

Shire of Lake Grace

Ordinary Council Meeting



NOTICE PAPER

To the President and Councillors

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

Date: Wednesday 16 October 2019

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

Commencing: 1.30 pm

To discuss the items of business in the agenda as set out on the following pages.

A handwritten signature in black ink, appearing to read "Denise Gobbart".

Denise Gobbart
Chief Executive Officer

11 October 2019
Date

Shire of Lake Grace

Ordinary Council Meeting

Agenda

16 October 2019

Meeting Commencing at 1.30 pm

Disclaimer

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SHIRE OF LAKE GRACE

Agenda for the Ordinary Meeting of Council to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 16 October 2019.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at ___ pm.

2.0 DISCLAIMER READING

A recording of the disclaimer is to be played aloud.

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

3.1 PRESENT

Cr JF De Landgraft	Shire President
Cr SG Hunt	Deputy Shire President
Cr R Chappell	
Cr DS Clarke	
Cr RA Lloyd	
Cr MG Stanton	

In Attendance

Ms D Gobbart	Chief Executive Officer
Mr A George	Deputy Chief Executive Officer
Ms V Crispe	Manager Infrastructure Services
Ms M Taylor	Marketing and Engagement Coordinator
Miss C Cavanagh	Executive Assistant

Observers/Visitors

3.2 APOLOGIES

Cr AD Marshall

3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Cr Lloyd has been granted leave from Wednesday 25 September 2019 to Friday 18 October 2019 inclusive.

Cr Stoffberg has been granted leave from Sunday 13 October 2019 to Thursday 24 October 2019 inclusive.

Cr Stanton has been granted leave from Tuesday 5 November 2019 to Saturday 16 November 2019 inclusive.

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

7.0 NOTATIONS OF INTEREST

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

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

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

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY MEETING – 18 SEPTEMBER 2019

Recommendation

That the Minutes of the Ordinary Council Meeting held on 18 September 2019 be confirmed as a true and accurate record with the amendment to the heading of item *14.5.1 Accounts for Payment - July 2019* to read as *14.5.1 Accounts for Payment August 2019*.

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

13.0 REPORTS OF COMMITTEES

13.1 LOCAL EMERGENCY MANGEMENT COMMITTEE

Recommendation

That Council accepts the Minutes of the Local Emergency Management Committee Meeting held on 29 August 2019.

Shire of Lake Grace

Local Emergency Management
Committee

Minutes

29 August 2019

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Shire of Lake Grace Local Emergency Management Committee 29 August 2019

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SHIRE OF LAKE GRACE

Minutes for the Local Emergency Management Committee Meeting held at Council Chambers, 1 Bishop Street, Lake Grace on Thursday 29 August 2019.

1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

Under the Terms of Reference, the Local Emergency Coordinator (Officer in Charge, WA Police) is the Deputy Chairperson, if not available the Committee is to appoint a member to preside at the meeting.

Denise Gobbart was appointed to preside the meeting in the absence of Shire President Cr Jeanette De Landgraft and Travis Taylor, Office in Charge WA Police Force.

The Presiding Member opened the meeting at 1.00 pm

2.0 RECORD OF ATTENDANCE/APOLOGIES

2.1 PRESENT

Denise Gobbart	Shire of Lake Grace, CEO / Local Recovery Coordinator
Gary Guelfi	St John Ambulance Newdegate
Lois Dickins	St John Ambulance Lake Grace
Mike Barnes	Shire of Lake Grace/Executive Officer
Mitchell Davies	Parks & Wildlife Service
Rod Gillis	Main Roads WA
Sara Pellant	Department of Health
Shannon Morton	CBH
Tony Peplow	Water Corporation – Operations Manager Upper Great Southern

2.2 CONFERENCE CALL

Nil

2.3 OBSERVERS/VISITORS

Nil

2.4 APOLOGIES

Cr Jeanette De Landgraft	Shire of Lake Grace/Chairperson
Travis Taylor	WA Police Force
Adam Smith	Department of Fire & Emergency Services
Alison Lacey	Department of Primary Industries and Regional Development
Brad Watson	Chief Bush Fire Control Officer
Cathy Willis	Department of Education Lake Grace District High School
Chris Poot	CBH
Grant Hansen	Department of Fire and Emergency Services
Judy Garlick	Newdegate Primary School

Shire of Lake Grace Local Emergency Management Committee 29 August 2019

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Kaye Brownley	Lake King Primary School
Kim Cooper	Western Power
Kylie Sugg	St John Ambulance Lake King
Murray Parker	Community Paramedic
Naomi Cornwall	St John Ambulance Varley
Neville Blackburn	Department of Communities – District Emergency Services Officer
Reid Stubberfield	Fire & Rescue - Lake Grace

3.0 CONFIRMATION OF MINUTES

3.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – 21 FEBRUARY 2019

Recommendation/Resolution

RESOLUTION 201903

Moved Lois Dickens
Seconded Gary Guelfi

That the Minutes of the Local Emergency Management Committee (LEMC) meeting held on 30 May 2019 be confirmed as a true and accurate record.

CARRIED 9/0

4.0 BUSINESS ARISING FROM THE MINUTES

4.1 IDEAS FOR THIS YEARS EXERCISE, ITEM 7.1.1 – LEMC MEETING 15 NOVEMBER 2018

Lake Grace Ambulance (23 August 2018) – we have not had a practical exercise for 15 years. We are looking at purchasing a crash test dummy and this would be available for just such an occasion. Possibly a 'car vs bus' scenario.

Update (15 November 2018)

We have decided not to purchase the crash test dummy at a cost of \$20,000 as we feel that it would not get used enough, we still have the donated old bus that can be used for an exercise.

Shire of Lake Grace (23 August 2018) – Talk to CBH as they have had some plans in place and we could link in with them to enhance the exercise and bring in more agencies.

Action (23 August 2018)

Contact CBH to see what they have in the pipeline in relation to an exercise.

Update (15 November 2018)

CBH have been contacted, they have recently run an exercise in Hyden and with the changes happening in the company at the moment, and they are not planning any more scenarios for the next four months.

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Department of Fire and Emergency Services (DFES) – Grant Hansen (23 August 2018) – how about a hospital evacuation? I am in the process of organising these events and it could be a real opportunity to find some gaps in the actions that are needed.

Bushfire (23 August 2018) – persons trapped in a silo, this could link in with CBH.

Newdegate Ambulance (23 August 2018) – any of the scenarios could reveal some holes for the hospital, as if there is no doctor on shift then none of the casualties would be admitted and they would need to be transported to Narrogin, Albany hospitals or rescue 651/652 helicoptered or RFDS to Perth.

Considerations for an exercise (23 August 2018):

- Incident control can be run from a variety of buildings being;
- the Shire office (no power generation back up, this would only be a problem for a small number of incidents)

Action (23 August 2018)

Shire to investigate the installation of a power inlet, to accept a generator for power generation, during an incident or prolonged power outages.

Update (15 November 2018)

An email requesting a quote (7 November 2018), has been sent to a suitably qualified electrician for the installation of a power inlet into the Shire office building and the Medical centre in order for them to be able to have a generator connected in to supply power during a disruption. Also requesting the advice and costing's of suitably sized generators for each building for consideration in the next budget.

Update (15 November 2018)

An email requesting a quote has been sent to a suitably qualified electrician for the installation of a power inlet at the Shire office building and the Medical centre, to allow for a generator to be connected into the power supply during an outage. We have also requested the advice and costing's of suitably sized generators for each building for consideration in the next budget.

Continued (23 August 2018)

- Lake Grace Ambulance sub-centre (power generation back up in place)
- Hospital (power generation back up in place)
- IGA (power generation back up in place, although not suitable due to the nature of the business, as it would be required to operate as such for the duration of an incident to maintain continuity of the community. Last resort option)
- Police station (power generation back up in place)

Decision

A sub-committee for the organisation of a practical exercise will hold a meeting outside of LEMC to include Grant Hansen DFES, Chris Poot CBH, Lois Dickins St John Ambulance and Mike Barnes Community Emergency Services Manager (CESM). This meeting will be to discuss the exercise and to plan for it to run in February, March or April 2019 and to include as many volunteer organisations and stakeholders as possible.

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Update

A sub-committee meeting is yet to be held. Some behind the scenes work has been done with the hospital scoping out the possibilities of using their building for an evacuation, this is only at early stages at the moment.

Action

Update at the next meeting.

Update

The exercise is planned for Tuesday 25 June 2019 at 6.00 pm, to test communications, interagency operability, plans and contingencies.

Action

Update at the next meeting 29 August 2019.

Update - Action Complete

The exercise was re-scheduled to 2 July 2019 with five (5) agencies taking part and thirty-five (35) participants, observers and assessors coming from Albany, Narrogin, Wagin, Kukerin, Lake Grace and Newdegate.

The exercise involved a full evacuation of the hospital (patients were simulated with volunteers) due to multiple fires in and around the building. This included a patient and responders briefing, including an automated power point slide show. These have been listed in item 7.2 Post Exercise Report

Once the fire was discovered at the hospital, the staff raised the alarm and started to evacuate everyone. An alternative location was needed, and the backup plan activated allowing the use of the medical centre for the evacuees, only to have a fire forcing them away from there.

A quick-thinking participant made the decision to move the patient/evacuees to the ambulance sub-centre as an alternative staging area with great success.

This exercise provided great learning outcomes for each agency.

The learning outcomes included increased inter-agency cooperation, a better understanding of the roles and responsibilities of other agencies and better communications between agencies.

It was also identified that emergency lighting needs to be installed and/or used in the car park of the hospital and above all a more stream lined process of evacuating the hospital.

As we had the State Risk Project last year and have completed seven (7) hazards for the Shire, we have fulfilled our reporting requirements for the 2018-2019 period.

As this exercise took place on the 2 July 2019, this will be reported in the 2019-2020 reporting period.

I believe that it would be pertinent to run this exact exercise again to the full extent in about four (4) to five (5) months to cement the learning and what has been improved.

4.2 LOCK KEY BOX – AIRSTRIP – ITEM 8.3 LEMC MEETING – 21 FEBRUARY 2019

Request that the Shire installs a key lock box at the Air Strip, as this would enable surrounding ambulance crews access the airport facilities 24/7.

Currently surrounding ambulance crews have to dispatch Lake Grace St John Ambulance crews to open the Airport facility.

The key box number would be held on computer at our Communications Centre in Belmont, Perth and with the Community Paramedic.

Presently the Lake Grace Ambulances have a remote to lift the roller door and also there is a remote control inside the building.

The issue is when an ambulance (Newdegate, Lake King or Varley) arrives in town for a Royal Flying Doctors Service (RFDS) that is not going to the hospital first; they cannot gain access to the airport without having to contact the Lake Grace volunteers. This causes delays and would be more efficient if we could have a lock key box, with a combination opening and that the community paramedic and the operations centre in Belmont, Perth can hold that information to pass on to ambulance officers.

Action

CESM to organise the supply and installation of a combination key box for the airport building and supply the combination to the community paramedic and Belmont Ambulance Operations Centre

Update – Action Complete

The lock has been installed, with a remote to the door concealed within

Action

CESM to follow up with Murray Parker and St John's Belmont Operations Centre to ensure that the Royal Flying Doctors Services are informed of the key code to the airport each time they have a patient to pick up.

Update – Action Complete

This has been communicated to St John's Belmont Operations Centre and the Community Paramedic.

4.3 NEWDEGATE PRIMARY SCHOOL - NEWDEGATE FIELD DAY – ITEM 6.12.2 LEMC MEETING 30 MAY 2019

Newdegate Field Days - we are supporting local heroes and would like to interview them on the day – are there any suggestions that can be put forward?

Action

CESM to send a list of all the Fire Control Officers to Ann Webster in relation to Newdegate Field Days 'Local Heroes'.

Update – Action Complete

A comprehensive list has been sent to Newdegate Primary School

5.0 STANDING ITEMS

5.1 CONTACT DETAILS

Contact details were verified by the members present from the list provided.

5.2 INCIDENT SUPPORT GROUP (ISG) ACTIVATIONS

Nil

5.3 POST INCIDENT REPORTS

Nil

5.4 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) – ANY AMENDMENTS/UPDATES

Nil

5.5 ISSUES TO BE RAISED AT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

Nil

6.0 AGENCY REPORTS

6.1 SHIRE OF LAKE GRACE

6.1.1 FUEL MITIGATION WORKS FOR THE 2019-2020 SEASON ON UCL/UMR

Fuel reduction works have been completed, with a grant from DFES, in Newdegate, Lake King and Varley in the Gazetted Unallocated Crown Land [UCL] and Unmanaged Reserves [UMR] for this year.

6.1.2 WANDRRA FUNDING

The last payment from the WANDRRA funding has now been received, which concludes the recovery from the 2017 floods.

6.2 WA POLICE SERVICE

Nil

6.3 BUSHFIRE BRIGADES – CHIEF BUSH FIRE CONTROL OFFICER

Nil

6.4 LAKE GRACE VOLUNTEER FIRE AND RESCUE

6.4.1 OUTCOMES OF THE EMERGENCY SERVICES EXERCISE

Nil

6.5 ST JOHN AMBULANCE – COMMUNITY PARAMEDIC

The volunteer numbers in Shire of Lake Grace are stable, although there are two volunteers that are moving on from the Lake Grace sub-centre.

Lake King will be receiving a new ambulance shortly.

The exercise was great with some good and positive outcomes.

My region has received two bariatric carry canvases, one based in Dumbleyung and one in Newdegate. These are able to carry up to 230kg with eight persons carrying the canvas. The problem arises when these people are in the ambulance, then we need to use the extension straps to secure them while in transit.

These patients will only be able to go by road as the RFDS can only carry patients 159kg or less.

The Varley extension is well underway with the interior training room complete except for painting and the front of the shed will be done by the end of September 2019.

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There will be a large-scale motorbike racing event in Lake King at the go-kart track on 5 and 6 October 2019, this will clash with the Kulin Races, so crews will be stretched thin that weekend.

6.5.1 LAKE GRACE

6.5.1.1 OUTCOMES OF THE EMERGENCY SERVICES EXERCISE

We had a fatality debrief at the sub-centre a couple of weeks ago

There has been a stroke seminar and a wellness & health workshop

The exercise was great and we learned a lot on how to improve. The planning was very good and took a tremendous amount of work. Well done to Mike.

6.5.2 NEWDEGATE

Newdegate Field Days next week, with Murray's help two paramedics have been secured for the duration for the event.

A good job was done by all who attended the multi fatality.

The roads and clearing of the bush on verges is a lot safer to drive now especially at night.

Shire response – this has been done for road safety with more to be done, we are working with Parks and Wildlife around some issues with rare fauna/flora.

6.5.3 LAKE KING

Nil

6.5.4 VARLEY

Nil

6.6 DEPARTMENT OF FIRE & EMERGENCY SERVICES

6.6.1 NEWDEGATE FIELD DAY

Newdegate Field Day Site – will be showing a Virtual Reality Home Fire Safety Experience, this will be the first time it has been rolled out in the State.

The Shire has approved the use of a vacant house over the Field Days to accommodate our 14 staff and volunteers attending the event.

6.7 OFFICE OF EMERGENCY MANAGEMENT

Nil

6.8 LAKE GRACE DISTRICT HEALTH SERVICE

6.8.1 OUTCOMES OF THE EMERGENCY SERVICES EXERCISE

Thanks to the exercise highlighting the areas that need to be worked on. The hospital will be installing three street style lights in the car parking area to assist in eliminating trip hazards and improving visibility for drivers when entering the hospital grounds.

We are considering moving the emergency assembly area away from the gas bullet. More to come on that as we progress.

We have received fire evacuation advice from WACHS

The exercise proved a very sobering event for us in the realisation that our current planning will not allow everyone to be evacuated in time, this is a priority that will need to be worked through and will need the assistance of other groups in the town.

Question

Would the hospital benefit from a second entrance/drive way for the emergency services use?

Response

Yes, this would allow a way in and a way out, without having to turn around during an incident and would make for a smooth transportation of patients if required. Also, the fire brigade would have an alternate access if the electricity board/panel is affected, which is at the end of the current drive way.

6.9 DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT (DPIRD)

Alison Lacey submitted a written report, in her absence

We continue to monitor the dry seasonal conditions and working closely with Water Corp and Department of Water and Environmental Regulation in respect to Water Deficiency Declarations and on-going water requirements for Mallee hill and Holland Rock Deficient areas. Currently no/minimal water carting to these areas (as per discussions with farmers in these areas - this will be reviewed in September).

If seasonal conditions continue as predicted water availability through summer is going to be an issue for many farmers and will also likely impact on ability to fight fires (pressure on Water Corp standpipes as the only water resource available for many areas).

6.10 PARKS & WILDLIFE SERVICE

6.10.1 FUEL MITIGATION PROGRAM FOR THE 2019-2020

Fire Access Tracks

The scrub rolling and fire break work in Lake Magenta Reserve and the adjoining UCL as part of a Mitigation Action Fund project was completed.

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This financial year's Fire Access program is within the Lake Magenta Reserve to compliment the UCL work completed last year. This will include a dozer or loader to widen breaks before grading.

Prescribed Fire

Parks and Wildlife Service completed 6 of its 13 planned burns in the autumn. All the burns completed were in the western half of the region. Due to the dryness of the season we held off on any open edged burns and hopefully will complete more next autumn.

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.

There is a state bush fire exercise being held at Narrogin Regional Operations Centre [ROC] in Wald Street on Tuesday 10 September. We will be assisting in this exercise.

6.11 CBH GROUP LAKE GRACE

6.11.1 UPGRADES TO THE FACILITIES

Construction work is almost complete with no incidents. The newly constructed run off drains had a good workout thanks to the rain and are working well.

Weigh bridge maintenance is well under way but need to express this is not for public access as it is in a construction site, should be complete by mid-October 2019

A repair was undertaken last week due to incident in one of the main roofed storage bins, not part of any the construction sites. A support post needed to be replaced and I would like to thank Mike for all his assistance and having Urban Search and Rescue [USAR] crews on notice of the dangerous activities erecting temporary support posts.

6.12 EDUCATION DEPARTMENT

6.12.1 LAKE GRACE DISTRICT HIGH SCHOOL

6.12.1.1 PRINCIPAL'S DEPARTURE

Cathy has left the school, Peter Dines is the Acting School Principal until a new Principal is appointed.

6.12.2 NEWDEGATE PRIMARY SCHOOL

A meeting was held with Mike and Judy Garlick about the stand-alone bushfire plan allowing the school to complete this plan, a copy has been sent through.

6.12.3 LAKE KING PRIMARY SCHOOL

The CEO advised that the Lake King were reviewing the Lake King Primary School Stand-alone Bushfire Plan. On a recent visit from a DFES Officer who conducted our Bushfire Risk Management Plan it was indicated to us that in the event of needing to evacuate the school the best option for the school would be to have the Lake King Pavilion as our Safer Building Site.

Kaye Brownley, Principal requested permission from the shire to have the site included in the plan. The CEO granted permission for the Lake King Pavilion to be included in the plan.

6.13 DEPARTMENT OF COMMUNITIES

Nil

6.14 WATER CORPORATION**6.14.1 MAINTENANCE AND WORKS PROGRAMS FOR 2019 -2020**

Eight new tanks have been installed along side the existing ones in the area.

The issues with the Kulin/Lake Grace northern supply has had an upgrade, and both boosters pumps have been tested and passed, this will increase supply to this line, also the planned maintenance has been completed.

Question

Can a public notice be put out to the community in regard to the Newdegate tank and why it is not full?

Answer

Yes, this is simply to maintain water quality. We use floats in all our tanks using stop/start levels to match supply.

6.15 MAIN ROADS WA**6.15.1 MAINTENANCE AND WORKS PROGRAMS FOR 2019 -2020**

Information will be supplied at the next meeting

6.16 WESTERN POWER**6.16.1 MAINTENANCE AND WORKS PROGRAMS FOR 2019 -2020**

Nil

6.17 OTHERS

Nil

7.0 EXERCISE UPDATE

Nil

7.1 EXERCISE

Refer to item 4.1 Business Arising.

7.2 POST EXERCISE REPORT

EXERCISE PATIENTS



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Shire of Lake Grace Local Emergency Management Committee 29 August 2019

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SHIRE OF LAKE GRACE

1.0 INTRODUCTION

Lake Grace is a town in the Eastern Wheatbelt region of Western Australia, 345 kilometres (214 mi) from Perth along *State Route 107* between Wagin and Ravensthorpe. It is the main town in the Shire of Lake Grace. At the 2016 census, Lake Grace had a population of 507.

Lake Grace is located on the "cross roads" with it being half way between Perth and Esperance as well as acting as a main through point for those traveling between Albany and the Wheatbelt. Many tourists use these alternative routes when traveling to and from the Eastern States.

A range of economic developments are underway including a new residential sub-division and light industrial area. Lake Grace contains a district high school with distance learning available for years 11 and 12. There is a district hospital, a childcare centre and a medical centre with a doctor and other health services. There are two banks in town: BankWest and Rabobank that opened in September 2009. The shopping facilities include a local shopping forum with IGA supermarket open seven days, a butcher, health & beauty, hair dresser and clothing shop. The two cafes Rosies and Arjos are well patronised, with the latter open Monday to Saturday. There is also a Retravision, CCL Hardware (open seven days) and resident electrical contractor and plumber. The town has a Community Pharmacy opened in 2014.

The Hospital supports an inpatient and outpatient facilitate as well as an emergency department with limited weekend telehealth doctors, with a resident doctor during the week. A full staffing arrangement during the day but limited staff overnight.

The intention is to simulate an emergency at the hospital/medical centre which will involve as many emergency service responders as possible

2.0 AIM

To test and update where necessary the Local Emergency Management Arrangements (LEMA) and to test Standard Operating procedures for Lake Grace emergency services/incident management and other responding agencies in order to ascertain their current operational readiness.

2.1 GENERAL OBJECTIVES

- To evaluate emergency agency responses
- To assess the emergency services resources and capabilities
- To examine the incident command structure/response

2.2 SPECIFIC OBJECTIVES

- Incident management
- Communications between agencies.
- Interagency operability
- Agency plans
- Contingencies



2.3 EVALUATE THE RESPONSE OF

Lake Grace Hospital
St John's Ambulance- Sub Centre
Lake Grace Volunteer Fire & Rescue Service
WAPF- Lake Grace Station
Lake Grace Shire – Exercise and improve coordination between emergency services

2.4 HAZARD RATIONALE

History

There has not been an incident that required the evacuation of all the hospital including inpatients and emergency staff and patients, although there have been incidents where the direct brigade alarm has been activated. Indicating that there may be a fire in the building.

Likelihood

Given that this is the only hospital for some distance (Katanning 132kms, Narrogin 135kms, Gnowangerup 153kms and Ravensthorpe 185kms) a suitable plan and contingency will need to be practiced/exercised.

There are a small number of persons able to assist the hospital in an emergency and will need the cooperation of all the responders to an incident.

Capability

In preparing for an emergency response the capability of local emergency services should be taken into to consideration.

The town is serviced by;

- A regional police station with three police officers posted.
- A volunteer fire and rescue brigade (approx. 15 members), one medium pump, breathing apparatus equipped and a light tanker. Closest back up structure brigade is Dumbleyung 80kms to the west. Standard turn out to a structure is two pumps (Lake Grace and Dumbleyung). The closest bush fire pump is located in Newdegate (50kms) to the east but fire fighters are not structure trained.
- A St John ambulance unit (approx. 15 members) supported by a community paramedic based in Dumbleyung. 2 x Mercedes sprinter ambulances (two lying casualties and four sitting) closest St John units are Kukerin (43kms) and Newdegate (50kms)
- There is a bush fire brigade presence in the form of farmer response (personal vehicles) to the north and south spread out in the district, but again no formal structure fire fighting training.
- CBH are located in town with some expertise in confined space and in vertical rescue if an underground/roof rescue is required. The closest State Emergency Service with vertical rescue capability is based in Albany (250kms) to the south.
- The closest state emergency service is in Wagin (approx. 14 members) (120kms) to the west and Gnowangerup (approx. 12 members) (146kms) to the south.



