

Shire of Lake Grace

Ordinary Council Meeting



NOTICE PAPER

To the President and Councillors

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

Date: Wednesday 20 March 2019

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

Commencing: 3.00 pm

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

Denise Gobbart
Chief Executive Officer

15 March 2019
Date

Shire of Lake Grace

Ordinary Council Meeting

Agenda

20 March 2019

Meeting Commencing at 3.00 pm

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.



CONTENTS

1.0	DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS	5
2.0	DISCLAIMER READING	5
3.0	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	6
3.1	PRESENT.....	6
3.2	APOLOGIES	6
3.3	LEAVE OF ABSENCE PREVIOUSLY GRANTED	6
4.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
5.0	PUBLIC QUESTION TIME.....	6
6.0	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	6
7.0	NOTATIONS OF INTEREST	7
7.1	DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A	7
7.2	DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B.....	7
7.3	DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C.....	7
8.0	APPLICATIONS FOR LEAVE OF ABSENCE	7
9.0	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	7
10.0	CONFIRMATION OF MINUTES	7
10.1	ORDINARY MEETING – 20 FEBRUARY 2019	7
10.2	SPECIAL MEETING – 27 FEBRUARY 2019.....	7
11.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	7
12.0	URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUCIL	7
13.0	REPORTS OF COMMITTEES	7
13.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)	7
13.2	AUDIT COMMITTEE	39
13.2.1	AUDIT COMMITTEE MINUTES – ADOPTION OF RECOMMENDATIONS.....	39
14.0	REPORTS OF OFFICERS.....	100
14.1	INFRASTRUCTURE SERVICES.....	100

14.1.1	14 BLACKBUTT WAY – REQUEST FOR ADDITIONAL WORKS.....	100
14.1.2	2018/2019 ROADWORKS PROGRAM.....	104
14.1.3	ROAD WIDENING FOR PART OF NORTH LAKE GRACE-KARLGARIN DEEMED NOT REQUIRED – AMENDMENT TO RESOLUTION 12843.....	107
14.2	PLANNING.....	110
14.2.1	APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED UPGRADES TO EXISTING APPROVED FARM SUPPLY CENTRE ON LOTS 97, 98 & 99 (NOS.60, 62 & 64) STUBBS STREET, LAKE GRACE.....	110
14.2.2	APPLICATION TO AMEND DEVELOPMENT APPROVAL – NEW SINGLE HOUSE ON LOT 101 (NO.16) WATTLE DRIVE, LAKE GRACE.....	134
14.2.3	AMENDED DEVELOPMENT APPLICATION – PROPOSED NEW OUTBUILDING (DOMESTIC STORAGE SHED) ON LOT 101 (NO.16) WATTLE DRIVE, LAKE GRACE.....	142
14.3	HEALTH AND BUILDING	164
14.4	ADMINISTRATION.....	165
14.4.1	LOCAL GOVERNMENT ACT 1995 REVIEW – PHASE 2.....	165
14.5	FINANCE.....	207
14.5.1	ACCOUNTS FOR PAYMENT – FEBRUARY 2019	207
14.5.2	FINANCIAL REPORTS.....	218
14.5.3	WRITE OFF SUNDRY DEBTOR ACCOUNTS.....	246
14.6	COMMUNITY SERVICES.....	249
15.0	QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN	250
16.0	INFORMATION BULLETIN	250
16.1	INFORMATION BULLETIN – MARCH 2019	250
17.0	CONFIDENTIAL ITEMS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	252
17.1	INFRASTRUCTURE SERVICES.....	252
17.1.1	TENDER – RFT 2018-07 – ROAD VERGE CLEARING & PRUNING SERVICES	252
17.1.2	TENDER – RFT 2018-06 – STORM WATER DRAINAGE SERVICES.....	252
18.0	DATE OF NEXT MEETING.....	252
18.1	APRIL 2019 ORDINARY MEETING	252
19.0	CLOSURE	252

SHIRE OF LAKE GRACE

Agenda for the Ordinary Meeting of Council to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 20 March 2019.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at __ pm.

2.0 DISCLAIMER READING

A recording of the disclaimer is to be played aloud.

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

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

CR JF De Landgraft	Shire President
Cr SG Hunt	Deputy Shire President
Cr R Chappell	
Cr DS Clarke	
Cr RA Lloyd	
Cr AD Marshall	
Cr MR Spurr	
Cr P Stoffberg	

In Attendance

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

Observers/Visitors**3.2 APOLOGIES**

Nil

3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED

Cr Stanton has been granted leave from Wednesday 20 March 2019 to Thursday 21 March 2019 inclusive.

Cr Spurr has been granted leave from Monday 1 April 2019 to Tuesday 30 April 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**6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

7.0 NOTATIONS OF INTEREST**7.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A****7.2 DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B****7.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C****8.0 APPLICATIONS FOR LEAVE OF ABSENCE****9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION****10.0 CONFIRMATION OF MINUTES****10.1 ORDINARY MEETING – 20 FEBRUARY 2019**Recommendation

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

10.2 SPECIAL MEETING – 27 FEBRUARY 2019Recommendation

That the Minutes of the Special Council Meeting held on 27 February 2019 be confirmed as a true and accurate record, with the amendment of including 'Cr RA Lloyd' in Item 3.1 Present.

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUCIL**13.0 REPORTS OF COMMITTEES****13.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)**Recommendation

That Council receives the Minutes of the Local Emergency Management Committee Meeting held on 21 February 2019.

Shire of Lake Grace

Local Emergency Management
Committee

Minutes

21 February 2019



Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

CONTENTS	
1.0	OPENING & ANNOUNCEMENT OF VISITORS 5
2.0	ATTENDANCE RECORD 5
2.1	PRESENT 5
2.2	TENTATIVE 5
2.3	CONFERENCE CALL 5
2.4	OBSERVERS/VISITORS 5
2.5	APOLOGIES 5
3.0	MINUTES OF PREVIOUS MEETINGS 7
3.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – 15 NOVEMBER 2018 7
4.0	BUSINESS ARISING FROM THE MINUTES 8
4.1	WESTERN POWER, ITEM 6.16 - LEMC MEETING 23 AUGUST 2018..... 8
4.2	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) – ANY AMENDMENTS/UPDATES, ITEM 5.4 – LEMC MEETING 15 NOVEMBER 2018..... 9
4.3	LAKE GRACE DISTRICT HIGH SCHOOL, ITEM 6.12.1 – LEMC MEETING 15 NOVEMBER 2018 9
4.4	NEWDEGATE PRIMARY SCHOOL, ITEM 6.12.2 – LEMC MEETING 15 NOVEMBER 2018 10
4.5	IDEAS FOR THIS YEARS EXERCISE, ITEM 7.1.1 – LEMC MEETING 15 NOVEMBER 2018 10
4.6	POST EXERCISE REPORT, ITEM 7.2 - LEMC MEETING 15 NOVEMBER 2018..... 12
4.7	AWARE FUNDING – TREAT OR NOT TO TREAT, ITEM 8.1 – LEMC MEETING 15 NOVEMBER 2018 15
5.0	STANDING ITEMS 15
5.1	CONTACT DETAILS 15
5.2	INCIDENT SUPPORT GROUP (ISG) ACTIVATIONS..... 15
5.3	POST INCIDENT REPORTS 15
5.4	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) – ANY AMENDMENTS/UPDATES 15
5.5	ISSUES TO BE RAISED AT DEMC 15
6.0	AGENCY REPORTS 16
6.1	SHIRE OF LAKE GRACE..... 16
6.2	WA POLICE FORCE 16
6.3	BUSHFIRE BRIGADES – CHIEF BUSH FIRE CONTROL OFFICER 16
6.4	LAKE GRACE VOLUNTEER FIRE AND RESCUE 16
6.5	ST JOHN AMBULANCE – COMMUNITY PARAMEDIC 16
6.5.1	LAKE GRACE – SUB CENTRE 17

6.5.2	NEWDEGATE	19
6.5.3	LAKE KING	19
6.5.4	VARLEY	19
6.6	DEPARTMENT OF FIRE & EMERGENCY SERVICES	19
6.7	OFFICE OF EMERGENCY MANAGEMENT	19
6.8	LAKE GRACE DISTRICT HEALTH SERVICE	22
6.9	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT	22
6.10	PARKS & WILDLIFE SERVICE	23
6.11	CBH GROUP LAKE GRACE	23
6.12	EDUCATION DEPARTMENT	23
6.12.1	LAKE GRACE DISTRICT HIGH SCHOOL	23
6.12.2	NEWDEGATE PRIMARY SCHOOL	23
6.12.3	LAKE KING PRIMARY SCHOOL	23
6.13	DEPARTMENT OF COMMUNITIES	23
6.14	WATER CORPORATION	24
6.15	MAIN ROADS WA	25
6.16	WESTERN POWER	25
6.17	OTHERS	26
7.0	EXERCISE UPDATE	26
7.1	EXERCISE	26
7.1.1	IDEAS FOR THIS YEAR'S EXERCISE	26
7.2	POST EXERCISE REPORT	26
8.0	GENERAL BUSINESS	29
8.1	SEASONAL CHANGES - DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT	29
8.2	WATER SUPPLY IN EMERGENCIES	29
8.3	LOCK KEY BOX – AIR STRIP	30
9.0	URGENT BUSINESS BY DECISION OF THE MEETING	30
10.0	SCHEDULING OF MEETINGS	30
10.1	MAY 2019 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING	30
11.0	CLOSURE	30
12.0	CERTIFICATION	31

SHIRE OF LAKE GRACE

Minutes for the Local Emergency Management Committee Meeting held at Council Chambers, 1 Bishop Street, Lake Grace on Thursday 21 February 2019.

1.0 OPENING & ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 1:08 pm, and welcomed our visitors Tony Peplow Operations Manager for Water Corporation Upper Great Southern, Kate Duff, Water Corporation Senior Advisor – Customer and Stakeholder and Phil Roads, Water Corporation Kulin

2.0 ATTENDANCE RECORD**2.1 PRESENT**

Jeanette De Landgraft	Shire of Lake Grace/Chairperson
Ann Webster	Newdegate Primary School
Brad Watson	Chief Bush Fire Control Officer
Denise Gobbart	Shire of Lake Grace/CEO/Local Recovery Coordinator
Gary Guelfi	St John Ambulance Newdegate
Grant Hansen	Department of Fire and Emergency Services
Kim Cooper	Western Power
Lois Dickins	St Johns Ambulance Lake Grace
Mike Barnes	Shire of Lake Grace/Executive Officer
Tara Spencer	Western Australian Police Force
Mitchell Davies	Parks and Wildlife Service
Murray Parker	Community Paramedic
Sara Pellant	Department of Health
Tony Peplow	Water Corporation – Operations Manager, Upper Great Southern

2.2 TENTATIVE

Nil

2.3 CONFERENCE CALL

Adam Smith	Department of Fire & Emergency Services
Alison Lacey	Department of Primary Industries and Regional Development
Neville Blackburn	Department of Communities – Emergency

2.4 OBSERVERS/VISITORS

Kate Duff	Water Corporation Senior Advisor, Customer & Stakeholder
Phil Roads	Water Corporation, Kulin

2.5 APOLOGIES

Cathy Willis	Department of Education Lake Grace District High School
Chis Poot	CBH

Item 13.1

Attachment 1

Shire of Lake Grace Local Emergency Management Committee 21 February 2019

6

Dean Giles	CBH
Kaye Brownley	Lake King Primary School
Kylie Sugg	St John Ambulance – Lake King
Naomi Cornwall	St John Ambulance – Varley
Reid Stubberfield	Volunteer Fire & Rescue - Lake Grace
Rod Gillis	Main Roads WA
Travis Taylor	WA Police Force

3.0 MINUTES OF PREVIOUS MEETINGS

3.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – 15 November 2018

Resolution/Recommendation

RESOLUTION 201901

Moved Lois Dickins
Seconded Mitchell Davies

That the Minutes of the Local Emergency Management Committee (LEMC) meeting held on 15 November 2018 be confirmed as a true and accurate record, with the following amendment of Item 6.8 Lake Grace District Health Service:

Replace:

'We at the hospital are very excited with the introduction of the new 'Telehealth' system. This complements the "Emergency Telehealth" system.

How this works is now a non-emergency patient that presents on a weekend can now be admitted to hospital here locally in town, if required, even if there is not a doctor present, so on the weekends we can contact a Doctor in Perth (Live), via the Telehealth, for an assessment. If the patients' condition is within the hospitals capability to manage the treatment, then the remote Doctor can admit the patient into our wards rather than having to transfer them to Narrogin, freeing up the Ambulance service and volunteers too.

Unfortunately, this is only available on the weekends and not yet available 24/7 although this is planned to be rolled out full time very soon.

This is part of the second round of the project, with only a few hospitals sporting this service at the moment. It is a great outcome for the staff, patients and the Shire'

To read as follows:

'The hospital is very excited to be a part of the recently expanded Inpatient Telehealth Service (ITS), which compliments the existing Emergency Telehealth Service (ETS). ETS is available 24/7 to allow medical assessment of emergency department clients via videoconference facilities within the emergency department, with or without a local GP present.

The ITS is currently available Friday to Monday, to provide medical cover for patients already admitted as inpatients to Lake Grace Hospital over the weekend period, when the local GP is unavailable.

ITS review suitable inpatients over the weekend utilising videoconference facilities via an i-Pad with local nursing staff assistance. Eventually the ITS will exist 24/7 allowing direct admission for suitable patients, from ETS to ITS, thus allowing more patients to be cared for locally and reducing transfers to other sites, which will benefit patients, the health service and the local ambulance service.'

CARRIED 17/0

4.0 BUSINESS ARISING FROM THE MINUTES**4.1 WESTERN POWER, ITEM 6.16 - LEMC MEETING 23 AUGUST 2018**

Great opportunity to attend these meetings. Our area is from North Merredin, Tammin, Corrigin, Kukerin and Lake Grace. Your Eastern boundaries do not match our boundaries.

Merredin is our hub of core business with depots at Kondinin, Southern Cross and Kalgoorlie.

Our response for your area will most likely come from Kondinin. We would have a full site response set up within a day.

The likelihood of Lake Grace losing power is remote due to the network being able to be configured to coming in from any one of three directions; Kukerin, North Pingaring and Pingrup.

Western Power will not make it to Lake Grace Shire in time for a structure fire to pull the fuses (to make the dwelling safe from electricity). Fire fighters and the public need to be aware that it is not advisable to put bulk water (from a hose) on to a structure that is engulfed in fire due to the chance of an electric shock to responders.

Question

Is it possible to train the local electricians and/or the meter readers, who would possibly be closer and available, to pull the fuses?

Response

The issue is these people require training and the cost would come out of their pocket and time away from their ordinary job. The training would also need to be conducted annually and the cost could start from around \$1500 depending on the training required plus the equipment needed. We would also need to look at a stand-alone training package as this type of training is incorporated into the wider staff training that currently goes on. If on a farm there is a sub main then this can be isolated by the owner or response crew to make the structure safe, however it is recommended that each property have an inspection prior to any fire to ensure that this will be the case.

Availability Officer Contact Number Details to be supplied.

Action

Western Power to supply contact details, of their available officers, to the LEMC by the next meeting (15 November 2018).

Update

Carried over to the next meeting

Action

Western Power to supply contact details, of their available officers, to the LEMC by the next meeting (21 February 2019).

Update

Kim Cooper has the details with him and will circulate the emergency contact numbers at the end of the meeting – **Action Complete.**

4.2 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) – ANY AMENDMENTS/UPDATES, ITEM 5.4 – LEMC MEETING 15 NOVEMBER 2018

The LEMA amendments have now been approved through Council and I have copies for distribution to agencies/stakeholders.

LEMA's previously distributed:

Chief Bush Fire Control Officer x 1	Department of Primary Industry and Regional Development x 1	St John Ambulance – Newdegate x 1
Department of Biodiversity, Conservation and Attractions x 1	Shire of Lake Grace x 4 (including web site)	Western Australian Police Force x 1
Department of Fire & Emergency Services – Narrogin x 1	St John Ambulance – Lake Grace x 1	Western Power x 1

LEMA's distributed at this meeting:

CBH x 1	Lake Grace Health Service (Hospital) x 1	Lake Grace High School x 1	Newdegate Primary School x 1
---------	--	----------------------------	------------------------------

Action

A copy of the LEMA is to be posted to each of the following agencies/stakeholders:

Lake King Primary School x 1	District Management Advisor x 1	Community Paramedic x 1	Main Roads WA x 1
St John Ambulance – Lake King x 1	Department of Communities	Lake Grace Volunteer Fire & Rescue x 1	St John Ambulance – Varley x 1
Shire of Dumbleyung x 1	Shire of Kulin x 1	Shire of Kondinin x 1	Shire of Esperance x 1
Shire of Ravensthorpe x 1	Shire of Kent x 1	Great Southern District Emergency Management Committee x 2	

Update

LEMA's have now been posted to those agencies/stakeholders listed above – **Action Complete.**

4.3 LAKE GRACE DISTRICT HIGH SCHOOL, ITEM 6.12.1 – LEMC MEETING 15 NOVEMBER 2018

We ran an evacuation drill last term and we need to do three (3) per year in order to capture all students and staff.

Our Bush Fire Plan has been finalised.

Action

A copy of Bush Fire Plan is to be tabled at the next LEMC meeting (21 February 2019) and is to be sent to Executive Officer at the Shire as soon as possible.

Shire of Lake Grace Local Emergency Management Committee 21 February 2019

10

Our evacuation area has been established and is detailed in the plan and the extra fuel loading, around the school, had been removed to lower the risk.

Update

Bush Fire Plan received on 12 February 2019 – **Action Complete.**

4.4 NEWDEGATE PRIMARY SCHOOL, ITEM 6.12.2 – LEMC MEETING 15 NOVEMBER 2018

Our Bush Fire Plan is complete, with input from the Deputy Chief Bush Fire Control Officer and the Shire.

Action

A Copy of Bush Fire Plan to be tabled at the next LEMC meeting (21 February 2019) and sent to Executive Officer at the Shire as soon as possible.

An Emergency Services day was held recently, with information passed on from the volunteers at St John Ambulance Newdegate, Bush Fire Brigade/Shire and Roadwise, as well as a Snake Handler. The day was a great success and a big thank you to all involved. The Country Women's Association did a marvellous job with the morning tea for everyone.

Update

Bush Fire Plan received on 30 January 2019 – **Action Complete.**

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

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

Update (15 November 2018)

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

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

Action (23 August 2018)

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

Update (15 November 2018)

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

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

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

Shire of Lake Grace Local Emergency Management Committee 21 February 2019

11

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

Considerations for an exercise (23 August 2018):

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

Action (23 August 2018)

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

Update (15 November 2018)

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

Update (15 November 2018)

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

Continued (23 August 2018)

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

Decision

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

Update

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

Action

Update at the next meeting.

4.6 POST EXERCISE REPORT, ITEM 7.2 - LEMC MEETING 15 NOVEMBER 2018

'A SINGLE POINT OF FAILURE'

Action

CESM & WAPF (nee WAPOL) - Diversity of communications - notification, welfare and safety of responding crews, *Alternate communications plan to be created* (Local)

Update

In progress, update at the next meeting.

Update

Action, please see attachment 1 – **Action Complete.**

Action

WAPF - Activating extra resources early & Tyranny of distance, *Alternate communications plan to be created* (Regional)

Update

The Police Station has alternate power generation and has direct links with Albany Police Station. Action complete

Action

CESM - Door knock response, timely response to affected injured persons, *Prepare and distribute key responding personnel addresses to key responding personnel* (i.e. the OIC and 2IC of each of the agencies to each of the agencies)

Update

In progress, some names have been added, waiting on nominees and their permission to distribute home addresses to other agencies. Update at the next meeting.

Update

All of the contacts have been checked and a copy is available to the first and second contact of each of the agencies listed. Action Complete, please see attachment 2 – **Action Complete.**

Action

DPIRD - Tyranny of distance – Alternate plan for animal welfare, when the vet is unavailable – local champions – held with WAPF

(Please ensure the DEMC is invited to all exercises and that all documentation on completion is provided to DEMC.)

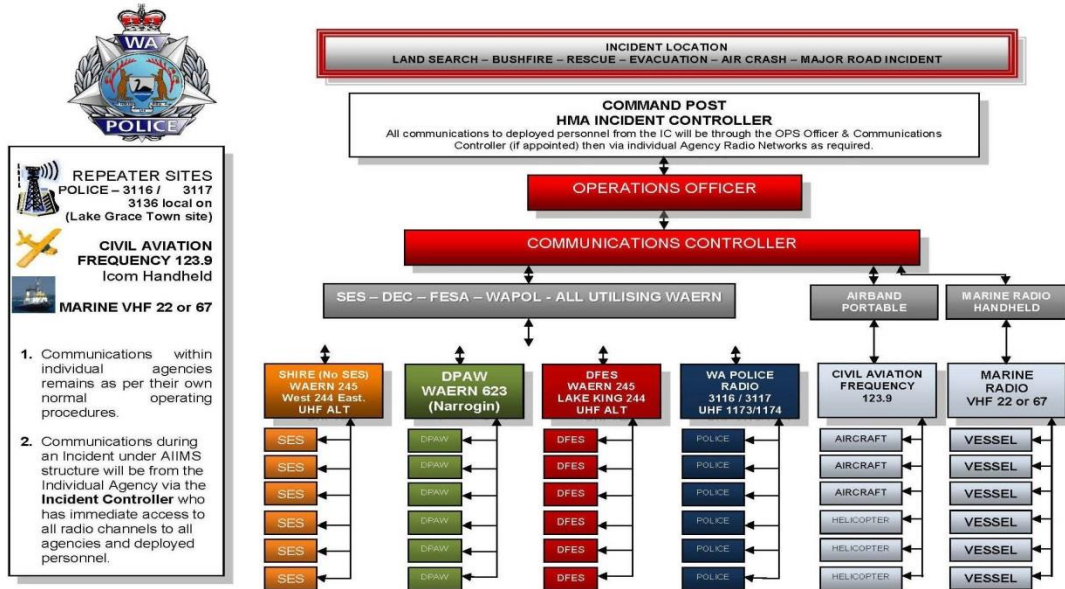
Update

In progress, update at the next meeting (15 November 2018).

Update

It is not practical for a list of farm owners/managers to be generated, as they deal with livestock all the time and may cause distress if called upon. A decision at the time of the incident by the Incident Controller (IC) is to be made as to what will happen and by whom. This will also depend on what vets are available so an informed decision can be made in the best interests of the animal/s – **Action Complete.**

COMMUNICATIONS PLAN FLOW CHART – LAKE GRACE



Item 13.1

Attachment 1

Shire of Lake Grace Local Emergency Management Committee 21 February 2019

14

Item 4.6

Attachment 2

Downed Communications Plan for Town site of Lake Grace

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10
Service	Position	Name	Address	Radio & Channel				Interagency Channels	
CESM		Mike Barnes		WAERN	245/244/99	CB	11/40	220	221
WAPF	1st Contact	Travis Taylor		Digital	See Below			1173/220	1174/221
	2nd Contact	Fiona Main		Digital	See Below			1173/220	1174/221
	3rd Contact	Scott Outridge		Digital	See Below			1173/220	1174/221
Fire & Rescue	1st Contact	Reid Stubberfield		WAERN	245/99	CB	11/40	220	221
	2nd Contact	Chad Stanton		WAERN	245/99	CB	11/40	220	221
St John Ambulance	1st Contact	Lois Dickins		WAERN	245	SJA/CB	5/40	220 office only	221 office only
	2nd Contact	Ross Chappell		WAERN	245	SJA/CB	5/40	220 office only	221 office only
Hospital	1st Contact	Sara Pellant				SJA	5		
	2nd Contact	RN at the Hospital 24/7				SJA	5		
Bush Fire	1st Contact	Brad Watson		WAERN	245/244	CB	11/40	220	221
	2nd Contact	Doug Dunham		WAERN	245/244	CB	11/40	220	221
Shire	1st Contact	Denise Gobbart		WAERN	245/244	CB	11/40	220	221
	2nd Contact	John Dyer		WAERN	245/244	CB	11/40	220	221
District High School	1st Contact	Cathy Willis							
	2nd Contact	Peter Dines							
CBH	1st Contact	Chris Poot				CB	39		
	2nd Contact	Dean Giles				CB	39		

Adresses are available from the OIC and 2IC of each agency and not for public distrubution

WAERN TO WAPF and vice versa

Via E SA, EG 1173 in the WAPF handheld radio = 220 UHF. WAPOL also have all the 400 MHz channels installed (although the officer may not know how to find them. WAPF should field comms questions via radio and electronics support unit (RE SU) as they will be able to advise how to move their portables from digital to analogue (and more importantly back again)

The only channels that WAPF share with us are E SC and E SD on UHF in the WAERN for the WAPF that's channel 1173 and 1174 XTS 5000 Portable Radio QRG

FYI, WAPOL moving to E SC at the same time as us. RE SU are working on a new version of the booklet.

