

Shire of Lake Grace

Ordinary Council Meeting

Minutes

17 April 2019



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SHIRE OF LAKE GRACE

Minutes for the Ordinary Meeting of Council held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 17 April 2019.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at 1.41 pm.

2.0 DISCLAIMER READING

A recording of the disclaimer was played aloud.

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3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**3.1 PRESENT**

Cr JF De Landgrafft	Shire President
Cr SG Hunt	Deputy Shire President
Cr R Chappell	
Cr DS Clarke	
Cr RA Lloyd	
Cr AD Marshall	
Cr MG Stanton	
Cr P Stoffberg	

In Attendance

Ms B Knight	Deputy Chief Executive Officer
Ms V Crispe	Manager Infrastructure Services
Miss C Cavanagh	Executive Assistant

Observers/Visitors

Nil

3.2 APOLOGIES

Ms D Gobbart	Chief Executive Officer
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3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Cr Spurr has been granted leave from Monday 1 April 2019 to Tuesday 30 April 2019 inclusive.

Cr Marshall has been granted leave from Monday 24 June 2019 to Friday 2 August 2019 inclusive.

Cr Clarke has been granted leave from Saturday 14 July 2019 to Thursday 1 August 2019 inclusive.

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

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

Cr Clarke declared a financial interest in item 14.2.1 Application for Development Approval – Proposed Light Industry on Lot 576 (No.43) Dewar Street, Lake Grace (refer page 44) with the nature of the interest being we do business with the Hunt family, Lindandrew.

Cr Chappell declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 83) with the nature of the interest being CBH Shareholder, storage, handling, freight and marketing of grain.

Cr Clarke declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 83) with the nature of the interest being CBH Shareholder, storage and handling of grain and purchase of lime.

Cr De Landgrafft declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 83) with the nature of the interest being CBH Shareholder, storage, sale and purchase of grain and fertiliser purchase.

Cr Lloyd declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 83) with the nature of the interest being CBH Shareholder and storage of grain.

Cr Marshall declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 83) with the nature of the interest being CBH Shareholder, storage and marketing of grain.

Cr Stanton declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 83) with the nature of the interest being minor shareholder, delivery of grain to CBH for storage, handling and marketing.

Cr Stoffberg declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 83) with the nature of the interest being catering for training.

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

Nil

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

Cr Clarke declared an impartiality interest in item 14.1.3 Approval to Commence Road Name Change Process – Hilton Road to Strevett Road (refer page 28) with the nature of the interest being we are neighbours.

Cr Stanton declared an impartiality interest in item 14.1.3 Approval to Commence Road Name Change Process – Hilton Road to Strevett Road (refer page 28) with the nature of the interest being Mr Kingsley Strevett is my wife's brother in law.

Cr Chappell declared an impartiality interest in item 14.6.1 Holt Rock Tennis Court Request Support in their National Court Rebate Application for the Re-Surfacing of Varley Tennis Courts (refer page 164) with the nature of the interest being the author Cheryl Chappell is my wife.

Cr Chappell declared an impartiality interest in item 14.6.2 Request Support for the Women in Farming Enterprises (WIFE) Annual Seminar (refer page 183) with the nature of the interest being the author Cheryl Chappell is my wife.

Cr Clarke declared an impartiality interest in item 14.6.2 Request Support for the Women in Farming Enterprises (WIFE) Annual Seminar (refer page 183) with the nature of the interest being I am a member of the WIFE group.

Cr Chappell declared an impartiality interest in item 14.6.3 Local Government Grant Scheme Budget with Application for an Appliance in Newdegate (refer page 187) with the nature of the interest being I am a Fire Control Officer and I chair the meetings.

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

Applications for Leave of Absence were received in writing from Councillor Stanton.

Resolution**RESOLUTION 12964**

Moved Cr Chappell
Seconded Cr Clarke

That leave of absence be granted to Cr Stanton for the period Wednesday 24 April 2019 to Sunday 28 April 2019 inclusive

CARRIED 8/0

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President informed Council that she will be attending the opening ceremony of the refurbished Varley Museum on Thursday 25 April 2019. The President is very much looking forward to this event and to seeing the results of the refurbishment.

The President also extended thanks, on behalf of the community, to Shire Community Services Officer Cheryl Chappell for her contribution and involvement in this project.

10.0 CONFIRMATION OF MINUTES**10.1 ORDINARY MEETING – 20 MARCH 2019**Recommendation/Resolution**RESOLUTION 12965**

Moved Cr Stoffberg
Seconded Cr Marshall

That the Minutes of the Ordinary Council Meeting held on 20 March 2019 be confirmed as a true and accurate record.

CARRIED 8/0**10.2 ANNUAL MEETING OF ELECTORS – 4 APRIL 2019**Recommendation/Resolution**RESOLUTION 12966**

Moved Cr Clarke
Seconded Cr Lloyd

That Council

1. Receive the minutes of the Annual General Meeting of Electors held on 4 April 2019; and,
2. Note the decisions made therein pertaining to the receipt of the following reports:
 - Presidents Report – 30 June 2018;
 - Chief Executive Officer's Report – 30 June 2018;
 - Financial Statements – 30 June 2018; and,
 - Auditors Report – 30 June 2018.

CARRIED 8/0

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13.0 REPORTS OF COMMITTEES

13.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE

Recommendation/Resolution

RESOLUTION 12967

Moved Cr Clarke
Seconded Cr Stoffberg

That Council receives the Minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee Meeting held on 12 March 2019.

CARRIED 8/0

Shire of Lake Grace

Lake Grace Library Resource &
Community Resource Centre
Management Committee

Minutes

12 MARCH 2019



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SHIRE OF LAKE GRACE

Minutes for the Lake Grace Community Library Resource and Community Resource Centre Management Committee Meeting held at the Lake Grace Community Library, Lake Grace, WA on Tuesday 12 March 2019.

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson opened the meeting at 11:04am.

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

2.1 PRESENT

Mary Naisbitt	Chairperson
Cathy Willis	Principal, Lake Grace District High School
Michelle Lay	School Administrator, Lake Grace District High School
Suzanne Reeves	Lake Grace Community Resource Centre Manager
Ollie Farrelly	Community Representative
Cr Debrah Clarke	Lake Grace Shire Council Representative
Lee Trevenen	Shire Administration Co-ordinator
Lois Dickins	Library Co-ordinator

Observers/Visitors

Nil

2.2 APOLOGIES

Belinda Knight	Lake Grace Shire Deputy CEO
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2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Nil

3.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

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4.0 CONFIRMATION OF MINUTES

4.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE – 13 NOVEMBER 2018

Recommendation/Resolution

RESOLUTION 201901

Moved: O Farrelly
Seconded: D Clarke

That the minutes of the Lake Grace Community Library Resource & Community Resource Centre Management Committee Meeting held on the 13 November 2018 be confirmed as a true and accurate record.

CARRIED 6/0

4.2 BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

5.0 DECLARATIONS OF INTEREST

Nil

6.0 NOTICES OF URGENT BUSINESS

Nil

7.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

Nil

8.0 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

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9.0 MEMBERS REPORTS

9.1 LIBRARY REPORT

Our book exchange and accessioning are all up to date. VDX requests are happening, but just. Book Club is still going steady. Issue 1, 2019 has had good sales.

LEGO club are using the library again this year. 10 to 20 children come every Tuesday after school. Amanda Trevenen does tutoring every Monday and Wednesday afternoon.

The Library Officers job has been advertised. The successful applicant will start next term.

Late last year, the Shire held a kite making and flying day. Photos and kites were given to Lydia and I to display in the library. The display brightened up our corner and created lots of interest. We are now looking forward to the second lot for display.

Year 10 student Kenny Perham has started Work Placement in the library with Lydia on Thursday afternoons. Kenny seems keen to learn the workings of the library.

On Thursday afternoons, Lydia puts all chairs up onto the tables to help the cleaner out with vacuuming.

Statistics since the last meeting:

November 2018	Issues & Renewals 685	Borrower Visits	374
December 2018	Issues & Renewals 177	" "	153
January 2019	Issues & Renewals 238	" "	56
February 2019	Issues & Renewals 628	" "	339

Recommendation/Resolution

RESOLUTION 201902

Moved: L Dickins

Seconded: D Clarke

That the report and statistics of the Lake Grace Community Library be confirmed.

CARRIED 6/0

Shire of Lake Grace Lake Grace Library Resource and Community
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9.2 CRC REPORT

After the mayhem of pre-Christmas it was nice to have a small reprieve over January to catch up with some of the backlog. It has been incredibly busy since we put out our first paper with a number of workshops and catch up meetings for various groups that we are involved with. The Late Night Shopping went well and once again the weather was kind to us; this event wouldn't be possible without the effort that is put in by a number of local groups and individuals. We are looking at some funding for some entertainment for the event this year.

We have introduced a more thorough annual plan in place for the Lakes Link and it is working quite well. We have introduced some new articles, which is a good balance as we have been inundated with advertising. The volume of advertising although great financially has made it tricky with placement. 2019 is the first year we have fully introduced an email version of the Lakes Link; a few of our paper subscribers have moved to the online version but the main ones subscribing to online are those who have never subscribed before. Most are ex residents and are thrilled to be able to get the paper at a more affordable cost.

Workshops we have held have been Rural Minds in Varley and Lake Grace, Forklift and an AdvoCare information session. Coming up we have an ASIST workshop and Peter Lyndon James Tough Love seminar. The crochet/knitting group for Wheelchairs for Kids will restart on the first Friday in April, we will also hold another forklift in June.

LDAG will be holding a parent information session in April, part of this will also be an opportunity to find out what kind of information parents are wanting. LDAG do have access to funding for communities and families but it is ideas that we need.

Roadwise will be having the Driver Reviver out again for Easter, we are moving forward on our localized safety campaign with the local police happy to match up with us in having strategic campaigns.

The community bus has been heavily booked for the last month and following a committee meeting last week the price will be going up from 85c/km to \$1/km. The booking and hire process seems to be working quite well and we will be advertising for someone willing to clean the bus for a fee on

ANZAC Day is approaching and the CRC has funding to cover some of the costs for this, we are yet to have a meeting with our RSL group.

Recommendation/Resolution

RESOLUTION 201903

Moved: S Reeves

Seconded: O Farrelly

That the report of the Lake Grace CRC be confirmed.

CARRIED 6/0

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9.3 CRC SEMINAR ROOM FINANCIAL REPORT

13/11/2018 - 12/03/2019

Seminar Room Hire Account Reconciliation:

Balance of Seminar Room Account 13/11/2018		\$1,485.59
30/11/18	Bank Interest	\$0.12
12/12/18	Venue Hire (Nov)	\$143.93
31/12/18	Bank Interest (No venue hire for Dec)	\$0.13
31/01/19	Bank Interest (No venue hire for Jan)	\$0.13
28/02/19	Interest	\$0.12
6/03/19	Venue Hire (Feb)	\$81.82
		<u>\$1,711.84</u>

Seminar Room Bank Account Statement Reconciliation:

Balance of Feb 28th Bank Statement		\$1,630.02
Less Unpresented payments	\$81.82	\$1,711.84
Plus Unrecorded deposits	\$0	<u>\$1,711.84</u>

Recommendation/Resolution

RESOLUTION 201904

Moved: S Reeves

Seconded: D Clarke

That the financial report of the Lake Grace Community Resource Centre be confirmed.

CARRIED 6/0

10.0 MATTERS FOR DISCUSSION**10.1 CLEANERS STORE ROOM DOOR**

Michelle has organised for the store room door to be rehung so it swings outward.

10.2 PAYMENT OF WAGES

The school has previously been paid quarterly in advance for wages and asked why this has changed. Lee will take this back to the Shire CEO and also look at the agreement.

10.3 CLEANING

The CRC/Library cleaner has 1.25 hours a week to clean the foyer, kitchen and toilets. As this is not long enough to do a good job all the time, Suzanne has indicated that the CRC staff would clean the front door and the Library staff would clean the back door and empty library bins. All staff would be responsible for the cleaning of the kitchen.

10.4 BUILDING MAINTENANCE

The building needs maintenance done, especially outside. Cathy explained that the Education Department maintenance budget is very low for the whole state. Cathy will take the matter to the Lake Grace P & C to get them to write letters to the politicians.

11.0 OTHER BUSINESS**11.1 SHIRE/EDUCATION DEPARTMENT 50/50 MAINTENANCE COSTS**

Michelle is going to send an invoice of \$794.00 to the Shire for half of the 2018 building maintenance costs.

11.2 SHIRE BUDGET

Lee will send a budget request form to Michelle so the school can submit a request for Library wages and building maintenance costs.

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12.0 DATE OF NEXT MEETING

12.1 28 MAY 2019 COMMITTEE MEETING

The next Lake Grace Library Resource and Community Resource Centre Management Committee Meeting is scheduled to take place on Tuesday 28 May 2019, commencing at 11.00 am at the Lake Grace Community Library, School Place, Lake Grace.

13.0 CLOSURE

There being no further business, the Chairperson closed the meeting at 11:47am.

14.0 CERTIFICATION

I _____ certify that the minutes of the meeting held on the 12 March 2019 as shown were confirmed as a true record at the meeting held on 28 May 2019.

Presiding Member

Date

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 AUTHORISATION TO PAY BUSHBY ACCOUNT RAISED FROM THE PRIOR YEAR

Applicant: Internal Report
File No. 0482
Attachments: Nil
Author: Mr Jason Lip

Disclosure of Interest: Nil
Date of Report: 02 April 2019
Senior Officer: Ms Vanessa Crispe


 Technical Officer


 Manager Infrastructure Services

Summary

That Council authorise the payment of an invoice for materials procured for a road construction project completed in the last financial year 2017/18.

Background

During the 2017/18 financial year, work was started and completed on the North Lake Grace-Karlgarin Road's 'S bends', which were a sequence of narrow curves a few kilometres east from the intersection with the Lake Grace-Kulin Road (also known as Gorge Rock Road).

During planning, the Shire had to find a source of gravel near the worksite, as there was no suitable gravel that could be utilised from the road reserves. From this, the Shire made inquiries with landowners nearby seeking permission to push up and take gravel from their privately held land.

One such landowner is Mr. Bushby. The Shire had taken gravel out of his pits in order to progress with works on the 'S bends', and whom recently sent in the invoice for the purchase of gravel.

Comment

The Shire is unable to pay Mr. Bushby's invoice for 4,000 m³ of loose gravel (at a rate of \$1.25/m³ exc. GST) as Job 1213035 – "North Lake Grace-Karlgarin Rd" has no funds budgeted since it is considered completed and closed as of the end of the last financial year 2017/18.

The "Road Making Materials Agreement" document for this procurement is unable to be located, but the \$1.25/m³ rate is consistent with agreement documents the Shire does possess from other landowners.

The Shire notes that there is already a "RP Bushby" creditor in the SynergySoft system and that the Shire has previously paid for gravel from this landowner.

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

Shire of Lake Grace Policy – 5.5 Road Making Materials

Objective: To ensure that materials are obtained at the lowest cost to the Shire together with proper written evidence of Council's obligations.

- Guidelines:
- 1) To document agreements with landholders for the supply of road making materials.
 - 2) To outline any conditions relating to the taking of road making materials.
 - 3) Property owner not required to obtain Extractive Industries licence as it is the Shire that is operating the pit.
 - 4) To specify compensation payable.
 - 5) To prescribe rehabilitation requirements.
 - 6) To prevent disputes arising from removal of road making materials.

Consultation

Internal: Vanessa Crispe, Manager Infrastructure Services
 Denise Gobbart, Chief Executive Officer

Financial Implications

An unbudgeted expenditure of \$5,000 exclusive of GST under the Job 1213035 – “North Lake Grace-Karlgarin Road”

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

- Outcome 1.1 An innovative, productive agriculture industry
- 1.1.1 Enhance and maintain transport network

Voting Requirements

Absolute Majority of Council required.

Recommendation/Resolution

RESOLUTION 12968

Moved Cr Stoffberg
Seconded Cr Stanton

For Council to:

1. Authorise the unbudgeted expenditure of \$5,500 including GST to pay the outstanding invoice from Mr. RP Bushby; and
2. Allocate the unbudgeted expenditure for the aforementioned invoice to Job 1213035 – “North Lake Grace-Karlgarin Road”.

CARRIED BY ABSOLUTE MAJORITY 8/0

14.1.2 APPROVAL OF UNBUDGETED EXPENDITURE – REFURBISH 10B GUMTREE DRIVE, LAKE GRACE

Applicant: Internal Report
File No. 0810
Attachments: Nil
Author: Mr Jason Lip

Disclosure of Interest: Nil
Date of Report: 03 April 2019
Senior Officer: Ms Vanessa Crispe


 Technical Officer


 Manager Infrastructure Services

Summary

That Council approves the additional funding to the amount of \$21,505 to carry out refurbishment works on 10B Gumtree Drive.

Background

The duplex unit became vacant on the 31 May 2018, the standard housing inspection was carried at the time of the vacation and subsequently further inspections have been carried out determining what works are to be undertaken to return the duplex unit to a suitable liveable home. As it is an old house it will require a considerable work to refurbish the interior to modern living standards.

Comment

10B Gumtree Drive is not in a habitable state and requires refurbishment to modern living standards. At the recent IPAM Advisory Group meeting held on Wednesday 03 April 2019, members inspected 10B Gumtree Drive with the following areas agreed requiring urgent attention.

An estimation of funds required to have the following works completed have been extracted from the previous recent refurbishment works at 6 Banksia Place.

Cost Item	Cost
Kitchen refurbishment – new cupboards, gas oven/stove, splashbacks, sink	\$7,900
Bathroom refurbishment – new vanity, shower screen, taps and showerheads, all tiling	\$7,400
Back patio – new shade structure	\$2,750
Replace roller blinds not in insurance claim	\$1,500
<i>Total</i>	<i>\$19,550</i>
<i>GST</i>	<i>\$1,955</i>
<i>Grand Total</i>	<i>\$21,505</i>

The current 2018/2019 budget allocation for this building's capital job of \$10,000 has been allocated to the internal painting and the replacement of the air conditioning system.

The following Insurance claims that have been approved:

- Replacement of 2 doors interior - Complete
- Repairs to the flyscreens - Complete

- Broken window with new glass - Complete
- Exterior lattice on back veranda - Complete
- Trend TX2.5mm vinyl laid in the Kitchen - Outstanding
- New carpet and new underlay in the 2 bedrooms, hallway and living area - Outstanding
- New roller blinds - Outstanding

The new air-conditioner has been installed with the internal painting undertaken as of Tuesday 2 March 2019 as part of the 2018/2019 budget allocation. On inspection the morning of Tuesday 2 March 2019 it was discovered that the brick face walls had been painted after instructions were clearly given and included on the purchase order that this process was not to be undertaken. Due to the bricks being very porous the paint that had been applied would be impossible to remove. After inspection and with no option to remedy the current issue it was decided to continue and paint the remainder of the brick face walls.

As part of recruitment and retention for some staff a Shire-owned house is offered for the duration of their tenure. Recruitment tends to be a lengthy process and the Shire is unable to start the recruitment process (advertisement of the position) until there are houses available.

The Shire would like the funds approved to carry out the works as soon as possible rather than wait until the adoption of the 2019/2020 budget to minimise the current recruitment issues.

Legal Implications

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

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

*Absolute majority required.

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

Policy Implications

Nil

Consultation

Internal: Vanessa Crispe, Manager Infrastructure Services
 Denise Gobbart, Chief Executive Officer
 Shire of Lake Grace IPAM Advisory Group

Financial Implications

A cost of approximately \$21,505 would be incurred should Council agree for these works to go ahead. Expenditure would be allocated to Job 9197134 – “10B Gumtree Dr Capital” current budgeted amount of \$10,000. The funds will be offset by savings within various building maintenance accounts.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcome 1.1 An innovative, productive agriculture industry

- 1.1.1 Enhance and maintain transport network

Environment Objective – Protect and enhance our natural and build environment

Outcome 3.1 A well maintained attractive built environment servicing the needs of the community

- 3.1.1 Maintain, rationalise, improve or renew buildings and community infrastructure

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

Outcome 4.2 An efficient and effective organisation

- 4.2.2 Comply with statutory and legislative requirements
- 4.2.3 Provide a positive and safe workplace

Voting Requirements

Absolute Majority of Council required

Recommendation/Resolution

RESOLUTION 12969

Moved Cr Stanton

Seconded Cr Chappell

For Council to authorise an additional \$21,505 for further refurbishment works for 10B Gumtree Drive, increase the budget for Job 9197134 from \$10,000 to \$31,505.

CARRIED BY ABSOLUTE MAJORITY 8/0

Cr Clarke declared an impartiality interest in item 14.1.3 Approval to Commence Road Name Change Process – Hilton Road to Strevett Road with the nature of the interest being we are neighbours.

Cr Stanton declared an impartiality interest in item 14.1.3 Approval to Commence Road Name Change Process – Hilton Road to Strevett Road with the nature of the interest being Mr Kingsley Strevett is my wife's brother in law.

14.1.3 APPROVAL TO COMMENCE ROAD NAME CHANGE PROCESS – HILTON ROAD TO STREVETT ROAD
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Applicant:	Mr Kingsley Harry Strevett
File No.	0357
Attachments:	1. Letter from Kingsley Strevett and map 2. General Naming Policy 3. Road Naming Policy

Author:	Mr Jason Lip
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 Technical Officer

Disclosure of Interest:	Nil
Date of Report:	4 April 2019
Senior Officer:	Ms Vanessa Crispe


 Manager Infrastructure Services

Summary

For Council to approve the Shire in commencing the process to change the name of Strevett Road to Walsh Road and Hilton Road to Strevett Road.

Background

Currently the Strevett family resides on farming land on the east side of Hilton Road. The applicant Mr Kingsley Strevett, in a letter addressed to the Shire President, detailed his request to change the road that accesses his farms from Hilton Road to Strevett Road.

Mr Strevett's intention with this request is to minimise or eliminate confusion in regards to receiving visitors, tradesman, packages and freight deliveries to his properties, as there is a road named Strevett Road roughly 12 kilometres to the east of Hilton Road. People who try to visit Mr Strevett's properties are confused when they find that there are no Strevett's living on Strevett Road.

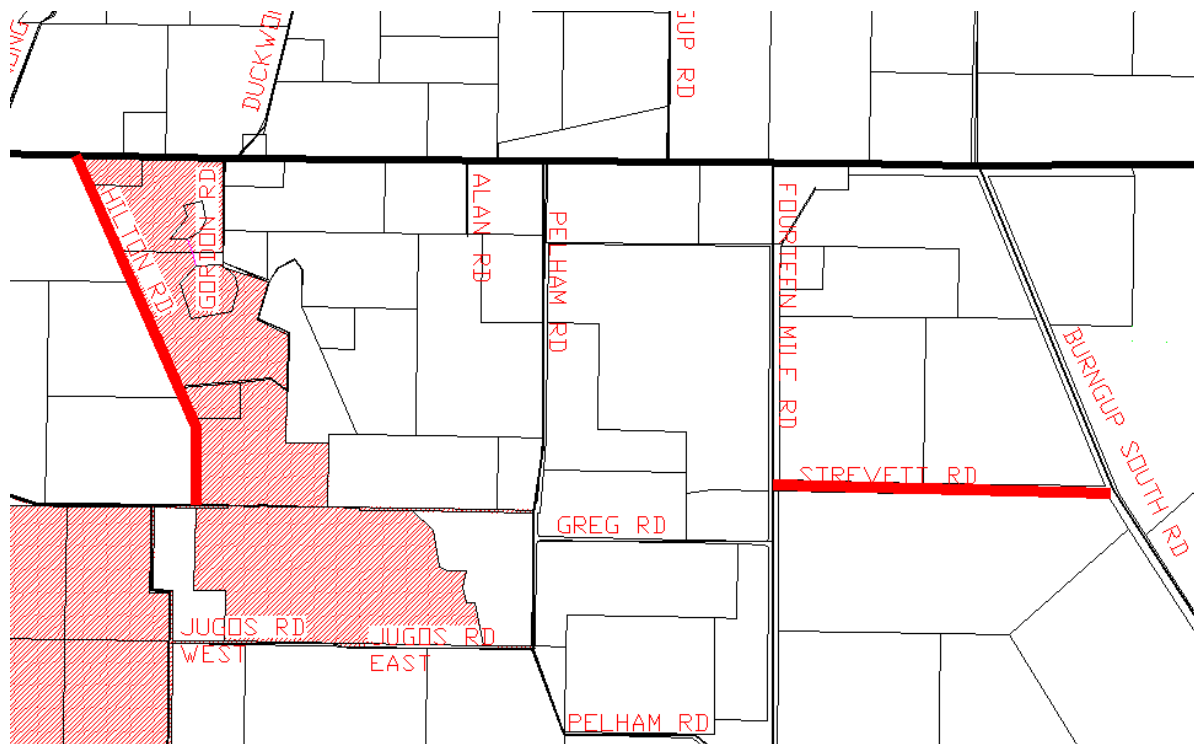
For Hilton Road is to have its name changed to Strevett Road, Mr Strevett also proposed that Strevett Road is it is currently known be changed to Walsh Road. The Walsh name is proposed to be named after Barry Walsh who used to own land there and was a former Shire President from May 1976 to May 1983.

In his letter, Mr Strevett indicates that he and his son wish to farm these lands for many years in to the future.

Comment

All land directly abutting Hilton Road from the east side is owned by Mr Strevett. Hilton Road is not directly accessible from Strevett Road; to get from one road to the other one would require

double-backing on to Fourteen Mile Road and the Lake Grace-Newdegate Road (Jugos Road East cannot handle any heavy traffic).



Mr Strevett's land coloured in red and relevant roads highlighted

If this request is approved by Council, the administration would submit the proposed road name change to Geographic Names Committee. They will perform a check as to whether the names meet their policy requirements (on top of our checking against their policy). This would include both the new Strevett Road and Walsh Road as replacement names. This is an informal process that simply checks the suitability of the road name, and is not an approval to have the road name changed.

Duplicate names are not allowed within the same locality, so the Hilton Road name change will not be approved unless the current Strevett Road name change is approved.

After their preliminary endorsement, it will be left to the Shire to develop a strategy to retrieve evidence of community support for the road name change. This will include landowners accessed by both Hilton Road and the current Strevett Road, in the form of a letter.

Under the *Policies and Standards for Geographical Naming in WA Version 01:2017*, consent for a road name change is considered achieved if the total number of responses plus the total number of non-responses (tacit consent) of all directly impacted population (landowners who are accessed by these roads) is greater than 50%. The Shire may also advertise through its publication channels (Facebook, local newsletter, Shire website, etc.) of their intention to change the names of the two roads and to invite complaints or consent from the wider community (all residents and businesses within the shire).

A follow-up Agenda Item will be submitted to Council once evidence of consent is received and the relevancy and actions taken for all complaints is compiled. If Council agrees to the

submission after reviewing all the evidence gathered, the documents and evidence will be forwarded to the Geographic Names Committee for final approval with the Minister for Lands.

Lastly, if both road name changes are approved, the Shire will need to broadcast that decision through the aforementioned publication channels and go through the process of updating its internal maps, mapping systems and road name signage.

Legal Implications

Land Administration Act 1997

26. *Land districts and townships, constitution etc. of*

(2) *Subject to section 26A, the Minister may by order –*

(a) *constitute land districts and townships; and*

(b) *define and redefine the boundaries of, name, rename, and cancel the names of, and, subject to this section, abolish land districts and townships; and*

(c) *name, rename and cancel the name of any topological feature, road or reserve.*

(3) *An order made under subsection (2) may include such matters enabled to be effected under and order made under another provision of this Act as the Minister thinks fit.*

26A. *New subdivisions, names of roads and areas in*

(4) *The Minister may –*

(a) *approve the proposed name; or*

(b) *direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or*

(c) *refuse to approve the proposed name.*

(5) *A person must not –*

(a) *assign a name to the area or road unless the name is first approved by the Minister;*

(b) *alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.*

Policy Implications

Nil

Consultation

Internal: Vanessa Crispe, Manager Infrastructure Services

Financial Implications

There are numerous incidental fees and costs that may have to be paid. Many charges are for informing the community of the intention to undergo the road name change, such as paying for advertising space in the community newsletter, and postage fees for formal letters to the landowners accessed by those two roads (Strevett Road and Hilton Road).

If the name changes are approved, costs will be incurred associated with purchasing new road signs for Walsh Road, and it is assumed the current Strevett Road signs can be shifted from their current location to the new location. In total there would be two new road signs plus labour and plant costs of roughly 4 hours for installation totalling an approximate cost of \$750. These costs would be allocated to Job 122508 – “Rural Roads Signs & Guideposts”.

If the Geographic Names Committee does not approve of the road name change because they consider it non-essential or frivolous there will be a service charge for the application. The Geographic Names Division of Landgate have been contacted, at the time of contact the staff

directly involved with this process were unavailable to provide the total amount that would be charged only an estimate of \$200.00 per road name change.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcome 4.1 A strategically focused, unified Council functioning efficiently

- 4.1.1 Provide informed leadership on behalf of the Community

Outcome 4.2 An efficient and effective organisation

- 4.2.2 Comply with statutory and legislative requirements
- 4.2.3 Provide a positive and safe workplace

Voting Requirements

Simple majority required.

Recommendation/Resolution

RESOLUTION 12970

Moved Cr Chappell

Seconded Cr Lloyd

That Council, requests the Chief Executive Officer commence the Naming Submission Process as detailed in the Policies and Standards for Geographical Naming in WA, to consider the following proposed road name changes:

1. Strevett Road to Walsh Road; and
2. Hilton Road to Strevett Road.

CARRIED 8/0

Item 14.1.3

Attachment 1

25th September 2018

Cr. Jeanette de Landgraft
President
Lake Grace Shire
Box 50
Lake Grace WA 6353

Shire of Lake Grace	
File No:	0023
25 SEP 2018	
Xref:	
Records #:	133982
Officer:	CEO

Dear Jeanette

Re: Hilton Road – Name Change

I would be most grateful if the Lake Grace Shire Council would consider the following proposal-

Change the name of Hilton Road (9 kilometres east of Lake Grace) to Strevett Road.

The Home farm was cleared by my Grandfather early 1900's and we purchased Hilton Willcocks farm in early 1970's. All this land runs along the east side of Hilton Road which owned by Strevett family.

My self and son farm this land and hope to keep farming for many years to come.

There is a Strevett road about 15 kilometres away which causes confusion with salesman, truckies and visitors etc., thinking they are in the vicinity of our farm.

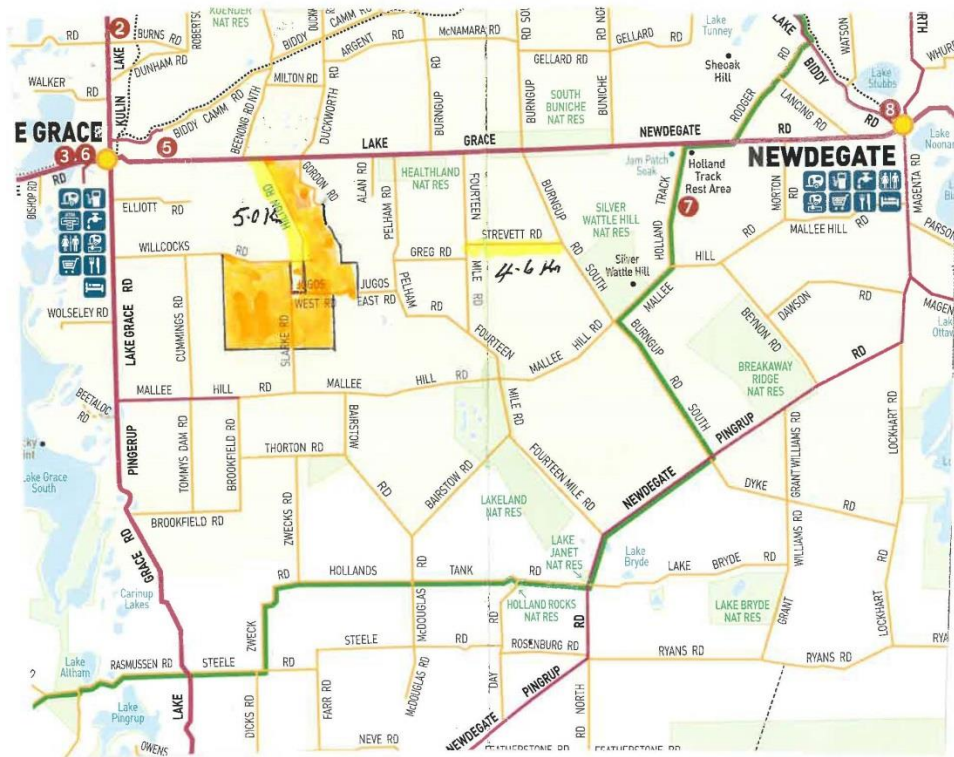
I have given this a lot of thought and if the Shire considers my proposal a suggestion is where Strevett road is now could be changed to Walsh Road after Barry Walsh who owned land there and was a Shire Councillor and President in Lake Grace.

Hope this meets with your approval.

Yours sincerely



Kingsley Strevett



The Minister appoints the Geographic Names Committee (GNC) to provide expert advice on submissions considered to be controversial, of state significance or those seeking special consideration due to their non-compliance with the naming policies. Further information on the role of the Minister, Landgate and the GNC can be found in Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee.

Western Australian Gazetteer

Landgate is responsible for maintaining the State's Gazetteer and nomenclature database which is known as GEONOMA. This information system contains official, recorded, historical and administrative names and geographical coordinates of places, localities, features, points of interest, public and private roads for all of Western Australia and its territories. Information (attributes) considered to be essential to these names such as the official spelling of the name, feature type, classification, derivation, map number, coordinates and if known, any alternative and historical names is also recorded.

GEONOMA is recognised by the Western Australian government as the primary source of truth and the official register for all approved names for topographic features, administrative boundaries and roads, including their positions and extents. Names added to or amended within GEONOMA are automatically propagated to features in other linked government systems.

Use of official names

Names that have been formally approved by the executive officer, chairman of the GNC or the Minister are deemed to be 'official' or 'approved' names. Such names are recorded within the State Gazetteer as approved and these names must be used for all official maps and spatial data products within Western Australia.

Gazetteer of Australia

The Gazetteer of Australia is a composite database which contains recorded geographical names within Australia. This database is maintained in cooperation with ICSM and the Permanent Committee on Place Names (PCPN). The information within this gazetteer is provided by the jurisdictions. The copyright for the information resides with the relevant state, territory or Australian jurisdiction that remains the official custodians of this information. Further information about the Australian Gazetteer can be obtained from Geoscience Australia

Policies

1.1 Purpose of the geographic naming policies

The following policies must be used in conjunction with the relevant policies outlined in the other relevant sections of this document. They have been established to ensure that no confusion, errors or discrimination may be caused by the naming, renaming or boundary change process.

1.1.1 Retrospective application of policies

These policies are not intended to be applied retrospectively except in those instances where the application of these are considered to be in the public's best interest for the provision of essential and emergency service responders.

They do, however, set new, and reinforce existing, policies and standards for geographic naming in Western Australia. The intent of this document is to ensure that past issues and problems resulting from little or no regulation of the naming process are not repeated.

1.1.2 In the public interest and safety

Any new, or change to existing, names for topographic features, administrative boundaries or roads shall not risk public and operational safety, interfere with emergency service responders, or cause confusion for transport, utility, communication and mail services. Any submissions to change existing names will only be considered when the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

1.1.3 Names on private land

Any topographic feature, locality or administrative boundary within a private property, retirement village, mining town or any other non-public area shall be named in accordance with these policies and standards.

It is recommended that all roads on private land are named in accordance with these policies however those that are used for addressing or accessing services must adhere to these policies for reasons of public safety.

1.1.4 Unnecessary name changes

Any change to an existing approved name is discouraged. As all official names are meant to be enduring, any proposals to change the name of a feature, administrative boundary or road must include evidence of a compelling reason for such a change, for example the proposal is deemed to be in the public interest for safety reasons.

The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission. All such requests will be required to be presented to Landgate for consideration.

If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.

Section 2: Roads

Introduction

For the purposes of these policies, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

Using this section of the policy

Within Western Australia road naming is standardised to facilitate the application of correct address information and to ensure that a consistent approach is undertaken to benefit emergency service responders, transport and service delivery. If established policies for road naming were not applied, the provisions of emergency service responders, utilities and postal deliveries would be compromised.

In Western Australia the following shall be applied:

- all roads shall be named, including private roads which are open to public access or for the delivery of services. This includes but is not limited to:
 - major state roads, highways, motorways and freeways
 - roads within complexes such as universities, hospitals and retirement villages
 - roads within conservation reserves, state forests, water reserves and any other government administered land
 - pedestrian-only roads such as paths, trails, malls or steps
- all road naming proposals shall be submitted to Landgate for approval.

Any proposal to name, rename or extend a road shall clearly indicate the full extent of the road to which the name will apply. The extent of a road is considered to be its start and end points. This includes bends, divided carriageway sections and curves which are included between these two points.

A road name shall not be applied in a way that is ambiguous or could cause confusion for road users. The road name should be applied to a single, unobscured and unobstructed roadway that leads from point A to point B, in a clear and logical manner.

Roads are not suitable for dual naming and approval will not be given to such proposals.

Who can officially name roads?

Under the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and unnamings roads in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of road names.

Which roads can be named?

All roads, whether they are public or private, shall be named and formally approved by Landgate.

Therefore, any land course navigable by vehicle or foot and of interest to local governments, public groups, emergency service response and public service providers must be officially named according to the policies and procedures outlined in this document.

Note: driveways that give access to five or fewer address sites do not need to be named if the properties are adequately addressed on the main road that provides access. Driveways on private land or common property should not be named, unless it can be shown there is a risk to public safety or the name is causing confusion in the delivery of goods and services.

Public roads

A public road is any road that is opened, dedicated or declared to be a public road, whether under the *Land Administration Act 1977, Part 2 – General administration, Division 3 – General* or any other Act.

As a prerequisite to lodgement, all survey documents creating, extending or showing abutments to roads must show the correct approved road names. If no approved name exists, the new road names must be formally approved by Landgate before the survey can be lodged. To help expedite this process, the developer or their agent should be prompt in lodging a concept plan and a proposal for road names with the relevant local government. Local governments shall then propose the names to Landgate for approval.

Private roads and rights-of-way

A private road is any road that is not a public road which is open to public access or for use by other services. Private roads and rights-of-way must be clearly identified and uniquely named to facilitate the application of standardised addressing to all land parcels in Western Australia.

The delivery of emergency and other services to residents and businesses are often impeded when private road names are not officially recorded. To minimise confusion, standardise address allocations and support emergency service responders, all road naming policies and addressing standards must be applied.

Private roads include but are not limited to:

- some roads or driveways to battle-axe blocks
- roads indicated on community subdivision plans
- roads in various cluster developments
- roads on private property, for example, roads in caravan parks
- other forms of 'rights of way'.

Naming a road on private land does not mean that Landgate, the secretariat, the GNC or the Minister is accepting responsibility for that road other than of ensuring its name meets the required naming policies for Western Australia.

Reserved road names

Local governments may no longer request that eligible road names be reserved for future use within their boundaries. Prior existing reserved road names will automatically lapse five years from original approval, with the Reserve Register to contain no local government requested names from 1 January 2022.

Local governments are encouraged to maintain their own reserve register, using the Landgate on-line form to check for suitability.

14.1.4 PROPOSED VARIATION TO REGULATORY CONTROL PRIORITY AT THE INTERSECTION OF COLLIE-LAKE KING, ALBANY-LAKE GRACE AND GORGE ROCK-LAKE GRACE ROADS

Applicant: Main Roads Western Australia
File No. 0489
Attachments: 1. Main Roads Western Australia Memo
Author: Ms Denise Gobbart
 Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 11 April 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

For Council to consider the proposed change in the Regulatory Control priority at the intersection of Collie-Lake King, Albany-Lake Grace and Gorge Rock-Lake Grace Roads.

Background

On return from leave I was advised by John Dyer, Manager Infrastructure Services that he had attended a meeting held on-site with Main Roads Western Australia (MRWA) and community members in relation to the above intersection.

On Wednesday 6 February 2019, I attended the MRWA office in Narrogin, at this meeting I was advised that they had attended a meeting and were now seeking approval of the Shire to change the Regulatory Control priority at the intersection of Collie-Lake King, Albany-Lake Grace and Gorge Rock-Lake Grace Roads. I requested that information be put in writing to enable the matter to be presented to Council.

The meeting was held Tuesday 8 January 2019 and attended by Rod Gillis, Network Operations MRWA, Garry Clark MRWA, Roadwise Committee members, John Dyer and Cr Marshall arrived at the meeting during the discussions.

The purpose of the meeting was to discuss possible options, to improve the safety at the above mentioned intersection. Options discussed related in particular, to the failure of motorists to stop at the crossing when approaching from the north and south. There were two main options discussed as listed below:

- Modify the intersection to generate a “staggered” intersection; and
- To relocate the regulatory Stop Control from the northern and southern approaches and reinstall on the western and eastern approaches.

It was identified at the meeting the option of modifying the intersection is a longer term possibility and would take considerable capital and time to come to fruition.

The concept of changing the location of the Stop Control is that the Collie Lake King Rd is far less congested with signage and travels from and towards the town environment.

The approach from the north is through a more industrial type environment (CBH etc) and from the south through a less populated area, therefore may not encourage/generate the need to slow or stop at the intersection, as would at the proposed relocated area.

At the Special Meeting of Council held 27 February 2019 it was resolved that MRWA be invited to make a presentation to Council regarding the proposed changes.

At the Ordinary Meeting of Council held 20 March 2019 Mr Craig Manton, Regional Manager Wheatbelt and Rod Gillis, Network Operations Coordinator of MRWA made a presentation to Council on the proposed changes.

Comment

The intention of the proposal is understood, but appears to just be shifting the problem from one direction to the other. The Memorandum received from MRWA gives the Traffic Information / Data in Vehicles per Day (VPD);

- Collie Lake King, west of the crossroads as 747 VPD with 17.6% Heavy Vehicles.
- Collie Lake King, east of the crossroads as 343 VPD with 30.9% Heavy Vehicles.
- Gorge Rock Road, shows 419 VPD with 24.3% Heavy Vehicles.
- Albany Lake Grace Road shows 417 VPD with 20.9% Heavy Vehicles.

Although there are fewer vehicles coming from the east the greater percentage of vehicles are heavy vehicles. These vehicle would then come downhill prior to be faced with the Regulatory Stop Sign.

It is not normal practise to place a Regulatory Stop sign on a major road, such as the Collie Lake King Road, unless turning at an intersecting road (i.e. Newdegate). Given this it is the Officer's recommendation that MRWA be invited to make a presentation on this matter prior to any decision being made.

Legal Implications

All roads being Collie-Lake King, Albany-Lake Grace and Gorge Rock-Lake Grace Road involved in the intersection under consideration are the responsibility of MRWA.

Policy Implications

Nil

Consultation

Internal: John Dyer, Manager Infrastructure Services

External: Rod Gillis, Network Operations MRWA
Janet Hartley-West, Network Manager MRWA
Craig Manton, Regional Manager MRWA

Financial Implications

Not applicable both intersecting roads are under the control of MRWA.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcome 1.1 An innovative, productive agriculture industry

- 1.1.1 Enhance and maintain transport network

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

Voting Requirements

Simple Majority required

Recommendation/Resolution

RESOLUTION 12971

Moved Cr Chappell

Seconded Cr Clarke

That Council,

1. Does not support the proposed change of priority of the regulatory controls from Gorge Rock-Lake Grace and Albany-Lake Grace Roads to the Collie-Lake King Road, presented by Main Roads Western Australia; and
2. Instructs the Chief Executive Officer to notify Main Roads Western Australia in writing of this decision.

CARRIED 8/0



mainroads
WESTERN AUSTRALIA

Memorandum

Ref: 04/12032
To: Regional Manager Wheatbelt Region.
From: Rod Gillis
CC: Janet Hartley-West – Gren Putland
Date: 29 January 2018.

Subject: Proposed change the Regulatory Control priority at the intersection of Collie Lake King - Albany Lake Grace and George Rock-Lake Grace Roads.

1. General Background

The Lake Grace Roadwise Group along with the Shire of Lake Grace have raised, over many years, safety concerns related to non-compliance associated to the current Stop control at the above crossroad intersection. They have raised concerns about the possibility of a serious or fatal accident occurring at this intersection.

Following a Road Safety Audit remedial works were carried out in line with the auditor's findings refer D18#62476. This work included installation of additional advance warning signs, the relocation of the existing Stop signs, re-installing the line marking including the holding lines, the installation of a large guide sign plus clearing of vegetation at the southern and northern approaches.

