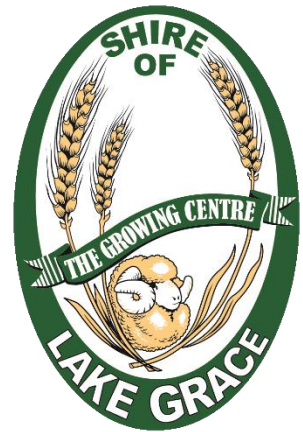


SHIRE OF LAKE GRACE



AGENDA

Ordinary Council Meeting
22 March 2023

Notice of Meeting

To the Shire President and Councillors

The next Ordinary Council Meeting will be held on Wednesday 22 March 2023 in the Council Chamber, 1 Bishop Street, Lake Grace commencing at 3:30pm.

Alan George
Chief Executive Officer
17 March 2023

Information

This information is provided on matters which may affect members of the public. If you have any queries on procedural matters, please contact the Shire of Lake Grace on 9890-2500 or ea@lakegrace.wa.gov.au.

Question Time for the Public

The Local Government (Administration) Regulation 1996 states that members of the public shall be allowed to ask public question during Council meetings. The Shire of Lake Grace allocates a minimum of 15 minutes for Public Question. Anyone may ask questions and may be submitted in two ways:

- Questions submitted in writing and be “*put on notice*” before the Council Meeting
- Questions may be raised from the public gallery “*without notice*” during public question time

Questions that are complex in nature and that may require research should be submitted as early as possible to allow the Shire time to prepare a response. The Presiding Member may nominate a senior executive or member of staff to answer the question presented. There will be no debate or discussion to take place on any question or answer to ask a question.

For more information regarding Question Time for the Public and to obtain a Public Question Time form, please visit www.lakegrace@wa.gov.au or call (08) 9890-2500 or email ea@lakegrace.wa.gov.au.

Disclaimer

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

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

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SHIRE OF LAKE GRACE

Agenda for the Ordinary Council Meeting to be held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 22 March 2023 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

2.0 ACKNOWLEDGEMENT OF COUNTRY

I begin today by acknowledging the Ballardong people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past, present and emerging.

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

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

3.1 PRESENT

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

3.2 APOLOGIES

Cr DS Clarke	Leave of absence
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3.3 IN ATTENDANCE

Mr. Alan George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer
Mr K Wilson	A/Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services

3.4 OBSERVERS / VISITORS

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Application for Leave of Absence from Cr Debrah Clarke from 12 to 26 March 2023.

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 COUNCIL MEETING – WEDNESDAY 15 FEBRUARY 2023

RECOMMENDATION / RESOLUTION

That the Minutes of the Ordinary Council Meeting held on Wednesday 15 February 2023 be confirmed as a true and accurate record of the meeting.

10.2 SPECIAL COUNCIL 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

13.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – THURSDAY 9 MARCH 2023

RECOMMENDATION / RESOLUTION

That the Minutes of the Local Emergency Management Committee (LEMC) meeting held on Thursday 9 March 2023 be received.

13.2 LAKE GRACE COMMUNITY LIBRARY/COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE MEETING – WEDNESDAY 8 MARCH 2023

RECOMMENDATION / RESOLUTION

That the Minutes of the Lake Grace Community Library/Community Resource Centre Management Committee (LGCL/CRCMC) meeting held on Wednesday 8 March 2023 be received.

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 RE-ALLOCATION OF FUNDS FROM TAYLOR ROAD RESHEET TO BIDDY CAMM RESHEET

Applicant:	Internal Report
File No.:	0845
Attachments:	Nil
Author:	Mr. Jason Lip – Technical Officer
Disclosure of Interest:	Nil
Date of Report:	13 March 2023
Senior Officer:	Mr. Craig Elefsen – Manager Infrastructure Services

Summary

For Council to approve the reallocation of \$257,532.00 from Job 1210500 "Taylor Road Re-sheet SLK 5.50-9.74" to a new Job for re-sheeting Bidy Camm Road from SLK 122.19 to SLK 127.19.

