

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

22 November 2023

Meeting Commencing at 3:30 pm

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Acknowledgement of Country

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

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



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SHIRE OF LAKE GRACE

Minutes of the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 22 November 2023 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

2.0 ACKNOWLEDGEMENT OF COUNTRY

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

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

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

3.1 PRESENT

Cr LW Armstrong	Shire President
Cr SG Hunt	Deputy Shire President
Cr R Chappell	
Cr AJ Kuchling	
Cr DS Clarke	

3.2 APOLOGIES

Cr RA Lloyd
Cr BJ Hyde

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
Mrs A Adams	Executive Assistant

3.4 OBSERVERS / VISITORS

Nil

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7.0 NOTATIONS OF INTEREST

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

Nil

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

Nil

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

Cr Hunt declared interest affecting impartiality for Item 14.4.4 – Lake Grace Bowling Club Sponsorship Request as he is a member of the blowing club and organiser of the event.

Chief Executive Officer Alan George declared interest affecting impartiality for Item 14.4.4 – Lake Grace Bowling Club Sponsorship Request as he is a member of the blowing club.

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION / RESOLUTION

RESOLUTION **13772**

Moved **Cr Clarke**
Seconded **Cr Kuchling**

That pursuant to Section 2.25 of the Local Government Act 1995, Council approves Leave of Absence for Cr Chappell from 1 December 2023 to 29 February 2024.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke**
Against: **Nil**

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

RECOMMENDATION / RESOLUTION

RESOLUTION **13773**

Moved **Cr Kuchling**
Seconded **Cr Hunt**

That the following announcement from Cr Armstrong be received and recorded in the Minutes:

On the 3 November 2023 the opening of the renovated and refurbished Newdegate Country Club was achieved, then on the 17 November Lake Grace Shire hosted the Central Country Zone meeting. Both of these events were well organised and were conducted without any known problems. It is therefore, us as a Council we recognise those staff members in Alex, Aimee, Freyja, Craig and a number of the external workforce that were involved in the setting up and organisational aspects of both functions, so a big thank you to all staff involved on a job well done.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke**
Against: **Nil**

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 25 OCTOBER 2023

RECOMMENDATION / RESOLUTION

RESOLUTION 13774

Moved: Cr Hunt
Seconded: Cr Kuchling

That the Minutes of the Ordinary Council Meeting held on Wednesday 25 October 2023 be confirmed as a true and accurate record of the meeting.

CARRIED 5/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke
Against: Nil

10.2 SPECIAL COUNCIL MEETING

Nil

10.3 ANNUAL MEETING OF ELECTORS

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13.0 REPORTS OF COMMITTEES

**13.1 MINUTES OF SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE 22
JUNE 2023**

RECOMMENDATION / RESOLUTION

RESOLUTION 13775

**Moved: Cr Clarke
Seconded: Cr Kuchling**

That the Minutes of the Shire of Lake Grace Tourism Advisory Committee Meeting held on 22 June 2023 be received.

CARRIED 5/0

**For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke
Against: Nil**

13.2 MINUTES OF BUSH FIRE ADVISORY COMMITTEE 17 OCTOBER 2023

RECOMMENDATION / RESOLUTION

RESOLUTION 13776

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

That the Minutes of the Shire of Lake Grace Bush Fire Advisory Committee Meeting held on 17 October 2023 be received.

CARRIED 5/0

**For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke
Against: Nil**

13.3 MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEE 02 NOVEMBER 2023

RECOMMENDATION / RESOLUTION

RESOLUTION 13777

Moved: Cr Clarke
Seconded: Cr Chappell

That the Minutes of the Shire of Lake Grace Local Emergency Management Committee Meeting held on 2 November 2023 be received.

CARRIED 5/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke
Against: Nil

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

Nil

14.2 PLANNING

Nil

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 SHARED COMMUNITY EMERGENCY SERVICES MANAGER POSITION – PRIORITISED FUNCTIONS

Applicant	Alan George – Chief Executive Officer
File No.	MOU / 010
Attachments	CESM Business Plan and Quarterly Reporting Template
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	7 November 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

The purpose of this item is for Council to consider and endorse a prioritised list of duties and functions for the jointly shared Community Emergency Services Manager (CESM) position.

