

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

26 October 2022

Meeting Commencing at 3:30 pm

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council 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.

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.



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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 October 2022 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 3:30pm.

2.0 CONSTITUTIONAL MATTERS

2.1 DISCLAIMER READING AND ACKNOWLEDGEMENT OF COUNTRY

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council and Committee meetings or during formal and 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 and 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.

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Acknowledgement of Country

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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 DS Clarke | |
| Cr SG Hunt | |
| Cr BJ Hyde | |
| Cr AJ Kuchling | |
| Cr RA Lloyd | |
| Cr JV McKenzie | |

3.2 APOLOGIES

| | |
|------------|--------------------------------|
| Mr C Paget | Deputy Chief Executive Officer |
|------------|--------------------------------|

3.3 IN ATTENDANCE

| | |
|-----------------|--------------------------------------|
| Mr A George | Chief Executive Officer |
| Mr K Wilson | Manager Corporate Services |
| Mr C Elefsen | Manager Infrastructure Services |
| Mr M Castaldini | Community Emergency Services Manager |
| Mrs R Rose | 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

Nil

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

Nil

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

Nil

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

Nil

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – 28 SEPTEMBER 2022

RESOLUTION 13648

Moved: Cr Chappell

Seconded: Cr Kuchling

That the Minutes of the Ordinary Council Meeting held on 28 September 2022 be confirmed as a true and accurate record of the meeting.

CARRIED: 8/0

10.2 SPECIAL COUNCIL MEETING

Nil

10.3 ANNUAL MEETING OF ELECTORS

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13.0 REPORTS OF COMMITTEES

13.1 LAKE GRACE LIBRARY/COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE MEETING – 18 OCTOBER 2022

RESOLUTION 13649

Moved: Cr Clarke

Seconded: Cr Hyde

That the Minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee meeting held on 18 October 2022 be received.

CARRIED: 8/0

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 POTENTIAL HOUSING OPTIONS – LAKE GRACE

| | |
|--------------------------------|---|
| Applicant: | WA Country Health Service |
| File No.: | 0094 |
| Attachments: | <ol style="list-style-type: none">1. WACHS Country housing FAQs2. WACHS Housing – How it Works3. 4WDL Worker Housing Analysis- Stakeholder Engagement Communication Framework |
| Author: | Mr Alan George – Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Date of Report: | 18 October 2022 |
| Senior Officer: | Mr Alan George – Chief Executive Officer |

Summary

For Council to consider the housing partnership opportunities being proposed by WA Country Health Service (WACHS) to provide suitable housing for both permanent and visiting staff and to consider other housing options.

Background

WACHS has more than 100 hospitals and health services and a 10,000-strong workforce of doctors, nurses, allied health, specialists, patient support, admin and more who work in 145 locations in regional and remote WA. They have a large permanent staff base who move frequently within the organisation, as well as a high number of people who choose to come and go for temporary assignments all of which sees accommodation in high demand.

Good quality housing is also needed for the large visiting specialist practitioner workforce and a student cohort who are keen to build a career in country WA, gain experience and experience the best of living in regional Western Australia.

WACHS currently leases and owns more than 1,500 staff accommodation properties. Many of these will need to be upgraded and replaced in coming years. In addition to their current stock they are looking to provide more than 300 additional dwellings in a range of regional locations. Many of their staff bring their families with them, which affects their housing requirements.

WACHS is looking for investors be they private, developers or individuals and including local governments to consider opportunities to build new properties or lease existing properties for country health staff.

Comment

It is well known that in Lake Grace good quality rental accommodation is in extremely short supply. The benefit of building and leasing to WACHS is that the income is guaranteed every month, the leases are long-term between 1 and 10 years. Rent is reviewed annually. WACHS has a stringent list of requirements for housing some of which are detailed in the FAQs attached.

The proposal by WACHS could be a good opportunity to improve the level of housing and encourage more workforce to locate in Lake Grace. Before any proposals are put in place there must be initial discussions with WACHS regarding their requirements and if there was a match with this area. There is actually a 4-step process that takes place which are detailed in the second attachment.

Notwithstanding the possible partnership with WACHS I believe that Council should consider the construction of housing in town along the lines of either:

1. The 3 units at 5 Bennett Street
2. The 3 units at 49 Bennett Street or
3. The 2 houses at 33 Absolon Street

All of these are located on a 1064m² block with 49 Bennett and 33 Absolon being corner blocks. The shire owns the vacant land at 51 Bennett St which is earmarked for group housing.