Background

At the creation of the 2022/2023 annual budget, Taylor Road was scheduled to be re-sheeted.

Comment

Budgeting for the Taylor Road job was done under the assumption that gravel could be found within 5 kilometres of the job site. When completing the annual budget, we try and source gravel prior but in this case, no suitable gravel was found near Taylor Road so the re-sheeting works are unlikely to be completed this budget year. Staff are still actively trying to source gravel as if these funds are transferred staff will add this section of Taylor Road to the 2023/2024 Budget.

Therefore it is proposed to transfer money to a new Job that was not scheduled to be carried out this year but already has a source of gravel secured pushed and ready to use. This section is on Biddy Camm Road, between SLK 122.19 and SLK 127.19. (From Kathleen Road heading east towards Hogan Road intersection) This section is a school bus route and is very slippery and dangerous when wet. This project is shovel ready and will be completed before the end of the financial year.

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

Nil

Consultation

Internal: Mr Craig Elefsen, Manager Infrastructure Services

Financial Implications

No additional revenue will be required. All moneys held for the Taylor Road re-sheeting job will be transferred to a new job, allowing the Shire to expend it.

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Leadership Objective:

Objective	Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2 – An efficient and effective organisation
Strategies	4.2.1 Maintain accountability and financial responsibility through effective planning

Voting Requirements

Absolute majority required.

RECOMMENDATION / RESOLUTION

That Council approve the reallocation of \$257,532.00 from Job 1210500 "Taylor Road Re-sheet SLK 5.50-9.74" to the new Job for Bidy Camm Road Re-sheet SLK 122.19-127.19

14.1.2 REALLOCATION OF FUNDS FROM PRIME MOVER 1 & 2 TO PURCHASE A NEW MOBILE WATER TANK

Applicant:	Internal Report
File No.:	Nil
Attachments:	Nil
Author:	Mr Craig Elefsen – Manager Infrastructure Services
Disclosure of Interest:	Nil
Date of Report:	14 March 2023
Senior Officer:	Mr Alan George – Chief Executive Officer

Summary

For Council to approve the reallocation of \$12,900 from "Mack Prime mover 1" and \$9,100.00 from "Mack Prime mover 2 for the unbudgeted purchase of a new 70,000L mobile water tank

Background

The purchase of 2 replacement prime movers was budgeted for in the 2022/23 Annual Budget. The purchase of these trucks came in under budget, therefore, leaving surplus funds. Shire management has been considering the idea of purchasing a mobile water tank for additional water storage whilst completing roadworks.

Comment

Shire management identified a need for additional onsite water storage for roadworks. After recently completing roadworks North of Newdegate in post works team briefing it was identified onsite water storage was a major hold up of the works.

The shire CEO recently received notification that 2 x 70,000L mobile tanks had become available for purchase. The Manager Infrastructure Services wishes to proceed with the purchase of one of these tanks to allow more efficient and cost-effective roadworks.

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

Nil

Consultation

Internal: Mr. Jason Lip - Technical officer
Mr Alan George - Chief Executive Officer

Financial Implications

No additional revenue will be required. All money required will be transferred from accounts “Prime movers 1” and “prime movers 2”.

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Leadership Objective:

Objective	Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2 – An efficient and effective organisation
Strategies	4.2.1 Maintain accountability and financial responsibility through effective planning

Voting Requirements

Absolute majority required

RECOMMENDATION / RESOLUTION

That Council approve the reallocation of \$12,900.00 from job "Mack Prime Mover 1 and \$9,100.00 from Mack Prime Mover 2" to the new job Mobile water tank.

14.2 PLANNING

14.2.1 PADLEY PARK PHASE 3 – RETENTION BASIN AND CONSTRUCTED WETLAND DETAILED DESIGN

Applicant:	Mr. Alan George – Chief Executive Officer
File No.:	Nil
Attachments:	<ul style="list-style-type: none">• Phase 3 Scope of works and quote• Phase 2 Concept design
Author:	Urbaqua Land and Water Solutions
Disclosure of Interest:	Nil
Date of Report:	14 March 2023
Senior Officer:	Mr Alan George – Chief Executive Officer

Summary

For Council to view the scope of works and quote provided by Urbaqua Land and Water Solutions and to approve the expenditure of additional funds to undertake Phase 3 of the project.