Given the limited capability and the volunteer nature of the majority of the emergency services that would be required to respond to an incident at the hospital, it is vital that thorough and detailed exercising occur to ensure maximum efficiency in the possibility of a real time event.

3.0 Emergency Response Participants / Roles

Shire of Lake Grace

- Exercise coordinator

WA Health

- Evacuation planning of Hospitals
- Care of patients
- Contingency for continued business continuity

Lake Grace Volunteer Fire and Rescue

- Combat agency for fire, rescue and hazardous materials
 - Fire suppression
 - R rescue
 - E exposures
 - C containment
 - E extinguish
 - O overhaul
 - V ventilate
 - S salvage
 - Rescue
 - Hazmat

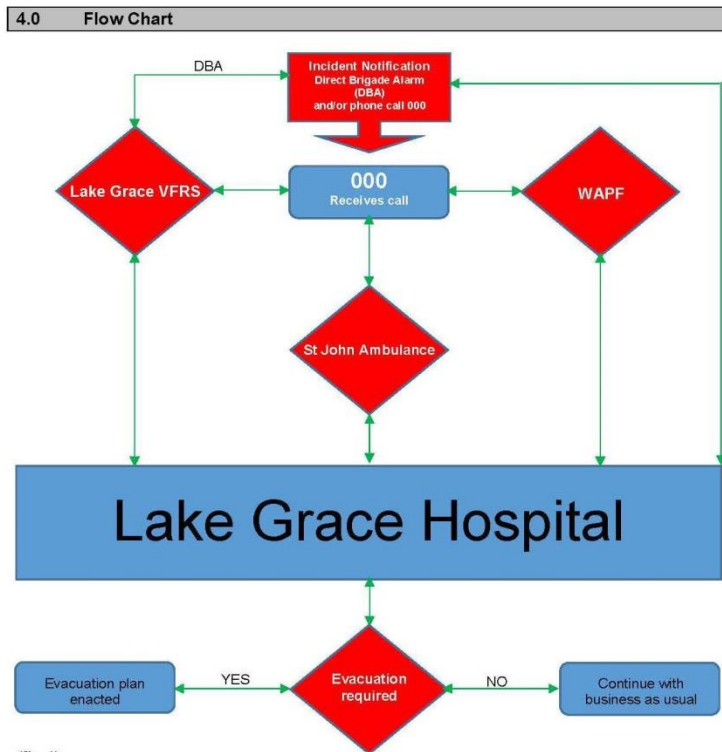
St John's Ambulance

- First aid
- Transport of patients/casualties

Western Australian Police Force (WAPF)

- Control and coordination of all agencies on scene (if crime suspected)
- Senior Officer on scene assumes command of incident
- Investigation





(fig 1)



5.0 Scenario

17:00 Day staff go home, and night staff start shift, there are zero pt. in the ED (I hope) and six pt., one in each room 5 (Pt 1), 7 (Pt 2), 9 (Pt 3), 11 (Pt 4), 14 (Pt 5) & 16 (Pt 6). Rooms 9, 11, 14 & 16 have permanent age care (room 19 is closed for refurbishment/painting). Rooms 5 & 7 have been admitted overnight for observation.

17:10 Male person (Mp 1) presents at the hospital with withdrawal symptoms.

17:20 Mp 1 leaves the hospital, shouting and cursing staff, after being refused treatment due to behaviour (staff report to police who attend the hospital, after driving around to see if they can find Mp 1 finding no one, talk to nurses and leave at 17:45).

18:00 POWERPOINT PRESENTATION IS DELIVERED TO ALL PARTICIPATING PEOPLE

18:06 Priority one call received by St John ambulance of a female (Pt 8) with chest pains at Unit 2, 5 Bennett street.

18:13 Young female person, (Pt 7) with her mother (Vol 1) presents at the ED with suspected badly sprained Rt ankle.

18:18 Pt 7 requests toilet break, orderly shows her the way and is accompanied by her mother to use the public ablutions inside the hospital.

18:20 (approx.) Ambulance arrives with female Pt (PT 8) with chest pains.

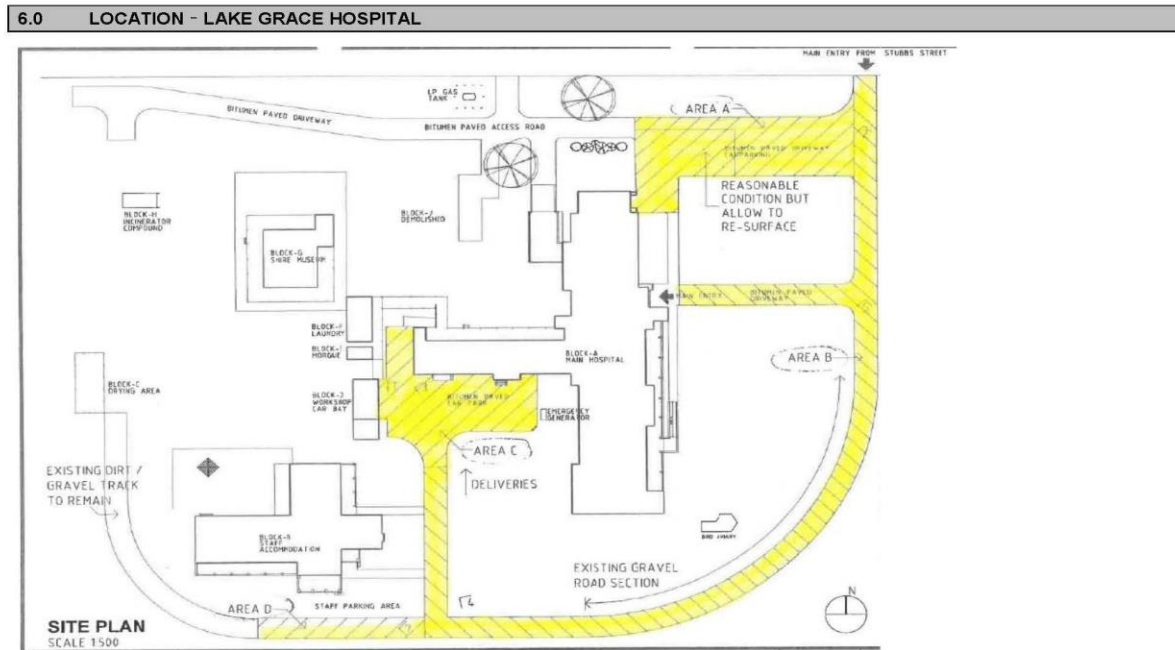
Inject 1 There is a smell of smoke from the southern end of the building but no alarm sounds (that area has been isolated due to the work been carried out and has not been, but should of been reactivated overnight).

Hospital what do you do?

Exercise will simulate

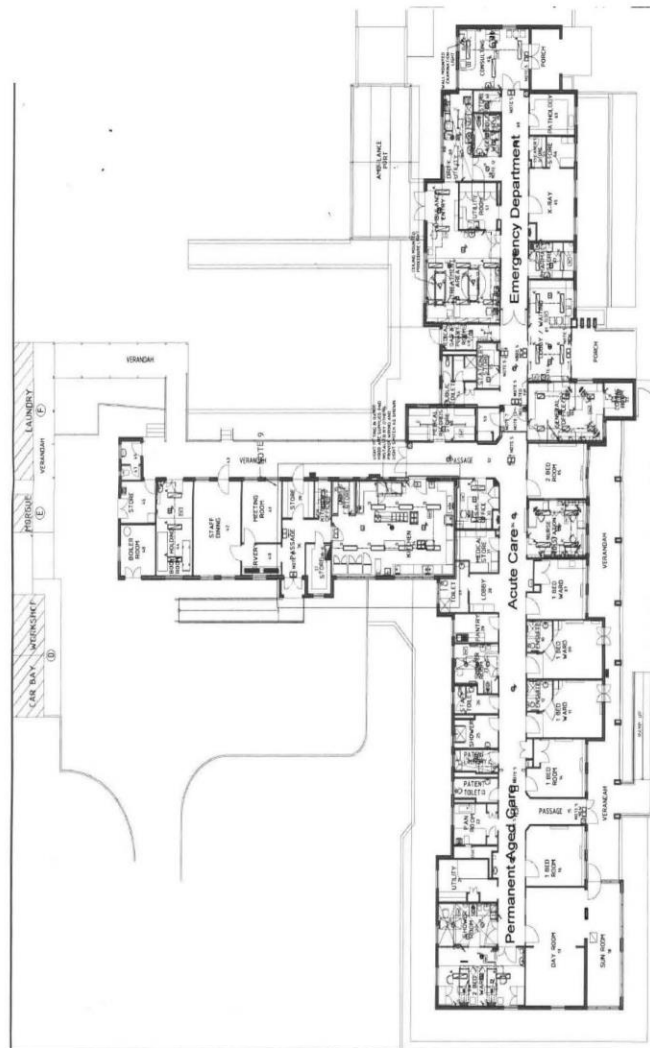
- Evacuation of patients and casualties, triage and treatment, relocate/transfer to alternate holding triage/medical facilities
- Rescue and accountability of possible persons still in the building
- Management and suppression of possible fire
- Establishment and operation of incident command (MIMS/AlIMS)





(fig 2)





(fig 3)



7.0 INJECTS

- 1 You Smell Smoke
- 2 You find smoke coming from under a door at the 2 bed ward room 19 (no patients)
- 3 Smoke is seen coming from the medical centre
- 4 Mother (Vol 1) and daughter (Pt 7) both suffer from asthma known to staff
- 5 Mp 1 is seen at the rear of the hospital trying to set fire to the bins.
- 6 Mother (Vol 1) starts to suffer from asthma

8.0 EXERCISE FORMAT

The exercise format will be a full field exercise and will be conducted in accordance with the evacuation plan of the hospital requirements.

The drill will be conducted by the exercise coordinator on location at the Lake Grace Hospital and will be expected to be conducted over a two-hour period.

For simulation purposes, volunteers will be used instead of real patients so as not to disrupt the day to day movements of any of the permanent age care patients.

Patients/casualties will not physically be transported from Lake Grace town to an external hospital due to current operational restrictions. Responding medical staff will be asked to communicate their intentions to triage patients/casualties for transport to an alternative hospital.

The code words;

- No Duff &
- Cas Real

Will both be recognised as a real situation of an incident or casualty and may either end the exercise or staff and/or volunteers will be nominated to respond to a real incident.

A copy of the Exercise will be distributed to:

- Lake Grace Hospital – Manager Sara Pellant
- St John's - Community Paramedic Murray Parker
- Lake Grace Volunteer Fire & Rescue – Area Officer Fire Grant Hansen
- WAPF – OIC Travis Taylor
- CEO – Shire of Lake Grace

The Participant Brief (PowerPoint presentation included in the resource section) is to be played to all emergency service volunteers, participating police officers and hospital staff prior to commencing the drill proper (starting at 18:00 sharp). **Emergency Service participants are not to be provided with this full outline of the exercise.**

All participants to assemble at the St John Sub-centre by 17:50 ready for the start at 18:00, except the hospital staff who will of course be at the hospital. They will receive the presentation there at the same time (work commitments allowing)



9.0 COMMUNICATIONS**9.1 ALL EMERGENCY SERVICES CREW**

Any and/or all of the following

- Multi agency communications-.VHF radio channel, UHF 220 (400Mh/z FRS) & UHF 1173. (WAPF)
- Internal channels as per service S.O Ps
- Mobile phones
- Satellite phones
- Verbal

9.2 EXERCISE DIRECTORS/ASSESSORS

- Mobile Phone
- What's App Group Chat

10.0 EVALUATION**10.1 ASSESSORS**

Assessors are one of the senior persons, from each of the services, who can objectively constructively criticise the exercise and provide positive feedback to their individual agency/group/unit

To conduct written assessment of response as per internal Standard Operating Procedure for relevant emergency service.

Complete additional evaluation as per exercise aims (see Resources- Assessment)

10.2 AFTER ACTION REVIEW (A.A.R.)

A hot debrief will be held on location at the end of the exercise, at either the Hospital or St John sub centre involving; (an A.A.R. to be filled in by all participating persons)

- Assessors
- OIC
- DFES AO
- CESM
- Incident controller
- Hospital Manager (and Staff if available)
- St John Ambulance Service
- Community Paramedic
- Lake Grace Volunteer Fire &rescue Service
- Volunteer patients/casualties

10.3 INDIVIDUAL AGENCY A.A.R.

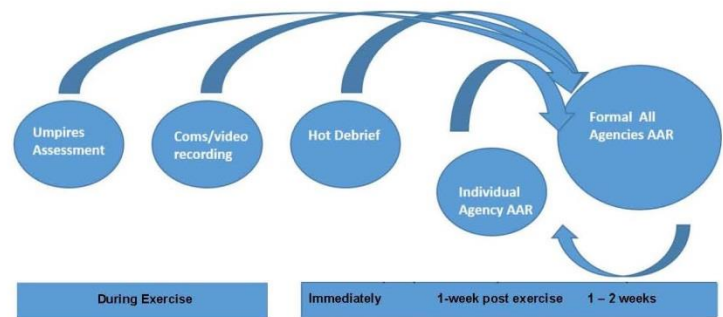
- Each participating agency is to conduct an internal A.A.R within one week of the exercise if possible.
- Include video and communication recordings if taken at the exercise pertinent to each agency.
- Feedback form to be collated for inclusion in formal combined A.A.R.



10.4 FORMAL AGENCY REPRESENTATIVE A.A.R

- Representatives from each participating agency to conduct a Formal After Action Review.
- Inclusion of individual agency A.A.R.'s
- To be conducted 1 to 2-week post drill.
- Report to be distributed to all participating agencies.

11.0 ASSESSMENT PLAN



(fig 4)

12.0 EXERCISE AREA

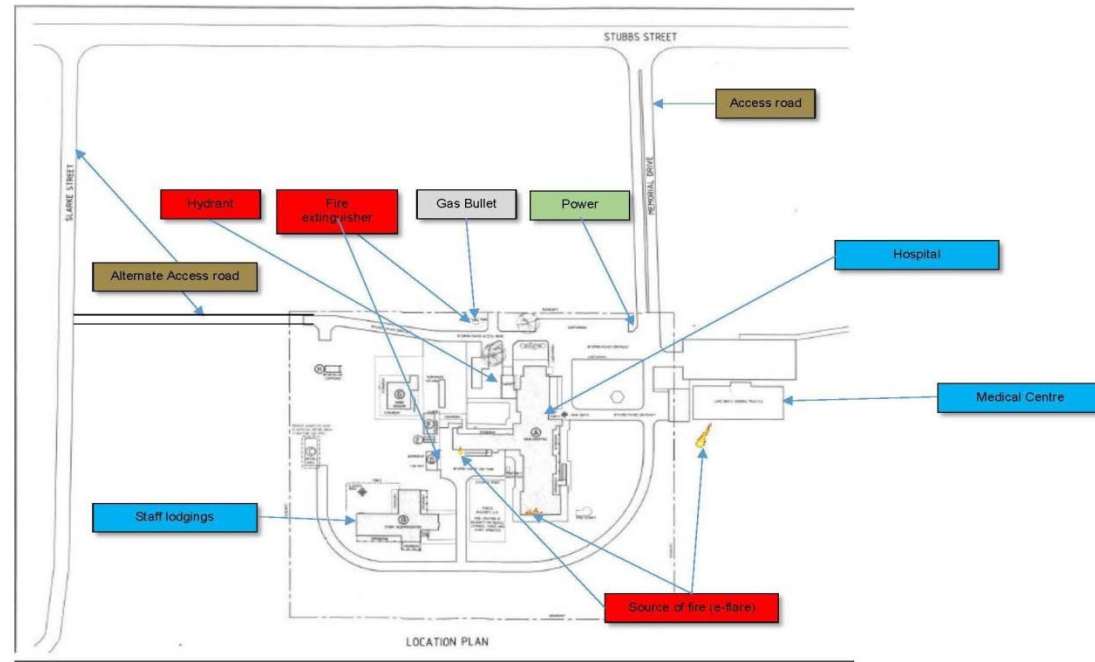
Lake Grace Hospital is the only hospital in the area and services the towns of Lake Grace, Newdegate, Lake King, Varley, Pingaring and Pingrup.

There is public access to the hospital on Memorial Drive via Stubbs Street with an alternate access off of Slarke road.

There is a mains power board at the front of the property away from the main building and a gas bullet adjacent to the ambulance entrance again away from the main building housing a fire extinguisher.

A hydrant is next to the ambulance entrance of the hospital (see fig 5). Source of fire will be simulated with the use of e-flares in each location.





(fig 5)



13.0 RESOURCES			
13.1 EXERCISE SCHEDULE			
Date	25 June, 2019		
Location	Lake Grace Hospital		
Timings	Task	Location	Personnel
17:00	Shift change	Hospital	Staff
	Preparation of exercise area		CESM
	Preparation by exercise director/ Assessors		Exercise directors/ Assessors
17:50	Assemble	Hospital St Johns	Hospital staff Emergency Volunteers & Police
18:00	Play PowerPoint		
	Exercise coordinators briefing presentation to participants. Self-playing PP	Hospital St Johns	Hospital staff Emergency Volunteers & Police
	Assessors and recorders to follow participants to allow observation from start point	Hospital St Johns	Assessors Video recorders (if available)
	Discussion at unit base on possible expectations. What are your thoughts on receiving this information – first impressions? everyone is encouraged to share their view. (to be recorded by Assessors)(Assessors are not to answer questions only observe)	Hospital St John	Hospital staff, Emergency Volunteers & Police
	START EXERCISE		
18:06 approx.	Call to St John (last slide of the presentation). for exercise purposes only 'this is Belmont operations we have a report of a middle aged female with chest pain, unit 2 5 Bennett street do you have a crew available'	St Johns	St John Volunteers



	community paramedic (simulate Belmont operations) to dispatch a crew.		
18:13	Young female person presents to the ED with a suspected badly sprained ankle, she is accompanied by her mother, advised to wait as they have a priority one coming in.	ED Department	Pt 7 and Vol 1
18:18	While waiting to see the nurse Pt 7 requests to use the bathroom and is shown to the public toilet in the hospital by an orderly who is heading out of the hospital to go home.	Room 54	Pt 7 and Vol 1
18:20 (approx. maybe earlier)	Priority 2 Ambulance arrives with Pt 8, chest pains	ED Department, ambulance entrance	Pt 8, 2 x ambulance crew, 1 x ambulance
18:21	Orderly goes home	Left the building heading to Perth for Holidays	Orderly (factious)
Inject 1	Smell of Smoke	Somewhere	Staff member
EXERCISE PLAYS OUT AS PER INDIVIDUAL AGENCY S.O.Ps			
Injects			
Inject 1	Is given to a staff member, about 1 to 4 minutes after Pt 8 has been fully handed over to the hospital staff and the ambulance crew are about to leave	ED Department	Hospital staff member
Inject 2	is given to the person sent to investigate the smell of smoke	At room 19	Person sent to investigate
Inject 3	Is given to the person who goes outside first for the evacuation/open up the medical centre	Outside hospital/Medical centre	First person outside
Inject 4	Given to a hospital staff member once the fire and rescue have entered the building to search for	Closest hospital staff member (this information should to be	Staff member



	anyone left in there	given to the OIC FRS)	
Inject 5	Given to the fire and rescue person (OIC) on sizing up the incident (fire) when they do a 360 Degree walk around (this could be earlier than inject 3.	Rear of the hospital after passing room 19 if going in a clockwise direction or after passing room 48 if going in an anti-clockwise direction	OIC FRS/person doing appreciation
Inject 6	Given to the Mother once found	On being found	Vol 1



13.2 STAFFING

For utilisation as a check list for organisation

Exercise Staffing Roles	Number	Names/Contact Number	Comments
Exercise coordinator	1	Mike Barnes 0436 668 242	
Assessors	4	Sara Pellant 0409 917 433 Travis Taylor 0438 483 569 Murray Parker 0437 560 470 Grant Hansen 0427 012 948	1 for each participating agency. Knowledge of internal agency S.O.Ps required.
Videographers	4	If available	1 if possible to cover each agency response
Administration	4	If available	To allocate unforeseen tasks as they arise
Medical Makeup	0	N/A	
Volunteers	10	Pt 1 Candice Lloyd Pt 2 Rebecca Clark Pt 3 Christine Fife Pt 4 Doug Clarke Pt 5 Deb Clarke Pt 6 Lois Dickins Pt 7 Travis Son Pt 8 Cheryl Chappell Vol 1 Jo Oatridge Mp 1 Pt11 Amanda Milton	Patients/ casualties/ Volunteer/ Male person



13.3 CASUALTIES / PATIENTS / VOLUNTEERS / MALE PERSON			
Casualty No.	Injury	Description	Briefing to Casualty
Pt 1 Candice Lloyd	Admitted for observation	1 st Pregnancy 2 trimester, overtired & dehydrated with drip	Able to walk with aid Remain stable throughout
Pt 2 Rebecca Clark	Admitted for observation	Headaches and dizziness	Attempt to walk but collapse, complain of dizziness
Pt 3 Anne Higgs	Permanent aged care	Old age	Unable to walk Extremely agitated
Pt 4 Doug Clarke	Permanent aged care	Old age	Dementia able to walk
Pt 5 Christine Fife	Permanent aged care	Old age	Emphysema breathlessness. Able to talk short distances remain stable
Pt 6 Lois Dickins	Permanent aged care	Old age	Able to limp, using walking aids (war wound) Remain stable
Pt 7 Evelyn Oatridge	Sprained right ankle & Asthmatic	Nil	Complaining tenderness in Rt ankle, describe being thrown from her horse, spinal precautions may need to applied.
Pt 8 Cheryl Chappell	Chest pain	Dull ache in the chest	Unable to walk. Pain scale 7. Agitated Deterioration if not triaged
Vol 1 Jo Oatridge	Asthmatic	Pale face Cold clammy skin	able to walk bit panicky due to smoke asthma attack within seconds of being found. not able to talk. If not triaged appropriately within seven minutes fade to collapse.
Mp 1	Minor burns – withdrawal symptoms	Minor burns to hands	Vague, little pain needs a fix



N.B. Medical/ Volunteer coordinator to create a card (to be pinned to casualty) for each casualty with the condition outlined as per above. (maybe)

13.4 ASSESSMENT

General assessment form for all participants to be used in conjunction with agency specific assessments as per agency standing operation procedures.



Name of Exercise		Exercise Patients				
Assessor						
Agency Assessed						
Evaluation Score	Date:				Time:	
	1= Poor Serious problems With process	2=Average Process exists but serious gaps	3= Good Entire process is evident but has gaps	4= Very Good Complete process is observed	5= Excellent Additional elements are added to the process	
Item to be assessed	Score	General Comments				
Response						
Time between briefing & alarm						
Between alarm and arrival						
Between arrival and start of operations						
Between start and end of response						
Response to the event						
Organisation						
Leadership						
Internal Coordination						
External coordination						
Allocation of responsibilities						
Internal communications						
External communications						
Performance as a team						
Discipline						
Safety measures						
Establishment of priorities						
End goals reached in a timely manner						
Information flow						
Overall Exercise						



13.5 SUPPORTING INFORMATION FOR W.A POLICE FORCE

1. Familiarity with Lake Grace Hospital Emergency Plan
2. View Participant Briefing Presentation

13.6 SUPPORTING INFORMATION FOR FIRE AND RESCUE

1. Familiarity with Lake Grace Hospital Emergency Plan
2. Conduct R.E.C.E.O. V.S. and BA training
3. View participant briefing presentation
4. Print copies of aide memoires for quick reference if required

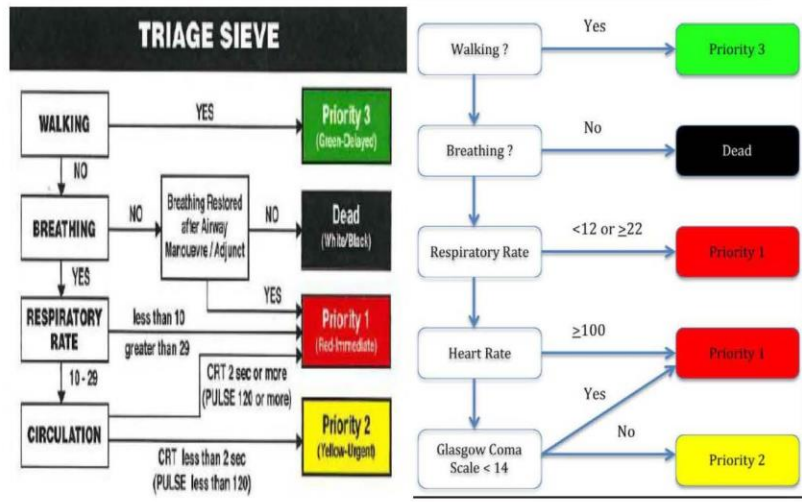
13.7 SUPPORTING INFORMATION FOR ST JOHN AMBULANCE

1. Familiarity with Lake Grace Hospital Emergency Plan
2. Conduct training triage patient/casualty
3. View participant briefing presentation
4. Print copies of aide memoires for quick reference if required

14.0 AIDE MEMOIRES

Aide Memoires are pocket sized to prompt responders on scene. Copies to be printed and laminated for quick reference.

