

Shire of Lake Grace

Ordinary Council Meeting

MINUTES

27 April 2022

Meeting Commencing at 3:30 pm

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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 27 April 2022 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 3:33pm.

2.0 CONSTITUTIONAL MATTERS

Nil

2.1 DISCLAIMER READING AND ACKNOWLEDGEMENT OF COUNTRY

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Acknowledgement of Country

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

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

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

3.1 PRESENT

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

3.2 APOLOGIES

Cr BJ Hyde	
Cr DS Clarke	
Mr C Paget	Deputy Chief Executive Officer

3.3 IN ATTENDANCE

Mr A George	Chief Executive Officer
Mrs T Hall	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

Mr Ian Bailye	Community Member
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3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The below email was received at 17:43pm from Mrs Catherine Kelly prior to the Annual Meeting of Electors of 13 April 2022 but was not sighted until the meeting had already commenced.

Question to the Shire Council and residents of the LG Shire:

April 13th, 2022

Are you happy to submit to the same rules that we have been living under if there's another pandemic?

The World Health Organization want Australia to sign up to another binding agreement to give 'them' sovereignty in such a situation. We have surrendered our freedoms of speech, assembly, mobility, religion, and bodily autonomy, for a cold. Because it has been engineered in a lab, it has dangerous features, but these are overcome with early treatment, some of which has been denied to Australians and none of it has been openly promoted by the Health Dept.

The only advantage I can see was the border closures which provided time for COVID19 to weaken before it invaded WA,. That would have occurred quicker without vaccination according to Geert vanden Bosshe, the epidemiologist I've been following since the pandemic began, and herd immunity would likely have been gained by now. Lockdowns haven't worked, social distancing hasn't worked, masks haven't worked and vaccinations don't prevent either transmission or disease.

Due to the lockdowns (and vaccination mandates and other factors), we are faced with supply issues, businesses are going under, people have lost employment and their homes and one and a half billion people are facing starvation. Food riots have begun in various overseas nations. In the last 18 days, three small children have died from vaccine injuries (see the TGA data) and sudden death is evidenced across the world. Unreported vaccine injuries are common knowledge in our own communities.

The mandates are falling but not fast enough. I request the Council seriously consider their stance to another situation like the one we've faced for the last two years. I believe this issue, like climate change, is about control, not the health of our nation or indeed the world. Please check out the World Economic Forum for an illustration of the agenda of world elites.

Thank you.

Catherine Kelly

During the Annual Meeting of Electors held on Wednesday 13 April 2022 at 6:30 pm at the Lake King Hall, Council resolved the following:

RESOLUTION 031

Moved: Cr Hunt
Seconded: Cr McKenzie

That Council acknowledged receipt of the email from Ms Catherine Kelly and present the matter during the Ordinary Council meeting of 27 April 2022.

CARRIED: 7/0

THE FOLLOWING IS THE ADMINISTRATION'S RESPONSE TO THE QUESTION:

Local governments are not responsible for public health matters and have no jurisdiction over the State Government's mandates in relation to COVID-19 vaccinations.

The Shire of Lake Grace is required to follow the directions from the State Government in relation to COVID-19 restrictions.

It is open to any citizen or resident, or group of citizens or residents, to petition the State government through the Legislative Council to take action in relation to any matters that fall within their authority.

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

Cr Ross Chappell declared a Disclosure of Interest Affecting Impartiality on Item 14.6.1 - Newdegate Machinery Field Days 2022 Sponsorship Agreement as the author of the report is his wife Mrs Cheryl Chappell, a staff of the Shire of Lake Grace.

Cr Roz Lloyd declared a Disclosure of Interest Affecting Impartiality on Item 14.6.1 – Newdegate Machinery Field Days 2022 Sponsorship Agreement as Cr Lloyd is a Committee Member of the Newdegate Machinery Field Days, Inc.

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 – 23 MARCH 2022

RESOLUTION 13561

Moved: Cr Hunt
Seconded: Cr Chappell

That the Minutes of the Ordinary Council Meeting held on 23 March 2022 be confirmed as a true and accurate record of the meeting.

