



# Shire of Lake Grace

21 December 2022 Ordinary Council Meeting

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Shire of Lake Grace Ordinary Council Meeting 23 November 2022

Shire of Lake Grace

Ordinary Council Meeting

# MINUTES

23 November 2022

Meeting Commencing at 3:30 pm

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## Disclaimer

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## Acknowledgement of Country

I begin today by acknowledging the Ballardong people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past, present and emerging.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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## **SHIRE OF LAKE GRACE**

Minutes of the Ordinary Council Meeting held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 23 November 2022 commencing at 3:30pm.

### **1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS**

The Shire President opened the meeting at 3:30 pm.

### **2.0 CONSTITUTIONAL MATTERS**

#### **2.1 DISCLAIMER READING AND ACKNOWLEDGEMENT OF COUNTRY**

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#### **Acknowledgement of Country**

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I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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

#### **3.1 PRESENT**

Cr LW Armstrong	Shire President
Cr R Chappell	Deputy Shire President
Cr SG Hunt	
Cr AJ Kuchling	
Cr RA Lloyd	
Cr JV McKenzie	

#### **3.2 APOLOGIES**

Cr BJ Hyde  
Cr DS Clarke

#### **3.3 IN ATTENDANCE**

Mr A George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer
Mr K Wilson	Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services
Mrs R Rose	Executive Assistant

#### **3.4 OBSERVERS / VISITORS**

Nil

#### **3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

Nil

#### **4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

#### **5.0 PUBLIC QUESTION TIME**

Nil

#### **6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

#### **7.0 NOTATIONS OF INTEREST**

Nil

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

Nil

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

Nil

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

Cr Ross Chappell submitted two (2) Disclosures of Interest Affecting Impartiality on the following items because the author Mrs Cheryl Chappell is a staff member and wife of Cr Chappell:

- Item 14.6.1 – Tenancy Old Medical Centre – May Street, Newdegate
- Item 17.1.1 – 2023 Australia Day Citizenship Awards (Confidential)

**8.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**10.0 CONFIRMATION OF MINUTES**

**10.1 ORDINARY COUNCIL MEETING – 26 OCTOBER 2022**

**RESOLUTION 13655**

**Moved: Cr Chappell**

**Seconded: Cr Kuchling**

That the Minutes of the Ordinary Council Meeting held on 26 October 2022 be confirmed as a true and accurate record of the meeting.

**CARRIED: 6/0**

**10.2 SPECIAL COUNCIL MEETING**

Nil

### 10.3 ANNUAL MEETING OF ELECTORS

Nil

### 11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

### 12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUNCIL

The following late items will be discussed during the meeting:

- Item 14.1.1 – Transfer of Funds from Boulton Street to PL32CAP WATER TANKER
- Item 14.6.1 – Tenancy – Old Medical Centre – May Street, Newdegate

### 13.0 REPORTS OF COMMITTEES

#### 13.1 SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE (SOLGTAC) MEETING – 18 OCTOBER 2022

##### RESOLUTION 13656

**Moved:** Cr Lloyd  
**Seconded:** Cr Hunt

That the Minutes of the Shire of Lake Grace Tourism Advisory Committee (SOLGTAC) meeting held on 18 October 2022 be received.

**CARRIED:** 6/0

### 14.0 REPORTS OF OFFICERS

#### 14.1 INFRASTRUCTURE SERVICES

##### 14.1.1 TRANSFER OF FUNDS FROM BOULTON STREET TO PL32CAP WATER TANKER

<b>Applicant:</b>	Internal Report
<b>File No.:</b>	0845
<b>Attachments:</b>	Nil
<b>Author:</b>	Mr. Jason Lip – Technical Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	23 November 2022
<b>Senior Officer:</b>	Mr. Craig Elefsen – Manager Infrastructure Services

## Summary

For Council to authorise the transfer of \$115,000.00 including GST from 1213155 "Boulton Street" to PL32CAP "Water Tanker" for the purchase of a new water tanker.

## Background

The Shire's current water tanker is a 32,000 L tri-axle tanker, we have been experiencing more and more faults. Recently the inside has been rusting, resulting in various size pieces of rust causing damage to the pump, sprayers, and dribble bar. It is expected that the tanker will continue to deteriorate resulting in higher maintenance costs and the downtime for maintenance will get greater causing delays in works.

The current water tanker was purchased in 2016 as a second-hand tanker.

## Comment

In order for the Shire works crew to continue with road construction works, a water tanker is necessary for the carting and dispensing of water. With the current water tanker providing mitigated functions due to age (with the effects of deterioration being rather sudden), the Shire Administration have determined that it will need to be replaced as a matter of priority so that the year's work schedule can continue in a timely manner.

3 quotes were sourced and to purchase from the best quote will require a budget of \$115,000 including GST for both the tanker itself and additions (licensing costs, transport costs, sundries and adaptors).

The money used to fund this purchase is to be taken from the Boulton Street road construction job, the rear access road for the Dewar Street industrial area. The reasoning being that the Shire will need to re-ascertain the demand for such a road. The current business premises located on Dewar Street have access from the front of their blocks and the Shire hasn't received any formal request for back access within the last 12 months. For the Shire to continue with Boulton street we will need to purchase additional land to allow a joining road between Boulton Street and Dewar street. Shire Administration would like to repurpose these funds to solve the current water tanker problem.

## Legal Implications

Nil

## Policy Implications

*Policy 3.7 Purchasing Policy*

Purchase Value Threshold (excluding GST)	Purchasing Requirement
From \$100,001 to \$249,999	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then at least one (1) quote must be sought from either:</p> <ul style="list-style-type: none"> <li>• a supplier included in the relevant WALGA Preferred Supplier Arrangement; or</li> <li>• other suppliers that are accessible under a State Government Common Use Arrangement (CUA).</li> </ul> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either:</p> <ul style="list-style-type: none"> <li>• a WA Disability Enterprise; and / or</li> <li>• an Aboriginal Owned Business; and / or</li> <li>• a Local Supplier.</li> </ul> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be represented using an Evaluation Report template.</p>

Consultation

Internal: Mr Craig Elefsen - Manager Infrastructure Services

Financial Implications

Job budgets will be impacted as below. Figures are shown without GST components.

	1213155 "Boulton Street" budget	\$300,000.00
<i>Less</i>	Transfer to PL32CAP "Water Tanker"	-\$115,000.00
	<u>Proposed Boulton Street budget</u>	<u>\$185,000.00</u>



	PL32CAP "Water Tanker" budget	\$0.00
<i>More</i>	Transfer from 1213155 "Boulton Street"	\$115,000.00
	Proposed Water Tanker purchase budget	\$115,000.00

### Strategic Implications

This aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcome 1.1 An innovative, productive agriculture industry

Strategies 1.1.1 Enhance and maintain transport network

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

Outcome 4.2 An efficient and effective organisation

Strategies 4.2.1 Maintain accountability and financial responsibility through effective planning

### Voting Requirements

Absolute majority required.

#### **RESOLUTION 13657**

**Moved: Cr Chappell**

**Seconded: Cr Hunt**

That Council authorise the transfer of \$115,000.00 from 1213155 "Boulton Street" to PL32CAP "Water Tanker".

**CARRIED: 6/0**

#### **14.2 PLANNING**

Nil

#### **14.3 HEALTH AND BUILDING**

Nil

## 14.4 ADMINISTRATION

### 14.4.1 2022/2023 CHRISTMAS AND NEW YEAR TRADING HOURS

<b>Applicant:</b>	Shire of Lake Grace
<b>File No.</b>	0817
<b>Attachments:</b>	<ul style="list-style-type: none"><li>• Email from Geoff Hales – A/Principal Compliance Officer Retail Trading</li><li>• Application form – Non-Metro LG – Extended Trading Hours</li></ul>
<b>Author:</b>	Mrs Racelis Rose - Executive Assistant
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	01 November 2022
<b>Senior Officer:</b>	Mr Alan George - Chief Executive Officer

#### Summary

For Council to consider applying for an extension of trading hours over the 2022/2023 Christmas and New Year period.

#### Background

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

From 2015 to 2021 the Shire adopted trading hours based on those in the metropolitan area, as listed below:

Monday to Friday	8:00 am to 9:00 pm
Saturday	8:00 am to 5:00 pm
Sunday	11:00 am to 5:00 pm
Christmas Day	Closed

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

#### Comment

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

If Council does not support the extension of trading hours based on those in the metropolitan area, then an alternative recommendation would be that *'Council not support extended trading arrangements over the 2022/2023 Christmas and New Year period'*.

### Legal Implications

Retail Trading Hours Act 1987

Part III Retail Trading Hours

12E. Variation of trading hours (1) The Minister may by order vary the trading hours of retail shops by — (a) requiring retail shops to be closed at a time or times when the shops would otherwise not be required to be closed under section 12(1) or (3), 12B or 12D; or (b) authorising retail shops to be open at a time or times when the shops would otherwise be required to be closed under any of those provisions

### Policy Implications

Nil

### Consultation

Internal: Mr Chris Paget – Deputy Chief Executive Officer

### Financial Implications

Nil

### Strategic Implications

This aligns with the Shire of Lake Grace Strategic Community Plan 2017 - 2027 particularly Economic Objective:

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

Outcome 1.2 A diverse and prosperous economy

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

### Voting Requirements

Simple majority required.

**RESOLUTION 13658**

**Moved: Cr McKenzie**

**Seconded: Cr Kuchling**

That Council seek approval from the Department of Commerce for extended trading hours for the Shire of Lake Grace over the 2022 / 2023 Christmas and New Year period, commencing from 10 December 2022 and concluding on 2 January 2023, both dates are inclusive.

The hours will be as follows:

<b>Day</b>	<b>From</b>	<b>To</b>
Monday to Friday	8:00 am	9:00 pm
Saturday	8:00 am	5:00 pm
Sunday and Public Holidays	11:00 am	5:00 pm
Christmas Day - CLOSED		

**CARRIED: 6/0**

#### 14.4.2 REQUEST FOR FUNDING - LAKE KING CENTENARY CELEBRATIONS 2028

<b>Applicant:</b>	Lake King Progress Association – c/o Louise Teale, Secretary Lake King Progress Association
<b>File No.:</b>	0845
<b>Attachments:</b>	<ul style="list-style-type: none"><li>• Letter from Lake King Progress Association</li><li>• Letter response from the Shire of Lake Grace</li></ul>
<b>Author:</b>	Mrs Racelis Rose – Executive Assistant
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	02 November 2022
<b>Senior Officer:</b>	Mr Alan George – Chief Executive Officer

##### Summary

The Lake King Centenary celebrations will happen sometime in the year 2028 and Council is being asked to put aside within the annual budget an amount to assist the Lake King Progress Association to cover the costs.

##### Background / Comment

The Shire administration received a letter from the Lake King Progress Association requesting to consider creating a reserve fund for the Lake King Centenary anniversary which will take place sometime in the year 2028. They are aiming for the Shire to provide approximately \$60 to \$70k accumulated before 2028.

Administration sent a letter in response stating that their request will be put to Council for determination of the amount that will be put aside and suggested that the Lake King Progress Association seek sponsorship and/or undertake fund raising activities over the coming years to raise funds for the centenary celebrations.

It is anticipated that the Lake King Centenary celebrations will be a big event and as a reference point, the Newdegate Centenary celebrations held in September 2022 have been funded by the Shire for \$67,986.

##### Legal Implications

Nil

##### Policy Implications

Nil

##### Consultation

Internal Mr Alan George – Chief Executive Officer

External Lake King Progress Association – Louise Teale, Secretary

### Financial Implications

Nil at this stage – there is no funding allocated for the Lake King Centenary but this will need to be included beginning 2023/2024 budget allocation.

### Strategic Implications

This request aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 and more specifically with Outcome 2.1.3 below.

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

Outcome 2.1 An engaged, supportive and inclusive community

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

### Voting Requirements

Simple majority required.

### **RESOLUTION 13659**

**Moved: Cr Lloyd**

**Seconded: Cr Chappell**

That Council approves the request from Lake King Progress Association to set aside some funds within the budget beginning 2023, the amount to be determined during budget allocation period.

**CARRIED: 6/0**

### 14.4.3 SOUTH WEST NATIVE TITLE SETTLEMENT – LAND BASE CONSULTATION

<b>Applicant:</b>	Department of Planning Lands and Heritage
<b>File No.:</b>	0367 / 0368
<b>Attachments:</b>	Three (3) Location maps
<b>Author:</b>	Mr Alan George – Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	2 November 2022
<b>Senior Officer:</b>	Mr Alan George – Chief Executive Officer

#### Summary

For Council to provide comment on the land identified for possible transfer and inclusion in the Noongar Land Estate.

#### Background

The South West Native Title Settlement (Settlement) is a landmark native title agreement reached between the State Government (State) and the six (6) Noongar Agreement Groups. The six (6) requisite Indigenous Land Use Agreements (ILUAs) were conclusively registered, leading to the Settlement commencing on 25 February 2021 after some years of delay. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits. The area subject to the Settlement is depicted in the attached map.

The Noongar Land Estate will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd., which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

Over the next four or five years, the Department of Planning, Lands and Heritage (Department) will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- land owned or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

Council has previously been requested to comment on several areas of land for possible inclusion in the Noongar Land Estate and have raised no objections.

## Comment

A key part of the process being followed by the Department involves the referral of land under consideration for inclusion in the Noongar Land Estate to relevant State agencies and Local Government Authorities.

Council is requested to provide comment on several parcels of land on and near the southern boundary of the shire.

1. Consists of 6 parcels of land in the Lake Romani area of the Lake Magenta Nature Reserve being all that part of the reserve within the Shire of Lake Grace and immediately bordering a previously approved area of 422ha to the east. The land is bordered by the Shires of Kent, Ravensthorpe and Jerramungup. Lake Magenta Road dissects this reserve. Farmland adjoins the subject area to the north.

The land is totally undeveloped apart from 2 gravel pits at the southern end of Lake Magenta Road neither of which appear in our records. Adjacent to the northern pit DWER Rural Water Planning is believed to have been undertaking groundwater investigations. The Water Corporation have an old AA dam at Lake Romani which they tried to offload to the shire several years ago; however, it was not considered viable to take over due to its remoteness and state of repair.

2. Reserve 36443 is 276ha and forms part of the Dunn Rock Nature Reserve and is located on the south eastern end of the portion along Old Ravensthorpe Road. It is vested to DPLH for the purpose of gravel; however, it is highly unlikely that any gravel would be able to be extracted there into the future given recent experiences at a pit a few kilometres north along Old Ravensthorpe Road.
3. The last area in question is a 2.4ha area of crown land situated at the intersection of Magenta Road and Giles Road. It appears to be a small area of insignificant sparse heathland scrub.

Comments are being sought on:

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
2. Does the Shire have any interest in the land?
3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
4. Is the land parcel subject to any mandatory connection to services?
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).



9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

The following comments should be recorded in response to:

2. The Shire of Lake Grace should retain the right to apply for clearing permits for the sourcing of gravel to maintain roads in the area for all subject land with the exception of the 2.4ha at the intersection of Magenta and Giles Roads.
9. The Department of Planning, Lands and Heritage to be advised that the Department of Water and Environmental Regulation Rural Water Planning may have an interest in that portion of Lake Magenta Nature Reserve along Lake Magenta Road where it has been undertaking groundwater investigations.

These requests are just the start of more anticipated to follow over the next four or five years. It is worthwhile noting that whilst these are in remote locations with little or no interest to the Shire that some other shires have had requests regarding UCL in townsites.

#### Legal Implications

South West Native Title Settlement

#### Policy Implications

Nil

#### Consultation

Nil

#### Financial Implications

Nil

#### Strategic Implications

Nil

#### Voting Requirements

Simple majority

## RESOLUTION 13660

**Moved:** Cr Hunt  
**Seconded:** Cr McKenzie

That Council authorises administration to provide comment on the consideration for inclusion in the Noongar Land Estate of:

- 1 Certificates of Title 3022/45 Lots 656, 1025, 3014, Reserves 20281, 20282 and PIN 645233 in the Lake Romani area of Lake Magenta Nature Reserve, and
- 2 Reserve 36443 being part of the Dunn Rock Nature Reserve, and
- 3 PIN 645248 being the un-named 2.4ha parcel of land at the intersection of Magenta and Giles Roads

### Comments to read as follows:

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement? Yes
2. Does the Shire have any interest in the land? Yes  
*The Shire of Lake Grace wishes to retain the right to apply for clearing permits for the sourcing of gravel to maintain roads in the area for all subject land with the exception of the 2.4ha at the intersection of Magenta and Giles Roads (PIN 645248)*
3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained. No
4. Is the land parcel subject to any mandatory connection to services? No
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe? No
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe? No
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect? Nil
8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints). None that the Shire is aware of.
9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

*The Department of Planning, Lands and Heritage to be advised that the Department of Water and Environmental Regulation Rural Water Planning may have an interest in that portion of Lake Magenta Nature reserve along Lake Magenta Road where it has been undertaking groundwater investigations.*

**CARRIED:** 6/0

#### 14.4.4 WALGA BEST PRACTICE GOVERNANCE REVIEW

<b>Applicant:</b>	WALGA – Nick Sloan – Chief Executive Officer
<b>File No.:</b>	Nil
<b>Attachments:</b>	1. Background Paper 2. Consultation Paper
<b>Author:</b>	Mr Alan George – Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	9 November 2022
<b>Senior Officer:</b>	Mr Alan George – Chief Executive Officer

#### Summary

Local Governments have been asked to consider the model options outlined in the Best Practice Governance Review Consultation Paper being conducted by WALGA and to provide a Council endorsed position to WALGA by 23 December 2022.

#### Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so, identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included:

- misalignment between key governance documents;
- constitution amendments for State Councillors' Candidature for State and Federal elections; and
- legislative reforms for the Local Government Act 1995 and for the Industrial Relations Act 1979.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.

- Finalisation of governance principles and principle components across the domains of -  
Representative, Responsive and Results Oriented

These activities are outlined in more detail in the Background Paper.

### Comment

The Consultation document outlines:

**Principles:** The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

**Governance model options:** Presents four (4) potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups, and
- **Option 5:** Current model

**Alignment to principles:** Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional/subregional collaboration would continue to be encouraged.

Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by 23 December 2022.

### **Supplementary Market Research**

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

## **Timetable**

Consultation and engagement with Members on this paper and governance model options will:

- be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Council needs to consider which option best suits the requirements of the Shire of Lake Grace.

Adequate representation from all councils should be the governing factor in making the decision.

## Legal Implications

Not known

## Policy Implications

Nil

## Consultation

Councillors

## Financial Implications

None known

## Strategic Implications

This aligns the closest with the Shire of Lake Grace Strategic Community Plan 2017-2027

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

Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	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
Strategies	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements
	4.2.3	Provide a positive and safe workplace

### Voting Requirements

Simple majority required.

#### **RESOLUTION 13661**

**Moved:** Cr Chappell

**Seconded:** Cr Hunt

That Council considers the five(5) options presented by WALGA in the Consultation Paper for the WALGA Best Practice Governance Review and lists the preferences in order and to provide the response to WALGA by Friday 23 December 2022.

*Note: Council considered all the options presented and resolved that Option 5 is the first preference with Option 1 being the next preferred. No other options were considered appropriate.*

**CARRIED: 6/0**

**14.4.5 PARTNERING AGREEMENT FOR THE PROVISION OF MUTUAL AID FOR RECOVERY DURING EMERGENCIES – MEMORANDUM OF UNDERSTANDING (MOU)**

<b>Applicant:</b>	WALGA Central Country Zone
<b>File No.:</b>	0601
<b>Attachments:</b>	Central Country Zone Local Government Emergency Management Memorandum of Understanding (MOU)
<b>Author:</b>	Mr Alan George – Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	17 November 2022
<b>Senior Officer:</b>	Mr Alan George – Chief Executive Officer

Summary

For Council to consider extending the existing MOU for a further 2 years and to advise the Central Country Zone Executive accordingly.

