



Shire of Lake Grace

24 April 2024

Ordinary Council Meeting

LIST OF ATTACHMENTS

TABLE OF CONTENTS

Item No.	Item Description / Title	Page *
7.1	<ul style="list-style-type: none"> Presentation to Council – Lake Grace Bushcare Project 	2 – 6
13.1.1	<ul style="list-style-type: none"> Lake Grace Library Resource and Community Resource Centre Management Committee Minutes 6 March 2024 	7 – 12
13.1.2	<ul style="list-style-type: none"> Local emergency Management Committee Meeting Minutes 14 March 2024 	13 – 38
13.1.3	<ul style="list-style-type: none"> Bushfire Advisory Committee Minutes 26 March 2024 	39 – 57
13.1.4	<ul style="list-style-type: none"> Audit Committee Minutes 27 March 2024 	58 – 65
14.4.1	<ul style="list-style-type: none"> Standardised Meetings Discussion Paper 	66 – 90
14.4.3	<ul style="list-style-type: none"> Draft Business Continuity Plan 	91 – 123
14.4.3	<ul style="list-style-type: none"> Draft IT Disaster Recovery Plan 	124 - 165
14.4.4	<ul style="list-style-type: none"> Evoke Living Homes - Proposal 	166 - 191
14.4.4	<ul style="list-style-type: none"> GROH Rent Policy 	192 – 202
14.5.1	<ul style="list-style-type: none"> Accounts for Payment – March 2024 	203 – 211
14..5.2	<ul style="list-style-type: none"> Financial Reports – March 2024 	212 - 238
16.0	Information Bulletin – April 2024 - Cover Page Only <ul style="list-style-type: none"> Infrastructure Services Report Environmental Health Services Report Lake Grace Visitor Centre Report Lake Grace Library Report Newdegate Library Report Lake King Library Report WALGA Regional Road Group Report 	239 - 239

* Page number as it appears in the completed PDF document

LAKE GRACE BUSHCARE PROJECT – PRESENTATION TO COUNCIL**Michelle Slarke, 24 April 2024**

We [Michelle Slarke & Suzanne Reeves] are here as the Coordinators of the Lake Grace Bushcare Project to present the outcomes of our project.

I wish to begin by acknowledging the Traditional custodians of the land on which we meet today, the Nyagi-Nyagi people, and pay my respects to Elders past and present.

Lake Grace Community Resource Centre and Lake Grace Land Conservation District Committee led the Bushcare project, commencing in 2021. It was funded by a Community Stewardship Grant of just under \$35,000 with in-kind support from the Shire of Lake Grace and Lake Grace CRC, in addition to considerable volunteer labour including planting and ongoing watering of trees, design and project management.

BACKGROUND AND PROJECT COMPONENTS

This project was initiated in response to some statistics about our area:

Wheatbelt NRM¹, in a mapping exercise taken from across the shire, estimated:

- 38% of the shire area has remnant vegetation cover - an incredible environmental asset that requires protection
- 44% of that remnant vegetation in the shire is protected by reserves. That is, the remainder is likely to be on privately owned land
- Closer to home, the statistics are more sobering however – in a 25-kilometre radius of Lake Grace townsite, only 10.7% of the native bush remains

If you step out into that bush, in addition to showing the effects of the dry conditions, it is suffering from the impact of people – rubbish tips from 100 years ago to last year, gravel pits that have not been rehabilitated, off-road tracks, weeds, firewood collecting and land clearing. Since the mapping in 2020, more roadside verges and paddock trees have been cleared.

Our Aims:

- Protect and revegetate seven (7) remnant bush sites in/around the Lake Grace townsite
- Educate and encourage the conservation of native vegetation and the use of drought tolerant gardens
- Beautify and improve the Lake Grace Townsite
- Employ local people and use local knowledge

¹ Dr Dimity Boggs, GIS Support Officer, Wheatbelt NRM email to Michelle Slarke, 15 June 2020

The Project Sites

- North side of Hospital precinct (Lake Grace-Dumbleyung Road)
- Behind the Hospital and south of the Sporting Grounds
- South side of Lake Grace District High School
- Corner of Griffiths Street and South Road
- East end of townsite (above housing development) - town entry to Caruthers farm
- West end of Clark Avenue
- Padley Park, Absolon Street - cancelled due to a proposed development of the site

All sites (except that south of the School) are owned by the Shire of Lake Grace.

Project Components

Vegetation and Flora Survey

Local botanist Anne Rick prepared a Vegetation and Flora Survey taking in five project sites:

- In the spring of 2021, Anne recorded 115 native plant species – ranging from tiny orchids and groundcovers to large trees such as Salmon Gums
- The different locations are home to assorted plant communities including mallee, eucalypt woodland and *Allocasuarina* (sheoak) shrubland
- Included in the survey are eight acacia (wattle) species, eight melaleuca (paperbarks, honey-myrtles) and 10 eucalyptus species

Mrs Rick also found two Priority 3 species– *Persoonia brevirhachis* (Snottygobble) and *Anticoryne melanosperma* (Rye) in shrubland at the eastern end of the town.

Of special mention is the 2.7ha woodland of Kondinin Blackbutts (*Eucalyptus kondininensis*) and *Eucalyptus myriadena* on the north side of the hospital. Due to land clearing in the Wheatbelt, eucalypt woodlands like these are now listed as critically endangered by the Commonwealth and State governments. Despite some weed infestation, this remnant is in good health and an important natural asset.

The Flora Survey also examined the health of the bushland sites.

- Despite degraded areas, most of the sites are in good health with the main threats being weeds
- Mrs Rick recorded 37 weed or introduced species across the site
- These weeds are a fire hazard, compete with native species and can take over and degrade bushland

The Flora Survey is the first comprehensive record of the native plant life around the town. Mrs Rick's collected specimens will now be lodged in the Western Australian Herbarium. The report will be available in the library and via the CRC website.

Planting

We utilised the Flora Survey to select species and order seedlings to revegetate the various project sites. We planted last July involving:

- 75 volunteers over four planting busy bees who planted 2300 trees across five sites.
- In addition, we gave away 1450 seedlings to community members.
- Volunteers also removed truckloads of rubbish and dumped garden waste from the bushland east of town

School

We consulted with Lake Grace District High School over two years. Mrs Rick and I went into the school to work with the students to identify plants in the bush on the south side of the school and make an action plan to care for this remnant. Unfortunately, midway through project, the Department of Education, as part of Fire Mitigation action, arranged for the removal and/or lopping of a number of trees and the clearing of the mid and under storeys in that remnant bush.

Workshop

In August last year, we hosted a *'Caring For Native Bush - and Planting More'* workshop for farmers, landowners, local government and community members. Landcare specialists Keith Bradby, Peter White and Anne Rick led the workshop, which was very informative and well attended.

Planting Guide

Other project outcomes include a Planting Guide for Lake Grace home and community gardens that lists water wise and drought tolerant, local species suited to these soil and climatic conditions. Available through the CRC.

Lake Grace Tree Trail

This month saw the installation of the Lake Grace Tree Trail – a series of 18 interpretive signs. The Trail loops around the town centre via the Visitor Centre, StoryTrail and murals, to the sports grounds and the AIM Hospital Museum. I wish to acknowledge botanists Anne Rick and Peter White for assisting me to identify the species and to understand their special characteristics that are shared on the interpretive signs. The Trail is complemented by a brochure. Additional signage was installed at four of the project sites to encourage continued care of these sites.

REPORTS

We present three reports to Council today:

VEGETATION AND FLORA SURVEY by Anne Rick.

LAKE GRACE BUSHCARE PROJECT MANAGEMENT PLAN

- This gives details and actions from the project
- Makes recommendations and identifies threats to the various sites

Excerpts are provided for Councillors and staff. Full copies are available through the CRC.

LAKE GRACE SIGNIFICANT TREE REGISTER

The purpose of this document is to provide a single Register of Significant Trees within the Lake Grace townsite. The Register is intended to act as a reference for the care, control, management, protection and preservation of the town's trees.

WALGA estimates that 41% of Local Governments are experiencing significant tree canopy loss.² In response, communities are working to retain, regulate and increase tree canopies, including adopting significant tree registers.

Townsite and street trees are some of our community's most important assets. They provide shade, character, improve the appearance of our streets, add value to public and private land and reduce cooling costs. They also provide habitat for wildlife.

Many of our trees are highly valued by the community. This might be because they are old, beautiful, historical or an important part of the landscape.

Nomination Guidelines and Criteria

Any community member or organisation can nominate trees growing on public land to be considered for the register based on one or more of the following categories of significance.

- 1. Outstanding Visual/Aesthetic Significance**
- 2. Botanic/Scientific Significance**
- 3. Significant Ecological Value**
- 4. Historical, Commemorative, Cultural or Social Significance**

Some Examples

- The Red Morrel near the CRC can be seen in photographs from the 1920s as a mature tree. Botanist Peter White estimates that this tree could be around 300 years old
- Lemon Scented Gum behind RSL – last remnant of the Soldiers Memorial Garden planted after the First World War
- Canary Island Date Palms near the railway station, planted in 1937 to commemorate the coronation of King George VI
- A small grove of quandongs, melaleucas and red morrells, just south of the Club – are a native remnant specimen

Systematic Nomination Process

- We formed a working group (Kristie Stanton, Anne Slarke, Suzanne Reeves and myself) and called for nominations of trees from the community
- The working group then reviewed the townsite and drew up a draft list
- Then, in consultation with the LCDC and botanists Anne Rick and Peter White, the team made a final list according to the criteria of significance

² WA Local Government Association, <<https://walga.asn.au/policy-advocacy/our-policy-areas/environment/urban-forest/urban-canopy>>

- Some trees meet a number of criteria, however trees can be significant for meeting a single criteria
- The Register is a 'living document' and will be updated as needed. Available in the library and online through the CRC

Recommendations

- Maintain and preserve the listed tree/s in a healthy state
- Any pruning/maintenance to be undertaken in accordance with Australian Standards
- Consult an *independent and qualified* arboriculturist prior to commencing any works
- Schedule regular termite inspections and follow up treatment
- Share the register with community

We believe that the register can assist community members and groups, Shire of Lake Grace staff and Council, and contractors, to direct resources and inform decision-making related to townsite trees.

In conclusion, this Bushcare project has involved considerable thought, investment and commitment to preserve our natural history and bushland assets, and to establish solid landcare and stewardship practices in our community.

It is our object today for Council and Staff to adopt and use these documents as references to inform practices and policies, budgeting, training and planning.

Thank you

Shire of Lake Grace

Lake Grace Library Resource &
Community Resource Centre
Management Committee

Minutes

6 March 2024

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/Committee meetings or during formal/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/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.



CONTENTS

- 1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS 2**
- 2.0 RECORD OF ATTENDANCE / APOLOGIES.....**
- 2.1 PRESENT**
- 2.2 APOLOGIES.....
- 3.0 ELECTION OF CHAIRPERSON
- 4.0 CONFIRMATION OF PREVIOUS MEETINGS.....2**
- 4.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE
MANAGEMENT COMMITTEE MEETING.....2
- 5.0 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE
MANAGEMENT COMMITTEE MEETING REPORTS.....3**
- 5.1 LAKE GRACE LIBRARY REPORT 3
- 5.2 LAKE GRACE COMMUNITY RESOURCE CENTRE REPORT 3
- 5.3 LAKE GRACE COMMUNITY RESOURCE CENTRE SEMINAR ROOM FINANCIAL
REPORT 4
- 6.0 MATTERS FOR CONSIDERATION 4**
- 7.0 OTHER BUSINESS..... 4**
- 8.0 DATE OF THE NEXT MEETING 4**
- 9.0 CLOSURE..... 4**

SHIRE OF LAKE GRACE

Minutes for the Lake Grace Library Resource & Community Resource Centre Management Committee Meeting held at the Lake Grace Community Library, School Place, Lake Grace on Wednesday 6 March 2024.

1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson opened the Meeting opened at _____ am.

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

2.1 PRESENT

Mr Alan George	Chief Executive Officer, Shire of Lake Grace
Mr Ollie Farrelly	Acting Chairperson, Community Representative
Ms Kerriane Mills	Principal, Lake Grace District High School
Mrs Michelle Lay	School Administrator, Lake Grace District High School
Cr Debrah Clarke	Shire of Lake Grace Council Representative
Mrs Suzanne Reeves	Manager, Lake Grace Community Resource Centre
Mrs Lois Dickins	Co-ordinator, Lake Grace Library

2.2 APOLOGIES

Mr Chris Paget	Deputy Chief Executive Officer, Shire of Lake Grace
John O'Neill	

3.0 ELECTION OF CHAIRPERSON

Chief Executive Office, Alan George, took the chair and asked for nominations for Chairperson. Ollie Farrelly nominated Debrah Clarke. Debrah Clarke was duly elected.

4.0 CONFIRMATION OF PREVIOUS MEETINGS

RESOLUTION 20241

Moved: Suzanne Reeves Seconded: Ollie Farrelly

That the minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee Meeting held on 18 October 2023 be confirmed as a true and accurate record.

CARRIED 6/0

Two months of the year has already gone, and we've been busy with the paper as well as the walk in work and keeping up with our associated organisations.

We've already held a forklift and Auschem workshop with another Auschem in March which is fully booked. A second workshop in June for the forklift is also fully booked so will see if TAFE can do back-to-back courses. We also have a third Auschem in June and will look at scheduling another Working At Heights and Working in Confined Spaces later in the year. Our HR has been put on hold as Keen's didn't have the available trainer for this month, hopefully this will happen post seeding.

We are still getting workers for the 'Staying in Place' initiative, this will be so great for our town if we can get it fully off the ground.

The Harvest Festival went incredibly well last year and we've received some very positive feedback. We are looking at entertainment for this year's event.

We are just starting on organizing Driver Reviver for Easter and organizing the Anzac Day Service.

The Men's Shed, Bushcare project and Across The Lake reprint are all nearly across the line, just have a couple of things to be done before they can be finalized.

We have had a staff change; Kayleigh has left us for other opportunities and Evelyn Oatridge has joined the team.

Lego Club is up and running; we have had three sessions for the two age groups but will have more in Term 2. It's a great option for children who may not be into sport or have a creative outlet. Thank you to the Community Cropping grant funding programme for the funds to get this off the ground.

Dubbing is back! We are now able to dub videos to digital once again.

5.3 LAKE GRACE COMMUNITY RESOURCE CENTRE SEMINAR ROOM FINANCIAL REPORT

Seminar Room Hire Account Reconciliation:

Balance of Seminar Room Account 18/10/23		\$2,637.32
5/3/2024 Venue Hire (Oct-Feb less dual payment for Jan/March 2023) \$170.46		<u>\$2,807.78</u>

Seminar Room Bank Account Statement Reconciliation:

Balance of February 29th Bank Statement		\$2,637.32
Less Unpresented payments	\$0	\$2,637.32
Plus Unrecorded deposits	\$170.46	<u>\$2,807.78</u>

January to March 2023 venue hire was deposited twice, this has been subtracted from the recent deposit.

RESOLUTION 20243

Moved: Suzanne Reeves Seconded: Alan George

That the Lake Grace Community Resource Centre Report and Seminar Room Financial Report be confirmed.

CARRIED 6/0

6.0 MATTERS FOR CONSIDERATION

6.1 AUTOMATIC FRONT DOOR

Shire are going to investigate options and costings for a new door.

6.2 CLEANING

Kerriane advised that a new cleaner is starting next week.

7.0 OTHER BUSINESS

- CRC are looking into the viability of purchasing a generator.
- CRC asked if they could organise (at their own expense) to have the main office air conditioner maintained and inspected six to 12 monthly.
- The water accounts were again discussed.

8.0 DATE OF THE NEXT MEETING

The next Lake Grace Library Resource and Community Resource Centre Management Committee Meeting is scheduled to take place on Wednesday 15 May 2024 commencing at 11:00am at the Lake Grace Community Library, School Place, Lake Grace.

9.0 CLOSURE

There being no further business, the Chairperson closed the meeting at 11.53 am.

10.0 CERTIFICATION

I, Debrah Clarke, certify that the minutes of the meeting held on the 18 October 2023 as shown were confirmed as a true record at the meeting held on 6 March 2024.

Presiding Member

Date

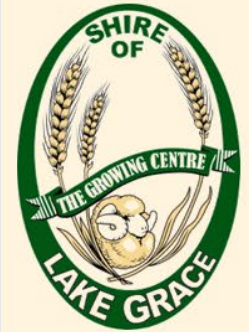
Shire of Lake Grace

Local Emergency Management
Committee

Minutes

14 March 2024

Meeting Commencing at 1:00 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 of 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.

CONTENTS

1.0	OPENING AND WELCOME	3
2.0	ATTENDANCE AND APOLOGIES	3
3.0	DISCLOSURE OF INTERESTS	4
4.0	GUEST PRESENTATIONS	4
5.0	CONFIRMATION OF MINUTES.....	4
6.0	REVIEW OF ACTION LIST AND BUSINESS ARISING.....	4
7.0	CORRESPONDENCE.....	4
8.0	REVIEW OF LEMC MEMBERSHIP AND CONTACT LIST UPDATES	5
9.0	LOCAL EMERGENCY MANAGEMENT (STANDING ITEMS).....	5
9.1.	POST INCIDENT REPORTS	5
9.1.1.	Lake Grace North Stock Truck Rollover	5
9.1.2.	Wheatbelt Adverse Weather Event	5
9.1.3.	Dragon Rocks Nature Reserve Bushfire	6
9.1.4.	Near-miss – Heatwave, LG Town Water Supply	7
9.2.	Post Exercise Reports	7
9.2.1.	Recovery Exercise	7
9.3.	Exercise.....	8
9.4.	Review Local Emergency Management Arrangements.....	8
9.5.	Risk Management.....	8
9.6.	Review LEMC business plan	9
9.7.	Review Funding Opportunities	9
9.8.	Agenda Items	9
9.8.1.	Endorsement of the Updated Members list	9
9.9.	Review of LEMC Terms of Reference.....	10
10.0	AGENCY/MEMBER REPORTS	10
10.1.	DFES – Department of Fire and Emergency Services.....	10
10.2.	DBCA – Department of Biodiversity, Conservation and Attractions	10
10.3.	Department of Communities.....	10
10.4.	WACHS Lake Grace Hospital.....	10
10.5.	St John Ambulance	11
11.0	GENERAL BUSINESS	11
12.0	NEXT MEETING	12
13.0	MEETING CLOSURE.....	12
14.0	CERTIFICATION.....	12

SHIRE OF LAKE GRACE

Minutes of the Local Emergency Management Committee (LEMC) meeting held at Council Chambers, 1 Bishop Street, Lake Grace on Thursday 14 March 2024.

Emergency Management Act 2005

39. Functions of local emergency management committees

(a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.

(b) to liaise with public authorities and 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.

1.0 OPENING AND WELCOME

Shire President Len Armstrong declared the meeting open at 1.00pm and read the Acknowledgement of Country;

“I would like to begin by acknowledging the Traditional Custodians of the land on which we meet today, and pay my respect to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander people here today.”

2.0 ATTENDANCE AND APOLOGIES

Attendees:

Name	Role	Agency
Matt Castaldini	CESM	Shire of Lake Grace
Alan George	CEO	Shire of Lake Grace
Aimee Turnbull	Community Economic Development Officer	Shire of Lake Grace
Michael Phillips		Department of Communities
David Fyfe	Community Member	Fyfe Transport
Peter Stoffberg	Community Member	Roadhouse
Cr Len Armstrong	Chair – Shire President	Shire of Lake Grace
Keith Higgs		St John WA Lake Grace
Craig Elefsen	Manager Infrastructure Services	Shire of Lake Grace
Corey Alexander		CBH Group
Kylie Sugg Via TEAMS (from 1.09pm)		St John WA Lake King
Anna Erickson Via TEAMS (from 1.00pm)		DPIRD
Mitchell Davies Via TEAMS		DFES
Gavin Stevens Via TEAMS		DFES

Apologies:

Name	Role	Agency
Brett Dew		Western Power
Jo Spadaccini	DESO	Department of Communities
Charlotte Powis		DEMA
Barry Grady	Community Paramedic	St John WA

Fred Steer		Main Roads
Wade Bambling		WA Police Lake Grace
Chris Poot		CBH
Lisa Pearce	HSM	WACHS – Lake Grace
Ross Dunkeld		Nutrien Ag
Chris Paget	DCEO/ Local Recovery Coordinator	Shire of Lake Grace
Kerianne Mills	Principal	Lake Grace DHS
Mark Schorer		Department of Communities
Cr Steve Hunt	Councilor	Shire of Lake Grace

Minute Taker: Kylie Armanasco, Alex Adams

3.0 DISCLOSURE OF INTERESTS

Nil

4.0 GUEST PRESENTATIONS

Nil

5.0 CONFIRMATION OF MINUTES

RECOMMENDATION / RESOLUTION

Moved: Alan George
Seconded: Aimee Turnbull

That the Minutes of the Local Emergency Management Committee Meeting held on 2 November 2023 be confirmed as a true record of proceedings

CARRIED

6.0 REVIEW OF ACTION LIST AND BUSINESS ARISING

Item	Owner	Status
Nil		
Nil		

7.0 CORRESPONDENCE

Correspondence In:
 Nil

Correspondence Out:
 LEMC Agenda

Information tabled:
 Nil

8.0 REVIEW OF LEMC MEMBERSHIP AND CONTACT LIST UPDATES

A contact list was circulated to include any updates for recording.

9.0 LOCAL EMERGENCY MANAGEMENT (STANDING ITEMS)

9.1. POST INCIDENT REPORTS

Discussion and note any outcomes to be actioned

9.1.1. Lake Grace North Stock Truck Rollover

The Shire was not contacted or asked to assist at the time of the incident. CEO Alan George and councilors met with two Main Roads representatives at the location to discuss what could be done to help reduce the likelihood of this kind of incident happening again. Main Roads have since put up two new road signs advising drivers of the road ahead and widening of the shoulders will be actioned.

David Fyfe stated that from having over 35 years of truck driving experience he felt that there is not enough room for road trains at that stretch of road. He believes that the lack of proper maintenance of the road is resulting in a dangerous road and driving conditions.

9.1.2. Wheatbelt Adverse Weather Event

There was discussion in relation to the power and communication outages following the destructive weather event on 19th January 2024. The loss of power, at which time it was estimated to be down for 10 days, and a potential heatwave put many elderly community members at risk medically. The Shire confirmed that vulnerable persons had been prioritised and with use of borrowed generators they were able to establish an evacuation centre at the Lakes Village Hall which was set up with seating, tables, fridges and fans to help keep the elderly comfortable and out of the heat.

The IGA and Roadhouse were able to provide community members with the ability to charge their phones and hearing aids and were commended for giving access to power to those in need.

CEO reported that without power the sewerage ponds were impacted and credited CBH for providing a generator and R Stubberfield installing it to maintain the town sewerage facility.

The outage of Telstra lines resulted in no communications within the whole Shire, impacting community members and Emergency Services. It was discussed that the Shire should have access to the generator located at the Telstra tower, allowing the generator to be refueled which in turn would keep communication lines available. However Telstra are averse to allowing anyone else to access their sites. CEO advised that Central Country Zone and WALGA are lobbying Telstra to allow Local Governments to have access to the towers.

Lake Grace Hospital reported that their satellite phones were only able to be used outside which impacted their use of the Emergency Telehealth Service. The security of the hospital was also reduced due to being unable to use the intercom system to open the front doors so they had to remain open. Staff within the hospital and Shire were using foot messengers out within the

community and relevant businesses and local St John Ambulance and Police were unable to be contacted for emergencies.

Actions:

	ACTION	RESPONSIBILITY
GENERATORS	Source four generators for the following locations: Shire Office Lake Grace Town Hall Lake Grace Pavilion Doctor's Surgery	Shire administration
EVACUATION CENTRES	Lake Grace Pavilion & Newdegate Pavilion have been assessed by Department of Communities for suitability Add the Newdegate Pavilion and Lake Grace Pavilion to Evacuation Centre mapping system.	Department of Communities
	Source grant funding to enable evacuation centres to be properly equipped.	Shire administration
COMMUNICATIONS	Shire wi-fi network has been updated and linked with the Visitors Centre. There is now improved free community wi-fi.	Shire administration
	Investigate purchase of extra 2-way radios	Shire administration
	Investigate purchase of Starlink to enable communications when Telstra network fails.	Shire administration

9.1.3. Dragon Rocks Nature Reserve Bushfire

The Dragon Rocks Nature Reserve fire burnt through 4400 hectares. With the Telstra tower down, there were issues reporting the fire through 000 and communications within the volunteer fire fighters were difficult and/or unavailable. With assistance from DBCA, water bombers, community members and machinery, the fire was put out with no loss of life and minimal damage to surrounding properties.

It was later discussed what improvements can be made or procedures put in place to be better equipped and prepared. CESM advised the radio channel used was 45km from the location of the fire, when there was another tower closer at just 23km away that would have provided a better signal. The refueling process of the water bombers could be improved and access to machinery will be of great benefit. CESM also stated that there needs to be communication and awareness that the fire appliances should be either a 2 or 3 inch cam lock, otherwise an adapter is required.

Due to the number of personnel required for the incident a support trailer and gazebos could have been considered to provide a place of rest and shade to crews. More awareness that food and refreshments provided and/or eaten during incidents are to be from a registered business to prevent any risk of illness resulting from possible food poisoning. Providing medical support with the option of an Ambulance on standby would allow immediate care in the instance of an injury

of a responder. Many of the members of the brigades felt that more training would be of significant benefit to them, as well as better utilisation of PPE.

Actions:

	ACTION	RESPONSIBILITY
CAM-LOCKS ON APPLIANCES	Ensure all fire trucks have appropriate adaptors to be able to draw water and be filled from camlock fittings	CESM
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	Update LEMA and educate on best practice for large incidents	SHIRE ADMINISTRATION CESM
PPE & TRAINING	Shire to issue PPC/E to active members and complete appropriate training based on hazards.	CESM
INCIDENT MANAGEMENT TRAINING	FCO training on incident management	CESM

9.1.4. Near-miss – Heatwave, LG Town Water Supply

On 20 February 2024 the Water Corporation advised water level was low in the Standpipe, however CEO Alan George stated he didn't receive any communication from the Water Corporation about the issue.

David Fyfe commented that all pumping stations require water supply restrictors and they should be checked, as the amount of water used should not have been as much as it was. CESM stated that there needs to be better communication from the Water Corporation in future.

9.2. Post Exercise Reports

Discussion and note any outcomes to be actioned.

9.2.1. Recovery Exercise

CESM: At the November LEMC we held a discussion exercise about Recovery. Attendees were guided through a desktop scenario encouraging input and raising awareness of the roles and responsibilities of the Local Government and supporting agencies in recovery. The second objective was to identify improvements to the LEMA (Local Emergency Management Arrangements) or LRP (Local Recovery Plan) which highlighted that we needed to include more community representation in the LEMC and as key contacts to effectively support the Shire community in a recovery situation.

Another aspect of the discussion was the diversity of recovery and that it is broader than the typical fire, flood or storm. Local Government Recovery covers impacts on the following four 'environments'; Social/Community, Built, Economic and Natural.

Actions:

	ACTION	RESPONSIBILITY
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	Update Local Emergency Management Arrangements	SHIRE ADMINISTRATION CESM
LOCAL RECOVERY PLAN	Review and update Local Recovery Plan	SHIRE ADMINISTRATION LOCAL RECOVERY COORDINATOR CESM

9.3. Exercise

discuss objectives (what needs to be achieved) and dates.

9.3.1. No practical exercises planned.

9.3.2. Focus Hazards or LEMA areas to aid planning future exercises (standing item)

- Hazardous material (Spill / Truck with fire)
- Bushfire
- Electric Vehicle / Charging Stations and Lithium Battery Fire

9.4. Review Local Emergency Management Arrangements

updates as required.

The recent events have identified that our LEMA and LRP are not fit for purpose and we need to invest more time into these arrangements and plan to facilitate consistent support and results for our Shire community. Shire President Len Armstrong suggested that the council members discuss areas that the Lake Grace Shire staff could work on, allowing a broader community view.

The Shire intends to seek funding through an upcoming AWARE grant to engage a consultant to review and renew key Emergency Management documents. Feedback is welcome from committee members for inclusion before the above-proposed review.

9.5. Risk Management

CESM: The most recent risk register we have on file was reviewed in 2020. The risk register should be considered a live document and as such it will need to be reviewed and updated to reflect revised hazard occurrences.

Another point to note is that several items have been flagged to be treated, however, we have not located a treatment plan to be able to monitor and review progress. Aimee Turnbull from the Shire of Lake Grace advised that a grants application is being made to action the Treatment Plan.

Once the risk register is updated, it will be circulated for comment by LEMC members.

Actions:

	ACTION	RESPONSIBILITY
RISK REGISTER	Update Risk Register	SHIRE ADMINISTRATION CESM

9.6. Review LEMC business plan

CESM: We are required to develop a business plan for our LEMC as detailed in the LEMC handbook produced by SEMC. This is in progress and will be tabled when completed.

9.7. Review Funding Opportunities

potential projects for Funding Applications (AWARE Grant and Natural Disaster Resilience Program)

9.7.1. Aimee Turnbull advised that the Shire will be applying for the Disaster Relief Fund to allow the Shire to be better prepared for future community emergencies. Peter Stoffberg from the Lake Grace Roadhouse commented that the grant process takes too long, that the community should be able to be self-reliant and the Shire should look at its budgets to be able to make improvements now. CEO Alan George informed Peter Stoffberg that the Shire has done a budget review and found savings available that will be used to purchase generators and 2-way radios.

9.7.2. Suggestions for Future Grant Applications - Nil

9.8. Agenda Items

9.8.1. Endorsement of the Updated Members list

The current membership list in the terms of reference does not match the actual membership of the committee and has been identified to be non-representative of the Shire community.

RECOMMENDATION / RESOLUTION

Moved: Matt Castaldini
Seconded: Alan George

That the Committee endorse the tabled membership list as a true and accurate record, welcoming participation from key community stakeholders for the provision of community-centric emergency management.

CARRIED

9.9. Review of LEMC Terms of Reference

Attachment is a draft Terms of Reference for the LEMC. Members are asked to review the document and recommend any additions or alterations.

RECOMMENDATION / RESOLUTION

Moved: Matt Castaldini

Seconded: David Fyfe

That the Committee endorse the reviewed and updated Terms of Reference as tabled.

CARRIED

10.0 AGENCY/MEMBER REPORTS

10.1. DFES – Department of Fire and Emergency Services

See attachment

10.2. DBCA – Department of Biodiversity, Conservation and Attractions

See attachment

10.3. Department of Communities

See attachment

10.4. WACHS Lake Grace Hospital

Lake Grace Hospital Report – Lisa Pearce

No changes, continued tight staffing.

Challenges faced with January storms

- Hospital had power due to generator which allowed for provision of care to our residents
- Nil or minimal ICT
 - Unable to communicate with Emergency Telehealth (ETS)
 - Sat phones only worked outside which greatly limited their effectiveness, also 1800 emergency numbers cannot be dialled with sat phones
 - Increased staff required to send as messengers to GP, SJGA when required.
 - Minimal communication with WACHS command centre to escalate needs
 - GP agreed to stay in town on call with nil access to ETS
 - Great Southern Fuels unable to provide fuel for generator. Pete Stoffberg offered to monitor and fill tanks
 - Reduced security as front doors required to be open during the night as intercom did not work without phones

Looking forward

- WACHS looking to place aerials on the roof so sat phones can work indoors
- Installation of starlink
- Full review of our BCP

10.5. St John Ambulance

Lake King Sub Centre

Kylie Sugg joined via TEAMS and advised that the Lake King Sub Centre has been busy, with three accidents at the intersection of Collie-Lake King Road and Brookton Highway in Lake King. The first accident resulted in a truck taking out some road signs creating confusion for motorists and increasing the likelihood of more accidents.

MIS Craig Elefsen contacted Main Roads with pictures of the location showing the issue of the road signs and is awaiting their response.

Kylie Sugg mentioned that they would be seeking to have a landing pad constructed for the Royal Flying Doctor Service.

Lake Grace Sub Centre

Keith Higgs on behalf of Ross Chappell made comment that the Lake Grace Sub Centre is doing well however still not enough drivers available.

11.0 GENERAL BUSINESS

CESM: Request for an Agency to do a brief presentation at the next meeting. Topics could include an explanation of day-to-day agency activities, specific capabilities, agency emergency management.

Department of Communities: Evacuation Centre training for the Shire of Lake Grace Staff.

CEO advised Department of Communities of the lack of housing available within the Lake Grace Shire. WACHS need more properties to house more nurses; there are currently eight empty properties within Lake Grace. People need housing and the Shire has offered to maintain the properties in question to help get the houses filled, however nothing has come of previous discussion or offers. CEO also advised that there is land and housing plans waiting to be approved to be able to create more housing within the Shire of Lake Grace. Michael Phillips stated that this is an issue he has heard at many meetings in regional areas and is prepared to discuss further.

12.0 NEXT MEETING

LEMC calendar

Date	Activity	Venue
Thursday 9 May 2024	LEMC Meeting	1 Bishop Street, Lake Grace
Thursday 8 August 2024	LEMC Meeting	1 Bishop Street, Lake Grace
Thursday 31 October 2024	LEMC Meeting	1 Bishop Street, Lake Grace

13.0 MEETING CLOSURE

Shire President Len Armstrong declared the meeting closed at 2:24pm.

14.0 CERTIFICATION

I, _____, certify that the minutes of the LEMC meeting held on 14 March 2024 as shown were confirmed as a true record of that meeting.

Signature

Date

LEMC Terms of Reference

Adopted:**Last Reviewed:****Review Date:** Every 5 years or as required**Associated Legislation:** Emergency Management Act 2005**Associated Documents:** State Emergency Management Policy and Procedure

1. Name

Shire of Lake Grace Local Emergency Management Committee (LEMC).

2. Aim

The Local Emergency Management Committee aims to collaborate with local support organisations, hazard management agencies and community and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency or disaster.

3. Objectives

- Develop local emergency management arrangements that are practical to all stakeholders and service agencies
- Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the Emergency Management District.
- Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders, and hazard management agencies.
- Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Recommend strategies on ways to mitigate potential emergencies and to improve recovery arrangements.
- Secure grant funding to improve disaster resilience within the Shire.

4. Duties and Responsibilities

- Advise and assist the Shire of Lake Grace in ensuring that local emergency management arrangements are established for its district.
- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- After the end of each financial year, each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.

5. Membership

The LEMC membership consists of local support organisations, hazard management agencies, community and industry representatives. The committee membership is tabled in Schedule 01.

Membership notes: -

- Special guests may be invited to attend committee meetings as determined by the LEMC;
- New members may join the LEMC via resolution of the committee.
- Each voting member must nominate a proxy within their agency or organisation to attend if the appointed member is absent.
- Members representing agencies and organisations that can no longer participate in the committee shall advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed quarterly to ensure that it is representative of the community and the potential risks and scenarios.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Key local stakeholders also form part of the Committee as non-voting members. These members are welcome to participate in discussions during meetings.

6. Meeting Management

6.1. Chairperson

The Chairperson shall be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairperson's proxy. In the absence of the Chair, the appointed proxy will act as the Deputy Chairperson.

6.2. Deputy Chair

The Local Emergency Coordinator shall be appointed as Deputy Chair.

6.3. Executive Officer

The LEMC Executive Officer shall be the Community Emergency Services Manager.

6.4. Quorum

A quorum for the committee will be at least 50% of its voting membership.

6.5. Minutes / Agendas

- The Executive Officer shall be responsible for preparing agendas and minutes of all business transacted at each meeting.
- An administration assistant may be appointed to assist as required to prepare all meeting documentation.
- A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

6.6. Schedule

- Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. (Meetings are typically the 2nd Thursday of each quarter March, May, August, October/November*)
- Additional meetings will be convened if and as required at the discretion of the Chairperson.

6.7. Authority

- The LEMC shall not have the authority or power to commit the Council or the Shire of Lake Grace or any association, organisation, group or individual to expenditure without the Shire's endorsement.
- The LEMC shall be required to gain Council approval if the Committee wishes to alter these Terms of Reference.

7. Schedule 01- Membership

Community/Agency LEMC Members (Voting)	
Bush Fire Service – CBFCO / DCBFCO	David Roberts / Brad Watson
Department of Biodiversity Conservation and Attractions	Mitchell Davies
Department of Communities - DESO	Joanne Spadaccini
Department of Education – Lake Grace DHS	Kerianne Mills
Department of Education – Newdegate PS	Judy Garlick
Department of Education – Lake King PS	Dominic Daly / Kaye Brownley
Department of Fire and Emergency Services – Area Officer Narrogin East	Gavin Stevens
Department of Primary Industries and Regional Development	Dr Anna Erickson
Main Roads WA	Fred Steer / Cathy Morey
St John WA – Community Paramedic	Barry Grady
St John WA – Lake Grace Subcentre	Lois Dickens
St John WA – Newdegate Subcentre	Gary Guelfi
St John WA – Lake King Subcentre	Kylie Sugg
St John WA – Varley Subcentre	Nikki Slabbert
Volunteer Fire and Rescue Service – Captain	Chad Stanton
WA Country Health Service – Lake Grace	Lisa Anne Pearce
WA Police – Lake Grace	Wade Bambling
Water Corporation	Tony Peplow / Gareth Evans
Western Power	Brett Dew

Local Government LEMC Members (Voting)	
Chief Executive Officer	Alan George
Shire President	Len Armstrong
Community Emergency Services Manager	Matt Castaldini
Deputy CEO / Local Recovery Coordinator	Chris Paget
Manager Infrastructure Services	Craig Elefsen
Community Economic Development Officer	Aimee Turnbull

Key Stakeholders (Non-Voting)	
Department of Fire and Emergency Services - District Emergency Management Advisor	Charlotte Powis
Lake Grace Plaza / IGA	Murray Stanton / Chad Stanton
CBH Group – Lake Grace	Chris Poot / Harold Main
CBH Group - Esperance	Corey Alexander
Lake Grace & Districts Seniors Group	Rosemary Bywaters
Great Southern Fuels – Lake Grace	John O'Neill
Lake Grace Roadhouse / Motel	Peter Stoffberg
Lake Grace CRC	Suzanne Reeves
Lake Grace CWA	Suzanne Reeves
Newdegate CRC	Lucy King
Newdegate Field Days	Hope Newman
Newdegate IGA / General Store	
Newdegate Stock and Trading	
Lake King Agencies	
Lake King Progress Association	Lousie Teale
Varley Progress Association	
Pingaring Progress Association	Lina Varone / Dean Wyatt



Lake Grace LEMC Report

14 March 2024

BUSHFIRE SEASON SUMMARY – to date

- The WA Large Air Tanker was scheduled to begin operations on 1 December but was brought forward to 4 November.
- The two Black Hawk helicopters based in Serpentine and two Helitaks based in Gingin were activated almost three weeks ahead of schedule while Helitaks in Busselton were activated a month early. The State Government funded aerial fleet consists of more than 30 rotary and fixed-wing suppression and aerial intelligence aircraft and is jointly managed by DFES and the Department of Biodiversity, Conservation and Attractions.
- There have been 3757 bushfires across the State since October, an increase of 33 per cent for the same period last season (2816 bushfires between 1 October 2022 – 24 Feb 2023).
- In Our Region we had some early significant fires at Corrigin, Shire of Pingelly and Cuballing including a run of deliberately lit fires commencing early in October 2023.
- Grain Harvest Strategy with forward basing of fixed wing bombers into Narrogin was once again successful – DBCA will discuss the results.
- Header Fires record through Incident Reporting System this season in Upper great Southern stand at 15 with a further 11 from other machinery. A correlation to a brand or cause is not evident in our data
- The regional staff and volunteers supported many deployments during this season. These were for fire, cyclone and flood events. Especially towards the Metropolitan area, Great Southern, Kimberly's and Midlands/ Goldfields.
- Closer to Lake Grace was the Dragon Rocks Fire, Grillis Rd Fire, Esperance fires and Green Range fires in Albany. Local crews, those many who support including the CESM Matt are to be congratulated on for their comprehensive work and partnership with agencies to keep the community safe.

Key Learnings/ Considerations

Three areas of learning for us as an LEMC to consider post this season

- **Safety** – There was a tragic incident resulting in loss of life in Esperance and in our own region several injuries. The importance of good training, PPE and safe practise to keep all responders safe is continued to be significant.



Lake Grace LEMC Report

14 March 2024

- **Weather Event – Power disruption** – there was a significant event earlier this year that caused us to consider emergency communications and their importance when power and comms are lost for long period of time and how that plays on service delivery.
- **Fire Risk season continues:** It is probable that April 2024 is hotter than normal, and likely that it is drier than normal based on seasonal outlook even though we have had some patches of rainfall in the UGSR.

Other Bushfire Statistics of interest

- DFES' aerial fleet has flown more than 1640 hours across 152 incidents, dropping 12,262,946 litres of water and retardant on firegrounds.
- Large Air Tankers have flown 74 hours and dropped 856,372 litres of water and retardant on firegrounds this season

Upcoming Events

Storm Season: Storms can happen anywhere, any time. Make sure you know the risks and understand the importance of preparing for storms. <https://www.dfes.wa.gov.au/hazard-information/storm>

Newdegate Field Day Sept 2024: Partnering with the Shire of Lake Grace Display from a community preparedness perspective but aware of the influx of roadway movements.

Many thanks,

Gavin Stevens

Area Officer Narrogin East

0475 224 640

AOEastUpperGreatSouthern@dfes.wa.gov.au



Report for Lake Grace Shire LEMC March 2024

Bushfire Season Preparedness

Bushfires

We have had 52 bushfire incidents in the DBCA Wheatbelt Region this season to date that have required DBCA reporting. Highest number of fires in recent years and number has increased again due to the presence of water bombers in the region during harvest.

26 of the 52 bushfires were caused by lightning, 17 associated with harvest, 2 vehicle accidents, 1 deliberate, 4 unknown and 2 false alarms. 19 fires commenced on PP, 17 on DBCA managed land, 9 on other crown land, 5 UCL. There was 29 water bombers deployments across the Region.

Total area burnt is 18,249 hectares which includes all tenure.

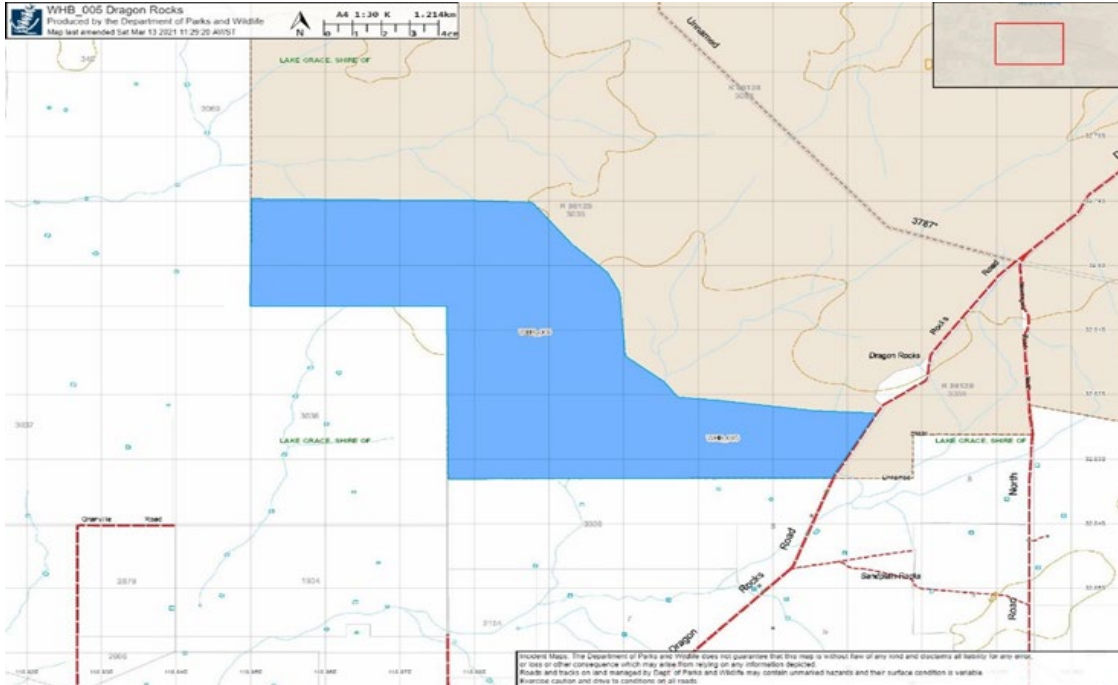
The only incident in the Lake Grace Shire was the Dragon Rocks fire. Started from lightning in the Kulin Shire before spreading into the Lake Grace Shire. Thanks for everyone's efforts in managing the bushfire particularly Matt who provided great planning and support to the IC.