CARRIED: 7/0

10.2 SPECIAL COUNCIL MEETING – 24 MARCH 2022

RESOLUTION 13562

Moved: Cr Chappell
Seconded: Cr Carruthers

That the Minutes of the Special Council Meeting held on 24 March 2022 be confirmed as a true and accurate record of the meeting.

CARRIED: 7/0

10.3 ANNUAL MEETING OF ELECTORS – 13 APRIL 2022

RESOLUTION 13563

Moved: Cr Kuchling
Seconded: Cr Chappell

That the Minutes of the Annual Meeting of Electors held on 13 April 2022 be confirmed as a true and accurate record of the meeting.

CARRIED: 7/0

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 AUDIT COMMITTEE – 24 MARCH 2022

RESOLUTION 13564

Moved: Cr Hunt
Seconded: Cr Carruthers

That the Minutes of the Audit Committee Meeting held on 24 March 2022 be accepted as a record of the meeting.

CARRIED: 7/0

13.2 BUSH FIRE ADVISORY COMMITTEE – 30 MARCH 2022

RESOLUTION 13565

Moved: Cr Chappell
Seconded: Cr Kuchling

That the Minutes of the Bush Fire Advisory Committee held on 30 March 2022 be accepted as a record of the meeting.

CARRIED: 7/0

Comment from Cr Carruthers, he recommended to send an acknowledgement to Mr Brad Watson and his wife on his retirement.

Cr Armstrong will take on advisement, a letter of appreciation that will acknowledge him and his wife for their support to the community of the Shire of Lake Grace.

14.0 REPORTS OF OFFICERS

Nil

14.1 INFRASTRUCTURE SERVICES

Nil

14.2 PLANNING



Nil

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 STAGE 2 DETAILED SITE INVESTIGATION LOT 13598 (RESERVE 21558) DUMBLEYUNG LAKE GRACE ROAD – PROPOSED LIONS WALK TRAIL SITE

Applicant:	360 Environmental
File No.:	0067
Attachments:	Executive Summary of Findings
Author:	 Mr Alan George Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	13 April 2022
Senior Officer:	 Mr Alan George Chief Executive Officer

Summary

For Council to **receive** the report from 360 Environmental regarding further requirements requested by the Department of Water and Environmental Regulation (DWER) on the possible contamination of Lot 13598 Dumbleyung Lake Grace Road, Lake Grace WA.

Background

The Lake Grace Lions Club wish to construct a walk trail on Reserve 21558. On 2 October 2019, this site was classified as *Possibly Contaminated - Investigation Required*.

The site on which the Lions Club wishes to build the walkway is located on the western edge of Lake Grace, 8kms west of the town on the Dumbleyung, Lake Grace Road adjacent to the current rest area. The reserve was originally used as a sanitation disposal site many years ago. It was also believed to be used as a landfill site and there is evidence of rubbish and asbestos on it.

DWER requested a Preliminary Site Investigation and this was carried out in December 2019 by 360 Environmental who prepared the report and presented it to DWER.

DWER responded to the report in February 2020 advising that the site requires further investigation and the classification will remain unchanged at this time.

Comment

360 Environmental was engaged to undertake the additional investigations and the report was received on 8 April 2022.

The result indicate that the site was not originally used as landfill, but appeared to merely be a site of fly dumping rubbish and asbestos on the surface. In addition, DWER’s concern of some other underlying chemical readings within the site which required additional investigation proved unfounded as these readings were considered comparable with the readings taken off site.

The report has now been sent to DWER for comments and future requirements for the area in question.

The results however, may be completely moot with regards to the Lions Club of Lake Grace’s proposal to install a boardwalk. The land has now been identified for inclusion in the Southwest Native Title Settlement package and as such, will **not** be available in the foreseeable future.

The full report will be made available on request.

