

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

26 March 2025

Meeting Commencing at 3:30 pm

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Acknowledgement of Country

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

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



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SHIRE OF LAKE GRACE

Minutes of the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 26 March 2025 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

President Len Armstrong opened the meeting at 3:30pm

2.0 ACKNOWLEDGEMENT OF COUNTRY

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

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

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

3.1 PRESENT

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

3.2 APOLOGIES

Nil

3.3 IN ATTENDANCE

Mr Alan George	Chief Executive Officer
Mr Aaron Wooldridge	Deputy Chief Executive Officer
Mrs T Hall	Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services
Miss K Armanasco	Administration & Records Officer

3.4 OBSERVERS / VISITORS

Nil

3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Cr Ross Chappell: 9 April – 2 May 2025

4.0 APPLICATIONS FOR LEAVE OF ABSENCE**RECOMMENDATION / RESOLUTION**

RESOLUTION **14014**

Moved: **Cr Clarke**
Seconded: **Cr Hunt**

That Cr Kuchling be granted Leave of Absence for 23 April 2025.

CARRIED **7/0**

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

5.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6.0 PUBLIC QUESTION TIME

Nil

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8.0 NOTATIONS OF INTEREST

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

Nil

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

Nil

**8.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION
REGULATIONS 1996 SECTION 34C**

Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 12 FEBRUARY 2025

RECOMMENDATION / RESOLUTION

RESOLUTION 14015

Moved: Cr Chappell
Seconded: Cr Hyde

That the Minutes of the Ordinary Council Meeting held on Wednesday 12 February 2025 be confirmed as a true and accurate record of the meeting.

CARRIED 7/0

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

10.2 SPECIAL COUNCIL MEETING

Nil

10.3 ANNUAL MEETING OF ELECTORS – 12 FEBRUARY 2025

RECOMMENDATION / RESOLUTION

RESOLUTION **14016**

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

That the Minutes of the Annual Meeting of Electors held on Wednesday 12 February 2025 be confirmed as a true and accurate record of the meeting.

CARRIED **7/0**

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

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
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Nil

13.0 REPORTS OF COMMITTEES**13.1 SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE – 18 FEBRUARY 2025****RECOMMENDATION / RESOLUTION**

RESOLUTION **14017**

Moved: **Cr Clarke**
Seconded: **Cr Hyde**

That the Minutes of the Shire of Lake Grace Tourism Advisory Committee Meeting held on 18 February 2025 be received.

CARRIED **7/0**

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

13.2 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE – 5 MARCH 2025**RECOMMENDATION / RESOLUTION**

RESOLUTION **14018**

Moved: **Cr Clarke**
Seconded: **Cr Hyde**

That the Minutes of the Lake Grace Library Resource and Community Resource Centre Committee Meeting held on 5 March 2025 be received.

CARRIED **7/0**

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

13.3 SHIRE OF LAKE GRACE AUDIT COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION **14019**

Moved: **Cr Lloyd**
Seconded: **Cr Hyde**

That the Minutes of the Shire of Lake Grace Audit Committee Meeting held on 26 March 2025 be received.

CARRIED **7/0**

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

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 TRANSFER OF FUNDS – URBAN DRAINAGE

Applicant	Internal Report
File No.	0551
Attachments	Nil
Author	Craig Elefsen – Manager Infrastructure Services
Disclosure of Interest	Nil
Date of Report	26 March 2025
Senior Officer	Alan George - Chief Executive Officer

Summary

For Council to authorise the transfer of \$42,000 from Lockhart Road and \$20,000 from Drainage job to Urban Stormwater Drainage job

Background

In the 2024/25 Annual Budget the Lockhart Road job had \$124,529 budgeted, Drainage job had \$152,412 budgeted and Urban Stormwater Drainage job had \$36,550 budgeted. Works have been completed on Lockhart road and all scheduled Drainage works have been completed with surplus funds remaining. The Urban Stormwater account was initially budgeted for any incidental

stormwater issues that may occur during the year so minimal money has been spent to date from this account.