I do not believe that these should be earmarked for Independent Living Units or Over 55's but should be available to all to rent, in the first instance though WACHS if required.

Grant funding would be sourced for the construction along with a contribution from the Housing Reserve account currently standing at \$590,522 or a WA Treasury loan whilst they are still relatively cheap.

The 4WDL shires have previously committed to a 4WDL Housing Study in collaboration with the Wheatbelt Development Commission and have commissioned two consultants to undertake the study with assistance from the shires, JE Planning and Econisis.

The first part of the study is now underway with a survey being sent out by the shires to all businesses and farmers to complete the survey via a SurveyMonkey link. The individual shires will be providing information as to some historic records of the cost and number of housing built within the shires over the past 10 years amongst other information.

State government agencies will also be surveyed regarding housing requirements including staff shortages, impediments or restraints in providing housing in the study area, future requirements. Once all the information is received a plan of attack will be formulated to address funding sources and requirements.

Legal Implications

Nil at present.

Policy Implications

None currently

Consultation

The Shires of Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace (4WDL)
The Elected Member representatives to 4WDL
4WDL CEOs

Financial Implications

None at present.

Funding sources will be investigated in due course depending on the best option.

Strategic Implications

This aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027.

The provision of housing within the Shire of Lake Grace basically aligns with all facets of the Community Strategic Plan in that all the community would benefit from an increase in housing by attracting more workers with the flow on effects to other businesses, sporting groups, volunteer groups and so on.

Voting Requirements

Simple majority

RESOLUTION 13650

Moved: Cr Clarke

Seconded: Cr Hyde

That Council:

Considers the various options available for potential housing within the Shire of Lake Grace.

CARRIED: 8/0

14.2 PLANNING

Nil

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 SCHEDULE OF COUNCIL MEETINGS – FEBRUARY TO DECEMBER 2023

| | |
|--------------------------------|--|
| Applicant: | Internal |
| File No. | 0041 |
| Attachments: | Nil |
| Author: | Mrs Racelis Rose - Executive Assistant |
| Disclosure of Interest: | Nil |
| Date of Report: | 17 October 2022 |
| Senior Officer: | Mr Alan George - Chief Executive Officer |

Summary / Background

In order to provide the most accurate financial reporting, Administration is seeking Council endorsement on the schedule of Council Meetings from February to December 2023.

In accordance with Policy 1.2 – Meeting Dates (Reviewed 23 June 2021 – Resolution No. 13425), Council is to meet on the fourth Wednesday for the months of February to December.

It is proposed that the Council meeting for the month of February 2023 be one (1) week earlier (15 February 2023) primarily because of the too big a gap between December 2022 and February 2023.

The December 2023 meeting will be on 20 December 2023 because of the Christmas / New Year closure.

Comment

To provide the most accurate reporting of monthly financials, the following are the proposed Council meeting dates for 2023 which is on Wednesday commencing at 3:30pm at the Council Chambers:

| | |
|-----------------------|--------------|
| No meeting in January | 26 July |
| 15 February | 23 August |
| 22 March | 27 September |
| 26 April | 25 October |
| 24 May | 22 November |
| 28 June | 20 December |

Legal Implications

Nil

Policy Implications

Policy 1.2 – Meeting Dates

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

A meeting in the month of January will only be held when it is called under the provision of section 5.4 of the Local Government Act 1995.

Consultation

Internal Mr Chris Paget – Deputy Chief Executive Officer

Financial Implications

Nil

Strategic Implications

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

RESOLUTION 13651

Moved: Cr Lloyd

Seconded: Cr Chappell

That Council endorse the following schedule of Council Meetings from February to December 2023:

| | |
|-----------------------|--------------|
| No meeting in January | 26 July |
| 15 February | 23 August |
| 22 March | 27 September |
| 26 April | 25 October |
| 24 May | 22 November |
| 28 June | 20 December |

CARRIED BY ABSOLUTE MAJORITY: 8/0

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – SEPTEMBER 2022

| | |
|-------------------------------|--|
| Applicant | Internal Report |
| File No | 0277 |
| Attachments | List of Accounts Payable |
| Author | Mr Kevin Wilson – Manager Corporate Services |
| Disclosure of Interest | Nil |
| Date of Report | 18 October 2022 |
| Senior Officer | Mr Alan George - Chief Executive Officer |

Summary

For Council to ratify expenditures incurred for the month of September 2022.

Background

List of payments for the month of September 2022 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 August 2022 from the Municipal and Trust Accounts Total \$605,615.63.

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.