Legal Implications

The Contaminated Sites Act 2003 (CS Act)
Contaminated Sites Regulations 2006

Policy Implications

Nil

Consultation

External 360 Environmental
 Department of Water and Environmental Regulation (DWER)

Financial Implications

Once the Detailed Site Investigation is received by DWER they will determine what clean-up is required and at this stage it is not possible to put a cost to that.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Economic Objective		A prosperous agricultural based economy, supporting diversification of industry
Outcome	1.3	An attractive destination for visitors
Strategy	1.3.1	Promote and develop tourism as part of a regional approach
	1.3.2	Maintain and enhance local iconic attractions and infrastructure
	1.3.3	Continue to provide and maintain visitor support services

Voting Requirements

Simple majority required.

RESOLUTION 13566

Moved: Cr Carruthers

Seconded: Cr Lloyd

That Council receives the report from 360 Environmental regarding the results of the Stage 2 Detailed Site Investigation of Lot 13598 (Reserve 21558) Dumbleyung Lake Grace Road.

CARRIED: 7/0

14.4.2 BUSH FIRE ADVISORY COMMITTEE – AMENDMENT TO THE TERMS OF REFERENCE

Applicant:	Bush Fire Advisory Committee
File No.:	0181
Attachments:	Bush Fire Advisory Committee – Amended Terms of Reference
Author:	<i>RRRose</i> Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	06 April 2022
Senior Officer:	Mr Matt Castaldini Community & Emergency Services Manager

Summary

The Bush Fire Advisory Committee, at its meeting on Wednesday 30 March 2022, reviewed the Terms of Reference and Council is asked to **accept and approve** the changes to the Terms and Conditions as per attached and update the document Council Committees and Advisory Groups Guide.

Background

The Terms of Reference of the Bush Fire Advisory Committee was adopted by Council on 21 October 2015 under Resolution / Motion 12158. This Committee was established pursuant to Section 5.8 of the Local Government Act 1995 and to Section 67 of the Bush Fires Act 1954.

The Committee makes recommendations and advise Council on matters pertaining to the Bush Fires Act 1954 Section 67(1) and at the same time liaise with other relevant emergency services organisations and group relating to the fire and emergency management within the Shire of Lake Grace.

Comment

The updated Terms of Reference have been proposed to better reflect the current operation of the committee. A summary of changes is listed below:

- Removed Membership list with names, as it duplicated membership list with roles
- Amended membership list to current FCO roles, e.g. 1xDCBFCO, 3xSenior FCO's and added missing brigades to give representation / voting rights to all brigades.
- Removed requirement for a secret ballot and replaced with a show of hands.

The changes outlined in the amended Bush Fire Advisory Terms of Reference will be included in the Council Committees and Advisory Groups Guide.

Legal Implications

Local Government Act 1995 s5.9, s5.10, s5.11, s5.17, s.521, s5.98
Local Government Act s7
Bush Fires Act 1954 s67.1

Policy Implications

Nil

Consultation

Internal Mr Alan George – Chief Executive Officer
 Mr Chris Paget – Deputy Chief Executive Officer
 Shire of Lake Grace Fire Control Officers

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Voting Requirements

Simple majority required.


RESOLUTION 13567

Moved: Cr Chappell
Seconded: Cr Hunt

That Council accept and approve the changes to the Terms and Conditions of the Bush Fire Advisory Committee as per attached and update the document Council Committees and Advisory Groups Guide.

CARRIED:7/0

14.4.3 SHIRE OF LAKE GRACE FIRE ZONE BOUNDARIES

Applicant:	Bush Fire Advisory Committee
File No.:	0181
Attachments:	Agreed Zone Boundary Changes as at 30 March 2022
Author:	<i>RRRose</i> Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	11 April 2022
Senior Officer:	 Mr Matt Castaldini Community & Emergency Services Manager

Summary

At the Bush Fire Advisory Committee meeting on 30 March 2022, the Shire Fire Zone Boundaries was discussed and the Committee agreed to change some boundaries to better align with roads that will improve communication and understanding by residents.

