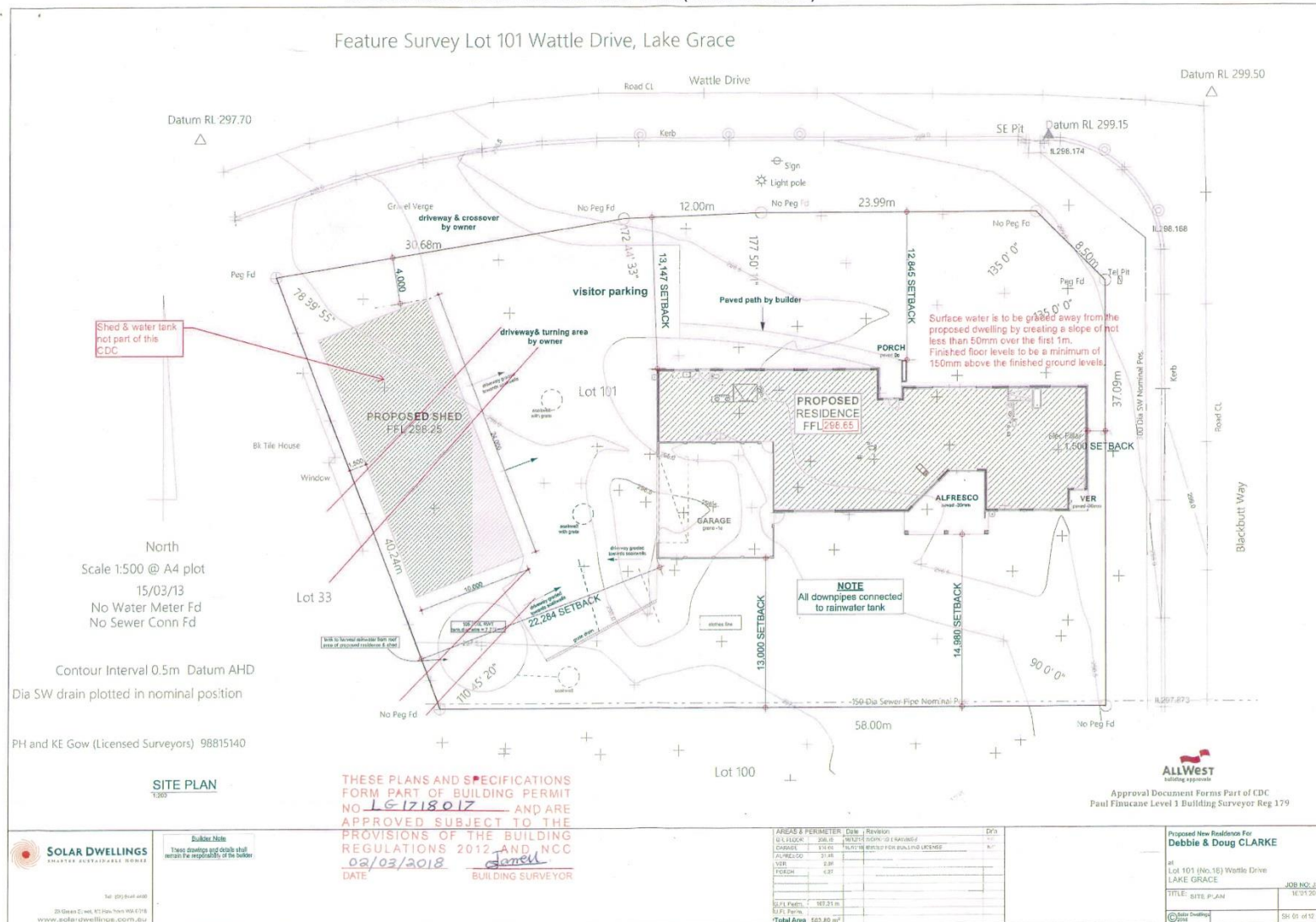


Feature Survey Lot 101 Wattle Drive, Lake Grace



14.2.3 AMENDED DEVELOPMENT APPLICATION – PROPOSED NEW OUTBUILDING (DOMESTIC STORAGE SHED) ON LOT 101 (NO.16) WATTLE DRIVE, LAKE GRACE

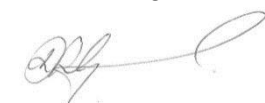
Applicant: National Building Approvals on behalf of DN & DS Clarke (Landowners)
File No.: 0454
Attachments: 1. Town Planning Report
 2. Latest Revised Site Development Plan for Proposed New Outbuilding & Vehicle Access / Parking Dated 25 February 2019
Author: Mr Joe Douglas (Exurban Rural & Regional 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 an amended development application submitted by National Building Approvals on behalf of DN & DS Clarke (Landowners) to construct a new steel framed and clad domestic outbuilding on Lot 101 (No.16) Wattle Drive, Lake Grace be approved subject to conditions.

Background

At its Ordinary Meeting in February 2019 Council considered a development application for the construction of a new 240m² outbuilding (i.e. domestic storage shed) on Lot 101 (No.16) Wattle Drive, Lake Grace (see Attachment 3). At that meeting Council resolved that the application not be approved pending receipt of further clarification.

A meeting and further discussions were held with the landowners regarding various issues of concern including vehicle access arrangements and the proposed outbuilding's height and bulk in the context of the local streetscape and existing low density residential development in the immediate locality.

The applicant, on behalf of the landowners, recently submitted a revised site development plan to address concerns raised regarding future vehicle access arrangements to the proposed outbuilding and the land more generally (see Attachment 4). Under the terms of this revised plan the following is now proposed:

- a. Relocation and widening of the proposed new driveway crossover along the land's Wattle Drive frontage to provide direct vehicle access to a new paved driveway immediately adjacent to the front door of the proposed outbuilding and avoid any future potential unauthorised vehicle access to/from Wattle Drive across the road verge; and
- b. Construction of a new three (3) metre wide crossover along the land's Blackbutt Way frontage to provide direct vehicle access to the rear of the new dwelling when required for general maintenance purposes.

Council should note the landowners' have not amended the floor area, wall height or roof height

of the proposed outbuilding given their need and desire to adequately cater for their personal storage requirements.

Lot 101 is located in the eastern part of the Lake Grace townsite on the south western corner of the intersection of Wattle Drive and Blackbutt Way and has direct frontage and access to both of these local roads. The land is irregular in shape, comprises a total area of approximately 2,736m² and is gently sloping from east to west.

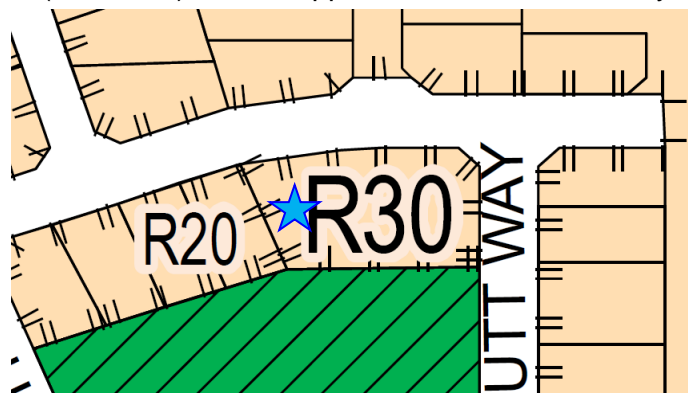


Location & Lot Configuration Plan (Source: Landgate)

Immediately adjoining and nearby land uses include low density residential development (i.e. single houses and associated outbuildings of varying size) to the north, east and west and public open space immediately south with low density residential development beyond.

Comment

Lot 101 is classified 'Residential' zone under the Shire of Lake Grace's current operative Local Planning Scheme No.4 (LPS No.4) with an applicable residential density coding of R30.



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

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

- To achieve a high standard of residential development in accordance with contemporary planning and development practice for the benefit of the community;
- To enhance the character and amenity of residential areas;

- *To provide for residential development at a range of densities with a variety of housing types to meet the needs of the community; and*
- *To provide an opportunity for residents to undertake occupations ancillary to the use of their dwelling that are compatible in character, scale and operation with the residential use and which will not have an adverse effect upon the existing character and amenity of these areas.*

Under the terms of LPS No.4 the development of a single house, including any associated additions or outbuildings, is listed in the Zoning Table as being permitted (i.e. a 'P' use) on land classified 'Residential' zone.

Notwithstanding the permissibility of the proposed new outbuilding on Lot 101, Council's formal development approval is required in this particular instance due to the proposal's non-compliance with a number of deemed-to-comply requirements of the Residential Design Codes 2015 (i.e. the R-Codes).

Compliance with Development Standards

Assessment of this latest proposal for Lot 101 against the development standards contained in LPS No.4 and the R-Codes has confirmed it satisfies the majority of standards except for the following:

i) Side Boundary Setback

The new outbuilding is proposed to have a setback of 1.5 metres from the land's western side boundary. Under the terms of the deemed-to-comply requirements of element 5.4.3 of the R-Codes the outbuilding is required to have a minimum setback of 1.8 metres to this boundary.

ii) Floor Area

The proposed new outbuilding will comprise a total floor area of 240m². Under the terms of the deemed-to-comply requirements of element 5.4.3 of the R-Codes the outbuilding is only permitted to have a total floor area of 60m² or 10 per cent of the land's total site area (i.e. 273.6m²), whichever is the lesser. In this case the maximum allowable floor area is 60m².

iii) Wall Height

The new outbuilding is proposed to have a wall height of 4.5 metres above the natural ground level. Under the terms of the deemed-to-comply requirements of element 5.4.3 of the R-Codes the outbuilding is only permitted to have a maximum wall height of 2.4 metres above the natural ground level.

iv) Roof Ridge Height

The new outbuilding is proposed to have a roof ridge height of 5.382 metres above the natural ground level. Under the terms of the deemed-to-comply requirements of element 5.4.3 of the R-Codes the outbuilding is only permitted to have a maximum roof ridge height of 4.2 metres above the natural ground level.

v) Vehicular Access

The revised site development plan proposes the construction of a new 11.54 metre wide paved driveway along the land's boundary to Wattle Drive which narrows down to 9 metres where the crossover meets the edge of the road carriageway. In addition a new three (3)

metre wide crossover is proposed along the land's Blackbutt Way frontage to provide direct vehicle access to the rear of the new dwelling when required for general maintenance purposes. Under the terms of the deemed-to-comply requirements of element 5.3.5 of the R-Codes no driveway wider than 6 metres is permitted at the street boundary with driveways in aggregate not being greater than 9 metres in width for any one property unless otherwise approved by Council.

In considering whether or not to approve these proposed variations to the deemed-to-comply requirements of the R-Codes Council must decide whether such variations are likely to have a detrimental impact upon the amenity and character of the immediate locality or any immediately adjoining or other nearby properties.

It is concluded following detailed assessment of the application that the proposed variations:

- i) are unlikely to have any adverse impacts in terms of the overshadowing of or access to light and ventilation for the existing dwelling on the immediately adjoining property to the west or give rise to any overlooking and resultant loss of privacy for the occupants of that dwelling;
- ii) are unlikely to give rise to any significant negative visual impacts when viewed from Wattle Drive or Blackbutt Way or compromise the visual amenity of surrounding properties given the limited number of dwellings with direct views to the proposed new outbuilding provided it is constructed in accordance with the plans using the materials and colours proposed;
- iii) are unlikely to set an undesirable precedent for the future development of residential outbuildings in the Lake Grace townsite given approvals have previously been granted by Council for a number of other oversize outbuildings for domestic storage purposes, none of which have given rise to any known formal complaints;
- iv) are considered acceptable by all nearby landowners and the broader community given no submissions were received during the public consultation process;
- v) will lead to improved access to the new outbuilding and existing dwelling on the land and help minimise any potential compliance issues in the future; and
- vi) will not compromise legibility for vehicle or pedestrian access or the safety of road users given Wattle Drive is a local road with a maximum speed limit of 50km/hour and relatively low traffic volumes, the land's corner location and dual frontage (i.e. one crossover and driveway for each street frontage).

In light of the above conclusions, the lack of any formally adopted policy position limiting / restricting the size of outbuildings on any 'Residential' zoned land in the Shire's townsites and the fact the new shed on Lot 101 is not disproportionate to the total lot area and existing dwelling thereon, 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 updated plans submitted in support of the proposal and the relevant standards and requirements of the Shire's local planning framework.

Council should note an alternative resolution to the reporting officer's recommendation regarding the issuance of development approval has been provided should Council decide to refuse the application in its entirety.

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

Public consultation was undertaken for the minimum required period of fourteen (14) days and included correspondence to all adjoining and nearby landowners as well as publication of formal notices in a local newsletter and the Shire's website inviting feedback and comment. At the conclusion of public advertising no submissions either supporting or objecting to the proposal had been received by the Shire.

Financial Implications

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

Strategic Implications

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

- Housing:
 - i) Apply the provisions of the Residential Design Codes of Western Australia to future housing developments to create neighbourhoods with a community identity and high levels of safety, accessibility and amenity.
- Infrastructure & Community Services (Drainage)
 - 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.
- Settlement Strategy (Townsites)
 - i) Facilitate improvements in the general appearance, character and amenity of the Shire's main settlements.

Recommendation

That Council resolve to APPROVE the development application submitted by National Building Approvals on behalf of DN & DS Clarke (Landowners) to construct a new steel framed and clad domestic outbuilding on Lot 101 (No.16) Wattle Drive, Lake Grace subject to the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the various information, revised site development plan dated 25 February 2019 and structural engineering design plans originally submitted in support of the application unless otherwise approved by Council.
2. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the development shall not be carried out without the further approval of

Council having first being sought and obtained.

3. All stormwater drainage generated by the proposed outbuilding shall be managed using the existing approved rainwater tank at the rear of the property.
4. The two (2) proposed new crossovers from the land's property boundaries to Wattle Drive and Blackbutt Way shall be constructed in accordance with the revised site development plan dated 25 February 2019 and paved and drained to the specifications and satisfaction of the Shire's Chief Executive Officer.
5. The proposed outbuilding shall be used for domestic storage purposes only unless otherwise approved by Council.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any building construction or earthworks on the land.
4. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the Shire with the required building permit application.
5. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the Environmental (Noise) Regulations 1997.
6. No construction works shall commence on the land prior to 7.00am without the Shire's written approval. No constructions works are permitted on Sundays or Public Holidays.
7. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
8. If the applicant / owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

Alternative Resolution

That Council resolve to REFUSE the development application submitted by National Building Approvals on behalf of DN & DS Clarke (Landowners) to construct a new steel framed and clad domestic outbuilding on Lot 101 (No.16) Wattle Drive, Lake Grace for the following reasons:

1. The proposed outbuilding is considered too large for the immediate locality in terms of its

total floor area, wall height and ridge height and is therefore likely to detract from the current streetscape character and visual amenity of residents of neighbouring and other nearby properties; and

2. Approval to an outbuilding of the size proposed will set an undesirable precedent for the development of outbuildings on other 'Residential' zoned land in the Shire's designated townsites.

Voting Requirements

Simple majority required.

Planning Services
Shire of Lake Grace

30-11-2018

Dear Sir/Madam

RE: Lot 101, 16 Wattle Drive, Lake Grace – Shed

I refer to the above mentioned property and note the following.

Please Note:

- 4.0m setback off front (north) boundary
- 1.5m setback off side (west) boundary
- Shed = 24.0m long x 10.0m wide x 4.5m high eaves
- All materials are non-combustible
- Existing ground level to remain

Included in application:

- Signed development application form
- Site Plan
- Shed layout plan and elevations
- Structural engineering drawings
- R-code variation justification letter

Please contact me directly for application payment.

If you have any questions, please contact me.

Kind regards

Dawn Marshall - Applicant
National Building Approvals
0490-125-870
admin@nationalbuildingapprovals.com.au

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: 6353
Phone: DOUG (work): 0428654032 (home): DEB (mobile): 0428654041	Fax:	E-mail: dclenke 4@bigpond.com
Contact person: DOUG OR DEB		
Signature: <i>[Signature]</i>		Date: 24/11/18
Signature: <i>[Signature]</i>		Date: 24/11/18
<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: NATIONAL BUILDING APPROVALS		
Address: 52 HUME ROAD, THORNIE WA		Postcode: 6108
Phone: (work): (home): (mobile): 0490-125-870	Fax:	E-mail: admin@nationalbuildingapprovals.com.au
Contact person for correspondence: DAWN MARSHALL		
<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: <i>[Signature]</i>		Date: 28-11-2018

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):				
<table border="1"> <tr> <td>Street name: WATTLE DRIVE</td> <td>Suburb: LAKE GRACE</td> </tr> </table>			Street name: WATTLE DRIVE	Suburb: LAKE GRACE
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 NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.				
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: PROPOSED STEEL FRAMED AND CLAD SHED - 24m LONG x 10m WIDE				
Description of exemption claimed (if relevant):				
Nature of any existing buildings and/or land use: EXISTING RESIDENCE				
Approximate cost of proposed development: \$84,078.00				
Estimated time of completion: MARCH 2019				
OFFICE USE ONLY				
Acceptance Officer's initials:		Date received:		
Local government reference no:				

Planning Services
Shire of Lake Grace

30-11-2018

Attn: Planning Department

RE: Lot 101, 16 Wattle Drive, Lake Grace – R-code variation justification.

Please find listed below the owners requirements for the large shed.

- The owners purchased this large block of land with the view to being able to have a large shed to provide for all their required storage needs.
The shed will provide security for their vehicles and will keep the property visually attractive. The alternative of having all vehicles parked over the site and external racking would not be visually attractive for the neighbouring properties.
- The width of the outbuilding on the streetscape of only 10m wide which is considerably narrower than the streetscape width of neighbouring dwellings. Therefore this width would have minimal impact on neighbours visual amenity. The width of the proposed dwellings street frontage is 37m which will draw your eye away from the outbuilding while on the street and provide a pleasant visual amenity for residents and neighbouring properties.
The extra height of the outbuilding will not detract from the streetscape because residents on their approach from the west will not see the outbuilding because it will be screened behind the 15m high street tree located outside 14 Wattle Drive. Approach from the east, the dwelling will provide visual screening with its overall height of 5.5m. This will reduce the outbuildings street perception of bulk. Residences along Blackbutt Way will have their views of the outbuilding greatly diminished due to the dwelling blocking their views.
- The proposed outbuilding is in excess of 60m² because the owner has a need to safely secure the following vehicles – a boat, caravan and additional leisure vehicles. There is also a need for private workshop facilities for maintenance on the above vehicles, space for storage racking and tools and a vehicle hoist.
- Although the outbuilding is larger than the 60m², it is well under the 10% maximum of the site area.
- The reason for the additional wall height of 2.1m is so that the boat can be housed within.
A 4m high door is required for boat clearance, then adding space for the roller door drum.
Also a vehicle hoist will be located within; therefore additional height is required when large recreation vehicles are up on the hoist.
- The location of the outbuilding is not within the primary street setback of 4m, therefore complaint.
There is no scope to increase the front setback because the water tank has already been installed.
- The side setback we request a reduction of 0.3m from 1.8m to 1.5m.
The reason is for the reduced setback is to maintain turning circles to the east of the

outbuilding.

The neighbour to the west has been approached and they don't have any objections to this.

- The outbuilding will provide no overshadowing to the western property #14 because of its location to the east.
- The owner has concerns about planting screen type landscaping along its front façade because of the risk of undermining the foundations of the shed. Also there is a front access roller door so this limits the planting space available.
- The outbuilding does not reduce the amount of open space required in table 1.


If you have any questions, please contact me.

Kind regards

Dawn Marshall
National Building Approvals
0490-125-870
admin@nationalbuildingapprovals.com.au

The site plan for Lot 101 shows a proposed shed (FFL 298.25) and a future residence (FFL 298.5). The shed is located on the left side of the lot, and the future residence is on the right. The plan includes various setbacks, such as a 22.284m setback for the shed and a 10.000m setback for the future residence. It also shows a future garage, alfresco, and veranda. The plan is bounded by Wattle Drive to the north, Blackbutt Way to the east, and a limestone retaining wall to the south. A note states: "NOTE: FUTURE RESIDENCE INCLUDING SETBACKS, GARAGE, ALFRESCO, VISITOR PARKING AND CROSSOVER DO NOT FORM PART OF THIS SHED APPROVAL".

SITE PLAN
SCALE 1:200 @ A2 SIZE
16 WATTLE DRIVE, LAKE GRACE
SITE AREA: 2741m2
AMENDED SITE PLAN 31-01-2019

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

Job Number: AUSPAN - 1442(2)

Customer: Doug and Debby Clarke

Site Address: Lot 101 Cnr Blackbutt Way and Wattle Drive, Lake Grace, WA, 6353

Profile Id: Overriden

Main Building: Gable - Span: 10000, Length: 24000, Height: 4500

The length being comprised of 4 bays, the largest bay is 6m bays.