Bushfire Mitigation - Prescribed Fire

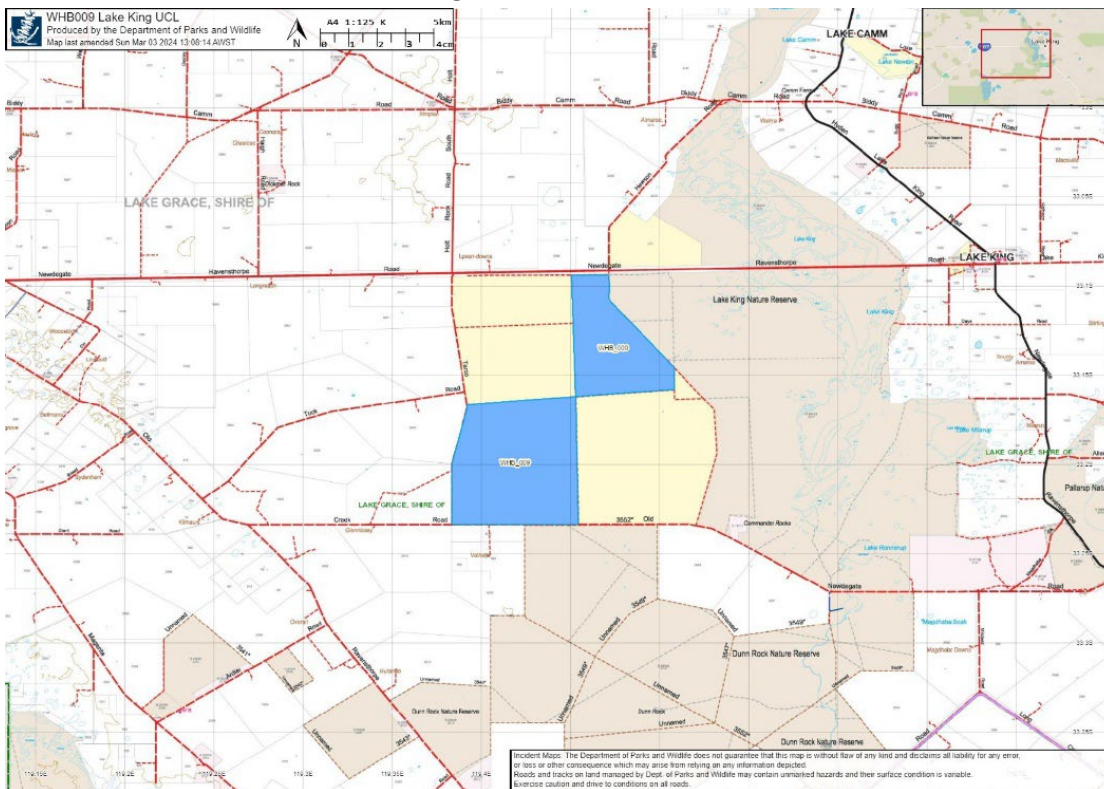
The Autumn burn program for the southern Half of the Wheatbelt consists of 13 burns. Burning is likely to commence mid April depending on weather.

Three prescribed burns within the Lake Grace Shire as per maps below.

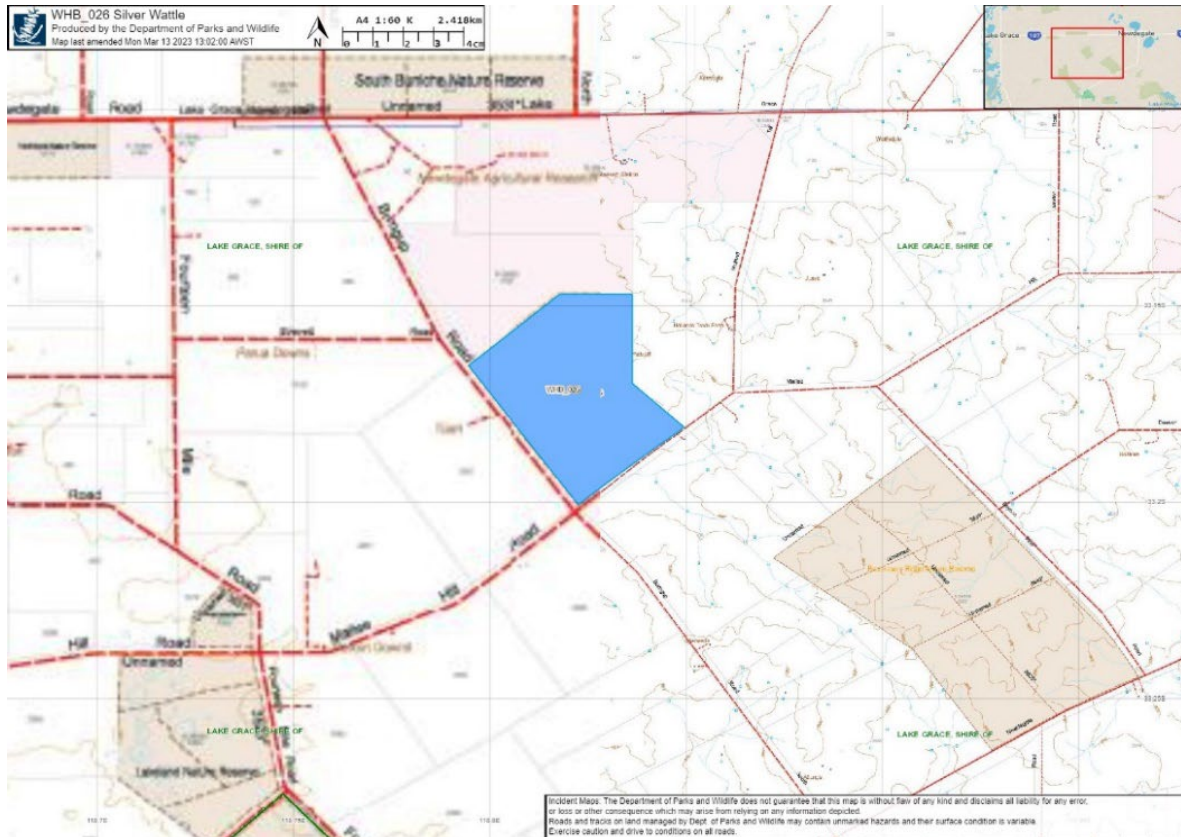
Shire of Lake Grace WHB_005 Dragon Rocks



Shire of Lake Grace WHB009 Lake King UCL



Shire of Lake Grace WHB026 Silver Wattle NR





Emergency Relief and Support

LEMC Background Information – 3rd quarter 2023-2024

ERS Capability Audit

- Department of Communities (Communities) recently engaged Nous Group to audit the capability and capacity of the Emergency Relief and Support (ERS) sector across Western Australia (WA) to ensure that it can meet the relief and recovery needs of WA people now and in the future.
- The project focused on establishing a baseline of how well equipped the State is to prepare for, respond to, and recovery from emergencies and critical events in the six functional areas of ERS that Communities is responsible for.
- The findings have presented valuable insights and opportunities to increase the current emergency relief and support services to respond during an emergency event more effectively.
- A new internal capability framework is being developed to assist with bridging some of the gaps identified from the audit.

Kimberley Floods

Overarching

- Following Ex-Tropical Cyclone Ellie in January 2023, the Fitzroy Valley experienced a 1-in-100-year flood event.
- Department of Communities continues to support Fitzroy Valley residents impacted by the January 2023 floods under the State Emergency Management arrangements, across Social and Built Recovery Domains.

Social Domain

- Department of Communities, Emergency Relief and Support Team leads the people component of Recovery, classified in the State Recovery Structure under the Social Domain.
- Department of Communities has undertaken preparedness activities to increase resilience of temporary accommodation infrastructure including:
 - Ensuring that all Humanihut accommodation in Bungardi and Tarunda are at the one-in-50-year flood level.

Kimberley Floods

- Working with Humanihut in the preparedness phase to strengthen evacuation procedures in Bungardi and Tarunda, and
- Supporting the transition of individuals in Phase 1 temporary accommodation into Phase 2 temporary accommodation or to return to their home

Built Domain

- Department of Communities supports Government agency partners Main Roads WA and Department of Finance under the Built Domain.
- Department of Communities has established a housing works program to repair and rebuild flood damaged dwellings that are government-owned or managed or on Crown reserves managed by the Aboriginal Lands Trust or other management bodies.
- Department of Communities is supporting families whose homes require either major refurbishment or rebuild with transitional accommodation ahead of the wet season.
- Transitional accommodation includes more family friendly demountable accommodation that allows more space between families and is built to the 1-in-50-year flood level.
- Each transitional accommodation unit comprises a custom-built amenity module, a bathroom/bedroom module and a deck/veranda module. As of 30 August 2023, based on community consultation the Department of Communities is providing 44 transitional accommodation units across Bungardi, DarIngunaya, Loanbun, Burawa, Galeru Gorge, Karnparmi and Yurabi Road.

ERS new permanent structure

- Communities received sustained funding to enhance Emergency Relief and Support capacity across WA. The funding was critical to enable Communities to meet its legislated responsibilities under the State Emergency Management Arrangements.
- The changes will help improve service delivery, with a focus on additional resourcing to regions within WA.
- The ERS Directorate structure is comprised of three functional streams and ERS Executive Services:
- ERS Executive Services
- Stream 1 is responsible for Regional Response and Coordination
 - Immediate Response
 - Metropolitan and Regional Preparedness
 - Stakeholder engagement

ERS new permanent structure

- Regional Training
- Locally led Recovery
- Special Projects

- Stream 2 is responsible for Strategy and Capability
 - Capability Mapping, Intelligence and Reporting
 - Monitoring and Evaluation
 - Stakeholder Engagement and Specialist Practice
 - Training and Development
 - Recovery
 - National and State Level Committees
 - DRFA and Special Projects

- Stream 3 is responsible for Business Services
 - Human Resources including the coordination of Emergency Response Teams and Surge Workforce personnel
 - Finance
 - Business Support and Administration
 - ERS Systems
 - Procurements, Grants, and Contracting
 - Logistics
 - Disaster Response Hotline
 - DRFA Acquittals

Local EM Information

In the event of an emergency please call the ERS State On-Call Coordinator on 0418 943 853, this number is manned 24/7.

- The new permanent structure is being established in the Wheatbelt. Amended contact details are:
 - Regional Manager ERS – Mark Schorer
mark.schorer@communities.wa.gov.au 0429 108 226
 - Regional Coordinator ERS – Michael Phillips
michael.phillips@communities.wa.gov.au 0477 763 077
 - Regional Officer ERS – Jo Spadaccini
joanne.spadaccini@communities.wa.gov.au 0429 102 614

- Please amend your contact registers and email distribution list to include all of us for meetings, exercises or information requests, so we can ensure Communities attendance at LEMCs and exercises, and timely replies to other emails.

Local EM Information

- Evacuation Centre Audits – Please contact us if you are having issues with completing your audits. Thank you to the Shires who have completed and returned them.
- Local Emergency Welfare Plans (LEWP) transitioning to Local Emergency Relief and Support plans (LERSP) – To ensure the new LERSP contains accurate details for your Shire, please provide any changes to the current LEWP to be included in the new LERSP.
- Training Requests – Evacuation Centre training is available for Shire staff and LEMC members and can be planned around a LEMC or as a standalone session. Our training calendar is filling up, if you are interested in scheduling training this year, please email the team and we be in touch to book you in.

Regards

Jo Spadaccini

Regional Officer, Wheatbelt

Emergency Relief and Support

Department of Communities

Wheatbelt

T: 0429 102 614

E: joanne.spadaccini@communities.wa.gov.au

Shire of Lake Grace

Bushfire Advisory Committee

Minutes

26 March 2024

Meeting Commencing at 4.00pm

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/Committee meetings or during formal/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/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.



Contents

<u>1</u>	<u>OPENING & ANNOUNCEMENT OF VISITORS</u>	<u>3</u>
<u>2</u>	<u>ACKNOWLEDGEMENT OF COUNTRY</u>	<u>3</u>
3	RECORD OF ATTENDANCE	3
4	MINUTES OF PREVIOUS MEETING	4
4.1	BUSINESS ARISING FROM THE MINUTES	4
<u>5</u>	<u>DISCUSSION – FIRE WEATHER OFFICER(S).....</u>	<u>6</u>
<u>6</u>	<u>REPORTS</u>	<u>6</u>
6.1	CHIEF BUSHFIRE CONTROL OFFICER.....	6
6.2	DEPUTY CHIEF BUSHFIRE CONTROL OFFICER(S)	6
6.3	BRIGADE CAPTAINS	6
6.4	DEPARTMENT OF FIRE AND EMERGENCY SERVICES.....	8
6.5	DBCA PARKS & WILDLIFE SERVICE	8
6.6	COMMUNITY EMERGENCY SERVICES MANAGER	9
6.7	REGIONAL OPERATIONS ADVISORY COMMITTEE	9
7	NOMINATIONS FOR ROLES.....	9
7.1	NOMINATION FOR AND ELECTION OF PRESIDING MEMBER.....	10
7.2	NOMINATIONS FOR FIRE CONTROL OFFICERS.....	10
<u>7.3</u>	<u>NOMINATION OF AUTHORISED OFFICERS.....</u>	<u>13</u>
<u>8</u>	<u>GENERAL BUSINESS</u>	<u>15</u>
8.1	Water Requirement – Harvest/Agricultural Activities.....	15
8.2	Membership Check/ Updates	16
8.3	Local Government Grant Scheme (LGGS) Grant.....	16
8.4	Brigade Meetings	16
8.5	General Business from the Floor.....	16
<u>9</u>	<u>MEETING CLOSED.....</u>	<u>17</u>
<u>10</u>	<u>CERTIFICATION</u>	<u>17</u>

Minutes of the Bush Fire Advisory Committee Meeting held at the Newdegate Country Club, Waddell Street, Newdegate on 26 March 2024 at 4.00pm.

1 OPENING & ANNOUNCEMENT OF VISITORS

The Chairman Ross Chappell declared the meeting opened at 4:17 pm.

2 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 RECORD OF ATTENDANCE

Members	Delegate	Y/N	Deputy	Y/N
Councillor	Cr Ben Hyde	Y	Cr Anton Kuchling	Y
CESM	Mr Matt Castaldini	Y	Nil	
CBFCO	Mr David Roberts	Y	Nil	
DCBFCO	Mr Brad Watson	N	Nil	
Senior FCO – West	Mr Kevin Naisbitt	Y	Nil	
Senior FCO – Central	Mr Peter Walker	Y		
Senior FCO – East	Mr Hugh Roberts	Y		
Lake Grace North BFB - FCO x 1	Mr Evan Wyatt	Y	Mr Ross Chappell	Y
Lake Grace South BFB - FCO x 1	Mr Scott Strevett	N	Mr Kevin Naisbitt	Y
Newdegate North BFB - FCO x 1	Mr Bill Lloyd	N	Mr Ian Lloyd	Y
Newdegate South BFB - FCO x 1	Mr Geoff Richardson	Y	Mr Wes Hall	Y
Newdegate Town BFB - FCO x 1	Mr Cal Tonkin	N		
Varley BFB - FCO x 1	Mr Ben Hyde	Y	Mr Craig Newman	Y
Lake King - FCO x 1	Mr Jason Sugg	Y		
Mt Madden / Dunn Rock BFB - FCO x 1	Mr Anthony Teale	N	Mr Lindsay Brownley	N

Other Attendees:

Dean Rintoul
Amanda Giles
Dwight Ness
Craig Shalders

Apologies:

Anthony Teale
 Lindsay Brownley
 Rhys De Landgraft
 Tyson De Landgraft
 Scott Ball
 Scott Strevett
 Brad Watson
 Aaron Guelfi

4 MINUTES OF PREVIOUS MEETING

BFAC Resolution:

That the minutes of the Bush Fire Advisory Committee meeting held on 17 October 2023 be confirmed as a true and accurate record.

Moved: David Roberts
 Seconded: Hugh Roberts

CARRIED

4.1 BUSINESS ARISING FROM THE MINUTES

An update will be provided by relevant responsible person for each item.

Meeting Date	Brigade / Report Title	Details of Required Action	Resp. Officer	Current Status	Action Completed
17/10/2019	Service Medals	Medals to ordered for 3 members. Ceremony to be organised.	Doug Dunham, Brad Watson and Cr Chappell to coordinate the event with the CEO.	Medals arrived, at the Shire. FCOs to decide who gets medals. 26/3 – CBFCO FCOs to finalise after this meeting.	Ongoing
02/07/2020	Radio communication issues	Ongoing liaison regarding tower location.	DFES GS/ Operational Communications	Project no longer going ahead. DFES investigating alternative technologies	Ongoing

2022	Shire BFB Life Membership	Proposal to establish a Shire BFB Life Membership for recognition of outstanding service.	CBFCO/CESM	Initial discussion. Criteria: CBFCO/DCB FCO/FCO/Captains extended or exceptional service. Timber board to be established at the Shire office. A shire magnet Name Badge or small trophy suggested.	Ongoing
29/03/2023	Change Prohibited Burning Time	BFAC endorse extending the PBT from 31 Jan to 28 Feb.	CESM / DFES Legal	Completed	Remove
17/10/2023	BFBs to have Meetings	CBFCO Roberts requested that all BFBs need to have meetings to engage the community with local FCOs. Brigades to each get a WhatsApp group to help facilitate coordination.	Captains	WhatsApp groups setup and are used.	Ongoing
17/10/2023	Map of Weather Stations	Matt noted it would be beneficial to have a map showing the location of private and DPIRD weather stations.	CESM		Complete - Remove
17/10/2024	BEATs – Automatic mobilisation	CESM created polygons to represent response areas as discussed. Associated paperwork completed to get it entered into CAD (computer aided dispatch) which is used following a 000 call.	CESM		Complete - Remove

5 DISCUSSION – Fire Weather Officer(s)

CESM: Discussed Fire Weather Officers;

When the AFDRS came in, we all looked at the FBI 40 threshold thoroughly, but didn't look at the Permit threshold the same. The Bushfire Act allows a Gazetted Fire Weather Officer to validate a permit when the FDR is forecast to be High.

As a guess from discussions over the last few years there have been several days where it would have been ideal to burn between 8pm – 6am but the forecast was HIGH OR it was only just HIGH but we would have traditionally burnt in those conditions previously.

If as a group we can come up with a consensus permits could be issued and validated by a FWO in conditions that are appropriate for burning.

REMINDER:

- The FCO/FWO is responsible for applying appropriate conditions to the permit to ensure the application of fire is done safely.
- It is the responsibility of the PERMIT HOLDER to comply with the conditions, including checking the weather and FBI number before starting.

Consensus: We will discuss an appropriate threshold out of session and we will appoint a FWO and DFWO per Zone in the Shire.

The Designated FWO(& FCO) will be the primary permit issuer for the Zone.

6 REPORTS

6.1 CHIEF BUSHFIRE CONTROL OFFICER

Very Quiet summer with only 1 big fire.

Well done to the FCOs who went to Dragon Rocks, I only heard good feedback
Thanks – New FCOs
Thanks Ross going to ROAC.

Thanks Matt, we appreciate your efforts.

Rocket to email.

6.2 DEPUTY CHIEF BUSHFIRE CONTROL OFFICER(S)

Nil

6.3 BRIGADE CAPTAINS

Lake Grace North BFB (Farm Response)

Nil

Ross Chappell:

Lake Grace had Loan Fire Truck over harvest. We had a run down one morning which was good. We negotiated to store it in the old Ag department sheds east of town so it was centrally located.

We had a meeting combined with LG South with bacon & eggs, issued PPC and discussed several things with a great turnout.

Lake Grace South BFB (Farm Response)

Uneventful Harvest period which was good. We joined the combined meeting prior to harvest which was good.

Lake Grace Town BFB

We took the loan fire truck out for a few runs to represent the brigade.

Newdegate North BFB (Farm Response)

Peter Walker:

It was disappointing that people were still harvesting when the Doug Giles fire happened. Even people a couple of paddocks away. We need to continue discussions about pulling up and helping, as well as applying an HVMB sooner.

Dragon Rocks Nature Reserve Bushfire, great result and effort put in by all crews. We had some challenges with crewing the fire truck and the requirement for training. We will need to work through those challenges ahead of the next season.

Thanks to Matt, Evan and the attending FCOs for your efforts at Dragon Rocks, we had a great result.

ACTION: FCOs to provide a situation report (SITREP) so the CBFCO/CESM/Shire can send out a HVMB message for the relevant zone.

Newdegate South BFB (Farm Response)

Wes Hall:

Also agree with the comments about people continuing harvesting with the Doug Giles fire.

We need to better coordinate Mop Up as it wasn't very well organised, with only a few people left to do all the work.

The Newdegate area needs more PPC, especially hearing that Lake King, Mount Madden, Lake Grace have all received some.

CESM: We have some allocated in the current period for Newdegate, I will work with FCOs after to prioritise names.

Other than the Doug Giles fire, there were only a couple of small fires, out within 20mins.

Newdegate Town BFB

Nil

Varley BFB

Ben Hyde:

Varley has established its WhatsApp group and it is working well.

Kulin had a loan truck at Holt Rock from DFES, which was utilised well.

Lake King Town BFB

Jason Sugg:

We have been fairly quiet, and working on getting more members in town to support the town response. We have provided support for a few vehicle accidents in Lake King lately.

Mount Madden/ Dunn Rock BFB (Farm Response)

Anthony Teale: (Sent with CBFCO)

We had a quiet season, only 1 larger incident. Big thanks to the volunteers who attended incidents and meetings.

6.4 DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Attached

6.5 DBCA PARKS & WILDLIFE SERVICE



Department of **Biodiversity,
Conservation and Attractions**



Mitchell Davies Regional Operations Manager Wheatbelt Region

Bushfire Mitigation

Parks and Wildlife Service, Wheatbelt Region completed four of its planned burns and partially completed another 4. The majority of the burns completed were in the Northern Wheatbelt or the Southern Rangelands east of Hyden. We did commence a burn in Dryandra and North Tarin Rock.

We completed the mitigation works (Scrub Rolling) planned in Lake Magenta, Silver Wattle and the UCL south of the Newdegate – Ravensthorpe Road in the Shires of Kent and Lake Grace.

Reporting Fires to Parks and Wildlife Service

All fires effecting or threatening Parks and Wildlife Service managed land in the Wheatbelt needs to be reported to the Duty Officer on **9881 9200**. This number is available 7 days a week.

The Wheatbelt Region continues to provide bushfire resources that are available on a roster system throughout the bush fire season including weekends and public holidays.

6.6 COMMUNITY EMERGENCY SERVICES MANAGER

As mentioned by Rocket, I have secured the role of Area Officer Midwest in Geraldton and will be finishing up here on 19 April.

It has been a pleasure working with you all and helping to build your capabilities around fire management. We have had our challenges but we have also gotten a lot done. I am confident that there are a number of things that we have simplified or made more efficient to ease the burden on the CBFCO for coordination.

I will miss you all and seeing you continue to learn and grow in your journey as FCOs. I wish you all the best and thank you for having me.

6.7 REGIONAL OPERATIONS ADVISORY COMMITTEE

Matt & Ross attended the ROAC on 07 March 2024 in Narrogin.

There were some really good presentations and discussions at the ROAC meeting including; LGGS (Local Government Grant Scheme), LGIS (Local Government Insurance Scheme) and Safety.

The LGGS team shared that DFES receives roughly \$440m from ESL and ~\$34m of that is allocated to BFB and SES. Of that the significant amount goes on annual operating expenses and the balance is divided amongst capital expenditure requests for buildings and new trucks. Good discussion was held about volunteer PPC/E availability and the challenge to get sufficient funds to meet our WHS requirements. Mr Garry Kravainis requested that all Shires submit their gap of PPC when submitting their LGGS responses so they could gather data on that. The committee requested that DFES seek funding from the State to bridge the PPC/E gap for all volunteers.

It was discussed that due to LGIS being a mutual fund and that there have been a few significant and tragic incidents lately, insurance premiums were set to rise from ~\$105pp to ~\$135-145pp for the upcoming financial year. This presents a significant impact to low budgets through LGGS.

The CBFCO of Cuballing reported they had a significant burn trauma occur to one of their volunteers before Christmas. On reflection he wanted to stress to everyone that we only have one chance at safety. In the blink of an eye a normal situation can go to a traumatic or potentially tragic one. We need to do better with compliance on PPC/E and training to protect our people.

7 NOMINATIONS FOR ROLES

We now declare all roles vacant and proceed to nominations for roles.

7.1 NOMINATION FOR AND ELECTION OF PRESIDING MEMBER

As per the Terms of reference, BFAC members are to appoint a presiding member. The presiding member can be any of the members of the committee.

All nominations will be voted En Bloc.

Presiding Member	
Nominee:	Ross Chappell

7.2 NOMINATIONS FOR FIRE CONTROL OFFICERS

NOMINATIONS FOR FCO

Legal Implications

S.38. Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

The presiding member to call for nominees to the role of Bush Fire Control Officer.

Fire Control Officers		
District:	Name:	Call Sign:
Lake Grace North	Evan Wyatt	Lake Grace North 11
	Brad Watson	Lake Grace Deputy 1 <i>(Lake Grace North 12)</i>
	Ross Chappell	Lake Grace North 16
Lake Grace South	Kevin Naisbitt	Lake Grace South 22
	Scott Strevett	Lake Grace South 24
Lake Grace Town	Chad Stanton	N/A
Newdegate North	Bill Lloyd	Newdegate North 30
	Ian Lloyd	Newdegate North 32
	Aaron Guelfi	Newdegate North 35
	Dean Rintoul	Newdegate North 36
	Craig Shalders	Newdegate North 38
Newdegate South	Peter Walker	Newdegate North 39
	Dwight Ness	Newdegate South 40
	Geoff Richardson	Newdegate South 42

	Wes Hall	Newdegate South 44
Newdegate Town	Callan Tonkin	Newdegate Town 1
Varley	Scott Ball	Varley 51
	Ben Hyde	Varley 52
	Craig Newman	Varley 53
Lake King	Jason Sugg	Lake King 54
	Hugh Roberts	Lake King 57
Varley Town	John Zurnamer	N/A
Mt Madden	David Roberts	Lake Grace Chief (<i>Mt Madden 60</i>)
	Lindsay Brownley	Mt Madden 62
	Anthony Teale	Mt Madden 63
Dunn Rock	Rhys De Landgraft	Dunn Rock 70
	Tyson De Landgraft	Dunn Rock 71
	Amanda Giles	Dunn Rock 72
Shire of Lake Grace		

NOMINATIONS FOR CBFCO & DCBFCO

Legal Implications

S.38. Local government may appoint bush fire control officer

- (1) A local government... shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

The presiding member to call for nominees to the role of Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).

Note: The CESM role is appointed as a DCBFCO, annual voting is not required.

Chief & Deputy Bush Fire Control Officers		
Role	Nominee	Callsign
CBFCO	David Roberts	Lake Grace Chief / LG Chief
DCBFCO	Brad Watson	Lake Grace Deputy / LG Deputy

NOMINATIONS FOR SENIOR FCO

The presiding member to call for nominees to the role of Senior Bush Fire Control Officer.

Senior Bush Fire Control Officers	
Senior Fire Control Officer - West	Kevin Naisbitt
Senior Fire Control Officer - Central	Peter Walker
Senior Fire Control Officer - East	Hugh Roberts

NOMINATION OF FIRE WEATHER OFFICERS

Legal Implications

A Fire Weather Officer may authorise a person who holds a permit to burn, to carry out that burn if the fire danger forecast is “catastrophic”, “extreme”, or “high”.

38. Local government may appoint bush fire control officer

(8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.

(17) A fire weather officer of an approved local government ..., may authorise a person who has received a permit under section 18(6)(a), to burn the bush ... notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “catastrophic”, “extreme”, or “high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.

Fire Weather Officers & Deputies	
Fire Weather Officers:	Deputy Fire Weather Officers:
Z1: Brad Watson	Z1: Evan Wyatt
Z2: Scott Strevett	Z2: Kevin Naisbitt
Z3: Ian Lloyd	Z3: Craig Shalders
Z4: Geoff Richardson	Z4: Dwight Ness
Z5: Hugh Roberts	Z5: Jason Sugg
Z6: Lindsay Brownley	Z6: Anthony Teale
Z7: Rhys De Landgraft	Z7: Amanda Giles

Acceptance and Resolution

BFAC Resolution:

That the Bush Fire Advisory Committee nominates to the CEO for the 2023/2024 bush fire season the persons listed as successful nominees in the Minutes of this meeting to be appointed to the positions of:

- Presiding Member
- Fire Control Officers
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Fire Weather Officers

Moved: Evan Wyatt

Seconded: Jason Sugg

CARRIED

7.3 NOMINATION OF AUTHORISED OFFICERS

Officers Authorised to issue Clover and Proclaimed Plant Burning Permits

Authorise the following persons, under s.24 of the Act, to issue clover and proclaimed plant burning permits in conjunction with the closest available Fire Control Officer to the person making the application:

Officers Authorised to issue Cover and Proclaimed Plant Burning Permits
Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer
Chief Executive Officer
Community Emergency Services Manager

NOTE: This has been changed to a perpetual nomination of the above roles, rather than an annual nomination. Appointments can be changed at any time as required.

Bush Fire Control Officers Authorised to issue Harvest & Vehicle Movement Bans

Authorise the following bush fire control officers, under r.38A of the Bush Fire Regulations 1954, to prohibit the or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times, or both, where the operation of such machinery is, in the opinion of the officer, likely to cause a bush fire, or would be conducive to the spread of a bush fire:

FCOs Authorised to issue Harvest & Vehicle Movement Bans
Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer(s)
Chief Executive Officer
Community Emergency Services Manager

NOTE: This has been changed to a perpetual nomination of the above roles, rather than an annual nomination. Appointments can be changed at any time as required.

Authorised Officers - Acceptance and Resolution

BFAC Resolution:	
That the Bush Fire Advisory Committee nominates to the CEO that the roles listed in the Minutes of this meeting to be appointed to the positions of:	
<ul style="list-style-type: none"> • Clover and Proclaimed Plant Burning Permits Authorised Officers; and • Harvest & Vehicle Movement Ban authorised officers. 	
Moved:	David Roberts
Seconded:	Kevin Naisbitt
CARRIED	

CBH Liaison Officers

The following bush fire control officers are authorised to liaise with CBH regarding ceasing of operations when a Harvest & Vehicle Movement Ban has been declared for the relevant district:

Harvest Ban – CBH Advisory Officers	
Mt Madden	
Lake King	
Varley	
Newdegate	
Lake Grace	
Dunn Rock	
Shire of Lake Grace	

Discussion: NOT REQUIRED, remove from future agendas.

8 GENERAL BUSINESS

8.1 Water Requirement – Harvest/Agricultural Activities

CBFCO – There are an increasing number of farmers with more than 1 header in the paddock, but only have a 600L fire unit. We need to change the requirements to better address the risk.

r38B. Equipment powered by internal combustion engine, power to prohibit operation of

- (1) Where, in the opinion of the bush fire control officer, the operation of any power saw, bag loader or other plant or equipment activated by internal combustion engine on any land in the district may constitute a fire hazard, he may, by wireless broadcast from a radio station giving broadcast coverage to the district, by publication in a newspaper circulating in the district or by written notice or oral direction given to any person or persons, subject to such direction as may be given by the local government, prohibit the operation of any such power saw, bag loader or other plant or equipment, until further notice, unless the operator has first —
- (a) provided, at the site of operation, such firefighting equipment, supply of water and other means of extinguishing fire as the bush fire control officer may, by the same means, direct; or
- (b) fitted to the engine by which the power saw, bag loader or other plant or equipment is activated a spark arrester of a suitable design, maintained in a clean, sound and efficient condition.

BFAC RESOLUTION:

Proposed wording for water requirement:

Pursuant to Bush Fires Regulations 1954 S.38B (1) (a) undertaking the below-listed agricultural activities shall have the following conditions;

- Provide an operational mobile firefighting unit with no less than 600 litres of water **per harvesting unit** (recommended 1200 litres),
- Minimum 6 metres of hose (recommended 30 metres) with a controlled nozzle,
- All portable fire unit shall be able to draw water (suction)
- Be located in the paddock where operations are occurring
- Self-propelled fire units are preferred with trailer units being accepted only if connected to a tow vehicle at all times.
- Mobile firefighting unit GVM and/or GTM shall not be exceeded pursuant to WHS legislation to maintain a safe work environment.

Specified activities;

- Grain harvesting
- Hay bailing
- Reefinancing
- Stubble crunching
- Rock raking
- Other activities as broadcast by the CBFCO, CESM or CEO.

Moved: David Roberts

Seconded: Jason Sugg

CARRIED

All voted in favour of including this new wording.

8.2 Membership Check/ Updates

- Brigade lists will be available to be reviewed after the meeting.
- If anyone has moved on and needs to be removed, please let the CESM know. It costs ~\$135-145 per active member for insurance which adds up.

8.3 Local Government Grant Scheme (LGGS) Grant

An offer of \$66,490.00 was received and a counteroffer of \$184,000.00 is being provided, noting the system does not have the allowance to provide this.

Our insurance is forecast to be \$58,310.00, leaving \$8,180.00 to cover everything else which is unrealistic.

We are also applying for 2 appliances, One each for Lake Grace North and Lake Grace South, and a secondary request in lieu of the two appliances, for a single appliance for the Lake Grace Town brigade.

8.4 Brigade Meetings

CBFCO – Reminded the Captains that all brigades need to have a meeting pre-harvest this year. (Late Sept/Early Oct)

8.5 General Business from the Floor

DFES/ DBCA Listed Contractors

Hugh Roberts: Requested a list of contractors for this area be provided.

Riding on Utes and Trailers

Jason Sugg: There is no need for people to be riding on trailers and utes anymore. All FCOs agreed to no riding on utes and trailers. CBFCO directed FCOs to strongly encourage all brigades that they don't want to see this happening in their interactions with brigade/ community members. Also, FCOs to raise this in pre-harvest Brigade meetings.

Riding on fire trucks with enclosed crew deck areas is ok when suppressing fires due to the enclosed nature and the ability for crews to duck and shelter from radiant heat.

Note: Concern was raised about insurance coverage if someone was injured and this direction was embedded into policy. At this stage, it will remain a unanimous consensus of the BFAC and a verbal direction to all responders in the Shire of Lake Grace.

Formal Vote of thanks for Matt.

Ross Chappell:

On behalf of the BFAC I would like to thank you for your hard work in coordinating training, building our compliance and improving our fire management culture. You have made a mighty effort. We have had CESMs for many years but Matt has brought significant change and improvement to where we are today. Thank you.

Moved: Ross Chappell
Seconded: David Roberts

CARRIED

9 MEETING CLOSED

Presiding member Ross Chappell congratulated the appointees and closed the meeting at 6:12pm.

10 CERTIFICATION

I, _____ certify that the Minutes of the Bushfire Advisory Committee meeting held on 26 March 2024 as shown were confirmed as a true record.

Presiding Member Signature

Date



Lake Grace LEMC Report

14 March 2024

BUSHFIRE SEASON SUMMARY – to date

- The WA Large Air Tanker was scheduled to begin operations on 1 December but was brought forward to 4 November.
- The two Black Hawk helicopters based in Serpentine and two Helitaks based in Gingin were activated almost three weeks ahead of schedule while Helitaks in Busselton were activated a month early. The State Government funded aerial fleet consists of more than 30 rotary and fixed-wing suppression and aerial intelligence aircraft and is jointly managed by DFES and the Department of Biodiversity, Conservation and Attractions.
- There have been 3757 bushfires across the State since October, an increase of 33 per cent for the same period last season (2816 bushfires between 1 October 2022 – 24 Feb 2023).
- In Our Region we had some early significant fires at Corrigin, Shire of Pingelly and Cuballing including a run of deliberately lit fires commencing early in October 2023.
- Grain Harvest Strategy with forward basing of fixed wing bombers into Narrogin was once again successful – DBCA will discuss the results.
- Header Fires record through Incident Reporting System this season in Upper great Southern stand at 15 with a further 11 from other machinery. A correlation to a brand or cause is not evident in our data
- The regional staff and volunteers supported many deployments during this season. These were for fire, cyclone and flood events. Especially towards the Metropolitan area, Great Southern, Kimberly's and Midlands/ Goldfields.
- Closer to Lake Grace was the Dragon Rocks Fire, Grillis Rd Fire, Esperance fires and Green Range fires in Albany. Local crews, those many who support including the CESM Matt are to be congratulated on for their comprehensive work and partnership with agencies to keep the community safe.

Key Learnings/ Considerations

Three areas of learning for us as an LEMC to consider post this season

- **Safety** – There was a tragic incident resulting in loss of life in Esperance and in our own region several injuries. The importance of good training, PPE and safe practise to keep all responders safe is continued to be significant.



Lake Grace LEMC Report

14 March 2024

- **Weather Event – Power disruption** – there was a significant event earlier this year that caused us to consider emergency communications and their importance when power and comms are lost for long period of time and how that plays on service delivery.
- **Fire Risk season continues:** It is probable that April 2024 is hotter than normal, and likely that it is drier than normal based on seasonal outlook even though we have had some patches of rainfall in the UGSR.

Other Bushfire Statistics of interest

- DFES' aerial fleet has flown more than 1640 hours across 152 incidents, dropping 12,262,946 litres of water and retardant on firegrounds.
- Large Air Tankers have flown 74 hours and dropped 856,372 litres of water and retardant on firegrounds this season

Upcoming Events

Storm Season: Storms can happen anywhere, any time. Make sure you know the risks and understand the importance of preparing for storms. <https://www.dfes.wa.gov.au/hazard-information/storm>

Newdegate Field Day Sept 2024: Partnering with the Shire of Lake Grace Display from a community preparedness perspective but aware of the influx of roadway movements.

Many thanks,

Gavin Stevens

Area Officer Narrogin East

0475 224 640

AOEastUpperGreatSouthern@dfes.wa.gov.au

Shire of Lake Grace

Audit Committee Meeting

Minutes

27 March 2024

Meeting Commencing at 3:00pm



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 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.

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.

CONTENTS

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2.0	ACKNOWLEDGEMENT OF COUNTRY.....	3
3.0	RECORD OF ATTENDANCE/APOLOGIES/ LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	3
4.0	RESPONSE TO PREVIOUS PULIC QUESTIONS TAKEN ON NOTICE.....	3
5.0	PUBLIC QUESTION TIME	3
6.0	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
7.0	NOTATIONS OF INTEREST	4
7.1	DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A.....	4
7.2	DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B	4
7.3	DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C	4
8.0	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
9.0	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .	5
10.0	CONFIRMATION OF MINUTES	5
10.1	AUDIT COMMITTEE MEETING – 20 DECEMBER 2023	5
11.0	REPORTS OF OFFICERS	5
11.1	COMPLIANCE AUDIT RETURN 2023	5
12.0	CLOSURE.....	8
13.0	CERTIFICATION.....	8

SHIRE OF LAKE GRACE

Minutes of the Audit Committee Meeting to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 27 March 2024.

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson of the Audit Committee opened the meeting at 3pm.

2.0 ACKNOWLEDGEMENT OF COUNTRY

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)

Present

Cr S Hunt	Chairperson
Cr B Hyde	
Cr R Lloyd	
Mr P Stoffberg	

In Attendance

Mr A George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive officer
Mrs T Hall	Manager Corporate Services
Mr Craig Elefsen	Manager Infrastructure Services

Apologies

Nil

Leave of Absence

Cr LW Armstrong

Observers/Visitors

Cr R Chappell
Cr D Clarke

4.0 RESPONSE TO PREVIOUS PULIC 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 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

RECOMMENDATION / RESOLUTION

Moved **Cr Lloyd**
Seconded **P Stoffberg**

The committee approves Leave of Absence for Cr Armstrong from 26 March 2024 to 29 March 2024.

CARRIED

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.0 CONFIRMATION OF MINUTES

10.1 AUDIT COMMITTEE MEETING – 20 DECEMBER 2023

RECOMMENDATION / RESOLUTION

Moved: P Stoffberg
Seconded: Cr Hyde

That the minutes of the Audit Committee Meeting held on 20 December 2023 be confirmed as a true and accurate record.

CARRIED 4/0

11.0 REPORTS OF OFFICERS

11.1 COMPLIANCE AUDIT RETURN 2023

Applicant: Internal Report
File No. 0229
Attachments: Shire of Lake Grace 2023 Compliance Audit Return
Author: Mr Chris Paget – Deputy CEO
Disclosure of Interest: Nil
Date of Report: 21 March 2024
Senior Officer: Mr Alan George - Chief Executive Officer

Summary

The purpose of this report is for the Audit Committee to recommend that Council adopt the statutory Local Government Compliance Audit Return (CAR) for the year ending 31 December 2023.

Background

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December 2023. Once received and endorsed by Council, the certified return then needs to be submitted to the Director General, Department of Local Government, Sports and Cultural Industries by 31 March 2024.

The Compliance Audit Return must be:

1. reviewed by the Audit Committee;
2. presented to Council at a meeting of the Council;
3. adopted by the Council and certified by the President and CEO, then
4. recorded in the minutes of the meeting at which it is adopted.

The Compliance Audit Return is intended to assist Council in monitoring its organisational functions and provides an additional element of accountability through a check on internal management systems, procedures and record keeping. This in turn demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice methods. Council is required to note any areas of non-compliance and endorse remedial action. The Audit is provided by the Department of Local Government through their secure website CAR reporting portal, and is required to be completed by every local government in Western Australia.

Comment

There were three items of non-compliance noted out of the total 95 questions included in the Shire of Lake Grace 2023 CAR, and this equates to an achievement rate of 96.84% which is slightly lower than the 2022 result of 97.83%.

The non-compliant matters identified for the three CAR topic areas are as follows:

Disclosure of Interest

(Page 3 No.5) Local Government Act s5.76 Annual Returns: 2 employee annual returns were received on 1 September 2023, thus 1 day overdue. 1 Councillor's annual return was received on 4 September.

Integrated Planning and Reporting

(Page 9 No.1) Admin Reg 19C: The existing Shire of Lake Grace Strategic Community Plan was adopted by absolute majority of Council on 28 June 2017, and the overdue major review including community consultations was carried out in 2023. The final draft of the new SCP was adopted by Council on 21 February 2024.

Other / Optional Questions

(Page 11 No.7) Local Government Act s5.127: A report on Councillor training undertaken for the 2022/23 year was prepared as required, however the during the cutover process to the new Shire website a report from a prior year was retrieved and made available for public access in error. This has now been corrected.

Statutory / Legal Implications

Local Government Act 1995 section 7.13(i)
Local Government (Administration) Regulations 1996 - Regs 13, 14 & 15
Local Government (Audit) Regulations 1996
Local Government (Elections) Regulations 1997
Local Government (Functions and General) Regulations 1996
Local Government (Rules of Conduct) Regulations 2007

Policy Implications

Not applicable

Consultation

Internal:

Mr Alan George - Chief Executive Officer

Mr Chris Paget – Deputy CEO

Mrs Tegan Hall – Manager Corporate Services

Mr Craig Elefsen – Manager Infrastructure Services

Shire Administration, Infrastructure & Finance staff

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	8.3	Provide strategic leadership and governance
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 required.

RECOMMENDATION/RESOLUTION

RESOLUTION

Moved: Cr Lloyd

Seconded: Cr Hyde

That the Audit Committee recommends to Council that it:

1. Adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2023 to 31 December 2023 for the Shire of Lake Grace; and
2. Instructs the CEO to submit the certified 2023 Compliance Audit Return to the Department of Local Government, Sport & Cultural Industries by 31 March 2024.

CARRIED 4/0

12.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at 3.05pm.

13.0 CERTIFICATION

I, Stephen Gordon Hunt, certify that the minutes of the Meeting held on Wednesday 27 March 2024 as shown were confirmed as a true record of the meeting.

Signature

Date



OCM 24 April 2024

Attachment to Item 14.4.1

Standardised Meeting Procedures

WALGA DISCUSSION PAPER

Contents

PURPOSE OF WALGA DISCUSSION PAPER.....	3
PART 1 – GENERAL MEETING PROCESS	4
1. Calling meetings.....	4
2. Agendas and order of business	5
3. Urgent business	6
4. Quorum.....	7
5. Adjourning a meeting	7
PART 2 – PUBLIC PARTICIPATION	9
6. Public question time	9
7. Presentations at council	11
8. Petitions	12
PART 3 – CONDUCT OF DEBATE.....	14
9. Orderly conduct of meetings.....	14
10. Motions and amendments	15
11. Debate on a motion.....	16
12. Questions by members	17
13. Procedural motions	18
14. Adverse reflection	19
PART 4 – OTHER MATTERS	20
15. Meeting minutes and confirmation.....	20
16. Electronic meetings and attendance.....	21
17. Council committees.....	22
18. Meetings of electors	23
19. Any other matters.....	23
SUBMITTING FEEDBACK TO WALGA	24

PURPOSE OF WALGA DISCUSSION PAPER

WALGA is conscious that Local Government consultation leading to the development of the *Local Government Amendment Act 2023* evidenced broad sector support for standardisation of meeting procedures.

WALGA is equally aware that while many current Meeting Procedures / Standing Orders Local Laws include a solid core of common provisions, there is also some diversity across a range of Local Laws content.

We therefore recognise the challenge inherent in developing standardised meeting procedures and the potential they may differ significantly from, or even exclude, well-entrenched Local Law practices and procedures applied at Council and Committee meetings. Participating in the consultation process is therefore crucial to developing workable standardised meeting procedures.

The WALGA Discussion Paper is developed with a view to being read in conjunction with the Department of Local Government, Sport and Cultural Industries Standardised Meeting Procedures Consultation Paper, released in February 2024.

Our Discussion Paper melds the Consultation Paper content with WALGA Comment that is intended to provoke thought and lead to a considered response to the 34 questions posed by the Department. It is WALGA's recommendation that Local Government administrators and Council Members work collaboratively in determining a response to the Consultation Paper. This can be facilitated through informal workshops or a more formal approach at a Council meeting.

WALGA would greatly appreciate receiving your formal response by close of business Monday 29 April 2024. This is a different timeframe to the Department's Consultation Paper closing date of 29 May 2024, however it is necessary to facilitate development of a consolidated advocacy position that reflects the aggregated views of the sector on standardised meeting procedures.

Contacts:

Tony Brown

Executive Director, Member Services

Contact: (08) 9213 2051 or tbrown@walga.asn.au

James McGovern

Manager Governance and Procurement

Contact: (08) 9213 2093 or jmcgovern@walga.asn.au

PART 1 – GENERAL MEETING PROCESS

DLGSCI Consultation Paper

1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

WALGA Comment

Currently there is no time-based provision relating to calling a Special Council Meeting, with start times based on availability of attendees, identified urgency of a matter and adopting a common-sense approach. In recognition of exceptional circumstances, consider:

- Will an absolute majority of Council Members always be available/contactable if an emergency situation necessitates a special meeting?
On most occasions
- Should the Mayor or President be empowered to call a Special Council Meeting during an emergency, public health emergency or state of emergency, similar to emergency powers under section 6.8(1)(c) of the Act? **Definitely**

1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? **Yes / No**
 - (a) If no, please provide a suggested alternative.
2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? **Yes**
 - (a) If yes, please provide examples and the suggested alternative.