Council is now asked to **endorse** the boundary changes to the Shire of Lake Grace fire zone boundaries as indicated in the attached map. Once approved by the Council, publication to the Shire's website and normal channels as well as the Shire of Lake Grace Fire Management Notice 2022/2023.

Background

Nil

Comment

Nil

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal

Shire of Lake Grace Fire Control Officers

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome Strategy	4.1	A strategically focused, unified Council functioning efficiently
	4.1.1	Provide informed leadership on behalf of the community
	4.1.2	Promote and advocate for the community and district
	4.1.3	Provide strategic leadership and governance
Outcome Strategy	4.2	An efficient and effective organisation
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority required.

RESOLUTION 13568

Moved: Cr Chappell

Seconded: Cr Lloyd

That Council endorse the changes to the Shire Fire Zone Boundaries to better align with roads that will improve communication and understanding by residents as recommended and approved by the Bush Fire Advisory Committee. The change is to take effect on 1st June 2022.

CARRIED: 7/0

Shire of Lake Grace
Fire Zones 2021



Legend

- Water Network
- LP18 Program
- LP Boundaries
- LP Boundaries
- SoLG Fire Zones 2021**
 - Zone 1
 - Zone 2
 - Zone 3
 - Zone 4
 - Zone 5
 - Zone 6
 - Zone 7
- Other Registered Land & Water



0 2 4 6 8 km

Produced by CSRM Lake Grace

In Partnership with:

FOR A SAFER STATE

14.4.4 ADOPTION OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2022-2027

Applicant:	Mr. Alan George Chief Executive Officer
File No.:	0239 / 0240
Attachments:	Draft Shire of Lake Grace Local Emergency Management Arrangements (LEMA) 2022-2027
Author:	 Mr. Matt Castaldini Community and Emergency Services Manager
Disclosure of Interest:	Nil
Date of Report:	19 April 2022
Senior Officer:	 Mr. Chris Paget Deputy Chief Executive Officer

Summary

The purpose of this report is for the Council to consider the review of the Local Emergency Management Arrangements and the associated recommendation from the 10 February 2022 Shire of Lake Grace Local Emergency Management Committee meeting.

Background

This item was presented at the Ordinary Council Meeting of 23 March 2022 and was resolved under:

RESOLUTION 13555

Moved: Cr Hyde
Seconded: Cr Hunt

That Council lays this item on the table to allow further amendments and corrections to be made.

CARRIED: 9/0

Under the Emergency Management Act 2005 ('the EM Act'), local governments are required to have local emergency management arrangements. Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Effective local emergency management arrangements enhance the community's resilience and preparedness for emergencies through strategies that apply prevention/mitigation, preparedness, response and recovery measures.

In addition to ensuring that effective local emergency management arrangements are prepared and maintained and managing recovery following an emergency in its district, each local government is required to establish and maintain a local emergency management committee (LEMC). The functions of the Shire of Lake Grace LEMC are documented in the EM Act under section 39:

- a) to advise and assist the local government in ensuring that the local emergency management arrangements are established for its districts;
- b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The Local Emergency Management Arrangements (LEMA) document has now been amended and presented to Council for endorsement and adoption.

Comment

The minutes of the 10 February 2022 LEMC meeting are attached with a recommendation to Council to endorse the Local Emergency Management Arrangements (LEMA) and associated plans for the Shire of Lake Grace.

In accordance with relevant legislation the plans have been reviewed by the LEMC and this report seeks Council's endorsement. Adoption of the plans will ensure the Shire remains compliant with legislative responsibilities in accordance with the EM Act 2005 and relevant State Emergency Management plans and policies.

Once adopted by Council, the LEMA document must be submitted to the State Emergency Management Committee (SEMC) via the District EMC in order to complete the approval process.

Following the 23 March 2022 Ordinary Council meeting, the LEMA document was further updated to remove document links which had failed causing issues within the document. Identified document content issues were reviewed and updated with information held on hand or verified by administration staff. Some improvements noted by Cr Clarke were deemed to be not critical to the intent or use of the document with appendices to be updated as information comes to hand.