Background

Administration has been working with Urbaqua regarding the capturing and reuse of storm water from roads and buildings at Padley Park. Council has previously been provided with the concept design which is attached for ease of reference.

The overarching plan was to capture the water instead of letting it go to waste down the lake system.

Comment

Phase 2 received a favourable response from Council and as such, a request for a quote to undertake the next phase being a detailed design was requested.

The scope of works and the quote has been received with a cost of \$29,530 (ex GST).

Council's instructions were to undertake a feasibility study into the proposal with the results providing support for an application to DWER for assistance to fund the final project.

To date, the cost to produce Phases 1 and 2 has incurred expenditure of \$24,149 with the Phase 3 cost the total expenditure amounts to \$53,679 (ex GST) to bring the project to the point where costings and funding available to complete the project are sought.

DWER Rural Water Planning are aware of the plans for the area and have indicated that some funds may be available to support the project.

Legal Implications

Nil at present.

Policy Implications

Nil

Consultation

External: Urbaqua Land and Water Solutions
 DWER Rural Water Planning

Financial Implications

There are sufficient funds already allocated in the budget to complete the feasibility study.

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Economic Objective

Economic Objective - A prosperous agricultural based economy supporting diversification of industry		
Outcome	1.1	An innovative, productive agriculture industry
Strategies	1.1.4	Maintain and provide water infrastructure and lobby to support drought-proofing and water-harvesting initiatives
	1.1.5	Liaise with key stakeholders for the improvement of the agricultural industry

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

That Council approves the additional expenditure of \$29,530.00 (ex GST) on Phase 3 of the Padley Park feasibility study.

14.3 HEALTH AND BUILDING

14.4 ADMINISTRATION

14.4.1 LOCAL GOVERNMENT ORDINARY ELECTIONS (21 OCTOBER 2023)

Applicant:	Internal Report
File No.	0229
Attachments:	<ul style="list-style-type: none">• WAEC Letter – LGE028 / 179916 dated 9 February 2023• Local Government Wards and Representation Review – Executive Summary• Ministerial approval letter dated 03.03.2023
Author:	Mrs Racelis Rose - Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	27 February 2023
Senior Officer:	Mr Alan George - Chief Executive Officer

Summary

The 2019 and 2021 local government election for the Shire of Lake Grace was conducted by the Western Australia Electoral Commission (WAEC).

This report will seek Council approval to appoint the WAEC under section 4.11 of the Local Government Act 1995 to conduct the ordinary election on 21 October 2023. There are three (3) positions to be filled.

Administration is seeking support from Council to approve the expenditure outlined in the 2023/2024 Draft Budget under Election Expense account E041040.

Background / Comment

The Shire of Lake Grace received on 09 February 2023 a correspondence (attached) from the Western Australian Electoral Commission (WAEC) seeking a decision to conduct the 2023 local government ordinary election by postal ballot. Based on the following assumptions, the estimated cost will be \$17,000 including GST:

- 900 electors
- Response rate of approximately 65%
- Three (3) vacancies
- Count to be conducted at the office of the Shire of Lake Grace
- Appointment of local Return Officer
- Regular Australia Post delivery service to apply for the lodgment of the election package

The following Councillors will complete their term of office as follows:

End of Term in 2023	End of Term in 2025
Councillor Len Armstrong	Councillor Ross Chappell
Councillor Debrah Clarke	Councillor Ben Hyde
Councillor Roz Lloyd	Councillor Steve Hunt
Councillor Jeff McKenzie	Councillor Anton Kuchling

At the Ordinary Council meeting of 21 December 2022, the following was resolved:

RESOLUTION 13519

Moved: Cr Kuchling
Seconded: Cr McKenzie

That Council:

- *Receives the results of the survey conducted from 13 October to 25 November 2022 regarding the Local Government Reform – Election Transition Arrangements.*
- *Provide a formal advice and confirm to the Department of Local Government, Sport and Cultural Industries by 14 February 2023 of the preferred option for the reduction of elected members to seven (7) as from the October 2023 Council elections.*

CARRIED BY ABSOLUTE MAJORITY: 7/0

On 10 January 2023 the Local Government Wards and Representation Review – Executive Summary was submitted to the Chair – Local Government Advisory Board via email to advisoryboard@dlgsc.wa.gov.au which stated the reduction of elected members to seven (7). The submission was acknowledged receipt on 11 January by Julie Craig – Strategy and Research Officer, Local Government Advisory Board.

Under section 4.20(4) and 4.61 of the Local Government Act 1995, the decision to appoint the WAEC to conduct the election must be by an absolute majority.

The Shire of Lake Grace will promote the ordinary election through the website, print, and social media.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal Mr Chris Paget – Deputy Chief Executive Officer
External Western Australia Electoral Commission (Reference LGE 028 / 179916 dated 09
February 2023)

Financial Implications

The Shire of Lake Grace has an Election Expense account E041040 in the amount of \$20,000 which is included in the 2023-2024 Draft Annual Budget.

The WAEC provided a quote for \$17,000 (including GST) if election is conducted as a postal ballot. An additional amount of \$200 will be incurred if the Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

Costs **not** included in the estimate are:

- Any legal expenses other than those that are determined to be borne by the WAEC incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- The cost of any casual staff to assist the Returning Officer on election day or night
- Any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

The WAEC is required by the Local Government Act 1995 to conduct local government elections on a full cost recovery basis and it should be noted that this is an estimate only and may vary depending on a range of factors including costs of materials or number of replies received.

It is to be noted that the estimated cost for the election to be undertaken by the WAEC has increased significantly to the actual cost of \$11,967 to run the full election in 2019/2020.

Strategic Implications

This aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Leadership Objective as follows:

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategy	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
Strategy	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Absolute majority required.

RECOMMENDATION / RESOLUTION

That Council:

- Declare in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required.
- Decide in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.
- Approve the expenditure of \$17,000 including GST within the 2023/2024 Shire of Lake Grace Draft Budget to cover the cost of the local government ordinary election.

14.4.2 OFFICE CLOSURE – MONDAY 24 APRIL 2023 (PRIOR TO ANZAC DAY)

Applicant:	Administration – Shire of Lake Grace
File No.:	Nil
Attachments:	Nil
Author:	Mrs Racelis Rose – Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	10 March 2023
Senior Officer:	Mr Alan George – Chief Executive Officer

Summary

Administration is seeking permission and approval from Council to close the office and suspend service for Monday 24 April 2023 (prior to Anzac Day).

Background / Comment

The Anzac Day for 2023 falls on a Tuesday. As such, administration is seeking Council approval to suspend service provisions and close the office for Monday 24 April 2023 and give all staff a four (4) day break beginning Saturday 22 April 2023 to Tuesday 25 April 2023, normal office hours will resume on Wednesday 26 April 2023.

Australia Day this year fell on a Thursday with the office open on the Friday with next to no contact with the public due to many taking advantage of a 4-day break. This was also evident with several admin staff taking an RDO or annual leave on the Friday. By closing the office on the Monday, it gives all staff the opportunity to have a 4-day weekend. Sufficient advertising will be put in place to give the public adequate notice of the closure.

All staff will need to apply either annual leave or rostered day off.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal Mr Alan George – Chief Executive Officer
 All administration staff
 Cr Len Armstrong – Shire President
 Cr Ross Chappell – Deputy Shire President

Financial Implications

Nil as the day off will be covered by either annual leave or rostered day off.

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Leadership Objective as follows:

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

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

Voting Requirements

Absolute majority required.

RECOMMENDATION / RESOLUTION

That Council allow the administration office to be closed and suspend service for Monday 24 April 2023 (prior to Anzac Day) to Tuesday 25 April 2023, with normal business hours to resume on Wednesday 26 April 2023.