There are three railway crossings located on the northern approach to the intersection with associate advanced warning signs and active Stop control, there is also a busy CBH facility located on this approach.

The northern approach has a profuse amount of warning signage due CBH, the rail crossings and the intersection being in close proximity to each other. There is in fact an overload of signage on this approach that may be the cause of confusion for approaching motorist, in particular tourist type traffic.

2. Road Information

The CBH facility generates a significant number of RAV movements during the harvest period. The approaches to the cross roads is speed restricted to 50Km/h.

3. Road Characteristics

All the roads that lead into this intersection are Main Roads and are primary distributors carrying light vehicle and RAV network 7. The roads are all relatively flat and straight except for a slight curve on the east approach on Collie Lake King Rd. Sight distances are adequate and similar on all approaches.

Change of regulatory control Wilson Street Rail Crossings – January 2018

4. Traffic Information / Data

Traffic data shows Vehicles per Day (VPD);

- Collie Lake King, west of the crossroads as 747 VPD with 17.6% Heavy Vehicles.
- Collie Lake King, east of the crossroads as 343 VPD with 30.9% Heavy Vehicles.
- George Rock Road, shows 419 VPD with 24.3% Heavy Vehicles.
- Albany Lake Grace Road shows 417 VPD with 20.9% Heavy Vehicles.

5. Crash history

There is no Crash Data related to the areas of concern.

6. Council Concurrence

The Lake Grace Shire council need to consider the proposed change in priority, however the Works manager was present at the onsite meeting held Tuesday the 8th January 2019

7. Recommendation

If accepted by those concerned formal approval will be sought from the Regional Manager Wheatbelt to change the priority of the regulatory controls from George Rock-Lake Grace and Albany-Lake Grace Roads to the Collie Lake King Road both approaches and install appropriate line marking.

For your consideration please.

Gren Putland
Network Operations Manager

RECOMMENDED
Date: 29 January 2019

Janet Hartley-West
Network Manager

RECOMMENDED
Date: 29 January 2019

Please commence discussions with the Shire of Lake Grace to determine local support for this proposed change in priority.

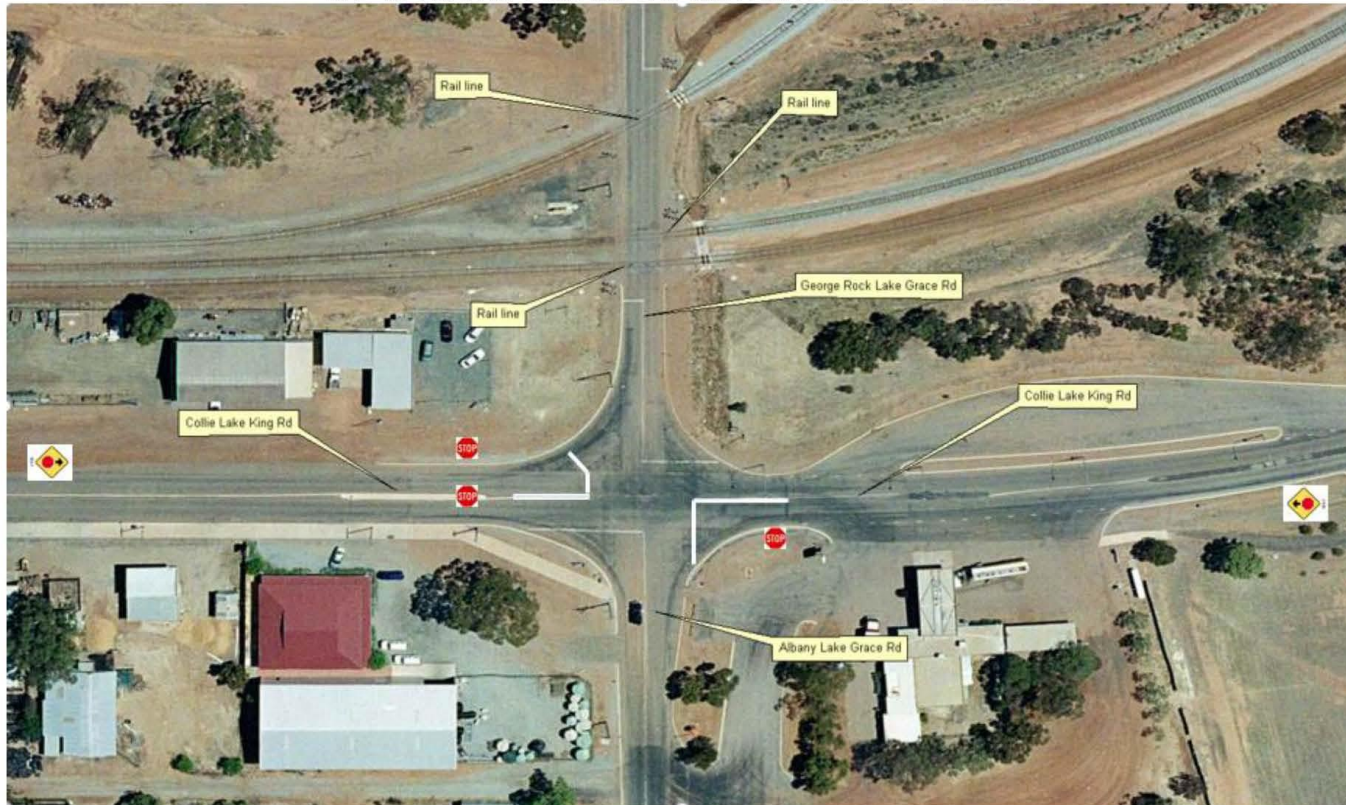


Craig Manton
REGIONAL MANAGER

RECOMMENDED
Date: 6 February 2019



MAP OF AREA OF PROPOSED REGULATORY CONTROL CHANGE.



14.2 PLANNING

Cr Clarke declared a financial interest in item 14.2.1 Application for Development Approval – Proposed Light Industry on Lot 576 (No.43) Dewar Street, Lake Grace with the nature of the interest being we do business with the Hunt family, Lindandrew.

Cr Clarke left the meeting at 2.05 pm.

14.2.1 APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED LIGHT INDUSTRY ON LOT 576 (NO.43) DEWAR STREET, LAKE GRACE

Applicant: Mr Alistair Hunt on behalf of Tiger Spark Electrical (WA) Pty Ltd & The Marcus Hunt Trust (Landowners)
File No.: 0506
Attachments: 1. Town Planning Report
Author: Mr Joe Douglas (Exurban Rural & Regional Planning)

Town Planning Consultant

Disclosure of Interest: Nil
Date of Report: 4 April 2019
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer

Summary

This report recommends that a development application submitted by Mr Alistair Hunt on behalf of Tiger Spark Electrical (WA) Pty Ltd & The Marcus Hunt Trust (Landowner) to develop and use Lot 576 (No.43) Dewar Street, Lake Grace for the purposes of a 'Light Industry' be approved subject to conditions.

Background

The applicant has submitted a development application seeking Council's approval to develop and use Lot 576 (No.43) Dewar Street, Lake Grace for light industrial purposes.



Location & Lot Configuration Plan (Source: Landgate)

Approval is sought for the construction and use of a new 260m² colorbond shed and incidental office and associated ablution facilities comprising two (2) transportable buildings for the purposes of an electrical contracting business as well as mechanical and structural repairs to trucks, machinery and agricultural implements. The proposed uses will involve the general storage of various electrical components, vehicles and other plant and equipment. Full details of the application are provided in Attachment 1.

Lot 576 is located in the central northern portion of the Lake Grace townsite and forms part of the Dewar Street light industrial subdivision project undertaken by LandCorp a number of years ago.

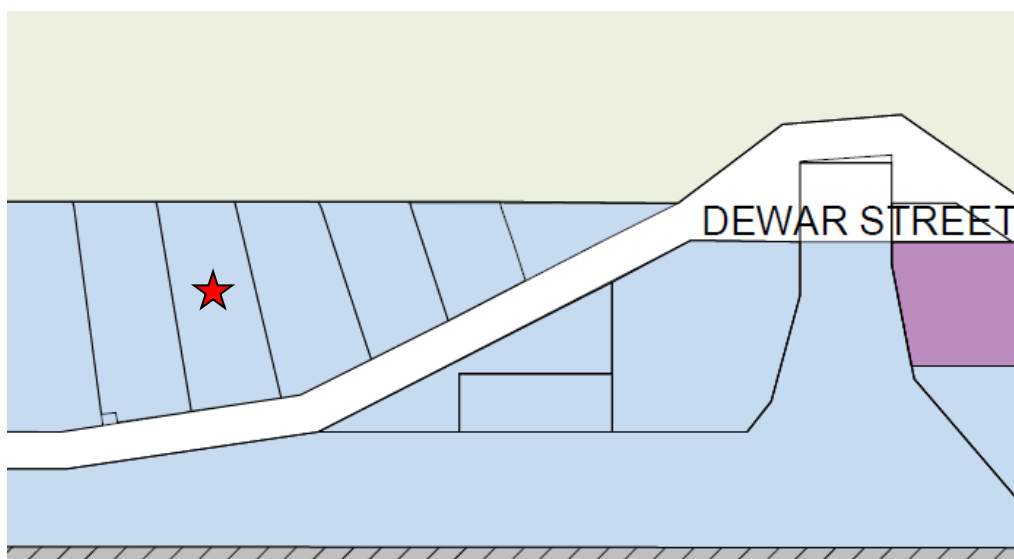
The subject land comprises a total area of approximately 4,027m² and has direct frontage and access to Dewar Street along its southern boundary and a dedicated, unconstructed road reserve along its northern boundary. The property has been extensively cleared, is relatively flat throughout and does not contain any existing built form improvements.

Existing adjoining and other nearby land uses include:

- an approved vehicle fleet and equipment maintenance workshop (i.e. 'motor vehicle repairs') immediately west on Lot 575 (No.41) Dewar Street with various Crown reserves, the Lake Grace Caravan Park and low density residential development beyond;
- undeveloped light industrial lots to the east with a fuel depot and CBH's grain handling and storage facility beyond;
- an unconstructed local road reserve immediately north with broadacre agriculture beyond; and
- the Dewar Street road reserve, a railway reserve including workers accommodation, to the south with commercial and low density residential development beyond.

Comment

The subject land is classified 'Service Commercial' zone in the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4).



Current Zoning (Source: Local Planning Scheme No.4)

The key objectives of the land's current 'Service Commercial' zoning classification are as follows:

- i) To provide for a range of uses which complement the Commercial zone;
- ii) To accommodate wholesaling, retail warehouses, showrooms, trade centres and professional services that provide for the needs of the community but due to their nature are generally not appropriate or cannot be accommodated in the Commercial Zone; and
- iii) To achieve a high standard of development and presentation including buildings, landscaping and vehicle parking.

The proposed development and use of the subject land is most appropriately classified as 'Industry - Light' which is listed in the Zoning Table of LPS No.4 as a discretionary (i.e. 'A') use on any land classified 'Service Commercial' zone meaning it is not permitted unless Council has exercised its discretion by granting development approval following completion of public advertising for a minimum required period of fourteen (14) days.

At the completion of public advertising, which was undertaken for a period of twenty one (21) days and included formal notification on the Shire's website and public display of the application documentation and plans at the Shire's administration centre, no written submissions had been received either supporting or opposing the proposed development.

The application was subsequently assessed with due regard for the objectives and standards of the Shire's local planning framework including LPS No.4 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment confirmed the proposal is generally compliant with the following requirements:

- Land use suitability and compatibility including minimum buffer separation distance between industrial and sensitive land uses;
- Boundary setbacks;
- Use of setback areas;
- Building height;
- On-site parking and loading/unloading areas including sealing of all trafficable areas;
- Visual amenity including streetscape, architectural style and the location and screening of open storage areas;
- Landscaping;
- Stormwater drainage management;
- Essential services including effluent disposal; and
- Bushfire risk management.

Notwithstanding the above conclusion it should be noted the proposal does not comply with the following standards, the proposed variations to which require Council's formal consideration and approval:

i) Building Façade

Clause 4.8.2 of LPS No.4 requires the front façade of all new buildings in the 'Service Commercial' zone to be orientated towards the street and constructed in brick, concrete or masonry. Council may however vary this requirement if it is satisfied any proposed variation will not detract from the amenity of the area.

In this case the front façade of the proposed new 260m² colorbond shed and incidental office, whilst orientated towards the land's Dewar Street frontage, will be constructed using Pale Eucalypt (i.e. green) coloured steel wall and verandah roof sheeting which is inconsistent with the requirements of clause 4.8.2 of LPS No.4. Despite this inconsistency it is considered the use of coloured steel wall and roof sheeting is acceptable and will not detract from the visual amenity of the immediate locality given:

- a) the combined building's significant setback to the land's Dewar Street frontage (i.e. 30 metres) in lieu of the minimum required front boundary setback of 7.5 metres;
- b) the visual screening to be afforded by a new 1.8 metre high limestone block feature wall proposed to be constructed along the land's front boundary; and
- c) the fact the proposed wall and roof colours match and complement the external finishes of the existing approved light industrial building on the adjoining Lot 575 located immediately west.

ii) Traffic Entrances / Driveway Crossovers

Clause 4.25.1 of LPS No.4 requires Council's approval for the construction of more than one (1) new vehicular entrance or exit to or from any lot. Under the terms of the site development plan submitted in support of the application two (2) separate 11 metre wide traffic entrances are proposed along the land's Dewar Street frontage.

Given the nature of the proposed use, the need to provide for the safe, convenient and efficient movement of a wide variety of heavy vehicles and the fact daily traffic volumes along Dewar Street are relatively low, the development and use of two (2) separate traffic entrances as proposed is considered acceptable and unlikely to give rise to any traffic hazards.

Council should also note the proposed driveway crossovers from Dewar Street to the two proposed traffic entrances along the land's front boundary are proposed to be constructed using a 150mm limestone base covered with gravel. This conflicts with the requirements of clause 4.8.5 of LPS No.4 which states all vehicle accessways and parking areas for any new development in the Service Commercial zone shall be sealed to the specifications and satisfaction of the local government.

Given this conflict, the fact the proposed new crossovers will provide permanent, frequent access for a wide range of heavy vehicles and the need to protect and maintain the Dewar Street road carriageway for the benefit of all road users, the use of gravel as the final finished surface treatment is considered inappropriate. It is therefore recommended Council impose a suitable condition on any development approval issued requiring both crossovers from Dewar Street to be sealed using loose blue metal to ensure consistent surface treatments are used across all main trafficable areas on the land.

iii) Boundary Fencing

Clause 4.8.6 of LPS No.4 requires any proposed new boundary fencing on land classified 'Service Commercial' zone to be constructed using 1.8 metre high colorbond/neetascreen style fencing unless otherwise approved by Council.

Whilst the site development plan proposes the installation of colorbond fencing along the northern half of the land's side boundaries and the full length of its rear boundary to help screen open storage and parking areas from public view, the applicant has requested

Council's approval to install 1.8m high 'ring-lock' style security fencing along the full length of the land's side and rear boundaries with native hedging and trees to be planted along the land's eastern side boundary for visual screening purposes and to maintain consistency with the existing light industrial development on Lot 575 located immediately west.

Council should note when it issued development approvals for Lot 575 in April and November 2014 it imposed the following conditions:

Condition No.13 - *The outdoor storage area behind the proposed workshop building / shed shall be screened from view from any public street and/or surrounding properties by a 1.8m colorbond or neetascreen fence sited along all property boundaries and internally within the property as required.*

Condition No.14 - *Ring lock style fencing and vehicle access gates shall be provided along all property boundaries in the front half of the property in addition to the fencing required by Condition 13 above.*

For reasons unknown to the reporting officer, the boundary fencing conditions of these original approvals have not been complied with. Furthermore there is no record of the Shire having received a formal request to vary the requirements of these conditions. Further investigation regarding these non-compliance matters is therefore required and cannot be used as basis for supporting variations to the minimum fencing standards applicable to the proposed development on Lot 576.

Given a key objective of the boundary fencing requirements for land classified 'Service Commercial' zone is to help protect the visual amenity of the immediate locality and the fact the rear portion of Lot 576 will also be used for general open storage and vehicle parking purposes, it is considered appropriate to again impose conditions similar to those applied to the development on Lot 575.

Council should note any approval to vary the fencing requirements of Clause 4.8.6 of LPS No.4 could also set an undesirable precedent for any future proposed development on the remaining undeveloped lots along Dewar Street hence why the variation request is again not supported.

In light of all the above it is concluded the proposal for Lot 576 is unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality despite being non-compliant with a number of key elements of the Shire's local planning framework. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds generally in accordance with the information and plans submitted in support of the proposal, the relevant standards and requirements of the Shire's local planning framework and the various recommended conditions of development approval.

Legal Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Lake Grace Local Planning Scheme No.4

Policy Implications

Nil

Consultation

Undertaken for an extended period of twenty one (21) days as outlined previously above. Clarification of a few key elements of the proposal was also sought and obtained from the applicant during assessment of the application.

Financial Implications

Nil. All costs associated with the project's implementation will met by the applicant and/or landowners.

Strategic Implications

Shire of Lake Grace Local Planning Strategy - The proposal for Lot 576 is considered to be consistent with the aims and objectives of the Shire's Local Planning Strategy as it applies to the following:

- Economic Development Strategy:
 - i) Promote the diversification of the Shire's economy by encouraging the development of a wide range of new commerce and industry; and
 - ii) Direct the majority of new commercial and industrial development to the Lake Grace, Newdegate, Lake King and Varley townsites to build upon existing infrastructure in these settlements and maximise efficiencies of operation and economies of scale.
- Infrastructure and Community Services Strategy:
 - i) Ensure that all development in the Shire is served by adequate, high quality and reliable stormwater drainage infrastructure that improves the quality of stormwater runoff and avoids salinity encroachment, flood risk and negative impacts on local drainage conditions and natural resources;

Shire of Lake Grace Strategic Community Plan 2017-2027 – The proposal for Lot 576 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

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.

Voting Requirements

Simple majority required

Recommendation/Resolution**RESOLUTION 12972**

Moved Cr Stanton

Seconded Cr Marshall

That Council APPROVE the development application submitted by Mr Alistair Hunt on behalf of Tiger Spark Electrical (WA) Pty Ltd & The Marcus Hunt Trust (Landowner) to develop and use Lot 576 (No.43) Dewar Street, Lake Grace for the purposes of a 'Light Industry' subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the development shall not be carried out without the further approval of Council having first being sought and obtained.
3. The development shall be provided with an adequate on-site effluent disposal system as determined by the Shire's Environmental Health Officer with all such work to be undertaken to the specifications and satisfaction of the Shire's Chief Executive Officer prior to occupation and use of the new buildings on the land.
4. The development shall be provided with a reticulated potable water supply service and a suitable capacity electricity supply service to the specifications of the relevant service providers prior to occupation and use of the new buildings on the land.
5. All new vehicle access, parking and loading/unloading areas on Lot 576 shall be constructed and sealed in accordance with the details shown on the approved site development plan to the specifications and satisfaction of the Shire's Chief Executive Officer prior to occupation and use of the new buildings on the land.
6. The two (2) proposed new driveway crossovers along the land's Dewar Street frontage shall be constructed in accordance with the approved site development plan, sealed using loose blue metal prior to occupation and use of the new buildings on the land and maintained thereafter to the specifications and satisfaction of the Shire's Chief Executive Officer.
7. The proposed verandah along the front and side facades of the incidental office building shall be constructed using new materials only and painted using colours that match / complement the proposed new workshop / shed, incidental office and ablution buildings.
8. Any external defects on the proposed incidental office and ablution buildings shall rectified prior to their occupation and use.
9. The sub-floor area around the periphery of the proposed incidental office and ablution buildings shall be enclosed with brick, stone, vermin battens or other means acceptable to the Shire's Chief Executive Officer.

RESOLUTION 12972 (Continued)

10. The outdoor storage area and vehicle parking area behind the proposed workshop building / shed shall be screened from view from any public street and/or surrounding properties insofar as possible by a 1.8m colorbond or neetascreen style fence sited along both side and rear property boundaries as shown on the approved site development plan.
11. Ring-lock style fencing shall be provided along all side boundaries in the front half of the property as shown on the approved site development plan in addition to the fencing required by Condition 10 above.
12. All stormwater drainage on the land shall be managed and disposed of in accordance with the approved plans and to the specifications and satisfaction of the Shire's Chief Executive Officer.
13. All proposed landscaping shall be installed on the land within twelve (12) months from the date of issuance of this approval and maintained thereafter to the specifications and satisfaction of the Shire's Chief Executive Officer.
14. Any floodlights / security lights that need to be installed are not to be positioned or operated in such manner as to cause the light source to be directly visible to the travelling public or adjoining properties or cause annoyance to the surrounding area.
15. No abrasive blasting or spray painting is permitted outside the proposed new workshop / shed or on any open portions of the land at any time.
16. Any solid waste generated by the approved use of the land shall be managed and disposed of at an appropriate, suitably approved landfill site.
17. The approved development shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the Shire's Chief Executive Officer.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a suitable building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any building construction or earthworks on the land.
4. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the required building permit application.

RESOLUTION 12972 (Continued)

5. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
6. Any abrasive blasting on the land shall be undertaken in accordance with the specific requirements of the *Environmental Protection (Abrasive Blasting) Regulations 1998* and Worksafe's *Code of Practice for Abrasive Blasting*.
7. Any spray painting on the land shall be undertaken in accordance with the specific requirements of the *Environmental Protection Act 1986*, the *Environmental Protection Regulations 1987* and Worksafe's *Code of Practice for Spray Painting*.
8. In relation to the side boundary fencing required in the northern rear portion of the land, specifically the colorbond / neetascreen fence required along the land's western side boundary as per Condition 9 of this approval, it is recommended contact be made with the current owner of the adjoining Lot 575 (No.41) Dewar Street, Lake Grace located immediately west regarding provision of the required fencing and associated cost sharing arrangements.
9. No construction works shall commence on the land prior to 7.00am without the Shire's written approval. No constructions works are permitted on Sundays or Public Holidays.
10. Any future proposed advertising signage shall be provided in accordance with the specific requirements of the Shire of Lake Grace Local Planning Scheme No.4 and Local Planning Policy 6.5 entitled 'Advertising Signage' unless otherwise approved by Council.
11. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
12. If the applicant / owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

CARRIED 7/0

Cr Clarke returned to the meeting at 2.07 pm.

The Shire President read aloud the decision of council.

M 0409 681 909 or 0427 339 472
E info@tigersparkelectrical.com.au



New Development Application - 43 DEWAR ST LAKE GRACE

To Shire of Lake Grace,

As you are aware, Tiger Spark Electrical and the Marcus Hunt trust have purchased the commercial block at 43 Dewar St Lake Grace.

THE PLAN – Our plan is to be able to run both our electrical, heavy diesel and vehicle body building businesses from this location; this will include mechanical and structural repairs to trucks, machinery and agricultural implements along with storage of electrical equipment, vehicles and other plant and equipment associated with our business. Our business currently has 6 employees but may rise or fall depending on seasonal workload.

SHED– The plan is to construct a colour-bond shed with zincalume roof; dimensions being 20L, 13W & 7H which is set back from the front boundary 30m and 6m from the western boundary that we share with CBH.

CROSSOVERS –We would also like to request to install 2 crossovers at each side of the front boundary; this will consist of 6m gates with culverts 300mm diameter and 12m in length. The culverts are to be covered with 150mm of crushed limestone and gravel as per standard. The reason we would request 2 crossovers, is so we can safely bring machinery such as trucks, trailers, field bins, agricultural implements etc... into the front of the shed/yard on the western side to be serviced or repaired. This will ensure that the equipment can be safely taken out of the rear of the shed and turned around at the rear of the block. The equipment will then be able to exit the yard via the eastern side crossover. As there is no road at the rear of the block, it would be necessary for us to have a separate entry and exit point at the front, given the nature of our businesses and flow of traffic through the yard.

GROUND/SURFACE– Regarding the surfaces for the block, we will seek to spread crushed main roads approved gravel approximately 100mm thick across the entire surface of the property. This will be followed by a 50mm layer of loose blue metal as per the requirements. The shed surface is to be concrete with 6.5X6.5m concrete aprons at both the front and rear entrance.

OFFICE & ABLUTION– Regarding the office building and ablution block, we wish to request to situate these on the eastern side of the shed at the front as per the drawings. The office would be a transportable metal framed/cool room panel 6X3X3 building and the ablution 2.4x2.4X3 built in the same style/ white colour scheme as the office. The effluent is to be ran to a suitable septic tank to be designed by the plumber.

FRONT FAÇADE– As this contradicts the front façade requirements for the property, we would propose having a native landscaped garden at the front fence with a limestone block feature wall which we could mount our business logo on with customer parking behind the garden at the front of the block. This would look very similar to the CBH façade next door to us.

ATTACHMENT 1

RAINWATER TANK- We also propose having a 32,000L corrugated poly water tank (matching colour scheme of shed) to be located at the eastern rear end to take advantage of the shed water runoff. This would also be used as a water supply for reticulating the landscaped gardens.

BOUNDARY FENCING- For the boundary fencing, we wish to install 1.8m security fencing as per the next door and rear fence that has already been erected. It has been brought to my attention that colour-bond fencing is required for storage/parking area behind office & sheds. We would like to request to use the 1.8mm security fencing incorporating native hedging and trees along the eastern boundary as CBH has done on the western boundary. We feel that this would be the best option in keeping similar appearance to existing nearby properties. If this is not approved, then we would install colour-bond fencing on the rear half of the property thus shielding the rear parking/storage area.

PRICING/COST

Approximate prices for each stage are as follows:

Fence- \$11,000 (McKenzie Rural Contracting)

Shed- \$55,000 (AUSPAN)

Electrical- \$10,000 (Tiger Spark Electrical)

Plumbing- \$10,000 (Melchiorre Plumbing & Gas)

Concrete- \$30,000 (O'Bourne Concrete)

Site works/Culverts- \$5000 (Trevenen Building)

Office- \$10,900

Ablution- \$7,500

32,000L Tank- \$4,060

Tiger Spark Electrical, along with the Marcus Hunt Trust, thanks the Shire of Lake Grace for taking the time to process this application. We look forward to further consultation that produces the best outcome for the community of Lake Grace, the Shire of Lake Grace and our businesses.

Kind regards,

Alistair Hunt- Managing Director, Tiger Spark Electrical (W.A) PTY LTD.

ATTACHMENT 1

SHIRE OF LAKE GRACE
LOCAL PLANNING SCHEME NO.4

APPLICATION FOR DEVELOPMENT APPROVAL

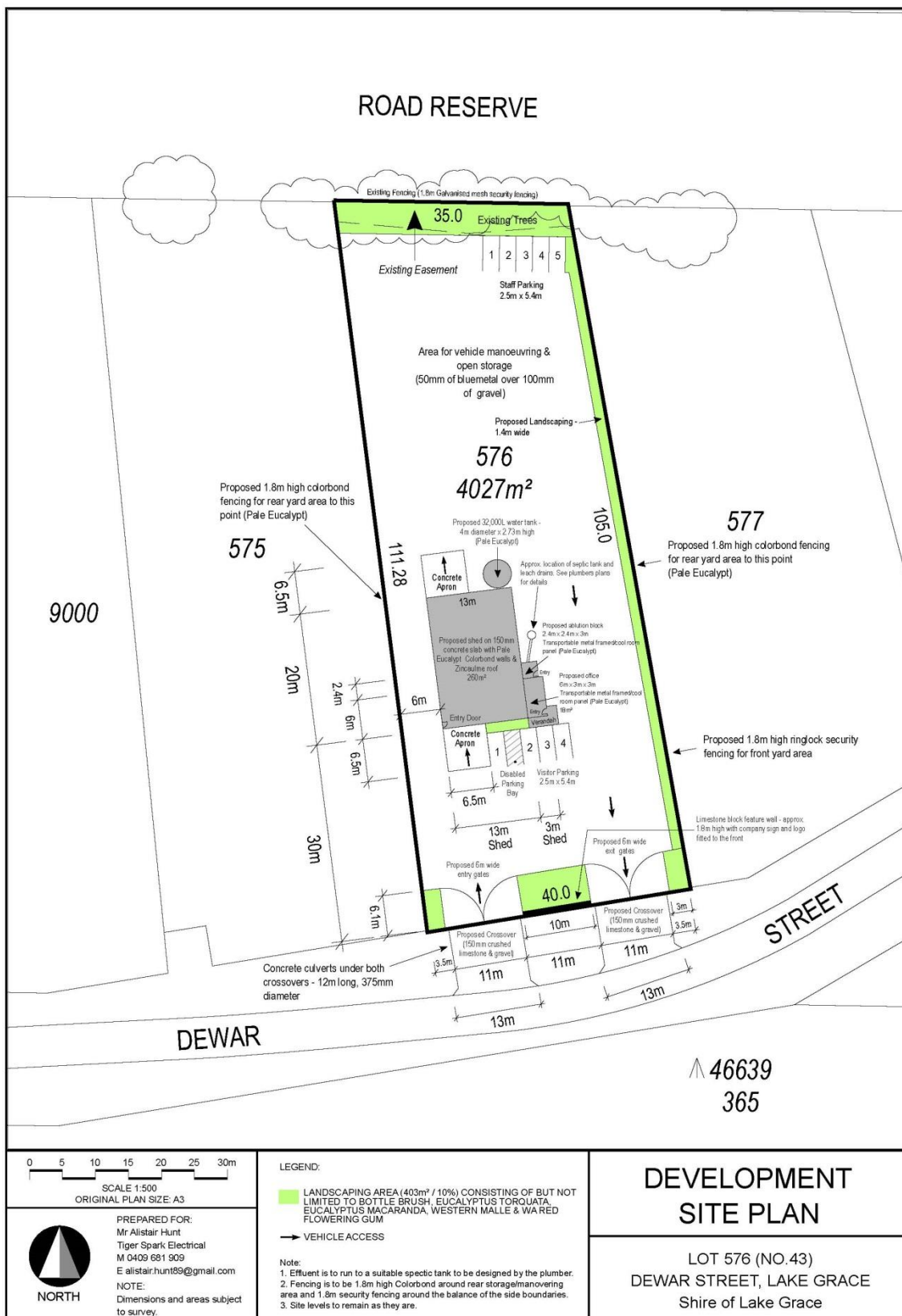


Owner Details – Attach a separate sheet where there are more than two landowners		
Name/s: TIGER SPARK ELECTRICAL (WA) PTY LTD. THE MARCUS HUNT TRUST		
ABN (if applicable): 62603053943.		
Address: P.O. Box 269, LAKE GRACE, W.A.		
Postcode: 6353.		
Phone: (work): (home): (mobile): 0427339472.	Fax:	E-mail: alastair.hunt89@gmail.com.
Contact person: ALASTAIR HUNT / MARCUS HUNT.		
Signature:		Date: 29/01/2019.
Signature:		Date: 31/01/2019
<p>NOTE: The signature of all registered owner(s) is required on all applications. This application will not proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</p>		
Applicant Details		
Name: ALASTAIR HUNT ON BEHALF OF TIGER SPARK ELECTRICAL + THE MARCUS HUNT TRUST.		
Address: P.O. Box 269 LAKE GRACE.		
Postcode: 6353.		
Phone: (work): (home): (mobile): 0427339472.	Fax:	E-mail: alastair.hunt89@gmail.com.
Contact person for correspondence: ALASTAIR HUNT.		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		Date: 29/01/2019

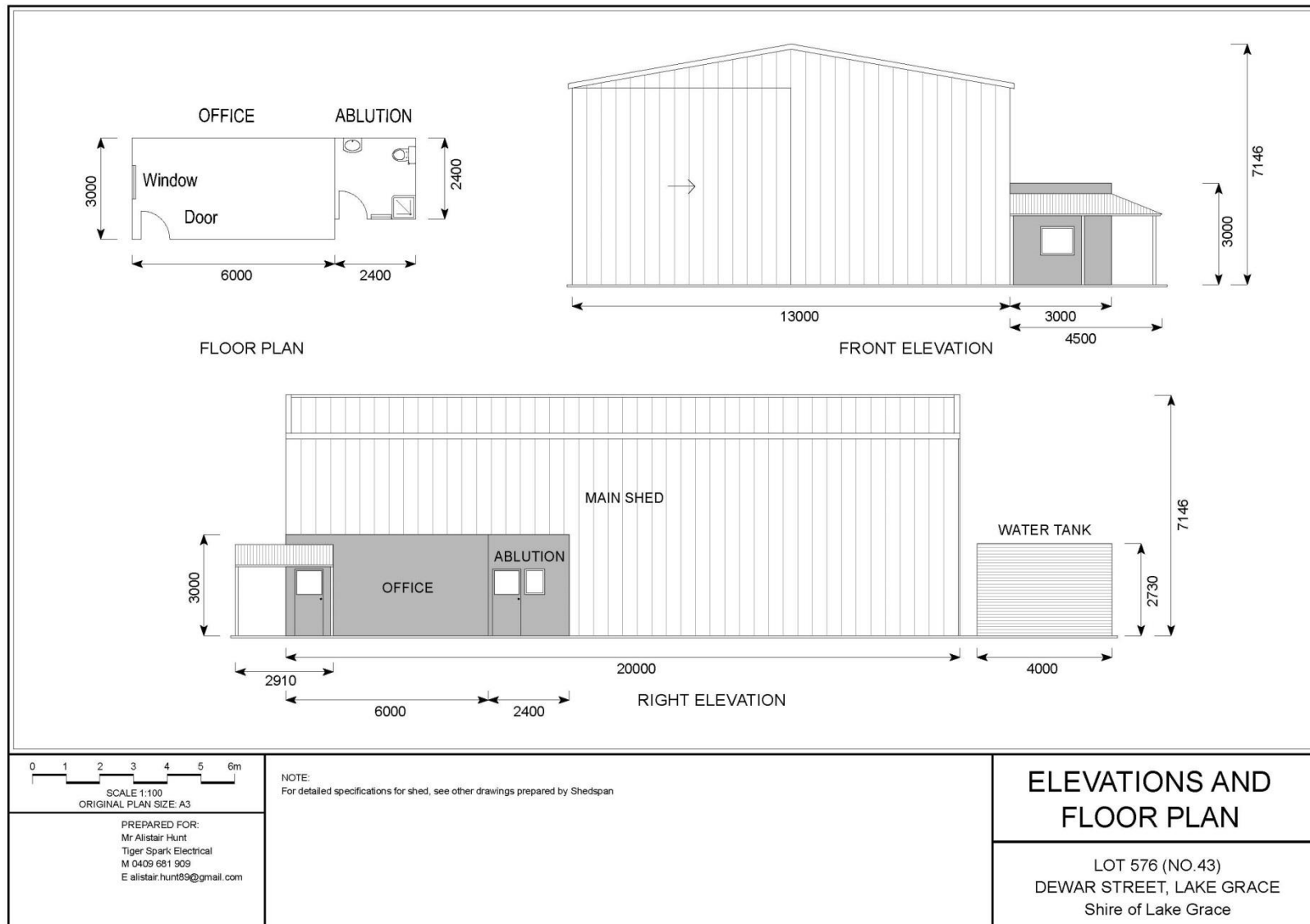
ATTACHMENT 1

Property Details – Details must match those shown on the Certificate/s of Title		
Lot No: 576	House/Street No: 43	Location No:
Diagram or Plan No: DP 74390	Certificate of Title Volume No: 3 (DUPLICATE) 0576 2803	Folio No:
Title encumbrances (e.g. easements, restrictive covenants): SEE DUPLICATE CERTIFICATE OF TITLE.		
Street name: DEWAR	Suburb: LAKE GRACE.	
Nearest street intersection: NORTH LAKE GRACE RD.		
Proposed Development:		
Nature of development: <input type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input checked="" type="checkbox"/> Works and Use		
<small>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.</small>		
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		
Description of proposed works and/or land use: ELECTRICIAN / MECHANICAL / WELDING (VEHICLE BODY BUILDING) WORKSHOP / STORAGE		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use:		
Approximate cost of proposed development: \$126,900		
Estimated time of completion: DECEMBER 2019		
OFFICE USE ONLY		
Acceptance Officer's initials:		Date received:
Local government reference no:		

ATTACHMENT 1



ATTACHMENT 1



ATTACHMENT 1

ENGINEERING SCHEDULE	
	23 Corbett St, Gnowangerup, WA 6335 T: 1300 74 1300, F: 1300 75 1300 www.shedspan.com.au

Job Number: AUSPAN-3468(5)

Customer: Alistair Hunt

Site Address: Dewar Street, LAKE GRACE, WA, 6353

Profile Id: Overriden

Main Building: Gable - Span: 13000, Length: 20000, Height: 6000

The length being comprised of 4 bays, the largest bay is 5m bays.

Left LeanTo: NA

Right LeanTo: NA

Front Garaport: NA

Back Garaport: NA

DESIGN CRITERIA	
Building Class: Class_10a	Wind Region: A
Design Wind Speed: 40 m/s	Terrain Category: 2.5
Ultimate Wind Speed: 41 m/s or 147.6 km/h (Region A, Terrain Cat 2, 6.6m reference height)	Shielding: 1
Internal Pressure Coefficient (Ip): 0	Topography: 1
	Importance Level: 2

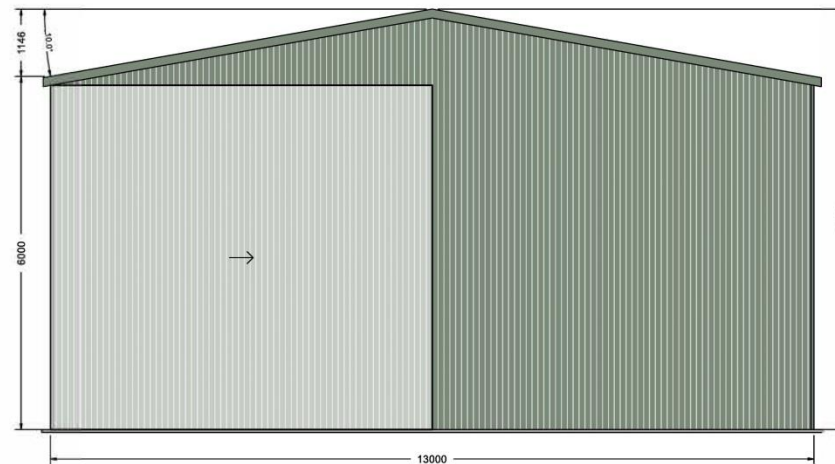
INTERNAL PORTALS	END PORTALS
Column: C30024	Column: C25024
Rafter: C30024	Rafter: C25024
Knee Brace: NA	Knee Brace: NA
Apex Brace: NA	Apex Brace: NA
	End Wall Mullion: C25024

LEFT LEAN TO PORTALS	RIGHT LEANTO PORTALS
Internal Column: NA	Internal Column: NA
Internal Rafter: NA	Internal Rafter: NA
End Column: NA	End Column: NA
End Rafter: NA	End Rafter: NA

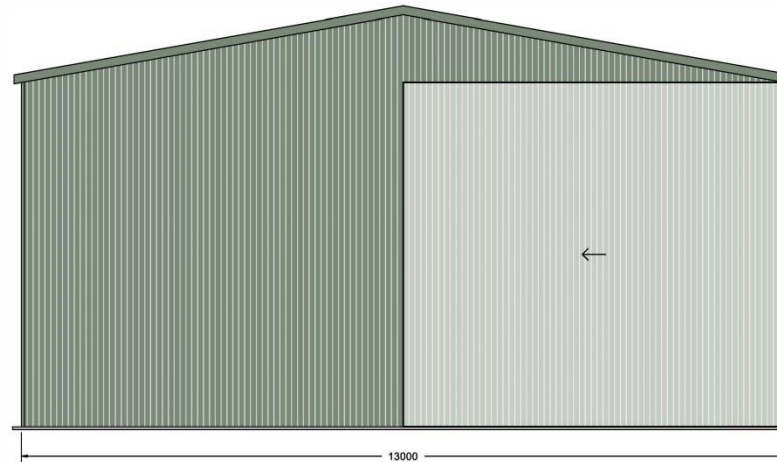
PURLINS AND GIRTS			
Eave Purlin: C10015			
Side Wall Girts: Z10012	Max Spacing: 1450	Overlap: 15%	
Front End Wall Girts: Z15015	Max Spacing: 1400	Overlap: 10%	
Back End Wall Girts: Z15015	Max Spacing: 1400	Overlap: 10%	
Roof Purlins: Z10012	Max Spacing: 1350	Overlap: 10%	

OTHER	
Domestic Roller Door Posts: Z15024	
Industrial Roller Door Posts: Z25024	

ATTACHMENT 1



FRONT ELEVATION



REAR ELEVATION



23 Corbett St, Gnowangerup
Western Australia 6335
T: 1300 74 1300 | F: 1300 75 1300
www.shedspan.com.au

CLIENT: Alistair Hunt
SITE ADDRESS: Dewar Street, LAKE GRACE, WA, 6353
PHONE:
EMAIL: alistair.hunt189@gmail.com

DRAWING TITLE: End Elevations
SCALE: 1:67.990
DATE: 18-01-2019
Job Number: AUSPAN-3468(5)



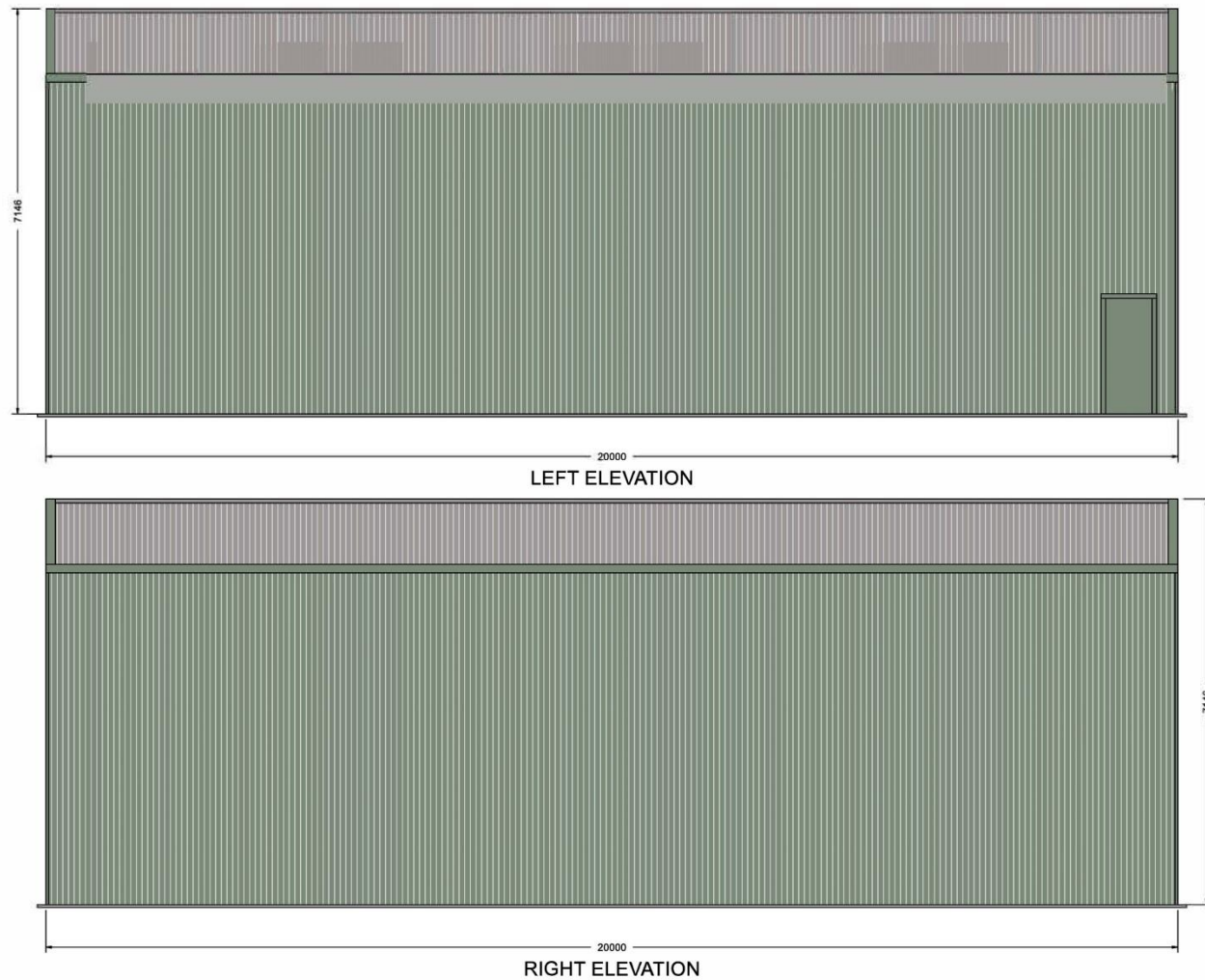
EngineeringOnline.com.au
Engineering Online Australia Pty Ltd
PO Box 116, Geraldton, WA 6531
Fax: 08-99215312 M: 0467 570577
E: sam@engineeringonline.com.au