Statutory Environment

Emergency Management Act 2005 sections 41 to 43.

Policy Implications

Nil

Financial Implications

Nil

Risk Implications

The risks associated with matters in this report are:

- Failure to fulfil statutory, regulatory or compliance requirements
- Inadequate document management processes
- Inadequate engagement practices

Risk mitigation includes the well managed operations of the LEMC and ensuring all relevant plans are current and reviewed as required.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	3.2	A healthy and safe community
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategy	4.1.1	Provide informed leadership on behalf of the community
	4.1.3	Provide strategic leadership and governance
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Consultation

External	Department of Fire & Emergency Services Department of Communities Western Australian Local Government Association
Internal	Mr Chris Paget – Deputy Chief Executive Officer Mr Alan George – Chief Executive Officer Shire of Lake Grace – Local Emergency Management Committee

Voting Requirements

Simple majority required.


RESOLUTION 13569

Moved: Cr Carruthers
Seconded: Cr McKenzie

That Council endorses and adopts the reviewed and updated Local Emergency Management Arrangements 2022-2027 and associated plans for the Shire of Lake Grace.

CARRIED: 7/0

14.4.5 SHIRE OF LAKE GRACE BUSH FIRE SERVICE TRAINING PROGRAM

Applicant:	Bush Fire Service WA
File No.:	0181
Attachments:	<ul style="list-style-type: none">• Bush Fire Service Training Program – Shire of Lake Grace• Implementation Guide
Author:	<i>RRRose</i> Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	22 April 2022
Senior Officer:	 Mr Matt Castaldini Community and Emergency Services Manager

Summary

The Bush Fire Service WA is conducting a Bush Fire Service Training for the farm responder and/or town bush fire brigade members as well as fire control officers. Council is asked to **endorse** the attached Bush Fire Service Training Program and the Implementation Guide for the Shire of Lake Grace.

Background / Comment

The training program is designed for progressive and safe training of specific response roles or capability roles including farm responders or town bush fire brigade members and fire control officers. There are one or more courses within the training stream that must be completed. Participants may simultaneously undertake more than one training stream as follows:

- Ease of targeting brigade profile requirements - this will be easy for brigade members to identify and target training needs.
- Flexibility – will allow volunteers flexibility in their training
- Choice – will be easy to understand and complete
- Capability – the courses have been selected to build capability and capacity in the Shire.

Legal Implications

Work Health and Safety Act 2020

A Shire of Lake Grace Bush Fire Service Training Program has been developed in consultation with the Bush Fire Advisory Committee to establish a minimum requirement for training of volunteers within the Shire. The program has been written to reflect that we have different levels of volunteers each with vary degrees of responsibility, authority and access to equipment. Instead of issuing a minimum standard, we have developed a complete program from a Farm Responder to the Chief Bush Fire Control Officer.

This training program is to help aid our compliance with the Work Health and Safety Act 2020, and simultaneously develop capability and capacity into our Shire Bush Fire Service to better serve the community in the response to emergency incidents.

Policy Implications

Policy 1.13 – Risk Management

Consultation

Internal Bush Fire Advisory Committee

Financial Implications

At this stage, there will be no cost to the Shire of Lake Grace.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategy	4.1.3	Provide strategic leadership and governance
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.2	Comply with statutory and legislative requirements
	4.2.3	Provide a positive and safe workplace

Voting Requirements

Simple majority required.

RESOLUTION 13570

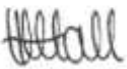

Moved: Cr Kuchling
Seconded Cr Carruthers

That Council endorse the attached Shire of Lake Grace Bush Fire Service Training program for our registered Bush Fire Brigade Volunteers.