4.7 AWARE FUNDING – TREAT OR NOT TO TREAT, ITEM 8.1 – LEMC MEETING 15 NOVEMBER 2018

A PowerPoint presentation was given on the results of the workshop exposing the 31 risk statements for consideration for Requirement for Treatment or Monitor and Review. (Copy in Appendix 1)

These were then considered involving all present and using the list of controls the 'Control Assessment' assessed the risk statements against 'Application Rate and Effectiveness' using large posters and yellow dots for all to apply their considerations to the risk statements.

This information will now be collated and results to be presented.

Only the Biosecurity risk statements (2) were not considered, as more information around the list of controls is needed to be clarified with the District Emergency Management Advisor.

The next stage of the process is to be updated at the next LEMC meeting in February.

Update

This has now been completed and the acquittal will soon be finalised. We are now waiting on advice from SEMC on how to conduct the risk treatments. – **Action Complete.**

5.0 STANDING ITEMS

5.1 CONTACT DETAILS

Contact details were verified by the member's present from the list provided, circulated and updated in the contacts listing.

5.2 INCIDENT SUPPORT GROUP (ISG) ACTIVATIONS

Nil

5.3 POST INCIDENT REPORTS

Nil

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

Nil

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

Nil

6.0 AGENCY REPORTS**6.1 SHIRE OF LAKE GRACE****WANDRRA Funding**

The flood repairs to the damaged roads are almost complete with only one lot of sealing work to be finalised and will be wrapped up in the next few days. Once this work is complete, all that will remain is the administration to be completed.

6.2 WA POLICE FORCE

Senior Constable Tara Spencer gave an apology from the Officer in Charge Sargent Travis Taylor for not attending this meeting as he has been called away at the last moment.

Areas of concern at the moment and what we are targeting are increased in driving patrols and drivers that are either fatigued through lack of sleep, impaired through drugs (prescribed or illicit) and/or alcohol via random stops.

Senior Constable Cameron Hobson has now been transferred and his replacement is Constable Scott Outridge who will be commencing work shortly.

Senior Constable Tara Spencer is also being transferred. Tara's replacement will be Constable Fiona Main. Fiona will be a little while getting here as Tara's transfer date has yet to be finalised. Tara is having a going away function at the Walkers Hill Winery on the 15 March and you are all welcome.

6.3 BUSHFIRE BRIGADES – CHIEF BUSH FIRE CONTROL OFFICER

It has been a quiet harvest with no fires resulting from the activities, which is great to see. We have had about four (4) fires that were started due to lightning strikes and we also assisted the fire and rescue brigade with a truck fire on the Kulin Lake Grace Road. This fire then became a HAZMAT incident with back up from Kulin volunteers. CBH Group also assisted with some recovery equipment and advice. The road was closed for the best part of a day and a half.

Deputy Chief Bush Fire Control Officer Richard Metcalf will be stepping down shortly, after selling his farm and looking forward to retirement. A big thank you to Richard for all of the years of service out on the eastern flank.

6.4 LAKE GRACE VOLUNTEER FIRE AND RESCUE

Nil

6.5 ST JOHN AMBULANCE – COMMUNITY PARAMEDIC

It has been fairly quiet since the last meeting with Lake Grace attending to six (6) callouts, Newdegate attending three (3), Lake King attending one (1) and Varley having a clear run of no callouts.

Lake King have ordered a new ambulance as their existing vehicle is eleven (11) years old.

Shire of Lake Grace Local Emergency Management Committee 21 February 2019

17

A level one training course has been completed here in Lake Grace. Six (6) people attended, with all passing to become level one officers (three (3) officers for Lake Grace and three (3) officers for Dumbleyung). A great result all round. A level two course is in the planning to be run shortly with three people ready for the course.

There will be an exercise at Dumbleyung this evening anyone is welcome to attend.

6.5.1 LAKE GRACE – SUB CENTRE

We have received an invite to attend a mass casualty exercise on the 15 March 2019 in Kondinin, with request to take an ambulance, volunteers and casualties. Invitation presented to the meeting (see attachment 1)

There is a concern that if a van is sent from one of the outlying sub-centres (Newdegate, Lake King or Varley) then our capacity will be diminished as they only have one ambulance for each town.

Shire of Lake Grace Local Emergency Management Committee 21 February 2019

18

Item 6.5.1

Attachment 1

KONDININ LOCAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

Invite you to participate

Combined Emergency Services Mass Casualty Exercise

Friday 15 March
2:30pm @ Karlgarin Hall

- Light afternoon tea
- LEMAC Exercise
- BBQ tea
- Debrief

Any questions please contact Colin Muir (SJA Kondinin Hyden)
on 0428 246812

Can you please reply with numbers?

1. VAO volunteers
2. Ambulance vans
3. Casualties

Please RSVP to Colin Muir by 10 March

Tel 0428 246812

Email chmuir@bigpond.com

6.5.2 NEWDEGATE

Gary Guelfi attended Volunteer Development Officer (VDO) Training with several other VDO's, (including the VDO from Lake Grace), to bring up to date all the skills needed to be able to interact and engage training for and with their volunteers back at their sub-centres.

St Johns are now allowed to sell Defibrillators to the public, for them to be placed outside of their property for use by the public and to be registered on the first responder system. Total cost including the external locked cabinet is approximately \$2000.

6.5.3 LAKE KING

Nil

6.5.4 VARLEY

Nil

6.6 DEPARTMENT OF FIRE & EMERGENCY SERVICES

The fire events have been uneventful; however, there is a fire at 90-mile tank at the very eastern end of the Shire of Lake Grace, but more in Esperance and Dundas at present.

With all of the fires in Esperance and Nannup there is a lack of resources at 90- mile tank.

More machines and appliances have been engaged and will travel out there tomorrow from Hyden.

6.7 OFFICE OF EMERGENCY MANAGEMENT

There have been a number of updates over the last three (3) months; here are some key messages:

State Emergency Management Committee (SEMC) Business Unit

Since the integration of the Office of Emergency Management into the Department of Fire and Emergency Services, the SEMC Business Unit has now been established to provide a central point of contact and support for the Committee, LEMC and DEMC support is still through the District Emergency Management Advisor.

Policy Updates

SEMC have approved a suite of policy updates, most notably;

- State Hazard Plan – Energy Supply Disruption will replace:
 1. Gas Supply Disruption
 2. Liquid Fuel Supply Disruption
 3. Electricity Supply Disruption
- Endorsed the revocation of the State Emergency Public Information Plan, noting that State Support Plan – Emergency Public Information will replace it

Previous updates have included:

- State Hazard Plan Crash – now covers road, rail and air crash
- State Hazard Plan HAZMAT – also includes Nuclear Powered Warships and Space Re-entry Debris
- State Hazard Plan Maritime Environmental Emergencies - now covers Marine Transport Emergency and Marine Oil Spill
- State Hazard Plan Search and Rescue Emergency – now cover Land Search and Marine Search
- State Emergency Welfare Plan now also includes Registration and Reunification, Reception and Disaster Information Support and Care Centre

Recovery Impact Statement

The State Recovery Coordinator now sits within DFES, in addition to this position there is now a Deputy State Recovery Coordinator and a Recovery Manager. The first major piece of work being released by the Recovery Directorate is a revised Impact Statement (currently the Comprehensive Impact Statement) and Guidelines. The new Impact Statement will be trialled for DFES hazards over the next 6 months before being reviewed. Separate correspondence is going to local governments about the process.

Recovery Tools

Just a reminder there a number of handy recovery tools available on the SEMC website including:

- Local Recovery Guideline
- Communicating in Recovery Guidelines
- Aide-Memoire – Local Recovery Coordinator
- Community Recovery Handbook

State Risk Project – Local Level Roll-out

Local Risk Assessments continue to progress well in the Great Southern. A number of local governments have completed the process and many are underway. We are working with the State Risk Team on developing a process for risk treatments.

Here is a snapshot of how the District is going:

[illegible]

State Exercise Capability Framework

SEMC have endorsed a new exercise framework proposal which includes;

- a) the adoption of an Emergency Management Agency (EMA) capability based exercise program.
- b) the adoption of a 3 yearly State-level exercise program.
- c) the formation of a State Exercise Coordination Team (SECT) to support the State exercise framework which will result in the disbanding of the Emergency Management Advisory Group, and
- d) the SECT reporting directly to the SEMC.
- e) the implementation of the Exercise Management framework will be considered subject to a review of funding sources and allocations

Funding**Natural Disaster Resilience Program 2018-19**

Applications for the current competitive grants scheme have now closed.

AWARE

Keep your eyes open for the 2019 AWARE round opening soon. The eligibility criteria are yet to be published.

LEMC Exercises

Now is a good time to start planning your exercises for 2018-2019 if your LEMC hasn't already run theirs. Don't forget exercises should be reported to the DEMC using the post exercise report template.

District Emergency Management Committee

The DEMC continues to work on a number of exciting new projects; the next ordinary meeting is set for the 10 April 2019 where more details will be available.

6.8 LAKE GRACE DISTRICT HEALTH SERVICE

We have recently undergone some in house emergency training to do with what happens in a fire. The results have come back with some recommendations to be worked on. These recommendations will be looked at and worked in to the standing operating procedures in due course.

6.9 DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT

We are currently monitoring seasonal conditions and mapping the areas from the water survey that was sent out to assess the water needs of the Shire.

Question

When will we see the mapping?

Answer

The mapping is almost complete and you will receive an email with the results very shortly.

The department are also involved in an animal welfare response up in the north. We may be requested to assist.

6.10 PARKS & WILDLIFE SERVICE

We have had a quiet season locally, but our office has been assisting other regions for example, Nannup with their incidents.

Our mitigation program will be starting around May with burns out at Dragon Rocks and North Tarin Rock just on the western border.

Our fire break program will be starting in Kondinin and Kulin, with scrub rolling at Lake Magenta late April/early May.

Reporting Fires to Parks and Wildlife Service

All fires effecting or threatening Parks and Wildlife managed land in the Wheatbelt needs to be reported to the Duty Officer on 9881 9200. This number is available 24hours a day, 7 days a week.

6.11 CBH GROUP LAKE GRACE

Nil

6.12 EDUCATION DEPARTMENT**6.12.1 LAKE GRACE DISTRICT HIGH SCHOOL**

Nil

6.12.2 NEWDEGATE PRIMARY SCHOOL

Our Bush Fire Plan has been completed but will need to be updated to reflect an evacuation plan that has the children being moved to an undercover area and not in the open where there is no protection from the sun.

We have had some security breaches over the past few weeks. These have been reported to education security personal and the police.

6.12.3 LAKE KING PRIMARY SCHOOL

Nil

6.13 DEPARTMENT OF COMMUNITIES

We have had three (3) activations to support the bushfires in Bremer Bay, Yakama and Bridgetown, with up to fifty (50) main stream staff being utilised for four (4) weeks, supporting the recovery effort from their incidents.

A group of staff will be going to Queensland to assist in recovery efforts from their incidents.

6.14 WATER CORPORATION

Thank you for the invitation to attend today. In the case of supplying water for firefighting operations, we cannot guarantee the supply, as the water can be used quicker than we can pump it. The best solution would be on receiving a notification of an incident call 133175 and we can give you the best location/s for the refill of your fire vehicles.

Water comes into Lake Grace via a number of supply lines, if one of those are compromised then that line will be isolated and a work around will be put into place to maintain as much business continuity as possible.

Question

Government dams need to be cleaned out to allow for these to be used; do you have this on your schedule?

Answer

Some dams are being looked at with a thought that the local government may take on the management of these dams. There is a process to follow and that is part way down that road

Water Corporation's main focus is the safety of the public and this is paramount.

Shire of Lake Grace - Water Corporation have requested that the local government take on vestment of fourteen (14) dams, the Shire have requested that the dam infrastructure needs to be cleaned up prior to any further decision being made.

North Lake Grace tank is being maintained and is keeping within summer and winter fill levels. If and when levels do fall below that required capacity, then other tanks are automatically engaged to pick up the supply shortfall. All systems are fully monitored 24/7 to maintain quality.

Some locals have been using scheme water for purposes other than that of which it is intended, only stock and household use is permitted. These locals have had their cards cancelled.

The standpipes that were temporarily closed a few weeks ago were done so to preserve the water for the customers that they supply, 700 households which we needed to have continuity of service.

Question

What will Water Corporation do to educate the public in the future around water sustainability?

Answer

We have a massive community education program in the schools for the students to take the information home to teach their parents what they have learned, some direct adverts and other subtle advertising, for example the gardening shows on TV that are sponsored by the Water Corporation. We also have social media promoting how to use water more wisely.

Question

Are you going to use local media outlets including the Community Resource Centre (CRC)?

Answer

That is something that we can look at.

Question

Are there any grants available for farmers to enable them to become less reliant on the water scheme for stock?

Answer

That is not the Water Corporations area, you will need to check with the Department of Water and Environmental Regulation (DWER).

We have been working with the Shire to install temporary standpipes (trying to make them permanent) in Lake Grace and Newdegate for use by farmers.

6.15 MAIN ROADS WA

Nil

6.16 WESTERN POWER

No major events in the district, even with the weather the only hold ups are the total fire bans and harvest/vehicle movement bans.

Question

Are you able to look at the forecasted weather more closely and schedule works to be done elsewhere?

Answer

We have maintenance programs that are planned out months in advance, organising resources to be in an area at a given time. This is very restrictive to be able to move to a different location to avoid the forecasted weather on such short notice.

When we are forced out of a paddock that we may have been working in for a day or so, due to either a harvest/vehicle or a total fire ban, we are unable to switch the power back on until the ban is cancelled or finished. This is a state made decision.

Generally, we have had no major faults in the district.

We have some vacancies in Kondinin which we are in the process of filling.

Closest fault fixing truck is in Kondinin.

Emergency contact details will be passed to the Police and the Shire at the end of the meeting.

Comment

What has been great is the notice that has been given out in relation to when the power will be disrupted on certain days and times. This allows the schools to organise a generator to maintain business continuity.

Over the last 10 years' automatic re-closers have been installed throughout the network. This has minimised any unforeseen disruptions by attempting to re-connect the line, up to three times before a fault is lodge and a fault repair team is dispatched, allowing power to be supplied in a very short time, if the fault is only temporary.

Action

Kim Cooper will collate the statistics and figures of the outages over the last few periods and present them at the next LEMC meeting.

6.17 OTHERS

Nil

7.0 EXERCISE UPDATE**7.1 EXERCISE****7.1.1 IDEAS FOR THIS YEAR'S EXERCISE**

Meeting yet to be held, some behind the scenes work has been done with the hospital scoping out the possibility of using their building for an evacuation only early stages at the moment.

7.2 POST EXERCISE REPORT

A communications exercise was held in December 2018 by the request of the Great Southern District Emergency Management Committee Chair Superintendent Ian Clarke.

LOCAL RADIO COMMUNICATIONS PLANNING

Radio channels Emergency Services A and Emergency Services B (ESA & ESB) have traditionally been used by WVA Police, Department of Fire and Emergency Services (Fire and Rescue and State Emergency Services) Bushfire Brigades, St John Ambulance and the Emergency Rescue Helicopter Service as interoperable communication channels.

As part of the 400MHz spectrum changes completed by the Australian Communications and Media Authority there have been some changes to the location and naming conventions within agency radios. For example, radios supplied by DFES have changed;

- ESA 218 changed to ESC 220
- ESB 219 changed to ESD 221

These changes came in to effect on the 10 October 2018.

Being able to communicate between agencies is a critical element of coordinating the response effort. I am therefore asking each Local Emergency Management Committee to conduct an exercise with the aim of locating and testing these channels.

I ask each LEMC, to run a simple exercise with the local Police, Bushfire Brigade, State Emergency Service, St John Ambulance and Volunteer Fire and Rescue (where established within the town). The exercise outline is;

Aim: To test local interagency radio communications

Shire of Lake Grace Local Emergency Management Committee 21 February 2019

27

Objectives:

1. Each emergency service to locate the emergency services channels within their radio program
2. Each emergency service to establish and confirm communications with multiple emergency services
3. Document the radio channel findings within the Local Emergency Management Arrangements

At the conclusion of the exercise a post exercise report should be completed and sent to the DEMC Executive Officer, Mr Adam Smith at adam.smith@dfes.wa.gov.au. The reports will be compiled and reviewed at the next DEMC meeting. Attached is a post exercise template for your use with the exercise details pre-filled. I ask you to have them returned by the 7 December for tabling.

Yours sincerely

Superintendent Ian Clarke
GREAT SOUTHERN DEMC CHAIR

Update

Report sent to DEMC on 11 December 2018, refer to attachment 1

Shire of Lake Grace Local Emergency Management Committee 21 February 2019

28

Item 17.2

Attachment 1

Post Exercise Report**1. Local Government:** Lake Grace**2. Local Emergency Management Committee:** Lake Grace**3. Participating Agencies (tick)**

- | | |
|---|---|
| <input checked="" type="checkbox"/> WA Police | <input type="checkbox"/> State Emergency Service |
| <input checked="" type="checkbox"/> St John Ambulance | <input checked="" type="checkbox"/> Volunteer Fire & Rescue Service |
| <input checked="" type="checkbox"/> Bushfire Brigade | <input checked="" type="checkbox"/> Other: Shire office & CESM |

4. Date of Exercise: 10 Dec 2018**5. Exercise Aim:** To test local interagency radio communications**6. Exercise Objectives:** (tick on completion of objective)

- ☒ Each emergency service to locate the emergency services channels within their radio program
- ☒ Each emergency service to establish and confirm communications with multiple emergency services
- ☒ Document the radio channel findings within the Local Emergency Management Arrangements

7. Key Lessons Learnt: (e.g. where agencies able to locate and communicate on channels)

- Shire office, CESM, St John Ambulance Sub Centre and Fire and Rescue were able to communicate.
- Only the CESM knows how to operate the WAERN in the shire building.
- WAPF were not able to communicate.
- St John Ambulance Sub Centre have the channels installed in a radio in the office, but both ambulances only have the VHF unit installed into the vehicles. This will make it impossible to communicate with rescue 65 directly via 220 or 221 from a remote location.

8. Actions re Lesson Learnt: (e.g.: is any further training or exercising required)

- Training to be given to all staff at the shire office to be able to operate the radio and turn to channel 220 and 221.
- Meeting with WAPF to establish communications on 221 and 220 using their respective channels – Complete 11 Dec 2018
- St John to investigate updating their radios to include the 400MHz channels of 220 and 221.

9. Post Exercise Report: (tick)

- ☒ Sent to DEMC (via Adam Smith)
- ☒ Tabled at LEMC (will be at the next meeting in February 2019)

8.0 GENERAL BUSINESS

8.1 SEASONAL CHANGES - DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT

Covered previously

8.2 WATER SUPPLY IN EMERGENCIES

Message from Kate Duff, Water Corporation:

'Could you please assist me in distributing the attached information through your channels to volunteer fire fighters and firefighting brigades in your Shire:

As I am sure you are aware, Water Corporation strives to assist in a bushfire emergency but our water supply systems are designed to provide domestic drinking water to communities, not to withstand bushfires.

Our water supply system has capacity constraints. In a bushfire emergency where extreme demand is required and fire fighters may be using multiple hydrants simultaneously, there is simply not enough capacity in the water mains or in our storage tanks to maintain the supply.

Fire fighters should also be aware that many components of our infrastructure are dependent on power being maintained to our sites. A loss of power is likely to reduce water supply capacity and pressure. It is therefore essential to remind people that they cannot rely on mains water when other critical infrastructure such as power has been damaged.

If you have any questions, please don't hesitate to call me on 9842 4252.

Messages for volunteer fire fighters and fire brigades

#16083454

What to do in an emergency...

watercorporation.com.au

When a bushfire event starts and before you hook into the water supply system, call us on 13 13 75 (24 hours a day/7 days a week).

If we know where your crews are headed, we might be able to provide you with a better location where you can maintain pressure for longer OR we might be able to do something to our water supply system which will mean that we can keep it running for a fraction longer. HOWEVER, there is no guarantee that we can prolong supply or pressure, and experience has shown that once the town is threatened and there is mass demand, the supply will lose pressure and may empty.

Hydrants

Location – *if you are unsure where your hydrants are located, please contact DFES or our Operations Centre on 13 13 75 who will provide you with the exact geographical locations.*

Testing - *If you intend to test hydrants in your area, please let us know first. Often a side-effect of using the hydrants is that nearby residences receive discoloured water.*

If we're aware of the exercise beforehand, we can ensure our operators are prepared and ready to respond to any complaints.

Broken hydrants

Please note – any issues with hydrants should be reported up through DFES.

DFES will contact Water Corporation and a work order will be actioned immediately.

Reminder to residents in your Shire

Help us spread the word to people that they cannot rely on mains water in a bush fire when other critical infrastructure such as power has been damaged'.

8.3 LOCK KEY BOX – AIR STRIP

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

Currently surrounding ambulance crews have to dispatch Lake Grace SJA crews to open the Airport facility.

The Key box number would be held on computer at our Communications centre in Perth and with the Community Paramedic.

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

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

Action

Community Emergency Services Manager to organise the supply and installation of a combination key box to the airport building and supply combination to the community paramedic and Belmont Ambulance Operations Centre.

9.0 URGENT BUSINESS BY DECISION OF THE MEETING

Nil

10.0 SCHEDULING OF MEETINGS

10.1 MAY 2019 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

The next meeting of the Local Emergency Management Committee is scheduled to take place on Thursday 30 May 2019, commencing at 1.00 pm at the Council Chambers, 1 Bishop Street, Lake Grace.

11.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at 2:44pm.

Shire of Lake Grace Local Emergency Management Committee Meeting Minutes 17 May 2018

31

12.0 CERTIFICATION

I, Jeanette Frances De Landgrafft, certify that the minutes of the meeting held on the Thursday 21 February 2019 as shown were confirmed as a true record at the meeting held on the Thursday 30 May 2019.

Shire President

Date

13.2 AUDIT COMMITTEERecommendation

That Council receives the Minutes of the Audit Committee Meeting held on 21 February 2019.