14.1 ST JOHNS AMBULANCE



14.2 LAKE GRACE FIRE & RESCUE SERVICE

RECEO VS

R - Rescue
E - Exposures
C - Confinement
E - Extinguishment
O - Overhaul
V - Ventilation
S - Salvage

Smoke or Suspended Particles
 Heated Atmospheres
 Oxygen Deficient Atmospheres
 Toxic—Asphyxiating Atmospheres

S H O T

L Contact person with Local knowledge.
 Local knowledge or contact with a person who works or lives in the building or scene of the incident can prove to be of tremendous value. Fire attack plans and building inspections or operators or owners of ships, hotels, refrigeration plants, large shops etc. can provide details of hazards, likely location of missing persons, number of tenants and so on.

A Ample Air for return journey.
 Frequently consult the pressure gauge to ensure ample air supply for return to fresh air. If there is any doubt about the length of time it is going to take to withdraw, return at once.

M A Mental note of the entry route should always be made. This will assist in a safe and, if necessary, rapid retreat.

P Make a Plan and stick to it.
 Always plan entry and search patterns or plans and ensure all crew members and the entry control officer are aware of these plans.

M Min 250 Bar

E Report to ECO (on Entry/Exit)

T Teams of Two

O OIC Inform

P PDA take Priority

D Donned in Fresh Air

O One out, All Out

G Guidelines - consider



Shire of Lake Grace Local Emergency Management Committee 29 August 2019

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8.0 GENERAL BUSINESS

Presiding member:

On behalf of the Councillors and Staff, I would like to thank Mike for all of his efforts over the last two years and wish him well with his endeavours at the Shire of Plantagenet and enjoy being back with your family.

9.0 URGENT BUSINESS BY DECISION OF THE MEETING

Nil

10.0 DATE OF NEXT MEETING

10.1 MAY 2019 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

The next meeting of the Local Emergency Management Committee is to be scheduled. Proposed dates at 1.00 pm at the Council Chambers, 1 Bishop Street, Lake Grace:

- Thursday 28 November 2019
- Thursday 27 February 2020
- Thursday 28 May 2020

11.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at 2:00 pm.

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

NO MATTERS FOR CONSIDERATION

14.2 PLANNING

NO MATTERS FOR CONSIDERATION

14.3 HEALTH AND BUILDING

NO MATTERS FOR CONSIDERATION

14.4 ADMINISTRATION

14.4.1 LAKE GRACE MEDICAL CENTRE – ADDITIONAL COMPUTER

Applicant: Lake Grace Medical Centre
File No. 0159
Attachments: Nil
Author: Ms Denise Gobbart
 Chief Executive Officer

Disclosure of Interest:
Date of Report: 09 October 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

For Council to consider the purchase of an additional computer for the Lake Grace Medical Centre.

Background

Notification was received from the Lake Grace Medical Centre that Dr Olay is proposing to have a part-time Practice Nurse join the clinic. The plan is for a Practice Nurse to be at centre least three (3) mornings per week for five (5) hours per day. If the need increases the service could increase to five (5) mornings per week. This position will help the Doctors immensely in creating more time to focus on each patient.

The Practice Nurse role will include pre-appointment observations, blood collection, blood pressure monitoring, administering vaccinations, change dressings, pre-medical investigations. They will also be required to recall patients quarterly for diabetes and other chronic disease monitoring.

The Practice Nurse will be particularly helpful during the Flu season as they will be able to administer the Flu Vaccinations, freeing the Doctor to attend the needs of other patients. It was identified that last season (April-July) was a problem as the majority of appointments were taken by patients requesting the Flu Vaccination, leaving limited appointments for other needs.

It is proposed that the Practice Nurse will work from the 'Treatment (Bloods) Room' and for this to happen the Medical Centre would require an additional computer. In addition to the Practice Nurse using the room, it will also be set up for suturing and wound dressing during clinic hours, which will assist Dr Olumide until he has accreditation at the Hospital. Given that suturing and wound dressing is also being undertaken the Treatment Room will be used daily.

Under the terms of the contract the Shire currently is responsible for the practice computers and equipment that is owned by the Shire.

Comment

Given that the current computers are owned by the Shire it would be logical if additional computers were needed that they become the property of the Shire, so that they stay with the practice in the event of a change in management. The intent of what is proposed will enhance the services operated from the Medical Centre.

We have recently purchased a two new computers with screens and on average for one computer and one screen the cost was \$1,560, in addition we would need to include a Microsoft Office licence which is estimated at \$500 for Office Standard 2019.

There is an allowance of \$5,000 to replace equipment in the 2019/20 Budget, these funds could be used in the interim and if the need arose a transfer from the Essential Medical Services Reserve. I am currently aware of the possible need to replace a Spirometer which is estimated to cost \$2,000.

A reserve transfer would only be necessary if we were required to spend the entire \$5,000 on replacing equipment.

Legal Implications

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

* *Absolute majority required.*

- (1a) In subsection (1) —
additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications

Not Applicable

Consultation

External: Lake Grace Medical Centre

Financial Implications

Job BLD25 – Lake Grace Medical Centre has a budget allocation of \$5,000 for the replacement of equipment as required. To date none of these funds have been utilised. The estimated cost of the new equipment and software would be \$2,000. These funds can be utilised.

If required the Essential Medical Services Reserve has a balance of \$739,819.82 as at 30 September 2019, funds could be transferred from this account.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Social – A valued, healthy and inclusive community and life-style

Outcomes 2.2 A healthy and safe community

- 2.2.2 Provide and advocate for medical and health services

Recommendation

That Council, authorise the

1. purchase of a new desktop computer, a screen and Microsoft Office software, at the estimated value of \$2,000 for the Lake Grace Medical Centre; and
2. expenditure is to be recorded against Job BLD25 Lake Grace Medical Centre.

Voting Requirements

Absolute Majority of Council required

14.4.2 SPECIFIED AREA RATING – LEGAL OPINION

Applicant:	Internal Report
File No.	0264
Attachments:	1. Email Wally Newman 2. Letter Rusty Lee 3. Letter Bob Iffla 4. Email Wally Newman 5. Letter Drop – Power Grab
Author:	Ms Denise Gobbart Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	04 October 2019
Senior Officer:	Ms Denise Gobbart



Chief Executive Officer

Summary

For Council to consider obtaining legal opinion in relation to the Specified Area Rates that have been imposed for in defined areas for Recreation and Cultural Activities in Schedule 11 Recreation and Culture for all operating and capital expenditure.

Background

During the 2018/19 Financial Year the Chief Executive Officer (CEO) engaged the services of Moore Stephens (WA) Pty Ltd to undertake Strategic Rate Review that had been endorsed by Council through the budget process.

During the process of the review Council and Senior Management met twice with officers from Moore Stephens to workshop our rating systems and finally the outcomes of the review. From the outcome of the review management was given a clear direction from Council on rate modelling for the preparation and finalisation of the 2019/20 Annual Budget.

The rating basis for the sport and recreation specified area rate is both the Gross Rental Values and Unimproved Values of properties located in four locations, broken down as follows:

- Varley (GRV and UV);
- Lake King (GRV and UV);
- Newdegate (GRV and UV); and
- Lake Grace (GRV and UV).

Why certain properties within the district do not pay a specified area rate is not apparent from the published budget and rates information.

The 2018-19 budget states the purpose of the specified area rates is “Applied in full for expenses relating to Halls, Swimming Pools, Other Recreation and Sport, Libraries and Other Culture.”

Section 6.37 of the Act only allows the imposition of specified area rate for the purpose of meeting the cost of the provision by it of a specific work, service or facility. The current purpose of the specified area rate cannot be considered a specific work, service or facility, given a core function of local government is to provide facilities for the use and benefit of the public. Halls, swimming pools,

libraries, cultural facilities and sporting facilities are examples of facilities which local government has a responsibility to deliver and are provided for the benefit of all residents of the district.

Given the matters discussed in relation to the sport and recreation specified area rate, future rating should not include the rate in its current form. Defending the imposition of the rate under the Act may be difficult. The Shire currently is at risk of having the rate quashed by the State Administrative Tribunal.

With the Adoption of the 2019/20 Annual Budget, the decision was made to add the sum total of Recreation and Culture Specified Area Rates (SARS) to the General Rates levied in the 2018/19 and levy a general rate for that same total balance for the imposition of rates for the 2019/20 year. Leaving only the Lake Grace Sewerage Scheme as the only Specified Area Rate Levied.

Removing the Recreation and Culture Specified Area Rates and raising the equivalent amount as a general rate or minimum rate, spread the rate burden evenly across the district. This ultimately resulted in an increase in rates for ratepayers not currently paying or paying a low specified area rate.

A Media Release was placed on the Shire website informing the community of the decision, this same media release was then placed on the Shire Facebook, ensuring that the media release would be seen by the community.

Since this time there has been a group from Newdegate led by Mr Wally Newman that is challenging the decision made by Council. Given this a meeting was held with President De Landgraft, Cr Hunt, Cr Stoffberg, Mr Wally Newman, Mr Ian Chamberlain, Mr Len Armstrong, Mr Hugh Roberts, Mr Royce Taylor and the CEO. With Mr Russell Barnes, Moore Stephens in attendance by telephone.

It was acknowledged by the group that nothing can be done with the rating for the 2019/20 Financial Year, but they are requesting the return of the Recreation and Culture SARS from the 2020/21 financial year.

At this meeting it was acknowledged by the CEO that our communication was not to the level desired given the significant change that had been made to our rating processes. Council had been involved in two workshops with Moore Stephens and had made an informed decision based on that advice received.

Comment

With the request for Council to reconsider the Recreation and Culture SAR for each separate community in the 2020/21 Budget, there is a need to seek legal opinion on the operation and methodology the Recreation and Culture SARS operating until 30 June 2019 and how it may work in future years if deemed appropriate by Council.

There are a number of local governments that operate with SARS, including Lake Grace, with the retention of the Lake Grace Sewerage Scheme SAR. The Shire of Harvey does have four (4) SARS for the purpose of maintaining the landscape of the common areas to a high standard of presentation. Each SAR is for subdivided lots within an individual subdivision, which is a clearly defined area.

I have spoken with another local government Chief Executive Officer that had previously received legal opinion in relation to a SAR, it would appear from that conversation, that for the SARS to

operate without the potential for the rate to be quashed by the State Administrative Tribunal there needs to be a direct link to a defined area (such as a subdivision) or property (such as the sewerage scheme).

There has been a request made by Mr Wally Newman for the Shire to be prepared to allow Darrell Forrest, the local government specialist they have engaged to work with myself and our advisors to compile the scoping. This request has been made to endeavour to alleviate dissention and possible challenge over the scoping involved for the engagement of lawyers to examine the SARS.

It is intended that the previous minutes and policies of Council will be gathered to be presented to our Lawyers, advice will be obtained through Moore Stephens, Western Australian Local Government Association and the Department of Local Government, Sport and Cultural Industries to assist in determining the full scope of the legal opinion.

Legal Implications

Local Government Act 1995

6.32. Rates and service charges

- (1) *When adopting the annual budget, a local government —*
- (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*
 - (i) *uniformly; or*
 - (ii) *differentially; and*
 - (b) *may impose* on rateable land within its district —*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment; and*
 - (c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

- (2) *Where a local government resolves to impose a rate it is required to —*
- (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
 - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

- (3) *A local government —*
- (a) *may, at any time after the imposition of rates in a financial year, in an emergency, impose* a supplementary general rate or specified area rate for the unexpired portion of the current financial year; and*
 - (b) *is to, after a court or the State Administrative Tribunal has quashed a general valuation, rate or service charge, impose* a new general rate, specified area rate or service charge.*

** Absolute majority required.*

- (4) *Where a court or the State Administrative Tribunal has quashed a general valuation the quashing does not render invalid a rate imposed on the basis of the quashed valuation in respect of any financial year prior to the financial year in which the proceedings which resulted in that quashing were commenced.*

[Section 6.32 amended: No. 55 of 2004 s. 690.]

6.37. Specified area rates

- (1) A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —
 - (a) have benefited or will benefit from; or
 - (b) have access to or will have access to; or
 - (c) have contributed or will contribute to the need for, that work, service or facility.
- (2) A local government is required to —
 - (a) use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or
 - (b) to place it in a reserve account established under section 6.11 for that purpose.
- (3) Where money has been placed in a reserve account under subsection (2)(b), the local government is not to —
 - (a) change the purpose of the reserve account; or
 - (b) use the money in the reserve account for a purpose other than the service for which the specified area rate was imposed, and section 6.11(2), (3) and (4) do not apply to such a reserve account.
- (4) A local government may only use the money raised from a specified area rate —
 - (a) to meet the cost of providing the specific work, service or facility for which the rate was imposed; or
 - (b) to repay money borrowed for anything referred to in paragraph (a) and interest on that money.
- (5) If a local government receives more money than it requires from a specified area rate on any land or if the money received from the rate is no longer required for the work, service or facility the local government —
 - (a) may, and if so requested by the owner of the land is required to, make a refund to that owner which is proportionate to the contributions received by the local government; or
 - (b) is required to allow a credit of an amount proportionate to the contribution received by the local government in relation to the land on which the rate was imposed against future liabilities for rates or service charges in respect of that land.
- (6) Where —
 - (a) before the coming into operation of the Local Government Amendment Act 2012 Part 2 Division 5, a specified area rate was imposed, or purportedly imposed, under this section by a local government for the purpose of the provision of underground electricity; and
 - (b) the underground electricity was not, or will not, be provided, or not wholly provided, by the local government, the rate is, and is taken always to have been, as validly imposed under this section as it would have been if, at the time of the imposition of the rate, the local government were to provide the underground electricity.

[Section 6.37 amended: No. 2 of 2012 s. 20.]

Policy Implications

Policy 3.3 Specified Area rating

Policy

That Specified Area Rates be levied for:

- a) Expenditure incurred with the operation and maintenance of the Lake Grace Sewerage Scheme in the specified area of the Lake Grace townsite.
- b) Defined specified areas of the Shire namely Lake Grace, Newdegate, Lake King and Varley to yield sufficient funds to equal the **operating expenditures** for the specified area as budgeted for the sub programme (Function 11) as classified in the Financial Management Regulations as:
 - Public Halls and Civic Centres
 - Swimming Areas and Beaches
 - Other Recreation and Sport
 - Libraries
 - Other Culture
- c) Finance the borrowings for the construction of the Lake Grace and Newdegate Resource Centres in each Specified Area.
- d) All Council capital contributions to recreational and cultural activities. Where Council's contribution to a project under the specified area rate exceeds \$50,000.00, the project is to be first approved by way of a community survey being a postal vote of ratepayers within the prescribed area.
- e) In a community survey (being a postal vote of ratepayers within a prescribed area) each ratepayer has one vote. In the case of multiple owners of a property a maximum of two votes applies and in the case of companies as landowners, two nominees have one vote each.
- f) *For a community survey to be successful, greater than 50% of the eligible voters are to participate and more than 50% of returned votes are to be in favour of the proposal.*
- g) Where a project is proposed and managed by a community based organisation the cost of a community survey is to be borne by the applicant organisation.

Objectives

To ensure that Specified Area Rates are levied so that each locality and/or specified area is responsible for the net costs of an activity such as provision of a sewerage treatment facility and those activities as outlined in *Function 11 Recreation and Culture* within that locality and/or specified area.

To provide the opportunity for community consultation (being a postal vote of ratepayers within a prescribed area) in relation to the provision of recreational and cultural facilities and infrastructure development.

Guidelines

Sections 6.32 and 6.37 of the Local Government Act 1995.

Budget: In accordance with Section 6.32 and 6.37 of the Local Government Act 1995 details of all Specified Area Rates are to be included in the annual adopted budget with the motion to accept the rates to be carried by an Absolute Majority of Council.

That until Council determines that the Town Halls (Lake Grace Town Hall, Newdegate Town Hall, Lake King Town Hall, Varley Town Hall) are of an equal standard capital expenditure included in budgets be funded from general rates.

History

Motion 8459 Sept 1999

Former policy 3.25, 3.27, 3.31

Motion 9216 June 2002 – Amended to include conditions regarding results and costs of ratepayer surveys in prescribed areas.

Motion 9301 September 2002 – Amended to clarify the voting rights of ratepayers when voting in surveys.

Motion 9671 March 2004 – Vote counting in ratepayer surveys amended to reflect *returned* votes rather than *eligible* votes.

Motion 10602 April 2008 – Policy Review – clarification of what is specified area rated and vote counting in ratepayer surveys amended back to reflect *eligible* votes rather than *returned* votes. Amended 22 June 2016 Motion 12312.

Consultation

Internal Elected Members

External Moore Stephens (WA) Pty Ltd

Financial Implications

General Ledger account E042230 Legal Provisions has a budget allowance of \$30,000 as at 30 September a balance of \$28,855 remains unallocated. It would be estimated the legal opinion could be up to \$10,000, it is an unknown factor at the time of writing this report.

Strategic Implications

Leadership – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.1 A strategically focused, unified Council functioning efficiently

- 4.1.1 Provide informed leadership on behalf of the community
- 4.1.2 Promote and advocate for the community and district
- 4.1.3 Provide strategic leadership and governance

Recommendation

That Council, authorise the Chief Executive Officer to seek legal opinion in relation to;

1. whether the Recreation and Culture Specified Area Rating as stated in the 2018-2019 Budget may be considered compliant with legislation; and
2. should the Recreation and Culture Specified Area Rating have any risk of being considered non-compliant how the purpose of the Specified Area Rate could be defined to achieve the same purpose in coming years.

Voting Requirements

Absolute majority of Council

From: [Wally Newman](#)
To: [Denise Gobbart](#)
Subject: Fw: Lake Grace SHIRE RATES 2019-2020 -Verson D
Date: Tuesday, 17 September 2019 6:55:35 AM
Attachments: [DARRELL FORREST.pdf](#)
Importance: High

Thanks for the More Stephens report Denise.

This email was sent to Darrell Forrest after being put together over a week to encompass views of those with concerns about the sudden change to the rating system within the Shire of Lake Grace and covers some of the concerns by constituents and possible outcomes.

Regards,
Wally.

From: Darrell forrest
Sent: Monday, September 9, 2019 9:14 AM
To: 'Wally Newman'
Subject: RE: Lake Grace SHIRE RATES 2019-2020 -Verson D

Hi Wally

Interesting notice, contrary to the first publication you showed me this one does not indicate that the levying of specified area rates cannot be done.

Terminology is not as I would put it, "we" could be as the "Council" or the "Local Government". The other interesting statement is "considered by some" – who are the "some".

As discussed my first move would be to seek an urgent meeting with Shire President and CEO to seek a change back – remember it is election time so some pressure on those up for election could be worthwhile.

Should the above meeting not be fruitful the next options available would be

- A deputation to the next OCM
- Calling of a special electors meeting to call for reversal – you could also include an indication that if rating not changed back would seek to move east part of shire to Ravensthorpe.

I would not support withholding rate payments that would only give your opponents the "high moral ground".

Happy to provide assistance to you – normal hourly rate is \$75, but could come to an arrangement.

Regards

Darrell Forrest
Darrell Forrest Advisory Services

0428 980 837

From: Wally Newman [mailto:woodstocktrading@westnet.com.au]
Sent: Sunday, 8 September 2019 9:24 PM
To: DARREL FORREST
Subject: Fw: Lake Grace SHIRE RATES 2019-2020 -Verson D

Proposed FINAL DRAFT email to Darrell with follow up information on my meeting with him at Burswood last Sunday night. Intention is to establish the facts with the best expert advice available before taking any action and only on the advice Darrell suggests. This smells like smoke and mirrors being used by those in control through consultants to reduce the workload of council.

Hi Darrel,

see attached notices that came out with the rates notice, as you can see there has been no increase in the overall rates of the Shire, so it is very easy to calculate how much it has cost to pay for the specified rate in Lake Grace. This has been spread over the east end of the shire where we have a minority political voice and pay the bulk of the general rates. On page two of the attached notes it very clearly states that the Shire was compliant in having a Specified Area Rate it then goes on to say "Times change and therefore we are changing to make it fairer, more equitable and more efficient by removing some specified area rates which we believe no longer meet the goals associated with fair rating." I presume we is council and if this is the case they have the ability to change it back, is this correct Darrell?

As I mentioned to you the other night at dinner there has been absolutely no community consultation on this major issue, the first we were aware was a Face Book, "Shire Media Release".

In my case its an increase of 4.325% average and further east of the shire considerably more, some quoting 8.9% increase.

Lake King and Varley had very little specified rates as the community there run a cropping project, are very active and pay for nearly all their amenities that were under specified rating themselves.

Newdegate likewise runs the Newdegate Field Days as well as a comprehensive cropping programme to pay for much of the services and amenities they would normally have on specified rating, the rec centre which was partly funded on specified rating many years ago I imagine would be paid off by now and would only have the running costs on specified rating.

Item 14.4.2

Attachment 1

Lake Grace on the other hand is not renowned for raising capital from community projects to the same level as the King / Varley specified area and similarly Newdegate.

The specified area rating system was implemented over a ten year period with much community consultation before it was implemented to make sure it was very fair and gave little communities and the larger ones full control of the amenities they desired in their communities.

Anything over \$50,000 in a specified area was put to a vote of that specified area and providing greater than 50% supported the proposal it was successful.

In effect the Shire of Lake Grace consisted of three small self regulating communities under one umbrella. There has never been a complaint from any of the specified areas including Lake Grace as they understand the benefits of each area having democratic control of the amenities they wish to have in their communities and are able to vote on issues over \$50,000.

There were other unexpected advantages of adopting the system in that the relevant communities took more pride in the amenities in their specified area as they were directly paying the running costs on their rates, oval lights were only used as required and not left on all night, change rooms required less maintenance as locals were vigilant on any damage as they were paying directly as a consequence. The greatest advantage was in the harmony of council itself, as it took all the East verses West, out of debates on amenities for the four towns within the council.

Unfortunately in recent times the East end of the shire because of reliance in many cases on Ravensthorpe, took little interest in a vote to eliminate wards and as a consequence there is only two of the seven councillors represented outside of the lake Grace original specified area which eliminates any voice for the east end of the shire which pays the bulk of the general rates, estimated around 70% on previous records.

I have given a brief run down on the advantages of specified area rating, we are now looking for options to have it re implemented and how we can make that happen.

The other option being touted is to merge the east end of the Lake Grace Shire into Ravensthorpe Shire. Ravensthorpe is short on rateable land due to all the nature reserves it has, many people in the Lake Grace shire have holiday houses in Hopetoun, part of Ravensthorpe Shire, so feel comfortable going that way as at least the Ravensthorpe people would have to drive through their communities when traversing to Perth. Can this be used as a lever?