Comment

After recent rains in Lake Grace, it has become noticeable that the drains in front of the Lake Grace Community Resource Centre are not capable of moving the amount of water that is caught in this location. Investigations were carried out and confirmed the current drains need replacing. A drainage contractor has inspected the site and a scope of works has been determined to replace the drainage.

Works can be completed during the April school holidays if the transfer of funds is approved.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Jason Lip – Technical Officer

Financial Implications

As this is a transfer of budget from one Job to another, there is no need to seek additional income as the net change of expenditure in our Annual Budget is \$0.

Strategic Implications

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

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	1	An innovative, productive agricultural industry
Strategy	1.1	Enhance and maintain transport network
Outcome	9	An efficient and effective organisation
Strategy	9.1	Maintain accountability and financial responsibility through effective planning

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14020

Moved: Cr Chappell
Seconded: Cr Kuchling

That Council approve the transfer of \$42,000 from Lockhart Road Job and \$20,000 from Drainage Job to the Urban Stormwater Drainage job for the purpose of drainage upgrades in Lake Grace townsite.

CARRIED 7/0

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

14.2 PLANNING

14.2.1 PLANNING APPROVALS UNDER DELEGATION P01

The following applications for planning have been approved by the Chief Executive Officer under the Delegation P01 as legislated by the *Planning and Development Act 2005*, Planning and Development (Local Planning Schemes) Regulations 2015 – schedule 2 (Deemed Provisions) clauses 82 to 84 and the Shire of Lake Grace Local Planning Scheme No.4:

Date of Approval	Applicant	Activity
13/02/2025	Co-Operative Bulk Handling	Development of new large-scale grain handling and storage facility comprising a total storage capacity of 191,915 tonnes – Newdegate-Ravensthorpe rd, Newdegate
14/02/2025	Crisp Wireless	Construction of new 30m communications tower for wireless broadband – Kathleen rd, Lake King
21/02/2025	Crisp Wireless	Construction of new 30m communications tower for wireless broadband – Carstairs rd, Varley
21/02/2025	Crisp Wireless	Construction of new 30m communications tower for wireless broadband – Newdegate-Ravensthorpe rd, Lake King

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 PROVISION OF REMOTE GP SERVICES – NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT – MOTION SUBMISSION

Applicant	Alliance of RM 6 and RM 7 Councils
File No.	0320
Attachments	1. 'National Priorities Need Local Solutions' Australian Local Government Association (ALGA) Motion Submission 2. Position Paper – Provision of Remote GP Services (final)
Author	Alan George - Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	17 March 2025
Senior Officer	Alan George - Chief Executive Officer

Summary

For Council to receive the submission of a Motion to the ALGA National General Assembly from the Shires of Gnowangerup, Jerramungup, Kojonup, Lake Grace, Narembreen and Ravensthorpe (Alliance of RM 6 and RM 7 Councils) to assist in funds associated with attracting and retaining general practitioners.

Background

As previously advised the Shire of Lake Grace called a meeting of six local governments (band 3 and band 4) and key stakeholders to meet at the Lake Grace Sportsmans Club on Friday 29 November 2024. The purpose of the meeting was to discuss the financial and in-kind contributions made by local governments to secure medical service providers in their communities. It was also decided that submissions be made to both the state and federal governments regarding for budget consideration.

Caroline Robinson from 150 Square was contracted to prepare the submission and subsequent actions.

A Position Paper was prepared on behalf of the Shires of Gnowangerup, Jerramungup, Kojonup, Narembreen, Lake Grace and Ravensthorpe and was submitted to the Federal Budget Pre-Submission process for consideration. The draft Position Paper was received by Council at the February council meeting. The final paper is attached.

Comment

It was decided by members of the alliance that a motion be prepared and submitted to the ALGA National Assembly of Local Government being held in Canberra from 24-27 June 2025.

The Motion reads ...