Background / Comment

At the September 2019 Ordinary Council meeting, Council passed the following resolution with regards to the Memorandum of Understanding (MOU)

*RESOLUTION 13105*

*Moved Cr Stoffberg*

*Seconded Cr Clarke*

*That Council, endorses the Local Government Memorandum of Understanding (MOU), as detailed in the attachment that will promote cooperation between the Central Country Zone local governments in emergency events.*

*CARRIED 8/0*

On 21 February 2020, all local governments in the Central Country Zone zone signed an MOU for Emergency Management. The MOU will expire on 31 December 2022 unless mutually extended

The MOU is to facilitate the provision of mutual aid between partnering Local Governments during emergencies and post incident recovery. The MOU should enhance the capacity of our communities to cope in times of difficulty.

The MOU also demonstrates the capacity and willingness of participating Local Governments to work co-operatively and share resources within the region.

It is recommended that Council agree to be part of the continued cooperative approach assisting other local governments in the Central Country Zone in emergency events by endorsing the extension of the attached MOU.

Legal Implications

Nil

### Policy Implications

Nil

### Consultation

External      WALGA Central Country Zone – local governments

### Financial Implications

Should Council respond to a request from a local government in the Central Country Zone, the Shire costs would relate to staff salary/wages whilst assisting in the emergency and any loss, damage or cost associated with the provision of support (i.e. plant, equipment, protective clothing etc.), unless otherwise agreed in writing.

In many instances the loss of plant and equipment would be covered under Council's insurance, however there may be an insurance excess on particular plant or equipment that the Shire may have to meet.

The local government requesting the assistance will be responsible for all incidental cost associated with the provider's personnel and equipment such as catering, accommodation, OHS, transport, fuel and storage.

### Strategic Implications

This aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Social Objective and Leadership Objective as follows:

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

- |            |       |  |
|------------|-------|--|
| Outcome    | 2.1   | An engaged, supportive and inclusive community                             |
| Outcome    | 2.2   | A healthy and safe community   |
| Strategies | 2.2.3 | Support provision of emergency services and encourage community volunteers |

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

- |            |       |  |
|------------|-------|--|
| Outcome    | 4.1   | A strategically focused, unified Council functioning efficiently |
| Strategies | 4.1.1 | Provide informed leadership on behalf of the community           |
|            | 4.1.2 | Promote and advocate for the community and district              |
|            | 4.1.3 | Provide strategic leadership and governance                      |

### Voting Requirements

Simple majority required



## **RESOLUTION 13662**

**Moved:** Cr Kuchling  
**Seconded:** Cr McKenzie

That Council endorses the extension of the Local Government Memorandum of Understanding (MOU) as detailed in the attachment for a further two (2) years that will promote cooperation between the Central Country Zone local governments in emergency events.

**CARRIED:** 6/0

#### 14.4.6 2022-2023 - FREEDOM OF INFORMATION STATEMENT

<b>Applicant:</b>	Internal Report
<b>File No.:</b>	0218
<b>Attachments:</b>	2022 – 2023 Freedom of Information Statement
<b>Author:</b>	Mr Chris Paget - Deputy Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	17 November 2022
<b>Senior Officer:</b>	Mr Alan George – Chief Executive Officer

#### Summary

For Council to endorse the 2022-2023 Shire of Lake Grace Freedom of Information Statement.

#### Background

Under the Government of Western Australia, *Freedom of Information Act (FOI Act) 1992* Section 96(1) requires each government agency, including local governments to prepare and publish annually an Information Statement. This statement must contain:

- The agency's mission statement/vision
- Details of legislation administered
- Details of the organisational structure
- Details of decision-making functions and how the public can participate
- Documents held by the Shire
- The operation of Freedom of Information in the agency

A copy of the Information Statement is to be published on the Shire of Lake Grace website with hard copies available at the Administration office. In addition, it is a requirement under the FOI Act that a copy be forwarded to the Commissioner as soon as practicable after endorsement under section 96 of the Act. The Statement is to be updated annually, and is required when completing the mandatory FOI Statistical Return for the Shire each year.

#### Comment

Freedom of Information (FOI) gives the public a right to access government documents, subject to some limitations. In Western Australia, under the *FOI Act 1992*, this right applies to documents held by most State government agencies (such as departments, public hospitals, public universities and State government authorities), Ministers and local government. Together, these bodies are referred to as "agencies".

Documents accessible under the *FOI Act 1992* include paper records, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form. Agencies are required to assist applicants to obtain access to documents at the lowest reasonable cost. Anyone can also apply to have personal information about themselves in government documents amended if that information is inaccurate, incomplete, and out of date or misleading.

The Information Commissioner is an independent officer who reports directly to Parliament. The position is established by the *FOI Act* and is supported by staff of the Office of the Information Commissioner.

### Legal Implications

#### *Freedom of Information Act (1992)*

##### Part 5 Publication of information about agencies

##### 96. Information statement, each agency to publish annually

(1) An agency (other than a Minister or an exempt agency) has to cause an up to date information statement about the agency to be published in a manner approved by the Minister administering this Act —

- (a) within 12 months after the commencement of this Act; and
- (b) at subsequent intervals of not more than 12 months.

(2) In giving approval under subsection (1) the Minister has to have regard, amongst other things, to the need to assist members of the public to exercise their rights under this Act effectively.

(3) In the case of an agency that comes into existence after the commencement of this Act the reference in subsection (1)(a) to the commencement of this Act is to be read as a reference to the time when the agency commences its operations.

(4) A subcontractor does not have to comply with subsection (1) if the relevant contractor has complied with that subsection on behalf of the subcontractor.  
[Section 96 amended by No. 47 of 1999 s.13.]

##### 94. Term used: information statement

A reference in this Act to an information statement, in relation to an agency, is a reference to a statement that contains —

- (a) a statement of the structure and functions of the agency;
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;
- (d) a description of the kinds of documents that are usually held by the agency including —
  - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and
  - (ii) which kinds of documents can be purchased; and
  - (iii) which kinds of documents can be obtained free of charge;
- (e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;
- (f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —
  - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and
  - (ii) the address or addresses at which access applications can be lodged;
- (g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —

- (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
- (ii) the address or addresses at which applications for amendment of personal information can be lodged.

#### Policy Implications

Nil

#### Consultation

Internal: Mr. Alan George - Chief Executive Officer  
Mr Kevin Wilson – A/Manager Corporate Services  
Mrs. Racelis Rose – Executive Assistant

#### Financial Implications

Nil

#### Strategic Implications

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

Outcome 4.2 An efficient and effective organisation

Strategies 4.2.2 Comply with statutory and legislative requirements

#### Voting requirements

Simple majority required.

#### **RESOLUTION 13663**

**Moved: Cr Hunt**

**Seconded: Cr Lloyd**

That Council endorses the Shire of Lake Grace 2022-2023 Freedom of Information Statement.

**CARRIED: 6/0**

## 14.5 FINANCE

### 14.5.1 ACCOUNTS FOR PAYMENT – OCTOBER 2022

<b>Applicant</b>	Internal Report
<b>File No</b>	0277
<b>Attachments</b>	List of Accounts Payable
<b>Author</b>	Mr Kevin Wilson – A/Manager Corporate Services
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	07 November 2022
<b>Senior Officer</b>	Mr Alan George - Chief Executive Officer

#### Summary

For Council to ratify expenditures incurred for the month of October 2022.

#### Background

List of payments for the month of October 2022 through the Municipal and Trust accounts is 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 October 2022 from the Municipal and Trust Accounts Total \$1,218,324.55.

### Strategic Implications

This aligns with the Leadership Objective of the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Outcome 4.2 and Strategies 4.2.1 and 4.2.2 :

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

### Voting Requirements

Simple majority required.

### **RESOLUTION 13664**

**Moved:** Cr Chappell  
**Seconded:** Cr Lloyd

That Council ratify the list of payments totalling \$1,218,324.55 as presented for the month of September 2022 incorporating:

<b>Payment Method</b>	<b>Cheque/EFT/DD Number</b>	<b>Amount</b>
Electronic Funds Transfers	EFT24137 – EFT24252	\$1,155,916.82
Municipal Account Cheques	37024-37031	\$3,585.23
Direct Debits	DD10209.2 – DD10220.10	\$58,822.50
	<b>TOTAL</b>	<b>\$1,218,324.55</b>

**CARRIED: 6/0**

# Shire of Lake Grace



## CERTIFICATE OF EXPENDITURE October 2022

This Schedule of Accounts to be passed for payment, covering

<b>Payment Method</b>	<b>Cheque/EFT/DD Number</b>	<b>Amount</b>
Electronic Funds Transfers	EFT24137 - EFT24252	\$1,155,916.82
Municipal Account Cheques	37024-37031	\$3,585.23
Direct Debits	DD10209.2 – DD10220.10	\$58,822.50
	<b>TOTAL</b>	<b>\$1,218,324.55</b>

to the Municipal Account, totalling \$1,218,324.55 which were submitted to each member of the Council on 23 November 2022, 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.

Alan George  
**CHIEF EXECUTIVE OFFICER**

## 14.5.2 FINANCIAL REPORTS – 31 OCTOBER 2022

Applicant:	Internal Report
File No.	0275
Attachments:	<ul style="list-style-type: none"><li>• Monthly Financial Reports</li><li>• Bank Reconciliations – 31 October 2022</li></ul>
Author:	Mr Kevin Wilson – A/Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	14 November 2022
Senior Officer	Mr Alan George - Chief Executive Officer

### Summary

Consideration of the Monthly Financial Reports for the period ending 31 October 2022 and Bank Reconciliations for the month ending 31 October 2022.

### Background

The provisions of the Local Government Act 1995 and associated Regulations require a monthly financial report is presented at an Ordinary Council meeting within two (2) months of the period end date.

### Comment

As at 31 October 2022, operating revenue insignificantly below target by \$7,130 (0.12%). Mostly due to Interest earnings below budget - term deposits in place and interest will be received in November.

Operating expenditure is under YTD budget by \$573,977 (14.69%) mainly due to materials and contracts are down as a consequence of delay in operating jobs. Depreciation on the other hand over the budget target. Insurance expenditure higher due to workers compensation.

The capital program is below the target by \$660,722 (38.94%). Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in financial year. Payments for property, plant and equipment are below target as well due to majority of Capital projects have not been initiated as yet (67%) or in early stage of completion. This leads to Capital grants income decrease being offset by the reduction in payments for property, plant and equipment.

Cash at bank is slightly higher than the corresponding period last year, an investment agreement for 3 term deposits with Commonwealth Bank is in place for \$9,011,984, along with Overnight Cash Deposit with WA Treasury Corporation for \$3,000,000.

Outstanding rates is tracking well and have recovered 84.3% to date.

General debtor is \$377,581 with no major outstanding debts to follow up. Main Roads WA invoices for \$237,712 dated only 24 October 2022, which is less than 30 days.

The monthly financial reports include the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which comprises the Statement of Financial



Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 October 2022. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

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

#### Legal Implications

Section 6.4 of the Local Governments Act 1995 provides for the preparation of financial reports.

In accordance with Regulation 34(5), a report on variances greater than the materiality threshold (\$5,000 or 10% whichever is greater) must be compiled and adopted by Council. As this report is composed at a program level, variance commentary considers the most significant items that comprise the variance.

#### Policy Implications

Nil

#### Consultation

Internal Mr Alan George – Chief Executive Officer

#### Financial Implications

Nil

#### Strategic Implications

This aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027 particularly Leadership Objective as follows:

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

#### Voting Requirements

Simple majority required.

## **RESOLUTION 13665**

**Moved:** Cr Lloyd  
**Seconded:** Cr Kuchling

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

1. Statements of Financial activity for the period ended 31 October 2022 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 October 2022.

**CARRIED:** 6/0

## 14.6 COMMUNITY SERVICES

### 14.6.1 TENANCY – OLD MEDICAL CENTRE – MAY STREET, NEWDEGATE

<b>Applicant:</b>	Ms Robyn Orr
<b>File No.:</b>	0166
<b>Attachments:</b>	Nil
<b>Author:</b>	Mrs Cheryl Chappell – Community Services Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	22 November 2022
<b>Senior Officer:</b>	Mr Alan George – Chief Executive Officer

Cr Ross Chappell submitted a Disclosure of Interest Affecting Impartiality on Item 14.6.1 – Tenancy – Old Medical Centre – May Street, Newdegate because the author of the report Mrs Cheryl Chappell is a staff member of the Shire.

#### Summary

For Council to consider rental of its building on May Street, Newdegate previously used as a doctor's surgery.

#### Background / Comment

Ms Robyn Orr is seeking to rent a room in the old doctor's surgery on May Street, Newdegate for the purpose of providing a skin, health and beauty treatment to the members of the community. The tenancy is for the period beginning February to December 2023, 1 to 2 days per week. Depending on client requirements, Ms Orr is requesting flexibility on the days that she will use the room.

There is no other suitable available space for rent or lease listed within the local area. The rental of this building will enable the community to retain an existing service, fully utilise the space and have the occupier responsible for the general maintenance of the area being used.

Currently, the Lake Grace old doctor's surgery is occupied and the tenant is charged \$36.00 per day

#### Legal Implications

Nil

#### Policy Implications

Nil

#### Consultation

Internal            Mr Alan George – Chief Executive Officer

### Financial Implications

Minimal impact – generation of approximately \$36 per day (depending on the number of days used) for the year 2023.

### Strategic Implications

This aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027:

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

Outcome 1.2 A diverse and prosperous economy

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

### Voting Requirements

Simple majority required.

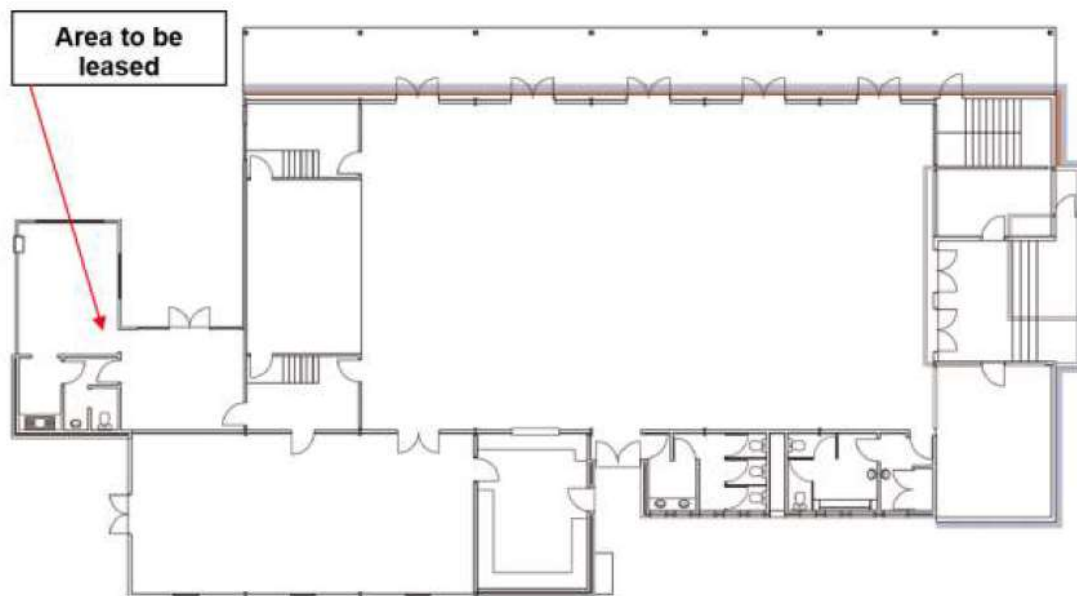
## **RESOLUTION 13666**

**Moved: Cr Chappell**

**Seconded: Cr Lloyd**

That Council enter into a rental agreement with Ms Robyn Orr for the eleven (11) months (February to December 2023) subject to acceptance of standard rental conditions based on current rental charge similar to the Lake Grace old doctor's surgery.

**CARRIED: 6/0**



## 15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

## 16.0 INFORMATION BULLETIN – NOVEMBER 2022

<b>Applicant:</b>	Internal Report
<b>File No.</b>	Nil
<b>Attachments:</b>	Information Bulletin Cover Page Only
<b>Author:</b>	Mrs Racelis Rose - Executive Assistant
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	14 November 2022
<b>Senior Officer:</b>	Mr Chris Paget - Deputy 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 / Comment

The Information Bulletin Reports deal with monthly standing items and other information of a strategic nature relevant to Council. Copies of other relevant Councillor information are distributed via email.

The November 2022 Information Bulletin attachments include:

### Reports:

- Infrastructure Services Report – November 2022
- Lake King Library Report and Statistics – October 2022
- Newdegate Library Report and Statistics – October 2022
- Lake Grace Library Report and Statistics – Nil

### External Organisations

- WALGA Breakfast with Heads of Agencies – Department of Local Government, Sport and Cultural Industries
- WALGA Breakfast with Heads of Agencies – Department of Jobs, Tourism, Science and Innovation
- Regional Development Australia (RDA) – Annual Report 2021/2022
- Eastern Wheatbelt Biosecurity Group (EWBG) – Minutes of Meeting – 18 October 2022

### Circulars, Media Releases, Newsletters, Letters

- Nil

### Legal Implications

Nil

### Policy Implications

Nil

### Consultation

Nil

### Financial Implications

Nil

### Strategic Implications

This aligns with the Leadership Objective of the Shire of Lake Grace Strategic Community Plan 2017 – 2027 particularly Outcome 4.1 and Outcome 4.2 below:

Leadership Objective		Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategy	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
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

### Voting Requirements

Simple majority required.

### **RESOLUTION 13667**

**Moved: Cr Chappell**

**Seconded: Cr Kuchling**

That Council accepts the Information Bulletin Report for November 2022.

**CARRIED: 6/0**

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

### RESOLUTION 13668

**Moved:** Cr Hunt  
**Seconded:** Cr Chappell

That Council meet behind closed doors at 4:09 pm to consider the confidential item(s) in accordance with Section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015.

Item 17.1.1 2023 Australia Day Citizenship Awards

This item and any attachments are confidential in accordance with Section 4.23(2)(a) of the Local Government Act 1995.

**CARRIED:** 6/0

### RESOLUTION 13669

**Moved:** Cr Hunt  
**Seconded:** Cr McKenzie

That Council accept the recommendation contained in Item 17.1.1 – 2023 Australia Day Citizenship Awards

**CARRIED:** 6/0

### RESOLUTION 13670

**Moved:** Cr Kuchling  
**Seconded:** Cr McKenzie

That Council move from behind closed doors at 4:19 pm to proceed with the meeting.

**CARRIED:** 6/0

## 18.0 DATE OF NEXT MEETING – 21 DECEMBER 2022

The next Ordinary Council Meeting is scheduled to take place on Wednesday 21 December 2022 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 4:20 pm.

## 20.0 CERTIFICATION

I, Leonard William Armstrong certify that the Minutes of the Ordinary Council meeting held on 23 November 2022 as shown were confirmed as a true record of the meeting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Shire of Lake Grace

### Local Emergency Management Committee

# Minutes

10 November 2022

Meeting Commencing at 1:00 pm



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#### **Disclaimer**

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

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

---

#### **Acknowledgement of Country**

I begin today by acknowledging the Ballardong people, Traditional Custodians of the land of which we meet today, and pay my respects to their Elders past, present and emerging.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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## **SHIRE OF LAKE GRACE**

Agenda for the Local Emergency Management Committee (LEMC) meeting to be held at Council Chambers, 1 Bishop Street, Lake Grace on Thursday 10 November 2022.

### **1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS**

The Shire President opened the meeting at 1:00 pm.

(Note: Under the Terms of Reference, the Local Emergency Coordinator (OIC Lake Grace Police) is the Deputy Chair, if not available, the Committee is to appoint a member to preside at the meeting).

### **2.0 DISCLAIMER AND ACKNOWLEDGEMENT OF COUNTRY**

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

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

#### **Acknowledgement of Country to be read by the Chair of the Committee**

I begin today by acknowledging the Ballardong people, Traditional Custodians of the land of which we meet today, and pay my respects to their Elders past, present and emerging.