CARRIED: 7/0

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – MARCH 2022

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	 Mrs Tegan Hall Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	22 April 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

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

Background

List of payments for the month of March 2022 through the Municipal account 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 March 2022 from the Municipal and Trust Accounts total \$1,531,184.59.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2	An efficient and effective organisation
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 13571

Moved: Cr Lloyd
Seconded: Cr Chappell

That Council ratify the list of payments totalling \$1,531,184.59 as presented for the month of March 2022 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT23325 - EFT23460	\$1,457,328.71
Municipal Account Cheques	36983 – 36989	\$968.72
Direct Debits	DD9911.1 – DD9951.10	\$72,887.16
	TOTAL	\$1,531,184.59



to the Municipal account, totalling \$1,531,184.59 which were submitted to each member of the Council on 27 April 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 the prices, computations, and costings and the amounts show are due for payment.

Alan George
CHIEF EXECUTIVE OFFICER

CARRIED: 7/0

Comment from Cr Carruthers – electricity at Blackbutt Way – the cost of electricity consumption has reduced.

14.5.2 FINANCIAL REPORTS – 30 MARCH 2022

Applicant:	Internal Report
File No.	0275
Attachments:	<ul style="list-style-type: none">• Monthly Financial Reports• Bank Reconciliations - March 2022
Author:	 Mrs Victoria Fasano Finance Officer – Reporting and Investments
Disclosure of Interest	Nil
Date of Report	19 April 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 March 2022 and Bank Reconciliations for the month ending 31 March 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 31 March 2022, operating revenue over target by \$76,046 (1.13%) mostly due to Operating grants and Rates received earlier than budgeted. Interest earnings below target due to low interest rates. Fees and Charges are below budget along with other revenue.

Operating expenditure is under YTD budget by \$1,588,349 (18.89%) mainly due to Materials and contracts, employee and overhead costs down as well as utility charges. Depreciation and Insurance expenses on the other hand are slightly over the budget target.

The capital program is below the target by \$3,306,754 (67.56%). Capital grants and contributions are down due to some 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 slow-down in capital projects. 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 2 term deposits with Bankwest is in place (total of \$6,508,205).

Outstanding rates is tracking well and have recovered 98.2% to date.

General debtor is \$116,463 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 March 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 Mrs Tegan Hall – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2	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 Requirement

Simple majority required.

RESOLUTION 13572

Moved: Cr Chappell
Seconded: Cr Hunt



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

1. Statements of Financial activity for the period ended 30 March 2022 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 30 March 2022.

CARRIED:7/0

14.6 COMMUNITY SERVICES

14.6.1 NEWDEGATE MACHINERY FIELD DAYS 2022 SPONSORSHIP AGREEMENT

Applicant:	Newdegate Machinery Field Days Inc.
File No.	0434
Attachments:	Newdegate Machinery Field Days 2022 Sponsorship Agreement
Author:	 Mrs Cheryl Chappell Community Services Officer
Disclosure of Interest	Nil
Date of Report	19 April 2022
Senior Officer	 Mr Alan George Chief Executive Officer

Cr Ross Chappell declared a Disclosure of Interest Affecting Impartiality on Item 14.6.1 - Newdegate Machinery Field Days 2022 Sponsorship Agreement as the author of the report is his wife Mrs Cheryl Chappell, a staff of the Shire of Lake Grace.

Cr Roz Lloyd declared a Disclosure of Interest Affecting Impartiality on Item 14.6.1 – Newdegate Machinery Field Days 2022 Sponsorship Agreement as Cr Lloyd is a Committee Member of the Newdegate Machinery Field Days, Inc.

Summary

The purpose of this report is for Council to **endorse** the Newdegate Machinery Field Days Inc., 2022 Sponsorship Agreement.

Background

Previously the Shire of Lake Grace has entered into a sponsorship agreement that provides Shire Works staff to assist with preparation of site and provide waste disposal service throughout the Newdegate Machinery Field Days Inc. annual event to the value of \$12,500 plus a cash component of \$2,500 – having a total sponsorship value of \$15,000.

Comment

The Newdegate Machinery Field Days Inc. Committee request the Shire of Lake Grace to continue as a Major Sponsor for the 2022 Newdegate Machinery Field Days Inc. event.