Alain Najad

Alain Najad

MPHil Eng, B.Sc Eng, MIE Aust, CP Eng
NPER 364570, RPEC10207, EC3762, CC3771J
127021ES, Principal Engineer, Director

ATTACHMENT 1



23 Corbett ST, Gnowangerup
Western Australia 6335
T: 1300 74 1300 | F: 1300 75 1300
www.shedspan.com.au

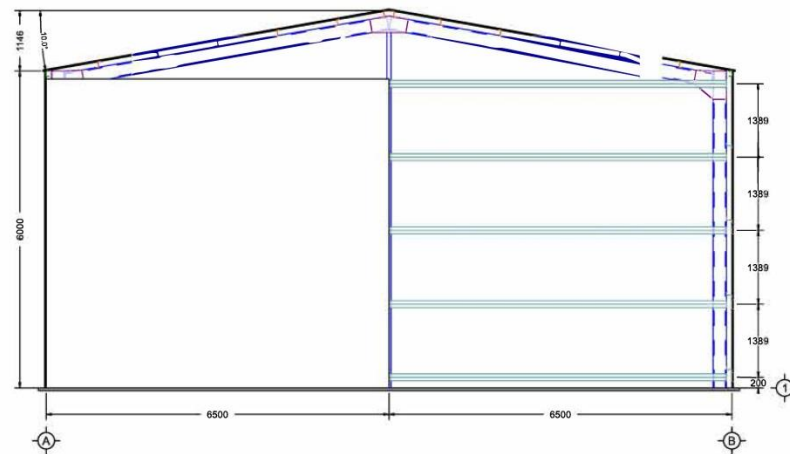
CLIENT: Alistair Hunt
SITE ADDRESS: Dewar Street, LAKE GRACE, WA, 6353
PHONE:
EMAIL: alistair.hunt89@gmail.com

DRAWING TITLE: Side Elevations
SCALE: 1:87.990
DATE: 18-01-2019
Job Number: AUSPAN-3468(5)

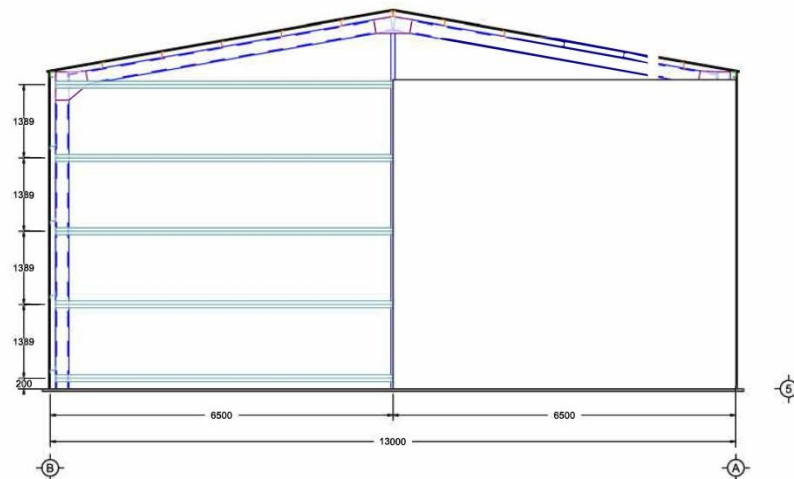


Alain Nejad
Alain Nejad
MPHil Eng, B.Sc Eng, MIE Aust, CP Eng
NPER 364570, RPE010237, EC3762, CC5771J
12/02/15, Principal Engineer, Director

ATTACHMENT 1



FRONT ELEVATION



REAR ELEVATION



23 Corbett ST, Gnowangerup
Western Australia 6335
T: 1300 74 1300 | F: 1300 75 1300
www.shedspan.com.au

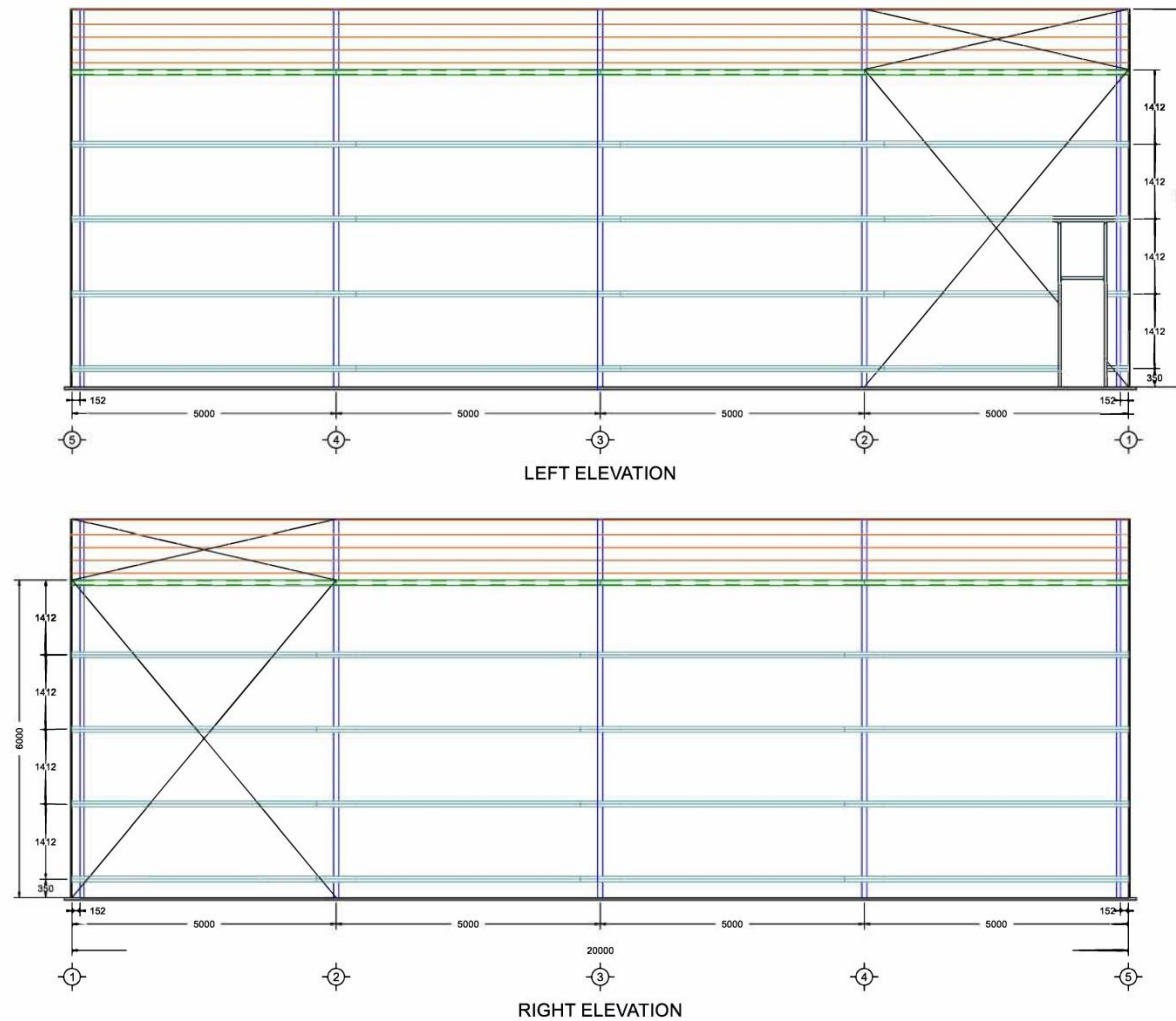
CLIENT: Alistair Hunt
SITE ADDRESS: Dewar Street, LAKE GRACE, WA, 6353
PHONE:
EMAIL: alistair.hunt189@gmail.com

DRAWING TITLE: End Frame Elevations
SCALE: 1:75.632
DATE: 18-01-2019
Job Number: AUSPAN-3468(5)



Alain Nejad
Alain Nejad
MPhil Eng, B.Sc Eng, MIE Aust, CP Eng
NPER 354570, RPEQ10237, EC3762, CC5711J
127021ES, Principal Engineer, Director

ATTACHMENT 1



23 Corbett ST, Gnowangerup
Western Australia 6335
T: 1300 74 1300 | F: 1300 75 1300
www.shedspan.com.au

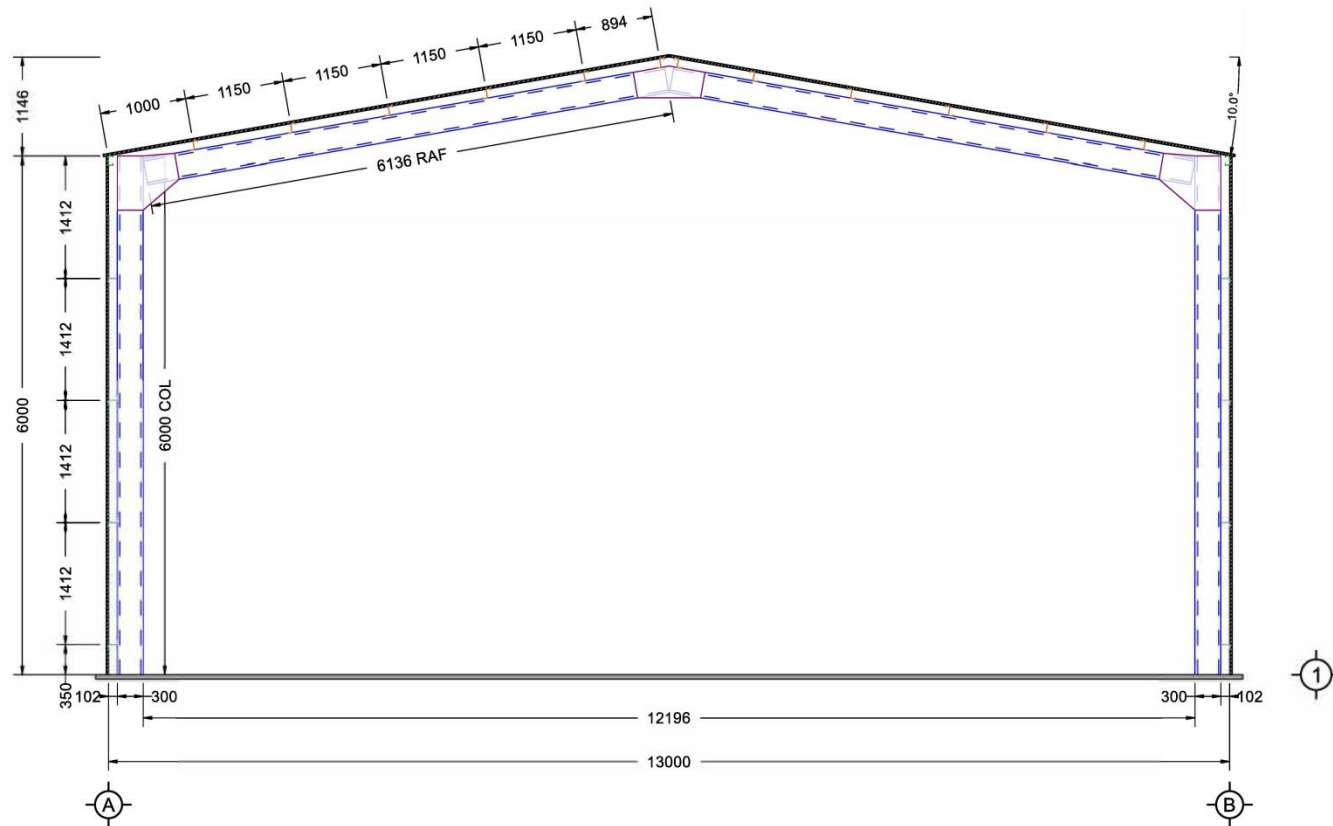
CLIENT: Alistair Hunt
SITE ADDRESS: Dewar Street, LAKE GRACE, WA, 6353
PHONE:
EMAIL: alistair.hunt89@gmail.com

DRAWING TITLE: Side Frame Elevations
SCALE: 1:75.525
DATE: 18-01-2019
Job Number: AUSPAN-3468(5)



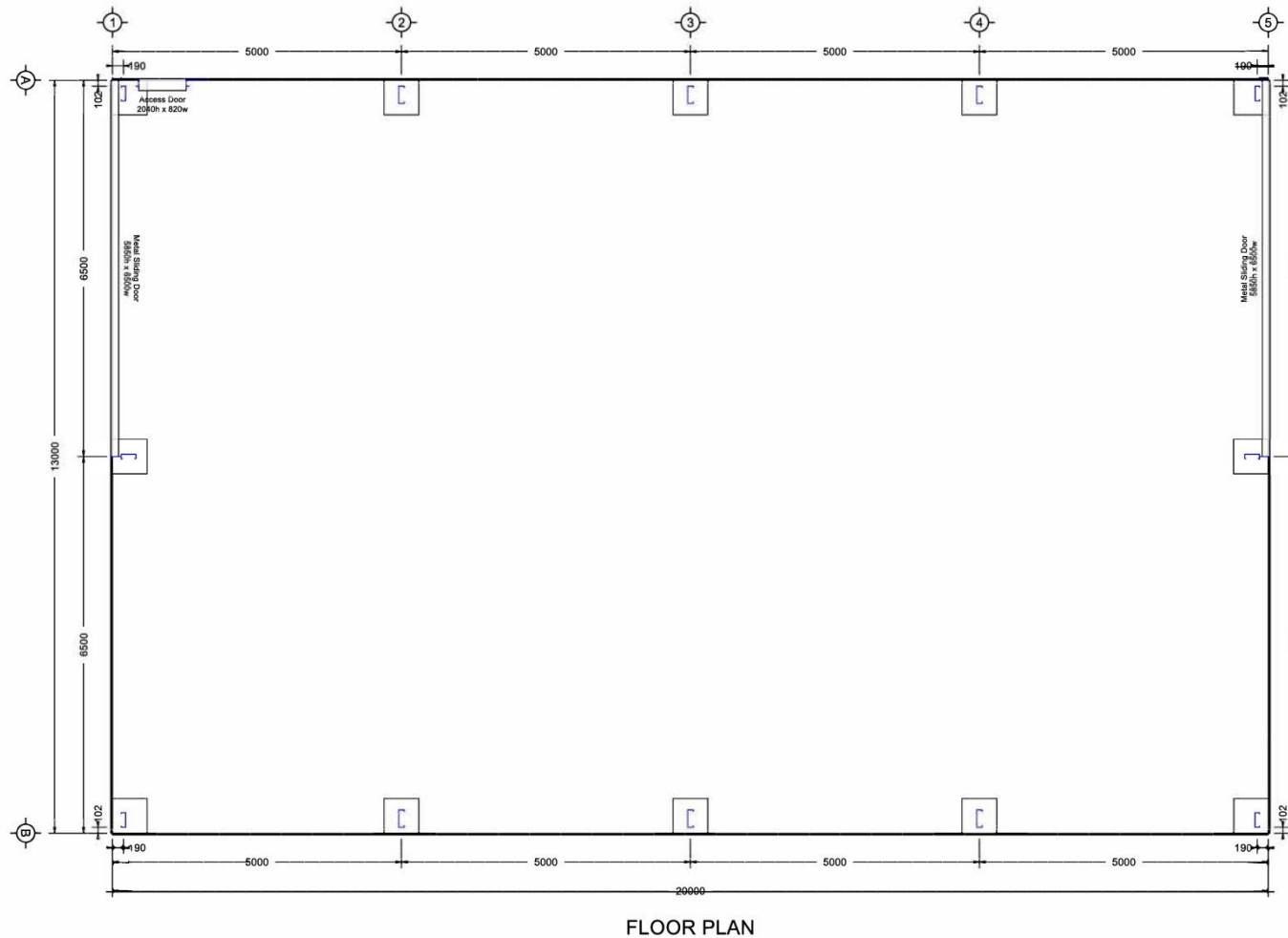
Alain Nejad
Alain Nejad
MPHil Eng, B.Sc Eng, MIE Aust, CP Eng
NPER 354570, RPEQ10237, EC3762, CC5711J
127021ES, Principal Engineer, Director

ATTACHMENT 1



INTERMEDIATE ELEVATION

ATTACHMENT 1



FLOOR PLAN



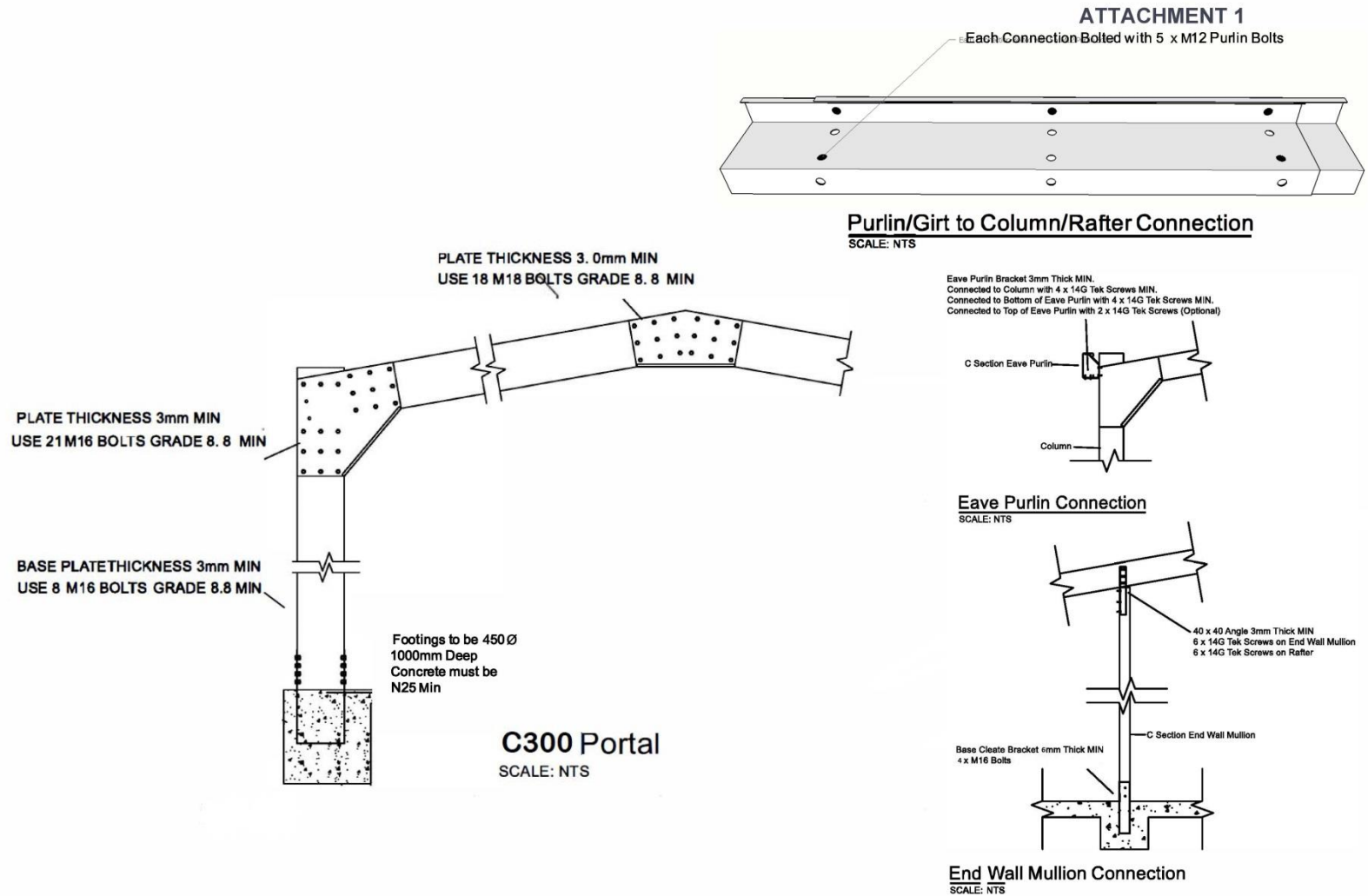
23 Corbett ST, Gnowangerup
Western Australia 6335
T: 1300 74 1300 | F: 1300 75 1300
www.shedspan.com.au

CLIENT: Alistair Hunt
SITE ADDRESS: Dewar Street, LAKE GRACE, WA, 6353
PHONE:
EMAIL: alistair.hunt89@gmail.com

DRAWING TITLE: Floor Plan
SCALE: 1:66.027
DATE: 18-01-2019
Job Number: AUSPAN-3468(5)



Alain Nejad
Alain Nejad
MPHil Eng, B.Sc Eng, MIE Aust, CP Eng
NPER 364570, RPE010207, EC3762, CC3771J
127021ES, Principal Engineer, Director



14.2.2 APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED COMMUNITY PURPOSE DISPLAY SHELTER ON LOT 9002 STUBBS STREET, LAKE GRACE

Applicant: Lions Club of Lake Grace Incorporated under the authority of the Shire of Lake Grace (Landowner)
File No.: 0369
Attachments: 1. Town Planning Report
Author: Mr Joe Douglas (Exurban Rural & Regional Planning)
 Town Planning Consultant
Disclosure of Interest: Nil
Date of Report: 4 April 2019
Senior Officer: Ms Denise Gobbart
 Chief Executive Officer

Summary

This report recommends that a development application submitted by the Lions Club of Lake Grace Incorporated under the authority of the Shire of Lake Grace (Landowner) to construct a new community purpose display shelter on portion of Lot 9002 Stubbs Street, Lake Grace be approved subject to conditions.

Background

The applicant has submitted a development application seeking Council's approval to construct a new 20m² shelter structure on Lot 9002 Stubbs Street, Lake Grace to house and publicly display an old, historic wagon used for farming purposes (i.e. Bennett's Wagon). The proposed shelter will be contained on a small portion of Lot 9002 that has been developed by the Lions Club for community purposes (i.e. Lions Park). Full details of the application are provided in Attachment 1.



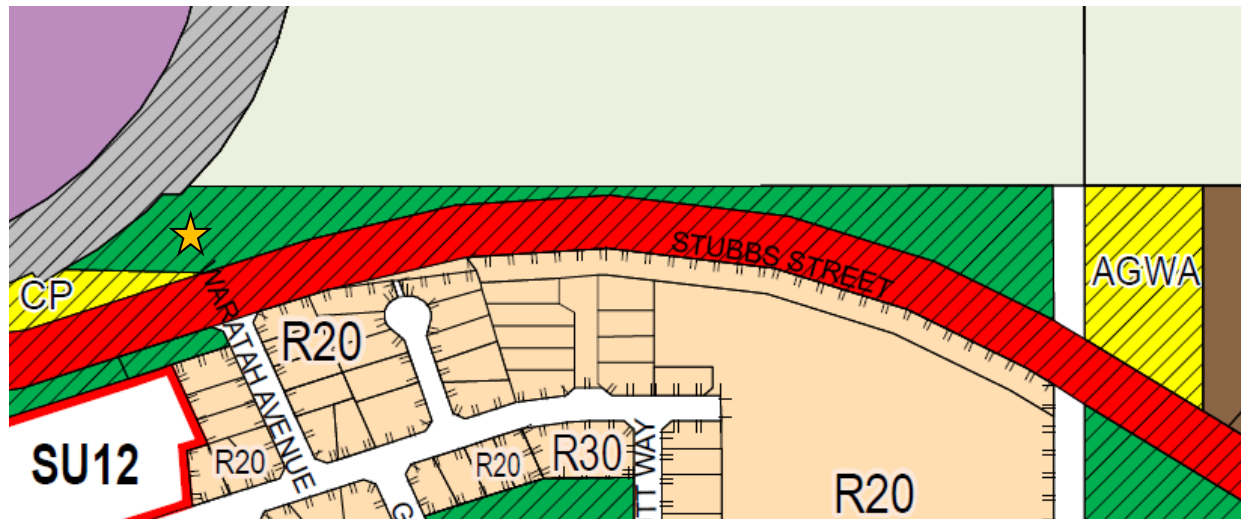
Location & Lot Configuration Plan (Source: Landgate)

The relevant portion of Lot 9002 is located in the eastern part of the Lake Grace townsite with direct frontage and access to Stubbs Street along its southern boundary. The subject land is gently sloping, has been parkland cleared and contains a few large stands of native remnant

vegetation. It also contains a number of existing improvements associated with its current approved use including a tourist information bay, covered seating area and unsealed vehicle accessways and parking areas.

Comment

The subject land is classified 'Local Scheme Reserve - Recreation' in the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4).



Current Zoning (Source: Local Planning Scheme No.4)

Under the terms of clause 2.4.1 of LPS No.4 a person must not use a Local Reserve or commence or carry out development on a Local Reserve without first having sought and obtained Council's development approval.

Council should note the proposed development cannot be classified as a public work and therefore deemed as being exempt from the need for Council's development approval as it is being undertaken by an incorporated body and not the local government.

In determining an application for development approval for a Local Reserve Council is required to have due regard to:

- i) the matters set out in clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
- ii) the ultimate purpose intended for the Local Reserve,
and is afforded significant discretion when applying the site and development requirements prescribed in LPS No.4 in each particular case.

The application has been assessed with due regard for the objectives and standards of the Shire's local planning framework including LPS No.4 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment has confirmed the proposal is compliant with the following requirements:

- Land use suitability and compatibility;
- Boundary setbacks for fire safety purposes;
- Use of setback areas;
- Building height and orientation;

- Vehicle access and on-site parking;
- Visual amenity including streetscape and architectural style;
- Landscaping including retention of existing native vegetation;
- Stormwater drainage management; and
- Bushfire risk management.

In light of the above findings it is concluded the proposal for Lot 9002 is unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality, will complement the existing use and improvements on the land and could prove highly beneficial by promoting the history of agricultural production in the district to the local community, tourists and the travelling public. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds generally in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

Legal Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Lake Grace Local Planning Scheme No.4

Policy Implications

Nil

Consultation

Not required or deemed necessary however clarification regarding a few key elements of the proposal was sought and obtained from Mr Neville Moulden of the Lions Club of Lake Grace Incorporated during assessment of the application.

Financial Implications

It is understood all costs associated with the proposed development, including any future required maintenance and repairs, will be met by the Lions Club of Lake Grace Incorporated. The Shire's annual public liability insurance premium is not expected to be effected however it's important all necessary approvals are in place and the structure is built in accordance with the relevant standards and requirements in the event of a claim.

Strategic Implications

Shire of Lake Grace Local Planning Strategy - The proposal for Lot 9002 is considered to be consistent with the aims and objectives of the Shire's Local Planning Strategy as it applies to the following:

- The designated use of the land for 'Recreation / Open Space' purposes;
- Promote further development and diversification of tourism in the Shire by supporting and encouraging investment in tourism infrastructure and services;
- Facilitate the provision of a wide range of well-planned and appropriately located community services and facilities that satisfy the needs and demands of the local community; and
- Encourage community involvement in the planning and delivery of community services and facilities.

Shire of Lake Grace Strategic Community Plan 2017-2027 – The proposal for Lot 9002 is

considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan 2017-2027 as it applies to the following:

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

Outcome 1.3 An attractive destination for visitors

- 1.3.2 Maintain and enhance local iconic attractions and infrastructure
- 1.3.3 Continue to provide and maintain visitor support services

Social Objective A valued, healthy and inclusive community and lifestyle

Outcome 2.1 An engaged, supportive and inclusive community

- 2.1.1 Community services and infrastructure meeting the needs of the district
- 2.2.1 Maintain and enhance sport and recreation facilities.

Environment Objective – Protect and enhance our natural and built environment

Outcome 3.1 A well maintained attractive built environment serving the needs of the community

- 3.1.1 Maintain, rationalise, improve or renew buildings and community infrastructure

Voting Requirements

Simple majority required.

Recommendation

Moved Cr Chappell

Seconded Cr Lloyd

That Council APPROVE the development application submitted by the Lions Club of Lake Grace Incorporated under the authority of the Shire of Lake Grace (Landowner) to construct a new community purpose display shelter on portion of Lot 9002 Stubbs Street, Lake Grace subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the development shall not be carried out without the further approval of Council having first being sought and obtained.
3. The proposed display shelter shall be constructed using new materials only.
4. All steel comprising the proposed structure shall be painted using colours that match / complement the 'Classic Cream' coloured roof sheeting. All painting work must be completed prior to use of the structure for community display purposes.
5. The display shelter and its immediate surrounds shall be maintained in a neat and tidy

condition at all times to the specifications and satisfaction of the Shire's Chief Executive Officer.

6. No advertising signage is permitted to be displayed on or within the shelter unless otherwise approved by Council. Interpretive signage that complements the external materials and colours of the shelter is acceptable subject to the preparation and submission of detailed plans for consideration and determination by the Shire's Chief Executive Officer.

Advice Notes

1. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
2. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a suitable building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any building construction or earthworks on the land.
3. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the required building permit application.
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
5. If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

Procedural motion

RESOLUTION 12973

Moved Cr Marshall
Seconded Cr Clarke

That Council proceed to the next business.

CARRIED 8/0

ATTACHMENT 2

SHIRE OF LAKE GRACE
LOCAL PLANNING SCHEME NO.4

APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details – Attach a separate sheet where there are more than two landowners		
Name/s: Shire of Lake Grace.		
ABN (if applicable): 80 159 221 021		
Address: P O Box 50 LAKE GRACE, WA		Postcode: 6353
Phone: 9890 2500 (work): (home): (mobile):	Fax: 9890 2599	E-mail: shire@lakegrace.wa.gov.au
Contact person: Dense Gobbart		
Signature:		Date: 1/3/2019
Signature:		Date:
<p>NOTE: The signature of all registered owner(s) is required on all applications. This application will not proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</p>		
Applicant Details		
Name: X LIONS CLUB OF LAKE GRACE (INC)		
Address: PO Box 27 LAKE GRACE WA		Postcode: 6353.
Phone: (work): (home): (mobile): 0499854710	Fax:	E-mail: niftymould@gmail.com
Contact person for correspondence: NEVILLE MOURDEN.		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		Date: 14/02/2019

ATTACHMENT 2

Property Details – Details must match those shown on the Certificate/s of Title		
Lot No: 9002	House/Street No: N/A	Location No: N/A
Diagram or Plan No: 75988	Certificate of Title Volume No: 2830	Folio No: 698
Title encumbrances (e.g. easements, restrictive covenants): nil.		
Street name: STUBBS ST	Suburb: LAKE GRACE WA 6353	
Nearest street intersection: WARATAH AVE.		
Proposed Development:		
Nature of development: <input checked="" type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use		
<small>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.</small>		
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		
Description of proposed works and/or land use: DISPLAY SMOED (SEE ATTACHMENT)		
Description of exemption claimed (if relevant): NA		
Nature of any existing buildings and/or land use: LIONS CLUB PARKING BAY (public recreation) INFORMATION BAY + SMOEDER SMOED		
Approximate cost of proposed development: \$0,000		
Estimated time of completion: JUNE 2019		
OFFICE USE ONLY		
Acceptance Officer's initials:		Date received:
Local government reference no:		

ATTACHMENT 2



Lions Club of Lake Grace (Inc)

P.O. Box 27
Lake Grace
W.A. 6353

February 14th 2019

Shire of Lake Grace
P.O. Box 50
Lake Grace
W.A. 6353

Description of proposed shelter shed on Lions Park Stubbs St Lake Grace W.A.

Supplied for application for development approval .

Structure to consist of 5mt x 4mt shed all steel construction with Classic cream colorbond gable roof & reinforced concrete floor.

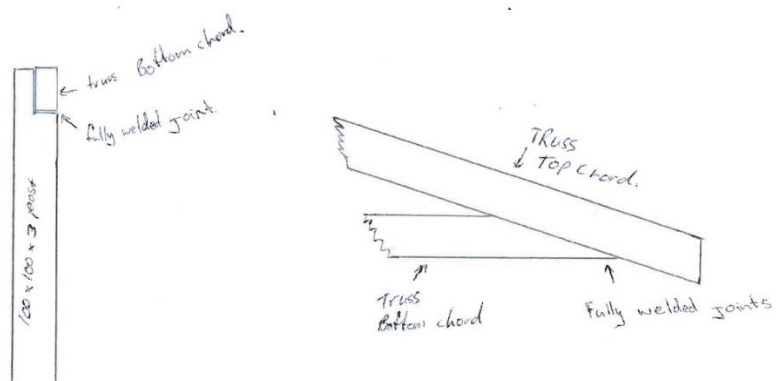
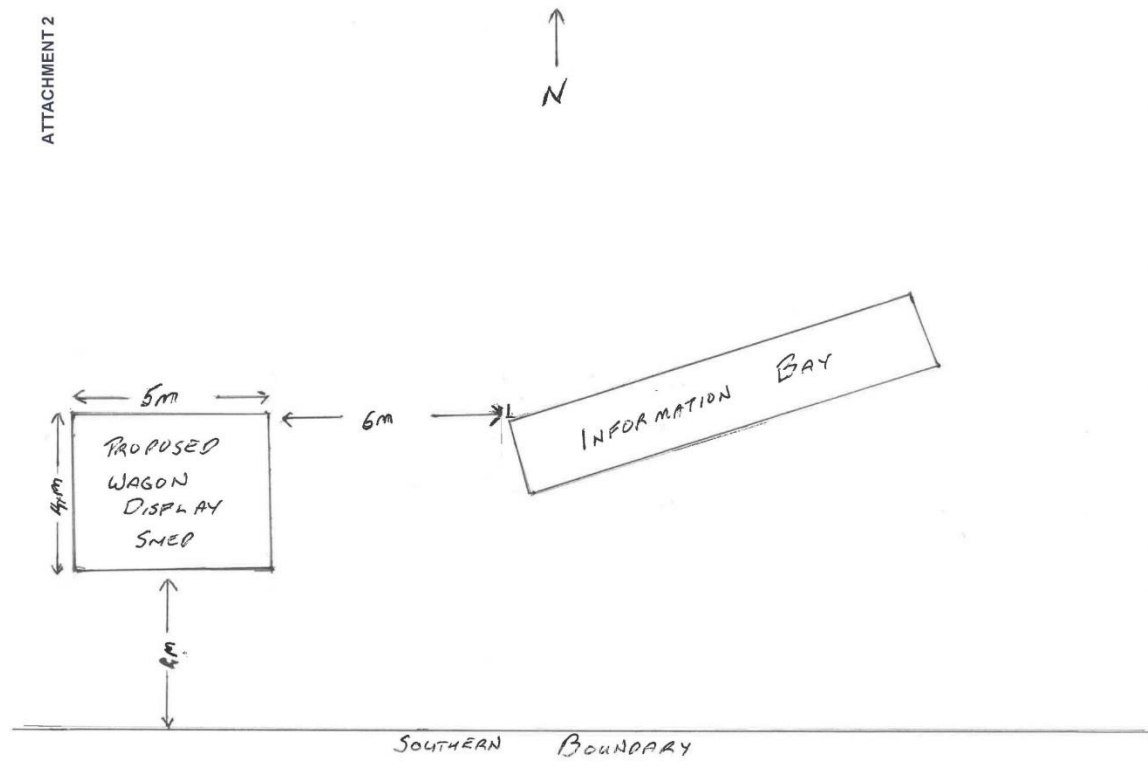
No side walls or guttering.

Please refer to enclosed drawings for dimensions of column's, trusses & footings.

Yours truly,

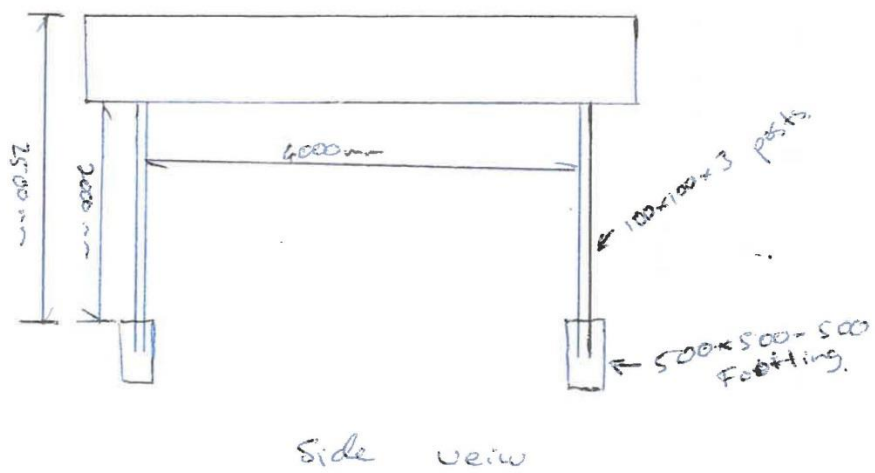
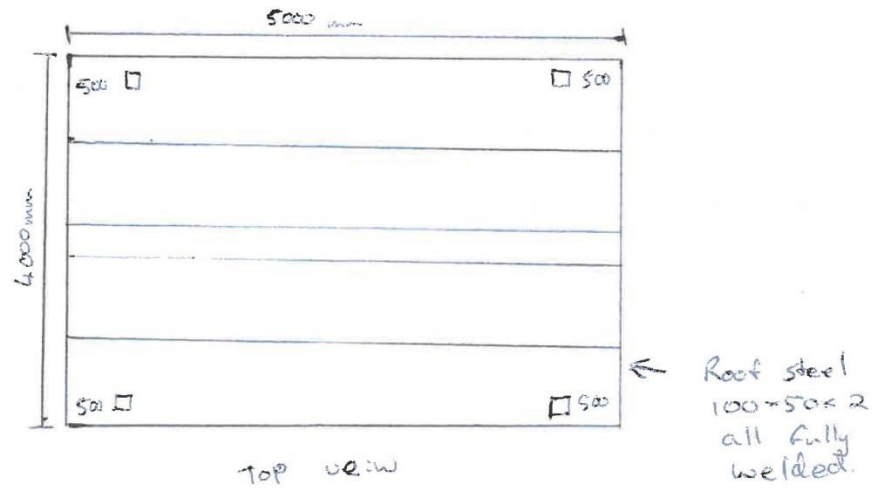
Neville Moulden

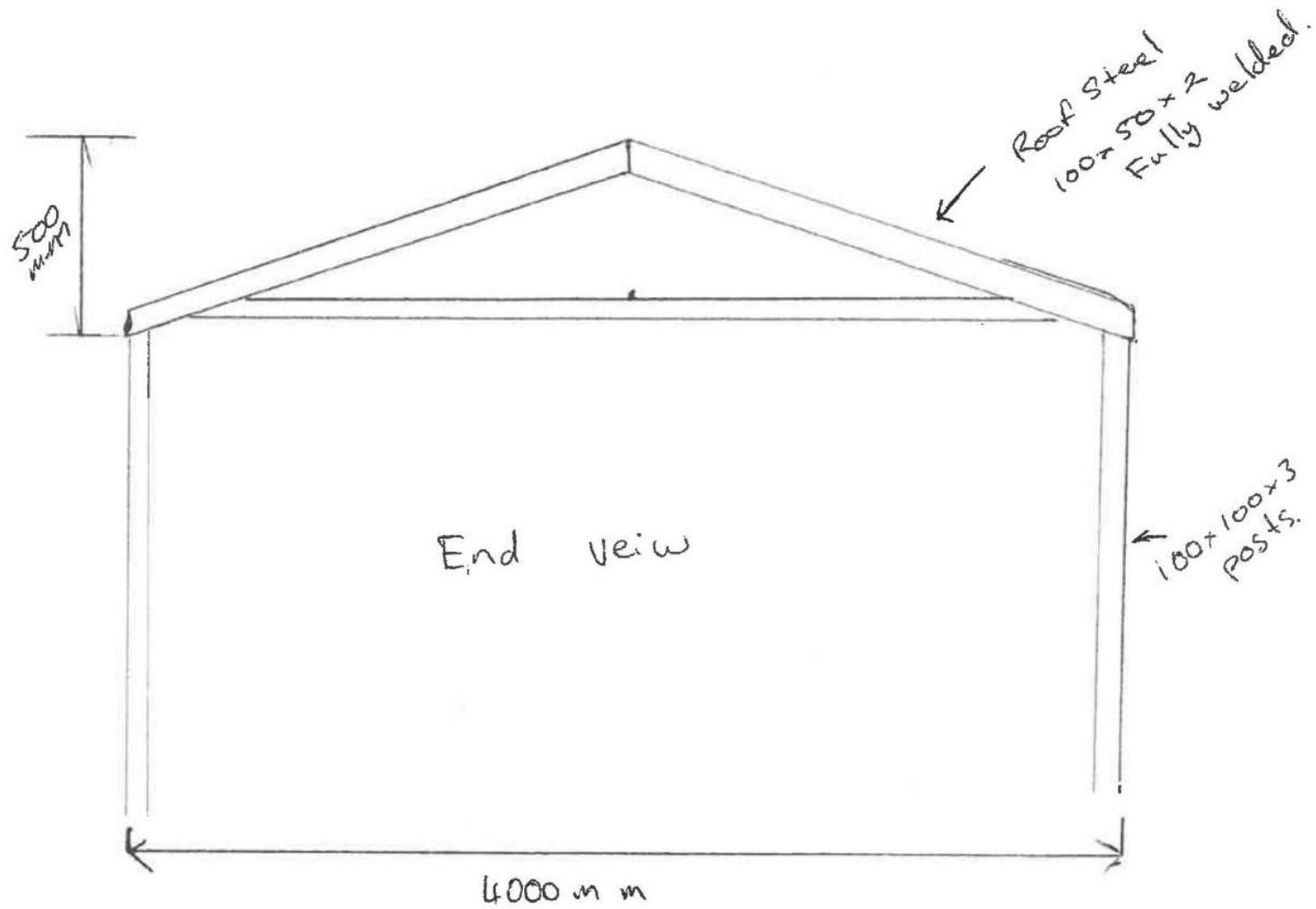

Treasurer
Lake Grace Lions Club



ATTACHMENT 2

ATTACHMENT 2





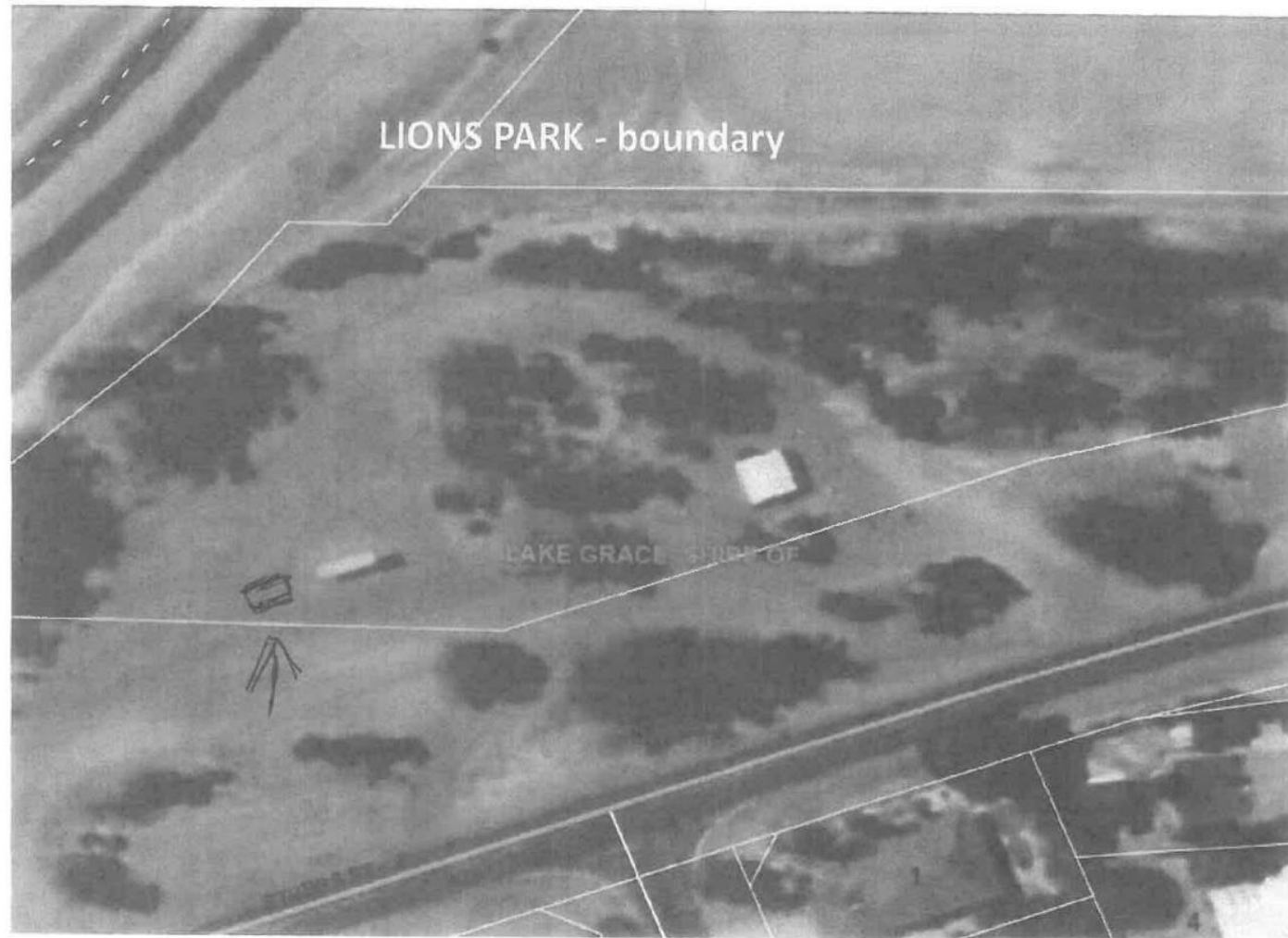


ATTACHMENT 2

Item 14.2.2

Attachment 1

ATTACHMENT 1

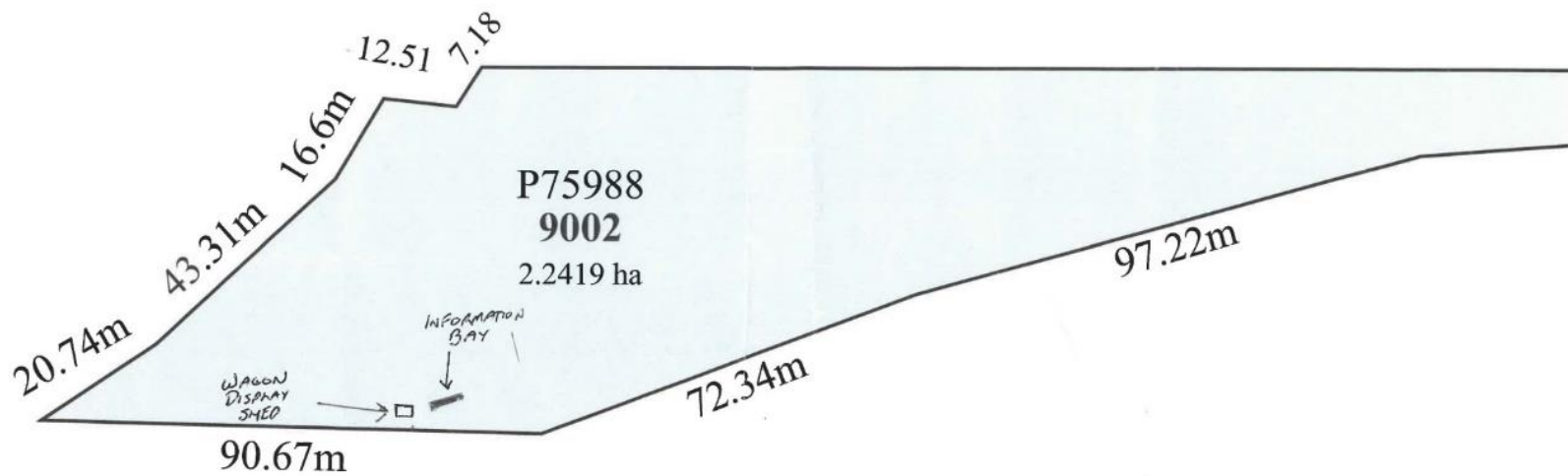


Item 14.2.2

Attachment 1

ATTACHMENT 2

✓ SHIRE OF LAKE GRACE
Wagon display shed at Lions Park Proposal



The Shire President advised that as a result of the declarations received prior to the meeting, an application had been made to the Minister for Local Government for approval under section 5.69(3)(a) of the Local Government Act 1995 for sufficient elected members to be present to form a quorum to allow the matters to be discussed. As a result of that request correspondence had been received from the Department of Local Government, Sport and Cultural Industries as follows:

I refer to your correspondence dated 11 April 2019 and advise that, in accordance with authority delegated by the Minister for Local Government, the Director General has approved your application under section 5.69(3)(a) of the Local Government Act 1995 (the Act).