I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

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

#### 3.1 PRESENT / APOLOGIES / OBSERVERS / VISITORS

**Present:**

Alan George – CEO, Shire of Lake Grace  
Len Armstrong – Shire President, Shire of Lake Grace  
Chris Paget – DCEO/Local Recovery Coordinator, Shire of Lake Grace  
Matt Castaldini – CESH, Shire of Lake Grace  
Josh Egan-Reid – Sergeant, WA Police  
Scott Oatridge – 1/C Constable, WA Police  
Lisa Pearce – HSM, Lake Grace Health Service  
Ross Chappell – SJA Lake Grace Sub Centre  
Michele Duxbury – DESO, Department of Communities

**MS Teams:**

Mitch Davies – Regional Operations Manager, DBCA

**Apologies:**

Gary Guelfi – SJA Newdegate Sub Centre  
Kylie Sugg – SJA Lake King Sub Centre  
Barry Grady – SJA Community Paramedic  
David Roberts – Chief Bushfire Control Officer

**In Attendance / Observers / Visitors**

Nil

### 4.0 CONFIRMATION OF MINUTES – 11 AUGUST 2022

Voting Requirements

Absolute majority required.

**Recommendation / Resolution**

That the Minutes of the Local Emergency Management Committee (LEMC) meeting held on 11 August 2022 be confirmed as a true and accurate record.

**Moved:** Cr Ross Chappell

**Seconded:** Mr Alan George

**CARRIED BY ABSOLUTE MAJORITY: 9/0**

### 5.0 BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

### 6.0 STANDING ITEMS

Nil

### 7.0 POST INCIDENT REPORTS

Nil

## 8.0 AGENCY REPORTS

### 8.1 SHIRE OF LAKE GRACE

We have completed the Rural Fire Awareness training for this year ahead of harvest, with 335 volunteers being trained across all brigades putting us in a much better position than we have been.

Training has included the encouragement to call 000 to report all incidents.

We have received the replacement truck for Lake King, a 4000L 4x4 Tatra truck which is a welcome addition prior to harvest.

We have requested that the Lake King 2.4R loan appliance is housed in Lake Grace for the high threat period once the equipment is transferred. This process is ongoing. Further to the Shire request, there is a ministerial request to DFES to request the same thing driven from a question asked to the Minister at the Lake King fire truck presentation.

We have had our BRMP endorsed and an application has been submitted to undertake some vegetation modification at the Telstra tower site on Kathleen Road in Lake King which is on a Shire vested land parcel.

We have had 2 fire incidents in the last week, comprising of an illegal rubbish fire and a lithium battery going through a header.

Lithium batteries are a challenging situation as response information is currently being developed, noting there are specific challenges with lithium battery fires, including portable electronics, caravan and vehicle batteries and battery hybrid vehicles. The most current advice is to isolate the scene and allow the battery to burn out, which is consuming the toxic gasses being emitted.

I have spoken to and confirmed with Main Roads WA (MRWA) and MIS that we as Shire can undertake initial road closure activities on MRWA roads until their contractors can arrive.

DFES have also recently published a Fire and Emergency Services Emergency Response Guide for Newdegate Stock and Trading, which I am seeking access to, noting that Bush Fire Brigade will be the primary fire response to an incident at the premises.

Although it primarily sits with DFES, in respect to HAZMAT, we have a vulnerability to be aware of with the volumes of bulk fuel and agricultural chemicals that are located around our townsites across the Shire and the implications if they are compromised.

Questions were asked about the local HAZMAT capability:

Matt Castaldini: from my understanding, the Lake Grace VFRS currently has a limited Capabilities with Breathing Apparatus and HAZMAT. Support would need to be brought in from neighbouring areas.

Len Armstrong: Do we have any guides for any of the other Agricultural suppliers around the Shire?

Matt Castaldini: Unsure, I have submitted an access request to the DFES FESER portal. It is likely that there are some sites of significance we should be aware of for local emergency planning.

Alan George: Was the training just completed meant to be delivered over a few years (re: BFAC)?

Matt Castaldini: No, the aim was to try complete as many farm response members through the Rural Fire Awareness training as soon as possible. The timeframe was around delivery of training for Fire Control Officers.

## **8.2 WA POLICE**

Josh Egan-Reid:

Attended a session in Albany with representatives from SEMC and DFES. Exercising was discussed and the recommendation was to undertake desktop scenarios, talking through one or two points and what is involved.

Michele Duxbury: Participated in a similar exercise in Bunbury that involved lithium battery hybrid car which was very good.

## **8.3 BUSHFIRE BRIGADES – CHIEF BUSH FIRE CONTROL OFFICER**

Nil

## **8.4 LAKE GRACE VOLUNTEER FIRE AND RESCUE**

Matt Castaldini: (as VFRS Member)

DFES are conducting facility upgrades at the moment, with new ablutions and equipment storage and maintenance facilities.

Internally the VFRS is planning to do a road crash rescue training drill to refresh our skills, then look to do a second one with local agencies, WAPF and SJA to be invited when we have more details.

Alan George: Suggested that he has had previous experience with demonstrations being performed at Market days or community festivals.

Can the VFRS consider doing this at the upcoming Harvest festival.

Alan George: Was involved in a scenario in Hyden with an old bus which worked well, we even had passers by stopping to offer aid.

## **8.5 ST JOHN AMBULANCE**

Community Paramedic – Barry is on leave, Nathan has finished up with Barry expected back next week.

**LG Sub Centre** (Ross Chappell) – We now have 14 Officers which is good.

Concerns were raised that a recent RFDS transfer was required to go to Gnowangerup in the middle of the night instead of using the Lake Grace air strip. The Shire have invested in the airstrip with lighting and a generator to facilitate RFDS capabilities.

We have understood that the air strip is an 'all weather' strip, even though it is gravel. Someone is typically sent to inspect the strip prior to an aircraft coming in.

Lisa Pearce: Advised when discussing this specific critical patient, Gnowangerup was the only option due to inclement weather.

Ross Chappell: Narrogin apparently has 1 strip sealed out of the 2 directions, unsure if they are lit or not. Our crew are far more familiar with the roads to Narrogin than to Gnowangerup and should be a consideration for a late-night transfer to RFDS of a critical nature.

Chris Paget: Katanning have 1 sealed strip and 1 unsealed strip. Additionally, there may have been low cloud that could have impacted access to Lake Grace.

Ross Chappell: Expressed concern that we couldn't land an RFDS plane at Lake Grace and highlighted that an RFDS capability is critical for our town and surrounding areas. The air strip was previously sealed, but due to poor planning and surface preparation the Shire had to remove the bitumen due to blistering.

We may need to investigate sealing the air strip correctly in the future.

Lisa Pearce: The decision of which strip to use is made by patient care team and RFDS.

#### **8.6 DEPARTMENT OF FIRE & EMERGENCY SERVICES**

Nil

#### **8.7 LAKE GRACE DISTRICT HEALTH SERVICES**

The Hospital is still under covid restrictions including staff & people visiting patients.  
Bush fire plan is almost finished and staff have been undertaking training.  
The hospital has been experiencing staff shortages, common to other agencies.

Alan George: How many residents do you have currently?

Lisa Pearce: We have two in respite, with an additional one coming shortly. We have capacity for 5.

We have been light on residents and equally light on staffing.

#### **8.8 EDUCATION DEPARTMENT**

- **Lake Grace District High School - Nil**
- **Newdegate Primary School - Nil**
- **Lake King Primary School - Nil**

#### **8.9 DEPARTMENT OF COMMUNITIES**

Department of Communities have changed their boundaries, seeing an alignment to WA Police boundaries.

Michele Duxbury is now assisting in our area as the DESO for Great Southern, with Jo Spadaccini still available to respond/ support in activations from Wheatbelt.

Full report supplied as an attachment.

Welfare Centre Activation Number - **0418 943 835**

#### **8.10 WATER CORPORATION**

Nil

#### **8.11 MAIN ROADS WA**

Nil

#### **8.12 WESTERN POWER**

Nil

#### **8.13 CBH GROUP LAKE GRACE**

Nil

#### **8.14 PARKS AND WILDLIFE SERVICE**

Mitch Davies – DBCA

The Wheatbelt team has been preparing for and are ready for Bushfire Season.

The primary contact for DBCA support is through the RDO – 08 9881 9200.

The Wheatbelt region is light on staffing and are recruiting for new personnel.

The previously notified upgrade for the DBCA WAERN communications tower at the magenta reserve has been completed. This is accessible by DFES and Local Government by arrangement if required.

The grain harvest water bombers are currently in Geraldton, with discussions ongoing as to when they will be relocated to Northam or Narrogin.

DBCA have established plans for mitigation activities in the Shire of Lake Grace over the coming year, with a focus on autumn.

Alan George: What areas have been identified for mitigation?

Mitch Davies:

Silver Wattle Nature Reserve, including scrub rolling & burning

Lake King UCL (immediately east of Tarco Rd) – scrub rolling

Magenta Nature Reserve – scrub rolling in the South-eastern corner.

Two burns at dragon rocks (high priority) from previously completed scrub rolling.

#### **8.15 DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT**

Nil

#### **8.16 OTHER GROUPS / MEMBERS**

Nil

#### **9.0 GENERAL BUSINESS**

#### **9.1 FUNDING NOMINATIONS AND APPLICATIONS**

The Shire has applied for and is in the process of finalising the grant funding arrangements for an AWARE grant through which we are making some Emergency Management training available to our staff and some higher-level training available to key staff members.

Aiming for Feb-April implementation.

#### **9.2 INCIDENT SUPPORT GROUP (ISG) ACTIVATIONS**

Nil

#### **9.2 GENERAL BUSINESS FROM THE FLOOR**

Nil

#### **9.3 DESKTOP EXERCISE**

Online participants can be excused, participants in the room to participate in brief desktop exercise utilising the bushfire model.

#### **10. DATE OF NEXT MEETING – TO BE CONFIRMED**

The schedule of meetings for the Local Emergency Management Committee (LEMC) for the year 2023 will be determined and agreed by the committee members. A Public Notice will be published on the Shire's website, community news and social media to inform the public.

#### **11.0 CLOSURE**

There being no further business, the Shire President closed the meeting at 1:35 pm.

## **12.0 DESKTOP EXERCISE - SUMMARY**

A scenario was set out with an LPG tanker truck colliding with a flatbed semi-trailer, with the semi-trailer ending up on an above ground water pipe. A fire started from the collision and burnt towards a nearby town.

Attendees discussed initial and escalating considerations.

A multi-agency response was highlighted early, as well as discussing capacity and capability of local agency representatives.

Discussion covered identification of values at risk (school bus, townsite, communications tower, aboriginal cultural heritage site), support actions, loss of utilities, public information and AIIMS incident levels.

The scenario ran for approximately 45 minutes, allowing for natural digression and discussion. All present reflected this was a productive exercise and that we should undertake more in the future.



Peter Hudson

15/11/2022

74 Absolon Street

Lake Grace WA 6353

## ATTACHMENT 1

To Lake Grace Shire,

My name is Peter Hudson. I run a business at 74 Absolon Street, trading Lake Grace Tyrepower. My business practices are mechanical, tyre retailing and repairs.

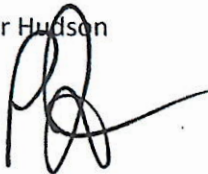
I have 7 staff members including tyre technicians, administration and mechanics. My premises have my staff under shade cover for most of the working day except for the rear concrete work pad.

I feel the responsibility of covering this work area for protection from the sun and other weather elements. To achieve this goal, I have employed the services of a professional shed builder.

Please help me achieve this.

Yours Truly,

Peter Hudson

A handwritten signature in black ink, appearing to be 'Peter Hudson', written over the printed name.

SHIRE OF LAKE GRACE LOCAL PLANNING SCHEME NO.4



FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL

**Owner Details**

Name/s:

APPARENTLY SUPERANNUATION FUND PTY LTD

ABN (if applicable):

Postal Address:

PO BOX 101 LAKE GRACE Postcode: 6353

Work Phone: 98651023

Fax:

E-mail:

Home Phone:

04 29 651023

LAKEGRACE@TYREPOWER.COM.AU

Contact Person for Correspondence:

PETER HUDSON

Signature:

Date:

15.11.22

Signature:

Date:

**NOTES:**

- i) Use and attach a separate copy of this page where there are more than two (2) landowners.
- ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot 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). Land owned by an incorporated body (i.e. a company) must be signed by:
  - 1 director of the company, accompanied by the company seal; or
  - 2 directors of the company; or
  - 1 director and 1 secretary of the company; or
  - 1 director if a sole proprietorship company.
 Print the full names and positions of company signatories underneath the signatures.
- iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.
- iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Lake Grace where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.

**Applicant Details (if different from owner)**


Name/s:

PETER JOHN HUDSON

Address:

74 ABSOLON ST LAKE GRACE Postcode: 6353



Work Phone: <b>0894651023</b>	Fax:	E-mail: <b>lakegrace@trepower.com.au</b>
Home Phone:		
Mobile Phone: <b>0428851023</b>		
Contact Person for Correspondence: <b>Peter / Tameka</b>		
Signature: 	Date: <b>15/11/22</b>	
<p><b>NOTES:</b></p> <p>i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold.</p> <p>ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full.</p> <p>iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015, the information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</p> <p>iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full.</p> <p>v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination.</p>		
<b>Property Details</b>		
NOTE: The details provided must match those shown on the relevant Certificate/s of Title.		
Lot No: <b>278 + 284</b>	House/Street No: <b>74</b>	Location No:
Survey Diagram or Plan No:	Certificate of Title Volume No:	Certificate of Title Folio No:
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title):		
Street name: <b>Absolon</b>		
Suburb: <b>Lake Grace</b>		
Nearest street intersection: <b>S Dutch road.</b>		
<b>Proposed Development:</b>		
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 (i.e. a Form 2) must be completed and submitted with this application.		
Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		

See attached title document

Description of proposed works and/or land use: <b>SUN SHADE PROTECTION</b>
Description of exemption claimed (if relevant):
Nature of any existing buildings and/or land use:
Approximate cost of proposed development (excluding GST): <b>\$53000-00</b>
<b>OFFICE USE ONLY</b>
Date application received:
Received by:
Application reference number:
Application fee payable: \$
Date of receipt of application fee from applicant:
Receipt number for application fee:

WESTERN



AUSTRALIA

REGISTER NUMBER <b>N/A</b>	
DUPLICATE EDITION <b>1</b>	DATE DUPLICATE ISSUED <b>21/2/2012</b>

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

VOLUME **1550** FOLIO **980**

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



REGISTRAR OF TITLES

**THIS IS A MULTI-LOT TITLE**

**LAND DESCRIPTION:**

LOTS 278 & 284 ON DEPOSITED PLAN 173485

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

APPARENTLY SUPERANNUATION PTY LTD OF 74 ABSOLON STREET, LAKE GRACE

(T L850871 ) REGISTERED 6/2/2012

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

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

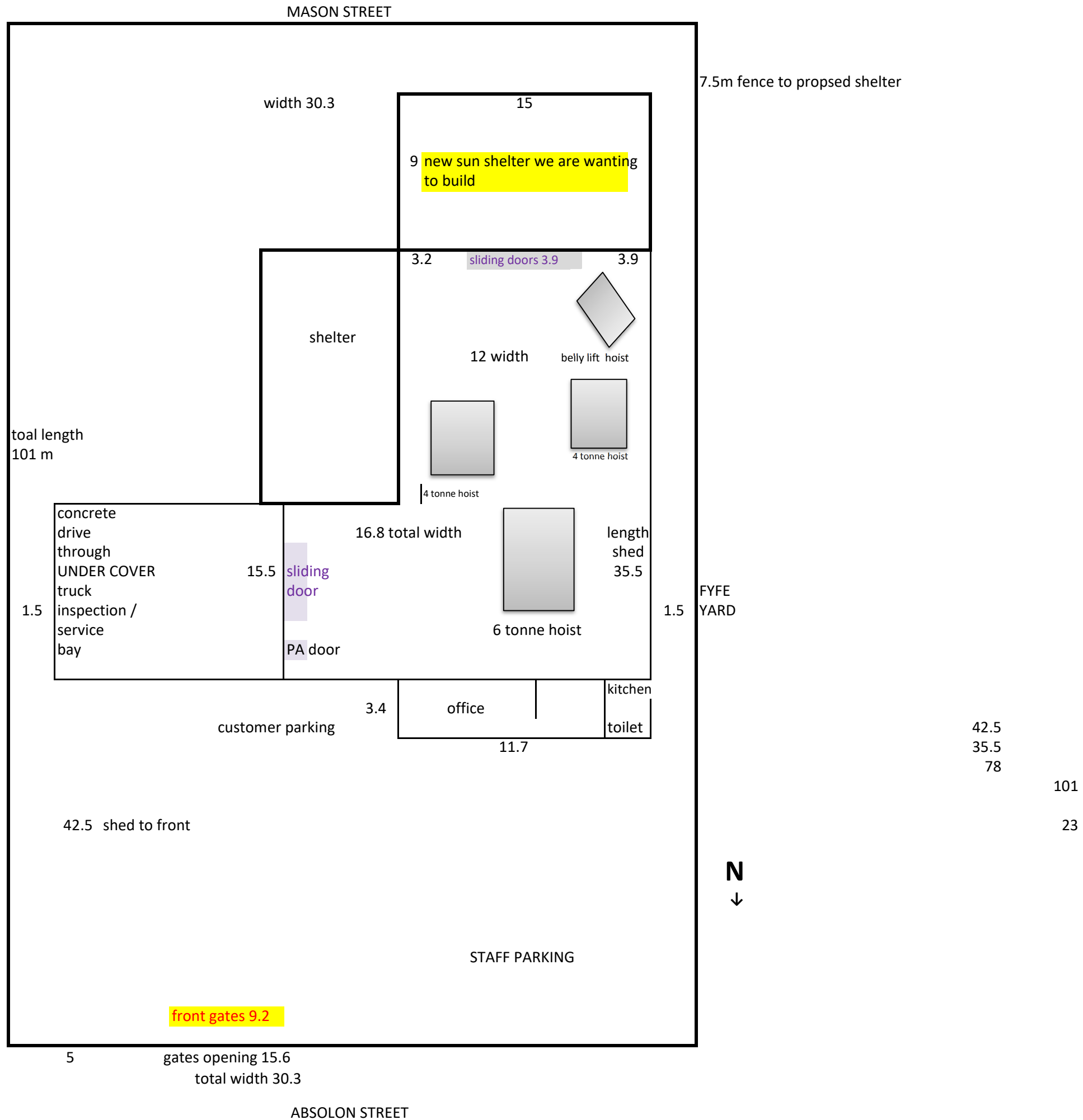
-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

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

SKETCH OF LAND: 1550-980 (278/DP173485), 1550-980 (284/DP173485)  
PREVIOUS TITLE: 1550-980  
PROPERTY STREET ADDRESS: 17 MASON ST, LAKE GRACE (278/DP173485).  
74 ABSOLON ST, LAKE GRACE (284/DP173485).  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF LAKE GRACE

NOTE 1: L861185 LAND PARCEL IDENTIFIER OF LAKE GRACE LOTS 278 AND 284 (OR PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOTS 278 AND 284 ON DEPOSITED PLAN 173485 ON 17-FEBRUARY-2012 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.  
NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.