This National General Assembly calls on the Australian Government to increase the Financial Assistance Grants for regional and remote local governments (RM6 and RM7) to assist in funds

associated with attracting and retaining general practitioners, therefore redirecting ratepayer funds to local government responsibilities.

The full submission is included in the attachments.

It is planned at this stage to send between 3 or 4 delegates to the Assembly which will also include meetings with the relevant government departments. Preliminary delegates being Cr Armstrong Representing the Shire of Lake Grace being the lead shire, CR Kate O'Keefe, Shire President Shire of Gnowangerup, consultant Caroline Robinson, Director, 150 Square and CEO Lake Grace

Legal Implications

Nil

Policy Implications

Nil

Consultation

Caroline Robinson 150 Square
Member shires of the alliance

Financial Implications

Member councils of the alliance have pledged a fighting fund of \$5,000 each
Depending on costs to attend the ALGA National Assembly a further contribution may be required.

Strategic Implications

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

Social Objective - A valued, healthy and inclusive community and lifestyle		
Outcome	7	A healthy and safe community
Strategies	7.2	Provide and advocate for medical and health services
Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through

		effective planning
	9.2	Comply with statutory and legislative requirements
	9.3	Provide a positive and safe workplace
	9.4	Establish and maintain community endorsed levels of service across all functions of Council

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14021**

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

That Council:

Receive the Motion submitted to the ALGA National General Assembly of Local Government by the Shire of Lake Grace on behalf of the Shires of Gnowangerup, Jerramungup, Kojonup, Lake Grace, Narembreen and Ravensthorpe (Alliance of RM 6 and RM 7 Councils) to assist in the provision of funds associated with attracting and retaining general practitioners.

CARRIED **7/0**

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

14.4.2 ROAD SAFETY POLICY

Applicant	Internal
File No.	0050
Attachments	Road Safety Policy Document
Author	Aaron Wooldridge – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	31 January 2025
Senior Officer	Alan George - Chief Executive Officer

Summary

This report presents the Draft Road Safety Policy 2025 for Council's consideration and adoption.

The policy aims to establish a framework for improving road safety within the Shire of Lake Grace, aligning with the WALGA RoadWise initiative and the Driving Change Road Safety Strategy for Western Australia.

Background

The Shire of Lake Grace recognises the importance of road safety for all road users, including residents, businesses, and visitors. The Draft Road Safety Policy 2025 has been developed to enhance road safety through proactive planning, infrastructure improvements, and community engagement. The policy is aligned with state and local road safety strategies and will contribute to reducing road trauma within the region.

Comment

The key objectives of the Draft Road Safety Policy 2025 include:

- Aligning with the WALGA RoadWise program and contributing to the State Road Safety Strategy.
- Reducing road trauma and fatalities through proactive planning and engagement.
- Supporting initiatives that encourage safe road user behaviour.
- Improving road infrastructure to enhance safety.
- Fostering partnerships with key stakeholders, including Main Roads WA, WA Police, local community groups, and emergency services.
- Implementing strategies in line with the Safe System Approach, emphasising safe roads, safe speeds, safe vehicles, and safe road users.
- Enhancing post-crash response and support systems.

The policy outlines several implementation strategies, such as the establishment of a RoadWise Committee, road safety education programs, regular road audits, and advocacy for road safety funding. Additionally, it supports pedestrian and cyclist safety improvements and the adoption of safe vehicle technologies.

Legal Implications

The Draft Road Safety Policy 2025 aligns with the *Local Government Act 1995*, which prescribes the responsibilities of local governments in ensuring public safety and infrastructure management.

The policy also aligns with other relevant legislation, including:

- Western Australian Planning & Development Act 2005
- Road Traffic Code 2000
- Local Government (Functions and General) Regulations 1996
- Occupational Safety and Health Act 1984

Policy Implications

To be included in the Shire of Lake Grace Policy Manual.