14.4.3 INFRASTRUCTURE DEVELOPMENT FUND – UNLOCKING REGIONAL WORKER ACCOMMODATION OPPORTUNITIES

Applicant:	Mr Alan George – Chief Executive Officer
File No.:	0507
Attachments:	1. Quote for preparation of Grant and Business Case 2. Funding Guidelines 3. Location Plan
Author:	Mr Alan George – Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	14 March 2023
Senior Officer:	Mr Alan George – Chief Executive Officer

Summary

For Council to be advised that Tammy King from Grants Empire has been engaged to proceed with the preparation of a grant and a Business Case for funding from the recently announced Infrastructure Development Fund by the state government.

Background

On 22 February 2023 the McGowan government announced an \$80million fund to assist in removing key barriers to housing development. The Infrastructure Development Fund will help local governments and developers to offset the costs of providing water, sewerage, and electricity services to new housing developments, improving the economic feasibility of these projects.

Applications are now open until **September 2024**.

Comment

The announcement of this funding is beneficial for several reasons.

Firstly, the sale of lots in the Quondong Court subdivision has left us with very few suitable lots left to encourage the construction of housing. Headworks to prepare the next release to the east of Quondong Court has been estimated to cost hundreds of thousands of dollars. The grant, if successful, will be used for headworks to prepare seven (7) lots to the east of Quondong Court on both sides of a new road and up to 14 lots backing on to the east of Blackbutt Way and the creation of a new road.

Secondly, the recent report commissioned by 4WDL indicated the need for more housing over the next five (5) years to encourage workers and a new land release would help fulfil this requirement.

There are no minimum or maximum grant limit in the guidelines and a co-contribution is not required to be eligible however, it is encouraged to assist the application.

If we are successful in receiving grant funding, we may be in a position to be able to release the new lots for a more affordable price to encourage construction.

The flow on effect of increased land for housing will result in more housing availability for workers, more community members and more spending throughout the community.

Legal Implications

The normal planning rules and restrictions will need to be adhered to.

Policy Implications

None applicable.

Consultation

The release of a new area of the original structural plan for the subject area was discussed with Council in May/June 2022

Financial Implications

The quote from Grants Empire to prepare the application and the mandatory Business Case is \$5,280. An upfront payment of 50% is required with the balance upon the completion of the required works.

There is sufficient funds in the Consultancy account to cover the cost.

The co-contribution can be sourced from the Land Development Reserve currently standing at \$126,023.

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 as follows:

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

Outcome 1.2 A diverse and prosperous economy

Strategies 1.2.2 Support local business and promote further investment in the district

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

Outcome 2.1 An engaged, supportive and inclusive community

Strategies 2.1.1 Community services and infrastructure meeting the needs of the district

2.1.2 Maintain and support the growth of education, childcare, youth and aged services

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

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

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

Outcome 4.1 A strategically focused, unified Council functioning efficiently

Strategies 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

Strategies 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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

That Council endorse the appointment of Tammy King from Grants Empire to prepare a grant application and Business Case for funding through the Infrastructure Development Fund for essential headworks to release new lots adjacent to the Quondong Court subdivision.

14.4.4 LAKE GRACE LAND CONSERVATION DISTRICT COMMITTEE – BUSHCARE PROJECT – TREE TRAIL

Applicant:	Lake Grace Land Conservation District Committee (LGLCDC)
File No.:	Nil
Attachments:	Letter from LGLCDC including proposed Tree Trail Route
Author:	Mr. Alan George – Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	15 March 23
Senior Officer:	Mr. Alan George – Chief Executive Officer

Summary

Lake Grace Land Conservation District Committee (LGLCDC) is seeking endorsement from the Shire of their planned Walk Trail of 18 significant trees within the town of Lake Grace.

Background

LGLCDC received a Bushcare Grant last year which supplied funding for the planting of trees in various site around town. At the same time it undertook a public survey of culturally, historically or biologically significant trees within town with the aim of creating a walk trail through town incorporating the trees with interpretive signs explaining the significance.