DLGSCI Consultation Paper

2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

WALGA Comment

Some Meeting Procedures / Standing Orders Local Laws have dispensed with the Order of Business; is it necessary to regulate an Order of Business?

If the Order of Business is to be regulated, should the Regulations provide some flexibility for Local Governments to change their Order of Business; for example, bringing forward a matter of public interest is current common practice. **Yes, some flexibility should be retained.**

3. Is the proposed order of business suitable? Yes / No

(a) If no, please provide a suggested alternative

DLGSCI Consultation Paper

3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

WALGA Comment

If the CEO determines items of urgent business, is it appropriate to involve the Department in monitoring the CEO's performance given this is the role of Council?

Why is it necessary to notify the Dept? More unnecessary red tape. Only if requested by Council to do so.

Should a Council Member be permitted to introduce an urgent matter for consideration under a Notice of Motion? Yes, provided all information required is available

Should a definition of 'urgent business' be included in standardised regulations, or should this be a matter of Policy? Yes.

4. Are the proposed requirements for urgent business suitable? Yes / No

(a) If no, please provide a suggested alternative.

The Dept needs only to be notified if it is requested by council.

DLGSCI Consultation Paper

4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
 - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
 - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

WALGA Comment

Is there potential for proposed standardised regulations to replicate existing regulation 8?

Should the presiding member be empowered to set the date and time to reconvene a meeting adjourned due to lack of quorum? **Yes**

- | |
|--|
| <p>5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No</p> <p>(a) If no, please explain why and the suggested alternative, if any.</p> |
|--|

DLGSCI Consultation Paper

5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted

- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting
- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

WALGA Comment

There are a variety of meeting starting times, therefore is the proposal to regulate that meetings must always adjourn at 11pm appropriate? Could the meeting closure time be based on a standard number of hours commencing from the opening of a meeting?

Not likely to happen in SoLG

Is a procedural motion to extend time, by absolute majority, a valid option? **N/A**

Is employee **and Councillor** work, health and safety an equal consideration when determining the earliest a meeting can reconvene? If so, should the CEO have an active role in determining the time the meeting reconvenes? **CEO should be consulted if necessary**

- | |
|---|
| <p>6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No</p> <p>(a) If no, what is the suggested alternative?</p> |
|---|

PART 2 – PUBLIC PARTICIPATION

DLGSCI Consultation Paper

6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO

- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased

WALGA Comment

Do the proposals provide appropriate balance between the right of the public to ask questions and the community expectation that Councils efficiently transact meeting business and make decisions? **Yes**

The public question time provisions under section 5.24 of the Act and the Local Government (Administration) Regulations do not specify that a member of the public must identify themselves. Is it appropriate that a person will be required to identify themselves, or should this be discretionary to permit a right to privacy. **It would be appropriate that they identify themselves regardless if they are known**

Should a Council Member be permitted to act as a personal representative and ask a question on behalf of an absent member of the public? Should members of the public always be present to ask their question? **Council Members should not act as a personal representative, but should be able to present a question from a ratepayer, providing that person is identified.**

7. **Is the existing minimum allocation of 15 minutes for public question time sufficient? **Yes** / No**

(a) If no, what minimum time limit do you suggest?

8. **Is 2 minutes enough time for a member of the public to ask a question? **Yes** / No**

Common sense to prevail

(a) If no, what time limit or other method of allocating questions do you suggest?

9. **Should any other standard requirements for public question time be established? **Yes** / No**

(a) If yes, please provide details. **The Presiding Member should have the ability to extend question time by a further 15 minutes if supported by a majority of council.**

10. Should a personal representative be able to ask a question on behalf of another person? Yes / No As long as that person is identified.

(a) If no, please provide your reasons.

DLGSCI Consultation Paper

7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

WALGA Comment

Should an applicant provide details of their proposed topic and context when making a request to provide a presentation, to permit the CEO to advise Council on relevant legal, financial or other implications? **Yes**

Should the decision to allow a presentation be made by the presiding member in consultation with the CEO, rather than being made by one or the other? **Consultation would be preferred.**

11. **Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No**
- (a) If no, please provide reasons. **It may be an upcoming matter that may affect the community or provide prior information to Council of an upcoming matter of some importance**
12. **Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No**
- (a) If no, please provide reasons and suggest an alternative.
13. **Should a standard time limit be set for public presentations? Yes / No**
- (a) If no, please provide reasons.
14. **Would 5 minutes be a suitable time limit for public presentations? Yes / No**
But some discretion to extend should be given to the Presiding Member
- (a) If no, please provide reasons and suggest an alternative.

DLGSCI Consultation Paper

8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to

respond, such as by seeking a report from the CEO

- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

WALGA Comment

Should rejection of a petition extend to cases where the petitioned action will breach a written law and related imperatives, such as a public health emergency declaration?

15. Do the proposed regulations provide an effective system for managing petitions? **Yes / No**

(a) If no, please provide reasons and suggested alternatives.

PART 3 – CONDUCT OF DEBATE

DLGSCI Consultation Paper

9. Orderly conduct of meetings

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
 - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach
 - if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.

WALGA Comment

**Are the proposed presiding member powers sufficient to maintain order at meetings?
Are additional powers required?**

Clause 10 of the Model Code of Conduct includes matters that must be observed by Council and Committee Members attending Council meetings, enforceable through the behavioural complaints process. Are the proposed new duties of persons present at meetings similar to the expected behaviours expressed in the Model Code?

The proposed minor breach of the presiding member includes ‘unreasonable’ conduct; should the regulations be limited to actual contraventions of the Act, Regulations or Code of Conduct?

16. Do these measures provide a suitable framework to maintain order in meetings?

Yes / No

(a) If no, what are the suggested changes?

DLGSCI Consultation Paper

10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO’s recommended motion, passing motions “en bloc”, and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the

meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

WALGA Comment

It is relatively common for Agendas to be prepared well in advance of the Council meeting so that Agenda Briefing sessions can be held. Should a notice of motion be provided within the established Agenda preparation timeframe of each Local Government?

Should a notice of motion be received by Council resolution to indicate support prior to the Administration preparing a detailed report?

Should a CEO be empowered to reject any notice of censure motion from a Council member, given this equates to adverse reflection?

17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No

(a) If no, what is your suggested alternative?

18. Are these proposals for motions suitable? Yes / No

(a) If no, please provide reasons

DLGSCI Consultation Paper

11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion
- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice –

except for the mover's right of reply, or if the council decides to allow further debate

- no member can speak for longer than 5 minutes without the approval of the meeting.

WALGA Comment

Should regulations provide for Council to suspend formal debate rules to enable members to speak more than once on a specific item? Yes

19. **Do you support these rules for formal debate on a motion or amendment? Yes / No**
(a) If no, what is your suggested alternative?
20. **Is 5 minutes a suitable maximum speaking time during debate? Yes / No**
(a) If no, what should be the default maximum speaking time?
21. **Is a general principle against speaking twice on the same motion suitable? Yes / No Unless Standing Orders are suspended**
(a) If no, please provide reasons.

DLGSCI Consultation Paper

12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO 0.0.0. clarifying questions during debate.

WALGA Comment

Questions from Council Members are an important part of the meeting, especially if a Local Government does not conduct Agenda Briefings in advance of ordinary Council meetings.

Should questions from Council Members only be asked at one particular part of the

meeting or be asked prior to debate on the agenda item to which the question relates?

Council members should be able to ask questions at any time with regard to that particular agenda item being discussed.

Could limiting questions to those provided the day before the meeting be counter productive to good decision making if the question relates to a matter on the Agenda?

Yes

With proposed new rules for public question time in mind, should questions by members also be limited by time and number in the interests of conducting efficient and effective meetings? Should the presiding member be empowered to rule on the relevance of a question? **Yes**

22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? **Yes / No**

(a) If no, please provide details.

23. Is 1 day of notice for a question from a council member sufficient? **Yes / No**

(a) If no, what is your suggested alternative and why?

At least one days notice is preferable but further questions at the time of the discussion of the agenda item should be allowable.

24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? **Yes / No**

(a) If no, what is your suggested alternative and why?

DLGSCI Consultation Paper

13. Procedural motions

Various procedural motions are provided for in each local governments’ meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)
- a motion to extend a member’s speaking time
- a motion to extend public question time

- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member's ruling (for example, to overturn the presiding member's direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

WALGA Comment

Procedural motions in current Local Laws are accompanied by qualifying provisions explaining their effect; for example, a person who has spoken on a motion cannot move to close a debate on the motion; and the mover of some procedural motions can speak to the motion but cannot speak to some others.

Are some qualifying provisions still necessary to ensure fair and equal participation in the meeting? Or should all procedural motions be put without debate?

- 25. Should any of these procedural motions not be included? Yes / No**
- (a) If yes, please identify which motions and why they should not be included.
- 26. Are any additional procedural motions needed? Yes / No**
- (a) If yes, please provide suggestions and explain why.

DLGSCI Consultation Paper

14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a

point of order with the presiding member.

WALGA Comment

With compulsory public broadcasting and audio recording of ordinary Council meetings imminent, should adverse reflection be elevated from a behavioural or minor breach to a serious breach of the Act?

27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No

(a) If yes, please provide more information to explain the circumstances.

PART 4 – OTHER MATTERS

DLGSCI Consultation Paper

15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting

WALGA Comment

The confirmation of minutes ensures that a true and correct record of a meeting is kept. Currently, a simple majority of Council Members must agree to any proposed amendments. Are additional rules required?

28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No

(a) If no, how much notice should be required and why?

DLGSCI Consultation Paper

16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

WALGA Comment

Is the '50% rule' (refer: regulations 14C(3) and 14D(2A) of the *Local Government (Administration) Regulations*) for electronic attendance at in-person meetings and holding electronic meetings clearly understood? Is it proving to be easily applied?

Should the definition of 'meeting' (refer: regulation 14C(1) of the *Local Government (Administration) Regulations*) be amended to permit electronic attendance at electors' meetings? **No**

29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? **Yes / No / Unsure or unable to comment**

(a) If no, please explain why.

30. Has the ability for individual members to attend meetings electronically been beneficial? **Yes.**

(a) If no, please explain why.

31. Do you think any changes to electronic meetings or electronic attendance are required? **Yes / **No** / Unsure or unable to comment**

(a) If yes, please provide details of the changes and explain why they are needed.

DLGSCI Consultation Paper

17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

WALGA Comment

Many current Local Laws include requirements additional to sections 5.8 to 5.18 of the Act for establishing committees, that include assigning terms of reference and requirements for reporting to Council. Are similar establishment provisions required in standardised regulations?

If a committee has delegated authority to make decisions, should it follow that the standardised regulations must apply as they do at the ordinary council meeting?

32. Are any other modifications needed for committee meetings? Yes / No

(a) If yes, please provide details of the modifications and explain why

DLGSCI Consultation Paper

18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

WALGA Comment

Should the presiding member powers for effective control of meetings always apply to electors' meetings? **Yes**

33. Should parts of the proposed standard apply at electors' meetings? **Yes / No**

(a) If yes, please explain what may be required. **Number of questions presented by a member of public and time allocated should be limited.**

DLGSCI Consultation Paper

19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

WALGA Comment

There are additional matters common to current Standing Orders / Meeting Procedures Local Law that may feature in standardised regulations but not discussed in detail to date, including:

- **Revoking or changing decisions / implementing decisions: Many current Local Laws feature rules that clarify how revoking or changing decisions under Administration Regulation 10 is applied; does this content remain relevant for inclusion in standardised regulations?**
- **Suspension of standardised regulations: Many current Local Laws include a provision permitting Council by resolution, to suspend one or more Local Law provision; does this content remain relevant for inclusion in standardised regulations?**
- **Matters not included in standardised regulations: Many current Local Laws include a provision empowering the presiding member to decide matters not set out in the Local Law; does this power remain relevant for inclusion in standardised regulations?**

- **Enforcement:** Many current Local Laws include a specific enforcement provision; does this content remain relevant for inclusion in standardised regulations?
- **Powers of presiding member:** Some powers have been referred to in the Consultation Paper under orderly conduct of meetings – Part 3, Item 9. Would additional details of the presiding member powers be helpful?
- **Review of Standardised Regulations:** The Model Local Law (Standing Orders) 1998 (No 73, 3/4/98) were developed by the Department of Local Government to assist Local Governments transition from Bylaws created under the *Local Government Act 1960* to appropriate meeting provisions compliant with the current Act. This Model formed the basis of early Local Laws but due to lack of review, arguably fell out of favour as a suitable template. Should standardised regulations be reviewed every 5 years, to ensure they remain current with contemporary meeting practices?

34. Do you have any other comments or suggestions for the proposed new Regulations? **No**

(a) If yes, please explain what may be required

SUBMITTING FEEDBACK TO WALGA

Please submit feedback on this Discussion Paper by close of business **Monday 29 April 2024** to:

James McGovern
Manager Governance and Procurement
jmcgovern@walga.asn.au
(08) 9213 2093

Shire of Lake Grace

BUSINESS CONTINUITY PLAN (DRAFT)

April 2024



CONTENTS

1	Emergency Response	5
1.1	<i>Follow Emergency Response Plan</i>	5
1.2	<i>Immediate Safety Requirements</i>	5
1.3	<i>Evidence & Witnesses</i>	5
2	Continuity	6
2.1	<i>Activation of Plan</i>	6
2.2	<i>Business Continuity Team</i>	6
2.3	<i>Initial Actions</i>	6
2.4	<i>BCP Initial Meeting</i>	7
2.5	<i>Staff ongoing support</i>	8
2.6	<i>Time-critical business activities</i>	9
2.7	<i>Recurring activities / events</i>	14
2.8	<i>Summary of all business activities</i>	15
3	Resource requirements	16
3.1	<i>Equipment Required</i>	16
3.2	<i>Critical Resources (Incident Box)</i>	16
4	Specific Scenarios	17
4.1	<i>Loss of people</i>	17
4.2	<i>Loss of buildings / infrastructure</i>	18
4.3	<i>Loss of ITC facilities</i>	19
4.4	<i>Loss of supplier</i>	20
5	Plan Review	21
5.1	<i>Post Incident Review</i>	21
5.2	<i>Plan Review</i>	21
6	Appendices	22
6.1	<i>BCT roles & responsibilities</i>	23
6.2	<i>Event Log Template</i>	24
6.3	<i>Incident Assessment Report</i>	25
6.4	<i>Meeting Agenda Template</i>	27
6.1	<i>BC – Action Plan Template</i>	28
6.2	<i>Key Stakeholders</i>	29
6.3	<i>Key Shire Contractors & Suppliers</i>	30
6.4	<i>Communications Plan</i>	31
6.4.1	<i>Communication focus areas</i>	31
6.4.2	<i>Communications team responsibilities</i>	31

DRAFT

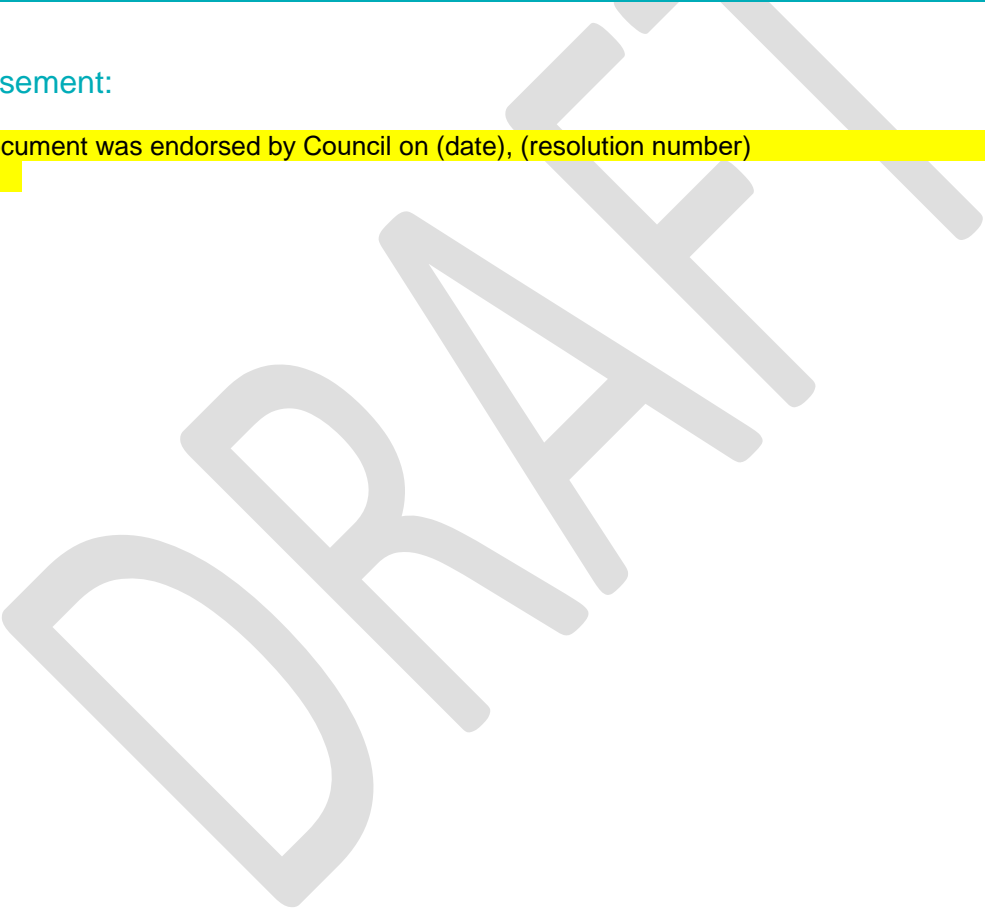
Document Details

Amendment Record:

No	Date	Amendment Details	By
1	11 February 2021	First Draft	CESM – S Lees
2	21 March 2022	Second Draft	DCEO
3	15 April 2024	BCP Major Review & Update	DCEO

Endorsement:

This document was endorsed by Council on (date), (resolution number)



1 EMERGENCY RESPONSE

1.1 Follow Emergency Response Plan

Action – as per Emergency Response Plan
1. Activate alarm (if safe to do so) or respond to audible and telecommunication alarms.
2. Call 000 if a life-threatening emergency.
3. Follow the directions of building Wardens.
4. Retrieve Critical Resources (Incident Box) (if safe to do so). (See section 3.2)
5. Evacuate building if required to do so under relevant Emergency Response Plan.
6. Account for staff and check for staff safety and wellbeing.
7. Follow the directions of Emergency Services personnel.
8. Take appropriate safety precautions if safe to do so (e.g. turn off electricity and close the safe)
9. Receive information from relevant sources (internal, DFES, police, and witnesses).

1.2 Immediate Safety Requirements

Determine and attend to people's immediate safety & support requirements
Follow the directions of Emergency Services personnel.
First Aid Officers to identify and attend to people who need medical assistance.
Assist people who may have increased requirements such as those who are pregnant, have recently undergone an operation, has a disability or are frail.
If sending staff home, check that they are: <ul style="list-style-type: none">capable of getting home and not (for example) in shock, injured or otherwise unable to drive.able to contact their families if required.
If in doubt, arrange transport home for staff.
Identify quiet spaces to care for people who are upset or in shock.
Reassure staff that the Shire will contact them to provide updates, including arrangement for returning to work.

1.3 Notify Business Continuity Team (see 2.1 Activation of Plan)

This Business Continuity Plan (BPC) is to be activated, at the discretion of the CEO (or delegate), if the Shire is impacted by an incident that is likely to significantly disrupt the Shire's ability to provide essential services to the community.

This plan is to be read in conjunction with the Shire of Lake Grace Local Emergency Management Arrangements (LEMA) and Local Recovery Plan.

1.4 Business Continuity Team

The roles, responsibilities and positions in the BC Team is contained in [6.1 BCT roles & responsibilities](#).

)

Contact family or next of kin **only with assistance** from employee assistance program or police

See checklist: ['Loss of People'](#) for additional information (see section 4.1)

1.5 Evidence & Witnesses

Are there any witnesses? Is there any photographic or CCTV evidence?

Preserve evidence if possible.

Record the names and contact details of witnesses for follow up.

DRAFT

2 CONTINUITY

2.1 Activation of Plan

This Business Continuity Plan (BPC) is to be activated, at the discretion of the CEO (or delegate), if the Shire is impacted by an incident that is likely to significantly disrupt the Shire's ability to provide essential services to the community.

This plan is to be read in conjunction with the Shire of Lake Grace Local Emergency Management Arrangements (LEMA) and Local Recovery Plan.

2.2 Business Continuity Team

The roles, responsibilities and positions in the BC Team is contained in [6.1 BCT roles & responsibilities](#).

2.3 Initial Actions

BC Team to consider the following important actions

- 1. Record all decisions, actions and issues in writing.**
2. Continually monitor employee support and wellbeing requirements.
3. Notify Insurer and seek advice. Complete accident investigation and incident reporting forms as required.
4. If serious injury or a fatality has occurred, notify WorkSafe WA on 1800 678 198.
5. If the Shire Office is unusable, establish a suitable venue for short term operations. A full list of suitable locations is contained in the LEMA, including the facilities available at each venue.
6. Contact staff not directly impacted by the incident (e.g. currently off site, on leave or located elsewhere).
7. Remind staff to photograph all evidence before organising any urgent repairs.
8. Check if Business Continuity Team members are available (to fulfil their roles defined in section 2.1 of this plan). If not available, appoint and notify deputies
9. Convene the initial Business Continuity Team meeting

2.4 BCP Initial Meeting

Ensure appropriate records are maintained for each meeting. The minimum requirement is a dynamic list of action items.

The BC Team to consider the following important actions:

1. **Assess** the current situation using the Incident Assessment Form (256.3).

Record a general overview of the current and predicted situation and any known damage that has occurred.

Note: *if the incident involved a response from an emergency agency, that agency is to provide the local government with a comprehensive impact statement (CIS). The information recorded on the Shire's Initial Incident Assessment form is the local government's own assessment and is additional to the CIS provided by the emergency agency.*

2. **Analyse** likely impacts of the event on:

- Shire Service/ Infrastructure:
 - Time-critical business activities (section 2.6 of this Plan) to determine business continuity.
 - Recurring activities / events list (section 2.6 of this Plan) to check for additional Time Critical Business Functions that may arise from upcoming activities (consider if cancelling or postponing any events is necessary).
- Staffing issues:
 - Determine staff roles, responsibilities and duties based on the Time-critical business activities that must be addressed
 - Staffing requirements for the next week days,
 - Leadership and staff rotation/rostering
 - Flexible working arrangements
 - Implementing Working from Alternate Location policy (link required)
- Community:
 - Possible community impacts.
 - Develop a Communications Plan (see Appendix 6.4)
- Technologies
 - Loss of ITC
- Environment
- Legal and Funding Issues:
 - Ensure emergency funds are available if required
- Other Government Services

3. **Determine objectives** (include timeframe)

4. **Determine urgent resource** requirements (see table at 3.1 Equipment Required):

- Urgent resources or equipment required for the next week.
- Consider when salvage or restoration activities(if required) can commence
- Requesting assistance from other local governments, contractors or stakeholders.

5. Other urgent business.

6. Set the schedule for the next BCT meeting.

2.5 Staff ongoing support

Determine staff support and wellbeing requirements

1. Set up incoming and outgoing contact arrangements for staff (i.e. a main internal point of contact should be nominated and provided to all staff).
2. Develop [Communications Plan](#) to engage with staff regarding of changes to:
 - roles, responsibilities or duties;
 - work location;
 - working hours;
 - duty rosters;
 - work practices (e.g. manual work-arounds);
 - reporting arrangements;
 - security measures.
3. Make sure staff are advised of:
 - flexible working arrangements (if applicable);
 - when they should come back to work;
 - where they should go;
 - what they will be doing (if change of role or responsibilities);
 - any Employee Assistance Program (EAP) available;
 - Remind staff about the Shire's media policy (including use of social media)
 - When the next communication can be expected and how it will be communicated.
4. Monitor staff's medical and stress factors. Consider support options for staff who:
 - are ill or injured,
 - are anxious about the risks
 - fail to show up to work due to safety concerns,
 - caring for sick family members or due to travel restrictions.

See checklist: ['Loss of People'](#) for additional information.
5. If implementing flexible working arrangements, refer to the Shire's **Working from Anywhere Policy. (link)**
6. Consider if a roster system and/or additional resources are required to manage workload
7. Ensure regular communication with staff, elected members, community and other stakeholders (as per Communications Plan) takes place.

2.6 Time-critical business activities

Task	Stakeholders	Minimal acceptable requirements	MAO (days)	Alternative arrangements
Administration & Finance				
• In Person	Customer Service Officer	Only allow access to building if safe to do so. Consider the need for appointments.	10	Establish alternative work space. Refer to Loss of buildings / infrastructure for details (Appendix 4.2).
• Phone	All staff	Telephone access should be maintained or reconnected ASAP.	1	Contact IT supplier to arrange diversion of landline phone number to mobile phone. See Loss of ITC facilities for details (Appendix 4.3)
• Email		Email access should be maintained or reconnected ASAP.	1	See Loss of ITC facilities for details (Appendix 4.3)
• Physical mail		Collect mail only if safe to do so.	5	Arrange mail to be held at post office.
Record keeping		All staff	All records should be maintained as per Record Keeping Policy	0
Daily Receipting	Admin staff	Only applicable if customers make in-person payments.		Ensure cash is kept secure. Ensure sufficient trained staff to manage this function and that Instruction Manual is current.
Purchasing	Admin staff Suppliers	Use paper-based manual purchase orders <i>(Consider the need to create a Purchasing in Emergencies Policy that may waive or amend some provisions of existing Purchasing Policy and emergency \$ delegations to senior staff).</i>	0	Ensure sufficient trained staff to manage this function and that Instruction Manual is current. Consider adding an additional signatory to bank account. <i>(Note: amendment to delegation register and Purchasing Policy 3.1.3 required).</i>
Bank Reconciliation	MCS	Bank records reconciled to ensure financial integrity	5	
Payment of Creditors	Admin staff Suppliers	Purchasing Policy - 30 Days Creditors to continue to be paid within existing terms of credit if possible.	30	Ensure sufficient trained staff to manage this function and that Instruction Manual is current
Payroll (including Super payments)	Payroll officer All staff	Ordinary time earnings to be processed fortnightly. Any additional entitlements can be paid later.	0 days	Set up a “dummy” payroll with all staff’s OTE that can be quickly processed.

Task	Stakeholders	Minimal acceptable requirements	MAO (days)	Alternative arrangements
Stakeholder Communications – Inc. newsletter & website	Community Staff Elected members	It is vital that the community and staff are kept informed during times of uncertainty.	0	BCT to develop a communication plan as a priority to ensure all stakeholders are kept informed. Update Shire website remotely if required.
Admin support to CEO and Elected Members	Staff Elected members	Consider additional admin support required, on top of routine and regular tasks.	0	Ensure that administration support is provided, including a “scribe” to record decisions if required.
Burials, burial register, liaison with funeral directors	Staff/Contractors Community Funeral Directors		1	1
Department of Transport transactions	Admin staff Community	This service can be suspended temporarily as most transactions can be done by customers on-line.	30	Contact Department of Transport if Shire is unable to process DoT transactions. Ensure the Shire website contains current and relevant information regarding licencing issues and links to DoT website.
BAS/PAYG returns	Manager Corporate Services CEO ATO	As per ATO deadlines.	30	Consider contacting ATO to request extensions if unable to process returns.
Office Cleaning	Cleaners & all other staff	If the emergency is related to an infectious disease/pandemic, consider: Cleaning routine to be upgraded to include disinfecting “touch points” such as door handles, shared telephones and keyboards. Staff responsible for keeping own work area clean and as sterile as possible	0	Adequate PPE to be supplied to cleaners. Cleaners are responsible for wearing supplied PPE when conducting cleaning tasks. Disinfectant wipes to be provided to all staff. Good hygiene to be practiced by all.
Public Buildings Cleaning	Cleaners Community Visitors	If the emergency is disease/pandemic related, consider: Cleaning routine to be upgraded to include disinfecting “touch points” such as door handles, flat surfaces and tap handles.	0	Adequate PPE to be supplied to cleaners. Cleaners are responsible for wearing supplied PPE when conducting cleaning tasks. One set of public toilets may be locked up to decrease the amount of cleaning to be done.

Task	Stakeholders	Minimal acceptable requirements	MAO (days)	Alternative arrangements
Governance				
Council meetings	Elected Members Staff Community	Council meeting to be held as per the requirements of the Local Government Act 1995	As per the Act	Use Teleconferencing facilities if access to appropriate meeting space is an issue. Agenda can be prepared by staff working from alternate location and circulated electronically.
Committees of Council Meetings	Elected Members Staff Committee members Community	Consider the requirements to hold the following meetings: <ul style="list-style-type: none"> • Audit Committee • LEMC • BFAC 	As per legislation & policy	Use Teleconferencing facilities if access to appropriate meeting space is an issue. Agenda can be prepared by staff working from alternate location and circulated electronically. Liaise with committee members and governing body (if applicable) to negotiate timing of meetings.
Other Committee Meetings		<ul style="list-style-type: none"> • Shire of Lake Grace OHS Committee • WALGA Zone • 4WDL • Regional Road Group 	30	Use Teleconferencing facilities if access to appropriate meeting space is an issue. Agenda can be prepared by staff working from alternate location and circulated electronically. Liaise with committee members and governing body (if applicable) to negotiate timing of meetings.
Staff Meetings	All staff	E.g. safety meetings, toolbox meetings.		Keeping staff informed is a priority. Use the Communication Plan to determine the most appropriate communication method.
Grant acquittals	NRM Officer CESM Funding Bodies	As per funding bodies' acquittal terms	As per funding agreement	Contact funding bodies to request extension of reporting deadlines. <i>Consider implementing (if not already in place) a register of current grants.</i>

Task	Stakeholders	Minimal acceptable requirements	MAO (days)	Alternative arrangements
Health, Safety & Emergency Management				
Urgent Ranger related.	Customer Service Officers Contract Ranger	Dog attacks, stock straying on road. Routine issues such as barking dogs can be delayed.	0	Contact contract Ranger. <i>Consider gazettement of other Shire staff to authorised officers under the Dog Act 1976 for attending to emergencies.</i>
Urgent EHO related requests	Contract EHO	Urgent issues such as contamination, food premises, pests, etc. must be reported to EHO.	0	Contact contract EHO or WA Health Department
Waste and recycling	Community Staff Contractors	<ul style="list-style-type: none"> Road side rubbish collection Waste management facility. 		Ensure that appropriate waste management processing is in place so a secondary health emergency does not eventuate.
Emergency Response	CESM Volunteers Emergency Agencies	Respond to emergencies	0	As per emergency management plans.
Works & Maintenance				
Ensure that all requests for non-routine works and maintenance are recorded in the incident diary or entered as a Synergy record (if available)				
Building maintenance	Building maintenance staff Tenants	Urgent repairs that impact on the health and safety are to be carried out as soon as possible. This includes: <ul style="list-style-type: none"> Structural damage Broken glass Plumbing issues (inc. sewerage & drainage) Electrical issues General maintenance can be delayed.	0	Call SES on 132 500 if urgent request for assistance is required. Ensure critical contact register is maintained. Outsource to plumbing contractor. Outsource to electrical contractor.
Urgent Works requests	Works crew	Including: <ul style="list-style-type: none"> Sewerage and drainage issues Reticulation issues Emergency traffic management (road closures), Trees across roads 	0	
Road maintenance	Construction crew Community	Pot holes to be fixed Storm damage to be repaired (roads, footpaths, drains)	2 days 1 day	Ensure enough trained staff to take on this task.

Task	Stakeholders	Minimal acceptable requirements	MAO (days)	Alternative arrangements
Traffic control	Construction Crew	Urgent repairs that impact on the health and safety are to be carried out as soon as possible.	0 days	Ensure enough trained staff to take on this task.
Vehicle maintenance & repairs	Staff	Urgent repairs that impact on the safety and/or operability of all vehicles to be attended to.	1 day	If mechanic is unavailable, engage external mechanic. Minor repairs can be carried out by other staff, where safe & qualified to do so (e.g. change flat tyres).
Truck drivers Supply materials for urgent road repairs	Road repair crew		0 days	Ensure there are enough trained staff who can take on this task.
Depot Staff rostering	Depot staff MIS	MIS can do this from alternative location.	5 days	

2.7 Recurring activities / events

Month	Who?	Activity	Occurs
All	MCS	Payroll	Fortnightly
All	MCS	Debtors & Creditors	
All	MIS	Roads to Recovery Quarterly Report	Quarterly
Feb – Dec	CEO	Ordinary Council Meetings	Monthly
January	MCS	Budget review – between 1 January and 31 March	
January	MCS	Annual Financial Statements to Minister	
January	CMSO	Australia Day	Annually
February	MCS	BAS Statement	Quarterly
	CESM	LEMC Meeting	Quarterly
March	MCS	LGIS Insurance Renewal Questionnaire	
	CESM	LGGGS offers due to DFES	
April	MCS	BAS Statement	Quarterly
	CMSO	Anzac Day	Annually
	CESM	BFAC Meeting	Biannually
May	All	Budget requirements to be provided to MCS by end of May	
May	MCS	FBT Return to ATO	
	CESM	LEMC Meeting	Quarterly
June	MCS	Annual budget –to Council between 1 June and 31 August	Annually
July	MCS	BAS Statement	Quarterly
August	Rates officer	Rates	Annually
	CESM	LGGGS grants acquittal	Annually
	CESM	LEMC Meeting	Quarterly
	TO	ERA Sewerage Performance Report	
	TO	ERA Sewerage Compliance Report	
September	MCS	Annual Financial Statement to Auditors	Annually
	TO	DWER Annual Waste and Recycling Return	
October	Admin	Dog & cat registrations.	Annually
	MCS	BAS Statement	Quarterly
		Newdegate Field Days	Annually
	CESM	BFAC Meeting	Biannually

3 RESOURCE REQUIREMENTS

3.1 Equipment Required

Equipment Required	Cumulative quantities required within ...				
	1 day	3 days	1 week	2 weeks	4 weeks
Cumulative:					
Workstations					
Chairs					
PCs					
Laptops					
Server/Modems/WiFi					
Remote access to systems					
Cash receipting facility (inc security)					
Access to hard-copy files					
Printers/Copier					
Generators					
White board					
Stationery					
Hardware (e.g. tools & equipment)					
Vehicles					
Fuel					
Heavy equipment					
Gravel etc					

See the Shire of Lake Grace Local Emergency Management Arrangements (LEMA) for current Resource Register that lists available equipment.

3.2 Critical Resources (Incident Box)

<u>Incident box (vital documentation):</u>	Priority	Delegated to:
Banking security tokens		e.g. Manager of Finance
Mobile phone chargers		
Plans: LEMA/BCP/ITDRP		
Essential stationery and administration forms		
Purchase order book		
Worksafe forms - Accident/Incident forms		
Insurance claim forms		

4 SPECIFIC SCENARIOS

4.1 Loss of people

Loss of People	Delegated to:	Time
Check on the safety and wellbeing of staff.		
Ensure any staff requiring medical assistance receive appropriate care.		
Inform staff of EAP availability.		
CEO to notify/escalate relevant details of any injury or harm to Worksafe.		
Determine staff members away, affected service areas and expected return dates. Record and track staff absences		
Determine the minimum staff required to deliver Time-critical Business Functions and identify resourcing gaps.		
Depending on the nature of the incident, consider: <ul style="list-style-type: none"> • Staffing requirements for the next 5 days, 10 days, 1 month • Leadership and staff rotation / rostering • Working from alternate location arrangements • Supply requirements (including equipment) for the next 5 days, 10 days, 1 month • Plan for clearing backlogs 		
Discuss proposed changes with personnel and relevant union. If required seek advice from industrial relations specialist.		
If additional staff are required, consider acquiring staff from: <ul style="list-style-type: none"> • Increase hours for part-time or casual staff. • Recruitment agencies for labour hire • Other local governments • Volunteers from the community • Existing contractors • State government agencies • Retired or former employees 		
Ensure appropriate inductions, training and supervision are in place any staff working in a different role or environment.		
Develop Communications Plan (see Appendix6.4)		
Ensure risk assessments are undertaken regarding any potential safety issues.		
Comply with any Return to Work plans developed for returning employees. .		

4.2 Loss of buildings / infrastructure

Loss of (or access to) buildings/infrastructure/equipment	Delegated to:	Time
<p>If relocation is necessary; consider appropriate location e.g.:</p> <ul style="list-style-type: none"> • Shire Works Depot (75 Absolon St) OR Lake Grace Pavilion • Lake Grace Visitor Centre • CRC meeting rooms • Working from home. <p><u>Note:</u> a list of suitable locations is contained in the Shire of Lake Grace Emergency Management Arrangements (LEMA), including the facilities available at each venue.</p>		
<p>Consider how the resources identified in section 3.1 will be sourced, and how a delay in receiving resources will be managed.</p>		
<p>Arrange delivery/installation of resources identified in section 3.1 at the new location.</p>		
<p>Consider:</p> <ul style="list-style-type: none"> • how ICT equipment for will be installed (specialist required?) • how furniture will be relocated, or new furniture installed • urgent minor purchases (e.g. stationery, whiteboards etc.) 		
<p>Arrange security access controls for the affected and new buildings.</p>		
<p>Consider staff issues, including:</p> <ul style="list-style-type: none"> • Working from alternative location arrangements. • Travel arrangements to new location. • Induction/familiarisation of new facilities. • Any changes to procedures or protocols regarding building access. 		
<p>Manage any new OHS/support and wellbeing issues that may arise either</p> <ul style="list-style-type: none"> • During relocation or • At the new building/s or • With the use of new equipment 		
<p>Develop Communications Plan (see Appendix 6.4)</p>		

4.3 Loss of ITC facilities

Loss of IT or Communications	Delegated to:	Complete
Contact IT contractor/support (Refer: Key Contacts) to; <ul style="list-style-type: none"> Determine potential cause/s Determine restoration timeframe 		date and time
If power outage, contact Western Power for estimated restoration time.		date and time
Connect generator if applicable.		date and time
Consider: <ul style="list-style-type: none"> Manual procedures or workarounds Working from alternative locations arrangements Other productive activities not requiring IT or communications infrastructure. 		date and time
For an anticipated extended outage, develop a strategy and resources for recovery, including: <ul style="list-style-type: none"> specialist assistance from local or neighbouring or organisations, responders using external contractors or suppliers contacting insurer 		date and time
Invoke the IT Disaster Recovery Plan		date and time
Consider the need for staff rostering to make best use of available resources.		date and time
Identify and notify key contacts of amended working arrangements		date and time
Develop Communications Plan (see Appendix 6.4)		date and time
Ensure ongoing interaction with appropriate IT Incident Management for regular updates and feedback		date and time
Consider support and wellbeing requirements of IT Contractor.		date and time

4.4 Loss of supplier

Tasks: Loss of supplier	Delegated to:	Complete
Contact the supplier (where possible) and determine: The nature and extent of the incident.		date and time
Restoration timeframes and clearance of backlogs (if applicable)		date and time
Consider: Time critical activities that rely on this supplier		date and time
Procurement requirements purchasing policy		date and time
Length of time before these activities are impacted		date and time
Alternative procedures		date and time
Alternative suppliers/other LG's? Contact them immediately.		date and time
Legal, health and safety, reputation or financial implications		date and time
Identify and notify key contacts of amended working arrangements		date and time
Develop Communications Plan (see Appendix 6.4)		date and time

5 PLAN REVIEW

5.1 Post Incident Review

It is important to review the effectiveness of this Plan and the Shire's business continuity actions as soon as practicable after the event.

The purpose of the review is to capture:

- What worked well.
- What could be improved.
- Lessons learned.

Tasks

Undertake post-incident review/debrief, including:

- Communication within and between Incident Management team and support areas
- Effectiveness of communication with affected areas and stakeholders
- Cost of recovery arrangements and insurance offsets
- Effectiveness of recovery strategies
- Advice to external and internal customers
- Media arrangements
- Impact of incident on local government's reputation
- Timeframes for tasks and achievement of target
- Impact on work flows of affected and interdependent areas
- Special staffing arrangements and acknowledgment of contributions
- IT recovery arrangements
- Any other issues

Present findings to the audit committee/Council for review

5.2 Plan Review

This Plan should be reviewed:

- Following an incident for which the Plan was activated.
- If major changes to business structure, practices or processes that may impact on critical business activities.
- Annually.

6 APPENDICES

DRAFT

6.1 BCT roles & responsibilities

If the emergency event has an impact on the wider Shire of Lake Grace Community, the persons listed below may also have responsibilities under the Local Emergency Management Arrangements (LEMA). These responsibilities should be taken into consideration when allocating business continuity duties and responsibilities. Consider deputies for all BC Team positions.

Name	Position	Business Continuity Duties	Contact
Alan George	Shire CEO	Business Continuity Team Leader: <ul style="list-style-type: none"> Determine if/when BCP to be activated. Oversee staff safety & wellbeing (including access to EAP). Authorise public information. Liaise with other shires, WALGA and Government Agencies. 	0417 621 708 ceo@lakegrace.wa.gov.au
Len Armstrong	Shire President	Media Spokesperson	0439 843 785 cramstrong@lakegrace.wa.gov.au
Chris Paget	Deputy CEO	Deputy BCT Leader: <ul style="list-style-type: none"> Ensure continuity of critical business functions. Coordinate public communications (for authorisation by BC Team Leader). Coordinate staff health & safety issues/claims. Local Recovery Coordinator 	0400 631 052 dceo@lakegrace.wa.gov.au
Tegan Hall	Manager Corporate Service	<ul style="list-style-type: none"> Insurance claims & liaison. Financial activities continuity. Deputy Local Recovery Coordinator. 	0427 832 070 mcs@lakegrace.wa.gov.au
Craig Elefsen	Manager Infrastructure Services	<ul style="list-style-type: none"> Built & natural environment repairs and maintenance 	0429 993 987 mis@lakegrace.wa.gov.au
Alex Adams	EA	Administration <ul style="list-style-type: none"> Record keeping Scribe to Team Leader Arrange and coordinate meetings (agendas/minutes). 	ea@lakegrace.wa.gov.au
Matt Castaldini	CESM	CESM <ul style="list-style-type: none"> EM Agency liaison/engagement EM Planning (including maintaining BCP) Community liaison/engagement 	0436 668 242 cesm@lakegrace.wa.gov.au

6.3 Incident Assessment Report



INCIDENT ASSESSMENT REPORT			
Controlling Agency (if applicable)		Incident Date/Time:	
Incident Details:			

Assessment Report Number:	Report Date/Time:
Current Situation:	<i>[Provide a general overview of the current and predicted situation and damage incurred.]</i>
ANALYSIS: Social – Community / Socio-cultural	<i>[What are the impacts on staff and the community?]</i>
Service / Infrastructure:	<i>[What are the likely impacts or disruptions on Shire infrastructure or services?]</i>
Technological / Resources	<i>[What Shire technology / resources have been damaged or are unavailable? Are there any communications issues?]</i>
Environment	<i>[Are there any significant environmental impacts or potential for impacts?]</i>
Other Government Agencies /Services:	<i>[Agencies or organisations are involved? Are there any issues to be raised?]</i>
Legal / Legislative	<i>[Are there any legal considerations – state or local laws?]</i>
Communications	<i>[What information needs to be urgently provided? Use Communication Plan for detailed plan]</i>

Determine Objectives (including time frame)

Objectives:	1	
	2	
	3	
	4	

Urgent Resource Requirements

Attachment:

Details / Source:

Incident Assessment Report Development and Approval:

Developed By:		Sign:		Date:	
Approved By:		Sign:		Date:	

6.4 Meeting Agenda Template

The following is a basic standing agenda for each regular meeting. Incident specific information should also be included where relevant.

Ensure appropriate records are maintained for each meeting. The minimum requirement is a dynamic list of action items.

Tasks
1. Review minutes or outstanding action items from previous meeting.
2. Obtain situation update from relevant staff, contractors or other key stakeholder.
3. Ongoing staff support and wellbeing requirements: <ul style="list-style-type: none">• Current workload• Staff rostering or flexible working arrangements• Alternative working arrangements• Any other staffing issues
4. Review time-critical business activities: <ul style="list-style-type: none">• Achievement of recovery time objectives• Identify backlogs and consider plan for dealing with backlogs• Consider resumption of deferred business activities• Insurance issues/implications.
5. Review resource requirements: <ul style="list-style-type: none">• Existing resource adequate or are additional resources required?• Identify possible sources.
6. Communications – provide updates to: <ul style="list-style-type: none">• staff• stakeholders (as deemed appropriate)• the community
7. Future considerations: <ul style="list-style-type: none">• Emerging issues or new information• Plans for post-incident review.
8. Review and update objectives.
9. Set next meeting and venue
10. Provide copies of log, minutes and/or action points to admin officer for collation

6.2 Key Stakeholders

Please refer also to Critical Contacts in the Shire of Lake Grace LEMA.

