200.00
Less Transfer of funds to Job LGILU01 "Lake Grace Independent…"	-$8,860.91
Unused funds left in Job 1213029 "Mallee Tree Road…"	$41,756.09

Job LGILU01 "Lake Grace Independent…" budget	$0.00
More Transfer of funds from Job 1213029 "Mallee Tree Road…"	$8,860.91
Final budget of Job 1213029 "Mallee Tree Road…"	$8,860.91

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

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values
Outcome 4.2 An efficient and effective organisation
4.2.2 Comply with statutory and legislative requirements

Recommendation / Resolution

That Council authorise the transfer of funds in the amount of $8,860.09 Exc GST from Job 1213029 “Mallee Tree Road Slk 6.50-8.00” to Job No. LGILU01 “Lake Grace Independent Living Unit 1” for the supply and installation of three (3) security door screens and three (3) split system air conditioner units to the three (3) Independent Living Units at No. 5 Bennet Street, Lake Grace.

Voting Requirements

Absolute Majority Required.

14.1.2 TRANSFER OF FUNDS – NEW STEEL DRUM ROLLER

Applicant:	Internal Report
File No.:	0817
Attachments:	Nil
Author:	 Mr Jason Lip Technical Officer
Disclosure of Interest:	Nil
Date of Report:	8 October 2020
Senior Officer:	 Mr Craig Elefsen Manager Infrastructure Services

Summary

That Council authorise the transfer of $10,000.00 exc. GST from Job 1213029 “Mallee Tree Slk 6.50-8.00” to Job PL12CAP “Steel Drum Roller” to cover the shortfall for the preferred steel drum roller to be purchased.

Background

Under the Shire of Lake Grace plant replacement schedule, various machinery is due to be replaced. One of these machines is the 2013 Bomag BW211 D-3 Roller.

Comment

The Shire of Lake Grace received five (5) quotes from the WALGA preferred suppliers list. Four (4) of these suppliers meet the Shire's minimum requirements for a 14-tonne steel drum roller. The quotes below do not include any trade-in value as the Shire will later dispose of the current 2013 Bomag roller by public tender/auction.

Company	Model	Quote exc. GST	Delivery Time
GCM Agencies	Multipac 114H-2	$130,000.00	3-4 weeks
Westrac	CAT CS64B	$140,740.00	February 2021
Tutt Bryant	Bomag 213D-5	$150,000.00	3-4 months
Conplant	Wacker Neuson RC140 T3	$169,070.00	Not provided
Conplant	Wacker Neuson RC120 T3	$160,270.00	Not provided

After internal deliberation, the Multipac 114H-2 was the preferred roller to be purchased. This purchase will come with all the required optional accessories and equipment and a 5-year or 5,000-hour manufacturer warranty. However, Job PL12CAP "Steel Drum Roller" only has

$120,000.00 budget allocated, requiring a transfer of $10,000 from another Account or Job to cover the shortfall.

It is recommended to divert funds from Job 1213029 "Mallee Tree Road Slk 6.50-8.00" which has an allocation of $64,271. While work has not commenced yet, we are fairly confident that the final expenditure under that road job will be $13,654 (with a variation of ± 5%), leaving $50,617 spare in that account. The reason for this is that initially, there was a floodway planned to be built on this section, but after a road inspection involving Shire staff and Councillors, it was deemed not necessary, freeing up the majority of money reserved for that road job.

Another agenda item is also asking to transfer $8,860.91 from Job 1213029; in spite of this, there will still be a fair amount of money leftover if both of these transfers are authorised by Council.

Legal Implications

Nil

Policy Implications

Shire of Lake Grace Policy Manual – December 2018
Policy 3.7 Purchasing Policy

Purchase Value Threshold (excluding GST)	Purchasing Requirement
Up to $4,999	Direct purchase from suppliers not requiring any written quotations, although as best practice, two verbal quotes should be obtained in most instances, and evidence of quote provided at requisition stage.
$5,000 to $19,999	2 written quotations to be obtained and documented by responsible officer, and evidence of quotes provided at requisition stage.
$20,000 to $249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations), with pre-determined written assessment criteria in addition to price, and formal quote process. Evidence of quotes to be provided at requisition stage. Obtain at least three (3) written quotations from suppliers with written specifications.

Consultation

Internal: Mr Craig Elefsen, Manager Infrastructure Services
Mr John Gambuti, Infrastructure Supervisor

Financial Implications

Impact on the source Job as per table below:

Job 1213029 "Mallee Tree Road…" budget	$64,271.00
Less Items on Order (committed funds)	-$12,454.00
Less Expected additional expenditure	-$1,200.00
Less Transfer of funds to Job PL12CAP “Steel Drum Roller”	-$10,000.00
Resultant budget left in Job 1213029 "Mallee Tree Road Slk 6.50-8.00"	$40,617.00
Less Transfer of fund to LGILU01 "Lake Grace Independent Living Unit 1"	-$8,860.91
Final unused budget left in Job 1213029 "Mallee Tree Road Slk 6.50-8.00"	$31,756.09

The target Job for the transfer will be impacted as per table below:

Job PL12CAP "Steel Drum Roller" budget	$120,000.00
More Transfer of funds from Job 1213029 "Mallee Tree Road…"	$10,000.00
Final budget of Job PL12CAP "Steel Drum Roller" budget	$130,000.00

All figures presented does not include GST.

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

Recommendation / Resolution

That Council:

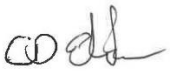
- authorise the transfer of $10,000.00 from Job 1213029 "Mallee Tree Road Slk 6.50-8.00" to Job PL12CAP "Steel Drum Roller" to cover the shortfall for the Multipac 114H-2 Steel Drum Roller to be purchased from GCM Agencies.

- authorise the Manager Infrastructure services to dispose the current Bomag Roller (Plant number PRLO6) in the way of Public tender/auction for a price deemed acceptable and agreed on by the Manager Infrastructure Services and the Chief Executive Officer

Voting Requirements

Absolute majority required.