Left LeanTo: NA

Right LeanTo: NA

Front Garaport: NA

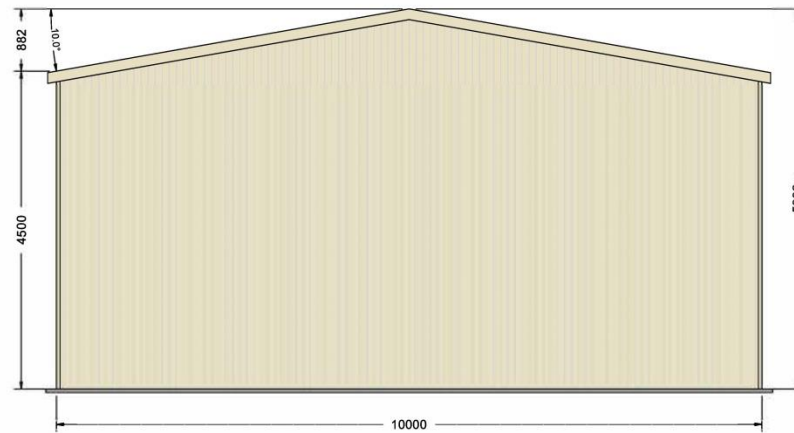
Back Garaport: NA

DESIGN CRITERIA	
Building Class: Class_10a	Wind Region: A
Design Wind Speed: 40 m/s	Terrain Category: 2.5
Ultimate Wind Speed: 41 m/s or 147.6 km/h (Region A, Terrain Cat 2, 5m reference height)	Shielding: No Shielding
Internal Pressure Coefficient (Ip): 0.7	Topography: 1
	Importance Level: 2

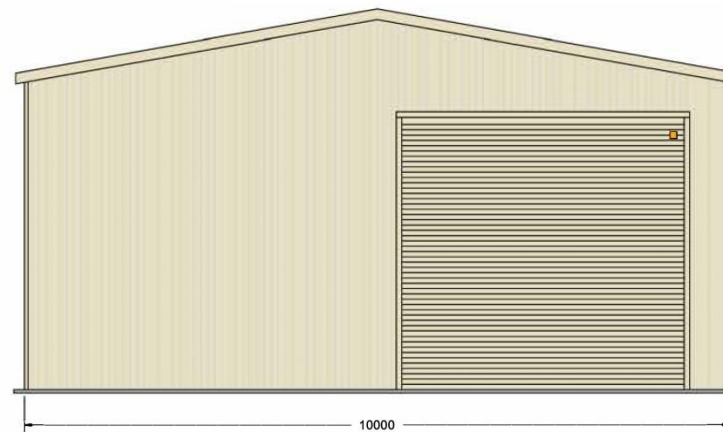
INTERNAL PORTALS	END PORTALS
Column: C25024	Column: C20024
Rafter: C25024	Rafter: C20024
Knee Brace: NA	Knee Brace: NA
Apex Brace: NA	Apex Brace: NA
	End Wall Mullion: C20019

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

PURLINS AND GIRTS			
Eave Purlin: C15012			
Side Wall Girts: TH120070	Max Spacing: 1400	Overlap: 10%	
Front End Wall Girts: TH120070	Max Spacing: 1400	Overlap: 10%	
Back End Wall Girts: TH120070	Max Spacing: 1400	Overlap: 10%	
Roof Purlins: TH120070	Max Spacing: 1300	Overlap: 10%	

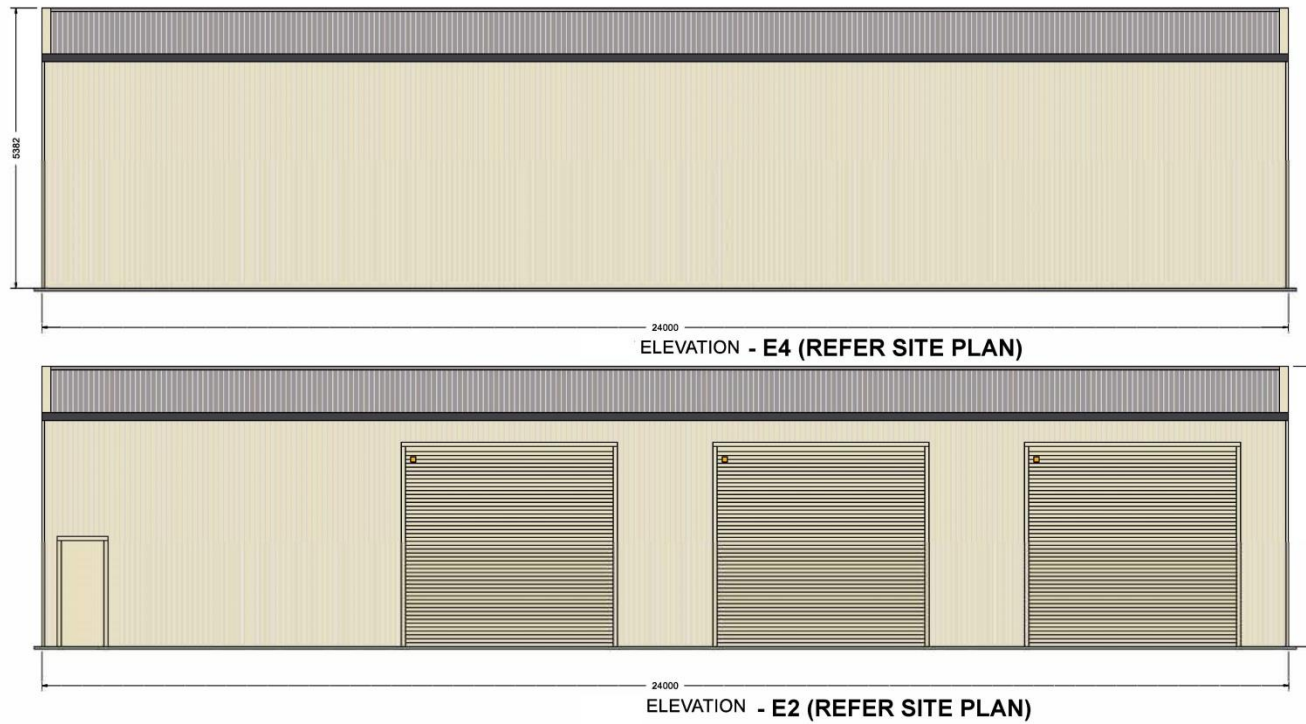


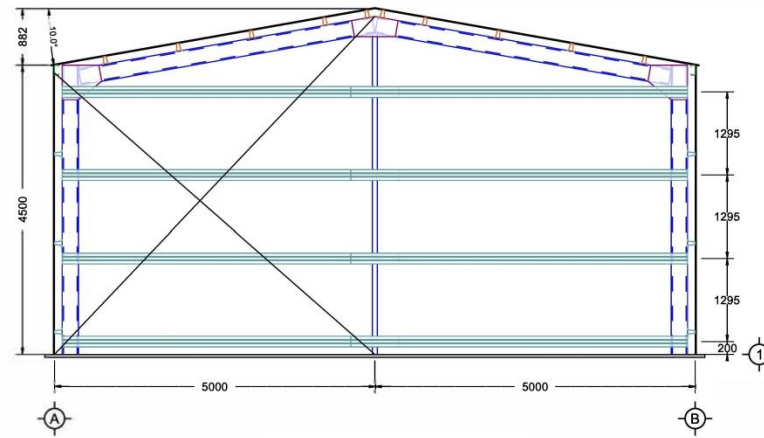
REAR ELEVATION - E3 (REFER SITE PLAN)



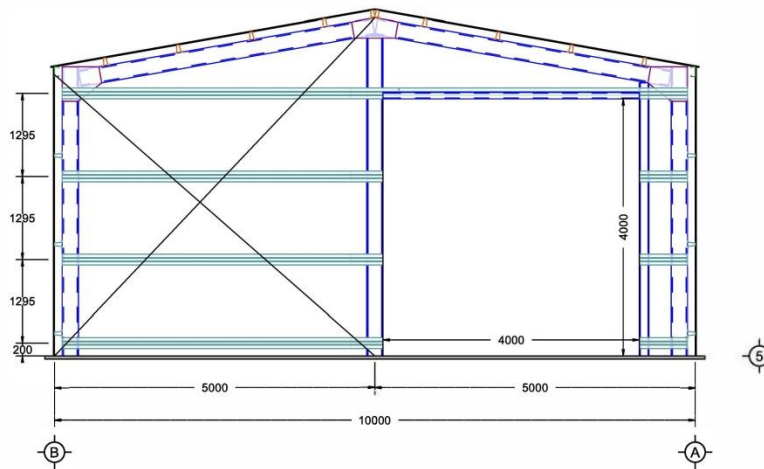
FRONT ELEVATION - E1 (REFER SITE PLAN)

- SHED MATERIALS AND COLOURS:**
- WALL MATERIAL: MONOCLAD TCT 0.47
 - WALL COLOUR: CLASSIC CREAM
 - ROOF MATERIAL: COUGRATED IRON TCT 0.47
 - ROOF COLOUR: ZINCALUME
 - TRIMS: CLASSIC CREAM
 - ROLLER DOORS: CLASSIC CREAM





GRID 1 ELEVATION



GRID 5 ELEVATION



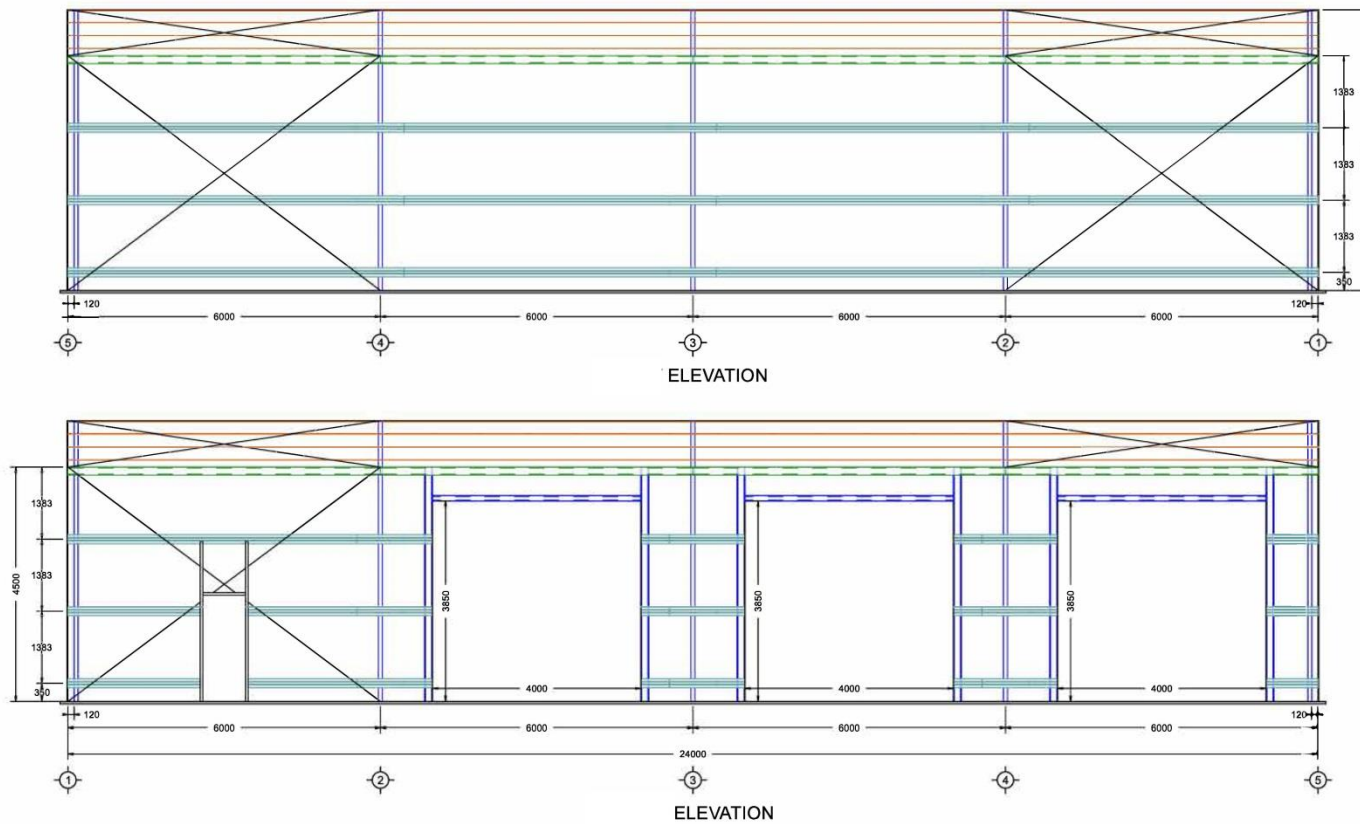
23 Corbett ST, Gnowangerup
Western Australia 6335
T: 1300 74 1300 | F: 1300 75 1300
www.shedspan.com.au

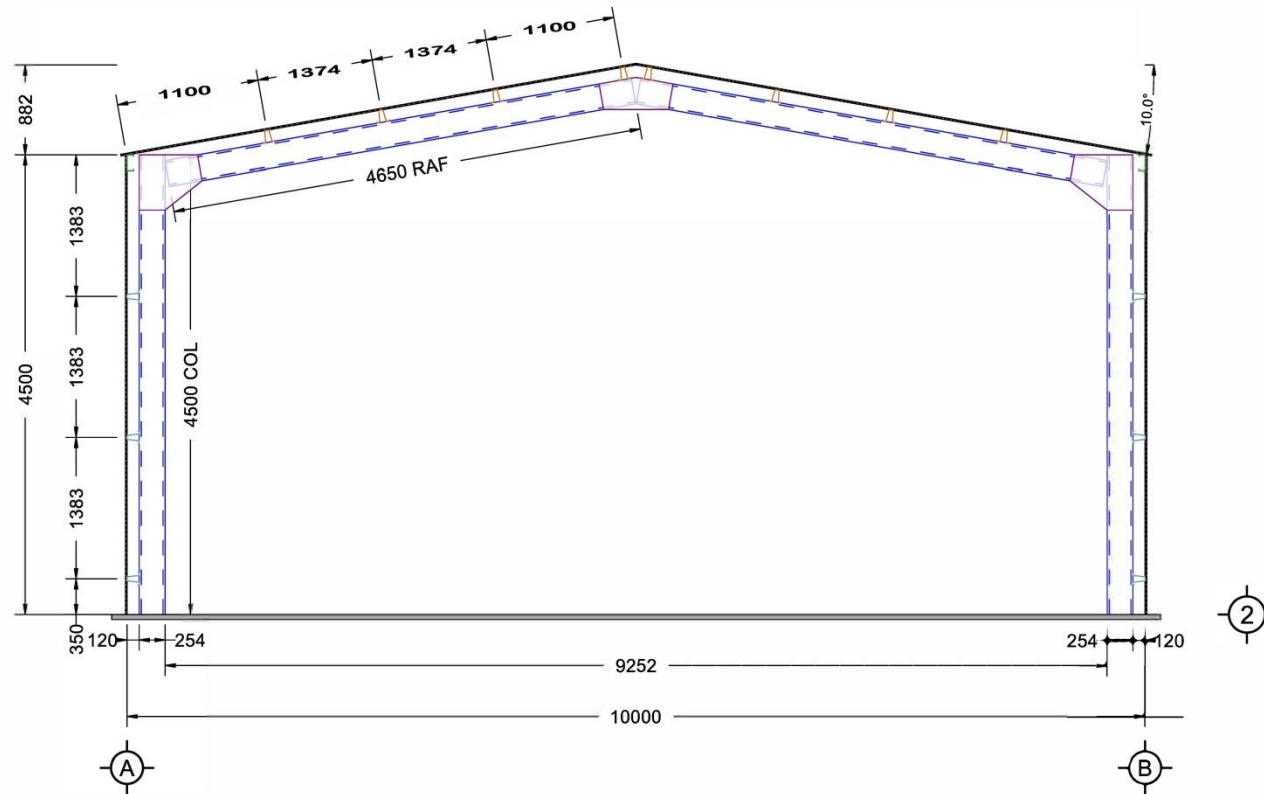
CLIENT: Doug and Debby Clarke
SITE ADDRESS: Lot 101 Blackbutt Wy/Wattle Drive, Lake Grace, WA, 6353
PHONE: 0428 654 041
EMAIL: dclarke4@bigpond.com

DRAWING TITLE: End Frame Elevations
SCALE: 1:80.335
DATE: 14-11-2018
Job Number: AUSPAN - 1442(2)

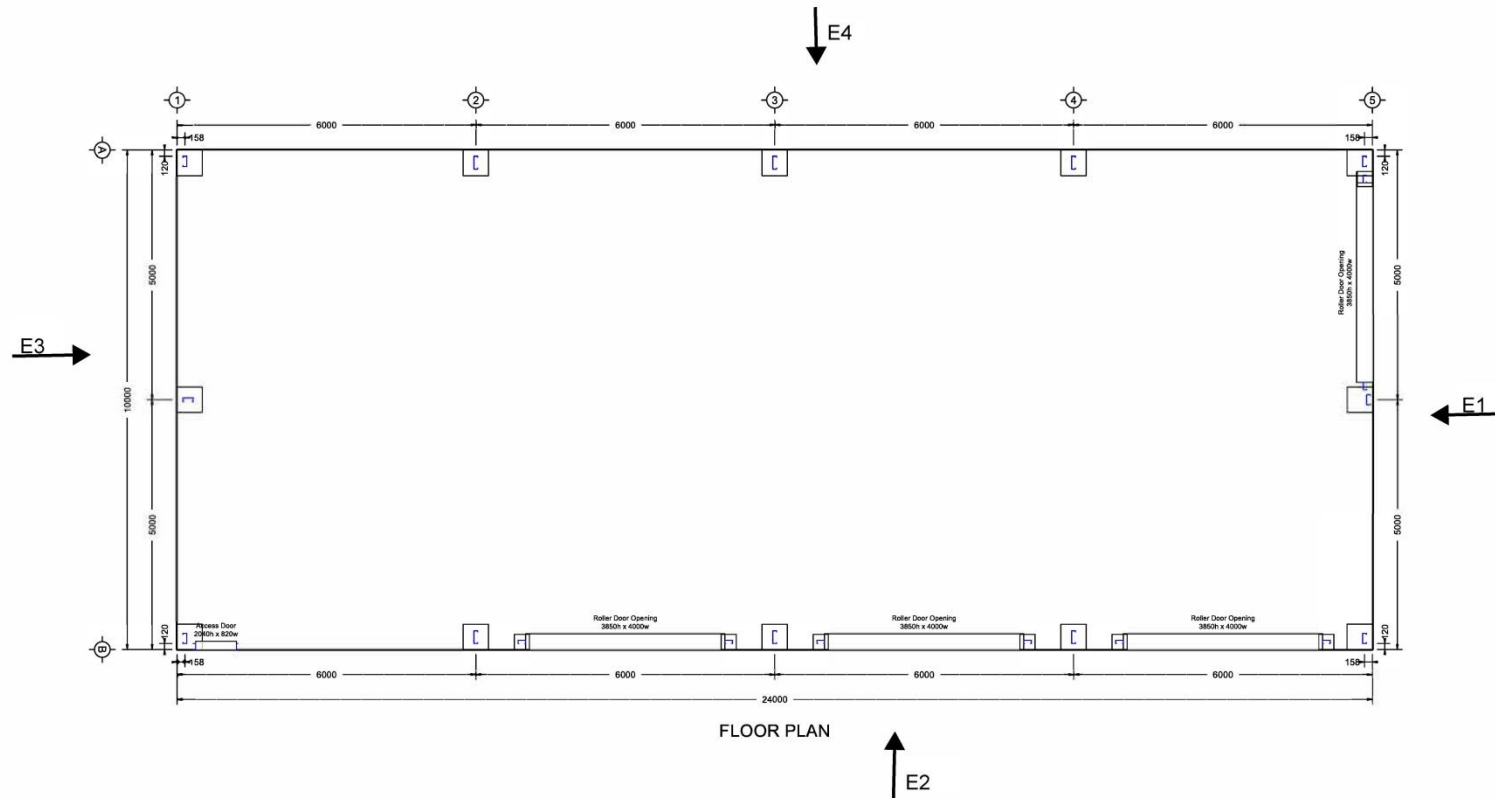


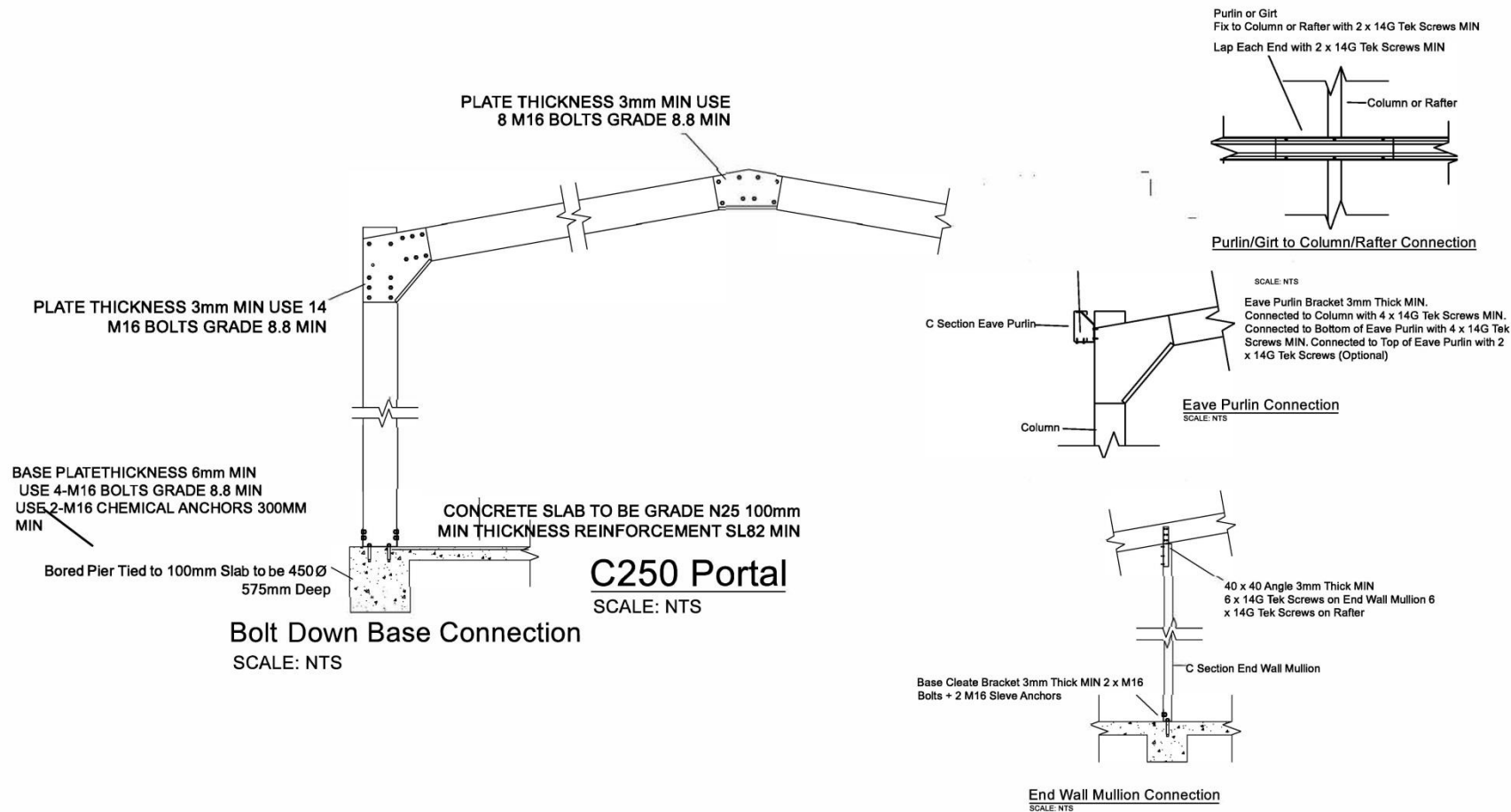
Sam Nejad
MPhil Eng, B.Sc Eng, ME Aust, CP Eng
NPER 56430, RPED10037, EC3792, CC37712
127021ES, Principal Engineer, Director