13.2.1 AUDIT COMMITTEE MINUTES – ADOPTION OF RECOMMENDATIONSRecommendation

That Council,

1. Adopt the Local Government Statutory Compliance Return 1 January 2018 to 31 December 2018 for the Shire of Lake Grace;
2. Authorise the Shire President and the Chief Executive Officer to endorse the certification contained within the Local Government Statutory Compliance Return;
3. Adopt the 2019 Budget Review conducted for the eight (8) months ended 28 February 2019;
4. Adopt new Policy – “Fair Value Groupings and Frequency” stating:
 - a. That for the purposes of fair value reporting, the Shire adopt two groupings – (Infrastructure) and (Land, Buildings, Plant, Furniture and Equipment); and
 - b. That the frequency of revaluations for fair value for each group be five (5) years, commencing with (Land, Buildings, Plant, Furniture and Equipment) in 20/2021.
5. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, accepts the Annual Report for the 2017/2018 financial year, with the following amendments:
 - a. Crop picture on page 21 to enable the text to be readable;
 - b. Insert “Machinery Field Days” on page 5;
 - c. Crop the photo on page 11 to ensure the “Meekatharra” is not showing on the Manager’s shirt; and
 - d. Amend the word “Lake” to “Late” on page 28;
6. In accordance with Section 5.55 of the Local Government Act 1995, authorise the Chief Executive Officer to give local public notice of the availability of the Annual Report from Friday 22 March 2019;
7. Hold the Annual General Meeting of Electors on Thursday, 4 April 2019 at 7.00 pm in the Newdegate Recreation Centre;
8. Endorse that a meeting between the Audit Committee and the Auditor by telephone would satisfy the requirements of Section 7.12A(2) of the *Local Government Act 1995* and that the minutes of the meeting show the auditor was involved and the matters discussed; and
9. endorse that the verbal report by the Shire Auditor, Mr Greg Godwin, from Moore Stephens be noted in the minutes and received.

Voting Requirements

Absolute Majority required for Point 3, simple majority required for the remainder.

Shire of Lake Grace

Audit Committee

Minutes

12 March 2019



Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

CONTENTS	
1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....4
2.0	DISCLAIMER READING4
3.0	RECORD OF ATTENDANCE/APOLOGIES/ LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....4
4.0	RESPONSE TO PREVIOUS PULIC QUESTIONS TAKEN ON NOTICE.....5
5.0	PUBLIC QUESTION TIME5
6.0	PETITIONS/DEPUTATIONS/PRESENTATIONS5
7.0	NOTATIONS OF INTEREST5
7.1	DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A.....5
7.2	DECLARATIONS OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B.....5
7.3	DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C5
8.0	APPLICATIONS FOR LEAVE OF ABSENCE.....5
9.0	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION5
10.0	CONFIRMATION OF MINUTES6
10.1	AUDIT COMMITTEE MEETING – 26 MARCH 20186
11.0	REPORTS OF OFFICERS7
11.1	STATUTORY COMPLIANCE REPORT 20187
11.2	BUDGET REVIEW 2018/201924
11.3	REVIEW OF FREQUENCY FOR FAIR VALUES48
11.4	MEETING WITH THE SHIRE OF LAKE GRACE AUDITORS51
11.5	SHIRE OF LAKE GRACE 2017/2018 ANNUAL REPORT.....52
11.6	2017/2018 ANNUAL ELECTORS GENERAL MEETING.....55
11.4	MEETING WITH THE SHIRE OF LAKE GRACE AUDITORS57
12.0	CLOSURE.....60
13.0	CERTIFICATION60

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

SHIRE OF LAKE GRACE

Minutes of the Shire of Lake Grace Audit Committee Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Tuesday 12 March 2019.

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 5.00 pm.

2.0 DISCLAIMER READING

The following disclaimer was noted by the Committee.

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.

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

Cr SG Hunt	Deputy Shire President
Cr RA Lloyd	
Cr P Stoffberg	
Mr O Farrelly	Community Representative
In Attendance	
Ms D Gobbart	Chief Executive Officer
Ms B Knight	Deputy Chief Executive Officer

Apologies:
Cr AD Marshall

Observers/Visitors
Nil

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

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**

Nil

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

Nil

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

Nil

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

10.0 CONFIRMATION OF MINUTES

10.1 AUDIT COMMITTEE MEETING – 26 MARCH 2018

Recommendation/Resolution

RESOLUTION 0147

Moved Cr Lloyd
Seconded Cr Stoffberg

That the minutes of the Shire of Lake Grace Audit Committee Meeting held on the 26 March 2018 be confirmed as a true and accurate record.

CARRIED 4/0

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

11.0 REPORTS OF OFFICERS**11.1 STATUTORY COMPLIANCE REPORT 2018**

Applicant:	Internal Report
File No.	0582
Attachments:	1. Compliance Audit Return 2018 2. Compliance Audit Return Review - Gary Martin
Author:	Ms Denise Gobbart Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	7 March 2019
Senior Officer:	Ms Denise Gobbart


 Chief Executive Officer
Summary

The purpose of this report is for the Audit Committee to recommend that Council adopt the Statutory Compliance Audit Return (CAR) for the year ending 31 December 2018.

Background

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January 2018 to 31 December 2018. The certified return needs to be submitted to the Director General, Department of Local Government and Regional Development by 31 March 2019.

The Compliance Audit Return must be:

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

A copy of the return is submitted for Councillor's perusal, comment and adoption by Council before 31 March 2019. It is necessary for the Shire President and the Chief Executive Officer (CEO) to sign off the return as a certified copy.

The 2018 Compliance Audit Return was completed externally by Mr Gary Martin – Local Government Consultant. Mr Martin also undertook the review last year.

The compliance review process provides both the CEO and the Council with an additional element of accountability through a check on internal management systems, procedures and record keeping and this demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice.

Comment

There were two items of non-compliance noted out of the 95 items included in the CAR, this equates to an achievement rate of 97.9%. This is a minor improvement on last year's 96.8% result. The matters identified in the Shire of Lake Grace Compliance Audit Return 2018, are as follows:

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Delegation:

The delegation register was reviewed as required; points needing to be addressed are that delegations to the CEO and officers are required to be in writing, this did not happen with all staff.

Page 2, No 13, s5.46(3), Admin Reg 19 – This requirement was difficult to check

Compliance with the requirement to keep a written record of the exercise of a delegation was difficult to review.

Tenders for Providing Goods and Services:

The Shire had six full tender processes (01/2018 to 06/2018) during the review period. The tender process was satisfactory and met the relevant requirements through the relevant requirements.

It was noted that the Shire has a "Tender Checklist" for each tender, however these forms were also incomplete.

Legal Implications

Local Government Act 1995;

Local Government (Administration) Regulations 1996;

Local Government (Audit) Regulations 1996;

Local Government (Elections) Regulations 1997;

Local Government (Functions and General) Regulations 1996;

Local Government (Rules of Conduct) Regulations 2007

Local Government Act 1995

7.13. Regulations as to audits

(1) Regulations may make provision as follows —

- (aa) as to the functions of a CEO in relation to —***
 - (i) a local government audit; and***
 - (ii) a report (an action report) prepared by a local government under section 7.12A(4)(a); and***
 - (iii) an audit report; and***
 - (iv) a report on an audit conducted by a local government under this Act or any other written law;***
- (ab) as to the functions of an audit committee, including in relation to —***
 - (i) the selection and recommendation of an auditor under Division 2; and***
 - (ii) a local government audit; and***
 - (iii) an action report; and***
 - (iv) an audit report; and***
 - (iv) a report on an audit conducted by a local government under this Act or any other written law;***
- (ac) as to the procedure to be followed in selecting an auditor under Division 2;***
- [(ad) deleted]***
- (ae) as to monitoring action taken in respect of any matters raised in an audit report;***
 - (a) with respect to matters to be included in an agreement in writing (agreement) made under section 7.8(1);***
 - (b) for notifications and reports to be given in relation to an agreement, including any variations to, or termination of an agreement;***

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

- (ba) as to a copy of an agreement being provided to the Department;
 - (c) as to the manner in which an application may be made to the Minister for approval as an auditor under section 7.5;
 - (d) in relation to approved auditors, for the following —
 - (i) reviews of, and reports on, the quality of audits conducted;
 - (ii) the withdrawal by the Minister of approval as an auditor;
 - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
 - (e) for the exercise or performance by auditors of their powers and duties under this Part;
 - (f) as to the matters to be addressed in an audit report;
 - (g) requiring an auditor (other than the Auditor General) to provide the Minister with prescribed information as to an audit conducted by the auditor;
 - (h) prescribing the circumstances in which an auditor (other than the Auditor General) is to be considered to have a conflict of interest and requiring an auditor (other than the Auditor General) to disclose in an audit report such information as to a possible conflict of interest as is prescribed;
 - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
 - (i) of a financial nature or not; or
 - (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

Local Government (Audit) Regulations 1996

13. Prescribed statutory requirements for which compliance audit needed (Act s. 7.13(1)(i))
 For the purposes of section 7.13(1)(i) the statutory requirements sets out a table prescribing the relevant sections. The table is as follows;

Local Government Act 1995		
s. 3.57	s. 3.58(3) and (4)	s. 3.59(2), (4) and (5)
s. 5.16	s. 5.17	s. 5.18
s. 5.36(4)	s. 5.37(2) and (3)	s. 5.42
s. 5.43	s. 5.44(2)	s. 5.45(1)(b)
s. 5.46	s. 5.67	s. 5.68(2)
s. 5.70	s. 5.73	s. 5.75
s. 5.76	s. 5.77	s. 5.88
s. 5.103	s. 5.120	s. 5.121
s. 7.1A	s. 7.1B	s. 7.3
s. 7.6(3)	s. 7.9(1)	s. 7.12A
Local Government (Administration) Regulations 1996		

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

r. 18A	r. 18C	r. 18E
r. 18F	r. 18G	r. 19
r. 22	r. 23	r. 28
r. 34B	r. 34C	
Local Government (Audit) Regulations 1996		
r. 7	r. 10	
Local Government (Elections) Regulations 1997		
r. 30G		
Local Government (Functions and General) Regulations 1996		
r. 7	r. 9	r. 10
r. 11A	r. 11	r. 12
r. 14(1), (3) and (5)	r. 15	r. 16
r. 17	r. 18(1) and (4)	r. 19
r. 21	r. 22	r. 23
r. 24	r. 24AD(2), (4) and (6)	r. 24AE
r. 24AF	r. 24AG	r. 24AH(1) and (3)
r. 24AI	r. 24E	r. 24F
Local Government (Rules of Conduct) Regulations 2007		
r. 11		

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Compliance audit return, certified copy of etc. to be given to Executive Director

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

- (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation —
certified in relation to a compliance audit return means signed by —
 - (a) the mayor or president; and
 - (b) the CEO.

Policy Implications

N/A

Consultation

N/A

Financial Implications

It cost approximately \$2,500 for the independent review of the 2018 CAR.

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
 - 4.2.3 Provide a positive and safe workplace

Voting Requirements

Simple majority required

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Recommendation/Resolution

RESOLUTION 0148

Moved Mr Farrelly
Seconded Cr Stoffberg

That the Audit Committee recommends:
That Council;

1. Adopt the Local Government Statutory Compliance Return 1 January 2018 to 31 December 2018 for the Shire of Lake Grace; and
2. Authorise the Shire President and the Chief Executive Officer to endorse the certification contained within the Local Government Statutory Compliance Return.

CARRIED 4/0

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Lake Grace - Compliance Audit Return 2018**Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		Gary Martin
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		Gary Martin
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		Gary Martin
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Gary Martin
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Gary Martin

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Gary Martin
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Gary Martin
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Gary Martin
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Gary Martin
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	N/A		Gary Martin
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Gary Martin
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Gary Martin
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Gary Martin
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Gary Martin
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Gary Martin
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Gary Martin
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes	27 June 2018	Gary Martin
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	No	This requirement is difficult to check	Denise Gobbart
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Gary Martin
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A	No example noted	Gary Martin

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Gary Martin
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Gary Martin
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Gary Martin
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		Gary Martin
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	N/A		Denise Gobbart
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Gary Martin
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Gary Martin
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Gary Martin
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Gary Martin
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Gary Martin
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Gary Martin
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A	No example noted.	Gary Martin

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Gary Martin
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Gary Martin

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Denise Gobbart
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Denise Gobbart

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Gary Martin
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Gary Martin
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	N/A		Gary Martin
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	N/A		Gary Martin
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	N/A	The Audit was not complete at 31 December 2018	Denise Gobbart
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	N/A	The Audit was not complete at 31 December 2018	Denise Gobbart
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Gary Martin

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Gary Martin
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Gary Martin
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	N/A		Gary Martin
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	N/A		Gary Martin
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	N/A		Gary Martin
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	N/A		Gary Martin
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	N/A		Gary Martin
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	No	Not undertaken in 2018	Denise Gobbart
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	Yes	To be determined	Denise Gobbart

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	27 June 2018	Gary Martin
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A	27 June 2018 Plan reviewed with no modification	Gary Martin
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes		Gary Martin
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Denise Gobbart
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A		Denise Gobbart
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes		Gary Martin
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes		Gary Martin

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Gary Martin
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes	Deputy CEO April 2018	Denise Gobbart
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Gary Martin
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Gary Martin
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	28/2/2018	Gary Martin

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Gary Martin
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Gary Martin
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Gary Martin
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Gary Martin
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Gary Martin
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Gary Martin

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Gary Martin
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Gary Martin
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Gary Martin
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Denise Gobbart

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Gary Martin
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Gary Martin
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Gary Martin
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Denise Gobbart
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Gary Martin
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Denise Gobbart
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Gary Martin
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Gary Martin
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Gary Martin
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Gary Martin
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Gary Martin
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Gary Martin

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Gary Martin
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Gary Martin
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Gary Martin
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Gary Martin
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Gary Martin
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Gary Martin
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Gary Martin
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Gary Martin
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Gary Martin

Item 13.2.1

Attachment 1

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.1

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries



I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Lake Grace

Signed CEO, Lake Grace

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

11.2 BUDGET REVIEW 2018/2019

Applicant:	Internal Report	
File No.	0625	
Attachments:	1. Budget Review 2019 & Budget Review Monthly Report Feb 2019	
	2. Budget Review Schedules Feb 2019	
Author:	Ms Belinda Knight	
		Deputy Chief Executive Officer
Disclosure of Interest:	Nil	
Date of Report:	7 March 2019	
Senior Officer:	Ms Denise Gobbart	
		Chief Executive Officer

Summary

To consider and adopt the Budget Review as presented in the document 'Budget Review 2019' for the period 1 July 2018 to 28 February 2019.

Background

The 2019 Budget Review incorporating year to date budget variations and the projected forecasts to 30 June 2019 for the period ending 28 February 2019 is presented for Council to consider. The *Local Government (Financial Management) Regulations 1996*, Regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Comment

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 10% and a \$5,000 minimum for the reporting of material variances to be used in the statements of financial activity and budget review.

Presented to the Audit Committee are the following documents:

Attachment 1 – Budget Review Feb 2019

The budget review document, including a Statement of Financial Activity, Significant Accounting Policies, Summary Graphs – Financial Activity, Net Current Position, Predicted Variances and Budget Amendments since Budget Adoption.

Attachment 2 – Budget Review Schedules Feb 2019

The Schedules have been provided as further background information.

The intent of the Budget Review is to predict where we are going to finish at the 30 June. It is not intended to be a process for wholesale changes to individual accounts, although many local governments do take this opportunity to do so.

Having identified some issues since the adoption of the Annual Budget, there would be a number of accounts that would require adjustments. As in the previous year, the decision has been made to review our budget without making the numerous changes that would be required.

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

This decision is based on the time required to be invested in identify the changes and the end benefit, given that we are into the last quarter of the year. Attention was focussed on material variances of \$5,000 and/or 10% as set by the Shire of Lake Grace.

The net impact of budget amendments and variation to the opening Surplus made throughout the year is a surplus of \$22,168; this is included in the projected budget surplus of \$22,909.

This budget has been reviewed to continue to deliver on strategies and projects adopted by Council and to maintain the levels of service across all programs.

Legal Implications

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
**Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Policy Implications

N/A

Consultation

Internal: Senior Management Team

Financial Implications

The review has incorporated budget amendments authorised by Council to 28 February 2019. With these amendments and projected variances it is anticipated that a surplus of \$22,909.

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

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

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

Absolute majority required

Recommendation/Resolution

RESOLUTION 0149

Moved Cr Lloyd

Seconded Mr Farrelly

That the Audit Committee recommends:

That Council adopt the 2019 Budget Review conducted for the eight (8) months ended 28 February 2019.

CARRIED BY ABSOLUTE MAJORITY OF 4/0

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.2

Attachment 1

**SHIRE OF LAKE GRACE
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2019**

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

TABLE OF CONTENTS

Statement of Budget Review by Nature or Type	1
Statement of Budget Review by Program	2
Note 1 Basis of Preparation	3
Note 2 Summary Graphs - Budget Review	4
Note 3 Net Current Funding Position	5
Note 4 Predicted Variances	7
Note 5 Budget Amendments	8

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.2

Attachment 1

**SHIRE OF LAKE GRACE
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 28TH FEBRUARY 2019**

Note	Budget v Actual		Predicted		Year End (a)+(c)+(d)
	Annual Budget (a)	YTD Actual (b)	Variance Permanen t (c)	Timing (Carryover) (d)	
	\$	\$	\$	\$	\$
OPERATING ACTIVITIES					
Net current assets at start of financial year surplus/(deficit)	3,468,453	3,480,321	11,868		3,480,321 ▲
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions	1,725,309	1,366,661	12,300		1,737,609 ▲
4.1.1 Profit on asset disposals	0	0			0
4.1.2 Fees and charges	375,651	437,384	129,560		505,211 ▲
4.1.7 Interest earnings	104,000	98,103			104,000
4.1.8 Other revenue	5,006,715	3,183,650			5,006,715
	7,211,675	5,085,798	141,860	0	7,353,535
Expenditure from operating activities					
4.2.1 Employee costs	(2,026,123)	(1,151,827)			(2,026,123)
Materials and contracts	(8,475,963)	(4,537,826)	(3,100)		(8,479,063) ▲
4.2.3 Utility charges	(262,819)	(154,918)			(262,819)
Depreciation on non-current assets	(2,965,457)	(1,722,986)			(2,965,457)
Interest expenses	(77,734)	(31,454)			(77,734)
Insurance expenses	(164,453)	(171,428)			(164,453)
4.2.6 Loss on asset disposals	(23,313)	(7,366)			(23,313)
4.2.7 Other expenditure	(207,527)	(95,356)			(207,527)
	(14,203,389)	(7,873,162)	(3,100)	0	(14,206,489)
Operating activities excluded from budget					
Depreciation on assets	2,965,457	(1,722,986)			2,965,457
4.4.3 (Profit)/loss on asset disposal	23,313	(7,366)			23,313
Adjust provisions and accruals	0				0
Amount attributable to operating activities	(534,491)	(1,037,395)	150,628	0	(383,863)
INVESTING ACTIVITIES					
4.1.3 Non-operating grants, subsidies and contributions	1,692,815	406,561			1,692,815
Purchase land and buildings	(447,432)	(134,282)	(5,500)		(452,932) ▲
Purchase plant and equipment	(327,000)	(159,580)			(327,000)
Purchase furniture and equipment	(17,000)	(1,153)			(17,000)
Purchase and construction of infrastructure-roads	(2,924,130)	(1,052,038)			(2,924,130)
Purchase and construction of infrastructure-other	(425,380)	(11,201)	(17,960)		(443,340) ▲
Proceeds from disposal of assets	75,000	0			75,000
Amount attributable to investing activities	(2,373,127)	(951,693)	(23,460)	0	(2,396,587)
FINANCING ACTIVITIES					
Proceeds from self supporting loans	33,029	0			33,029
assets)	3,524	0			3,524
10 Repayment of debentures	(250,054)	(177,366)			(250,054)
9 Transfers to cash backed reserves (restricted assets)	(1,053,000)	(42,094)	(105,000)		(1,158,000) ▲
Amount attributable to financing activities	(1,266,501)	(219,460)	(105,000)	0	(1,371,501)
Budget deficiency before general rates	(4,174,119)	(2,208,547)	22,168	0	(4,151,951)
Estimated amount to be raised from general rates	4,174,860	4,116,036			4,174,860
Closing funding surplus/(deficit)					
2	741	1,907,489	22,168	0	22,909 ▲

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.2

Attachment 1

Note	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	Material Variance
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	3,468,453	3,480,321	11,868		3,480,321	▲
Revenue from operating activities (excluding rates)						
Governance	11,800	14,839			11,800	
General purpose funding	1,494,063	1,137,325			1,494,063	
Law, order, public safety	133,971	81,897			133,971	
Health	4,910	8,163	4,560		9,470	▲
Education and welfare	2,000	4,357			2,000	
Housing	21,000	13,886			21,000	
Community amenities	153,061	185,856	20,000		173,061	▲
Recreation and culture	61,894	39,528	12,300		74,194	▲
Transport	5,123,273	3,347,190			5,123,273	
Economic services	119,903	192,842	105,000		224,903	▲
Other property and services	86,000	80,114			86,000	
	7,211,675	5,085,798	141,860	0	7,353,535	
Expenditure from operating activities						
Governance	(404,226)	(275,760)			(404,226)	
General purpose funding	(184,261)	(85,879)			(184,261)	
Law, order, public safety	(309,720)	(169,475)	(800)		(310,520)	▲
Health	(341,325)	(127,797)	10,000		(331,325)	▼
Education and welfare	(76,101)	(21,827)			(76,101)	
Housing	(193,547)	(101,524)			(193,547)	
Community amenities	(981,516)	(434,873)			(981,516)	
Recreation and culture	(2,089,181)	(1,285,112)	(12,300)		(2,101,481)	▲
Transport	(8,928,123)	(5,030,861)			(8,928,123)	
Economic services	(606,641)	(295,273)			(606,641)	
Other property and services	(88,748)	(44,781)			(88,748)	
	(14,203,389)	(7,873,162)	(3,100)	0	(14,206,489)	
Operating activities excluded from budget						
Depreciation on assets	2,965,457	(1,722,986)			2,965,457	
Adjust (Profit)/Loss on Asset Disposal	23,313	(7,366)			23,313	
Adjust Provisions and Accruals	0	0			0	
Amount attributable to operating activities	(534,491)	(1,037,395)	150,628	0	(383,863)	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	1,692,815	406,561			1,692,815	
Purchase land and buildings	(447,432)	(134,282)	(5,500)		(452,932)	▲
Purchase plant and equipment	(327,000)	(159,580)			(327,000)	
Purchase furniture and equipment	(17,000)	(1,153)			(17,000)	
Purchase and construction of infrastructure - roads	(2,924,130)	(1,052,038)			(2,924,130)	
Purchase and construction of infrastructure - other	(425,380)	(11,201)	(17,960)		(443,340)	▲
Proceeds from disposal of assets	75,000	0			75,000	
Amount attributable to investing activities	(2,373,127)	(951,693)	(23,460)	0	(2,396,587)	
FINANCING ACTIVITIES						
Repayment of borrowings	10 (250,054)	(177,366)			(250,054)	
Proceeds from new borrowings	0	0			0	
Advances to community groups	0	0			0	
Proceeds from self supporting loans	33,029	0			33,029	
Transfers to cash backed reserves (restricted assets)	9 (1,053,000)	(42,094)	(105,000)		(1,158,000)	▲
Transfers from cash backed reserves (restricted assets)	9 3,524	0			3,524	
Amount attributable to financing activities	(1,266,501)	(219,460)	(105,000)	0	(1,371,501)	
Budget deficiency before general rates	(4,174,119)	(2,208,547)	22,168	0	(4,151,951)	
Estimated amount to be raised from general rates	4,174,860	4,116,036			4,174,860	
Closing Funding Surplus(Deficit)	2 741	1,907,489	22,168	0	22,909	▲

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.2

Attachment 1

**SHIRE OF LAKE GRACE
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2019**

1. BASIS OF PREPARATION

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget review report are presented below and have been consistently applied unless stated otherwise.