This approval allows all of the seven (7) disclosing members, namely, Cr De Landgraft, Cr Chappell, Cr Clarke, Cr Lloyd, Cr Stanton, Cr Stoffberg and Cr Marshall to fully participate in the discussion and decision making relating to the below mentioned item at the Shire's Ordinary Meeting of Council on 17 April 2019.

14.2.3: Application for Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility on Lot 11 No. 7059) Kulin-Lake Grace Road, Lake Grace

Subject to the following conditions:

- 1. Approval is only valid for the 17 April 2019 Ordinary Meeting of Council when agenda item 14.2.3 is considered;*
- 2. The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
- 3. The CEO is to provide a copy of the Department's letter of approval to the abovementioned Councillors;*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed; are recorded in the minutes of the above mentioned meeting, when the item is considered;*
- 5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the Department, to allow the Department to verify compliance with the conditions of this approval; and*
- 6. The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interest be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

Cr Chappell declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace with the nature of the interest being CBH Shareholder, storage, handling, freight and marketing of grain.

Cr Clarke declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace with the nature of the interest being CBH Shareholder, storage and handling of grain and the purchase of lime.

Cr De Landgraftt declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace with the nature of the interest being CBH Shareholder, storage, sale and purchase of grain and fertiliser purchase.

Cr Lloyd declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace with the nature of the interest being CBH Shareholder and storage of grain.

Cr Marshall declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace with the nature of the interest being CBH Shareholder, storage and marketing of grain.

Cr Stanton declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace with the nature of the interest being minor shareholder, delivery of grain to CBH for storage, handling and marketing.

Cr Stoffberg declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace with the nature of the interest being catering for training.

As ministerial approval has been granted to allow Councillors Chappell, Clarke, De Landgraftt, Lloyd, Marshall, Stanton and Stoffberg to full participate in the discussion and decision making related to this matter, they remained in the Council Chambers.

14.2.3 APPLICATION FOR DEVELOPMENT APPROVAL – MINOR PROPOSED UPGRADES TO CBH'S GRAIN HANDLING & STORAGE FACILITY ON LOT 11 (NO.7059) KULIN-LAKE GRACE ROAD, LAKE GRACE

Applicant: Cooperative Bulk Handling Limited (Landowner)
File No.: 0453
Attachments: 1. Town Planning Report
Author: Mr Joe Douglas (Exurban Rural & Regional Planning)

Town Planning Consultant

Disclosure of Interest: Nil
Date of Report: 4 April 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

This report recommends that a development application submitted by Cooperative Bulk Handling Limited for a number of minor proposed upgrades to its existing grain handling and storage facility on Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace be approved subject to conditions.

Background

The applicant has submitted a development application seeking Council's approval to upgrade the existing vehicle weighing facilities, including a number of associated improvements, at its existing grain handling and storage facility in the Lake Grace townsite.

Lot 11 is located in the north-eastern extremities of the Lake Grace townsite and has direct frontage and access to Kulin-Lake Grace Road along its western boundary and an operational railway reserve along its eastern and southern boundaries.



Location & Lot Configuration Plan (Source: Landgate)

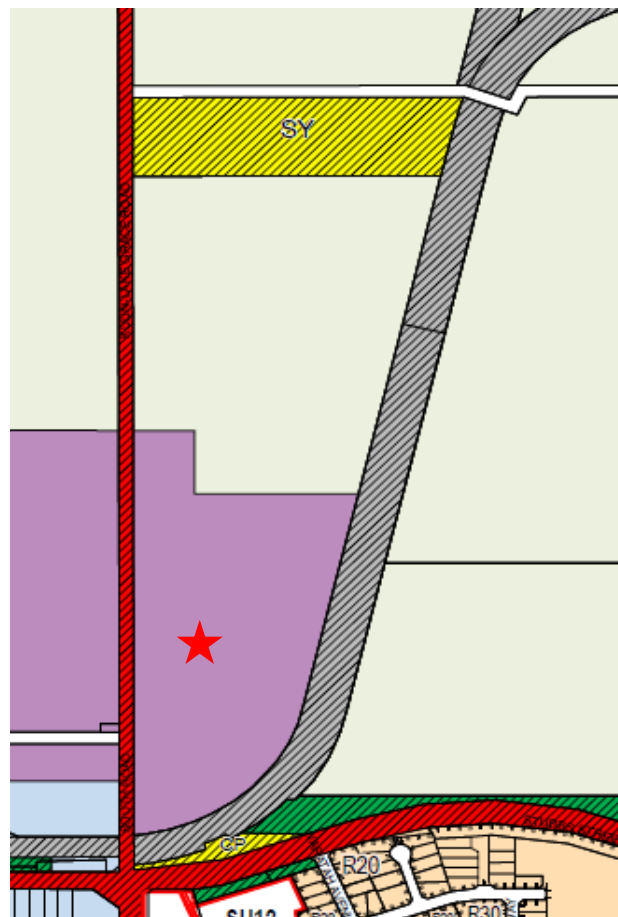
Lot 11 is irregular in shape, comprises a total area of approximately 34 hectares and has been extensively developed and used for 'rural industry' purposes (i.e. grain and lime sands handling and storage). The land contains a number of improvements associated with its current approved use including open and closed storage bins and associated infrastructure, sheds, a site office, sampling hut, crib room, weighbridge, vehicle accessways and parking, stormwater drainage infrastructure and boundary fencing.

Under the terms of the application, a fully copy of which is provided in Attachment 1, the following works are proposed:

- i) Removal and relocation of the existing approved vehicle weighbridge and grain sampling hut on the land and the complete removal of an existing crib room building nearby;
- ii) Installation of a second weighbridge alongside the relocated weighbridge and grain sampling hut;
- iii) Widening of the existing internal access road past the weighbridges in the vicinity of the former crib room building; and
- iv) Installation of new interconnected stormwater drainage infrastructure associated with the abovementioned improvements.

Comment

That portion of Lot 11 subject to this application is classified 'General Industry' zone in the Shire of Lake Grace Local Planning Scheme No.4 (LPS No.4).



Current Zoning (Source: Local Planning Scheme No.4)

The key objectives of the land's current 'General Industry' zoning classification are as follows:

- i) To provide a location for general, light and service industries which by the nature of their operations should be separated from residential areas;
- ii) To ensure an adequate supply of suitably located land for future industrial development;
- iii) To provide for a range of compatible general, light and service industries to support the needs and development of the district;
- iv) To provide a range of employment opportunities for residents of the district;
- v) To ensure that development is in accordance with appropriate and satisfactory standards of function, amenity and safety;
- vi) To ensure that appropriate buffers are provided and maintained between industrial uses and adjacent uses so as to avoid land use conflicts; and
- vii) To encourage the provision of additional landscaping to the established industrial areas to improve their visual appearance.

Having regard for the land use definitions contained in Schedule 1 of LPS No.4, the development and use of Lot 11 for grain handling and storage purposes, including any associated incidental works and uses, is most appropriately classified as 'warehouse/storage' which is listed in the Zoning Table of LPS No.4 as a discretionary (i.e. 'D') use on any land classified 'General Industry' zone meaning it is not permitted unless Council has exercised its discretion by granting development approval.

The application has been assessed with due regard for the specific objectives and standards of the Shire's local planning framework including LPS No.4 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment has confirmed the proposal is compliant with the following requirements:

- Land use suitability and compatibility including minimum buffer separation distance between industrial and sensitive land uses;
- Location and boundary setbacks;
- Use of setback areas;
- Building height;
- Vehicle access arrangements including sealing of all new trafficable areas;
- Visual amenity;
- Stormwater drainage management; and
- Bushfire risk management.

In light of the above findings it is concluded the proposal for Lot 11 is unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

Legal Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Lake Grace Local Planning Scheme No.4

Policy Implications

Nil

Consultation

Not required or deemed necessary.

Financial Implications

Nil. All costs associated with the project's implementation will be met by the applicant.

Strategic Implications

Shire of Lake Grace Local Planning Strategy - The proposal for Lot 11 is considered to be consistent with the aims and objectives of the Shire's Local Planning Strategy as it applies to the following:

- Economic Development Strategy:
 - i) Direct the majority of new commercial and industrial development to the Lake Grace, Newdegate, Lake King and Varley townsites to build upon existing infrastructure in these settlements and maximise efficiencies of operation and economies of scale.
- Infrastructure and Community Services Strategy:
 - i) Ensure that all development in the Shire is served by adequate, high quality and reliable stormwater drainage infrastructure that improves the quality of stormwater runoff and avoids salinity encroachment, flood risk and negative impacts on local drainage conditions and natural resources.

Shire of Lake Grace Strategic Community Plan 2017-2027 – The proposal for Lot 11 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

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

Outcome 1.1 An innovative, productive agricultural industry

- 1.1.3 Support and promote the agricultural productivity of the district

Outcome 1.2 A diverse and prosperous economy

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

Voting Requirements

Simple majority required

Recommendation/Resolution**RESOLUTION 12974**

Moved Cr Clarke

Seconded Cr Stoffberg

That Council APPROVE the development application submitted by Cooperative Bulk Handling Limited for a number of minor proposed upgrades to its existing grain handling and storage facility on Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application unless otherwise approved by Council.
2. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the development shall not be carried out without the further approval of Council having first being sought and obtained.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any building construction or earthworks on the land.
4. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the required building permit application.
5. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
6. No construction works shall commence on the land prior to 7.00am without the Shire's written approval. No constructions works are permitted on Sundays or Public Holidays.
7. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by

RESOLUTION 12974 (Continued)

the local government.

8. If the applicant / owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

CARRIED 8/0



OUR REF: 18164133
YOUR REF:
ENQ: Tim Dolling
DIRECT LINE: 08 9216 6094

12 March 2019

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

Dear Denise

APPLICATION FOR DEVELOPMENT APPROVAL

I refer to the requirement to improve truck weighing facilities at the Lake Grace grain receival site.

Proposed development includes the following:

- Remove and relocate the existing weighbridge and hut and remove the existing crib room nearby
- Install a second weighbridge alongside the relocated weighbridge and hut
- Widen the existing internal road past the weighbridges and in the vicinity of the former crib room
- Interconnected stormwater drainage.

Please find attached the following documentation and drawings:

- Application for development approval form
- Conceptual layout No. 2 (site plan) drawing 576-ENG-CI-DCO-0002_A
- General arrangement drawings S-020-A0000-R2 sheet 2 of 5 for the weighbridge and A0050-R7 sheet 2 of 2 for the hut.

If you have any enquiries, please contact me on 9216 6094, 0439 969 835 or by email at tim.dolling@cbh.com.au.

Yours sincerely

For: Co-operative Bulk Handling Limited

A handwritten signature in black ink, appearing to read "Tim Dolling", written over a light blue rectangular background.

Tim Dolling
Planning & Approvals Coordinator

Enc

ATTACHMENT 3

COOPERATIVE BULK HANDLING LTD
ABN 29 256 604 947

Gayfer House, 30 Delhi Street
West Perth, Western Australia 6005

GPO Box L886
Perth, Western Australia 6842

Grower Service Centre
1800 199 083

T + 61 8 9237 9600
F + 61 8 9322 3942

info@cbh.com.au
cbh.com.au

ATTACHMENT 3

**SHIRE OF LAKE GRACE
LOCAL PLANNING SCHEME NO.4**

APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details – Attach a separate sheet where there are more than two landowners		
Name/s: Cooperative Bulk Handling Limited		
ABN (if applicable): 29 256 604 947		
Address: GPO Box L886 Perth WA		
Postcode: 6842		
Phone: (work): 9216 6094 (home): (mobile): 0439 969 835	Fax:	E-mail: tim.dolling@cbh.com.au
Contact person: Tim Dolling		
Signature: <i>T. Dolling</i>		Date: 12 March 2019
Signature:		Date:
<p>NOTE: The signature of all registered owner(s) is required on all applications. This application will not proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</p>		
Applicant Details		
Name: As above		
Address:		
Postcode:		
Phone: (work): (home): (mobile):	Fax:	E-mail:
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: <i>T. Dolling</i>		Date: 12 March 2019

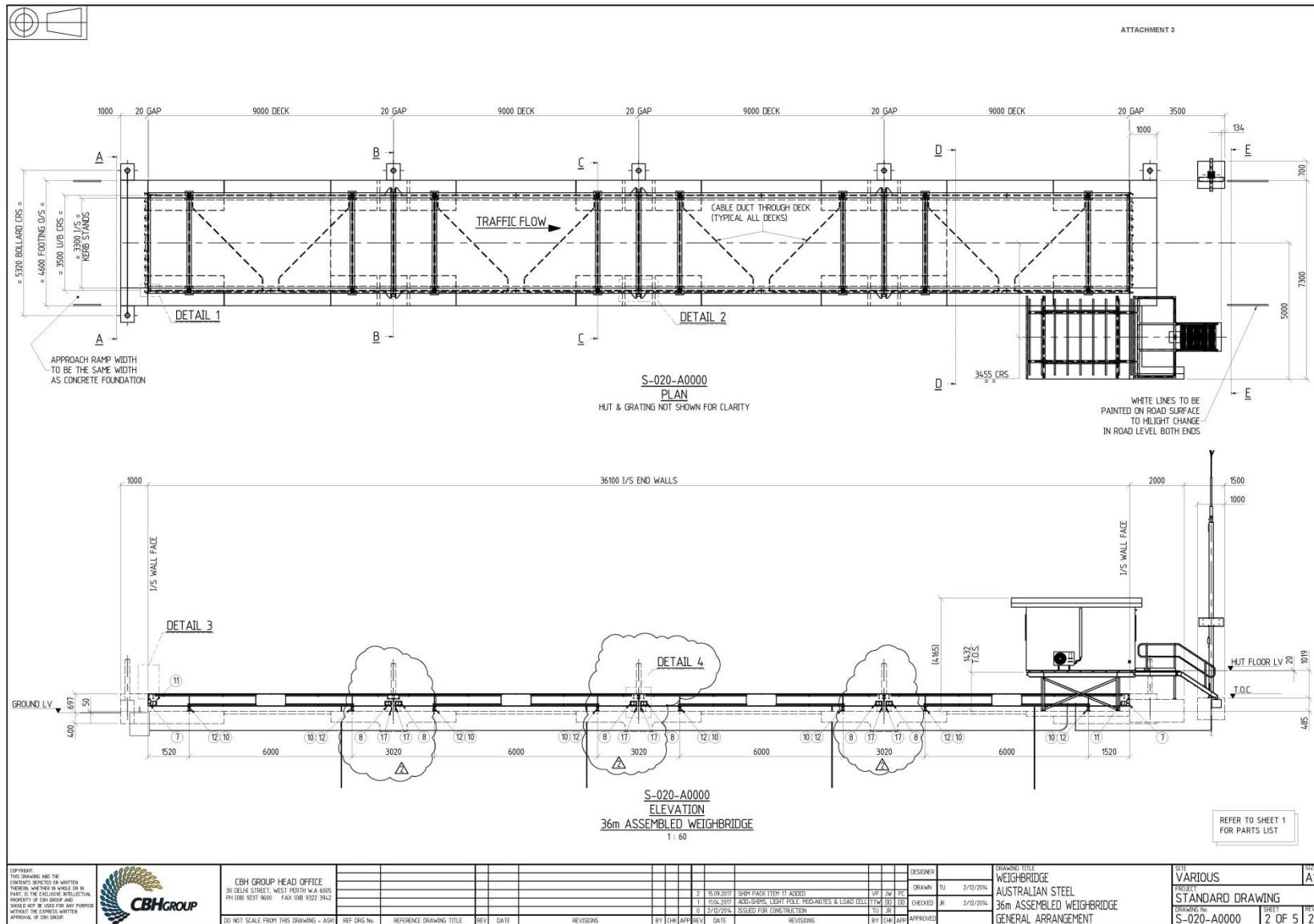
ATTACHMENT 3

Property Details – Details must match those shown on the Certificate/s of Title		
Lot No: 11	House/Street No:	Location No:
Diagram or Plan No: Plan 57312	Certificate of Title Volume No: 2688	Folio No: 199
Title encumbrances (e.g. easements, restrictive covenants):		
Street name:	Suburb:	
Nearest street intersection:		
Proposed Development:		
Nature of development: <input type="checkbox"/> Works (New construction works with no change of land use)		
<input type="checkbox"/> Use (Change of use of land with no construction works)		
<input checked="" type="checkbox"/> Works and Use		
<i>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.</i>		
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, is the exemption for: <input type="checkbox"/> Works		
<input type="checkbox"/> Use		
Description of proposed works and/or land use: Remove and relocate the existing weighbridge and hut and remove the existing crib room nearby. Install a second weighbridge along side the relocated weighbridge and hut. Widen the existing internal road past the weighbridges and hut and in the vicinity of the former crib room. Interconnected stormwater drainage.		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use: Grain storage		
Approximate cost of proposed development: \$627,842.00		
Estimated time of completion:		
OFFICE USE ONLY		
Acceptance Officer's initials:		Date received:
Local government reference no:		




Item 14.2.3

Attachment 1





14.2.4 APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED NEW CHEMICAL STORAGE SHED ON LOT 356 STUBBS STREET, LAKE GRACE

Applicant:	WBS Group Pty Ltd under the authority of NB & LA Maalouf (Landowners)	
File No.:	0506	
Attachments:	1. Town Planning Report	
Author:	Mr Joe Douglas (Exurban Rural & Regional Planning)	
		Town Planning Consultant
Disclosure of Interest:	Nil	
Date of Report:	4 April 2019	
Senior Officer:	Ms Denise Gobbart	 Chief Executive Officer

Summary

This report recommends that a development application submitted by WBS Group Pty Ltd under the authority of NB & LA Maalouf (Landowners) to construct a new chemical storage shed on Lot 356 Stubbs Street, Lake Grace for use by an existing approved Farm Supply Centre on the land be approved subject to conditions.

Background

The applicant has submitted a development application seeking Council's approval to construct a new steel framed and clad chemical storage shed at the western end of Lot 356 Stubbs Street, Lake Grace to support the future ongoing operation of an existing approved Farm Supply Centre on the land (i.e. Landmark Farm Supplies & Farming Equipment).

Under the terms of the application, a full copy of which is provided in Attachment 4, the proposed shed will:

- i) be 15 metres wide when viewed from Stubbs Street and 12 metres deep with setbacks of 2.38 metres from the land's front boundary and 3 metres from the land's western side boundary;
- ii) have a wall height of 4.5 metres and a ridge height of 5.5 metres;
- iii) comprise a total floor area of 180m² with concrete bunding internally within to help guard against chemical spills; and
- iv) be clad using 'Surfmist' (i.e. off-white) coloured wall and roof sheeting and 'Cottage Green' coloured trims.

Lot 356 is located centrally in the eastern part of the Lake Grace townsite, comprises a total area of approximately 1,857m² and is generally flat throughout. The subject land has direct frontage to Stubbs Street along its southern boundary with all current access arrangements to this State road having previously been approved by Council and Main Roads WA.

Lot 356 has been extensively developed over many years and is now being used for the purposes of a farm supply centre in accordance with a previous development approval issued by Council in 2008. The land contains a number of existing improvements associated with its current approved use including a large, centrally located warehouse and incidental office building in its eastern half, an open trade display / storage area in its western half including loading/unloading areas, on-site parking, landscaping and previously approved 'ring-lock' style

boundary fencing and vehicle access gates fronting Stubbs Street.

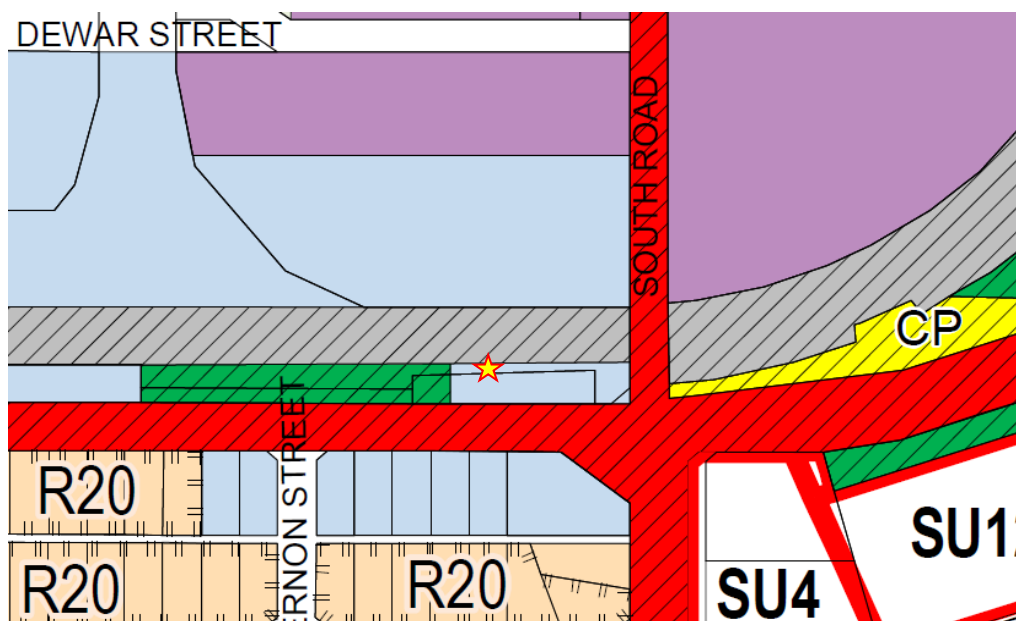


Location & Lot Configuration Plan (Source: Landgate)

Existing adjoining and other nearby land uses include an operational railway reserve to the north with a fuel and transport depot beyond, Kulin-Lake Grace Road to the east with a portion of the aforementioned railway reserve and a public parking area beyond, Stubbs Street to the south with another farm supply centre and a mix of commercial and service commercial type uses beyond, and a further portion of the aforementioned railway reserve and public open space to west.

Comment

The majority portion of the subject land is classified 'Service Commercial' zone under the Shire's current operative Local Planning Scheme No.4 (LPS No.4).



Current Zoning (Source: Local Planning Scheme No.4)

That portion of Lot 356 proposed to be developed to accommodate the new chemical storage shed is classified 'Local Scheme Reserve – Recreation' which is a minor mapping anomaly that was unable to be rectified when LPS No.4 was consolidated in 2017 due to a directive from the Department for Planning and Infrastructure that no zoning amendments affecting privately owned land would be considered and supported. Council should note this anomaly will be rectified during the next review of LPS No.4 by reclassifying the relevant portion of Lot 356 'Service Commercial' zone on the relevant scheme map.

Under the terms of clause 2.4.1 of LPS No.4 a person must not use a Local Reserve or commence or carry out development on a Local Reserve without first having sought and obtained Council's development approval.

In determining an application for development approval for a Local Reserve Council is required to have due regard to:

i) the matters set out in clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

ii) the ultimate purpose intended for the Local Reserve,

and is afforded significant discretion when applying the site and development requirements prescribed in LPS No.4 in each particular case.

Given the mapping anomaly referred to previously, item ii) above is not relevant to Council's consideration of this application and should therefore be ignored.

The application has been assessed with due regard for the objectives and standards of the Shire's local planning framework including LPS No.4 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment has confirmed the proposal is compliant with the following general requirements:

- Land use suitability and compatibility;
- Boundary setbacks for fire safety purposes;
- Use of setback areas;
- Building height;
- Building orientation for vehicle and pedestrian access purposes;
- On-site parking, loading and unloading; and
- Bushfire risk management.

Notwithstanding the above conclusion, the following minor issues have been identified which require Council's consideration when determining the application:

i) Car Parking, Visual Amenity & Landscaping

The site development plan submitted in support of the application makes provision for twelve (12) on-site parking bays compared to ten (10) bays originally approved by Council in 2008. This slight increase in on-site parking has been provided to satisfy the parking requirements of LPS No.4 as they apply to 'Service Commercial' type development. Whilst the provision of additional on-site park is acceptable, it has resulted in the removal of a 32m² area of approved landscaping at the western end of the warehouse building along its Stubbs Street frontage.

Given that the 32m² area of landscaping proposed to be removed was never actually installed in accordance with Council's 2008 approval, it is considered reasonable to require,

as a condition of any new approval, the provision of further landscaping in a suitable alternative location on the land.

Having regard for:

- a) the history of usage of the yard area between the existing warehouse and proposed new shed, which has essentially involved the open storage and display of a wide range of agricultural products and supplies, and its associated negative visual impacts along Stubbs Street which is the town's main public thoroughfare;
- b) the potential visual impacts of the proposed shed's 'blank walls' when viewed from Stubbs Street (i.e. the building's front and western side elevations); and
- c) the discretion available to Council under LPS No.4 to request whatever amount of on-site landscaping it considers reasonable and appropriate having regard for the circumstances of any given development proposal,

it is recommended a condition be imposed on any development approval issued requiring the provision of some additional low level landscaping (i.e. up to 1.5 to 2 metres in height at maturity) within a one (1) metre wide landscaping strip along the land's front and western side boundaries as shown in the following plan to help soften and improve the development's visual appearance when viewed from the street:



ii) Stormwater Drainage

The plans submitted in support of the application indicate all stormwater will be piped to the adjoining railway reserve to the north with no evidence of any approval having been sought and/or obtained from the Public Transport Authority (PTA) to do so given that agency's interest in and control over this land. It is known from previous advice received from the PTA that the direct discharge of stormwater into railway reserves is generally not supported for any new development on privately owned land with the preference being to either capture and manage all stormwater flows on-site or install suitable pipework to provide for the discharge of stormwater into road reserves and associated local drainage systems.

Having regard for the previous development approval issued by Council in 2008 to accommodate Landmark's current activities on the land which required the installation of a suitable capacity rainwater tank on the north-eastern side of the warehouse / office building

for stormwater drainage purposes as per the details shown on approved plans, it is recommended Council again impose a condition on any development approval issued in this instance requiring the installation of a suitable capacity rainwater tank at the rear of the proposed new shed prior to its occupation and use to ensure all stormwater flows are captured and managed on-site.

In light of the above findings it is concluded the proposal for Lot 356 is unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions including landscaping and stormwater drainage management. As such it is recommended Council exercise its discretion and grant conditional approval to the application to ensure the development proceeds in accordance with the information and plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

Legal Implications

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Lake Grace Local Planning Scheme No.4

Policy Implications

Nil

Consultation

Not required or deemed necessary in this particular instance given previous advice received from Main Roads WA regarding the existing approved development on the land which is still relevant and applicable. Clarification of a few key elements of the proposal was also sought and obtained from the applicant during assessment of the application.

Financial Implications

Nil. It is understood all costs associated with the project's implementation will met by Landmark in its capacity as the current lessee of the land.

Strategic Implications

Shire of Lake Grace Local Planning Strategy - The proposal for 356 is considered to be consistent with the aims and objectives of the Shire's Local Planning Strategy as it applies to the following:

- Economic Development Strategy:
 - i) Promote the diversification of the Shire's economy by encouraging the development of a wide range of new commerce and industry; and
 - ii) Direct the majority of new commercial and industrial development to the Lake Grace, Newdegate, Lake King and Varley townsites to build upon existing infrastructure in these settlements and maximise efficiencies of operation and economies of scale.
- Infrastructure and Community Services Strategy:
 - i) Ensure that all development in the Shire is served by adequate, high quality and reliable stormwater drainage infrastructure that improves the quality of stormwater runoff and avoids salinity encroachment, flood risk and negative impacts on local drainage conditions and natural resources.

Shire of Lake Grace Strategic Community Plan 2017-2027 – The proposal for Lot 356 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

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/Resolution

RESOLUTION 12975

Moved Cr Hunt

Seconded Cr Stoffberg

That Council APPROVE the development application submitted by WBS Group Pty Ltd under the authority of NB & LA Maalouf (Landowners) to construct a new 180m² chemical storage shed on Lot 356 Stubbs Street, Lake Grace subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the development shall not be carried out without the further approval of Council having first being sought and obtained.
3. A new one (1) metre wide landscaping strip comprising low level vegetation species that reach a height of 1.5 to 2 metres at maturity shall be installed on the land as follows:
 - i) along the land's Stubbs Street frontage from the western side of the vehicle access gates to the open yard / trade display area through to its western side boundary; and
 - ii) along the full length of the land's western side boundary.
4. The landscaping required by Condition 3 above shall be installed within six (6) months of the date of this approval and maintained thereafter to the specifications and satisfaction of the Shire's Chief Executive Officer. A landscaping plan providing specific details of the location, spacing and plant species to be used shall be submitted to the Shire's Chief Executive Officer for consideration and determination prior to implementation.
5. A suitable capacity rainwater tank shall be installed at the rear of the proposed new chemical storage shed prior to its occupation and use to ensure all stormwater flows from the shed are captured and managed on-site.
6. Suitable measures shall be implemented to help guard against and provide for the appropriate management and clean-up of any potential chemical spills from the proposed new chemical storage shed.

RESOLUTION 12975 (Continued)

7. The open areas around the proposed chemical storage shed shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the Shire's Chief Executive Officer.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a suitable building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any building construction or earthworks on the land.
4. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the required building permit application.
5. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
6. No construction works shall commence on the land prior to 7.00am without the Shire's written approval. No constructions works are permitted on Sundays or Public Holidays.
7. All chemical storage in the proposed new storage shed on Lot 356 shall be undertaken in a manner consistent with the *Dangerous Goods Safety Act 2004* and all associated regulations as well as Australian Standard AS 2507-1998 entitled '*The Storage and Handling of Agricultural and Veterinary Chemicals*'. Any queries regarding the relevant requirements should be directed to the Department of Mines, Industry Regulation and Safety.
8. With regard to stormwater drainage it should be noted no stormwater is permitted to be discharged from the new chemical storage shed to any part of the railway reserve to the north and west or the Stubbs Street road reserve area to the south hence the requirement to install a suitable capacity rainwater tank as per Condition 5 of this approval.
9. It was noted during assessment of the application that the existing development and use of the land has encroached upon a small portion of the railway reserve immediately adjacent to the land's northern boundary, including fencing for security purposes. This encroachment has not been approved by Council as part of this or any previous development applications for Lot 356 and is a matter the landowner / lessee will need to resolve through further discussion with the Public Transport Authority given that agency's interest in and control

RESOLUTION 12975 (Continued)

over the railway reserve.

10. Any future proposed advertising signage shall be provided in accordance with the specific requirements of the Shire of Lake Grace Local Planning Scheme No.4 and Local Planning Policy 6.5 entitled '*Advertising Signage*' unless otherwise approved by Council.
11. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
12. If the applicant / owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

CARRIED 8/0

Item 14.2.4

Attachment 1



A 98 Byfield St, Northam WA 6401
P 1800 800 909
F 1800 800 910
wbsgroup.com.au

6 December 2018.

Shire of Lake Grace,
Planning Department,
PO Box 50,
LAKE GRACE WA 6353

Dear Sir / Madam,

Planning Application – Job 2521 Landmark Lake Grace – 87 Stubbs Rd, LAKE GRACE WA 6353

Please find attached documents for Planning consent to the above property.

The property is a is an agricultural farming retail outlet for agricultural and other products.

The proposed building is a Structural Steel Chemical Shed 15m x 12m x 4.5m .
Roof cladding is Surfmist and wall cladding is Cottage Green.
There are two x 4.2m High by 7.5 m wide sliding Chain Mesh Gates.

The shed will be used to store chemicl drums.

Kind regards,

Beverley Gannon
Wheatbelt Steel Contracts Administrator,
WBS Group Pty Ltd,



ATTACHMENT 4

SHIRE OF LAKE GRACE
LOCAL PLANNING SCHEME NO.4

APPLICATION FOR DEVELOPMENT APPROVAL



Owner Details – Attach a separate sheet where there are more than two landowners		
Name/s: <i>NICOLAS DIB MAALOUF</i> <i>LAURE ANNE MAALOUF</i>		
ABN (if applicable):		
Address: <i>PO BOX 169</i> <i>LAKE GRACE WA</i> Postcode: <i>6353</i>		
Phone: (work): <i>9865 1261</i> (home): (mobile): <i>0427 651 261</i>	Fax: <i>9865 1025</i>	E-mail: <i>maalouf@treko.net.au</i>
Contact person: <i>NICK MAALOUF</i>		
Signature: <i>[Signature]</i>		Date: <i>5 December 2018</i>
Signature: <i>[Signature]</i>		Date: <i>5 December 2018</i>
<small>NOTE: The signature of all registered owner(s) is required on all applications. This application will not proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</small>		
Applicant Details		
Name: <i>WHEATBELT STEEL</i>		
Address: <i>PO BOX 910,</i> <i>NORTHAM WA</i> Postcode: <i>6401</i>		
Phone: (work): <i>9622 6622</i> (home): (mobile):	Fax: <i>9622 6600</i>	E-mail: <i>bev.gannon@wbsgroup.com.au</i>
Contact person for correspondence: <i>BEV GANNON</i>		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: <i>[Signature]</i>		Date: <i>3 December 2018</i>

ATTACHMENT 4


Property Details – Details must match those shown on the Certificate/s of Title			
Lot No:	House/Street No:	Location No:	
Diagram or Plan No: 221026	Certificate of Title Volume No: 2218	Folio No: 692	
Title encumbrances (e.g. easements, restrictive covenants):			
Street name: LOT 356 STUBBS STREET		Suburb: LAKE GRACE WA 6353	
Nearest street intersection: LAKE GRACE - KULIN ROAD LAKE GRACE SOUTH ROAD LAKE GRACE			
Proposed Development:			
Nature of development: <input checked="" type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use			
<small>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.</small>			
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use			
Description of proposed works and/or land use: Structural Steel Shed 15m x 12m x 4.5m Fully Enclosed with Chain Mesh Sliding Doors			
Description of exemption claimed (if relevant):			
Nature of any existing buildings and/or land use: LANDMARK RETAIL OUTLET BUILDING FOR AGRICULTURAL PRODUCTS			
Approximate cost of proposed development: \$51,700.00			
Estimated time of completion: FEBRUARY 2019			
OFFICE USE ONLY			
Acceptance Officer's initials:		Date received:	
Local government reference no:			

ATTACHMENT 4

		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">REGISTER NUMBER</td> </tr> <tr> <td colspan="2" style="text-align: center;">356/DP221026</td> </tr> <tr> <td style="text-align: center;">DUPLICATE EDITION</td> <td style="text-align: center;">DATE DUPLICATE ISSUED</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">29/11/2011</td> </tr> </table>		REGISTER NUMBER		356/DP221026		DUPLICATE EDITION	DATE DUPLICATE ISSUED	1	29/11/2011
REGISTER NUMBER											
356/DP221026											
DUPLICATE EDITION	DATE DUPLICATE ISSUED										
1	29/11/2011										
WESTERN	AUSTRALIA	VOLUME 2218	FOLIO 692								

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.


 REGISTRAR OF TITLES
 

LAND DESCRIPTION:

LOT 356 ON DEPOSITED PLAN 221026

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

NICOLAS DIB MAALOUF
LAURE ANNE MAALOUF
BOTH OF POST OFFICE BOX 169, LAKE GRACE
AS JOINT TENANTS

(T 1017659) REGISTERED 18/2/2002

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. L763018 LEASE TO LANDMARK OPERATIONS LTD OF LEVEL 19, 380 LA TROBE STREET, MELBOURNE, VICTORIA EXPIRES: SEE LEASE. REGISTERED 19/10/2011.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

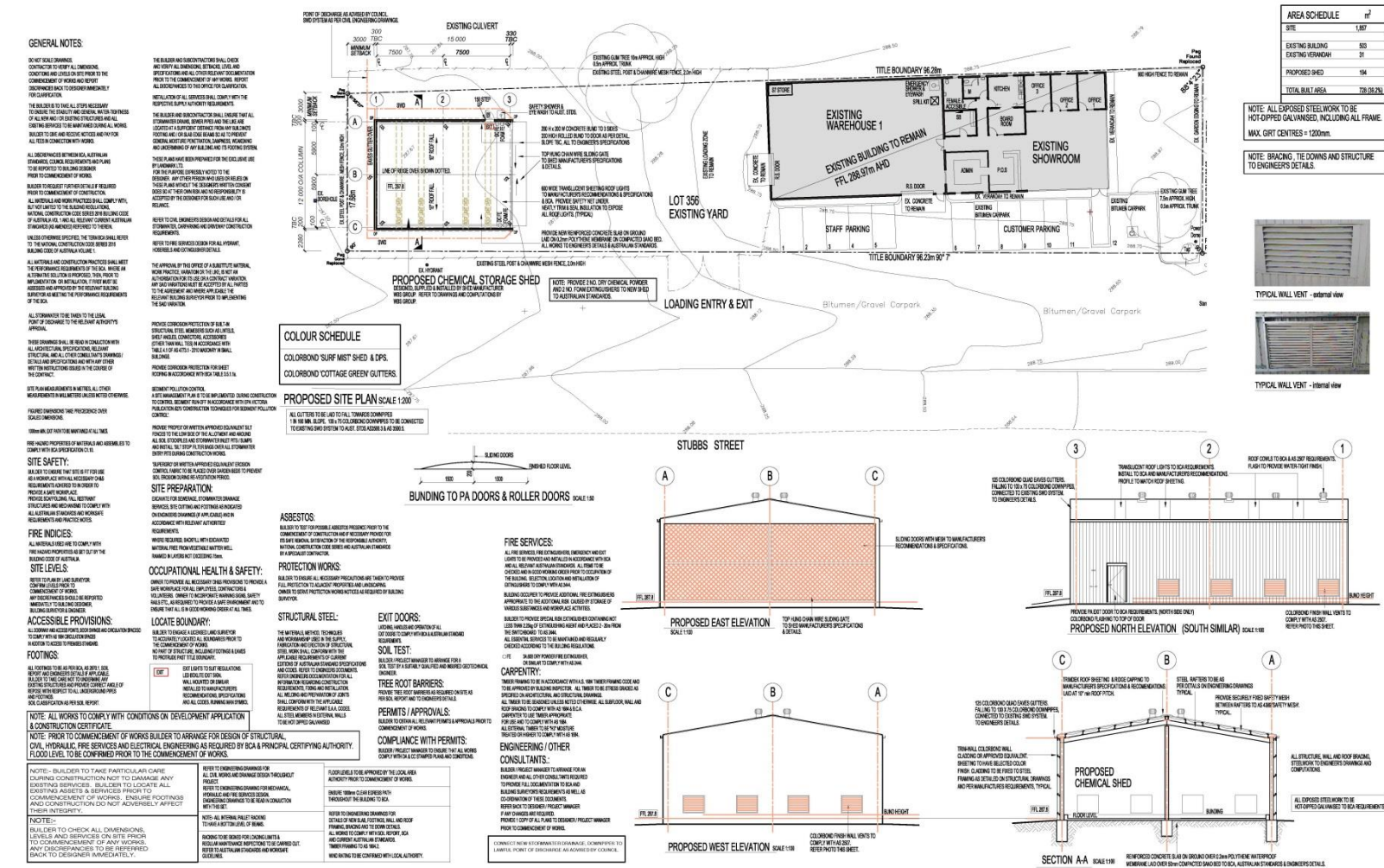
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP221026
PREVIOUS TITLE: LR3123-372
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF LAKE GRACE

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF LAKE GRACE TOWN LOT/LOT 356 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 356 ON DEPOSITED PLAN 221026 ON 03-OCT-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

ATTACHMENT 4

[illegible]

14.3 HEALTH AND BUILDING

NO MATTERS FOR CONSIDERATION.

14.4 ADMINISTRATION

14.4.1 REVIEW OF POLICY 3.7 - PURCHASING

Applicant: Internal Document
File No. 0050
Attachments: 1. Current Policy 3.7 - Purchasing
Author: Ms Belinda Knight



Deputy Chief Executive Officer

Disclosure of Interest: Nil
Date of Report: 27 March 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

To review Policy 3.7 – Purchasing, to restrict the ability to issue purchase orders to the Chief Executive Officer (CEO) and Senior Managers.

Background

Policy 3.7 – was reviewed at the February Council meeting where the quotation thresholds were reviewed, along with the ability for the CEO to amend the number of quotes based on certain criteria.

Whilst developing the Work Instruction for issuing requisitions and purchase orders, it was noted that a number of officers had authority to issue orders, without the corresponding authority for the budgets relating to those orders. Therefore it is recommended that the following amendments be authorised.