Another lever or two from your old mate Ian chamberlain asks; is it possible on mass to withhold paying rates and the consequences of doing so and finally, do we need to ask the minister to have a commissioner sort out the mess council has put us in?

Some interesting times when the inexperienced and gullible take control, or it could be

Item 14.4.2

Attachment 1

just the greedy, misleading and deceptive, predated those with no political voice. Council in its notes with the rate notices confirms that specified Area Rating was within the rules of Local Government.

I do believe the council is naive and has been misinformed rather than the later. I have talked to former lake Grace councillors and prominent members of the Lake Grace area and they have the same concerns, as they remember the bad old days of the friction in council prior to Specified Area Rating. Further back in time the East end of the Lake Grace Roads Board as it was then, boycotted doing business with Lake Grace and even licenced all their vehicles and wagons in the Phillips River Roads Board (Now Ravensthorpe Shire) in protest.

We don't need fragmentation we need harmony, however it could be the last resort if common sense doesn't prevail.

Finally Darrell are you available to act as our consultant for this end of the shire and a rough guide as to costs for same, you can be assured we will look after you.

Regards,
Wally.

Roselea Roselea Trading

Rusty & Val Lee
31 Veal St
HOPETOUN, WA 6348
rustyval@roseleatrading.com.au

Phone (08) 9838 3176
Mobile 0428 721 611
ABN 45 456 063 874

CEO & Councilors Shire of Lake Grace

We are of great concern the Shire has made a decision to reverse the Specified Area Rating system without doing its due diligent.

Firstly, there was a conflict between the media release and the information in the rate notice. This clearly stated the Council had not contravened any Local Government Act or its Regulations.

There was the release of the media report giving no time for the rate payer to respond to your decision.

The information was also ready in time to release the rates to the rate payer, this seems to be premeditated by CEO & Staff.

There was no community consultation, if this was to have happened council would have been aware that the agenda item was infact misleading.

Fairer rating system, no mention of the redistribution of the rates collected. The SARS gave the communities the option to have or reject projects they may or may not need & to be paid for by that community, this will certainly not be the case under the fairer rating system proposed.

Royalties for Regions was introduced so the outer regions could start to benefit from the revenue from the state, This council has removed this from our Shire as the current Government has to the bush.

The SARS arrangement was the fairest method of having the communities decide on whether they proceed with a project & then fund raise for that project. Community cropping projects and The Iconic Newdegate Machinery Field Days are now at risk as communities do not benefit from these events under the current fairer rating system.

The current western dominated Council has the ability as shown in the current budget, to have the discretionary funds put into the Lake Grace end of the shire with little or no regard to the eastern end. This was the case before SARS.

We are requesting that the Council reverse the decision they made to remove SARS for the fairer rating system, the only person to benefit from the SARS removal is the CEO. This would remove extra work for the staff to manage the SARS.

Concerned rate payers,

Rusty & Val Lee

President and CEO at the Shire Of Lake Grace

RA IFFLA AND PARTNERS

16/09/2019

Dear Jeannette and Denise,

The decision to move away from the Specified Area Rating (SARS) comes as a shock to us and many rate payers within the shire (not only those in the eastern end).

The introduction of SARS was a great initiative brought into play about 20 years ago and has worked successfully during that period.

The very reason SARS were introduced was to give better choice to those rate payers in that region and if those rate payers wanted extra improvements other than what was obtainable from the shire, then they could stump up the extra costs through other sources such as Varley and King Progress associations and Newdegate Field Day committee.

This of course gives rate payers a feel of better ownership and pride in their communities it also alleviates pressures and fights between the different communities within the shire. Obviously saves other rate payers costs.

The excuse that's SARS were illegal appears to have little or no merit as not only did Lake Grace have SARS but a number of other shires have followed the good example set by the Lake Grace shire. If by chance the shire was to find some element that was not proper and if they had the will I am sure that a small adjustment to the policy could have been made to make it compliant without upsetting your rate payers.

Hind sight is a great thing however there should have been far more consultation with the communities before any contentious changes of this nature were made. The first thing that should have been done would have been a letter to all rate payers outlining the proposed changes and asking them for feedback. Once suitable feedback had been established a democratic way would be for the shire to of run local meetings.

It appears that rate payers in the eastern end of the shire are being victimised with the changes to the rating system from a Lake Grace centric council.

It is well known that rate payers have for many years have had improved facilities in these area's from other sources such as Progress associations. Before increasing the shire rates in the eastern region of the shire, I would have thought that the Shire would have taken previous expenditure into consideration.

If extra rates are required to run the shire after taking into consideration the above expenditures then only the Western end would have had an increase.

Inclosing after speaking with a number of councillors I have been heartened by the fact that if the advice been given by Moore and Stephens was incorrect or misinterpreted then those councillors would move to reinstate the SARS to the way they were successfully run for 20 years.

Yours sincerely,

Bob Iffla

From: [Wally Newman](#)
To: [Denise Gobbart](#)
Cc: [Cr Jeanette De Landgraft](#)
Subject: Proposed scope for engagement of lawyers re SARS RATING Lake Grace Shire
Date: Friday, 20 September 2019 4:52:35 PM

Hi Denise,

I refer to the meeting held on Tuesday 17 September to discuss issues associated with the Specified Area Rating system utilised up until the current financial year in the Lake Grace Shire and the commitment given to seek Council authorisation for you to obtain legal advice on the matter.

In an endeavour to alleviate dissention and possible challenge over the scoping involved for the engagement of lawyers to examine the SARS, would the Shire be prepared to allow Darrell Forrest, the local government specialist we have engaged and you are familiar with, to work with yourself and your advisors to compile the scoping.

The cost for Darrell's contribution will be covered by ourselves, you are welcome to speak with Darrell.

Regards,
Wally.

PS

Below is Darrell's details should you wish to make contact;

Darrell Forrest

Darrell Forrest Advisory Services

0428 980 837

EMAIL darrellforrest@bigpond.com

Power Grab by Council

The decision by council to discard the Specified Area Rating system that has worked so well for two decades appears to be a deliberate action to remove the power and democracy away from the people living in our four communities of the Shire by reinstating General Rates where nine councillors have absolute power over every need of these communities and destroying the subsidiarity principles.

What was once decided by these small and large communities own representatives living within a Specified Area, will now be decided by nine Councillors, some of whom could be 200 kilometres away, with very little feel, sympathy, or knowledge and ramifications of the decisions they will now make for you.

There also appears to have been a deliberate intent to make this happen in a covert manner so as not to allow consultation with constituents of the Shire, for instance emails to all former councillors with minutes of each council meeting was cut off after the March 2019 meeting, what a coincidence. Community consultation which Local Government prides itself on and must be carried out on important issues was non-existent. The first media release of any sort was on Face Book dated 27th August, hardly consultation, when it was too late for communities to express their concerns and have councillors reverse the decision as the budget had already been set and accepted by Council.

Specified Area Rating (SARs) has been the bonding of all communities within the Shire, if any area had a need everyone knew they would be paying for it on SARs and usually a component of voluntary input by in kind or finance and the various representative groups of that area took the proposal to council and was never refused as the individual community would be paying and it had no impact on councils overall budget or other areas of the Shire.

The SARs policy 3.3 states that if a community project exceeds \$50,000 being placed on SARs the project is to be first approved by way of a community survey being a postal vote of rate payers within the prescribed area. To be successful, greater than 50% of the eligible voters are to participate and more than 50% of returned votes are to be in favour of the proposal to be successful.

This is true democracy of the people, by the people, for the people, not nine councillors politicking to make judgements that they feel is their right.

In effect the Shire of Lake Grace consisted of three small self-regulating communities, under one umbrella. There has never been a complaint from any of the specified areas including Lake Grace as they understand the benefits of each area having democratic control of amenities they wish to have in their communities and are able to vote on issues over \$50,000.

History demonstrates that Lake Grace Specified Area has at least once expressed their democratic right and voted down a proposal since the adoption of SARs, clearly giving all ratepayers of that area a voice on proposals.

Prior to the introduction of the SARs system the Shire was East verses West, with a race to the bottom to see who could get the advantage over competing towns to spend as much money as the budget could stand in their area. Council meetings were a place of conflict when it came to the needs of the various towns and their needs within the Shire, if one community had it, so did all the others, whether they needed it or not.

There has only been two contentious issues since the adoption of SARs, one was the medical centre at Newdegate, why? because it was on General Rates, as are all health services in the Shire. The councillors on the West end of the Shire at the time were not comfortable with Newdegate building a permanent facility in keeping with the rest of the Shire buildings in Newdegate, even though it was only half the size of the Lake Grace Medical Facility and would not be equipped with a full dental surgery. They along with the CEO at the

time believed Newdegate could do with a transportable facility. Consequently this led to the resignation of a councillor and later a walk out of the council meeting leaving it without a quorum before common sense prevailed at the following meeting and the medical centre project went ahead. The other issue was over ward equalisation and the inability of the CEO to perform a task that is regularly performed within the required time. Public meetings were held at Lake Grace and Newdegate with constituents of the shire almost coming to physical violence, never in recent history has there been such division between the communities of our Shire and again this was not an issue over Specified Area Rating, it was politics, over power and control again.

The importance of keeping harmony in such a large Shire is paramount particularly for businesses operating in the various communities. Divisions within the communities as with any other community naturally leads to negative outcomes.

If people are treated like dogs they will behave like dogs, in 1924/25 the East end of the Lake Grace Roads Board as it was then, boycotted doing business with Lake Grace and even licenced all their vehicles and horse drawn wagons in the Phillips River Roads Board (Now Ravensthorpe Shire) in protest. This was over money allocated by the State Government to clear the streets of the newly relocated town site of Newdegate to fit in with the railway siding. Apparently the Lake Grace Roads Board spent the money in their own town which led to a boycott by all those who depended on Newdegate for accessing rail which included Varley and Lake King.

For many years since it has been touted by many to merge the east end of the Lake Grace Shire into Ravensthorpe Shire. Ravensthorpe is short on rateable land due to all the nature reserves it has, many people in the Lake Grace shire have holiday houses in Hopetoun, part of Ravensthorpe Shire, so feel comfortable going that way as at least the Ravensthorpe people would have to drive through their communities when traversing to Perth. This is still a feasible option with government encouraging council merges common around the state.

It took many years of community consultation to implement Specified Rating into our Shire that has worked so well and has now been removed by a council with absolutely no thought of the ramifications it will have on our communities.

Ward boundaries have been stripped out by council, so instead of having wards where population is represented proportional to the number of councillors we now have seven of our nine councillors on Shire residing in the former Lake Grace SARs area, hardly fair.

This along with the SARs decision has created an environment that will naturally drive fragmentation, people are people and walk a mile in their boots and you will quickly see this decision will lead to conflict and disharmony.

Many will pay a price, particularly those on the East end of the Shire and our businesses for no fault of their own if common sense doesn't prevail. Why should communities volunteer to crop projects, Field Days and other fund raising mechanisms to keep our rates down. Going forward will be a race to the bottom again to see who through political numbers can spend the most money on their patch at the expense of all rate payers.

No one wants a fragmented conflicting Shire; we all want to be part of a tried and proven harmonious Shire as we have been for the last twenty years, a lifetime, using the Specified Area Rating system and perfectly happy to keep it that way.

Lake Grace Shire Council needs to reassure residents of our Shire, as soon as possible, that this current General Rate's insanity will be rectified by returning the Specified Area Rating System as it was.

Endorsed by the following former Presidents and Councillors who you are welcome to contact;

Len Armstrong, Sylvia Brandenburg, Tim Cattle, Ian Chamberlain, Colin Connolly, Oley Farrelly, Phil Hyde, Cathy Kelly, Rusty Lee, Tim Lloyd, Helen McDonald, Clive Morton, Wally Newman, Darcy Roberts, Meghan Stewart, Dean Sinclair, Royce Taylor, Andrew Walker

14.4.3 LANDGATE – ELECTONIC LODGEMENT NETWORK (PEXA)

Applicant:	Internal Report
File No.	0380
Attachments:	Nil
Author:	Ms Denise Gobbart Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	10 October 2019
Senior Officer:	Ms Denise Gobbart



Chief Executive Officer

Summary

For Council to consider authorising the McLeods Barristers & Solicitors (McLeods) to be given Standing Authority to sign all Caveat, Withdrawal of Caveat and/or Transfer documents on our behalf.

Background

Specific documents such as Withdrawal of Caveats, Caveats and Transfer of Lands are now required to be lodged through the electronic lodgement network operator (PEXA).

PEXA is affiliated with Landgate and is a secure e-Conveyancing platform which enables lawyers, conveyancers and financial institutes to transact online. PEXA is already used by all the major banks and the majority of lawyers and conveyancers in Western Australia. Landgate announced that electronic conveyancing through PEXA is mandatory from 1 May 2018 for a number of Landgate documents.

At this stage we only need to be concerned about Withdrawal of Caveats, Caveats and Transfer of Lands. McLeods will keep the Shire updated regarding Landgate's requirements and address other documents on a case by case basis.

Landgate documents that are lodged electronically occur in real time, which means that the purchaser/caveator's interest will be registered against the title immediately at settlement rather than days or weeks in the old system.

Previously for the Shire to buy or sell land/property it was required for the Shire to sign a Transfer of Land or Withdrawal of Caveat documents, once McLeods or our conveyancer received those signed documents from the Shire, they attended Landgate in Perth and lodged the documents for registration.

With giving McLeods the client authorisation, they sign the documents on our behalf. We will no longer be required to sign the Transfer of Land or Withdrawal of Caveat documents, as McLeods sign electronically on our behalf.

PEXA requires the identity of the person who signs the authority to be verified, due to fraud and identity theft. Landgate has updated its verification identity practice and now requires lawyers and conveyancers to verify the identity of their clients prior to registering any of the above stated documents. With giving McLeods a Standing Authority, further identity verification may be required in the future as authorised signatories at the Shire change.

There are three options for the Shire to consider;

1. Standing Authority
With no revocation or expiry date the Shire permits McLeods to sign all Caveat, Withdrawal of Caveat and/or Transfer documents on its behalf without the need for further authorisation.
2. Standing Authority with expiry date
Entering a date in which the authority expires the Shire is permitting McLeods to sign all Caveat, Withdrawal of Caveat and/or Transfer documents on its behalf without the need for further authorisation from the Shire until the expiry date at which time they will need to request additional authorisation
3. Specific Authority
The Shire is only providing authorisation for a Caveat, Withdrawal of Caveat and/or Transfer documents associated with a particular matter. This option is to be chosen if the Shire wishes to complete a client authorisation for each individual matter as they arise.

Even with accepting the Standing Authority, the Council has the ability to withdraw the authorisation at any time.

Comment

After discussion with Fiona Grgich from McLeods, she has confirmed that they will confirm by email or phone any transaction, before electronically executing any documents on our behalf. If they are to act for us in a settlement for land transfer they are able to match the quotes offered by settlement agents, as they have clerks employed in that role.

Having this authorisation in place will be administratively efficient, when land transfers or caveat transactions need to occur. There are a number of matters currently at hand that would require transactions through PEXA.

Legal Implications

The provisions of the *Local Government Act 1995* still apply, and the use of McLeods does not take any decision making powers away from the Council. Generally the actions for Caveats and transfer appear after a decision of Council. This authority for McLeods to act will simplify the process to have documents executed, without shire officers having verify their identity anytime a Document is required to be lodged.

Policy Implications

Policy 3.7 Purchasing Policy

It is noted that Statutory Fees and Charges do not fall into the provisions of the Purchasing Policy. We would still need to obtain quotes for other work being undertaken, in accordance with the policy.

Consultation

Nil

Financial Implications

In addition to the standard Landgate document lodgement fees, PEXA charge a fee per document. In most cases the additional PEXA fees will be:

Transfer of Land (one title) - \$112.64
Withdrawal of Caveat (one title) - \$15.84
Caveat (one title) - \$15.84

If more than one lot is being transferred or Withdrawal of Caveat and Caveat are part of a financial settlement PEXA charges additional fees. In most cases the Withdrawal of Caveat and Caveat fees will be paid by the landowner upfront into McLeods trust account.

There may be other fees associated with McLeods acting on our behalf, such as fees that would be associated with using a settlement agent. McLeods have advised that they have Settlement Clerks and would be able to match any quotes provided by a Settlement Agent.

Strategic Implications

Leadership – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.2 An efficient and effective organisation

- 4.2.1 Maintain accountability and financial responsibility through effective planning
- 4.2.2 Comply with statutory and legislative requirements

Recommendation

That Council, authorise the Chief Executive Officer to enter into a Standing Authority with McLeods Barristers & Solicitors with no revocation or expiry date to sign all Caveat, Withdrawal of Caveat and/or Transfer documents on our behalf.

Voting Requirements

Simple majority required

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – SEPTEMBER 2019

Applicant: Internal Report
File No. 0277
Attachments: 1. List of Accounts Payable
Author: Ms Victoria Gracheva



Finance Officer

Disclosure of Interest: Nil
Date of Report: 01 October 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of September 2019.

Background

List of payments for the month of September 2019 through the Municipal and Trust accounts are attached.

Comment

In accordance with the requirements of the Local Government Act 1995, a list of creditors is to be completed for each month showing:

- (a) The payee's name
- (b) The amount of the payment
- (c) Sufficient information to identify the transaction
- (d) The date of payment

The attached list meets the requirements of the Financial Management Regulations.

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12
 Local Government (Financial Management) Regulations 1996 – Reg 13

Policy Implications

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards
 Policy 3.7 - Purchasing Policy

Consultation

N/A

Financial Implications

The list of creditors paid for the month of September 2019 from the Municipal and Trust Account
 Total \$440,130.29

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values.

Outcomes 4.2 An efficient and effective organisation

- 4.2.1 Maintain accountability and financial responsibility through effective planning
- 4.2.2 Comply with statutory and legislative requirements

Recommendation

That Council ratify the list of payments totalling \$440,130.29 as presented for the month of September 2019 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Trust Account	1500 - 1505	\$882.00
Electronic Funds Transfers	EFT20037 – EFT20151	\$377,669.66
Municipal Account	36797 - 36804	\$6,018.17
Direct Debits	DD8669.1 - DD8718.1	\$55,560.46
	TOTAL	\$440,130.29

Voting Requirements

Simple majority required.

Shire of Lake Grace

CERTIFICATE OF EXPENDITURE September 2019



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Trust Account	1500 - 1505	\$882.00
Electronic Funds Transfers	EFT20037 – EFT20151	\$377,669.66
Municipal Account	36797 - 36804	\$6,018.17
Direct Debits	DD8669.1 - DD8718.1	\$55,560.46
	TOTAL	\$440,130.29

to the Municipal and Trust Accounts, totalling \$440,130.29 which were submitted to each member of the Council on 16 October 2019, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

Denise Gobbart

CHIEF EXECUTIVE OFFICER

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TRUST FUND

Chq/EFT	Date	Description	Inv Amt	Payment Amt
1500	13/09/2019	Wayne Trawinski		-\$432.00
	13/09/2019	Housing Bond Refund - 54B Bennett St Lake Grace	\$432.00	
1501	25/09/2019	Bond Administrator		-\$300.00
	23/09/2019	Bond 23 Absolon St Lake Grace WA 6353	\$300.00	
1502	25/09/2019	Cancelled		
1503	25/09/2019	Lakes Wife		-\$50.00
	23/09/2019	Bond Refund - LG Sports Pavilion 16-17/09/19	\$50.00	
1504	25/09/2019	Cancelled		
1505	27/09/2019	Grant Winchester		-\$100.00
	20/09/2019	Partial refund of Housing Bond due to house damage - 10A Gumtree Drive	\$67.93	
TOTAL TRUST FUND				-\$882.00

MUNICIPAL FUND

Chq/EFT	Date	Description	Inv Amt	Payment Amt
EFT20037	12/09/2019	Department of Water and Environmental Regulation		-\$1,500.00
	11/09/2019	Extra fee for clearing permit submitted 28/18/2019	\$1,500.00	
EFT20038	16/09/2019	4 Rivers Plumbing & Gas		-\$5,075.40
	14/08/2019	14 Blackbutt: Repair the damaged sewer pipe	\$469.70	
	14/08/2019	14 Blackbutt: Extra labour-repair sewer pipe to complete job	\$220.00	
	15/08/2019	Lake Grace Public Hall: Repair Cistern & unblock the drains in female public toilets	\$172.70	
	21/08/2019	Lake King Public Hall: Investigate odour at ladies toilet	\$385.00	
	27/08/2019	Sewerage Maintenance: Break up the crust in the imoff septic tank & pump out the sludge into the drying beds.	\$3,135.00	
	29/08/2019	Museum - AIM Hospital: Camera inspection of the stormwater drains and report on the findings	\$693.00	
EFT20039	16/09/2019	AFGRI Equipment Australia		-\$7,373.59
	07/08/2019	John Deere Grader: Attend to transmission overheating return with replacements parts and fit	\$2,184.84	
	07/08/2019	John Deere Grader: Attend to EGR fault & return to repair with required parts	\$3,525.38	
	16/08/2019	Wilson's Road Verge Slasher: turn slasher blades over	\$171.60	
	23/08/2019	John Deere Mower: Service - Replace filters run & test	\$436.99	
	26/08/2019	John Deere Mower: Repair rim & replace blades	\$1,054.78	
EFT20040	16/09/2019	AMPAC Debt Recovery		-\$1,088.98
	29/08/2019	Rates Recovery	\$1,088.98	
EFT20041	16/09/2019	Anna Scheepers		-\$200.00
	29/08/2019	Cleaning of Varley Hall 2 hours per week. Contract.	\$200.00	
EFT20042	16/09/2019	Ausrecord		-\$1,058.20
	15/07/2019	Printing & Stationery	\$1,058.20	
EFT20043	16/09/2019	Australia Post		-\$249.81
	03/09/2019	Postage & Freight Aug 19	\$249.81	
EFT20044	16/09/2019	BOC Gases Australia Limited		-\$12.19

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
	29/08/2019	Aug 19 - Container Service: LG Pool	\$12.19	
EFT20045	16/09/2019	Best Office Systems		-\$827.76
	26/08/2019	Aug 2019 - Photocopier Charges	\$827.76	
EFT20046	16/09/2019	Building and Construction Industry Training Fund		-\$3,143.01
	20/08/2019	BCITF LG1920005	\$2,991.26	
	30/08/2019	BCITF LG1920008	\$151.75	
EFT20047	16/09/2019	Building and Energy Division Department of Mines, Industry Regulation and Safety		-\$3,534.99
	20/08/2019	BSL LG1920002	\$527.77	
	20/08/2019	BSL LG1920003	\$683.00	
	20/08/2019	BSL LG1920004	\$56.65	
	20/08/2019	BSL LG1920005	\$2,049.67	
	30/08/2019	BSL LG1920007	\$56.65	
	30/08/2019	BSL LG1920008	\$104.60	
	30/08/2019	BSL LG1920009	\$56.65	
EFT20048	16/09/2019	CCL Hardware		-\$749.89
	09/07/2019	LG Railway Station Toilets: Fluro tube & starter	\$9.45	
	09/07/2019	54A Bennett St: Exhaust Fan	\$26.00	
	11/07/2019	Lake King Goods Shed: Paint	\$94.70	
	11/07/2019	LG Railway Station Toilets: Toilet seat	\$20.36	
	11/07/2019	NGT Rec Grounds: materials to install water fountain	\$112.02	
	15/07/2019	Shire Office: Materials required to close doorway between DCEO and EA/AC offices	\$185.62	
	18/07/2019	Shire Office: White paint	\$64.50	
	18/07/2019	Shire Office: Skirting	\$36.81	
	24/07/2019	3 Clark Ave: sealant, door buffs, flyscreen, exhaust fans	\$171.88	
	30/07/2019	3 Clark Ave: flyscreen spline	\$18.00	
	30/07/2019	6 Banksia Pl: Hanging rail and pillars	\$10.55	
EFT20049	16/09/2019	Cemeteries & Crematoria Association Of WA		-\$125.00
	27/08/2019	Annual Ordinary Membership 2019/2020	\$125.00	
EFT20050	16/09/2019	Cheryl Pokai		-\$10.00
	28/08/2019	Refund: 1 child ticket - Earth's Dinosaur Zoo	\$10.00	
EFT20051	16/09/2019	Chris Blankley		-\$1,020.00
	30/07/2019	Lake Grace Pool: site and advice, report	\$1,020.00	
EFT20052	16/09/2019	Cr Allan Marshall		-\$459.10
	31/08/2019	Councillor's Meeting Fees, Travel & IT Allowance	\$459.10	
EFT20053	16/09/2019	Cr Debrah Clarke		-\$591.72
	31/08/2019	Councillor's Meeting Fees, Travel & IT Allowance	\$591.72	
EFT20054	16/09/2019	Cr Jeanette Frances De Landgraft (Attendance)		-\$2,452.30
	31/08/2019	President's Meeting Fees & IT Allowance	\$2,452.30	
EFT20055	16/09/2019	Cr Jeanette Frances De Landgraft (Travel)		-\$1,544.49
	31/08/2019	President's Travel Fees & Taxi reimbursement	\$1,544.49	
EFT20056	16/09/2019	Cr Mikaela Spurr		-\$742.67
	31/08/2019	Councillor's Meeting Fees, Travel & IT Allowance	\$742.67	
EFT20057	16/09/2019	Cr Murray George Stanton		-\$500.00
	31/08/2019	Councillor's Meeting Fees & IT Allowance	\$500.00	
EFT20058	16/09/2019	Cr Rosalind Alice Lloyd		-\$649.89
	31/08/2019	Councillor's Meeting Fees, Travel & IT Allowance	\$649.89	