Background

Historically each CESM position created across Western Australia has been structured using a Business Planning template approach developed by DFES (refer to copy attached). This standard Business Plan includes key Strategic Intervention areas under Prevention, Preparedness, Response, Recovery and Special Projects. There also an array of Personal Development and Succession Planning undertakings highlighted. Although comprehensive, these tasks have not been prioritised nor consideration been given on the ability of the appointed CESM officer to deliver the same.

Comment

The respective CEO's for the Shire's of Lake Grace, Kent & Dumbleyung recently met, together with DFES Regional Superintendent, to consider and discuss opportunities for improved CESM performance and functions, particularly to review (& prioritise) the existing wide ranging (& unmanageable) Business Planning requirements of the role. The key outcomes of the discussions are summarised in the below advice. It was agreed that this advice be shared with the three respective Councils to seek feedback on whether there are any issues or constraints prohibiting these proposed changes.

Shire's of Lake Grace, Kent & Dumbleyung – Joint CESM Position – Prioritised Job Tasks & Performance Functions

Preparedness

1. Provide and deliver administrative support for joint 3-way LGA LEMC arrangements, including agenda preparation, coordinating member participation, recording Minutes and follow up on key actions resulting from each meeting (Note: proposal to conduct 3 meetings per annum, one in each LGA)
2. Coordinate and deliver annual desktop emergency management exercise covering the 3 joint LGA's

3. Coordinate and deliver annual volunteer and Shire staff fire awareness and response training for the 3 LGA's, including maintenance of training schedule (of completed training) and monitoring, follow up with volunteers and Shire staff not yet trained
4. Monitor and review PPE levels across all 3 LGA's to ensure all volunteer brigades have appropriate level of fire protection to meet WHS requirements (including funding requests to State Government, if required, for additional PPE)
5. Annual review and updating of each LGA operational and capex budgets, including timely preparation and submission of State funding requests seeking additional funding for specific emergency management and response requirements
6. Coordinate pre-fire season contact and joint planning with all 3 LGA Chief Bush Fire Control Officers and LGA CEO's (via face to face meeting, or as preferred)
7. Coordination of pre and post season BFAC meetings in each LGA

Response

1. Provide direct support role to all Chief Bush Fire Control Officers and Deputies across the 3 LGA's during each season, in particular responding to bush fire emergency events (Note: response doesn't mean attendance to fight an actual bush fire)

Mitigation

1. Review and ensure delivery of fire mitigation requirements as contained in each LGA Bush Fire Risk Management Plan (including submission of State funding requests for additional mitigation funding)

Reporting

1. CESM to provide quarterly progress reports to all 3 LGA CEO's (through host LGA employer) in relation to progress and performance with the above priorities

Additional Notes:-

- a. Each LGA to formally consider establishment of a joint regional LEMC and 3 meetings (one in each LGA) per annum.
Currently Kent is part of a joint Local Emergency Management Committee comprising of the Shires of Kent, Katanning and Woodanilling. As a result of this the CESM attends the LEMC meetings in Katanning on behalf of the Shire of Kent which in the opinion of our existing member shires is not totally desirable. It has been discussed amongst the 3 shire CEO's and the DFES District Superintendent and it was agreed to seek council input on combining the LEMCs from Kent, Lake Grace and Dumbleyung into a joint regional LEMC comprising of the 3 existing shires in the MOU and having 3 meetings a year with one in each location. The thought behind this is that it may generate more interest and provide better outcomes for all parties.
- b. CESM role to prioritise availability to all 3 LGA's during each bushfire season (i.e. avoid secondments, transfers, PD or acting roles at other locations)
- c. All external requests for CESM resource support to other locations must be formalised through the regional DFES Superintendent and go through host LGA employer for prior approval (noting approval may be withheld, particularly during bushfire seasons).