**Building Design, Specifications and Details**  
**Client Details**

**Company Name** Apparently Superannuation Fund Pty Ltd  
**Client Name** Peter Hudson  
**Site Address** 74 Absolon Street, Lake Grace, WA, 6353  
**Mobile** 0428 651 023  
**Email** huddo2482@bigpond.com

Main Building Design - Gable Roof						
Width	Length	Eave / Gutter Height	Roof Pitch	Ridge Height	Number of Bays	Bay Size
15.00m	9.00m	5.00m	5°	5.66m	2	4m / 5m

Engineering Specifications						
Wind Region	Terrain Category	Usage	Importance Level	Shielding	Internal Pressure	Site Wind Speed
A	2	Class 10a	1	1.0	-0.65,+0.7	42 m/s

Frame Design					
Internal Columns	Internal Rafters	Roof Purlins	Side Wall Girts	End Wall Girts	Knee Braces
C30030	C30030	Z15012	Z15012	NA	NA

Slab and Connection Details	
Slab Thickness	Not Applicable
Base Connection	Cast In
Wall Cladding FFL	Not Applicable

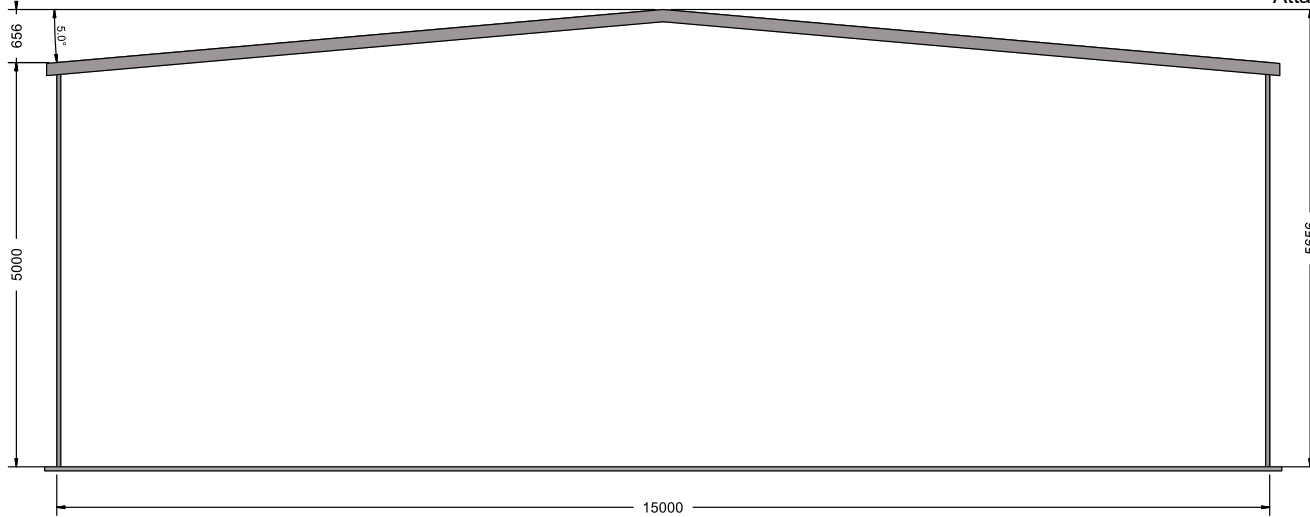
Main Building Additions			
Left lean to	Right lean to	Front Garaport	Back Garaport
NA	NA	NA	NA

Cladding, Water Management and Insulation			
Wall Cladding	Trimwall 0.42 (0.47 TCT)	Wall Insulation	No Insulation
Roof Cladding	Trimspan 0.42 (0.47 TCT)	Roof Insulation	No Insulation
Gutter Type	Tapered Gutter	Roof Ventilation	No Roof Vents
Downpipes	150mm	Base Flashing	Not Applicable

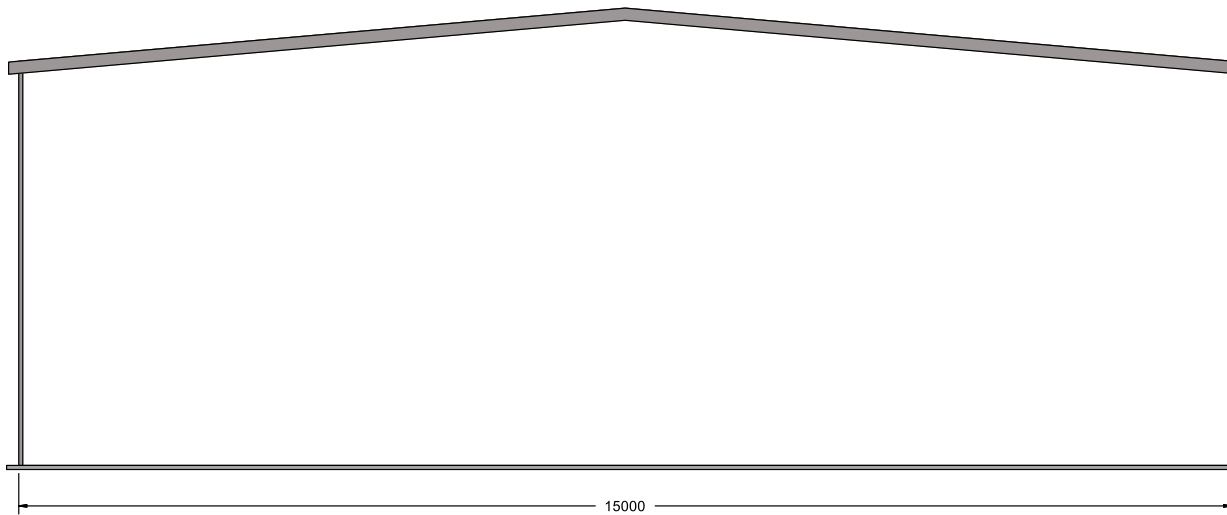
Doors, Windows and Skylights	
Roller Doors	No Roller Doors
Personal Access Doors	No Access Doors
Metal Sliding Doors	No Metal Sliding Doors / Opening Size TBC
Glass Sliding Doors	No Glass Sliding Doors
Windows	No Windows
Skylights	No Skylights

Colour Schedule			
Roof Cladding	Zinc	Barge Flashing	Zinc
Wall Cladding	Zinc	Ridge Capping	Zinc
Skylight	Not Applicable	Corner Flashing	Zinc
Gutter	Zinc	Opening Flashing	Zinc





FRONT ELEVATION



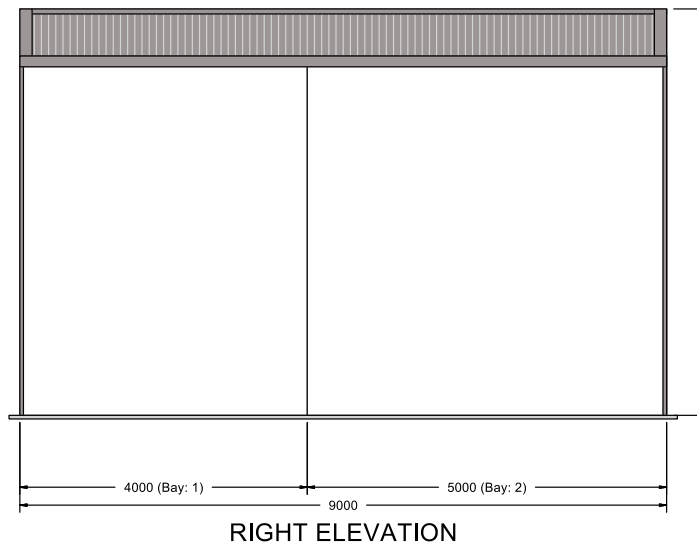
REAR ELEVATION



Phoenix Sheds Pty Ltd  
Lot 503 De Lisle Street, Beverley, Western Australia, 6304  
Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154  
P.O. Box 464, Applecross, Western Australia, 6953  
Head Office - 0468 854 072  
admin@phoenixsheds.com.au

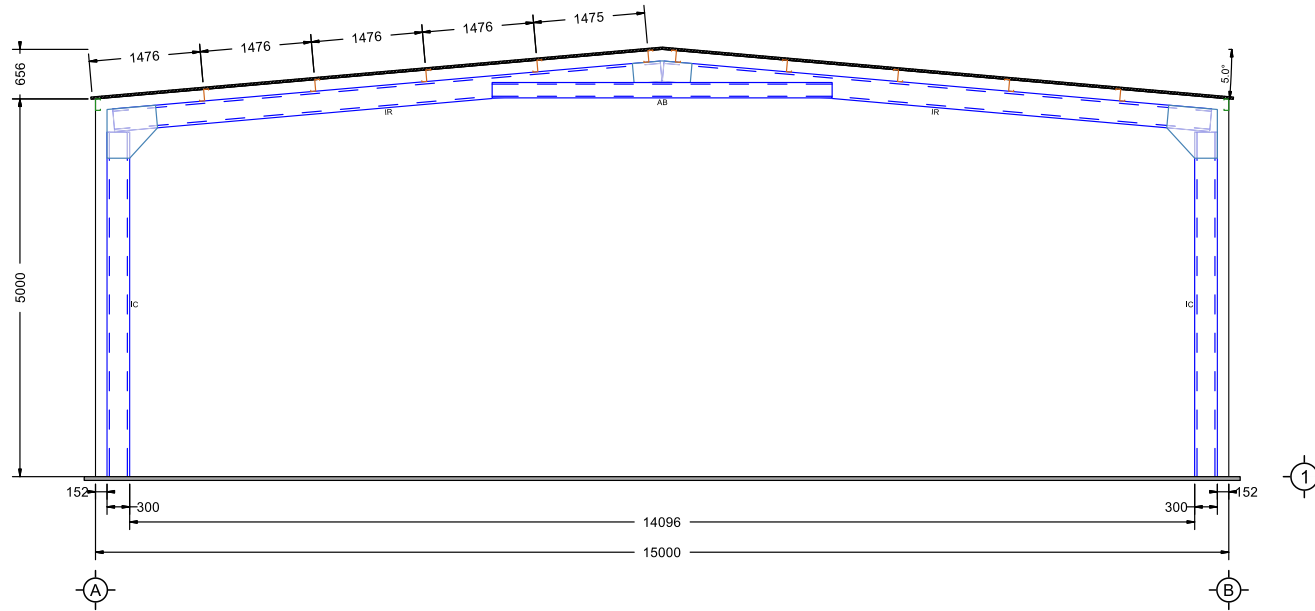
Company: Apparently Superannuation Fund Pty Ltd    Drawing Title: End Elevations  
Client: Peter Hudson    Scale: 1:84,684  
Site Address: 74 Absolon Street    Date: 11-11-2022  
Lake Grace, WA, 6353    Job Number: T00567 - Apparently Superannuation Fund Pty Ltd  
Email: huddo2482@bigpond.com    Drawing Revision:





Phoenix Sheds Pty Ltd  
Lot 503 De Lisle Street, Beverley, Western Australia, 6304  
Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154  
P.O. Box 464, Applecross, Western Australia, 6953  
Head Office - 0468 854 072  
admin@phoenixsheds.com.au

Company: Apparently Superannuation Fund Pty Ltd    Drawing Title: Side Elevations  
Client: Peter Hudson    Scale: 1:95,293  
Site Address: 74 Absolon Street    Date: 11-11-2022  
Lake Grace, WA, 6353    Job Number: T00567 - Apparently Superannuation Fund Pty Ltd  
Email: huddo2482@bigpond.com    Drawing Revision:



IC: C30030 Single  
IR: C30030 Single  
AB: C20024 Single

INTERMEDIATE ELEVATION



Phoenix Sheds Pty Ltd  
Lot 503 De Lisle Street, Beverley, Western Australia, 6304  
Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154  
P.O. Box 464, Applecross, Western Australia, 6953  
Head Office - 0468 854 072  
admin@phoenixsheds.com.au

Company: Apparently Superannuation Fund Pty Ltd    Drawing Title: Cross Section  
Client: Peter Hudson    Scale: 1:90,635  
Site Address: 74 Absolon Street    Date: 11-11-2022  
Lake Grace, WA, 6353    Job Number: T00567 - Apparently Superannuation Fund Pty Ltd  
Email: huddo2482@bigpond.com    Drawing Revision:

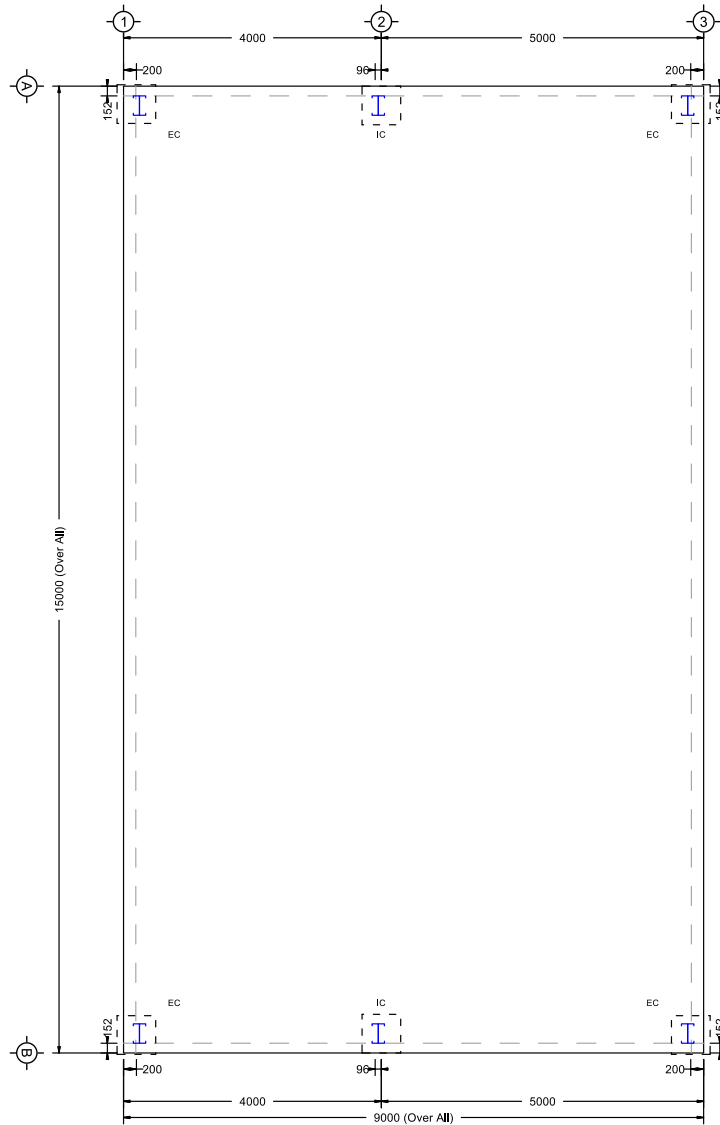


PLAN ELEVATION



Phoenix Sheds Pty Ltd  
Lot 503 De Lisle Street, Beverley, Western Australia, 6304  
Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154  
P.O. Box 464, Applecross, Western Australia, 6953  
Head Office - 0468 854 072  
admin@phoenixsheds.com.au

Company: Apparently Superannuation Fund Pty Ltd    Drawing Title: Plan Elevation  
Client: Peter Hudson    Scale: 1:103,183  
Site Address: 74 Absolon Street    Date: 11-11-2022  
Lake Grace, WA, 6353    Job Number: T00567 - Apparently Superannuation Fund Pty Ltd  
Email: huddo2482@bigpond.com    Drawing Revision:



Footing Size: 875mm Wide x 875mm Long x 875mm Deep OR  
Bored Pier Size: 600mm ø x 1250mm Deep.

Slab Thickness: No Slab (Footing or Bored Piers Only)

Diagonal Measurement: 17493mm (Main Building - Corner of slab to corner of slab)  
Diagonal Measurement: 17076mm (Main Building - Corner of column to corner of column)

Base Connection Type: Cast In

Cast in brackets must be in place prior to slab being poured.  
EC: C25024 Single  
IC: C30030 Single  
EWM: C25024 Single

FLOOR PLAN



Phoenix Sheds Pty Ltd  
Lot 503 De Lisle Street, Beverley, Western Australia, 6304  
Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154  
P.O. Box 464, Applecross, Western Australia, 6953  
Head Office - 0468 854 072  
admin@phoenixsheds.com.au

Company: Apparently Superannuation Fund Pty Ltd Drawing Title: Floor Plan  
Client: Peter Hudson Scale: 1:106.229  
Site Address: 74 Absolon Street Date: 11-11-2022  
Lake Grace, WA, 6353 Job Number: T00567 - Apparently Superannuation Fund Pty Ltd  
Email: huddo2482@bigpond.com Drawing Revision:



## ATTACHMENT 1

8/11/2022

Shire of Lake Grace  
PO Box 50  
Lake Grace 6353

Attention: Planning Department

RE: LOT 1033 BUNICHE RD, BUNICHE WA 6353

Please find attached a copy of the signed planning application form, certificate of title and plans to assess the application for the above-mentioned lot.

The proposed application is for a new single storey dwelling on pastoral land that has one other habitable building.

The home will be for the purpose of housing a family member, who is also a worker on the property. It will include an alfresco and verandah around the perimeter of the home, as well as parking and a driveway for access to the property.


The location is closely situated to the current dwelling, shed and garage which minimises the impact of services. These are shown on the current site plan.

Please feel free to call the undersigned should you have any queries or concerns.

Yours faithfully  
**MODULAR WA**

A handwritten signature in black ink that reads 'Michelle Broomfield'.

CONTRACTS ADMINISTRATOR  
Ph 6454 5072

SHIRE OF LAKE GRACE LOCAL PLANNING SCHEME NO.4	
	
FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL	
Owner Details	
Name/s: Mark McDonald	
ABN (if applicable):	
Postal Address: 1033 Biddy-Buniche Rd, BUNICHE	
Postcode: 6353	
Work Phone: 0439 320 102	Fax:
Home Phone:	E-mail: chloewadcock@gmail.com
Mobile Phone: 0428353551	
Contact Person for Correspondence: Chloe Wadcock or Mark McDonald	
Signature: <i>M McDonald</i>	Date: 3 November 2022
Signature: <i>Mark McDonald</i>	Date: land owner
<p><b>NOTES:</b></p> <p>i) Use and attach a separate copy of this page where there are more than two (2) landowners.</p> <p>ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot 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). Land owned by an incorporated body (i.e. a company) must be signed by:</p> <ul style="list-style-type: none"> <li>- 1 director of the company, accompanied by the company seal; or</li> <li>- 2 directors of the company; or</li> <li>- 1 director and 1 secretary of the company; or</li> <li>- 1 director if a sole proprietorship company.</li> </ul> <p>Print the full names and positions of company signatories underneath the signatures.</p> <p>iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.</p> <p>iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Lake Grace where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.</p>	
Applicant Details (if different from owner)	
Name/s: Modularis Pty Ltd T/A Modular WA	
Address: PO Box 1786, Wangara	
Postcode: 6947	



Work Phone: 6454 0919 Home Phone: Mobile Phone:	Fax:	E-mail: contracts1@modularwa.com.au
Contact Person for Correspondence: Ami Cadby		
Signature: <i>Ami Cadby</i>		Date: 02/11/2022
<p><b>NOTES:</b></p> <p>i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold.</p> <p>ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full.</p> <p>iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015, the information and plans provided with this application may be made available by the local government for public viewing in connection with the application.</p> <p>iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full.</p> <p>v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination.</p>		
<p><b>Property Details</b></p> <p>NOTE: The details provided must match those shown on the relevant Certificate/s of Title.</p>		
Lot No: 595	House/Street No: 1033	Location No:
Survey Diagram or Plan No: 202884	Certificate of Title Volume No: 1179	Certificate of Title Folio No: 861
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title): N/A		
Street name: Biddy-Buniche Road	Suburb: <i>Buniche</i>	
Nearest street intersection: Buniche Road North		
<p><b>Proposed Development:</b></p> <p>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</p> <p>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.</p>		
Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		

Description of proposed works and/or land use: New single storey modular residence
Description of exemption claimed (if relevant):
Nature of any existing buildings and/or land use: Residential
Approximate cost of proposed development (excluding GST): \$688,317
<b>OFFICE USE ONLY</b>
Date application received: 10/11/2022
Received by: Jason Lip
Application reference number: LG-D2223-08
Application fee payable: \$ 3,468.95
Date of receipt of application fee from applicant:
Receipt number for application fee:



888V  
CHRIS MARTIN & ASSOCIATES  
Exam - Perth  
J414430



WESTERN



AUSTRALIA

REGISTER NUMBER <b>595/DP202884</b>	
DUPLICATE EDITION <b>2</b>	DATE DUPLICATE ISSUED <b>19/9/2005</b>

**DUPLICATE CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **1179** FOLIO **861**

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

*RG Roberts*

REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 595 ON DEPOSITED PLAN 202884

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

MARK ALAN MCDONALD OF LAKE GRACE

(T J414430 ) REGISTERED 30 AUGUST 2005

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

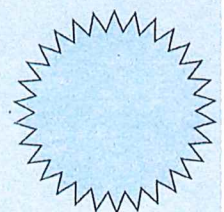
Warning: A current search of the certificate of title held in electronic form should be obtained before dealing on this land.  
Lot as described in the land description may be a lot or location.