14.1.3 UNBUDGETED EXPENDITURE – PURCHASE OF NEW SOLAR PUMPS

Applicant:	Internal Report
File No.	0817
Attachments:	Nil
Author:	 Mr Jason Lip Technical Officer
Disclosure of Interest:	Nil
Date of Report:	13 October 2020
Senior Officer:	 Mr Craig Elefsen Manager Infrastructure Services

Summary

For Council to authorise the unbudgeted expenditure to purchase two (2) solar pumps for $13,980.00, allocated under Account E107751.331 with funds sourced from Job 121301 "Traffic Island Renewal".

Background

It has recently come under notice that the dam sitting on the CBH Bin Lot in Lake Grace are the Shire's to use. Of the two (2) dams on the south end of the bins, the east one has a Lorentz PS150C submersible pump and control panel. However, the west dam is sitting at full capacity as it only runs into the South Road sump drain when overflowing, leaving a large quantity of water there to evaporate.

Another dam that has water is the Lake Grace Turkey Nest silt trap. Water is only carried into the main dams by overflow, however there is still enough water present beneath the overflow invert level to be used for watering the Lake Grace sports ovals. Currently, the water is sitting in the silt trap being lost to evaporation when it could be pumped into the main dam and subsequently pumped to the irrigation tanks at the sports ovals. As of this writing, the secondary dam at the Turkey Nest is completely empty.

Comment

Having these reserves of water sitting doing nothing is a waste of resources. While setting up a diesel pump to pump water out of these dams as needed will work, we are looking for a more permanent solution as it's expected for these pumps to be continually used.

As knowledge of these dams (in the case of the silt trap it had been recently cleaned out increasing its capacity) has only re-entered the Shire's knowledgebase, money for the purchasing of solar pumps to carry water out of these dams had not been included in the 2020/21 Annual Budget. Given the dire need of water for our ovals in Lake Grace town right now, which will not last to

summer, the Shire should put to use these two reserves of water before losing them to evaporation. To do so, we require new solar pumps plus float switches and piping for both of these dams.

Without any budgeted funds, the Shire cannot purchase any pumps and we will need to transfer money from another Account or Job. With the Lake Grace Stubbs Street garden renewal project completed and under budget, it would be perfect to transfer the remainder left in that Job to this one. That project has spending allocated under Job 121301 "Traffic Island Renewal" with a budget of $55,000.00. There is spending to date of $8,928.19 and an incoming invoice of $30,000.00 excluding GST from the contractor who carried out the traffic island gardening work, leaving $16,071.81 left in the Job.

A quote has been received for the supply and installation of the pumps, which is $12,480.00 excluding GST. It would be prudent to also transfer another $1,500.00 to cover any contingencies. The target of the transfer is recommended to be the old Account E107751.331 "Lake Grace Stormwater Harvest – Cap Exp MUN".

Legal Implications

Local Government Act 1995
6.8. Expenditure from municipal fund not included in annual budget
(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

Shire of Lake Grace Policy Manual
Policy 3.7 Purchasing Policy

Purchase Value Threshold (excluding GST)	Purchasing Requirement
Up to $4,999	Direct purchase from suppliers not requiring any written quotations, although as best practice, two verbal quotes should be obtained in most instances, and evidence of quote provided at requisition stage.
$5,000 to $19,999	2 written quotations to be obtained and documented by responsible officer, and evidence of quotes provided at requisition stage.
$20,000 to $249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations), with pre-determined written assessment criteria in addition to price, and formal quote process. Evidence of quotes to be provided at requisition stage. Obtain at least three (3) written quotations from suppliers with written specifications.

Consultation

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

Financial Implications

The money held in Job 121301 "Traffic Island Renewal" will be reduced according to the following.

Job 121301 "Traffic Island Renewal" budget	$55,000.00
Less Actual spent to date	-$8,928.19
Less Incoming invoice for project completion	-$30,000.00
Less Transfer to Account E107751.331 "Lake Grace Stormwater…"	-$13,980.00
Leftover budget in Job 121301	$2,091.81

Account E107751.331 "Lake Grace Stormwater Harvest – Cap Exp MUN" has no budget allocation this year, so if the transfer of funds is authorised then it would contain a budget of $13,980.00.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027
Social Objective – A valued, healthy and inclusive community and life-style

Outcome 2.2 A healthy and safe community
2.2.1 Maintain and enhance sport and recreation facilities

Recommendation / Resolution

That Council authorise the transfer of $13,980.00 exclusive of GST from Job 121301 "Traffic Island Renewal" to Account E107751.331 "Lake Grace Stormwater Harvest – Cap Exp MUN" for the purchase and installation of two (2) solar pumps and accessories.

Voting Requirements

Absolute majority required.

14.2 PLANNING

There will be a Late Item presented.

14.3 HEALTH AND BUILDING

14.3.1 ROE HEALTH FEES AND CHARGES

Applicant	Internal
File No	0829
Attachments	Roe Health Fees and Charges
Author	*B Gerrard* Mr Brendon Gerrard Environmental Health Officer
Disclosure of Interest	Nil
Date of Report	22 September 2020
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

The need for the Shire of Lake Grace to adopt Health Fees and Charges to be more consistent with all the other Shires within the Roe Health Scheme.

Background

The Shire of Lake Grace is a member of the Roe Health Scheme consisting of the Shires of Corrigin, Kondinin, Kulin, Lake Grace and Narembeen. Collectively, the Roe Health Scheme employs two (2) Environmental Health Officers (EHO) to provide effective delivery of environmental health services which includes three (3) days per fortnight for the Shire of Lake Grace.