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
EFT20059	16/09/2019	Cr Ross Chappell		-\$500.00
	31/08/2019	Councillor's Meeting Fees & IT Allowance	\$500.00	
EFT20060	16/09/2019	Cr Salomon Petrus Stoffberg		-\$500.00
	31/08/2019	Councillor's Meeting Fees & IT Allowance	\$500.00	
EFT20061	16/09/2019	Cr Steve Hunt		-\$1,711.33
	31/08/2019	Deputy President's Meeting Fees, Travel & IT Allowances. Conference parking reimbursement	\$1,711.33	
EFT20062	16/09/2019	Department of Fire and Emergency Services		-
	21/08/2019	Emergency Services Levy 1st Qtr Contribution	\$28,230.40	\$28,230.40
EFT20063	16/09/2019	Department of Primary Industries and Regional Development		-\$247.23
	13/08/2019	Recoups-Newdegate Research Facility - water a/c	\$247.23	
EFT20064	16/09/2019	Esplanade Hotel Fremantle - By Rydges		-\$392.00
	13/08/2019	Accommod: LG Pool Manager-Conference 12/8/19	\$392.00	
EFT20065	16/09/2019	Gforce Printing		-\$431.75
	27/08/2019	Perforated Receipt Paper	\$431.75	
EFT20066	16/09/2019	Great Southern Fuel Supplies		-\$2,181.08
	31/08/2019	Fuel Card Purchase	\$2,181.08	
EFT20067	16/09/2019	IT Vision		-\$8,373.89
	31/07/2019	Synergy Soft 3 User Licences	\$4,715.70	
	31/08/2019	Maintenance of 19/20 Area Rates Billing Charges	\$1,100.00	
	31/08/2019	Aug 2019 - Provision of Rates Services	\$2,558.19	
EFT20068	16/09/2019	Jtagz Pty Ltd		-\$220.00
	21/08/2019	Animal Registration Tags	\$220.00	
EFT20069	16/09/2019	Leisure Institute Of WA Aquatic		-\$585.00
	30/07/2019	LIWA state conference - LG Pool Manager	\$585.00	
EFT20070	16/09/2019	LOGO Appointments		-
	01/08/2019	Permanent Recruitment - Senior Technical Officer	\$6,839.69	\$14,703.99
	01/08/2019	Recruitment of DCEO - Unsuccessful	\$2,166.12	
	20/08/2019	Maintenance Grading Driver 11/8/19-17/8/19	\$2,849.09	
	27/08/2019	Maintenance Grading Driver 19/8/19-23/8/19	\$2,849.09	
EFT20071	16/09/2019	Lake Grace Community Resource Centre		-\$27.00
	29/08/2019	Ad - Recruitment of Plant Operator/General Hand	\$13.50	
	29/08/2019	Lakes Link - Expression of Interest - Swimming Pool Management Training	\$13.50	
EFT20072	16/09/2019	Lake Grace Plaza		-\$87.47
	20/08/2019	Refreshments - 21/08/19 Ordinary Council Meeting	\$31.07	
	29/08/2019	Newspapers Subscription	\$56.40	
EFT20073	16/09/2019	Lake Grace Regional Artspace		-\$3,000.00
	04/08/2019	Sponsorship-Art on The Move exhibition-Neil Elliott	\$3,000.00	
EFT20074	16/09/2019	Lake Grace Saltbush Inn		-\$244.00
	14/08/2019	Accommodation for EHO	\$244.00	
EFT20075	16/09/2019	Lake Grace Transport		-\$103.84
	03/09/2019	Freight 06-07/08/19 WINC	\$38.94	
	11/09/2019	Freight 21-29/08/19 WINC	\$64.90	
EFT20076	16/09/2019	Lake King Agencies		-\$246.00

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
	22/08/2019	Lake King Public Toilets Cleaning Materials	\$246.00	
EFT20077	16/09/2019	Lake King Tavern		-\$367.00
	28/08/2019	Accommodation - Working staff	\$367.00	
EFT20078	16/09/2019	Landgate		-\$67.85
	29/08/2019	Valuations Chargeable	\$67.85	
EFT20079	16/09/2019	Landmark Operations Limited		-\$208.35
	08/08/2019	Purchase Of Bushfire P&E	\$208.35	
EFT20080	16/09/2019	Local Government Professionals Australia WA Division		-\$90.00
	14/08/2019	LG Professional Network 23/08/19 -Finance Officer	\$90.00	
EFT20081	16/09/2019	M & L Australasia PTY LTD		-\$16.25
	23/08/2019	Engraving on Badge	\$16.25	
EFT20082	16/09/2019	Microcom Pty Ltd		-\$495.00
	12/08/2019	Welded Battery Pack-Road Traffic Counters	\$495.00	
EFT20083	16/09/2019	Message Media		-\$470.25
	31/08/2019	SMS Service	\$470.25	
EFT20084	16/09/2019	Moore Stephens		-\$8,316.00
	31/08/2019	Review of Strategic Resource Plan - Final account	\$2,200.00	
	31/08/2019	Statement of Financial Activity Jun 2019	\$4,950.00	
	31/08/2019	Assistance with finalising 2019-20 Budget	\$1,166.00	
EFT20085	16/09/2019	Neu-Tech Auto Electrics		-\$198.10
	27/08/2019	Speed Display Trailer: Replacement 12V Battery	\$198.10	
EFT20086	16/09/2019	Newdegate Grocer And Cafe		-\$263.40
	21/08/2019	Cleaning products: LG Sports Pavilion, NGT & LG Public Toilets	\$263.40	
EFT20087	16/09/2019	Newdegate Stock & Trading		-\$199.79
	02/08/2019	NGT Ride-on Mower: Diesel	\$73.29	
	21/08/2019	Newdegate Parks & Gardens: 20lts glyphosate	\$126.50	
EFT20088	16/09/2019	Officeworks		-\$155.80
	09/08/2019	Key Tags	\$155.80	
EFT20089	16/09/2019	Olowu and Omoniyi Pty Ltd		-\$1,044.80
	15/08/2019	90,000km service of Doctor's Car -reimbursement	\$1,044.80	
EFT20090	16/09/2019	Outback TV		-\$1,407.51
	07/08/2019	Install UPS for Lake Grace town clock	\$597.30	
	04/09/2019	Inspect and confirm no power is running to old LG tennis court light poles	\$110.00	
	04/09/2019	Supply & replace timer in LG hockey oval light system	\$371.25	
	04/09/2019	Disconnect and remove light in the playground near the Lake King Pavilion.	\$328.96	
EFT20091	16/09/2019	Perfect Computer Solutions		-\$467.50
	29/08/2019	IT Support Jul-Aug 19	\$382.50	
	29/08/2019	Aug 19 Daily monitoring & resolution of disaster recovery options	\$85.00	
EFT20092	16/09/2019	Protector Fire Services Pty Ltd		-\$4,611.75
	27/06/2019	Check & Service Fire Equipment for Shire buildings & vehicles	\$4,611.75	

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
EFT20093	16/09/2019	RAMM Software Pty Ltd		-\$1,155.00
	12/08/2019	Rental of the Pocket RAMM software 19/20	\$1,155.00	
EFT20094	16/09/2019	Reinforced Concrete Pipes Australia (WA) Pty Ltd		-\$4,475.93
	08/08/2019	Materials for roads: Pipes, Headwalls, Rings.	\$4,475.93	
EFT20095	16/09/2019	Roamin Enterprises		-\$17,682.50
	26/08/2019	Headwalls Niels Rd - Culvert Repairs	\$1,815.00	
	26/08/2019	Culvert repairs - Magenta Road	\$1,815.00	
	26/08/2019	Duckworth Road: Culvert Repair & Replace	\$14,052.50	
EFT20096	16/09/2019	S & L Trevenen		-\$98,622.50
	05/08/2019	Maintenance Grading: Lake King - Varley 22/6/19-4/8/19	\$23,083.50	
	19/08/2019	Maintenance Grading: Lake King - Varley 5/8/19- 18/8/19	\$23,820.50	
	20/08/2019	LG Cemetery: Grave digging, prep & backfill	\$1,850.00	
	20/08/2019	Newdegate Maintenance Grading 5/8/19-18/8/19	\$18,870.50	
	04/09/2019	Maintenance Grading: Lake King - Varley 19/8/19-1/9/19	\$24,233.00	
	05/09/2019	Newdegate Maintenance Grading 19/8/19-1/9/19	\$6,765.00	
EFT20097	16/09/2019	Seek Limited Perth		-\$627.00
	04/09/2019	Ad - Infrastructure Administration Officer	\$313.50	
	05/09/2019	Ad - Customer Service Officer	\$313.50	
EFT20098	16/09/2019	Shire of Lake Grace		-\$254.05
	12/09/2019	Building Permit - Lake King Shade Shelters	\$254.05	
EFT20099	16/09/2019	Shire of Narrogin		-\$10,370.10
	02/08/2019	Town Planning Consultant Jul 19	\$2,896.50	
	02/08/2019	Executive Manager Development & Regulatory Services Officer Jul 19	\$1,170.00	
	21/08/2019	Edge Repairs: Jet Patcher hire with Operator	\$3,032.10	
	30/08/2019	Town Planning Consultant Aug 19	\$3,271.50	
EFT20100	16/09/2019	St John Ambulance Western Australia		-\$178.00
	29/07/2019	Resuscitation requalification - LG Pool Manger	\$89.00	
	29/07/2019	Resuscitation requalification - LG Pool Lifeguard	\$89.00	
EFT20101	16/09/2019	The Trustee For Campbell Family Trust		-\$1,452.00
	29/08/2019	Fire Management Notice Brochures 19/20	\$1,452.00	
EFT20102	16/09/2019	Toll Transport		-\$85.01
	04/08/2019	01/08/19 Freight	\$10.73	
	15/08/2019	07/08/19 Freight	\$19.64	
	01/09/2019	30/08/19 Freight	\$54.64	
EFT20103	16/09/2019	Varley Ag Solutions		-\$55.36
	12/08/2019	Varley Public Toilets: Cleaning Materials	\$55.36	
EFT20104	16/09/2019	WA Association of Caravan Clubs Inc		-\$1,100.00
	27/06/2019	Ad July WA Association of Caravan Clubs-Full Page Colour	\$900.00	
	28/06/2019	Ad in the July 2019 Newsletter for National Caravan Club	\$200.00	
EFT20105	16/09/2019	WALGA		-\$5,089.00

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
	20/08/2019	WA Local Government Convention 2019 - Breakfast with Hon David Templeman - Cr Hunt	\$40.00	
	20/08/2019	WA Local Government Convention 2019 - Breakfast with Hon David Templeman - Cr De Landgraftt	\$40.00	
	20/08/2019	WA Local Government Convention 2019 - Breakfast with Hon David Templeman - CEO	\$40.00	
	29/08/2019	2019 WALGA Conference - Cr Stephen Hunt	\$1,703.00	
	29/08/2019	2019 WALGA Conference - Cr De Landgraftt	\$1,703.00	
	29/08/2019	2020 WALGA Conference - CEO	\$1,563.00	
EFT20106	16/09/2019	Warren Blackwood Waste		-\$8,126.40
	08/09/2019	Recycling Pickup Aug 19	\$4,320.80	
	08/09/2019	Residential & Street Bins Pick Up Aug 19	\$3,805.60	
EFT20107	16/09/2019	William Kurt Luther		-\$1,100.00
	08/08/2019	North Lake Grace/Karlgarin Road: Sale of Gravel	\$1,100.00	
EFT20108	16/09/2019	Wilson's Sign Solutions		-\$82.50
	16/08/2019	Name plate for Council Meetings - DCEO	\$82.50	
EFT20109	16/09/2019	Winc Australia		-\$148.80
	20/08/2019	Cleaning Products: NGT Indoor Rec. Centre	\$99.20	
	26/08/2019	Cleaning Products: NGT Public Toilets	\$49.60	
EFT20110	16/09/2019	Wren Oil		-\$16.50
	25/07/2019	Lake King Tip: Disposal of waste oil	\$16.50	
EFT20111	24/09/2019	4 Rivers Plumbing & Gas		-\$1,756.96
	19/09/2019	New septic tank lid-pumping out and find second tank	\$1,756.96	
EFT20112	24/09/2019	A & B Canvas Australia		-\$264.50
	16/09/2019	Lake Grace Airstrip - windsock	\$264.50	
EFT20113	24/09/2019	AFGRI Equipment Australia		-\$1,226.73
	27/08/2019	John Deere Mower: Blades	\$110.85	
	14/09/2019	John Deere Mower: Replace PTO clutch assembly	\$1,115.88	
EFT20114	24/09/2019	AMPAC Debt Recovery		-\$297.00
	12/09/2019	Rates Recovery	\$297.00	
EFT20115	24/09/2019	Anna Scheepers		-\$200.00
	16/09/2019	Cleaning of Varley Hall 2 hours per week. Contract.	\$200.00	
EFT20116	24/09/2019	Cubic M3		-\$3,868.48
	18/09/2019	Biddy Camm Road: HDPE pipes	\$2,518.56	
	18/09/2019	Harvey Road: HDPE pipes	\$1,349.92	
EFT20117	24/09/2019	Cablelogic		-\$6,403.96
	24/09/2019	Double payment refund - Planning application LG1920005	\$6,403.96	
EFT20118	24/09/2019	Deputy Commissioner Of Taxation		-\$6,319.00
	31/08/2019	BAS August 2019	\$6,319.00	
EFT20119	24/09/2019	Energy & Water Ombudsman (WA) Ltd		-\$53.04
	16/09/2019	Annual Levy 2019/20	\$53.04	
EFT20120	24/09/2019	GS Mobile Mechanical Services		-\$779.63
	11/07/2019	Mitsubishi Fuso: Additional freight cost	\$55.00	
	29/08/2019	Wilson's Road Verge Slasher: Clutch assembly	\$724.63	
EFT20121	24/09/2019	Ironstone Fabrications Pty Ltd		-\$1,111.00

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
	07/09/2019	LG Tennis Club: Cut down net & light poles, disposal	\$825.00	
	12/09/2019	Repairs to windsock pole at Lake Grace Airstrip	\$286.00	
EFT20122	24/09/2019	Kleenheat Gas Pty Ltd		-\$753.54
	21/09/2019	Gas - Newdegate Pavilion	\$753.54	
EFT20123	24/09/2019	LOGO Appointments		-\$2,077.46
	17/09/2019	Infrastructure Administration Officer 76hrs/ fortnight	\$2,077.46	
EFT20124	24/09/2019	Lake Grace Community Pharmacy		-\$299.50
	02/09/2019	Dipscan Drug Detection Tests	\$299.50	
EFT20125	24/09/2019	Lake Grace Community Resource Centre		-\$182.70
	30/08/2019	August 2019 Roadwise Meeting Preparation and Labour	\$182.70	
EFT20127	24/09/2019	Lake Grace Plaza		-\$37.18
	18/09/2019	Refreshments - 18/09/19 Ordinary Council Meeting	\$37.18	
EFT20128	24/09/2019	Lake Grace Visitor Centre Inc		-\$200.00
	10/09/2019	Volunteer time - weekend at Visitor Centre	\$200.00	
EFT20129	24/09/2019	Lake King Progress Association		-\$2,610.00
	16/09/2019	Maintenance on LK Oval by J. Muir May-Jul 19	\$2,610.00	
EFT20130	24/09/2019	McLeods Barristers & Solicitors		-\$1,259.45
	30/08/2019	Provision of Legal Services to draw up Lease for Automatic Weather Station	\$1,259.45	
EFT20131	24/09/2019	Nambec Nominees		-\$2,167.00
	09/09/2019	Repair GS Mobile front gate-damaged by shire staff	\$770.00	
	11/09/2019	LG Stubbs St - repairs to footpath paving in front of Home Hardware Store	\$1,397.00	
EFT20132	24/09/2019	Newdegate Community Resource Centre		-\$28.00
	11/09/2019	NGT Gatepost Ad - Infrastructure Administration Officer	\$14.00	
	11/09/2019	NGT Gatepost Ad - Customer Service Officer	\$14.00	
EFT20133	24/09/2019	Newdegate Primary School		-\$165.68
	10/09/2019	Reimbursement of Electricity Usage 50% for NGT Library/CRC	\$165.68	
EFT20134	24/09/2019	Officeworks		-\$277.64
	06/09/2019	Printing & Stationery	\$151.71	
	06/09/2019	Printing & Stationery	\$125.93	
EFT20135	24/09/2019	Perfect Computer Solutions		-\$255.00
	19/09/2019	IT Support 13 - 18 Sep 19	\$255.00	
EFT20136	24/09/2019	Pingaring Progress Association		-\$4,000.00
	10/09/2019	Annual contribution as per 19/20 Budget approved for cleaning and maintaining buildings in Pingaring	\$4,000.00	
EFT20137	24/09/2019	Quest Yelverton Kalgoorlie		-\$1,545.00
	14/09/2019	Accom LGIS Golf Tournament: Cr Stanton, Cr Hunt & CEO	\$1,545.00	
EFT20138	24/09/2019	Ravensthorpe Regional Arts Council		-\$189.00
	15/09/2019	Refund of Hall hire fees & bond - hall hire cancellation	\$189.00	
EFT20139	24/09/2019	State Law Publisher		-\$217.44

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
	09/09/2019	Publication in the Gazette - Amendment Local Law - Animals, Environment and Nuisance Local Law 2019	\$217.44	
EFT20140	24/09/2019	Sand 'N' Salt		-\$88.00
	11/09/2019	Hi-vis, long sleeve shirts	\$88.00	
EFT20141	24/09/2019	Shire of Lake Grace		-\$24,688.07
	03/09/2019	2019/20 Shire Property Rates	\$24,688.07	
EFT20142	24/09/2019	Swan Towing		-\$1,463.00
	13/09/2019	Mitsubishi Fuso Canter: Towing Perth to Lake Grace	\$1,463.00	
EFT20143	24/09/2019	Synergy Electricity Generation and Retail Corp		-\$21,398.69
	12/09/2019	129094750 Vrl Rec Grnd/Oval LOC 1166 Carstairs Rd	\$103.95	
	12/09/2019	837171710 Ping Sports Pavln Loc 2266 Pingaring-Vrl Rd	\$86.80	
	12/09/2019	901681390 Public Toilets Lot 59 Seward Ave Vrl	\$188.40	
	12/09/2019	893222990 LG Swimming Pool Lot 75 Stubbs St	\$1,815.19	
	12/09/2019	587508750 LG Oval - Loc 12722 Elliott Rd, South	\$74.55	
	12/09/2019	264043790 Varley Hall Lot 8 Pitt St	\$131.35	
	16/09/2019	127078400 Medical Centre Lot 116 Memorial Dr LG	\$1,529.30	
	16/09/2019	129110870 Kindergarten Lot 233 Absolon St LG	\$378.25	
	16/09/2019	134311810 Railway Station Lot 362 Stubbs St LG	\$284.90	
	16/09/2019	138007430 Day Care Centre 2 Griffiths St LG	\$136.70	
	16/09/2019	321515470 Staff housing U2 10 Gumtree Dr LG	\$62.85	
	16/09/2019	325899920 Staff Housing U1 54 Bennett St LG	\$89.85	
	16/09/2019	250352580 RSL Hall - 24 Stubbs St LG	\$107.90	
	16/09/2019	317611200 Staff Housing 36 Bennett St LG	\$196.55	
	16/09/2019	697266750 Lakes Village Hall 2 Bennett St LG	\$228.30	
	16/09/2019	156576110 NGT Oval Lot 149 Waddell St NGT	\$2,061.82	
	16/09/2019	732925950 NGT TV Transmitter Lot 149 Waddell St	\$131.70	
	16/09/2019	995371470 Lake Grace Oval Lot 1 South Rd LG	\$105.70	
	16/09/2019	935556670 Information Bay Stubbs St LG	\$103.95	
	16/09/2019	201879730 Public Toilets Lot 2699 Maley St NGT	\$191.95	
	16/09/2019	912435390 Lake Grace Hall McMahon St LG	\$250.20	
	16/09/2019	237378050 Hainsworth Building Lot 60 Collier St NGT	\$76.70	
	16/09/2019	797296030 NGT Fire Station Lot 196 May St NGT	\$223.20	
	16/09/2019	343939530 LG Oval retic Mason St LG	\$105.70	
	16/09/2019	595320510 LG Pumping Station Lot 275 Mason St	\$399.40	
	16/09/2019	450222670 Old Doctor's Surgery 31 Bennett St LG	\$189.10	
	16/09/2019	327733870 LG Oval-Basketball Court Lot 75 Bishop St	\$236.25	
	16/09/2019	632457350 LG TV Tower Lot 359 Dewar St LG	\$188.65	
	16/09/2019	968110430 Town Clock Stubbs St LG	\$121.98	
	16/09/2019	791802670 Vrly Pavilion Loc 1166 Carstairs Rd Vrl	\$354.48	
	16/09/2019	211998450 Staff Housing U2 54B Bennett St LG	\$507.88	
	16/09/2019	365354210 Staff Housing Lot 2016 Blackbutt Way	\$1,017.40	