Officer	Purchase Order Value	Proposed Value
Chief Executive Officer	Unlimited (within adopted budget and guidelines)	Unlimited (within adopted budget and guidelines)
Deputy Chief Executive Officer	\$50,000	\$50,000
Manager Infrastructure Services	\$50,000	\$50,000
Marketing & Engagement Coordinator	\$0	\$5,000 - New
Infrastructure Supervisor	\$5,000	Remove – becomes requisition officer
Administration Coordinator	\$5,000	Remove – becomes requisition officer
Governance Officer Executive Assistant	\$5,000	Remove – becomes requisition officer
Mechanic	\$5,000	Remove - obsolete
Building Supervisor	\$5,000	Remove – becomes requisition officer

Comment

The CEO, in accordance with S5.41(d) Local Government Act 1995, and R5 Local Government (Financial Management) Regulations 1996 has prepared and distributed instructions to staff regarding issuing requisitions and approval of purchase orders, along with an updated copy of Policy 3.7 outlining Council's requirements for purchasing.

Legal Implications

Local Government Act 1995

Local Government Act 1995 Part 3:

- good government of the district;
- a legislative function (the making of local laws); and,
- an executive function (decisions relating to the range and scope of services and facilities provided to the community).

Section 2.7 (2) (b) of the Local Government Act 1995 also prescribes the policy role of the Council as the body that “determines the local government’s policies”.

Section 5.41(d) of the Local Government Act 1995, prescribed that the CEO is responsible for the day to day operations of the local government.

Local Government (Financial Management) Regulations 1996

5. CEO’s duties as to financial management

- (1) Efficient systems and procedures are to be established by the CEO of a local government —
 - a) for the proper collection of all money owing to the local government; and
 - b) for the safe custody and security of all money collected or held by the local government; and
 - c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
 - d) to ensure proper accounting for municipal or trust —
 - (i) revenue received or receivable; and
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities;
 and
 - e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
 - f) for the maintenance of payroll, stock control and costing records; and
 - g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
- (2) The CEO is to —
 - c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews

Policy Implications

As outlined above.

Consultation

Internal	Executive Services
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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
- 4.2.3 Provide a positive and safe workplace.

Voting Requirements

Simple Majority required

Recommendation/Resolution

RESOLUTION 12976

Moved Cr Stoffberg

Seconded Cr Chappell

That Council adopts the following amendments to Policy 3.7 Purchasing – Clause 5.5 Purchasing Officers – Financial Limits,

1. By replacing the table with the following table:

Officer	Purchase Order Value
Chief Executive Officer	Unlimited (within adopted budget and guidelines)
Deputy Chief Executive Officer	\$50,000
Manager Infrastructure Services	\$50,000
Marketing & Engagement Coordinator	\$5,000

2. And deleting the following paragraph:

“Orders only to be issued within area of budget responsibility

An officer, excluding Senior Officers, of the Shire of Lake Grace may only issue an order for goods committing the Shire to expenditure from an allocation within the budget for which they have direct budgetary control.”

CARRIED 8/0

POLICY 3.7 Purchasing Policy

POLICY	The Purchasing Policy as per Attachment 3.7 on the following pages is adopted as Council Policy.
OBJECTIVES	<p>To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations, 1996 (as amended).</p> <p>To provide clear guidelines to the Council and its officers for purchasing goods and services where the value of goods will be equal to or less than \$150,000 excluding GST.</p> <p>To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.</p> <p>To establish Council's support for local business.</p>
GUIDELINES	<p>Local Government Act 1995 – s3.57 (as amended).</p> <p>Local Government (Functions and General) Regulations 1996 (as amended).</p>
HISTORY	<p>The Local Government (Functions and General) Amendment Regulations 2007 increased the tender threshold to \$100,000 and require local governments to have a purchasing policy for amounts equal to or less than the new \$100,000 threshold.</p> <p>Adopted Motion 10376 March 2007.</p> <p>Motion 10602 April 2008 – amended by deletion of the administrative process for the calling of tenders which are regulated.</p> <p>Motion 10951 24 February 2010 – amended to streamline requirements for written quotations where value is minimal and availability limited, and incorporate local price preferencing.</p> <p>Motion 11479 25 July 2012 – amended with regard to accessing preferred suppliers and officers able to purchase on the Shire's behalf.</p> <p>Amended 24 June 2015 Motion 12059.</p> <p>Amended 22 June 2016 Motion 12312.</p> <p>Amended 20 February 2019 Motion 12915</p>
REVIEW	Deputy Chief Executive Officer

ATTACHMENT 3.7 - SHIRE OF LAKE GRACE PURCHASING POLICY**1 POLICY**

The Shire of Lake Grace (the Shire) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**Act**”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”) Procurement processes and practices to be complied with are defined within this Policy and the Shire’s prescribed procurement procedures.

2 OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and,
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

3 ETHICS & INTEGRITY**3.1 Code of Conduct**

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

3.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;

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- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4 VALUE FOR MONEY**4.1 Policy**

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

4.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.;
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and,
- providing opportunities for businesses within the Shire boundaries to be given the opportunity to quote for providing goods and services wherever possible.

5 PURCHASING REQUIREMENTS

5.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

5.2 Policy

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 5.6 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 0 of this Policy is not deemed to be suitable.

5.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply; and,
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

5.4 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

5.5 Purchasing Officers – Financial Limits

All orders with the exception of petty cash outlays require the issue of a Purchase Order.

All officers are permitted to obtain verbal or written quotations for goods and services for the Shire, however the following officers are permitted to issue purchase orders on behalf of the Shire of Lake Grace within the financial limits specified:

Officer	Purchase Order Value
Chief Executive Officer	Unlimited (within adopted budget and guidelines)
Deputy Chief Executive Officer	\$50,000
Manager Infrastructure Services	\$50,000
Infrastructure Supervisor	\$5,000
Administration Coordinator	\$5,000
Governance Officer	\$5,000
Mechanic	\$5,000
Building Supervisor	\$5,000

~~Orders only to be issued within area of budget responsibility~~

~~An officer, excluding Senior Officers, of the Shire of Lake Grace may only issue an order for goods committing the Shire to expenditure from an allocation within the budget for which they have direct budgetary control.~~

5.6 Purchasing Thresholds

The Chief Executive Officer (CEO) may approve of a variation in the process related to the prescribed purchase thresholds in circumstances where the CEO considers that:

- An emergency exists; or
- The specific purchasing process has been undertaken within the previous six months and no tender was accepted or contract was entered into; or
- Only one supplier is known to exist as a result of the specialised nature of the intended purchase; or
- Delays caused by undertaking the required process might create a significant financial penalty for the Shire.

The CEO will confirm by email any variation, and attach that email to the quote record.

A tender or tender-exempt purchase process is to be used where there is some uncertainty about whether the consideration will exceed the \$150,000 threshold.

Tender-exempt purchases are required to use a formal quote process.

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold (excluding GST)	Purchasing Requirement
Up to \$999	Direct purchase from suppliers not requiring any written quotations, although as best practice, one verbal quote should be obtained in most instances, and evidence of quote provided at requisition stage.
\$1,000 to \$4,999	Direct purchase from suppliers requiring only two verbal quotations, and evidence of quotes provided at requisition stage.
\$5,000 to \$19,999	2 written quotations to be obtained and documented by responsible officer, and evidence of quotes provided at requisition stage.
\$19,999 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations), with pre-determined written assessment criteria in addition to price, and formal quote process. Evidence of quotes to be provided at requisition stage. Obtain at least three (3) written quotations from suppliers with written specifications.
Over \$150,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. Note: The WALGA Preferred Supply Program does qualify for compliance under the <i>Local Government (Functions and General) Regulations 1996</i> .

Note: All or any quotations may be obtained from:

- an existing panel of pre-qualified suppliers administered by the Shire, or
- a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or
- from the open market

5.7 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement;
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;

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- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

5.8 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire's tendering procedures must be followed in full.

5.9 Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer / Deputy Chief Executive Officer / Manager Infrastructure Services, prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

5.10 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

5.11 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

6 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);

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- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

7 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of Corporate Social Responsibility (CSR). Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

8 BUY LOCAL POLICY

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

Local Price Preference

When officers seek quotations or purchase goods or services, quotes must be obtained from businesses (if in existence) that could provide the good or service required that are located within the Shire of Lake Grace. When the provision of goods or services is not being sought by tender the following preference

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will be provided to local suppliers whose business is based within the Shire of Lake Grace and the product quality is comparable:

- 5% for any purchase up to \$20,000.00; and
- 2% for any purchase between \$20,001.00 and \$100,000.

9 PURCHASING FROM DISABILITY ENTERPRISES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

10 PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money. Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

11 PANELS OF PRE-QUALIFIED SUPPLIERS

11.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

11.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

*Item 14.4.1**Attachment 1*

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

11.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire/Town/City intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 11.4; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 11.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

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In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

11.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

11.5 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number

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shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

SHIRE OF LAKE GRACE**RECORD OF QUOTATIONS OBTAINED FOR PURCHASE**

In accordance with the procedures contained in Council Policy 3.7 – Purchasing Policy, the following quotations for goods/services have been obtained:

Goods/Services required: _____

Account No: _____

Quotation No	Date Received	Supplier	Amount

AUTHORISATION FOR PURCHASE

Purchase Order Number Issued: _____

OFFICER

DEPUTY CHIEF EXECUTIVE OFFICER

PLEASE NOTE:

Upon completion, this form is to be forwarded to the Finance Officer along with all supporting quotations and Purchase Order.

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – MARCH 2019

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



Deputy Chief Executive Officer

Disclosure of Interest: Nil
Date of Report: 03 April 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

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

Background

List of payments for the month of March 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 March 2019 from the Municipal and Trust Account
 Total \$556,389.07

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

Voting Requirements

Simple majority required.

Recommendation/Resolution

RESOLUTION 12977

Moved Cr Stoffberg
Seconded Cr Stanton

That Council ratify the list of payments totalling \$556,389.07 as presented for the month of March 2019 incorporating:

Trust Account	1471-1474	\$1,036.65
Electronic Funds Transfers	EFT19361 - EFT19464	\$489,713.02
Municipal Account	36757 - 36760	\$5,833.78
Direct Debits	DD8380.1 – DD8412.1	\$59,805.62
	TOTAL	\$556,389.07

CARRIED 8/0

Shire of Lake Grace

CERTIFICATE OF EXPENDITURE MARCH 2019



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Trust Account	1471-1474	\$1,036.65
Electronic Funds Transfers	EFT19361 - EFT19464	\$489,713.02
Municipal Account	36757 - 36760	\$5,833.78
Direct Debits	DD8380.1 – DD8412.1	\$59,805.62
	TOTAL	\$556,389.07

to the Municipal and Trust Accounts, totalling \$556,389.07 which were submitted to each member of the Council on 17 April 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	Name	Description		
1471	15/03/2019	Building Commission	Department of Mines, Industry Regulation and Safety		-\$56.65
	08/03/2019	Building Commission	Levy February	\$56.65	
1472	15/03/2019	Royce Peter Taylor			-\$500.00
	14/03/2019	Bond Refund - Lake Grace Pavilion Hire		\$500.00	
1473	26/03/2019	Kenneth Peter Medlen			-\$150.00
	22/03/2019	Bond reimbursement equipment hire 1-05/03/2019		\$150.00	
1474	26/03/2019	Ravensthorpe Agricultural Initiative Network (RAIN)			-\$330.00
	22/03/2019	Lake King Hall Hire 13/3/18 (RAIN)		\$330.00	
					-\$1,036.65

MUNICIPAL FUND

Chq/EFT	Date	Name	Description		
EFT19361	01/03/2019	S & L Trevenen			-\$16,421.08
	05/12/2018	Supply Of Plant And Operators For Road Flood Damage Repairs AGRN: 743. November 2018		\$38,063.58	
	10/12/2018	Credit note - July Invoice. Supply Of Plant And Operators For Road Flood Damage Repairs AGRN: 743		-\$21,642.50	
EFT19362	01/03/2019	WML Consultants Pty Ltd			-\$58,422.05
	20/12/2018	Project Management Road Flood Damage Repairs AGRN:743. Surveying. Variation 05, 07, 11, 14, 16, 20.		\$29,416.92	
	20/12/2018	Project Management Road Flood Damage Repairs AGRN:743. Variation 12 + 18.		\$4,318.60	
	20/12/2018	Project Management Road Flood Damage Repairs AGRN:743. Superintendence - Extension to Dec 18. Variation 13.		\$13,363.06	
	20/12/2018	Project Management Road Flood Damage Repairs AGRN:743. Variation 17, 19, 21.		\$11,323.47	
EFT19363	15/03/2019	Albany Irrigation & Drilling			-\$2,398.80
	25/02/2019	Newdegate: Hunter I40 gear drive 4 Inch sprinklers		\$2,398.80	
EFT19364	15/03/2019	Albany Landscape Supplies			-\$297.00
	18/01/2019	Newdegate Cemetery: Garden pots		\$297.00	
EFT19365	15/03/2019	Anna Scheepers			-\$200.00
	03/03/2019	Varley Hall - Cleaning 18/02/2019- 01/03/2019		\$200.00	
EFT19366	15/03/2019	Australia Post			-\$127.47
	03/03/2019	Postage & Freight Feb 19		\$127.47	
EFT19367	15/03/2019	BOC Gases Australia Limited			-\$86.13
	26/02/2019	Container Service various gases		\$86.13	
EFT19368	15/03/2019	Best Office Systems			-\$314.03
	22/02/2019	Feb 19 - Photocopier Charges		\$314.03	
EFT19369	15/03/2019	Burgess Rawson			-\$850.51
	12/02/2019	Reimb Water Rates & Usage 1/1/19 To 28/2/19 Newdegate Public Toilets		\$850.51	
EFT19370	15/03/2019	CJD Equipment Pty Ltd			-\$4,479.62
	20/02/2019	Volvo Loader: Header tank, Header tank for L60, Seat		\$4,479.62	
EFT19371	15/03/2019	Coates Hire Operations Pty Ltd			-\$4,129.04
	31/01/2019	Newdegate-Pingrup Road Slk 34.06-35.49 Wash Area: Hire 100mm water pump		\$4,129.04	
EFT19372	15/03/2019	Courier Australia			-\$264.54
	22/02/2019	Freight - February 2019		\$181.02	
	01/03/2019	Freight - March 2019		\$83.52	

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Chq/EFT	Date	Name	Description	
EFT19373	15/03/2019	Cr Allan Marshall		-\$975.50
	28/02/2019	Councillor's Meeting Fees & Allowances - Jan/Feb 2019	\$975.50	
EFT19374	15/03/2019	Cr Debrah Clarke		-\$1,062.56
	28/02/2019	Councillor's Meeting Fees & Allowances - Jan/Feb 2019	\$1,062.56	
EFT19375	15/03/2019	Cr Jeanette Frances De Landgraft (Attendance)		-\$4,903.12
	28/02/2019	President's Meeting Fees & Allowances - Jan/Feb 2019	\$4,903.12	
EFT19376	15/03/2019	Cr Jeanette Frances De Landgraft (Travel)		-\$343.94
	28/02/2019	President's Travel Fees For Feb 19	\$343.94	
EFT19377	15/03/2019	Cr Mikaela Spurr		-\$999.78
	28/02/2019	Councillor's Meeting Fees & Allowances - Jan/Feb 2019	\$999.78	
EFT19378	15/03/2019	Cr Murray George Stanton		-\$999.78
	28/02/2019	Councillor's Meeting Fees & Allowances - Jan/Feb 2019	\$999.78	
EFT19379	15/03/2019	Cr Rosalind Alice Lloyd		-\$1,109.91
	28/02/2019	Councillor's Meeting Fees & Allowances - Jan/Feb 2019	\$1,109.91	
EFT19380	15/03/2019	Cr Ross Chappell		-\$998.38
	28/02/2019	Councillor's Meeting Fees & Allowances - Jan/Feb 2019	\$998.38	
EFT19381	15/03/2019	Cr Salomon Petrus Stoffberg		-\$999.78
	28/02/2019	Councillor's Meeting Fees & Allowances - Jan/Feb 2019	\$999.78	
EFT19382	15/03/2019	Cr Steve Hunt		-\$1,827.44
	28/02/2019	Deputy President's Meeting Fees & Allowances - Jan/Feb 2019	\$1,827.44	
EFT19383	15/03/2019	Department of Fire and Emergency Services		-\$27,717.90
	21/02/2019	ESL Quarterly Contribution.	\$27,717.90	
EFT19384	15/03/2019	Department of Primary Industries and Regional Development		-\$42.90
	20/02/2019	Newdegate Research Facility - water 28/11/18 - 5/2/19	\$42.90	
EFT19385	15/03/2019	Department of Water and Environmental Regulation		-\$1,950.47
	06/03/2019	Annual license Lake Grace Tip - License L7113 2019/20	\$975.23	
	11/03/2019	Annual license Newdegate Tip - License L8406 2019/20	\$975.24	
EFT19386	15/03/2019	Eureka Conferencing		-\$59.22
	28/02/2019	Teleconference LEMC Meeting 21/02/2019	\$59.22	
EFT19387	15/03/2019	Fire Rescue Savety Aust Pty Ltd		-\$775.98
	26/02/2019	Flashing beacons	\$711.92	
	27/02/2019	Mount clips for beacons	\$64.06	
EFT19388	15/03/2019	Fyfe Transport		-\$11,124.96
	13/02/2019	Newdegate North Road, Slk 17.670 - supply & deliver aggregate	\$11,124.96	
EFT19389	15/03/2019	GS Mobile Mechanical Services		-\$99.00
	22/02/2019	Lake Grace/Newdegate Community Bus: Check front & rear suspension	\$99.00	
EFT19390	15/03/2019	Hitachi Construction Machinery		-\$4,663.65
	08/03/2019	Rectify fault with RH blade lift of John Deere Grader	\$4,663.65	
EFT19391	15/03/2019	Hudson Sewage Services		-\$162.32
	28/02/2019	Lake King Toilets: Jan-Mar 2019 Maintenance Agreement, LA80 Air Filter	\$162.32	
EFT19392	15/03/2019	IT Vision		-\$3,774.38
	28/02/2019	Feb 2019 - Provision of Rates Services	\$3,774.38	
EFT19393	15/03/2019	Jason Signmakers		-\$506.99
	22/02/2019	Varley Museum signs	\$506.99	
EFT19394	15/03/2019	Lake Grace Community Resource Centre		-\$354.30
	28/02/2019	Advert Lakes Link-Wate Site Attendant Recruitment	\$22.00	
	28/02/2019	Advert Lakes Links-Catering Council Meetings	\$37.50	
	28/02/2019	Roadwise meeting copying etc	\$294.80	
EFT19395	15/03/2019	Lake Grace Plaza		-\$566.58
	25/02/2019	Cleaning Goods	\$517.98	
	28/02/2019	Subscription-West Australian, Weekend West, Lakes Link Community News	\$48.60	

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Chq/EFT	Date	Name	Description		
EFT19396	15/03/2019	Landgate			-\$39.00
	22/02/2019		Valuation Expenses: Mining Tenaments	\$39.00	
EFT19397	15/03/2019	Lovegrove Turf Services			-\$11,088.00
	20/02/2019		Vertimowing Newdegate ovals sweep clippings	\$11,088.00	
EFT19398	15/03/2019	McPest Pest Control			-\$12,815.00
	24/02/2019		Treat Lake King Public Hall & Rec buildings for rodents	\$330.00	
	24/02/2019		Termite Inspection & Treatment - Shire Buildings	\$12,485.00	
EFT19399	15/03/2019	Message Media			-\$4,386.48
	28/02/2019		SMS Service	\$4,386.48	
EFT19400	15/03/2019	Moore Stephens (WA) PTY LTD			-\$12,320.00
	14/02/2019		FBT Webinar-DCEO-29/03/2019	\$220.00	
	28/02/2019		Additional costs - 17/18 Audit	\$12,100.00	
EFT19401	15/03/2019	Narrogin Chamber of Commerce			-\$245.00
	01/03/2019		2019-20 Annual Membership Renewal	\$245.00	
EFT19402	15/03/2019	Neu-Tech Auto Electrics			-\$30.25
	22/02/2019		Lake Grace/Newdegate Community Bus: Re-charge bus batteries	\$30.25	
EFT19403	15/03/2019	Newdegate IGA Xpress			-\$427.30
	22/02/2019		Cleaning Goods	\$427.30	
EFT19404	15/03/2019	Newdegate Primary School			-\$235.05
	13/02/2019		Electricity Usage (50%) Newdegate Community Library/CRC (21 Nov 18 - 15 Jan 19),	\$142.55	
	06/03/2019		Electricity Usage (50%)Newdegate Community Library/CRC For Period 15/01/19 - 19/02/19,	\$92.50	
EFT19405	15/03/2019	Newdegate Stock & Trading			-\$20,838.73
	27/02/2019		Diesel for Depot Bowser	\$16,530.58	
	28/02/2019		Diesel for Fuel Truck	\$4,308.15	
EFT19406	15/03/2019	Newdegate Uniting Church			-\$392.98
	26/02/2019		Contribution-Australia Day 2019	\$392.98	
EFT19407	15/03/2019	Outback TV			-\$468.05
	27/02/2019		Replace main switch kitchen Newdegate Golf & Bowls Club	\$468.05	
EFT19408	15/03/2019	Penske Power Systems Pty Ltd			-\$134.85
	24/01/2019		Western Star Prime Mover: Powercool premix 20 litre Drum	\$134.85	
EFT19409	15/03/2019	Perfect Computer Solutions			-\$297.50
	28/02/2019		Feb 2019 monitoring & resolution disaster recovery options	\$85.00	
	07/03/2019		IT support 13-19 Feb 19 x 1.25hr @ \$170/hour.	\$212.50	
EFT19410	15/03/2019	Peter Hudson's Tyre & Mechanical Services Pty Ltd			-\$7,822.84
	11/02/2019		Repairs to Roadwest Side Tipper Trailer	\$7,822.84	
EFT19411	15/03/2019	Rural Traffic Services Pty Ltd			-\$14,424.23
	06/12/2018		Newdegate Pingrup Rd - 3 Traffic Controllers	\$11,605.29	
	25/02/2019		North Lake Grace / Karlgarin Road: 2 Traffic Controllers	\$2,818.94	

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Chq/EFT	Date	Name	Description		
EFT19412	15/03/2019	S & L Trevenen			-\$68,310.79
	29/01/2019		Maint Grading: Muncaster, Hatters Hill, Ladyman, Kathleen, Biddy Camm, Drust, Broombush Flat, Purnta, Lake Newton Roads	\$19,800.00	
	29/01/2019		Maint Grading: Newdegate Period: 14th - 25th January. Old Ravensthorpe, Breed, Haig, Biddy Camm, Oakey, Tonkin Roads	\$12,408.00	
	21/02/2019		Maint Grading: Newdegate Period: 4th February - 17th February. Morton, Mallee Hill, Beynon, Newdegate North, MT Sheridan, Biddy Camm, Edwards, Alymore Roads	\$17,160.00	
	21/02/2019		Maint Grading: Lake King - Varley Period: 4th February - 17th February. Fox Road, Sugg Rock, Biddy Camm Roads	\$6,072.00	
	01/03/2019		Labour hire Magenta Rd, Newdegate-Pingrup Rd, Lake Biddy Rd & North Lake Grace-Karlgarin Rd	\$13,860.79	
	12/03/2019		Credit note - Maintenance Grading services incorrectly charged	-\$990.00	
EFT19413	15/03/2019]			-\$10,084.80
	28/02/2019		Volvo Front-end Loader: Maxam tyres incl fitting, O Ring, Strip & Fit	\$10,084.80	
EFT19414	15/03/2019	Safe Roads WA Division of R&J Haulage Pty Ltd			-\$25,590.65
	12/12/2018		Contract - road sealing services 2018/19: Newdegate North Road, slk 10.85 to 22.37	\$25,590.65	
EFT19415	15/03/2019	Shire of Lake Grace			-\$200.00
	06/03/2019		Payroll Deduction	\$200.00	
EFT19416	15/03/2019	Shire of Narrogin			-\$2,311.00
	08/03/2019		Feb 2019 - Provision of Building Surveyor Services	\$2,311.00	
EFT19417	15/03/2019	Stewart & Heaton Clothing Co			-\$1,044.96
	25/01/2019		Bushfire helmets BFB	\$597.12	
	01/03/2019		Bushfire Clothing: PPE Helmet BFB	\$447.84	
EFT19418	15/03/2019	Telford Industries			-\$1,155.22
	19/02/2019		Hypo-Chlor 20lt Sodium Hypochlorite - 12.5%, 20lt DG Drum, Palintest Alkalinity Test Phot, Palintest Calcium Hardness Test (CalciCol)250 No1 & 2	\$1,155.22	
EFT19419	15/03/2019	Valma M Carter			-\$33.00
	26/02/2019		Lake Grace Library: Book - 'A Piece of Good Land'	\$33.00	
EFT19420	15/03/2019	Varley Ag Solutions			-\$13.71
	19/02/2019		Varley Public Toilets: ½ m Galv chain, Brass Padlock	\$13.71	
EFT19421	15/03/2019	WA Contract Ranger Services			-\$935.00
	02/03/2019		February 2019 Contract Ranger Services	\$935.00	
EFT19422	15/03/2019	Waterman Irrigation			-\$3,985.85
	28/02/2019		Remote Access - 14 standpipes x 6 months	\$3,985.85	
EFT19423	15/03/2019	Western Stabilisers			-\$17,885.12
	05/03/2019		Lime stabilisation Nth Lake Grace-Karlgarin Rd job SLK 9.6 to 11.6	\$17,885.12	
EFT19424	26/03/2019	35 Degrees South			-\$1,870.00
	12/03/2019		Lake King Play Ground Upgrade - Survey Playground area	\$1,870.00	
EFT19425	26/03/2019	ACDC Auto Electrics			-\$944.97
	11/03/2019		Mitsubishi Fuso Community bus - repairs & maint	\$55.00	
	22/03/2019		Ford Ranger Builders Ute: beacon, HINO Tip Truck Gardeners: beacons	\$889.97	
EFT19426	26/03/2019	AFGRI Equipment Australia			-\$297.00
	05/02/2019		20 litre Hy-Gard, 20 litre Hy-Gard	\$297.00	
EFT19427	26/03/2019	Allmark & Associates Pty Ltd			-\$2,827.00
	08/03/2019		Anzac Day - Plaques	\$2,827.00	

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Chq/EFT	Date	Name	Description		
EFT19428	26/03/2019	Anna Scheepers			-\$200.00
	17/03/2019		Cleaning of Varley Hall 5/3/19 - 15/3/19	\$200.00	
EFT19429	26/03/2019	Blackwoods			-\$311.84
	19/02/2019		Footpath Maint: 20 litres Dymark Linemarker White	\$311.84	
EFT19430	26/03/2019	Bunnings Group Limited			-\$71.73
	01/03/2019		Lake Grace Airstrip: Master Lock Light Up wall mounted Key Safe	\$71.73	
EFT19431	26/03/2019	CCL Hardware			-\$570.66
	04/02/2019		6 Banksia Pl: building materials	\$129.16	
	13/02/2019		Aluminium mop handles, Aluminium mop handles	\$51.80	
	20/02/2019		Selleys BBQ exterior clean & shine, BBQ tough wipes	\$65.40	
	25/02/2019		Bucket with lid for toilet, Bucket with lid for toilet	\$29.30	
	28/02/2019		SP Jetwash Pressure Washer	\$295.00	
EFT19432	26/03/2019	Corsign			-\$1,239.04
	18/02/2019		Signs - No through Road, community resource centre, Ladyman road, Hatters Hill Road, Children Crossing, Tag School Bus Sign, Custom Ambulance only	\$1,239.04	
EFT19433	26/03/2019	D4 Data Pty Ltd			-\$179.30
	05/03/2019		Newdegate Pool: Clean & Calibration of Pooltest9, Return Freight	\$179.30	
EFT19434	26/03/2019	Daniela Varone			-\$800.00
	18/03/2019		Weekend West - developing new style, Farm Weekly Wagin Woolorama 2019 Review	\$880.00	
EFT19435	26/03/2019	Exurban Pty Ltd			-\$3,512.45
	06/03/2019		Town Planning Consulting Services February 2019	\$3,512.45	
EFT19436	26/03/2019	GS Mobile Mechanical Services			-\$558.80
	14/03/2019		Lake Grace And Newdegate Community Bus: Supply & fit 4 SBI Rear bush shackles	\$558.80	
EFT19437	26/03/2019	Great Southern Fuel Supplies			-\$1,374.04
	28/02/2019		Fuel Card Purchases	\$1,374.04	
EFT19438	26/03/2019	Lake Grace Leading Appliances			-\$1,499.00
	12/03/2019		Replace stove - 3 Clark Avenue	\$1,499.00	
EFT19439	26/03/2019	Lake Grace Meat Supply			-\$60.00
	11/03/2019		Sausages Popup Kite Day	\$60.00	
EFT19440	26/03/2019	Lake Grace Plaza			-\$203.50
	11/03/2019		Groceries for second Kite Day	\$120.42	
	19/03/2019		Refreshments March 2019 Ord Council Meeting	\$83.08	
EFT19441	26/03/2019	Lake Grace Saltbush Inn			-\$610.00
	14/03/2019		Accommodation & meals new MIS 10-15/03/2019	\$610.00	
EFT19442	26/03/2019	Lake Grace Smash Repairs			-\$300.00
	23/02/2019		Ford PX Ranger Maintenance Grader: Insurance Excess windscreen-claim CL633635854	\$300.00	
EFT19443	26/03/2019	Lake King Tavern			-\$499.00
	12/03/2019		Works Staff-Accom & Meals 5-7 March 19	\$499.00	
EFT19444	26/03/2019	Lewis Building and Maintenance			-\$858.00
	06/03/2019		Lake Grace Airstrip: Supply & install replacement roller door motor	\$858.00	
EFT19445	26/03/2019	Lovegrove Turf Services			-\$6,600.00
	20/02/2019		5mm topdressing Newdegate & Lake King ovals	\$6,600.00	
EFT19446	26/03/2019	Marshall Mowers			-\$269.70
	08/03/2019		Blades for Hustler mower	\$269.70	
EFT19447	26/03/2019	Moore Stephens (WA) PTY LTD			-\$2,123.00
	28/02/2019		Budget Workshop 13/03/2019 - CEO	\$748.00	
	02/03/2019		Budgeting Workshop - DCEO	\$935.00	
	12/03/2019		Attend Audit Committee 12/03/2019 (via phone)	\$440.00	

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Chq/EFT	Date	Name	Description		
EFT19448	26/03/2019	Narrogin Bearing Service			-\$1,787.20
	31/01/2019	Milwaukie One Touch Impact Gun kit, 3/4 drive Deep Impact Sockets 32mm, 3/4 drive Deep Impact Sockets 34mm, Grease Gun Pistol Grip		\$2,047.10	
	06/02/2019	Grease Gun Pistol Grip			-\$259.90
EFT19449	26/03/2019	Newdegate Community Resource Centre			-\$19.80
	26/02/2019	Printing 'Come Fly a Kite' Display		\$19.80	
EFT19450	26/03/2019	Newdegate IGA Xpress			-\$164.89
	15/03/2019	Cleaning Goods		\$164.89	
EFT19451	26/03/2019	Newdegate Stock & Trading			-\$594.00
	04/02/2019	Newdegate Rec Grounds: Lure Wetting Agent		\$594.00	
EFT19452	26/03/2019	Olowu and Omoniyi Pty Ltd			-\$2,018.55
	08/03/2019	Mitsubishi Pajero - Doctor: 60,000km Service		\$1,388.55	
	11/03/2019	Pre-employment drug test		\$82.50	
	13/03/2019	Pre-employment Medical Assessment		\$182.50	
	13/03/2019	Pre-employment Medical Assessment		\$182.50	
	14/03/2019	Pre-employment Medical Assessment		\$182.50	
EFT19453	26/03/2019	Peter Hudson's Tyre & Mechanical Services Pty Ltd			-\$1,442.00
	18/03/2019	John Deere Grader: Replace o-ring.		\$96.00	
	21/03/2019	Builders Ranger Ute: New tyre fitting & balancing		\$1,346.00	
EFT19454	26/03/2019	S & L Trevenen			-\$22,000.00
	07/03/2019	Maint Grading: Lake King - Varley Period: 18th February - 3rd March. Pickernell, Biddy Camm, Hatters Hill, Norseman Roads		\$22,000.00	
EFT19455	26/03/2019	South Regional TAFE			-\$481.80
	25/02/2019	AusChem Accreditation Course: Prepare And Apply Chemicals		\$327.80	
	07/03/2019	AusChem Accreditation Workbook		\$154.00	
EFT19456	26/03/2019	Sigma Chemicals			-\$969.10
	05/03/2019	Pool Magic low residue 10kg, , pallet, , delivery,		\$969.10	
EFT19457	26/03/2019	St John Ambulance Western Australia			-\$1,214.69
	08/03/2019	First Aid Kits service-Shire vehicles, Admin building & LG Pool		\$1,214.69	
EFT19458	26/03/2019	Synergy Electricity Generation and Retail Corp			-\$18,641.25
	12/03/2019	Electricity Charges February 2019		\$18,641.25	
EFT19459	26/03/2019	WA			-\$900.00
	27/02/2019	Advertising March WA Assn of Caravan Clubs Magazine- Full Page colour		\$900.00	
EFT19460	26/03/2019	WA Local Government Association			-\$2,168.50
	08/03/2019	WALGA salary and workforce survey 2018-2019		\$1,138.50	
	18/03/2019	WALGA Elected Member Training - CEO Appraisals - Cr Chappell		\$515.00	
	18/03/2019	WALGA Elected Member Training - CEO Appraisals - Cr Clarke		\$515.00	
EFT19461	26/03/2019	WML			-\$20,462.81
	04/01/2019	Project Management Road Flood Damage Repairs AGRN:743. Lake Grace FR - survey of gravel pits extention - Variation 05, 07, 11, 14, 16.		\$2,632.36	
	31/01/2019	Project Management Road Flood Damage Repairs AGRN:743. Lake Grace FR - Superintendence Extention to Dec 18.		\$11,299.20	
	28/02/2019	Project Management Road Flood Damage Repairs AGRN:743. Lake Grace FR - OEM Review Variation 08		\$2,359.50	
	28/02/2019	Project Management Road Flood Damage Repairs AGRN:743. Lake Grace FR - Additional contract management Variation 17, 19 & 21.		\$4,171.75	

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Chq/EFT	Date	Name	Description		
EFT19462	26/03/2019	Warren Blackwood Waste			-\$8,028.80
	07/03/2019		Recycling Pickup - Newdegate & Lake Grace	\$4,276.80	
	07/03/2019		Rubbish & Street Bin Pickup-Lake Grace, Newdegate, Lake King, & Varley	\$3,752.00	
EFT19463	26/03/2019	Wazzas	Complete Sheep Management		-\$8,662.50
	08/03/2019		Contract - Newdegate Town Maintenance & Gardening 01/07/18 -30/06/19	\$8,662.50	
EFT19464	26/03/2019	Winc Australia			-\$593.73
	05/03/2019		Stationery	\$61.64	
	05/03/2019		Various Stationery & Large floor mats	\$509.00	
	13/03/2019		Powerboard for MIS	\$23.09	
36757	15/03/2019	Shire of Lake Grace (Petty Cash)			-\$121.60
	14/03/2019		Groceries	\$121.60	
36758	15/03/2019	Telstra Corporation Limited			-\$4,081.42
	04/03/2019		Mobile Telephone Account - Incl new Satellite units	\$4,081.42	
36759	25/03/2019	Pivotel Satellite Pty Limited			-\$93.00
	15/03/2019		Subscription - Isolated Worker Safety Solution 15 Feb-14 Mar 19	\$93.00	
36760	25/03/2019	Telstra Corporation Limited			-\$1,537.76
	12/03/2019		Landline Charges February 2019	\$1,432.76	
	20/03/2019		Satellite phone-Lake King BFB, Newdegate BFB,Varley BFB,	\$105.00	
DD8380.1	01/03/2019	WA Treasury Corporation			-\$27,996.91
	01/03/2019		Principal & Interest repayment loan 181 - Office Renovations	\$15,603.64	
	01/03/2019		Principal & Interest repayment loan 182 - LG Sporting Precinct Upgrade (SAR),	\$12,393.27	
DD8384.1	06/03/2019	WALGSP Plan			-\$8,010.92
	06/03/2019		Superannuation contributions	\$6,489.28	
	06/03/2019		Payroll Deductions	\$296.15	
	06/03/2019		Payroll Deductions	\$241.69	
	06/03/2019		Payroll Deductions	\$120.85	
	06/03/2019		Payroll Deductions	\$10.00	
	06/03/2019		Payroll Deductions	\$852.95	
DD8384.2	06/03/2019	Jokaphine Superannuation Fund			-\$825.00
	06/03/2019		Payroll Deductions	\$211.54	
	06/03/2019		Superannuation contributions	\$613.46	
DD8384.3	06/03/2019	Energy Super			-\$114.32
	06/03/2019		Superannuation contributions	\$114.32	
DD8384.4	06/03/2019	BT			-\$215.76
	06/03/2019		Superannuation contributions	\$215.76	
DD8384.5	06/03/2019	REST Superannuation			-\$993.13
	06/03/2019		Superannuation contributions	\$787.47	
	06/03/2019		Payroll Deductions	\$205.66	
DD8384.6	06/03/2019	Prime Super			-\$76.99
	06/03/2019		Superannuation contributions	\$76.99	
DD8384.7	06/03/2019	IOOF Personal Super			-\$239.13
	06/03/2019		Superannuation contributions	\$239.13	
DD8399.1	15/03/2019	WA Treasury Corporation			-\$8,438.41
	15/03/2019		Principal & Interest repayment loan 173 - Refurbishment of Lake Grace Swimming Pool	\$8,438.41	

Item 14.5.1

Attachment 1

MUNICIPAL FUND

Chq/EFT	Date	Name	Description		
DD8406.1	20/03/2019	WALGSP Plan			-\$8,192.91
	20/03/2019		Superannuation contributions	\$6,748.32	
	20/03/2019		Payroll Deductions	\$774.78	
	20/03/2019		Payroll Deductions	\$296.15	
	20/03/2019		Payroll Deductions	\$242.44	
	20/03/2019		Payroll Deductions	\$121.22	
	20/03/2019		Payroll Deductions	\$10.00	
DD8406.2	20/03/2019	REST			-\$1,127.75
	20/03/2019		Payroll Deductions	\$233.66	
	20/03/2019		Superannuation contributions	\$894.09	
DD8406.3	20/03/2019	North Personal Superannuation			-\$611.99
	20/03/2019		Payroll Deductions	\$156.92	
	20/03/2019		Superannuation contributions	\$455.07	
DD8406.4	20/03/2019	Jokaphine Superannuation Fund			-\$1,905.20
	20/03/2019		Payroll Deductions	\$488.51	
	20/03/2019		Superannuation contributions	\$1,416.69	
DD8406.5	20/03/2019	Superwrap (BT Super for Life)			-\$70.98
	20/03/2019		Superannuation contributions	\$70.98	
DD8406.6	20/03/2019	BT Super Fund			-\$215.76
	20/03/2019		Superannuation contributions	\$215.76	
DD8406.7	20/03/2019	AUSTRALIAN SUPER ADMINISTRATION			-\$58.62
	20/03/2019		Superannuation contributions	\$58.62	
DD8406.8	20/03/2019	Prime Super			-\$82.30
	20/03/2019		Superannuation contributions	\$82.30	
DD8406.9	20/03/2019	IOOF Personal Super			-\$308.84
	20/03/2019		Superannuation contributions	\$308.84	
DD8412.1	21/03/2019	Shire of Lake Grace Credit Card			-\$320.70
	21/02/2019		Meal and drinks after Council meeting, DWER - Dam Inspection lunch & cool drinks	\$320.70	
					-\$555,352.42

14.5.2 FINANCIAL REPORTS

Applicant: Internal Report
File No. 0275
Attachments: 1. Monthly Financial Reports – February 2019
 2. Bank Reconciliations March 2019
Author: Ms Belinda Knight



Deputy 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 28 February 2019, and Bank Reconciliations for the month ending 31 March 2019.

Background

The following financial reports to 28 February 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 Net Current Assets
 - Note 2 Cash and Investments
 - Note 3 Receivables – Debtors Report
 - Note 4 Payables – Creditors Report
 - Note 5 Rating Revenue
 - Note 6 Disposal of Assets
 - Note 7 Capital Acquisitions
 - Note 8 Borrowings
 - Note 9 Reserves
 - Note 10 Grants and Contributions
 - Note 11 Trust Fund
 - Note 12 Explanation of Material Variances

The following bank reconciliations to 31 March 2019 are included for your information:

- Municipal Fund
- Trust Fund
- Reserves Funds

Comment

The Deputy Chief Executive Officer 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 28 February 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

Voting Requirements

Simple majority required.

Recommendation/Resolution

RESOLUTION 12978

Moved Cr Hunt

Seconded Cr Stanton

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

1. Statements of Financial activity for the period ended 30 November 2018.; and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 March 2019.

CARRIED 8/0

SHIRE OF LAKE GRACE

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 28 February 2019

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

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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2019

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 25 February 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 inconsistent 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 11.