Key Stakeholders	Name	Contact
Staff Members: <i>Can a list be printed from payroll or other system??</i>		
CEO	Alan George	
Deputy CEO	Chris Paget	
Manager Corporate Services	Tegan Hall	
Manager Infrastructure Services	Craig Elefsen	
Executive Assistant	Alex Adams	
Technical Officer	Jason Lip	
Community Economic Development Officer	Aimee Turnbull	
Community Emergency Services Officer	Matt Castaldini	
Infrastructure Services Admin Officer	Joanne Oatridge	
Admin Support Officer	Amber McPherson	
Finance Officer	Nicola Kuchling	
Finance Officer	Victoria Fasano	
Customer Service Officer	Jessica Chircop	
Outside Crew: Works Foreman	John Gambuti	
WorkSafe: (24hrs serious incidents)		1800 678 198
LGIS (Insurance)		9483 8888
Landgate		1300 365 288
Integrated ICT		9920 8555
Shire of Dumbleyung		Shire Office 9863 4012
Shire of Kent		Shire Office 9829 1051
Shire of Gnowangerup		Shire Office 9827 1007
WALGA		9213 2000

6.3 Key Shire Contractors & Suppliers

Services	Contractor/supplier	Contact person	Number
Banking			
Electrician			
Employee assistance program (EAP)			
Environmental Health	Roe Health (Shire of Corrigin)	Brendon Gerrard	0409 770 824
Family day care/childcare			
Fuel supply	Great Southern Fuel Supplies		
Home and community care (HACC)			
Health centre	Lake Grace Medical Centre		
Hospital	Lake Grace Hospital		
Insurance			
Local newspaper			
Locksmith			
Mail	Lake Grace Post Office		
Mechanic			
Media outlets – radio			
Media outlets – paper			
Pharmacy	Lake Grace Pharmacy		
Plumbing and gas			
Refuse/recycling disposal			
Recycling disposal			
Stationery			
Supermarkets	Lake Grace IGA		
Telecommunications			
Waste/bins			
Bulk waste collection			

6.4 Communications Plan

6.4.1 Communication focus areas

- this is what we know
- this is what we don't know
- this is what we are doing
- this is what we want you to do

6.4.2 Communications team responsibilities

ONLY an authorised spokesperson may speak to the media and only on matters directly related to the Shire of Lake Grace activities or operations.

Primary	Deputy	Role and responsibility
Shire President		<ul style="list-style-type: none">• Works with Management team/Council to publicly issue statements to the media• Serves as lead representative at press conferences with assistance as required• Identifies additional spokespersons if required
CEO		<ul style="list-style-type: none">• Approves all publicly disseminated information• Approves messages before release• Works in close liaison with the spokesperson to ensure message accuracy and delivery• Assists with media relations
Deputy CEO		<ul style="list-style-type: none">• Provides legal advice on communications strategies• Provides legal advice on messaging to victim(s), family members, media, etc.• Acts in the absence of CEO



I.T. Disaster Recovery Plan

April 2024

Table of Contents

1.0 Activate This Plan	3
1.1 Authority to Activate this Plan	
2.0 Overview and Scope	4
2.1 Overview	
2.2 Aim	
2.3 Objectives	
2.4 Recovery Time Requirements	
2.5 Scope of Recovery	
3.0 Organisation	8
3.1 The Crisis Management Team	
3.2 The Management Team	
3.3 The Recovery Team	
3.4 The Facility Team	
4.0 Roles and Responsibilities	12
4.1 Management Team	
4.2 Recovery Team	
4.3 Facility Team	
5.0 Processes	15
5.1 Recovery Strategy	
5.2 Business Resumption	
5.3 Business Resumption Process	
5.4 Debriefing	
5.5 Maintain IT DR Plan Documentation	
5.6 Command Centre Operations	
6.0 Procedures	21
6.1 Management Team	
6.2 Facility Team	
6.3 Recovery Team	
Appendix A – Contact List	27
Appendix B – System Recovery Requirements	29
Appendix C – Command Centre Details	30
Appendix D – IT Recovery Procedures	34
Appendix E – Current Recovery Procedure / Policies	36
Appendix F – Event Log	37
Appendix G - Additional Information / Comments	38
Glossary	39
IT Risk Register	41
Disaster Recovery and Business Continuity Risks	42

1.0 Activate This Plan

To activate this plan in the event of a real disaster, turn to PART SIX (Procedures)

1.1 Authority to Activate this Plan

The Chief Executive Officer has the exclusive authority to activate this plan by process of declaring a disaster. If this person is unavailable, the Deputy CEO may also declare a disaster.

2.0 Overview and Scope

2.1 Overview

A disaster is an event that significantly reduces the ability for Shire of Lake Grace to provide normal services to its clients. Typically, an outage to the core IT systems of Shire of Lake Grace exceeding 24 hours is deemed to be a disaster.

This plan details the communications structure, roles and responsibilities of the Crisis Management Team (CMT).

The CMT is responsible for managing the rapid and orderly resumption of core systems to Shire of Lake Grace in the event of a disaster. Consequently, the members of the CMT must have the appropriate authority and skills to accomplish their assigned tasks.

IT hardware and software problems, while they might in some instances be significant, will be resolved through normal problem resolution methods. The typical disaster involves an unscheduled event that causes the primary site to be inaccessible for an indefinite period of time. A disaster declaration begins the formal disaster recovery process outlined in this document.

2.2 Aim

The aim of this plan is to set out the mitigation, preparation, warning, response and business continuity arrangements for the core IT systems of Shire of Lake Grace which are supported by Integrated ICT at 7 Chapman Road, Geraldton WA 6530.

As described in section 5.3, continual review and change of this plan will occur annually – or with significant business change - with the aim of improving existing resilience against damage to the business in the event of an actual disaster or outage.

2.3 Objectives

The objective is to provide restoration and continuation of the core IT systems for Shire of Lake Grace when a disaster occurs. This is accomplished by developing and maintaining a detailed Disaster Recovery Plan (DRP) that will organize and govern a disaster recovery operation. The DRP must:

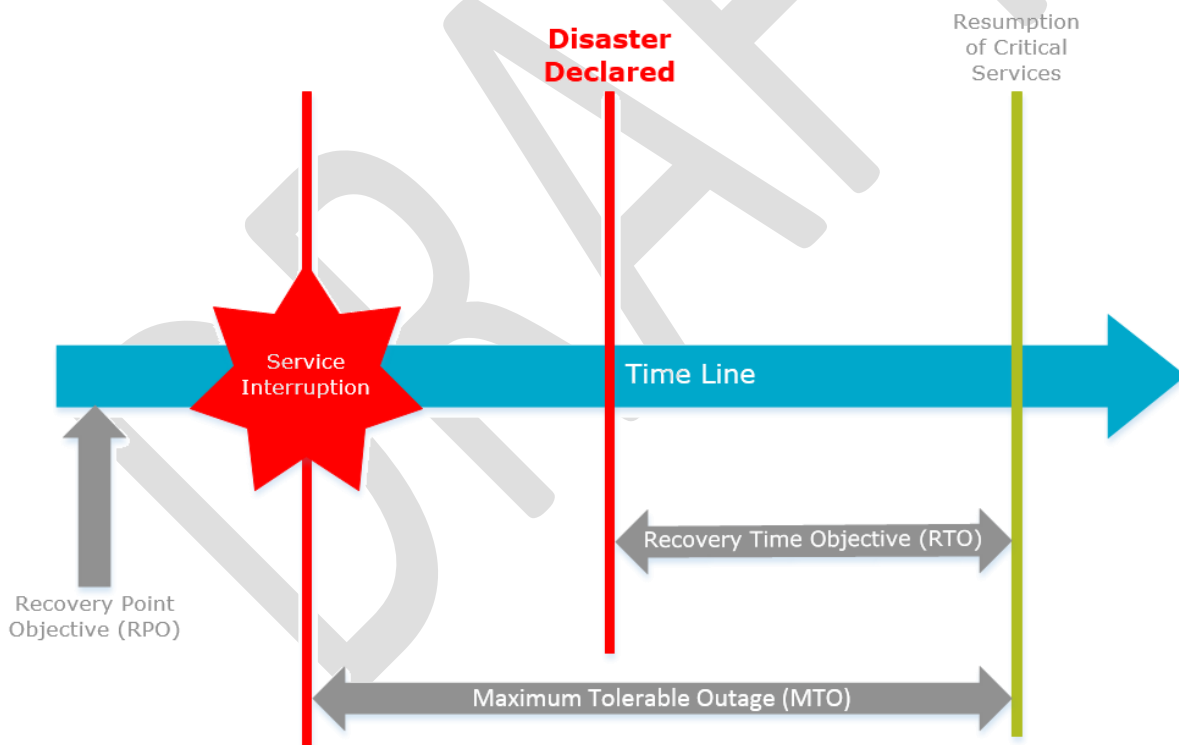
- Provide the information and procedures necessary to;
 - respond to an occurrence,
 - notify personnel,
 - assemble recovery teams,
 - recover data, and,
 - resume processing at the current or alternate site as soon as possible after a disaster has been declared.
- Create a disaster recovery structure strong enough to provide guidance to all interrelated groups, yet flexible enough to allow Shire of Lake Grace staff and teams to respond to whatever type of disaster may occur,
- Identify those activities necessary to resume full services at the reconstructed disaster site or new permanent facility,
- Establish a return to a “business as usual” environment.

NOTE: Availability of backup data is critical to the success of disaster recovery. Backup and restore processes that include scheduling data management, off-site storage and data restorations are day-to-day processes covered in operating procedures manuals. Good practices are assumed, as are the availability of backup media that can be readily restored.

2.4 Recovery Time Requirements

The following requirements are a result of the Business Impact Analysis (BIA) process, which forms part of the Shire of Lake Grace business continuity program.

- **Maximum Tolerable Outage (MTO).** The maximum tolerable outage is the amount of time Shire of Lake Grace critical business functions may be unavailable before Shire of Lake Grace business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery completion (as described in Section 5.1).
- **Recovery Time Objective (RTO).** The Recovery Time Objective is the time taken to recover the in-scope services for Shire of Lake Grace from disaster declaration to the point where the recovered infrastructure is handed over to Shire of Lake Grace business as usual.
- **Recovery Point Objective (RPO).** The recovery point objective is the worst data loss that Shire of Lake Grace is willing to accept. In other words, this is the point from which recovery of lost data must take place.



2.5 Scope of Recovery

This plan is devised to address a significant outage of the core IT infrastructure at Shire of Lake Grace and will therefore only cover Information Technology and Telecommunication (IT&T) Services.

2.5.1 Exclusions

- This DRP does not address the recovery of non-IT related Shire of Lake Grace business operations during a disaster, such as manual fallback procedures, and/or resynchronization of business processes. Responsibility for this resides within the relevant groups within Shire of Lake Grace.
- Any development or test environments.
- Any disaster affecting a greater area than the Shire of Lake Grace Administration office location.
- All standard exclusions, such as core application maintenance & telecommunication maintenance.
- While ordering stock to aid in recovery is the responsibility of the Shire, there may be delays in shipping and delivery that are uncontrollable.

2.5.2 Recovery Validation

- Post-recovery, system health checks are performed by Integrated ICT.
- Validation checks are performed by the nominated Shire staff.

2.5.3 General Exclusions

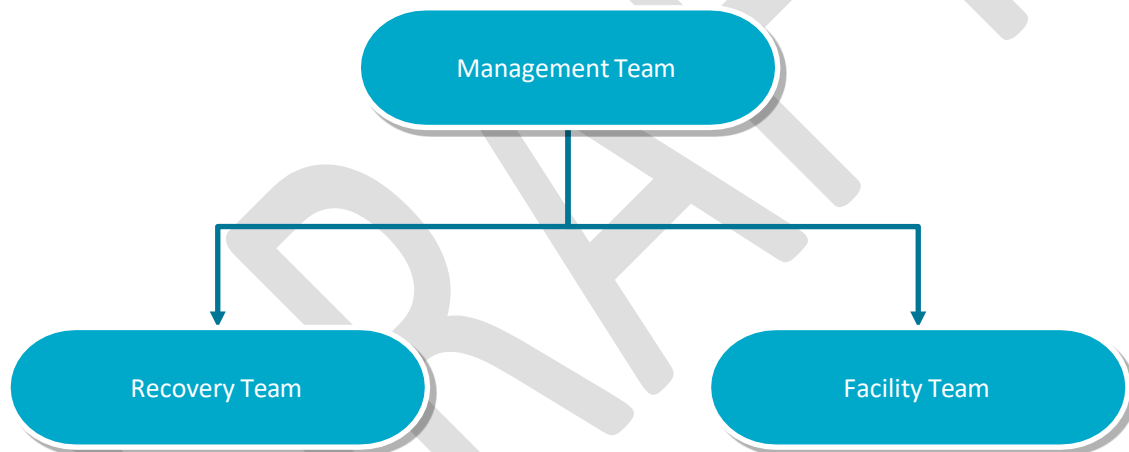
- A disaster of such magnitude that there are not enough personnel to resource the recovery in order to meet Shire of Lake Grace operational needs and objectives.

3.0 Organisation

3.1 The Crisis Management Team

The Crisis Management Team (“CMT”) includes 2 sub-teams responsible for the successful execution of the IT DR Plan. These teams are:

- **The Management Team** – responsible for managing the recovery, and communicating with vendors, key clients, stakeholders and Shire of Lake Grace senior management. This team is also responsible for the on-going recovery program and for keeping this plan current during a disaster
- **The Recovery Team** – Responsible for restoring computing services at alternate facilities. The Recovery Team will also restore computing service at the restored original facilities, if available.
- **The Facility Team** – responsible for damage assessment, damage mitigation, salvage, and the physical restoration of the office environment.

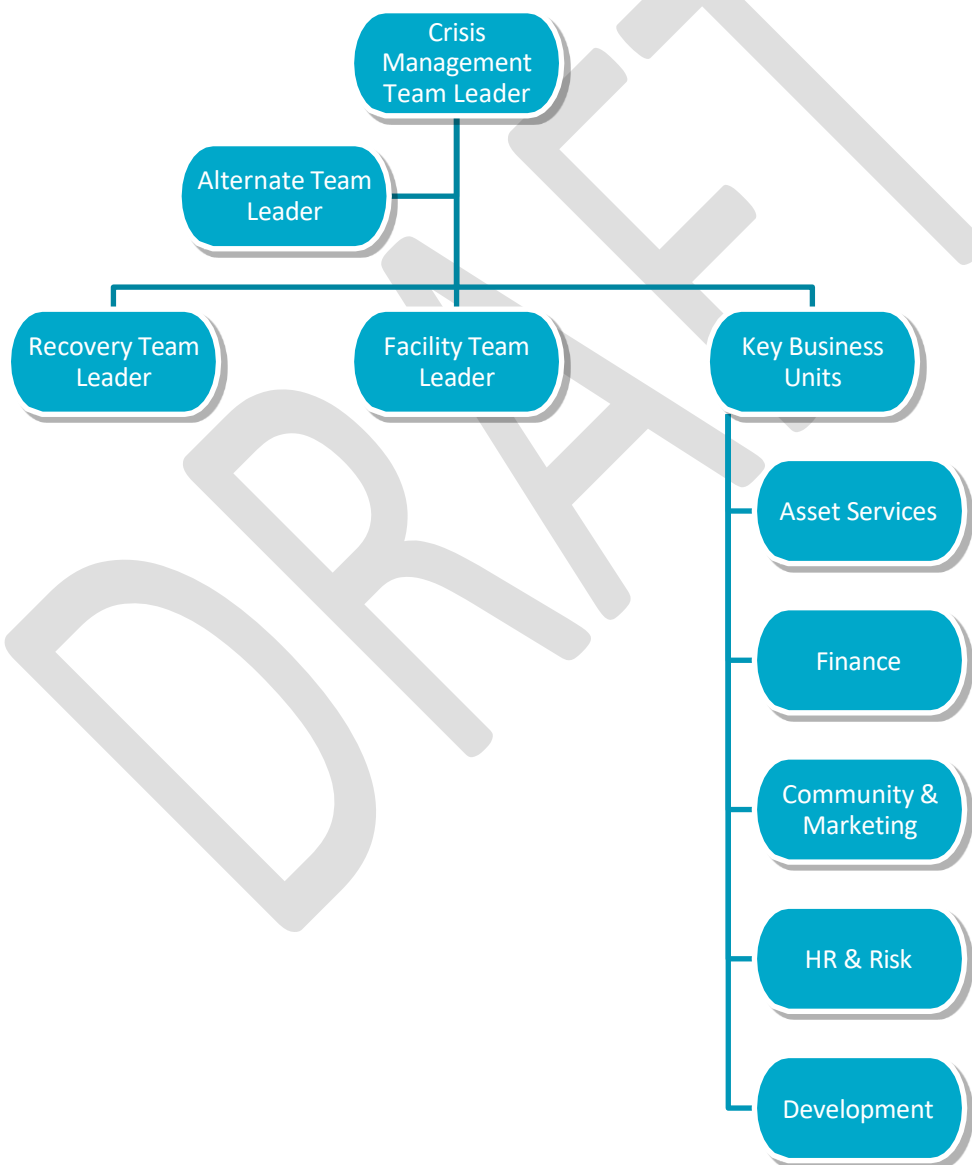


3.2 The Management Team

The Management Team is responsible for deciding on the course of action and coordinating all activities during the recovery period. The table below shows the kinds of skills and authority levels needed for Management Team membership.

Use this table to determine team membership assignments. One person could have more than one of the responsibilities. For example, the Management Team Leader often has authority for public relations and financial authority.

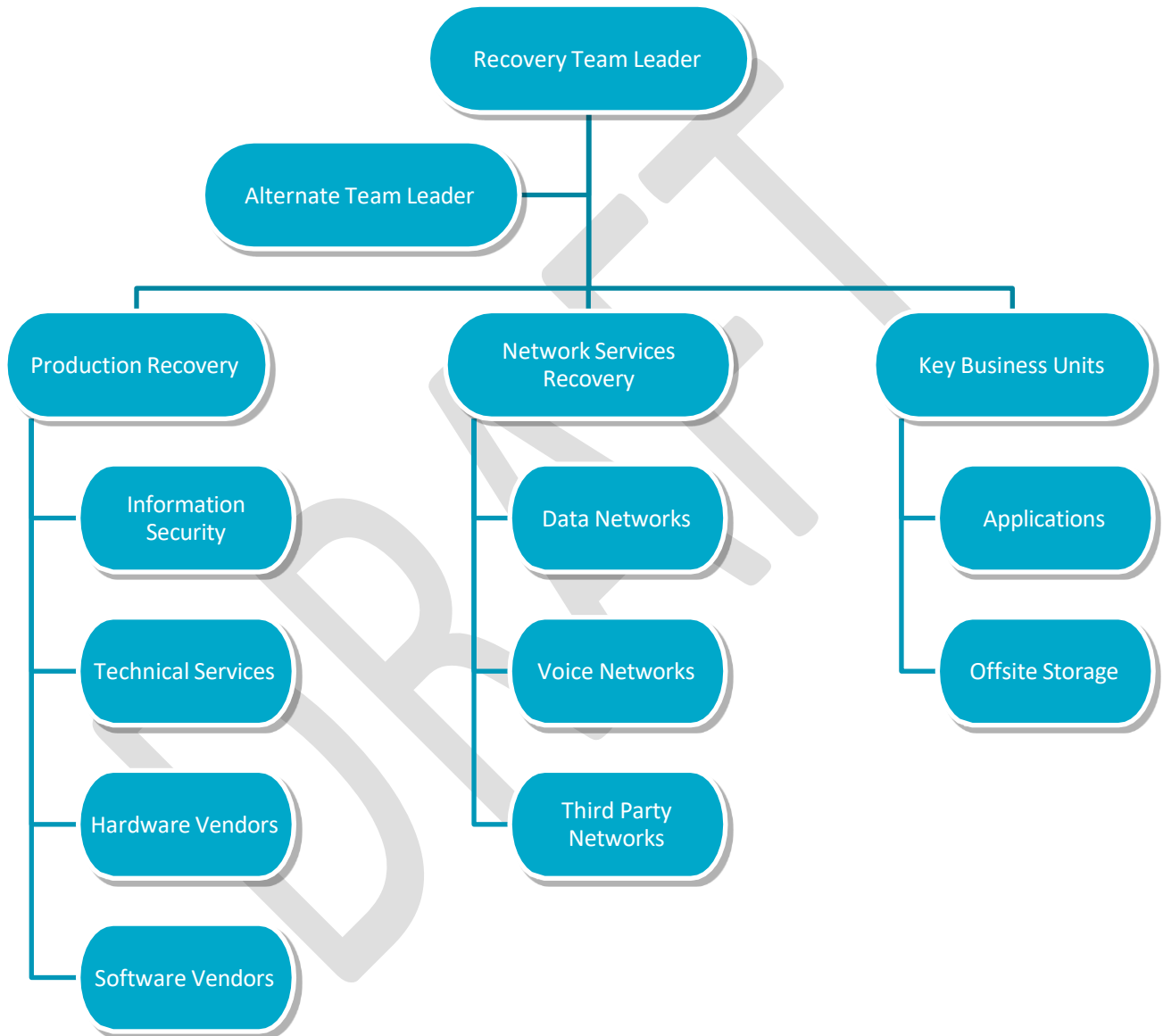
Refer to Section 4.1 for details on Management Team members, roles and responsibilities.



3.3 The Recovery Team

The purpose of the Recovery Team is to establish operations at an alternate-processing site or restore services at the disaster site.

Refer to Section 4.2 for details on Recovery Team members, roles and responsibilities.

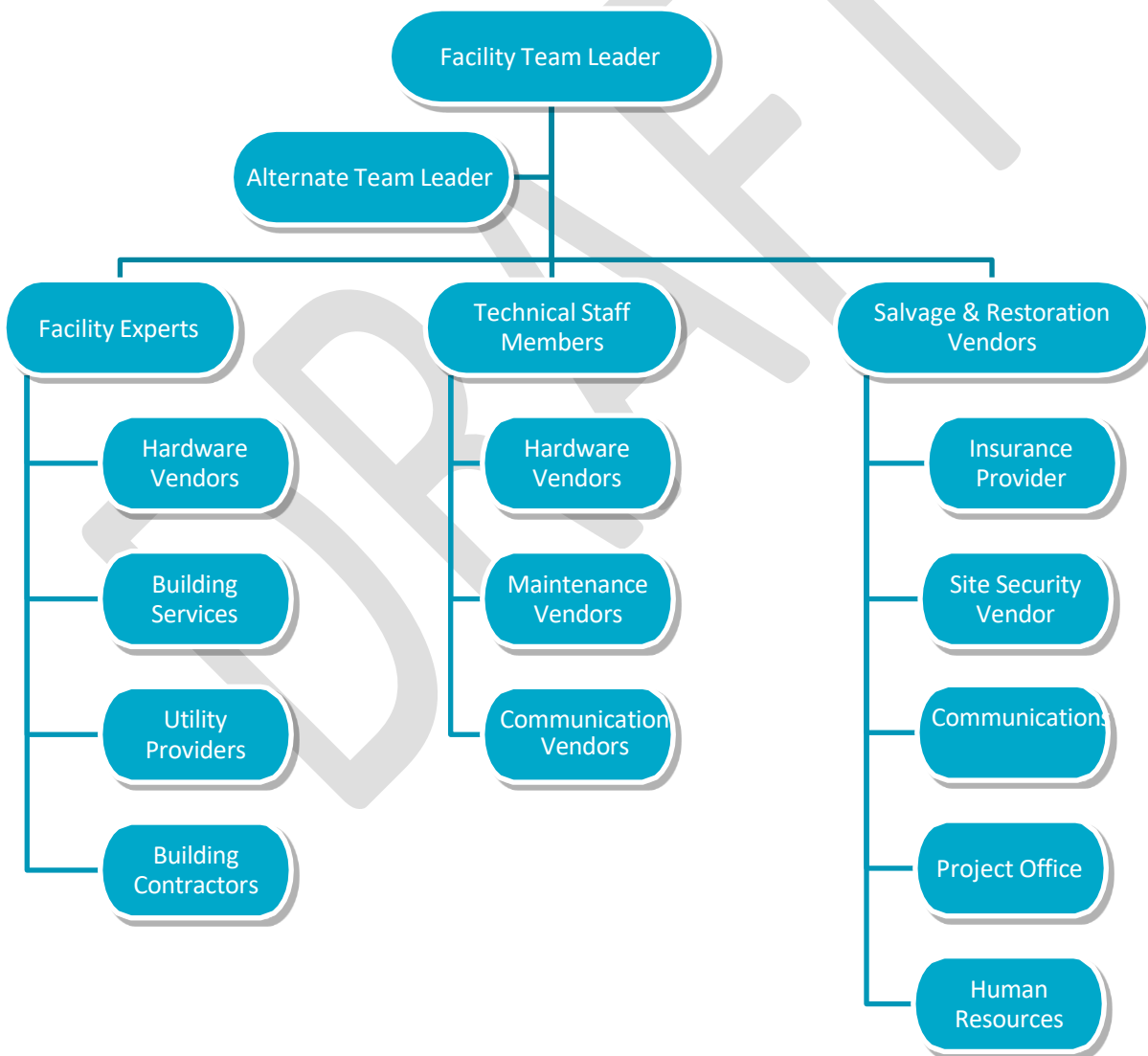


3.4 The Facility Team

The purpose of this team is to secure, salvage, and restore the Shire of Lake Grace office location to operational status as quickly as possible. The team may also be needed to prepare an alternate facility for occupation. The skills required of team members include knowledge of computing and network hardware. The Facility Team leader is also a member of the management team. The table below shows the kind of skills and authority levels needed for Facility Team membership.

The Facilities Team is tasked with conducting an in-depth damage assessment with recommendations to management on required repair or restoration activities. Concurrent with performing their evaluation procedures, members are responsible for initiating and monitoring recovery tasks assigned to their functional areas. Each team has its own chapter of detailed instructions later in this plan.

Refer to Section 4.3 for details on Facility Team members, roles and responsibilities.



4.0 Roles and Responsibilities

4.1 Management Team

Management Team membership, roles and responsibilities are summarised in the table below.

Team Member	Role/Responsibility
Crisis Management Team Leader Chief Executive Officer	Senior manager to oversee recovery. Authority to declare a disaster.
Alternate Mgmt. Team Leader Deputy CEO	Full authority to act if Team Leader is not available.
Facility Team Leader Deputy CEO	Oversee facility, security, damage assessment, salvage and reconstruction.
Recovery Team Leader Deputy CEO	Knowledge of computer operations, systems & networks.
Communications Chief Executive Officer	Authority to speak for the organisation.
Corporate Legal Chief Executive Officer	Ability and authority to make legal/contractual decisions.
Human Resources Manager Corporate Services	Knowledge and authority to make Human Resources decisions.
Finance Chief Executive Officer	Authority to spend the amounts required to fund recovery in the first days.

4.2 Recovery Team

Recovery Team membership, roles and responsibilities are summarised in the table below.

Team Member	Role/Responsibility
Recovery Team Leader Deputy CEO	Internal IT resource knowledgeable of computer operations, systems, etc. <ul style="list-style-type: none"> • Request/Retrieve the off-site backup data – as described in APPENDIX D. • Establish the command centre, as described in section 5.6 • Advise the alternate site of a disaster alert prior to a disaster being declared. • Advise the alternate site of a declared disaster. • Advise the alternate site of a stand down from alert if recovery is not to be affected at the site or the disaster is not declared. • Liaise with alternate site management and personnel.
Alternate Team Leader Manager Corporate Services	Full authority to act if Team Leader is not available.
Production Operations Recovery: Integrated ICT	Restore IT operations, print services and IT security services.
Network Services Recovery - Data: Integrated ICT Network Services Recovery - Voice: Internet Provider/Telephone Provider	Aid in the recovery of voice and data network infrastructure. Includes recovery of hardware components, connectivity to the recovery site and recovery of critical network software. Liaison with relevant telephony vendor(s).
Server Recovery: Integrated ICT	Aid in the recovery of critical servers and applications. Liaison with relevant application vendor(s).

4.3 Facility Team

Facility Team membership, roles and responsibilities are summarised in the table below.

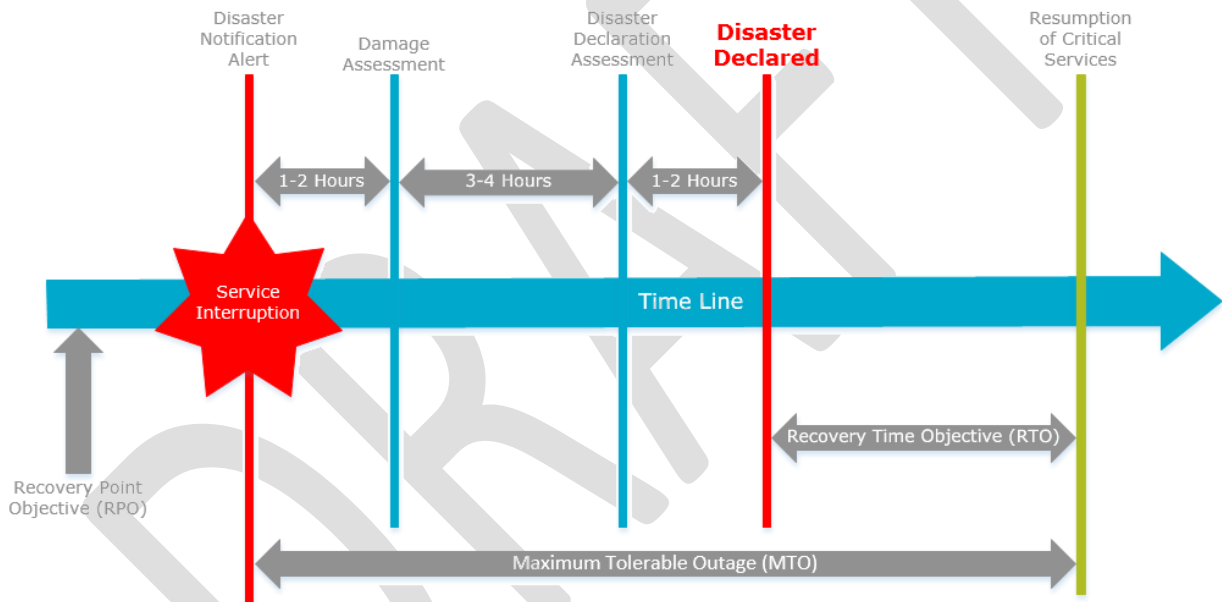
Team Member	Role/Responsibility
Facility Team Leader Deputy CEO	Authority and knowledge to deal with damage assessment, damage mitigation, salvage, restoration, alternate site installation, etc.
Alt. Facility Team Leader Manager Corporate Services	Authority and knowledge to act in place of the team leader.
Hardware Experts: Integrated ICT	As required, depending upon the situation. Liaison with 3 rd party hardware vendors.
Technical Staff Members: Integrated ICT	Will be sourced from the Integrated ICT personnel pool to assist with salvage, restoration, etc.

5.0 Processes

5.1 Recovery Strategy

Following the occurrence of a suspected disaster, there are **three** processes that will take place prior to the activation of the actual recovery process:

- **Disaster Alert Notification** – to notify CMT members, recovery teams, and the offsite media storage provider (Market Creations) that a disaster may have occurred or is evolving.
- **Damage Assessment** – to ascertain whether a disaster has occurred, assess the extent of the damage and to assemble the recovery teams if necessary.
- **Disaster Declaration Assessment** – to ascertain if the predetermined MTO is likely to be compromised and that invoking the IT DR Plan and its associated procedures is necessary.



If there is a major incident where the damage is not widespread and Shire of Lake Grace is not seriously affected, it may not be obvious to the person(s) who detected such an incident whether it constitutes a disaster, especially when the damage is confined and local. Where possible, it is expected that the usual problem management procedures be followed in dealing with such incidents.

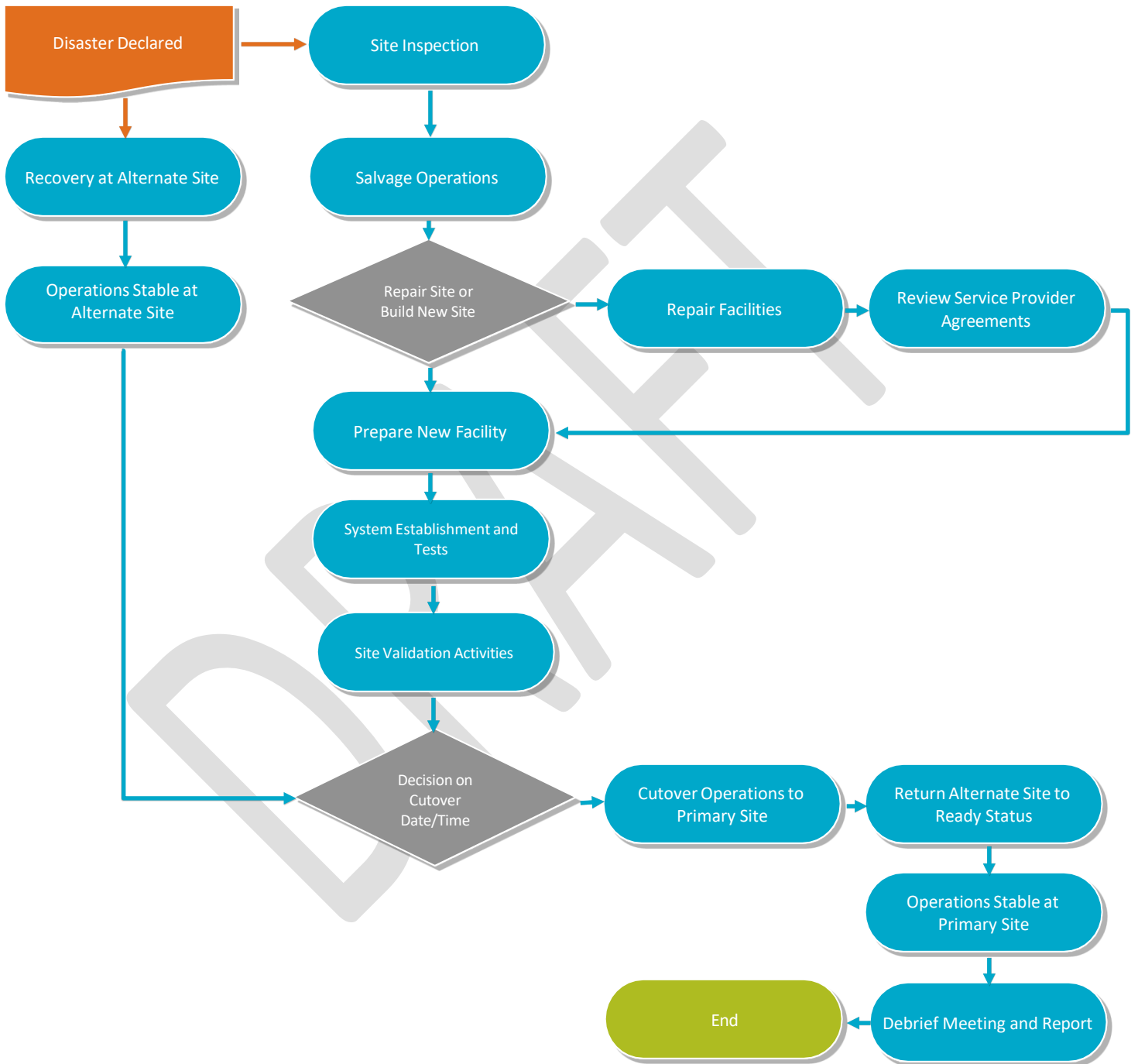
5.2 Business Resumption

This section provides the approach to restoring the Shire of Lake Grace disaster site or establishing a new office location. The extent and timing of the recovery activities will vary depending upon the nature of the disaster. These activities will need to be coordinated and planned as a parallel stream to establish stable production operations at the recovery site. Detailed activities are contained in the Procedures section of this document.

The decision concerning the approach to re-establishing the Shire of Lake Grace site and secondary sites should be made as soon as practically possible after a disaster occurs. This allows all the affected areas to adapt their procedures and staffing according to the expected length of the outage. The alternatives to be considered are:

1. The Shire of Lake Grace office location is to be restored to original operating status. This will require the establishment of new technical infrastructure according to current requirements and specifications.
2. The Shire of Lake Grace office location is to be upgraded to preferred level of operating status. This will require:
 - establishment of new technical infrastructure according to revised requirements
 - establishment of new facilities and services according to revised requirements.
3. A new office location is chosen. This will require:
 - assessment and risk analysis of the new site for suitability
 - new arrangements with Integrated ICT to be established (i.e., for off-site data collections and deliveries)
 - establishment of new technical infrastructure according to current requirements and specifications.
4. The secondary site is to become the new production site. This will require:
 - assessment and risk analysis of the new site for suitability;
 - a new secondary site to be established;
 - communications, floor space and other facilities to be upgraded to be commensurate with the original production site;
 - establishment of new technical infrastructure according to current requirements and specifications;
 - new arrangements with Integrated ICT to be established (e.g., for off-site data collections and deliveries).

5.3 Business Resumption Process



5.4 Debriefing

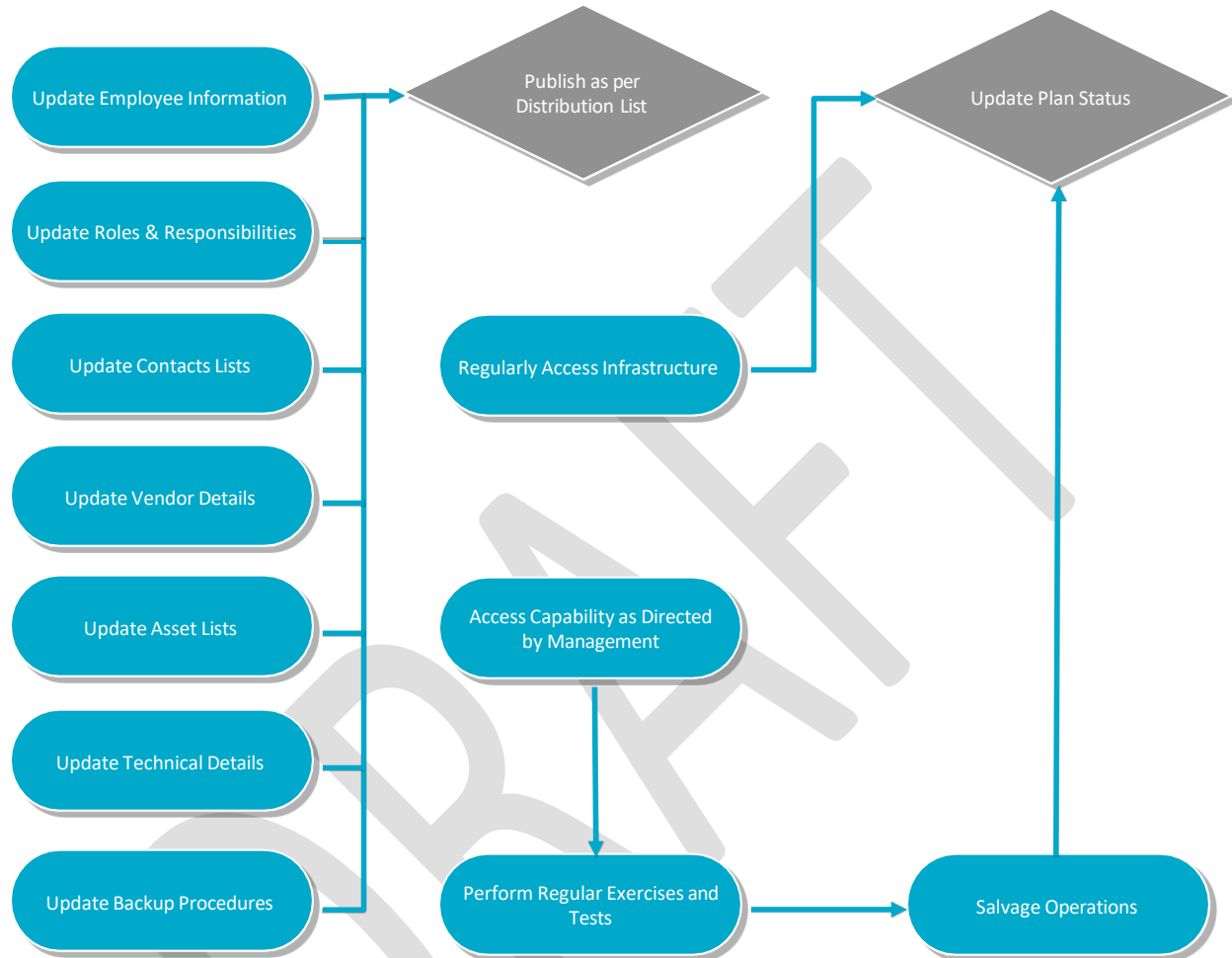
Prior to closure of a disastrous situation and standing down of the Crisis Management Teams, a debriefing of all participants should be conducted. A debriefing will ensure that:

- all required recovery and normal business resumption tasks have been performed
- ongoing system, business and client impacts are being addressed
- Shire of Lake Grace can ascertain and understand the cause, nature and impact of the disaster on the organisation
- financial impacts are clearly identified and documented for insurance claims
- lessons learned are clearly identified and incorporated into a knowledge database for future IT DR Plan development and disaster management
- deficiencies in the current process are clearly identified in way that projects can be established to rectify them or mitigate them.

A report should be produced covering the above-mentioned aspects. This should be contained in a central knowledge register with lessons learned incorporated into new IT DR Plans.

5.5 Maintain IT DR Plan Documentation

The IT DR Plan will be updated annually, or when significant business change occurs, and should be maintained as illustrated in the chart below.

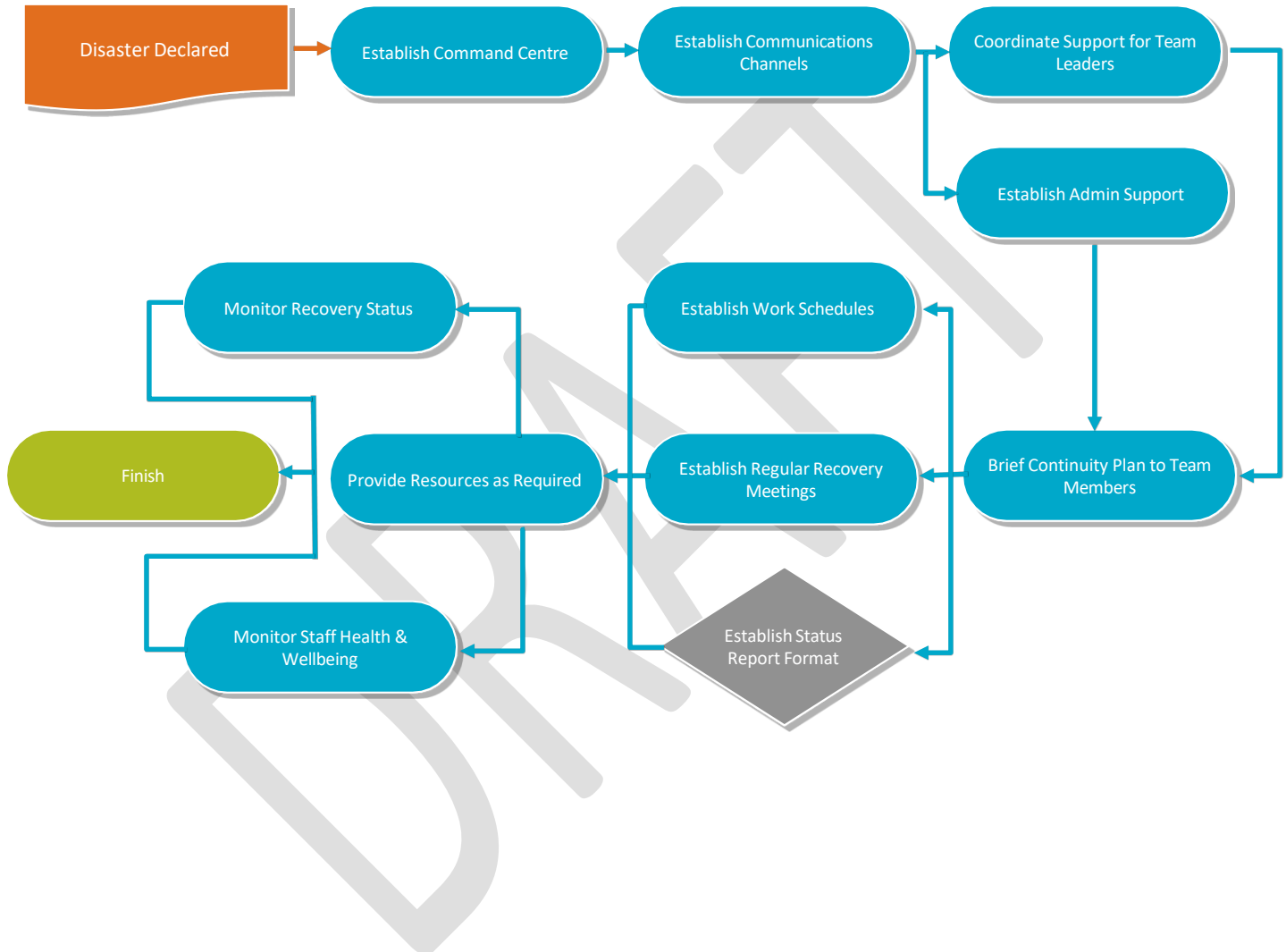


On an on-going basis, Integrated ICT may:

- periodically assess the conditions, status, capabilities and availability of backup computers, PCs, LAN, telecommunication configurations, and the facility
- perform special studies requested by the Management Team to improve the efficiency of equipment and recovery procedures
- prepare periodic status reports for the Management Team
- coordinate business recovery tests and prepare test results and recommendations for plan improvement
- maintain and distribute this plan.

5.6 Command Centre Operations

The command centre will be the physical office that will be used in the event of a major disaster, the place where staff and vendors will first gather to establish the direction for dealing with the disaster at hand. Setting up and operating the command centre is the responsibility of the Management Team Leader, with activities as shown in the figure below.