Comment

The planned walk trail will utilise existing walkways and paths throughout town and has identified 18 trees of significance to the local public.

The interpretive signs will be technically correct as a botanist from the DBCA has identified each species.

Legal Implications

Nil

Policy Implications

Nil

Consultation

External Lake Grace Land Conservation District Committee (LGLCDC)
Department of Biodiversity Conservation and Attraction (DBCA)

Financial Implications

Nil. Funding for the signs is covered by the grant funds. We will assist with the installation of the signage.

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Economic and Environmental objectives:

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

- | | | |
|------------|-------|--|
| Outcome | 1.3 | An attractive destination for visitors |
| Strategies | 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 |

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 |
| Strategies | 3.1.1 | Maintain, rationalise, improve or renew buildings and community infrastructure |
| | 3.1.2 | Maintain the integrity of heritage buildings and places |
| Outcome | 3.2 | A natural environment for the benefit and enjoyment of current and future generations |
| Strategies | 3.2.1 | Manage and preserve the natural environment |
| | 3.2.2 | Support pest and weed control within the district |
| | 3.2.3 | Provide an effective waste management service |

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

That Council endorses the Lake Grace Land Conservation District Committee Tree Trail and the installation of interpretive signs on 18 identified significant trees within the township of Lake Grace.

14.4.5 COMPLIANCE AUDIT RETURN 2022

Applicant:	Internal Report
File No.	0229
Attachments:	Lake Grace 2022 Compliance Audit Return
Author:	Mr Chris Paget – Deputy CEO
Disclosure of Interest:	Nil
Date of Report:	16 March 2023
Senior Officer:	Mr Alan George - Chief Executive Officer

Summary

The purpose of this report is for Council to consider the Audit Committee recommendation to adopt the statutory Local Government Compliance Audit Return (CAR) for the year ending 31 December 2022.

Background

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January 2022 to 31 December 2022. Once received and endorsed by Council, the certified return then needs to be submitted to the Director General, Department of Local Government, Sports and Cultural Industries by 31 March 2023.

The Compliance Audit Return must be:

1. reviewed by the Audit Committee;
2. presented to Council at a meeting of the Council;
3. adopted by the Council and certified by the President and CEO, then
4. recorded in the minutes of the meeting at which it is adopted.

The Compliance Audit Return is intended to assist Council in monitoring its organisational functions and provides an additional element of accountability through a check on internal management systems, procedures and record keeping. This in turn demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice methods. Council is required to note any areas of non-compliance and endorse remedial action. The Audit is provided by the Department of Local Government through their secure website platform named Smart Hub, and is required to be completed by every local government in Western Australia.

Comment

The Shire's Audit Committee met prior to this meeting on Wednesday 22nd March 2023 to review the CAR along with this report in order to recommend its adoption by Council.

There were two items of non-compliance noted out of the total 92 items (9 of these being optional disclosures) included in the Shire of Lake Grace 2022 CAR, and this equates to an achievement rate of 97.83% which is better than the 2021 result of 95.92%.

The non-compliant matters identified for the two CAR topic areas are as follows:

Integrated Planning and Reporting

(Page 8 No.1) Admin Reg 19C: The Shire of Lake Grace Strategic Community Plan was adopted by absolute majority of Council on 28 June 2017 and thus was due for major review in 2021; this process is now underway with community consultations expected to be completed by late April.

Official Conduct

(Page 7 No.4) Local Government Act s5.121(3): The register of complaints was published as required on the Shire of Lake Grace website, however the document template made only partial reference to section 5.110 of the Act *Dealing with complaint of minor breach* and thus could not be considered an “up to date” version. This has now been amended and uploaded.