SIGNIFICANT ACCOUNTING POLICIES

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

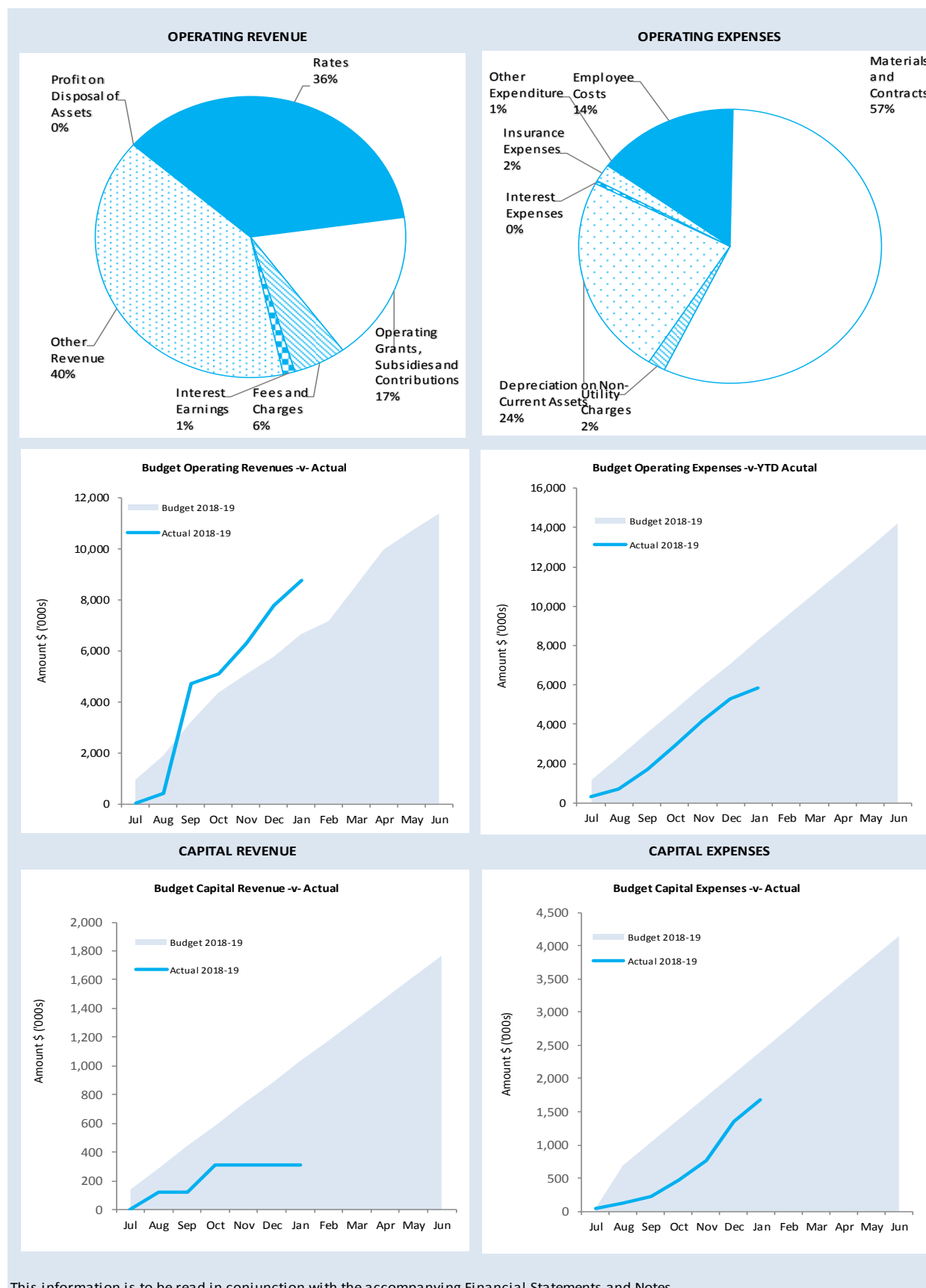
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 28 FEBRUARY 2019**

SUMMARY GRAPHS



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

Item 14.5.2

Attachment 1

KEY TERMS AND DESCRIPTIONS**FOR THE PERIOD ENDED 28 FEBRUARY 2019****STATUTORY REPORTING PROGRAMS**

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

GOVERNANCE	ACTIVITIES
To provide a decision making process for the efficient allocation of scarce resources.	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.
GENERAL PURPOSE FUNDING	
To Collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	
To provide bushfire prevention services and animal control services.	Supervision, enforcement of various local laws, fire prevention, emergency services, animal control and other aspects of public safety.
HEALTH	
To provide for an operational framework for good community health in conjunction with the Health Department of WA.	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.
EDUCATION AND WELFARE	
To provide services for the elderly, children and youth.	Maintenance of playgroups and daycare centres. Provision of elderly and youth services.
HOUSING	
To ensure that adequate housing is available to staff and the community.	Provision and maintenance of staff housing, aged persons units and community accommodation (Joint Venture and LOGCHOP) Units.
COMMUNITY AMENITIES	
To provide services and infrastructure as required by the community.	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.
RECREATION AND CULTURE	
To establish and effectively manage infrastructure and resources which will help with the social wellbeing.	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.
TRANSPORT	
To provide safe, effective and efficient transport infrastructure to the community.	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.
ECONOMIC SERVICES	
To help promote the Shire and improve its economic wellbeing.	The regulation and provision of tourism, area promotion, building control, noxious weeds, saleyards and the provision of emergency water supplies.
OTHER PROPERTY AND SERVICES	
To monitor and control Council's overheads operating accounts.	Private works operation, plant repair and operating costs, engineering operation costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	3,480,321	3,480,321	3,486,338	6,017	0.17%	
Revenue from operating activities							
Governance		11,600	7,732	14,639	6,907	89.33%	
General Purpose Funding - Rates	5	2,908,744	2,081,532	2,911,753	830,221	39.89%	▲
General Purpose Funding - Other		1,557,190	895,756	1,137,326	241,570	26.97%	▲
Law, Order and Public Safety		133,971	89,314	81,897	(7,417)	(8.30%)	
Health		9,470	6,314	8,163	1,849	29.28%	
Education and Welfare		2,000	1,334	4,357	3,023	226.61%	
Housing		21,000	14,000	13,886	(114)	(0.81%)	
Community Amenities		316,127	210,751	328,921	118,170	56.07%	▲
Recreation and Culture		1,134,117	756,078	1,100,745	344,667	45.59%	▲
Transport		5,123,273	3,415,515	3,347,190	(68,325)	(2.00%)	
Economic Services		224,903	149,935	192,842	42,907	28.62%	▲
Other Property and Services		86,000	57,333	67,018	9,685	16.89%	
		11,528,395	7,685,594	9,208,737			
Expenditure from operating activities							
Governance		(404,226)	(269,487)	(236,320)	33,167	12.31%	▲
General Purpose Funding		(184,261)	(122,840)	(95,041)	27,799	22.63%	▲
Law, Order and Public Safety		(310,520)	(207,011)	(184,950)	22,061	10.66%	▲
Health		(331,325)	(220,882)	(132,881)	88,001	39.84%	▲
Education and Welfare		(76,101)	(50,733)	(23,322)	27,411	54.03%	▲
Housing		(193,547)	(129,031)	(109,383)	19,648	15.23%	▲
Community Amenities		(981,516)	(654,343)	(462,385)	191,958	29.34%	▲
Recreation and Culture		(2,101,481)	(1,400,992)	(1,390,309)	10,683	0.76%	
Transport		(8,928,123)	(5,952,082)	(5,216,987)	735,095	12.35%	▲
Economic Services		(606,641)	(404,430)	(314,051)	90,379	22.35%	▲
Other Property and Services		(88,748)	(59,164)	(110,393)	(51,229)	(86.59%)	▼
		(14,206,489)	(9,470,995)	(8,276,022)			
Operating activities excluded from Actual							
Add Back Depreciation		2,965,457	1,976,971	1,948,120	(28,851)	(1.46%)	
Adjust (Profit)/Loss on Asset Disposal	6	23,313	15,542	7,366	(8,176)	(52.61%)	
Adjust Provisions and Accruals		0	0	(53,791)	(53,791)		▼
Amount attributable to operating activities		310,676	207,112	2,834,410			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	10	1,692,815	1,128,544	406,561	(721,983)	(63.97%)	▼
Proceeds from Disposal of Assets	6	75,000	45,454	45,454	0	0.00%	
Land Held for Resale		0	0	0	0		
Capital Acquisitions	7	(4,164,402)	(2,776,271)	(2,468,503)	307,768	11.09%	▲
Amount attributable to investing activities		(2,396,587)	(1,602,273)	(2,016,488)			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Self-Supporting Loan Principal		33,029	32,660	32,660	0	0.00%	
Transfer from Reserves	9	3,524	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	8	(250,054)	(177,366)	(177,366)	0	0.00%	
Transfer to Reserves	9	(1,158,000)	(47,607)	(47,607)	0	0.00%	
Amount attributable to financing activities		(1,371,501)	(192,313)	(192,313)			
Closing Funding Surplus(Deficit)	1(b)	22,909	1,892,847	4,111,947			

KEY TERMS AND DESCRIPTIONS**FOR THE PERIOD ENDED 28 FEBRUARY 2019****NATURE OR TYPE DESCRIPTIONS****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 CHARGEES

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.

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 28 FEBRUARY 2019**

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Opening Funding Surplus (Deficit)	1(b)	3,480,321	3,480,321	3,486,338	6,017	0.17%
Revenue from operating activities						
Rates	5	2,970,871	2,081,532	2,911,753	830,221	39.89%
Specified Area Rates	5	1,202,989	701,708	1,204,283	502,575	71.62%
Operating Grants, Subsidies and Contributions	10	1,725,309	1,150,206	1,369,612	219,406	19.08%
Fees and Charges		505,211	336,806	441,337	104,531	31.04%
Interest Earnings		104,000	69,333	98,103	28,770	41.50%
Other Revenue		5,020,015	3,346,009	3,183,650	(162,359)	(4.85%)
		11,528,395	7,685,594	9,208,738		
Expenditure from operating activities						
Employee Costs		(1,572,386)	(1,344,081)	(1,152,295)	191,786	14.27%
Materials and Contracts		(8,932,800)	(5,659,375)	(4,703,832)	955,543	16.88%
Utility Charges		(262,819)	(175,211)	(154,795)	20,416	11.65%
Depreciation on Non-Current Assets		(2,965,457)	(1,976,971)	(1,948,120)	28,851	1.46%
Interest Expenses		(76,734)	(51,822)	(31,454)	20,368	39.30%
Insurance Expenses		(164,453)	(109,637)	(171,428)	(61,791)	(56.36%)
Other Expenditure		(208,527)	(138,356)	(106,736)	31,620	22.85%
Loss on Disposal of Assets	6	(23,313)	(15,542)	(7,366)	8,176	52.61%
		(14,206,489)	(9,470,995)	(8,276,026)		
Operating activities excluded from Actual						
Add back Depreciation		2,965,457	1,976,971	1,948,120	(28,851)	(1.46%)
Adjust (Profit)/Loss on Asset Disposal	6	23,313	15,542	7,366	(8,176)	(52.61%)
Adjust Provisions and Accruals		0	0	(53,791)	(53,791)	
Amount attributable to operating activities		310,676	207,112	2,834,407		
Investing activities						
Non-operating grants, subsidies and contributions	10	1,692,815	1,128,544	406,561	(721,983)	(63.97%)
Proceeds from Disposal of Assets	6	75,000	45,454	45,454	0	0.00%
Capital acquisitions	7	(4,164,402)	(2,776,271)	(2,468,503)	307,768	11.09%
Amount attributable to investing activities		(2,396,587)	(1,602,273)	(2,016,488)		
Financing Activities						
Self-Supporting Loan Principal Repayments		33,029	32,660	32,660	0	0.00%
Transfer from Reserves	9	3,524	0	0	0	
Repayment of Debentures	8	(250,054)	(177,366)	(177,366)	0	0.00%
Transfer to Reserves	9	(1,158,000)	(47,607)	(47,607)	0	0.00%
Amount attributable to financing activities		(1,371,501)	(192,313)	(192,313)		
Closing Funding Surplus (Deficit)	1(b)	22,909	1,892,847	4,111,944		

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**NOTE 1(a)
NET CURRENT ASSETS**

SIGNIFICANT ACCOUNTING POLICIES

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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

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.

Other long-term employee benefits (Continued)

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.

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.

INVENTORIES

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 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS**

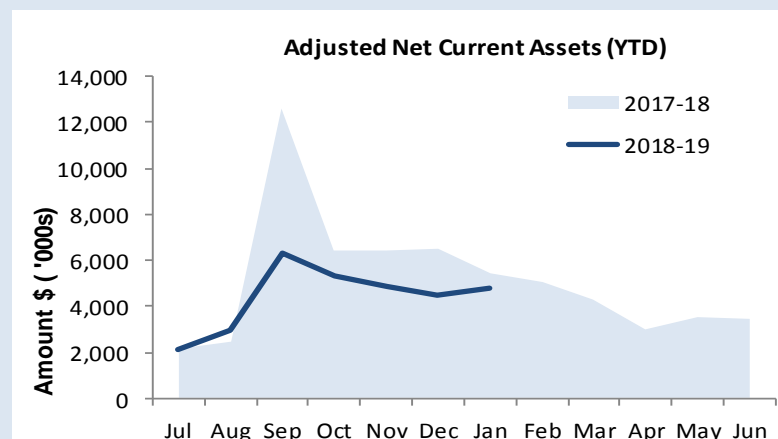
	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 28 Feb 2018	Year to Date Actual 28 Feb 2019
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	2	1,867,287	3,854,209	4,726,067
Cash Restricted	2	3,979,655	2,789,320	4,026,754
Rates outstanding	3	70,068	378,672	340,943
Sundry debtors	3	2,232,440	62,079	173,538
GST receivable	3	214,754	107,290	0
Debtors - Self Supported Loans	3	33,029	4,905	11,628
Provision For Doubtful Debts	3	(29,348)	(29,348)	(29,348)
Accrued Income/Prepayments	3	1,637,327	0	0
ESL Control	3	2,762		0
Inventories		9,896	2,986	42,893
Land held for resale - current		0		0
		10,017,870	7,170,113	9,292,475
Less: Current Liabilities				
Payables	4	(2,525,373)	(217,704)	(1,157,610)
Provisions - employee		(332,469)	(342,175)	(273,720)
Long term borrowings		(250,052)	(115,640)	(72,687)
		(3,107,894)	(675,519)	(1,504,017)
Unadjusted Net Current Assets		6,909,976	6,494,594	7,788,458
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	2	(3,929,074)	(2,789,320)	(4,026,754)
Less: Muncpal restricted cash		(50,073)	0	0
Less: Loans receivable		(33,029)	(4,905)	(11,628)
Add: Long term borrowings		250,052	115,640	72,687
Add: Provisions - employee		332,469	342,175	278,678
Add: Undefined		0	0	0
Adjusted Net Current Assets		3,480,321	4,158,184	4,101,441

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) compared to the budgeted surplus(deficit) represented on the budget.



**This Year YTD
Surplus(Deficit)**

\$4.1 M

**Last Year YTD
Surplus(Deficit)**

\$4.16 M

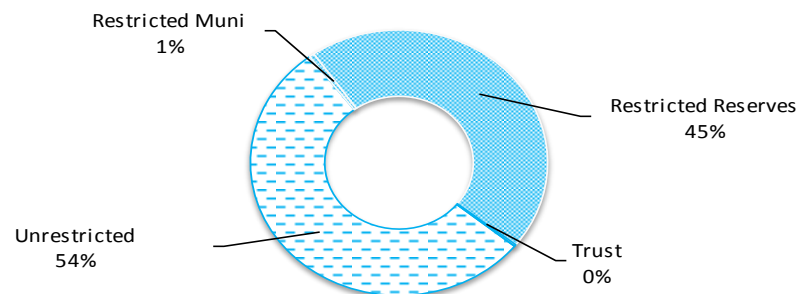
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 2
CASH AND INVESTMENTS**

Description	Type	Unrestricted	Restricted Muni	Restricted Reserves	Trust	Total	Institution	Interest Rate	Maturity Date
						YTD Actual			
		\$		\$	\$	\$			
Municipal Bank Account		4,725,467				4,725,467	Bankwest	n/a	n/a
Petty Cash And Floats		600				600	n/a	n/a	n/a
Trust Fund Cash At Bank		0			20,621	20,621	Bankwest	variable	n/a
Restricted LOGCHOP Housing		0	44,669			44,669	Bankwest	variable	n/a
Rural Town Salinity Program		0	5,403			5,403	Bankwest	variable	n/a
Reserve Fund				2,764,642		2,764,642	Bankwest	Variable	n/a
SOLG Reserve Gold TD 306-019 120837		0		20,118		20,118	Bankwest	2.75%	28-May-19
SOLG Reserve Gold TD 306-019 12080-5		0		175,038		175,038	Bankwest	2.50%	11-Mar-19
SOLG Reserve Gold TD 019-012075-6		0		349,161		349,161	Bankwest	2.35%	15-Apr-19
SOLG Reserve Gold TD 019-012076-4		0		664,541		664,541	Bankwest	2.35%	15-Apr-19
Total		4,726,067	50,072	3,973,500	20,621	8,770,260			

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 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 financial position.



Total Cash

\$8.77 M

Unrestricted

\$4.73 M

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Attachment 1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019

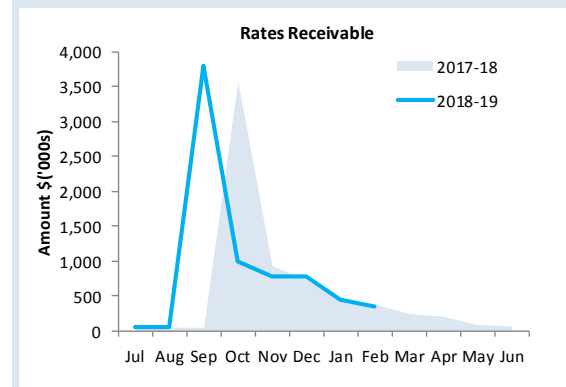
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates Receivable	30 June 2018	28 Feb 19
	\$	\$
Opening Arrears Previous Year	70,808	70,068
Levied this year	4,113,864	4,116,036
Less Collections to date	(4,114,604)	(3,845,161)
Equals Current Outstanding	70,068	340,943
Net Rates Collectable	70,068	340,943
% Collected	98.3%	91.9%

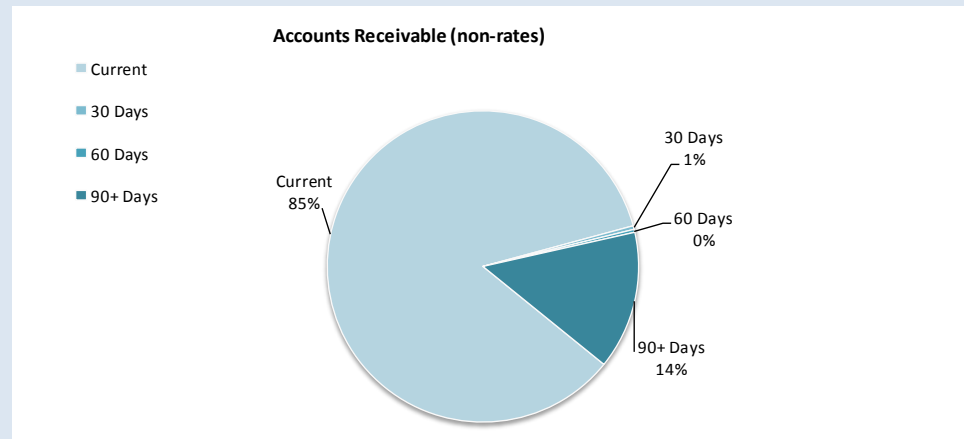
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(7,528)	150,334	666	545	25,410	169,427
Percentage	-4.4%	88.7%	0.4%	0.3%	15%	
Balance per Trial Balance						
Sundry debtors						173,538
Debtors - Self Supported Loans						11,628
Provision For Doubtful Debts						(29,348)
Total Receivables General Outstanding						155,818
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
91.9%	\$340,943



Debtors Due
\$155,818
Over 30 Days
16%
Over 90 Days
15%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

OPERATING ACTIVITIES

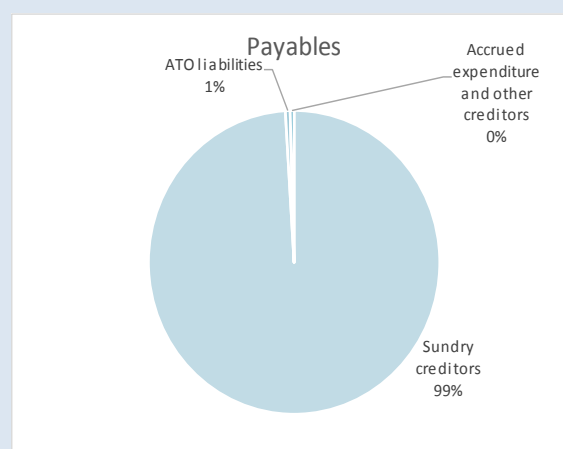
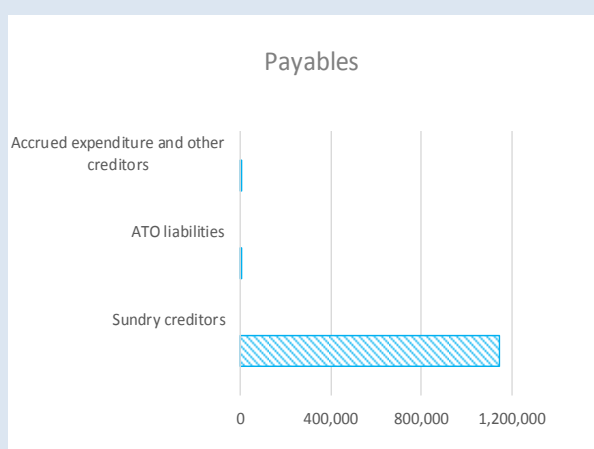
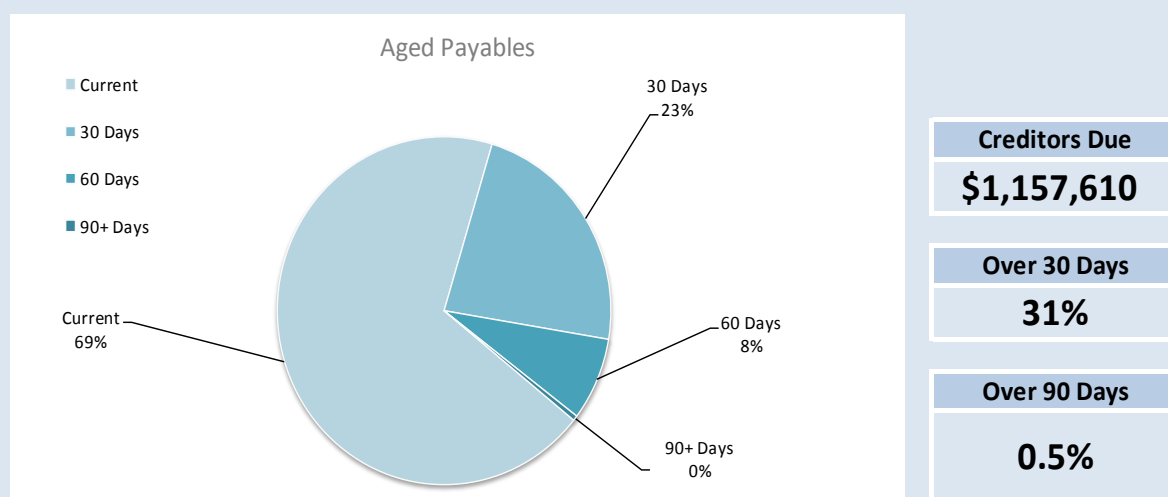
NOTE 4

Payables

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	997,563	333,237	112,039	6,771	1,449,610
Percentage	0%	68.8%	23%	7.7%	0.5%	
Balance per Trial Balance						
Sundry creditors						1,146,514
ATO liabilities						6,110
Accrued expenditure and other creditors						4,986
Total Payables General Outstanding						1,157,610
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.



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Attachment 1

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

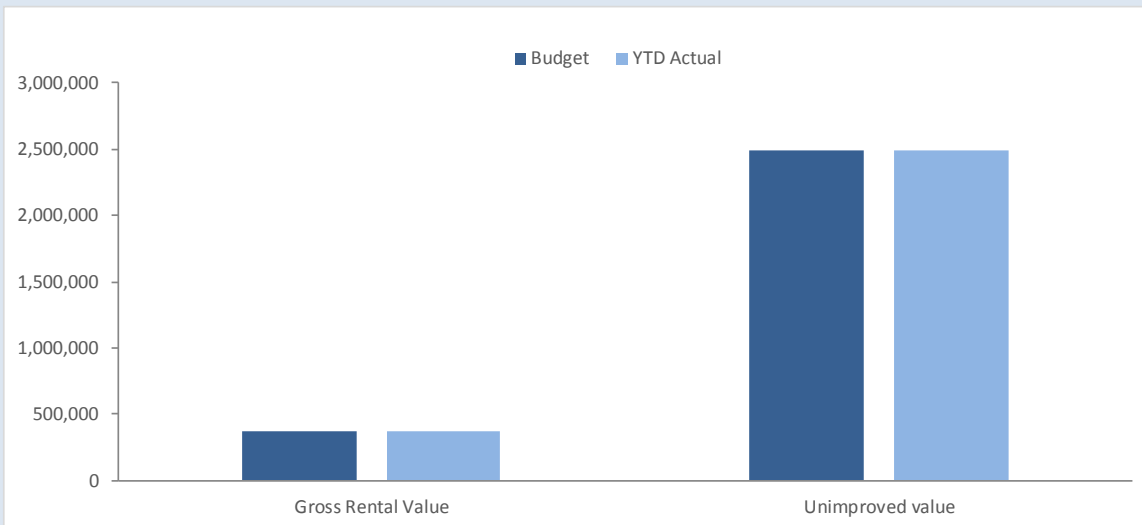
General Rate Revenue	Budget							YTD Actual			
	Rate in	Number of	Rateable	Rate	Interim	Back	Total	Rate	Interim	Back	Total
	\$	Properties	Value	Revenue	Rate	Rate	Revenue	Revenue	Rates	Rates	Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross Rental Value											
Gross Rental Value	0.081877	383	4,567,116	373,942	0	0	373,942	373,942	0	0	373,942
Unimproved Value											
Unimproved value	0.008268	564	300,692,980	2,488,362			2,488,362	2,488,362	3,439	0	2,491,801
Sub-Total		947	305,260,096	2,862,304	0	0	2,862,304	2,862,304	3,439	0	2,865,743
Minimum Payment											
Minimum \$											
Gross Rental Value											
Gross Rental Value	430	44	80,220	18,920	0	0	18,920	18,920	0	0	18,920
Unimproved Value											
Unimproved value	430	64	863,738	27,520	0	0	27,520	27,090	0	0	27,090
Sub-Total		108	943,958	46,440	0	0	46,440	46,010	0	0	46,010
Amount from General Rates							2,908,744				2,911,753
Ex-Gratia Rates							62,127				0
Total General Rates							2,970,871				2,911,753
Specified Area Rates											
Lake Grace Sewerage Residential minimum GRV	0		2,437,362	102,930	0	0	102,930	102,930	0	0	102,930
Lake Grace Sewerage Commercial minimum GRV	0		651,122	27,497	0	0	27,497	27,497	0	0	27,497
Lake Grace Sewerage Vacant land minimum GRV	0		12,200	515	0	0	515	515	0	0	515
Lake Grace Sewerage Ist Major fixtures	237		31	7,361	0	0	7,361	7,361	0	0	7,361
Lake Grace Sewerage Additional fixtures	106		45	4,763	0	0	4,763	4,763	0	0	4,763
Sport & Recreation - Varley GRV	0		153,203	4,880	0	0	4,880	4,880	0	0	4,880
Sport & Recreation - Varley UV	0		41,027,500	67,080	0	0	67,080	67,080	0	0	67,080
Sport & Recreation - Lake King GRV	0		290,730	6,815	0	0	6,815	6,815	0	0	6,815
Sport & Recreation - Lake King UV	0		63,717,800	110,614	0	0	110,614	110,614	0	0	110,614
Sport & Recreation - Newdegate GRV	0		887,143	44,483	0	0	44,483	44,483	0	0	44,483
Sport & Recreation - Newdegate UV	0		107,877,500	253,620	0	0	253,620	254,914	0	0	254,914
Sport & Recreation - Lake Grace GRV	0		3,374,329	178,246	0	0	178,246	178,246	0	0	178,246
Sport & Recreation - Lake Grace UV	0		88,600,700	394,185	0	0	394,185	394,185	0	0	394,185
Total Specified Area Rates			309,029,665	1,202,989	0	0	1,202,989	1,204,283	0	0	1,204,283
Totals							4,173,860				4,116,036

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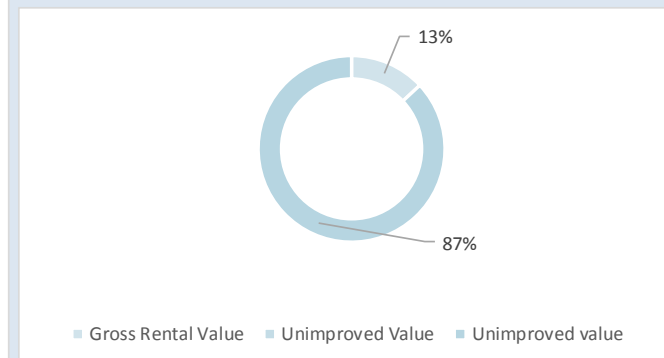
Attachment 1

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.



General Rates		
Budget	YTD Actual	%
\$2.91 M	\$2.91 M	1.001

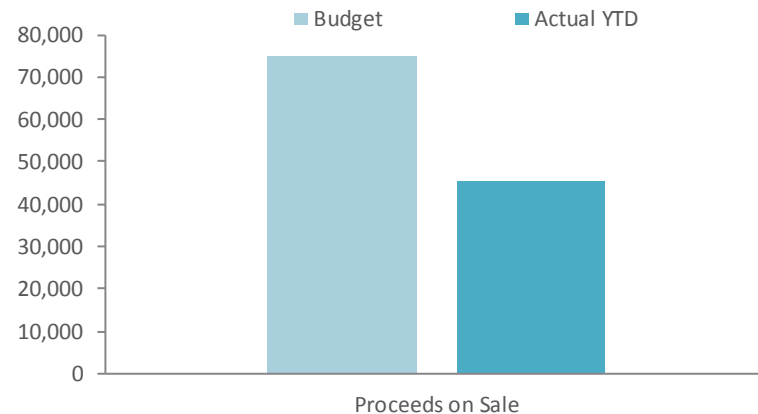


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Governance								
	CEO Vehicle - Toyota Prado	53,289	38,000	0	(15,289)	52,820	45,454	0	(7,366)
	DCEO Vehicle - Ford Territory	34,156	27,000	0	(7,156)			0	0
	Transport								
	Ford Ranger	10,868	10,000	0	(868)	0	0	0	0
		98,313	75,000	0	(23,313)	52,820	45,454	0	(7,366)

KEY INFORMATION



Proceeds on Sale

Annual Budget	YTD Actual	%
\$75,000	\$45,454	61%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

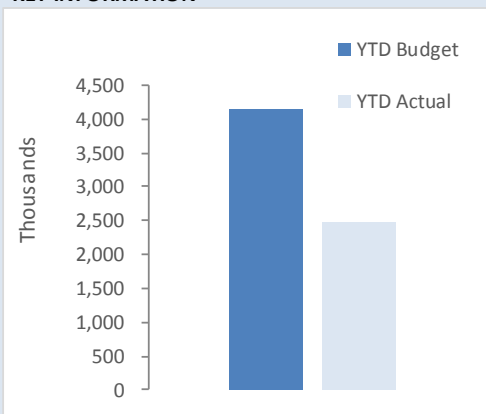
**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	447,432	298,288	141,428	(156,860)
Furniture & equipment	17,000	11,334	2,278	(9,056)
Plant & equipment	327,000	218,000	159,580	(58,420)
Infrastructure - Roads	2,924,130	1,949,422	2,153,363	203,941
Parks, Gardens, Recreation Facilities	260,380	173,586	11,201	(162,385)
Urban Infrastructure	165,000	110,000	653	(109,347)
Capital Expenditure Totals	4,140,942	2,760,630	2,468,503	(292,127)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,692,815	1,128,544	406,561	(721,983)
Other (Disposals & C/Fwd)	75,000	45,454	45,454	0
Cash Backed Reserves				
Lake Grace TV Services Reserve	1,727	0	0	0
Newgate TV Reserve	1,797	0	0	0
Contribution - operations	2,369,603	1,586,632	2,016,488	429,856
Capital Funding Total	4,140,942	2,760,630	2,468,503	(292,127)

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
	\$4.14 M	\$2.47 M	60%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.69 M	\$0.41 M	24%

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Attachment 1

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - Borrowings

Information on Borrowings Particulars	01-07-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance									
L175- CEO's Residence	12,874	0	0	12,874	12,874	0	0	339	767
L181 - Office Redevelopment	282,508	0	0	7,439	15,093	275,069	267,415	4,694	18,143
Health									
L 190 NGT Medical Centre	67,188	0	0	25,764	25,764	41,424	41,424	2,010	4,055
Housing									
L184/185 - Country Housing Authority						0	0	90	
Recreation and culture									
L173 - Lake Grace Pool	72,746	0	0	6,384	12,951	66,362	59,795	1,352	4,583
L182 - LG Sports Precinct	168,097	0	0	7,073	14,370	161,024	153,727	2,965	11,671
L192 - LG Bowling Club	26,073	0	0	9,960	9,960	16,113	16,113	835	1,694
L193 - NGT Bowling Club	21,488	0	0	4,998	4,998	16,490	16,490	677	1,145
L198 - LG Precinct	130,436	0	0	9,595	19,407	120,841	111,029	3,327	6,652
L202 - LK Winter Sports Grou	36,811	0	0	4,522	8,891	32,289	27,920	521	976
Transport									
L196 - Roadworks & Plant	243,432	0	0	22,329	45,082	221,103	198,350	5,581	10,858
Economic services									
L189 - LG Residential Land	149,328	0	0	8,293	8,293	141,035	141,035	5,365	9,946
L199 - Standpipe Controllers	27,479	0	0	13,613	27,479	13,866	0	685	1,190
Other property and services									
L191 - Staff Housing	31,053	0	0	11,863	11,863	19,190	19,190	995	2,017
	1,269,513	0	0	144,706	217,025	1,124,807	1,052,488	29,436	73,697
Self Supporting Loans									
Recreation and culture									
L188- LG Sportman's club	26,073	0	0	9,960	9,960	21,168	16,113	835	1,694
Economic services									
L201- LG Development Assoc	34,887	0	0	22,699	23,069	34,887	11,818	1,183	1,343
	60,960	0	0	32,660	33,029	56,055	27,931	2,018	3,037
Total	1,330,473	0	0	177,366	250,054	1,180,862	1,080,419	31,454	76,734

All debenture repayments other than self supporting loans were financed by general purpose revenue.

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Attachment 1

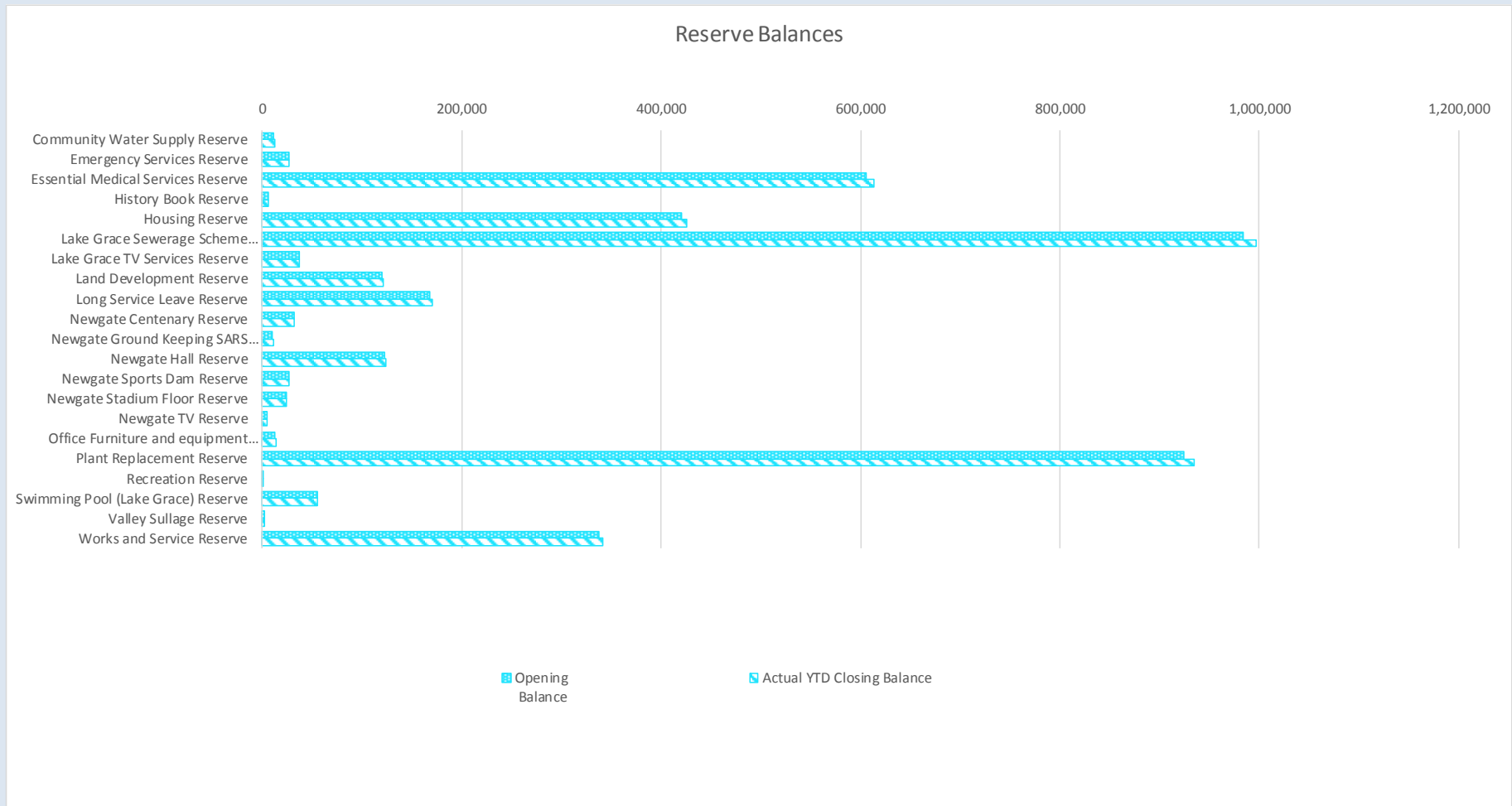
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS**

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Water Supply Reserve	11,677	134	142	0	0	0	0	11,811	11,819
Emergency Services Reserve	26,464	303	321	0	0	0	0	26,767	26,785
Essential Medical Services Reserve	606,179	6,943	7,345	150,000	0	0	0	763,122	613,524
History Book Reserve	5,326	61	65	0	0	0	0	5,387	5,391
Housing Reserve	420,701	4,818	5,097	400,000	0	0	0	825,519	425,798
Lake Grace Sewerage Scheme Reserve	984,463	11,275	11,928	0	0	0	0	995,738	996,391
Lake Grace TV Services Reserve	36,799	421	446	0	0	(1,727)	0	35,493	37,245
Land Development Reserve	119,735	1,371	1,451	0	0	0	0	121,106	121,186
Long Service Leave Reserve	168,186	1,926	2,038	50,000	0	0	0	220,112	170,224
Newgate Centenary Reserve	31,288	358	380	5,000	0	0	0	36,646	31,668
Newgate Ground Keeping SARS Reserve	10,357	119	125	5,000	0	0	0	15,476	10,482
Newgate Hall Reserve	122,048	1,398	1,478	0	0	0	0	123,446	123,526
Newgate Sports Dam Reserve	26,077	299	316	0	0	0	0	26,376	26,393
Newgate Stadium Floor Reserve	23,528	269	285	0	0	0	0	23,797	23,813
Newgate TV Reserve	4,503	52	54	0	0	(1,797)	0	2,758	4,557
Office Furniture and equipment Reserve	12,973	149	158	0	0	0	0	13,122	13,131
Plant Replacement Reserve	924,020	10,583	11,196	330,000	0	0	0	1,264,603	935,216
Recreation Reserve	741	8	9	18,000	0	0	0	18,749	750
Swimming Pool (Lake Grace) Reserve	54,814	628	664	0	0	0	0	55,442	55,478
Valley Sullage Reserve	1,624	19	19	0	0	0	0	1,643	1,643
Works and Service Reserve	337,571	3,866	4,090	155,000	0	0	0	496,437	341,661
	3,929,074	45,000	47,607	1,113,000	0	(3,524)	0	5,083,550	3,976,681

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2019**

**NOTE 10
GRANTS AND CONTRIBUTIONS**

Grants and Contributions

Grant Provider	Adopted Budget Operating	Capital	YTD Budget	Annual Budget (d)	Budget Variations (e)	Expected (d)+(e)	YTD Actual Revenue (b)
	\$	\$	\$				\$
General purpose funding							
Grants Commission - General	776,726	0	517,817	776,726	0	776,726	582,545
Grants Commission - Road Funds	595,832	0	397,221	595,832	0	595,832	446,874
ESL Administration Fee	4,000	0	2,667	4,000	0	4,000	4,000
Law, order, public safety							
DFES LGGs Operating	30,746	0	20,497	30,746	0	30,746	19,934
Grant - AWARE Program	0	0	0	0	4,000	4,000	4,000
Education and welfare							
Seniors Activities	1,000	0	667	1,000	0	1,000	975
Youth Activities	1,000	0	667	1,000	3,382	4,382	3,382
Recreation and culture							
Grants and Contributions - Lake King	0	87,715	58,477	87,715	0	87,715	0
Contributions - Other Culture	0	100	67	100	0	100	0
Grant - Play Equipment	0	0	0	0	0	0	1,350
Contributions	4,000	0	2,667	4,000	0	4,000	4,000
Lake Grace Rec Council Affiliation Fees	7,000	0	4,667	7,000	0	7,000	0
Lake King Pavilion / Oval - Hire Fees	500	0	333	500	0	500	0
Transport							
Roads to Recovery	0	1,250,000	833,333	1,250,000	0	1,250,000	121,211
Regional Road Group	0	355,000	236,667	355,000	0	355,000	284,000
Street Lighting	8,000	0	5,333	8,000	0	8,000	0
MRWA	289,773	0	193,182	289,773	4,139	293,912	293,912
Economic services							
Tourism & Services Promotion	6,732	0	4,488	6,732	0	6,732	2,124
Contributions - Other Economic Services	0	0	0	0	4,915	4,915	4,915
Other property and services							
Fuel Tax Rebates	0	0	0	0	2,492	2,492	2,951
TOTALS	1,725,309	1,692,815	2,278,750	3,418,124	18,928	3,437,052	1,776,173
SUMMARY							
Operating grants, subsidies and contributions	1,725,309	0	1,150,206	1,725,309	18,928	1,744,237	1,369,612
Non-operating grants, subsidies and contributor	0	1,692,815	1,128,544	1,692,815	0	1,692,815	406,561
TOTALS	1,725,309	1,692,815	2,278,750	3,418,124	18,928	3,437,052	1,776,173

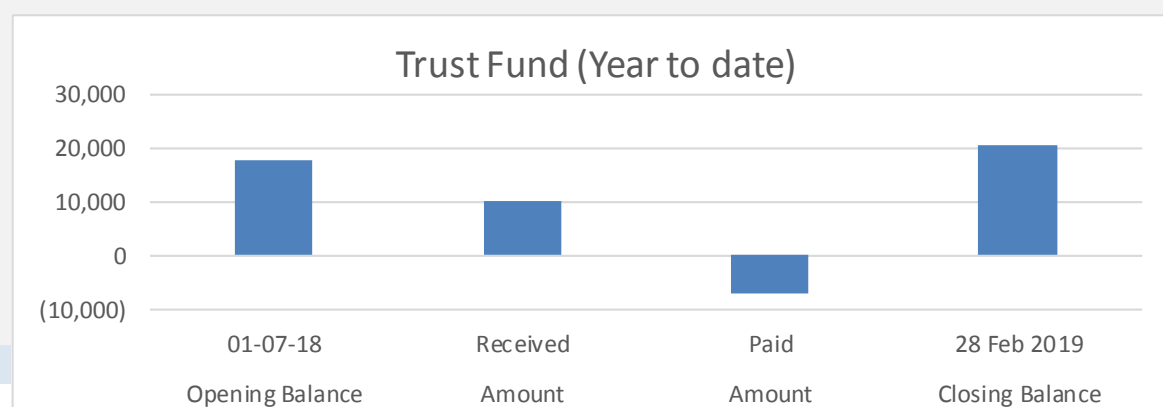
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2019

NOTE 11 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 01-07-18	Amount Received	Amount Paid	Closing Balance 28 Feb 2019
	\$	\$	\$	\$
Number Plates	0	900	(900)	0
Hall Deposits	5,000	5,475	(5,435)	5,040
Miscellaneous Deposits	1,327	0	0	1,327
Housing Bonds	4,742	2,320	(320)	6,742
Standpipe Bonds	6,300	713	(51)	6,962
BCITF	0	153	(153)	0
Builders Registration Board	0	347	(347)	0
Key Bonds	75	0	0	75
NGT Swimming Pool Key Bond	160	70	0	230
	17,604	9,978	(7,206)	20,376

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**NOTE 12****FOR THE PERIOD ENDED 28 FEBRUARY 2019****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 2018-19 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	6,907	89.33%		Timing	
General Purpose Funding - Rates	830,221	39.89%	▲	Timing	Rates raised in advance
General Purpose Funding - Other	241,570	26.97%	▲	Timing	Grants Commission payments due February
Law, Order and Public Safety	(7,417)	(8.30%)		Timing	
Health	1,849	29.28%		Timing	
Education and Welfare	3,023	226.61%		Timing	
Housing	(114)	(0.81%)		Timing	
Community Amenities	118,170	56.07%	▲	Timing	Refuse rates raised in advance
Recreation and Culture	344,667	45.59%	▲	Timing	Specified Area rates raised in advance
Transport	(68,325)	(2.00%)		Timing	WANDRRA Income
Economic Services	42,907	28.62%	▲	Timing	Sale of Gravel to WANDRRA (Budget Review)
Other Property and Services	9,685	16.89%		Timing	
Expenditure from operating activities					
Governance	33,167	12.31%	▲	Timing	Awaiting commencement of projects - eg Review of Integrated Plans etc
General Purpose Funding	27,799	22.63%	▲	Timing	Valuation costs lower than expected.
Law, Order and Public Safety	22,061	10.66%	▲	Timing	Costs lower than expected
Health	88,001	39.84%	▲	Timing	Contributions to medical yet to happen
Education and Welfare	27,411	54.03%	▲	Timing	Costs lower than expected
Housing	19,648	15.23%	▲	Timing	Costs lower than expected
Community Amenities	191,958	29.34%	▲	Timing	Sewerage maintenance costs lower than expected
Recreation and Culture	10,683	0.76%		Timing	Projects yet to happen
Transport	735,095	12.35%	▲	Timing	Road maintenance program behind schedule
Economic Services	90,379	22.35%	▲	Timing	Costs lower than expected
Other Property and Services	(51,229)	(86.59%)	▼	Timing	PWO & POC costs to be reviewed
Investing Activities					
Non-operating Grants, Subsidies and Co	(721,983)	(63.97%)	▼	Timing	R2R Grant paid in March
Proceeds from Disposal of Assets	0	0.00%		Timing	
Land Held for Resale	0			Timing	
Capital Acquisitions	307,768	11.09%	▲	Timing	Capital program behind schedule

BANK RECONCILIATIONS**Municipal Fund****Bank Statement****Summary:**

Page 5 of 5

G/L Account (as at Month End)

Statement No 4

1A0011010 Municipal Bank Account MUN

Statement Date 31/03/2019

Opening Balance	4,725,466.70
Deposits	\$1,339,932.84
Payments	-555,092.52
Fees	-74,306.32
Adjustments	-131,777.34
Closing Balance	5,304,223.36

Opening Balance	4,723,260.30
<u>Reconciled Items</u>	
Deposits	1,336,011.31
Payments	-555,220.12
Fees	-74,306.32
Adjustments	-130,391.96
Closing Balance	5,299,353.21

The Bank Statement balances to the General
Ledger

<u>Unreconciled Items</u>	
Deposits	4,870.15
Payments	0.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	4,870.15
Total - To agree with GL	5,304,223.36

Municipal Account - Reconciliation to 31/03/2019Fees:

Dept of Transport	\$79,760.50
Bank Fees	\$488.44
LESS: Interest Received	<u>-\$5,942.62</u>
	<u>\$74,306.32</u>

Adjustments

Payroll	<u>\$131,777.34</u>
---------	----------------------------

Outstanding Deposits

Cash/Chq 29/03/2019	<u>\$4,870.15</u>
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Outstanding Payments

Nil

ENTERED*By Belinda Knight - Deputy CEO at 3:05 pm, Apr 01, 2019***APPROVED***By Denise Gobbart - CEO at 4:14 pm, Apr 01, 2019*

BANK RECONCILIATIONS**Trust Fund****Bank Statement****Summary:**

G/L Account (as at Month End)

1A0013050 Trust Fund Cash At Bank MUN

Statement No 4

Statement Date 31/03/2019

Page 2 of 2

Opening Balance	20,621.22
Deposits	\$4,466.00
Payments	-536.65
Fees	0.00
Adjustments	0.00
Closing Balance	24,550.57

Opening Balance	22,851.22
<u>Reconciled Items</u>	
Deposits	4,466.00
Payments	-806.65
Fees	0.00
Adjustments	0.00
Closing Balance	26,510.57

The Bank Statement balances to the General
Ledger

<u>Unreconciled Items</u>	
Deposits	0.00
Payments	-1,960.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-1,960.00
Total - To agree with GL	24,550.57

ENTERED*By Belinda Knight - Deputy CEO at 3:28 pm, Apr 01, 2019***APPROVED***By Denise Gobbart - CEO at 4:17 pm, Apr 01, 2019***Unpresented Payments**

1461	\$100.00	17/12/2018	LAKE GRACE/PINGRUP FOOTBALL CLUB
1465	\$500.00	20/12/2018	NEWDEGATE CHILDREN'S FUND
1469	\$165.00	19/02/2019	Vanessa Fyfe
1473	\$150.00	26/03/2019	Kenneth Peter Medlen
1474	\$330.00	26/03/2019	Ravensthorpe agricultural initiative network (RAIN)
999	\$50.00	12/10/2016	BEN TAYLOR REFUND OF CAT TRAP BOND 20/07/16
999	\$665.00	24/07/2018	DIANNE POULTNEY REFUND BOND REFUND LG PAVILION & LK HALL
	<u>\$1,960.00</u>		

BANK RECONCILIATIONS**Reserve Funds**

Shire of Lake Grace



Reserve No	Reserve Account Name	Balance
11	Emergency Services Reserve Bank	\$26,822.29
12	Housing Reserve Bank	\$426,397.92
13	Swimming Pool (Lake Grace) Reserve Bank	\$55,556.11
14	Land Development Reserve Bank	\$121,356.47
15	Leave Reserve Bank	\$170,463.21
16	Plant Replacement Reserve Bank	\$936,532.77
17	Recreation Reserve Bank	\$751.23
18	Works & Services Reserve Bank	\$342,141.99
19	Newdegate Hall Reserve Bank	\$123,700.36
20	Lake Grace TV Reserve Bank	\$37,297.81
21	Newdegate TV Reserve Bank	\$4,563.72
23	Varley Sullage Reserve Bank	\$1,645.50
31	Lake Grace Sewerage Scheme Reserve Bank	\$997,794.34
35	Newdegate Sports Dam Reserve Bank	\$26,430.30
36	Newdegate Stadium Floor Reserve Bank	\$23,846.92
37	Community Water Supply Reserve Bank	\$11,835.26
39	Newdegate Ground Keeping SARS Reserve Bank	\$10,496.90
40	Office Furniture & Equipment Reserve Bank	\$13,149.04
41	Newdegate 100 Year Centenary Reserve Bank	\$31,712.16
42	History Book Reserve Bank	\$5,398.13
43	Essential Medical Services Reserve Bank	\$614,388.19

\$3,982,280.60

Bank Balance

Term Deposit	\$349,161.18
Term Deposit	\$664,540.63
Term Deposit	\$20,117.62
Reserve Acc	\$2,948,461.17
	\$3,982,280.60

PROCESS DATE: 31 March 2019

ENTERED

By Belinda Knight - Deputy CEO at 3:43 pm, Apr 01, 2019

APPROVED

By Denise Gobbart - CEO at 4:20 pm, Apr 01, 2019

Reserves Fund Statement

14.6 COMMUNITY SERVICES

Cr Chappell declared an impartiality interest in item 14.6.1 Holt Rock Tennis Court Request Support in their National Court Rebate Application for the Re-Surfacing of Varley Tennis Courts with the nature of the interest being the author Cheryl Chappell is my wife.