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

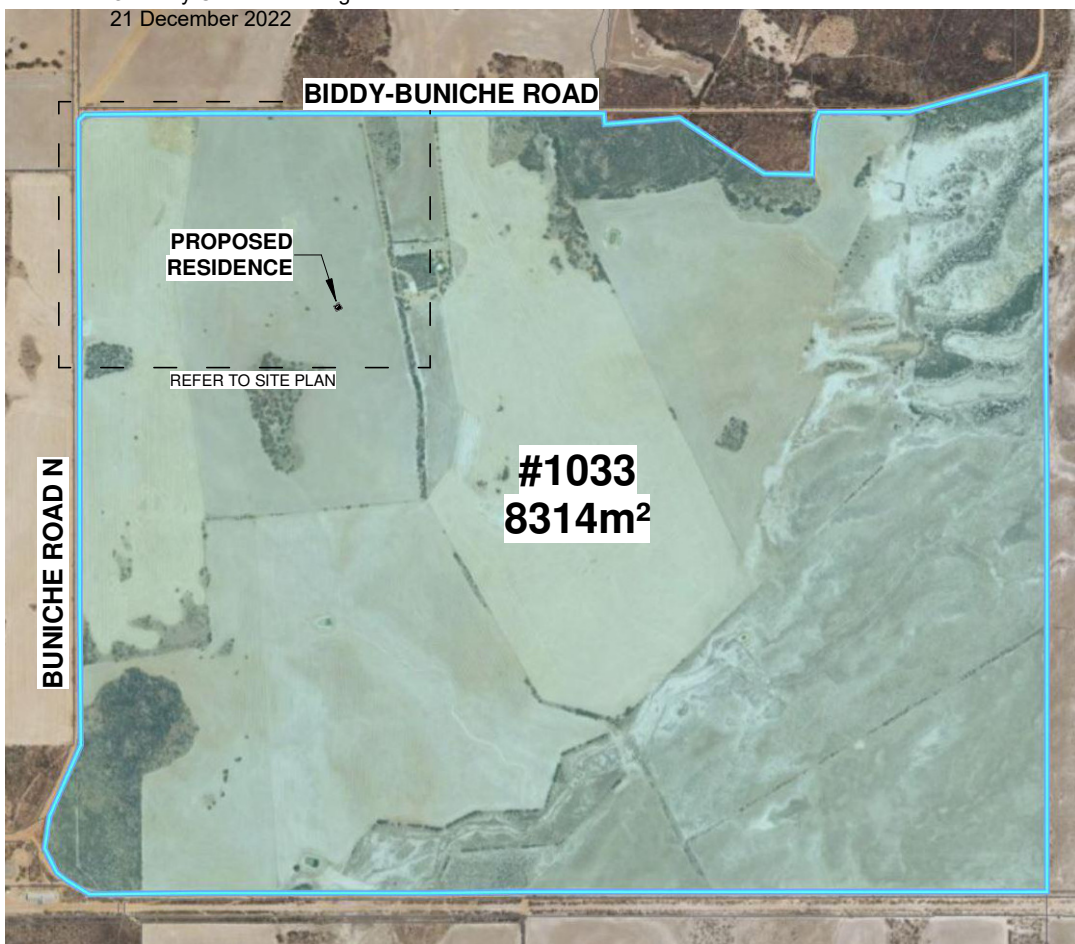
**STATEMENTS:**

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

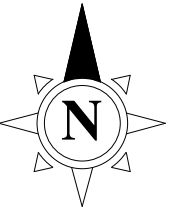
SKETCH OF LAND: 1179-861.  
PREVIOUS TITLE: This Title.  
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
LOCAL GOVERNMENT AREA: SHIRE OF LAKE GRACE.



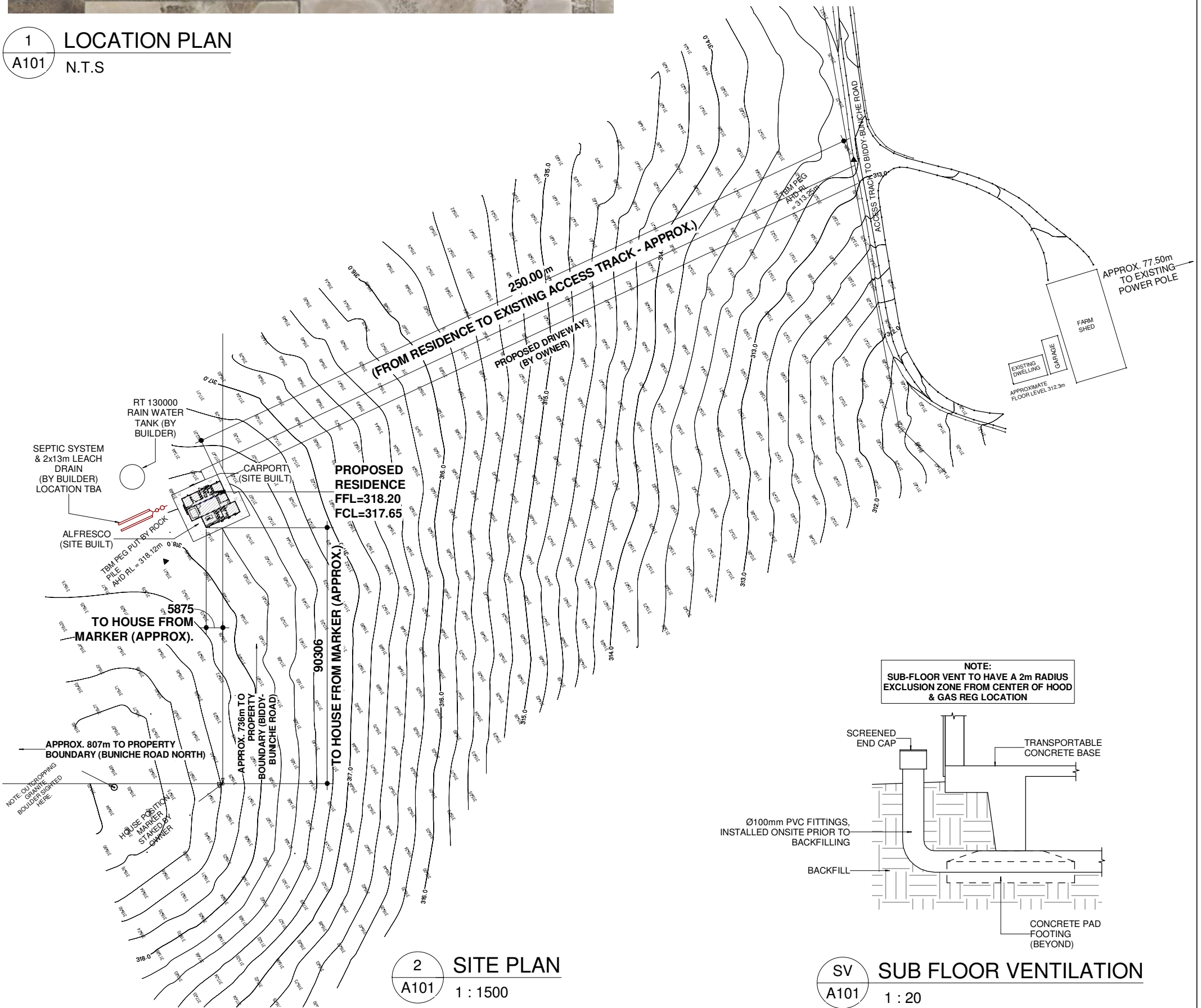




**F.F.L - FINISHED FLOOR LEVEL**  
**F.C.L - FINISHED CUT/COMPACT LEVEL**  
**N.G.L - NATURAL GROUND LEVEL**



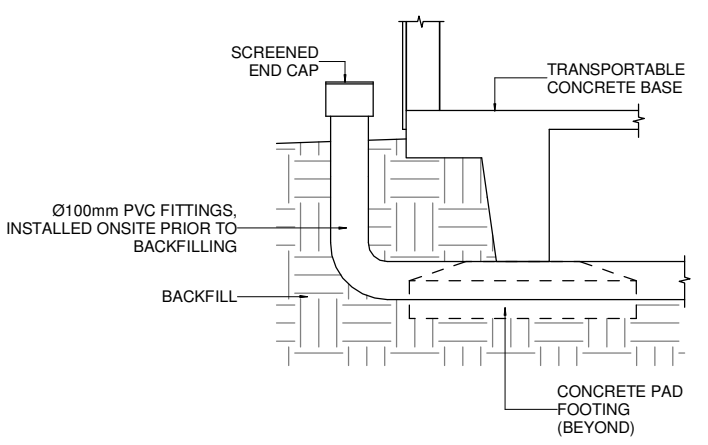
1 **LOCATION PLAN**  
A101 N.T.S



2 **SITE PLAN**  
A101 1 : 1500

SV **SUB FLOOR VENTILATION**  
A101 1 : 20

**NOTE:**  
SUB-FLOOR VENT TO HAVE A 2m RADIUS EXCLUSION ZONE FROM CENTER OF HOOD & GAS REG LOCATION



CLIENT:	McDONALD
ADDRESS:	#1033 BIDDY-BUNICHE ROAD BUNICHE WA 6353
HOUSE TYPE:	TEAGUE MODIFIED

Rev	Description	Date
A	Prepared for PPA drawings	05.09.2022
B	Client changes as per 10/9/2022: Carport, verandah and site location revised	15.09.2022
C	Add Site Survey	04.10.2022
D	Ducted removed, splits added, sink to 1.3/4	05.10.2022
E	Add FFL	12.10.2022
F	SITE ADDRESS AMENDED	08.11.2022

JOB No.	22110
DATE:	8/11/2022 3:57:56 PM
DRAWN:	WI
CHECKED:	BT
REV:	SHEET
SCALE:	F As indicated
	A101

T: 08 64540919 F: 08 64540918  
W: modularwa.com.au  
e: sales@modularwa.com.au  
Builders reg # 101630

Use figured dimensions in preference to scaled.  
All dimensions to be verified and checked on the job. ©

**GENERAL NOTES:** Ordinary Council Meeting  
21 December 2022

1. DO NOT SCALE ALL CONTRACTORS TO CHECK DIMENSIONS AND NOTES PRIOR TO COMMENCEMENT OF ANY WORKS AND ANY DISCREPANCIES TO BE NOTIFIED TO THE SITE SUPERVISOR WITHOUT DELAY.

2. DIMENSIONS SHOWN ON THIS PLAN ARE TO STEEL FRAME AND DOES NOT INCLUDE EXTERNAL CLADDING OR INTERNAL LINING WIDTH.

**CLIENT NOTE:**

THIS PLAN IS TO BE READ IN CONJUNCTION WITH MODULAR WA ADDENDA AND ENGINEERED CERTIFIED DRAWINGS.

**CARPENTERS NOTE:**

SILICONE BEAD REQUIRED AT BASE OF WALL FRAMES TO ALL TILED WET AREAS

**INTERNAL OPENINGS:**

DHO: FLUSHED DOOR HEIGHT OPENING 2040mm  
A.F.L  
FHO: FULL HEIGHT OPENING

**WINDOWS**

WINDOW HEAD HEIGHT TO BE 2143mm A.F.L UNLESS NOTED OTHERWISE

**ABBREVIATION LEGEND**

HP	HOT PLATE	V	VANITY
RH	RANGEHOOD	B	BASIN
UBO	UNDERBENCH OVEN	OBS	OBSCURE
OHC	OVERHEAD CUPBOARD	TF	TIMBER FRAME
DR	DRAWER	AF	ALUMINIUM FRAME
FR/FZ REC	FRIDGE / FREEZER RECESS	SD	SLIDING DOOR
DW REC	DISHWASHER RECESS	D	DOOR
TR	TROUGH	W	WINDOW
WM REC	WASHING MACHINE RECESS	AW	ALUMINIUM WINDOW
TRH	TOILET ROLL HOLDER	FW	FIXED WINDOW
DTR	DOUBLE TOWEL RAIL	COL	COLUMN
TRG	TOWEL RING	H/H	HEAD HEIGHT
SR	SHOWER RAIL / ROSE	RWP	RAIN WATER PIPE
CAP	CEILING ACCESS PANEL	SV	SUB-FLOOR VENT
BRM	BROOM	(P)	PRIVACY LATCH

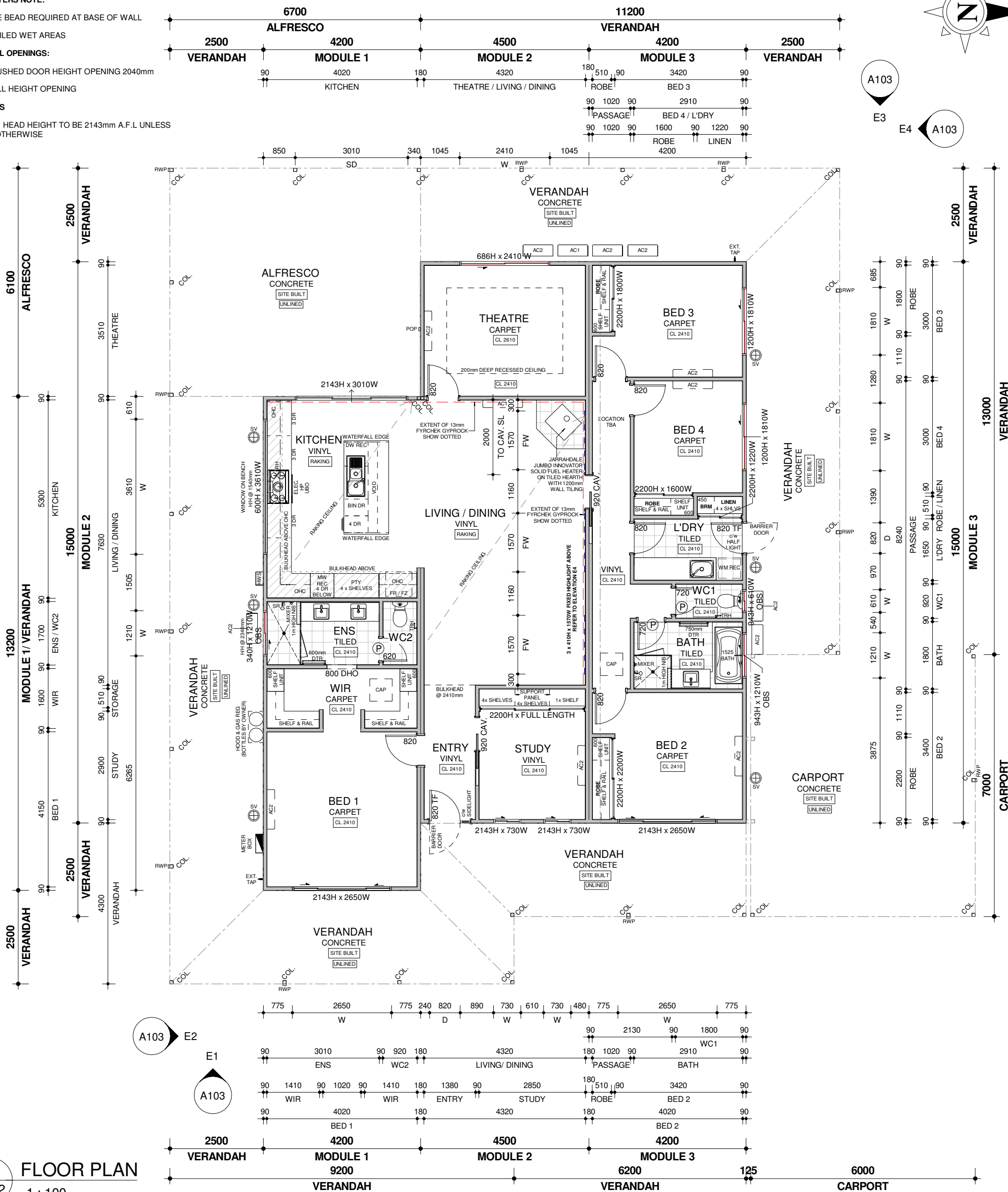
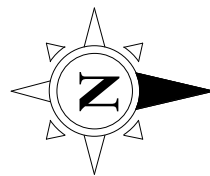
BUILDING AREA		ROOF AREA	
BUILDING	190.44m <sup>2</sup>	ROOF (YARD BUILT)	192.80m <sup>2</sup>
ALFRESCO	40.87m <sup>2</sup>	ALFRESCO ROOF (SITE BUILT)	41.09m <sup>2</sup>
CARPORT	42.00m <sup>2</sup>	CARPORT ROOF (SITE BUILT)	42.23m <sup>2</sup>
VERANDAH	130.25m <sup>2</sup>	VERANDAH ROOF (SITE BUILT)	130.61m <sup>2</sup>
<b>TOTAL</b>	<b>403.56m<sup>2</sup></b>	<b>TOTAL</b>	<b>406.73m<sup>2</sup></b>