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
	16/09/2019	608222350 Station Masters House Visitor Cntr-Stubbs St	\$463.45	
	16/09/2019	794657310 NGT Oval Lot 149P Waddell St NGT	\$105.95	
	16/09/2019	336652990 Street Lighting LG 67.2%	\$2,729.39	
	16/09/2019	336652990 Street Lighting NGT 23.1%	\$938.23	
	16/09/2019	336652990 Street Lighting LK 5.9%	\$239.63	
	16/09/2019	336652990 Street Lighting Vrl 3.8%	\$154.34	
	16/09/2019	693350310 Lakes Village Gardens Retic U2 Bennett St LG	\$174.55	
	16/09/2019	511332320 Shire Office Lot 75 Stubbs St LG	\$1,893.30	
	16/09/2019	839490030 Shire Depot Lot 252 Absolon St LG	\$267.75	
	16/09/2019	463275870 LG Sports Pavilion Bishop St LG	\$1,928.15	
	16/09/2019	720436540 Park Lot 9 Maley St, NGT	\$109.25	
	16/09/2019	783748990 LG Oval Lot 75 Bishop St LG	\$123.95	
	16/09/2019	163376940 Medical Centre Lot 33 Maley St NGT	\$319.95	
	16/09/2019	253091930 NGT Public Hall Lot 33 Maley St NGT	\$152.80	
	16/09/2019	491541070 LG sewerage Stubbs St LG	\$117.10	
EFT20144	24/09/2019	The Ag Shop		-\$373.81
	20/09/2019	Varley Hall & Public Toilets: Vacuum/shredder	\$373.81	
EFT20145	24/09/2019	Toll Transport		-\$208.98
	19/08/2019	Freight 13-16/08/19	\$133.18	
	15/09/2019	Freight 09-11/09/19	\$21.51	
	22/09/2019	Freight 18-19/09/19	\$54.29	
EFT20146	24/09/2019	WA Contract Ranger Services		-\$1,963.50
	17/08/2019	Contract Ranger Services 30/7/19 - 14/8/19	\$1,028.50	
	14/09/2019	Contract Ranger Services 27/8/19 - 10/9/19	\$935.00	
EFT20147	24/09/2019	Warren Blackwood Waste		-\$5,814.00
	11/09/2019	Newdegate Field Day: Truck & driver hire, Bulk Bin Hire and accommodation.	\$5,814.00	
EFT20148	24/09/2019	Wazzas Complete Sheep Management		-\$9,116.25
	06/09/2019	Remounting NGT entrance signs & assemble new town site signage	\$363.00	
	06/09/2019	Mount Plaque - Newdegate Niche Wall	\$90.75	
	06/09/2019	Contract - Newdegate Town Maintenance & Gardening	\$8,662.50	
EFT20149	26/09/2019	Hyden Sheds and Garages		-\$9,116.50
	28/08/2019	Shade Shelter for Lake King Playground	\$9,116.50	
EFT20150	26/09/2019	Newdegate Football Club		-\$500.00
	23/09/2019	Bond Refund: NGT Rec Centre Hire 14-15/9/19	\$500.00	
EFT20151	27/09/2019	Shire of Lake Grace		-\$700.00
	20/09/2019	Withdrawal of Housing Bond due to house damage - 10A Gumtree Drive, Lake Grace.	\$732.07	
		TOTAL EFT		-\$377,669.66
36797	10/09/2019	Shire of Lake Grace (Petty Cash)		-\$176.90
	05/09/2019	Petty Cash	\$176.90	
36798	13/09/2019	Pivotel Satellite Pty Limited		-\$93.00
	15/08/2019	15 Jul - 14 Aug Isolated Worker Solution	\$93.00	

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
36799	13/09/2019	Synergy Electricity Generation and Retail Corp		-\$62.68
	02/09/2019	276817020 Staff Housing 3 Clarke Ave LG	\$62.68	
36800	13/09/2019	Telstra Corporation Limited		-\$355.42
	04/09/2019	0418621708-CEO Mobile	\$60.40	
	04/09/2019	0417914083-Speed Trailer	\$5.50	
	04/09/2019	0418326588-LG Pool Manager	\$0.17	
	04/09/2019	0428711190-Newdegate Fire Truck	\$0.06	
	04/09/2019	0429571975-Sewerage	\$19.25	
	04/09/2019	0429651105-Grader Maint Mobile	\$0.90	
	04/09/2019	0429651106-Building Maint Mobile	\$6.02	
	04/09/2019	0429651107-Lake Grace Parks and Gardens	\$0.06	
	04/09/2019	0429651112-Parks & Gardens Mobile	\$0.06	
	04/09/2019	0436668242-CESM Mobile	\$102.09	
	04/09/2019	0448089092-MIS Mobile	\$75.95	
	04/09/2019	0475898471-Councillors WI-FI	\$40.00	
	04/09/2019	0476806205-Councillors Air Card	\$44.99	
	04/09/2019	Rounding	-\$0.03	
36801	13/09/2019	Water Corporation		-\$2,549.20
	16/08/2019	Standpipe #11 Newman Rd	\$281.27	
	16/08/2019	Standpipe #6 Burngup Sth Rd	\$732.33	
	16/08/2019	Standpipe #9 Biddy/Rodger Rd	\$717.12	
	16/08/2019	Standpipe #8 Jarring South Rd	\$818.48	
36802	25/09/2019	Pivotel Satellite Pty Limited		-\$93.00
	15/09/2019	15 Aug - 14 Sep Isolated Worker Solution	\$93.00	
36803	25/09/2019	Telstra Corporation Limited		-\$2,011.86
	20/08/2019	Satellite phone-Lake King BFB	\$52.25	
	20/08/2019	Satellite phone - Newdegate BFB	\$52.25	
	20/08/2019	Satellite phone - Varley BFB	\$6.76	
	20/08/2019	Satellite phone - stored at the Lake King Fire Shed.	\$45.86	
	20/08/2019	Satellite phone - stored at the Lake King Fire Shed.	\$45.86	
	20/08/2019	Credit note due to new mobile plans - Satellite phones	-\$91.72	
	12/09/2019	Landline Charges Depot - 9865 1067	\$35.85	
	12/09/2019	Lake Grace Pool - 9865 1144	\$37.94	
	12/09/2019	Lake Grace Library - 9865 1185	\$92.58	
	12/09/2019	Lake Grace Medical Centre - 9865 1208	\$76.43	
	12/09/2019	Lake Grace Medical Centre - 9865 1388	\$55.07	
	12/09/2019	Depot - 9865 1493	\$37.94	
	12/09/2019	AIM - 9865 1646	\$35.25	
	12/09/2019	Lake Grace Airstrip - 9865 1656	\$34.95	
	12/09/2019	338 Memorial Drive - 9865 1978	\$70.55	
	12/09/2019	Depot - 9865 1985	\$34.95	
	12/09/2019	Depot - 9865 1986	\$34.95	
	12/09/2019	Licensing Telecentre - 9865 2032	\$34.95	
	12/09/2019	338 Memorial Drive - 9865 2101	\$34.95	
	12/09/2019	Lake Grace Visitor Centre - 9865 2140	\$42.18	
	12/09/2019	Lake Grace Visitor Centre Fax - 9865 2141	\$34.95	
	12/09/2019	Licensing Office - 9865 2275	\$34.95	

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
	12/09/2019	Newdegate Medical Centre - 9871 1105	\$41.69	
	12/09/2019	Newdegate Medical Centre - 9871 1341	\$39.44	
	12/09/2019	Newdegate Medical Centre - 9871 1528	\$60.62	
	12/09/2019	Lake King Library - 9874 4147	\$35.25	
	12/09/2019	Lake King Fire Station - 9874 4196	\$34.95	
	12/09/2019	Lake King Fire Station Fax - 9874 4201	\$34.95	
	12/09/2019	Lake King Library Internet - 9874 4234	\$34.95	
	12/09/2019	0427651127- TO Mobile - GST incl \$65	\$65.00	
	12/09/2019	0455915715-IPad for OSH - GST incl \$10	\$10.00	
	12/09/2019	Lake Grace Medical Centre Fax - 9865 1362	\$46.33	
	12/09/2019	Fire Ban Hotline - 9487 7191	\$6.00	
	12/09/2019	Administration Office - 9880 2500	\$456.38	
	12/09/2019	Lake Grace Medical Centre Internet - N9502816R	\$59.99	
	12/09/2019	Newdegate Medical Centre Internet - N9502816R	\$50.00	
	12/09/2019	Newdegate Fire Station - 9781 1228	\$34.95	
	12/09/2019	Group Plan Discount	-\$94.27	
	12/09/2019	Rounding	-\$0.09	
	12/09/2019	0427651127- TO Mobile - No GST \$79.00	\$79.00	
	12/09/2019	0455915715-IPad for OSH - No GST \$43.00	\$43.00	
	20/09/2019	Satellite phone-Lake King BFB - adjustments due to new 19/20 plan price	-\$0.49	
	20/09/2019	Satellite phone - Newdegate BFB - adjustments due to new 19/20 plan price	-\$0.49	
	20/09/2019	Satellite phone - Varley BFB	\$45.00	
	20/09/2019	Satellite phone - stored at the Lake King Fire Shed.	\$45.00	
	20/09/2019	Satellite phone - stored at the Lake King Fire Shed.	\$45.00	
36804	25/09/2019	Water Corporation		-\$676.11
	23/09/2019	9007807318 Standpipe #7 Gimbel Rd	\$200.19	
	23/09/2019	9015200049 Standpipe #10 Mordetta Rd Dicko's Corner	\$475.92	
		TOTAL CHEQUES		-\$6,018.17
DD8669.1	04/09/2019	Hostplus		-\$207.94
	04/09/2019	Superannuation contributions	\$207.94	
DD8669.2	04/09/2019	North Personal Superannuation		-\$764.99
	04/09/2019	Payroll deductions	\$196.15	
	04/09/2019	Superannuation contributions	\$568.84	
DD8669.3	04/09/2019	WALGSP Plan		-\$6,659.55
	04/09/2019	Payroll deductions	\$330.40	
	04/09/2019	Payroll deductions	\$242.79	
	04/09/2019	Payroll deductions	\$10.00	
	04/09/2019	Superannuation contributions	\$5,390.19	
	04/09/2019	Payroll deductions	\$686.17	
DD8669.4	04/09/2019	BT Super Fund		-\$215.76
	04/09/2019	Superannuation contributions	\$215.76	
DD8669.5	04/09/2019	REST Superannuation		-\$490.94
	04/09/2019	Superannuation contributions	\$381.07	
	04/09/2019	Payroll deductions	\$109.87	

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DD8669.6	04/09/2019	Australian Super Administration		-\$195.38
	04/09/2019	Superannuation contributions	\$195.38	
DD8669.7	04/09/2019	Prime Super		-\$82.21
	04/09/2019	Superannuation contributions	\$82.21	
DD8673.1	02/09/2019	Westnet Pty Ltd		-\$285.35
	02/09/2019	Internet Charges	\$285.35	
DD8673.2	02/09/2019	WA Treasury Corporation		-\$27,996.91
	02/09/2019	Loan 181 - Office Renovations	\$15,603.64	
	02/09/2019	Loan 182 - LG Sporting Precinct Upgrade (SAR)	\$12,393.27	
DD8690.1	16/09/2019	WA Treasury Corporation		-\$8,441.69
	16/09/2019	Loan 173 - Refurbishment of Lake Grace Swimming Pool	\$8,441.69	
DD8694.1	18/09/2019	Hostplus		-\$278.08
	18/09/2019	Superannuation contributions	\$278.08	
DD8694.2	18/09/2019	North Personal Superannuation		-\$764.99
	18/09/2019	Payroll deductions	\$196.15	
	18/09/2019	Superannuation contributions	\$568.84	
DD8694.3	18/09/2019	WALGSP Plan		-\$7,649.68
	18/09/2019	Payroll deductions	\$330.40	
	18/09/2019	Payroll deductions	\$242.79	
	18/09/2019	Payroll deductions	\$10.00	
	18/09/2019	Superannuation contributions	\$6,083.76	
	18/09/2019	Payroll deductions	\$982.73	
DD8694.4	18/09/2019	BT Super Fund		-\$215.76
	18/09/2019	Superannuation contributions	\$215.76	
DD8694.5	18/09/2019	REST Superannuation		-\$486.95
	18/09/2019	Superannuation contributions	\$377.08	
	18/09/2019	Payroll deductions	\$109.87	
DD8694.6	18/09/2019	Australian Super Administration		-\$274.49
	18/09/2019	Superannuation contributions	\$274.49	
DD8694.7	18/09/2019	Prime Super		-\$77.05
	18/09/2019	Superannuation contributions	\$77.05	
DD8718.1	23/09/2019	Shire of Lake Grace Credit Card		-\$472.74
	23/09/2019	Local Government week - Dinner: President, Deputy President & CEO 6/8/19	\$103.16	
	23/09/2019	Local Government week - Taxi: President, Deputy President & CEO 9/8/19	22.42	
	23/09/2019	Local Government week - Taxi: President, Deputy President & CEO 9/8/19	22.16	
	23/09/2019	Local Government week - Dinner: President, Deputy President & CEO 9/8/19	180.00	
	23/09/2019	Local Government week - CEO hotel parking	142.10	
		TOTAL DIRECT DEBITS		-\$55,560.46
		TOTAL MUNICIPAL FUND		-\$439,248.29
		TOTAL		-\$440,130.29

14.5.2 FINANCIAL REPORTS

Applicant: Internal Report
File No. 0275
Attachments: 1. Monthly Financial Reports – August 2019
2. Bank Reconciliations September 2019
Author: Ms Denise Gobbart
Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 27 March 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 August 2019, and Bank Reconciliations for the month ending 30 September 2019.

Background

The following financial reports to 31 August 2019 are included for your information:

- Monthly Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature or Type
- Note 1 Statement of Financial Activity Information
- Note 2 Cash and Financial Assets
- Note 3 Receivables
- Note 4 Other Assets
- Note 5 Payables
- Note 6 Rating Revenue
- Note 7 Disposal of Assets
- Note 8 Capital Acquisitions
- Note 9 Borrowings
- Note 10 Cash Reserves
- Note 11 Other Liabilities
- Note 12 Operating Grants and Contributions
- Note 13 Non Operating Grants and Contributions
- Note 14 Trust Fund
- Note 15 Variance

The following bank reconciliations to 30 September 2019 are included for your information:

- Municipal Fund
- Trust Fund
- Reserves Fund

Comment

Moore Stephens has compiled the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 August 2019. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

The Shire of Lake Grace is responsible for the information contained in the financial statements and is responsible for maintenance of an appropriate accounting system in accordance with relevant legislation.

Legal Implications*Local Government Act 1995*

Section 6.4 Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

Local Government (Financial Management) Regulations 1996

Regulation 34 Financial activity statement required each month (Act s. 6.4) (1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or

- (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.2 An efficient and effective organisation

- 4.2.1 Maintain accountability and financial responsibility through effective planning
- 4.2.2 Comply with statutory and legislative requirements

Recommendation

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

1. Statements of Financial activity for the period ended 31 August 2019.; and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 30 September 2019.

Voting Requirements

Simple majority required.

SHIRE OF LAKE GRACE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 August 2019

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2019**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 19 September 2019

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. 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 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 Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

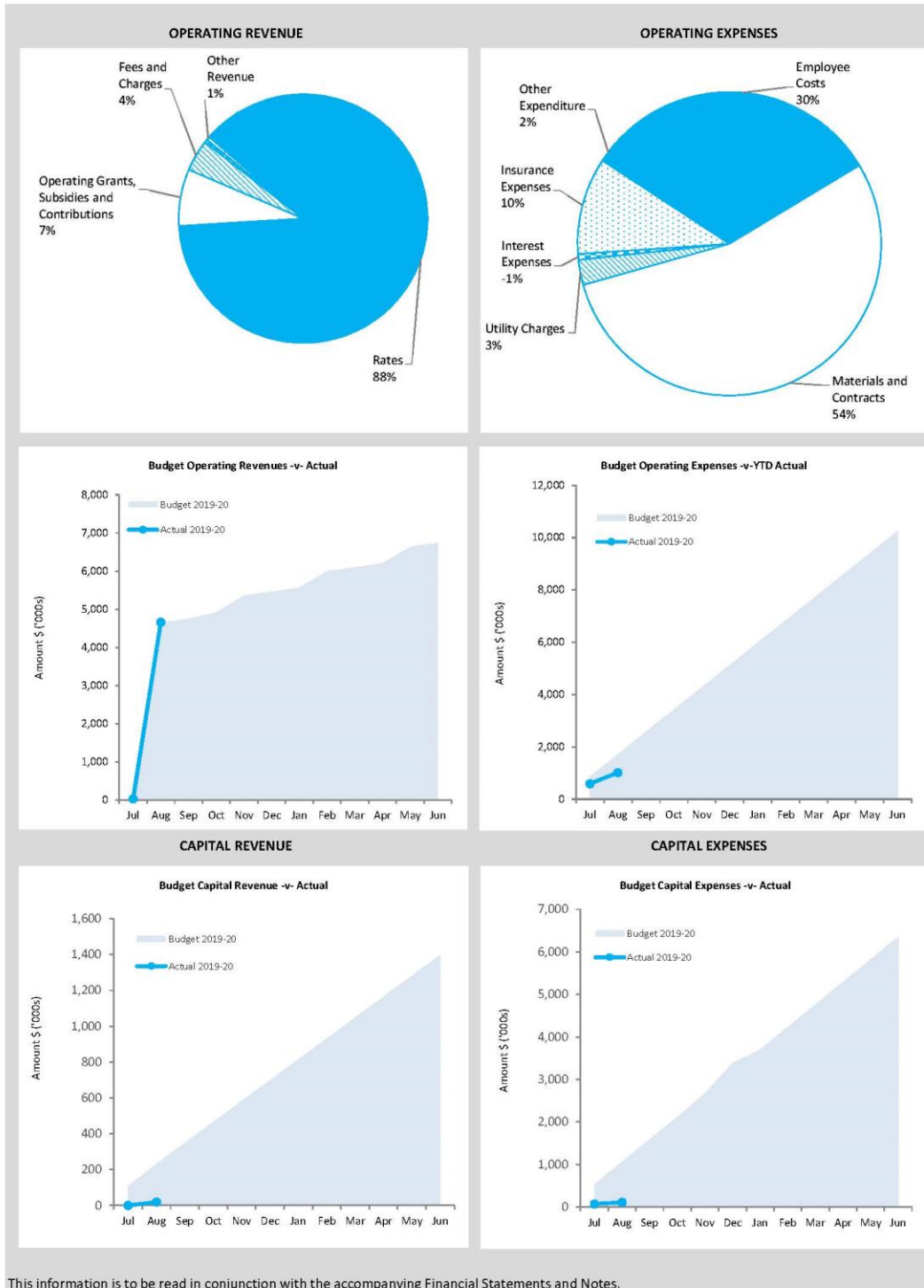
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are 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.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2019**

SUMMARY INFORMATION - GRAPHS



**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2019**

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

KEY TERMS AND DESCRIPTIONS	ACTIVITIES
<p>GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific local government services.</p>
<p>GENERAL PURPOSE FUNDING To Collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>LAW, ORDER, PUBLIC SAFETY To provide bushfire prevention services and animal control services.</p>	<p>Supervision, enforcement of various local laws, fire prevention, emergency services, animal control and other aspects of public safety.</p>
<p>HEALTH To provide for an operational framework for good community health in conjunction with the Health Department of WA.</p>	<p>Health inspection services in relation to food outlets and their control, pest and noise control and waste disposal compliance and the provision of a Doctor, dental and medical surgeries.</p>
<p>EDUCATION AND WELFARE To provide services for the elderly, children and youth.</p>	<p>Maintenance of playgroups and daycare centres. Provision of elderly and youth services.</p>
<p>HOUSING To ensure that adequate housing is available to staff and the community.</p>	<p>Provision and maintenance of staff housing, aged persons units and community accomodation (Joint Venture and LOGCHOP) Units.</p>
<p>COMMUNITY AMENITIES To provide services and infrastructure as required by the community.</p>	<p>Rubbish collection services, operation of refuse disposal sites and the Lake Grace sewerage scheme. Administration of the Local Planning Scheme, maintenance of cemeteries and public conveniences.</p>
<p>RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help with the social wellbeing.</p>	<p>The provision and maintenance of public halls, sports pavillions, recreation grounds, Lake Grace swimming pool, parks, gardens and playgrounds. The operation of public libraries in conjunction with the Department of Education and other cultural and heritage facilities.</p>
<p>TRANSPORT To provide safe, effective and efficient transport infrastructure to the community.</p>	<p>Construction and maintenance of streets, roads, drainage, footpaths and aerodromes. Cleaning of streets, maintenance of street trees, street lighting and works depot. Provision of Department of Transport licensing services.</p>
<p>ECONOMIC SERVICES To help promote the Shire and improve its economic wellbeing.</p>	<p>The regulation and provision of tourism, area promotion, building control, noxious weeds, saleyards and the provision of emergency water supplies.</p>
<p>OTHER PROPERTY AND SERVICES To monitor and control Council's overheads operating accounts.</p>	<p>Private works operation, plant repair and operating costs, engineering operation costs.</p>

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening funding surplus / (deficit)	1(c)	\$ 3,853,143	\$ 3,853,143	\$ 3,797,691	\$ (55,452)	% (1.44%)	
Revenue from operating activities							
Governance		12,455	2,070	2,143	73	3.53%	
General purpose funding - general rates	6	4,036,167	3,991,111	3,968,942	(22,169)	(0.56%)	
General purpose funding - other		1,487,067	336,148	351,895	15,747	4.68%	
Law, order and public safety		152,553	25,422	2,479	(22,943)	(90.25%)	▼
Health		9,670	1,604	3,380	1,776	110.72%	
Education and welfare		2,000	332	0	(332)	(100.00%)	
Housing		21,000	3,500	3,486	(14)	(0.40%)	
Community amenities		307,886	165,605	286,870	121,265	73.23%	▲
Recreation and culture		46,781	10,470	1,533	(8,937)	(85.36%)	▼
Transport		347,181	57,858	3,761	(54,097)	(93.50%)	▼
Economic services		194,783	34,420	12,791	(21,629)	(62.84%)	▼
Other property and services		94,000	15,662	23,477	7,815	49.90%	▲
		6,711,543	4,644,202	4,660,757	16,555		
Expenditure from operating activities							
Governance		(446,523)	(74,368)	(74,177)	191	0.26%	
General purpose funding		(161,986)	(26,988)	(24,701)	2,287	8.47%	
Law, order and public safety		(347,529)	(57,876)	(49,622)	8,254	14.26%	▲
Health		(376,083)	(62,618)	(20,563)	42,055	67.16%	▲
Education and welfare		(81,431)	(13,554)	(5,132)	8,422	62.14%	▲
Housing		(207,685)	(34,484)	(6,401)	28,083	81.44%	▲
Community amenities		(996,865)	(165,998)	(102,060)	63,938	38.52%	▲
Recreation and culture		(2,526,242)	(420,634)	(145,444)	275,190	65.42%	▲
Transport		(4,201,905)	(700,202)	(400,215)	299,987	42.84%	▲
Economic services		(809,874)	(134,894)	(64,219)	70,675	52.39%	▲
Other property and services		(95,381)	(15,864)	(124,909)	(109,045)	(687.37%)	▼
		(10,251,504)	(1,707,480)	(1,017,443)	690,037		▲
Non-cash amounts excluded from operating activities	1(a)	3,494,934	582,466	(24,499)	(606,965)	(104.21%)	▼
Amount attributable to operating activities		(45,027)	3,519,188	3,618,815	99,627		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,286,068	214,342	18,990	(195,352)	(91.14%)	▼
Proceeds from disposal of assets	7	110,000	110,000	0	(110,000)	(100.00%)	
Purchase of property, plant and equipment	8	(6,347,022)	(1,057,712)	(110,634)	947,078	89.54%	▲
Amount attributable to investing activities		(4,950,954)	(733,370)	(91,644)	641,726		▲
Financing Activities							
Proceeds from new debentures	9	1,100,000	0	0	0	0.00%	
Proceeds from self supporting loans	9	27,931	5,210	5,210	0	0.00%	
Transfer from reserves	10	654,930	0	0	0	0.00%	
Repayment of debentures	9	(244,473)	(48,793)	(48,793)	0	0.00%	
Transfer to reserves	10	(375,000)	(9,999)	(9,999)	0	0.00%	
Amount attributable to financing activities		1,163,388	(53,582)	(53,582)	0		
Closing funding surplus / (deficit)	1(c)	20,550	6,585,379	7,271,280			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$5,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 AUGUST 2019

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,853,143	3,853,143	3,797,691	(55,452)	(1.44%)	
Revenue from operating activities							
Rates	6	4,036,167	3,991,111	3,968,942	(22,169)	(0.56%)	
Specified area rates	6	133,674	0	133,674	133,674	0.00%	▲
Operating grants, subsidies and contributions	12	1,746,166	401,610	333,421	(68,189)	(16.98%)	▼
Fees and charges		465,767	191,895	186,087	(5,808)	(3.03%)	
Interest earnings		143,000	23,832	18,469	(5,363)	(22.50%)	▼
Other revenue		186,571	35,722	20,164	(15,558)	(43.55%)	▼
Profit on disposal of assets	7	198	32	0	(32)	(100.00%)	
		6,711,543	4,644,202	4,660,757	16,555		
Expenditure from operating activities							
Employee costs		(2,556,224)	(425,786)	(308,622)	117,164	27.52%	▲
Materials and contracts		(3,403,805)	(566,706)	(559,156)	7,550	1.33%	
Utility charges		(318,243)	(52,976)	(27,613)	25,363	47.88%	▲
Depreciation on non-current assets		(3,404,673)	(567,422)	0	567,422	100.00%	▲
Interest expenses		(67,287)	(11,202)	6,313	17,515	156.36%	▲
Insurance expenses		(170,699)	(28,388)	(106,197)	(77,809)	(274.09%)	▼
Other expenditure		(240,114)	(39,924)	(22,168)	17,756	44.47%	▲
Loss on disposal of assets	7	(90,459)	(15,076)	0	15,076	100.00%	▲
		(10,251,504)	(1,707,480)	(1,017,443)	690,037		▲
Non-cash amounts excluded from operating activities	1(a)	3,494,934	582,466	(24,499)	(606,965)	(104.21%)	▼
Amount attributable to operating activities		(45,027)	3,519,188	3,618,815	99,627		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,286,068	214,342	18,990	(195,352)	(91.14%)	▼
Proceeds from disposal of assets	7	110,000	110,000	0	(110,000)	(100.00%)	▼
Payments for property, plant and equipment	8	(6,347,022)	(1,057,712)	(110,634)	947,078	(89.54%)	▲
Amount attributable to investing activities		(4,950,954)	(733,370)	(91,644)	641,726		▲
Financing Activities							
Proceeds from new debentures	9	1,100,000	0	0	0	0.00%	
Proceeds from self-supporting loans	9	27,931	5,210	5,210	0	0.00%	
Transfer from reserves	10	654,930	0	0	0	0.00%	
Repayment of debentures	9	(244,473)	(48,793)	(48,793)	0	0.00%	
Transfer to reserves	10	(375,000)	(9,999)	(9,999)	0	0.00%	
Amount attributable to financing activities		1,163,388	(53,582)	(53,582)	0		
Closing funding surplus / (deficit)	1(c)	20,550	6,585,379	7,271,280			

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

Please refer to the compilation report

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items 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.