Statutory / Legal Implications

Local Government Act 1995 section 7.13(i)

Local Government (Administration) Regulations 1996 - Regs 13, 14 & 15

Local Government (Audit) Regulations 1996

Local Government (Elections) Regulations 1997

Local Government (Functions and General) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Policy Implications

Not applicable

Consultation

Internal: Mr Alan George - Chief Executive Officer
 Mr Chris Paget – Deputy CEO
 Mr Kevin Wilson – Acting Manager Corporate Services
 Mr Craig Elefsen – Manager Infrastructure Services
 Shire Administration, Infrastructure & Finance staff

Financial Implications

Nil

Strategic Implications

This item aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Leadership objectives:

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

Outcome 4.1 A strategically focused, unified Council functioning efficiently

Strategies 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

Strategies 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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

That the Audit Committee recommends to Council that it:

1. Adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2022 to 31 December 2022 for the Shire of Lake Grace; and
2. Instructs the CEO to submit the certified 2022 Compliance Audit Return to the Department of Local Government, Sport & Cultural Industries by 31 March 2023.

14.4.6 MEMORANDUM OF UNDERSTANDING – SHARED CESM POSITION

Applicant:	Internal Report
File No.	0176 (MOU/010)
Attachments:	<ul style="list-style-type: none">DFES Memorandum of Understanding for the Provision of a Local Government Community Emergency Services Manager
Author:	Mr Chris Paget – Deputy CEO
Disclosure of Interest:	Nil
Date of Report:	16 March 2023
Senior Officer:	Mr Alan George - Chief Executive Officer

Summary

The purpose of this report is for Council is to authorise the Chief Executive Officer to sign the Memorandum of Understanding with the Department of Fire and Emergency Services (DFES), Shire of Kent and Shire of Dumbleyung for the Provision of a Community Emergency Services Manager for an initial one-year period ending 2024.

Background / Comment

Since February 2020 the Shire of Lake Grace has shared a Community Emergency Services Manager with the Shire of Kent, which has been funded by DFES 70% and the two Shires 15% each. Following discussions between the current parties and the Shire of Dumbleyung in July 2022 for a trial 3-way arrangement, and with the expiration of the current agreement in February of this year, new MOU has been drafted under which the CESM role will be shared by the 3 Councils to manage fire and emergency services matters across their areas.

The new MOU is virtually a mirror of the previous agreement, with some minor changes in regards to definition of priorities and responsibilities for each party plus some updates to terminology and background information which was necessary for the previous document. The cost sharing split changes to DFES 60% with the 3 Shires combining for the remaining 40%. It is intended that the CESM will continue to be an employee of Lake Grace Shire Council.

Consultation

External Mr Sven Andersen – DFES District Superintendent
 Mr Adam Seiler – CEO Shire of Kent
 Mr Gavin Treasure – CEO Shire of Dumbleyung

Internal Mr Alan George - Chief Executive Officer
 Mr Chris Paget – Deputy CEO
 Mr Matt Castaldini – Community Emergency Services Manager

Statutory / Legal Implications

Nil

Policy Implications

Not applicable

Financial Implications

The Shire remains responsible for our one-third share of costs associated with the Community Emergency Services Manager position. Appropriate funding allocations (similar to previous financial years) will be incorporated in the 2023-24 draft annual budget.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Social – A valued, healthy and inclusive community and lifestyle

Outcome 2.2 A healthy and safe community

2.2.3 Support provision of emergency services and encourage community volunteers

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

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

Voting Requirements

Simple majority required.

RESOLUTION / RECOMMENDATION

That Council endorses this partnership with Department of Fire and Emergency Services, Shire of Kent and Shire of Dumbleyung and authorises the Chief Executive Officer to sign the new MOU.

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – FEBRUARY 2023

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Mr Kevin Wilson – A/Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	01 March 2023
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of February 2023.

Background

List of payments for the month of February 2023 through the Municipal and Trust accounts 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

Nil

Financial Implications

The list of creditors paid for the month of February 2023 from the Municipal
Total \$754,872.97.