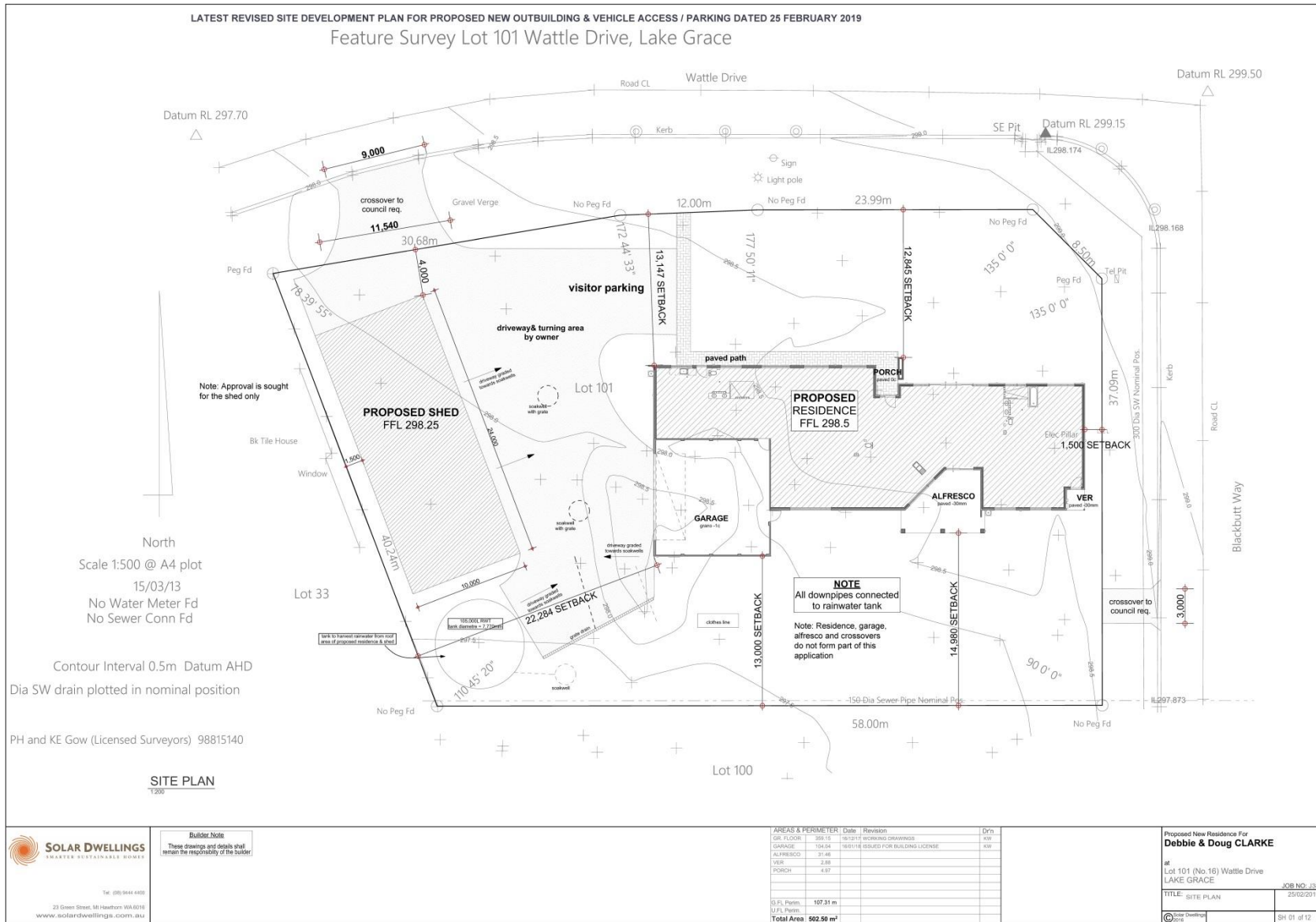




INTERMEDIATE ELEVATION







14.3 HEALTH AND BUILDING

NO MATTERS FOR CONSIDERATION.

14.4 ADMINISTRATION

14.4.1 LOCAL GOVERNMENT ACT 1995 REVIEW – PHASE 2

Applicant: Internal Report
File No. 0029
Attachments: 1. LG Act Phase 2 Review Responses
Author: Ms Denise Gobbart
 Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 15 March 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

The purpose of this report is for Council to consider their position on the Local Government Act 1995 Review Phase Two Consultation Paper, for a submission to be made to the Department of Local Government, Sport and Cultural Industries.

Background

The Department of Local Government, Sport and Cultural Industries released the Phase Two consultation paper early October 2018. Cr De Landgraft, Cr Hunt and the Chief Executive Officer (CEO) attended a workshop in Narrogin, soon after the release.

The Central Country Zone (CCZ) of WALGA established a working group to consider all the discussion papers and to then formulate a submission or Zone position that can be provided in a submission to both the DLGSC and WALGA. The group met in October 2018 and February 2019. Our CEO was on the working group established.

Submissions can be lodged on line and close 31 March 2019.

Comment

The responses in the 'Local Government Act Phase 2 Review' attachment have been considered and reviewed by the CCZ of WALGA at their meetings held in November 2018 and March 2019. Council can endorse the responses as is or make amendment to any position to enable the CEO to make a submission on behalf of the Shire.

Legal Implications

N/A

Policy Implications

N/A

Consultation

External: WA Local Government Association
 Central Country Zone of the WA Local Government Association

Financial Implications

N/A

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 focussed, unified Council functioning efficiently

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

Recommendation

That Council,

1. endorse the Shire of Lake Grace position for Phase Two of the Local Government Act Review as presented in the attachment to this report; and
2. instruct the Chief Executive Officer to lodge a submission based on the position endorsed.

Voting Requirements

Simple majority of Council required.

Administrative Efficiencies

Our vision is for the local government sector to be agile, smart and inclusive.

Our objective is to reform local government so that it is empowered to better deliver quality governance and services to their communities now and into the future.

A new Local Government Act will be drafted, Transforming Local Government.

Smart includes those topics that focus specifically on how local governments can best use their resources efficiently and rationally. It is important that they are transparent and accountable to their communities.

The topics addressed in this theme are:

- Administrative efficiencies;
- Council meetings;
- Interventions; and
- Local laws.

1. To what extent do you support the following statements?

General Observations

- smaller shires are coming under an increasing burden on compliance;
- local governments are impacted by a wide range of different legislation that does not necessarily take into account the size and location of the local government. In essence legislation that impacts on local government should be a little more flexible to the differing needs of the local government areas, rather than a blanket requirement for the State, would make some difference. This could be done by either exempting areas or types of shires or extending the time between reviews and reports will help to lessen the workload. This would include:
 - Equal Opportunity Plan - exemption for Shires doing it well or for those that aren't in a position to implement the plan (eg: only get one applicant for each job);
 - Disability Access and Inclusion Plan;
 - LEMC – Reduce the number of meetings for lower risk shires;
 - LEMA - Review period of the plan for lower risk shires;
 - Emergency Readiness Report - reduce the timeframe for lower risk shires;
 - Valuations - increase timeframes for Shires that have stagnant valuations;
 - Integrated Planning – increase review period;
 - Public Health Plans – exemption for Shires that aren't in a position to deliver these or allow the plans to be completed on a regional basis;
 - Records Management Plans – being completed on a regional basis; and
 - Planning schemes – basic requirements for small low growth areas. A couple of examples where this has been done well:

- * Salaries and Allowances Tribunal this year (2019) not asking for the survey to be completed as conditions haven't changed that much; and
 - * Department of Water exempting local government under 1000 population from the Water Services Act where the Local Government has proven they are competent.
- consideration of whether the frequency of some local government planning requirements are relevant to smaller local governments;
 - requirements of what is included in various plans could be tailored to a suite based on size;
 - there is a need to get away from the one size fits all concept with perhaps the option of opting in or opting out of certain requirements based on the size of the local government;
 - both WALGA and the Department of Local Government, Sport and Cultural Industries (DLGSC) need to be made aware of these type of issues and see whether the Local Government Partnership Agreement with the State Government can be used to address the concerns.

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
<p>"All local governments regardless of their size should have the same level of powers and responsibilities."</p> <p>Comment: The Zone is of the view that some powers and responsibilities should be mandatory to all local governments, however there should be an opportunity for local governments, to be able to opt in (or opt out) of certain powers and "optional" responsibilities with such opportunity based on size and location</p>		X			
<p>"The functions of the Grants Commission and the Advisory Board should be combined under one Board."</p> <p>Comment: The Zone felt that there could be some value in combining the two bodies but was also mindful of the time commitment that would be required from elected members appointed to the combined body. It was noted that the administrative support to both bodies was provided by the DLGSC and it is possible that this support could be "streamlined" if one body was formed.</p>				X	
<p>"Membership of the Local Government Advisory Board and the Local Government Grants Commission should be required to be drawn from specific geographic locations, for example, metropolitan Perth as well as regional and remote Western Australia."</p>					X

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Prior to conducting a poll to change the method of election of the Mayor/President from election by electors to election by the council, the local government should be required to draft the question and summaries and submit the question to the Advisory Board."				X	
"The Advisory Board should not assess a proposal for changes to boundaries that does not meet the minimum requirements."				X	
"The petition of affected electors should require each signatory to sign an acknowledgement that they have read the summary of the proposal and have seen a plan or map detailing any proposed changes."					X
"The affected local government(s) should be provided with a copy of the proposal prior to it being submitted to the Advisory Board."					X
"The applicant should be able to withdraw a proposal at any time prior to a recommendation being made to the Minister, providing there are circumstances which, in the Advisory Board's view, warrant withdrawal of the proposal."					X

2. Currently a proposal to the Advisory Board from the community must be signed by 250 people or 10% of the community whichever is less. Should proposals from districts with a population over 5,000 be increased to 500 signatures?
- Yes
 - No
 - Unsure

3. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"People need the power to impound stray cattle."		X			

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Local governments need the power to impound stray cattle."					X
"People need the power to detain and dispose of stray goats, pigs and poultry."		X			
"Offences that apply to pound keepers should also apply to similar facilities maintained by local governments, for example cats and dogs."		X			

4. Which of the following pieces of information should be provided by local governments to the Department and the Minister for Local Government?

Section		Yes	No	Unsure
s 4.79	Provide a report on the result of an election (ordinary or extra-ordinary election)	X		
s 5.3	Advise of the failure to hold council meetings within the last 3 months	X		
s 7.12A	Provide a copy of the report that addresses the issues identified in the audit report	X		
LG (Audit) Reg 14	Provide a copy of the compliance audit report <i>Comment: The Zone believes there needs to be an electronic way to certify that the CAR has gone to the Council, which would negate the need to provide a copy of the certified compliance audit return</i>	X		
LG (Audit) Reg 15	Provide a certified copy of the compliance audit return		X	
LG (Constitution) Reg 11FA	Provide a report on the result of an election (election of Mayor/President and Deputy Mayor/President)	X		
LG (Constitution) Reg 11H	Advise the outcome of the Court of Disputed Returns (election of Mayor/President and Deputy Mayor/President)	X		
LG (Constitution) Form 2	Request for a poll on a recommended amalgamation	X		

Section		Yes	No	Unsure
LG (Elections) Reg 86	Advise the outcome of the Court of Disputed Returns (ordinary or extra-ordinary election)	X		
LG (Financial Management) Reg 33	Provide a copy of the annual budget	X		
LG (Financial Management) Reg 33A	Provide a copy of the review and determination of the reviewed annual budget	X		
LG (Financial Management) Reg 51	Provide a copy of the annual financial report	X		

5. Which of the following decisions should be made by the Minister?

Section		Yes	No	Unsure
s 2.25	Approval for a leave of absences greater than six consecutive council meetings	X		
s 3.53	Ordering which local government is responsible for managing a facility that is located within two or more districts (only when the local governments themselves do not agree about how to manage the facility) Comment: The Zone is of the view that s3.53 should be deleted		X	
s 3.59	Commencing or undertaking a major land transaction or trading undertaking (as required under the regulations)		X	
s 3.61	Establishing a regional local government	X		
s 3.65	Amending the establishment agreement of a regional local government	X		
s 3.69	Establishing a regional subsidiary		X	
s 3.70	Amendment to a regional subsidiary's charter		X	
s 5.7	Reducing the number of people required for a quorum or absolute majority	X		
s 5.69	Approval to participate in a meeting (after disclosing an interest)	X		
s 5.69A	Exemption from some or all disclosure of interest requirements for committee members	X		
s 6.35	Minimum payment of rates on vacant land		X	

Section		Yes	No	Unsure
	Comment: The Zone feels that the determination of minimum rates on vacant land should be left to the discretion of each local government and not require Ministerial approval			
s 6.74	Approval to re-vest land to the State for non-payment of rates		X	
s 9.63	Direction to two or more local governments on how to resolve a dispute	X		

6. How should the following decisions be resolved by council?

Section		Simple Majority	Absolute Majority	Unsure
ss 3.12 & 3.16	Making local laws		X	
s 3.59(5)	Undertaking major land transactions or major trading activities		X	
s 4.17	Deciding if a councillor's seat should remain vacant prior to the next ordinary election (if the vacancy occurs between January and July in an election year)	X		
s 4.20	Appointing the Electoral Commissioner to conduct an election or appointing a returning officer	X		
s 4.57	Appointing a person to be a Councillor if no nominations are received twice for a vacant position		X	
s 4.61	Deciding if an election should be a postal election	X		
s 5.8	Establishing committees to assist council in the performance of powers and duties		X	
ss 5.10 & 5.11A	Appointing members (and deputies) to a committee		X	
s 5.15	Reducing the number of offices required to form a quorum at a committee meeting (if required)		X	
s 5.16	Delegating or revoking any local government powers and duties to a committee		X	
s 5.36	Decisions on CEO's employment contract		X	
s 5.42 & 5.45	Deciding to delegate powers or duties to the CEO (and revoke this delegation)		X	

Section		Simple Majority	Absolute Majority	Unsure
s 5.54	Accepting the annual report for a financial year		X	
s 5.98A	Deciding to pay the deputy mayor an additional allowance		X	
s 5.99	Deciding to pay council members the prescribed minimum fee or a fee within the prescribed range		X	
s 5.99A	Deciding to pay council members an annual allowance or an allowance that has been set for expenses		X	
s 6.2	Preparing and adopting a budget for the financial year		X	
s 6.3	Imposing a supplementary general rate or specified area rate		X	
s 6.8	Spending money from the municipal fund that was not in the annual budget		X	
s 6.11	Changing the purpose of a reserve account		X	
s 6.12	Granting a discount for the early payment of money, waiving or granting concessions, or writing off any amount owed to the local government <i>Comment: The Zone was unsure whether the granting of a concession on a facility, such as a hall hire, is captured by this section of the Act. It was felt that such a concession is a simple arrangement and should be left to the discretion of the local government and not subject to any requirement within the legislation</i>			X
s 6.13	Deciding to require a person to pay interest on an amount owed to a local government		X	
s 6.16	Imposing (or amending) a fee for goods or services		X	
s 6.20	Deciding to borrow and spend borrowed money		X	
s 6.32	Imposing a general rate on rateable land or a supplementary general rate in an emergency		X	
s 6.46	Granting a discount or other incentive for the early payment of any rate or service charge		X	

Section		Simple Majority	Absolute Majority	Unsure
s 6.47	Deciding to waive a rate or service charge		X	
s 6.51	Deciding to impose interest on a rate or service charge or costs of proceedings to recover amounts unpaid		X	
s 7.1A	Appointing audit committee members		X	
s 7.1B	Delegating powers and duties to the audit committee		X	
Sch 2.2 clause 4	Deciding to propose to the Advisory Board that a submission should be rejected or dealt with as a minor matter that does not require public submissions	X		
Sch 2.2 clause 5	Making a proposal to the Minister or the Advisory Board to change the name of a district or ward		X	
Sch 2.2 clause 9	Making a proposal to the Advisory Board to change ward boundaries, the name of the district or wards, or the number of councillors		X	
LG (Admin) Reg 10(2)	Deciding to revoke or change a decision made by absolute majority		X	
LG (Admin) Reg 14A	Deciding to approve a member to be present at a meeting via telephone	X		
LG (Admin) Reg 19C and 19DA)	Adopting a strategic community plan and corporate business plan		X	
LG (Financial Management) Reg 33A	Determining whether to adopt a review of the budget or recommendations in the budget review		X	

Which regulatory measures within the Act should be removed or amended to make the legislation more efficient? Please provide detailed analysis with your suggestions.

Briefly describe the red tape problem you have identified.

What is the impact of this problem? Please quantify if possible.

What solutions can you suggest to solve this red tape problem?

You can also email your suggestions to actreview@dlqsc.wa.gov.au.

Comment:

One issue of concern to the Zone is the disposal of property. S3.58 of the Act provides for the manner in which property/assets (eg. truck) are disposed. If an asset is above a certain value, currently \$20,000, it is a requirement that if quotes are called for the purchase of a new asset, greater than a value of \$75,000 such as a

truck, then it is also necessary to advertise the sale of the trade in vehicle. This seems totally unjustified and is a good example of "red tape". It would streamline the process of the value at which advertising was required if the value was equal to the tender threshold (currently \$150,000).

Local Laws

7. Should any of the following topics covered by local laws be replaced by state-wide regulations?

	Yes	No	Unsure
Activities on thoroughfares and trading			
Beekeeping			
Cemeteries			
Dogs			
Cats			
Extractive industries			
Fencing			
Bush fire brigades			
Meeting procedures (standing orders)			
Pest plants			
Public places and Local Government property			
Parking			
Waste			
Urban environment and nuisance			
Other (please specify)			

Comment:

The Zone did not believe it could appropriately respond to the above question but has provided the following comment.

The Zone is of the opinion that the State Government should work with local government to develop more flexible legislation that will enable local government to do "things differently" such as allowing policies to manage tasks instead of formal local laws.

8. Should model local laws be prepared by State Government for local governments to use?
 - a) **Yes**
 - b) No
 - c) Unsure
9. Should local governments be permitted to adapt the contents of model local laws?
 - d) **Yes**
 - e) No
 - f) Unsure
10. Currently a local government is required to consult for a period of six weeks. If a local government adopts a model local law without modification, how long should the mandatory consultation period be?
 - g) Less than 6 weeks
 - h) Greater than 6 weeks
 - i) 6 weeks as it is currently
 - j) The requirement for public consultation should be removed entirely
 - k) **A duration determined by council**
11. If a local government is seeking to adopt a model local law that it has modified, how long should the mandatory consultation period be?
 - l) Less than 6 weeks
 - m) Greater than 6 weeks
 - n) 6 weeks as it is currently
 - o) The requirement for public consultation should be removed entirely
 - p) **A duration determined by council**

12. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The Department should continue to provide comment on proposed local laws prior to consideration by Parliament's Joint Standing Committee on Delegated Legislation."					X
"Local governments should be required to modify proposed local laws according to the instructions of the Department."					X
"Local governments should be required to have a legal practitioner certify that a local law is within power and legally enforceable." Comment: This would be supported only if the Joint Standing Committee on Delegated Legislation is not also going to review the local laws.			X		

13. Should local governments be required to periodically review their local laws?

- q) No
- r) Yes, every 6 years or less
- s) Yes, every 8 years
- t) Yes, between 8 and 10 years

Comment:

The Zone noted that there was currently no penalty if the local government did not review the local laws and suggested that after an appropriate time following the eight years a local law should lapse, if not review undertaken.

14. Do you have any additional comments on the topic of local laws? Additional information can also be provided to the review team via email at actreview@dlgsc.wa.gov.au

Comment: The process for making and reviewing local laws should be modernised (and streamlined) taking account of currently available technology, on the understanding that any new local law making legislation should not be too descriptive.