14.6.1 HOLT ROCK TENNIS COURT REQUEST SUPPORT IN THEIR NATIONAL COURT REBATE APPLICATION FOR THE RE-SURFACING OF VARLEY TENNIS COURTS

Applicant: Holt Rock Tennis Club

File No. 0173

Attachments:

1. National Court Rebate – Application Form
2. Budget – Quote –Tennis Court Resurfacing
3. Maintenance Program - Draft
4. Project Plan - Draft

Author: Mrs Cheryl Chappell


Community Service Officer

Disclosure of Interest: Nil

Date of Report: 09 April 2019

Senior Officer: Ms Denise Gobbart


Chief Executive Officer

Summary

The purpose of this report is for Council to approve the request for support from the Holt Rock Tennis Club in their National Court Rebate Grant application to resurface the six (6) tennis courts in Varley.

Background

The Holt Rock Tennis Club facility is located at the Varley Sports Ground. The six (6) tennis courts were constructed as acrylic hardcourts in 2000. This surface has a lifespan 10-15 years. Over the last 2-3 years the courts have deteriorated quickly, with cracking becoming more noticeable and the surface becoming very uneven and slippery. Small mounds and hollows have formed, which has resulted in a more unpredictable playing surface with an inconsistent ball bounce.

The Holt Rock Tennis Club has a very proactive membership base and while the numbers of attendance are not officially recorded, it is estimated that between 25 – 74 people use the courts each week. The tennis facility is used by people located within a 43km radius of Varley. The next closest tennis courts are located in Lake King, which are approximately 43.4km away.

The Club attracts a wide demographic, as it offers an inclusive activity that welcomes all ages and levels of ability in a social setting. The more competitive players have the option to participate in local competitions and social tennis is played every weekend, which is very popular during the summer months.

The re-surfacing of the courts will enable the Club to continue to host season home games, as well as competitions on a safe playing surface. The club will continue their commitment to continue the general maintenance of the tennis courts as a club. The maintenance plan is attached.

Comment

The National Court Rebate (NCR) is Tennis Australia's facility funding program assists affiliated venues, local councils and schools to create positive environments for the long term success of tennis in Australia. Projects supported by the program range from developing new courts, upgrading or resurfacing existing court surfaces, ANZ Hot Shots courts, Tennis Australia's Book a Court with integrated gate access technology, associated tennis infrastructure, major projects and strategy & planning.

The Holt Rock Tennis Club is seeking support from Council in their National Court Rebate Grant application to resurface the six (6) tennis courts in Varley.

The resurfacing of the courts will encourage participation from the local communities in tennis fixtures and events, which will result in the local community becoming more engaged in physical activity and will promote a healthier lifestyle. The softer synthetic surface will also reduce the impact on players' joints and bodies during play, due to the placement of shock pads and rubber granular infill. The synthetic turf is also much cooler than the current acrylic hardcourts.

The Club are proposing that a synthetic surface would be more tolerant of adverse weather conditions and would have relatively low maintenance requirements which they will continue to ensure is performed by the club.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Denise Gobbart, Chief Executive Officer
Belinda Knight, Deputy Chief Executive Officer

External: Clare Hyde – Holt Rock Tennis Club
Graeme Atkins President, Holt Rock Tennis Club

Financial Implications

The Shire has an allocation of \$27,500 in the 2018/2019 Budget: *Account E113175 Infrastructure Other – Other Rec & Sport Cap Ex – Resurfacing 6 Varley Tennis Courts.*

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

- 1.2.1 Advocate for improved communications and support infrastructure

Outcome 1.3 An attractive destination for visitors

- 1.3.2 Maintain and enhance local iconic attractions and infrastructure

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

Outcome 2.1 An engaged, supportive and inclusive community

- 2.1.1 Community services and infrastructure meeting the needs of the district

- 2.1.3 Actively promote and support community events and activities within the district

Outcome 2.2 A healthy and safe community

- 2.2.1 Maintain and enhance sport and recreation facilities

Outcome 3.1 A well maintained attractive built environment servicing the needs of the community

- 3.1.1 Maintain, rationalise, improve or renew buildings and community infrastructure

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

Objective 4.1 A strategically focused, unified Council functioning effectively

- 4.1.2 Promote and advocate for the community and district
- 4.1.3 Provide strategic leadership and governance

Voting Requirements

Simple majority required.

Recommendation/Resolution

RESOLUTION 12979

Moved Cr Chappell

Seconded Cr Stanton

That Council supports the Holt Rock Tennis Club in their National Court Rebate Grant application to resurface the six (6) tennis courts in Varley.

CARRIED 8/0

National Court Rebate (NCR) APPLICATION FORM



Completing your Application Form

Prior to completing the Application Form it is highly recommended you read the **National Court Rebate Guidelines** provided with your Application. This form is an editable PDF document and must be completed electronically.

Applications must be **complete** for assessment to take place, therefore please ensure that you:

- Complete this Application Form in conjunction with the **National Court Rebate Guidelines**
- Answer all relevant Sections of the Application in full (NB: Incomplete Applications will not be accepted)
- Submit all mandatory supporting documents with the completed Application Form
- Electronically submit your Applications directly to Tennis Australia via email: placestoplay@tennis.com.au (NB: Hand-written Application Forms will not be accepted; multiple emails with attachments are acceptable)

By submitting this Application Form, the Applicant (if successful) agrees to the following:

1. Adhere to the National Court Rebate Program's Terms & Conditions (as per the NCR Guidelines)
2. Maintain ongoing affiliation with the relevant State or Territory Member Association
3. Claim the rebate funding within timelines outlined in the Terms & Conditions
4. Acknowledge the Rebate via local media releases and/or other promotional opportunities
5. Meet annual reporting requirements including the Operational Health Check (OHC), updating details on MyTennis and performing an annual review of the Business Plan/OHC Action Plan. For schools, reporting requirements may include the annual completion of a school tennis participation survey at Tennis Australia's request.
6. Ensure all coaches at the venue are Tennis Australia Coach Members. School applicants should ensure that all coaches who deliver formal coaching programs at the school are Tennis Australia recognised qualified coaches.
7. Implement, conduct and be supportive of Tennis Australia's junior starter program, ANZ Tennis Hot Shots
8. Support Tennis Australia's national systems, tournaments, research, programs and services such as Cardio Tennis, League Manager and Fast4 Tennis
9. Actively participate in case studies as requested by Tennis Australia or the relevant State/Territory Member Association
10. Implement blended lines for ANZ Tennis Hot Shots on at least one (1) of the courts (new or resurfaced) that have been successful under the National Court Rebate (NB: Applicable to acrylic surfaces only)
11. Court specifications to conform to the International Tennis Federation (ITF) minimum recommended court size
12. All additional construction specifications should be compliant with relevant Australian construction standards
13. The venue must be available for general public use to benefit the wider community (ie. not for 'member use only')
14. If requested, have works signed off by Tennis Australia or the relevant State/Territory Member Association aligned technical staff and/or conduct a civil engineering assessment prior to project commencement

Acknowledgment

<p>Acknowledgement:</p> <p><i>Please submit a signed copy of this page with your Application.</i></p> <p><i>(A scanned copy with manually signed/handwritten signature OR a digital/electronic signature copy will be accepted)</i></p>	<p>The Applicant hereby acknowledges their understanding of the National Court Rebate Guidelines (as issued with the Application Form) and agrees to be bound by the Terms & Conditions* of this National Court Rebate Application.</p> <p><i>*Terms & Conditions are available in the 2018/19 National Court Rebate Application Guidelines</i></p> <table border="1"> <tr> <td data-bbox="532 1560 927 1598">Name: Clare Hyde</td> <td data-bbox="927 1560 1325 1598">Posititon: Secretary</td> </tr> <tr> <td data-bbox="532 1623 927 1682">Signature: Clare Hyde</td> <td data-bbox="927 1623 1325 1682">Date: 27/03/2019</td> </tr> </table>	Name: Clare Hyde	Posititon: Secretary	Signature: Clare Hyde	Date: 27/03/2019
Name: Clare Hyde	Posititon: Secretary				
Signature: Clare Hyde	Date: 27/03/2019				

National Court Rebate APPLICATION FORM

SECTION 1: APPLICANT INFORMATION & CONTACT DETAILS										
1A. Organisation Information (Applicant)										
Organisation name:					Holt Rock Tennis Club					
Email:			holrocktennis@gmail.com			Phone number:		0427085178		
Postal address:					Post Office					
Suburb:			Varley		State:		WA		Postcode: 6355	
Is this the same as project address?					<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO			
ABN:					Insert ABN		GST Registered:		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
1B. Project Location (Physical Address where project is taking place) IF DIFFERENT TO POSTAL ADDRESS										
Venue name:					Varley Sporting Precinct					
Email:			holrocktennis@gmail.com			Phone number:		0427085178		
Address:					Carstairs Rd					
Suburb:			Varley		State:		WA		Postcode: 6355	
1C: Primary Contact (Primary contact person for the project and NCR Application)										
Name:					Graeme Atkins					
Is this person the Project Manager?					<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO			
Email:			gulson@bigpond.com			Phone Number:		0427752040		
1D: Secondary Contact (Secondary contact person for the project and NCR Application)										
Name:					Clare Hyde					
Is this person the Project Manager?					<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO			
Email:			holrocktennis@gmail.com			Phone Number:		0427085178		
SECTION 2: VENUE AND FACILITY DETAILS (NOT APPLICABLE FOR BOOK A COURT - PLEASE GO TO SECTION 3)										
2A: MyTennis Facility Information (NOT APPLICABLE FOR SCHOOLS - PLEASE GO TO QUESTION 2B)										
Is the Facility Information* on MyTennis current (ie. up to date)? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO										
*Number of courts, surface type, contact details and committee member information										
Will the Facility Information* on MyTennis need to be updated after project completion? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO										
*Number of courts, surface type, contact details and committee member information										
2B. Proposed Facilities (Post Project Completion)										
Number of new courts:	Insert number	Surface type: (select)	<input type="checkbox"/> Cushioned Acrylic	<input type="checkbox"/> Non-Cushioned Acrylic	<input type="checkbox"/> Natural Grass	<input type="checkbox"/> Clay				
			<input type="checkbox"/> Synthetic Grass	<input type="checkbox"/> Synthetic Clay	<input type="checkbox"/> Other	please specify				
Number of resurfaced courts:	6	Surface type: (select)	<input type="checkbox"/> Cushioned Acrylic	<input type="checkbox"/> Non-Cushioned Acrylic	<input type="checkbox"/> Natural Grass	<input type="checkbox"/> Clay				
			<input checked="" type="checkbox"/> Synthetic Grass	<input type="checkbox"/> Synthetic Clay	<input type="checkbox"/> Other	please specify				
Number of redeveloped courts:	Insert number	Surface type: (select)	<input type="checkbox"/> Cushioned Acrylic	<input type="checkbox"/> Non-Cushioned Acrylic	<input type="checkbox"/> Natural Grass	<input type="checkbox"/> Clay				
			<input type="checkbox"/> Synthetic Grass	<input type="checkbox"/> Synthetic Clay	<input type="checkbox"/> Other	please specify				
ANZ Tennis Hot Shots courts:	Insert number	Surface type: (select)	<input type="checkbox"/> Cushioned Acrylic	<input type="checkbox"/> Non-Cushioned Acrylic	<input type="checkbox"/> Natural Grass	<input type="checkbox"/> Clay				
			<input type="checkbox"/> Synthetic Grass	<input type="checkbox"/> Synthetic Clay	<input type="checkbox"/> Other	please specify				
ANZ Tennis Hot Shots type: (select)	<input type="checkbox"/> Purpose built <input type="checkbox"/> Blended lines <input type="checkbox"/> Line markings only (e.g Hot Shots lines marked on multi-sport play area or asphalt/concrete play area)									
Court Lighting:	New Lighting*: Number of courts with new lighting to be installed			Insert number	Lighting Type: (New)		<input type="checkbox"/> LED <input type="checkbox"/> Metal Halide <input type="checkbox"/> Other			
	Upgraded Lighting*: Number of courts with lighting to be upgraded			Insert number	Lighting Type: (Upgraded)		<input type="checkbox"/> LED <input type="checkbox"/> Metal Halide <input type="checkbox"/> Other			
Fencing:	New:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Replacement:	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Additional Comments: (Optional)	Insert text									

National Court Rebate APPLICATION FORM

SECTION 3. PROJECT DETAILS

3A. PROJECT DESCRIPTION

Please provide a detailed* project description below:

Include specific information as applicable to the project (ie. court surface type, number of courts, inclusion of earth works/base works, specific clubhouse works/inclusions, external/court surrounds works) and any relevant project management details.

Product
Synthetic grass – Premium
Omniscourt® Pro Cool Plus – 16mm pile height (twist pile to 12mm)

Project works
6 courts
• Grind where fibreglass is lifting
• Patch base
• Supply and install OmniCourt® Pro Cool Plus
• Supply and install silica sand infill

Project management
Graeme Atkins - Club President

Estimated project commencement:

01/06/2019

Estimated project completion:

15/06/2019

SECTION 4. PROJECT FINANCE & BUDGET

4A. Funding Model

NB: The Total Project Cost and Funding Model Total must align (ie. total amounts need to match) and be GST exclusive

Total project cost:
GST Exclusive

\$ 152800

Funding model:
Indicate the GST Exclusive amount only.
Do not include any in-kind contributions.

Funding Source		Funding Value (GST Exclusive)	Confirmed	Comment (Optional)
Applicant		\$ 17520	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Insert comment
Local government		\$ 40000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shire of Lake Grace &
State government		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert comment
Federal government		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert comment
Other (1)	Varley	\$ 80000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Insert comment
Other (2)	Insert text	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert comment
Rebate Requested		\$ 15280	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Insert comment
Total (GST Exclusive)		\$ 152800	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Insert comment

In-kind contributions: (Optional)
Include details for any in-kind contributions.
Do not include these in the above funding model.

In-kind contributions equal \$6800 and cover accommodation and meals for contractors, provision of bobcat and carting of sand.

National Court Rebate APPLICATION FORM

4B. Project Cost Breakdown (GST Exclusive)		
Court Works	Total Cost (GST Exclusive)	Comments (Optional)
Cushioned Acrylic	\$ Insert Cost	Insert Comments
Non-Cushioned Acrylic	\$ Insert Cost	Insert Comments
Natural Grass	\$ Insert Cost	Insert Comments
Clay	\$ Insert Cost	Insert Comments
Synthetic Grass	\$ 152800	Includes site preparation of fibreglass
Synthetic Clay	\$ Insert Cost	Insert Comments
Other (1)	Insert text \$ Insert Cost	Insert Comments
Other (2)	Insert text \$ Insert Cost	Insert Comments
Base works NB: Including site clearing, preparation, drainage	\$ Insert Cost	Insert Comments
SUB TOTAL (Court Works)	\$ 152800	Insert Comments
Other expenses	Total Cost (GST Exclusive)	Comments (Optional)
Lighting	\$ Insert Cost	Insert Comments
Fencing	\$ Insert Cost	Insert Comments
Book A Court installation	\$ Insert Cost	Insert Comments
Ancillaries & equipment	\$ Insert Cost	Insert Comments
Clubhouse/Pavilion	\$ Insert Cost	Insert Comments
Project Management & consultancy	\$ Insert Cost	Insert Comments
Project contingency	\$ Insert Cost	Insert Comments
Other (1)	Insert text \$ Insert Cost	Insert Comments
Other (2)	Insert text \$ Insert Cost	Insert Comments
SUB-TOTAL (Other Expenses)	\$ Insert Cost	Insert Comments
TOTAL PROJECT COST (GST Exclusive)	\$ 152800	Insert Comments

SECTION 5. OUTCOMES & KEY PERFORMANCE INDICATORS (KPIs) (NOT APPLICABLE FOR BOOK A COURT OR SCHOOL APPLICANTS)

5A. Outline how the project (post-completion) will activate the following key areas and list the measurable KPIs/Targets for each key area:				
Membership	KPI/Target	85	Anticipated Financial Return (\$):	\$660
Coaching Participants	KPI/Target	20	Anticipated Financial Return (\$):	\$600
Competitions & Tournaments	KPI/Target	5	Anticipated Financial Return (\$):	
Casual Players	KPI/Target	10	Anticipated Financial Return (\$):	\$500
Multi-Use of Facilities	KPI/Target	Insert text	Anticipated Financial Return (\$):	Insert \$

SECTION 6. ACCOUNTABILITY

6A. PROJECT MANAGEMENT:

Outline what project management control is in place: Graeme Atkins is the project supervisor, and has met with

6B. MAINTENANCE

Outline how the venue/facility will be maintained and who is responsible for undertaking maintenance requirements: The facility will be maintained by the Holt Rock Tennis Club on an annual basis, including dressing of sand and ensuring that any requirements from the product warranty is addressed

6C. MANAGEMENT/OPERATION AGREEMENTS (IF APPLICABLE)

Provide details of any formal agreement for managing the planned operations of the venue/facility: The Holt Rock Tennis Club has a management agreement with the Shire of Lake Grace that defines the venue for Recreation

National Court Rebate APPLICATION FORM

SECTION 7: BUSINESS MANAGEMENT & SUSTAINABILITY (NOT APPLICABLE FOR SCHOOLS)

7A: FINANCIAL PERFORMANCE (PROFIT/LOSS) IN PREVIOUS FINANCIAL YEARS (NOT APPLICABLE FOR SCHOOLS)

2016/17 Financial Year:	\$ <input checked="" type="checkbox"/> Profit <input type="checkbox"/> Loss	2017/18 Financial Year:	\$ <input checked="" type="checkbox"/> Profit <input type="checkbox"/> Loss
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Comments: Holt Rock Tennis Club is a very small rural club which works on simply maintaining a small profit in order to maintain the club facilities.

7B: SINKING FUND & FACILITY PLANNING (NOT APPLICABLE FOR SCHOOLS)

Outline the proposed/ongoing annual future contribution to a sinking/capital works fund for future facility planning (ie. funding for future facility replacement and/or development costs):

Holt Rock Tennis Club is a very small rural club which works on simply maintaining a small profit in order to maintain and very occasionally upgrade the club facilities.

QUESTION 8. COMMUNITY BENEFIT & ACCESSIBILITY

8A. STAKEHOLDER ENGAGEMENT (NOT APPLICABLE FOR BOOK A COURT)

Outline details of current and/or potential community engagement opportunities with external stakeholders:

Local Government (Council)	The Shire of Lake Grace & The Shire of Kulin currently support the Varley Sports Precinct as a multi-purpose venue for both Tennis &	Comments	Insert Comments
Community Groups List the name of all relevant users (Eg: Venue/Function Room Hire)	Holt Rock Tennis Club Varley Bowls Club Varley Playgroup Holt Rock Agronomy Group	Comments	Groups use the building for functions as well as sporting activities.
Other List the name of all relevant users (Eg: Neighbouring Schools, Neighbouring Clubs/Venues)	N/A	Comments	Insert Comments

8B: ATTRACTION & RETENTION (NOT APPLICABLE FOR SCHOOLS)

How will the project help to attract more people to visit and/or use the facilities:

The re-surfacing of the tennis courts will allow people to return to playing or play tennis longer as the synthetic surface reduces the risk of injury and stress to ankles, knees, hips and the lower back. The synthetic turf will also enable the club to continue playing tennis in

Outline how your project will impact upon player retention and satisfaction in the following key areas:

Current Playing Members:	Some players in our very small community are aging and the installation of synthetic turf is
Coaching Participants:	Other Tennis Courts in the region (Hyden Tennis Club) are synthetic turf and the coaching
Competition Participants:	Participants in Competition are generally our normal club members and the retention of them as
Program Participants: (Eg: Cardio Tennis, Fast4s, ANZ Hot Shots)	Hot Shots is very strong in our club, with 39 participants and the upgrading of our courts will enable us to retain them and improve their tennis.
Casual Players: (Eg: Non-member court bookings)	New and improved facilities are always more attractive, so the improvement of our facilities will naturally provide attraction for new members and non members

8C: MULTI-SPORT FACILITIES (IF APPLICABLE) (NOT APPLICABLE FOR BOOK A COURT)

Are there multi-sport facilities available for at the venue? ☒ YES ☐ NO

If this facility does cater for multiple sports/activities please provide details: Provide specific details of any other sports courts, sporting fields, activity or recreational space available (Eg: Basketball/Netball, etc)

Bowling Club

Current Usage: Prior to project completion	15	Proposed Usage: Post-project completion	20
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National Court Rebate APPLICATION FORM

COMPLETE THE RELEVANT APPLICATION CHECKLIST ONLY

General Applicants: Complete either the Standard Checklist (1) or Book A Court Checklist (2) as relevant

School Applicants: Complete the School Application Checklist

SECTION 9: MANDATORY SUPPORTING DOCUMENTS		
GENERAL APPLICATION CHECKLIST (Clubs, Venues, Associations, Local Government)		
Supporting Documents	1. Standard Checklist	2. Book A Court Checklist
Operational Health Check (OHC) Copy of the Summary Report for the relevant club/venue as evidence of completion of the current OHC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stakeholder Support Letter from Land Owner confirming project support Not Applicable for LGA (ie. Council) Applicants or Applicants who own the freehold to the project site	<input type="checkbox"/>	<input type="checkbox"/>
Security of tenure Copy of current lease/licence/occupancy agreement Applicants who own the freehold to the site must provide sufficient evidence (Eg: Copy of Title Deed, Rates Notice) Not Applicable for LGA/Council Applicants	<input type="checkbox"/>	<input type="checkbox"/>
Quotes/Tax Invoices Suitable evidence of Total Project Cost (NB: This should align with the costs outlined in Section 4B)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bank Statement To support Applicant funding contribution as per Section 4A Not Applicable for LGA/Council Applicants	<input type="checkbox"/>	Not Applicable
Confirmed Partnership Funding Evidence of confirmed/secured funding sources as outlined in Section 4A (Eg: Grant/Rewards Letter)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Plan / OHC Action Plan Current Business Plan or completed OHC Action Plan of the club/venue where the project is taking place	<input type="checkbox"/>	<input type="checkbox"/>
Project Plan Applicant may use template provided with the Application	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Plan Applicant may use template provided with the Application	<input type="checkbox"/>	Not Applicable
Optional Documentation		
Concept Plans / Drawings / Design Specifications	Optional	Optional
Specialists Reports	Optional	Optional
Strategic Planning	Optional	Optional
SCHOOL APPLICATION CHECKLIST (School Applicants Only)		
Schools Tennis Program Engagement Evidence of participation in Tennis Australia's Play Program, Partner Program and/or Teacher Ambassador Program		<input type="checkbox"/>
Project Support – School Principal Letter of support from the School Principal to confirm the school's participation (as applicable) in school-based tennis curriculum, interschool sports, Hot Shots and/or tennis coaching programs		<input type="checkbox"/>
Stakeholder Support – Tennis Australia Coach Member and/or Member Association Affiliated Tennis Club Letter of support to confirm the school's link with a qualified Tennis Australia Coach Member and/or a Tennis Australia Member Association (Eg: Tennis Victoria) affiliated tennis club/venue		<input type="checkbox"/>
Project Plan Applicant may use template provided with application	Not applicable for Hot Shots line-marking projects	<input type="checkbox"/>
Maintenance Plan Applicant may use template provided with application	Not applicable for Hot Shots line-marking projects	<input type="checkbox"/>

VARLEY TENNIS COURT RESURFACING BUDGET 2019

Project Items	Anticipated Grant	Secured Funding			Anticipated Funding	In-Kind Donations	Total
	National Court Rebate	Shire of Lake Grace	Shire of Kulin	Holt Rock Tennis Club	Varley Progress Association	Varley Community	
	\$ 15,280	\$ 27,500	\$ 12,500	\$ 25,000	\$ 20,000	\$6,800.00	
VARLEY TENNIS COURT RESURFACING							
West Coast Synthetic Surfaces quote	\$ 15,280.00	\$ 27,500.00	\$ 12,500.00	\$ 17,520.00	\$ 80,000.00		\$ 152,800.00
Provide bobcat or container forklift to unload container**						\$500	\$ 500.00
Collect and deliver bulk sand required from Jandakot to site and truck to be left at site with sand**						\$2,000	\$ 2,000.00
Club to provide self contained accommodation (house) and meals for up to 4 men**						\$4,300	\$ 4,300.00
							\$ -
Total cost including in-Kind	0	0	0	0	0	\$6,800	\$ 152,800.00



9 August 2018

Holt Rock Tennis Club
Attention: Graeme Atkins

Dear Graeme

Quotation No 19032: Holt Rock Tennis Club

Thank you for the opportunity to provide a quotation for re-surfacing of Holt Rock Tennis Club.

Brief business history

West Coast Synthetic Surfaces (WCSS) specialises in acrylic surfacing of hard courts, gel and synthetic turf surfacing of tennis, netball, multisport and basketball courts, bowls, cricket wickets and recreation areas. We have extensive experience in design, installation, maintenance and construction, which includes earthworks, fencing, court equipment and lighting.

For over 18 years, we have been servicing local governments, schools, sports associations and clubs, childcare centres and private homes. All our products used are 100% Australian made and supported with warranties with the assurance that installation is completed by highly qualified installers. We are also proud members of the Sports & Play Industry Association.

Qualitative criteria

We have extensive experience in completing similar projects of supplying goods and services. Omnicourt® is our proposed product options and are manufactured in Melbourne, Victoria, proudly Australian made.

Resources

WCSS own all our own plant and equipment for performing the resurfacing works.

Methodology and price

Refer to the following pages.

We trust this quotation meets your requirements and please contact me on 0419 944 341 if you require any further information.

Kind regards,

A handwritten signature in blue ink, appearing to read "Mark Tucker".

Mark Tucker
Managing Director

Methodology and price – Synthetic grass courts

Scope of works*

- * Pricing includes travel, transport and meals. Synthetic turf will be delivered to site in 40ft container.

Synthetic grass – Premium Omnicourt® Pro Cool Plus – 16mm pile height (twist pile to 12mm) <ul style="list-style-type: none"> • Grind where fibreglass is lifting • Patch base • Supply and install OmniCourt® Pro Cool Plus • Supply and install silica sand infill 	\$146,000 + GST
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Saving options**

** Pricing can be deducted from the above price by providing the following three options:

<ul style="list-style-type: none"> • Provide bobcat or container forklift to unload container** 	\$500 + GST
<ul style="list-style-type: none"> • Collect and deliver bulk sand required from Jandakot to site and truck to be left at site with sand** 	\$2,000 + GST
<ul style="list-style-type: none"> • Club to provide self contained accommodation (house) for up to 4 men** 	\$2,500 + GST
<ul style="list-style-type: none"> • Club to provide self contained accommodation (house) and meals for up to 4 men** 	\$4,300 + GST

Notes

- Unrestricted water and power access required within 30 metres of courts
- Works are to be carried out in dry weather conditions
- Clear access to be provided for delivery of materials and equipment
- All pricing is based on WCSS completing all works on project, from start to completion
- WCSS own all plant and equipment necessary to complete job at highest standard
- Project has a pro-rata 8 year manufacturer warranty and a 12 month WCSS workmanship warranty
- Puff balls to be cut out, removed and patched by club prior to WCSS arriving to site

Item 14.6.1

Attachment 2

Pro **COOLplus**[®]

www.advpolytech.com.au

03 87928000

Finished Product Details

Product Code	3550
Usage	Tennis
Height	16 mm
Colour	Green/ Blue/ Terracotta
Denier	5,400
Weight	1,985 g/m ²

Supply

Available Width	3.71 m
Standard Roll Length	As required for kit courts
Approx. Shipping Weight	7.36 kg/lm
Line Systems	Tufted as required

Infill Material

Stabilising Infill	Fine grained silica sand
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Product Warranty

Warranty	Seven year limited warranty as per manufacturer's standard warranty terms
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Configuration

Pile Height	16 mm
Machine Gauge	4.76 mm
Yarn Weight	1,200 g/m ²
Stitch Pattern	Straight
Stitch Rate	23 per 100 mm
Perforated	No

Yarn Properties

Construction	IR-Reflective coolplus texturized monofilament
Linear Density	600 Tex / 5,400 Den
Environment	Environmentally friendly yarns which are heavy metal free
UV Stability	The yarn is protected against UV degradation to the highest level as specified in the yarn manufacturer's warranty terms and conditions

Primary Backing

Construction	Double / Polypropylene / Fleece
Colour	Black

Secondary Coating

Compound Base	Hybrid Emulsion
Tuft Anchorage	40 Newtons (minimum)
Antioxidising Agent	Present

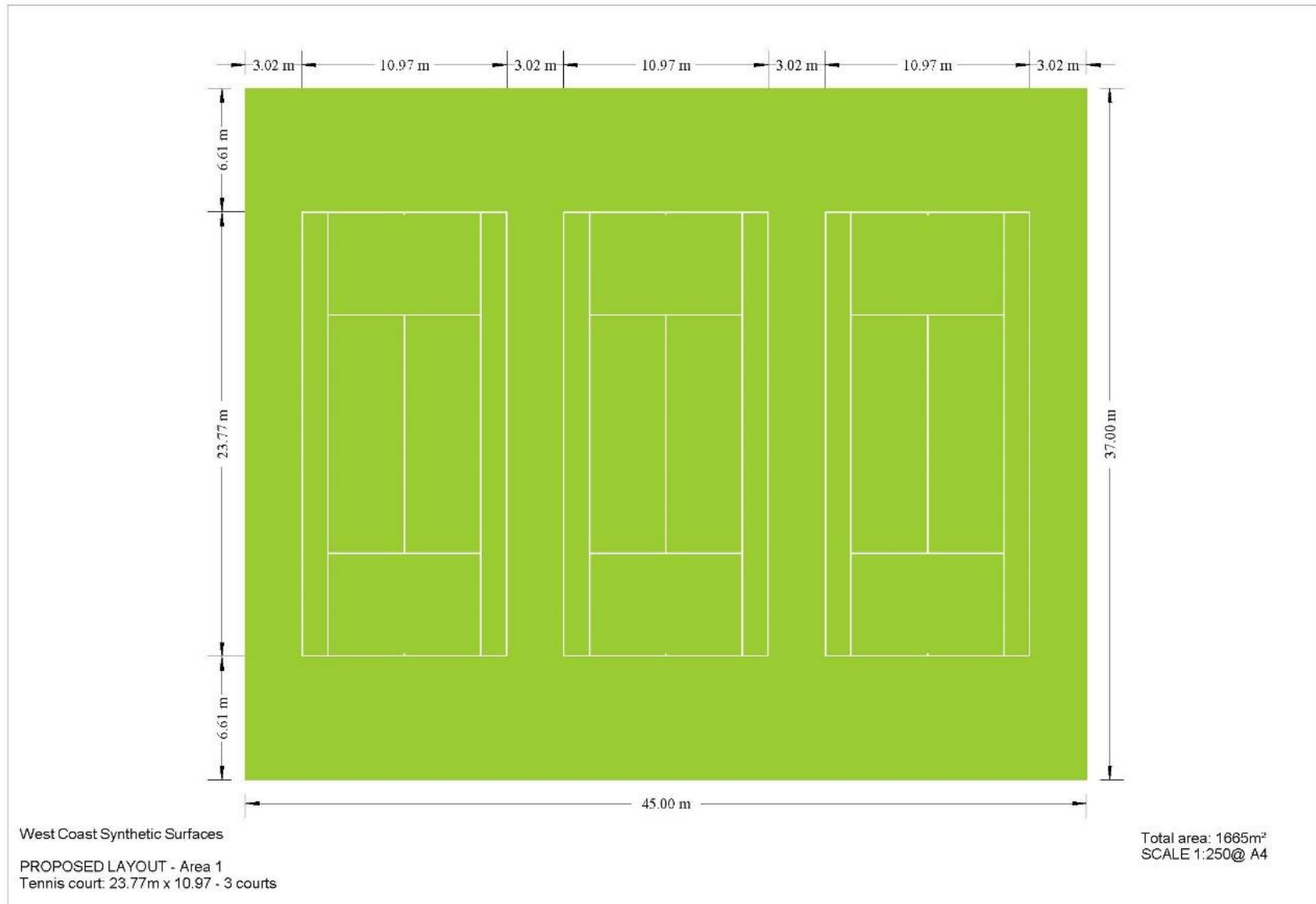
Manufactured in Australia.

As with any manufactured products, specifications may vary within industry tolerances. Jan 2015



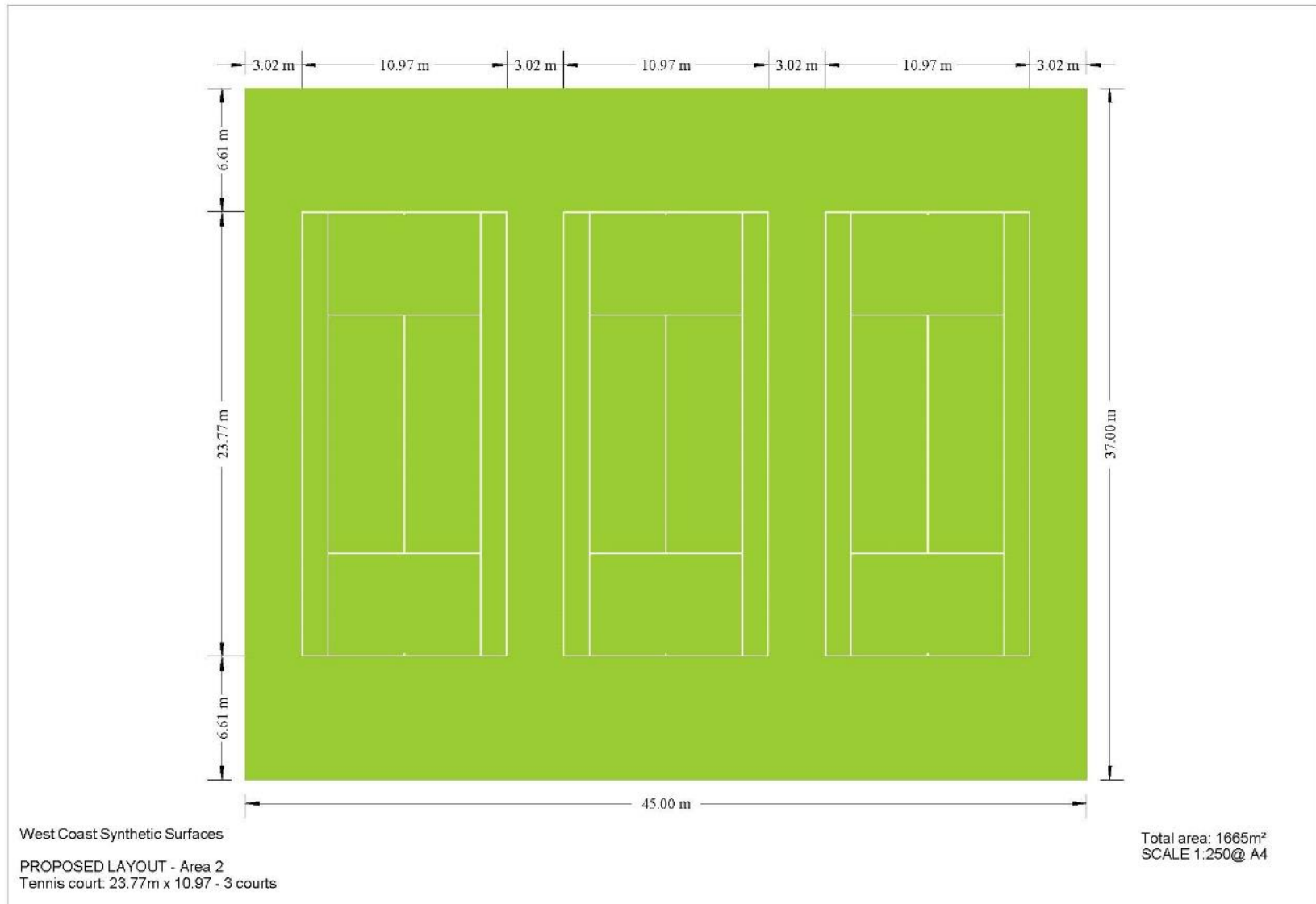
Item 14.6.1

Attachment 2



Item 14.6.1

Attachment 2





Varley Tennis Courts - Maintenance Plan

Court Surface		Frequency	Projected Maintenance Cost
Sand-Filled Turf	Power broom , remove algae Apply sand topdressing as required	Pre-Season	Holt Rock Tennis Club
	Brush surface (more frequently if required) Check for tears or loose seams	Weekly	
	Replace sand in heavily used areas Check for tears or loose seams	As Required	Cost of sand supplied by Holt Rock Tennis Club
	Clean court surface and apply algacide and fungicide	Post - Season	Cost will be supplied by Holt Rock Tennis Club
	Plan to resurface every 12-20 years	Long-Term Planning	Ranges from \$4,000 to \$8,000

Court Surrounds		Frequency	Projected Maintenance Cost
Court Accessories	Shelter Structures - Inspect metal framework joints and fasteners. Lights - - Check wiring/conduit. Nets - Install net, adjust height and tension. Posts - Clean out sleeves if removed. Paint as required. Install posts and lubricate mechanisms and sleeves. Windscreens - Install windscreens. Fencing - Inspect making sure frames and fence fabric are secure and free from hazards	Pre- Season	Holt Rock Tennis Club Volunteer time:
	Nets - Check net tension and height and centre strap and clean and repair as needed Windscreens - Examine replace any broken fasteners or damaged panels and hose down or wash windscreens as required Court surface - Clean Sweep, or blow walkways - Inspect courts and surroundings for drainage problems or erosion, repair as needed - check for surface cracking and repair as required Check for nicks or scratches, paint as required to prevent rusting	Weekly	Holt Rock Tennis Club volunteer hours:
	Nets - Remove nets (or loosen tension) - Check cables & replace as required. Store. Windscreens - Tag locations, clean, & store - Measure and order replacement panels. Replace damaged panels. clean, - Store windscreens & protect from rodent damage during storage	Post- Season	
	Replace lamps every 4-5 years outdoors.	Long – Term Planning	



Grounds		Frequency	Projected Maintenance Cost
Gardens & Lawns	Prune back overgrowth and roots under courts, fertilize, and install seasonal plantings, mulch beds.	Pre- Season	Volunteer time
	Water, weed and maintain	Weekly/as required	Volunteer time:
	Undertake clean-up planting areas and grass, including pruning back overgrowth, fertilizing and mulching planting beds, remove leaves and other debris.	Post Season	Volunteer time:

Building		Frequency	Projected Maintenance Cost
Clubhouse / Pavilion	Building maintenance – check all is clean and there are no major structural faults Changerooms / Amenities	Pre- Season	
	Structural faults	As required	
	Any Long term plan???	Long – Term Planning	

Other Facilities		Frequency	Projected Maintenance Cost
Description			

TOTAL PROJECTED MAINTENANCE COST	
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PROJECT




Holt Rock Tennis Club, Tennis Courts - National Court Rebate Project Plan

Project Description

Provide a detailed summary of the project scope, explain why the project is taking place, and identify the benefits that the project will deliver and the way they will be measured (Eg: cost-saving, increased playing hours, improved environment, member retention, increased facility accessibility, etc).

Details

Holt Rock Tennis Club is a not-for-profit sporting organisation passionate about ensuring Varley Tennis facility has a softer synthetic surface which will reduce the impact that sport has on a player's joints and the body. The objective is to create a playing surface for the people in the small remote community of Varley where people can play tennis, relax, socialise and stay active longer in a well maintained community facility. It will be a facility the community will share with Hyden, Lake King and Newdegate on sponsored events. The upgrade of the courts will meet the needs of the community as the numbers of player range from 25 – 75 and 35 juniors.