Consultation

Alan George – Chief Executive Officer
Aaron Wooldridge – Deputy Chief Executive Officer
Alex Adams – Executive Assistant
Craig Elefsen – Manager Infrastructure & Works

Financial Implications

N/A

Strategic Implications

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

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.1	Provide informed leadership on behalf of the community
	8.2	Promote and advocate for the community and district
	8.3	Provide strategic leadership and governance

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14022**

Moved: **Cr Lloyd**

Seconded: **Cr Hyde**

That Council:

1. Adopt the Draft Road Safety Policy 2025 as outlined in the attachment.
2. Incorporate the policy into the Shire's Policy Manual.
3. Authorise the Chief Executive Officer to implement the policy and ensure compliance with relevant road safety strategies.

CARRIED **7/0**

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

Against: **Nil**

14.4.3 AUDIT & RISK COMMITTEE – TERMS OF REFERENCE

Applicant	Internal
File No.	0625
Attachments	Audit & Risk Committee Terms of Reference Document
Author	Aaron Wooldridge – Deputy Chief Executive Officer
Disclosure of Interest	Nil
Date of Report	20 March 2025
Senior Officer	Alan George – Chief Executive Officer

Summary

This report recommends changes to the Audit and Risk Committee Terms of Reference for the Shire of Lake Grace. The proposed amendments focus on restructuring the layout of the document for improved clarity, title change to Audit & Risk Committee to incorporate risk management, and adding a requirement for the committee to hold quarterly meetings per year.

These changes align with best practice governance principles and ensure robust oversight of financial and risk management matters.

Background

The Audit and Risk Committee plays a vital role in assisting the Council with its responsibilities regarding financial reporting, risk management, and internal controls. Periodic reviews of the committee's Terms of Reference are necessary to ensure they remain current and effective.

Recent governance reviews have highlighted opportunities to enhance the document by refining its structure and increasing the frequency of meetings. The restructuring will provide a more logical flow of information, making it easier for committee members and stakeholders to reference key provisions. Additionally, the introduction of quarterly meetings will improve the committee's ability to monitor financial and risk-related issues more proactively.

Comment

The proposed changes to the Terms of Reference include:

- **Restructuring of document layout** to improve readability and accessibility, ensuring clear delineation of roles, responsibilities, and key functions of the committee.
- **Addition of quarterly meetings** (four per year) to enhance the committee's oversight functions, ensuring more timely review of financial reports, risk assessments, and governance matters.

The inclusion of quarterly meetings aligns with recommendations from governance bodies and provides a structured approach to reviewing the Shire's financial performance and risk management strategies. More frequent meetings will enable the committee to address issues in a timely manner, reducing the risk of financial or operational oversight.

It is recommended that the Council endorse the proposed amendments to the Terms of Reference to enhance the committee's effectiveness and ensure ongoing compliance with good governance practices.

Legal Implications

Local Government Act 1995;
Local Government (Audit) Regulations 1996; and
Local Government (Administration) Regulations 1996

Policy Implications

Nil

Consultation

Alan George – Chief Executive Officer
Aaron Wooldridge – Deputy Chief Executive Officer
Alex Adams – Executive Assistant
Audit Committee

Financial Implications

N/A

Strategic Implications

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

Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	8	A strategically focused, unified Council functioning efficiently
Strategies	8.3	Provide strategic leadership and governance
	8.4	Provide timely communications on all Council activities to community
Outcome	9	An efficient and effective organisation
Strategies	9.1	Maintain accountability and financial responsibility through effective planning
	9.2	Comply with statutory and legislative requirements

Voting Requirements

Absolute Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14023

Moved: Cr Clarke
Seconded: Cr Hyde

That Council:

1. Endorses the proposed amendments to the Audit and Risk Committee Terms of Reference, including the revised structure and the introduction of quarterly meetings.
2. Authorises the implementation of the revised Terms of Reference effective immediately.
3. Directs the Chief Executive Officer to update all relevant documentation and notify committee members accordingly.

CARRIED 7/0

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

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – JANUARY 2025

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	7 February 2025
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of January 2025.