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 Shire of Lake Grace controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

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.

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.

2017/18 ACTUAL BALANCES

Balances shown in this budget review report as 2017/2018 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

All figures shown in this budget review report are rounded to the nearest dollar.

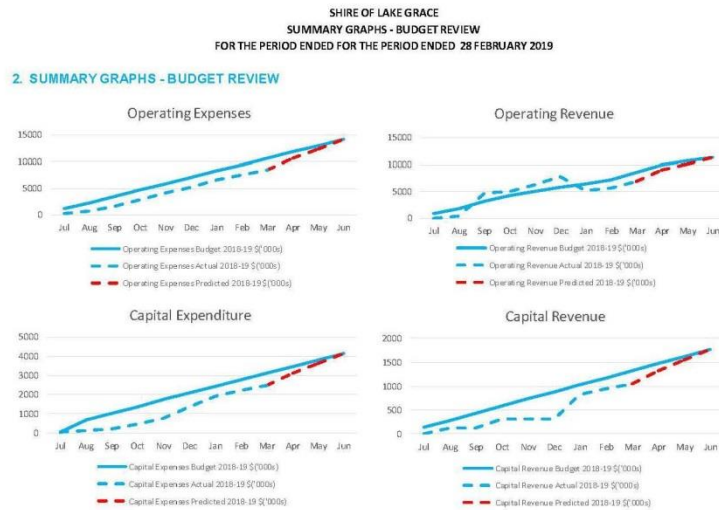
BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.2

Attachment 1



This information is to be read in conjunction with the accompanying financial statements and notes.

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.2

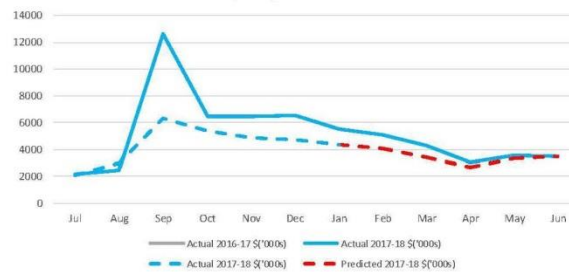
Attachment 1

NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2019

3. NET CURRENT FUNDING POSITION

	Positive=Surplus (Negative=Deficit) 2018-19		
	Budget Opening surplus 30/06/2018	Actual Closing Surplus 30/06/2018	Same Period Last Year 31/12/2017
Note	\$	\$	\$
Current assets			
Cash unrestricted	1,867,795	1,867,287	3,605,903
Cash restricted	3,979,146	3,979,655	2,779,862
Receivables - rates and rubbish	70,068	70,068	633,549
Receivables - other	3,304,054	4,090,968	226,011
Inventories	9,896	9,896	8,807
	<u>9,230,959</u>	<u>10,017,872</u>	<u>7,254,132</u>
Less: current liabilities			
Payables	(1,750,331)	(2,525,375)	(82,621)
Long Term Borrowings	(250,052)	(250,052)	
Provisions	(325,465)	(332,469)	(297,262)
	<u>(2,325,848)</u>	<u>(3,107,896)</u>	<u>(379,883)</u>
Less: cash restricted	(3,979,146)	(3,979,147)	(2,779,862)
Less: Loans receivable	(33,029)	(33,029)	(32,000)
Add: Current portion of borrowings	250,052	250,052	
Less: Provisions - Employee	325,465	332,469	297,262
Net current funding position	<u>3,468,453</u>	<u>3,480,321</u>	<u>4,358,649</u>

Liquidity Over the Year



Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.2

Attachment 1

**NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2019**

3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities in Note 2 Net Current Assets of the budget.

TRADE AND OTHER RECEIVABLES

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.

INVENTORIES

General

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.

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 Shire of Lake Grace's operational cycle. In the case of liabilities where the Shire of Lake Grace 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 sale where it is held as non-current based on the Shire of Lake Grace's intentions to release for sale.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Lake Grace prior to the end of the financial year that are unpaid and arise when the Shire of Lake Grace 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.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Lake Grace'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 of Lake Grace's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Lake Grace's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Lake Grace has a 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.

RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Lake Grace 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.

Shire of Lake Grace Audit Committee Meeting Minutes 12 March 2019

Item 11.2

Attachment 1

NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28TH FEBRUARY 2019

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.2 FEES AND CHARGES		
Rent-New degate Medical Centre	4,560	
Tip Fees	20,000	
Sale of Gravel	105,000	
4.1.3 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Reimbursement of expenses	12,300	
4.2 OPERATING EXPENSES		
4.2.2 MATERIAL AND CONTRACTS		
Purchase Bushfire P&E	(800)	
Damage to Lake King Shelter	(12,300)	
Mosquito control	10,000	
4.4 CAPITAL EXPENSES		
4.4.2 LAND AND BUILDINGS		
Lake Grace ILU	(5,500)	
4.4.6 INFRASTRUCTURE ASSETS - OTHER		
Oval Dam	(17,960)	
4.5 OTHER ITEMS		
4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)		
Surplus on sale of gravel	(105,000)	
4.5.2 OPENING FUNDING SURPLUS (DEFICIT)	11,868	
Total Predicted Variances as per Annual Budget Review	22,168	0

NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2019

5. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
	Budget Adoption		Opening Surplus/Deficit			7,410	
EB51070	Purchase of Bushfire PSE-41200	12883	Operating Expenses	11,888	(800)	12,688	Confirmed from 1718 Audit
EB75012	Mosquito Control		Operating Expenses	10,000		21,808	Council Decision
ET74453	Rent - New degate Medical Centre		Operating Revenue	4,560		26,368	Costs low er than expected
EB02120	Lake Grace Independent Living Units Cap Exp		Capital Expenses		(5,500)	20,868	Rent not included in budget
101420	Ty Fees		Operating Revenue	20,000		28,868	Council Decision
E115380	Lake King Parks & Gardens		Operating Expenses		(12,300)	16,568	Scrap Metal requiring not budgeted for
E113435	Reimbursements - Other Recreation & Sport		Operating Revenue	12,300		14,868	Shade Shelter Damage
1358110	Sale of Gravel		Operating Revenue	105,000		45,868	Shade Shelter Damage reimbursement
E115145	Sports Oval Main Upgrade Cap Exp	12910	Capital Expenses		(17,960)	127,908	WANDRRA Sales
E150018	Works & Services - Transfer To Reserve Cap Exp		Capital Expenses		(105,000)	22,908	Council Decision
Amended Budget Cash Position as per Council Resolution				163,728	(141,560)	22,908	



SHIRE OF LAKE GRACE

SCHEDULES 2 TO 14

(By Program)

FOR THE PERIOD 1 JULY 2018 TO 28 FEBRUARY 2019

TABLE OF CONTENTS

	Page
Schedule 2 - General Fund Summary	2
Schedule 3 - General Purpose Funding	3 to 6
Schedule 4 - Governance	7 to 10
Schedule 5 - Law, Order, Public Safety	11 to 14
Schedule 7 - Health	15 to 19
Schedule 8 - Education & Welfare	20 to 21
Schedule 9 - Housing	22 to 27
Schedule 10 - Community Amenities	28 to 34
Schedule 11 - Recreation & Culture	35 to 44
Schedule 12 - Transport	45 to 50
Schedule 13 - Economic Services	51 to 57
Schedule 14 - Other Property & Services	58 to 63

SCHEDULE 03 - GENERAL PURPOSE FUNDING								
Financial Statement for Period Ended								
28 February 2019								
PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>								
Rate Revenue		183,261		122,152		85,878.70		184,206.30
General Purpose Grants		0		0		0.00		0.00
General Financing		1,000		664		0.00		1,000.00
<u>OPERATING REVENUE</u>								
Rate Revenue	3,013,376		2,008,888		2,944,358.98		3,013,376.00	
General Purpose Grants	1,372,558		915,032		1,029,418.50		1,372,558.00	
General Financing	80,000		53,328		75,301.33		80,000.00	
SUB-TOTAL	4,465,934	184,261	2,977,248	122,816	4,049,078.81	85,878.70	4,465,934.00	185,206.30
<u>CAPITAL EXPENDITURE</u>								
Rate Revenue		0		0		0.00		0.00
General Purpose Grants		0		0		0.00		0.00
General Financing		45,000		30,000		0.00		45,000.00
<u>CAPITAL REVENUE</u>								
Rate Revenue	0		0		0.00		0.00	
General Purpose Grants	0		0		0.00		0.00	
General Financing	0		0		0.00		0.00	
SUB-TOTAL	0	45,000	0	30,000	0.00	0.00	0.00	45,000.00
TOTAL - PROGRAMME SUMMARY	4,465,934	229,261	2,977,248	152,816	4,049,078.81	85,878.70	4,465,934.00	230,206.30

SCHEDULE 04 - GOVERNANCE Financial Statement for Period Ended 28 February 2019								
PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>								
Members of Council		355,106		236,704		178,119.75		355,106.32
Governance General		49,120		32,584		97,640.23		49,119.96
<u>OPERATING REVENUE</u>								
Members of Council	200		128		0.00		200.00	
Governance General	11,400		7,576		14,639.40		11,400.00	
SUB-TOTAL	11,600	404,226	7,704	269,288	14,639.40	275,759.98	11,600.00	404,226.28
<u>CAPITAL EXPENDITURE</u>								
Members of Council		0		0		0.00		0.00
Governance General		136,967		91,288		89,207.11		136,967.00
<u>CAPITAL REVENUE</u>								
Members of Council	0		0		0.00		0.00	
Governance General	0		0		0.00		0.00	
SUB-TOTAL	0	136,967	0	91,288	0.00	89,207.11	0.00	136,967.00
TOTAL - PROGRAMME SUMMARY	11,600	541,193	7,704	360,576	14,639.40	364,967.09	11,600.00	541,193.28

SCHEDULE 05 - LAW, ORDER, PUBLIC SAFETY

Financial Statement for Period Ended

28 February 2019

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
	\$	\$	\$	\$	\$	\$	\$	\$
<u>OPERATING EXPENDITURE</u>								
Fire Prevention		132,106		87,928		75,823.86		132,905.92
Animal Control		45,809		30,528		21,155.20		45,809.32
Emergency Services		131,805		87,840		72,495.89		131,805.28
<u>OPERATING REVENUE</u>								
Fire Prevention	30,846		20,560		19,933.75		30,846.00	
Animal Control	6,600		4,392		3,426.48		6,600.00	
Emergency Services	96,525		64,344		58,536.68		96,525.00	
SUB-TOTAL	133,971	309,720	89,296	206,296	81,896.91	169,474.95	133,971.00	310,520.52
<u>CAPITAL EXPENDITURE</u>								
Fire Prevention		0		0		0.00		0.00
Animal Control		0		0		0.00		0.00
Emergency Services		0		0		0.00		0.00
<u>CAPITAL REVENUE</u>								
Fire Prevention	0		0		0.00		0.00	
Animal Control	0		0		0.00		0.00	
Emergency Services	0		0		0.00		0.00	
SUB-TOTAL	0	0	0	0	0.00	0.00	0.00	0.00
TOTAL - PROGRAMME SUMMARY	133,971	309,720	89,296	206,296	81,896.91	169,474.95	133,971.00	310,520.52

SCHEDULE 07 - HEALTH Financial Statement for Period Ended 28 February 2019								
PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE								
Preventative Services - Administration/Inspections		88,941		59,280		43,609.85		88,941.05
Preventative Services - Pest Control		37,289		24,848		5,547.78		27,288.63
Preventative Services - Other		4,483		2,984		2,187.96		4,483.23
Other Health		210,612		140,168		76,451.85		210,611.65
OPERATING REVENUE								
Preventative Services - Administration/Inspections	3,160		2,104		3,966.82		3,160.00	
Preventative Services - Pest Control	0		0		0.00		0.00	
Preventative Services - Other	0		0		0.00		0.00	
Other Health	1,750		1,160		4,196.36		6,310.00	
SUB-TOTAL	4,910	341,325	3,264	227,280	8,163.18	127,797.44	9,470.00	331,324.56
CAPITAL EXPENDITURE								
Preventative Services - Administration/Inspections		0		0		0.00		0.00
Preventative Services - Pest Control		0		0		0.00		0.00
Preventative Services - Other		0		0		0.00		0.00
Other Health		195,764		130,504		25,763.80		195,764.00
CAPITAL REVENUE								
Preventative Services - Administration/Inspections	0		0		0.00		0.00	
Preventative Services - Pest Control	0		0		0.00		0.00	
Preventative Services - Other	0		0		0.00		0.00	
Other Health	0		0		0.00		0.00	
SUB-TOTAL	0	195,764	0	130,504	0.00	25,763.80	0.00	195,764.00
TOTAL - PROGRAMME SUMMARY	4,910	537,089	3,264	357,784	8,163.18	153,561.24	9,470.00	527,088.56

SCHEDULE 08 - EDUCATION & WELFARE

Financial Statement for Period Ended

28 February 2019

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
	\$	\$	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE								
Care of Families & Children		58,601		39,000		17,874.09		58,600.87
Aged & Disabled - Senior Citizens		5,000		3,328		1,333.31		5,000.00
Other Welfare		12,500		8,328		2,619.36		12,500.00
OPERATING REVENUE								
Care of Families & Children	0		0		0.00		0.00	
Aged & Disabled - Senior Citizens	1,000		664		975.00		1,000.00	
Other Welfare	1,000		664		3,382.00		1,000.00	
SUB-TOTAL	2,000	76,101	1,328	50,656	4,357.00	21,826.76	2,000.00	76,100.87
CAPITAL EXPENDITURE								
Care of Families & Children		0		0		0.00		0.00
Aged & Disabled - Senior Citizens		0		0		0.00		0.00
Other Welfare		0		0		0.00		0.00
CAPITAL REVENUE								
Care of Families & Children	0		0		0.00		0.00	
Aged & Disabled - Senior Citizens	0		0		0.00		0.00	
Other Welfare	0		0		0.00		0.00	
SUB-TOTAL	0	0	0	0	0.00	0.00	0.00	0.00
TOTAL - PROGRAMME SUMMARY	2,000	76,101	1,328	50,656	4,357.00	21,826.76	2,000.00	76,100.87

SCHEDULE 09 - HOUSING								
Financial Statement for Period Ended								
28 February 2019								
PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
<u>OPERATING EXPENDITURE</u>								
Housing - Staff		13,872		8,864		9,383.46		13,872.42
Housing - Other		61,795		41,136		29,609.59		61,795.00
Housing - LOGCHOP		23,319		15,544		13,437.57		23,319.40
Housing - Joint Venture		48,809		32,536		28,449.10		48,809.40
Housing - Lakes Village		45,752		30,480		20,644.32		45,752.40
<u>OPERATING REVENUE</u>								
Housing - Staff	0		0		0.00			0.00
Housing - Other	21,000		14,000		13,885.73		21,000.00	
Housing - LOGCHOP	0		0		0.00			0.00
Housing - Joint Venture	0		0		0.00			0.00
Housing - Lakes Village	0		0		0.00			0.00
SUB-TOTAL	21,000	193,547	14,000	128,560	13,885.73	101,524.04	21,000.00	193,548.62
<u>CAPITAL EXPENDITURE</u>								
Housing - Staff		508,120		338,696		57,446.84		508,120.00
Housing - Other		22,033		14,680		10,776.16		27,533.00
Housing - LOGCHOP		20,000		13,328		19,525.00		20,000.00
Housing - Joint Venture		0		0		0.00		0.00
Housing - Lakes Village		0		0		0.00		0.00
<u>CAPITAL REVENUE</u>								
Housing - Staff	0		0		0.00			0.00
Housing - Other	0		0		0.00			0.00
Housing - LOGCHOP	0		0		0.00			0.00
Housing - Joint Venture	0		0		0.00			0.00
Housing - Lakes Village	0		0		0.00			0.00
SUB-TOTAL	0	550,153	0	366,704	0.00	87,748.00	0.00	555,653.00
TOTAL - PROGRAMME SUMMARY	21,000	743,700	14,000	495,264	13,885.73	189,272.04	21,000.00	749,201.62

SCHEDULE 10 - COMMUNITY AMENITIES								
Financial Statement for Period Ended								
28 February 2019								
PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
	\$	\$	\$	\$	\$	\$	\$	\$
OPERATING EXPENDITURE								
Sanitation - Household Refuse		364,956		243,216		206,547.53		364,955.66
Sanitation - Other		19,521		12,992		5,852.00		19,521.44
Sewerage		183,873		122,560		40,921.60		183,873.05
Urban Drainage		23,108		15,392		3,383.50		23,108.42
Protection of the Environment		35,000		23,328		0.00		35,000.00
Town Planning & Regional Development		130,123		86,720		59,809.35		130,123.05
Other Community Amenities		224,935		149,560		118,359.38		224,934.53
OPERATING REVENUE								
Sanitation - Household Refuse	139,561		93,024		159,768.34		159,561.00	
Sanitation - Other	0		0		10,267.87		0.00	
Sewerage	144,566		96,368		144,497.27		144,566.00	
Protection of the Environment	0		0		0.00		0.00	
Town Planning & Regional Development	6,000		4,000		12,230.63		6,000.00	
Other Community Amenities	6,000		4,000		2,157.27		6,000.00	
SUB-TOTAL	296,127	981,516	197,392	653,768	328,921.38	434,873.36	316,127.00	981,516.15
CAPITAL EXPENDITURE								
Other Community Amenities		0		0		133.40		0.00
CAPITAL REVENUE								
SUB-TOTAL	0	0	0	0	0.00	133.40	0.00	0.00
TOTAL - PROGRAMME SUMMARY								
	296,127	981,516	197,392	653,768	328,921.38	435,006.76	316,127.00	981,516.15

SCHEDULE 11 - RECREATION & CULTURE								
Financial Statement for Period Ended								
28 February 2019								
PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE								
Public Halls and Civic Centres		265,845		176,896		139,272.02		265,845.59
Swimming Pools		241,896		161,168		171,526.80		241,896.07
Other Recreation and Sport		1,259,602		839,016		843,527.06		1,271,902.61
TV & Radio Rebroadcasting		17,045		11,328		9,395.26		17,045.23
Libraries		90,488		60,248		43,931.31		90,488.53
Other Culture		132,808		88,488		50,368.88		132,808.30
Heritage		81,497		54,024		27,090.25		81,497.24
OPERATING REVENUE								
Public Halls and Civic Centres	11,000		7,328		6,541.36		11,000.00	
Swimming Pools	18,500		12,320		16,506.28		18,500.00	
Other Recreation and Sport	1,179,832		786,480		1,078,859.33		1,192,132.00	
Libraries	200		128		0.00		200.00	
Other Culture	100		64		0.00		100.00	
Heritage	0		0		188.18		0.00	
SUB-TOTAL	1,209,632	2,089,181	806,320	1,391,168	1,102,095.15	1,285,111.58	1,221,932.00	2,101,483.57
CAPITAL EXPENDITURE								
Public Halls and Civic Centres		48,893		32,560		15,349.98		48,893.00
Swimming Pools		152,951		101,960		30,480.91		152,951.00
Other Recreation and Sport		409,806		273,104		63,720.64		427,766.00
Other Culture		5,000		3,328		0.00		5,000.00
Heritage		3,128		2,072		0.00		3,128.00
CAPITAL REVENUE								
Other Recreation and Sport	9,960		6,640		9,960.24		9,960.00	
TV & Radio Rebroadcasting	3,524		2,336		0.00		3,524.00	
SUB-TOTAL	13,484	619,778	8,976	413,024	9,960.24	109,551.53	13,484.00	637,738.00
TOTAL - PROGRAMME SUMMARY	1,223,116	2,708,959	815,296	1,804,192	1,112,055.39	1,394,663.11	1,235,416.00	2,739,221.57

SCHEDULE 12 - TRANSPORT								
Financial Statement for Period Ended								
28 February 2019								
PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE								
Construction Roads, Bridges and Depots		1,717,230		1,144,616		719,448.78		1,717,230.00
Maintenance Roads, Bridges and Depots		6,942,805		4,628,176		4,149,590.57		6,942,804.70
Road Plant Purchases		60,161		40,096		32,243.13		60,161.23
Traffic Licensing & Control		153,566		102,352		85,593.86		153,565.96
Aerodromes		54,361		36,168		43,983.40		54,360.81
OPERATING REVENUE								
Construction Roads, Bridges and Depots	1,605,000		1,069,992		405,211.00		1,605,000.00	
Maintenance Roads, Bridges and Depots	5,097,773		3,398,504		3,328,288.70		5,097,773.00	
Road Plant Purchases	0		0		0.00		0.00	
Traffic Licensing & Control	25,500		16,992		18,900.86		25,500.00	
Aerodromes	0		0		0.00		0.00	
SUB-TOTAL	6,728,273	8,928,123	4,485,488	5,951,608	3,752,400.56	5,030,860.74	6,728,273.00	8,928,122.70
CAPITAL EXPENDITURE								
Construction Roads, Bridges and Depots		3,104,430		2,069,208		2,121,038.23		3,104,430.00
Maintenance Roads, Bridges and Depots		45,082		30,048		22,328.51		45,082.00
Road Plant Purchases		565,000		376,664		100,000.00		565,000.00
Traffic Licensing & Control		0		0		0.00		0.00
Aerodromes		0		0		0.00		0.00
CAPITAL REVENUE								
Construction Roads, Bridges and Depots	0		0		0.00		0.00	
Maintenance Roads, Bridges and Depots	0		0		0.00		0.00	
Road Plant Purchases	0		0		0.00		0.00	
Traffic Licensing & Control	0		0		0.00		0.00	
Aerodromes	0		0		0.00		0.00	
SUB-TOTAL	0	3,714,512	0	2,475,920	0.00	2,243,366.74	0.00	3,714,512.00
TOTAL - PROGRAMME SUMMARY	6,728,273	12,642,635	4,485,488	8,427,528	3,752,400.56	7,274,227.48	6,728,273.00	12,642,634.70

SCHEDULE 13 - ECONOMIC SERVICES
Financial Statement for Period Ended
28 February 2019

PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE								
Rural Services		30,277		20,160		4,917.41		30,277.03
Tourism and Area Promolon		236,635		157,648		122,875.59		236,634.60
Building Control		119,392		79,584		69,170.23		119,392.13
Saleyards & Markets		17,864		11,864		2,123.75		17,864.00
Other Economic Services		176,960		117,890		84,109.29		176,960.32
Land Development		25,513		17,000		12,076.53		25,512.87
OPERATING REVENUE								
Tourism and Area Promolon	10,532		7,008		4,645.70		10,532.00	
Building Control	6,620		4,400		1,276.57		6,620.00	
Saleyards & Markets	0		0		0.00		0.00	
Other Economic Services	102,751		68,480		186,920.11		207,751.00	
Land Development	0		0		0.00		0.00	
SUB-TOTAL	119,903	606,641	79,888	404,138	192,842.38	295,272.80	224,903.00	606,640.95
CAPITAL EXPENDITURE								
Rural Services		0		0		0.00		0.00
Tourism and Area Promolon		11,118		7,400		187.76		11,118.00
Other Economic Services		100,548		67,016		36,312.27		205,548.00
Land Development		8,293		5,528		8,293.41		8,293.00
CAPITAL REVENUE								
Other Economic Services	23,069		15,376		11,441.41		23,069.00	
Land Development	0		0		0.00		0.00	
SUB-TOTAL	23,069	119,959	15,376	79,944	11,441.41	44,793.44	23,069.00	224,959.00
TOTAL - PROGRAMME SUMMARY	142,972	726,600	95,264	484,080	204,283.79	340,066.24	247,972.00	831,599.95

SCHEDULE 14 - OTHER PROPERTY & SERVICES								
Financial Statement for Period Ended								
28 February 2019								
PROGRAMME SUMMARY	Budget		YTD Budget		YTD Actual		Projected Actual	
	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING EXPENDITURE								
Private Works		13,248		8,808		12,626.88		13,248.23
Public Works Overheads		45,000		29,928		(14,737.96)		45,000.48
Plant Operation Overheads		29,000		19,304		42,177.03		29,002.75
Salaries and Wages		500		328		4,715.39		500.00
Unclassified		1,000		664		0.00		1,000.00
OPERATING REVENUE								
Private Works	10,000		6,664		3,534.88		10,000.00	
Public Works Overheads	45,000		30,000		32,825.00		45,000.00	
Plant Operation Overheads	29,500		19,656		19,050.28		29,500.00	
Salaries and Wages	500		328		4,704.21		500.00	
Unclassified	1,000		664		0.00		1,000.00	
SUB-TOTAL	86,000	88,748	57,312	59,032	60,114.37	44,781.34	86,000.00	88,751.46
CAPITAL EXPENDITURE								
Private Works		0		0		0.00		0
Public Works Overheads		11,863		7,904		11,862.66		11,863.00
Plant Operation		0		0		0.00		0.00
Salaries and Wages		50,000		33,328		0.00		50,000.00
Unclassified		0		0		0.00		0.00
CAPITAL REVENUE								
SUB-TOTAL	0	61,863	0	41,232	0.00	11,862.66	0.00	61,863.00
TOTAL - PROGRAMME SUMMARY								
	86,000	150,611	57,312	100,264	60,114.37	56,644.00	86,000.00	150,614.46

11.3 REVIEW OF FREQUENCY FOR FAIR VALUES

Applicant: Internal Report
File No. 0202
Attachments: Nil
Author: Ms Belinda Knight

Disclosure of Interest: Nil
Date of Report: 5 March 2018
Senior Officer: Ms Denise Gobbart


 Deputy Chief Executive Officer


 Chief Executive Officer

Summary

The purpose of this item is for the Audit Committee to recommend to Council to adopt a policy relating to the frequency of fair value reporting.