	Notes	Adopted Budget	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities					
		\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	7	(198)	(198)	(32)	0
Less: Movement in liabilities associated with restricted cash		0		0	(24,499)
Add: Loss on asset disposals	7	90,459	90,459	15,076	0
Add: Depreciation on assets		3,404,673	3,404,673	567,422	0
Total non-cash items excluded from operating activities		3,494,934	3,494,934	582,466	(24,499)

(b) Adjustments to net current assets in the Statement of Financial Activity

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.

		Last Year Closing 30 June 2019	This Year Opening 1 July 2019	This Time Last Year 31 August 2018	Year to Date 31 August 2019
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(5,601,761)	(5,601,761)	(3,992,354)	(5,611,760)
Less: - Financial assets at amortised cost - self supporting loans	4	(27,930)	(27,930)	(16,683)	(22,720)
Add: Borrowings	9	244,473	244,473	197,363	195,679
Add: Provisions - employee	11	329,272	329,272	315,535	304,773
Total adjustments to net current assets		(5,055,946)	(5,055,946)	(3,496,139)	(5,134,028)

(c) Net current assets used in the Statement of Financial Activity

Current assets					
Cash and cash equivalents	2	9,446,259	9,446,259	6,458,077	8,880,102
Rates receivables	3	83,139	83,139	61,471	4,289,949
Receivables	3	291,733	291,733	927,238	95,804
Other current assets	4	32,515	32,515	16,090	27,221
Less: Current liabilities					
Payables	5	(426,264)	(426,264)	(334,008)	(348,958)
Borrowings	9	(244,473)	(244,473)	(197,363)	(195,679)
Contract liabilities	11	0	0	0	(38,358)
Provisions	11	(329,272)	(329,272)	(315,535)	(304,773)
Less: Total adjustments to net current assets	1(b)	(5,055,946)	(5,055,946)	(3,496,139)	(5,134,028)
Closing funding surplus / (deficit)		3,797,691	3,797,691	3,119,831	7,271,280

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Municipal Bank Account	Cash and cash equivalents	3,217,870	0	3,217,870	0	Bankwest	Variable	Nil
Petty Cash And Floats	Cash and cash equivalents	400	0	400	0	Cash on hand	Nil	Nil
Reserve Accounts	Cash and cash equivalents	0	5,611,760	5,611,760	0	Bankwest	Variable	Nil
L'Chop Housing	Cash and cash equivalents	0	44,669	44,669	0	Bankwest	Variable	Nil
Rural Town Salinity Program	Cash and cash equivalents	0	5,403	5,403	0	Bankwest	Variable	Nil
Trust Fund Cash At Bank	Cash and cash equivalents	0	0	0	16,455	Bankwest	Nil	Nil
Total		3,218,270	5,661,832	8,880,102	16,455			
Comprising								
Cash and cash equivalents		3,218,270	5,661,832	8,880,102	16,455			
		3,218,270	5,661,832	8,880,102	16,455			

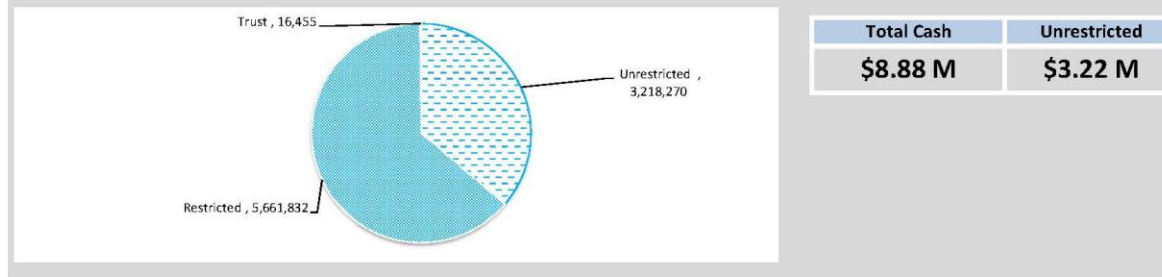
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 and bank overdrafts. 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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2019	31 Aug 19
	\$	\$
Opening arrears previous years	70,068	83,139
Levied this year	4,175,836	4,102,616
Less - collections to date	(4,162,765)	(104,194)
Equals current outstanding	83,139	4,289,949
Net rates collectable	83,139	4,289,949
% Collected	98%	2.5%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(8,189)	5,720	765	6,966	810	6,072
Percentage	(134.9%)	94.2%	12.6%	114.7%	13.3%	
Balance per trial balance						
Sundry receivable						6,072
Other receivables [describe]						1,000
Other receivables [describe]						94,186
Provision for Doubtful Debts						(5,454)
Total receivables general outstanding						95,804

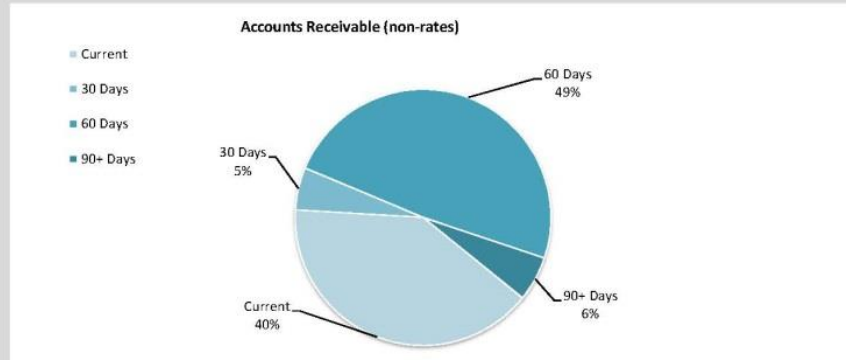
Amounts shown above include GST (where applicable)

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 sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
2.5%	\$4,289,949



Debtors Due
\$95,804
Over 30 Days
141%
Over 90 Days
13.3%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 August 2019
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	27,930	0	(5,210)	22,720
Inventory				
Stock on hand	4,585	0	(84)	4,501
Total other current assets	32,515			27,221
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire 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.

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

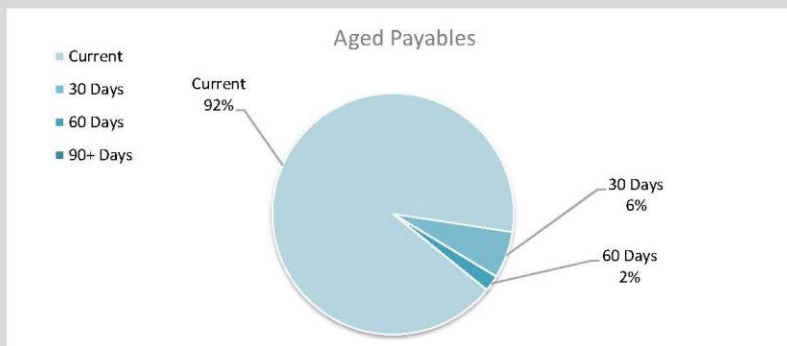
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(988)	252,956	17,329	5,910	0	275,207
Percentage	0%	91.9%	6.3%	2.1%	0%	
Balance per trial balance						
Sundry creditors						275,207
ESL Levied						72,561
Liabilities Held for Others						1,190
Total payables general outstanding						348,958

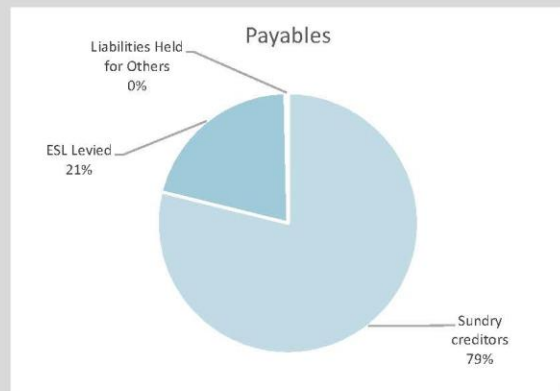
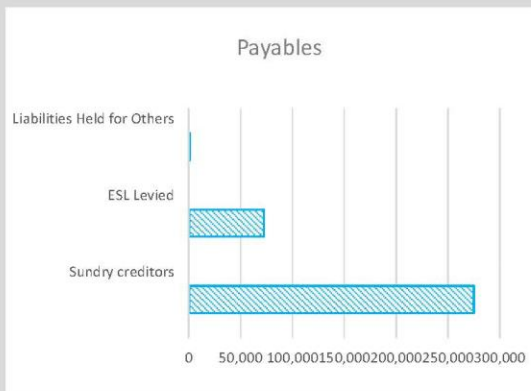
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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.



Creditors Due
\$348,958
Over 30 Days
8%
Over 90 Days
0%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
General Rate	0.132463	394	4,614,079	611,090	500	0	611,590	611,195	490	107	611,792
Unimproved value											
General Rate	0.010945	570	302,167,055	3,306,617	500	0	3,307,117	3,307,220	(1,030)	0	3,306,190
Sub-Total		964	306,781,134	3,917,707	1,000	0	3,918,707	3,918,415	(540)	107	3,917,982
Minimum payment			Minimum \$								
Gross rental value											
General Rate	490	34	35,777	16,660	0	0	16,660	16,660	0	0	16,660
Unimproved value											
General Rate	490	70	794,504	34,300	0	0	34,300	34,300	0	0	34,300
Sub-total		104	830,281	50,960	0	0	50,960	50,960	0	0	50,960
Amount from general rates							3,969,667				3,968,942
Ex-gratia rates							66,500				0
Total general rates							4,036,167				3,968,942
Specified area rates											
	Rate in \$ (cents)										
Sewerage - GRV	0.043076		3,103,204	133,674	0	0	133,674	133,674	0	0	133,674
Total specified area rates			3,103,204	133,674	0	0	133,674	133,674	0	0	133,674
Total							4,169,841				4,102,616

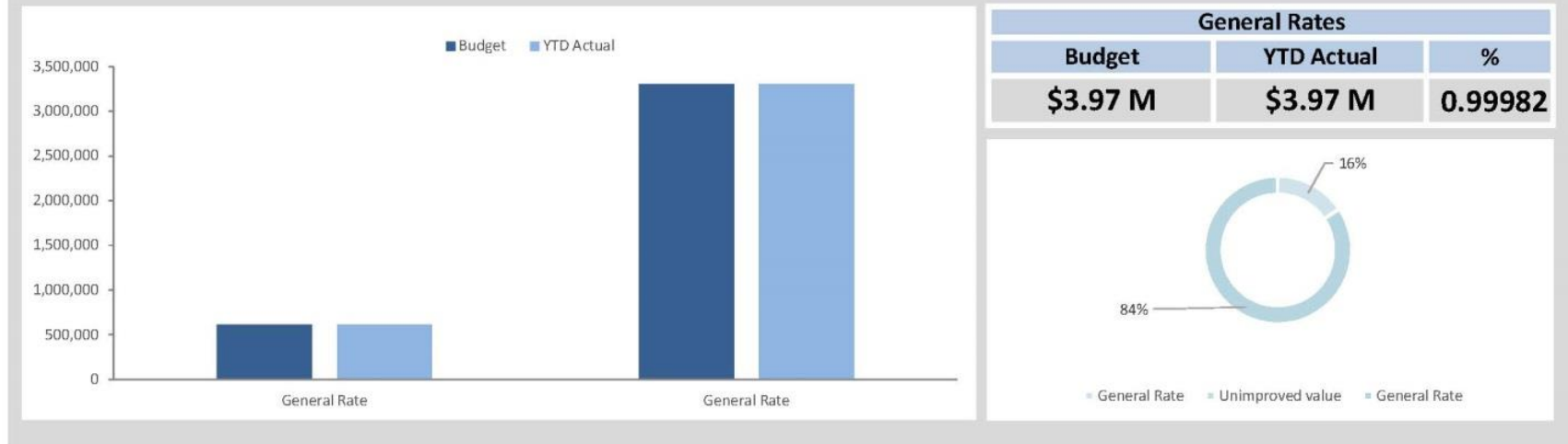
Please refer to the compilation report

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

KEY INFORMATION

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

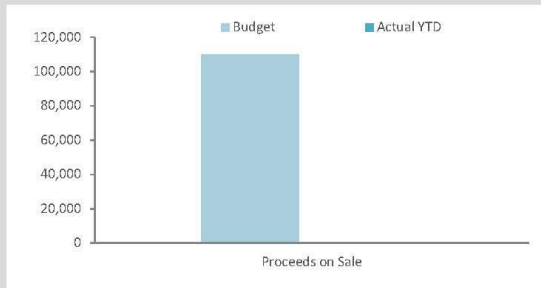


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
	CEO - Prado (LG001) (A#1448)	55,383	45,000	0	(10,383)	0	0	0	0
	Transport								
	Parks & Gardens Ute (LG1767) (A#1355)	9,802	10,000	198	0	0	0	0	0
	MIS Ford Ranger (LG002) (A#127)	31,829	10,000	0	(21,829)	0	0	0	0
	P&G Hino T/Truck (LG029) (A#1230)	20,447	10,000	0	(10,447)	0	0	0	0
	Volvo Loader L90F (LG126) (A#1232)	82,800	35,000	0	(47,800)	0	0	0	0
		200,261	110,000	198	(90,459)	0	0	0	0

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
\$110,000	\$0	0%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

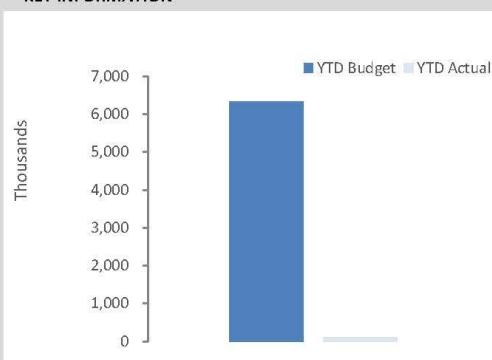
**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	1,487,276	247,826	4,072	(243,754)
Furniture & Equipment	125,019	20,834	0	(20,834)
Plant & Equipment	492,000	81,996	0	(81,996)
Infrastructure - Roads	2,854,656	475,720	89,171	(386,549)
Parks, Gardens, Recreation Facilities	1,030,100	171,676	17,391	(154,285)
Urban Infrastructure	357,971	59,660	0	(59,660)
Capital Expenditure Totals	6,347,022	1,057,712	110,634	(947,078)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,286,068	214,342	18,990	(195,352)
Borrowings	1,100,000	0	0	0
Other (disposals & C/Fwd)	110,000	110,000	0	(110,000)
Cash backed reserves				
Housing reserve	430,000	0	0	0
Lake Grace TV Service reserve	2,672	0	0	0
Newdegate TV reserve	2,363	0	0	0
Lake Grace Sport & Rec SARS reserve	124,579	0	0	0
Lake King Sport & Rec SARS reserve	32,721	0	0	0
Varley Sport & Rec SARS reserve	30,688	0	0	0
Newdegate Sports Dam reserve	26,907	0	0	0
Newdegate Centuary reserve	5,000	0	0	0
Contribution - operations	3,196,024	733,370	91,644	(641,726)
Capital funding total	6,347,022	1,057,712	110,634	(947,078)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$6.35 M	\$.11 M	2%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.29 M	\$.02 M	1%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Adopted		Year to Date Actual	Variance (Under)/Over
		Current Budget	Year to Date Budget		
Capital Expenditure					
Buildings					
	E077503	0	5,000	278	(4,722)
	E091960	0	11,928	0	(11,928)
	E091970	0	6,448	3,663	(2,785)
	E092006	0	1,200	0	(1,200)
	E092120	0	0	0	0
	E111007	0	12,784	0	(12,784)
	E112525	0	20,000	0	(20,000)
	E113152	0	12,316	0	(12,316)
	E117042	0	3,570	0	(3,570)
	E121502	0	2,550	0	(2,550)
	E132500	0	2,032	0	(2,032)
	E091910	0	75,000	0	(75,000)
	E091911	0	91,666	0	(91,666)
	E117041	0	3,332	130	(3,202)
	Buildings Total	0	247,826	4,072	(243,754)
Infrastructure - Roads					
	E121200	0	327,608	84,373	(243,235)
	E121300	0	122,280	4,798	(117,482)
	E121314	0	25,832	0	(25,832)
	Infrastructure - Roads Total	0	475,720	89,171	(386,549)
Plant & Equipment					
	E123059	0	71,664	0	(71,664)
	E042550	0	10,332	0	(10,332)
	Plant & Equipment Total	0	81,996	0	(81,996)
Furniture & Equipment					
	E042540	0	8,332	0	(8,332)
	E042541	0	1,166	0	(1,166)
	E042545	0	10,000	0	(10,000)
	E113151	0	1,336	0	(1,336)
	Furniture & Equipment Total	0	20,834	0	(20,834)
Parks, Gardens, Recreation Facilities					
	E113175	0	51,678	17,391	(34,287)
	E113183	0	14,998	0	(14,998)
	E137350	0	105,000	0	(105,000)
	Parks, Gardens, Recreation Facilities Total	0	171,676	17,391	(154,285)
Urban Infrastructure					
	E121312	0	53,860	0	(53,860)
	E104501	0	5,800	0	(5,800)
	Urban Infrastructure Total	0	59,660	0	(59,660)
	Grand Total	0	1,057,712	110,634	(947,078)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	1 July 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance									
L181 Office Redevelopment	267,415	0	0	0	15,978	267,415	251,437	0	17,039
Health									
L190 NGT Medical Centre	41,424	0	0	13,427	41,424	27,997	0	180	2,599
Housing									
Loan - Housing	0	0	500,000	0	0	0	500,000	0	0
Recreation and culture									
L173 Lake Grace Pool	59,795	0	0	0	13,705	59,795	46,090	0	3,550
L182 LG Sports Precinct	153,727	0	0	0	15,294	153,727	138,433	0	10,536
L192 LG Bowling Club	16,113	0	0	5,210	16,113	10,903	0	70	1,095
L193 NGT Bowling Club	16,490	0	0	2,589	5,240	13,901	11,250	120	829
L198 LG Precinct	111,032	0	0	0	20,283	111,032	90,749	0	5,490
L202 LK Winter Sports	27,920	0	0	0	9,096	27,920	18,824	59	763
Transport									
L196 Roadworks & Plant	198,350	0	0	11,817	46,816	186,533	151,534	112	8,465
Economic services									
L198 LG Residential Land	141,035	0	0	4,335	13,403	136,700	127,632	456	13,309
Loan - Industrial Land	0	0	600,000	0	0	0	600,000	0	0
Other property and services									
L191 Staff Housing	19,190	0	0	6,205	19,190	12,985	0	84	1,304
	1,052,491	0	1,100,000	43,583	216,542	1,008,908	1,935,949	1,081	64,979
Self supporting loans									
Recreation and culture									
L188 LG Sportsman's	16,113	0	0	5,210	16,113	10,903	0	70	1,095
Economic services									
L201 LG Development	11,818	0	0	0	11,818	11,818	0	135	213
	27,931	0	0	5,210	27,931	22,721	0	205	1,308
Total	1,080,422	0	1,100,000	48,793	244,473	1,031,629	1,935,949	1,286	66,287

Please refer to the compilation report

Item 14.5.2

Attachment 1

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

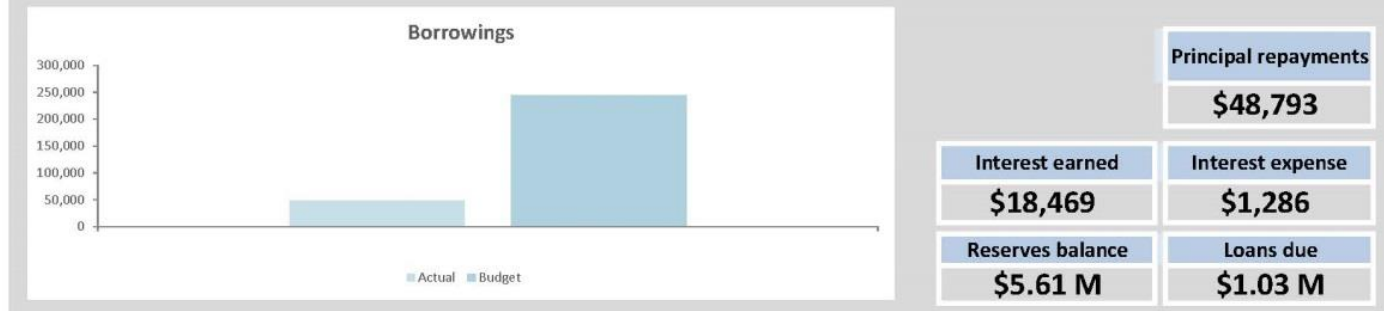
**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

	<u>1 July 2019</u>	<u>31 August 2019</u>
	\$	\$
Current borrowings	244,473	195,679
Non-current borrowings	835,949	835,950
	<u>1,080,422</u>	<u>1,031,629</u>