Background

List of payments for the month of January 2025 through the Trust and Municipal accounts are 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 January 2025 from the Trust and Municipal accounts
Total \$868,255.39

Strategic Implications

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

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

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION 14024

Moved: Cr Chappell
Seconded: Cr Kuchling

That Council ratify the list of payments totalling \$868,255.39 as presented for the month of January 2025 incorporating:

Payment Method	EFT/DD Number	Amount
Trust	EFT27548	\$50.00
Electronic Funds Transfers	EFT27549 – EFT27671	\$815,065.42
Direct Debits	DD11257.1 – DD11297.1	\$47,748.68
Credit Card	DD11299.1	\$2,579.43
Fuel Cards	EFT27577 & EFT27631	\$2,811.86
	TOTAL	\$868,255.39

CARRIED 7/0

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

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE January 2025

This Schedule of Accounts to be passed for payment, covering

Payment Method	EFT/DD Number	Amount
Trust	EFT27548	\$50.00
Electronic Funds Transfers	EFT27549 – EFT27671	\$815,065.42
Direct Debits	DD11257.1 – DD11297.1	\$47,748.68
Credit Card	DD11299.1	\$2,579.43
Fuel Cards	EFT27577 & EFT27631	\$2,811.86
	TOTAL	\$868,255.39

to the Trust and Municipal Account, totalling \$868,255.39 which were submitted to each member of the Council on 26 March 2025, 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 costings and the amounts shown are due for payment.

Alan George
CHIEF EXECUTIVE OFFICER

14.5.2 FINANCIAL REPORTS – 31 JANUARY 2025

Applicant	Internal Report
File No.	0275
Attachments	• Monthly Financial Reports • Bank Reconciliations – 31 January 2025
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	31 January 2025
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 January 2025 and Bank Reconciliations for the month ending 31 January 2025.

Background

The provisions of the Local Government (Financial Management) Regulations 1996 require a monthly financial report to be presented at an Ordinary Council meeting within two (2) months of the period end date.

Comment

As of 31 January 2025, operating revenue was slightly over the target by \$2,531 (0.03%), mainly due to Other revenue, which increased due to higher Fuel Tax Rebates.

Operating expenditure is below YTD budget by \$542,182 (5.31%), mainly due to Materials and contracts being down due to delays in operating jobs. Utility charges are below the budget due to decreased water and power demand.

Investing activities revenue is below the target by \$172,415 (9.82%). Proceeds from capital grants are below budget due to some of the "Local Roads & Community" projects not yet initiated or being in the early stage of completion, funds will be recognised later in the financial year.

Investing activities expenditure is below the budget by 1,858,765 (30.48%). Payments for property, plant and equipment, and Infrastructure are below the target due to a large portion of Capital projects not being initiated as yet (40%) or in an early stage of completion.

Cash at bank is similar to the corresponding period last year. An investment agreement is in place for Overnight Cash Deposit with WA Treasury Corporation for a total of \$5,648,883, as well as 2 term deposits invested in CBA – a total of \$8,100,000.

Outstanding rates are tracking well and have recovered 95.0% to date.

The General debtor is \$95,655 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 comprise the Statement of Financial

Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 January 2025. 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 and 10% whichever is greater) must be compiled and adopted by Council. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

Policy Implications

Nil

Consultation

Internal Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14025**

Moved: **Cr Hunt**

Seconded: **Cr Lloyd**

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 January 2025 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 January 2025.

CARRIED **7/0**

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

Against: **Nil**

14.5.3 ACCOUNTS FOR PAYMENT – FEBRUARY 2025

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Tegan Hall - Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	10 March 2025
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of February 2025.

