

Shire of Lake Grace

Special Council Meeting



## NOTICE PAPER

### To the President and Councillors

In accordance with the provisions of Section 5.5 of the Local Government Act 1995, you are hereby notified that a Special Council Meeting has been convened:

**Date:** Wednesday 10 August 2022

**At:** Council Chambers, 1 Bishop Street,  
Lake Grace, WA 6353

**Commencing:** 4:00 pm

To consider the item in the agenda set out on the following pages.

A handwritten signature in black ink, appearing to read "Alan George".

Alan George  
Chief Executive Officer

08 August 2022  
Date

Shire of Lake Grace

Special Council Meeting

# Agenda

10 August 2022

Meeting Commencing at 4:00 PM

## **Disclaimer**

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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**

Agenda for the Special Council Meeting to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA 6353 on Wednesday 10 August 2022 at 4:00pm.

### **1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President opened the meeting and advised that today's Special Council meeting has been convened to consider the following matters:

- Adoption of the 2022/2023 Shire of Lake Grace Annual Budget

### **2.0 DISCLAIMER READING**

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 to be read by the Shire President**

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 DS Clarke	
Cr RA Lloyd	
Cr BJ Hyde	
Cr AJ Kuchling	
Cr JV McKenzie	

#### **In Attendance**

Mr A George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer
Mrs T Hall	Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services
Mrs R Rose	Executive Assistant

#### **3.2 APOLOGIES**

Cr SG Hunt

#### **3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

#### **4.0 PUBLIC QUESTION TIME**

#### **5.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

#### **6.0 NOTATIONS OF INTEREST**

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

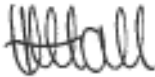

#### **6.2 DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B**

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

#### **7.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

#### **8.0 REPORTS OF COMMITTEES**

**9.0 REPORTS OF OFFICERS****10.0 ADMINISTRATION****10.1 2022/2023 SHIRE OF LAKE GRACE - BUDGET ADOPTION**

<b>Applicant:</b>	Internal Report
<b>File No.:</b>	0781
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• 2022/2023 Statutory Budget</li> <li>• Schedules</li> <li>• Fees and Charges</li> </ul>
<b>Author:</b>	 Mrs Tegan Hall Manager Corporate Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	5 August 2022
<b>Senior Officer:</b>	 Mr Alan George Chief Executive Officer

Summary

To consider and adopt the Municipal Fund Budget for the 2022/2023 financial year together with supporting schedules, including striking of the municipal fund rates and other consequential matters arising from the budget papers.

Background

The 2022/2023 Budget has been compiled based on the parameters established in the Council integrated planning documents including Long Term Financial Plan, Corporate Business Plan and Strategic Community Plan.

Council gave consideration to the detail within the budget after working through two (2) budget workshops in June and July 2022.

Comment

Further to the Budget Workshops, Draft Budget Meeting and the July Ordinary Council Meeting all changes have been incorporated into this document along with all committed projects not completed as at 30 June 2022.

## **Rates**

The 2022/2023 Budget has been prepared to include a 3% increase in the rate in the dollar to GRV rates and a 0% increase on UV rates with a minor increase in minimum rates. The UV rate was not increased by rate in the dollar as per previous practice as the Shire have received notification from Landgate that the property values on unimproved rated properties had increased by an average of 19.96% across the board. Instead, the rate in the dollar has been reduced to allow for an overall increase of 10% so as to reduce the impact of the increase in valuations.

Specified area rates for sewerage has been prepared with a 5% increase for the Lake Grace Sewerage Scheme.

## **Borrowings**

There will be no new borrowings for 2022/23. The outstanding loan principal at 1 July 2022 is \$1,460,214. The principal repayments for 2022/23 amount to \$246,468 and interest payable of \$50,478 leaving a balance of \$1,213,746 at 30 June 2023.

## **Infrastructure – Roads, Footpaths, Drainage and Airstrip upgrades**

An amount of \$3,668,548 has been set aside for road renewal and upgrades to cover works on Kathleen Road, Mallee Hill Road, Taylor Road, Mallee Hill Reseals, North Lake Grace-Karlgarin Road, Old Ravensthorpe Road, Speed Calming Devices Lake Grace, Fitzgerald Road, Newdegate Pingrup Road, Holt Rock Reseal, Rasmussen Road Newdegate 2 Coat Construct & Seal, Witham Road Re Sheet, Waddell Road Reseal, Jarring South 2 Locations, Backslopes & Shoulder Renewal and Boulton Street.