A Sand Filled Artificial Grass surface is basically a tufted synthetic carpet laid on a base usually constructed of concrete, asphalt or crushed rock. The carpet is then filled with sand to occupy the space between the carpet fibres to within about 2mm of the top of the pile. The purpose of the sand is to hold the carpet in place, to provide a firm playing surface and to facilitate the drainage of surface water. SFAG courts are a cost effective court surface that provide soft underfoot properties desired by many players.

RESPONSIBLE ENTITIES:

Holt Rock Tennis Club: local tennis club who has recognised the need for this project will become an advisory committee who will provide strategic management to the whole of the project. They have vast local knowledge, an army of local volunteers ready to help, excellent organisational and management skills and good relationships with local council and relevant building contractors.

Shire of Lake Grace: would be responsible for the management of the project as their highly trained staff are experienced in this field.

Contractor: only a reputable contractor will be chosen to complete the project as per local government procurement requirements, as well as providing the best design to fit the community's expectations, identified elements and cost.

Timeline

Outline provisional timelines and durations based on current and useful available information; for example, speaking to venues who have undertaken a similar project or discussing your project with a technical specialist. Other considerations include people's availability, resources, amount of work required, dependent activities and potential delays.

Milestone	Task / Activity	When	Who	Duration
1. Planning	Consult State Member Association			
	Consult relevant stakeholders		Holt Rock Tennis Club Varley Progress Association	
	External funding (if applicable)	Approved	Shire of Lake Grace Shire of Kulin	
2. Procurement of services	Prepare and distribute tender documents		Holt Rock Tennis Club	
	Appoint contractors		Project Manager	
	Communication to user groups		Holt Rock Tennis Club	
3. Works	Successful Quote		Successful quote	
			Successful quote	

PROJECT				
				Successful quote
4. Handover	Final checks & due diligence			Successful quote
	Handover			Holt Rock Tennis Club Shire of Lake Grace
				Successful Quote

Budget

Use available information to provide an overview of either an estimated or full project budget (GST exclusive).

Item	Planned / Actual Spend
Total:	

Risks

It is important to plan for risks in order to consider what might go wrong and how it can be controlled. For larger and complex projects, more detail is recommended in this section.

Risk	Control
Eg: Increment weather delays the project	1) Allow for contingency in the project timeframe 2) Organise alternative court provision (ie. alternate venues for coaching, competition, etc) 3) Maintain regular communication with users to keep them informed

Key Stakeholders & Communication

Use this section to identify key project stakeholders, plan communication and who is responsible for communicating. (Eg: Member Association representative, asset owner etc).

Name	Organisation	Communication points	Lead	Contact details
Eg: John Smith	Local Council	Status reports every 2 weeks via email	Project Manager	XXXX XXX XXX

Cr Chappell declared an impartiality interest in item 14.6.2 Request Support for the Women in Farming Enterprises (WIFE) Annual Seminar with the nature of the interest being the author Cheryl Chappell is my wife.

Cr Clarke declared an impartiality interest in item 14.6.2 Request Support for the Women in Farming Enterprises (WIFE) Annual Seminar with the nature of the interest being I am a member of the WIFE group.

14.6.2 REQUEST SUPPORT FOR THE WOMEN IN FARMING ENTERPRISES (WIFE) ANNUAL SEMINAR
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Applicant: Women in Farming Enterprises
File No. 0817
Attachments: 1. Letter of Request
Author: Mrs Cheryl Chappell

Disclosure of Interest: Nil
Date of Report: 2 April 2019
Senior Officer: Ms Belinda Knight


 Community Service Officer


 Deputy Chief Executive Officer

Summary

The purpose of this report is for Council to approve the request for financial support for the Lakes branch of Women in Farming Enterprises (WIFE) to host the Annual WIFE Seminar.

The Annual WIFE Seminar is due to be held on Tuesday 17 September 2019 and the Lakes WIFE branch is seeking a waiver for the hire fees for the Lake Grace Pavilion and financial support to host the Annual Seminar.

Background

WIFE was originally formed to provide women with a professional and supportive network, for sharing ideas and other management perspectives in relation to effective farm business management. This network now spans across the state, supporting branches and members who are committed to their business, supportive of their communities and enthusiastic about the opportunities that they see.

The Lakes WIFE branch was established in June 2014 and covers the areas of Lake Grace, Pingrup, Pingaring, Karlgarin, Kukerin, Nyabing, Newdegate, Dumbleyung and beyond. The Lakes WIFE branch is open to women of all ages and experience, who are involved in agriculture.

Comment

The Annual WIFE Seminar provides professional development opportunities for women in farming partnerships and is tailored to managing the increasing complexity of their businesses. The seminar program includes approximately 15 speakers ranging from agricultural services and companies, research groups, government, growers and motivational speakers. The event attracts approximately 120 women from across WA.

The Lakes WIFE branch are due to host this year's Annual Seminar on Tuesday 17 September 2019 at the Lake Grace Pavillion. This event will be an all day event and will showcase Lake Grace to the 120 women who attend the seminar.

The Lakes WIFE branch would like to request a waiver of the hire fees for the Lake Grace Pavillion and a Shire contribution of \$1,000 towards the costs of the speakers and catering for the event would also be gratefully received.

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
- pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications

Nil

Consultation

Internal: Denise Gobbart, Chief Executive Officer
 Belinda Knight, Deputy Chief Executive Officer
 Cheryl Chappell, Community Service Officer

External: Michelle Slarke, Secretary, WIFE
 Yvette Downy, President, WIFE

Financial Implications

The Lakes WIFE branch is requesting that the \$512.00 hire fee for the Lake Grace Pavilion be waived. This would result in a reduction from *Account I113440 Lake Grace Sports Pavilion Hire Fees*

The Lakes WIFE Branch have also requested a donation from the Shire of \$1,000 to go towards the cost of speakers and catering for the event. The \$1,000 contribution would come from *Account E041190 Donations & Ex-Gratia Payments*:

Description	Original Budget	Current Budget	Actual	Total	Variance \$
331 Materials & Services - Direct	\$ 7,000	\$ 7,000.00	\$1,064.06	\$1,064.06	\$5,935.94
Total	\$7,000	\$7,000.00	\$1,064.06	\$1,064.06	\$5,935.94

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 -2027

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

Outcome 1.1 An innovative, productive agriculture industry

- 1.1.3 Support and promote the agricultural productivity of the district
- 1.1.5 Liaise with key stakeholders for the improvement of the agricultural industry

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

Outcome 2.1 An engaged, supportive and inclusive community

- 2.1.3 Actively promote and support community events and activities within the district

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

Objective 4.1 A strategically focused, unified Council functioning effectively

- 4.1.2 Promote and advocate for the community and district
- 4.1.3 Provide strategic leadership and governance

Voting Requirements

Simple majority required.

Recommendation/Resolution**RESOLUTION 12980**

Moved Cr Marshall

Seconded Cr Stoffberg

That Council, approves:

1. The waiver of the \$512.00 hire fee for the hire of the Lake Grace Pavilion by the Lakes WIFE branch for the 2019 Annual WIFE Seminar on Tuesday 17 September 2019 from account *I113440 Lake Grace Sports Pavilion Hire Fees*; and
2. A donation of \$1,000 to assist with the cost of speakers and catering for the Annual WIFE Seminar from *Account E041190 Donations & Ex-Gratia Payments*.

CARRIED 8/0



6 March 2019

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

Dear Denise,

2019-2020 Shire of Lake Grace Budget: Request for funds towards 2019 WIFE seminar

WIFE Lakes branch is excited to announce that the 2019 Women In Farming Enterprises (WIFE) Annual Seminar will be held in Lake Grace on 17 September. It will be hosted by Lakes branch on behalf of WIFE Inc. and take place in the Lake Grace Sports Pavilion.

This seminar provides professional development opportunities for women in farming partnerships, and is tailored to managing the increasing complexity of their businesses. The Seminar program includes around 15 speakers, drawn from agricultural services companies, research groups, government, growers and a motivational speaker to end the day on a high. The event attracts approximately 120 women from widespread areas of WA.

Lakes WIFE branch is seeking sponsorship and in-kind support to assist with covering the costs associated with holding the event. Both monetary and in-kind donations will be greatly appreciated. We are asking Council to waive the fees and charges related to the hire of the Lake Grace Sports Pavilion.



WIFE Incorporated is a member funded support group, with a network aimed at building capacity in farm business management for farming women, with 15 branches across WA and over 220 members. An identified need to build and share skills across individual farm businesses is critical to ensuring the sustainability and profitability of our farms and local communities.

Yours sincerely
Michelle Slarke
Secretary
Lakes WIFE

WIFE is a not-for-profit group of like-minded women committed to improving their knowledge, decision-making skills and management of their complex farm businesses.

Cr Chappell declared an impartiality interest in item 14.6.3 Local Government Grant Scheme Budget with Application for an Appliance in Newdegate with the nature of the interest being I am a Fire Control Officer and I chair the meetings.

14.6.3 LOCAL GOVERNMENT GRANT SCHEME BUDGET WITH APPLICATION FOR AN APPLIANCE IN NEWDEGATE

Applicant:	Community Emergency Services Manager (CESM)	
File No.	0790	
Attachments:	1. Submission for Appliance (Light Tanker) for Newdegate Station	
Author:	Mr Mike Barnes	
		Community Emergency Services Manager
Disclosure of Interest:	Nil	
Date of Report:	2 April 2019	
Senior Officer:	Ms Denise Gobbart	
		Chief Executive Officer

Summary

This report is for Council to endorse the submission for a new appliance (light truck) for the Newdegate Bush Fire Brigade that has been submitted to Department of Fire and Emergency Services (DFES).

Background

Annually each shire is presented with a proposed funding arrangement under Local Government Grant Scheme that is administered by DFES.

Generally it is an assessment as to if the funding will cover the cost of managing our brigades for the year. This includes plant, equipment, buildings, protective clothing, insurances, etc. The replacement of any vehicles is scheduled through the budget process.

Previously the Newdegate Bush Fire Brigade has been allocated a high season vehicle as a second appliance for the Newdegate district. This has not happened in the past couple of fire seasons.

During the budget process, the officer put together a formal submission to obtain an additional appliance to be located in Newdegate. This came to light when the Chief Executive Officer (CEO) was requested to sign off the budget and proposed submission.

Comment

Each local government should have a Risk to Resource plan that identifies the needs of the district, and the resources needed to cover our bush fire risk. This plan would be endorsed through the Bush Fire Advisory Committee (BFAC) and then by the Council.

This current submission has not been presented to a BFAC meeting, nor been endorsed by Council. Given the limited time available to submit the documentation, the CEO signed off on the submission and requested the matter be submitted to Council to endorse the actions of the CEO.

Legal Implications

Nil

Policy Implications

Nil

Consultation

Internal: Ms Denise Gobbart, Chief Executive Officer

External: Mr Brad Watson, Chief Bush Fire Control Officer
Mr Wes Hall, Deputy Chief Bush Fire Control Officer – Central & Captain – South Newdegate Bush Fire Brigade
Mr Brad Kennedy, Captain – Newdegate Bush Fire Brigade
Mr Bernie Giles, Captain – Dunn Rock/Mt Madden Bush Fire Brigade
Mr Lawrie Dickins, Captain – Lake King Bush Fire Brigade

Financial Implications

Nil, if successful the appliance will be funded through the Local Government Grants Scheme administered by DFES.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcome 2.2 A healthy and safe community

- 2.2.3 Support provision of emergency services and encourage community volunteers

Environment Objective – Protect and enhance our natural and built environment

Outcome 3.1 A natural environment for the benefit and enjoyment of current and future generations

- 3.2.1 Manage and preserve the natural environment

Voting Requirements

Simple majority required.

Recommendation/Resolution

RESOLUTION 12981

Moved Cr Clarke

Seconded Cr Stoffberg

That Council endorse the Chief Executive Officers actions in making a submission to the Department of Fire & Emergency Services to acquire additional fleet, being a Light Tanker fire appliance for the Newdegate Bush Fire Brigade.

CARRIED 8/0



Government of Western Australia
Department of Fire & Emergency Services



Our Ref: 2019/20 LGGS Manual

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

Dear Ms Gobbart

2019/20 LOCAL GOVERNMENT GRANTS SCHEME (LGGS) MANUAL, OPERATING AND CAPITAL GRANTS

I write to inform you about this year's grant application process and to alert you to work occurring behind the scenes to improve the manual.

The Department of Fire and Emergency Services (DFES) is committed to working with local governments to support you and your volunteer groups which provide emergency services to your community. Information regarding the 2019/20 LGGS Capital and Operating Grants and associated forms is provided in the enclosed USB, and can also be downloaded from the DFES website except for the pre-populated LGGS Forms 3a and 3b.

Many local governments, the Western Australian Local Government Association (WALGA) and both the Bushfire Brigade (BFB) and State Emergency Services (SES) Volunteer Associations have requested changes to the LGGS manual to make it easier to administer. I'm pleased to advise that we are currently consulting with WALGA and the Associations to create a draft revised manual. Changes we are reviewing include (for example) streamlining and simplifying the application approvals and acquittal processes.

As that improvement work is "work in progress", we have updated the existing manual with the minimum mandatory changes in terms of dates and other necessary edits that are applicable to the 2019/20 process. More information will be provided soon on this process and we encourage you to participate fully in this review.

A number of significant changes to DFES' operating model were advised during the State Government's 2018/19 budget announcement that will improve services and support for you and your community. These include the significant investment in bushfire risk management planning and mitigation works, the establishment of the Rural Fire Division and the announcement of the Emergency Service Levy Referral and Grants Advisory Committee.

Despite this increase in support, it is not expected that the operations of the LGGS will change as a result of these announcements.

Operating Grants

The offers continue to be based on the average of your previous two years completed acquittals (which demonstrates past expenditure trends) and the current year's actual allocation, then indexed with the prevailing cost escalation factor, being one percent for 2019/20.

You have the option to accept the assessed allocation or apply for an alternative allocation. If you accept the offer, you will only need to make a submission for items between \$1,200 and \$5,000, that is, line item 9 requests using LGGS form 7 'non-recurrent expenditure justification'.

If you wish to request a different offer, please submit an application using the LGGS form 6 'Operating grant budget estimate – alternate allocation'). Justification to support the increases across line items 1-8 must be included.

Capital Grants**- LGGS Form 3a Capital - Appliance/Vehicle/Boats/Trailers**

This form details the proposed appliance/vehicle replacement schedule for 2019/20 and the indicative program for 2020/21 to 2023/24. This program is subject to change due to funding and cost variations, production capabilities and variations in regional resourcing plans and risk profiles. You can accept the appliance/vehicle replacement program for 2019/20 or request an alternative program via form 3a. Alternative appliance/vehicle program requests will be subject to the replacement terms specified in Section 3.2 State-wide Resource Replacement Plan.

Please note that new and additional fleet requests will, as a general principal, be unlikely to be considered for approval.

- LGGS Form 3b Capital – Facilities

This form provides details of facilities in your region. This information is used to inform the determination of grant funding. Please verify and update the information where required in forms 3a and 3b, and include the forms with your application.

- Guiding Principles for Capital Grant Considerations

Please note that in considering Capital Grant applications, the BFB and SES Capital Grants Committees (CGC) adopt the following guiding principles:

- In the first instance, all DFES offers for appliances/vehicles in the 2019/20 Replacement Program will be honoured.
- New facilities will not be approved unless the land is identified and acquired or assigned.
- Priority will be given to new facilities and facility modifications:
 - that house prescribed assets that are currently in the open or housed on private property; and
 - Where a fit for purpose assessment has been undertaken and has shown the existing facility is not fit for purpose and requires either replacement or upgrading.

- New and additional appliance/vehicle requests will, as a general principal, be unlikely to be considered for approval. The CGC members have resolved:

'That with the sustainability assessment that has recently been undertaken, and given the number of current reviews/projects such as light fleet review, crew cab protection initiatives and future fleet project, the CGC agreed that pending the outcome of the reviews, funding be directed towards providing facilities for those appliances/vehicles housed on private property or in the open as a priority as against additional vehicles'.

Contacts should you need assistance or information

- Mr Peter Raykos, LGGS Funding Officer, is available for any general queries relating to the LGGS via peter.raykos@dfes.wa.gov.au or 9395 9846.
- Ms Natasha Dudarz, Resource Allocation Officer, is available for queries relating to appliances/vehicles and facilities via email on natasha.dudarz@dfes.wa.gov.au or 9395 9857.

Lodging your application

Applications must include signed LGGS Forms 1, 2, 3a and 3b (together with any other/alternative requests and supporting documentation) and can be emailed to peter.raykos@dfes.wa.gov.au or posted to:

Mr Peter Raykos
Grants Funding Officer
Department of Fire and Emergency Services
PO Box P1174
PERTH WA 6844

Closing Date

2019/20 LGGS applications close at **5pm Friday, 29 March 2019**. If an application is not lodged, DFES will apply the assessed operating and capital grant for 2019/20.

I take this opportunity to acknowledge the support that you and your volunteers provide to help keep our communities safe. It is greatly appreciated.

Yours sincerely



Richard Burnell

EXECUTIVE DIRECTOR CORPORATE SERVICES

08 January 2019

FORM 3a

Local Government Name:

LAKE GRACE

Bush Fire Brigade(s)

2019/20 Replacement Program

- ☒ We agree with the 2019/20 Replacement Program as provided by DFES.
- ☐ We do not agree with the 2019/20 Replacement Program. (Complete 2019/20 Alternate Program)

[illegible]

VEHICLES – NEW ACQUISITIONS – SUPPORTING JUSTIFICATION REQUIRED (R2R & Business Case)
(For additional fleet purchases only. Do not complete for replacement vehicles)

(For additional fleet purchases only. Do not complete for replacement vehicles)				
Brigade/Unit	Description	Make	Model	2019/20 Priority
Newdegate BFB	Light Tanker	Toyota	Landcruiser	2019/2020

I certify the information provided for existing vehicles is true and correct

CEO Signature: [Signature] Date: 15 Mar 2019 Superintendent: _____ Date: _____

DO NOT CHANGE THE LAYOUT OF THIS FORM

FORM 3b

LAKE GRACE

Form 5 must be completed together with supporting justification, a quote to build the facility and attached to the Form 3b.

☒ We agree with the 2019/20 Replacement Program as provided by DFES.

☐ We do not agree with the 2019/20 Replacement Program. (Complete 2019/20 Alternate Program)

[illegible]

(For additional facility purchases only. Do not complete for replacement facilities)

Brigade/Unit	Description

I certify the information provided for existing facilities is true and correct

CEO Signature:  Date: 20/3/2019 Superintendent: _____ Date: _____

DO NOT CHANGE THE LAYOUT OF THIS FORM

**Bush Fire Brigades
Local Government Grant Scheme 2019/20
Operating Grant Assessed Allocation**

Local Government	Lake Grace
Region	Upper Great Southern

Total Gross Offer 2019/20 Operational Grant (Line Items 1-8)	\$39,830
Less Unexpended funds carried over from 2017/18	\$509
Net Cash Grant Offer - 2019/20 (Line Items 1-8)	\$39,321

* TBA – To be advised on receipt / completion of 2017/18 Annual Operating Grant Acquittal (Form 8)

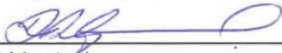
**State Emergency Service
Local Government Grant Scheme 2019/20
Operating Grant Assessed Allocation**

Local Government	Lake Grace
Region	Upper Great Southern

Total Gross Offer 2019/20 Operational Grant (Line Items 1-8)	
Less Unexpended funds carried over from 2017/18	
Net Cash Grant Offer - 2019/20 (Line Items 1-8)	

* TBA – To be advised on receipt / completion of 2017/18 Annual Operating Grant Acquittal (Form 8)

Section 1 - Form 1
ESL Grant Certification

LGGS Grant Certification		FORM 1	
Pursuant to Section 36A for Emergency Services Levy purposes <i>Fire and Emergency Services Act 1998</i>			
Local Government Name: ...Shire of Lake Grace			
Local Government Address: ...			
1 Bishop Street, Lake Grace, WA		Post Code: 6353	
Local Government CEO: ...Denise Gabbart			
Alternate Local Government Contact			
Name: ...Mike Barnes.			
Telephone: ...0436 668 242			
2018/19 CAPITAL AND OPERATING GRANT SUMMARY			
LGGS Grant Type	Forms	BFB	SES
CAPITAL		Please Circle	Please Circle
Appliances/Vehicles	Form 3a	<input checked="" type="radio"/> YES / <input type="radio"/> NO	<input type="radio"/> YES / <input type="radio"/> NO
Facilities	Form 3b	<input type="radio"/> YES / <input checked="" type="radio"/> NO	<input type="radio"/> YES / <input type="radio"/> NO
Equipment	Form 4	<input checked="" type="radio"/> YES / <input checked="" type="radio"/> NO	<input type="radio"/> YES / <input type="radio"/> NO
Buildings	Form 5	<input type="radio"/> YES / <input checked="" type="radio"/> NO	<input type="radio"/> YES / <input type="radio"/> NO
OPERATING		Please Circle	Please Circle
I accept DFES's Assessed Allocation (Items 1 - 8)	N/A	<input type="radio"/> YES / <input checked="" type="radio"/> NO	<input type="radio"/> YES / <input type="radio"/> NO
OR			
I Request an Alternate Allocation (Items 1 - 8)	Form 6	<input checked="" type="radio"/> YES / <input type="radio"/> NO	<input type="radio"/> YES / <input type="radio"/> NO
Purchase of Plant & Equipment (\$1,200 - \$5,000)	Form 7	<input checked="" type="radio"/> YES / <input checked="" type="radio"/> NO	<input type="radio"/> YES / <input type="radio"/> NO
In establishing this Capital/Operating Grant application, did you consult your:			
Please Tick: Bush Fire Brigade(s) <input checked="" type="checkbox"/> SES Unit(s) <input type="checkbox"/> DFES Superintendent/District Manager <input checked="" type="checkbox"/>			
CAPITAL AND OPERATING GRANT BUDGET CERTIFICATION			
I hereby certify that the attached operating and capital requests are expected to be incurred in relation to the provision of fire and emergency services in accordance with the <i>Fire and Emergency Services Act 1998</i> for the financial year 01 July 2018 to 30 June 2019.			
 CEO (signature)		DFES Regional Superintendent	
Date 20/3/2019		Date	
<p>The form must be completed and submitted with all other forms by 30 March 2018 to: Asset Planning & Resource Allocation, Department of Fire and Emergency Services, PO Box P1174, Perth WA 6844</p> <p>DO NOT CHANGE THE LAYOUT OF THIS FORM</p>			

Item 14.6.3

Attachment 1

Section 2 - Form 2
Brigade/Unit Details

BRIGADE/UNIT DETAILS				FORM 2	
Local Government Name:					
Financial Year: 2018/19 THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR GRANT APPLICATION					
Legal Name of Registered Brigades/Units	Profile of Brigade (See Appendix 1 for brigade classification)	No. Incidents Previous Financial Year 2017/18	No. of Registered Members ^(a)	No. of Buildings ^(b)	
Bush Fire Brigades					
1 Lake Grace - North #6370	Farmer Response	4	19	0	
2 Lake Grace Town BFB #6332 No Appliance	Rural	5	16	0	
3 Lake Grace - South #6371	Farmer Response	4	10	0	
4 Newdegate - North #6480	Farmer Response	4	10	0	
5 Newdegate - Town #6483	Rural	4	36	1	
6 Newdegate - South #6482	Farmer Response	2	14	0	
7 Lake King Town #6959	Rural	3	13	1	
8 Mt Madden / Dunn Rock #6442	Farmer Response	1	14	0	
9 Varley #6373	Rural	3	34	1	
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
TOTAL		0	166	3	
State Emergency Service Units					
1					
2					
TOTAL		0	0	0	
Notes: (a) Registered members are members of a brigade/unit as defined by the relevant legislation. (b) Buildings mean brigade/unit premises for operational purposes that are either owned or controlled by the Local Government or brigade/unit. If insufficient space, please provide information in above format on a separate attachment.					
DO NOT CHANGE THE LAYOUT OF THIS FORM					

Section 4 - Form 6
Operating Grant Budget Estimate

OPERATING GRANT BUDGET ESTIMATE - ALTERNATE ALLOCATION		FORM 6
(Line Items 1 - 8, 10)		
ONLY TO BE COMPLETED IF THE DFES ASSESSED ALLOCATION IS NOT ACCEPTED		
Local Government Name: Shire of Lake Grace		
Please Tick Box: Bush Fire Brigade(s) <input checked="" type="checkbox"/> State Emergency Service Unit(s) <input type="checkbox"/>		
(Complete one form for BFB in AGGREGATE and a separate form for SES in AGGREGATE.)		
OPERATING GRANT BUDGET		
Expenditure Items	2018/19 Projected (\$)	2019/20 Budget (\$)
RECURRENT EXPENDITURE		
1. Purchase of Plant & Equipment <\$1,200 per item		3,713
2. Maintenance of Plant and Equipment		5,779
3. Maintenance of Vehicles/Trailers/Boats		6,072
4. Maintenance of Land and Buildings		3,000
5. Clothing and Accessories ^(a)		12,751
6. Utilities, Rates and Taxes		9,230
7. Other Goods and Services		7,398
8. Insurances		15,393
NON-RECURRENT EXPENDITURE		
Total Line Items 1 - 8	\$0	\$63,335
9. Purchase of Plant and Equipment from \$1,200 to \$5,000 per item ^(b)		PLEASE COMPLETE FORM 7
<p>All figures are to be GST EXCLUSIVE.</p> <p>NOTES:</p> <p>(a) Not applicable for SES.</p> <p>(b) Items greater than \$5,000 are to be requested as a capital item.</p> <p>As a separate attachment, please provide an explanation of any significant variations between years. DFES reserves the right to seek clarification or additional details supporting the information above.</p> <p style="text-align: center;">DO NOT CHANGE THE LAYOUT OF THIS FORM</p>		

Shire of Lake Grace

PO Box 50 Lake Grace WA 6353 • Phone 9890 2500 • Fax 9890 2599 • Email: shire@lakegrace.wa.gov.au

Please address all correspondence to the Chief Executive Officer

Your Ref:

Our Ref: 0790 / IL12029

Enquiries: M Barnes



Ms Natasha DuDarz
Resource Allocation Officer
Department of Fire & Emergency Services
PO Box P1174
PERTH WA 6844

CC: Mr Peter Raykos
DFES Upper Great Southern Regional Office

Dear Natasha,

REQUEST FOR NEW FIRE APPLIANCE

The Shire of Lake Grace would like to apply for a Local Government Grant Scheme funded appliance for the Newdegate Bush Fire Brigade. This Brigade is central to the Shire and backs up all of the farmer response brigades west, north with 33,000 hectares of Reserve, south with 141,000 hectares of Unallocated Crown Land / Unmanaged Reserves and Reserves, south east with 30,000 hectares of Reserve and east with 60,000 hectares of Unallocated Crown Land / Unmanaged Reserves and Reserves of Newdegate. This Brigade has over twenty five (25) members and is well placed to attend to fires anywhere in the Shire.

Please find attached a business case for Newdegate Bush Fire Brigade for a Local Government Grant Scheme funded appliance.

The Shire of Lake Grace is looking forward to working with the Department of Fire & Emergency Services in regards to our request.

Should you require further information please contact Mike Barnes, Community Emergency Services Manager on 9890 2500 or via email at cesm@lakegrace.wa.gov.au, if you have any questions regarding this letter and supporting documentation.

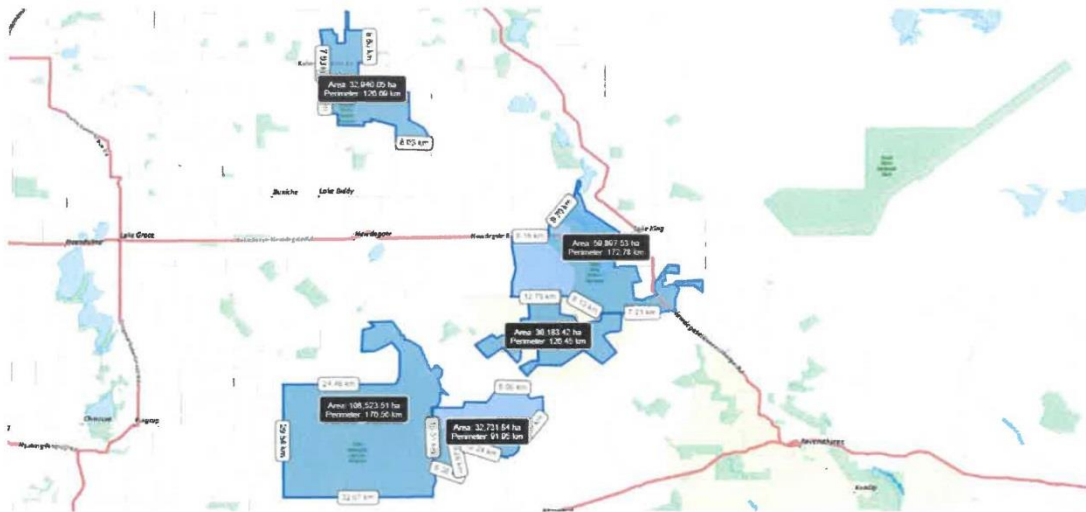
Yours faithfully,

A handwritten signature in blue ink, appearing to be 'D. Gobbart', is written over a horizontal line.

Denise Gobbart
CHIEF EXECUTIVE OFFICER

21 March 2019
drg:mb

Shire of Lake Grace ~ The Growing Centre





R2R

Proforma

Resource to Risk -generated Business Case for Lake Grace

Date :15/03/2019

Please use this form to provide information when requesting Local Government grant funding for new major capital items or variations to current appliance type.

If the purpose of the funding is to replace an existing building, please attach a completed Fit for Purpose assessment and an engineer's report.

Once completed, please email directly to the DFES Superintendent to allow their comments to be added. The DFES Superintendent will then forward the completed application to the Manager, Planning & Allocation within 5 working days of receipt.

The Manager, DFES Planning & Allocation, will email an acknowledgement of receipt of the Business Case to both the CEO of the Local Government and the DFES Superintendent within 5 working days.

Comments by DFES Superintendent on this business case:-

Signed:

Date:

Comments by DFES Assistant Commissioner Metropolitan/Country on this business case:-

Signed:

Date:

Comments by DFES Deputy Commissioner Capability Command on this business case:-

Signed:

Date:

EXECUTIVE SUMMARY

Attached is the Department of Fire and Emergency Services (DFES) Resource to Risk Guide and Summary Sheets, which have been completed in order to assess the risk and address short comings of resources within the Shire. It should be noted that this requirement for an additional appliance is supported by the Lake Grace Bush Fire Advisory Committee and the Shire of Lake Grace.

The proposed solution would see the provision of a Light Tanker appliance for the Newdegate Bush Fire Brigade, which is centrally located within the Shire. The Brigade would be able to respond to and access areas of Nature Reserves, Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) in support of the Shire's front end loaders, dozers and graders, of which we currently are not able to do. These areas of concern equate to approximately 264,000 hectares of bush.

The objectives in supplying this appliance would be to;

- Provide a dedicated bush fire appliance to an area heavily reliant on farmer response units to attend incidents;
- Improve response times and extended coverage to the Dunn Rock and Lake Magenta Nature Reserves;
- Improve the response capability when dealing with fires in remnant vegetation, farming land and UCL/UMR areas, within the brigade area as well to neighbouring brigades;
- Provision of an appliance suited to transverse, narrow and steep tracks within UCL/UMR areas;
- To provide a safe working environment for our volunteers;
- To meet community expectations of a reliable and timely emergency service response in time of need.

A Light Tanker appliance is required and is proposed to be funded via the Local Government Grant Scheme.

Without this appliance, these areas of concern would see a continued reliance on the dedication of the farmer response units as its alternative, which presents a number of issues including:

- An appliance suited to negotiate terrain within UCL/UMR areas; and
- Overall design of some farmer response units does not meet current safety standards for volunteer fire fighters.

Signature of CEO: _____



Name of CEO: Denise Gobbart

1. R2R PROCESS

1.1 R2R Process

The following personnel have assisted in the completion of the Risk 2 Resource document:

- Bradley Watson, Chief Bush Fire Control Officer (CBFCO) – Shire of Lake Grace
- Mike Barnes, Community Emergency Services Manager (CESM) – Shire of Lake Grace
- Bradley Kennedy, Captain – Newdegate Bush Fire Brigade
- Bernard Giles, Captain – Dunn Rock/Mount Madden Bush Fire Brigade
- Mitchell Davies, District Officer – Parks and Wildlife Service
- Simon Vogel, District Officer – Narrogin Regional Office

Data for this process has been obtained through local knowledge, Brigade consultation and mapping provided by FESMaps Mitigation. FESMaps is a mapping program used by DFES. It is used for mapping incidents and showing current incident information.

1.2 Stage 1 - Risk Assessment Process

Newdegate Bush Fire Brigade's response area is in the central part of the Shire and extends north and south to the Shire boundaries, west Lake Grace and east to half way to Lake King, with an area of approximately 575,000 hectares. The brigade area is made up of farming land UCL/UMR and Nature Reserves.

Located within the brigade area are three (3) dangerous goods sites, a school, four (4) indigenous heritage sites, twelve (12) mining projects, four (4) Water Corporation pumping stations, one (1) water treatment plant, four (4) Western Australian Police Force communication sites, numerous telecommunication sites and a DFES repeater site.

The Brigade in the past has been successful in gaining the service of a high season fire appliance and this has been of great benefit to the Brigade and area, allowing farmer response units some respite in responding to incidents.

This brigade area is susceptible to lightening strikes and access within these areas of UCL/UMR and Nature Reserves is limited and terrain is difficult to transverse with larger/heavier appliances. On days of unfavourable weather conditions, not to have an appropriate appliance available to knock down and contain fires within its infancy, will enable the fire to take hold becoming more unpredictable and uncontrolled, which will result in major loss.

1.3 Stage 2 and 3 – Identified Risks and Possible Controls and Treatment Strategies

In Stage 3 of the R2R process the following risks were identified and some controls and treatments considered

Fire starting due to lightning strikes:

- Mitigation works;
- Regular maintenance of strategic fire breaks;
- Machinery on standby; and
- Fire watch during and after lightening storms.

Risk of fire from human intervention:

- Mitigation works;
- Regular maintenance of strategic fire breaks;
- Distribution of annual fire break notices;
- Increased training of volunteers;
- Public education;
- Camp fires confined to engineered fire pits; and
- Arson tendencies.

Risk of accidental ignition from machinery, recreation vehicles or agricultural activities:

- Distribution of annual fire break notices;
- Public education;
- Keeping recreational vehicles to dedicated/formed tracks;
- Machinery maintenance;
- Regular maintenance of strategic fire breaks; and
- On board fire extinguishers.

High fuel loads in reserves or private property:

- Distribution of annual fire break notices;
- Enforce annual fire break notices;
- Conduct inspections of reserves; and
- Public education.

Pole Top Fires

- Brigades to report dangerous poles;
- Brigades to report vegetation close to infrastructure;
- Ongoing maintenance of easements;
- Ongoing maintenance of infrastructure;
- Education of utility providers;
- Education of maintenance crews; and
- Inform Office of Energy of any ignitions from infrastructure.

1.4 Stage 4 – Revised Risk Profiles

The current treatments and controls have a varying degree of impact, however, the net effect will have little if any impact on consequence and level of risk. Accordingly, other more tangible solutions must be employed, particularly in the area of suppression.

2. DESCRIPTION OF REQUEST

The Shire of Lake Grace is seeking a Light Tanker appliance to be effective within the Nature Reserves and UCL/UMR environment, as well as paddock/scrub fires on private property within its area of responsibility. The fit out of the Light Tanker makes it an agile appliance to respond to grass and scrub fires, as well as traversing narrow tracks and difficult terrain within the forested UCL/UMR and Nature Reserves.

2.1 Reason for request

The request for a dedicated Light Tanker appliance for the Newdegate Bush Fire Brigade has been identified through a risk assessment process of the Risk 2 Resource document for the Shire of Lake Grace.

Currently the void is being filled by a reliance on farmer response units and assistance from neighbouring Brigades, as the main response method to incidents within the brigade area. The nearest Parks and Wildlife units are housed in Katanning 183km to the WSW a 2 hour response, Narrogin 210km to the WNW a 2.25 hour response and Esperance 322km SE a 3.5 hour response. Unfortunately, continual reliance on farmer response units does not maintain a safe working environment for our volunteers, as some of these vehicle do not maintain any design, engineer or safety standards.

2.2 Purpose of request

The purpose of this request will identify the need to have an appliance that is capable of responding within the brigade area to the Nature Reserves and UCL/UMR within community expectations of a reliable and timely emergency service response. This will equip members of the Brigade with the latest safety standards of today's fire fighting vehicles to be able to properly respond to the ever growing needs within the Newdegate and surrounding fire districts.

2.2.1 How is the risk being managed at the moment?

There is a reliance upon the Volunteer Bush Fire Brigades to respond to incidents in their personal farmer response units, with the assistance from neighbouring Brigades. The Newdegate Brigade is a strong unit with some 27 members volunteering. Responding farmer response units inherit a great safety risk, as these units do not have any formal design, safety nor capability standards to protect volunteers when responding to incidents.

The reliance on other Brigades responding to incidents when local farmer response units are not available incur increased response times and removes a response capability from another area, which does not meet community expectation in providing a reliable and timely emergency service response.

2.2.2 What functions will the requested item(s) perform?

This Light Tanker appliance will be used in the suppression of bush, grass and mobile property fires within the Newdegate fire district, providing much needed protection to machinery and adjoining Bush Fire Brigades as well as assisting members of the community with their mitigation plans.

This will also lessen the burden of volunteer private response units having to be made available to respond to incidents, resulting in less reliance on neighbouring Brigades responding to incidents within the Newdegate area.

2.2.3 Will the item(s) be considered as a shared resource with other LGAs or agencies?

While the resource will be primarily for the Newdegate fire district for suppression strategies within the Shire of Lake Grace, there are "no borders" when it comes to bush fire suppression. All Brigades have great working relationships with their neighbouring Brigades as well as Parks and Wildlife staff. Depending on weather conditions at the time and without leaving the Shire vulnerable, appliances can be made available to assist neighbouring Local Governments. Brigades understand the need to help out where they can knowing one day the assistance will be returned when required.

2.2.4 What are the expected outcomes from the request being granted?

The approval of the Light Tanker appliance, for the Newdegate Bushfire Brigade will have a significant impact to response and resourcing capabilities within the Shire of Lake Grace and the brigade district itself. Not only will it provide a dedicated fire suppression resource to assist in the reduction of bush fire risk within the brigade area by providing a quicker response, but the flow on effect in recruitment and retention of volunteers will be greatly increased.

2.2.5 Critical performance requirements

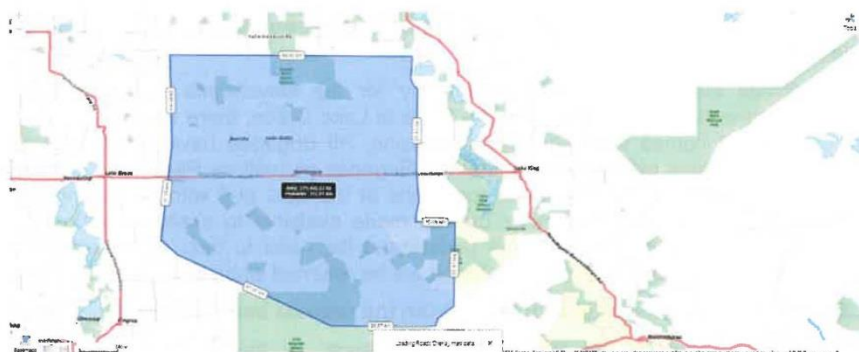
The fire appliance for the Newdegate Bush Fire Brigade is critical in itself and must be a Light Tanker, due to steep /difficult terrain within large UCL/UMR and Nature Reserves. This will allow, due to its size, great agility and will be able to gain access to most areas, navigate tight and narrow tracks, as well as protection for machinery.

2.3 Constraints or Limitations

The Brigade currently meets the requirements of membership numbers, training levels and experience. Allocation of the proposed resource will allow the Brigade to provide a guaranteed priority response to fire within in the area.

2.4 Potential or actual impact of not receiving the item(s)

Should the appliance not be allocated to the Newdegate Bush Fire Brigade the level of risk would not be addressed and the potential for a large uncontrolled bush fire emanating from the brigade area is highly probable. Until then the Brigade will have to continue its reliance on farmer response units and neighbouring Brigades to respond to incidents, which will have an impact on morale, retention of volunteers, safety of volunteers and the community with increased response times.





DOCUMENT HISTORY

AUTHOR	POSN	DATE	VERSION	DESCRIPTION OF CHANGE
T Berwick	A/Resource Allocation Officer	Dec 12	1.0 of 2012	<ul style="list-style-type: none"> Replaced FESA with DFES, Regional Director with Superintendent, Chief Operations Officer to Assistant Commissioner Operations Changed to DFES logo Signature of the Assistant Commissioner Capability
T Berwick	A/Resource Allocation Officer	Feb 13	2.0 of 2013	<ul style="list-style-type: none"> Replaced Deputy Commissioner Operations signature with Assistant Commissioner Metropolitan/Country

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN**16.1 INFORMATION BULLETIN – APRIL 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:	04 April 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 (April 2019) Information Bulletin Report has been emailed to Councillors.

The April 2019 Information Bulletin attachment includes:

Reports

1. Council Status Report – April 2019
2. Infrastructure Services Report – March 2019
3. Monthly Schedules – February 2019
4. Environmental Health Officer Report January – March 2019
5. Newdegate Library Report and Statistics – March 2019
6. Lake King Library Report and Statistics – March 2019

Circulars, Media Releases & Newsletters

7. Infopage – LED Street Lighting Tariffs and Luminaires – 20 March 2019
8. Media Release – Historic Funding Approach A Way Forward – 28 March 2019
9. Infopage – Local Government Preparedness – Cyclone Veronica – 27 March 2019
10. Ministerial Circular – Local Government Amendment Bill 2019 - 02 April 2019

11. Infopage – Telecommunications Carrier Powers and Immunities in Relation to Works on Local Government Managed Property – 25 March 2019

Agendas & Minutes

- 12. Shire of Lake Grace Integrated Planning Asset Management Advisory Group Minutes – 03 April 2019
- 13. Southern District Health Advisory Committee Minutes – 06 March 2019
- 14. 4WDL Meeting Minutes – 12 March 2019
- 15. WALGA Central Country Zone Minutes – 15 March 2019
- 16. Lake Grace District Regional Health Advisory Council Minutes – 29 March 2019
- 17. WALGA State Council Meeting Minutes – 27 March 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

Voting Requirements

Simple majority required.

Recommendation/Resolution

RESOLUTION 12982

Moved Cr Lloyd

Seconded Cr Hunt

That Council accepts the Information Bulletin report.

CARRIED 8/0

17.0 CONFIDENTIAL ITEMS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)Recommendation/Resolution**RESOLUTION 12983**

Moved Cr Lloyd
Seconded Cr Chappell

That Council meet behind closed doors at 2.33 pm to consider item 17.1.1 2018/2019 Roadworks Program in accordance with section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015, and section 5.23 (2)(c) of the Local Government Act 1995.

CARRIED

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 the meeting”.

17.1 INFRASTRUCTURE SERVICES**17.1.1 2018/2019 ROADWORKS PROGRAM**

Cr Marshall left the meeting at 2.35 pm

Cr Marshall returned to the meeting at 2.36 pm

Recommendation/Resolution**RESOLUTION 12984**

Moved Cr Clarke
Seconded Cr Stoffberg

That Council:

1. Receives the report outlining the implications of the overspend on the 2018/2019 Roadworks Program estimated at \$688,569; and
2. Authorises the Chief Executive Officer to finalise all the outstanding issues and costs associated with the overspend projects in the 2018/2019 budget to understand the true financial implication.

CARRIED BY ABSOLUTE MAJORITY 8/0

Recommendation/Resolution**RESOLUTION 12985**

Moved Cr Chappell
Seconded Cr Stoffberg

That Council move out from behind closed doors at 2.51 pm.

CARRIED 8/0**18.0 DATE OF NEXT MEETING****18.1 MAY 2019 ORDINARY MEETING**

The next Ordinary Meeting of Council is scheduled to take place on Wednesday 15 May 2019, commencing at 1.30 pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at 2.52 pm.

20.0 CERTIFICATION

I, Jeanette Frances De Landgraft, certify that the minutes of the meeting held on the 17 April 2019 as shown were confirmed as a true record at the meeting held on the 15 May 2019.

Shire President

Date