Council Meetings

15. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
"The process for public question time should be consistent between councils."		X			
"Public question time is an important feature of council meetings."					X
"People unhappy with the quality of the answer given at public question time should be able to escalate the matter to an independent person."	X				

16. Should council members be able to participate in meetings remotely?

- u) Yes
- v) No
- w) Unsure

If yes, how? Video conferencing, teleconferencing

17. Could General Electors Meetings be combined with or held consecutively with an Ordinary Council Meeting?

- x) Yes
- y) No
- z) Unsure

18. Should Council Meetings be live streamed?

Comment:

This should be left to the discretion of the Council as it is likely that in some rural and remote localities the available internet speeds do not make the concept practical.

19. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Legislation should set rules for recording confidential items in minutes."		X			

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Local governments should be required to publish unconfirmed council meeting minutes prior to the local government's next council or committee meeting."				X	
"The CEO rather than the Presiding Member should be responsible for the minutes of council and committee meetings."					X
"The rule concerning council's ability to revoke or change a decision should be amended to clarify that it only applies to decisions that are yet to be implemented." Comment: The Zone does not believe that this should be prescribed in the legislation but supports the principle.				X	

20. To what extent to do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The requirement to hold an annual electors meeting should be removed."					X
"The ability to call a special electors meeting should be removed."		X			
"The number of times that a special electors meeting can be called on the same matter should be restricted."				X	
"The number of electors required to hold a special electors meeting should be increased." Comment: The Zone believes the same rules as applying to Petitions referred to earlier should be applied to ensure standardisation.				X	
"The Local Government's standing orders should apply to special electors meetings."		X			
"The way special electors meetings are conducted should be					

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
uniform between local governments."					

21. Do you have any additional comments on the topic of council meetings?
Additional information can also be provided to the review team via email at actreview@dlgsc.wa.gov.au.

Interventions

22. Depending on the nature of the allegation, different parties are responsible for receiving allegations of breaches of the Act. Should the Department responsible for local government be responsible for receiving all allegations of breaches of the Act?
- a) **Yes**
 - b) No
 - c) Unsure
23. To what extent are you concerned about behaviour and good governance in local government?
- d) A great deal
 - e) A lot
 - f) A moderate amount
 - g) A little
 - h) Not at all

Comment: Question not answered as it is considered this is more related to community opinion

24. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The Act should enable an external person to be appointed to work with a local government's administration to improve governance and resolve problems."				X	
"An external person appointed to work with a local government's administration to improve governance and resolve problems should have the powers to direct the administration and override decisions made by the		X			

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
administration."					
"The external person should be appointed by the Minister."				X	
"The costs of appointing an external person to work with an administration to improve governance and resolve problems in a local government should be met by the local government."		X			
"The costs of appointing an external person to work with an administration to improve governance and resolve problems in a local government should be met by the State Government."				X	

25. To what extent to you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The Act should enable an external person to be appointed to work with council members to improve governance and resolve problems."				X	
"An external person appointed to work with council members should have the power to direct the council."		X			
"An external person appointed to work with council members to improve governance and resolve problems should have the powers to override council decisions."		X			
"An external person should be appointed by the Minister."				X	
"The costs of appointing an external person to work with council members to improve governance and resolve problems in a local government should be met by the local government."		X			
"The costs of appointing an external person to work with council members to improve governance and resolve problems in a local government should be met by the State Government."				X	

26. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Former local government council members, committee members and employees should be prosecuted if they misuse information."				X	
"Local government council members, committee members or employees should be prosecuted if they use their position to cause detriment to the local government or any person."				X	
"People who knowingly provide false or misleading information to a council should be prosecuted."				X	
"Local government employees that breach procurement rules should be prosecuted."				X	
"When a breach of the Act is identified an infringement notice should be issued as is the case for traffic offences."				X	

27. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
"In cases where a local law does not define a penalty amount, the Act should set a default penalty amount."				X	
"Local governments need greater powers to direct property owners to tidy property for amenity, health and safety reasons."				X	
"Local governments need greater powers to direct property owners and occupiers to remove items like disused motor vehicles for amenity, health and safety reasons."				X	
"Local governments should be able to destroy property or items removed from a property within 28 days when there has been a breach of a local law or regulations. This might include rubbish, goods deemed to be of little value, or decaying items."				X	

28. Do you have any additional comments on this topic of interventions?

Additional information can also be provided to the review team via email at actreview@dlgsc.wa.gov.au.

Community Engagement

Our vision is for the local government sector to be agile, smart and inclusive.

Our objective is to reform local government so that it is empowered to better deliver quality governance and services to their communities now and into the future.

A new Local Government Act will be drafted, Transforming Local Government.

Inclusive includes topics that focus specifically on how local governments represent and involve their communities in decision-making. As the tier of government closest to the community, there is an expectation that local governments represent the whole community, recognise diversity within their district and are responsive to community needs.

The topics addressed in this theme are:

- Elections;
- Community engagement;
- Integrated planning and reporting; and
- Complaints management.

1. What methods of engagement do you believe are most effective (please select all options that apply)
 - a. In person
 - b. Telephone
 - c. Online
 - d. Community forums
 - e. Citizen juries
 - f. Other (please specify)

Comment: The Zone is of the view that the method used will depend on what type of issue is the subject of the engagement and believe that the method should be determined by the local government on a case by case basis.

2. How could local governments engage with different community groups (e.g. young people, seniors, families, people with disabilities, Aboriginal people and people from Culturally and Linguistically Diverse communities, etc.)?

Comment: The Zone is of the view that the method used will depend on what type of issue is the subject of the engagement and believe that the method should be determined by the local government on a case by case basis.

3. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The Act needs to set rules for community engagement by defining what community engagement is and how it should be done."		X			
"Local governments should be required to adopt a community engagement charter or policy."				X	
"All local governments should operate under a universal community engagement charter or policy."		X			
"Local governments should determine if they require a community engagement charter or policy and the content of that charter or policy."		X			

4. Other jurisdictions have included principles with their engagement charter. How relevant do you believe each of these principles are?

	Irrelevant	Neutral	Relevant
Engagement is genuine			X
Engagement is inclusive and respectful			X
Engagement is fit-for-purpose			X
Engagement is informed and transparent			X
Engagement processes must be reviewed and improved			X

5. In what circumstances should local governments be required to engage with the community? (please select all options that apply)

- a. **When preparing or reviewing their Strategic Community Plan**
- b. When preparing their annual budget
- c. Making a local law
- d. Planning matters
- e. Emergency and community infrastructure planning
- f. **Only when the local government determines that it is necessary**
- g. Other (please specify)

6. Would you like to make any further comments regarding community engagement?
Additional information can also be provided to the review team via email at actreview@dlgsc.wa.gov.au.

Integrated Planning and Reporting

7. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Long-term and operational planning is an area where reform is required." Comment: The Zone supports the status quo			X		
"A local government should be free to conduct its long-term and operational planning in whatever manner it wishes."		X			
"Local governments should conduct their long-term and operational planning in the same way."		X			
"Local governments with smaller populations and fewer staff should have fewer rules for how they conduct long-term and operational planning."				X	
Local Governments with larger populations and more staff should have fewer rules setting how they conduct long-term and operational planning."			X		
"Integrated Planning and Reporting documents need to be reviewed too frequently."				X	
"The timelines for reviewing Integrated Planning and Reporting documents need to be synchronised with council election cycles."		X			
"There should be consequences for not complying with Integrated Planning and Reporting requirements."		X			

8. Should Integrated Planning and Reporting requirements differ based on any of the following criteria?

	Yes	No	Unsure
Population size		X	
Geographical size		X	

	Yes	No	Unsure
Location		X	
Salaries and Allowances Tribunal banding	X		
Other, please specify			

9. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Local governments should be required to publish measures of success in implementing their long-term and operational plans."		X			
"Local governments should be required to publish measures of success against uniform key performance indicators."		X			
"It is important that measures of success are comparable."		X			
"Local governments should determine if they publish measures of success and what these measures should be."				X	

10. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The State Government should use local government Integrated Planning and Reporting documents to inform policy and service delivery."				X	
"All local government plans, including Local Public Health Plans, Disability Access Plans and Town Planning Schemes, should be combined under Integrated Planning and Reporting."				X	
"Local government Integrated Planning and Reporting needs to be conducted at a regional level to influence State Government policy and service delivery."		X			

11. What should the role of the community be in Integrated Planning and Reporting?

	Yes	No	Unsure
To be actively involved in the development of the Strategic Community Plan	X		
To provide feedback to the local government on Draft Strategic Community Plans and Corporate Business Plans <i>Comment: The Zone is of the view that community feedback is not required on the corporate business plan as it is seen as an internal operating document and is the operational aspect of the Strategic Community Plan</i>	X		
To be notified of a local government's plans and reports (for example, publication of these documents on the local government's website)	X		
To assess the local government's success in achieving the priorities identified in the Strategic Community Plan		X	

12. Should all Local Governments have to meet the following community engagement requirements when developing their IPR documents?

	Yes	No	Unsure
A minimum number of people or percentage of people involved in the engagement process		X	
Ensure that community engagement is representative of the community's diverse population	X		
Demonstrate the community has been engaged in the development of plans	X		
Demonstrate the community has been consulted on the completion of draft plans	X		
Other (please specify)			

13. Should community engagement requirements be the same for all local governments?

- a) Yes
- b) No
- c) Unsure

14. Do you have any other comments on the topic of Integrated Planning and Reporting? Additional information can also be provided to the review team via email at actreview@dlgsc.wa.gov.au.

Comment:

The Zone is of the opinion that the requirements of the IPR should be on a tiered basis utilising the Salaries and Allowances Tribunal bands.

Complaints Management

15. What matters need to be considered in complaints management policies and procedures (please select all that apply)
- a) How the application must be made
 - b) How a response to a complaint is to be made
 - c) Opportunities for a review of a response
 - d) The timeframes related to the process or review
 - e) Notification requirements of the process
 - f) Reporting of the complaints received
 - g) Internal independent review of complaints
 - h) None of these options
 - i) Other (please specify)
16. To what extent do you support this statement?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
"A customer service charter should set the framework for local government complaints management."		X			

17. Should a local government customer service charter be a legislative requirement?
- a) Yes
 - b) No
 - c) Unsure
18. Who should review unresolved complaints (please select all options that apply)?
- a) Different staff member in the local government
 - b) A qualified complaints management officer
 - c) A committee created by the local government
 - d) A tabled decision for council to determine
 - e) None of the people or groups listed above
 - f) Other (please specify)

Comment: The Zone did not respond to this question as it felt it was very difficult to respond to as the term "unresolved" is not defined. As such there are so many variables that could be considered such as "unresolved in whose opinion".

19. Do you have any additional comments on the topic of complaints management?
Additional information can also be provided to the review team via email at actreview@dlgsc.wa.gov.au.

Elections

20. To what extent do you support the following statements?

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
"Voting should be compulsory."	X				
"Voting should be conducted via a preferential voting system."		X			
"Electronic and online voting should be made available for local government elections."				X	
"The use of electronic or online voting would not change my confidence in the voting system."			X		
"Legislation should be introduced that would permit online voting to be trialled."				X	

21. Which local governments should be required to offer postal voting?

- a) **Postal voting should not be required to be offered**
- b) All local governments
- c) Local governments with a population greater than 1,000 people
- d) Unsure

22. Which local governments should be required to use the WA Electoral Commission?

- a) **No local governments should be required to use the WA Electoral Commission**
- b) All local governments
- c) Local governments with a population greater than 1,000 people
- d) Unsure

Comment: Australian Election Commission should also be included to ensure adequate competition

23. Should the WA Electoral Commission be the only organisation authorised to conduct local government postal voting?

- a) Yes
- b) **No**
- c) Unsure

24. What method should be used to resolve ties in council elections?

- a) Drawing of lots (random selection)
- b) Unsure
- c) Other (please specify)

25. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"A count-back from the previous election result should be used if available to fill vacancies between elections."		X			
"Local governments should be required to adopt a caretaker period that restricts council from making major decisions during a local government election period." Comment: The Zone was of the view that a legislated "caretaker" requirement was not required but each local government should be encouraged to have a policy on caretaker period during a local government election	X				
"Caretaker periods are only required in large local governments."			X		
"Council members who contest a State or Federal election should be required to take a leave of absence on the day of their nomination for a State or Federal election campaign."				X	

26. To what extent do you agree with the following statements?

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
"People who have been convicted under planning or building legislation offences in the past should be disqualified from serving as a council member."				X	
"Council elections should be held every four years rather than every two years with all council members being elected at the same time."	X				

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
"A cap should be set on the maximum amount that a candidate may spend on their campaign."				X	
"Prospective candidates should be required to declare their profession or primary source of income on the nomination form."		X			
"Local governments should be required to publish candidate profiles on the website."				X	
"Information collected on the nomination form should include demographic information such as gender and ethnicity."		X			

27. To what extent do you agree with the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
"People who own land but who do not live in a district should be eligible to vote."				X	
"People who lease rateable property in a district should be entitled to vote."				X	
"Corporations that own property in a district should be entitled to vote."				X	
"Corporations that lease property should be entitled to vote."				X	
"Occupiers of land, for example, commercial lease holders, should be eligible to vote."				X	
"Only people over the age of 18 who live in a district should be eligible to vote."		X			

28. How should the position of Mayor or Shire President be determined?

- a) Vote by electors
- b) **Vote by council members**
- c) A method determined by council
- d) Unsure
- e) Other (please specify)

29. To what extent do you agree with the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The rules regulating non-election gifts and elections should be aligned."				X	
"Election gifts and donations should be declared regardless of when they are received."				X	
"A register of election gifts and donations should be available online."				X	
"Donors should also be required to declare election gifts and donations made."		X			

30. Should gifts or donations from any of the following be prohibited? (please select all options that apply)

- a) Real estate agents
- b) Property developers
- c) Political parties
- d) Liquor or gambling business entities
- e) Tobacco industry business entities
- f) No election gifts or donations should be prohibited
- g) **All election gifts or donations should be prohibited**
- h) Other (please specify)

31. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
"A local government should be required to have a ward"		X			

	Very unsupportive	Unsupportive	Neutral	Supportive	Very Supportive
structure if it reaches a certain population threshold."					
"A local government with fewer than 800 people should not have wards."		X			
"Ward boundaries should be set by the Electoral Commissioner."		X			
"The number of members that a council has should be linked to the local government's population."		X			

32. How can participation be increased to ensure that Western Australia's diverse population is represented in local government?

33. Do you have any other comments or feedback on local government elections?
Additional information can also be provided to the review team via email at actreview@dlgsc.wa.gov.au.

Financial Management

Our vision is for the local government sector to be agile, smart and inclusive.

Our objective is to reform local government so that it is empowered to better deliver quality governance and services to their communities now and into the future.

A new Local Government Act will be drafted, Transforming Local Government.

Agile includes topics that focus specifically on how local governments can best use their resources. It is important that they are transparent and accountable to their communities, while striking a balance between community expectations and the practical limitations of revenue and expenditure.

The topics addressed in this theme are:

- Financial management;
- Rates, fees and charges; and
- Beneficial enterprises.

General Comment:

The following general observations are made in relation to financial management:

- Annual reporting needs to be simplified so the community can understand the statements;
- Establish a tiered arrangement for not only governance but also financial management;

- Given that much of the local government financial reporting is controlled by the Australian Accounting Standards (AAS) a case should be developed to present to the Minister to limit the applicability of AAS on local government.

WALGA Position Statement	Tender Threshold WALGA supports an increase in the tender threshold to align with the State Government tender threshold of \$250,000 with a timeframe of one financial year for individual vendors.
WALGA Position Statement	Procurement That Regulation 30(3) be amended to delete any financial threshold limitation (currently \$75,000) on a disposition where it is used exclusively to purchase other property in the course of acquiring goods and services, commonly applied to a trade-in activity.
WALGA Position Statement	Imposition of Fees and Charges: Section 6.16 That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.

1. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
<p>"Local government purchasing rules should be consistent with the State Government."</p> <p>Comment: The Working Group is very unsupportive of aligning purchasing rules to State Government but wants threshold increased to \$250,000.</p>	X				
<p>"Different procurement rules should apply to different local governments."</p> <p>Comment: The Working Group is of the view if a tiered governance approach was applied to local governments generally then the concept of different procurement rules would be supported. In the review the issue of the period over which procurement and then in turn the need to call tenders requires review and "tidy up".</p>				X	
<p>"Local governments with few staff or small operating budgets should have fewer procurement rules to comply with."</p>		X			

2. What criteria should be used to set the threshold for when a local government must publicly advertise a tender? (select all options that should apply)
- Procurement rules should be consistent across local government
 - A percentage of a local government's average operating expenditure

- c) Salaries and Allowances Tribunal bands
- d) An independent risk assessment
- e) **Other (please specify) No criteria should be applied**

3. Should the regulations set a threshold that a CEO is permitted to spend without needing approval from council?

- a) **Yes**
- b) No
- c) Unsure

4. Should the amount that a CEO is permitted to spend without needing additional approval from Council be scaled according to the local government's size or capacity?

- a) Yes
- b) No
- c) **Unsure**

Comment: The Working Group is generally of the view that this should be left with individual Councils to determine.

5. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Local governments should be permitted to invest surplus revenue."					X
"Local government should have fewer restrictions on their ability to invest surplus revenue."			X		
"Different local governments should have different investment powers and rules." Comment: This is supported based on the development of governance tiers.				X	
"Certain types of investments should require independent approval."				X	

6. Should local governments be required to give public notice in any of the following situations? (please select all options that should apply)

- a) **Where a local government wishes to borrow money outside amounts listed in the annual budget**
- b) **Where a local government has exercised its power to borrow for a purpose but no longer wishes to use the funds for that purpose**
- c) Where a local government has exercised its power to borrow for a purpose and has funding left over

- d) Public notice is not required in any of these situations
 - e) Unsure
7. Should local governments be permitted to secure loans using assets that they own freehold?
- a) **Yes**
 - b) No
 - c) Unsure
8. Should local government be permitted to participate in Building Upgrade Finance programs?
- a) Yes
 - b) No
 - c) **Unsure**
- Comment: The Working Group whilst noting the City of Perth request is not sufficiently familiar with the concept to provide an opinion.**
9. What types of upgrades should be eligible for the program?
- a) Environmental upgrades
 - b) Commercial upgrades
 - c) Both environmental and commercial
 - d) Neither
 - e) **Other (please specify)**
- Comment: The Working Group whilst noting the City of Perth request is not sufficiently familiar with the concept to provide an opinion.**
10. Do you have any additional comments on the topic of financial management? Additional information can also be provided to the review team via email at actreview@dlgsc.wa.gov.au.

Rates, Fees and Charges

WALGA Position Statement	Imposition of Fees and Charges: Section 6.16 That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services.
WALGA Position Statement	Rating Exemptions – Rate Equivalency Payments Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.
WALGA Position Statement	Rates or Service Charges Recoverable in Court: Section 6.56 That Section 6.56 be amended to clarify that all debt recovery action costs incurred by a Local Government in pursuing recovery of unpaid rates and services charges be recoverable and not be limited by reference to the 'cost of proceedings'.
WALGA Position Statement	Rating Restrictions – State Agreement Acts Resource projects covered by State Agreement Acts should be liable for Local Government rates.

11. To what degree are you concerned about rates?

- a) Not at all
- b) A little
- c) A moderate amount
- d) A lot
- e) **A great deal**

12. Do you support the following statements?

	Yes	No	Unsure
"Local governments should be required to prepare a Rates and Revenue Strategy each financial year."		X	
"The value of the property should continue to be used to partially determine the value of the rates payable."	X		
"Local governments should be required to advertise all of their proposed rates and consider any submissions made, prior to adopting their budget."		X	
"Under the <i>Local Government Act 1995</i> , local governments may not advertise their rates prior to 1 May. Local governments should be permitted to advertise their rates at any time leading up to the adoption of their budget."	X		
"All types of rateable property should pay the same rate in the dollar, regardless of how the land is used."		X	

13. Should the legislation set the rating categories that can be used by local governments?

- a) Yes
- b) **No**
- c) Unsure

14. If rating categories are set in legislation, what would be appropriate categories?

Comment: The Working Group were of the view that legislation should not set rating categories as such the following question is not relevant.

	Yes	No	Unsure
Residential			
Rural residential			
Commercial			

Industrial			
Vacant			
Mining			
Mining - exploration and prospecting (separate from general mining)			
Farming			
Not-for-profit organisation or charity			

Other (please specify)

15. If rating categories were set in legislation, should local governments be permitted to introduce sub-categories within the set categories based on factors such as the type of mining being undertaken, the intensity of the land use or the type of commercial activity?

- a) Yes
- b) No
- c) Unsure

16. What powers should local governments have to recover payment of rates on exploration and prospecting leases?

Comment: The legislation should have adequate capacity to recover rates levied on exploration and prospecting leases similar to normal rates recovery powers. Possibly a caveat on land owned by directors.

17. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Local governments should be permitted to rate properties differently based on their location."				X	
"Local governments should be permitted to rate long term vacant properties differently to land that is being used."				X	
"Local governments should be permitted to rate holiday houses, timeshare properties or AirBNB properties differently."				X	
"A lower rate in the dollar should apply to land used for exploration and prospecting compared to land used for mining."		X			

18. Currently, local governments are required to seek Ministerial approval when seeking to impose a rate in the dollar that is more than twice the lowest of its other rating categories. What is your preferred approach to differential rates?

- a) Ministerial approval for rates twice the lowest category
- b) Ministerial approval for rates three times the lowest category
- c) Ministerial approval for rates four times the lowest category
- d) **No Ministerial approval required for any differential rates**
- e) Differential rates to a maximum of four times may be set with no option for Ministerial approval
- f) Other (please specify)

Comment: The Working Group were of the opinion that there should be as little "red tape" as possible in regard to differential rates.

19. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"All land should be subject to rates."					X
"The types of land subject to rates should be consistent between local governments."					X

20. Should the following types of land be subject to rates?

	Yes	No	Unsure
Land owned by the Crown that is used or held for a public purpose	X		
Land used or held exclusively for churches (religious bodies)	X		
Land used or held exclusively for schools	X		
Land used exclusively for charitable purposes	X		
Land vested in trustees for agriculture or horticultural show purposes	X		
Land owned by Co-operative Bulk Handling Limited (CBH)	X		
Land used primarily as a place of residence (no matter who owns the land)	X		
Land used for mining exploration or prospecting	X		

Aged care facilities	X		
Child care facilities	X		
Sporting clubs and Surf Lifesaving clubs	X		
Land used for the pursuit of the Arts	X		

Comment: Noting that the Zone position in Q25 is very supportive of "The types of land subject to rates should be consistent between local governments" it is also of the view that each local government reserves the right to grant an exemption from rates on a case by case basis without affecting the rateability of similar land in another local government.

Whilst the Working Group is of the view that all land should be rateable it must also be recognised that State Administrative Tribunal can be involved in assessing rating issues.

Another aspect is that instead of rating exemptions being included in a wide range of legislation (eg university acts etc) perhaps any exemptions should be incorporated in a single piece of legislation.

21. Which of the following charges should be levied on properties exempt from rates?

- a) Waste charges
- b) A service charge to cover basic services and maintenance
- c) **Both**
- d) Neither
- e) Other (please specify)

22. Should a concession on rates be granted in any of the following scenarios?

	Yes	No	Unsure
The land is owned by a person who currently receives a pensioner or health related concession	X		
The land is owned or used by a not-for-profit organisation		X	
The land is owned or used by an entity that provides assistance or encouragement for arts or cultural development		X	
The land is owned or used by a sporting or recreation body and is available for use by the general community without charge or below cost		X	
Community service organisations that are not-for-profit, for the benefit of the general public and provide community services without charge or below cost		X	
The payment of rates or charges will cause hardship to the land owner		X	

The concession will encourage the economic development of all or part of the local government district		X	
The concession will encourage land that is of cultural, environmental, historic, heritage or scientific significance to the local government area to be preserved, restored or maintained		X	
Land that is subject to a mining tenement		X	
Land that is determined by the Minister to be subject to a concession		X	

23. Should any other scenarios be subject to rates concessions? No

Comment: The Working Group supports that a concession should be granted on land that is owned by a person who currently receives a pensioner or health related concession but all other concessions should be at the discretion of the individual local government. It was commented that it is not uncommon for a local government to donate some or all of the rates back to an organisation that pays rates but its work is considered of a charitable or sporting nature.

Concern was raised about the circumstances of Crown land, owned, by way of native title, by an Aboriginal organisation, being exempt from rates even though it may operate a commercial activity. It is noted that Crown Land is generally rated if used/leased for commercial purposes.

24. Which of the following charges should be levied on that part of the land that receives a rates concession?

- a) Waste charges
- b) A service charge to cover basic services and maintenance
- c) **Both**
- d) Neither
- e) Other (please specify)

25. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Rate exemptions for the commercial (non-charitable) business activities of charitable organisations should be removed."					X
"Certain categories of ratepayers, for example Independent Living Units, should only be exempt from rates where they qualify under the Commonwealth <i>Aged Care Act 1997</i> ."		X			
Comment: This question is unsupported until there is clarification on what the implications are of the Commonwealth <i>Aged Care Act 1997</i> .					

"Land used as a residence should not be regarded as charitable."					X
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26. To what extent do you support this statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"Local governments should be able to impose fixed charges or levies for particular services, facilities or activities."					X
"Local governments should be able to vary fees and charges at any time without advertising the change."					X
"Local governments should have the autonomy to set fees and charges for all services they provide." Comment: Local government needs the opportunity to set fees to ensure that all services achieve cost recovery of the service					X
"Services that are consistent across local governments should have the same fees or charges."	X				
"Local governments should not set a fee or charge higher than the cost of delivering that service."		X			
"A fee or charge should not be set lower than the cost of delivering that service."		X			
"Fees and charges imposed by local government and fixed under legislation should increase by CPI annually."		X			

Do you have any additional comments on the topic of rates, fees and charges?

Additional information can also be provided to the review team via email at

actreview@dlgsc.wa.gov.au

Beneficial Enterprises

General Comment:

The following general observations are made in relation to beneficial enterprises:

- The development of beneficial enterprises will allow a local government to take control of commercial enterprises in their community that may not be attractive to private investors but if closed would have a significant effect on the community. This might include maintaining a community store local supermarket or hotel.
- The nursing home managed by the Shire of Brookton is a good example of how a local government could utilise a beneficial enterprise to enhance the future

development of the facility. This would enable it to be set up at "arm's length" from the Council.

- Another example includes the ability for several local governments to form an enterprise that could contract to Main Roads for road work term contracts.
- Consideration of a two tier system with perhaps a reduced/modified governance requirements for small or lower level enterprises.
- Given the reliance on grant funding and rates local government should have the opportunity to generate funds through a commercial enterprise.

27. The local government sector has been requesting that it be given additional powers to form independent corporations. These entities could be used to manage part of a local government's existing business activity or pursue new commercial opportunities. To what extent do you support the following statement?

"A local government should be able to create a company known as a beneficial enterprise."

- a) Very unsupportive
- b) Unsupportive
- c) Neutral
- d) **Supportive**
- e) Very supportive

28. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
<p>"There should be no limitations on a Local Government to create a beneficial enterprise."</p> <p>Comment: The Working Group is largely supportive of there being no limitations in creating a beneficial enterprise as it is felt there is need for flexibility. However consideration of some risk factors involved in the development must be incorporated in the local government's ability to establish a beneficial enterprise, hence the reason for the Neutral to Supportive rating.</p>			X	X	
<p>"Only local governments deemed to be a low risk should be allowed to create a beneficial enterprise."</p>	X				
<p>"Only local governments that meet a threshold for financial health should be allowed to be create a beneficial enterprise."</p> <p>Comment: It is acknowledged that potential risk</p>		X			

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
factors will need to be considered as part of the case for determining the ability for a local government to establish a beneficial enterprise.					
"Local governments should only be permitted to invest in a company up to a specific percentage of their annual expenditure." Comment: If there was a restriction it could mean that a community in genuine need for their local government to create a beneficial enterprise to ensure an existing community service continues could be restricted.	X				
"Only local governments that are in band 1 & 2 of the Salaries and Allowance Tribunal banding should be allowed to create a beneficial enterprise."	X				
"Local government beneficial enterprises should be able to compete with private businesses."				X	
"Beneficial enterprises should have to employ staff under the same pay rates and conditions as employees of local governments." Comment: It was felt that if the beneficial enterprise was a fully commercial activity then any nexus to local government pay rates etc was not relevant.	X				
"Local governments should have to tell their community how much they are investing in a beneficial enterprise." Comment: The intention to develop a beneficial enterprise should be included in the local government's long term planning such as the IPR.				X	
"Communities should be able to decide if their local governments can establish a beneficial enterprise." Comment: The Working Group supports having community engagement on the development of a beneficial enterprise but would not support the community having the power of veto	X				

29. Which of the following functions should a local government beneficial enterprise be permitted to undertake?

Comment: The Working Group was of the view that there should be no restriction on permitted functions.

	Agree	Disagree
There should be no restrictions	X	
Local governments should not be permitted to form a company	N/A	
Statutory approvals for example building and planning	N/A	
Leisure centres	N/A	
Human resources	N/A	
Information technology	N/A	
Airports	N/A	
Waste management	N/A	
Parking	N/A	
Road maintenance	N/A	
Retail (shops and service stations)	N/A	
Age or child care facilities	N/A	
Land development	N/A	
Caravan parks	N/A	
Other (please specify)		

30. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The local government should be required to guarantee any debt of a local government beneficial enterprise."	X				
"The local government should be able to lend money to a local government beneficial enterprise."				X	

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The Western Australian Treasury Corporation should be able to lend money to a local government beneficial enterprise"				X	
"Commercial lenders should be able to lend money to a local government beneficial enterprise"				X	

31. To what extent do you support the following statements?

	Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive
"The local government <u>must</u> receive approval from the Minister prior to creating a local government beneficial enterprise."	X				
"The local government <u>must</u> receive approval from the Treasurer prior to creating a local government beneficial enterprise."	X				
"The Office of the Auditor General should be responsible for auditing local government beneficial enterprises."	X				
"A local government beneficial enterprise should be required to hold public meetings."	X				

32. Do you have any comments or feedback on the ability of a local government to form a beneficial enterprise? Additional information can also be provided to the review team via email at actreview@dlqsc.wa.gov.au.

14.5 FINANCE**14.5.1 ACCOUNTS FOR PAYMENT – FEBRUARY 2019**

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


Deputy Chief Executive Officer

Disclosure of Interest: Nil
Date of Report: 05 March 2019
Senior Officer: Denise Gobbart


Chief Executive Officer

Summary

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

Background

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

Comment

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

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

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

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12

Local Government (Financial Management) Regulations 1996 – Reg 13

Policy Implications

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards

Policy 3.7 - Purchasing Policy

Consultation

Nil

Financial Implications

The list of creditors paid for the month of February 2019 from the Municipal and Trust Account
Total \$701,989.21

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcome 4.2 An efficient and effective organisation

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

Recommendation

That Council ratify the list of payments totalling \$701,989.21 as presented for the month of February 2019 incorporating:

- Trust Account Cheques:	1467-1470	\$	881.00
- Electronic Funds Transfer:	EFT19270 – EFT19360	\$	649,542.75
- Municipal Account Cheques:	36750 - 36756	\$	17,475.82
- Direct Debits:	DD8348.1– DD8378.1	\$	34,089.64

Voting Requirements

Simple majority required.

Shire of Lake Grace

CERTIFICATE OF EXPENDITURE February 2019



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Trust Account	1467 - 1470	\$881.00
Electronic Funds Transfers	EFT19270 - EFT19360	\$649,542.75
Municipal Account	36750 - 36756	\$17,475.82
Direct Debits	DD8348.1 - DD8378.1	\$34,089.64
	TOTAL	\$701,989.21

to the Municipal and Trust Accounts, totalling \$701,989.21 which were submitted to each member of the Council on 20 March 2019, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

Denise Gobbart
CHIEF EXECUTIVE OFFICER

Item 14.5.1

Attachment 1

TRUST FUND

Chq/EFT	Date	Description	
1467	19/02/2019	Lorraine Joy Carter	
	18/02/2019	Bond Refund - Lakes Village hall 09/02/2019	\$165.00
1468	19/02/2019	ORM PTY LTD	
	18/02/2019	Bond Refund - Lake Grace pavilion12-13/02/2019	\$500.00
1469	19/02/2019	Vanessa Fyfe	
	18/02/2019	Bond Refund - Lesser hall 01/08/2018	\$165.00
1470	26/02/2019	Shire of Lake Grace	
	22/02/2019	Standpipe bond withheld due to card loss	\$51.00
TOTAL TRUST FUND			-\$881.00

MUNICIPAL FUND

EFT19270	15/02/2019	4 Rivers Plumbing & Gas	
	29/01/2019	Pump out Lake King public toilet septic tanks	\$3,080.00
EFT19271	15/02/2019	ABA Security	
	30/01/2019	Supply & instal replacement alarm system panel backup battery-test system	\$241.87
EFT19272	15/02/2019	Air Response Pty Ltd	
	29/01/2019	Repair aircon Shire Office	\$334.50
EFT19273	15/02/2019	Anna Scheepers	
	19/01/2019	Cleaning Varley Hall	\$353.00
	02/02/2019	Cleaning Varley Hall	\$300.00
	02/02/2019	Cleaning Varley Hall	\$200.00
EFT19274	15/02/2019	Aqua Shades	
	20/11/2018	Lake Grace Pool - Supply of new shade sail	\$3,410.00
EFT19275	15/02/2019	Atom Supply	
	14/01/2019	Water tanker: Socket galvanised, Nipple Hex Galvanised, Aluminium hoses	\$414.20
EFT19276	15/02/2019	Australia Post	
	03/02/2019	Postage & Freight - Jan 19	\$240.52
EFT19277	15/02/2019	BOC Gases Australia Limited	
	21/01/2019	Gas Container Service Jan19	\$92.45
EFT19278	15/02/2019	Best Office Systems	
	29/01/2019	Photocopier Charges Period: 20/12/18-20/01/19	\$468.31
EFT19279	15/02/2019	Bitutek Pty Ltd	
	31/01/2019	Supply bitumen - bituminous surfacing works 2018/19: Newdegate-Pingrup & Lake Biddy Rd.	\$38,805.04
EFT19280	15/02/2019	Blackwoods	
	11/01/2019	Depot: All in one surface glass cleaner	\$56.44
EFT19281	15/02/2019	Courier Australia	
	11/01/2019	Freight 03/01/2019	\$119.97
	18/01/2019	Freight 14/01/2019	\$73.88
	25/01/2019	Freight 14/01/2019	\$98.86
EFT19282	15/02/2019	David Gray & Co Pty Ltd	
	23/01/2019	Newdegate Parks & Gardens: 5Lt Chlortan Fungicide	\$108.90
EFT19283	15/02/2019	Domain Force	
	02/02/2019	Lake Grace Playground: Adjust shade sail, incl replacing marine cord & tightening	\$1,320.00
EFT19284	15/02/2019	Hitachi Construction Machinery	
	24/01/2019	John Deere grader: Hydraulic Hose, Adaptor Fitting, O Ring.	\$366.21
	29/01/2019	John Deere grader: adaptor fittings.	\$148.03

Item 14.5.1

Attachment 1

Chq/EFT	Date	Description		
EFT19285	15/02/2019	IT Vision		-\$4,030.68
	31/01/2019	Add finish date to 423 obsolete jobs	\$256.30	
	31/01/2019	Rates Service Contract - Jan 19	\$3,774.38	
EFT19286	15/02/2019	Kleenheat Gas Pty Ltd		-\$143.64
	21/01/2019	Gas - Newdegate Pavilion	\$143.64	
EFT19287	15/02/2019	LGIS property		-\$8,405.54
	31/01/2019	Account overpayment reimbursement.	\$8,405.54	
EFT19288	15/02/2019	Lake Grace Community Pharmacy		-\$155.88
	30/01/2019	Bushmans insect repellent	\$155.88	
EFT19289	15/02/2019	Lake Grace Community Resource Centre		-\$175.20
	31/01/2019	Subscription to Lakes Link - Cr De Landgraft & Cr Lloyd	\$175.20	
EFT19290	15/02/2019	Lake Grace Hotel		-\$105.00
	01/02/2019	Accommodation with breakfast for EHO	\$105.00	
EFT19291	15/02/2019	Lake Grace Plaza		-\$338.40
	18/12/2018	Cleaning products-Lake Grace Shire office, Public Toilets, Sports Pavilion,Visitor Centre, Airstrip, Hall &	\$300.50	
	31/01/2019	Newspapers subscription - Jan 19	\$37.90	
EFT19292	15/02/2019	Landmark Operations Limited		-\$105.60
	15/01/2019	LG Swimming Pool Garden: Energy Turf Fertilizer	\$105.60	
EFT19293	15/02/2019	Lions Club of Lake Grace		-\$770.56
	29/01/2019	Contribution - Australia Day Breakfast 2019	\$770.56	
EFT19294	15/02/2019	M & L Australasia PTY LTD		-\$16.25
	23/01/2019	Engraving on Name Badges + postage	\$16.25	
EFT19295	15/02/2019	Marketforce Productions		-\$750.05
	29/01/2019	Advertisement of Request for Tenders 2018-06 & 2018-07 in the West Australian 5/1/19	\$775.28	
	01/02/2019	Early payment discount	-\$25.23	
EFT19296	15/02/2019	Medical And Scientific Services PTY LTD		-\$605.00
	21/01/2019	Lake Grace Medical Centre: X-ray Compliance Test and Qualified Expert review	\$605.00	
EFT19297	15/02/2019	Message Media		-\$1,906.05
	31/01/2019	SMS Service for Jan 19	\$1,906.05	
EFT19298	15/02/2019	Moore Stephens (WA) PTY LTD		-\$3,338.50
	31/01/2019	December 2018 BAS	\$539.00	
	31/01/2019	December 2018 Monthly Reports	\$2,475.00	
	31/01/2019	Lodgement of the 17/18 TPAR report	\$324.50	
EFT19299	15/02/2019	Neu-Tech Auto Electrics		-\$389.66
	22/01/2019	Ford Ranger Ute - MIS: 12V 21/5 Wedge Globe & labour.	\$35.60	
	31/01/2019	HINO Tip Truck:Wing nut, Neg/Pos battery lead, Labour, Starter Brush 12/24V.	\$354.06	
EFT19300	15/02/2019	Newdegate Community Resource Centre		-\$20.00
	05/02/2019	1/2 page advertising in Gatepost for Waste Site Attendant Recruitment	\$20.00	
EFT19301	15/02/2019	Newdegate Newsagency & PO		-\$12.15
	29/01/2019	Newdegate Library: Books postage Jan 19	\$12.15	
EFT19302	15/02/2019	Newdegate Stock & Trading		-\$764.87
	03/01/2019	Newdegate Oval Ride-on Mower: Diesel x 50Lts	\$72.34	
	08/01/2019	Ford Ranger - MIS: Diesel x 70.46Lts	\$98.53	
	14/01/2019	Newdegate Recreation Grounds: LURE Wetting Agent.	\$594.00	
EFT19303	15/02/2019	Officeworks		-\$78.50
	10/01/2019	Stationary Jan 19	\$78.50	

Item 14.5.1

Attachment 1

Chq/EFT	Date	Description		
EFT19304	15/02/2019	Outback TV		-\$504.96
	16/01/2019	6 Banksia Pl : Repair to kitchen rangehood &	\$319.94	
	23/01/2019	Lake Grace Airstrip: Check roller door - opener needs replacing	\$185.02	
EFT19305	15/02/2019	Perfect Computer Solutions		-\$85.00
	31/01/2019	Jan 19 - Monthly Fee For Daily Monitoring	\$85.00	
EFT19306	15/02/2019	Peter Hudson's Tyre & Mechanical Services Pty Ltd		-\$830.50
	03/01/2019	BOMAG Roller: V-Belt	\$26.00	
	07/01/2019	John Deere Ride-on Mower: Ply Journy + fitting.	\$220.00	
	24/01/2019	Toyota Lcrusr: Puncture repair, Tyre Fitting, Tyre Valve, Wheel Balance.	\$66.50	
	31/01/2019	Volvo Loader: lock ring, Side Ring, O Ring, Labour.	\$518.00	
EFT19307	15/02/2019	Rural Traffic Services Pty Ltd		-\$11,247.16
	26/01/2019	Traffic Controllers, vehicles, signs: Lake Biddy, Newdegate-Pingrup Rds + Meals & Accom	\$11,247.16	
EFT19308	15/02/2019	S & L Trevenen		-\$8,015.00
	30/01/2019	Labour hire for Newdegate/Pingrup Rd, Lake Biddy Rd, Magenta Rd & Newdegate-Pingrup Road - CBH	\$8,015.00	
EFT19309	15/02/2019	Safe Roads WA Division of R&J Haulage Pty Ltd		-\$76,170.35
	12/12/2018	Contract - Road Sealing Services 2018/19	\$76,170.35	
EFT19310	15/02/2019	Shire of Kondinin		-\$1,852.70
	17/01/2019	Newdegate-Pingrup Road: Accommodation & meals	\$1,852.70	
EFT19311	15/02/2019	Shire of Lake Grace		-\$250.00
	06/02/2019	Payroll deductions	\$250.00	
EFT19312	15/02/2019	Shire of Narrogin		-\$832.50
	11/01/2019	Dec 18 - Contract Building Surveyor	\$832.50	
EFT19313	15/02/2019	Stewart & Heaton Clothing Co		-\$3,927.08
	14/01/2019	Bushfire Clothing And Accessories	\$3,927.08	
EFT19314	15/02/2019	Synergy Electricity Generation and Retail Corp		-\$15,915.60
	12/02/2019	Electricity Charges Jan 19	\$15,915.60	
EFT19315	15/02/2019	WA Contract Ranger Services		-\$1,028.50
	02/02/2019	Jan 2019 Ranger Services	\$1,028.50	
EFT19316	15/02/2019	Warren Blackwood Waste		-\$9,472.24
	07/02/2019	Recycling Pickup Jan 19 - Newdegate & Lake Grace	\$4,782.24	
	07/02/2019	Rubbish & Street bin Pickup Jan 19: Lake Grace, Newdegate, Lake King, Varley.	\$4,690.00	
EFT19317	15/02/2019	Wazzas Complete Sheep Management		-\$7,406.30
	04/02/2019	Miscellaneous items for Newdegate gardening	\$173.80	
	04/02/2019	Temporary Newdegate Tip attendant	\$242.00	
	04/02/2019	Remove Fallen Tree on North Newdegate Road	\$60.50	
	04/02/2019	Contract - Newdegate Town Gardening & Maintenance 07/01/19 - 01/02/19	\$6,930.00	
EFT19318	15/02/2019	West Coast Asbestos Registers		-\$825.00
	21/01/2019	Remove wrapped asbestos - Lake King tip to Lake Grace tip	\$825.00	
EFT19319	15/02/2019	Western Stabilisers		-\$80,845.82
	28/01/2019	Contract-cement stabilization, wet mixing services 2018/19: Newdegate-Pingrup & Lake Biddy Rd.	\$80,845.82	
EFT19320	15/02/2019	Winc Australia		-\$507.65
	22/01/2019	Cleaning products for: Lake Grace Sports Pavilion, Lake Grace Public Toilets, Lake Grace Pool, Depot, Lake Grace Visitor Centre, Lakes Village Hall, Lake Grace Hall, Shire Office & Newdegate Public Toilets.	\$507.65	