The 2022 Sponsorship Agreement covers the provisions of:

1. Continuation as a “Major Sponsor” of the 2022 Field Days to the amount of \$2,500 (plus GST) of this cash component, \$1,500 is for the Shire of Lake Grace Acquisition Prize in the Art Exhibition and Competition.
2. Contracted rubbish removal at the Field Days site:
 - a. A Warren Blackwood Waste compactor rubbish truck shall be stationed at the Recreation Centre car park from Wednesday 7 September until Friday 9 September to receive rubbish.
 - b. The compactor rubbish truck shall empty all bins around the entire Field Days site on Wednesday at 7.00am and 5.00pm, on Thursday at 7.00am and 5.00pm, and on Friday at 1.00pm. If further rubbish collection is required on the Monday after Field Days, the Field Days committee will contact the Shire to arrange.
 - c. The compactor rubbish truck is not permitted to drive through the Field Days grounds between 8am and 5pm on Wednesday and Thursday.
 - d. Shire staff will be responsible for collecting full rubbish bins and ferrying them in a suitable vehicle to the compactor rubbish truck at regular intervals throughout Wednesday and Thursday as required, with a focus on all kitchen areas by 2pm. As full bins are removed, an empty bin will be substituted to maintain a consistent waste management service.
 - e. Shire staff to insert bin liners in bins located at the main food areas, liners to be supplied by the Field Day Committee, to minimise contamination and odour.
 - f. Provide two (2) recycling skip bins: one to be placed behind the Family Interest Pavilion and one near the Cattle Display on site 166.
 - g. The contents of the bins located in the “fireworks zone” are to be removed before 8.00am on Thursday 8 September.
3. Provide a water truck to damp down the laneways from Tuesday afternoon to Thursday afternoon (weather depending).
4. Provide the necessary maintenance required for gardens, entry statements, the airstrip, the Field Days’ site and other town facilities in the lead up to the 2022 Field Days, to ensure they are in the best possible condition for the event.
5. The Field Days Committee will utilise the Shire of Lake Grace’s SMS Messaging service to contact committee members advising them of monthly or special meetings.
6. The Shire to have direct link to the Field Days’ website on the Shire of Lake Grace website.
7. Sponsorship term will be from 1 July 2022 until 30 June 2023 inclusive.
8. The Shire of Lake Grace has the opportunity to continue the sponsorship for future field days.

9. A representative from the Shire to be invited to officiate at prize presentation functions or official opening, where applicable.
10. The Shire of Lake Grace to arrange booking and payment for Billboard advertising with WA Billboards, on a single side of the Billboard located at the southern entrance to Newdegate, from the period of August – September 2022.
11. The Shire of Lake Grace will receive Site 35 in the Family Interest Display Pavilion (8m x 3m) with a 20% discount of the advertised application fee.
12. The Shire of Lake Grace logo is to appear on advertisements (press, radio and television) and any other promotional materials organised by the Field Days.
13. The Shire of Lake Grace will receive logo acknowledgement on the website with a link back to the Shire of Lake Grace webpage.
14. The Shire of Lake Grace will receive logo acknowledgement in the Newdegate Machinery Field Days Official Program.
15. The Shire of Lake Grace has the opportunity to display promotional handouts, brochures and banners, where relevant, from their site in the Family Interest Display Pavilion.
16. The Shire of Lake Grace is to receive free announcements over the *Adasound* PA and 'Agrowplow 93.1FM' Radio during the Field Days. The Shire of Lake Grace is to supply a 30 second script to the Sponsorship and Promotions Officer.
17. The Shire of Lake Grace is welcome to discuss the possibility of media interviews and media releases to promote their support with the Sponsorship and Promotions Officer.