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

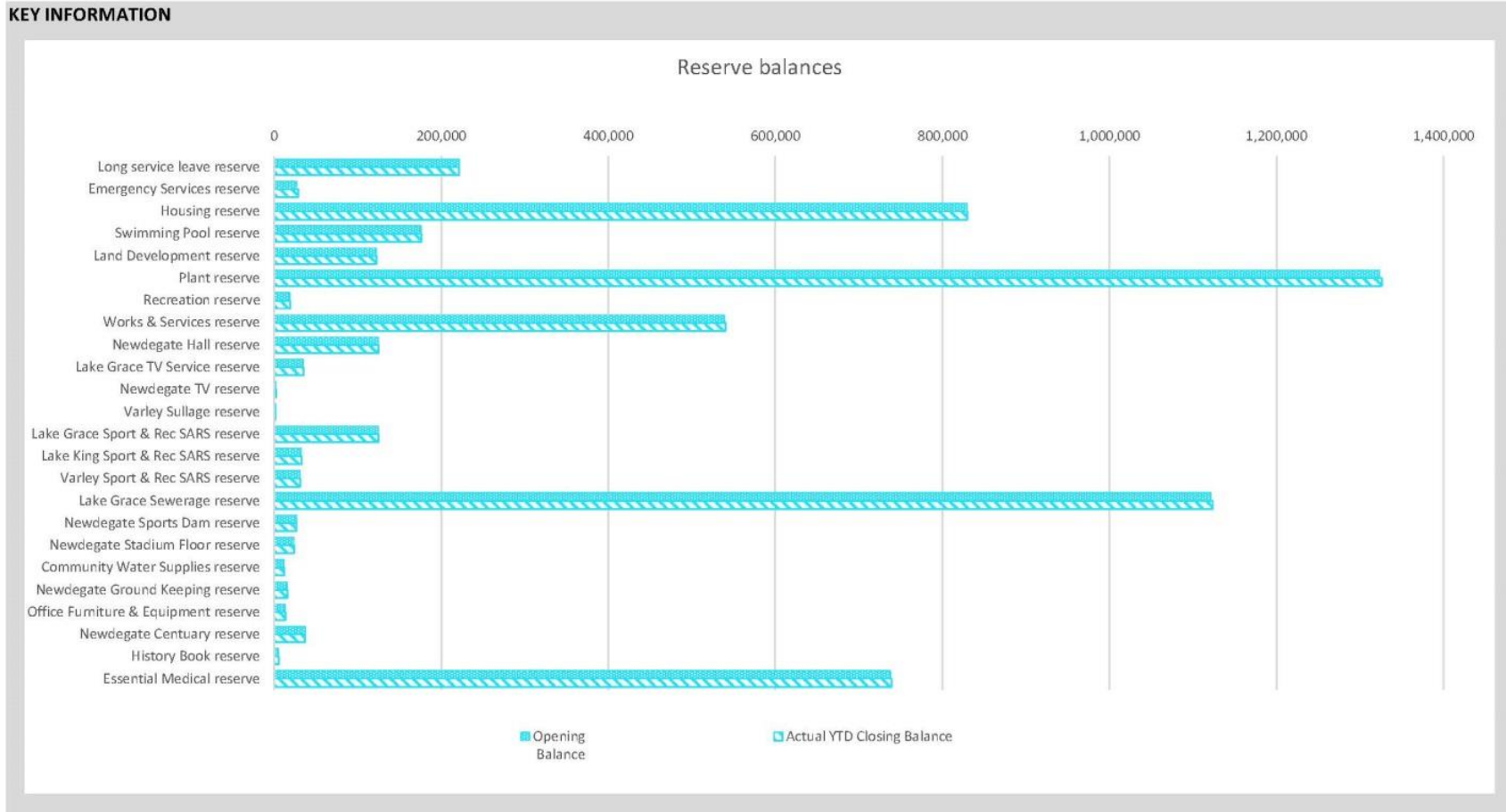
Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long service leave reserve	221,451	0	48	2,863	0	0	0	224,314	221,499
Emergency Services reserve	26,958	0	1,481	349	0	0	0	27,307	28,439
Housing reserve	829,548	0	314	10,726	0	(430,000)	0	410,274	829,862
Swimming Pool reserve	175,838	0	218	52,275	0	0	0	228,113	176,056
Land Development reserve	121,972	0	395	1,577	0	0	0	123,549	122,367
Plant reserve	1,323,586	0	2,363	17,114	0	0	0	1,340,700	1,325,949
Recreation reserve	18,799	0	34	200,243	0	0	0	219,042	18,833
Works & Services reserve	539,105	0	962	56,971	0	0	0	596,076	540,067
Newdegate Hall reserve	124,328	0	222	1,608	0	0	0	125,936	124,550
Lake Grace TV Service reserve	35,193	0	63	455	0	(2,672)	0	32,976	35,256
Newdegate TV reserve	2,334	0	4	29	0	(2,363)	0	0	2,338
Varley Sullage reserve	1,654	0	3	21	0	0	0	1,675	1,657
Lake Grace Sport & Rec SARS reserve	124,579	0	222	0	0	(124,579)	0	0	124,801
Lake King Sport & Rec SARS reserve	32,721	0	58	0	0	(32,721)	0	0	32,779
Varley Sport & Rec SARS reserve	30,688	0	55	0	0	(30,688)	0	0	30,743
Lake Grace Sewerage reserve	1,121,616	0	2,002	14,502	0	0	0	1,136,118	1,123,618
Newdegate Sports Dam reserve	26,564	0	47	343	0	(26,907)	0	0	26,611
Newdegate Stadium Floor reserve	23,968	0	43	310	0	0	0	24,278	24,011
Community Water Supplies reserve	11,895	0	21	154	0	0	0	12,049	11,916
Newdegate Ground Keeping reserve	15,562	0	28	201	0	0	0	15,763	15,590
Office Furniture & Equipment reserve	13,216	0	24	171	0	0	0	13,387	13,240
Newdegate Centuary reserve	36,885	0	66	477	0	(5,000)	0	32,362	36,951
History Book reserve	5,426	0	10	5,070	0	0	0	10,496	5,436
Essential Medical reserve	737,875	0	1,317	9,541	0	0	0	747,416	739,192
	5,601,761	0	9,999	375,000	0	(654,930)	0	5,321,831	5,611,760

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

KEY INFORMATION



Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 August 2019
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- non-operating	13	0	57,348	(18,990)	38,358
Total unspent grants, contributions and reimbursements		0	57,348	(18,990)	38,358
Provisions					
Annual leave		154,310	0	(14,563)	139,747
Long service leave		174,962	0	(9,936)	165,026
Total Provisions		329,272	0	(24,499)	304,773
Total other current assets		329,272			343,131
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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 benefits

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 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. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Grants Commission - General	0	0	0	0	0	728,975	182,244	182,356
Grants Commission - Road Funds	0	0	0	0	0	598,087	149,522	149,590
Law, order, public safety								
Grant - DFES LGGS Operating	0	0	0	0	0	51,121	8,520	0
Education and welfare								
Grant - Seniors Activities	0	0	0	0	0	1,000	166	0
Grant - Youth Activities	0	0	0	0	0	1,000	166	0
Transport								
Contributions - Street Lighting	0	0	0	0	0	8,000	1,332	0
Direct Grant - MRWA	0	0	0	0	0	313,483	52,246	0
Economic services								
Grant - Tourism & Services Promotion	0	0	0	0	0	36,000	6,000	0
Other property and services								
Fuel Tax Rebates	0	0	0	0	0	0	0	1,475
	0	0	0	0	0	1,737,666	400,196	333,421
Operating contributions								
General purpose funding								
ESL Administration Fee	0	0	0	0	0	4,000	666	0
Recreation and culture								
Contributions	0	0	0	0	0	4,000	666	0
Lake King Pavilion / Oval - Hire Fees	0	0	0	0	0	500	82	0
	0	0	0	0	0	8,500	1,414	0
TOTALS	0	0	0	0	0	1,746,166	401,610	333,421

Please refer to the compilation report

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	
Non-operating grants and subsidies								
Recreation and culture								
Grants & Contributions - Lake King	0	0	0	0	0	87,715	14,618	0
Contributions - Other Culture	0	0	0	0	0	100	16	0
Transport								
Grant - Roads To Recovery	0	57,348	(18,990)	38,358	38,358	823,753	137,292	18,990
Grant - Regional Road Group	0	0	0	0	0	344,500	57,416	0
	0	57,348	(18,990)	38,358	38,358	1,256,068	209,342	18,990
Non-operating contributions								
Recreation and culture								
Grants & Contributions - NGT Rec Centre	0	0	0	0	0	30,000	5,000	0
	0	0	0	0	0	30,000	5,000	0
TOTALS	0	57,348	(18,990)	38,358	38,358	1,286,068	214,342	18,990

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 14
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2019	Received	Paid	31 Aug 2019
	\$	\$	\$	\$
Hall deposits	4,925	0	(665)	4,260
Housing bonds	5,742	0	(3,210)	2,532
Standpipe bonds	7,829	102	0	7,931
Cat traps	50	0	0	50
Swimming pool key bond	230	0	0	230
Key bonds	125	0	0	125
Miscellaneous deposits	1,327	0	0	1,327
	20,228	102	(3,875)	16,455

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 15
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 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Law, order and public safety	(22,943)	(90.25%)	▼ Timing	DFES LGGS yet to be received & CESM expenses yet to be invoiced.
Community amenities	121,265	73.23%	▲ Timing	Sewerage Rates & Fixture Charges raised in August
Transport	(54,097)	(93.50%)	▼ Timing	Regional Road Group, Direct Grant & Roads to Recovery lower than anticipated
Economic services	(21,629)	(62.84%)	▼ Timing	Sale of Water & Gravel lower than anticipated, Research Station fees not yet due
Expenditure from operating activities				
Health	42,055	67.16%	▲ Timing	Depreciation yet to be raised, EHO expenses yet to be invoiced. Receptionist Support Payment not due, Mosquito Control not yet commenced.
Housing	28,083	81.44%	▲ Timing	Depreciation yet to be raised, Building Maintenance not yet undertaken due to staff changes
Community amenities	63,938	38.52%	▲ Timing	Depreciation yet to be raised, Timing of expenses in relation to Landfill Mtc, Sewerage Mtc and NRM arrangements
Recreation and culture	275,190	65.42%	▲ Timing	Depreciation not yet raised, Building Mtc, Garden Mtc, Pool Salaries, Pool Operating lower than anticipated
Transport	299,987	42.84%	▲ Timing	Depreciation not yet raised, Town Street Mtc lower than anticipated, Rural Road Mtc Higher then anticipated.
Economic services	70,675	52.39%	▲ Timing	Depreciation not yet raised, Admin Allocated, Tourism Promotion, Building Surveyor, Standpipe expenses lower than anticipated,
Other property and services	(109,045)	(687.37%)	▼ Timing	Depreciation not yet raised, PWOH & POC to be reallocated
Investing activities				
Non-operating grants, subsidies and contributions	(195,352)	(91.14%)	▼ Timing	Regional Road Group & Roads to Recovery lower than anticipated. Lake King Play Ground Grant delayed as claimed on completion.
Capital acquisitions	947,078	89.54%	▲ Timing	Roadworks yet to commence as we are waiting on clearing permits. Plant, Furniture & Equipment yet to be ordered. Footpaths commencing in October

MOORE STEPHENS

Ms Denise Gobbart
Chief Executive Officer
Shire of Lake Grace
PO Box 50
LAKE GRACE WA 6353

Level 15 Exchange Tower
2 The Esplanade
Perth, WA 6000

PO Box 5785
St Georges Terrace, WA 6831

T +61 (0)8 9225 5355
www.moorestephens.com.au

Dear Denise

COMPILATION REPORT TO THE SHIRE OF LAKE GRACE

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Lake Grace, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 August 2019. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF LAKE GRACE

The Shire of Lake Grace are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Lake Grace we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Lake Grace provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Lake Grace. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

Moore Stephens (WA) Pty Ltd
Moore Stephens (WA) Pty Ltd
Chartered Accountants



RUSSELL BARNES
DIRECTOR

24 September 2019

Bank Statement

Summary:

Page 8 of 8

G/L Account (as at Month End)
1A0011010 Municipal Bank Account MUN

Statement No 10
Statement Date 30/09/2019

Opening Balance	3,217,869.52
Deposits	\$1,144,124.22
Payments	-438,548.29
Fees	-41,797.08
Adjustments	-119,230.77
Closing Balance	3,762,417.60

Opening Balance	3,215,239.82
<u>Reconciled Items</u>	
Deposits	1,139,747.67
Payments	-435,767.32
Fees	-41,797.08
Adjustments	-119,030.77
Closing Balance	3,758,392.32

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	6,806.25
Payments	-2,780.97
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	4,025.28
Total - To agree with GL	3,762,417.60

Municipal Account - Reconciliation to 30/09/2019

Fees:

Dept of Transport	\$44,086.15
Bank Fees	\$595.15
LESS: Interest Received	<u>-\$2,884.22</u>
	\$41,797.08

Adjustments

Payroll	\$119,030.77
Payroll Rent Deduction	\$200.00
	<u>\$119,230.77</u>

Outstanding Deposits

Cash/Chq 27/09/2019	\$6,806.25
	<u>\$6,806.25</u>

Outstanding Payments

Chq 36802	-\$93.00
Chq 36803	-\$2,011.86
Chq 36804	<u>-\$676.11</u>
	-\$2,780.97

ENTERED

By Victoria Gracheva - FO at 6:20 pm, Oct 01, 2019

APPROVED

By Denise Gobbart - CEO at 2:36 pm, Oct 02, 2019

Shire of Lake Grace



Reserve No	Reserve Account Name	Balance
11	Emergency Services Reserve Bank	\$27,029.43
12	Housing Reserve Bank	\$831,734.22
13	Swimming Pool (Lake Grace) Reserve Bank	\$176,301.41
14	Land Development Reserve Bank	\$122,293.61
15	Leave Reserve Bank	\$222,034.98
16	Plant Replacement Reserve Bank	\$1,327,074.42
17	Recreation Reserve Bank	\$18,849.00
18	Works & Services Reserve Bank	\$540,525.95
19	Newdegate Hall Reserve Bank	\$124,655.57
20	Lake Grace TV Reserve Bank	\$35,285.78
21	Newdegate TV Reserve Bank	\$2,340.03
23	Varley Sullage Reserve Bank	\$1,658.20
24	Lake Grace Sport & Rec SARS Reserve	\$124,907.37
29	Lake King Sport & Rec SARS Reserve	\$32,807.25
30	Varley Sport & Rec SARS Reserve	\$30,768.89
31	Lake Grace Sewerage Scheme Reserve Bank	\$1,124,572.35
35	Newdegate Sports Dam Reserve Bank	\$26,634.39
36	Newdegate Stadium Floor Reserve Bank	\$24,031.05
37	Community Water Supply Reserve Bank	\$11,926.65
39	Newdegate Ground Keeping SARS Reserve Bank	\$15,603.50
40	Office Furniture & Equipment Reserve Bank	\$13,250.56
41	Newdegate 100 Year Centenary Reserve Bank	\$36,982.58
42	History Book Reserve Bank	\$5,439.81
43	Essential Medical Services Reserve Bank	\$739,819.82
		<u>\$5,616,526.81</u>

Bank Balance

PROCESS DATE: 30/09/2019

Term Deposit	
Reserve Acc	\$5,616,526.81
	<u>\$5,616,526.81</u>

ENTERED
By Victoria Gracheva - FO at 12:19 pm, Oct 02, 2019

APPROVED
By Denise Gobbart - CEO at 12:58 pm, Oct 02, 2019

Variance \$0.00

Reserves Fund Statement

Bank Statement

Summary:

G/L Account (as at Month End)
 1A0013050 Trust Fund Cash At Bank MUN

Opening Balance	16,454.57
Deposits	\$2,220.00
Payments	-1,582.00
Fees	0.00
Adjustments	0.00
Closing Balance	17,092.57

The Bank Statement balances to the General Ledger

ENTERED
 By Victoria Gracheva - FO at 11:47 am, Oct 02, 2019

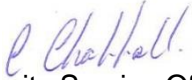
APPROVED
 By Denise Gobbart - CEO at 2:35 pm, Oct 02, 2019


Statement No 10
 Statement Date 30/09/2019

Opening Balance	19,669.57
<u>Reconciled Items</u>	
Deposits	2,220.00
Payments	-2,632.00
Fees	0.00
Adjustments	0.00
Closing Balance	19,257.57
<u>Unreconciled Items</u>	
Deposits	0.00
Payments	-2,165.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-2,165.00
Total - To agree with GL	17,092.57

14.6 COMMUNITY SERVICES

14.6.1 CHRISTMAS AND NEW YEAR 2019/20 TRADING HOURS

Applicant: Community Services
File No. 0817
Attachments: 1. Letter from the Department of Mines, Industry Regulation and Safety-Consumer Protection Division.
Author: Mrs Cheryl Chappell

 Community Service Officer

Disclosure of Interest: Nil
Date of Report: 7 October 2019
Senior Officer: Ms Meredith Taylor

 Marketing & Engagement Coordinator

Summary

For Council to consider applying for an extension of trading hours over the 2019/20 Christmas and New Year period.

Background

In previous years, a trading hour package based on the current Perth hours has been offered to regional Local Governments. However, the majority of Local Governments have declined the offer in the past and have applied for their own locally preferred Christmas/New Year trading arrangements.

From 2015 to 2018 the Shire adopted trading hours based on those in the metropolitan area, as listed below:

8.00am to 9.00pm	Monday to Friday
8.00am to 5.00pm	Saturday
11.00am to 5.00pm	Sundays and Public Holidays
Christmas Day	Closed

In the notification to the Shire of Lake Grace's retailers it has always stressed that, with all extended trading hour variations, the decision to open or not during the additional hours provided is at the retailers' discretion.

Comment

The Department of Mines, Industry Regulation and Safety-Consumer Protection Division recognises that metropolitan hours may not meet the needs of the local community, therefore local governments that require amended trading hours need to consider their specific requirements and a proposal needs to be submitted with their application.

If Council do not support the extension of trading hours based on those in the metropolitan area, then an alternative recommendation would be that 'Council not support extended trading arrangements over the 2019/20 Christmas and New Year period'.

Legal Implications

Retail Trading Hours Act 1987
Part III Retail Trading Hours

12E. Variation of trading hours (1) The Minister may by order vary the trading hours of retail shops by—

- (a) requiring retail shops to be closed at a time or times when the shops would otherwise not be required to be closed under section 12(1) or (3), 12B or 12D; or
- (b) authorizing retail shops to be open at a time or times when the shops would otherwise be required to be closed under any of those provisions

Policy Implications

Nil

Consultation

Internal: Denise Gobbart, Chief Executive Officer

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Economic Objective – A prosperous agricultural based economy, supporting diversification of industry

Outcome 1.2 A diverse and prosperous economy

- 1.2.2 support local business and promote further investment in the district

Recommendation

That Council seek approval from the Department of Commerce for extended trading hours for the Shire of Lake Grace over the 2019/20 Christmas and New Year period, commencing from Monday 2 December 2019 and concluding on Wednesday 1 January 2020, both dates are inclusive. The hours will be as follows:

8.00am to 9.00pm	Monday to Friday
8.00am to 5.00pm	Saturday
11.00am to 5.00pm	Sunday and Public Holidays
Christmas Day	Closed

Voting Requirements

Simple majority required



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**
Consumer Protection

20 September 2019

Chief Executive Officer
Shire of Lake Grace
PO Box 50
LAKE GRACE WA 6353

Shire of Lake Grace
File No: <u>0498</u>
01 OCT 2019
Xref: _____
Records #: <u>1112235</u>
Officer: <u>CEO</u>

Dear Sir or Madam,

2019-20 CHRISTMAS/ NEW YEAR RETAIL TRADING EXTENSIONS

The Department of Mines, Industry Regulation and Safety-Consumer Protection Division (Consumer Protection) invites you to consider applying for retail trading extensions within your locality, over the 2019-20 Christmas/New Year period.

Regional Local Governments that are yet to consider this issue are encouraged to do so at the earliest opportunity and where appropriate, formulate a Christmas trading proposal in accordance with local community needs.

Local Government's that wish to apply for an extension of retail trading hours over the 2019-20 Christmas/New Year period, should complete and submit the enclosed application form.

To enable sufficient time for processing please ensure your application is made before 31 October 2019.

Should you have further queries in relation to this advice, please contact this office on (08) 6251 2453 or by email to graeme.watts@dmirs.wa.gov.au.

Yours sincerely

Graeme Watts
**PRINCIPAL COMPLIANCE OFFICER RETAIL TRADING
AUTOMOTIVE, MARINE AND TRADING HOURS BRANCH**

A28966341



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**

Consumer Protection

**NON METROPOLITAN LOCAL GOVERNMENT
APPLICATION FOR EXTENDED TRADING HOURS**

TEMPORARY / SHORT TERM ADJUSTMENTS

1. **Lodged by:**

Sponsoring Local Government

Postal Address

Suburb / Town

Post Code

Contact Person

Telephone

Facsimile

It is important to note that submissions made under these terms will not be considered within 12 months of a previous application which was defeated / not approved due to insufficient retailer and / or community support.

2. **Dates and / or Times required:**

If space here is insufficient, please continue on a separate sheet.

3. **Location:**

Please specify the exact area the proposed trading extension will apply to eg. Local Government boundaries, town boundaries, individual buildings or streets etc.

4. Reason for submission:

5. Undertaking:

SUPPORT AND TRADERS' OPENING DISCRETION

"I confirm the proposed trading extension is supported by -

(name of the local trader organisation consulted eg. Local Chamber of Commerce)

the majority of local community members and retailers and the clear majority of local Councillors.

I further confirm that, should approval be granted, all traders will be advised of their rights to exercise individual discretion whether to open or not during the proposed trading extension."

Signature

Date

Name / Position:

6. Lodgement of applications:

Please forward completed applications at least **TWO WEEKS** prior to the planned activity to:

**Automotive, Marine and Trading Hours Branch
Department of Mines, Industry Regulation and Safety
Locked Bag 14
CLOISTERS SQUARE 6850 or by fax to: (08) 6251 2818**

If you have any enquiries regarding your application please contact the Retail Trading Unit on **(08) 6251 1406**.

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN**16.1 INFORMATION BULLETIN – OCTOBER 2019**

Applicant: Internal Report
File No. N/A
Attachments: Information Bulletin (under separate cover)
Author: Miss Cheryl Cavanagh


 Executive Assistant

Disclosure of Interest: Nil
Date of Report: 01 October 2019
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer

Summary

The purpose of the Information Bulletin is to keep Elected Members informed on matters of interest and importance to Council.

Background

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

Note: The Information Bulletin is an internal management document; therefore attachments are not for public information.

Copies of other relevant Councillor information are distributed via email.

Comment

This month's Information Bulletin Report has been emailed to Councillors.

The October 2019 Information Bulletin attachment includes:

Reports

1. Council Status Report – October 2019
2. Infrastructure Services Report – September 2019
3. Monthly Schedules – August 2019
4. Environmental Health Officer Report – July to September 2019
5. Newdegate Library Report and Statistics – July to September 2019
6. Lake King Library Report and Statistics – July to September 2019
7. Lake Grace Visitor Centre Report

Circulars, Media Releases & Newsletters

9. Infopage – Candidate Signage for Local Government Elections - 20 September 2019
10. Infopage – Size and Scale Compliance Regime – Local Government Act Review Advocacy – 20 September 2019

Agendas & Minutes

11. Lake Grace District Regional Health Advisory Council Meeting Minutes 3 September 2019
12. WALGA State Council Meeting Summary Minutes – 6 September 2019

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 – 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values.

Outcome 4.1 A strategically focused, unified Council functioning efficiently

- 4.1.1 Provide informed leadership on behalf of the community
- 4.1.2 Promote and advocate for the community and district
- 4.1.3 Provide strategic leadership and governance

Outcome 4.2 An efficient and effective organisation

- 4.2.1 Maintain accountability and financial responsibility through effective planning
- 4.2.2 Comply with statutory and legislative requirements

Recommendation

That Council accepts the Information Bulletin report.

Voting Requirements

Simple majority required.

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

That Council move behind closed doors at ___ pm to consider items:

- 17.1.1 Bankwest Facility Terms and Agreements

These items and any attachments are confidential in accordance with Section 5.23(2)(c) of the Local Government Act 1995 as they contain ‘a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at meetings employees’

- 17.1.2 Organisation Structure Review

These items and any attachments are confidential in accordance with Section 5.23(2)(a) of the Local Government Act 1995 as they contain ‘a matter effecting an employee or employees’

17.1 ADMINISTRATION**17.1.1 BANKWEST FACILITY TERMS AND AGREEMENTS**

Item forwarded under a separate cover

17.1.2 ORGANISATION STRUCTURE REVIEW

Item forwarded under a separate cover

Recommendation

That Council move out from behind closed doors at ___ pm.

18.0 DATE OF NEXT MEETING**18.1 NOVEMBER 2019 ORDINARY MEETING**

The next Ordinary meeting of Council is scheduled to take place on Wednesday 20 November 2019, commencing at 1.30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at ___pm.