Item 14.5.1

Attachment 1

Chq/EFT	Date	Description		
EFT19321	22/02/2019	COALCLIFF PLANT HIRE & CIVIL CONTRACTING		
				-\$271,566.92
	30/11/2018	Supply plant & operators road flood damage repairs		
		AGRN:743 - Nov 2018	\$271,594.16	
2454-1-	30/01/2019	Credit Note - overcharged GST	-\$27.24	
EFT19322	25/02/2019	4 Rivers Plumbing & Gas		-\$3,080.00
	07/02/2019	Pump out Lake King toilet Biomax system to carry out servicing	\$3,080.00	
EFT19323	25/02/2019	ACDC Auto Electrics		-\$385.00
	17/02/2019	Ford Ranger - MIS: Fit beacon, Mount aerial and UHF.	\$385.00	
EFT19324	25/02/2019	AFGRI Equipment Australia		-\$721.40
	14/01/2019	Parts for repair for John Deere Track Mower	\$721.40	
EFT19325	25/02/2019	Airflow Maintenance Specialists		-\$900.00
	22/02/2019	Deep Clean - Newdegate BBQ Kitchen at Pavilion	\$900.00	
EFT19326	25/02/2019	Anna Scheepers		-\$275.00
	17/02/2019	Cleaning Varley Hall	\$75.00	
	17/02/2019	Cleaning Varley Hall	\$200.00	
EFT19327	25/02/2019	Australasian Performing Right Assoc Ltd T/A APRA		-\$175.00
	15/02/2019	Licence fees 01/01/2019 - 30/06/2019 LGA	\$175.00	
EFT19328	25/02/2019	Bitutek Pty Ltd		-\$8,821.86
	31/01/2019	Supply bitumen - bituminous surfacing works 2018/19 for Magenta road.	\$8,821.86	
EFT19329	25/02/2019	Brooks Hire Service Pty Ltd		-\$5,884.56
	31/01/2019	Excavator Hire-Lake Grace, Newdegate, Lake King & Varley Tips.	\$5,884.56	
EFT19330	25/02/2019	Business Base		-\$1,238.00
	24/01/2019	Purchase Office Furniture-DCEO & AC office	\$1,238.00	
EFT19331	25/02/2019	CCL Hardware		-\$723.71
	02/01/2019	Lake Grace Rec Ground: bolts, nuts, paint.	\$32.23	
	11/01/2019	3 Clark Ave: Ezi Dial Station Controller	\$235.00	
	15/01/2019	LG Swimming Pool Garden: Lawn Spreader	\$85.00	
	17/01/2019	Various materials for Varley Sports & 6 Banksia Pl	\$173.09	
	17/01/2019	Materials to repair Lake Grace Railway Station Toilets	\$41.44	
			\$156.95	
EFT19332	25/02/2019	Corsign		-\$341.00
	12/02/2019	Rural Roads Signs & Guideposts: Orange Canvas Saddle Bags	\$341.00	
EFT19333	25/02/2019	Country Paint Supplies		-\$26.80
	08/01/2019	6 Banksia Pl: 3 Metre lengths Tile Edging	\$26.80	
EFT19334	25/02/2019	Courier Australia		-\$142.76
	08/02/2019	Freight 5/2/19	\$54.64	
	15/02/2019	Freight 7/2/19 - 14/2/19	\$88.12	
EFT19335	25/02/2019	Exurban Pty Ltd		-\$4,367.06
	12/02/2019	Town Planning Consulting Services Jan 19	\$4,367.06	
EFT19336	25/02/2019	Great Southern Fuel Supplies		-\$1,612.50
	31/01/2019	Fuel Card Purchase Jan 19	\$1,612.50	
EFT19337	25/02/2019	Hudson Sewage Services		-\$1,467.20
	07/02/2019	Repair Lake King Toilets Biomax septic system.	\$1,467.20	
EFT19338	25/02/2019	JR & A Hersey		-\$942.26
	12/02/2019	Misc Items: rags, mark spray, safety glasses, cord, sunscreen etc.	\$878.35	
	12/02/2019	Depot Tools & Miscellaneous Items: batteries and spray bottles.	\$63.91	

Item 14.5.1

Attachment 1

Chq/EFT	Date	Description		
EFT19339	25/02/2019	Lake Grace Engineering		-\$3,412.20
	14/02/2019	Volvo Wheel Loader: Fabricate new tow hitch frame, Welding of rim + parts.	\$341.00	
	14/02/2019	Side Tipper Trailer: Hydraulic Hose + fitting.	\$105.60	
	19/02/2019	Mend cracks in Chassis of Side Tipper	\$2,965.60	
EFT19340	25/02/2019	Lake Grace Hotel		-\$210.00
	13/02/2019	Accommodation for EHO 11-12/02/2019 Incl breakfast.	\$210.00	
EFT19341	25/02/2019	Lake Grace Plaza		-\$61.21
	20/02/2019	Refreshments 20/02/2019 Ordinary Council Meeting	\$61.21	
EFT19342	25/02/2019	Lake King Agencies		-\$943.10
	08/02/2019	Cleaning materials Lake King Public Toilets & Lake King Hall.	\$771.10	
	13/02/2019	Lake King Public Toilets: Garbage Bags.	\$72.00	
	16/02/2019	Fuel - Lake King Fire Truck.	\$100.00	
EFT19343	25/02/2019	Landmark Operations Limited		-\$3,486.56
	18/01/2019	Lake Grace Rec Ground: Merits & Deluge Wetting	\$659.56	
	30/01/2019	Lake Grace Rec Ground: Prime NPK Emerald Fertiliser	\$2,827.00	
EFT19344	25/02/2019	McKenzie Rural Contracting		-\$3,393.50
	17/02/2019	Lake King Shade Shelter: Excavator hire, labour, cement & travel.	\$3,393.50	
EFT19345	25/02/2019	Mrs G's Catering		-\$385.00
	18/02/2019	Catering: Roe Tourism meeting 18/02/2019 - morning tea/light lunch	\$385.00	
EFT19346	25/02/2019	Narrogin Bearing Service		-\$1,358.00
	08/02/2019	Milwaukie M18 Grease Guns x 2.	\$1,358.00	
EFT19347	25/02/2019	Outback TV		-\$125.18
	06/02/2019	65A Bennett St - Lights Repair: Labour + materials.	\$125.18	
EFT19348	25/02/2019	Perfect Computer Solutions		-\$467.50
	14/02/2019	IT support 7 - 12 Jan 2019.	\$467.50	
EFT19349	25/02/2019	Peter Hudson's Tyre & Mechanical Services Pty Ltd		-\$2,884.70
	19/02/2019	Annual Service Isuzu Light Truck	\$1,261.60	
	19/02/2019	Annual Service Mitsubishi Canter	\$711.10	
	21/02/2019	Western Star Prime Mover: Upgrade tyres to Kuhmo	\$912.00	
EFT19350	25/02/2019	S & L Trevenen		-\$16,830.00
	06/02/2019	Maintenance Grading Newdegate area 25/01/19-03/02/19	\$16,830.00	
EFT19351	25/02/2019	Seek Limited Perth		-\$308.00
	13/02/2019	Advert Seek.com Customer Service Officer position	\$308.00	
EFT19352	25/02/2019	Shire of Lake Grace		-\$250.00
	20/02/2019	Payroll deductions	\$250.00	
EFT19353	25/02/2019	Shire of Narrogin		-\$1,735.00
	07/02/2019	Contract Building Surveyor Jan 19	\$1,735.00	
EFT19354	25/02/2019	Sigma Chemicals		-\$1,153.67
	23/11/2018	Credit Note	-\$68.20	
	21/12/2018	Lake Grace Pool: Chemicals & signs	\$1,221.87	
EFT19355	25/02/2019	Trevenen Building & Glass PTY LTD		-\$1,728.10
	29/01/2019	54A Bennett St: supply replacment grill screen door	\$70.00	
	29/01/2019	10B Gumtree Dr: supply & install screen to door	\$150.00	
	30/01/2019	6 Banksia Pl: Instal shower screen & mirror.	\$1,508.10	
EFT19356	25/02/2019	WA Local Government Association		-\$950.00
	08/02/2019	Registration Cr Peter Stoffberg WALGA Training 'Serving on Council'	\$950.00	

Item 14.5.1

Attachment 1

Chq/EFT	Date	Description		
EFT19357	25/02/2019	Walkers Hill Vineyard		
				-\$40.00
	20/02/2019	Catering Feb 2019 Council Meeting	\$40.00	
EFT19358	25/02/2019	Wazzas Complete Sheep Management		-\$587.70
	04/02/2019	Labour - Newdegate Tip Attendant	\$360.00	
	04/02/2019	Newdegate Parks & Gardens: various gardening products	\$227.70	
EFT19359	25/02/2019	Western Stabilisers		-\$14,314.17
	30/01/2019	Flood Damage Repairs Magenta Road - Wet mix 250mm & Mobilisation	\$14,314.17	
EFT19360	25/02/2019	Winc Australia		-\$188.06
	11/02/2019	Stationery Feb 19	\$141.64	
	13/02/2019	Stationery Feb 19.	\$27.73	
	15/02/2019	Stationery Feb 19.	\$18.69	
36750	14/02/2019	Telstra Corporation Limited		-\$1,772.79
	04/02/2019	Landline Phone Charges Jan19	\$294.13	
	12/02/2019	Landline Phone Charges Jan 19	\$1,478.66	

Item 14.5.1

Attachment 1

Chq/EFT	Date	Description	
36751	14/02/2019	Water Corporation	-\$12,857.40
	29/01/2019	Standpipe #7 Gimbel Rd	\$187.34
	29/01/2019	Standpipe #10 Mordetta Rd Dicko's Corner	\$1,031.16
	04/02/2019	Standpipe #1 North Lake Grace	\$2,526.22
	04/02/2019	Kulin-Lake Grace Rd Katanning - Sale Yard	\$42.90
	04/02/2019	Standpipe #2 Mallee Hill Rd	\$722.01
	05/02/2019	Standpipe #8 Jarring South Rd	\$585.18
	05/02/2019	Standpipe #6 Burngup Sth Rd	\$836.04
	06/02/2019	Standpipe #4 Biddy-Camm/Mission Rd	\$177.20
	06/02/2019	Standpipe #11 Newman Rd	\$359.65
	06/02/2019	Standpipe #9 Biddy/Rodger Rd	\$194.94
	06/02/2019	Standpipe #5 Newdegate North	\$397.84
	06/02/2019	Temp service Lake Grace Lot 15248 Res 26137 - No1 raw water dam	\$1,529.93
	07/02/2019	Garden at Maley St Newdegate lot Median Strip	\$30.41
	07/02/2019	Lot 3120 Res 42011 - Varley Cemetery	\$20.27
	07/02/2019	Lot 1166 Res 27638 - Standpipe #12 Varley Town	\$45.43
	07/02/2019	Lot 1166 res 27683 - Golf Course Varley	\$73.49
	07/02/2019	Lot 7-8 - Varley Public Hall	\$17.74
	07/02/2019	Lot 22 Seward Av Varley (south) - Public Toilets	\$337.02
	07/02/2019	Lake King Lot 214 Res 46461 - Fire Station	\$47.97
	07/02/2019	Hall 23 May St Newdegate Lot 195 Res 19136	\$621.27
	07/02/2019	Park at 15 Maley St Newdegate	\$407.97
	07/02/2019	Standpipe Maley St Newdegate Lot 198 Res 17616	\$754.95
	07/02/2019	Maley St Newdegate - Newdegate Skate Park	\$55.49
	07/02/2019	Lot 60 Collier St Newdegate - Hainsworth Building	\$62.31
	07/02/2019	Dillon St Newdegate Lot 149 (29080) - Public Toilets	\$10.14
	07/02/2019	Lot 196 Res 42416 - Fire Station 28 May St	\$43.27
	07/02/2019	Lake King Lot Res 20321 - Lake King Hall	\$326.89
	07/02/2019	Lake king Lot 186 - Fountain Lake King	\$101.36
	08/02/2019	54B Bennett St Lake Grace Lot 340 - Staff Housing	\$21.76
	08/02/2019	6 Blackbutt Dr Lake Grace Lot 201 - Staff housing	\$117.85
	08/02/2019	65B Bennett Street, Lake Grace Lot 184 - Staff Housing	\$18.20
	08/02/2019	65A Bennett Street, Lake Grace Lot 184 - Staff Housing	\$36.01
	08/02/2019	Absolon St Lake Grace Lot 252 Res 28516 - Shire Depot	\$12.67
	08/02/2019	Park at Stubbs St Lake Grace Lot 503	\$2.53
	08/02/2019	6 Banksia Pl Lake Grace Lot 75 - Staff Housing	\$91.26
	08/02/2019	5 Banksia Pl Lake Grace Lot 80 - Staff Housing	\$66.30
	08/02/2019	8 Wattle Dr Lake Grace Lot 30 - Staff Housing	\$39.58
	08/02/2019	10A Gumtree Drive Lake Grace Lot 60 - Staff Housing	\$59.17
	08/02/2019	Garden at Stubbs St Lake Grace Lot 91	\$10.14
	08/02/2019	54A Bennett St Lake Grace Lot 340 - Staff Housing	\$59.18
	11/02/2019	Lake Grace Railway Station 33 Stubbs St (Public Toilets)	\$63.35
	11/02/2019	Garden at Stubbs St Lake Grace Lot Median Strip	\$5.07
	11/02/2019	Lot 361 Res 46768 (Station Master) - Visitor Centre Toilets	\$75.21
	11/02/2019	Boulton St Lake Grace Lot 9000 - Standpipe - Truck Wash-down Bay	\$148.04
	11/02/2019	3 Clark Av Lake Grace Lot 241 - Staff Housing	\$464.41
	11/02/2019	Park Stubbs St Lake Grace Lot 75	\$10.14
	11/02/2019	Stubbs St Lake Grace - Median Strip Garden	\$10.14

Item 14.5.1

Attachment 1

Chq/EFT	Date	Description		
36752	26/02/2019	Pivotel Satellite Pty Limited		-\$93.00
	15/02/2019	Isolated Worker Safety Solution 15 Jan-14 Feb 19	\$93.00	
36753	26/02/2019	Shire of Lake Grace (Petty Cash)		-\$102.70
	14/02/2019	Petty cash Jan 19	\$102.70	
36754	26/02/2019	Synergy Electricity Generation and Retail Corp		-\$127.60
	14/02/2019	Stubbs St, Lake Grace, sewerage	\$127.60	
36755	26/02/2019	Telstra Corporation Limited		-\$105.00
	20/02/2019	Satellite phone: Lake Grace, Lake King & Newdegate BFB.	\$105.00	
36756	26/02/2019	Water Corporation		-\$2,417.33
	15/02/2019	Bishop St Lot 75 - Lake Grace Swimming Pool	\$1,624.30	
	15/02/2019	Unit 1-7/2 Bennett St Lake Grace Lot 500-Lakes Village Gardens	\$150.53	
	15/02/2019	Lot 338 Res 45958 - LG Medical Centre 11 Memorial Drive	\$50.68	
	15/02/2019	RSL Hall Stubbs St Lake Grace Lot 4 Res 17442	\$103.89	
	15/02/2019	37 Bennett St Lake Grace Lot 22 - Old Doctor's Surgery	\$111.50	
	15/02/2019	Lot 23-24 Res 20856 - Lake Grace Hall 33 Bennett St	\$131.76	
	15/02/2019	Lake Grace Lot 28 Res 22641-Mens Shed 25 Bennett St	\$100.23	
	15/02/2019	Lot 124 Bennett St Lake Grace - Lakes Village Hall	\$5.07	
	15/02/2019	Lake Grace Lot 233-234 Res 27864-Kindergarten 1 Griffiths St	\$50.68	
	15/02/2019	Admin Office at Stubbs St Lake Grace Lot 75	\$88.69	
DD8348.1	06/02/2019	WALGSP Plan		-\$8,394.41
	06/02/2019	Superannuation contributions	\$6,826.32	
	06/02/2019	Payroll deductions	\$323.13	
	06/02/2019	Payroll deductions	\$241.96	
	06/02/2019	Payroll deductions	\$120.98	
	06/02/2019	Payroll deductions	\$10.00	
	06/02/2019	Payroll deductions	\$872.02	
DD8348.2	06/02/2019	Jokaphine Superannuation Fund		-\$825.00
	06/02/2019	Payroll deductions	\$211.54	
	06/02/2019	Superannuation contributions	\$613.46	
DD8348.3	06/02/2019	Energy Super		-\$190.53
	06/02/2019	Superannuation contributions	\$190.53	
DD8348.4	06/02/2019	BT Super Fund		-\$215.76
	06/02/2019	Superannuation contributions	\$215.76	
DD8348.5	06/02/2019	REST Superannuation		-\$1,066.44
	06/02/2019	Superannuation contributions	\$860.78	
	06/02/2019	Payroll deductions	\$205.66	
DD8348.6	06/02/2019	Prime Super		-\$76.99
	06/02/2019	Superannuation contributions	\$76.99	
DD8348.7	06/02/2019	IOOF Personal Super		-\$308.21
	06/02/2019	Superannuation contributions	\$308.21	
DD8365.1	20/02/2019	WALGSP Plan		-\$8,203.22
	20/02/2019	Superannuation contributions	\$6,681.00	
	20/02/2019	Payroll deductions	\$296.15	
	20/02/2019	Payroll deductions	\$242.62	
	20/02/2019	Payroll deductions	\$121.31	
	20/02/2019	Payroll deductions	\$10.00	
	20/02/2019	Payroll deductions	\$852.14	
DD8365.2	20/02/2019	REST Superannuation		-\$1,042.87
	20/02/2019	Payroll deductions	\$205.66	
	20/02/2019	Superannuation contributions	\$837.21	

14.5.2 FINANCIAL REPORTS

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


 Deputy Chief Executive Officer

Disclosure of Interest: Nil
Date of Report: 05 March 2019
Senior Officer: Ms Denise Gobbart


 Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 January 2019, and bank reconciliations for the month ending 28 February 2019.

Background

The following financial reports to 31 January 2018 are included for your information:

- Monthly Information Summary Graphs
- Statement of Financial Activity – Statutory Reporting Programs
- Statement of Financial Activity – By Nature and Type
- Note 1 (a) Operating Activities - Adjusted Net Current Assets
- Note 2 Operating Activities – Cash and Investments
- Note 3 Operating Activities – Receivables
- Note 4 Operating Activities – Rate Revenue
- Note 5 Operating Activities – Disposal of Assets
- Note 6 Investing Activities – Capital Acquisitions
- Note 7 Investing Activities – Capital Acquisitions
- Note 8 Financing Activities – Borrowings
- Note 9 Operating Activities – Cash And Investments
- Note 10 – Grants and Contributions
- Note 11 – Trust Fund
- Note 12 – Budget Amendments
- Note 13 – Explanation of Material Variances

The following bank reconciliations to 28 February 2019 are included for your information:

- Municipal Fund
- Trust Fund
- Reserves Funds

Comment

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

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

Moore Stephens procedures use accounting expertise to collect, classify and summarise the financial information, which we provide, to compile the financial statements. No audit or review has been performed and accordingly no assurance is expressed.

Legal Implications

Local Government Act 1995

Section 6.4 Financial report

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

Local Government (Financial Management) Regulations 1996

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

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

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

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

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

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

Outcome 4.2 An efficient and effective organisation

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

Recommendation

That Council receives:

1. Monthly Financial Report for the period ending 31 January 2019; and
2. The Municipal, Trust and Reserve Funds bank reconciliations for the period ended 28 February 2019.

Voting Requirements

Simple majority required.