The range of duties undertaken by the Environmental Health Officer includes:

- Caravan park and camping grounds compliance and licensing;
- Effluent disposal applications;
- Food premises inspections, enforcement and general enquiries;
- Hairdressing premises compliance;
- Liquor licencing compliance in relation to environmental health requirements;
- Investigation of notifiable diseases;
- Pest control licencing and enforcement;
- Public building inspections and enforcement;
- Boarding house licenses;
- Tobacco products compliance;
- Unauthorised discharge issues;
- Waste management coordination;
- Wastewater reuse scheme compliance;
- Water sampling;

- Pool fence inspections
- Compliance and enforcement of Health Act 1911 and subsidiary legislation;

With the adoption of 2020/2021 Council budgets across the Roe region, the Environmental Health Officer has identified considerable variation across the Roe Shires in regards to the application of health-related fees and charges as seen below:

	Roe Health Fees & Charges (including GST where applicable)				
	Narembeen	Kondinin	Kulin	Lake Grace	Corrigin
Food Business					
Registration	$ 150.00	$ -	$ -	$55 or $110 (risk based)	$ 60.00
Annual Inspection Low Risk	$ 50.00	$ -	$ -	$ -	$ 60.00
Annual Inspection Medium Risk	$ 100.00	$ -	$ -	$ -	$ 110.00
Annual Inspection High Risk	$ 100.00	$ -	$ -	$ -	$ 110.00
Lodging House					
Registration	$ 180.00	$ 180.00	$ -	$ 180.00	$ 200.00
Annual Renewal (refer Health Local Law)	$ 180.00	$ 180.00	$ -	$ 180.00	$ 100.00
Public Buildings / Events					
Application to construct, alter or amend	$ 500.00	$ -	$ -	$101.50 or $253.75 (risk based)	$ 110.00
Annual Inspection	$ 100.00	$ -	$ -	$ -	?
Private Swimming Pool					
Inspection Fee (4 yearly)	$ 57.45	$ 57.45	$ 58.45	$ 58.45	$ 57.45
Inspection Fee and Written Report	$ 165.00	$ -	$ -	$ -	$ 150.00
Caravan Park					
Registration/Renewal (minimum charge)	N/A	$ -	N/A	$ 200.00	$ 200.00
1. Long and short stay sites (per site) Regs. 45. (sch 3 (1b)				$ 6.00	$ 6.00
2. Camp sites (per site) Regs. 45. (sch 3 (1b)				$ 3.00	$ 3.00
3. Overflow sites (per site) Regs. 45. (sch 3 (1b)				$ 1.50	$ 1.50
Transfer of caravan park licence Regs. 55. (sch 3 (4)				$ 100.00	$ 100.00
Additional fee for renewal after expiry Regs. 53. (sch 3 (2)				$ 20.00	$ 20.00
Septics (set by State Govt)					
EHO					
EHO Hourly rate - applied to any application process where it has been determined that the amount of time taken to obtain required information and conduct inspections has been deemed excessive to normal time provisions	$ -	$ -	$ -	$ -	$ 95.00
Exemptions apply for Community and Not For Profits					

The Environmental Health Officer (EHO) is now actively working with each Roe Health Scheme Council to consider adopting more uniform fees and charges across the Roe Health Scheme.

The application of uniform fees and charges is considered advantageous for the following reasons:

1. It allows all Councils to align with other local governments across Western Australia.
2. It benefits the individual Shires in cost recovery.

The specific fees and charges that should be considered for the Shire of Lake Grace to adopt are identified in red text below:

	Roe Health Fees & Charges (including GST where applicable)				
	Narembeen	Kondinin	Kulin	Lake Grace	Corrigin
Food Business					
Registration	$ 150.00	$ -	$ -	$55 or $110 (risk based)	$ 60.00
Annual Inspection Low Risk	$ 50.00	$ -	$ -	$ 60.00	$ 60.00
Annual Inspection Medium Risk	$ 100.00	$ -	$ -	$ 110.00	$ 110.00
Annual Inspection High Risk	$ 100.00	$ -	$ -	$ 110.00	$ 110.00
Lodging House					
Registration	$ 180.00	$ 180.00	$ -	$ 180.00	$ 200.00
Annual Renewal (refer Health Local Law)	$ 180.00	$ 180.00	$ -	$ 180.00	$ 100.00
Public Buildings / Events					
Application to construct, alter or amend	$ 500.00	$ -	$ -	$101.50 or $253.75 (risk based)	$ 110.00
Annual Inspection	$ 100.00	$ -	$ -	$ 100.00	?
Private Swimming Pool					
Inspection Fee (4 yearly)	$ 57.45	$ 57.45	$ 58.45	$ 58.45	$ 57.45
Inspection Fee and Written Report	$ 165.00	$ -	$ -	$ 165.00	$ 150.00
Caravan Park					
Registration/Renewal (minimum charge)	N/A	$ -	N/A	$ 200.00	$ 200.00
1. Long and short stay sites (per site) Regs. 45. (sch 3 (1b)				$ 6.00	$ 6.00
2. Camp sites (per site) Regs. 45. (sch 3 (1b)				$ 3.00	$ 3.00
3. Overflow sites (per site) Regs. 45. (sch 3 (1b)				$ 1.50	$ 1.50
Transfer of caravan park licence Regs. 55. (sch 3 (4)				$ 100.00	$ 100.00
Additional fee for renewal after expiry Regs. 53. (sch 3 (2)				$ 20.00	$ 20.00
Septics (set by State Govt)					
EHO					
EHO Hourly rate - applied to any application process where it has been determined that the amount of time taken to obtain required information and conduct inspections has been deemed excessive to normal time provisions	$ -	$ -	$ -	$ 95.00	$ 95.00
Exemptions apply for Community and Not For Profits					

If the Shire of Lake Grace were to adopt the above identified fees (indicated in red text), this would generate approximately an annual income of $3000 - $4000.

Comment

The majority of the proposed health fees and charges are annual renewals and introducing these fees mid-year will bring confusion to the stakeholders. In consideration with the current economic climate, it is proposed that the health fees and charges be introduced in the 2021/2022 Shire of Lake Grace annual budget to provide plenty of notice to the local business community and those that will be impacted by the proposed fees.