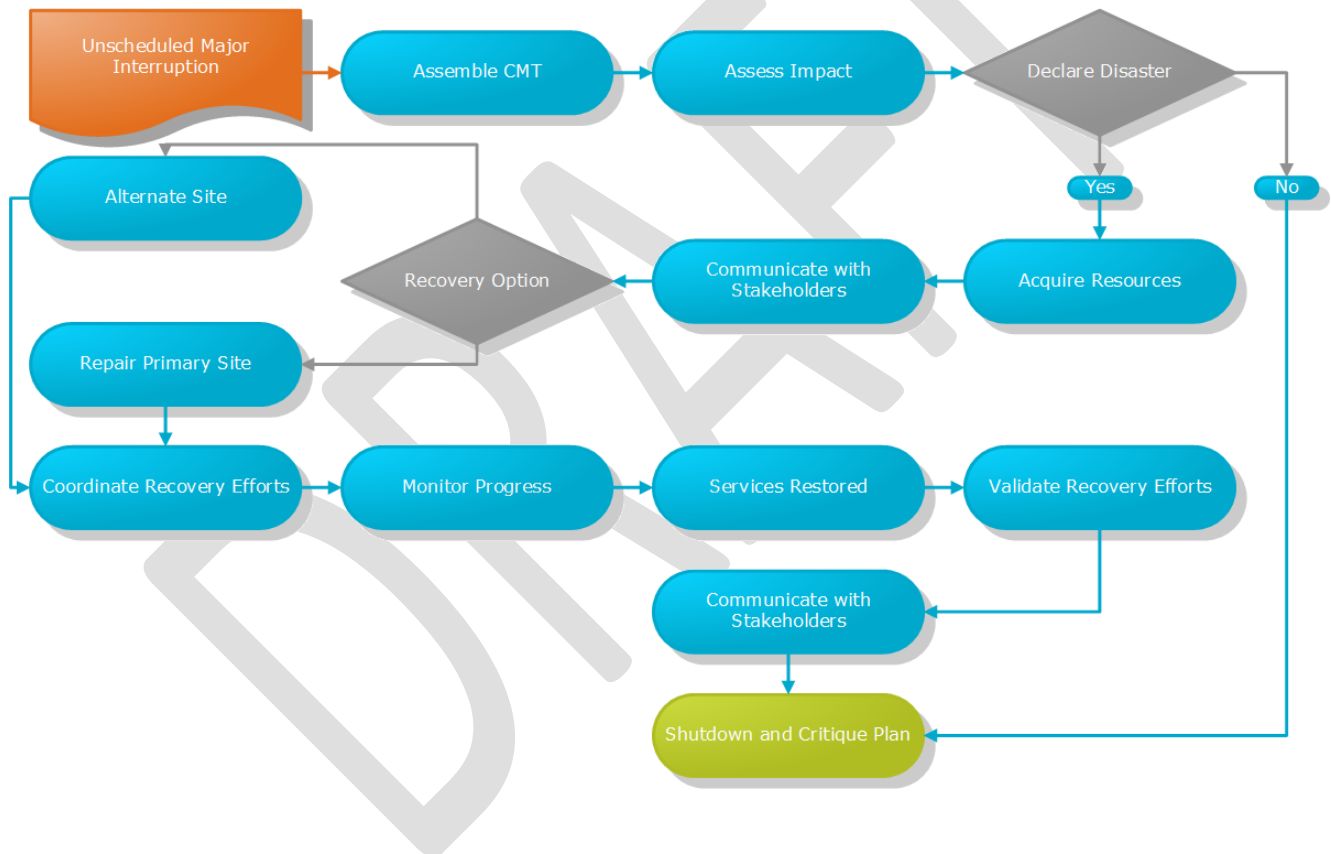


6.0 Procedures

6.1 Management Team

6.1.1 Management Team Actions Overview

The Management Team is responsible for the entire disaster recovery process; from when the team is established until all services have been returned to the office location or new location. The Management Team Leader or delegate, with input from relevant key personnel, has the exclusive authority to declare a Disaster and consequently activate this plan.



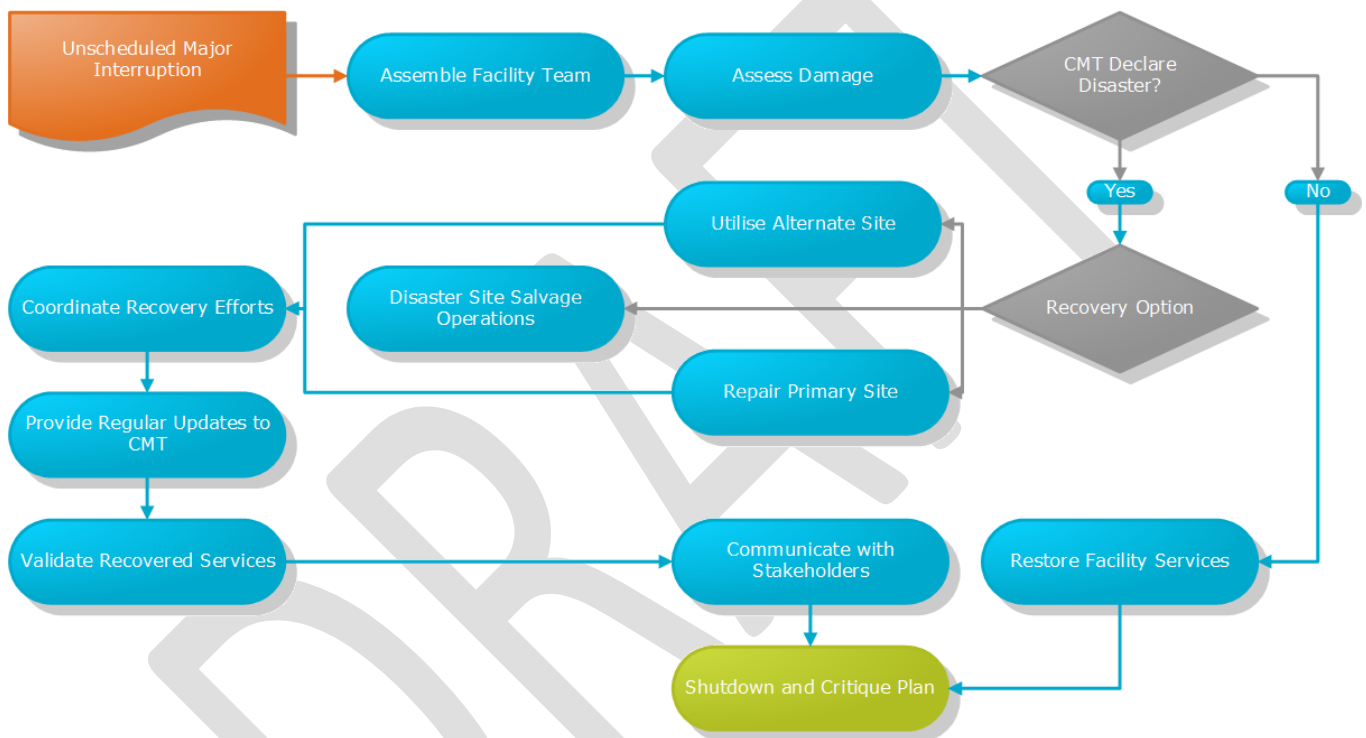
6.1.2 Management Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Assemble Key Staff	Management Team Leader				
2	Assess Damage	Facility Team				
3	Decide Whether to Declare a Disaster or Not. If YES , go to Step 7.	Management Team Leader				
4	Restore Functions at Shire of Lake Grace office location	Each Team Leader				
5	Debriefing of the Recovery	Management Team Leader				
6	Finish	If Disaster alert is stood down				
7	DECLARE A DISASTER - Initiate recovery to alternate site	Authorised individuals named in the Management Team				
8	Communicate with Groups and coordinate recovery	Management Team Leader				
9	Acquire equipment and supplies	All Teams				
10	Build New or Rebuild Office Location	All Teams				
11	Monitor Progress	Management Team Leader				
12	Move to New or Rebuilt Office Location	All Teams				
13	Discontinue Use of Alternate Site	Management Team Leader				
14	Debrief of Plan	Management Team Leader				

6.2 Facility Team

6.2.1 Facility Team Actions Overview

Prior to activating the Facility Team, the designated Facility Team leader should remain close to the scene of the disaster to help direct Emergency Services personnel. If evacuation is necessary, all personnel should immediately proceed to the pre-determined location, well clear of the building. A head count must be taken there to ensure that no one has been left behind, including visitors, contractors, etc. If there have been any injuries, immediately identify those people who can offer medical help, such as first aid.



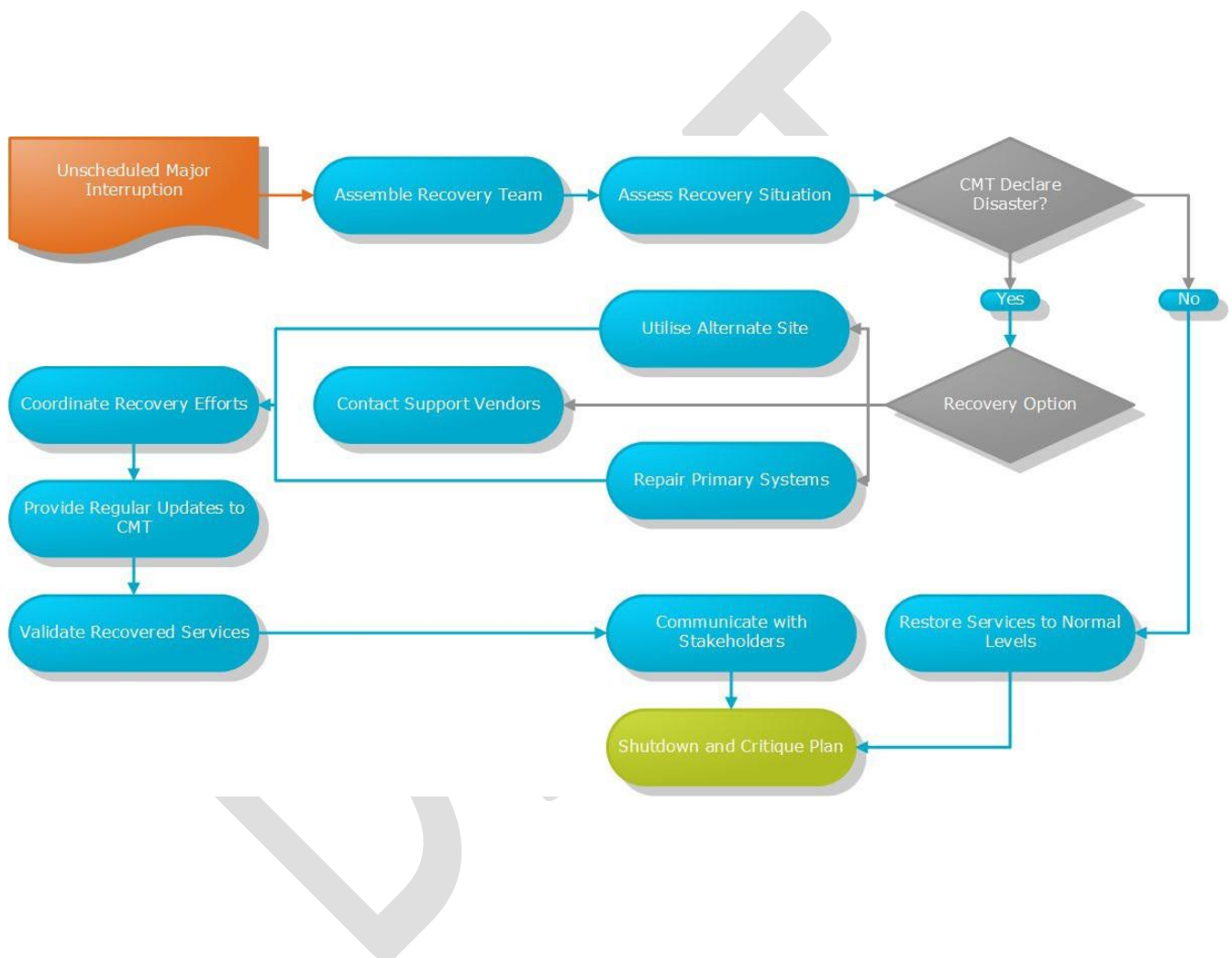
6.2.2 Facility Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate Facility Team	Management Team Leader				
2	Disaster Site Evaluation & Salvage	Facility Team Leader				
3	Relocate or Rebuild Office Location. If decision is to relocate, go to step 10.	Facility Team Leader				
4	Plan Office Location Rebuild	Facility Team Leader				
5	Hold Recovery Status Meeting	Management Team Leader				
6	Coordinate Move back to Shire of Lake Grace Office Location	Facility Team Leader				
7	Discontinue use of alternate location if one was required	Facility Team Leader				
8	Delivery plan critique	Facility Team Leader				
9	Finish	Management Team Leader				
10	Assist Alternate Site selection	Facility Team Leader				
11	Coordinate Move to alternate location	Facility Team Leader				
12	Discontinue use of office location	Facility Team Leader				
13	Delivery critique of BC Plan	Facility Team Leader				
14	Finish					

6.3 Recovery Team

6.3.1 Recovery Team Activities Overview

This section contains the procedures to be followed by the Recovery Team. The Recovery Team includes the hardware, software, and communications experts who travel to the alternate site. The Recovery Team restores the software and data onto an alternate-computing platform and restores communications from that platform back to the users.



6.3.2 Recovery Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate Recovery Team	Management Team Leader				
2	Is Main office and existing infrastructure available for recovery? If NO, go to Step 7.	Management Team Leader				
3	Restore Data Communications	Recovery Team Leader				
4	Recover or rebuild affected servers from latest available MRS data on	Recovery Team Leader				
5	Client testing of recovered systems	Management Team Leader				
6	Critique Plan - Finish	Recovery Team Leader				
7	Build Alternate Site - Transfer Operations	Recovery Team Leader				
9	Restore or implement Data Communications	Recovery Team Leader				
8	Recover or rebuild affected servers from latest available MRS data on loan hardware	Recovery Team Leader				
9	Make loan hardware available to client	Recovery Team Leader				
10	Client testing of recovered systems	Management Team Leader				
11	Coordinate Move to New/Rebuilt office location	Management Team Leader				
12	Post disaster - migrate live data / servers to new or salvaged infrastructure	Recovery Team Leader				
13	Deliver critique of DR Plan	Recovery Team Leader				
14	Finish					

Appendix A – Contact List

Shire of Lake Grace Management

Position	Name	Phone	Mobile
Chief Executive Officer	Alan George	08 9890 2503	0460 416 959
Deputy CEO	Chris Paget	08 9890 2504	0400 631 052
Manager Corporate Services	Tegan Hall	08 9890 2514	0427 832 070

Shire of Lake Grace Other Key Staff

Position	Name	Phone	Mobile
Manager Infrastructure Services	Craig Elefsen	08 9890 2507	0448 089 092
Executive Assistant	Alex Adams	08 9890 2512	0409 310 732
Community Economic Development Officer	Aimee Turnbull	08 9890 2516	0447 147 436
Finance Officer	Victoria Fasano		0459 472 864

Facility Team

Position	Name	Phone	Mobile
Manager Corporate Services	Tegan Hall	08 9890 2500	0427 832 070
Executive Assistant	Alex Adams	08 9890 2512	0409 310 732
Finance Officer	Nicola Kuchling	08 9890 2511	0447 002 600

Recovery Team

Company / Position	Name	Phone
IT Support Vendor	Integrated ICT	08 9920 8500
Internet Provider	Telstra	1300 786 068 / 132 200

Telephone Provider	Telstra	1800 066 594
--------------------	---------	--------------

Disaster Recovery / Salvage Vendors

Company / Position	Name	Phone
IT Support Vendor	Integrated ICT	08 9920 8500 / 08 6374 8255

Key Vendor/ Supplier Contacts

Company / Position	Name	Phone
Lake Grace Communications & Computers	Steve Hunt	08 9865 1585

Emergency External Contacts

Company / Position	Name	Phone
CESM	Matt Castaldini	0438 292 638
Police	Lake Grace Police	08 9890 2000
Electricity	Western Power	13 13 51
Water	Water Corporation	13 13 75
Fire & Emergency Services	DFES Narrogin Lake Grace VFRS	08 6832 3110 / 000 08 9865 1306 / 000
Rescue Services	SES Narrogin	0417 918 910 / 132 500
Doctor	Lake Grace Medical Centre	08 9865 1208
Environmental Health Officer	Brendon Gerrard	0409 770 824
Hospital	Lake Grace Hospital	08 9890 2222
Ambulance	St John Ambulance - Lake Grace Sub Centre	Emergency - 000 Non-Emergency 08 9621 1613
CBFCO	David Roberts	0428 774 014
Waste Contractor	Warren Blackwood Waste	08 9725 7103
Communications	Telstra	132 203

Appendix B – System Recovery Requirements

Recovery Priority for I.T. Systems

Recovery Priority	Key Function Critical Aspects	RTO	MTO	Team Dependency
1	SynergySoft	1 Day	3 Days	All
2	Adobe Acrobat X	3 Days	5 Days	All
3	RMS Cloud	3 Days	5 Days	All
4	Corporate Data	1 Day	3 Days	All
5	Corporate Website	3 Days	5 Days	Finance, Community & Marketing, HR & Risk
6	Email & Exchange Online	1 Day	3 Days	All
7	Internet Connectivity	1 Day	3 Days	All
8	Microsoft Office	1 Days	3 Days	All
9	Multi-Function Devices	3 Days	7 Days	All
10	Photo System/PABX	1 Day	3 Days	All
11	Adobe Creative Suite 6	3 Days	10 Days	Community & Marketing
12	RAMM	3 Days	5 Days	Infrastructure Services
13	Remote Access / Terminal Server	1 Day	3 Days	All

Appendix C – Command Centre Details

Command Centre Locations if the Shire of Lake Grace office is not available.

Shire of Lake Grace Works Depot

- Address: 75 Absolon Street, Lake Grace WA 6353
- Seating Capacity: No. > 10

Command Centre Checklist

Activity	Checked ok?
Establish a command centre work location for each activated recovery team, staff department and vendor.	
- Ensure that adequate furniture, fixtures, PCs, telephones, supplies and space are provided for each group. Use the Resource Checklist at the end of this section.	
- Prepare signs that identify the room or work area assigned to each group.	
Establish incoming and outgoing communication channels.	
- Assign specific telephones to be used for incoming and outgoing calls.	
- Continue department notification activities until all personnel have been reached.	
- Assign personnel to monitor the telephones designated for incoming calls.	
- Inform the company telephone operators to direct all return calls to the assigned extension(s) at the command centre.	
Coordinate staff department support with team leaders during the recovery.	
- Meet with security representative to review the need to assign security personnel to secure the damaged business site and the recovery operations site(s). Depending on the nature of the disaster, tighter than normal security for personnel and property may be required.	
- Request that admittance be restricted to only authorised personnel who have proper identification (company ID badge, etc.).	

- Work with the Facility Team to identify equipment requirements and arrange for the Purchasing Department representative to provide the following:	
- Heavy duty copy machines	
- Miscellaneous paper, pencils pens, etc.	
Ensure all third-party vendors are contacted and notified of the situation.	
Brief the recovery plan to core recovery team members.	
Establish a command centre work location for each activated recovery team, staff department and vendor.	

DRAFT

Activity	Checked ok?
Establish status reporting processes and formats.	
Create the following status charts, using flip charts or other media, for display at the command centre:	
- Information Status Display	
- General Message Board	
- Personnel Accommodation Board	
Establish regular recovery meetings	
- Keep all recovery team personnel informed of the recovery progress.	
- Advise recovery team leaders.	
- Arrange and organise a meeting place.	
- Record minutes of the meetings.	
- Have minutes typed, obtain approval, and distribute them.	
Establish work schedules for 24-hour coverage.	
- Align the off-shift work effort with the Recovery Time Objective.	
Continue to evaluate the level of people and resources and add or subtract as needed.	
- HR and Purchasing are the focal points for people and resources.	
Monitor personnel for signs of fatigue.	
- Sufficient rest is required to maintain an efficient recovery operation. For health and efficiency reasons, no recovery personnel should work excessive hours without an eight-hour rest period.	

Resource Checklist

The command centre should be well equipped with extensive communications facilities.

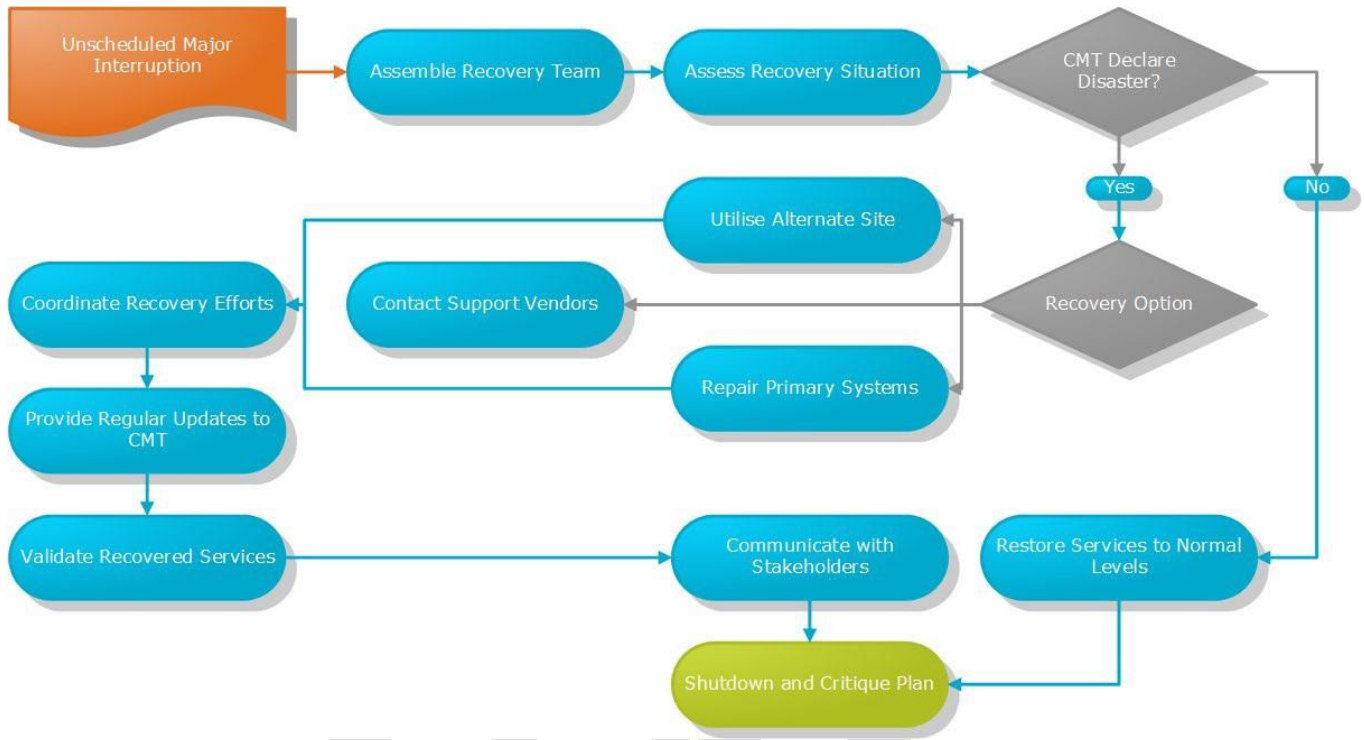
Communications are highly critical when rescue and medical care are primary, and time is of the essence. This is particularly true when families of key personnel are threatened. Without effective mass communications, your key personnel may leave to be with their families.

In addition to the communications facilities mentioned above, the command centre should be outfitted with, or have ready access to food, clothing, sleeping accommodations, and other supplies needed to manage the recovery effort.

An example checklist is provided below.

Resource	Checked ok?
2-way Radio	
Camera or Video Recorder	
CD/DVD Player	
Chart to record recovery milestones	
Credit cards and cash	
FM Radio	
Food / Water	
Internet Connection / VPN	
Medical supplies	
Mobile Phones (2 are recommended)	
PCs and printers	
Photocopier	
Portable light	
Projector	
Telephones	
Telephone directories	
Television	
Whiteboard	

Appendix D – IT Recovery Procedures



Procedures

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate Integrated ICT	Management Team Leader				
2	Assess Recovery Situation	Recovery Team				
3	Disaster Declared? <i>If yes, go to Step 6.</i>	Management Team Leader				
4	Restore Services to Normal Levels	Recovery Team				
5	Finish and Critique Plan	CMT & Recovery team				
6	Choose Site Recovery Option. <i>If Shire of Lake Grace Office Location, go to Step 9</i>	Management Team Leader & Recovery Team				
7	Notify Support Vendors	Recovery Team				
8	Prepare Alternate Site (refer to appendix E)	Facility Team Leader & Recovery Team				
9	Shire of Lake Grace Office Location Salvage Operation	Facility Team Leader & Recovery Team				
10	Order all Necessary Hardware	Recovery Team				
11	Re-establish Communications Onsite	Recovery Team				
12	Obtain/Order Required Software and Licensing	Recovery Team				
13	Update CMT on status	Recovery Team				
14	Prepare Servers for Deployment to Site	Recovery Team				
15	Deploy & Install Hardware	Recovery Team				
16	Test all Critical Business Functions	Recovery Team				
17	Signoff by CMT	CMT				
18	Finish and Critique Plan	Recovery Team				

Appendix E – Current Recovery Procedure / Policies

VMware Site Recovery Manager 6.5.1 is used by Integrated ICT for backup and recovery. The Shire's backups outside of SRM have a retention of **30 days**. The SRM DR is **3 days**. As far as the procedure around the enactment of DR within SRM, this is managed at a Service Provider level for the Shire as they have no visibility into the system.

DRAFT

Appendix G - Additional Information / Comments

Please provide any additional information that you believe may assist the business continuity document.

Name	Comment	Date

DRAFT

Glossary

ACTIVATION: The implementation of disaster recovery capabilities, procedures, activities, and plans in response to an emergency or disaster declaration; the execution of the recovery plan.

ALERT: Notification that a potential disaster situation exists or has occurred; direction for the recipient to stand by for possible activation of the Disaster Recovery Plan.

ALTERNATE SITE: An alternate operating location to be used by business functions when the main office location is inaccessible. 1) Another location, computer centre or work area designated for recovery. 2) Location, other than the main office location, that can be used to conduct business functions. 3) A location, other than the normal facility, used to process data and/or conduct critical business functions in the event of a disaster. SIMILAR TERMS: Alternate Processing Facility, Alternate Office Facility, Alternate Communication Facility, Backup Location, Recovery Site, and Recovery Centre.

ALTERNATE WORK AREA: Office recovery environment complete with office infrastructure (desk, telephone, workstation, and associated hardware, communications, etc); also referred to as Workspace or Alternative Work Site.

APPLICATION RECOVERY: The component of Disaster Recovery that deals specifically with the restoration of business system software and data, after the processing platform has been restored or replaced.

BACKUP GENERATOR: An independent source of power, usually fueled by diesel (sometimes natural Gas).

DISASTER RECOVERY PLANNING: Process of developing advance arrangements and procedures that enable an organization to respond to an event in such a manner that critical business functions continue with planned levels of interruption. SIMILAR TERMS: Contingency Planning, Recovery Planning.

BUSINESS CONTINUITY PROGRAM: An ongoing program supported and funded by executive staff to ensure business continuity requirements are assessed, resources are allocated, and recovery and continuity strategies and procedures are completed and tested.

COLD SITE: An alternate facility that already has the environmental infrastructure in place required to recover critical business functions or information systems, but does not have any pre-installed computer hardware, communications network, etc. These must be provisioned at time of disaster.

COMMAND CENTRE: Facility separate from the main facility that is equipped with adequate communications equipment from which initial recovery efforts are manned and media-business communications are maintained. The management team uses this facility temporarily to begin coordinating the recovery process until the alternate sites are functional.

CONTACT LIST: A list of team members and/or key players to be contacted (Mobile Number, Home Number, Pager, etc.).

CRISIS MANAGEMENT TEAM: A crisis management team will consist of key executives as well as key role players (i.e. media representatives, legal counsel, facilities manager, disaster recovery coordinator, etc.) and the appropriate owners of critical organization functions.

DAMAGE ASSESSMENT: The process of assessing damage, following a disaster, to computer hardware, vital records, office facilities, etc and determining what can be salvaged or restored and what must be replaced.

DECLARATION: A formal announcement by pre-authorized personnel that a disaster or severe outage is predicted or has occurred, and that triggers pre-arranged mitigating actions (e.g. move to an alternate site).

DISASTER: A sudden, unplanned catastrophic event causing great damage or loss. Any event that causes an organization to be unable to provide critical business functions for a pre-determined period of time.

DISASTER RECOVERY: Activities and programs designed to return operations to an acceptable condition. 1) The ability to respond to an interruption in services by implementing a disaster recovery plan to restore critical business functions.

EMERGENCY: A sudden, unexpected event requiring immediate action due to potential threat to health and safety, the environment, or property.

HOT SITE: An alternate facility that already has the computer, communications and environmental infrastructure in place that is required to recover critical business functions or information systems.

IT DR PLAN: The document that defines the resources, actions, tasks and data required to manage the business recovery process in the event of a business disruption. The plan is designed to assist in restoring the business process within the stated disaster recovery goals.

MAXIMUM TOLERABLE OUTAGE (MTO): The maximum tolerable outage is the amount of time the critical business functions may be without the support of IT systems and applications before business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery.

OFF-SITE STORAGE: Alternate facility, other than the primary production site, where duplicate vital records and documentation may be stored for use during disaster recovery.

RECOVERY POINT OBJECTIVE (RPO): The point in time to which systems and data must be recovered after an outage (e.g., end of the previous day's processing). RPOs are often used as the basis for the development of backup strategies.

RECOVERY TIME OBJECTIVE (RTO): The period of time within which systems, applications or functions must be recovered after a disaster declaration (e.g. one business day). RTOs are often used to determine whether or not to implement the recovery strategies/plan.

WARM SITE: An alternate processing site which is equipped with some hardware, and communication interfaces, electrical and environmental infrastructure which is only capable of providing backup after additional provisioning, additional software, or modifications.



IT Risk Register

Risk ID	Risk Description	Potential Impact	Likelihood	Owner
IT-R01	Unauthorised Access	Data breach, loss of confidential information	High	IICT
IT-R02	System Downtime	Disruption of business operations	Medium	IICT
IT-R03	Data Loss	Loss of critical data	High	IICT
IT-R04	Cybersecurity Threats	Breach of network security	Medium	IICT
IT-R05	Inadequate Backup and Recovery	Data loss, extended downtime	High	IICT
IT-R06	Software Vulnerabilities	Exploitation by malicious entities	Medium	IICT

Risk Mitigation Strategies:

1. Implement multi-factor authentication to reduce the risk of unauthorized access (IT-R01).
2. Establish regular system maintenance schedules to minimize system downtime (IT-R02).
3. Implement robust data backup and recovery procedures to mitigate data loss risks (IT-R03, IT-R05).
4. Conduct regular cybersecurity training for employees and update security measures (IT-R04, IT-R06).
5. Regularly update and patch software to address vulnerabilities (IT-R06).

Risk Monitoring and Review:

- Conduct regular risk assessments to identify new risks and reassess existing ones.
- Review and update mitigation strategies based on the evolving threat landscape.

Disaster Recovery and Business Continuity Risks

Risk ID	Risk Description	Potential Impact	Likelihood	Owner
ICT-DR-01	Natural Disasters	Infrastructure damage, data centre downtime	Medium	IICT
ICT-DR-01	Cybersecurity Attacks	Data loss, system unavailability, financial losses	High	IICT
ICT-DR-01	Hardware Failure	Downtime of critical systems, potential data loss	High	IICT
ICT-DR-01	Software Failure	Disruption of business processes, data integrity	High	IICT
ICT-DR-01	Human Error	Data loss, system unavailability	Medium	IICT
ICT-DR-01	Connectivity Issues	Communication breakdown, loss of access to critical systems	Medium	IICT

Mitigation Strategies:

1. Implement geographically dispersed data centres to mitigate the impact of natural disasters (ICT-DR-01).
2. Regularly update and patch systems to protect against cybersecurity threats (ICT-DR-02).
3. Implement redundant hardware and backup systems to address hardware failures (ICT-DR-03).
4. Conduct regular testing of backup and recovery procedures to ensure quick recovery from software failures (ICT-DR-04).
5. Provide training to staff on proper procedures and policies to minimize the risk of human error (ICT-DR-05).
6. Establish redundant network connections and ensure failover capabilities (ICT-DR-06).

Risk Monitoring and Review:

- Regularly update the risk register and conduct periodic assessments to identify new risks.
- Review and test the effectiveness of mitigation strategies.

OCM 24 April 2024

Attachment to Item 14.4.4



EVOKE LIVING
HOMES

— — — — — CREATING LIFESTYLES — — — — —

Proposal and Quotation

Prepared for:
Alan George - Shire of Lake Grace
84 Bennett Street, Lake Grace WA 6353
Two 2 BED CUSTOM DESIGNS
17/04/2024

Contents

Contents	2
Letter from the Director	3
Capability Summary	4
Team Snapshot	5
Our Experience	6
Our Process	7
Estimate	8
Further Information	15
Design Concept - Your Home	16
Standard Modular Home Inclusions	22
Why Evoke Living Homes?	24

Letter from the Director

Alan George - Shire of Lake Grace
84 Bennett Street
Lake Grace, Western Australia
6353

Re: Request for New Home

Dear Alan

I'd like to personally thank you for the opportunity you have given myself and the Evoke Living Homes team to provide you with a comprehensive proposal for the building of your new home.

We understand this process can be stressful and emotional. Given this opportunity; we will provide you with a customised service, putting your needs and requirements at the forefront of our priorities.

We trust this proposal meets your requirements and we are proud to work together with you on your exciting venture.

Yours sincerely,

Russell Draffin
Managing Director

Capability Summary

Evoked Living Homes is a new name for a successful company formerly known as WBS Homes. Holding over 3 decades of experience in steel design and manufacturing, Evoked Living Homes is a privately held family company built on a foundation of fundamental core values to deliver optimum customer experience, value and quality through excellence, and execution.

Bringing memorable lifestyles to reality,
by building quality framed homes,
with accelerated turnaround times,
and unbeatable customer service.
Guaranteed.

RESPONSIVENESS

We are there when you need us, ready to act, keeping us one quality step ahead.

INTEGRITY

We are a company of strong moral principle and as such are honest and transparent in our business dealings.

COMMITMENT

We are totally committed to the ongoing quality of our relationships, product and reputation. We can be relied upon to do what it takes.

Team Snapshot



RUSSELL DRAFFIN
Managing Director



BILL DRAFFIN
Director/Procurement



FLORENCE DRAFFIN
Finance Administrator



FLEUR DRAFFIN
Sales & Marketing Team Leader



CHLOE MONAGHAN
Contracts Administrator Assistant



LAUREN DEVINE
Drafting & Procurement Team Leader



MARK LAWRENCE
Construction Supervisor



JAYDE EDMONDS
HR/Executive Assistant



SHAYNE LUCY
Sales & Design Consultant



KATHERINE MURCOTT
Sales Assistant



BRIAN RUTTER
Estimator



DANIEL MITIC
Production Coordinator



LAUREN CARR
Contracts Administrator Assistant



TRICIA POLLARD
Marketing Administrator



TIM LOUGHMILLER
Yard Foreman



LEONARD BUENAVENTURA
Procurement Officer



RACHELLE MILLER
Site Works Administrator

Our Experience

Wayne Briggs: Home in Brigadoon

"I bought a 4 x 2 modular house from WBS Modular (Evoke Living Homes.) From the beginning the experience was great. As with all new homes there are problems and the team at WBS sorted them all out, keeping me informed of the progress. All the fittings throughout are perfect including the gas oven, stove top and solar hot water system. Building a modular home also reduced the site costs making it good value for money. The house was on time and on budget. The finish of the home exceeded my expectations leaving me happy to show it off. It's fully insulated, solid and quiet. I would recommend WBS Modular (Evoke Living Homes) to anyone considering to build. It was the best choice for me and I looked at a lot before making this important decision."



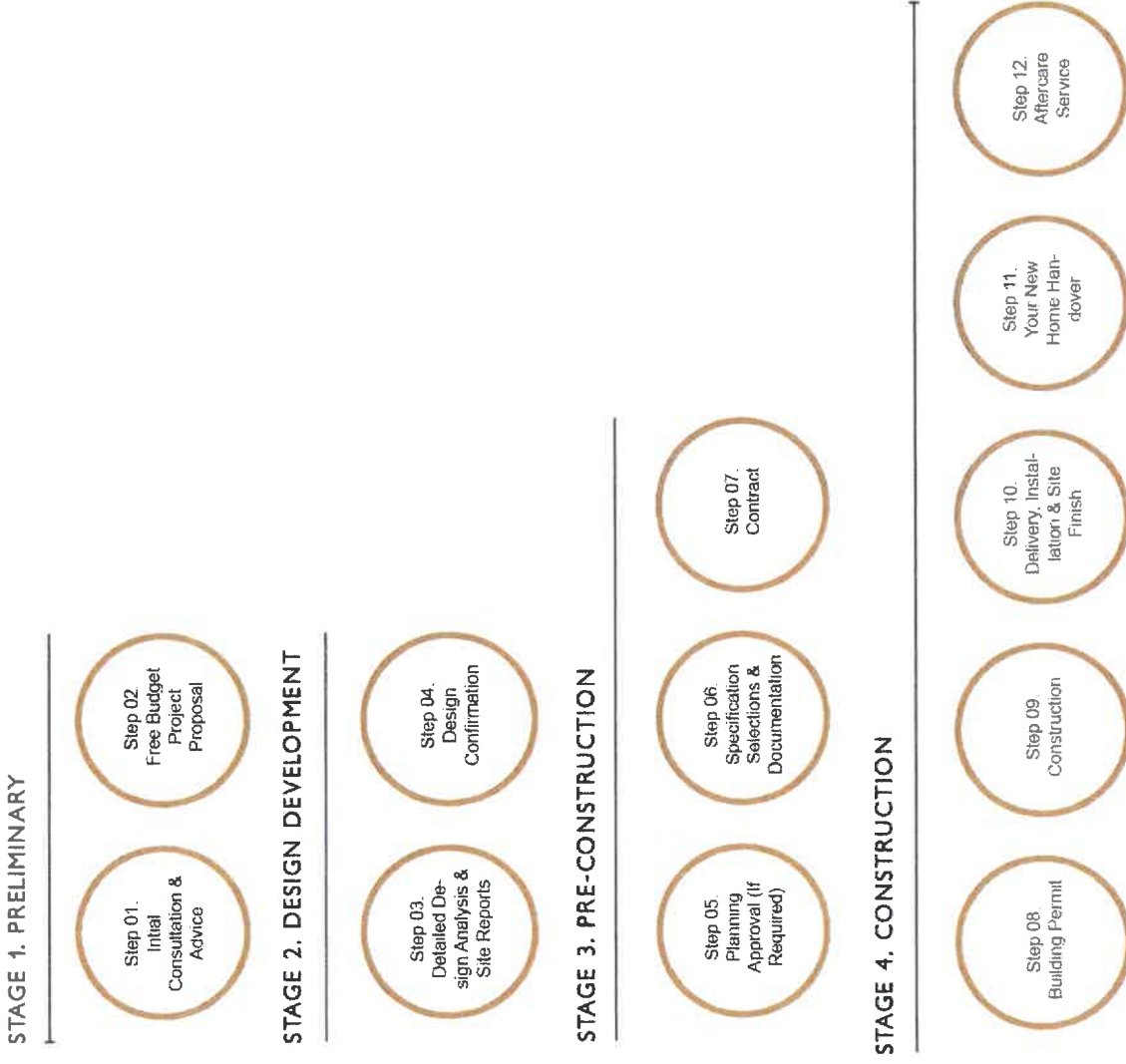
Patricia Buton: Home in Toodyay

"Thank you WBS (Evoke Living Homes) for building my beautiful new home in Toodyay. From the initial sign up and changes that I made to the original plans to make the home customised to suit my needs, to assistance with selecting suitable tiles, right up to completion....you were there for me. I am over the moon with the end result and what I have is a quality built home that I am proud to live in. The builders completed the house ahead of schedule so I was able to move in earlier than I originally thought, saving me paying rent on where I was staying while the house was being built. Not only do I love my new home, but my friends and family love it also and even the neighbours commented on how it has lifted the street! I would recommend Evoke Living Homes (WBS Homes) to anyone looking at building...their service is second to none, homes are priced affordably....and the end result is a quality built home."

Our Process - Concept to Completion

We know that building a new home is easier and more enjoyable when you know what to expect.

There are no secrets when you work with Evoke Living Homes. This guide will step you through every stage of the entire building process - from the first steps to the finishing touches on your new home, and beyond.



Estimate

Based on our understanding of your requirements and the floor plan you have approved for us to quote, we have arrived at the following budget estimate for the design of your new home.



61 Old York Rd • Northam WA 6401 • Phone: 1300 138 653 • Fax: 1300 910 363

Alan George
Phone: (08) 9890 2500

1 Bishop Street (PO Box 50)
Lake Grace
WA 6353

Job Address:
84 Bennett Street
Lake Grace
WA 6353

Print Date: 17-04-2024

Proposal for Shire of Lake Grace, GROH Housing

Base Price to sketch REVD dated 8/12/23, x2 dwellings

Standard design built to Evoke Living Homes standard specification and inclusions list. Includes transport to site. Note - transport is subject to road condition and suitable access which is at the responsibility of the client.

Base Price to sketch REVD dated 8/12/23, x2 dwellings Total:

\$712,470.15

Inclusions

Builders standard range of inclusions.

Aluminium entry door with 4-lite clear glazed panels, aluminium external door to laundry with single lite clear glazed panel

Flush panel solid core door to store

Half splay painted skirting throughout

By-pass waste included to laundry trough

Provisions for installation of heat pump hot water unit.

Euro ECT600C4 600mm Ceran Touch Electric Cooktop

Euro EO608SX 600mm Electric Built in Oven

Euro ES602SS – 60cm Slide Out Rangehood

Overhead cupboards to kitchen.

270l heat pump HWU

Internal 24 pole load centre on entry wall. 3ph meter board in external meter box.

Inclusions Total:

\$0.00

Exclusions

Upgrades for liveable housing

Upgrades to suit GROH specifications

Landscaping

Earthworks and site preparation, include clearing for access.

Crossovers

Exclusions Total:

\$0.00

No allowance for Western Power Line Lift

If required, amount to be advised

No allowance for Western Power Line Lift Total:

\$0.00

Note - No allowance has been included for Planning fees. Client will be advised should a planning application be required.

Note - No allowance has been included for Planning fees. Client will be advised should a planning application be required. Total:

\$0.00

ADD unlined double carport, porch, alfresco, bedroom window awnings plus wall mounted clothesline, to each dwelling

Powdercoated RHS/SHS beams & columns, colorbond roof sheets, gutters & downpipes, concrete for footings, built on site. Excludes ceiling lining, decking, grano or paving. Refer below for concrete paving.

Note - No allowance is included for hard digging. Light points are mounted on the house external wall.

ADD unlined double carport, porch, alfresco, bedroom window awnings plus wall mounted clothesline, to each dwelling Total:

\$41,592.70

PROVISIONAL SUM for On-site Concrete works to both dwellings.

100mm thick standard grey concrete slab with F62 mesh to driveways, carport, porch, alfresco, and 1.2m wide path near clothesline.

Excludes crossover.

PROVISIONAL SUM for On-site Concrete works to both dwellings. Total:

\$72,672.60

PROVISIONAL SUM for Plumbing connections to both dwellings

Includes join up between modules if applicable, and underground water and sewer connection. Excludes application and install of cut-in sewer junction.

Includes 2500L water tank and stormwater connection on site within 10m of dwelling. Includes upgrade of downpipes to PVC, painted prior to transport. Stormwater piping will be a sealed system, and downpipes will store rainwater to a height equal to the height of the water tank inlet.

No allowance has been included for first flush diverter.

Includes installation of heat pump hot water unit. Site plumber will be required to install these units on site. Builder will supply units to site.

PROVISIONAL SUM for Plumbing connections to both dwellings Total:

\$40,000.01

PROVISIONAL SUM for single phase electrical connection to both dwellings

Mains electrical connection from existing power dome to dwelling. Includes join up between modules if applicable.

PROVISIONAL SUM for single phase electrical connection to both dwellings

Total:

\$20,000.00

PROVISIONAL SUM for Colorbond Fencing and Gates

Includes side and rear boundary fencing, excludes allowance to remove any existing fencing. Includes internal fencing and PA gate to each dwelling.

PROVISIONAL SUM for Colorbond Fencing and Gates Total:

\$ 15000

~~\$44,924.88~~

Provide upgrade for in-ground installation, to both dwellings

Upgrade modular slab to 50MPa. Includes additional pest control requirements

Provide upgrade for in-ground installation, to both dwellings Total:

\$1,101.10

PROVISIONAL SUM for Earthworks for Modular home dug into ground for both dwellings

Cut natural ground and store on client's site. Compact base and provide compaction certificate. Return to backfill once modular home in place, using previously excavated natural earth. Note - Allowance cannot be confirmed until site report, site plan and structural engineering have been received.

PROVISIONAL SUM for Earthworks for Modular home dug into ground for both dwellings Total:

+ LANDSCAPING

STET

\$70,000.01

UPGRADE Ceiling height to 2.7m throughout, to both dwellings**UPGRADE Ceiling height to 2.7m throughout, to both dwellings Total:**

\$18,130.56

ADD Vinyl plank flooring throughout excluding carpeted and tiled wet areas, to both dwellings

Armstrong Flooring 'Natural Elements' 2mm vinyl standard range

ADD Vinyl plank flooring throughout excluding carpeted and tiled wet areas, to both dwellings Total:

\$15,901.96

ADD Carpet to Bedrooms & Robes, to both dwellings

Builders Range - EC Carpet - Savana, Rosemount, Summit Point, Encounter, Montrosa or Grove range on foam underlay

ADD Carpet to Bedrooms & Robes, to both dwellings Total:

\$6,795.39

ADD Vertical Blinds, to both dwellings

Add vertical blinds from builder's standard range to all windows and sliding doors excluding ensuite, bathroom and W/C. Note - hi-light windows are excluded from quotation unless specifically requested.