DFES District Superintendent has confirmed tentative agreement with these shortlisted job tasks and priorities which will be elevated within the final Business Planning doc to reflect the prioritised focus and importance of the same.

Legal Implications

Bush Fires Act 1954

Policy Implications

Nil

Consultation

DFES District Superintendent
Shire of Kent Chief Executive Officer
Shire of Dumbleyung Chief Executive Officer

Financial Implications

Nil, noting that the respective Shires of Dumbleyung, Lake Grace and Kent jointly contribute 40% (\$64K) of the total employment costs of the CESM position (\$160K pa), under an existing 3 year Memorandum of Understanding (MOU) with the State Government Department of Fire & Emergency Services (DFES), who contribute the remaining 60% (\$96K) of the total cost.

Strategic Implications

This item aligns with the 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
Strategies	2.1.1	Community services and infrastructure meeting the needs of the district
Outcome	2.2	A healthy and safe community
Strategies	2.2.3	Support provision of emergency services and encourage community volunteers
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

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13778**

Moved: **Cr Kuchling**

Seconded: **Cr Hunt**

That Council:

Endorses the prioritised list of jobs, tasks and functions for the jointly shared Community Services Manager (CESM) position for the respective Shires of Lake Grace, Kent and Dumblebung.

CARRIED **4/1**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching**

Against: **Cr Clarke**

14.4.2 COMMUNITY EMERGENCY SERVICES MANAGER – CREDIT CARD

Applicant	Community Emergency Services Manager
File No.	MOU / 010
Attachments	MoU Cost Sharing Agreement
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	7 November 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to approve the issue of a Shire of Lake Grace Credit Card to the Shire of Lake Grace Community Emergency Services Manager (CESM) for use only in relation to incident response, deployments and training. This request is made in accordance with the CESM employment contract, section 8.(2) and the DFES MOU page 10, bottom row, "Deployment costs" '100% covered by DFES', "Shire of Lake Grace to provide purchasing card".

Background

A new MOU was entered into between DFES and the three Shires of Lake Grace, Kent and Dumbleyung in July 2023. Included in the cost sharing arrangements was that the Shire of Lake Grace, being the host shire was to issue a credit card to the CESM to cover deployment costs for DFES incidents with DFES to cover the costs on presentation of an invoice from the Shire of Lake Grace.

It has also been noted that in the employment contract for the CESM at Clause 8.(2) that;

- (2) *The host Local Government shall provide You with a corporate fuel card and credit card and the other Local Governments shall each provide You with a credit card, You agree-*
- (a) *to use the fuel/credit card(s) only for the payment of reasonable expenses properly incurred in performing the Functions;*
 - (b) *to give the CEO or delegate, at least on a monthly basis, documentary evidence of any charged expenses; and*
 - (c) *to reimburse the Local Government for any charged expenses that were not properly incurred in performing the Functions.*

Comment

The Shire CESM has requested the issue of a credit card to cover deployment costs and other operational purposes.

As the provision of a credit card forms part of the contract of employment for the CESM, and also part of the MOU between the shires, the request from the CESM is not unwarranted. In his request the CESM that last year he was "...out of pocket on several occasions for expenses relating to incident response, deployments and training." Furthermore he states... "While these

expenses are claimable through the Shire, a provision exists for a card to be issued to avoid this situation.”

The other concern of the CESM “...is being able to get emergency repairs to my work vehicle, such as replacement tyres or parts when on the road, with these costs invoiced back to Kent as required.” The work vehicle is supplied by the Shire of Kent and the employment contract states that each of the Local Governments part of the MOU are to provide a credit card.

The request for the issue of a credit card forms part of the CESM employment contract and MOU with DFES and is therefore recommended.

Legal Implications

Nil

Policy Implications

Policy 3.5 Authorised Use of Credit Card/Fuel Cards

POLICY A Credit Card is to be issued to the Chief Executive Officer (CEO) and other Senior Staff if required only, and is to be used in accordance with the guidelines detailed below.

OBJECTIVES To reduce time spent on paper-based ordering and payment arrangements thus reducing administrative costs.