The introduction of health fees and charges by the Shire of Lake Grace will not only align with the four (4) other Shires within the Roe Health region, but also with other local governments across Western Australia.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal Mr Alan George – Chief Executive Officer
Mr Kevin Wilson – Manager Corporate Services

Financial Implications

Inclusion of health fees and charges within the Shire of Lake Grace annual budget beginning 2021/2022 will generate approximately $3,000 to $4,000 per annum.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Social Objective	A valued, healthy and inclusive community and lifestyle
Outcomes 2.2	A healthy and safe community
2.2.2	Provide and advocate for medical and health services
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
Outcome 4.2	An efficient and effective organisation
4.2.1	Maintain accountability and financial responsibility through effective planning
4.2.2	Comply with statutory and legislative requirements

Recommendation / Resolution

That Council adopt and include in the Shire of Lake Grace annual budget beginning 2021/2022 Health Fees and Charges to be more consistent and align with the other member Shires (e.g. Corrigin, Kulin, Kondinin and Narembeen) within the Roe Health Scheme.

Voting Requirements

Absolute majority required.

14.4 ADMINISTRATION

14.4.1 DEED OF EXTENSION OF LICENCE – NEWDEGATE COMMUNITY RESOURCE CENTRE AND LIBRARY

Applicant:	Department of Education
File No.	0792
Attachments:	DRAFT - Deed of Extension of Licence
Author:	*RRRose* Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	16 September 2020
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

Council is asked to endorse the Extension of Licence between the Minister for Education at 151 Royal Street, East Perth, the Newdegate Community Resource Centre (Inc) at Collier Street, Newdegate and the Shire of Lake Grace at 1 Bishop Street, Lake Grace; and authorise the Shire President and Chief Executive Officer to affix the use of the Common Seal on the deed of extension document.

Background

An undated Agreement executed by the Minister for Education on 20 August 2014 made between the Minister as licensor, the Shire of Lake Grace and the Newdegate Resource Centre as licensees for a term of 5 years expired on 31 May 2019.

The Minister for Education wants the same agreement to be extended for another term of five (5) years from 1 June 2019 to 31 May 2024.

Comment

All the terms and conditions of the original Agreement will remain intact and no changes are to be made, it is an **extension** of the original agreement.

Legal Implications

Nil

Policy Implications

Policy 1.11 – Use of Common Seal
The Common Seal of the Shire of Lake Grace is to be affixed to the following documents:

- Deeds of agreement
- Senior officer contracts of employment
- Land transactions (including leases)
- Other documents requesting use of the common seal

A document is validly executed by the Shire of Lake Grace when the seal of the Shire is affixed to it by the President and the Chief Executive Officer and the President and Chief Executive Officer attest the fixing of the seal.

All documents signed under seal must, in accordance with s9.49 of the Act, first be presented to Council for its authorisation of the seal to be affixed to it by the President and the Chief Executive Officer, and the President and Chief Executive Officer attesting the fixing of the seal.

Consultation

Internal	Mr Alan George - Chief Executive Officer
External	Department of Education – Mr Darren McDermott, A/Property Coordinator

Financial Implications

Nil

Strategic Implications

Nil

Recommendation / Resolution

That Council endorse the Extension of Licence between the Minister for Education at 151 Royal Street, East Perth, the Newdegate Community Resource Centre (Inc) at Collier Street, Newdegate and the Shire of Lake Grace at 1 Bishop Street, Lake Grace; and authorise the Shire President and Chief Executive Officer to affix the use of the Common Seal on the deed of extension document.

Voting Requirements

Simple majority required.

14.4.2 POLICY 3.12 – PORTABLE AND ATTRACTIVE ITEMS

Applicant	Internal
File No	0050
Attachments	Policy 3.12 – Portable and Attractive Items
Author	*RRRose* Mrs Racelis Rose Executive Assistant
Disclosure of Interest	Nil
Date of Report	10 September 2020
Senior Officer	 Mr Kevin Wilson Manager Corporate Services

Summary

Council is asked to endorse/acknowledge the Shire of Lake Grace Policy 3.12 on Portable and Attractive items as per attached.

Background

The Shire of Lake Grace make purchases of minor and major portable items such as laptops, mobile phones, headsets, tablets etc., which costs a great deal of sum. Until this writing, the Shire of Lake Grace has no policy/guidelines to identify, record and track these portable items particularly when they are being replaced or disposed.

Comment

Policy 3.12 under Section 3 – Finance/Accounting applies to all items that are:

- Portable and attractive with an acquisition value less than the asset recognition threshold (between $500 to less than $5,000 ex GST)
- Purchased by the Shire of Lake Grace irrespective of the funding source
- Includes items gifted to the Shire of Lake Grace

These items may include:

- IT / electronic devices (laptops, computers, tablets, GPS etc)
- General equipment such as power tools, chainsaws, traffic classifiers etc.)

This Policy will initiate recording of these items individually using an Excel spreadsheet, capturing its unique identification number, the custodian of the item, who the item was issued to, where the item is located, the acquisition date, and other relevant details to be recorded.

The managers will be responsible in ensuring that appropriate stocktaking measures of these portable items are carried out on a regular basis or at least once every three years. The portable items will also be subject to on-the-spot checks to ensure that appropriate controls are enforced.

At least every three years, appropriate reports will be sent to each Manager advising them of who the custodians are of these portable items, the frequency of the stocktake, the condition of the item whether they are for replacement or disposal.

Legal Implications

Nil

Policy Implications

Shire of Lake Grace Policy Manual – December 2018, under Section 3-Finance/Accounting

Consultation

Internal Mr Alan George – Chief Executive Officer
Senior Managers – Shire of Lake Grace
Staff – Shire of Lake Grace

Financial Implications

The purchase of the portable items are included in the Shire of Lake Grace Annual Budget.