Background

The Shire has in the past been undertaking the fair value assessment of each class of asset every three years. As of 26 June 2018, the requirement is that the asset classes be revalued at least every three (3) years, but no more than five (5) years.

The advantage to undertaking the revaluation of assets every five years is:

- Considerable financial savings can be made by extending the period from three years to five years;
- Considerable time savings for staff during the year, as there will no longer be the need to call for quotes and appointment of a suitable valuer to undertake the fair value reporting, as well as speeding up the time taken to complete the annual financial report. Fair value reporting is notoriously time consuming;
- Affords the Shire an opportunity to group asset classes into two classes requiring only two Valuation companies to undertake each revaluation every five years – (Infrastructure) and (Land, Buildings, Plant, Furniture and Equipment).

The schedule of valuations into the future would then become:

- Land, Buildings, Plant, Furniture and Equipment – 2020/2021
- Infrastructure Assets – 2022/2023

Comment

Should Council accept the decision to undertake fair value reporting based on the above timetable, a new Policy will be created to state this.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) Regulations 1995 – Reg 17A(4)

17A. Assets, valuation of for financial reports etc.

(1) In this regulation —

carrying amount, in relation to an asset, means the carrying amount of the asset determined in accordance with the AAS;

fair value, in relation to an asset, means the fair value of the asset measured in accordance with the AAS.

(2) Subject to subregulation (3), the value of an asset shown in a local government's financial reports must be the fair value of the asset.

- (3) *A local government must show in each financial report —*
- (a) *for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and*
 - (b) *for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government —*
 - (i) *that are plant and equipment; and*
 - (ii) *that are —*
 - (I) *land and buildings; or*
 - (II) *infrastructure;*
 - and*
 - (c) *for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.*
- (4) *A local government must revalue an asset of the local government —*
- (a) *whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount;*
 - and*
 - (b) *in any event, within a period of at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued.*
- (5) *An asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5 000.*

Policy Implications

New Policy to be created

Consultation

Internal Denise Gobbart, Chief Executive Officer

External Moore Stephens (Auditors)

Financial Implications

Financial implications for the 2018/2019 financial year would be in the order of \$15,000 (as per the 2018/2019 Budget).

Strategic Implications

Shire of Lake Grace Community Strategic Plan 2017 – 2027

Leadership Objective – 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 0150

Moved Cr Stoffberg
Seconded Cr Lloyd

That the Audit Committee recommends to Council to:

1. Adopt new Policy – “Fair Value Groupings and Frequency” stating:
 - a. That for the purposes of fair value reporting, the Shire adopt two groupings – (Infrastructure) and (Land, Buildings, Plant, Furniture and Equipment); and
 - b. That the frequency of revaluations for fair value for each group be five (5) years, commencing with (Land, Buildings, Plant, Furniture and Equipment) in 2020/2021.

CARRIED 4/0

11.4 MEETING WITH THE SHIRE OF LAKE GRACE AUDITORS

This item was considered at the end of the meeting at 5.49 pm when Council's Auditor, Mr Greg Godwin from Moore Stephens, joined the meeting via telephone.

11.5 SHIRE OF LAKE GRACE 2017/2018 ANNUAL REPORT

Applicant: Internal Report
File No. 0202
Attachments: 1. 2017/2018 Annual Report
Author: Ms Denise Gobbart
 Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 5 March 2019
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer

Summary

The purpose of this item is for the Audit Committee to recommend to Council to receive the Annual Report for the year ended 30 June 2018.

Background

The Annual Financial Report for the year ended 30 June 2018 was presented to the Shire of Lake Grace's auditor on 30 September 2018. The auditors undertook the annual site visit on the 18 and 19 December 2018. The Audit was completed and signed off on 26 February 2019.

Section 5.54 'Acceptance of Annual Reports' of the *Local Government Act 1995* requires an Annual Report to be accepted by Council by 31 December in each year unless the Auditors Report is not available in time. The *Local Government Act 1995* Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December then it must be presented within two (2) months of the Auditors Report becoming available.

It is intended that the advert advising of the Annual Electors Meeting and 2017/2018 Annual Report availability will be placed in the West Australian. Notices will also be placed on our Notice Boards and the website.

Comment

The completion of the audit and the financial report confirms all figures for the 2017/18 year including the carried forward position at 30 June 2018.

The 2017/18 end of year surplus of \$3,480,321 varies to the 2018/19 budget surplus estimate of \$3,468,453. The surplus varied by \$11,868 due to minor adjustments made in the treatment of transactions during the audit.

Legal Implications

Local Government Act 1995

Section 5.53 Annual Reports;

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and

- (f) the financial report for the financial year; and
- (g) such information as may be prescribed in relation to the payments made to employees; and
- (h) the auditor's report for the financial year; and
- (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require;
- and
- (i) such other information as may be prescribed.

Local Government Act 1995**Section 5.54 Acceptance of Annual Reports;**

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Local Government Act 1995**Section 5.55 Notice of Annual Reports;**

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Policy Implications

N/A

Consultation

Internal Denise Gobbart, Chief Executive Officer

External Moore Stephens (Auditors)

Financial Implications

N/A

Strategic Implications

Shire of Lake Grace Community Strategic Plan 2017 – 2027

Leadership Objective – 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

That the Audit Committee recommends to Council to:

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, accepts the Annual Report for the 2017/2018 financial year; and
2. In accordance with Section 5.55 of the *Local Government Act 1995*, authorise the Chief Executive Officer to give local public notice of the availability of the Annual Report from Friday 22 March 2019.

Resolution

RESOLUTION 0151

Moved Cr Lloyd

Seconded Cr Stoffberg

That the Audit Committee recommends to Council to:

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, accepts the Annual Report for the 2017/2018 financial year, with the following amendments:
 - a. Crop picture on page 21 to enable the text to be readable;
 - b. Insert "Machinery Field Days" and delete "Field Day" on page 5;
 - c. Crop the photo on page 11 to ensure the "Meekatharra" is not showing on the Manager's shirt; and
 - d. Amend the word "Lake" to "Late" on page 28;
2. In accordance with Section 5.55 of the *Local Government Act 1995*, authorise the Chief Executive Officer to give local public notice of the availability of the Annual Report from Friday 22 March 2019.

CARRIED 4/0

REASON FOR CHANGE TO RESOLUTION: To correct minor wording errors and adjust pictures presented in the Annual Report.

11.6 2017/2018 ANNUAL ELECTORS GENERAL MEETING

Applicant:	Internal Report
File No.	0202
Attachments:	Nil
Author:	Ms Denise Gobbart Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	5 March 2018
Senior Officer:	Ms Denise Gobbart


 Chief Executive Officer
Summary

For the Audit Committee to recommend to Council to endorse the date for the Annual Electors' General Meeting set by the Chief Executive Officer.

Background

The Annual Electors' General Meeting is to be held within 56 days of the local government accepting the Annual Report.

A requirement of setting the date is that 14 days local public notice is required for advertising the meeting. Providing the Annual Report is endorsed at the Ordinary Council meeting held on Wednesday 20 March 2019, the latest date the meeting could be held is Wednesday 15 May 2019. It is recommended that this be held at 7.00 pm Thursday 11 April 2019 at the Newdegate Recreation Center.

It is intended that local public notice will be published in the West Australian and the local community newspapers. Notices will also be placed on our Notice Boards and the website.

Comment

The Audit Committee is requested to endorse the date set, in accordance with the *Local Government Act 1995*, for the Annual Electors' meeting.

Legal Implications*Local Government Act 1995*

Section 5.27 Electors' General Meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Local Government (Administration) Regulation

No 15 Matters for discussion at General Electors' Meetings – s.5.27(3)

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Local Government Act 1995

Section 5.29 Convening Electors' Meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

Policy Implications

Nil

Consultation

Internal Denise Gobbart, Chief Executive Officer
Cr De Landgraft, Shire President

Financial Implications

Minor expenses will be incurred with the required advertising.

Strategic Implications

Nil

Voting Requirements

Simple majority required.

*Mr O Farrelly left the meeting at 5:44 pm**Mr O Farrelly returned to the meeting at 5:47pm*Recommendation

That the Audit Committee recommends to Council:

1. To hold the Annual General Meeting of Electors on Thursday, 11th April 2019 at 7.00 pm in the Newdegate Recreation Centre.

Resolution**RESOLUTION 0152**

Moved Cr Stoffberg
Seconded Cr Lloyd

That the Audit Committee recommends to Council:

1. To hold the Annual General Meeting of Electors on Thursday, 4 April 2019 at 7.00 pm in the Newdegate Recreation Centre.

CARRIED 4/0

REASON FOR CHANGE TO RESOLUTION: *The Local Drug Action Group is holding a workshop on 11 April 2019 restricting the attendance of some Councillors.*

This item was considered at the end of the meeting at 5.49 pm when Council's Auditor, Mr Greg Godwin from Moore Stephens, joined the meeting via telephone and discussed matters in the Audit Report and Management Letter. Mr Godwin left the meeting at 6.16 pm and did not re-join the meeting.

11.4 MEETING WITH THE SHIRE OF LAKE GRACE AUDITORS

Applicant:	Internal Report
File No.	0202
Attachments:	1. 2017/2018 Annual Statements (refer Annual Report) 2. Moore Stephens Management Report
Author:	Ms Denise Gobbart Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	5 March 2018
Senior Officer:	Ms Denise Gobbart


Chief Executive Officer

Summary

The purpose of this item is for the Audit Committee to recommend to Council to accept a telephone link up with the Council's Auditor, Mr Greg Godwin, from Moore Stephens.

Background

On appointment of the Audit Committee, the terms of reference provided the following;
Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions. This duty is pursuant to Section 7.12A(2) of the *Local Government Act 1995*.

The *Local Government Act* does not require the Audit Committee to meet with the Auditor; rather the Local Government is to meet with the Auditor at least once each year.

It should be noted that there will be a fee involved for the auditor to visit the Shire of Lake Grace in person due to travelling and time.

A telephone link up has been arranged with Council's Auditor, Mr Greg Godwin, from Moore Stephens at 5.45 pm. NB: Mr Greg Godwin will be available for approximately 30 minutes.

Comment

Topics to be discussed with the auditor include;

- Review of Shire of Lake Grace Auditors Report;
- Review of Shire of Lake Grace Management Report; and,
- General Business.

Legal Implications

Local Government Act 1995

Section 7.12A Duties of Local Government with Respect to Audits;

- (1) A local government is to do everything in its power to —
 - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
 - (b) ensure that audits are conducted successfully and expeditiously.

- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
 - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

Policy Implications

N/A

Consultation

Internal Denise Gobbart, Chief Executive Officer

External Moore Stephens (Auditors)

Financial Implications

N/A

Strategic Implications

Shire of Lake Grace Community Strategic Plan 2017 – 2027

Leadership Objective – 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.

The Chief Executive Officer left the meeting at 5:51 pm

The Chief Executive Officer returned to the meeting at 5:52 pm

Recommendation/Resolution**RESOLUTION 0153**

Moved Mr Farrelly
Seconded Cr Lloyd

That the Audit Committee recommends to Council to:

1. endorse that a meeting between the Audit Committee and the Auditor by telephone would satisfy the requirements of Section 7.12A(2) of the *Local Government Act 1995* and that the minutes of the meeting show the auditor was involved and the matters discussed; and,
2. endorse that the verbal report by the Shire Auditor, Mr Greg Godwin, from Moore Stephens be noted in the minutes and received

CARRIED 4/0

Discussion with the Auditor

Mr Godwin provided the Audit Committee with an overview of the process of the external Audit, the independent auditor's report and the importance of this independence in the process.

Discussions points were

- *Audit Report – changes in the report with the inclusion of the section 'Emphasis of Matters - Basis of Preparation' the expansion of the 'Auditor's Responsibilities for the Audit of the Financial Report'. These changes are related to requirements of the Office of the Auditor General (OAG). It is noted that the shire had no matters of non-compliance.*
- *Management Report – Adverse Trend in Asset Sustainability Ratio declined from 0.76 to 0.66 this year and is trending downward over the last three years. With the OAG undertaking the responsibility of Audits in the future this will be recorded as a non-compliance matter. Information Technology Environment – passwords are not changed regularly enough and there is no disaster recovery plan in place.*
- *Ratio's Report – it was noted that the Management Report this year didn't provide for the chart showing the comparisons. It was explained that the OAG had advised that this was not required information. If we would like the information it would be provided at cost.*
- *The 2018/19 audit will be the responsibility of the OAG and Moore Stephens will not be undertaking the Audit. Moore Stephens are undertaking other work for the Shire and have gone beyond the value set for independence by the OAG. The OAG has currently gone out to tender again prior to the appointment of our Auditors for 2018/19.*
- *The Audit Committee will become more involved in the Audit process, with OAG staff, the appointed Auditors requiring a meeting with the Audit Committee prior to the Audit commencing, and another meeting prior to the Audit being closed off and the Audit Report signed.*
- *There will be additional costs associated with Audits in the future, with cost potentially doubling from our current costs incurred.*

12.0 CLOSURE

There being no further business, the Presiding Member closed the meeting at 6:21 pm.

13.0 CERTIFICATION

I, Stephen Gordon Hunt, 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 the

_____.

Presiding Member

Date

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 14 BLACKBUTT WAY – REQUEST FOR ADDITIONAL WORKS

Applicant: Department of Communities
File No. 0584
Attachments: Nil
Author: Ms Belinda Knight for Vanessa Crispe


 Manager Infrastructure Services

Disclosure of Interest: Nil
Date of Report: 13 March 2019
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer

Summary

To approve additional maintenance funds for 14 Blackbutt Way, to have all internal walls, doors and trims are painted and a split system air conditioner installed prior to the new tenant taking up occupancy.

Background

Council agreed to undertake all the work that was required by the Department of Communities within the 2018/2019 budget, as follows:

- a) *The Housing Authority obtaining all necessary internal approvals to enter into the new residential tenancy agreement with you within 14 days of the Offer;*
- b) *Ensuring that the following upgrades are completed in the Leased Premises:*
 - (i) *the installation of new, or replacement of existing, smoke alarm/s to ensure they comply with the smoke alarms listed at*
http://www.housing.wa.gov.au/HousingDocuments/Nominated_Smoke_Alarms_List.pdf *within 28 days of signing the new residential tenancy agreement;*
 - (ii) *the replacement of the broken blinds with new ones within 2 (Two) months of the starting date of this agreement, subject to any extensions of that period which is agreed to by the tenant (in its sole and absolute discretion);*
- c) *Security barrier screens to all external doors to be completed within 3 months of the starting date of this agreement, subject to any extension of that time period which is agreed to by the tenant (in its sole and absolute discretion);*
- d) *Security barrier screens to sliding windows or window locks – to be completed within 3 months of the starting date of this agreement, subject to any extension of that time period which is agreed to by the tenant (in its sole and absolute discretion);*

- e) *Sensor lights to front & rear – to be completed within 2 months of the starting date of this agreement, subject to any extension of that time period which is agreed to by the tenant (in its sole and absolute discretion);*
- f) *All air-conditioning units at the premises are to be serviced annually upon the anniversary date of lease commencement;*
- g) *The installation of a fixed line connection for the purpose of telephone and internet use (including at least one outlet) within 14 days of the date on which this agreement starts;*
- h) *An Electrical Safety Certificate dated within the last 12 months (to confirm all hard wired smoke alarms and RCD's have been installed and are functioning correctly) is to be supplied within 1 month of lease commencement and annually thereafter. Certificate to state: the smoke alarm manufacturer, model/model number, serial number, installation date and the expiry date;*
- i) *The removal and remediation of any asbestos containing material which is not in good condition and not in a bonded or non-friable form and any Legionnaires disease bacteria or any other hazardous substance or material which may reasonably present risk to the health or wellbeing of the tenant.*

An additional request has now been received to paint all internal walls, doors and trims, which if approved, will need to be carried out prior to the occupancy of the building by the new tenant. At this stage this is not expected until late April, affording the Shire sufficient time to ensure all capital and maintenance items are completed.

However, the adopted maintenance budget has been set to allow for maintenance of air-conditioning units, and minor electrical and plumbing works, and pest control, it does not include painting.

Quotes/estimates have been requested and supplied as follows:

Supplier	Details	Availability	Value
Supplier 1	Supply, prepare and paint all inside of 14 Blackbutt Way	March/April	\$7,500
Supplier 2	Supply, prepare and paint all inside of 14 Blackbutt Way	March/April	\$5,400
Supplier 3	Installation of split system air conditioner (Quotation pending)	March/April	\$4,000

Comment

A request was also made to have a split system air conditioner installed in the main bedroom, as it get very hot. There is currently only one split system installed in the lounge room. The cost of installing the new system has been estimated at \$4,000 quotes are still to be obtained.

To date it appears from the work originally agreed to on the signing of the tenancy agreement, we have replaced the smoke alarms and installed the sensor lights, the balance of work remains outstanding.

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

Policy 3.7 – Purchasing Policy – requiring two quotes.

Consultation

Internal: Denise Gobbart, Chief Executive Officer
 Belinda Knight, Deputy CEO
 Wayne Trawinski, Building Supervisor
 Vanessa Crispe, Manager Infrastructure Services
 Jason Lip, Technical Officer

Financial Implications

Based on the lowest quote an additional \$5,400 is required to complete the painting works and an allocation of up to \$4,000 (quotation pending) for the installation of the air-conditioning unit. These funds can be sourced from savings to staff housing capital projects that are unlikely to be completed this financial year.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Environment Objective – Protect and enhance our natural and built environment.

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

- 3.2.1 Manage and preserve the natural environment.

Social Objective – A valued, healthy and inclusive community and lifestyle.

Outcome 2.2 A healthy and safe community.

- 2.2.3 Support provision of emergency services and encourage community volunteers

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

Outcome 4.2 An efficient and effective organization

- 4.2.3 Provide a positive and safe workplace

Recommendation

That Council:

1. Approves the additional capital works of installing a new split system air-conditioning unit and painting all internal walls, doors and trim at 14 Blackbutt Way, Lake Grace; and
2. Authorises the additional allocation of \$10,000 to fund both of these works.

Voting Requirements

Absolute Majority required.

14.1.2 2018/2019 ROADWORKS PROGRAM

Applicant: Shire of Lake Grace
File No. 0477
Attachments: Nil
Author: Ms Vanessa Crispe


 Manager Infrastructure Services

Disclosure of Interest: Nil
Date of Report: 14 March 2019
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer

Summary

To review the Council directive from the February Ordinary Council meeting.

Background

Council at its meeting of 20 February 2019 resolved as follows:

RESOLUTION 12926

Moved Cr Marshall
Seconded Cr Clarke

That Council:

1. *Authorises the unbudgeted expenditure for mobilisation and de-mobilisation expenses of*
2. *\$17,160 GST Inclusive, to be allocated proportionally across all works completed;*
3. *Authorises the unbudgeted expenditure of \$23,512.50 for works undertaken on Newdegate-Pingrup Road to prepare the road for the 2019/2020 sealing program;*
4. *Authorises payment of \$25,590.66 to Safe Roads WA, for settlement in full of Tax Invoice 658; and*
5. *Directs the Chief Executive Officer to provide a report to the March Council meeting of Council outlining the implications of this over-spend on the 2018/2019 Roadworks Program, and the future management of this Contract to ensure all future works are undertaken within Budget.*

It was hoped that a report would be prepared for this meeting, however with the changeover of staff, time has not permitted an in-depth analysis of the Shire's road construction program to be carried out. This matter has a high priority, and it is anticipated that a report will be presented to the April meeting.

Comment

With the current changeover of staff the proposal is to undertake an in-depth analysis of the remainder of works against the original budget allocated for 2018/2019. This will provide a priority list for the remainder of the financial year that can be completed within the budget allocated funds. An in-depth assessment will be undertaken on the current over-spend on the 2018/2019 Roadworks Program and presented to the April meeting.

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*
- a) (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

Policy 3.7 Purchasing Policy (tender provisions applied in this instance)

Consultation

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

Financial Implications

Not known at this stage.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Environment Objective – Protect and enhance our natural and built environment.

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

- 3.2.1 Manage and preserve the natural environment.

Social Objective – A valued, healthy and inclusive community and lifestyle.

Outcome 2.2 A healthy and safe community.

- 2.2.3 Support provision of emergency services and encourage community volunteers

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

Outcome 4.2 An efficient and effective organisation

- 4.2.3 Provide a positive and safe workplace.

Recommendation

That Council authorise the deferral of the requirement for the Chief Executive Officer to prepare a report on the over-spend on the 2018/2019 Roadworks Program, and the future management of the Contract to ensure all future works are undertaken within Budget, to the April Council meeting.

Voting Requirements

Simple Majority required.

14.1.3 ROAD WIDENING FOR PART OF NORTH LAKE GRACE-KARLGARIN DEEMED NOT REQUIRED – AMENDMENT TO RESOLUTION 12843

Applicant: Shire of Lake Grace
File No. 0356
Attachments: Nil
Author: Mr Jason Lip

Disclosure of Interest: Nil
Date of Report: 14 March 2019
Senior Officer: Ms Vanessa Crispe


 Technical Officer


 Manager Infrastructure Services

Summary

This report is to amend Resolution 12843 from the September 2018 Ordinary Council Meeting for the road widening of the 'S Bends' on North Lake Grace-Karlgarin Rd due to the land acquisition no longer being necessary.

Background & Comment

The Shire undertook work in Financial Year 2017/18 to design and reconstruct the North Lake Grace-Karlgarin Road 'S Bends' to reduce the sharpness of the road curvature in service of traffic safety. As part of this process, it was thought at the time that the Shire would need to acquire privately held land directly north and south of the road reserve to have enough space to allow for a shallower road curve. A request to Council to authorise the CEO to sign the application for the subdivision, per Resolution 12843, is displayed below.