SHIRE OF LAKE GRACE
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 January 2019

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

TABLE OF CONTENTS

Monthly Summary Information	3
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Note 1 Net Current Assets	9
Note 2 Cash and Investments	10
Note 3 Receivables	11
Note 4 Payables	12
Note 5 Rating Revenue	13
Note 6 Disposal of Assets	14
Note 7 Capital Acquisitions	15
Note 8 Borrowings	17
Note 9 Reserves	18
Note 10 Grants and Contributions	19
Note 11 Trust Fund	20
Note 12 Explanation of Material Variances	21

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JANUARY 2019

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 25 February 2019

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

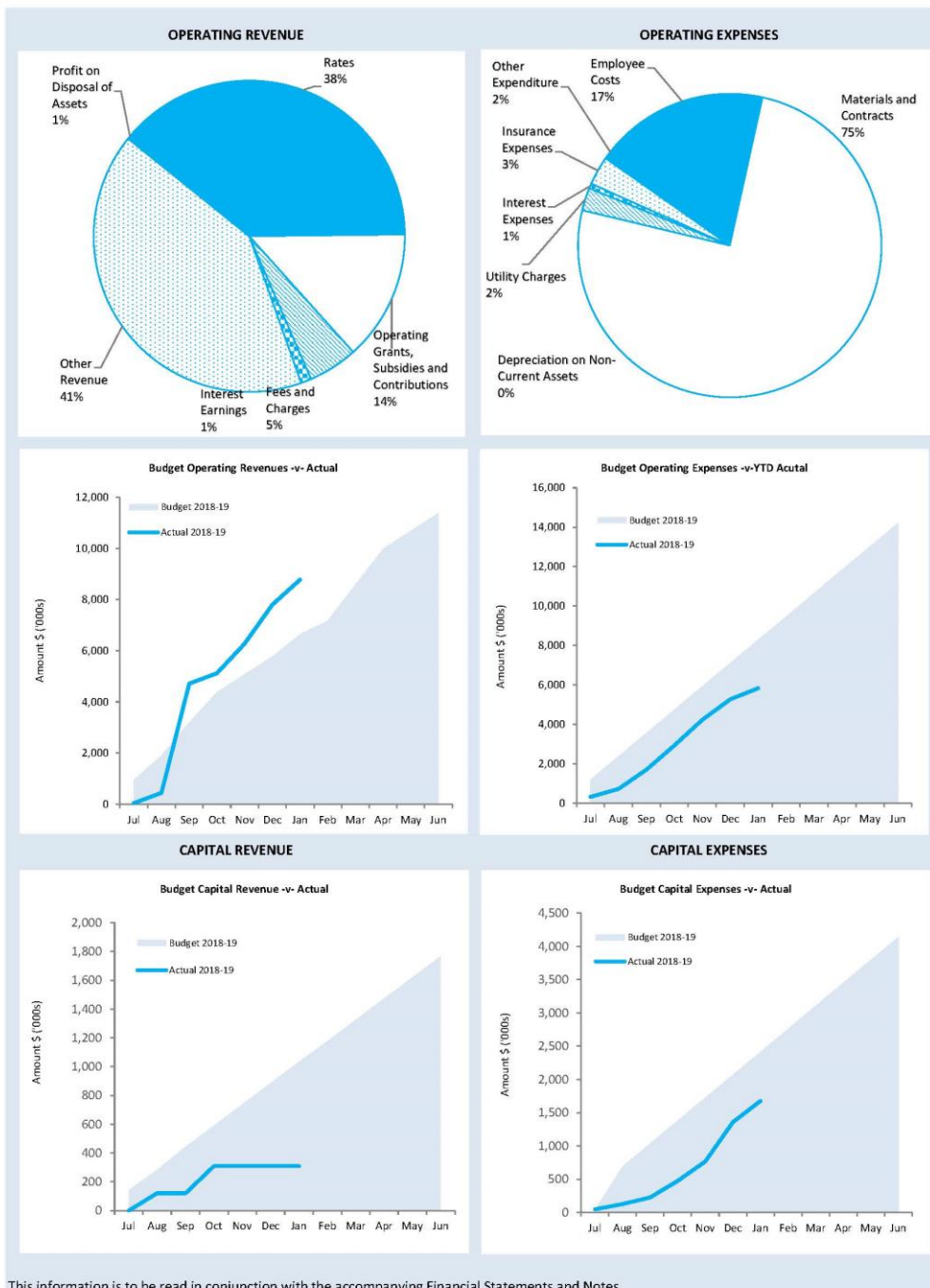
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

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

SUMMARY GRAPHS



Please refer to the compilation report

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

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)	1(b)	\$ 3,468,453	\$ 3,468,453	\$ 3,486,338	\$ 17,885	% 0.52%	
Revenue from operating activities							
Governance		11,600	6,741	67,142	60,401	896.02%	▲
General Purpose Funding - Rates	5	2,908,744	1,733,585	2,911,753	1,178,168	67.96%	▲
General Purpose Funding - Other		1,557,190	871,507	778,164	(93,343)	(10.71%)	▼
Law, Order and Public Safety		133,971	78,134	27,822	(50,312)	(64.39%)	▼
Health		4,910	2,856	11,225	8,369	293.03%	▲
Education and Welfare		2,000	1,162	975	(187)	(16.09%)	▼
Housing		21,000	12,250	12,114	(136)	(1.11%)	▼
Community Amenities		296,127	172,718	326,599	153,881	89.09%	▲
Recreation and Culture		1,121,817	654,311	1,098,911	444,600	67.95%	▲
Transport		5,123,273	2,988,559	3,340,691	352,132	11.78%	▲
Economic Services		119,903	69,902	154,047	84,145	120.38%	▲
Other Property and Services		86,000	50,148	52,303	2,155	4.30%	▲
		11,386,535	6,641,873	8,781,746			
Expenditure from operating activities							
Governance		(404,226)	(235,627)	(179,058)	56,569	24.01%	▲
General Purpose Funding		(184,261)	(107,464)	(85,955)	21,509	20.02%	▲
Law, Order and Public Safety		(309,720)	(180,509)	(140,878)	39,631	21.96%	▲
Health		(341,325)	(198,870)	(97,647)	101,223	50.90%	▲
Education and Welfare		(76,101)	(44,324)	(15,666)	28,658	64.66%	▲
Housing		(193,547)	(112,490)	(15,347)	97,143	86.36%	▲
Community Amenities		(981,516)	(572,047)	(326,593)	245,454	42.91%	▲
Recreation and Culture		(2,089,181)	(1,217,272)	(632,923)	584,349	48.00%	▲
Transport		(8,928,123)	(5,207,657)	(4,114,021)	1,093,636	21.00%	▲
Economic Services		(606,641)	(353,619)	(237,403)	116,216	32.86%	▲
Other Property and Services		(88,748)	(51,653)	17,302	68,955	133.50%	▲
		(14,203,389)	(8,281,532)	(5,828,189)			
Operating activities excluded from Actual							
Add Back Depreciation		2,965,457	1,729,784	0	(1,729,784)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	23,313	13,594	(45,455)	(59,049)	(434.38%)	▼
Amount attributable to operating activities		171,916	103,719	2,854,311			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	10	1,692,815	987,462	264,561	(722,901)	(73.21%)	▼
Proceeds from Disposal of Assets	6	75,000	45,455	45,455	0	0.00%	
Capital Acquisitions	7	(4,140,942)	(2,414,993)	(1,676,765)	738,228	30.57%	▲
Amount attributable to investing activities		(2,373,127)	(1,382,076)	(1,366,749)			
Financing Activities							
Self-Supporting Loan Principal		33,029	21,401	16,346	(5,055)	(23.62%)	▼
Transfer from Reserves	9	3,524	0	0	0	0.00%	
Repayment of Debentures	8	(250,054)	166,108	(166,108)	(332,216)	200.00%	▼
Transfer to Reserves	9	(1,053,000)	(44,426)	(44,426)	0	0.00%	
Amount attributable to financing activities		(1,266,501)	143,083	(194,188)			
Closing Funding Surplus(Deficit)	1(b)	741	2,333,179	4,779,712			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 12 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2018-19 year is \$10,000 or 10.00% whichever is the greater.

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

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

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

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

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Opening Funding Surplus (Deficit)	1(b)	3,468,453	3,468,453	3,486,338	17,885	0.52%
Revenue from operating activities						
Rates	5	2,970,871	1,733,585	2,911,753	1,178,168	67.96%
Specified Area Rates	5	1,202,989	701,708	1,204,283	502,575	71.62%
Operating Grants, Subsidies and Contributions	10	1,725,309	1,006,397	1,026,013	19,616	1.95%
Fees and Charges		375,651	219,030	389,645	170,615	77.90%
Interest Earnings		104,000	60,662	82,233	21,571	35.56%
Other Revenue		5,007,715	2,920,491	3,122,364	201,873	6.91%
Profit on Disposal of Assets	6	0	0	45,455	45,455	
		11,386,535	6,641,873	8,781,746		
Expenditure from operating activities						
Employee Costs		(1,582,386)	(1,180,844)	(995,063)	185,781	15.73%
Materials and Contracts		(8,919,700)	(4,942,574)	(4,387,181)	555,393	11.24%
Utility Charges		(262,819)	(153,104)	(140,817)	12,287	8.03%
Depreciation on Non-Current Assets		(2,965,457)	(1,729,784)	0	1,729,784	100.00%
Interest Expenses		(76,734)	(45,283)	(30,702)	14,581	32.20%
Insurance Expenses		(164,453)	(95,711)	(179,070)	(83,359)	(87.09%)
Other Expenditure		(208,527)	(120,638)	(95,356)	25,282	20.96%
Loss on Disposal of Assets	6	(23,313)	(13,594)	0	13,594	100.00%
		(14,203,389)	(8,281,532)	(5,828,189)		
Operating activities excluded from Actual						
Add back Depreciation		2,965,457	1,729,784	0	(1,729,784)	(100.00%)
Adjust (Profit)/Loss on Asset Disposal	6	23,313	13,594	(45,455)	(59,049)	(434.38%)
Amount attributable to operating activities		171,916	103,719	2,854,311		
Investing activities						
Non-operating grants, subsidies and contributions	10	1,692,815	987,462	264,561	(722,901)	(73.21%)
Proceeds from Disposal of Assets	6	75,000	45,455	45,455	0	0.00%
Capital acquisitions	7	(4,140,942)	(2,414,993)	(1,676,765)	738,228	30.57%
Amount attributable to investing activities		(2,373,127)	(1,382,076)	(1,366,749)		
Financing Activities						
Self-Supporting Loan Principal Repayments		33,029	21,401	16,346	(5,055)	(23.62%)
Transfer from Reserves	9	3,524	0	0	0	
Repayment of Debentures	8	(250,054)	166,108	(166,108)	(332,216)	200.00%
Transfer to Reserves	9	(1,053,000)	(44,426)	(44,426)	0	0.00%
Amount attributable to financing activities		(1,266,501)	143,083	(194,188)		
Closing Funding Surplus (Deficit)	1(b)	741	2,333,179	4,779,712		

KEY INFORMATION

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other long-term employee benefits (Continued)

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

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

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

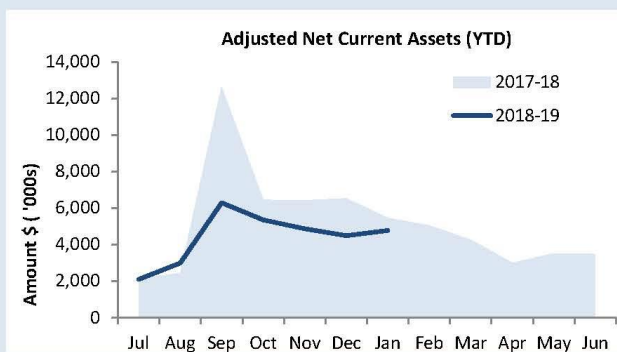
	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 31 Jan 2018	Year to Date Actual 31 Jan 2019
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	2	1,866,372	4,823,648	4,610,518
Cash Restricted	2	3,979,146	2,787,350	4,023,572
Rates outstanding	3	70,068	425,109	455,033
Sundry debtors	3	2,232,440	258,367	330,657
GST receivable	3	214,754	80,246	0
Debtors - Self Supported Loans	3	33,029	4,905	16,683
Provision For Doubtful Debts	3	(29,348)	(29,348)	(29,348)
Accrued Income/Prepayments	3	1,637,327	0	0
Inventories		9,896	(1,312)	37,914
		10,013,684	8,348,965	9,445,029
Less: Current Liabilities				
Payables	4	(2,515,171)	(90,002)	(625,062)
Provisions - employee		(332,469)	(344,635)	(278,678)
Long term borrowings		(250,052)	126,898	(83,944)
		(3,097,692)	(307,739)	(987,684)
Unadjusted Net Current Assets		6,915,992	8,041,226	8,457,345
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	2	(3,979,146)	(2,787,350)	(4,023,572)
Less: Loans receivable		(332,469)	(4,905)	(16,683)
Add: Long term borrowings		250,052	(126,898)	83,944
Add: Provisions - employee		332,469	344,635	278,678
Adjusted Net Current Assets		3,486,338	5,466,708	4,779,712

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



**This Year YTD
Surplus(Deficit)**

\$4.78 M

**Last Year YTD
Surplus(Deficit)**

\$5.47 M

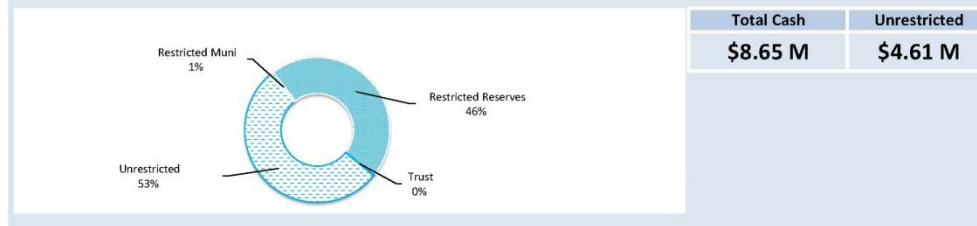
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019

OPERATING ACTIVITIES
NOTE 2
CASH AND INVESTMENTS

Description	Type	Unrestricted	Restricted Muni	Restricted Reserves	Trust	Total	Institution	Interest Rate	Maturity Date
		\$		\$	\$	YTD Actual \$			
Municipal Bank Account		4,609,918				4,609,918	Bankwest	n/a	n/a
Petty Cash And Floats		600				600	n/a	n/a	n/a
Trust Fund Cash At Bank		0			20,376	20,376	Bankwest	variable	n/a
Restricted LOGCHOP Housing		0	44,669			44,669	Bankwest	variable	n/a
Rural Town Salinity Program		0	5,403			5,403	Bankwest	variable	n/a
Reserve Fund				2,764,642		2,764,642	Bankwest	Variable	n/a
SOLG Reserve Gold TD 306-019 120837		0		20,118		20,118	Bankwest	2.75%	28-May-19
SOLG Reserve Gold TD 306-019 12080-5		0		175,038		175,038	Bankwest	2.50%	11-Mar-19
SOLG Reserve Gold TD 019-012075-6		0		349,161		349,161	Bankwest	2.35%	15-Apr-19
SOLG Reserve Gold TD 019-012076-4		0		664,541		664,541	Bankwest	2.35%	15-Apr-19
Total		4,610,518	50,072	3,973,500	20,376	8,654,466			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
\$8.65 M	\$4.61 M

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

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates Receivable	30 June 2018	31 Jan 19
	\$	\$
Opening Arrears Previous Years	70,808	70,068
Levied this year	4,113,864	4,116,036
Less Collections to date	(4,114,604)	(3,731,071)
Equals Current Outstanding	70,068	455,033
Net Rates Collectable	70,068	455,033
% Collected	98.3%	89.1%

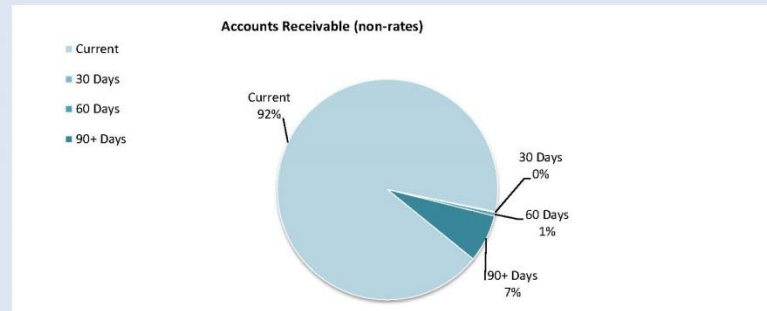
Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(12,354)	316,848	577	1,678	23,908	330,657
Percentage	-3.7%	95.8%	0.2%	0.5%	7.2%	
Balance per Trial Balance						
Sundry debtors						330,657
Debtors - Self Supported Loans						16,683
Provision For Doubtful Debts						(29,348)
Total Receivables General Outstanding						317,992
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Collected	Rates Due
89.1%	\$455,033



Debtors Due
\$317,992
Over 30 Days
8%
Over 90 Days
7.2%

Please refer to the compilation report

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

OPERATING ACTIVITIES
NOTE 4
Payables

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	230,260	76,471	274,936	6,771	588,438
Percentage	0%	39.1%	13%	46.7%	1.2%	
Balance per Trial Balance						
Sundry creditors						588,438
ATO liabilities						6,110
Accrued expenditure and other creditors						30,514
Total Payables General Outstanding						625,062
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



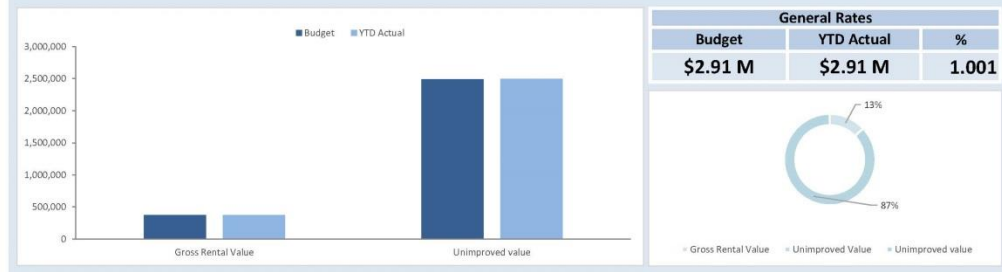
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019

OPERATING ACTIVITIES
NOTE 5
RATE REVENUE

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

KEY INFORMATION

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

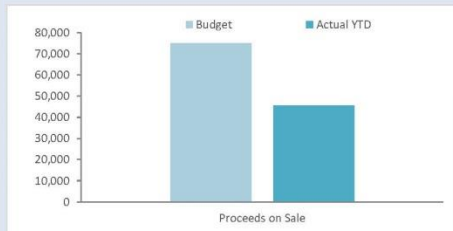


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Governance									
	CEO Vehicle - Toyota Prado	53,289	38,000	0	(15,289)	0	45,455	45,455	0
	DCEO Vehicle - Ford Territory	34,156	27,000	0	(7,156)			0	0
Transport									
	Ford Ranger	10,868	10,000	0	(868)	0	0	0	0
		98,313	75,000	0	(23,313)	0	45,455	45,455	0

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$75,000	\$45,455	61%

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

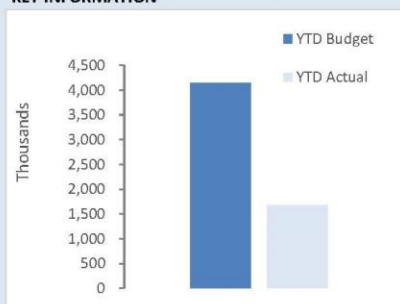
**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	447,432	260,841	139,494	(121,347)
Furniture & equipment	17,000	9,912	1,153	(8,759)
Plant & equipment	327,000	190,743	159,580	(31,163)
Infrastructure - Roads	2,924,130	1,705,389	1,364,684	(340,705)
Parks, Gardens, Recreation Facilities	260,380	151,865	11,201	(140,664)
Urban Infrastructure	165,000	96,243	653	(95,590)
Capital Expenditure Totals	4,140,942	2,414,993	1,676,765	(738,228)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,692,815	987,462	264,561	(722,901)
Other (Disposals & C/Fwd)	75,000	45,455	45,455	0
Cash Backed Reserves				
Lake Grace TV Services Reserve	1,727	0	0	0
Newgate TV Reserve	1,797	0	0	0
Contribution - operations	2,369,603	1,382,076	1,366,749	(15,327)
Capital Funding Total	4,140,942	2,414,993	1,676,765	(738,228)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

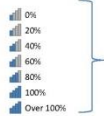


Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.14 M	\$1.68 M	40%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.69 M	\$0.26 M	16%

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

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total
Level of Completion Indicators



Percentage YTD Actual to Annual Actual
Expenditure over Actual highlighted in red.

% of Completion

#

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

Account Description

Budget

YTD Budget

YTD Actual

Variance (Under)/Over

Capital Expenditure

Plant & Equipment

10.07

E042550

Purchase Admin Vehicles Cap Exp

92,000

53,662

59,580

(5,918)

2.70

E123059

Road Plant Purchases Cap Exp

235,000

137,081

100,000

37,081

5.12

Plant & Equipment Total

327,000

190,743

159,580

31,163

Furniture & Equipment

0.25

E042540

Purchase Office Furniture & Fittings Cap Exp

10,000

5,831

1,153

4,678

0.00

E042541

Upgrade Council Chambers Furniture Cap Exp

7,000

4,081

0

4,081

1.00

E042543

Computer/server Upgrade Cap Exp

0

0

0

0

0.13

Furniture & Equipment Total

17,000

9,912

1,153

8,759

Buildings

1.00

E042549

Council Office Building Cap Exp

0

0

7,036

(7,036)

0.00

E077503

Medical Centres Cap Exp

20,000

11,662

0

11,662

10.57

E091960

Staff Housing Non-Specialised.