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
4.1.3 Provide strategic leadership and governance
Outcome 4.2 An efficient and effective organisation
4.2.1 Maintain accountability and financial responsibility through effective planning

Recommendation / Resolution

That Council endorse the Shire of Lake Grace Policy 3.12 on Portable and Attractive Items under Section 3-Finance/Accounting.

Voting Requirements

Absolute majority required.

14.4.3 CENTRAL COUNTRY ZONE (CCZ) – SUMMARY MINUTES FROM WALGA

Applicant:	Internal
File No.:	0030
Attachments:	• Minutes of the CCZ Meeting held on 28 August 2020 • WALGA State Council Summary Minutes held on 2 September 2020
Author:	*RRRose* Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	23 September 2020
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

With reference to the attached WALGA Summary Minutes dated 02 September 2020, Council is asked to consider the following prior to 31 October 2020:

- Will the Shire of Lake Grace be making a submission to the Minister for Local Government regarding the panel report and the recommendations?

- Will the Shire of Lake Grace support the Central Country Zone to make a submission to the Minister for Local Government?

- Will the Shire of Lake Grace support the Central Country Zone to NOT take any further action?

Background

On Friday 28 August 2020, the Central Country Zone (CCZ) had a meeting at the Freebairn Recreation Centre, Kulin, WA. The meeting was attended by representatives from various local governments including representatives from the Western Australian Local Government Association (WALGA). During this meeting, the Local Government Review Panel Final Report (05-034-01-0001-TB) was tabled, and the CCZ considered each of the recommendations as presented by WALGA in its report to the State Council.

Accordingly, out of the 77 total recommendations:

- 51 recommendations are supported by WALGA
- 16 recommendations are opposed by WALGA
- 7 recommendations are conditionally supported by WALGA

- 3 recommendations require further consultation

Comment

As per attached WALGA State Council Summary Minutes, all local governments are encouraged to consider responding to the recommendations of the panel report **before 31 October 2020**. However, Central Country Zone does not have a meeting prior to this date and as such, each local government included in the Central Country Zone is asked if they will make a submission to the Minister for Local Government.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal Mr Alan George – 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
4.1.1 Provide informed leadership on behalf of the community
4.1.3 Provide strategic leadership and governance

Recommendation / Resolution

That Council consider the following prior to **31 October 2020**, as per WALGA Summary Minutes of 2 September 2020:

- the Shire of Lake Grace to make a submission to the Minister for Local Government regarding the panel report and the recommendations
- the Shire of Lake Grace supports the Central Country Zone to make a submission to the Minister for Local Government
- the Shire of Lake Grace support the Central Country Zone **not** to take any further action

Voting Requirements Attachment

Simple majority required.

14.4.4 POLICY 7.12 - INFORMATION TECHNOLOGY MANAGEMENT SYSTEMS SECURITY

Applicant:	Internal
File No.:	0050
Attachments:	Policy 7.12 – Information Technology Management Systems Security
Author:	*RRRose* Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	02 October 2020
Senior Officer:	 Mr Kevin Wilson Manager Corporate Services

Summary

The Shire of Lake Grace Policy 7.12 – Information Technology Management Systems Security has been created for the protection and use of information technology assets and resources. Council is asked to endorse and acknowledge this policy to ensure that all staff, elected members, contractors and those that are granted access to the systems adhere to the integrity, confidentiality and availability of data and assets to comply with this policy.

Background

Currently, the Shire of Lake Grace has no information technology management system security that protects the use of its assets and resources by way of:

- Physical security for all servers, mainframes and all of its network assets including portable items in the event of loss or damage to property.
- Information security including administrative, historic, legal or evidential records that are secured and backed up appropriately.
- Password set-up, maintenance and guidelines that meets industry standards.

Comment

Policy 7.12 will be the responsibility of the Manager Corporate Services to ensure that the requirements are followed at all times and any staff becoming aware of any breach to this policy; particularly the breach to the security requirements, is obliged to notify the Manager Corporate Services immediately.

Legal Implications

Nil

Policy Implications

Shire of Lake Grace Policy Manual – December 2018, under Section 7 - Administration

Consultation

Internal Mr Alan George – Chief Executive Officer
Senior Managers – Shire of Lake Grace
Staff – Shire of Lake Grace

Financial Implications

Shire of Lake Grace Annual budget for the purchase of portable equipment and licensing fees.

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
4.1.3 Provide strategic leadership and governance
Outcome 4.2 An efficient and effective organisation
4.2.1 Maintain accountability and financial responsibility through effective planning

Recommendation / Resolution

That Council endorse and acknowledge the Shire of Lake Grace Policy 7.12 – Information Technology Management Systems Security.

Voting Requirements

Absolute majority required.

14.4.5 ELECTED MEMBERS TO THE SHIRE OF LAKE GRACE AUDIT COMMITTEE

Applicant:	Internal
File No.:	0795
Attachments:	Shire of Lake Grace – Council Committees and Advisory Groups – September 2020
Author:	*RRRose* Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	2 October 2020
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

Council to appoint another elected member to the Audit Committee.

Background

The Shire of Lake Grace Audit Committee is to consist of 5 members with 4 elected members and 1 external member.

With the resignation of Cr Murray Stanton in May 2020, the Audit Committee needs another elected member to replace Mr M Stanton.

The Shire of Lake Grace's Council Committees and Advisory Groups list was updated in September 2020 with the exception of the Audit Committee.

Section 1.11 – Audit Committee
1.11.1 – Membership as at 28 October 2019:

Members	**Name**
Councillor	Cr Armstrong
Councillor	Cr Stanton
Councillor	Cr Marshall
Councillor	Cr Stoffberg
Other Person	Mr Ollie Farrelly

Comment

At the 16 September 2020 Ordinary Council meeting, two (2) new elected members were sworn in. Now that Council has returned to its full complement, it is now timely to appoint the necessary replacement to the Audit Committee.