GUIDELINES Definitions

“Credit Card” is defined as a facility allowing the cardholder to pay for goods and services on credit and includes fuel cards.

“Business Expense” is defined as any expense necessary to the conduct of the business or for the benefit of the Shire of Lake Grace, is under the terms of the employee’s contract of employment with the Shire of Lake Grace or relevant Council policies.

“Credit Card Agreement” shall be signed by the Cardholder which sets out the responsibility and legal obligations when using the corporate credit card.

Consultation

CEOs Shire of Kent and Dumbleyung

Financial Implications

Deployment costs for DFES incidents are recoverable from DFES

Strategic Implications

This item aligns with the 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
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

RECOMMENDATION / RESOLUTION

RESOLUTION **13779**

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

That Council:

Approves the issue of a Shire of Lake Grace Credit Card with a \$2,000 limit to the Shire of Lake Grace Community Emergency Services Manager (CESM) for use only in relation to incident response, deployments and training.

CARRIED **5/0**

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

14.4.3 COMMUNITY FUNDING REQUEST - LIONS CLUB OF LAKE GRACE

Applicant	Lions Club of Lake Grace – Arthur Slarke
File No.	0043
Attachments	Letter of request
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	15 November 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

The Lions Club of Lake Grace are seeking funding from the community grant funding of \$1,000 to purchase specific “Containers for Change” recycle bins to assist in keeping eligible containers from landfill.

Background

At the September council meeting funding was approved to the Newdegate Container Exchange to allow the purchase of specific container bins for placement around Newdegate. The Lions Club has seen this request and is seeking funding to purchase bins for placement around Lake Grace.

Comment

The Lions Club of Lake Grace currently have several containers place around town for the collection of eligible containers. These range from cut down IBCs to simple green bags. It believes that with the placement of the new bins that they will be able to collect more containers and thus reduce landfill.

Funds from the containers collected are generally placed back into the local community.

It is recommended that the Lions Club of Lake Grace request for funding of \$1,000 towards the purchase of bins be approved.

Legal Implications

Nil

Policy Implications

Council Policy 2.9 – Community Funding Requests

Community funding requests are available to community groups / not-for-profit organisations within the Shire of Lake Grace for activities which will benefit the community and demonstrate the principal interest of the Shire of Lake Grace.

Consultation

Nil

Financial Implications

The community grants budget allocation was increased for the 2023-24 year to allow consideration of funding requests such as this which are submitted to Council outside the previous normal annual cycles.

Strategic Implications

This item aligns with the 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
Strategies	1.2.2	Support local business and promote further investment in the district
Outcome	1.3	An attractive destination for visitors
Strategies	1.3.2	Maintain and enhance local iconic attractions and infrastructure
	1.3.3	Continue to provide and maintain visitor support services
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
	2.1.3	Actively promote and support community events and activities within the district
Environment Objective - Protect and enhance our natural and built environment		
Outcome	3.2	A natural environment for the benefit and enjoyment of current and future generations
Strategies	3.2.3	Provide an effective waste management service
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

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13780**

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

That Council approves the community funding request of \$1,000.00 to the Lions Club of Lake Grace for the purchase of container recycle bins

CARRIED **5/0**

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

14.4.4 SPONSORSHIP REQUEST – LAKE GRACE BOWLING CLUB

Applicant	Lake Grace Bowling Club
File No.	0043
Attachments	Funding request
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Cr Steven Hunt and CEO Alan George are members of the bowling club.
Date of Report	15 November 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

The Lake Grace Bowling Club is seeking sponsorship to assist in the staging of a 2 day bowls carnival to be held on 23rd and 24th January 2024

Background

The Lake Grace Bowling Club up until 5 years or so ago held an annual 2 day carnival called the Lake Grace Classic. This brought together 16 x 4 man teams from local clubs as well as teams from Perth and other districts. The flow on effect from this also supported local accommodation operators.

Comment

In the past this was a lucrative event which provided much needed funds to the club. In recent years the club has been struggling for funds and by re-commencing the event it will help re-invigorate the club.