Background

List of payments for the month of February 2025 through the Trust and Municipal accounts are 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 February 2025 from the Trust and Municipal accounts
Total \$788,435.65

Strategic Implications

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

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

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14026**

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

That Council ratify the list of payments totalling \$788,435.65 as presented for the month of February 2025 incorporating:

Payment Method	EFT/DD Number	Amount
Trust	EFT27738	\$50.00
Cheques	1	\$154.25
Electronic Funds Transfers	EFT27672 – EFT27781	\$740,068.66
Direct Debits	DD11314.1 – DD11336.13	\$45,336.40
Fuel Cards	EFT27694 & EFT27748	\$2,826.34
	TOTAL	\$788,435.65

CARRIED **7/0**

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

Against: **Nil**

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE February 2025

This Schedule of Accounts to be passed for payment, covering

Payment Method	EFT/DD Number	Amount
Trust	EFT27738	\$50.00
Cheques	1	\$154.25
Electronic Funds Transfers	EFT27672 – EFT27781	\$740,068.66
Direct Debits	DD11314.1 – DD11336.13	\$45,336.40
Fuel Cards	EFT27694 & EFT27748	\$2,826.34
	TOTAL	\$788,435.65

to the Trust and Municipal Account, totalling \$788,435.65 which were submitted to each member of the Council on 26 March 2025, 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

14.5.4 FINANCIAL REPORTS – 28 FEBRUARY 2025

Applicant	Internal Report
File No.	0275
Attachments	• Monthly Financial Reports • Bank Reconciliations – 28 February 2025
Author	Mrs Victoria Fasano - Senior Finance Officer Investments & Reporting
Disclosure of Interest	Nil
Date of Report	28 February 2025
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 28 February 2025 and Bank Reconciliations for the month ending 28 February 2025.

Background

The provisions of the Local Government (Financial Management) Regulations 1996 require a monthly financial report to be presented at an Ordinary Council meeting within two (2) months of the period end date.

Comment

As of 28 February 2025, operating revenue was slightly below the target by \$320 (0.004%), mainly due to Interim Rates decrease by \$2,191.

Operating expenditure is below YTD budget by \$888,585 (7.62%), mainly due to Materials and contracts being down due to delays in operating jobs.

Investing activities revenue is below the target by \$306,633 (15.64%). Proceeds from capital grants are below budget due to some of the "Local Roads & Community" projects income is lower than predicted.

Investing activities expenditure is below the budget by 2,370,257 (33.54%). Payments for property, plant and equipment, and Infrastructure are below the target due to some portion of Capital projects not being initiated as yet (39%) or in an early stage of completion.

Cash at bank is similar to the corresponding period last year. An investment agreement is in place for an Overnight Cash Deposit with WA Treasury Corporation for a total of \$4,063,564, as well as 3 term deposits invested in CBA – a total of \$9,246,089.

Outstanding rates are tracking well and have recovered 95.8% to date.

The General debtor is \$34,025 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 comprise 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 2025. 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 and 10% whichever is greater) must be compiled and adopted by Council. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

Policy Implications

Nil

Consultation

Internal Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **14027**

Moved: **Cr Lloyd**

Seconded: **Cr Kuchling**

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

3. Statements of Financial activity for the period ended 28 February 2025 and
4. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 28 February 2025.

CARRIED **7/0**

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

Against: **Nil**

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – MARCH 2025

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin Cover Page Only
Author:	Alex Adams - Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	21 March 2025
Senior Officer:	Mr Aaron Wooldridge - 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 2025 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report

External Organisations

- WALGA Central Country Zone Minutes 14 February 2025 & Attachments
- Roe Tourism Association Minutes 17 February 2025
- Varley Progress Association Minutes 20 February 2025
- WALGA Preferred Supplier Annual Report

Circulars, Media Releases, Newsletters, Letters

- Community Newsletters as circulated via email

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

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

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

Voting Requirements

Simple majority required.

RECOMMENDATION / RESOLUTION

RESOLUTION **14028**

Moved: **Cr Chappell**

Seconded: **Cr Hyde**

That Council accepts the Information Bulletin Report for March 2025.

CARRIED **7/0**

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

Against: **Nil**

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

Nil

18.0 DATE OF NEXT MEETING – WEDNESDAY 23 APRIL 2025

The next Ordinary Council Meeting is scheduled to take place on Wednesday 23 April 2025 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 3:57 pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 26 March 2025 as shown were confirmed as a true record of the meeting.


Signature


Date