Legal Implications

Local Government Act 1995

Policy Implications

Council Committees and Advisory Groups

Section 1.11 – Audit Committee
1.11.3.7 – Membership
The committee will consist of **five** members with **four elected** and one external person.
All members shall have full voting rights.

Consultation

Internal Mr Alan George – 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
4.1.3 Provide strategic leadership and governance

Recommendation / Resolution

That Council appoint Cr _____to the Audit Committee.

Voting Requirements

Absolute majority required.

14.4.6 POLICY 1.18- ELECTED MEMBER, CHIEF EXECUTIVE OFFICER AND EMPLOYEE ATTENDANCE AT EVENTS POLICY

Applicant:	Not Applicable
File No.:	0624
Attachments:	• Local Government Operational Guideline – Attendance at Events Policy (December 2019) (Attachment 1) • Policy 1.18 – Shire of Lake Grace (Attachment 2)
Author:	 Mr Alan George Chief Executive Officer
Disclosure of Interest:	The author declares a Financial interest that requires disclosure as the author of the report to whom the policy may benefit, noting that the law requires preparation such a policy.
Date of Report:	5 October 2020
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

The State Government released Local Government Operational Guidelines - Attendance at Events Policy and accompanying sample policy in December 2019. (Attachment 1).

It is recommended that the proposed draft policy be adopted to comply. (Attachment 2).

Background

The Local Government Act 1995 was amended in October 2019 to require adoption of an attendance at events policy by all local governments.

Comment

The proposed policy has been compiled utilising the sample policy provided along with input from several other local governments. It is largely aligned with Council Policy 1.8 Code of Conduct clause 3.4 Gifts.

The majority of events that Elected Members, the Chief Executive Officer and employees at the Shire of Lake Grace get invited to are free non-ticketed events to present awards or to launch various events.

Legal Implications

Section 5.90A of the Local Government Act 1995 states:

5.90A.Policy for attendance at events
(1) In this section —
event includes the following —
(a)a concert;
(b)a conference;
(c)a function;
(d)a sporting event;
(e)an occasion of a kind prescribed for the purposes of this definition.

(2)A local government must prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*
(a)the provision of tickets to events; and
(b)payments in respect of attendance; and
(c)approval of attendance by the local government and criteria for approval; and
(d)any prescribed matter.
** Absolute majority required.*
(3)A local government may amend the policy.*
** Absolute majority required.*

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

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

Policy Implications

The proposal recommends establishment of a new policy consistent with the intent of the legislation and the Department of Local Government, Sport and Cultural Interests (DLGSCI) Guidelines and has been adopted to include reference to all Shire of Lake Grace employees (not just the Chief Executive Officer), as permitted by the Guidelines.

Consultation

External Department of Local Government, Sport and Cultural Interests (DLGSCI), City of Stirling and Shire of Narrogin policies as templates.

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
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
4.2.3 Provide a positive and safe workplace

Recommendation / Resolution

That Council adopts the Elected Member, Chief Executive Officer and Employee Attendance at Events Policy (Attachment 2) pursuant to Section 5.90A of the Local Government Act 1995 and the Chief Executive Officer include the Policy on the Shire's website.

Voting Requirements

Absolute majority required.

14.4.7 POLICY 3.13 – PETTY CASH POLICY

Applicant:	Internal
File No.:	0050
Attachments:	Policy 3.13 – Petty Cash Policy
Author:	*RRRose* Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	08 October 220
Senior Officer:	 Mr Kevin Wilson Manager Corporate Services

Summary

Council is asked to endorse/acknowledge the Shire of Lake Grace Policy 3.13 – Petty Cash Policy as per attached.

Background

From time to time, staff at the Shire of Lake Grace make minor purchases that are essential in the day to day running of the business. These purchases are reimbursed to the staff through payroll, credited to their nominated bank account. This policy will apply to petty cash held by the Shire that may be utilised by staff for small purchases at the discretion of the senior managers or the Petty Cash Custodian.

Comment

The Petty Cash Policy should improve the petty cash process that complies with the requirements of the Shire of Lake Grace.

Legal Implications

Nil

Policy Implications

Shire of Lake Grace Policy Manual – December 2018 under Section 3 – Finance/Accounting

Consultation

Internal Mr Kevin Wilson – Manager Corporate Services

Financial Implications

Shire of Lake Grace Annual Budget – Operating Expenditure – E042161

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

Recommendation / Resolution

That Council endorse and acknowledge the Shire of Lake Grace Policy 3.13 – Petty Cash Policy.

Voting Requirements

Absolute majority required.

14.4.8 POLICY 7.13 – CITIZENSHIP CEREMONIES DRESS CODE POLICY

Applicant:	Internal
File No.:	0430
Attachments:	• Policy 7.13 – Citizenship Ceremonies Dress Code Policy • Email from Ceremony WA dated 9 October 2020
Author:	*RRRose* Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	9 October 2020
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

Council is asked to endorse and acknowledge Policy 7.13-Citizenship Ceremonies Dress Code Policy to comply with the requirement by the Department of Home Affairs, Citizenship Division – Social Cohesion and Citizenship Group.

Background

An email from the Citizenship and TIS Branch of the Citizenship Division from the Department of Home Affairs was received and the Shire of Lake Grace has been identified as having not provided a Dress Code Policy during Citizenship Ceremony.

Comment

Policy 7.13 – Citizenship Ceremonies Dress Code under Section 7 – Administration of the Shire of Lake Grace Policy Manual will outline the expectations for conferees and guests attending the Citizenship Ceremony, what they can and cannot wear when attending the ceremony to reflect the significance of the occasion.