RESOLUTION 12843

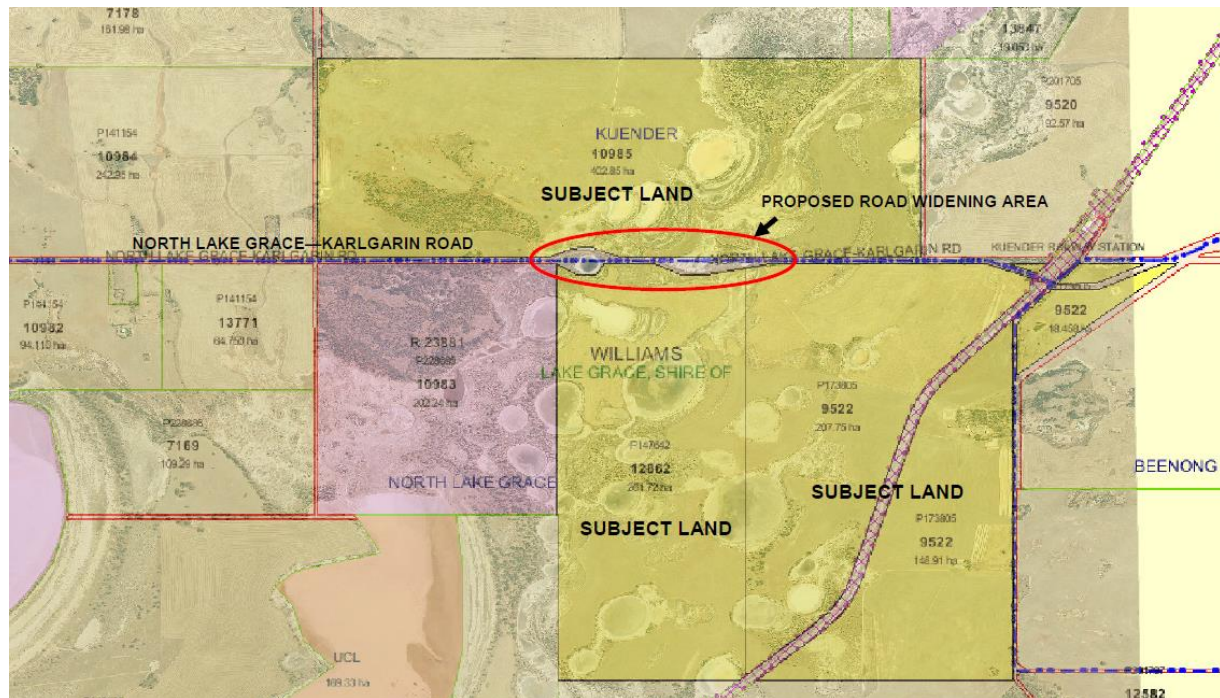
*Moved Cr Chappell
 Seconded Cr Marshall*

That Council authorise the Shire's Chief Executive Officer to sign the subdivision application form required to be submitted to the Western Australian Planning Commission to formalise the recent widening of North Lake Grace-Karlgarin Road through the following privately owned agricultural landholdings:

- *Lot 10985 North Lake Grace – Karlgarin Road, Kuender;*
- *Lot 12862 North Lake Grace – Karlgarin Road, North Lake Grace; and*
- *Lot 9522 (No.102) Brooks Road, North Lake Grace.*

CARRIED 7/0

After a more thorough investigation with the Manager Infrastructure Services and a surveyor on-site, it was discovered that the road reserve boundary on the south side had incorrectly set fence lines denoting the road reserve boundary, which were tending closer towards the centre of the road reserve than it should have been (which was why at a glance it was expected that the Shire would need to acquire that land). The proper road reserve boundary was plotted and it was found that the new road construction does not actually encroach upon the privately held Lots 12862 and 9522. Therefore there is no need to submit an application for subdividing those lots.



Location & Lot Configuration Plan (Source: Landgate)

The remaining lot on the north side of the road reserve, Lot 10985, had the fence line correctly denoting the road reserve boundary and the Shire is in the process of officialising the acquisition.

Legal Implications

Planning and Development Act 2015

Planning and Development Regulations 2009

Local Government Act 1995

Policy Implications

WAPC Development Control Policy 1.1 – *Subdivision of Land – General Principles*

Shire of Lake Grace Policy 5.7 – *Road Classification*

Consultation

Internal John Dyer, Manager Infrastructure Services

External Peter Gow, Licensed Surveyor

Financial Implications

The costs for acquiring a portion of private land from two of the lots would not be incurred as the Shire would no longer be seeking acquisition.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership objective – A strategically focused, unified Council functioning efficiently.

Outcomes 4.2 An efficient and effective organisation

- 4.2.2 Comply with statutory and legislative requirements

Recommendation

That Council directs the CEO not to proceed with the submission to the Western Australian Planning Commission to widen North Lake Grace-Karlgarin Road through the following privately owned agricultural landholdings as the land resumption is no longer required:


- Lot 12862 North Lake Grace – Karlgarin Road, North Lake Grace; and
- Lot 9522 (No.102) Brooks Road, North Lake Grace.

Voting Requirements

Simple Majority required.

14.2 PLANNING

14.2.1 APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED UPGRADES TO EXISTING APPROVED FARM SUPPLY CENTRE ON LOTS 97, 98 & 99 (NOS.60, 62 & 64) STUBBS STREET, LAKE GRACE

Applicant:	Primaries of WA Pty Ltd on behalf of Lake Grace Rural Traders WA Pty Ltd (Landowner)	
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:	7 March 2019	
Senior Officer:	Ms Denise Gobbart	

Chief Executive Officer

Summary

This report recommends that a development application received from Primaries of WA Pty Ltd on behalf of Lake Grace Rural Traders WA Pty Ltd (Landowner) for a number of proposed upgrades to the existing approved Farm Supply Centre on Lots 97, 98 & 99 (Nos.60, 62 & 64) Stubbs Street, Lake Grace be approved subject to conditions.

Background

The applicant has submitted a development application seeking Council's development approval for the following proposed upgrades to the existing approved Farm Supply Centre on Lots 97, 98 & 99 (Nos.60, 62 & 64) Stubbs Street, Lake Grace:

- i) Removal of an existing chemical storage shed located centrally on Lot 97 and construction of a new 220m² chemical storage shed in approximately the same location on the land including all associated stormwater drainage infrastructure;
- ii) Installation of new concrete aprons at the front and rear of the proposed new chemical storage shed on Lot 97 for access and parking purposes as well as the sealing of all other vehicle accessways, display and open storage areas on this lot using loose blue metal; and
- iii) Installation of new landscaping in select locations on all three lots.

Full details of the application are provided in Attachment 1.

Lots 97, 98 & 99 are located centrally in the Lake Grace townsite, comprise a total combined area of approximately 3,159m² and are generally flat throughout. The subject land has direct frontage and access to Stubbs Street along its northern boundary and Franks Street along its eastern boundary via existing approved sealed driveway crossovers. Access is also available to Lot 60 via an existing right-of-way along the land's southern side boundary.

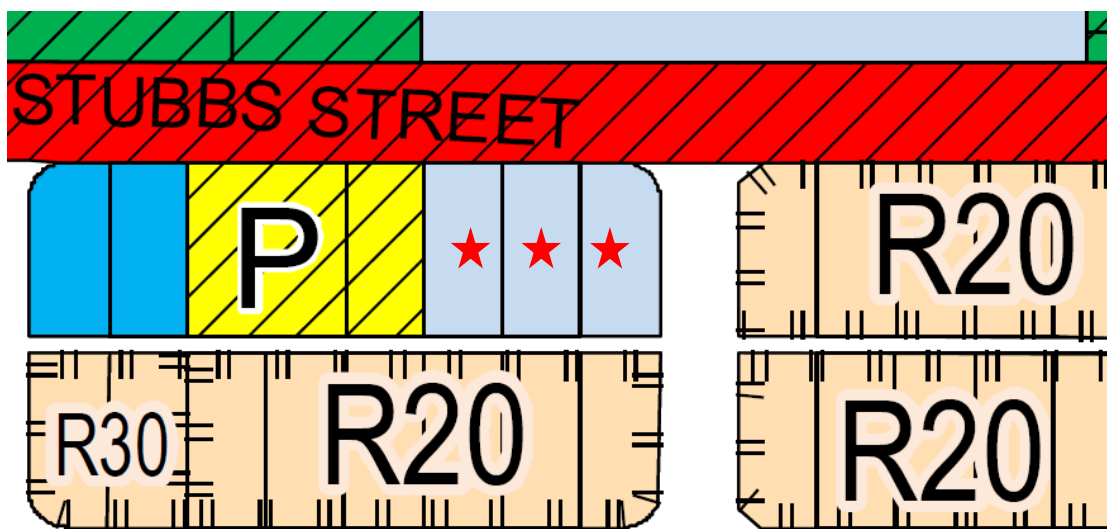
The land has been extensively developed and used for the purposes of a farm supply centre for many years and contains a number of existing improvements associated with its current approved use. Existing adjoining and other nearby land uses include a farm machinery dealership and repair workshop to the north on the opposite side of Stubbs Street, low density residential development to the east and south and a mix of public, commercial and low density residential uses to the west.



Location & Lot Configuration Plan (Source: Landgate)

Comment

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)

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 existing and proposed development and use of the subject land is most appropriately classified as a 'farm supply centre' which is listed in the Zoning Table of LPS No.4 as a discretionary (i.e. 'D') use on any land classified 'Service Commercial' 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 generally compliant with the following requirements:

- Boundary setbacks;
- Building height;
- Vehicle access, parking and loading/unloading arrangements including sealing;
- Use of setback areas;
- Visual amenity;
- Stormwater drainage management; and
- Landscaping.

Notwithstanding the above conclusion it should be noted 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 new chemical storage shed proposed to be constructed on Lot 97, whilst orientated towards the land's Stubbs Street frontage, will be constructed using Pale Eucalypt (i.e. green) coloured steel wall sheeting with a Surf Mist (i.e. off-white) coloured steel 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 the building's significant setback to the land's Stubbs Street frontage (i.e. 18.21 metres) in lieu of the minimum required front boundary setback of 7.5 metres and the fact the proposed wall and roof colours match and complement the external finishes of the existing approved commercial building on the adjoining Lot 98 located immediately east.

In light of the above it is concluded the proposal for the subject land is unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality despite being non-compliant with the requirements of clause 4.8.2 of LPS No.4. 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 met by the landowner.

Strategic Implications

Shire of Lake Grace Local Planning Strategy - The proposal for Lots 97, 98 & 99 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;
- Environmental Protection and Conservation Strategy
 - i) Support land use change and development that has positive environmental outcomes or reduces the degree of negative impact on the environment.

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcome 1.2 A diverse and prosperous economy

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

Recommendation

That the application for development approval submitted by Primaries of WA Pty Ltd on behalf of Lake Grace Rural Traders WA Pty Ltd (Landowner) for a number of proposed upgrades to the existing approved Farm Supply Centre on Lots 97, 98 & 99 (Nos.60, 62 & 64) Stubbs Street, Lake Grace be APPROVED subject to compliance with 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. All new vehicle access, parking and loading/unloading areas on Lot 97 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 chemical storage shed on the land.
4. Suitable measures shall be implemented to guard against and provide for the appropriate management and clean-up of any potential chemical spills from the proposed new storage shed on Lot 97.
5. All stormwater drainage on Lot 97 shall be managed and disposed to the specifications and satisfaction of the Shire's Chief Executive Officer.
6. 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.
7. Any solid waste generated by the approved use of the land in its entirety shall be managed and disposed of at an appropriate, suitably approved landfill site.
8. The approved development on all three (3) lots 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*, suitable demolition and building permit applications 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 97 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. 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.
9. 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.
10. 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.

Voting Requirements

Simple majority required.



20 February 2019

Shire of Lake Grace
Ms Fiona Beaurain
Infrastructure Administration Officer
Via Email

Dear Fiona,

Re: 60 Stubbs Street, Lake Grace

I write on behalf of Lake Grace Rural Traders (WA) Pty Ltd trustee for Hillcrest Superannuation Fund (property owner) and our subsidiary Primaries of WA Pty Ltd (tenant of the land).

To ensure ongoing compliance with relevant chemical storage and handling regulations, Primaries are seeking to expand their chemical storage capacity at the above site by way of construction of a new, 220sqm purpose built chemical storage shed.

Please find attached for councils' consideration a detailed site map, survey and elevations of the proposed construction. The new storage shed will be constructed in accordance with council requirements as well as those of the relevant regulatory and licencing bodies (Department of Petroleum & Mines).

Primaries is cognisant of council's preference to maintain the streetscape, and has kept this to mind with the sizing, design and colouring of the shed. The exterior colourbond cladding and roofing of the proposed shed will match that of the structures on the adjoining blocks (Surfmist roof & Pale Eucalypt walls).

The enclosed elevations currently omit a personal access door which will be a requirement under the Building Code. I have spoken with your building surveyor and it has been agreed that one will be placed at the rear of the shed (laneway side of the building).

Despite best efforts, we have been unable to reach councils' preferred landscaping ratio of 10% due to restraints this would place upon the lands commercial use however have been able to achieve 5% landscaping which will consist of a mix of salt bush and grevillea.

We look forward to receiving councils approval to proceed with the construction. Should you require any additional information please contact me directly

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Dan Lowery'.

Dan Lowery
Group Asset & Insurance Manager
Ruralco Holdings Limited
0401 877 490

Ruralco Holdings Limited | ABN: 40 009 660 879

Level 5, Building A, 26 Talavera Road, Macquarie Park NSW 2113 (02) 9952 6666 (02) 9952 6599 www.ruralco.com.au

WE'RE HERE FOR AUSTRALIAN FARMERS

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: LAKE GRACE RURAL TRADERS WA PTY LTD ATF HILLCREST SUPERANNUATION FUND		
ABN (if applicable): 65 062 213 263		
Address: 99 Clayton Street Aibany WA		
Postcode: 6330		
Phone: (work): (home): (mobile): 0429651217	Fax:	E-mail: ParkerIPA@bigpond.com
Contact person: Lynn Parker		
Signature:		Date: 19/2/19
Signature:		Date: 19/2/19
<p><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></p>		
Applicant Details		
Name: Primaries of WA Pty Ltd		
Address: Level 5, 26-38 Tairua Road Macquarie Park NSW		
Postcode: 2113		
Phone: (work): (home): (mobile): 0401877490	Fax:	E-mail: dlowery@ruralco.com.au
Contact person for correspondence: DAN LOWERY		
<p>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</p>		
Signature:		Date: 19/2/19

Property Details – Details must match those shown on the Certificate/s of Title		
Lot No: 97-98-99	House/Street No: 60-62-64	Location No:
Diagram or Plan No:	Certificate of Title Volume No: 1008 / 1293	Folio No: 43 / 280
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: Stubbs Street	Suburb: LAKE GRACE	
Nearest street intersection:		
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: Construction of a purpose built sh compliant agricultural chemical storage shed.		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use: Existing Showroom, storage and office for agricultural business includes chemical storage.		
Approximate cost of proposed development: \$200,000		
Estimated time of completion: September 2019		
OFFICE USE ONLY		
Acceptance Officer's initials:	Date received:	
Local government reference no:		

438E
Perth Batch
L929110



WESTERN



AUSTRALIA

REGISTER NUMBER	
N/A	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	24/5/2012

DUPLICATE CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893

VOLUME
1008

FOLIO
43

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



THIS IS A MULTI-LOT TITLE

LAND DESCRIPTION:

LOTS 98 & 99 ON DEPOSITED PLAN 146465

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

LAKE GRACE RURAL TRADERS WA PTY LTD OF 108 BRIGHTON ROAD, SCARBOROUGH
(T G217147) REGISTERED 1 JULY 1996

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

Warning: A current search of the certificate of title held in electronic form should be obtained before dealing on this land.
Lot as described in the land description may be a lot or location.

-----END OF DUPLICATE 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: 1008-43 (98/DP146465), 1008-43 (99/DP146465).
PREVIOUS TITLE: 1007-107, 849-94.
PROPERTY STREET ADDRESS: 62 STUBBS ST, LAKE GRACE (98/DP146465).
64 STUBBS ST, LAKE GRACE (99/DP146465).
LOCAL GOVERNMENT AREA: SHIRE OF LAKE GRACE.



I certify that this is
a true copy of the
original document.

Renee Shann

Personal Banker
26/08/2013



513/07

ORIGINAL

INDEXED
LANDS

S. 284D

CHURCH OF ENGLAND
NEW PATR. 16/9
3/10/55
0/4/6

WESTERN AUSTRALIA

10.0
6.7
16.7

INDEXED
Land: *the*
Permit: *the*
Lease: *the*
Name: *the*

REGISTER BOOK
Vol. 1293 Fol. 280

Elizabeth the Second. by the Grace of God, of the United Kingdom, Australia and Her other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith. To all to whom these Presents shall come, GREETING: Know ye that We, of Our especial Grace, certain Knowledge, and merry motion, have given and granted, and We do by these Presents, for Us, Our heirs and successors, in consideration of the payment of the sum of \$161, 0, 0 ----- and the fulfilment of the prescribed conditions to the satisfaction of Our Governor of Our State of Western Australia, Give and Grant unto

John Yzerman Contractor and Pauline Sether Yzerman Married Woman both of Lake Grace as Joint Tenants

(hereinafter called the Grantee), the natural surface and so much of the land as is below the natural surface to a depth of 40 feet of ALL THAT Piece or Parcel of Land situate and being in the Town of Lake Grace ----- in Our said State, containing one rood one and nine tenths perches ----- more or less and bounded and distinguished to the Map and Books of the Department of Lands and Surveys of Our said State as Lake Grace Lot 97 ----- and as the same is delineated and coloured green in the plan drawn in the margin hereof; TOGETHER with all Appurtenances thereto belonging, or in anywise appertaining: TO HAVE AND TO HOLD the said Piece or Parcel of Land to the depth aforesaid, and all and singular the Premises hereby granted, with their appurtenances, unto the Grantee, in fee simple; Yielding and Paying for the same to Us, Our heirs and successors, one penny per acre yearly rent on the twenty-fifth day of March in each year, or so soon thereafter as the same shall be lawfully demanded; PROVIDED, NEVERTHELESS, that subject to section 141 of the Land Act, 1933, it shall (at any time within twenty-one years from the date of these Presents) be lawful for Us, Our heirs and successors, or for any person or persons acting in that behalf by Our or their authority, to remove and enter upon possession of any part of the said Piece or Parcel of Land, which it may at any time by Us, Our heirs and successors, be deemed necessary to remove for roads, tramways, railways, and railway stations, canals, bridges, towing paths, harbour or river improvement works, drainage or irrigation works, quarries, and generally for any other works or purposes of public use, utility or convenience, and for the purpose of exercising the power to search for minerals hereinafter reserved, and such Land so removed to hold to Us, Our heirs and successors as of Our or their former estate without making to the Grantee, or any person claiming under them, any compensation in respect thereof; so, nevertheless, that no such resumption be made without compensation of any part of the said Piece or Parcel of Land upon which any expenditure or improvements shall have been made by the said Grantee, or any person claiming under them: and We do hereby give and reserve to Us, Our heirs and successors, all Mines of Gold, Silver, Copper, Tin, or other Metals, Ore, and Mineral, or other substances containing Metals, and all Gaseous or Precious Stones and Coal or Mineral Oil, and all Phosphoric Substances in or under the said Piece or Parcel of Land hereby granted, with full liberty at all times to search and dig for and carry away the same; and for that purpose to enter upon the said Piece or Parcel of Land or any part thereof.

IN WITNESS whereof We have caused Our trusty and well-beloved HIS EXCELLENCY MAJOR-GENERAL SIR DOUGLAS ANTHONY KENDREW, Knight Commander of the Most Distinguished Order of Saint Michael and Saint George, Companion of the Most Honourable Order of the Bath, Commander of the Most Excellent Order of the British Empire, Companion of the Distinguished Service Order, Governor in and over the State of Western Australia and its Dependencies, the Commonwealth of Australia, to affix to these Presents the Public Seal of the said State.

Sealed this Eleventh day of March ----- One thousand nine hundred and sixty-five -----

Grant under the Land Act, 1933

Stewart Bruce
Minister for Lands.

ENTERED ON RECORD this
11th day of March 1965
John Cook
for Minister for Lands.

CT 1293 0280 F

CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT, 1933

The abovesaid Grantee is now the registered proprietor of an estate in fee simple subject to the easements and encumbrances notified hereunder in all the land described in this grant.

Dated this Eleventh day of March ----- One thousand nine hundred and sixty-five -----

As Pennell
ASSISTANT REGISTRAR OF TITLES.

The area and measurements on the Plan below are more or less, and a peg has been placed at each corner of the Lot.

PLAN HEREBY REFERRED TO:
Transfer F192606 to Alan Lawrence Thiel and Hazel Mary Thiel both of 71 Bennett Street, Lake Grace, as joint tenants. Registered 18th May, 1993 at 10.17 hrs.

Diagram showing Lot 97 with dimensions: 100, 338, 7780, 98, 97, 99, 08.1m 1.9p, 100, R, O, W.

Scale: 1 chain to an inch
Surveyed by Distances
Date: 21/12/55
Lake Grace Title

Marshall Hannan
Surveyor General

For encumbrances and other matters affecting the land see back.

PRINTED BY THE GOVERNMENT OF WESTERN AUSTRALIA 12 Dec 1964 15.45.21 NOT TO SCALE

Item 14.2.1

Attachment 1

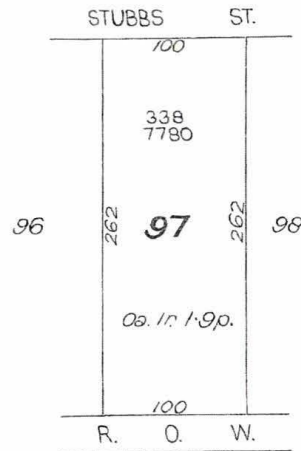
Dated the 19th day of February, One thousand nine hundred and thirteen

[Signature]
ASSISTANT REGISTRAR

The area and measurements on the Plan below are more or less, and a peg has been placed at each corner of the Lot.

PLAN HEREIN REFERRED TO:

Transfer F192606 to Alan Lawrence Thiel and Hazel Mary Thiel both of 71 Street, Lake Grace, as joint tenants. Registered 18th May, 1993 at



Transfer F816307 to Lynn Frederick Parker and Anne Parker both of Lo Lake Grace. Registered 27th February 1995 at 15.20 hrs.

Transfer G217147 to Lake Grace Rural Traders (WA) Pty Ltd of 108 Brighton Registered 1st July, 1996 at 8.33 hrs.