It is unsure if the Shire sponsored this event in the past or if council would support this sponsorship request. There are 4 levels of sponsorship being offered ranging from \$1,000 down to \$100.

Legal Implications

Nil

Policy Implications

Policy 2.9 Community Funding Request

The policy states;

“Community Funding Request is available to community groups / not-for-profit organisations within the Shire of Lake Grace for activities which will benefit the community and demonstrate the principal interest of the Shire of Lake Grace”

OBJECTIVES *The Shire of Lake Grace Community Funding program provides financial support to community groups within the shire to:*

- *support community driven initiatives and activities that will enhance community engagement and development,*
- *build community resilience and wellbeing, and*
- *develop pride and leadership.*

Consultation

Nil

Financial Implications

Community funding requests closed about 6 months ago with the number and amounts much less than in recent years. As part of the budget deliberations additional funding was allocated to the Community Funding Request account for circumstances such as this.

Given the amount of funding still available in the Community requests account a donation of \$500.00 would not seem unreasonable.

Strategic Implications

This item aligns with the 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
Strategies	2.1.1	Community services and infrastructure meeting the needs of the district
	2.1.3	Actively promote and support community events and activities within the district
Outcome	2.2	A healthy and safe community
Strategies	2.2.1	Maintain and enhance sport and recreation facilities

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13781**

Moved: **Cr Kuchling**

Seconded: **Cr Clarke**

That Council:

Approves the request from the Lake Grace Bowling Club for sponsorship of the Lake Grace Classic two-day bowls carnival for the sum of \$500 to assist in the staging of the event.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke**

Against: **Nil**

14.4.5 CHRISTMAS/NEW YEAR CLOSURE OF COUNCIL ADMINISTRATION

Applicant	Alan George – Chief Executive Officer
File No.	N/a
Attachments	Nil
Author	Alan George – Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	16 November 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

The Administration Centre will be closed for business from midday on Friday 22nd December and will re-open on the Tuesday 2 January 2024.

Background/Comment

As in previous years the administration office will be closed between Christmas and New Year. A skeleton crew will be available to maintain watering regimes and in case of emergencies.

Legal Implications

Nil

Policy Implications

Policy 1.14 Christmas/New Year Closure of Council Facilities

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

N/a

Voting Requirements

N/a

FOR INFORMATION PURPOSES ONLY

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – OCTOBER 2023

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Kevin Wilson – Acting Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	9 November 2023
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

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

Background

List of payments for the month of October through the Municipal and Trust accounts is attached.

Comment

In accordance with the requirements of the Local Government Act 1996, a list of creditors and Credit cards and Fuel Cards transactions is to be completed for each month showing:

- (a) The payee's name
- (b) The amount of the payment
- (c) Sufficient information to identify the transaction
- (d) The date of payment

The attached list meets the requirements of the Financial Management Regulations.

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12
Local Government (Financial Management) Regulations 1996 – Reg 13 and Reg 13A

Policy Implications

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

Consultation

Nil

Financial Implications

The list of creditors paid for the month of October 2023 from the Municipal Account
Total \$1,587,682.52

Strategic Implications

This aligns with the Leadership Objective of the 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
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

RESOLUTION 13782

Moved: Cr Chappell
Seconded: Cr Kuchling

That Council ratify the list of payments totalling \$1,587,682.52 as presented for the month of October 2023 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT25577 – EFT25705	\$1,503,321.32
Municipal Account Cheques	37096 - 37099	\$12,478.43
Direct Debits	DD10688.1– DD10711.11	\$60,088.04
Credit Cards	DD10713.1	\$5,141.65
Fuel Cards	EFT25595 & EFT25622	\$6,653.08
	TOTAL	\$1,587,682.52

CARRIED 5/0

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

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE October 2023

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT25577 – EFT25705	\$1,503,321.32
Municipal Account Cheques	37096 - 37099	\$12,478.43
Direct Debits	DD10688.1– DD10711.11	\$60,088.04
Credit Cards	DD10713.1	\$5,141.65
Fuel Cards	EFT25595 & EFT25622	\$6,653.08
	TOTAL	\$1,587,682.52

to the Municipal Account, totalling \$1,587,682.52 which were submitted to each member of the Council on 22 November 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 – 31 OCTOBER 2023