Legal Implications

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* *Absolute majority required.*

- (1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications

Nil

Consultation

Internal: Mr Alan George - Chief Executive Officer
 Mr Craig Elefsen - Manager Infrastructure Services
 Mr Jason Franich - Gardener General Hand, Shire of Lake Grace

Mrs Cheryl Chappell - Community Service Officer, Shire of Lake Grace

External: Ms Greta Wolzak - Sponsorship & Promotions Coordinator, Newdegate Machinery Field Day Inc.
Mr Matt Webb - Warren Blackwood Waste

Financial Implications

Provision for the expenditure of the sponsorship agreement of \$15,000 to be included within the Shire of Lake Grace 2022/2023 budget.

The 2022 Sponsorship Agreement includes the waste management service provision, expected costs to be incorporated - Warren Blackwood Waste – recycling skip hire 5 days, hire of truck and driver.

There is also the additional site fee, tickets and display costs in the Community Service budget NGTFLDD - \$3,500.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Social Objective		A valued, healthy and inclusive community and life-style
Outcome	2.1	An engaged, supportive and inclusive community
Strategy	2.1.3	Actively promote and support community events and activities within the district
Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Absolute majority required.

RESOLUTION 13573

Moved: Cr Carruthers
Seconded: Cr McKenzie

That Council **authorise** the Chief Executive Officer to sign the 2022 Sponsorship Agreement with the Newdegate Machinery Field Days Inc., endorsing the following conditions:


1. Major Sponsorship of \$2,500 (plus GST), which includes \$1,500 for the Art Acquisition Prize;
2. Works component sponsorship to the value of \$12,500;
3. Total Sponsorship value being \$15,000;
4. That a financial provision of \$15,000 be provided in the 2022-2023 Budget.

CARRIED BY ABSOLUTE MAJORITY: 7/0

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – APRIL 2022

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin
Author:	<i>RRRose</i> Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	19 April 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

The Information Bulletin Reports deal with monthly standing items and other information of a strategic nature relevant to Council.

Copies of other relevant Councillor information are distributed via email.

Comment

This month's Information Bulletin Report was emailed to Councillors.

The April 2022 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report – April 2022
- Environmental Health Officer Report – April 2022
- Lake Grace Visitor Centre Report – January to March 2022
- Lake Grace Library Report and Statistics – April 2022
- Lake King Library Report and Statistics – April 2022
- Newdegate Library Report and Statistics – Nil

External Organisations

- Central Country Zone (CCZ) Agenda and Attachments for 22 April 2022 meeting at the Shire of Wickepin

- Digital Farm Grants Program (DFGP) Update

Circulars, Media Releases, Newsletters, Letters:

- WALGA Quarterly Report – Shire of Lake Grace
- SHICC Public Health Bulletin No. 17 – 17 March 2022
- SHICC Public Health Bulletin No. 18 – 29 March 2022
- SHICC Public Health Bulletin No. 19 – 5 April 2022
- SHICC Public Health Bulletin No. 20 – 14 April 2022

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 – 2027

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.1	A strategically focused, unified Council functioning efficiently
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 13574

Moved: Cr Lloyd
Seconded: Cr Kuchling

That Council accepts the Information Bulletin Report for April 2022.

CARRIED: 7/0

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

Nil

Before the schedule of the next Council meeting was discussed, the Chief Executive Officer announced that a letter dated 21 April 2022 was received from Cr Shane Carruthers informing the Council that he is resigning from the Shire of Lake Grace Council effective as of 27 April 2022 which is his last attendance to Council activities.

Cr Carruthers cited that his work commitments plus running his own business compelled him to arrive at this decision. He acknowledged and thanked all the Councillors, the Shire of Lake Grace executive team and staff for all the support and assistance during his time as a Councillor.

The Shire President thanked Cr Carruthers for his contributions to the Shire of Lake Grace.

18.0 DATE OF NEXT MEETING – 25 MAY 2022

The next Ordinary meeting of Council is scheduled to take place on Wednesday 25 May 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 3:58 pm.

20. CERTIFICATION

I, Leonard William Armstrong certify that the Minutes of the Ordinary Council Meeting held on 27 April 2022 as show were confirmed as a true record of the meeting.

Signature

Date