Scale: 1 chain to an inch
Surveyed by H. Gladstones
Corr: 519/62 Dia. 46465
Lake Grace T'site *[Signature]* Ex'd. *[Signature]*

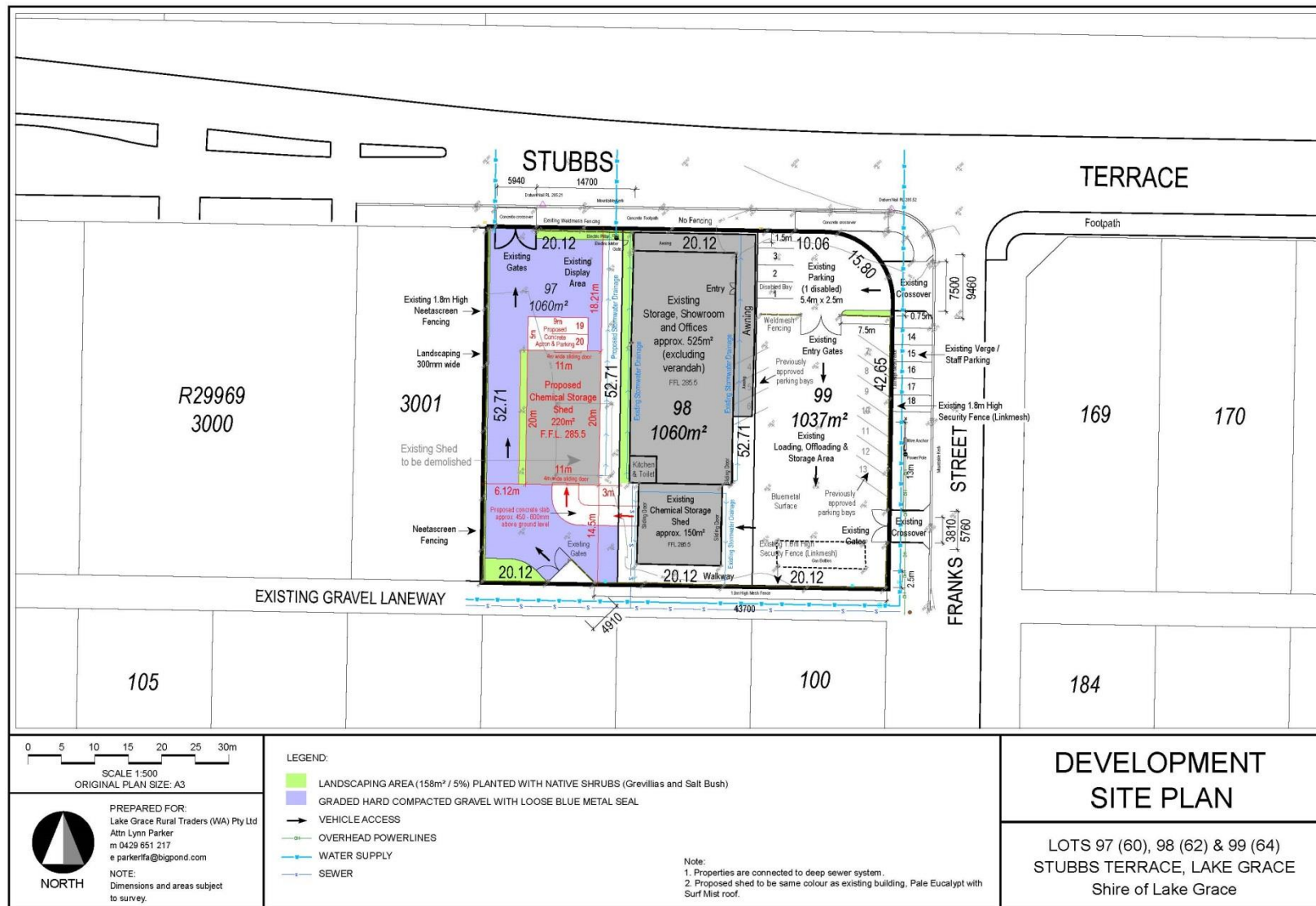
[Signature]
Surveyor General

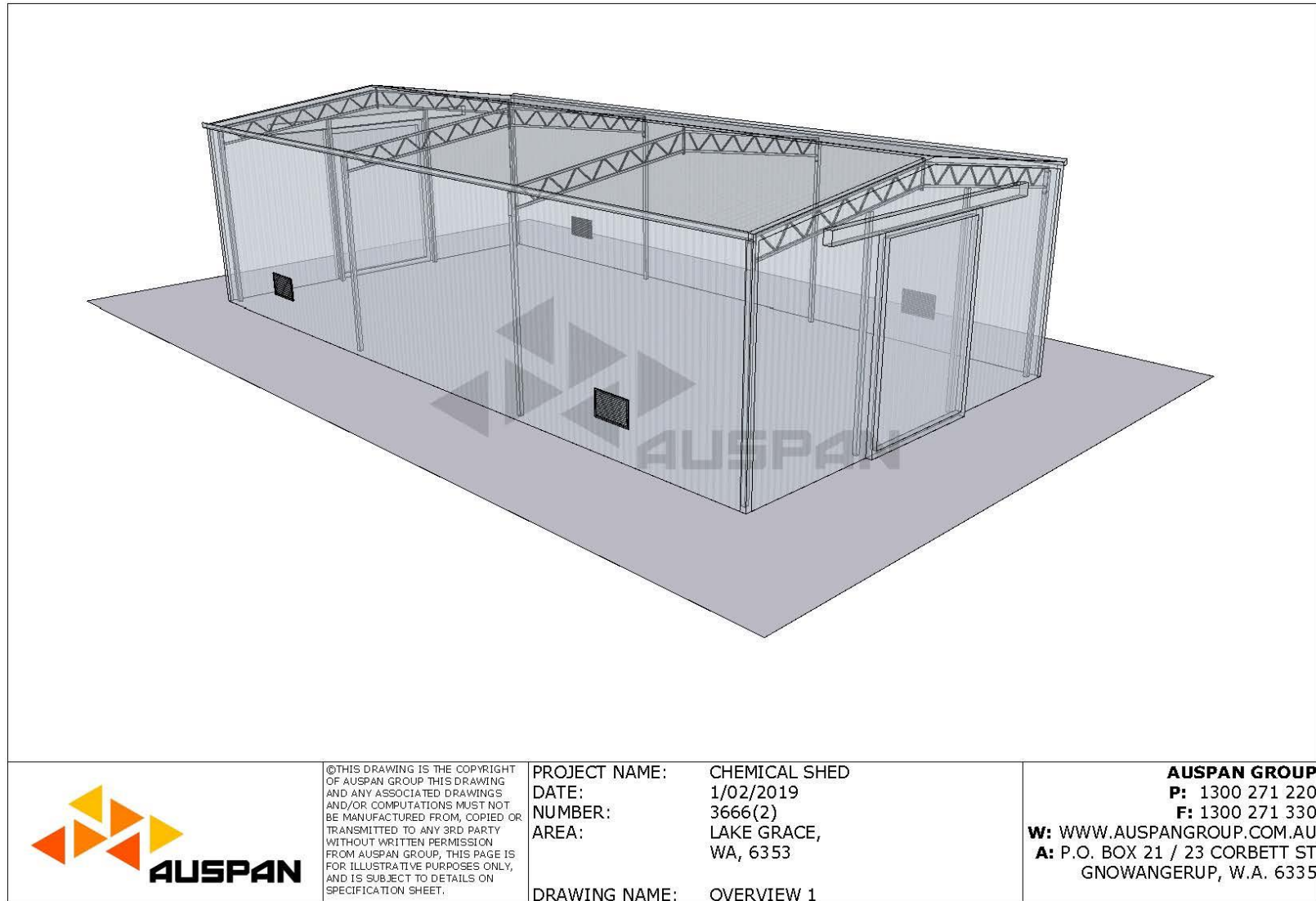
I certify that this is
a true copy of the
original document.

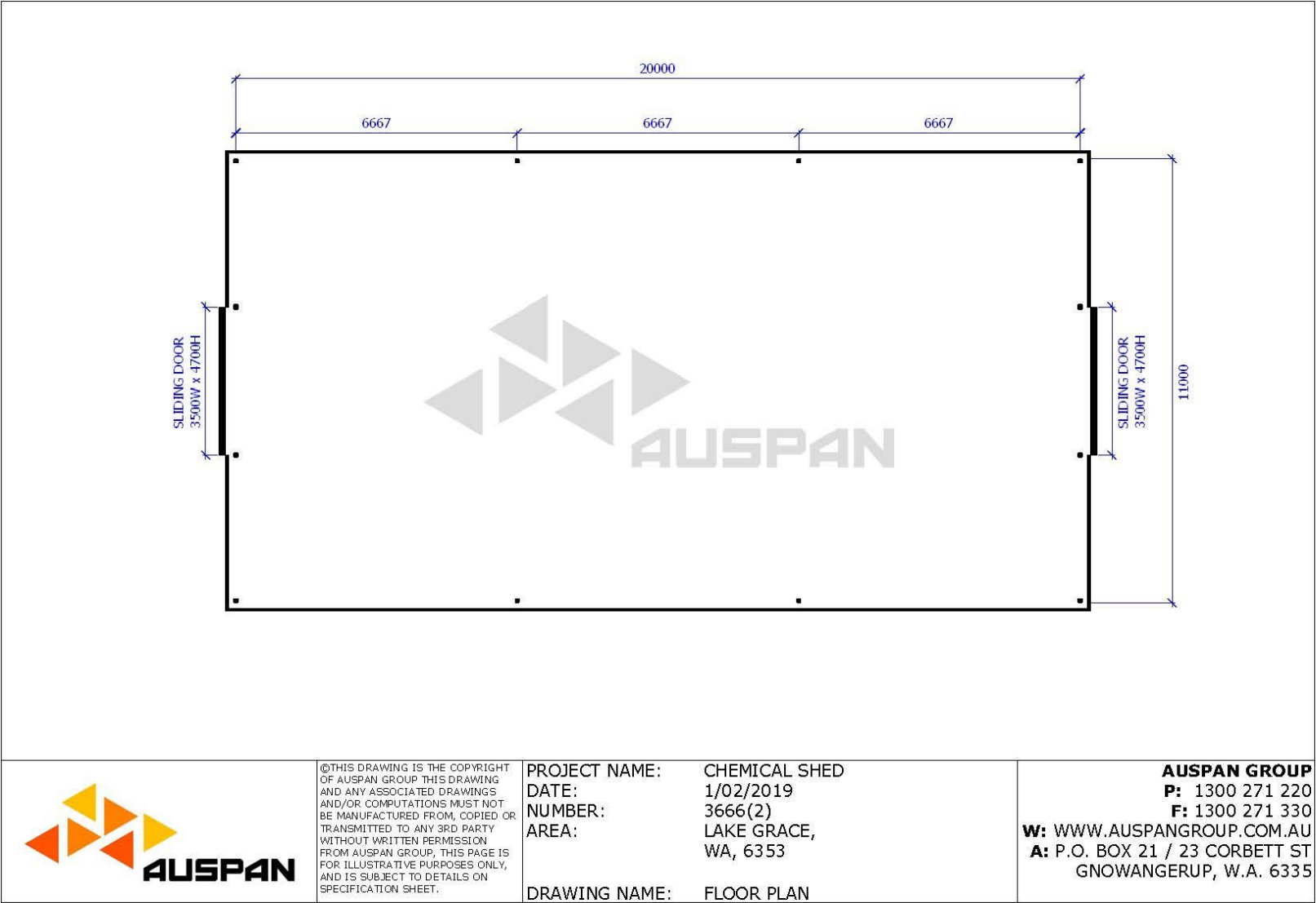
[Signature]
Renee Shann
Personal Banker
26/08/2013