98,120

57,197

52,252

4,945

1.55

E091970

Staff Housing Specialised

10,000

5,831

3,541

2,290

0.00

E092006

Other Housing Cap Exp

15,533

9,639

0

9,639

1.00

E092100

Independent Living Unit Cap Exp

0

0

0

0

1.42

E092120

Lake Grace Independent Living Units Cap Exp

5,500

3,206

10,776

(7,570)

2.48

E093006

LOGCHOP Housing Cap Exp

20,000

11,662

19,525

(7,863)

1.17

E111007

Public Halls Cap Exp

48,893

28,490

15,350

13,140

0.42

E112525

Swimming Pools Cap Exp

140,000

81,662

24,097

57,565

0.23

E113152

Sports Pavilions Cap Exp

58,840

34,279

6,411

27,868

0.00

E117042

Heritage Buildings - Capital Works

3,128

1,813

0

1,813

0.06

E121502

Lake Grace Depot - Cap Exp

15,300

8,925

505

8,420

0.00

E132500

Shire Visitor Centre Improvements Cap Exp

11,118

6,475

0

6,475

1.15

Buildings Total

447,432

260,841

139,494

121,347

Infrastructure - Roads

2.63

E121200

Roadworks - Capital Renewal Cap Exp

1,876,728

1,094,506

793,356

301,150

30.43

E121300

Roadworks - Capital Upgrade Cap Exp

947,402

552,552

571,328

(18,776)

0.00

E121314

Town Street Cap Exp

100,000

58,331

0

58,331

4.01

Infrastructure - Roads Total

2,924,130

1,705,389

1,364,684

340,705

Parks, Gardens, Recreation Facilities

0.08

E113175

Infrastructure Other - Other Rec & Sport Cap Exp

254,780

148,603

11,201

137,402

0.00

E113183

Sports Oval Dam Upgrade Cap Exp

5,600

3,262

0

3,262

0.08

Parks, Gardens, Recreation Facilities Total

260,380

151,865

11,201

140,664

Urban Infrastructure

1.00

E107751

Lake Grace Stormwater Harvest - Cap Exp

0

0

133

(133)

0.01

E121312

Footpaths - Urban Infr Capital Exp

165,000

96,243

519

95,724

0.01

Urban Infrastructure Total

165,000

96,243

653

95,590

2.27

Grand Total

4,140,942

2,414,993

1,676,765

738,228

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

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - Borrowings

Information on Borrowings Particulars	01-07-18 \$	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Governance									
L175 - CEO's Residence	12,874	0	0	12,874	12,874	0	0	339	767
L181 - Office Redevelopment	282,508	0	0	7,439	15,093	275,069	267,415	4,694	18,143
Health									
L190 NGT Medical Centre	67,188	0	0	25,764	25,764	41,424	41,424	2,010	4,055
Recreation and culture									
L173 - Lake Grace Pool	72,746	0	0	6,384	12,951	66,362	59,795	1,352	4,583
L182 - LG Sports Precinct	168,097	0	0	7,073	14,370	161,024	153,727	2,965	11,671
L192 - LG Bowling Club	26,073	0	0	9,960	9,960	16,113	16,113	835	1,694
L193 - NGT Bowling Club	21,488	0	0	4,998	4,998	16,490	16,490	677	1,145
L198 - LG Precinct	130,436	0	0	9,595	19,407	120,841	111,029	3,327	6,652
L202 - UK Winter Sports Grou	36,811	0	0	4,522	8,891	32,289	27,920	521	976
Transport									
L196 - Roadworks & Plant	243,432	0	0	22,329	45,082	221,103	198,350	5,581	10,858
Economic services									
L189 - LG Residential Land	149,328	0	0	8,293	8,293	141,035	141,035	5,365	9,946
L199 - Standpipe Controllers	27,479	0	0	13,613	27,479	13,866	0	685	1,190
Other property and services									
L191 - Staff Housing	31,053	0	0	11,863	11,863	19,190	19,190	995	2,017
	1,269,513	0	0	144,707	217,025	1,124,806	1,052,488	29,346	73,697
Self Supporting Loans									
Recreation and culture									
L188 - LG Sportman's club	26,073	0	0	9,960	9,960	21,168	16,113	835	1,694
Economic services									
L201 - LG Development Assoc	34,887	0	0	11,441	23,069	34,887	11,818	431	1,343
	60,960	0	0	21,401	33,029	56,055	27,931	1,266	3,037
Total	1,330,473	0	0	166,108	250,054	1,180,861	1,080,419	30,612	76,734

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

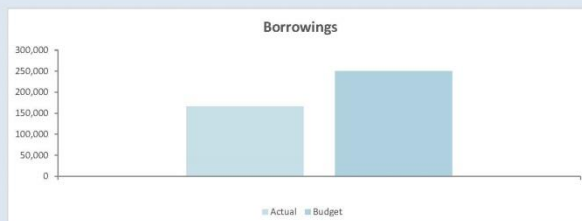
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Unspent Borrowings

The Shire has no unspent debenture funds as at 30th June 2018, nor is it expected to have unspent funds as at 30th June 2019.

KEY INFORMATION

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



Principal Repayments	\$166,108
Interest Earned	\$82,233
Interest Expense	\$30,612
Reserves Bal	\$3.97 M
Principal outstanding	\$1.18 M

Item 14.5.2

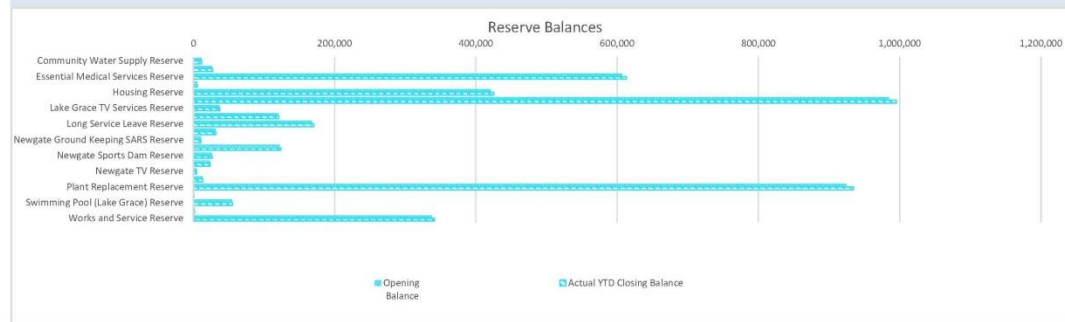
Attachment 1

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2019OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Water Supply Reserve	11,677	134	132	0	0	0	0	11,811	11,809
Emergency Services Reserve	26,464	303	299	0	0	0	0	26,767	26,763
Essential Medical Services Reserve	606,179	6,943	6,854	150,000	0	0	0	763,122	613,033
History Book Reserve	5,326	61	60	0	0	0	0	5,387	5,386
Housing Reserve	420,701	4,818	4,757	400,000	0	0	0	825,519	425,458
Lake Grace Sewerage Scheme Reserve	984,463	11,275	11,131	0	0	0	0	995,738	995,594
Lake Grace TV Services Reserve	36,799	421	416	0	0	(1,727)	0	35,493	37,215
Land Development Reserve	119,735	1,371	1,354	0	0	0	0	121,106	121,089
Long Service Leave Reserve	168,186	1,926	1,902	50,000	0	0	0	220,112	170,088
Newgate Centenary Reserve	31,288	358	354	5,000	0	0	0	36,646	31,642
Newgate Ground Keeping SARS Reserve	10,357	119	117	5,000	0	0	0	15,476	10,474
Newgate Hall Reserve	122,048	1,398	1,380	0	0	0	0	123,446	123,428
Newgate Sports Dam Reserve	26,077	299	295	0	0	0	0	26,376	26,372
Newgate Stadium Floor Reserve	23,528	269	266	0	0	0	0	23,797	23,794
Newgate TV Reserve	4,503	52	51	0	0	(1,797)	0	2,758	4,554
Office Furniture and equipment Reserve	12,973	149	147	0	0	0	0	13,122	13,120
Plant Replacement Reserve	924,020	10,583	10,448	330,000	0	0	0	1,264,603	934,468
Recreation Reserve	741	8	8	18,000	0	0	0	18,749	749
Swimming Pool (Lake Grace) Reserve	54,814	628	620	0	0	0	0	55,442	55,434
Valley Sullage Reserve	1,624	19	18	0	0	0	0	1,643	1,642
Works and Service Reserve	337,571	3,866	3,817	50,000	0	0	0	391,437	341,388
	3,929,074	45,000	44,426	1,008,000	0	(3,524)	0	4,978,550	3,973,500

KEY INFORMATION



Please refer to the compilation report

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

**NOTE 10
GRANTS AND CONTRIBUTIONS**

Grants and Contributions

Grant Provider	Adopted Budget Operating	Capital	YTD Budget	Annual Budget (d)	Budget Variations (e)	Expected (d)+(e)	YTD Actual Revenue (b)
	\$	\$	\$				\$
General purpose funding							
Grants Commission - General	776,726	0	453,089	776,726	0	776,726	388,363
Grants Commission - Road Funds	595,832	0	347,564	595,832	0	595,832	297,916
ESL Administration Fee	4,000	0	2,331	4,000	0	4,000	4,000
Law, order, public safety							
DFES LGGS Operating	30,746	0	17,934	30,746	0	30,746	19,934
Grant - AWARE Program	0	0	0	0	4,000	4,000	4,000
Health							
Grant - Youth	0	0	0	0	3,382	3,382	3,382
Education and welfare							
Seniors Activities	1,000	0	581	1,000	0	1,000	975
Youth Activities	1,000	0	581	1,000	0	1,000	0
Recreation and culture							
Grants and Contributions - Lake King	0	87,715	51,163	87,715	0	87,715	0
Contributions - Other Culture	0	100	56	100	0	100	0
Grant - Play Equipment	0	0	0	0	0	0	1,350
Contributions	4,000	0	2,331	4,000	0	4,000	4,000
Lake Grace Rec Council Affiliation Fees	7,000	0	4,081	7,000	0	7,000	0
Lake King Pavilion / Oval - Hire Fees	500	0	287	500	0	500	0
Transport							
Roads to Recovery	0	1,250,000	729,162	1,250,000	0	1,250,000	121,211
Regional Road Group	0	355,000	207,081	355,000	0	355,000	142,000
Street Lighting	8,000	0	4,662	8,000	0	8,000	0
MRWA	289,773	0	169,029	289,773	4,139	293,912	293,912
Economic services							
Tourism & Services Promotion	6,732	0	3,927	6,732	0	6,732	2,124
Contributions - Other Economic Services	0	0	0	0	4,915	4,915	4,915
Other property and services							
Fuel Tax Rebates	0	0	0	0	2,492	2,492	2,492
TOTALS	1,725,309	1,692,815	1,993,859	3,418,124	18,928	3,437,052	1,290,574
SUMMARY							
Operating grants, subsidies and contributions	1,725,309	0	1,006,397	1,725,309	18,928	1,744,237	1,026,013
Non-operating grants, subsidies and contributions	0	1,692,815	987,462	1,692,815	0	1,692,815	264,561
TOTALS	1,725,309	1,692,815	1,993,859	3,418,124	18,928	3,437,052	1,290,574

Please refer to the compilation report

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

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 01-07-18	Amount Received	Amount Paid	Closing Balance 31 Jan 2019
	\$	\$	\$	\$
Number Plates	0	900	(900)	0
Hall Deposits	5,000	5,475	(5,435)	5,040
Miscellaneous Deposits	1,327	0	0	1,327
Housing Bonds	4,742	2,320	(320)	6,742
Standpipe Bonds	6,300	713	(51)	6,962
BCITF	0	153	(153)	0
Builders Registration Board	0	347	(347)	0
Key Bonds	75	0	0	75
NGT Swimming Pool Key Bond	160	70	0	230
	17,604	9,978	(7,206)	20,376

KEY INFORMATION

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

**NOTE 12
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2018-19 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var. Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	60,401	896.02%	▲ Timing	Reimbursements higher than expected, sale of asset to be transferred.
General Purpose Funding - Rates	1,178,168	67.96%	▲ Timing	Rates raised in advance
General Purpose Funding - Other	(93,343)	(10.71%)	▼ Timing	Grants Commission payments due February
Law, Order and Public Safety	(50,312)	(64.39%)	▼ Timing	Awaiting DFES operating grant
Community Amenities	153,881	89.09%	▲ Timing	Rates raised in advance
Recreation and Culture	444,600	67.95%	▲ Timing	Rates raised in advance
Transport	352,132	11.78%	▲ Timing	WANDRRA income in February
Economic Services	84,145	120.38%	▲ Timing	Sale of Gravel to WANDRRA (Budget Review)
Expenditure from operating activities				
Governance	56,569	24.01%	▲ Timing	Awaiting commencement of projects - eg Review of Integrated Plans etc
General Purpose Funding	21,509	20.02%	▲ Timing	Valuation costs lower than expected.
Law, Order and Public Safety	39,631	21.96%	▲ Timing	Costs lower than expected
Health	101,223	50.90%	▲ Timing	Contributions to medical yet to happen
Education and Welfare	28,658	64.66%	▲ Timing	Costs lower than expected
Housing	97,143	86.36%	▲ Timing	Costs lower than expected
Community Amenities	245,454	42.91%	▲ Timing	Sewerage maintenance costs lower than expected
Recreation and Culture	584,349	48.00%	▲ Timing	Projects yet to happen
Transport	1,093,636	21.00%	▲ Timing	Road maintenance program behind schedule
Economic Services	116,216	32.86%	▲ Timing	Costs lower than expected
Other Property and Services	68,955	133.50%	▲ Timing	PWO & POC costs to be reviewed
Investing Activities				
Non-operating Grants, Subsidies and Contributions	(722,901)	(73.21%)	▼ Timing	R2R Grant yet to be paid
Capital Acquisitions	738,228	30.57%	▲ Timing	Capital program behind schedule

KEY INFORMATION

MOORE STEPHENS

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

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2 The Esplanade
Perth, WA 6000
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www.moorestephens.com.au

Dear Denise

COMPILATION REPORT TO THE SHIRE OF LAKE GRACE

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

THE RESPONSIBILITY OF THE SHIRE OF LAKE GRACE

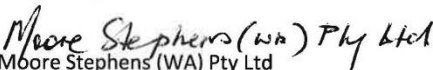
The Shire of Lake Grace are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.


OUR RESPONSIBILITY

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

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

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


Moore Stephens (WA) Pty Ltd
Chartered Accountants


PAUL BREMAN
DIRECTOR

6 March 2019

Bank Statement**Summary:**

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

Opening Balance	4,609,918.47
Deposits	\$1,025,511.60
Payments	-701,108.21
Fees	-81,513.20
Adjustments	-127,341.96
Closing Balance	4,725,466.70

Municipal Account - Reconciliation to 28/02/2019**Fees:**

Dept of Transport	\$86,133.45
Bank Fees	\$629.24
Write back Deposit 21/09/2016 (not outstanding)	\$250.00
LESS: Interest Received	- \$5,499.49
	<u>\$81,513.20</u>

Adjustments

Payroll	<u>\$127,341.96</u>
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Outstanding Deposits

Cash/Chq 28/02/2019	<u>\$2,334.00</u>
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Outstanding Payments

Chq 36574 - Synergy	<u>\$127.60</u>
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Page 6 of 6

Statement No 3
Statement Date 28/02/2019

Opening Balance	4,596,552.92
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Reconciled Items

Deposits	1,036,293.15
Payments	-700,980.61
Fees	-81,513.20
Adjustments	-127,341.96
Closing Balance	4,723,260.30

Unreconciled Items

Deposits	2,334.00
Payments	-127.60
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	2,206.40
Total - To agree with GL	4,725,466.70

ENTERED

By Belinda Knight - Deputy CEO at 9:28 am, Mar 05, 2019

APPROVED

By Denise Gobbart - CEO at 9:42 am, Mar 05, 2019

Shire of Lake Grace



Reserve No	Reserve Account Name	Balance
11	Emergency Services Reserve Bank	\$26,784.58
12	Housing Reserve Bank	\$425,798.35
13	Swimming Pool (Lake Grace) Reserve Bank	\$55,477.99
14	Land Development Reserve Bank	\$121,185.83
15	Leave Reserve Bank	\$170,223.52
16	Plant Replacement Reserve Bank	\$935,215.90
17	Recreation Reserve Bank	\$750.17
18	Works & Services Reserve Bank	\$341,660.90
19	Newdegate Hall Reserve Bank	\$123,526.42
20	Lake Grace TV Reserve Bank	\$37,245.36
21	Newdegate TV Reserve Bank	\$4,557.30
23	Varley Sullage Reserve Bank	\$1,643.19
31	Lake Grace Sewerage Scheme Reserve Bank	\$996,391.32
35	Newdegate Sports Dam Reserve Bank	\$26,393.14
36	Newdegate Stadium Floor Reserve Bank	\$23,813.39
37	Community Water Supply Reserve Bank	\$11,818.62
39	Newdegate Ground Keeping SARS Reserve Bank	\$10,482.14
40	Office Furniture & Equipment Reserve Bank	\$13,130.55
41	Newdegate 100 Year Centenary Reserve Bank	\$31,667.57
42	History Book Reserve Bank	\$5,390.54
43	Essential Medical Services Reserve Bank	\$613,524.28
		\$3,976,681.03

PROCESS DATE: 28 February 2019

Bank Balance	
Term Deposit	\$349,161.18
Term Deposit	\$664,540.63
Term Deposit	\$20,117.62
Term Deposit	\$175,038.01
Reserve Acc	\$2,767,823.59
\$3,976,681.03	

Reserves Fund Statement

Bank Statement**Summary:**

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

Opening Balance	20,375.57
Deposits	\$1,126.65
Payments	-881.00
Fees	0.00
Adjustments	0.00
Closing Balance	20,621.22

The Bank Statement balances to the General
Ledger

Statement No 3
Statement Date 28/02/2019

Opening Balance 22,440.57

Reconciled Items

Deposits	1,126.65
Payments	-716.00
Fees	0.00
Adjustments	0.00
Closing Balance	22,851.22

Unreconciled Items

Deposits	0.00
Payments	-2,230.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-2,230.00
Total - To agree with GL	20,621.22

Page 2 of 2

ENTERED

By Belinda Knight - Deputy CEO at 8:55 am, Mar 05, 2019

APPROVED

By Denise Gobbart - CEO at 9:32 am, Mar 05, 2019

14.5.3 WRITE OFF SUNDRY DEBTOR ACCOUNTS

Applicant: Internal Report
File No. 0276
Attachments: Nil
Author: Ms Belinda Knight



Deputy Chief Executive Officer

Disclosure of Interest: Nil
Date of Report: 05 March 2019
Senior Officer: Ms Denise Gobbart



Chief Executive Officer

Summary

For Council to authorise the writing off of debtor accounts deemed uncollectable.

Background

The following sundry debtor accounts are deemed uncollectable:

Debtor No	Description	Debt Collectors Reason for Write Off	Amount
DEB01	Rent 07/09/2014 – 23/09/2015 plus utilities	No avenue for recoup	\$12,963.00
DCK01	Rent 2012 – 2013 plus utilities	Bankrupt estate – way paying off. No payments since 06/2017	\$9281.19
DTD03	Rent – 2011 – 2012	Unable to recoup	\$1,649.29
		TOTAL	\$23,893.48

Comment

The Shire's debt collectors have exhausted all avenues to recoup these costs, it is recommended they be written off.

Legal ImplicationsLocal Government Act*S6.12(c) Power to defer, grant discounts, waive or write off debts*

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- * Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Policy Implications

Policy 3.8 – Outstanding Debtors

Debtors who receive goods and services from the Shire and do not pay in a prompt manner may be referred to debt collectors to recover debt except where there is an agreed repayment arrangement in place or it is known that the debt is unrecoverable.

Objective: To ensure that outstanding accounts are collected in a timely manner.

Guidelines: *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

The following guidelines are to be followed for outstanding debtors:

- End of month statements for outstanding debts to be sent out.
- If payment outstanding at end of second month, final demand letter to be sent requesting payment within 15 days or the matter will be referred to Collection Agent.
- If payment not received and/or suitable explanation given as to explain non-payment, final letter sent advising matter referred to the Shire's Collection Agent.
- Contact Shire's Collection Agent with details and proceed with action to recover debt.
- Deputy Chief Executive Officer to assess cost effectiveness of collection process before deciding to proceed with action.

A debt is considered unrecoverable where the whereabouts of the debtor is unknown or is a declared bankrupt.

Consultation

Internal: Denise Gobbart, Chief Executive Officer

Financial Implications

These debts, due to their nature have already been identified as doubtful debts, and as such the writing off of these funds will have no impact on operating accounts.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcomes 4.2 An efficient and effective organisation

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

Recommendation

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

Debtor No	Description	Amount
DEB01	Rent 07/09/2014 – 23/09/2015 plus utilities	\$12,963.00
DCK01	Rent 2012 – 2013 plus utilities	\$9281.19
DTD03	Rent – 2011 – 2012	\$1,649.29
	TOTAL	\$23,893.48

Voting Requirements

Simple majority required.



14.6 COMMUNITY SERVICES

NO MATTERS FOR CONSIDERATION

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN**16.1 INFORMATION BULLETIN – MARCH 2019**

Applicant:	Internal Report	
File No.	N/A	
Attachments:	Information Bulletin (under separate cover)	
Author:	Miss Cheryl Cavanagh	 Executive Assistant
Disclosure of Interest:	Nil	
Date of Report:	11 February 2019	
Senior Officer:	Ms Denise Gobbart	 Chief Executive Officer

Summary

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

Background

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

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

Copies of other relevant Councillor information are distributed via email.

Comment

This month's (March 2019) Information Bulletin Report has been emailed to Councillors.

The March 2019 Information Bulletin attachment includes:

Reports

1. Council Status Report – March 2019
2. Infrastructure Services Report – February 2019
3. Monthly Schedules – January 2019

Circulars, Media Releases & Newsletters

5. WALGA Media Release – Requirements on Councillors Support Democracy – 14 February 2019
6. WALGA Media Release – Performance Proven with Local Government Monitoring Project – 19 February 2019
7. WALGA Media Release – New Chief Executive Officer for WALGA – 21 February 2019
8. WALGA Infopage – Study into Remote Area Tax Concessions and Payments – 12 February 2019

9. WALGA Infopage – Draft Australian Standard 2927 released for public comment – storage and handling of liquefied chlorine gas – 28 February 2019
10. WALGA Infopage – Western Power’s Access Arrangement for the period 2017 to 2022 – 28 February 2019

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 – 2027

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

Outcome 4.1 A strategically focused, unified Council functioning efficiently

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

Outcome 4.2 An efficient and effective organisation

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

Recommendation

That Council accepts the Information Bulletin report.

Voting Requirements

Simple majority required.

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

That Council meet behind closed doors at ___pm to consider the following items:

- 17.1.1 Tender – RFT 2018-07 – Road Verge Clearing & Pruning Services
- 17.1.2 Tender – RFT 2018-06 – Storm Water Drainage Services

in accordance with section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015, and section 5.23 (2)(c) of the Local Government Act 1995.

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

17.1 INFRASTRUCTURE SERVICES**17.1.1 TENDER – RFT 2018-07 – ROAD VERGE CLEARING & PRUNING SERVICES**

Forwarded under a separate cover

17.1.2 TENDER – RFT 2018-06 – STORM WATER DRAINAGE SERVICES

Forwarded under a separate cover

Recommendation

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

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

The next ordinary meeting of Council is scheduled to take place on Wednesday 17 April 2019, commencing at 3.00pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

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