Legal Implications

Nil

Policy Implications

Shire of Lake Grace Policy Manual – December 2018 under Section 7 - Administration

Consultation

Internal Mr Alan George – Chief Executive Officer

Financial Implications

Nil

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
2.1.3 Actively promote and support community events and activities within the district

Leadership Objective Strong governance and leadership, demonstrating fair and equitable community values
Outcome 4.2 An efficient and effective organisation
4.2.2 Comply with statutory and legislative requirements

Recommendation / Resolution

That Council, in compliance with the requirement by the Department of Home Affairs - Citizenship Division, endorse and acknowledge the Shire of Lake Grace Policy 7.13 – Citizenships Ceremonies Dress Code Policy.

Voting Requirements

Absolute majority required.

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – SEPTEMBER 2020

Applicant	Internal Report
File No.	0277
Attachments	• Bank Reconciliation Statements - 20200930 • Account Listings - 20200930
Author	 Ms Victoria Gracheva Finance Officer
Disclosure of Interest	Nil
Date of Report	9 September 2020
Senior Officer	 Mr Kevin Wilson Manager Corporate Services

Summary

For Council to ratify expenditures incurred for the month of September 2020.

Background

List of payments for the month of September 2020 through the Municipal and Trust accounts are 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 September 2020 from the Municipal and Trust Account total to $641,189.68.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027
Leadership – 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

Recommendation / Resolution

That Council ratify the list of payments totalling $641,189.68 as presented for the month of August 2020 incorporating:

Payment Method	**Cheque/EFT/DD Number**	**Amount**
Trust Account	1527 - 1532	$480.00
Electronic Funds Transfers	EFT2331 – EFT 21420	$564,485.92
Municipal Account	36885 - 36889	$4,936.67
Direct Debits	DD9146.1 – DD9182.8	$71,287.09
	TOTAL	**641,189.68**

Voting Requirements

Simple majority required.

Shire of Lake Grace

CERTIFICATE OF EXPENDITURE
August 2020

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Trust Account	1527-1532	$480.00
Electronic Funds Transfers	EFT21331 – EFT21420	$564,485.92
Municipal Account	36885 - 36889	$4,936.67
Direct Debits	DD9146.1 – DD9182.8	$71,287.09
	TOTAL	**641,189.68**

to the Municipal and Trust Accounts, totalling $641,189.68 which were submitted to each member of the Council on 21 October 2020, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

Alan George
CHIEF EXECUTIVE OFFICER

14.5.2 FINANCIAL REPORTS – 30 SEPTEMBER 2020

Applicant:	Internal Report
File No.	0275
Attachments:	• Monthly Financial Reports • Bank Reconciliations – September 2020
Author:	 Mr Kevin Wilson Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	04 September 2020
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 30 September 2020, and Bank Reconciliations for the month ending 30 September 2020.

Background

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

Comment

As at 30 September 2020, operating revenue exceeded target by 2.1% ($109,104) due to the rates revenue, Operating Grants exceeding YTD budget, however, Fees and Charges are slightly under budget.

Operating expenditure is under YTD budget by $484,374 (18.1%) mainly due to employee and overhead costs down, with depreciation expense slightly over YTD budget, and insurance expense over budget due to budget timing differences.

Loss on disposal of assets has been impacted due to the write off of 34 assets valued under $5,000 at original acquisition, these assets were not included in the original write-off of similar value assets during 2018/2019, unsure why they were missed. The write-off of these assets are in accordance with Regulation 17(5) of the Local Government (Financial Management) Regulations, the total loss that has impacted the Profit and Loss is $52,150.

The capital program is under budget but several projects are getting underway and the Commonwealth projects have not been approved to proceed as yet.

Cash at bank is similar to the corresponding period last year and we will be investigating investment opportunities over the coming months.

Outstanding rates is tracking well and have recovered 77.5% to date.

General debtor is $46,800 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 September 2020. 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

Recommendation / Resolution

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 September 2020 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 30 September 2020.

Voting Requirements

Simple majority required.

14.6 COMMUNITY SERVICES

14.6.1 CHRISTMAS AND NEW YEAR 2020/21 TRADING HOURS

Applicant:	Community Services
File No.	0817
Attachments:	• Letter from the Department of mines, Industry Regulation and Safety – 2020/2021 Christmas / New Year Retail Trading Extension • Application for Extended Trading Hours – Temporary/Short Term Adjustments
Author:	 Mrs Cheryl Chappell Community Service Officer
Disclosure of Interest:	Nil
Date of Report:	7 October 2020
Senior Officer:	 Mr Chris Paget Deputy Chief Executive Officer

Summary

For Council to consider applying for an extension of trading hours over the 2020/2021 Christmas and New Year period.

Background

In previous years, a trading hour package based on the current Perth hours has been offered to regional Local Governments. However, the majority of Local Governments have declined the offer in the past and have applied for their own locally preferred Christmas/New Year trading arrangements.

From 2015 to 2019, the Shire adopted trading hours based on those in the metropolitan area, as listed below:

8:00 am to 9:00 pm	Monday to Friday
8:00 am to 5:00pm	Saturday
11:00 am to 5:00pm	Sunday
Christmas Day	Closed

In the notification to the Shire of Lake Grace's retailers, it has always stressed that, with all extended trading hour variations, the decision to open or not during the additional hours provided is at the retailers' discretion.

Comment

The Department of Mines, Industry Regulation and Safety - Consumer Protection Division recognises that metropolitan hours may not meet the needs of the local community; therefore,

local governments that require amended trading hours need to consider their specific requirements and a proposal needs to be submitted with their application.
If Council does not support the extension of trading hours based on those in the metropolitan area, then an alternative recommendation would be that *'Council not support extended trading arrangements over the 2020/21 Christmas and New Year period'*.

Legal Implications

Retail Trading Hours Act 1987
Part III Retail Trading Hours
12E. Variation of trading hours (1) The Minister, may by order, vary the trading hours of retail shops by — (a) requiring retail shops to be closed at a time or times when the shops would otherwise not be required to be closed under section 12(1) or (3), 12B or 12D; or (b) authorizing retail shops to be open at a time or times when the shops would otherwise be required to be closed under any of those provisions

Policy Implications

Nil

Consultation

Internal: Alan George - Chief Executive Officer

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

Recommendation / Resolution

That Council seek approval from the Department of Commerce for extended trading hours for the Shire of Lake Grace over the 2020/21 Christmas and New Year period, commencing from Monday 7 December 2020 and concluding on Friday 1 January 2021, both dates are inclusive.