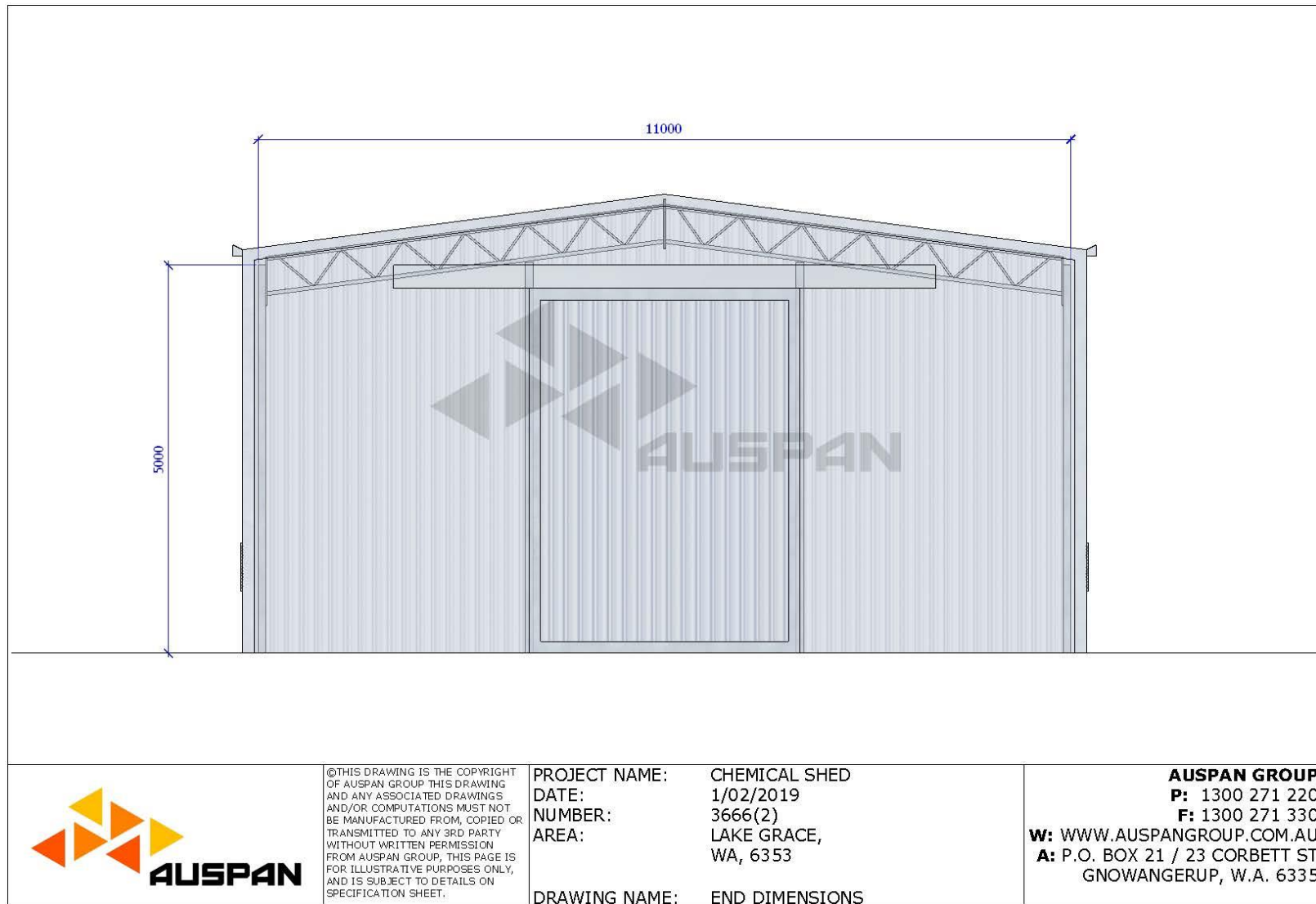


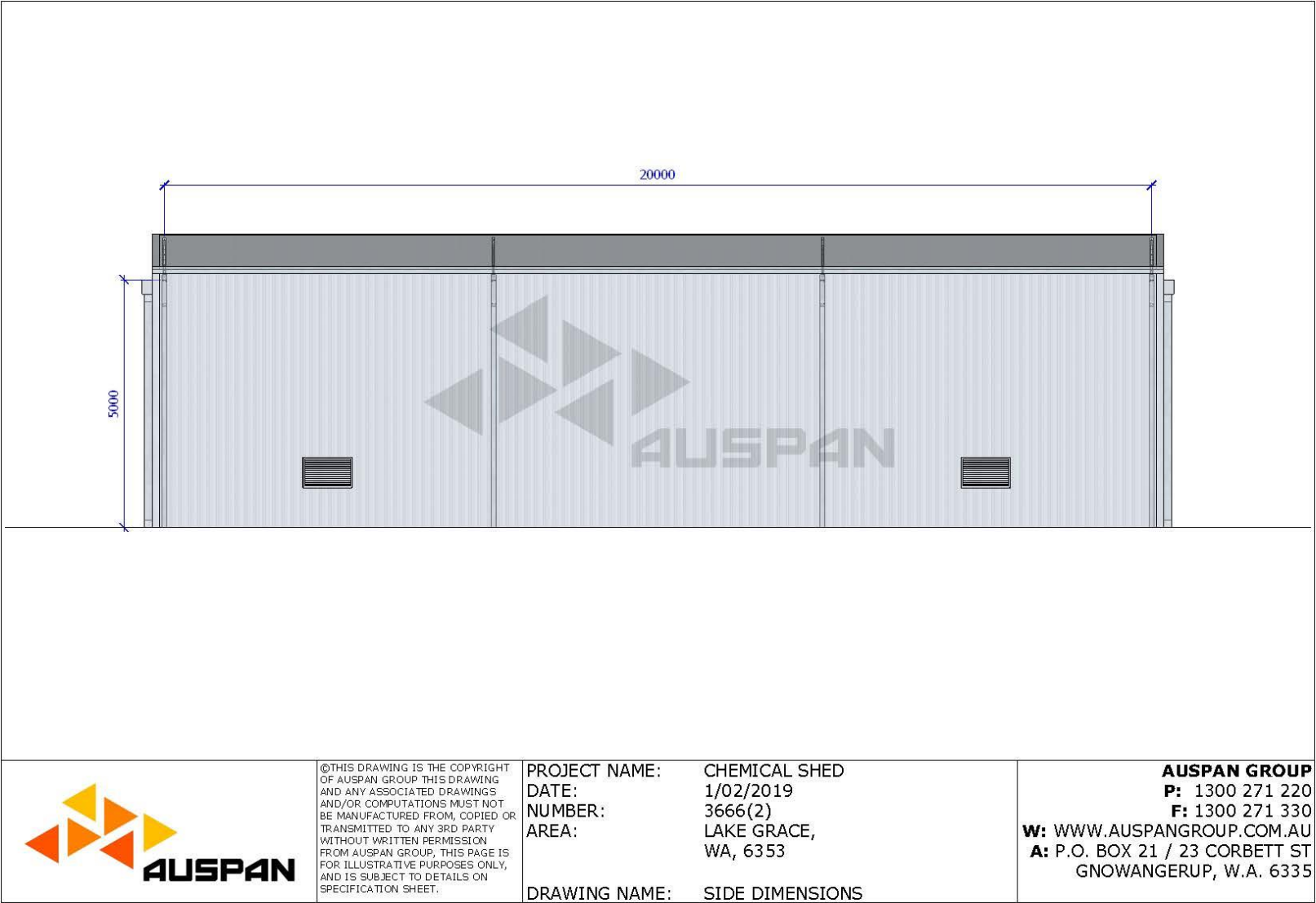


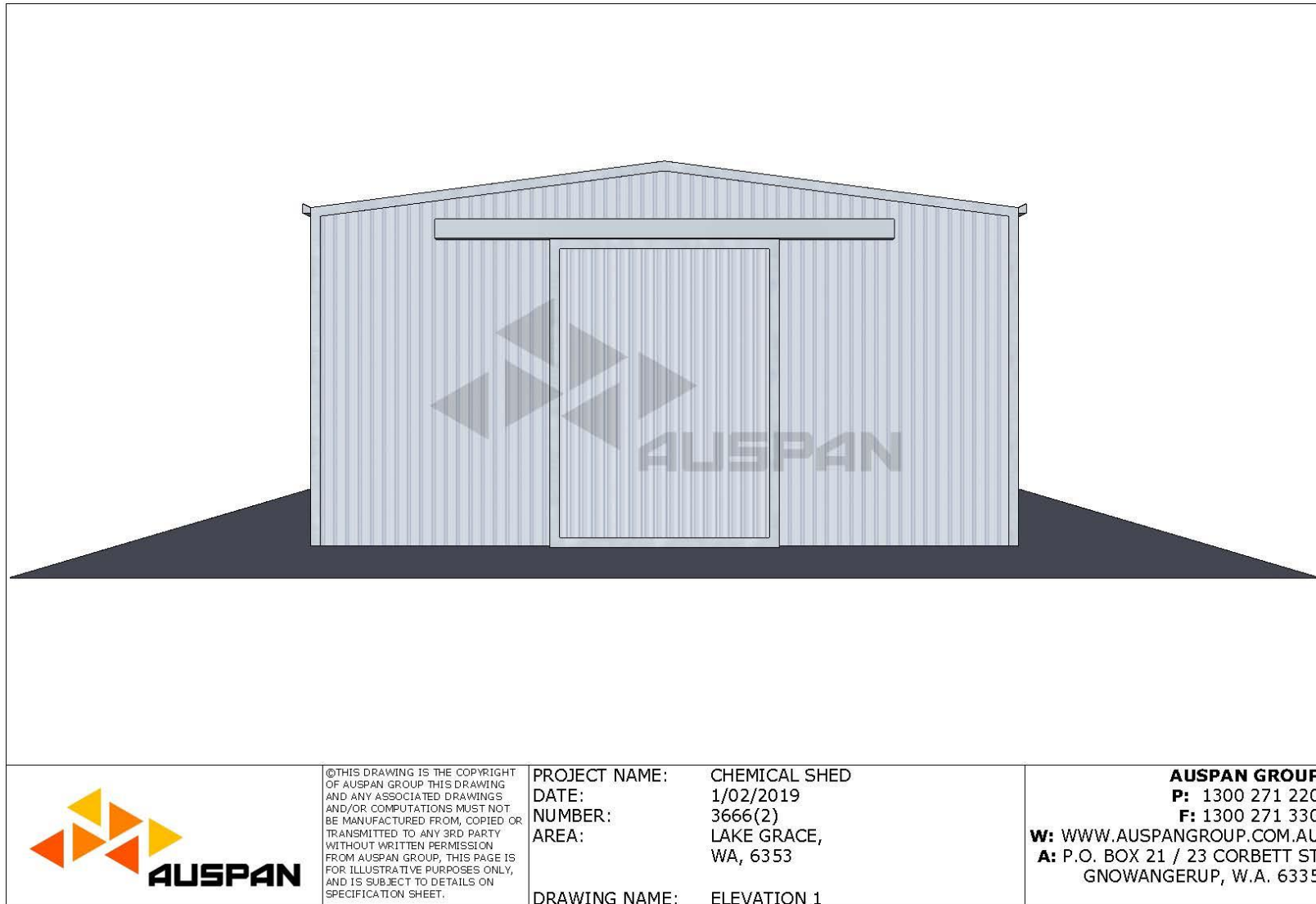


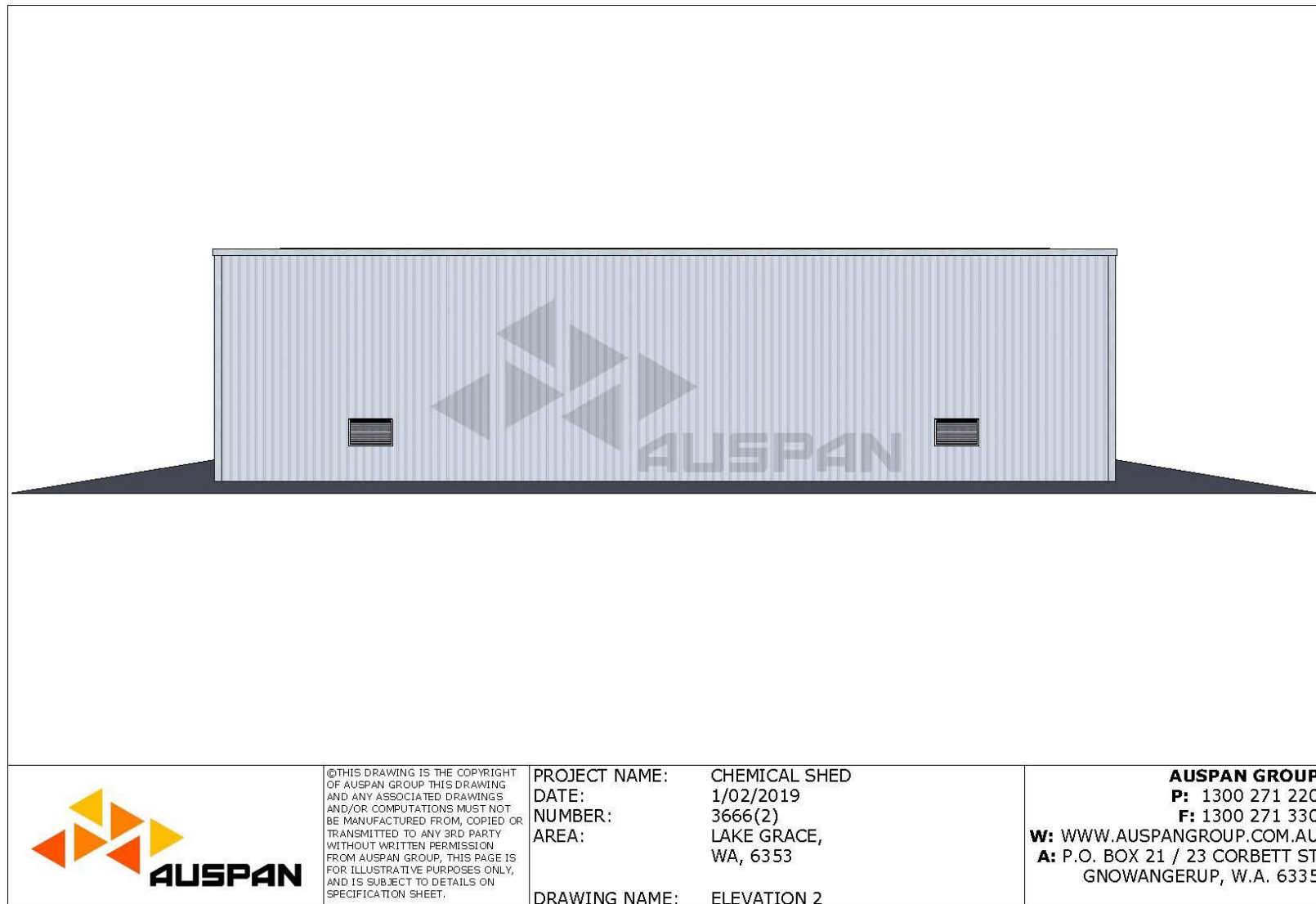


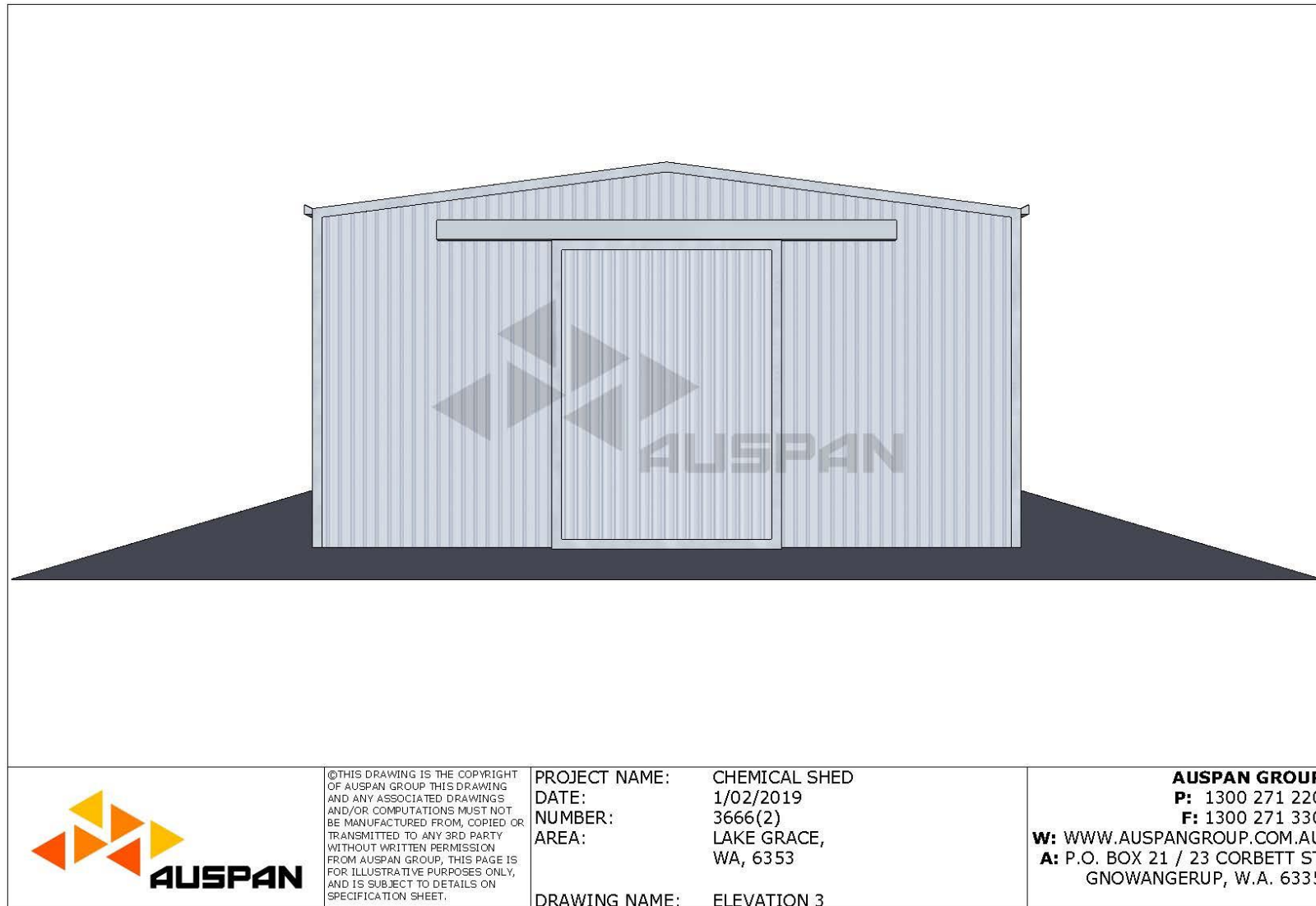


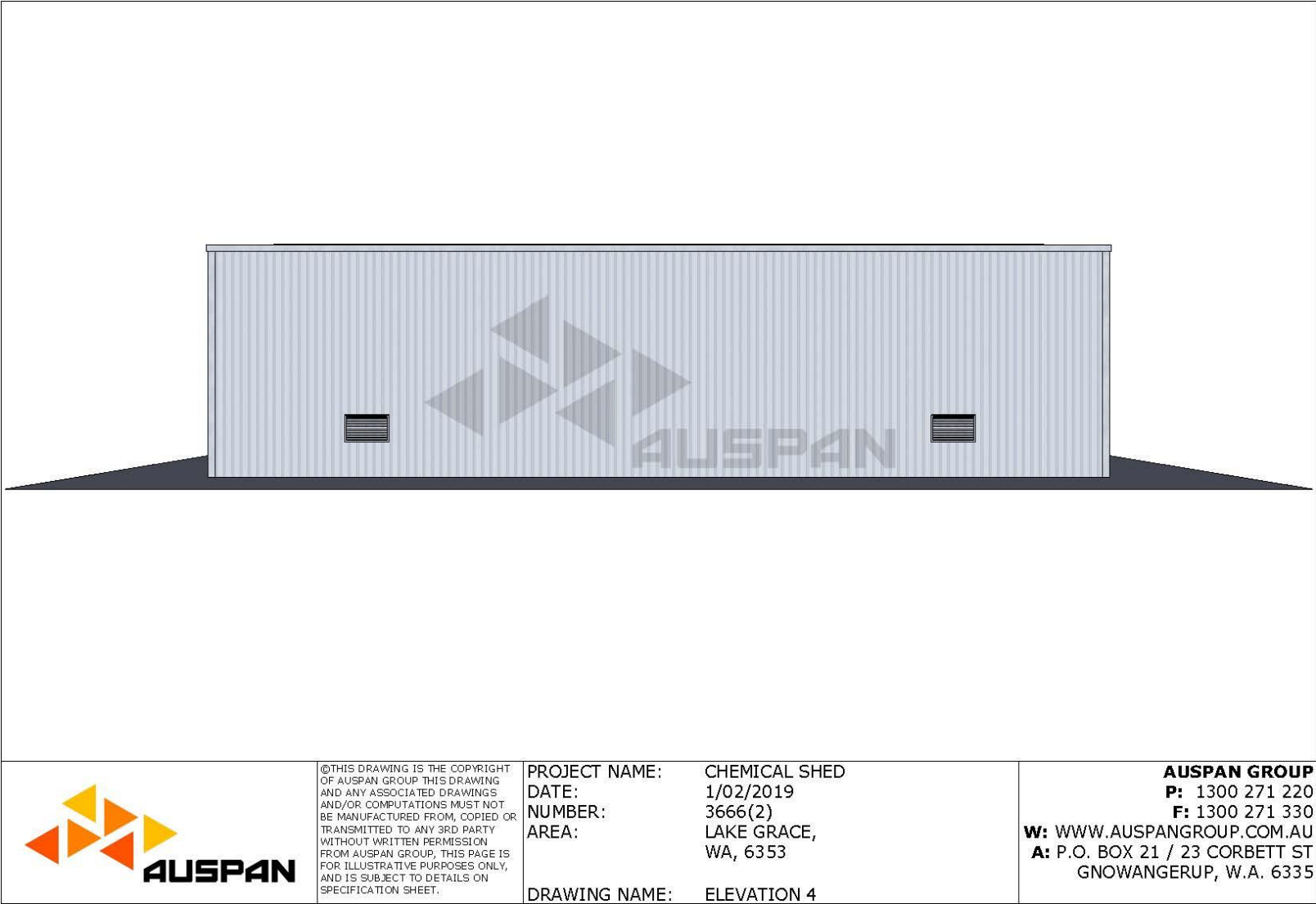




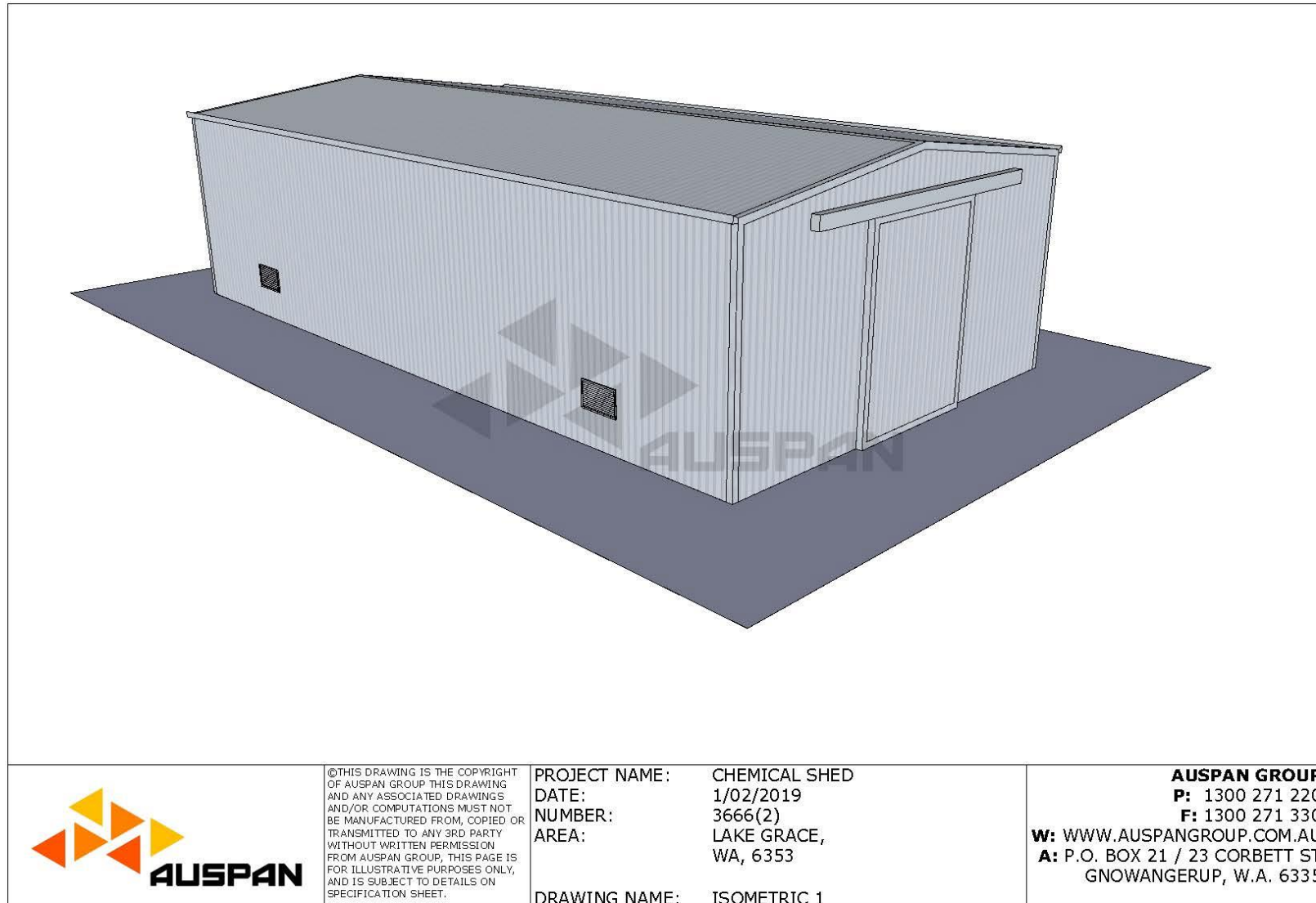


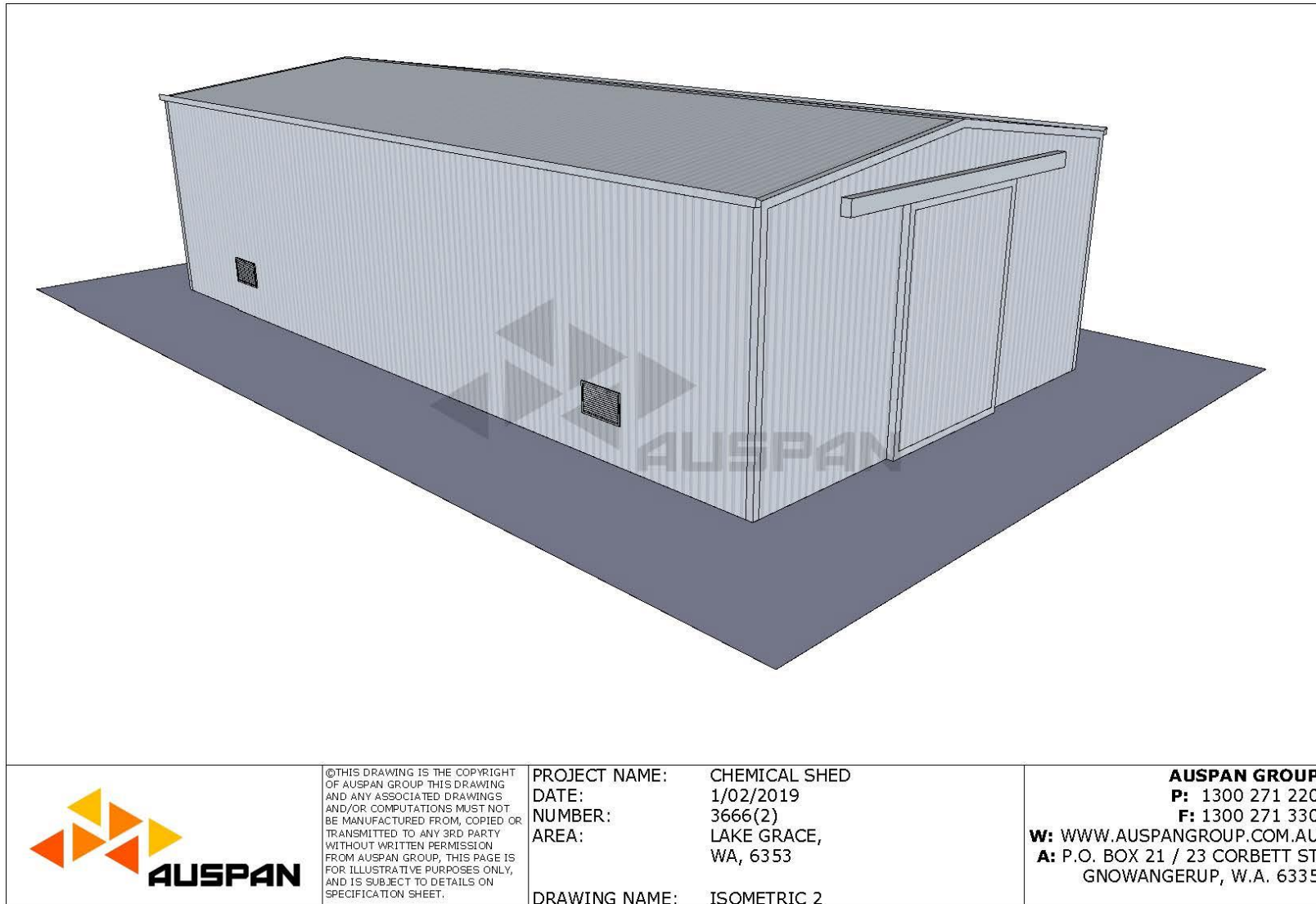






ATTACHMENT 1





14.2.2 APPLICATION TO AMEND DEVELOPMENT APPROVAL – NEW SINGLE HOUSE ON LOT 101 (NO.16) WATTLE DRIVE, LAKE GRACE

Applicant: DN & DS Clarke (Landowners)
File No.: 0454
Attachments: 1. Town Planning Report
Author: Mr Joe Douglas (Exurban Rural & Regional Planning)

Town Planning Consultant

Disclosure of Interest: Nil
Date of Report: 7 March 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

This report recommends that Council approve a development application received from DN & DS Clarke (Landowners) to amend the original development approval issued for the construction of a new single detached dwelling on Lot 101 (No.16) Wattle Drive, Lake Grace.

Background

In November 2017 Council granted conditional development approval for a new single storey dwelling on Lot 101. Construction of the dwelling has proceeded however not in accordance with the original approved site development plan (i.e. the dwelling has been sited on the land with an additional 5 metre setback to the land's southern rear boundary and an equivalent reduction to the dwelling's primary street setback to Wattle Drive).

This issue was recently raised with the landowners who have subsequently submitted a development application seeking Council's retrospective approval to formalise the unauthorised changes made to the dwelling's original approved location on the land (see Attachment 2).

Council should note no changes have been made to the original approved design and finish of the dwelling and that the minor changes proposed to the yet to be constructed vehicle accessways and parking areas will be addressed as part of a separate development application recently submitted for a proposed new outbuilding (i.e. domestic storage shed) on the land.

The landowners have explained there was a need to re-site the dwelling to account for and address advice received from their structural engineer regarding the location and extent of clay in the original approved location which proved to be a bigger constraint than first thought. Given the structural engineer's advice, the builder appointed to the project re-sited the dwelling without firstly seeking and obtaining Council's development approval and advising the landowners accordingly. Unfortunately the builder has since become insolvent with the landowners unable to make them fulfil their contractual obligations hence why they've submitted the required development application themselves.

Comment

Clause 77(1)(a) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* allows an owner of land in respect of which development approval has been granted to make application to the relevant local government for approval to amend an aspect of any development approved which, if amended, would not substantially change the development approved.

Given that:

- i) there have been no significant changes to the Shire's local planning framework, including the relevant applicable development standards, since issuance of the original development approval for the project;
- ii) the changes proposed to the approved site development plan for the new dwelling on Lot 101 are relatively minor and would not substantially change the original development previously approved by Council in 2017; and
- iii) the increased rear boundary setback and reduced front boundary setback have not given rise to any detrimental impacts on the local streetscape or compromised privacy and open space for the dwelling or the ability to provide suitable vehicle access, parking, landscaping or essential services,

it is concluded there are no impediments to the issuance of approval to the application and that any approval granted should be subject to the same conditions as those imposed in November 2017 when the dwelling was originally approved.

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

State Planning Policy 3.1 – *Residential Design Codes*

Consultation

Not required or deemed necessary.

Financial Implications

Nil. All costs associated with the development of the existing dwelling on the land have already been met by the landowners.

Strategic Implications

Shire of Lake Grace Local Planning Strategy - The revised proposal for Lot 101 is considered to still be generally consistent with the aims and objectives of the Shire's Local Planning Strategy as it applies to the following:

- Direct the majority of new housing development in the Shire to the Lake Grace, Newdegate, Lake King and Varley townsites;
- Provide a wide choice of housing types to suit the needs of all sectors of the community; and
- Create neighbourhoods with a community identity and high levels of safety, accessibility and amenity.

Recommendation

That the application for development approval submitted by DN & DS Clarke (Landowners) to amend the original development approval issued for the construction of a new single detached dwelling on Lot 101 (No.16) Wattle Drive, Lake Grace be APPROVED subject to compliance with the following conditions and advice notes:

Conditions

1. The new dwelling shall be sited on the land in accordance with the details of the amended site development plan submitted in support of the application.
2. All development on the land shall be undertaken in accordance with Conditions 1 to 4 of the original development approval issued by Council on 22 November 2017 subject to the modifications required as a consequence of Condition 1 of this approval.

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. 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.
4. 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.

Voting Requirements

Simple majority required.

Shire of Lake Grace	
File No:	<u>43819</u>
26 FEB 2019	
Xref:	<u>129952</u>
Records #:	<u>BAG</u>
Officer:	<u>1 KD</u>

D.N. & D.S. CLARKE
P.O. Box 53
LAKE GRACE 6353
Email dclarke4@bigpond.com

To Whom It May Concern

We are applying for retrospective approval for the building of a house further north on our block than in the original Development approval.

The original approval in November 2017 was for a setback of 18.143 to 17.845m from the Northern Boundary. The house was built according to the Building Permit LG1718028 issued in March 2018 with a setback of 13.147 to 12.845m from the Northern Boundary.

The reason for the reduced setback from the Northern Boundary and the increase in the Southern Boundary is due to the soil constraints. The block has varying depths of clay and rock on the block, with the Southern side being predominantly deep clay. The engineer (Dan Turner) suggested that the house be moved forward and have additional cement and steel in the footings. The builder followed the Engineers suggestions.

As owners we were unaware that the builder had not applied for this variation and this is one of a number of things that we have had to rectify since his insolvency.

Regards,



D.S. Clarke
0428654041
20/2/2019



D.N. Clarke
0428654032

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: DOUGLAS NEIL + DEBRAH SUSAN CLARKE		
ABN (if applicable):		
Address: P.O. Box 53 LAKE GRACE Postcode:		
Phone: DOUG (work): 0428654032 (home): DEB (mobile): 0428654041	Fax:	E-mail: dclarke4@bigpond.com
Contact person: DOUG OR DEB		
Signature:		Date:
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: DOUGLAS NEIL + DEBRAH SUSAN CLARKE		
Address: P.O. Box 53 LAKE GRACE Postcode: 6353		
Phone: DOUG (work): 0428654032 (home): DEB (mobile): 0428654041	Fax:	E-mail: dclarke4@bigpond.com
Contact person for correspondence: DOUG OR DEB		
<p>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</p>		
Signature:		Date:

Property Details – Details must match those shown on the Certificate/s of Title		
Lot No: 101	House/Street No: 16	Location No:
Diagram or Plan No: 24513	Certificate of Title Volume No: 2211	Folio No: 6
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: WATTLE DRIVE	Suburb: LAKE GRACE	
Nearest street intersection: BLACKBUTT WAY		
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: HOUSE VARIATION ON SETBACKS		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use: HOUSE / RESIDENTIAL.		
Approximate cost of proposed development: NIL.		
Estimated time of completion: DONE – RETROSPECTIVE		
OFFICE USE ONLY		
Acceptance Officer's initials:		Date received:
Local government reference no:		