Allocations have been provided to carry out capital works for new footpaths in Newdegate, Urban Stormwater, Dykes Road Drainage, Lake Grace Depot Upgrades, Fuel Storage Lake Grace Depot and Lake Grace Airstrip Building Upgrade.

## **Infrastructure - Parks Gardens and Recreation Facilities**

Many of the projects initiated in 2021/22 budget to be funded by the Commonwealth Programs, Drought Communities and Local Roads & Community have been carried over into 2022/23 budget due to shortage of contractors and resources to enable the projects to be either started or completed. Some of these projects are Newdegate Country Club, Lake Grace Sportsman Club Roof Replacement, Newdegate Hockey Shed Replacement, Lake Grace Hockey Field Lighting, Newdegate Hockey Field Lighting, Lake Grace Football Field Lighting, Newdegate Jumping Pillow, Lake King Walk Trail Upgrade and Community All Ages Playground Lake Grace.

## **Property, Plant & Equipment**

An amount of \$620,455 has been allocated to Shire Building refurbishment and upgrades including Shire houses, Lake Grace Day Care, Public Toilets in Varley, Lake Grace & Lake King, Shire Halls, Lake King & Varley Sport Pavilions, Lake King Library, AIM Building, Visitor Centre and RSL Hall and installation of Toilet and RV Dump Point in Lake King. An amount of \$392,554 has been included to install services into the Industrial Land to make ready for sale.

An amount of \$1,075,000 has been allocated to purchase replacement works plant and equipment which includes Volvo Prime Movers, Multi Roller, Spray Unit, Mower for Oval, Skid Steer and Plant Trailer.

### **Reserve Transfers**

It is proposed to transfer \$291,955 to Reserves which includes \$91,955 interest, Swimming Pool Reserve \$50,000, Housing Reserve \$50,000 and Lake Grace Sewerage Reserve \$100,000. A total of \$782,986 will be transferred out of Reserves for the Newdegate Centenary \$32,986, Plant Replacement \$500,000 and Capital Works \$250,000. This will give a total closing balance of \$4,617,690.

### Legal Implications

Section 6.2 of the Local Government Act 1995 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending 30 June of the next year.

Divisions 5 and 6 of the Local Government Act 1995 refer to the setting of budgets and the raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The budget as presented is considered to meet statutory requirements.

- Cemeteries Act 1986
- Waste Avoidance and Resources Recovery Act 2007
- Local Government (Miscellaneous Provisions) Act 1960

### Policy Implications

Policy 3.3 - Specified Area Rating is used for consideration of rating levied for the Lake Grace Sewerage Scheme.

### Consultation

Internal	Staff members and Council
External	Community groups have had the opportunity to submit budget requests

### Financial Implications

The Budget document establishes activities which the Shire will pursue during the 2022/2023 financial year taking into account the Shire of Lake Grace Corporate Business Plan and Long-Term Financial Plan.

### Strategic Implications

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

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

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



**SUMMARY OF COUNCIL ADOPTION**

**PART A - MUNICIPAL FUND BUDGET FOR 2022/2023**

That Council, pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the Municipal Fund Budget for the 2022/2023 financial year.

**PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

1. That Council, for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, and Clause 9 of the Local Government (COVID-109 Response) impose the following general and minimum rates on Gross Rental and Unimproved Values.

*General Rates*

Gross Rental Value (GRV)	14.053 cents in the dollar
Rural (UV)	1.032 cents in the dollar

*Minimum Rates*

Gross Rental Value (GRV)	\$520
Unimproved Value (UV)	\$530

2. That Council, pursuant to section 6.45 of the Local Government Act 1995 and regulation 64 (2) of the Local Government (Financial Management) Regulations 1996, offers a one, two and four instalment payment option, and nominates the following due dates for payment in full or by instalments:

Full payment and 1st instalment due date	30 September 2022
Second half instalment due date	2 December 2022
Second quarterly instalment due date	2 December 2022
Third quarterly instalment due date	3 February 2023
Fourth quarterly & final instalment due date	6 April 2023

3. That Council, pursuant to section 6.45 of the Local Government Act 1995 and regulation if the Local Government (Financial Management) Regulations 1996, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$11 for each instalment after the initial instalment is paid.
4. That Council, pursuant to section 6.45 of the Local Government Act 1995 and Clause 13 regulation 8 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted 8 May 2020 adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. That Council, adopt by absolute majority in accordance with section 6.13 of the Local Government Act 1995 and clause 8 of the Local Government (COVID-19 Response) Ministerial Order 2020 gazetted 8 May 2020 a rate of interest of 7% applicable to any amount owing (other than rates or service charges) with interest calculated from the due date, which is 35 days from the date of issue shown on the account for payment, subject to:

This interest rate cannot be applied to a person who is considered by the Shire of Lake Grace to be suffering financial hardship as a consequence of COVID – 19 Pandemic

**PART C – GENERAL FEES AND CHARGES FOR 2022/2023**

That Council, pursuant to section 6.16 of the Local Government Act 1995, adopts the fees and charges included in the 2022/2023 budget as attached to this agenda.

**PART D – OTHER STATUTORY FEES FOR 2022/2023**

1. That Council, pursuant to Part 7 Local Government Planning Charges Planning and Development Regulations 2009 adopts the Fees and Charges for Planning Services within the Shire of Lake Grace as included in the 2022/2023 budget as attached to this agenda.
2. That Council, pursuant to section 53 of the Cemeteries Act 1986 adopts the Fees and Charges for Cemeteries within the Shire of Lake Grace as included in the 2022/2023 budget as attached to this agenda.
3. That Council, pursuant to section 245A(8) of the Local Government (Miscellaneous Provision) Act 1960 adopts the swimming pool inspection fee included in the 2022/2023 budget as attached to this agenda.
4. That Council, pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, adopt the charges for the removal and deposit of domestic and commercial waste as included in the 2022/2023 budget as attached to this agenda.

**PART E – ELECTED MEMBERS FEES AND ALLOWANCES FOR 2022/2023**

That Council, pursuant to section 5.98(1)(b) of the Local Government Act 1995 and within the range determined by the Salaries and Allowances Tribunal, adopt the following annual attendance fees for elected members:

President's Allowance	\$20,565
Deputy President's Allowance	\$5,142
Meeting Attendance Fees:	
President	\$8,200
Elected Members	\$4,100

Information and Technology Allowance of \$3,500 to each Elected Member.

**PART F – MATERIAL VARIANCE REPORTING FOR 2022/2023**

That Council, in accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2022/2023 for reporting material variances shall be a percentage of ten (10) or a minimum of \$5,000, whichever is the greater.

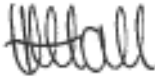

Voting Requirement

Absolute majority required.

**RECOMMENDATION / RESOLUTION**

That Council adopt the 2022/2023 Shire of Lake Grace Budget, Fees and Charges pursuant to Local Government Act 1995.

**10.2 APPROVAL FOR WRITE OFF OF RATES**

<b>Applicant:</b>	Internal Report
<b>File No.:</b>	0789
<b>Attachments:</b>	Nil
<b>Author:</b>	 Mrs Tegan Hall Manager Corporate Services
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	5 August 2022
<b>Senior Officer:</b>	 Mr Alan George Chief Executive Officer

Summary

For Council to authorise the writing off of rates & charges on assessments A3519.

Background

The following outstanding rates & charges are deemed uncollectable:

Assessment No	Description	Reason for Write Off	Amount
A3519	Transfer of Property	Rates on settlement excluded pensioner rebate	\$988.77
		<b>TOTAL</b>	<b>\$988.77</b>

Comment

The Shire’s administration staff have tried through different avenues to recoup these costs. An incorrect settlement amount was given to the settlement agent prior to raising of 2021/22 rates which included a pensioner rebate. Subsequently it was discovered the previous owner was no longer eligible but settlement had already been processed to include the discounted amount.

Legal Implications

*Local Government Act S6.12(c)*

Policy Implications

Policy 3.9 – Outstanding Rate Debtors

Consultation

Internal: Alan George, Chief Executive Officer  
 External: IT Vision Rates Services

Financial Implications

A loss of revenue of \$988.77 will occur with the write off of rates and penalty interest raised on the property.

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

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

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

Voting Requirements

Simple majority required.

**RECOMMENDATION / RESOLUTION**

That Council, pursuant to S6.12(c) of the *Local Government Act 1995*, write-off the following outstanding rates & charges:

Assessment No	Description	Debt Collectors Reason for Write Off	Amount
A3519	Transfer of Property	Rates on settlement excluded pensioner rebate	\$988.77
		<b>TOTAL</b>	<b>\$988.77</b>

**11.0 CLOSURE**

There being no further business to discuss, the Shire President closed the meeting at \_\_\_\_ pm.