The hours will be as follows:

8:00 am to 9:00 pm	Monday to Friday
8:00 am to 5:00pm	Saturday
11:00 am to 5:00pm	Sunday
Christmas Day	Closed

Voting Requirements

Simple majority required.

14.6.2 TRANSFER OF FUNDS – 1220456 KUENDER RD DRAINAGE TO ACCOUNT E116054 ANNUAL COMMUNITY REQUESTS

Applicant:	Shire of Lake Grace
File No.	0817
Attachments:	Nil
Author:	 Mrs Cheryl Chappell Community Service Officer
Disclosure of Interest:	Nil
Date of Report:	8 October 2020
Senior Officer:	 Mr Chris Paget Deputy Chief Executive Officer

Summary

For Council to authorise the transfer of funds from Job 1220456 “Kuender Rd Drainage Upgrade” to account E116054 “Annual Community Requests MUN” for the Lake Grace Artists Group, Stage Curtain and Lighting Upgrade.

Background

The Lake Grace Artist Group applied for a 2020/21 Annual Community Budget Request and received $7,000 towards a project to upgrade the stage set curtains and lighting in the Lake Grace hall in order to attract and host stage production performances in a ‘modernised’ venue and meet compliance with the Building Code of Australia fire risk reduction / fire retardant standards under AS1530 parts 2 and 3.

The original quote from the *Stage Craft* company of $23,299 in total for the whole project was obtained in August 2019; this comprised $18,349 ex GST for the stage curtains and $4,950 for the lighting. The Artists Group has allocated $1,950 towards costs already incurred, and have been investigating alternative grant opportunities in order to meet the shortfall however no suitable funding sources have been able to be identified. Additionally, the Lake King Progress Association has made an offer to share mobilisation costs of approximately $600 for *Stage Craft* to come to Lake Grace after completing works in Lake King.

Comment

The programme 12 TRANSPORT - Sub Programme 122 MAINTCE ROADS & BRIDGES - G/L expenditure Account 1E1220460 Road Patching has come under budget by $18,917 which is now available for allocation to other projects. It is recommended that these funds be directed towards enabling the completion of the Hall stage upgrade in lieu of any alternative means of funding being obtainable this financial year.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Mr Alan George - Chief Executive Officer
Mr Chris Paget - Deputy Chief Executive Officer
Mr Craig Elefsen - Manage Infrastructure Services
Ms Cheryl Chappell - Community Service Officer

External: Mr Rory Miller, *Stage Craft*

Financial Implications

Project	Original QUOTE	Lake Grace Artist's Group	Community Budget Request	Transfer funds	Total
Quote	$23,299.00	$1,350.00	$7,000.00	$18,917.00	$27,267.00

Account Enquiry - 1220456 - Kuender Rd Drainage Upgrade GLBALS Grid1

Description	Original Budget	Actual	Total	Variance $	Variance %
310 Salaries & Wages	0.00	$585.51	$585.51	-$585.51	0.00
320 Labour Overhead Costs Allocated	0.00	$1456.49	$1,456.49	-$1,456.49	0.00
321 Plant Operating Costs Allocated	0.00	$1,714.29	$1,714.29	-$1,714.29	0.00
322 Plant Depreciation Allocated	0.00	$944.81	$944.81	-$944.81	0.00
331 Materials & Services - Direct	$50000.00	$26,381.29	$26,381.29	$23,618.71	-47.24
Total	**$50000.00**	**$31,082.39**	**$31,082.39**	**$18,917.61**	**-37.84**

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027
Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values
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
Outcome 2.1 An engaged, supportive and inclusive community
2.1.3 Actively promote and support community events and activities within the district
2.2.1 Maintain and enhance sport and recreation facilities
2.2.3 Support provision of emergency services and encourage community volunteers
Outcome 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

Outcome 4.2 An efficient and effective organisation
4.2.1 Maintain accountability and financial responsibility through effective planning

Recommendation / Resolution

That Council transfer funds from Job 1220456 into E116054 to allow the Lake Grace Hall stage upgrade project to be completed.

Voting Requirements

Absolute majority required.

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – September 2020

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin
Author:	*RRRose* Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	9 September 2020
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 September 2020 Information Bulletin attachment include:

Reports:

- Infrastructure Services Report – October 2020
- Community Services Report – October 2020
- Environmental Health Officer Report – July-September2020 –
- Lake Grace Visitor Centre Report – October 2020
- Lake Grace Library Report and Statistics – October 2020 - Nil
- Lake King Library Report and Statistics – October 2020 - Nil
- Newdegate Library Report and Statistics – October 2020 - Nil

Circulars, Media Releases, Newsletters, Letters:

- Media Release – Rundle MLA – Roe Farmers get second chance at Federal drought mitigation funding
- Media Release – rundle MLA – Regional Drowning figures back the National push to boost VacSwim
- Local Government COVID-19 Recovery Impact Summary Report - 21 September 2020

- WALGA State Council Minutes – 2 September 2020
- Varley Progress Association General Meeting Minutes – 14 September 2020
- WALGA Minutes Annual General Meeting 25 September 2020
- Varley Progress Association general Meeting Minutes – 14 September 2020
- 2020-10-07 – NRM Progress Report
- Growing a Strong and Resilient Regional Australia

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

Recommendation/Resolution

That Council accepts the Information Bulletin Report.

Voting Requirements

Simple majority required.

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

17.1.1 ADMINISTRATION

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.

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

18.1 DATE OF NEXT MEETING – 18 NOVEMBER 2020

The next Ordinary meeting of Council is scheduled to take place on Wednesday 18 November 2020, commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

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

20.0 CERTIFICATION