ADD Vertical Blinds, to both dwellings Total:

\$7,990.84

Provide stainless steel mesh security screen hinged door to entry and laundry, and screens to windows/sliding doors, to both dwellings

Aluminium screen doors with 316 stainless steel mesh installed in aluminium entry door frames. 316 Stainless Steel security screens to sliding doors and all open window sashes. Only available in black mesh and hardware

Provide stainless steel mesh security screen hinged door to entry and laundry, and screens to windows/sliding doors, to both dwellings Total:

\$23,033.12

Add 2.5kW split system airconditioners included to both bedroom, 2 x 5kW systems included to living/dining, to both dwellings.

All systems are back to back installations. No allowance included to relocate internal unit away from external unit.

Add 2.5kW split system airconditioners included to both bedroom, 2 x 5kW systems included to living/dining, to both dwellings. Total:

\$15,000

INC.
(150 \$3900)
ONLY
~~\$42,740.80~~

UPGRADE External cladding to Newport primeline boards as per REV D plans, to both dwellings

Includes standard exterior paint finish prior to transport.

UPGRADE External cladding to Newport primeline boards as per REV D plans, to both dwellings Total:

2 TONE COCK,
~~\$10,730.63~~

PROVISIONAL SUM to upgrade Windows and Sliding Door to Double Glazing, to both dwellings

PROVISIONAL SUM to upgrade Windows and Sliding Door to Double Glazing, to both dwellings Total:

~~\$19,848.12~~

Total Price: \$1,147,932.87

= 68,396.31
\$1,079,536.56

*Provisional Sum = An amount which needs further information to clarify the final fixed price, such as site conditions for earthworks or landing modular floors.

Additional costs: That may be applicable once location, orientation and site inspections have been established / performed)

·National Construction Code requirements for energy may alter window size, position and glazing type to provide the minimum 6 star rating. The final position of the home shall deem the energy requirements of glazing, light and air movement. Upon confirmation as part of the ABSA rating changes required shall be provided by way of variation to the contract. (Discuss further with your housing consultant for further clarification)

·Bush Fire Attack Level (B.A.L) is in affect as of the 8th April 2016 and is subject to the interpretation of the National Construction Code and Aust. Standard 3959-2009 and subject to additional costs.

Bush fire zoning for the location of a home includes near a Forrest / Woodland / Shrub land / Scrub / Mallee - Mulga / Grassland, upon a site inspection by a certified person additional costs may apply and shall be provided by way of variation to the contract. (Discuss further with your housing consultant for further clarification)

Construction Notes (General):

·Access to the site shall be directed by a site visit by the Builder, details of works required by way of clearing trees, providing a road path to the home site shall be requested. Upon delivery if these works are not carried out as instructed further cost may apply if to be completed by the Builder and a variation to the contract given for the additional works.

·If Earthworks are completed by Owner the works are to comply with the following and details passed to the Builder before delivery: Compaction requirements: Ground shall be compacted to achieve as least 5 blows over 150 – 450mm, 6 blows over 450 – 750mm, and 7 blows over 750 – 1050mm with a Perth sand Penetrometer (AS 1289.6.3.3)

Confirmation: Clear, level, accessible site for heavy laden loads by way of photos / communication.

·Plumber: If Plumbing connections are by the owner's Plumber works such as connection of the pipe work in (Roof space near manhole) or around the home, HWU shall need to be completed and tested to relevant Plumbing code requirements.

·Electrical: If Electrical connections are by the owner's Electrician works such as connection of the cabling in (Roof space near manhole) or around the home, HWU or other shall need to be completed and tested to relevant Electrical code requirements.

Please be advised **if** a site inspection is deemed necessary as per our transport company, the cost will be payable by the client at time of inspection or added as a variation to contract.

(GST inclusive) Any prices provided prior to a fixed pricing building contract are subject to material and labour price increases.

Regards,

Shayne Lucy
Design & Sales Consultant

I confirm that my action here represents my electronic signature and is binding.

Signature:

Date:

Print Name:

Further Information

Additional costs that may be applicable once location, orientation and site inspections have been established / performed) National Construction Code requirements for energy may alter window size, position and glazing type to provide the minimum 6 star rating. The final position of the home shall deem the energy requirements of glazing, light and air movement. Upon confirmation as part of the ABSA rating changes required shall be provided by way of variation to the contract. (Discuss further with your housing consultant for further clarification)

Bush Fire Attack Level (B.A.L) is in affect as of the 8th April 2016 and is subject to the interpretation of the National construction Code and Aust. Standard 3959-2009 and subject to additional costs. Bush fire zoning for the location of a home includes near a Forest /Woodland / Shrubland / Scrub /Mallee-Mulga / Grassland, upon a site inspection by a certified person additional costs may apply and shall be provided by way of variation to the contract. (Discuss further with your housing consultant for further clarification)

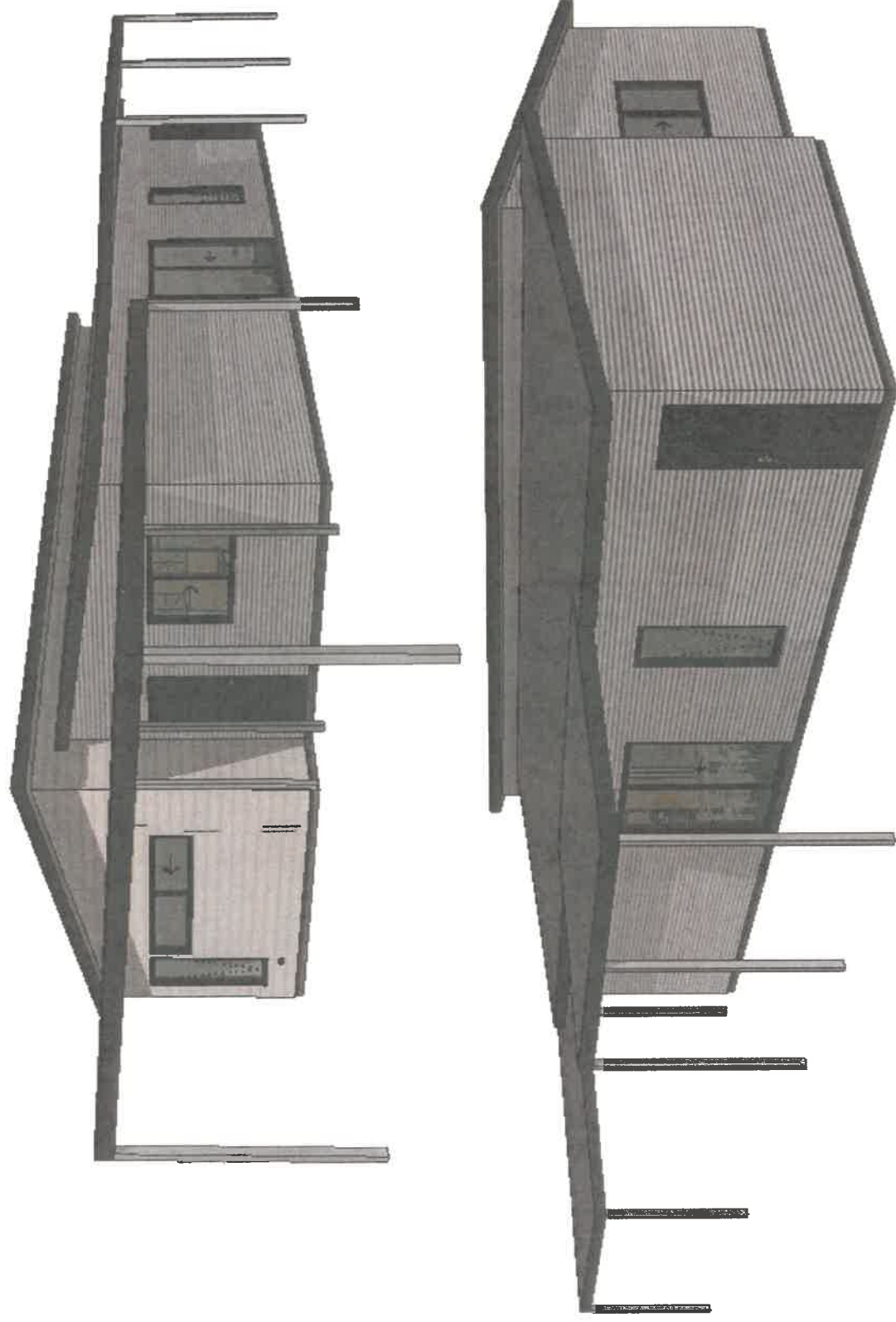
- Construction Notes (General):
Access to the site shall be directed by a site visit by the Builder, details of works required by way of clearing trees, providing a road path to the home site shall be requested. Upon delivery if these works are not carried out as instructed further costs may apply if to be completed by the Builder and a variation to the contract given for the additional works.
- If Earthworks are completed by owner the works are to comply with the following and details passed to the Builder before delivery:
Compaction requirements: Ground shall be compacted to achieve as least 5 blows over 150 – 450mm, 6 blows over 450 – 750mm, and 7 blows over 750 – 1050mm with a Perth sand Penetrometer (AS 1289.6.3.3). In addition, a compaction certificate signed by an engineer must be presented prior to commencing construction/delivery by builder. Please also be advised a building permit will be required for any works carried out on site that are not by Evoke Living Homes. Please speak with your housing consultant for further information.
- Confirmation: Clear, level, accessible site for heavy laden loads by way of photos / communication.
Plumber: If Plumbing connections are by the owner's Plumber works such as connection of the pipe work in (Roof space near manhole) or around the home, HWU shall need to be completed and tested to relevant plumbing code requirements.
- Electrical: If Electrical connections are by the owner's Electrician works such as connection of the cabling in (Roof space near manhole) or around the home, HWU or other shall need to be completed and tested to relevant electrical code requirements.

Prices are GST Inclusive. Any price provided prior to a fixed pricing building contract are subject to material and labour price increases.

Design Concept - Your Home

PRESTO 32 PLUS

3 2 120.96m²



THIS 3D IMAGE IS FOR ILLUSTRATION PURPOSES ONLY. PLEASE SEE APPENDIX A & CONTRACT FOR SPECIFIC COLOURS & FINISHES

61 OLD YORK ROAD, NORTHAM WA 6401
 PHONE: 1300 138 653
 EMAIL: sales@alhomes.com.au

© COPYRIGHT
 THIS DRAWING IS THE PROPERTY OF MBS MODULAR
 PTY LTD HAS EVOKE LIVING HOMES & MAY NOT BE
 COPIED IN PART OR FULL WITHOUT THE WRITTEN

SIGNATURES

CLIENT:
 CLIENT:
 D III NED.

VARIATIONS

REVA	REV2	REV3	REV4
DATE: 18/10/23	DATE: 09/11/23	DATE: 07/12/23	DATE: 08/12/23
INT: RI	INT: RI	INT: M1	INT: PC

VARIATIONS

DATE:	INT:

CLIENT NAME:

LAKE GRACE SHIRE
 SITE ADDRESS:
 84 BENNETT STREET
 LAKE GRACE

DRAWN:

RI

DATE:

16/10/23

SALES:

SL

COASTAL:

NO

WIND REGION:

A

JOB No.

1005

SHEET No.

1 of 5

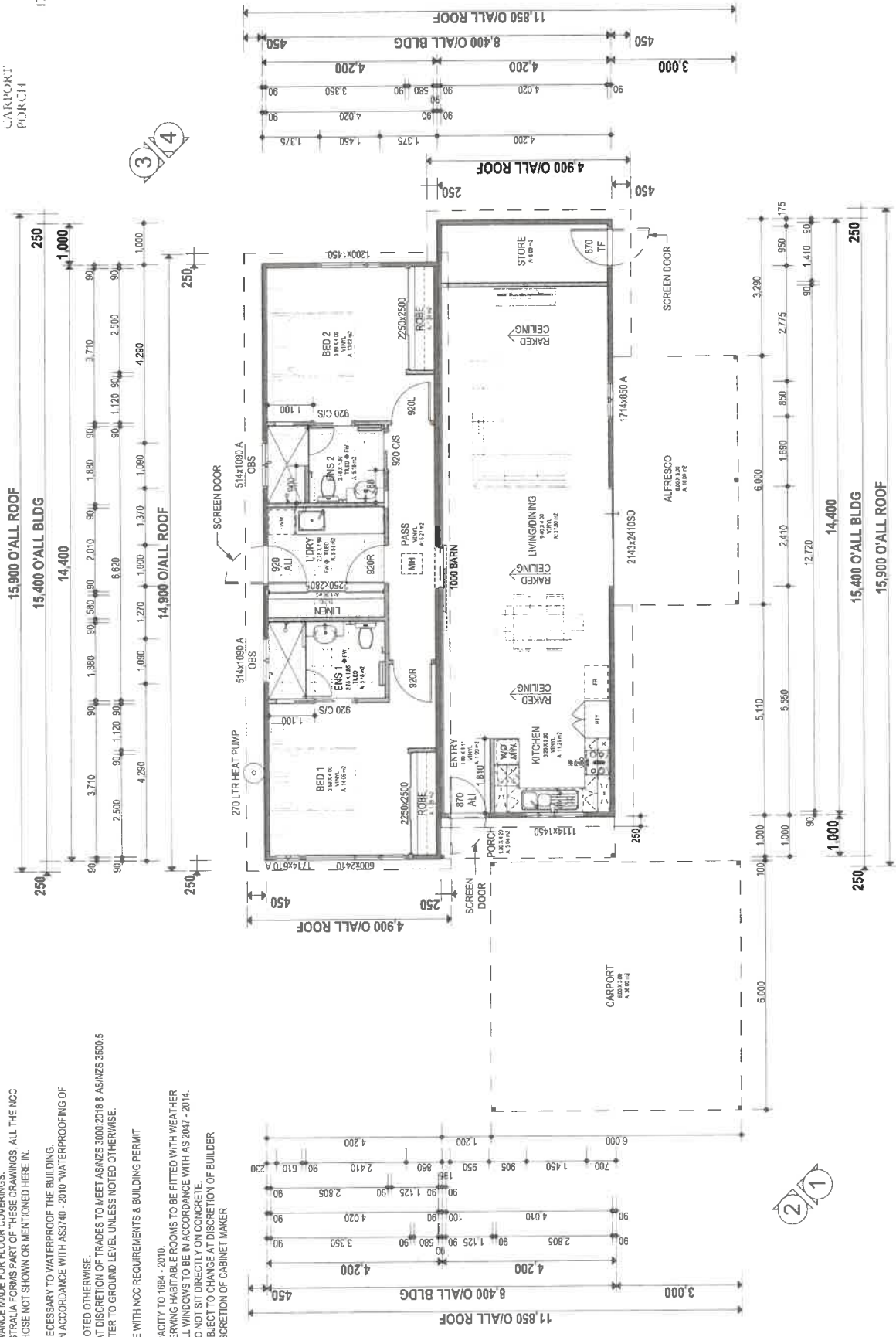


NOTES:

- CLIENT SUPPLIED MATERIALS & LABOUR - REFER TO CONTRACT & ADDENDA.
- BUILDER TO VERIFY ALL DIMENSIONS, LEVELS & CONTOURS ON SITE BEFORE CONSTRUCTION.
- DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- HEIGHTS ARE FROM TOP OF SLAB. NO ALLOWANCE MADE FOR FLOOR COVERINGS.
- THE NATIONAL CODE OF CONSTRUCTION FOR AUSTRALIA FORMS PART OF THESE DRAWINGS. ALL THE NCC REQUIREMENTS ARE TO APPLY INCLUDING THOSE NOT SHOWN OR MENTIONED HERE IN.
- SMOKE DETECTOR TO NCC 3.7.5.
- BUILDER IS TO PROVIDE ALL FLASHINGS AS NECESSARY TO WATERPROOF THE BUILDING.
- WET AREA FLOORS TO BE WATERPROOFED IN ACCORDANCE WITH AS3740 - 2010 WATERPROOFING OF WET AREAS WITHIN RESIDENTIAL BUILDINGS.
- TILING TO WET AREAS BY BUILDER, UNLESS NOTED OTHERWISE.
- ELECTRICAL & PLUMBING FINAL LOCATIONS AT DISCRETION OF TRADES TO MEET AS/NZS 3000:2018 & AS/NZS 3500.5 LOCATIONS AS DISCRETION OF BUILDER.
- SOAKWELLS / STORMWATER IN ACCORDANCE WITH NCC REQUIREMENTS & BUILDING PERMIT CONDITIONS TO BE UNDERTAKEN BY CLIENT.
- BW - DENOTES WALL BRACING WITH CAPACITY TO 168kN - 2010.
- EXTERNAL DOORS & OPENABLE WINDOWS SERVING HABITABLE ROOMS TO BE FITTED WITH WEATHER SEALS IN ACCORDANCE WITH NCC 3.12.3.3. ALL WINDOWS TO BE IN ACCORDANCE WITH AS 2047 - 2014.
- FULL HEIGHT TIMBER EXTERNAL OPENINGS TO NOT SIT DIRECTLY ON CONCRETE.
- HANHOLE & WALL VENT FINAL LOCATIONS SUBJECT TO CHANGE AT DISCRETION OF BUILDER.
- CABINET WORKS SUBJECT TO CHANGE AT DISCRETION OF CABINET MAKER.

PAINTED PVC DOWNPIPES THROUGHOUT

CEILING HEIGHT: 2400 THROUGHOUT



FLOOR PLAN
1:100

EVOKE LIVING
13131

61 OLD YORK ROAD, NORTHAM WA 6401
PHONE: 1300 138 653
EMAIL: sales@elhomes.com.au

THIS DRAWING IS THE COPYRIGHT OF EVOKE LIVING HOMES & MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF EVOKE LIVING HOMES

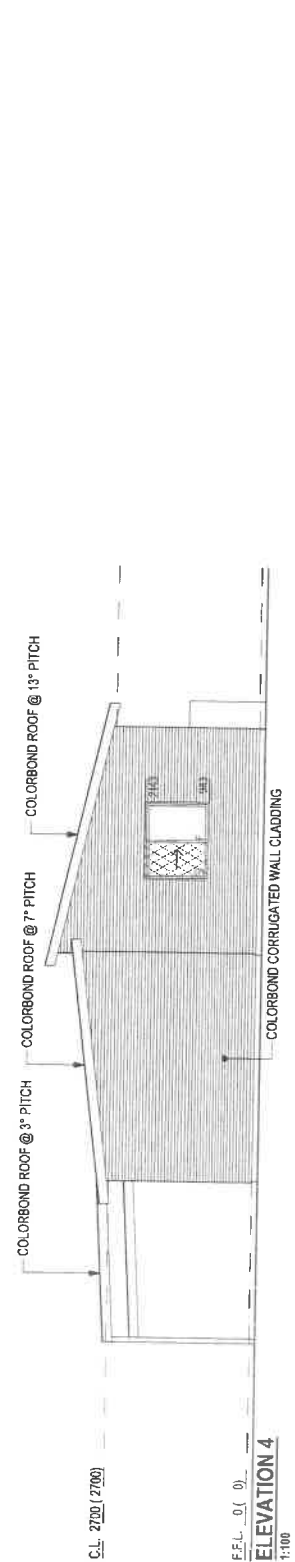
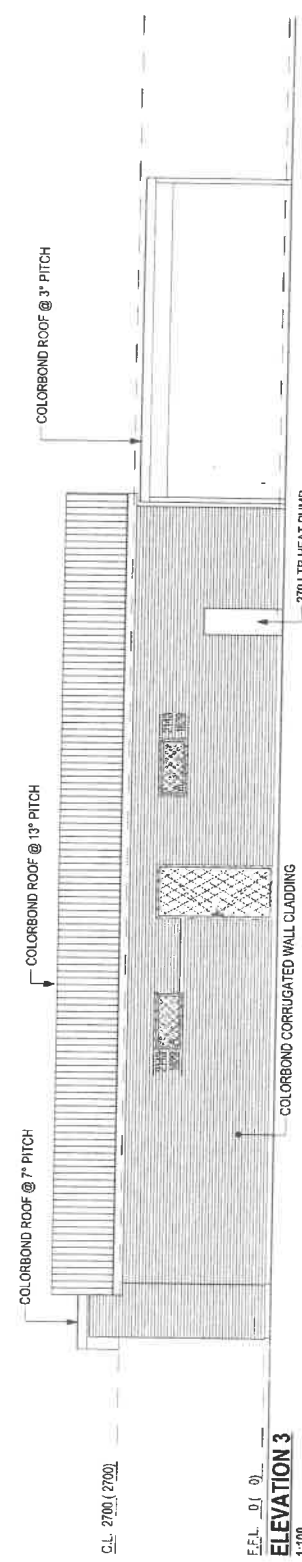
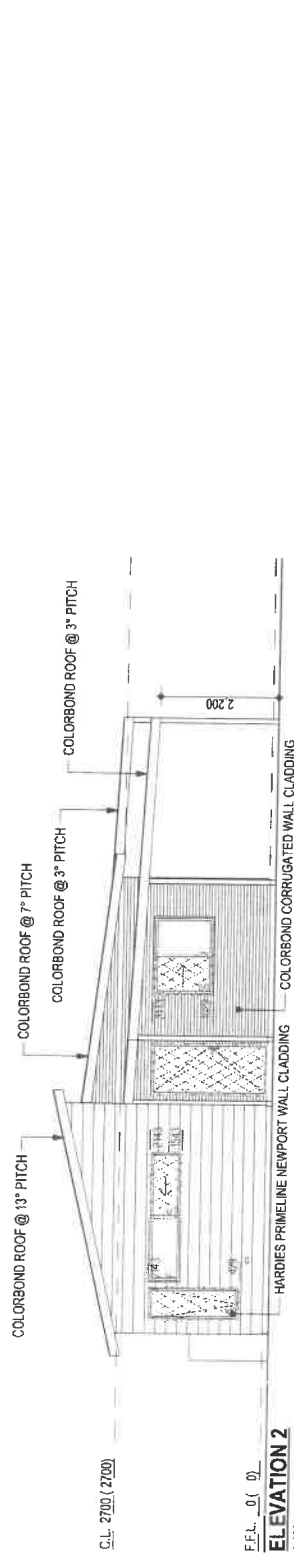
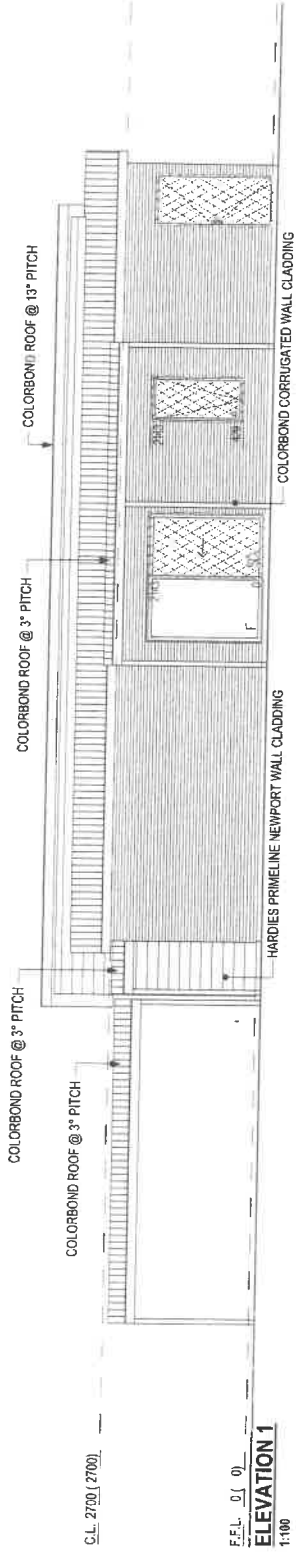
SIGNATURES	
CLIENT:	DATE:
CLIENT:	DATE:
CLIENT:	DATE:

VARIATIONS	
REVA	INT: 18/10/23
REVB	RI: 09/11/23
REVC	BT: 07/12/23
REVD	PC: 08/12/23

VARIATIONS	
DATE:	INT:
DATE:	RI:
DATE:	BT:
DATE:	PC:

CLIENT NAME:	LAKE GRACE SHIRE
SITE ADDRESS:	84 BENNETT STREET LAKE GRACE
DATE:	16/10/23
COASTAL:	NO
WIND REGION:	A
CLIMATE ZONE:	4
SHEET No.:	3 OF 5
JOB No.:	YYY
SALES:	SL
DRAWN:	RI

ALFRESCO BUILDING CARPORT PORCH	18.00 47.60 36.00 10.40
179.16 M ²	100.00 M ²



61 OLD YORK ROAD, NORTHAM WA 6401
 PHONE: 1300 138 653
 EMAIL: sales@elhomes.com.au

© COPYRIGHT
 THIS DRAWING IS THE COPYRIGHT OF WBS MODULAR
 HOMES. IT IS NOT TO BE
 COPIED IN PART OR FULL WITHOUT THE WRITTEN
 PERMISSION OF WBS MODULAR HOMES

SIGNATURES

CLIENT:
 CLIENT:
 RI/III DFR: / /

VARIATIONS

REVA	DATE:	INT:
REVB	18/01/23	RI
REVC	09/11/23	RI
REVD	07/12/23	MT
	08/12/23	PC

VARIATIONS

DATE:	INT:

CLIENT NAME:
LAKE GRACE SHIRE
 SITE ADDRESS:
**84 BENNETT STREET
 LAKE GRACE**

DRAWN: RI DATE: 16/10/23
 SALES: SL COASTAL: NO
 CLIMATE ZONE: 4 WIND REGION: A
 SHEET No. JOB No.

Standard Modular Home Inclusions

PRELIMINARIES

- Soil classification
- Site inspection
- Site survey
- Site specific structural engineering
- HIA Home Building Contract
- Building Application and Permit
- Water Corporation Application and Permit

EXTERNAL

- Full painting to all external surfaces
- Engineered steel wall frames and roof trusses
- Engineered Pre-stressed concrete slab
- Colorbond® corrugated roofing
- Colorbond® slotted gutters, fascia, barge and downpipes
- Colorbond® external wall cladding
- Powdercoated aluminium windows & sliding doors with flyscreens
- Powdercoated aluminium entry doors
- Quality external lock sets including deadlock
- Insulated external walls, roof and ceiling
- 1 bayonet light point to all external doors
- 2 external garden taps
- 2 weatherproof external power points
- Gas instantaneous hot water unit

PEACE OF MIND

- 10 year structural guarantee
- 6 months building maintenance period
- Full insurance coverage to handover
- Homeowners indemnity insurance
- 6 star energy assessment
- Hard wired smoke detectors
- Residual current device (RCD)
- Transport and installation within 200km of Perth

INTERNAL

- Full internal painting to walls, ceilings, doors, skirting and doorframes
- 2400mm ceiling height
- 67mm skirting throughout (excluding wet areas and cabinetry)
- Plasterboard internal walls and ceilings with 75mm covered cornice
- 1 bayonet light point to each room
- 1 double general power outlet (DGPO) to all habitable rooms. (Extra DGPO to living room with additional GPO's as per appliance positions)
- 2 digital TV points and 1 phone point
- Mirrored bi-pass robes doors to bedrooms
- Vinyl wrapped bi-pass doors to linen *where shown
- Walk in robes to bedrooms with shelf and chrome hanging rail
- Metal door frames
- Flush panel internal doors
- Modern chrome door hardware

- Externally flumed exhaust fans to ensuite, bathroom & WC

WET AREAS

- Water resistant plasterboard to bathroom and ensuite
- Laundry cabinets with laminated benchtops and doors with soft closing doors and drawers
- Hobless shower recess with semi-frameless pivot shower door
- Generous floor and wall tiling allowance
- Frameless mirrors to vanities
- 1500mm white bath to bathroom (as per plan)
- White dual flush toilet suites
- Privacy locks to ensuite, bathroom & WC
- Exhaust fans to ensuite, bathroom & WC
- Bathroom cabinets with laminated benchtops and doors with soft closing doors and drawers
- Modern choice of basins
- Modern range of tapware with matching accessories including washing machine taps, and double towel rails to ensuite and bathroom
- 2m high ceramic tiling to shower recess
- 200mm skirting tile to ensuite, bathroom, laundry & WC's
- 400mm tiling over bath
- 200mm tiling over bathroom vanities
- 400mm of tiling over laundry trough
- Floor tiles to ensuite, bathroom, laundry & WC's
- Ceramic tile soap holder to showers

KITCHEN

- 600mm or 900mm stainless steel European electric oven, electric hotplate and canopy range hood (as per plan)
- 1 3/4 bowl sink drainer with chrome flick mixer
- Dishwasher provision
- Kitchen cabinets with laminated benchtops and doors with soft closing doors and drawers
- Modern range of cabinetry handles
- 4 shelf pantry (as shown in plan)
- 400 quality ceramic tiling over kitchen benches (up to bottom of rangehood)

Note: Quotation takes precedence over specification. Current as at 27/7/22

Why Evoke Living Homes?

“Wonderful, nothing was too much trouble, a very welcoming team that seemed just as excited as we were.”

Ron and Claire Dadd

Building your home is likely one of the biggest investments you will make in your lifetime. As specialists in framed homes, construction and rural building, Evoke Living Homes can assist with making the process as seamless as can be!

We understand that building this new home is the key to protecting you and your family, keeping you warm and safe, whilst creating the ultimate lifestyle.

Our team has enjoyed working with you and your dreams to unlock what it truly is that you need and helping you find the perfect solution.

It is in our best interest to provide you this quote, that will hopefully align with your needs and budget. We believe that working with our clients, and giving them a customised solution is what makes our success.

Nothing makes our team feel more proud than seeing our clients overwhelmed with joy when they see the completion of their new home. That's why we take the journey with you!

EVOKE LIVING HOMES

61 Old York Road

Northam, Western Australia, 6401

1300 138 653

OCM 24 April 2024

Attachment to Item 14.4.4



Government of **Western Australia**
Department of **Communities**
Housing

GOVERNMENT REGIONAL OFFICERS' HOUSING (GROH)

Client Agency Rent Policy

Contents

Purpose.....	3
Legislation and References.....	3
Scope.....	3
Definitions	3
Policy Statements.....	5
1. Determining Client Agencies' Rents.....	5
2. Reviewing towns' cost or market status	6
3. Relocations and dwellings built for GROH by entities other than Communities	6
Document History.....	10
Authorisation	10
Summary Information.....	11

GROH Client Agency Rent Policy

Purpose

This GROH Client Agency Rent Policy stipulates the basis upon which the Department of Communities (Communities) determines the rents it charges to Client Agencies for GROH dwellings, including how these rents are annually reviewed.

Legislation and References

- *Government Employees' Housing Act 1964*
- *Residential Tenancies Act 1987*
- GROH Allocations and Returns Policy

Scope

This Policy applies to all GROH dwellings. It is for use by Communities' employees and Client Agencies.

Definitions

Client Agency means either:

- an Employing Agency, which is a Department under the administration of a Minister of the Crown in the Government of the State, or any Crown instrumentality, hospital, board, body corporate or other body of whatever description, proclaimed as a Department under s.7 of the *Government Employees' Housing Act 1964*; or
- a Responsible Agency, which is the agency responsible for arranging the salary and other entitlements (including accommodation) of the tenant when this tenant is not an employee of an Agency.

Communities means the Department of Communities.

Cost recovery rent means the weekly rent charged to a Client Agency for a dwelling owned by Communities in a cost town. It is calculated using the cost of constructing the dwelling and the annual costs of maintenance, improvements, refurbishments, rates and other general rental expenses.

Cost town means a location in which Communities determines there is no viable rental market.

GROH means the Government Regional Officers' Housing program administered by the Department of Communities Housing Division.

GROH client means either:

- a Client Agency; or
- any other client serviced by GROH (**other GROH client**).

GROH dwelling means a house as defined in s.5 of the *Government Employees' Housing Act 1964* (GEH Act), which is owned, leased or constructed by Communities and allocated for use by GROH.

GROH-owned dwelling means a GROH dwelling that is owned by Communities.

Improvement means any fixture or structure that increases the utility and amenity of a dwelling, for example grab rails, a shed or the enclosure of a patio.

Leased dwelling means a GROH dwelling that is leased from the private rental market by Housing.

Market rent means the weekly rent charged to a Client Agency for a GROH-owned dwelling. This rental amount is determined annually by a licensed independent valuer.

Market town means a location in which there is a viable rental market.

Officer means an employee of the Department of Communities - Housing Division.

Other GROH clients include other worker housing programs, e.g. Non-Government Organisations, non-proclaimed state government Agencies, other housing programs or private tenants.

RTA means the *Residential Tenancies Act 1987 (WA)*.

Viable rental market means a private rental market that Communities assesses is likely to be able to supply suitable rental properties to satisfy Client Agencies' demand.

Policy Statements

1. Determining Client Agencies' Rents

1.1. In each location in which there is a GROH dwelling, Communities assesses whether there is a viable rental market. This determines whether a town is a market or cost town.

1.2. *Market town rents*

- i. For each GROH-owned dwelling that it is allocated in a market town, a Client Agency is charged the market rent.
- ii. For each leased dwelling that it is allocated in a market town, the Client Agency is charged the rent stipulated in the initial lease agreement and set at subsequent rent reviews.

1.3. *Cost town rents*

- i. For each GROH-owned dwelling that it is allocated in a cost town, a Client Agency is charged the higher of:
 - the market rent; and
 - the cost recovery rent.
- ii. For each leased dwelling that it is allocated in a cost town, the Client Agency is charged the rent stipulated in the initial lease agreement and set at subsequent rent reviews.
- iii. Cost recovery rents will be charged for up to 25 years from the year in which the GROH-owned dwelling was constructed or acquired by Communities.
- iv. After 25 years, market rents will be charged to Client Agencies for GROH-owned dwellings in cost towns.

Appendix 1 illustrates how rents are determined in cost and market towns.

Appendix 2 contains lists of market and cost towns as at the date of the revision of this policy.

1.4. *Rent reviews*

- i. Each year, the rents charged to Client Agencies for GROH-owned dwellings will be revised as follows:
 - market towns: the rent will be the updated rental valuation determined by an independent valuer; and

- cost towns: the rent will be the greater of:
 - the updated rental valuation determined by an independent valuer; and
 - the cost recovery rent, adjusted by the consumer price index for Perth in the year the rent is being assessed.

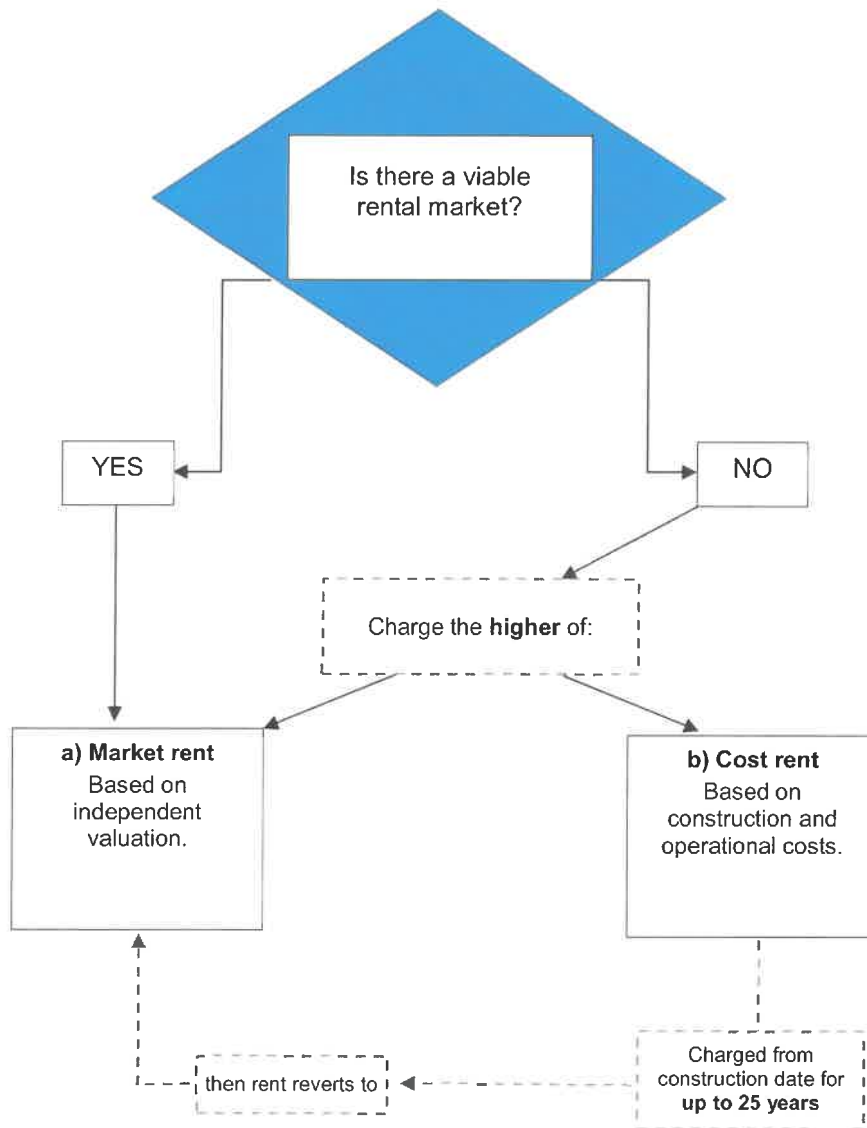
2. Reviewing towns' cost or market status

- 2.1 Communities will annually review and, if appropriate, change a town's status as a cost or market town.
- 2.2 Client Agencies will be advised of any changes to town status as part of the annual rent setting process.
- 2.3 Changes in Client Agency rents resulting from a change to a town's cost or market status will apply from the following financial year.

3. Relocations and dwellings built for GROH by entities other than Communities

- 3.1 If, to meet a Client Agency's demand, a transportable dwelling is relocated from one cost town to another, the cost of relocation will be included in the calculation of the cost recovery rent.
- 3.2 Entities other than Communities that construct dwellings for use in GROH may use a cost recovery method to set the rents charged to Client Agencies. This cost recovery method must be approved by Communities.

Appendix 1: How Client Agency rent type is determined



Appendix 2 (a): Market Locations

Albany	Denmark	Kununurra
Augusta	Derby	Lancelin
Australind	Dongara/Port Denison	Leeman
Binningup	Dunsborough	Leinster
Boddington	Esperance	Manjimup
Bremer Bay	Exmouth	Margaret River
Broome	Geraldton	Merredin
Bunbury	Harvey	Narrogin
Busselton	Hopetoun	Northam
Capel	Jarrahdale	Pannawonica
Carnarvon	Jurien Bay	Point Samson
Cervantes	Kalbarri	Port Hedland
Collie	Kalgoorlie/Boulder	Quinninup
Dalyellup	Karnet	South Hedland
Dampier	Karratha	Tom Price
Denham	Katanning	Walpole

Appendix 2 (b): Cost Locations

Ardyaloon	Dowerin	Menzies	Tambellup
Badgingarra	Dumbleyung	Miling	Tammin
Balgo Hills	Dwellingup	Mingenew	Three Springs
Ballidu	Eneabba	Moora	Tjirrkarli
Beacon	Eucla	Morawa	Tjukurla
Bencubbin	Fitzroy Crossing	Mount Barker	Tjuntjuntjara
Beverley	Frankland	Mount Magnet	Toodyay
Bidyadanga/Lagrange	Gairdner	Mount Margaret	Trayning
Bindoon	Gascoyne Junction	Mukinbudin	Useless Loop
Binnu	Gingin	Mulga Queen	Wagin
Blackstone	Gnowangerup	Mullewa	Wananami
Bolgart	Goomalling	Muludja	Wanarn
Borden	Halls Creek	Munglinup	Wandering
Boyup Brook	Hyden	Nannup	Wangkatjunga
Bridgetown	Jameson	Narembeen	Warakurna
Brookton	Jerdacuttup	Newdegate	Warburton
Broomehill	Jerramungup	Newman	Warmun
Bruce Rock	Jigalong	Norseman	Waroona
Burringurrah	Kalannie	Northampton	Wellstead
Cadoux	Kalumburu	Northcliffe	Wickepin
Calingiri	Kambalda	Nullagine	Wickham
Camballin	Kellerberrin	Nungarin	Williams
Cane	Kirup	Nyabing	Wiluna
Carnamah	Kiwirrkurra	One Arm Point	Wingellina
Cascade	Kojonup	Ongerup	Wongan Hills
Condingup	Kondinin	Onslow	Woodanilling
Coolgardie	Koorda	Paraburdoo	Woolah/Dawul
Coorow	Kukerin	Pemberton	Wooroloo
Corrigin	Kulin	Perenjori	Wundowie
Cosmo Newberry	Lake Grace	Pia Wadjari	Wyalkatchem
Cranbrook	Lake King	Pingelly	Wyndham
Cue	Latham	Pingrup	Yalgoo
Cunderdin	Laverton	Quairading	Yandeyarra
Dalwallinu	Leonora	Ravensthorpe	Yerecoin
Dandaragan	Looma	Roebourne	York
Darkan	Mandangala	Rottnest Island	Yulga Jinna
Djarindjin	Marble Bar	Salmon Gums	Yuna
Djugerari	Meckering	Scaddan	
Donnybrook	Meekatharra	Southern Cross	

Document History

ISSUE	DATE	REASON	POLICY AUTHORS	OFFICER'S TITLE	DATE LOADED on Internet
1	September 2018	Amalgamate Cost Recovery Rent Policy with Relocation of Transportable Housing Policy and revision as part of GROH Policy Review 2017/18	Chris Walker	Policy and Research Officer	September 2018
2	July 2019	Revise definitions to state the Department of Communities rather than the Housing Authority	Brett Hockley	Senior Policy and Practice Officer	July 2019

Authorisation

Version	Authorised by	Approval Date	Effective Date	Sections modified (if applicable)
[1.0]	Executive Director Contracting	July 2019	July 2019	

Summary Information

Responsible Officer	Executive Director Contracting
Contact Officer	Senior Policy and Practice Officer, Contracting
Superseded Documents	<ol style="list-style-type: none"> 1. GROH Cost Recovery Rent Policy 2. Relocation of Transportable Houses Policy
Review	July 2021
File Number	2019/MS/00293
Document Control	This document is published on the Communities website, www.housing.wa.gov.au , under the 'GROH Agencies' section of the 'Investors & Partners' menu.
Associated Documents	<ul style="list-style-type: none"> • <i>Government Employees' Housing Act 1964</i> • <i>Residential Tenancies Act 1987</i> • Housing Maintenance Policy Manual

MUNICIPAL FUND

Chq/EFT	Date	Description	Amount	Amount
EFT26220	08/03/2024	AFGRI Equipment Australia		-\$190.64
	16/01/2024	Parts for 2018 John Deere CAB Tractor T3 LG Mower LG241	\$181.98	
	30/01/2024	Parts for 2018 John Deere CAB Tractor T3 LG Mower LG241	\$8.66	
EFT26221	08/03/2024	ARTISTRALIA		-\$770.00
	26/02/2024	Movie Licence Thank A Volunteer Event 24/02/24 and 22/03/2024	\$770.00	
EFT26222	08/03/2024	Activ8me		-\$39.95
	29/02/2024	Newdegate Medical Centre - Satellite Internet February 2024	\$39.95	
EFT26223	08/03/2024	Allan Keith Duckworth		-\$11,025.00
	12/02/2024	Lakes Local Action Group - Skeleton Weed Search, Summer Search Contractors for Skeleton Weed 18/12/2023 - 09/02/2024 (147 Hours)	\$11,025.00	
EFT26224	08/03/2024	Anna Scheepers		-\$200.00
	25/02/2024	Contract - Cleaning of Varley Hall 12/02, 16/02, 19/02 & 23/02/2024	\$200.00	
EFT26225	08/03/2024	Australia Post		-\$246.65
	03/03/2024	Postage & Freight - February 2024	\$246.65	
EFT26226	08/03/2024	BOC Gases Australia Limited		-\$12.94
	27/02/2024	Container Service: LG Pool - R400C Oxygen Medical C Size	\$12.94	
EFT26227	08/03/2024	CBH GROUP		-\$126.00
	27/02/2024	Bond Refund: Lake Grace Pavilion 27/02/2024	\$126.00	
EFT26228	08/03/2024	CCL Hardware		-\$2,199.26
	19/02/2024	Building Supplies for Playground Maintenance	\$41.27	
	29/02/2024	Hardware Supplies - February 2024	\$2,157.99	
EFT26229	08/03/2024	Countrywide Carpet Clean		-\$80.00
	20/12/2023	Carpet Cleaning at Newdegate Rec Centre (Play Group Room)	\$80.00	
EFT26230	08/03/2024	Cr Anton Joseph Kuchling		-\$655.59
	29/02/2024	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT26231	08/03/2024	Cr Benjamin John Hyde		-\$655.59
	29/02/2024	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT26232	08/03/2024	Cr Debrah Susan Clarke		-\$655.59
	29/02/2024	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT26233	08/03/2024	Cr Leonard William Armstrong		-\$2,748.75
	29/02/2024	President's Meeting Fees & IT Allowance	\$2,748.75	
EFT26234	08/03/2024	Cr Rosalind Alice Lloyd		-\$904.83
	29/02/2024	Councillor's Meeting Fees, Travel & IT Allowance	\$904.83	
EFT26235	08/03/2024	Cr Ross Chappell		-\$655.59
	29/02/2024	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT26236	08/03/2024	Cr Stephen Gordon Hunt		-\$1,090.51
	29/02/2024	Deputy President's Meeting Fees & IT Allowance	\$1,090.51	
EFT26237	08/03/2024	Department of Primary Industries and Regional Development		-\$170.07
	14/02/2024	Recoups - NGT Research Facility - Power Account	\$120.84	
	27/02/2024	Recoups - NGT Research Facility - Water Account	\$49.23	
EFT26238	08/03/2024	Donald Keith Fleay		-\$157.50
	27/02/2024	Equipment Bond Refund: 27/02/2024 - 01/03/2024	\$157.50	
EFT26239	08/03/2024	Exurban Pty Ltd		-\$1,860.62
	04/03/2024	Town Planner Services - February 2024	\$1,860.62	
EFT26240	08/03/2024	Farmyard Pantry		-\$360.00
	26/02/2024	Catering - February OCM	\$360.00	
EFT26241	08/03/2024	Great Southern Fuel Supplies		-\$3,977.16
	19/02/2024	Box of 12 Premium Heavy Duty Cartridges	\$443.72	
	29/02/2024	Fuel Card Purchase LG002	\$183.93	
		Fuel Card Purchase LG001	\$393.62	
		Fuel Card Purchase LG139	\$798.49	
		Fuel Card Purchase CESM	\$811.62	
		Fuel Card Purchase LG004	\$743.32	
		Fuel Card Purchase LG1825 - Doctor	\$602.46	
EFT26242	08/03/2024	Hope Newman		-\$157.00