RESOLUTION 13652

Moved: Cr Hunt
Seconded: Cr Chappell

That Council ratify the list of payments totalling \$673,791.09 as presented for the month of September 2022 incorporating:

| Payment Method | Cheque/EFT/DD Number | Amount |
|----------------------------|-----------------------------|---------------------|
| Electronic Funds Transfers | EFT24034 – EFT24136 | \$531,363.29 |
| Municipal Account Cheques | 37022-37023 | \$246.00 |
| Direct Debits | DD10131.5 – DD10193.10 | \$74,006.34 |
| | TOTAL | \$605,615.63 |

CARRIED: 8/0

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE August 2022

This Schedule of Accounts to be passed for payment, covering

| Payment Method | Cheque/EFT/DD Number | Amount |
|----------------------------|-----------------------------|---------------------|
| Electronic Funds Transfers | EFT24034 - EFT24136 | \$531,363.29 |
| Municipal Account Cheques | 37022-37023 | \$246.00 |
| Direct Debits | DD10131.5 – DD10193.10 | \$74,006.34 |
| | TOTAL | \$605,615.63 |

to the Municipal Account, totalling \$605,615.63 which were submitted to each member of the Council on 26 October 2022, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

Alan George
CHIEF EXECUTIVE OFFICER

14.5.2 FINANCIAL REPORTS – 30 SEPTEMBER 2022

| | |
|------------------------|---|
| Applicant: | Internal Report |
| File No. | 0275 |
| Attachments: | <ul style="list-style-type: none">• Monthly Financial Reports• Bank Reconciliations – September 2022 |
| Author: | Mr Kevin Wilson – Manager Corporate Services |
| Disclosure of Interest | Nil |
| Date of Report | 17 October 2022 |
| Senior Officer | Mr Alan George - Chief Executive Officer |

Summary

Consideration of the Monthly Financial Reports for the period ending 30 September 2022 and Bank Reconciliations for the month ending 30 September 2022.

Background

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

Comment

As at 30 September 2022, operating revenue insignificantly below target by \$23,744 (0.39%). Mostly due to Interest earnings below budget - term deposits in place Interest will be received at maturity later in the year.

Operating expenditure is under YTD budget by \$555,858 (18.35%) mainly due to Materials and contracts are down as a consequence of delay in operating and capital jobs. Insurance expenses lower as the second instalment will come in October. Other Expenditure below the target due to lower Councillors meeting attendance fees and Members travelling. Depreciation on the other hand over the budget target.

The capital program is below the target by \$687,166 (60.85%). 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 majority of Capital projects have not been initiated as yet (69%) or in 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 slightly higher than the corresponding period last year, an investment agreement for 3 term deposits with Commonwealth Bank is in place (\$9,011,984).

Outstanding rates is at the level expected considering the rates notices had been sent on 24/08/2021 and due on 30/09/2021. Collected to date 67.1%

General debtor is \$91,724 with no major outstanding debts to follow up.

The monthly financial reports include the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which comprises the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 September 2022. 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 Alan George – Chief Executive Officer

Financial Implications

Nil

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 | 4.2 | 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.

RESOLUTION 13653

Moved: Cr McKenzie
Seconded: Cr Kuchling

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 July 2022 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 July 2022

CARRIED: 8/0

The Shire of Lake Grace has surplus funds and administration decided to move some money in Treasury Account because of good interest rates on overnight cash deposits.

14.6 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – OCTOBER 2022

| | |
|--------------------------------|---|
| 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 October 2022 |
| 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 October 2022 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report – October 2022
- Environmental Health Officer Report – July – September 2022
- Lake Grace Visitor Centre – July – September 2022
- Lake King Library Report and Statistics – October 2022
- Newdegate Library Report and Statistics – October 2022
- Lake Grace Library Report and Statistics – October 2022

External Organisations

- WALGA – Minutes of AGM held October 2022

Circulars, Media Releases, Newsletters, Letters:

- SHICC Public Health Bulletin No 36
- SHICC Public Health Bulletin No. 37

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.

RESOLUTION 13654

Moved: Cr Hyde
Seconded: Cr Hunt

That Council accepts the Information Bulletin Report for October 2022.

CARRIED: 8/0

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

Nil

18.0 DATE OF NEXT MEETING – 23 NOVEMBER 2022

The next Ordinary Council Meeting is scheduled to take place on Wednesday 23 November 2022 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 3:51 pm.

20.0 CERTIFICATION

I, Leonard William Armstrong certify that the Minutes of the Ordinary Council meeting held on 26 October 2022 as shown were confirmed as a true record of the meeting.

Signature

Date