**CAB END & WATER FEED LOCATION TO BE CONFIRMED**

**BUSHFIRE ATTACK LEVEL (BAL): TBA**

**WIND CLASSIFICATION: REGION A**

**SOIL CLASSIFICATION: "TBA"**



**1 FLOOR PLAN**  
A102 1 : 100

CLIENT:	McDONALD
ADDRESS:	#1033 BIDDY-BUNICHE ROAD BUNICHE WA 6353
HOUSE TYPE:	TEAGUE MODIFIED

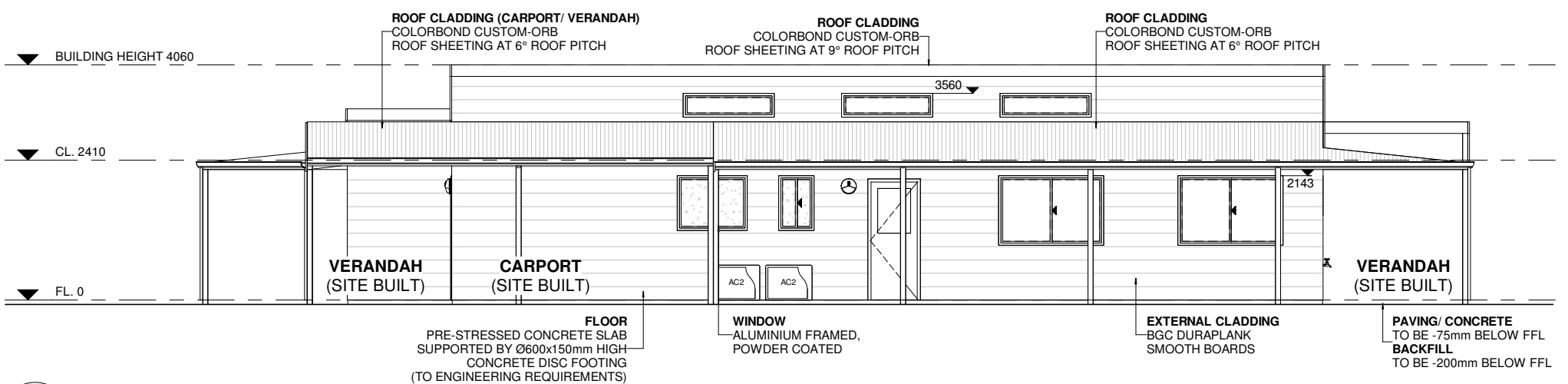
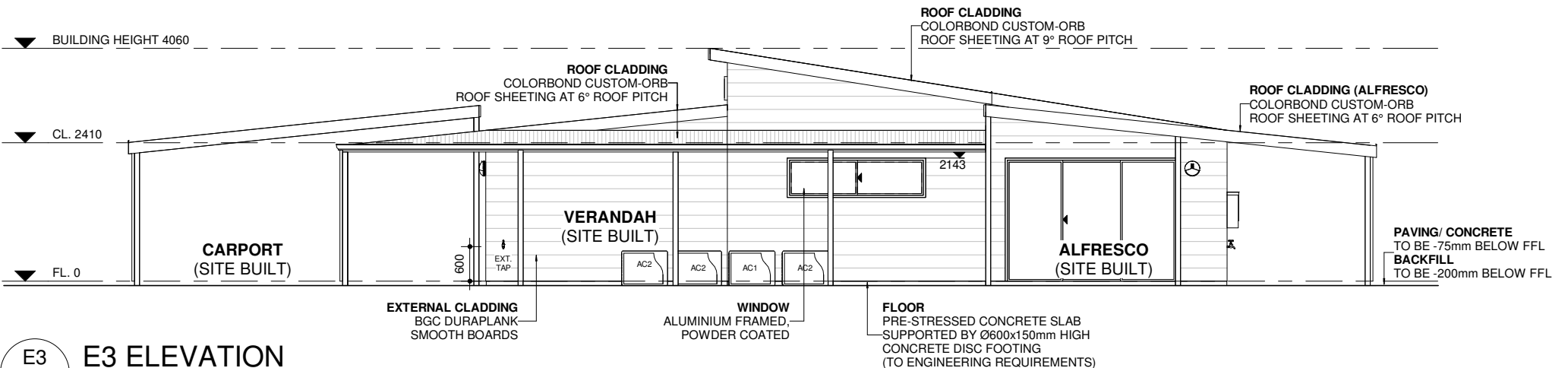
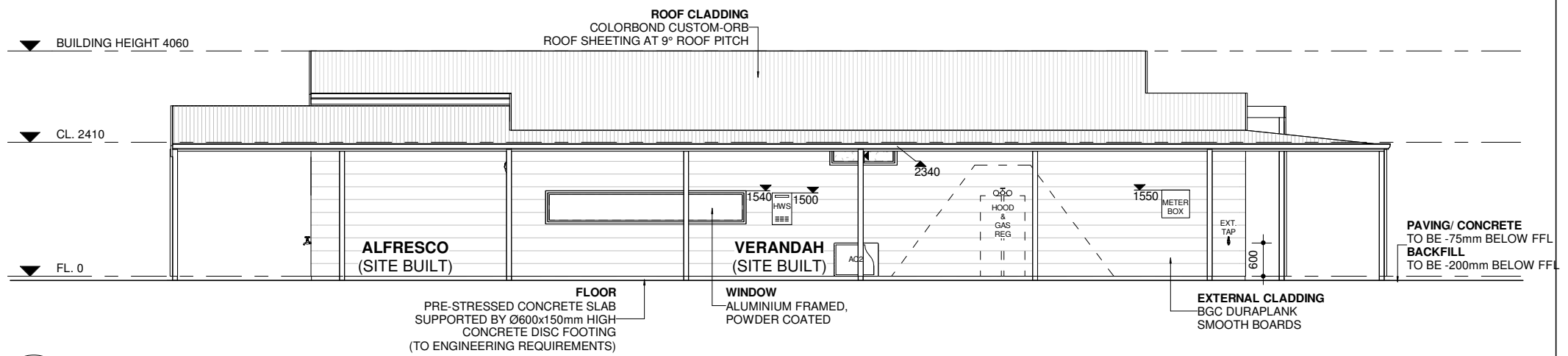
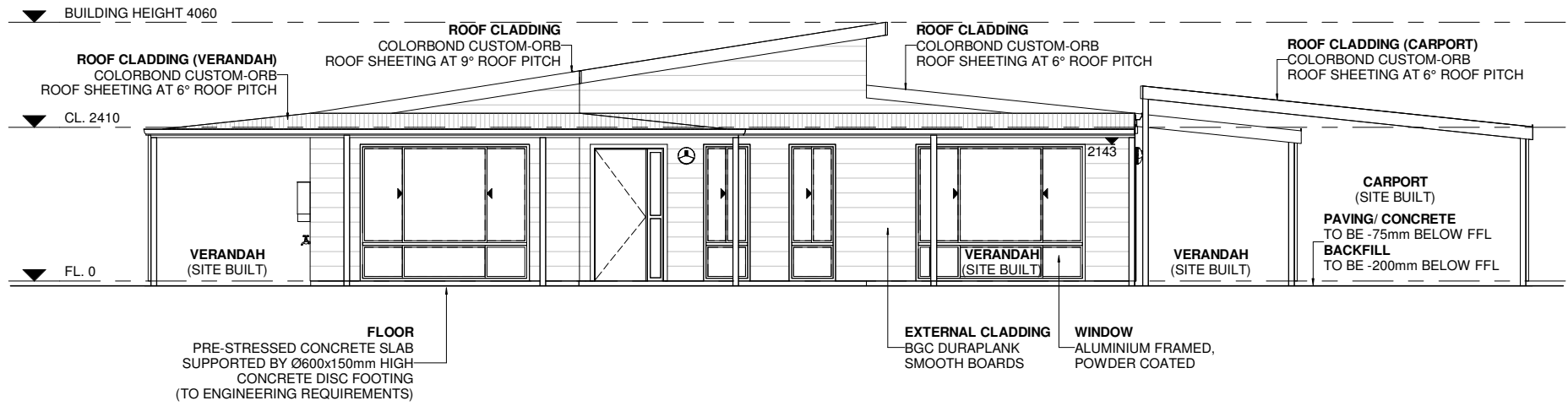
Rev	Description	Date
A	Prepared for PPA drawings	05.09.2022
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JOB No.	22110
DATE:	8/11/2022 3:57:58 PM
DRAWN:	WI
CHECKED:	BT
REV:	SHEET
SCALE:	F 1 : 100

T: 08 64540919 F: 08 64540918  
W: modularwa.com.au  
e: sales@modularwa.com.au  
Builders reg # 101630

Use figured dimensions in preference to scaled. Copyright  
All dimensions to be verified and checked on the job. ©





CLIENT: McDONALD  
ADDRESS: #1033 BIDDY-BUNICHE ROAD  
BUNICHE WA 6353  
HOUSE TYPE: TEAGUE MODIFIED

Rev	Description	Date
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E	Add FFL	12.10.2022
F	SITE ADDRESS AMENDED	08.11.2022

JOB No. 22110  
DATE: 8/11/2022 3:57:59 PM  
DRAWN: WI  
CHECKED: BT  
REV: SHEET  
SCALE: F  
A103  
1 : 100

T: 08 64540919 F: 08 64540918  
W: modularwa.com.au  
e: sales@modularwa.com.au  
Builders reg # 101630  
Use figured dimensions in preference to scaled.  
All dimensions to be verified and checked on the job. ©

# ELECTRICAL LEGEND

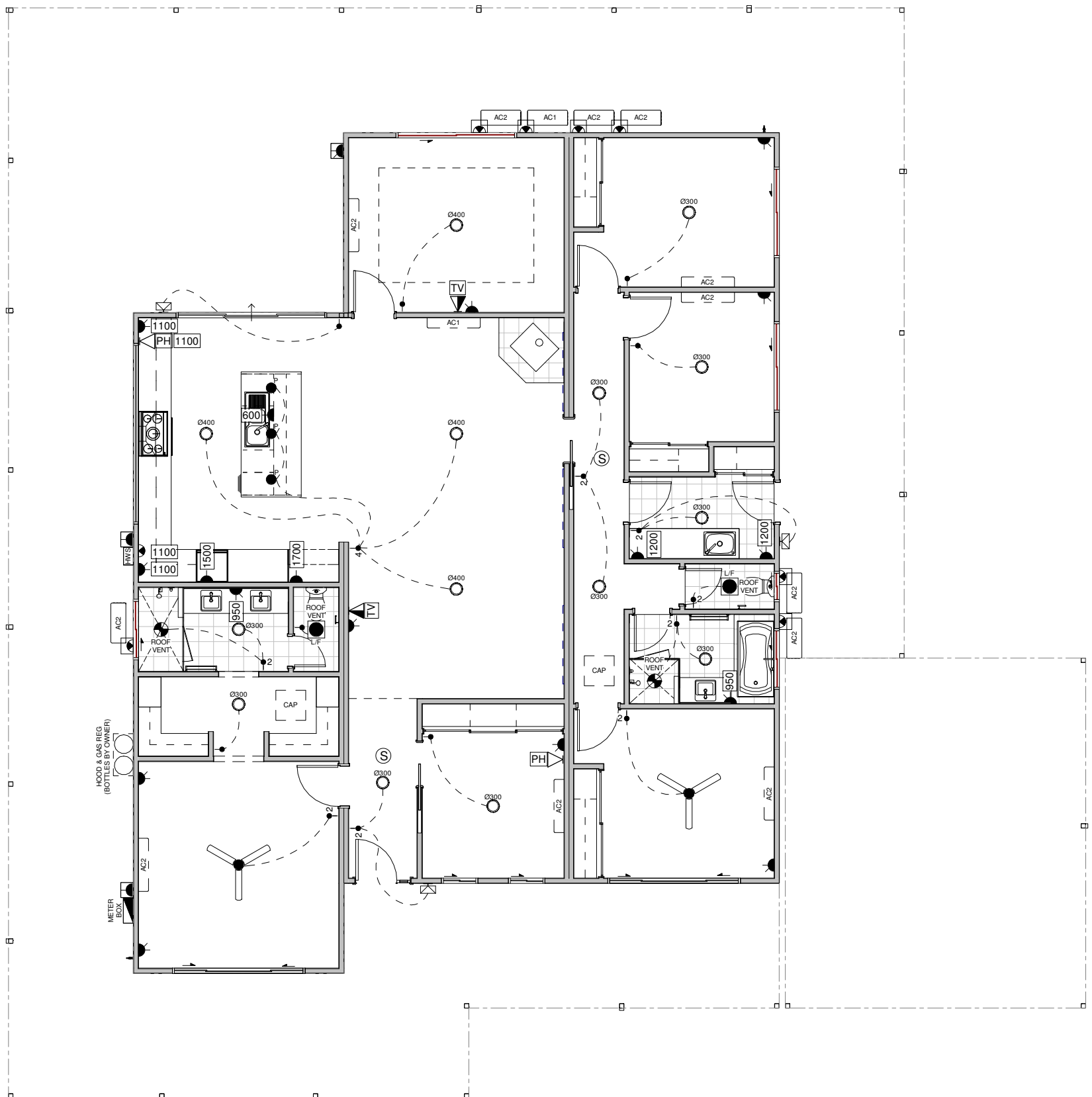
	AIR CONDITIONER UNIT ISOLATOR		PHONE / DATA OUTLET
	CEILING LIGHT - L.E.D OYSTER FITTING		TV POINT
	CEILING LIGHT - L.E.D DOWNLIGHT FITTING		LIGHT SWITCH
	CEILING LIGHT - L.E.D PENDANT FITTING		HARDWIRED SMOKE DETECTOR c/w BATTERY BACKUP
	EXTERNAL WALL LIGHT		EXHAUST FAN FLUMED
	EXTERNAL WALL LIGHT - UP/DOWN		HEAT / LIGHT / FAN
	EXTERNAL FLOOD LIGHT - WITH SENSOR		LIGHT / FAN
	L.E.D. SURFACE MOUNTED BATTEN		CEILING FAN
	MOTION SENSOR		CEILING FAN c/w LIGHT
	SINGLE GPO		METER BOX
	DOUBLE GPO		AC1 (7.1kW)
	QUAD GPO		AC2 (2.5kW)
	SINGLE WEATHERPROOF GPO		AC1 (7.1kW)
	DOUBLE WEATHERPROOF GPO		AC2 (2.5kW)
	ISOLATION SWITCH		AC1 (7.1kW)
			AC2 (2.5kW)

## ELECTRICAL NOTES:

- Attachment - Item 14.2.2 - DA Bidy Buniche - MMcDonald
1. ALL ELECTRICAL HEIGHTS ARE MEASURED FROM FINISHED FLOOR LEVEL
  2. ALL LIGHT SWITCHES TO BE 1200mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
  3. INTERNAL GENERAL POWER OUTLETS, PHONE & DATA POINTS TO BE 300mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
  4. EXTERNAL GENERAL POWER OUTLETS AND EXTERNAL ISO SWITCH TO BE 1200mm ABOVE FINISHED FLOOR LEVEL UNLESS OTHERWISE NOTED
  5. EXTERNAL LIGHT FITTINGS TO BE 1900mm ABOVE FINISHED FLOOR LEVEL - MEASURED TO UNDERSIDE OF FITTING
  6. POWER TO DISHWASHER RECESS, ELECTRIC OVEN, RANGEHOOD, HOT PLATE, HOT WATER SYSTEM.

## AIR CONDITIONING NOTE:

1. ALL EXTERNAL A/C BOOTS TO BE LOCATED MIN. 400mm ABOVE FFL.
2. FIRE BLANKET TO BE INSTALLED AROUND PIPES PRIOR TO INSTALLING ALL EXTERNAL A/C BOOTS.




1 ELECTRICAL PLAN  
A104 1 : 100

CLIENT:	McDONALD
ADDRESS:	#1033 BIDDY-BUNICHE ROAD BUNICHE WA 6353
HOUSE TYPE:	TEAGUE MODIFIED

Rev	Description	Date
A	Prepared for PPA drawings	05.09.2022
B	Client changes as per 10/9/2022: Carport, verandah and site location revised	15.09.2022
C	Add Site Survey	04.10.2022
D	Ducted removed, splits added, sink to 1.3/4	05.10.2022
E	Add FFL	12.10.2022
F	SITE ADDRESS AMENDED	08.11.2022

JOB No.	22110
DATE:	8/11/2022 3:57:59 PM
DRAWN:	wl
CHECKED:	BT
REV:	F SHEET
SCALE:	1 : 100



T: 08 64540919 F: 08 64540918  
W: modularwa.com.au  
e: sales@modularwa.com.au  
Builders reg # 101630

Use figured dimensions in preference to scaled.  
All dimensions to be verified and checked on the job. ©



8

### REVIEW OF REPRESENTATION FEEDBACK FORM

1. The reforms to the Local government Act provides for local governments to have not less than 5 and not more than 7 elected members. In your opinion, what is the ideal number of elected members for Shire of Lake Grace?

7     6     5

Comments:

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---

2. Do you have a preferred option out of those presented in this Community Discussion Paper? (please circle option)

Option 1      Reduce the number of elected members to seven (7) at the 2023 election.

Option 2      Reduce the number of elected members to seven (7) at the 2023 election and six (6) at the 2025 election.

Option 3      Reduce the number of elected members to seven (7) at the 2023 election and five (5) at the 2025 election.

**Option 4**      Reduce the number of elected members to eight (8) at the 2023 election and seven (7) at the 2025 election.

Option 5      Reduce the number of elected members to eight (8) at the 2023 election and six (6) at the 2025 election.

*Entered  
21/11/2022*

- Option 6 Reduce the number of elected members to eight (8) at the 2023 election and five (5) at the 2025 election.
- Option 7 Reduce the number of elected members to six (6) at the 2023 election and five (5) at the 2025 election.
- Option 8 Reduce the number of elected members to five (5) at the 2023 election.

Optional:

Your name: Rachel Hardey

Your address: \_\_\_\_\_

Your telephone no.: \_\_\_\_\_

Your email address: dirk.rach@bigpond.com

Thank you for your interest and involvement in this review. The Shire welcomes your comments on any matters that may assist to make informed and responsible decisions for the benefit of the community of the Shire of Lake Grace.

You can provide this feedback and any other comments you may have in a number of ways:

In person or by mail:

Shire of Lake Grace  
Review of Representation  
1 Bishop Street  
(PO Box 50)  
Lake Grace WA6353

By email:

Submissions can be sent to [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

**All submissions must be received by 10.00am Friday 25<sup>th</sup> November 2022**

## Racelis Rose

---

**From:** Shire of Lake Grace  
**Sent:** Monday, 21 November 2022 3:33 PM  
**To:** Racelis Rose  
**Subject:** FW: Feedback form  
**Attachments:** Shire\_000076.pdf

Kind Regards,

**Shire of Lake Grace**  
Front Reception



### Shire of Lake Grace

Address: 1 Bishop Street, Lake Grace WA 6353  
Postal Address: PO Box 50, Lake Grace WA 6353  
Phone: (08) 9890 2500  
Fax: (08) 9890 2599  
Website: [www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au)  
Facebook: [www.facebook.com/ShireofLakeGrace](https://www.facebook.com/ShireofLakeGrace)

Disclaimer by the Shire of Lake Grace

This email and any attachments are confidential and may contain legally privileged and/or copyright material. You should not read, copy, use or disclose any of the information contained herein if you have received it in error please contact us at once by return email and then delete both emails. There is no warranty that this email is error or virus free

**From:** dirkrach@bigpond.com <dirkrach@bigpond.com>  
**Sent:** Monday, 21 November 2022 2:53 PM  
**To:** Shire of Lake Grace <shire@lakegrace.wa.gov.au>  
**Subject:** Feedback form

Please find attached Review of Representation Feedback form

With thanks,

Rachel Hardey



7



## REVIEW OF REPRESENTATION FEEDBACK FORM

1. The reforms to the Local government Act provides for local governments to have not less than 5 and not more than 7 elected members. In your opinion, what is the ideal number of elected members for Shire of Lake Grace?

7     6     5

Comments:

---

---

---

2. Do you have a preferred option out of those presented in this Community Discussion Paper? (please circle option)

Option 1    Reduce the number of elected members to seven (7) at the 2023 election.

Option 2    Reduce the number of elected members to seven (7) at the 2023 election and six (6) at the 2025 election.

Option 3    Reduce the number of elected members to seven (7) at the 2023 election and five (5) at the 2025 election.

**Option 4**    Reduce the number of elected members to eight (8) at the 2023 election and seven (7) at the 2025 election.

Option 5    Reduce the number of elected members to eight (8) at the 2023 election and six (6) at the 2025 election.

*Delivered*  
21/11/2022

- Option 6 Reduce the number of elected members to eight (8) at the 2023 election and five (5) at the 2025 election.
- Option 7 Reduce the number of elected members to six (6) at the 2023 election and five (5) at the 2025 election.
- Option 8 Reduce the number of elected members to five (5) at the 2023 election.

Optional:

Your name: Dirk Hardey

Your address: \_\_\_\_\_

Your telephone no.: \_\_\_\_\_

Your email address: cammfarms@gmail.com

Thank you for your interest and involvement in this review. The Shire welcomes your comments on any matters that may assist to make informed and responsible decisions for the benefit of the community of the Shire of Lake Grace.

You can provide this feedback and any other comments you may have in a number of ways:

In person or by mail:

Shire of Lake Grace  
Review of Representation  
1 Bishop Street  
(PO Box 50)  
Lake Grace WA6353

By email:

Submissions can be sent to [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

**All submissions must be received by 10.00am Friday 25<sup>th</sup> November 2022**

## Racelis Rose

---

**From:** Shire of Lake Grace  
**Sent:** Monday, 21 November 2022 3:34 PM  
**To:** Racelis Rose  
**Subject:** FW: Representation review form  
**Attachments:** Reform.pdf

Kind Regards,

**Shire of Lake Grace**  
Front Reception



### Shire of Lake Grace

Address: 1 Bishop Street, Lake Grace WA 6353  
Postal Address: -PO Box 50, Lake Grace WA 6353  
Phone: (08) 9890 2500  
Fax: (08) 9890 2599  
Website: [www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au)  
Facebook: [www.facebook.com/ShireofLakeGrace](https://www.facebook.com/ShireofLakeGrace)

Disclaimer by the Shire of Lake Grace

This email and any attachments are confidential and may contain legally privileged and/or copyright material. You should not read, copy, use or disclose any of the information contained herein if you have received it in error please contact us at once by return email and then delete both emails. There is no warranty that this email is error or virus free

**From:** cammfarms@gmail.com <cammfarms@gmail.com>  
**Sent:** Monday, 21 November 2022 2:57 PM  
**To:** Shire of Lake Grace <shire@lakegrace.wa.gov.au>  
**Subject:** Representation review form

Thanks,

Dirk Hardey

6



Shire of Lake Grace  
File No. 0802  
16 NOV 2022  
Xret. \_\_\_\_\_  
Records #: IL13422  
Officer: EA

## REVIEW OF REPRESENTATION FEEDBACK FORM

1. The reforms to the Local government Act provides for local governments to have not less than 5 and not more than 7 elected members. In your opinion, what is the ideal number of elected members for Shire of Lake Grace?

9    7    6    5

Comments:

Why bow to the minister  
Our Shire is vast and needs  
all the representation

2. Do you have a preferred option out of those presented in this Community Discussion Paper? (please circle option)

- Option 1      Reduce the number of elected members to seven (7) at the 2023 election.
- Option 2      Reduce the number of elected members to seven (7) at the 2023 election and six (6) at the 2025 election.
- Option 3      Reduce the number of elected members to seven (7) at the 2023 election and five (5) at the 2025 election.
- Option 4      Reduce the number of elected members to eight (8) at the 2023 election and seven (7) at the 2025 election.
- Option 5      Reduce the number of elected members to eight (8) at the 2023 election and six (6) at the 2025 election.