	15/03/2024 Bond Refund: Cancelled Event 16/03/2024	\$157.00	
EFT26243	08/03/2024 ID Rent Pty Ltd		-\$9,933.00
	29/02/2024 Rehire Water Cart - 01/02/2024 - 29/02/2024 21 Days West Kuender Road	\$9,933.00	
EFT26244	08/03/2024 IT Vision Pty Ltd		-\$4,705.80
	27/02/2024 BPMS Rates Service - February 2024	\$3,880.80	
	27/02/2024 SynergySoft Pensioners & Seniors Rates WA Training for AST 05/02/2024	\$825.00	
EFT26245	08/03/2024 Instant Racking		-\$1,388.00
	01/03/2024 Shelving - Newdegate & Varley Fire Sheds	\$1,388.00	
EFT26246	08/03/2024 Integrated ICT		-\$6,165.87
	23/02/2024 Microsoft 365 Licences - February 2024	\$503.69	
	29/02/2024 Cloud Storage - Archive (Tier 4) & Veeam Cloud Connect - February 2024	\$137.76	
	29/02/2024 Increase Networking & Public Wifi Capacity at Lake Grace Visitor Centre	\$2,855.60	
	29/02/2024 Server Efficiency Work - Create Vswitch & Migrating Virtual Machines to New Interface	\$352.00	
	29/02/2024 Exclaimer for Office 365 (up to 50 Licences) - February 2024	\$85.25	
	29/02/2024 IT Support February 2024	\$2,231.57	
EFT26247	08/03/2024 JTAGZ PTY LTD		-\$156.75
	06/03/2024 Dog Tags - Expires 31 October 2027	\$156.75	
EFT26248	08/03/2024 Jason Signmakers		-\$2,268.76
	26/02/2024 Road Signs	\$2,268.76	
EFT26249	08/03/2024 Joanne Oatridge (Staff Member)		-\$686.15
	01/03/2024 Payroll Reimbursement - Accommodation, Parking & Meals - Records Training Perth 29/02/2024	\$686.15	
EFT26250	08/03/2024 Key Civil Pty Ltd		-\$30,244.80
	01/03/2024 Supply & Installation of Artificial Turf at Newdegate Oval	\$30,244.80	
EFT26251	08/03/2024 LAKE GRACE PINGRUP JUNIOR FOOTBALL CLUB		-\$100.00
	06/03/2024 Number Plate Donation - 0008LG	\$100.00	
EFT26252	08/03/2024 Lake Grace Community Resource Centre		-\$262.00
	29/02/2024 Public Notice AGM of Electors in Lakes Link	\$50.00	
	29/02/2024 Administration for Roadwise Meeting 15/03/2024	\$212.00	
EFT26253	08/03/2024 Lake Grace Meat Supply		-\$222.34
	24/02/2024 Sausages for Thank a Volunteer Community Sundowner Event 24/02/24	\$222.34	
EFT26254	08/03/2024 Lake Grace Plaza		-\$906.59
	28/12/2023 Newspapers Subscription - December 2023	\$92.90	
	19/01/2024 Food Items for Staff Training	\$49.19	
	07/02/2024 Catering Items for Staff Training	\$84.53	
	07/02/2024 Refreshments for Council Meeting	\$101.74	
	23/02/2024 Catering/Refreshments - Thank a Volunteer Event 24/02/24	\$317.13	
	23/02/2024 Catering/Refreshments - Thank a Volunteer Event 24/02/24	\$24.00	
	24/02/2024 Catering/Refreshments - Thank a Volunteer Event 24/02/24	\$135.00	
	29/02/2024 Newspapers Subscription - February 2024	\$102.10	
EFT26255	08/03/2024 Lake Grace Roadhouse & Accommodation		-\$9,375.00
	06/02/2024 Accommodation for Shire Playground Contractor - 05/02/2024	\$125.00	
	15/02/2024 Accommodation for Shire Playground Contractors -	\$750.00	
	20/02/2024 Accommodation for Shire Playground Contractors 15/02 - 19/02/2024 - x 11	\$1,375.00	
	29/02/2024 Accommodation for Shire Playground Contractors x 57	\$7,125.00	
EFT26256	08/03/2024 Lake Grace Transport		-\$216.59
	29/02/2024 Freight - Cleaning Supplies	\$137.20	
	29/02/2024 Freight - Cleaning Supplies	\$79.39	
EFT26257	08/03/2024 Lake Varley & Districts Progress Association		-\$1,232.38
	03/03/2024 Australia Day Event - Shire Contribution	\$400.00	
	03/03/2024 1/3 Share - Electricity from 03/04/2023 - 11/01/2024 & Elders Insurance	\$832.38	
EFT26258	08/03/2024 Landgate		-\$218.55
	22/02/2024 Valuations Chargeable - Schedule G2024/01	\$74.15	
	26/02/2024 Valuations Chargeable - Schedule R2024/01	\$91.60	

	28/02/2024	Valuations Chargeable - Schedule M2024/02	\$52.80	
EFT26259	08/03/2024	Livingston Medical Pty Ltd		-\$22,916.66
	01/03/2024	Medical Centre - Medical Services Contract March 2024	\$22,916.66	
EFT26260	08/03/2024	Monsterball Amusement & Hire		-\$1,345.01
	05/03/2024	Invoice for 50% deposit of Monsterball Amusement Hire for Youth Week Activities 2024	\$1,345.01	
EFT26261	08/03/2024	Newdegate Motel and Caravan Park		-\$130.00
	05/03/2024	Accommodation 05/03/2024 - EHO	\$130.00	
EFT26262	08/03/2024	Newdegate Primary School		-\$115.50
	14/02/2024	Carpet Cleaning of Newdegate Town Library - 33% as per Management Agreement	\$115.50	
EFT26263	08/03/2024	Newdegate Stock & Trading		-\$2,843.82
	04/01/2024	Hardware Items - Newdegate Parks & Gardens	\$1,201.21	
	05/01/2024	Fuel - 2012 Hustler Slasher - Newdegate Oval Ride-on Mower	\$138.42	
	30/01/2024	Fuel - 2018 John Deere CAB Tractor T3 LG Mower LG241	\$207.69	
	31/01/2024	Hardware Items - Newdegate Oval Dam Plumbing	\$438.35	
	31/01/2024	Fuel - 2010 Isuzu Fire Truck - FSS550 - 1DMV.703 - Varley BFB	\$278.93	
	31/01/2024	Fuel - 2023 CAT 444 Backhoe loader - LG3565, 2012 Hustler Slasher - Newdegate Oval Ride-on Mower & Small Plant	\$239.86	
	02/02/2024	Hardware Supplies - Newdegate Parks & Gardens	\$311.85	
	28/02/2024	Fuel - Garden Equipment	\$27.51	
EFT26264	08/03/2024	Nutrien Ag Solutions Limited		-\$143.00
	16/02/2024	Genwet 1000 20L - Lake Grace Playgrounds	\$143.00	
EFT26265	08/03/2024	Pauley & Co		-\$7,980.26
	29/01/2024	Wire 6 x Extra Powerpoints & Install Outdoor Floodlighting at the Varley Hall.	\$7,980.26	
EFT26266	08/03/2024	RingCentral Australia		-\$808.75
	04/03/2024	Shire Admin - Cloud Telephony System February 2024	\$808.75	
EFT26267	08/03/2024	Royal Flying Doctor Service Of Australia (Western Australian Section)		-\$100.00
	21/02/2024	Number Plate Donation - 3360LG	\$100.00	
EFT26268	08/03/2024	Safe Roads WA		-\$155,202.20
	05/03/2024	4000m2 of Road Patching	\$155,202.20	
EFT26269	08/03/2024	Skytrust Intelligence Systems		-\$987.80
	04/02/2024	Access to Skytrust - February 2024	\$493.90	
	04/03/2024	Access to Skytrust - March 2024	\$493.90	
EFT26270	08/03/2024	T - QUIP		-\$1,371.05
	09/01/2024	Verti Cut Blades for 2022 Peruzzo Professional Mower Attachment	\$1,081.70	
	21/02/2024	Parts for 2012 Hustler Slasher - Newdegate Oval Ride-on Mower	\$289.35	
EFT26271	08/03/2024	Team Global Express Pty Ltd		-\$195.16
	05/03/2024	Freight - Road Signs	\$195.16	
EFT26272	08/03/2024	Telstra Limited		-\$582.07
	04/03/2024	Mobile Phone Charges 0407034641-Sewerage-Fail Safe	\$14.98	
		0407148677 - DFES I-Pad	\$14.98	
		0407225086-Sewerage-Fail Safe	\$14.98	
		0407384735-Sewerage-Fail Safe	\$14.98	
		0408320854 - MIS IPad	\$14.98	
		0408411920-Sewerage-Fail Safe	\$30.99	
		0417436895 - Lake Grace Digital Sign	\$14.98	
		0417447647 - Fuel Tank	\$14.98	
		0417621708-CEO Mobile	\$30.99	
		0418326588-LG Pool Manager	\$15.10	
		0427651127 Supervisor Mobile	\$30.99	
		0428651109-Leading Hand Mobile	\$30.99	
		0428711190-Newdegate Fire Truck	\$30.99	
		0429571975-Sewerage	\$20.48	
		0429651112-Parks & Gardens Mobile	\$14.98	
		0436386352 - Newdegate Digital Sign	\$14.98	
		0436668242-CESM Mobile	\$30.99	

0448089092-MIS Mobile	\$30.99
0455915715-IPad for OSH	\$14.98
0456676658 - Sewerage Camera	\$14.98
0457564350 - OSH IPad (ISO)	\$14.98
0457999713 - Trail Camera	\$14.98
0458004636 - Trail Camera	\$14.98
0461294698 - Refuse Scheme Monitor	\$14.98
0461302385 - Newdegate Pavilion Solar	\$14.98
0475898471-Councillors WI-FI	\$14.98
0476806205-Councillors Air Card	\$14.98
0487193712 - NGT Rec Centre Solar backup battery storage	\$14.98
0487223282 - LG Sports Pav Solar backup battery storage	\$14.98
0487225597 - Vrly Sports Pav Solar backup battery storage	\$14.98
0487234395 - LG Medical Centre Solar backup battery storage	\$14.98

EFT26273	08/03/2024 Varley Ag Solutions		-\$93.46
	09/02/2024 Cleaning Supplies - Varley Public Toilets	\$93.46	
EFT26274	08/03/2024 Varley Spraying		-\$324.00
	15/02/2024 Fuel - 2010 Isuzu Fire Truck - FSS550 - 1DMV.703 - Varley BFB	\$324.00	
EFT26275	08/03/2024 WA Association of Caravan Clubs Inc		-\$900.00
	21/02/2024 Advertising in March 2024 Edition of Caravan & Camping Magazine	\$900.00	
EFT26276	08/03/2024 WALGA		-\$990.00
	27/02/2024 eLearning Council Member Essentials - Cr Hyde	\$495.00	
	27/02/2024 eLearning Council Member Essentials - Cr Chappell	\$495.00	
EFT26277	08/03/2024 WESTRAC PTY LTD		-\$209.69
	15/02/2024 Parts Book for 2023 CAT 444 Backhoe loader - LG3565	\$209.69	
EFT26278	08/03/2024 Walkers Hill Vineyard		-\$500.00
	23/02/2024 Roe Tourism 19/02/24 - Morning Tea & Lunch	\$500.00	
EFT26279	08/03/2024 Wazzas Complete Sheep Management		-\$5,115.00
	01/03/2024 Contract - NGT Town Maintenance And Gardening 19/02/2024 - 01/03/2024	\$4,455.00	
	01/03/2024 Kanga Hire - Push Up Rubbish Tip & Filled	\$660.00	
EFT26280	18/03/2024 Deputy Commissioner Of Taxation		-\$13,176.00
	29/02/2024 BAS - February 2024	\$13,176.00	
EFT26281	18/03/2024 Telstra Limited		-\$149.47
	27/02/2024 Bus Mobile Broadband - Lakes Local Action Group	\$149.47	
EFT26282	22/03/2024 35 Degrees South		-\$8,635.00
	05/03/2024 Feature & Contour Survey Of Lot 9002 (Wattle Dr/Gumtree Dr) Lake Grace for Purpose of Subdivision	\$8,635.00	
EFT26283	22/03/2024 APV VALUERS AND ASSET MANAGEMENT		-\$16,823.10
	11/03/2024 On boarding/Training for Asset Valuer Pro On-site - Including Travel Allowance & Expenses	\$16,823.10	
EFT26284	22/03/2024 Australia Day Council Of West Australia		-\$200.10
	07/02/2024 Additional Medallions for 2024 Australia Day Citizen of the Year Awards	\$200.10	
EFT26285	22/03/2024 Best Office Systems		-\$1,536.09
	14/03/2024 Inks for Canon image Pro GRAF - IF760 printers (MIS's Printer)	\$952.00	
	21/03/2024 Photocopier Charges - March 2024	\$584.09	
EFT26286	22/03/2024 Book of Australia Pty Ltd		-\$1,644.50
	15/12/2023 Advertising in Government Book of Australia Publication	\$1,644.50	
EFT26287	22/03/2024 CBH GROUP		-\$126.00
	01/08/2023 Bond Refund: Lake Grace Pavilion 31/07/2023	\$126.00	
EFT26288	22/03/2024 Cr Leonard William Armstrong		-\$243.02
	19/03/2024 Reimbursement - Accommodation & Food whilst attending WALGA Training 11/03/2024	\$243.02	
EFT26289	22/03/2024 Daves Tree Service		-\$9,157.50
	19/03/2024 Tree Trimming in Lake Grace for Street Maintenance	\$9,157.50	
EFT26290	22/03/2024 Emu Essence Distributors Pty Ltd		-\$80.60
	02/03/2024 Consignments - January 2024	\$16.25	
	11/03/2024 Consignments - February 2024	\$64.35	
EFT26291	22/03/2024 Enviro Pipes		-\$3,168.00

	20/03/2024	20 x 300mm HDPE Pipes for West Kuender Rural Road Maintenance	\$3,168.00	
EFT26292	22/03/2024	Fiona Palmer		-\$83.50
	13/03/2024	Consignments - December 2023, January & February 2024	\$83.50	
EFT26293	22/03/2024	GS Mobile Mechanical Services		-\$2,578.68
	13/03/2024	Strip & Fit Tyres - 2015 John Deere 770G Grader - LG041 & 2020 CATERPILLAR 140 Motor Grader - LG393	\$369.60	
	19/03/2024	Replacement Hydraulic Hoses - 2000 Roadwest Side Tipper Trailer - LG252 & 2000 Roadwest Tri-axle Side Tipper - LG257	\$1,119.47	
	20/03/2024	Diff & Transmission Service - 2021 Hino 3 Ton Tip Truck - LG029	\$1,089.61	
EFT26294	22/03/2024	Great Southern Fuel Supplies		-\$397.43
	29/02/2024	Fuel Card Purchases - Lakes Local Action Group February 2024	\$397.43	
EFT26295	22/03/2024	Hall Electrical & Data Services		-\$9,896.76
	14/03/2024	Supply & Install 3 x Air Conditioners - Lake Grace Hall	\$9,089.69	
	14/03/2024	Repairs to Newdegate Rec Centre Cool room	\$807.07	
EFT26296	22/03/2024	Hyden Community Resource Centre		-\$60.00
	08/11/2023	Full Page Advert - Skeleton Weed Searching Commeces Ad	\$60.00	
EFT26297	22/03/2024	Interfire Agencies		-\$2,591.63
	06/03/2024	Bushfire Brigade - Protective Equipment	\$2,591.63	
EFT26298	22/03/2024	Jumping Pillows Trust		-\$506.00
	14/03/2024	Supply 1 x Standard Jumping Pillow Motor - Newdegate Jumping Pillow	\$506.00	
EFT26299	22/03/2024	Kylie Armanasco (Staff Member)		-\$58.70
	18/03/2024	Reimbursement - Police Clearance for Department of Transport Training	\$58.70	
EFT26300	22/03/2024	Lake Grace Plaza		-\$335.27
	19/12/2023	Cleaning Supplies - Shire Public Buildings	\$39.60	
	19/12/2023	Cleaning Supplies - Shire Public Buildings	\$100.00	
	19/12/2023	Cleaning Supplies - Shire Public Buildings	\$195.67	
EFT26301	22/03/2024	Lake Grace Rural Supplies		-\$584.99
	12/03/2024	3 x Origin Gas 45kg for Small Plant	\$584.99	
EFT26302	22/03/2024	Lake Grace Transport		-\$596.93
	19/03/2024	Freight - Cleaning Supplies	\$79.39	
	21/03/2024	Freight - Cleaning Supplies & Pool Chemicals	\$410.51	
	21/03/2024	Freight - Cleaning Supplies	\$107.03	
EFT26303	22/03/2024	Lakes Plumbing & Gas		-\$10,948.27
	11/03/2024	Monthly Sewerage Maintenance - January 2024 (Power Outage)	\$1,100.00	
	11/03/2024	Unblock the Blocked Overflow Drain in LG Swimming Pool	\$550.00	
	11/03/2024	Monthly Sewerage Maintenance - November 2023	\$880.00	
	11/03/2024	Water Pumps Burnt Out at Newdegate Recreation Centre	\$495.00	
	11/03/2024	Installation 2 x Drink Fountains to Lake Grace Sports Pavilion	\$485.78	
	11/03/2024	Newdegate Football Dam Pump Installation (Old Pump Broke Down)	\$935.00	
	11/03/2024	Monthly Sewerage Maintenance - December 2023	\$880.00	
	11/03/2024	Jam Patch Toilet Maintenance & Clean Out	\$550.00	
	11/03/2024	2 x Rolls of 90mm x 100 metres Poly Pipe for Padley Park Tanks	\$3,630.00	
	11/03/2024	Fixing Water Leak at 14 Blackbutt Way	\$232.49	
	11/03/2024	Monthly Sewerage Maintenance - February 2024	\$880.00	
	11/03/2024	Inspect Hot Water System at Newdegate Country Club	\$330.00	
EFT26304	22/03/2024	Landgate		-\$2,533.00
	01/03/2024	Annual Slip (Cadastral Mapping) & Satellite Imaging Services Subscription 23/02/2024 - 22/02/25	\$2,533.00	
EFT26305	22/03/2024	Lillys Garden		-\$74.00
	12/03/2024	Consignments - February 2024	\$74.00	
EFT26306	22/03/2024	Lincolns		-\$126.00
	22/02/2024	Bond Refund: Lakes Village Hall 22/02/2024	\$126.00	

EFT26307	22/03/2024	Local Government Professionals Australia WA Division		-\$50.00
	19/03/2024	LG Professionals WA - Monthly Webinar Series with DLGSC March 2024	\$50.00	
EFT26308	22/03/2024	Magadashly Pty Ltd		-\$302.00
	09/03/2024	Accommodation & Meals for SFO for APV Valuers Visit 6-8 March 2024	\$302.00	
EFT26309	22/03/2024	McLeods		-\$864.19
	28/02/2024	Lease to Newdegate Country Club	\$250.25	
	28/02/2024	Settlement - Sale of Lot 215 (No.10) Quondong Court, Lake Grace	\$613.94	
EFT26310	22/03/2024	Nature Playgrounds		-\$62,262.20
	08/03/2024	Install Lake Grace All Abilities Playground - Claim 7	\$46,250.60	
	18/03/2024	Install Lake Grace All Abilities Playground - Claim 8	\$16,011.60	
EFT26311	22/03/2024	Neu-Tech Auto Electrics		-\$59.97
	31/01/2024	Works to Allow Running of the Office DFES Radio During the Power Outage	\$59.97	
EFT26312	22/03/2024	Newdegate Motel and Caravan Park		-\$38.00
	06/03/2024	Meal for EHO on 06/03/2024	\$38.00	
EFT26313	22/03/2024	Newdegate Primary School		-\$238.14
	13/03/2024	Reimbursement of Electricity Usage 50% for NGT Library/CRC	\$238.14	
EFT26314	22/03/2024	Officeworks		-\$1,153.75
	12/03/2024	Various Office Stationary	\$1,153.75	
EFT26315	22/03/2024	Outback TV		-\$1,195.98
	19/03/2024	Install 2 x Double GPOs and an RCD in the Stage Switchboard - Lake Grace Hall	\$700.98	
	19/03/2024	Disconnect & Remove Damaged Underground Cable - Lake Grace All Abilities Playground	\$198.00	
	19/03/2024	Lake Grace Main Sewerage Pump Station Repairs	\$297.00	
EFT26316	22/03/2024	Oxford Landscaping Company Pty Ltd		-\$1,695.00
	12/03/2024	New Mixer to Replace Original Mixer Unintentionally Damaged by Outside Crew	\$1,695.00	
EFT26317	22/03/2024	Pauley & Co		-\$1,664.86
	16/03/2024	Wire in Extra Switched Feed & Install Extra Floodlight to the back of Varley Hall	\$1,664.86	
EFT26318	22/03/2024	Peter Hudson's Tyre & Mechanical Services Pty Ltd		-\$3,017.05
	08/03/2024	4 x New Tyres, Fitting, Wheel Balance & Alignment - 2023 Toyota Prado DSL STNSDN - LG002	\$1,918.00	
	11/03/2024	Fitting of Large Agricultural Tyre to 2009 CASE IH Tractor - LG3108	\$1,099.05	
EFT26319	22/03/2024	Rosie Allen		-\$100.00
	20/02/2024	Bond Refund: Newdegate Pavilion 20/02/2024	\$100.00	
EFT26320	22/03/2024	Ross Ramm		-\$40.00
	13/03/2024	Consignments - February 2024	\$40.00	
EFT26321	22/03/2024	S & L Trevenen		-\$47,100.67
	20/03/2024	Contract - Maintenance Grading: Lake King - Varley 01/02/2024 - 29/02/2024	\$29,315.02	
	20/03/2024	Contract - Maintenance Grading: Newdegate - 31/01/2024 - 29/02/2024	\$17,785.65	
EFT26322	22/03/2024	Scavenger Supplies Pty Ltd		-\$932.25
	13/03/2024	Fire Stowage Bag Small x 15 - Bushfire Brigade Equipment	\$932.25	
EFT26323	22/03/2024	Shire of Corrigin		-\$4,154.70
	11/03/2024	Roe Regional Environmental Health Services Scheme - February 2024	\$4,154.70	
EFT26324	22/03/2024	Shire of Lake Grace		-\$95.90
	27/02/2024	Gifts for Citizenship Conferees	\$95.90	
EFT26325	22/03/2024	Silken Twine		-\$314.30
	12/03/2024	Stock Purchases - Lake Grace Visitor Centre	\$314.30	
EFT26326	22/03/2024	South Regional TAFE		-\$424.60
	15/03/2024	Forklift Course at Newdegate CRC 06/01 & 07/01/2024 - Gardener	\$424.60	
EFT26327	22/03/2024	Synergy Electricity Generation and Retail Corp		-\$14,756.71
	12/03/2024	127078400 Medical Centre Lot 116 Memorial Dr LG	\$607.58	
		129110870 Kindergarten Lot 233 Absolon St LG	\$186.41	

134311810 Railway Station Lot 362 Stubbs St LG	\$713.92
138007430 Day Care Centre 2 Griffiths St LG	\$159.97
387878630 Staff Housing 6 Banksia Pl, LG	\$128.57
355686650 Staff Housing 1 Quondong Crt LG	\$163.32
156576110 NGT Oval Lot 149 Waddell St NGT	\$966.65
250352580 RSL Hall - 24 Stubbs St LG	\$124.10
697266750 Lakes Village Hall 2 Bennett St LG	\$232.43
732925950 NGT TV Transmitter Lot149 Waddell St NGT	\$308.23
995371470 Lake Grace Oval Lot 1 South Rd LG	\$126.20
935556670 Information Bay Stubbs St LG	\$122.27
129094750 Vrl Rec Grnd/Oval LOC 1166 UA Carstairs Rd	\$136.07
201879730 Public Toilets Lot 2699 Maley St NGT	\$191.62
912435390 Lake Grace Hall McMahon St LG	\$231.99
237378050 Hainsworth Building Lot 60 Collier St NGT	\$88.75
797296030 NGT Fire Station Lot 196 May St NGT	\$167.07
343939530 LG Oval retic Mason St LG	\$142.52
837171710 Ping Sports Pav-n Loc 2266 Pingaring-Vrl Rd	\$138.35
595320510 LG Pumping Station Lot 275 Mason St LG	\$344.56
450222670 Old Doctor's Surgery 31 Bennett St LG	\$180.88
327733870 LG Oval-Basketball Court Lot 75 Bishop St	\$122.27
632457350 LG TV Tower Lot 359 Dewar St LG	\$194.07
491541070 LG sewerage Stubbs St LG	\$212.30
901681390 Public Toilets Lot 59 Seward Ave Vrl	-\$57.87
946946910 LG Airstrip LOC 19914 Dumbleyung-LG Rd	\$146.63
968110430 Town Clock Stubbs St LG	\$135.72
893222990 LG Swimming Pool Lot 75 Stubbs St LG	\$1,081.60
365354210 Staff Housing Lot 2016 Blackbutt Way LG	\$295.57
608222350 Station Masters House Visitor Cntr-Stubbs St	\$271.24
794657310 NGT Oval Lot 149P Waddell St NGT	\$394.46
693350310 Lakes Village Grnds Retic U2 Bennett St LG	\$196.22
511332320 Shire Office Lot 75 Stubbs St LG	\$779.25
336652990 Street Lighting LG 67.2%	\$1,509.07
336652990 Street Lighting NGT 23.1%	\$518.75
336652990 Street Lighting LK 5.9%	\$132.50
336652990 Street Lighting Vrl 3.8%	\$85.34
839490030 Shire Depot Lot 252 Absolon St LG	\$306.39
463275870 LG Sports Pavilion Bishop St LG	\$695.62
720436540 Park Lot 9 Maley St, NGT	\$144.06
587508750 LG Oval - Loc 12722 Elliott Rd, South LG	\$422.20
783748990 LG Oval Lot 75 Bishop St LG	\$786.96
163376940 Medical Centre UA Lot 33 Maley St NGT	\$225.51
264043790 Varley Hall Lot 8 Pitt St	\$161.24
420692220 - Lot 145 North East Rd Newdegate	\$146.82
421992710 U1 10 Gumtree Drive, Lake Grace	\$152.30
129094750 Vrl Rec Grnd/Oval LOC 1166 UA Carstairs Rd	\$237.03

EFT26328	22/03/2024	Telstra Limited	-\$5,301.84
	10/03/2024	SMS Service - Emergency Services	\$3,814.31
	12/03/2024	Landline Charges Depot - 9865 1067	\$34.95
		Lake Grace Pool - 9865 1144	\$35.10
		Lake Grace Library - 9865 1185	\$94.70
		Lake Grace Medical Centre - 9865 1208	\$117.31
		Lake Grace Medical Centre Fax - 9865 1362	\$45.13
		Lake Grace Medical Centre - 9865 1388	\$51.77
		Depot - 9865 1493	\$34.95
		AIM - 9865 1646	\$35.25
		Lake Grace Airstrip - 9865 1656	\$34.95
		338 Memorial Drive - 9865 1978	\$50.00
		Depot - 9865 1985	\$34.95
		Depot - 9865 1986	\$34.95
		Lake Grace Visitor Centre - 9865 2140	\$38.22
		Lake Grace Visitor Centre Fax - 9865 2141	\$34.95
		Licensing Office - 9865 2275	\$34.95
		Newdegate Medical Centre - 9871 1105	\$35.25
		Newdegate Medical Centre - 9871 1341	\$35.25

		Newdegate Medical Centre - 9871 1528	\$65.18	
		Lake King Library - 9874 4147	\$35.25	
		Lake King Fire Station - 9874 4196	\$34.95	
		Lake King Fire Station Fax - 9874 4201	\$34.95	
		Lake King Library Internet - 9874 4234	\$34.95	
		Fire Ban Hotline - 9487 7191	\$6.00	
		Administration Office - 9880 2500	\$78.16	
		Lake Grace Medical Centre Internet - N9502816R	\$70.00	
		Newdegate Medical Centre Internet - N9502816R	\$58.33	
		Newdegate Fire Station - 9781 1228	\$34.95	
		Group Plan Discount	-\$67.77	
		Rounding	-\$0.05	
	20/03/2024	Satellite Phones BFB	\$320.00	
EFT26329	22/03/2024	The IRIS Consulting Group Trust		-\$539.00
	07/12/2023	Records Disposal Course - 29/02/2023 for ISO	\$539.00	
EFT26330	22/03/2024	WA Contract Ranger Services		-\$627.00
	02/03/2024	Contract Ranger Services 13/02/2024 & 27/02/2024	\$627.00	
EFT26331	22/03/2024	Walkers Hill Vineyard		-\$630.00
	19/03/2024	Catering - LEMC Meeting 14/03/2024	\$180.00	
	19/03/2024	Catering - 4WDL Meeting 13/02/2024	\$450.00	
EFT26332	22/03/2024	Warren Blackwood Waste		-\$9,367.20
	08/03/2024	Recycling Pickups - February 2024	\$4,972.00	
	08/03/2024	Residential & Street Bins Pick Ups - February 2024	\$4,395.20	
EFT26333	22/03/2024	Wazzas Complete Sheep Management		-\$4,983.00
	17/03/2024	Contract - NGT Town Maintenance & Gardening 04/03/2024 - 16/03/2024	\$4,455.00	
	17/03/2024	Kanga Hire x 8 Hours	\$528.00	
EFT26334	22/03/2024	West Australian Football Commission		-\$142.40
	20/02/2024	Bond & Hire Refund: Cancelled Event Newdegate Rec Centre 20/02/2024	\$142.40	
EFT26335	22/03/2024	Wheatbelt Cricket		-\$126.00
	08/03/2024	Bond Refund: Lake Grace Pavilion 08/03/2024	\$126.00	
EFT26336	22/03/2024	Winc Australia		-\$701.71
	15/03/2024	Cleaning Supplies	\$61.64	
	15/03/2024	Cleaning Supplies	\$631.62	
	18/03/2024	2 x Toilet Brush & Holder - Lake King Public Toilets	\$8.45	
		TOTAL EFT		-\$549,064.21
37116	19/03/2024	Pivotel Satellite Pty Limited		-\$93.00
	15/03/2024	Satellite Tracking & SOS Devices - 3 x Isolated Worker Safety Devices - March 2024	\$93.00	
37117	19/03/2024	Shire of Lake Grace (Petty Cash)		-\$186.25
	13/03/2024	Petty Cash Recoup - March 2024	\$186.25	
37118	19/03/2024	Water Corporation		-\$12.59
	08/03/2024	Water Usage - Standpipe at Lake Grace-Newdegate Road, Lake Grace (Lot 551 RES 20629)	\$12.59	
		TOTAL CHEQUES		-\$291.84
DD10890.1	14/03/2024	Australian Super Administration		-\$1,863.50
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$1,863.50	
DD10890.2	14/03/2024	The SD & LM Carruthers Superannuation Fund		-\$264.00
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$264.00	
DD10890.3	14/03/2024	Aware Super		-\$6,680.47
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$6,680.47	
DD10890.4	14/03/2024	Hostplus		-\$568.92
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$568.92	
DD10890.5	14/03/2024	Mercer Super Trust		-\$297.87
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$297.87	
DD10890.6	14/03/2024	North Personal Superannuation		-\$157.29
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$157.29	
DD10890.7	14/03/2024	Panorama Super		-\$123.79
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$123.79	
DD10890.8	14/03/2024	Prime Super		-\$595.33
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$595.33	

DD10890.9	14/03/2024	Q Super		-\$260.05
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$260.05	
DD10890.10	14/03/2024	REST Superannuation		-\$1,444.49
	13/03/2024	Super Contributions for Pay Ending 13/03/2024	\$1,444.49	
DD10891.1	01/03/2024	Exetel Pty Ltd		-\$1,225.00
	01/03/2024	Corporate Internet - Monthly Charge On Plan TMLL100 R2 Unlimited	\$1,225.00	
DD10891.2	01/03/2024	WA Treasury Corporation		-\$27,996.91
	01/03/2024	Principal repayment loan 181 - Office Renovations	\$15,603.64	
	01/03/2024	Principal repayment loan 182 - LG Sporting Precinct Upgrade (SAR)	\$12,393.27	
DD10903.1	28/03/2024	Australian Super Administration		-\$1,914.22
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$1,914.22	
DD10903.2	28/03/2024	The SD & LM Carruthers Superannuation Fund		-\$264.00
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$264.00	
DD10903.3	28/03/2024	Aware Super		-\$6,792.08
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$6,792.08	
DD10903.4	28/03/2024	Hostplus		-\$558.84
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$558.84	
DD10903.5	28/03/2024	Mercer Super Trust		-\$316.78
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$316.78	
DD10903.6	28/03/2024	North Personal Superannuation		-\$157.29
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$157.29	
DD10903.7	28/03/2024	Panorama Super		-\$27.46
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$27.46	
DD10903.8	28/03/2024	Prime Super		-\$615.63
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$615.63	
DD10903.9	28/03/2024	Q Super		-\$260.91
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$260.91	
DD10903.10	28/03/2024	REST Superannuation		-\$1,316.54
	27/03/2024	Super Contributions for Pay Ending 27/03/2023	\$1,316.54	
DD10905.1	21/03/2024	Shire of Lake Grace Credit Card		-\$1,424.66
	21/03/2024	18/02/24 Subscription - RV Starlink (Feb 10, 2024 - Mar 09, 2024) - CESM Starlink Internet Receipt #INV-AUS-2629419-77565-44	\$174.00	
	08/02/24	Meals after Lake king Progress Association meeting for Cr Lloyd, CEO, MIS and CED Lake King Tavern Receipt #40082	\$120.00	
	18/02/24	Diesel for CEO car Coles Express Receipt #69755585	\$169.04	
	20/02/24	Diesel for CEO car Pinjarra Roadhouse Receipt #191752	\$75.78	
	08/02/24	Bacon for Toolbox meeting Lake Grace Plaza Receipt #02/0682	\$6.35	
	09/02/24	AppleCare+ (accidental damage protection) for CESM replacement iPad Apple Online Receipt #MA62665493	\$189.00	
	12/02/24	WALGA Bridge inspection training for MIS on 28th/29 Feb 2024 Trybooking WALGA Receipt #N/A	\$100.50	
	21/02/24	Skid steer replacement hydraulic coupling Westrack Receipt #00C210467	\$279.99	
	28/02/24	Meals for MIS to attend WALGA Bridge inspection training on 28th/29 Feb 2024 Duchess Out Receipt #0337152-23	\$25.00	
	28/02/24	Meals for MIS to attend WALGA Bridge inspection training on 28th/29 Feb 2024 Duchess Out Receipt #0337152-23	\$285.00	
DD10905.2	18/03/2024	Resimac Asset Finance Pty Ltd		-\$993.22
	18/03/2024	Chattel mortgage repayment Mar'24 - Lake Local Action Group Vehicle	\$993.22	
TOTAL DIRECT DEBITS				-\$56,119.25
TOTAL MUNICIPAL FUND				-\$605,475.30

SHIRE OF LAKE GRACE

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 March 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statements required by regulation

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF LAKE GRACE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	4,909,768	4,909,768	4,914,224	4,456	0.09%	
Rates excluding general rates		231,414	231,414	232,626	1,212	0.52%	
Grants, subsidies and contributions	13	826,177	758,984	761,668	2,684	0.35%	
Fees and charges		382,615	315,648	319,821	4,173	1.32%	
Interest revenue		616,246	496,935	501,105	4,170	0.84%	
Other revenue		324,896	198,094	231,621	33,527	16.92%	▲
Profit on asset disposals	6	122,266	118,396	122,233	3,837	3.24%	
Fair value adjustments to financial assets at fair value through profit or loss		0	0	2,102	2,102	0.00%	
		7,413,382	7,029,239	7,085,400	56,161	0.80%	
Expenditure from operating activities							
Employee costs		(2,580,297)	(1,945,268)	(1,873,064)	72,204	3.71%	▲
Materials and contracts		(5,029,213)	(3,747,327)	(2,506,212)	1,241,115	33.12%	▲
Utility charges		(314,818)	(235,797)	(197,959)	37,838	16.05%	▲
Depreciation		(8,353,374)	(6,125,412)	(6,126,227)	(815)	(0.01%)	
Finance costs		(39,474)	(26,789)	(26,789)	0	0.00%	
Insurance		(278,174)	(278,137)	(277,947)	190	0.07%	
Other expenditure		(350,923)	(237,361)	(241,920)	(4,559)	(1.92%)	
Loss on asset disposals	6	(62,959)	(77,959)	(80,702)	(2,743)	(3.52%)	
		(17,009,232)	(12,674,050)	(11,330,820)	1,343,230	10.60%	
Non-cash amounts excluded from operating activities	Note 2(b)	8,260,467	6,069,975	6,082,594	12,619	0.21%	▲
Amount attributable to operating activities		(1,335,383)	425,164	1,837,174	1,412,010	332.11%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	3,278,542	2,385,021	1,624,056	(760,965)	(31.91%)	▼
Proceeds from disposal of assets	6	875,200	852,200	852,185	(15)	(0.00%)	
		4,153,742	3,237,221	2,476,241	(760,980)	(23.51%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,803,000)	(2,110,299)	(923,758)	1,186,541	56.23%	▲
Payments for construction of infrastructure	5	(6,215,283)	(4,661,127)	(3,662,402)	998,725	21.43%	▲
Amount attributable to investing activities		(4,864,541)	(3,534,205)	(2,109,919)	1,424,286	40.30%	
FINANCING ACTIVITIES							
Inflows from financing activities							
		0	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(177,282)	(123,311)	(123,311)	0	0.00%	
Transfer to reserves	4	(1,321,718)	(174,024)	(174,024)	0	0.00%	
		(1,499,000)	(297,335)	(297,335)	0	0.00%	
Amount attributable to financing activities		(1,499,000)	(297,335)	(297,335)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		7,698,924	7,698,924	7,698,924	0	0.00%	
Amount attributable to operating activities		(1,335,383)	425,164	1,837,174	1,412,010	332.11%	▲
Amount attributable to investing activities		(4,864,541)	(3,534,205)	(2,109,919)	1,424,286	40.30%	▲
Amount attributable to financing activities		(1,499,000)	(297,335)	(297,335)	0	0.00%	
Surplus or deficit after imposition of general rates		(0)	4,292,548	7,128,844	2,836,296	66.07%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF LAKE GRACE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2024

	Supplementary Information	30 June 2023	31 March 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	12,699,875	13,738,527
Trade and other receivables		320,521	250,393
Inventories	8	6,545	32,744
TOTAL CURRENT ASSETS		13,026,941	14,021,664
NON-CURRENT ASSETS			
Trade and other receivables		3,030	3,030
Other financial assets		101,862	103,964
Property, plant and equipment		46,359,823	45,703,762
Infrastructure		252,284,169	250,589,509
TOTAL NON-CURRENT ASSETS		298,748,884	296,400,265
TOTAL ASSETS		311,775,825	310,421,929
CURRENT LIABILITIES			
Trade and other payables	9	323,876	1,407,935
Other liabilities	12	0	316,395
Borrowings	11	177,282	53,971
Employee related provisions	12	391,037	381,362
TOTAL CURRENT LIABILITIES		892,195	2,159,663
NON-CURRENT LIABILITIES			
Borrowings	11	1,036,462	1,036,462
Employee related provisions		61,988	61,988
TOTAL NON-CURRENT LIABILITIES		1,098,450	1,098,450
TOTAL LIABILITIES		1,990,645	3,258,113
NET ASSETS		309,785,180	307,163,816
EQUITY			
Retained surplus		162,323,460	159,528,072
Reserve accounts	4	5,272,093	5,446,117
Revaluation surplus		142,189,627	142,189,627
TOTAL EQUITY		309,785,180	307,163,816

This statement is to be read in conjunction with the accompanying notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 April 2024

SHIRE OF LAKE GRACE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 March 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	6,781,097	12,699,875	13,738,527
Trade and other receivables		320,521	320,521	250,393
Inventories	8	6,545	6,545	32,744
		<u>7,108,163</u>	<u>13,026,941</u>	<u>14,021,664</u>
Less: current liabilities				
Trade and other payables	9	(323,876)	(323,876)	(1,407,935)
Other liabilities	12		0	(316,395)
Borrowings	11		(177,282)	(53,971)
Employee related provisions	12	(377,944)	(391,037)	(381,362)
		<u>(701,820)</u>	<u>(892,195)</u>	<u>(2,159,663)</u>
Net current assets		6,406,343	12,134,746	11,862,001
Less: Total adjustments to net current assets	Note 2(c)	(6,406,343)	(4,435,822)	(4,733,157)
Closing funding surplus / (deficit)		0	7,698,924	7,128,844

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(155,866)	(118,396)
Less: Fair value adjustments to financial assets at amortised cost		0	0
Add: Loss on asset disposals	6	62,959	62,959
Add: Depreciation		8,353,374	6,125,412
Total non-cash amounts excluded from operating activities		8,260,467	6,069,975

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 March 2024
	\$	\$	\$
Less: Reserve accounts	4	(6,593,811)	(5,272,093)
- Less: Municipal - restricted cash			(50,072)
- Less: Capital grants In-kind contribution			573,390
- Less: Units in Local Government House Trust			(97,255)
- Movement in provisions		(194,229)	(112,750)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11		177,282
- Current portion of employee benefit provisions held in reserve	4	381,697	232,926
Total adjustments to net current assets	Note 2(a)	(6,406,343)	(4,435,822)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF LAKE GRACE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$5,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Other revenue	33,527	16.92%	▲
Sale of steel scrap from Shire's tips not budgeted for \$35,328			
Expenditure from operating activities			
Employee costs	72,204	3.71%	▲
Salaries and wages are slightly below budget due to vacancies in the infrastructure			
Materials and contracts	1,241,115	33.12%	▲
Below budget due to delay in operating jobs			
Utility charges	37,838	16.05%	▲
Demand for Water and power is lower than expected			
Non-cash amounts excluded from operating activities	12,619	0.21%	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(760,965)	(31.91%)	▼
Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in FY			
Outflows from investing activities			
Payments for property, plant and equipment	1,186,541	56.23%	▲
Bulk of Capital projects have not been initiated as yet (46%) or in early stage of completion			
Payments for construction of infrastructure	998,725	21.43%	▲
Bulk of Capital projects have not been initiated as yet (46%) or in early stage of completion			
Surplus or deficit after imposition of general rates	2,836,296	66.07%	▲
Due to variances described above			

SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	8
2	Key Information - Graphical	9
3	Cash and Financial Assets	10
4	Reserve Accounts	11
5	Capital Acquisitions	12
6	Disposal of Assets	14
7	Receivables	15
8	Other Current Assets	16
9	Payables	17
10	Rate Revenue	18
11	Borrowings	19
12	Other Current Liabilities	20
13	Grants and contributions	21
14	Capital grants and contributions	22
15	Trust Fund	23
16	Budget Amendments	24

SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$7.70 M	\$7.70 M	\$7.70 M	\$0.00 M
Closing	(\$0.00 M)	\$4.29 M	\$7.13 M	\$2.84 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$13.74 M	% of total
Unrestricted Cash	\$8.24 M	60.0%
Restricted Cash	\$5.50 M	40.0%

Refer to 3 - Cash and Financial Assets

Payables	
	\$1.41 M
Trade Payables	\$1.38 M
0 to 30 Days	97.3%
Over 30 Days	2.7%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$0.15 M	% Collected
Rates Receivable	\$0.10 M	98.0%
Trade Receivable	\$0.15 M	% Outstanding
Over 30 Days		11.1%
Over 90 Days		10.8%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.34 M)	\$0.43 M	\$1.84 M	\$1.41 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$4.91 M	% Variance
YTD Budget	\$4.91 M	0.1%

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$0.76 M	% Variance
YTD Budget	\$0.76 M	0.4%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.32 M	% Variance
YTD Budget	\$0.32 M	1.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.86 M)	(\$3.53 M)	(\$2.11 M)	\$1.42 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.85 M	%
Adopted Budget	\$0.88 M	(2.6%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$3.66 M	% Spent
Adopted Budget	\$6.22 M	(41.1%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$1.62 M	% Received
Adopted Budget	\$3.28 M	(50.5%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.50 M)	(\$0.30 M)	(\$0.30 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.12 M)
Interest expense	(\$0.03 M)
Principal due	\$1.09 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$5.45 M
Interest earned	\$0.17 M