Applicant	Internal Report
File No.	0275
Attachments	<ul style="list-style-type: none">• Monthly Financial Reports• Bank Reconciliations – October 2023
Author	Mrs Victoria Fasano Senior Finance Officer - Investments & Reporting
Disclosure of Interest	Nil
Date of Report	31 October 2023
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 October 2023 and Bank Reconciliations for the month ending 31 October 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 31 October 2023, operating revenue is over the target by \$57,773 (0.91%), mainly due to unbudgeted Rates overpayment of over 100K and additional FAGS received, but not budgeted for. Profit on Asset disposal is lower due to increased cost of subdivision of industrial land sold. Interest revenue is lower than the budget. Reserve Term Deposit will mature in November 2023 and Interest will be received then. Fees and charges are below the budget due to early months in the financial year.

Operating expenditure is over YTD budget by \$982,885 (22.97%), mainly due to Depreciation being over the budgeted threshold due to increase in Roads assets valuation, performed at the last financial year end, but not budgeted for. Other expenditure is over the target due to overpaid rates returned to the customer of around \$100K. Materials and contracts are down because of delays in operating jobs. Employee costs are slightly under budget due to vacancies in works and services. Utility charges below the budget due to decrease in water and power supply.

The capital program is below the target by \$549,282 (41.10%). Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in financial year. Payments for property, plant and equipment are below target as well due to a large portion of Capital projects not being initiated as yet (68%) 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 3 term deposits with Commonwealth Bank is in place (\$13,000,000), as well as Overnight Cash Deposit with WA Treasury Corporation for \$1,839,816.

Outstanding rates are tracking well and have recovered 85.9% to date.

General debtor is \$253,611 with no major outstanding debts to follow up.

The monthly financial reports include the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which comprises the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 October 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 – Manager Corporate Services

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
Strategies	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 13783

Moved: Cr Kuchling
Seconded: Cr Clarke

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

1. Statements of Financial activity for the period ended 31 October 2023 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 October 2023.

CARRIED 5/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke
Against: Nil

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – NOVEMBER 2023

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Alex Adams Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	17 November 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 November 2023 Information Bulletin attachments include:

Reports:

- Infrastructure Service Report

External Organisations

- WALGA Regional Road Group Report November 2023
- Eastern Wheatbelt Biosecurity Group AGM Minutes and Annual Report 16 October 2023

Circulars, Media Releases, Newsletters, Letters

- As circulated via email

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

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

RESOLUTION **13784**

Moved: **Cr Chappell**

Seconded: **Cr Clarke**

That Council accepts the Information Bulletin Report for November 2023.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke**

Against: **Nil**

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

RECOMMENDATION / RESOLUTION

RESOLUTION **13785**

Moved: **Cr Kuchling**
Seconded: **Cr Clarke**

That Council meet behind closed doors to consider the confidential item(s) in accordance with Section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015 at 3.56pm.

Item 17.1.1 - 2024 Australia Day Community Citizen of the Year Awards.

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

CARRIED **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke**
Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13788**

Moved: **Cr Kuchling**
Seconded: **Cr Hunt**

That Council accepts the recommendation contained within item 17.1.1 - 2024 Australia Day Community Citizen of the Year Awards.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke**
Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13789**

Moved: **Cr Kuchling**
Seconded: **Cr Hunt**

That Council move out from behind closed doors to proceed with the meeting at 4.17pm.

CARRIED **5/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Kuching, Cr Clarke**
Against: **Nil**

18.0 DATE OF NEXT MEETING – 20 DECEMBER 2023

The next Ordinary Council Meeting is scheduled to take place on Wednesday 20 December 2023 commencing at 3:00pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at 4.20 pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 22 November 2023 as shown were confirmed as a true record of the meeting.



Signature

20 DEC 2023

Date