Entered  
16/11/22

Option 6 Reduce the number of elected members to eight (8) at the 2023 election and five (5) at the 2025 election.

Option 7 Reduce the number of elected members to six (6) at the 2023 election and five (5) at the 2025 election.

Option 8 Reduce the number of elected members to five (5) at the 2023 election.

Option 9 Refuse to conform.

Optional:

Your name: Peter Staffberg

Your address: 330 Ellidit rd

Your telephone no.: 0447 281 181

Your email address: lake.grace@bigpond.com

Thank you for your interest and involvement in this review. The Shire welcomes your comments on any matters that may assist to make informed and responsible decisions for the benefit of the community of the Shire of Lake Grace.

You can provide this feedback and any other comments you may have in a number of ways:

In person or by mail:

Shire of Lake Grace  
Review of Representation  
1 Bishop Street  
(PO Box 50)  
Lake Grace WA6353

By email:

Submissions can be sent to [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

**All submissions must be received by 10.00am Friday 25<sup>th</sup> November 2022**

5



## REVIEW OF REPRESENTATION FEEDBACK FORM

1. The reforms to the Local government Act provides for local governments to have not less than 5 and not more than 7 elected members. In your opinion, what is the ideal number of elected members for Shire of Lake Grace?

7     6     5

### Comments:

~~Even though it is stated that the Shire of Lake Grace is expected to fall, it is imperative that full representation is maintained for as long as possible. Reducing the number of Shire Councillors to 7 will assist in ensuring that Council can maintain its functionality as well as ensure that levels of experience and expertise are maintained and that sufficient numbers of new Councillors can be integrated into Council for the future. The reforms to the Local Government Act are another example of the State Government trying to decrease the importance and relevance of rural and remote Shire Councils and should be questioned and fought against at all costs.~~

2. Do you have a preferred option out of those presented in this Community Discussion Paper? (please circle option)

- Option 1    Reduce the number of elected members to seven (7) at the 2023 election.
- Option 2    Reduce the number of elected members to seven (7) at the 2023 election and six (6) at the 2025 election.
- Option 3    Reduce the number of elected members to seven (7) at the 2023 election and five (5) at the 2025 election.
- Option 4    Reduce the number of elected members to eight (8) at the 2023 election and seven (7) at the 2025 election.
- Option 5    Reduce the number of elected members to eight (8) at the 2023 election and six (6) at the 2025 election.

✓ entered  
7/11/2022

- Option 6 Reduce the number of elected members to eight (8) at the 2023 election and five (5) at the 2025 election.
- Option 7 Reduce the number of elected members to six (6) at the 2023 election and five (5) at the 2025 election.
- Option 8 Reduce the number of elected members to five (5) at the 2023 election.

Optional:

Your name: Luke Clatworthy

Your address: Home: 7 Statham Street, Glen Forrest 6071; Shire: 11 Arthur Street, Varley 6355

Your telephone no.: 0437 308 478

Your email address: clatworthyluke@gmail.com

Thank you for your interest and involvement in this review. The Shire welcomes your comments on any matters that may assist to make informed and responsible decisions for the benefit of the community of the Shire of Lake Grace.

You can provide this feedback and any other comments you may have in a number of ways:

In person or by mail:

Shire of Lake Grace  
Review of Representation  
1 Bishop Street  
(PO Box 50)  
Lake Grace WA6353

By email:

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**All submissions must be received by 10.00am Friday 25<sup>th</sup> November 2022**



4

Shire of Lake Grace
File No: 0802
03 NOV 2022
Xret: _____
Records #: 113411
Officer: EA

## REVIEW OF REPRESENTATION FEEDBACK FORM

1. The reforms to the Local government Act provides for local governments to have not less than 5 and not more than 7 elected members. In your opinion, what is the ideal number of elected members for Shire of Lake Grace?

7     6     5

Comments:

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2. Do you have a preferred option out of those presented in this Community Discussion Paper? (please circle option)


- Option 1** Reduce the number of elected members to seven (7) at the 2023 election.
- Option 2 Reduce the number of elected members to seven (7) at the 2023 election and six (6) at the 2025 election.
- Option 3 Reduce the number of elected members to seven (7) at the 2023 election and five (5) at the 2025 election.
- Option 4 Reduce the number of elected members to eight (8) at the 2023 election and seven (7) at the 2025 election.
- Option 5 Reduce the number of elected members to eight (8) at the 2023 election and six (6) at the 2025 election.

✓ endorsed  
7/11/2022



- Option 6 Reduce the number of elected members to eight (8) at the 2023 election and five (5) at the 2025 election.
- Option 7 Reduce the number of elected members to six (6) at the 2023 election and five (5) at the 2025 election.
- Option 8 Reduce the number of elected members to five (5) at the 2023 election.

Optional:

Your name: Ben Argent 

Your address: 219 Stubbs St, Lake Grace 6353

Your telephone no.: 0427654042

Your email address: \_\_\_\_\_

Thank you for your interest and involvement in this review. The Shire welcomes your comments on any matters that may assist to make informed and responsible decisions for the benefit of the community of the Shire of Lake Grace.

You can provide this feedback and any other comments you may have in a number of ways:

In person or by mail:  
Shire of Lake Grace  
Review of Representation  
1 Bishop Street  
(PO Box 50)  
Lake Grace WA6353

By email:  
Submissions can be sent to [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

**All submissions must be received by 10.00am Friday 25<sup>th</sup> November 2022**

3



Shire of Lake Grace
File No. <u>0802</u>
<b>03 NOV 2022</b>
Xret: _____
Records #: <u>IL13410</u>
Officer: <u>EA</u>

## REVIEW OF REPRESENTATION FEEDBACK FORM

1. The reforms to the Local government Act provides for local governments to have not less than 5 and not more than 7 elected members. In your opinion, what is the ideal number of elected members for Shire of Lake Grace?

7     6     5

Comments:

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---

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2. Do you have a preferred option out of those presented in this Community Discussion Paper? (please circle option)

- Option 1    Reduce the number of elected members to seven (7) at the 2023 election.
- Option 2    Reduce the number of elected members to seven (7) at the 2023 election and six (6) at the 2025 election.
- Option 3    Reduce the number of elected members to seven (7) at the 2023 election and five (5) at the 2025 election.
- Option 4    Reduce the number of elected members to eight (8) at the 2023 election and seven (7) at the 2025 election.
- Option 5    Reduce the number of elected members to eight (8) at the 2023 election and six (6) at the 2025 election.


✓ Entered  
7/11/2022

Option 6 Reduce the number of elected members to eight (8) at the 2023 election and five (5) at the 2025 election.

Option 7 Reduce the number of elected members to six (6) at the 2023 election and five (5) at the 2025 election.

Option 8 Reduce the number of elected members to five (5) at the 2023 election.

Optional:

Your name: Jamie Eggers 

Your address: 3 Elliot St Lake Grace

Your telephone no.: 0400119699

Your email address: \_\_\_\_\_

Thank you for your interest and involvement in this review. The Shire welcomes your comments on any matters that may assist to make informed and responsible decisions for the benefit of the community of the Shire of Lake Grace.

You can provide this feedback and any other comments you may have in a number of ways:

In person or by mail:

Shire of Lake Grace  
Review of Representation  
1 Bishop Street  
(PO Box 50)  
Lake Grace WA6353

By email:

Submissions can be sent to [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

**All submissions must be received by 10.00am Friday 25<sup>th</sup> November 2022**

2



Shire of Lake Grace  
File No: 0802  
03 NOV 2022  
Xref:  
Records #: IL13109  
Officer: EA

## REVIEW OF REPRESENTATION FEEDBACK FORM

1. The reforms to the Local government Act provides for local governments to have not less than 5 and not more than 7 elected members. In your opinion, what is the ideal number of elected members for Shire of Lake Grace?

7     6     5

Comments:

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2. Do you have a preferred option out of those presented in this Community Discussion Paper? (please circle option)

- Option 1** Reduce the number of elected members to seven (7) at the 2023 election.
- Option 2 Reduce the number of elected members to seven (7) at the 2023 election and six (6) at the 2025 election.
- Option 3 Reduce the number of elected members to seven (7) at the 2023 election and five (5) at the 2025 election.
- Option 4 Reduce the number of elected members to eight (8) at the 2023 election and seven (7) at the 2025 election.
- Option 5 Reduce the number of elected members to eight (8) at the 2023 election and six (6) at the 2025 election.

Ventured  
7/11/2022

Option 6 Reduce the number of elected members to eight (8) at the 2023 election and five (5) at the 2025 election.

Option 7 Reduce the number of elected members to six (6) at the 2023 election and five (5) at the 2025 election.

Option 8 Reduce the number of elected members to five (5) at the 2023 election.

Optional:

Your name: Annie Argent AA

Your address: 219 Stubbs St Lake Grace 6353

Your telephone no.: 0427569834

Your email address: \_\_\_\_\_

Thank you for your interest and involvement in this review. The Shire welcomes your comments on any matters that may assist to make informed and responsible decisions for the benefit of the community of the Shire of Lake Grace.

You can provide this feedback and any other comments you may have in a number of ways:

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Lake Grace WA6353

By email:

Submissions can be sent to [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

**All submissions must be received by 10.00am Friday 25<sup>th</sup> November 2022**

①

Shire of Lake Grace  
File No: 0802  
27 OCT 2022  
Xret: \_\_\_\_\_  
Records #: I13407  
Officer: EA



## REVIEW OF REPRESENTATION FEEDBACK FORM

XZ  
ie Oliver & Lucy

1. The reforms to the Local government Act provides for local governments to have not less than 5 and not more than 7 elected members. In your opinion, what is the ideal number of elected members for Shire of Lake Grace?

7     6     5

Comments:

Population and area plus the number of towns should also be considered when deciding on the ideal number of elected members.

2. Do you have a preferred option out of those presented in this Community Discussion Paper? (please circle option)

Option 1    Reduce the number of elected members to seven (7) at the 2023 election.

Option 2    Reduce the number of elected members to seven (7) at the 2023 election and six (6) at the 2025 election.

Option 3    Reduce the number of elected members to seven (7) at the 2023 election and five (5) at the 2025 election.

Option 4

Reduce the number of elected members to eight (8) at the 2023 election and seven (7) at the 2025 election.

Option 5

Reduce the number of elected members to eight (8) at the 2023 election and six (6) at the 2025 election.

Entered  
1/11/2022  
Ry

Option 6 Reduce the number of elected members to eight (8) at the 2023 election and five (5) at the 2025 election.

Option 7 Reduce the number of elected members to six (6) at the 2023 election and five (5) at the 2025 election.

Option 8 Reduce the number of elected members to five (5) at the 2023 election.

Optional:

Your name: Ollie + Lucy FARRELY

Your address: 80 Biddy Cunn Rd

Your telephone no.: 0498479968

Your email address: olfarely@outlook.com

Thank you for your interest and involvement in this review. The Shire welcomes your comments on any matters that may assist to make informed and responsible decisions for the benefit of the community of the Shire of Lake Grace.

You can provide this feedback and any other comments you may have in a number of ways:

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(PO Box 50)  
Lake Grace WA6353

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**All submissions must be received by 10.00am Friday 25<sup>th</sup> November 2022**



GOVERNMENT OF  
WESTERN AUSTRALIA  
LAND USE MANAGEMENT

Department of Planning,  
Lands and Heritage

Your ref:  
Our ref: File 00391-1971 Case No. 181207  
Enquiries: Ph: (08) 6552 4616  
Fax: (08) 6118 8116  
Lily.sutomo@dplh.wa.gov.au

24 November 2022

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

Shire of Lake G. ....
File No: <u>0359</u>
<b>1 DEC 2022</b>
Xret: _____
Records #: <u>1CR1600</u>
Officer: <u>CEO, EA</u>

Dear Sir,

**Proposed freehold/lease renewal – Lease L125402 over Lots 277 and 283 on Deposited Plan 173485, Shire of Lake Grace**

Lease L125402 over Lots 277 and 283 on Deposited Plan 173485 was granted to Pelham Enterprise Pty Ltd (Lessee) for a term of 10 years commencing 1 July 2007, for the purpose of "Light Industry". The lease expired on 30 June 2017.

It is proposed to issue a new lease to the same Lessee for a term of 10 years commencing 1 July 2017 with the same purpose of "Light Industry".

To facilitate this proposal, your comments are now sought as to whether you have any comments to this proposal proceeding.

Should you have any enquires about this matter, please do not hesitate to contact me.

Yours sincerely,

Lily Sutomo  
Senior State Land Officer  
Land Management Central

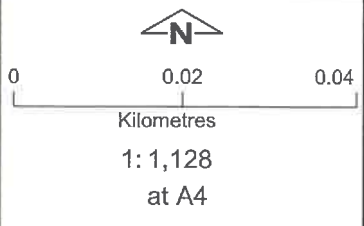
*Att. Aerial image.*





**Legend**

- Land Districts
- Localities
- Local Government Area
- Townsites
- Cadastral (View 1)
- Roads
  - Minor



Notes:

\* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

\* This map is not intended to be used for measurement purposes.

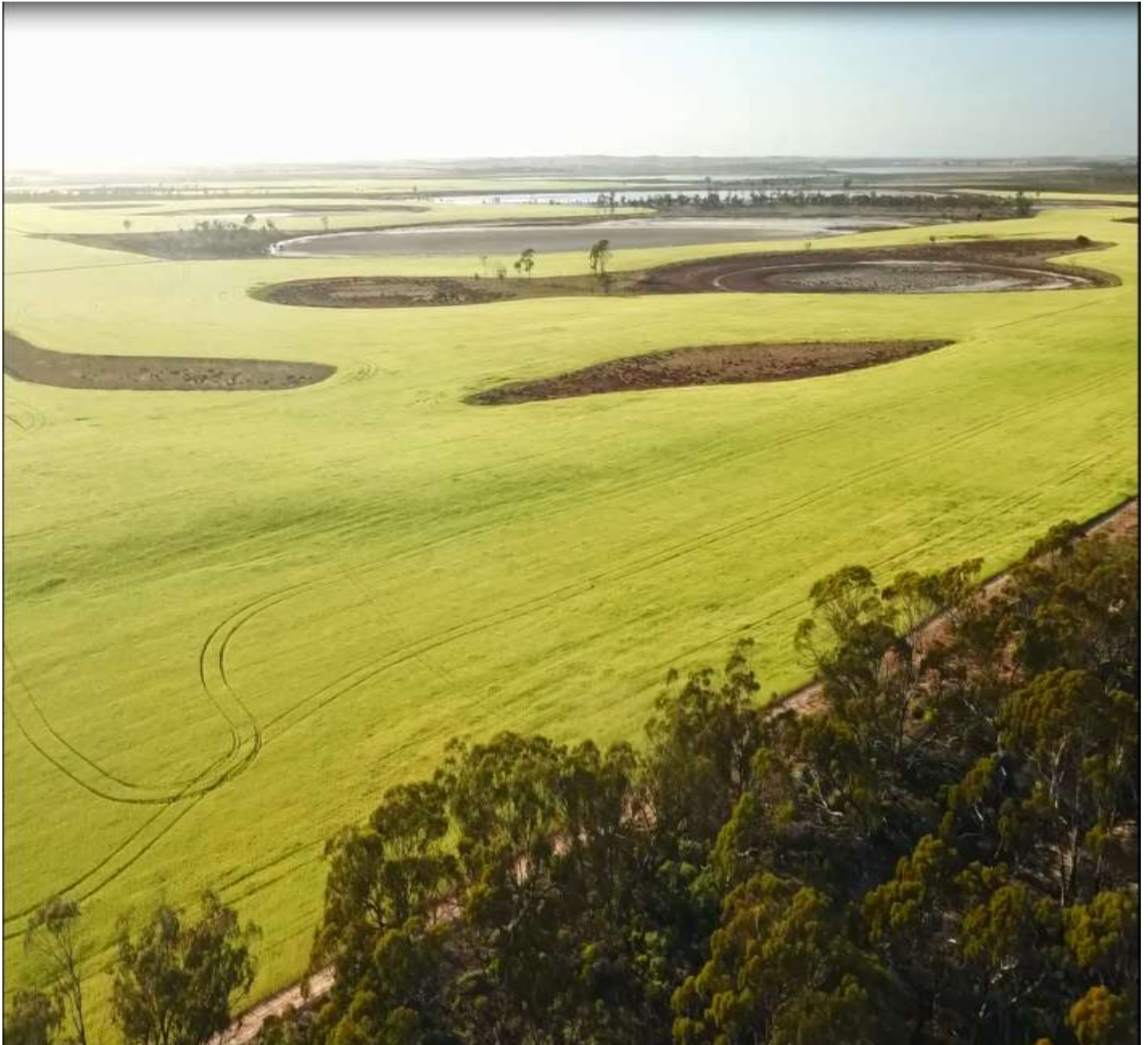
Map was produced using DPLH's InQuiry.

## InQuiry Map

**DPLH BUSINESS USE ONLY**

Internal Spatial Viewer  
 Projection: WGS 1984 Web Mercator Auxiliary Sphere  
 Graticules (if visible): GDA 1994 Latitude/Longitude

Date produced: 24-Nov-2022



# CORPORATE BUSINESS PLAN 2022 - 2026



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Shire of Lake Grace  
PO Box 50  
Lake Grace WA 6353  
P: 08 9890 2500  
F: 08 9890 2599  
E: [shire@lakegrace.wa.gov.au](mailto:shire@lakegrace.wa.gov.au)

# ***Our Vision:***

***“A safe, inclusive and growing community embracing opportunity”***

## **Our Aspirations:**

- rich in spirit;
- surrounded by nature; and
- valuing our heritage

## Integrated Planning and Reporting Framework

All local governments are required to prepare a Plan for the Future for their district under Section 5.56(1) of the *Local Government Act 1995*. This Corporate Business Plan 2022 – 2026, together with the Strategic Community Plan 2017 - 2027, constitutes the Shire of Lake Grace's Plan for the Future (the Plan) and has been prepared to achieve compliance with the Local Government (Administration) Regulations 1996.

Under *Local Government (Administration) Regulations 1996* Regulation 19DA (3), a Corporate Business Plan is to:

- a) *set out, consistent with any relevant priorities included in the Strategic Community Plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
- b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

In the preparation of the annual budget the local government is to have regard to the contents of the Plan in terms of Section 6.2(2) of the *Local Government Act 1995*.

Development of the Plan has also been influenced by the Department of Local Government, Sport and Cultural Industries Framework and Guidelines for Integrated Planning and Reporting.

## Strategic Community Plan

The Shire of Lake Grace community had a strong involvement and voice in the development of the Strategic Community Plan. In January 2017, the community were invited to share their vision, aspirations and objectives for the future of the Shire of Lake Grace, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

This information provided a valuable insight into the key issues and aspirations, as held by the local community. Importantly for Council, these views have helped establish clear priorities and shaped the visions, values, objectives and strategies contained within the Strategic Community Plan 2017-2027. The following four key strategic objectives are defined within the Plan.

- **Economic:** A prosperous agricultural based economy, supporting diversification of industry;
- **Social:** A valued, healthy and inclusive community and life-style;
- **Environment:** Protect and enhance our natural and built environment; and
- **Leadership:** Strong governance and leadership, demonstrating fair and equitable community values.

# How the Plan will be used

## Corporate Business Plan

Achieving the community's vision and the Shire's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the objectives and desired outcomes due to the limited resources available. This planning process is formalised by the development of our Corporate Business Plan. The Corporate Business Plan then converts the Strategic Community Plan into action through the adoption of an Annual Budget.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives, the Corporate Business Plan draws on information contained within the following strategic documents.

## Asset Management Plan

The Shire has developed an initial Asset Management Plan for major asset classes in accordance with Council's Asset Management Policy. The Asset Management Plan forms a component of an overall Asset Management Strategy which addresses the Shire's current processes and sets out the steps required to continuously improve the management of Shire controlled assets.

Capital renewal estimates contained within the Asset Management Plan have been included to the extent the financial and workforce resources are available to enable the renewals to occur.