Strategic Implications

This aligns with the Leadership Objective of the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Outcome 4.2 and Strategies 4.2.1 and 4.2.2 :

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

That Council ratify the list of payments totalling \$654,872.97 as presented for the month of February 2023 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT24587 – EFT24736	\$590,542.62
Municipal Account Cheques	37050 - 37058	\$23,323.98
Direct Debits	DD10372.1 – DD10404.1	\$41,006.37
	TOTAL	\$654,872.97

Shire of Lake Grace

CERTIFICATE OF EXPENDITURE FEBRUARY 2023



This Schedule of Accounts to be passed for payment, covering:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT24587 – EFT24736	\$590,542.62
Municipal Account Cheques	37050 – 37058	\$23,323.98
Direct Debits	DD10372.1 – DD10404.1	\$41,006.37
	TOTAL	\$654,872.97

to the Municipal Account, totalling \$654,872.97 which were submitted to each member of the Council on 22 March 2023, 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 – 28 FEBRUARY 2023

Applicant:	Internal Report
File No.	0275
Attachments:	<ul style="list-style-type: none">• Monthly Financial Reports• Bank Reconciliations – February 2023
Author:	Mr Kevin Wilson – A/Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	13 March 2023
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 28 February 2023 and Bank Reconciliations for the month ending 28 February 2023.

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 28 February 2023, operating revenue is over the target by \$88,923 (1.23%). Profit on disposal of assets over the budget due to sale of two Mack trucks and DCEO vehicles higher than expected.

Operating expenditure is under YTD budget by \$1,669,851 (20.62%) mainly due to Materials and contracts being down as a consequence of delay in operating jobs. Employee costs are under budget due to vacancies in works and services. On the other hand, Loss on disposal of assets over the budget target due to sale of Bomag Roller below the expected price.

The capital program is below the target by \$865,688 (30.15%). The bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in the financial year. Payments for property, plant and equipment are below target as well due to majority of Capital projects not being initiated as yet (58%) or in an early stage of completion. This leads to Capital grants income decrease being offset by the reduction in payments for property, plant and equipment.

Cash at bank is similar to the corresponding period last year, an investment agreement for two (2) term deposits with Commonwealth Bank is in place for \$8,135,067, along with Overnight Cash Deposit with WA Treasury Corporation for \$3,885,326.

Outstanding rates are tracking well and have recovered 95.1% to date.

General debtor is \$28,517 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 28 February 2023. The financial

statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

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

Legal Implications

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

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

Policy Implications

Nil

Consultation

Internal Mr Kevin Wilson – A/Manager Corporate Services

Financial Implications

Nil

Strategic Implications

This aligns with the Leadership Objective of the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Outcome 4.2 and Strategies 4.2.1 and 4.2.2 :

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2	An efficient and effective organisation
Strategy	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 28 February 2023 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 28 February 2023.

14.6 COMMUNITY SERVICES

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

16.0 INFORMATION BULLETIN – MARCH 2023

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Mrs Racelis Rose - Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	17 March 2023
Senior Officer:	Mr Chris Paget - Deputy Chief Executive Officer

Summary

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

Background / Comment

The Information Bulletin Reports deal with monthly standing items and other information of a strategic nature relevant to Council. Copies of other relevant Councillor information are distributed via email.

The March 2023 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report – February 2023
- Lake King Library Report and Statistics – February 2023
- Newdegate Library Report and Statistics – February 2023
- Lake Grace Library Report and Statistics – February 2023

External Organisations

- Central Country Zone – Minutes of Meeting – 10 February 2023 – Shire of Corrigin
- Roe Tourism – Minutes of Meeting – 7 November 2022 – Shire of Kondinin
- Regional Tourism Meeting – 22 February 2023
- GSOTA Tourism, Culture and Heritage Submission – February 2021 Amended Version
- Varley Progress Association – Minutes of Meeting – 23 February 2023

Circulars, Media Releases, Newsletters, Letters

- Nil

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

This aligns with the Leadership Objective of the Shire of Lake Grace Strategic Community Plan 2017 – 2027 particularly Outcome 4.1 and Outcome 4.2 below:

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategy	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
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

That Council accepts the Information Bulletin Report for March 2023.

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

RECOMMENDATION / RESOLUTION

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.

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

18.0 DATE OF NEXT MEETING – 26 APRIL 2023

The next Ordinary Council Meeting is scheduled to take place on Wednesday 26 April 2023 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.