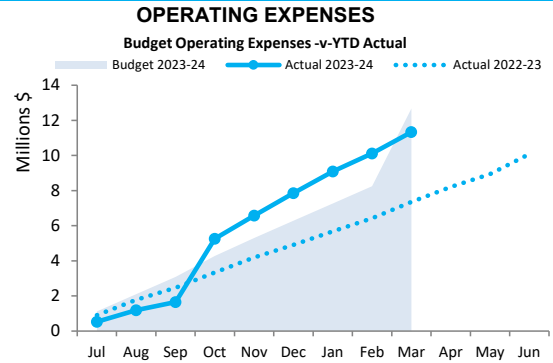
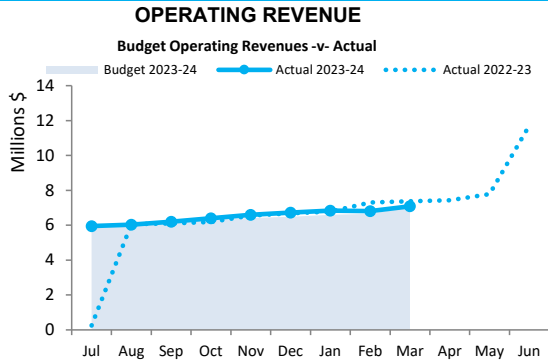
Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

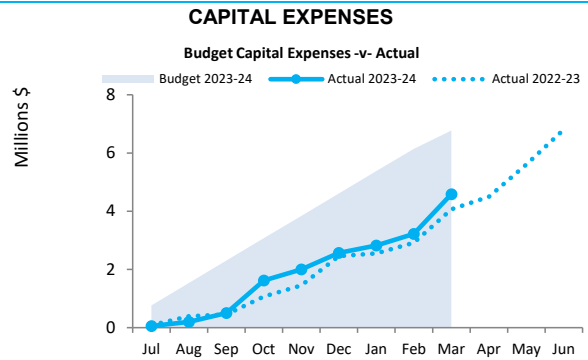
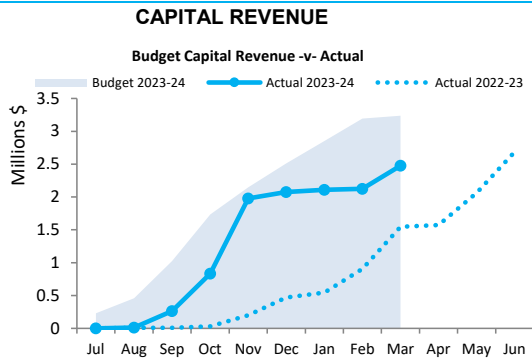
**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

2 KEY INFORMATION - GRAPHICAL

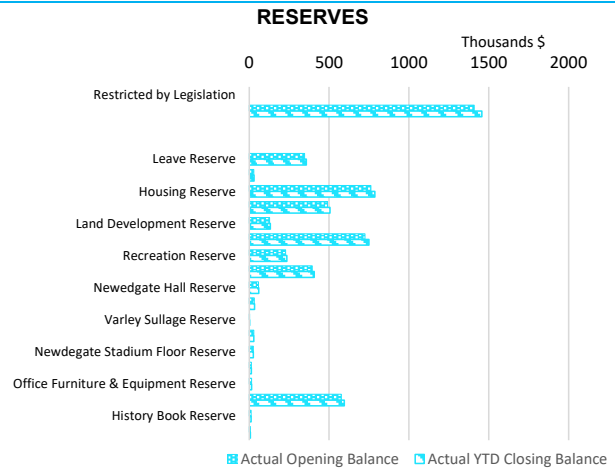
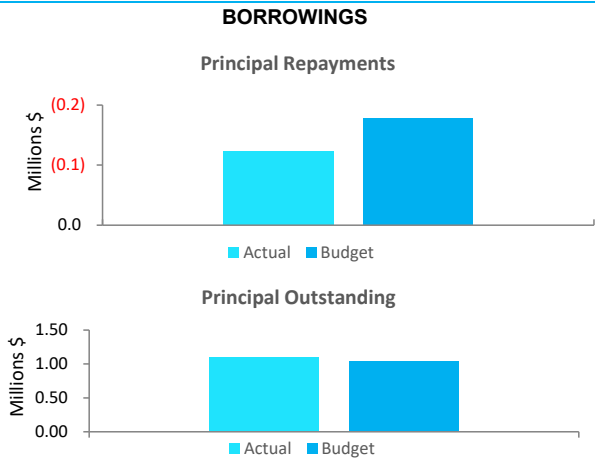
OPERATING ACTIVITIES



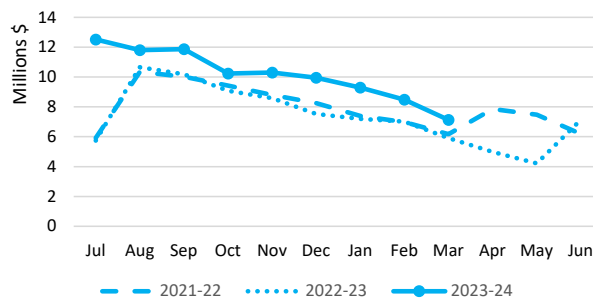
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF LAKE GRACE
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Bank account	Cash and cash equivalents	740,893		740,893		Bankwest	2.50%	N/A
Term deposit - Municipal Bank account	Cash and cash equivalents	3,000,000		3,000,000		Commonwealth	4.74%	06/2024
WATC Overnight Deposit Municipal	Cash and cash equivalents	4,488,995		4,488,995		WATC	4.30%	N/A
Petty Cash and Floats	Cash and cash equivalents	700		700		Cash on Hand		N/A
Reserve Bank Account	Cash and cash equivalents	0	278,941	278,941		Bankwest	2.50%	N/A
Term deposit - Reserve Bank Account	Cash and cash equivalents	0	5,167,176	5,167,176		Commonwealth	4.74%	06/2024
Restricted LOGCHOP Housing	Cash and cash equivalents	0	44,669	44,669		Bankwest		N/A
Rural Town Salinity Program	Cash and cash equivalents	0	5,403	5,403		Bankwest		N/A
Trust Fund Cash at Bank	Cash and cash equivalents	11,750	0	11,750	11,750	Bankwest		N/A
Total		8,242,338	5,496,189	13,738,527	11,750			
Comprising								
Cash and cash equivalents		8,242,338	5,496,189	13,738,527	11,750			
		8,242,338	5,496,189	13,738,527	11,750			

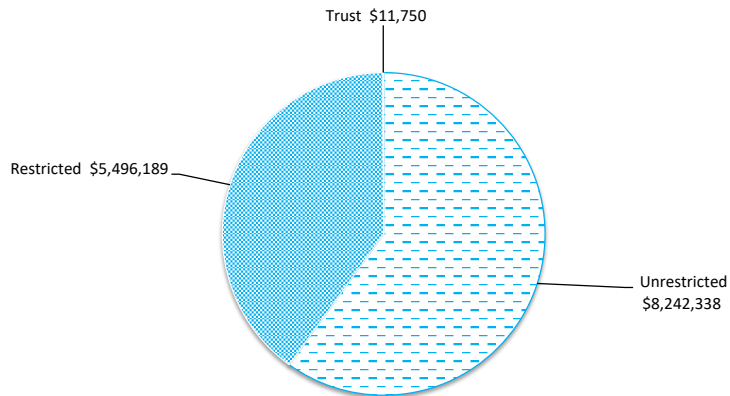
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation										
Lake Grace Sewerage Reserve	1,409,139	56,366	100,000		1,565,505	1,409,139	46,514			1,455,653
Restricted by Council										
Leave Reserve	345,676	13,827			359,503	345,676	11,411			357,087
Emergency Services Reserve	28,254	1,130			29,384	28,254	933			29,187
Housing Reserve	761,842	30,474	400,000		1,192,316	761,842	25,147			786,989
Swimming Pool Reserve	489,692	19,588	175,834		685,114	489,692	16,164			505,856
Land Development Reserve	127,834	5,113	135,000		267,947	127,834	4,220			132,054
Plant Reserve	725,099	29,004	200,000		954,103	725,099	23,934			749,033
Recreation Reserve	227,708	9,108			236,816	227,708	7,516			235,224
Works & Services Reserve	393,868	15,755			409,623	393,868	13,001			406,869
Newedgate Hall Reserve	58,023	2,321			60,344	58,023	1,915			59,938
Lake Grace TV Reserve	31,338	1,253			32,591	31,338	1,034			32,372
Varley Sullage Reserve	1,734	69			1,803	1,734	57			1,791
Newedgate Sports Dam Reserve	27,841	1,114			28,955	27,841	919			28,760
Newedgate Stadium Floor Reserve	25,119	1,005	100,000		126,124	25,119	829			25,948
Community Water Supplies Reserve	12,467	499			12,966	12,467	412			12,879
Office Furniture & Equipment Reserve	13,851	554			14,405	13,851	457			14,308
Essential Medical Reserve	575,664	23,027			598,691	575,664	19,002			594,666
History Book Reserve	10,886	435			11,321	10,886	359			11,245
AIM Hospital Museum Reserve	6,057	242			6,299	6,057	200			6,257
	5,272,093	210,884	1,110,834	0	6,593,811	5,272,093	174,024	0	0	5,446,117

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	132,550	107,550	32,550	(75,000)
Buildings - non-specialised	85,250	63,912	18,809	(45,103)
Buildings - specialised	1,520,200	1,140,102	383,987	(756,115)
Furniture and equipment	140,500	105,369	45,909	(59,460)
Plant and equipment	924,500	693,366	442,503	(250,863)
Acquisition of property, plant and equipment	2,803,000	2,110,299	923,758	(1,186,541)
Infrastructure - roads	4,219,182	3,164,067	2,754,630	(409,437)
Infrastructure - parks, gardens, recreation facilities	1,417,266	1,062,945	785,457	(277,488)
Infrastructure - urban infrastructure	578,835	434,115	122,315	(311,800)
Acquisition of infrastructure	6,215,283	4,661,127	3,662,402	(3,371,807)
Total capital acquisitions	9,018,283	6,771,426	4,586,160	(4,558,348)
Capital Acquisitions Funded By:				
Capital grants and contributions	3,278,542	2,385,021	1,624,056	(760,965)
Other (disposals & C/Fwd)	875,200	852,200	852,185	(15)
Reserve accounts				
Lake Grace Sewerage Reserve	0	56,366	0	(56,366)
Leave Reserve	0	13,827	0	(13,827)
Emergency Services Reserve	0	1,130	0	(1,130)
Housing Reserve	0	30,474	0	(30,474)
Swimming Pool Reserve	0	19,588	0	(19,588)
Land Development Reserve	0	5,113	0	(5,113)
Plant Reserve	0	29,004	0	(29,004)
Recreation Reserve	0	9,108	0	(9,108)
Works & Services Reserve	0	15,755	0	(15,755)
Newedgate Hall Reserve	0	2,321	0	(2,321)
Lake Grace TV Reserve	0	1,253	0	(1,253)
Varley Sullage Reserve	0	69	0	(69)
Newedgate Sports Dam Reserve	0	1,114	0	(1,114)
Newedgate Stadium Floor Reserve	0	1,005	0	(1,005)
Community Water Supplies Reserve	0	499	0	(499)
Office Furniture & Equipment Reserve	0	554	0	(554)
Essential Medical Reserve	0	23,027	0	(23,027)
History Book Reserve	0	435	0	(435)
AIM Hospital Museum Reserve	0	242	0	(242)
Contribution - operations	4,864,541	3,323,321	2,109,919	(1,213,402)
Capital funding total	9,018,283	6,771,426	4,586,160	(2,185,266)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

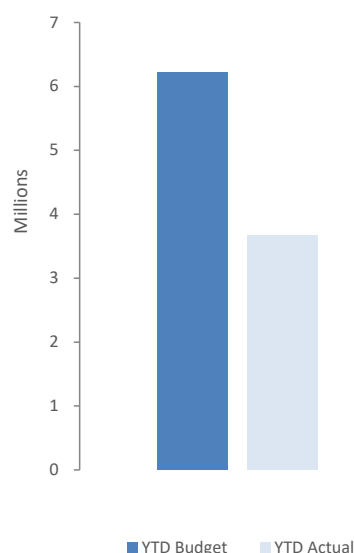
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

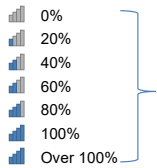
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators



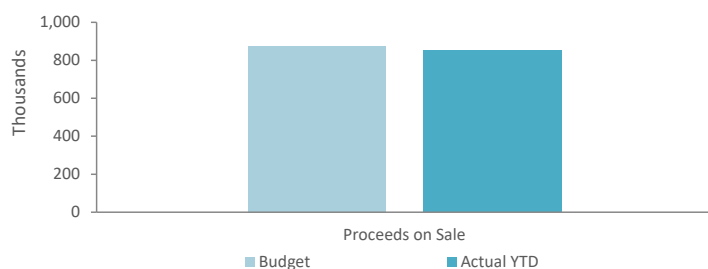
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

		Adopted		Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
Land					
					0
	E137260 Lake Grace Residential Land	32,550	32,550	32,550	0
	E137350 Lake Grace Industrial Land	100,000	75,000	0	75000
Buildings - Non Speialised					
	E091910 (9199101) Ceo Residence Cap Exp	34,000	25,491	0	25491
	E091960 (9196044) 6 Banksia Pl Capital	17,500	13,119	18,809	-5690
	E091960 (9196114) 3 Clark Ave Capital	18,750	14,055	0	14055
	E091970 (9197094) 65A Bennett St Capital	15,000	11,247	0	11247
Buildings - Speialised					
	E042549 (4205024) Admin Office Building - Cap Exp	67,500	50,628	21,600	29028
	E077502 (B93CAP) 8 Wattle Drive	30,000	22,500	9,293	13207
	E077503 (B25CAP) Lake Grace Medical Centre - Cap Exp	42,500	31,875	0	31875
	E083101 (8300102) Relocate Toy Library To Daycare Centre	70,890	53,166	0	53166
	E107102 (1071024) Varley Public Toilets - Cap Exp	66,982	50,217	58,719	-8502
	E111007 (LGPFCAP) Lake Grace Public Hall	160,000	120,000	57,353	62647
	E111007 (LGVHCAP) Lake Grace Lakes Village Hall	40,000	30,000	0	30000
	E113152 (113014) Lake King Sports Pavilion Cap Exp	410,000	307,500	0	307500
	E113152 (113006) Lake Grace Sports Pavilion Capital Exp	25,000	18,747	0	18747
	E113152 (113007) Varley Sports Pavilion Cap Exp	45,000	33,747	25,168	8579
	E113154 (1131542) Newdegate Hockey Shed Replacement Cap Exp	148,000	110,997	147,815	-36818
	E115420 (LIBLKCA) Lake King Library	25,000	18,747	21,718	-2971
	E117041 (1170014) Aim Building Capital	60,507	45,360	0	45360
	E117042 (1170084) Rsl Hall Capex	30,000	22,500	0	22500
	E132500 (1325014) Visitor Centre Improvements Cap Exp	73,821	55,365	0	55365
	E132502 (1322051) Lk Tractor Musuem Shed	65,000	48,753	42,415	6338
	E132502 (1322052) Newdegate Musuem Shed	160,000	120,000	0	120000
	E113152 (113001) Lake Grace Sporting Precinct - New Cleaning Equipment	0	0	(94)	94
Furniture & Equipment					
	E113178 (1131781) Lg Football Electronic Score Board	40,000	30,000	0	30000
	E112521 (1125211) Lake Grace Pool - Reinstall Diving Board & Net	50,000	37,500	0	37500
	E112521 (1125212) Lake Grace Swimming Pool Blankets & Roller	50,500	37,869	45,909	-8040
Plant & Equipment					
	E042550 (LG75CAP) Mis Vehicle	65,000	48,747	65,467	-16720
	E053550 (053551) Lg & Ngt Digital Speed Signs	32,000	23,994	23,529	465
	E053550 (53552) Lg & Ngt Town Cctv	100,000	75,000	0	75000
	E051174 (511733) Fast Fill Trailers - Dfes Grant	22,500	16,872	22,500	-5628
	E123059 (PL28CAP) Skid Steer Plant Trailer	60,000	45,000	0	45000
	E123059 (PL29CAP) Backhoe	210,000	157,500	236,000	-78500
	E123059 (PL34CAP) Builders 4Wd Ute	60,000	45,000	52,645	-7645
	E123059 (PL35CAP) Mobile Traffic Light Trailer	30,000	22,500	0	22500
	E123059 (PL36CAP) Lg Community Bus	260,000	195,000	0	195000
	E132504 (1325041) Lg & Ngt Digital Display Sign	85,000	63,753	42,362	21391
Infrastructure - Roads					
	E121200 Roadworks Capital Renewal 23/24	4,219,182	3,164,067	2,754,630	409437
Parks, Gardens, Recreation Facilities					
	E113175 (113036) Lighting For Newdegate Hockey Field Cap Exp	95,000	71,247	46,443	24804
	E113175 (113037) Lake Grace Football Field Lighting Upgrade Cap Exp	51,000	38,247	35,054	3193
	E113175 (113051) Newdegate Adult Gym Cap Exp	24,000	18,000	25,846	-7846
	E113175 (113055) Jam Patch New Bbq & Picnic Shelters Cap Exp	76,000	57,000	4,656	52344
	E113175 (113066) Visitors Centre Park	28,000	20,997	27,821	-6824
	E113175 (113067) Newdegate Street Bin Upgrade	40,415	30,315	40,415	-10100
	E113175 (113069) Lg Rec Ground Path Shelter	15,000	11,247	0	11247
	E113175 (113070) Lighting Install Lg & Lk Pg	40,000	30,000	0	30000
	E113175 (113071) Padley Park Stormwater Capture (Cwsp)	40,000	30,000	17,900	12100
	E113175 (113072) Lg Bowling Club Lights	90,000	67,500	66,310	1190
	E113175 (1132935) Uat Lake Grace All Abilities Playground Cap Exp	55,000	41,253	42,768	-1515
	E113293 (113201) Construction Lg Community All Abilities Playground Cap Exp	712,851	534,636	478,244	56392
	E113293 (113202) Lg All Ages Playground Fence Cap Exp	10,000	7,500	0	7500
	E113293 (113203) Lake Grace Pump Track	140,000	105,003	0	105003
Sewerage					
Urban Infrastructure					
	E104501 (1040502) Drainage Upgrades Dykes Road	16,000	11,997	15,000	-3003
	E107259 (113061) Lake King Cemetery New Fence	50,000	37,500	0	37500
	E107260 Lake Grace Cemetery Roadway Reseal Bitumen	50,000	37,500	46,219	-8719
	E121312 (121302) Lake Grace Footpaths Cap Exp	25,000	18,747	0	18747
	E121312 (121303) Newdegate Footpath Cap Exp	150,000	112,500	0	112500
	E121704 (1217041) Lg Depot - New Fuel Storage	60,764	45,576	60,764	-15188
	E136501 (136007) Buniche Dam Revitalisation (Cwsp)	75,000	56,247	333	55914
	E136501 (136008) Dempster Rock Dam Revitalisation (Cwsp)	12,071	9,048	0	9048
	E136501 (136009) Dam At Newdegate	140,000	105,000	0	105000
		9,018,283	6,771,426	4,586,160	2,185,266

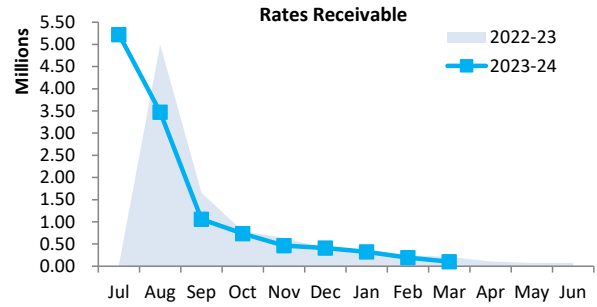
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
Land									
1574	Lot 12 on Deposited Plan 57312 Lake Grace	309,465	400,000	90,535	0	309,546	400,000	90,454	0
5011	7 Quondong Ct - VACANT LAND	45,000	35,000	0	(10,000)	45,000	34,868	0	(10,132)
5005	6 Quondong Ct - VACANT LAND	34,700	34,700	0	0	45,000	34,963	0	(10,037)
5012	5 Quondong Ct - VACANT LAND	32,000	32,000	0	0	40,000	31,818	0	(8,182)
5006	8 Quondong Ct - VACANT LAND	31,800	31,800	0	0	45,000	31,818	0	(13,182)
5010	10 Quondong Ct - VACANT LAND	29,091	29,091	0	0	45,000	29,091	0	(15,909)
Plant and equipment									
166	CEO Toyota Landcruiser - PLVU50	82,406	90,909	8,503	0	81,384	79,091	0	(2,293)
182	MIS Toyota Prado - PLVU51	56,567	48,000	0	(8,567)	56,582	54,000	0	(2,582)
1121	John Deere Backhoe - PBAH03	8,665	20,000	11,335	0	19,087	25,516	6,429	0
1422	Isuzu Light Tradeback Truck - PTCK16	28,347	40,000	11,653	0	28,751	29,262	511	0
1284	Mitsubishi Rosa Delux Bus - PCB02	21,953	20,000	0	(1,953)			0	0
1408	LG Depot - Volvo Loader - PLOD06	32,210	25,000	0	(7,210)	23,307	16,586	0	(6,721)
1409	LG Depot - Coastmac Loader Trailer PTR24	2,760	3,000	240	0			0	0
1193	Volvo L60E Wheel Loader - PLOD05	68,134	40,000	0	(28,134)	48,971	70,956	21,985	0
1230	HINO Tip Truck P&G Maintenance - PTCK03	20,495	13,400	0	(7,095)	12,420	10,840	0	(1,580)
1216	Honda Motor Bike PLM03	1,000	1,000	0	0	522	3,376	2,854	0
	Electronic Fuel System/Tank - On The								
1023	Fuel Truck	3,000	3,000	0	0	2,100	0	0	(2,100)
1118	John Deere 541 Forklift Attachment	200	200	0	0	118	0	0	(118)
1226	Vehicle Mounted Fogger Ss400F	100	100	0	0	83	0	0	(83)
1320	Kevrek Crane - Mechanic'S Ute	500	500	0	0	436	0	0	(436)
1441	Fogger Synafog Typhoon	6,500	6,500	0	0	6,322	0	0	(6,322)
278	Gantry	1,000	1,000	0	0	1,025	0	0	(1,025)
		815,893	875,200	122,266	(62,959)	810,654	852,185	122,233	(80,702)



7 RECEIVABLES

Rates receivable	30 June 2023	31 Mar 2024
	\$	\$
Opening arrears previous years	75,681	75,681
Levied this year	4,993,932	5,146,850
Less - collections to date	(4,993,932)	(5,119,542)
Gross rates collectable	75,681	102,989
Net rates collectable	75,681	102,989
% Collected	98.5%	98.0%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(127)	131,255	417	0	15,859	147,404
Percentage	(0.1%)	89.0%	0.3%	0.0%	10.8%	
Balance per trial balance						
Trade receivables	(127)	131,255	417	0	15,859	147,404
Total receivables general outstanding						147,404

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

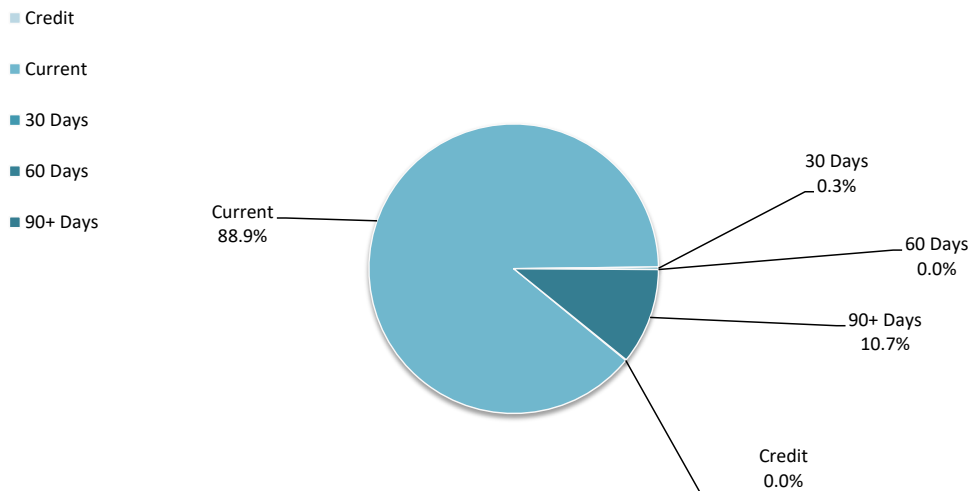
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Accounts Receivable (non-rates)



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 March 2024
	\$	\$	\$	\$
Inventory				
Stock on Hand - Fuel	6,545	124,555	(98,356)	32,744
Total other current assets	6,545	124,555	(98,356)	32,744

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

9 PAYABLES

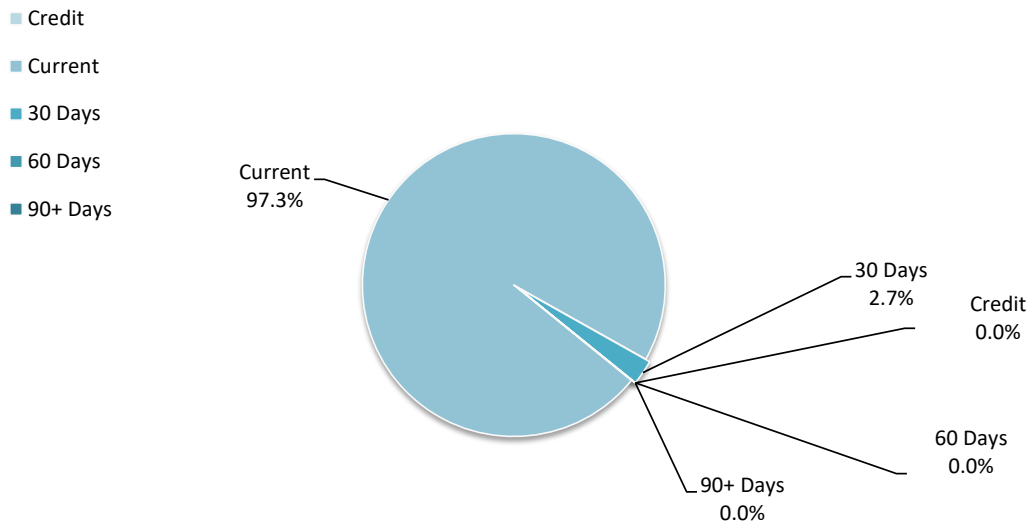
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(312)	1,342,126	36,987	100	0	1,378,901
Percentage	0.0%	97.3%	2.7%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	(312)	1,343,279	36,987	100	0	1,380,055
ESL Levied & Prepaid rates		7,411				7,411
Liabilities held for Others - Prepaid Rates		8,719				8,719
Trust Fund Liability		11,750				11,750
Total payables general outstanding						1,407,935

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Aged Payables



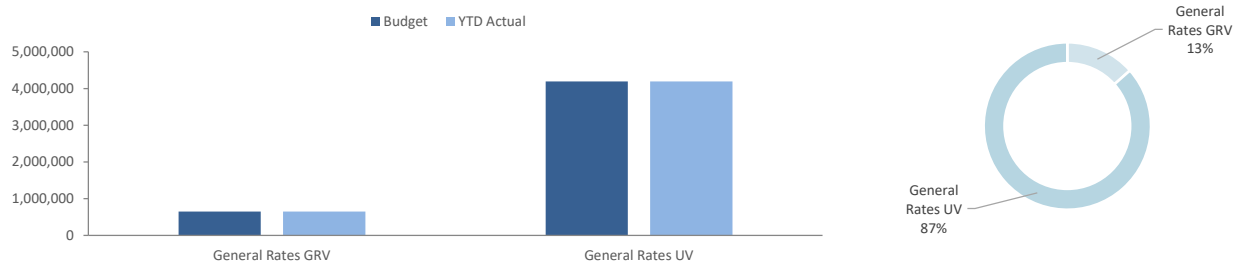
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual		
				Rate Revenue \$	Reassessed Rate Revenue \$	Total Revenue \$	Rate Revenue \$	Reassessed Rate Revenue \$	Total Revenue \$
Gross rental value									
General Rates GRV	0.1447	388	4,468,791	646,840	1,000	647,840	646,840	5,203	652,043
Unimproved value									
General Rates UV	0.0086	567	487,526,507	4,192,728	1,000	4,193,728	4,192,062	2,999	4,195,061
Sub-Total		955	491,995,298	4,839,568	2,000	4,841,568	4,838,902	8,202	4,847,104
Minimum payment			Minimum Payment \$						
Gross rental value									
General Rates GRV	530	38	39,564	20,140		20,140	20,140		20,140
Unimproved value									
General Rates UV	540	89	1,367,316	48,060		48,060	46,980		46,980
Sub-total		127	1,406,880	68,200	0	68,200	67,120	0	67,120
Amount from general rates						4,909,768			4,914,224
Ex-gratia rates						89,755			89,755
Total general rates						4,999,523			5,003,979
Specified area rates									
Sewerage - GRV				141,659		141,659	142,871		142,871
Total specified area rates			0	141,659	0	141,659	142,871	0	142,871
Total						5,141,182			5,146,850

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



11 BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
			1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	
	Office Refurbishment	L181	197,657	0	0	(20,069)	(20,069)	177,588	177,588	(8,783)	(12,570)
	Loan 204 Staff Housing & CEO's R	L204	379,144	0	0	(36,785)	(49,101)	342,359	330,043	(4,543)	(5,857)
	Lake Grace Pool	L173	0	0	0	0	0	0	0	(12)	0
	LG Sports Pavillion	L182	86,394	0	0	(19,623)	(19,623)	66,771	66,771	(4,029)	(5,842)
	LG Precinct	L198	24,216	0	0	(11,974)	(24,216)	12,242	0	(728)	(1,097)
	Roadworks & Plant	L196	0	0	0	0	0	0	0	(166)	(166)
	LG Residential Land	L189	96,954	0	0	(5,667)	(5,667)	91,287	91,287	(3,629)	(3,645)
	Purchase & Develop Industrial Lan	L203	429,379	0	0	(29,193)	(58,606)	400,186	370,773	(4,899)	(9,297)
Total			1,213,744	0	0	(123,311)	(177,282)	1,090,433	1,036,462	(26,789)	(38,474)
	Current borrowings		177,282					53,971			
	Non-current borrowings		1,036,462					1,036,462			
			1,213,744					1,090,433			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		0	0	1,912,441	(1,596,046)	316,395
Total other liabilities		0	0	1,912,441	(1,596,046)	316,395
Employee Related Provisions						
Provision for annual leave		214,445	0	0	(7,440)	207,005
Provision for long service leave		176,592	0	0	(2,235)	174,357
Total Provisions		391,037	0	0	(9,675)	381,362
Total other current liabilities		391,037	0	1,912,441	(1,605,721)	697,757

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2023			31 Mar 2024	31 Mar 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grant - DFES LGGs Operating	0	0	0	0	0	86,795	75,097	65,096
Grants - Senior Activities	0	0	0	0	0	1,000	1,000	1,818
Grants - Youth Activities	0	0	0	0	0	1,000	1,000	4,000
Direct Grant - MRWA	0	0	0	0	0	394,420	394,420	394,420
Skeleton Weed Program Grant	0	0	0	0	0	140,000	140,000	140,000
Grants Commission - General	0	0	0	0	0	87,036	65,277	67,112
Grants Commission - Roads	0	0	0	0	0	81,226	60,921	59,085
Grant - DFES Op Exp	0	0	0	0	0	0	0	7,500
	0	0	0	0	0	791,477	737,715	739,031
Contributions								
ESL Administration Fee	0	0	0	0	0	4,000	4,000	4,000
Lake Grace Rec Council Affiliation Fees	0	0	0	0	0	13,000	9,750	11,252
Contributions - Other Culture	0	0	0	0	0	1,000	1,000	0
Lake King Pavilion / Oval - Hire Fees	0	0	0	0	0	500	375	0
Contributions - Street Lighting	0	0	0	0	0	10,000	0	0
AIM Contributions	0	0	0	0	0	200	144	1,158
Other Contributions	0	0	0	0	0	6,000	6,000	6,000
Public Halls Contributions	0	0	0	0	0		0	228
	0	0	0	0	0	34,700	21,269	22,637
TOTALS	0	0	0	0	0	826,177	758,984	761,668

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2023		(As revenue)	31 Mar 2024	31 Mar 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Grant - DFES Cap Exp	0	0	0	0	0	22,500	0	0
Local Roads & Community Program	0	0	0	0	0	15,000	11,253	0
Drought & Community	0	0	0	0	0	203,489	152,610	0
Local Roads & Community Program - Public Halls, Civic Ce	0	375,460	(375,460)	0	0	867,234	650,427	375,460
Local Roads & Community Program - Swimming Pools	0	0	0	0	0	10,000	7,500	0
Roads to Recovery	0	689,779	(447,916)	241,863	241,863	855,924	641,940	447,916
Regional Road Group	0	309,468	(234,936)	74,532	74,532	480,000	360,000	234,936
Local Roads & Community Program	0	537,734	(537,734)	0	0	496,395	372,291	537,734
Local Roads & Community Program	0	0	0	0	0	100,000	75,000	0
	0	1,912,441	(1,596,046)	316,395	316,395	3,050,542	2,271,021	1,596,046
Capital contributions								
Grants & Contributions - Other Rec & Sport	0	0	0	0	0	228,000	114,000	28,010
	0	0	0	0	0	228,000	114,000	28,010
TOTALS	0	1,912,441	(1,596,046)	316,395	316,395	3,278,542	2,385,021	1,624,056

**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Mar 2024
	\$	\$	\$	\$
Standpipe bonds	11,138	663	(51)	11,750
	11,138	663	(51)	11,750

SHIRE OF LAKE GRACE
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

16 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Increase in		Decrease in		Amended Budget Running Balance
			Non Cash Adjustment	Available Cash	Available Cash		
			\$	\$	\$		\$
Budget adoption							(0)
1210520 - Winchcombe Rd SLK 5.00-10.80	13752	Capital expenses		24,000			24,000
113051 - Newdegate Adult Gym	13752	Capital expenses			(24,000)		(0)
1030301 - Grants Commission - General	13836	Operating Revenue		87,036			87,036
1030302 - Grants Commission - Road Funds	13836	Operating Revenue		81,226			168,262
1113183 - Contribution towards the Lake Grace All Abilities Playground	13836	Operating Revenue		28,000			196,262
1107410 - Cemetery Fees And Charges	13836	Operating Revenue			(5,000)		191,262
1136110 - Sale Of Gravel	13836	Operating Revenue			(3,000)		188,262
1160210 - Interest On Investment Municipal	13836	Operating Revenue		215,560			403,822
1160215 - Interest On Investment Reserve	13836	Operating Revenue		25,802			429,624
1123910 - Vehicles sold at higher than predicted price	13836	Operating Revenue		19,000			448,624
1137915 - Sale of Industrial land - Acquisition at the end of 22/23 FY affected written down value, thus reducing of Profit on sale of land	13836	Operating Revenue			(52,600)		396,024
E144030 - Plant - Internal Repair Wages - missed during budget	13836	Operating Expenses			(25,000)		371,024
E113180 - Labour Overheads (Employee Costs) - LG Parks & Gardens	13836	Operating Expenses			(54,900)		316,124
113004 - Lake Grace Parks & Gardens Mtc	13836	Operating Expenses			(35,327)		280,797
E138036 - LG Skeleton Weed - LG Admin Fee	13836	Operating Expenses			(2,000)		278,797
E042029 - Savings on Consultancy Charges	13836	Operating Expenses		27,000			305,797
E042280 - Asset Valuer Pro by APV Valuers and Asset Management	13836	Operating Expenses			(27,000)		278,797
E042280 - Increase in Revaluation cost - AssetVal	13836	Operating Expenses			(10,000)		268,797
E042029 - Consultancy fee - updating awards in Altus Payroll	13836	Operating Expenses			(30,000)		238,797
E121990 - Depreciation increase due to Asset revaluation in 22/23 FY	13836	Non Cash Item	(4,434,000)				238,797
E126990 - Depreciation increase due to Asset revaluation in 22/23 FY	13836	Non Cash Item	(173,000)				238,797
E144050 - Plant - Insurances & Licenses	13836	Operating Expenses		8,000			246,797
E077019 - New doctors contract	13836	Operating Expenses			(28,500)		218,297
1063210 - Local Roads & Community Program (Education & Welfare) - estimated jobs completion moved, grant received 24/25 FY	13836	Capital Revenue			(25,569)		192,728
1111414 - Local Roads & Community Program (Recreation & Culture) - estimated jobs completion moved, grant received 24/25 FY	13836	Capital Revenue			(599,576)		(406,848)
1112520 - Local Roads & Community Program (Swimming Pool) - estimated jobs completion moved, grant received 24/25 FY	13836	Capital Revenue			(40,000)		(446,848)
1134413 - Drought & Community Program - estimated jobs completion moved, grant received 24/25 FY	13836	Capital Revenue			(400,000)		(846,848)
1137910 - Proceeds - sale of 6, 5, 8 & 10 Quondong Ct not budgeted for	13836	Capital Revenue		127,591			(719,257)
1123115 - Proceeds - vehicles sold at higher than estimated price	13836	Capital Revenue		60,700			(658,557)
E137260 - Purchase of 84 Bennett St	13836	Capital Expenses			(32,550)		(691,107)
1322051 - Lk Tractor Musuem Shed - drop budget to \$65,000 works were completed underbudget hence had savings to re allocate	13836	Capital Expenses		55,000			(636,107)
1131542 - Newdegate Hockey Shed Replacement - increase budget to \$148,000 money is from Phase 3 projects that come in under budget	13836	Capital Expenses			(79,000)		(715,107)
1325014 - Visitor Centre Improvements - Increase budget to \$73,821 money is to install a toilet block at the visitor centre for public use	13836	Capital Expenses			(43,821)		(758,928)
LGVHCAP - Increase budget to \$40,000 - Lake Grace Lakes Village Hall install generator and changeover switch	13836	Capital Expenses			(15,000)		(773,928)
4205024 - Increase budget to \$67,500 - Admin Office Building install generator and changeover switch	13836	Capital Expenses			(42,500)		(816,428)
B25CAP - Allocate budget of \$42,500 - Lake Grace Medical Centre install generator and changeover switch	13836	Capital Expenses			(42,500)		(858,928)
LGVHCAP - Lake Grace Public Hall - budget reduction to \$160,000 over budgeted initially, spent \$49k so far	13836	Capital Expenses		140,000			(718,928)
8300102 - Additional cost to job - Relocate Troy Library to Daycare Centre	13836	Capital Expenses			(30,321)		(749,249)
1325041 - Reduce budget to \$85,000 - Lg & Ngt Digital Display Sign	13836	Capital Expenses		15,000			(734,249)
1210522 - Reduce budget and income from R2R - Burnup Rd Slk 0.0-4.0 works come in under budget job is R2R funded	13836	Capital Expenses		81,579			(652,670)
1210524 - Increase budget to \$543,793 - Biddy Camm Rd Slk 58.32-62.83	13836	Capital Expenses			(118,425)		(771,095)
1210521 - Savings - Hatters Hill Rd Slk 22.1-27.1	13836	Capital Expenses		24,332			(746,763)
1210516 - Savings - Magenta Rd Slk 49.68-51.68	13836	Capital Expenses		20,514			(726,249)
113201 - All Abilities Playground - community contribution	13836	Capital Expenses			(28,000)		(754,249)
1132935 - UAT Lake Grace All Abilities Playground - put a budget of \$55,000 savings within the same grant needed to be spent on a job already nominated and the spending to be spent as part of the playground works, savings from Lake King tractor Museum job	13836	Capital Expenses			(55,000)		(809,249)
113201 - Construction Lg Community All Abilities Playground - increase budget to \$576,876 money is from projects that come in under budget that has to be spent in same phase	13836	Capital Expenses			(154,000)		(963,249)
113055 - Savings on Jam Patch New Bbq & Picnic Shelters savings from the bbq and shelter as come in under budget, savings from this grant allocated to another project within the grant	13836	Capital Expenses		124,000			(839,249)
1217041 - Reduce budget to \$60,764 - Lg Depot - New Fuel Storage	13836	Capital Expenses		19,236			(820,013)
113067 - Reduce budget to \$40,415 - Newdegate Street Bin Upgrade	13836	Capital Expenses		9,585			(810,428)
1161140 - Remove job Lake Grace Rv Park - Funds allocated to office, Lakes Village and medical centre generator projects	13836	Capital Expenses		100,000			(710,428)
1040502 - Savings \$30,000 - Drainage Upgrades Dykes Road savings are due to change in scope of works project will be included in 24/25 annual budget	13836	Capital Expenses		30,000			(680,428)
113203 - Lake Grace Pump Track - budget increase to \$140,000 quote received is \$120,000 plus gst extra money is needed for minor landscaping works	13836	Capital Expenses			(20,000)		(700,428)
1325031 - LG Lookout Upgrade - remove budget to be completed 24/25	13836	Capital Expenses		100,000			(600,428)
113048 - Lake Grace Sporting Complex Entry - remove budget to be completed 24/25	13836	Capital Expenses		150,000			(450,428)
113066 - Visitors Centre Park	13836	Capital Expenses			(8,000)		(458,428)
			(4,607,000)	1,573,161	(2,031,589)		(458,428)

Municipal Bank Statement

Summary:

G/L Account (as at Month End)
1A0011010 Municipal Bank Account MUN

Statement No 64
Statement Date 31/03/2024

Opening Balance	8,214,360.86
Deposits	\$705,832.48
Payments	-605,349.30
Fees	54,274.02
Adjustments	-139,229.67
Closing Balance	8,229,888.39

Opening Balance	8,213,340.26
<u>Reconciled Items</u>	
Deposits	706,436.01
Payments	-605,568.30
Fees	54,274.02
Adjustments	-139,229.67
Closing Balance	8,229,652.32

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	336.07
Payments	-100.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	236.07
Total - To agree with GL	8,229,888.39

Municipal Account - Reconciliation to 31/03/2024

G/L Account (as at Month End):

Fees:

Dept of Transport	-\$54,839.00
Bank Fees	-\$1,323.57
LESS: Interest Received	\$110,436.59
	\$54,274.02

Adjustments

Payroll	-\$138,829.67
Payroll Rent Deduction	-\$400.00
	-\$139,229.67

Unreconciled Items:

	\$236.07
--	-----------------

Outstanding Deposits

Cash/Chq 28/03/24	\$336.07
	\$336.07

Outstanding Payments

CHQ 37077	-\$100.00
	-\$100.00

ENTERED

By Victoria Fasano - SFO I&R at 3:13 pm, Apr 03, 2024

APPROVED

By Tegan Hall - MCS at 8:41 am, Apr 04, 2024

Trust Bank Statement

Summary:

G/L Account (as at Month End)
1A0013050 Trust Fund Cash At Bank MUN

Statement No 64
Statement Date 31/03/2024

Opening Balance	11,596.90
Deposits	\$153.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	11,749.90

Opening Balance	11,596.90
<u>Reconciled Items</u>	
Deposits	153.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	11,749.90

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	0.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	0.00
Total - To agree with GL	11,749.90

ENTERED

By Victoria Fasano - SFO I&R at 10:00 am, Apr 03, 2024

APPROVED

By Tegan Hall - MCS at 10:12 am, Apr 03, 2024

Shire of Lake Grace



Reserve Bank Statement

Reserve No	Reserve Account Name		Balance
11	Emergency Services Reserve Bank	\$	29,186.72
12	Housing Reserve Bank	\$	786,988.67
13	Swimming Pool (Lake Grace) Reserve Bank	\$	505,856.82
14	Land Development Reserve Bank	\$	132,053.96
15	Leave Reserve Bank	\$	357,087.83
16	Plant Replacement Reserve Bank	\$	749,033.47
17	Recreation Reserve Bank	\$	235,223.92
18	Works & Services Reserve Bank	\$	406,868.67
19	Newdegate Hall Reserve Bank	\$	59,938.46
20	Lake Grace TV Reserve Bank	\$	32,371.56
23	Varley Sullage Reserve Bank	\$	1,790.56
31	Lake Grace Sewerage Scheme Reserve Bank	\$	1,455,652.68
35	Newdegate Sports Dam Reserve Bank	\$	28,760.09
36	Newdegate Stadium Floor Reserve Bank	\$	25,948.99
37	Community Water Supply Reserve Bank	\$	12,878.54
40	Office Furniture & Equipment Reserve Bank	\$	14,308.03
42	History Book Reserve Bank	\$	11,245.68
43	Essential Medical Services Reserve Bank	\$	594,665.57
44	AIM Hospital Museum Reserve	\$	6,256.79

\$ 5,446,117.01

Bank Balance

31/03/2024

Term Deposit CBA	\$5,167,175.99
Reserve Acc	\$278,941.02
	\$5,446,117.01

Variance \$0.00

ENTERED

By Victoria Fasano - SFO I&R at 4:29 pm, Apr 02, 2024

APPROVED

By Tegan Hall - MCS at 10:16 am, Apr 03, 2024

Reserves Fund Statement



Shire of Lake Grace

24 April 2024

Ordinary Council Meeting

INFORMATION BULLETIN

ITEM 16.0 - ATTACHMENTS

TABLE OF CONTENTS

REPORTS:

Title of Report	Page
Infrastructure Services Report	2 - 10
Environmental Health Services Report	11 - 13
Lake Grace Visitor Centre Report	14 - 24
Lake Grace Library Report	25 - 25
Newdegate Library Report	26 - 27
Lake King Library Report	28 - 28

EXTERNAL ORGANISATIONS

WALGA Regional Road Group Report April 2024	29 - 29
---	---------

CIRCULARS, MEDIA RELEASES & NEWSLETTERS:

Community Newsletters as circulated via email	0
---	---