## Workforce Plan

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Shire's Strategic Community Plan.

Workforce issues have been considered during the development of this Corporate Business Plan and the financial impacts of the Plan captured within the Long Term Financial Plan. A combination of workforce and financial constraints has influenced the prioritisation of actions within this Plan.

## Long Term Financial Plan

The Shire of Lake Grace is planning for a positive and sustainable future. The Shire seeks to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

During the development of this Corporate Business Plan, the Long Term Financial Plan was considered to ensure integration with this Plan, resulting in an update to the capital works program. A review of the Long-Term Financial Plan commenced in 2020/21 and completed during 2020/21 where detailed results of capital works program updates will be prepared for future reporting and planning.



## Capital Program

A number of additional actions are forecast to be undertaken during the life of the Plan, which result in additional capital expenditure. The additional activities are summarised below along with an indication of the forecast capital expenditure extracted from the Long Term Financial Plan.

Strategy	Action Ref	Action	2022-23 \$	2023-24 \$	2024-25 \$	2025-26 \$
Enhance and maintain transport network	1.1.1.1	Maintain, renew and upgrade infrastructure in line with the Asset Management Plans	4,581,077	2,948,984	3,246,942	3,474,942
Support and promote the agricultural productivity of the district	1.1.3.1	Maintain, renew and upgrade transport infrastructure in line with industry requirements	2,335,153	742,133	316,288	210,070
Maintain and enhance local iconic attractions and infrastructure	1.3.2.3	Maintain and enhance local attractions in line with Asset Management Plan	396,272	85,000	85,000	85,000
Community services and infrastructure meeting the needs of the district	2.1.1.1	Maintain and renew infrastructure in line with Asset Management Plan	631,209	251,560	300,000	375,000
Maintain, rationalise, improve or renew buildings and community infrastructure	3.1.1.1	Maintain, rationalise, improve or renew buildings and community infrastructure in line with Asset Management Plan	1,130,548	327,130	214,370	187,100
Provide an effective waste management service	3.2.3.1	Continue to provide an effective waste management service	18,185	35,000	35,000	35,000
<b>Grand Total</b>			<b>9,092,444</b>	<b>5,014,940</b>	<b>4,197,600</b>	<b>4,367,112</b>

## Service Delivery

The Shire of Lake Grace delivers services to its community in line with its vision, values and the four key strategic objectives set out within the Strategic Community Plan.

Each of the four objectives has several outcomes the Shire seeks to achieve over the 10+ years of the Strategic Community Plan. For each objective, one or more desired outcomes have been defined along with strategies to achieve these outcomes.

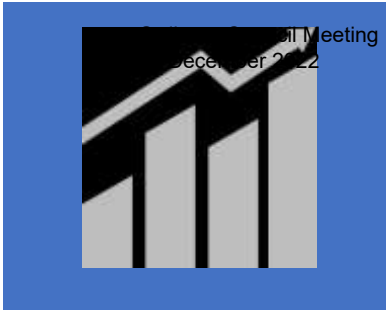
The outcomes were developed after considering the community engagement process and other external factors such as the available plans published by other government agencies.

The table below summarises the desired outcomes under each of the four key themes and strategic objectives.

	<p><b>ECONOMIC</b> <i>A prosperous agricultural based economy, supporting diversification of industry</i></p>	<p>Outcome 1.1 An innovative, productive agriculture industry Outcome 1.2 A diverse and prosperous economy Outcome 1.3 An attractive destination for visitors</p>
	<p><b>SOCIAL</b> <i>A valued, healthy and inclusive community and life-style</i></p>	<p>Outcome 2.1 An engaged, supportive and inclusive community Outcome 2.2 A healthy and safe community</p>
	<p><b>ENVIRONMENT</b> <i>Protect and enhance our natural and built environment</i></p>	<p>Outcome 3.1 A well maintained attractive built environment servicing the needs of the community Outcome 3.2 A natural environment for the benefit and enjoyment of current and future generations</p>
	<p><b>LEADERSHIP</b> <i>Strong governance and leadership, demonstrating fair and equitable community values</i></p>	<p>Outcome 4.1 A strategically focused, unified Council functioning efficiently Outcome 4.2 An efficient and effective organisation</p>

The tables on the following pages detail the strategies developed to achieve these desired outcomes, and the strategic performance indicators to provide an indication of whether the Shire is meeting the objectives will be monitored and reported. As the Shire strives to achieve these outcomes, the community will be kept informed of the progress through means of the Annual Report.





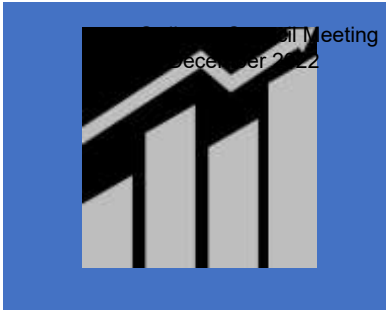
# Economic Objective

## A prosperous agricultural based economy, supporting diversification of industry

The following outcomes and strategies have been identified to achieve this objective.

### Outcome 1.1 An innovative, productive agriculture industry

Strategy	Action No.	Actions	22/23	23/24	24/25	25/26	2026 Onwards
Enhance and maintain transport network	1.1.1.1	Maintain, renew and upgrade infrastructure in line with the Asset Management Plans.	■	■	■	■	➔
Improve flood mitigation for transport infrastructure	1.1.2.1	Investigate design improvements to enhance flood mitigation for transport infrastructure	■	■	■	■	➔
	1.1.2.2	Implement flood mitigation study results (Lake Grace) in design for transport infrastructure where appropriate		■			
Support and promote the agricultural productivity of the district	1.1.3.1	Maintain, renew and upgrade transport infrastructure in line with industry requirements	■	■	■	■	➔
	1.1.3.2	Support and promote local industry field days	■	■	■	■	➔
	1.1.3.3	Enable expansion of local industry (land release)	■	■	■	■	■
Maintain and provide water infrastructure and lobby to support drought-proofing and water-harvesting initiatives	1.1.4.1	Maintain standpipes and associated infrastructure	■	■	■	■	➔
	1.1.4.2	Investigate funding opportunities for drought proofing options	■	■	■	■	➔
	1.1.4.3	Lobby Water Corporation for the retention of Agriculture Area dams	■	■	■	■	➔
Liaise with key stakeholders for the improvement of the agricultural industry	1.1.5.1	Continue liaising with CBH, DPIRD and the Newdegate Machinery Field Days Committee	■	■	■	■	➔



# Economic Objective

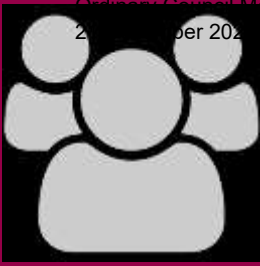
**A prosperous agricultural based economy, supporting diversification of industry**

## Outcome 1.2 A diverse and prosperous economy

Strategy	Action No.	Actions	22/23	23/24	24/25	25/26	2026 Onwards
Advocate for improved communications and support infrastructure	1.2.1.1	Advocate for improved and enhanced telecommunications service levels	■	■	■	■	→
	1.2.1.2	Lobby for elimination of communication black spots	■	■	■	■	→
Support local business and promote further investment in the district	1.2.2.1	Enable suitable land availability for commercial/industrial development	■	■	→	→	→
	1.2.2.2	Encourage 'buy local' culture within the district	■	■	■	■	→

## Outcome 1.3 An attractive destination for visitors

Strategy	Action No.	Actions	22/23	23/24	24/25	25/26	2026 Onwards
Promote and develop tourism as part of a regional approach	1.3.1.1	Continue involvement with ROE Tourism and 4WDL (VROC) group to promote the region	■	■	■	■	→
	1.3.1.2	Implementation of new branding project as relating to tourism and promotion					→
Maintain and enhance local iconic attractions and infrastructure	1.3.2.1	Continue to maintain local heritage assets	■	■	■	■	→
	1.3.2.2	Support Astrotourism program implementation	■	■	■	■	→
	1.3.2.3	Maintain and enhance local attractions in line with asset management plan	■	■	■	■	→
Continue to provide and maintain visitor support services	1.3.3.1	Continue funding the Visitor Centre operations	■	■	■	■	→



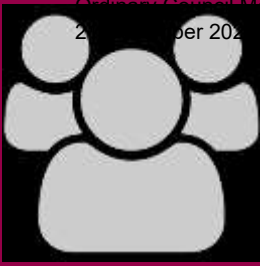
# Social Objective

## A valued, healthy and inclusive community and life-style

The following outcomes and strategies have been identified to achieve this objective.

### Outcome 2.1 An engaged, supportive and inclusive community

Strategy	Action No.	Actions	22/23	23/24	24/25	25/26	2026 Onwards
Community services and infrastructure meeting the needs of the district	2.1.1.1	Maintain and renew infrastructure in line with Asset Management Plans	■	■	■	■	➔
	2.1.1.2	Promote community housing availability	■	■	■		
Maintain and support the growth of education, childcare, youth and aged services	2.1.2.1	Encourage a healthy lifestyle through a range of participation opportunities for youth, seniors and others	■	■	■	■	➔
	2.1.2.2	Continue provision and maintenance of Independent Living	■	■	■	■	➔
Actively promote and support community events and activities within the district	2.1.3.1	Continued support of Newdegate Machinery Field Days event	■	■	■	■	➔
	2.1.3.2	Provision of community grants program in line with annual budget	■	■	■	■	➔
	2.1.3.3	Actively promote and support events and activities with a high level of local content	■	■	■	■	➔
	2.1.3.4	Actively seek external funding to provide support for local events and activities	■	■	■	■	➔



# Social Objective

A valued, healthy and inclusive community and life-style

## Outcome 2.2 A healthy and safe community

Strategy	Action No.	Actions	22/23	23/24	24/25	25/26	2026 Onwards
Maintain and enhance sport and recreation facilities	2.2.1.1	Maintain and renew sport and recreation infrastructure in line with Asset Management Plans	■	■	■	■	→
	2.2.1.2	Investigate opportunities to increase accessibility to all facilities	■	■	■	■	→
Provide and advocate for medical and health services	2.2.2.1	Meet regularly with the local health service providers to ensure current health service provisions are meeting the needs of the community	■	■	■	■	→
	2.2.2.2	Advocate to related service providers and government agencies for the growth of services including health and education	■	■	■	■	→
Support provision of emergency services and encourage community volunteers	2.2.3.1	Continue to support and resource bush fire brigades and volunteers through the community emergency services managers program	■	■	■	■	→
	2.2.3.2	Continue active involvement with LEMC	■	■	■	■	→
	2.2.3.3	Support community leadership and governance training through relevant organisations.	■	■	■	■	→



# Environment Objective

## Protect and enhance our natural and built environment

The following outcomes and strategies have been identified to achieve this objective.

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

Strategy	Action No.	Actions	22/23	23/24	24/25	25/26	2026 Onwards
Maintain, rationalise, improve or renew buildings and community infrastructure	3.1.1.1	Maintain, rationalise, improve or renew buildings and community infrastructure in line with Asset Management Plan	■	■	■	■	→
	3.1.1.2	Implement energy conservation and energy efficient practices	■	■	■	■	→
Maintain the integrity of heritage buildings and places	3.1.2.1	Continue to maintain local heritage assets in line with Asset Management Plan	■	■	■	■	→

### Outcome 3.2 A natural environment for the benefit and enjoyment of current and future generations

Strategy	Action No.	Actions	22/23	23/24	24/25	25/26	2026 Onwards
Manage and preserve the natural environment	3.2.1.1	Collaborate with other local governments to provide natural resource management services	■	■	■	■	→
	3.2.1.2	Implement energy conservation and energy efficient practices	■	■	■	■	→
	3.2.1.3	Utilise waterwise plants on Shire reserves	■	■	■	■	→
	3.2.1.4	Continue verge side clearing in accordance with accepted environmental practices	■	■	■	■	→
Support pest and weed control within the district	3.2.2.1	Continue involvement with the Eastern Wheatbelt Biosecurity Group	■	■	■	■	→
	3.2.2.2	Maximise external funding for pest and weed control	■	■	■	■	→
Provide an effective waste management service	3.2.3.1	Continue to provide an effective waste management service	■	■	■	■	→
	3.2.3.2	Ongoing support for the DrumMuster program	■	■	■	■	→



# Leadership Objective

## Strong governance and leadership, demonstrating fair and equitable community values

The following outcomes and strategies have been identified to achieve this objective.

### Outcome 4.1 A strategically focused, unified Council functioning efficiently

Strategy	Action No.	Actions	22/23	23/24	24/25	25/26	2026 Onwards
Provide informed leadership on behalf of the community	4.1.1.1	Ongoing training and development for elected members	■	■	■	■	→
Promote and advocate for the community and district	4.1.2.1	Actively promoting and advocating on behalf of the community	■	■	■	■	→
	4.1.2.2	Participation with key stakeholders and committees	■	■	■	■	→
Provide strategic leadership and governance	4.1.3.1	Support and implement the IPR framework	■	■	■	■	→





### Outcome 4.2 An efficient and effective organisation

Strategy	Action No.	Actions	22/23	23/24	24/25	25/26	2026 Onwards
Maintain accountability and financial responsibility through effective planning	4.2.1.1	Maintain accountability and financial responsibility through effective planning	■	■	■	■	→
Comply with statutory and legislative requirements	4.2.2.1	Seek high level of compliance in organisational practices	■	■	■	■	→
Provide a positive and safe workplace	4.2.3.1	Continue to provide a safe and positive workplace, ensuring OHS and mitigating risks	■	■	■	■	→
	4.2.3.2	Support training and development for employees	■	■	■	■	→

## Measuring Success



The intended outcome of this Plan is to align the community’s visions and aspirations for the future of the Shire of Lake Grace to the Shire’s objectives. Success will be measured by both quantifiable and non-quantifiable outcomes.

Strategic performance indicators provide an indication of whether the Shire is meeting the objectives and will be monitored and reported. The strategic performance indicators and desired trend for each objective are provided in the table below


 <p><b>Population statistics</b> <i>(stable / increasing population base)</i></p> <hr/> <p><b>No. of development approvals</b> <i>(increase)</i></p> <hr/> <p><b>Assessed vacancy rates (business and residential)</b> <i>(decrease)</i></p> <hr/> <p><b>No. of building approvals</b> <i>(increase)</i></p> <hr/> <p><b>Visitor statistics</b> <i>(increase)</i></p> <hr/>	 <p><b>Social media activity</b> <i>(increase posts and engagement rate)</i></p> <hr/> <p><b>Provision of Doctor services</b> <i>(maintain ongoing service)</i></p> <hr/> <p><b>Crime statistics</b> <i>(maintain low crime rate)</i></p> <hr/> <p><b>Recreation facilities usage rates</b> <i>(increase in usage)</i></p> <hr/>	 <p><b>Statutory asset management ratios</b> <i>(maintain healthy ratios)</i></p> <hr/> <p><b>Compliance with waste management regulations</b> <i>(maintain compliance)</i></p> <hr/>	 <p><b>Statutory financial ratios</b> <i>(maintain healthy ratios)</i></p> <hr/> <p><b>Employee retention rates</b> <i>(maintain / increase)</i></p> <hr/> <p><b>Integrated planning and reporting status</b> <i>(implementation of strategies and actions in accordance with Corporate Business Plan)</i></p> <hr/>
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## Services and Facilities

Services and facilities provided by the Shire have been linked with the relevant strategy in the Plan as set out below. The table provides a connection between the services and facilities and the desired outcomes and community vision for the Shire of Lake Grace.

 <b>SHIRE SERVICES</b>		 <b>COMMUNITY FACILITIES</b>	
	Strategic Reference		Strategic Reference
Building control	3.1.1   3.1.2   4.2.2	Airstrips	1.1.1   2.1.1   3.1.1
Bush fire services	2.2.3   3.2.1	Appearance of town centres	1.3.2   2.2.2   3.1.1
Community consultation / engagement	2.1.3   4.1.1   4.1.2   4.1.3	Cemeteries	2.1.1
Customer service	2.1.1   4.1.1   4.2.3	Community / town halls	2.1.1   3.1.1
Economic development	1.1.3   1.1.5   1.2.2   1.3.1	Community housing	1.2.1   2.1.1   4.1.2
Emergency water supply	1.1.4   3.1.1	Employee housing	3.1.1   4.2.3
Environmental initiatives	3.2.1   3.2.2   3.2.3	Heritage assets	3.1.2
Festival / event management	2.1.3	Independent living units	2.1.2   2.2.2
Financial management	4.1.3   4.2.1	Libraries	2.1.1   2.1.2
General garbage collection	3.2.3	Parks / gardens / ovals	2.1.1   2.2.1
Health administration / inspection	2.1.1   4.2.2	Public toilets	1.3.2   2.1.1
Landscaping	2.1.1   3.1.1   3.2.1	Reserves / public open spaces	1.3.2   3.2.1   4.1.2
Long term planning	4.1.3   4.2.1	Roads / verges / footpaths	1.1.1   2.1.1
Maintenance – other infrastructure	2.1.1   2.2.1	Sewerage and drainage	1.1.1   1.1.2   3.2.3
Maintenance – roads	1.1.1	Sport / recreation facilities	2.1.1   2.2.1
Medical services	2.1.1   2.2.2	Street lighting	1.1.1   2.1.1
Pest control	3.2.2	Swimming pool	2.1.1   2.2.1
Ranger services	3.2.2	Visitor centre	1.3.1   1.3.2   1.3.3
Recycling	3.2.3		
Regional collaboration/advocacy	1.1.5   1.3.1   4.1.2		
Support for volunteers	2.2.3		
Tourism management	1.3.1   1.3.2		
Town planning	3.1.1   3.2.1		
Waste management	3.2.3		

 <b>COMMUNITY SUPPORT &amp; SERVICES</b>		
	Strategic Reference	
ARC fitness	2.1.3   2.2.1   2.2.2	
Club development	2.2.1   2.2.3	
Disability access and inclusion	2.1.1	
Seniors services	2.1.2   2.1.3   2.2.2	
Support groups	2.2.3	
Youth services	2.1.1   2.1.2   2.1.3   2.2.1	



## Strategic Risk Management

It is important to consider the external and internal context in which the Shire of Lake Grace operates, relative to risk, in order to understand the environment in which the Shire seeks to achieve its strategic objectives.

The external and internal factors identified and considered during the preparation of this Corporate Business Plan are set out below:

External Factors	Internal Factors
Increasing community expectations in relation to service levels and service delivery.	Objectives and strategies contained in Council's current Strategic Community Plan.
Rapid changes in information technology changing the service delivery environment.	Timing and actions contained in Council's Corporate Business Plan.
Increased compliance requirements due to Government Policy and Legislation.	Organisational size, structure, activities and location.
Cost shifting by Federal and State Governments.	Human resourcing levels and staff retention.
Reducing external funding for infrastructure and operations.	Current organisational strategy and culture.
Increasing population and economic development resulting in greater pressure on the natural environment and its resources.	Financial capacity of the Shire.
Resource development and the associated social impacts.	Allocation of resources to achieve strategic outcomes.
Increasing community expectations and regulations in relation to waste management.	Maintenance of corporate records.
Government responses in relation to social services.	Current organisational systems and processes.
Climate change and subsequent response.	

## References and Acknowledgements

Reference to the following documents or sources was made during the preparation of the Plan:

- Shire of Lake Grace Strategic Community Plan 2017 - 2027;
- Shire of Lake Grace Corporate Business Plan 2021 - 2025;
- Council website: [www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au);
- Shire of Lake Grace Annual Financial Report 2021 – 2022
- Shire of Lake Grace Strategic Resource Plan 2021; and
- Wheatbelt Development Commission – Wheatbelt Blueprint.

## Review of the Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

## Document Management

Status: Final  
Date of Adoption: 21 December 2022



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# SHIRE OF LAKE GRACE WORKFORCE PLAN 2023-2027

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# 1. Introduction

We are pleased to present the Shire of Lake Grace Workforce Plan 2023-2027. The Plan assists the Shire to respond to its workforce challenges in a strategic way as we work with the community to build a sustainable future and a capable workforce.

The Shire's Strategic Community Plan and Corporate Business Plan outline the community's hopes and aspirations and the Workforce Plan plays an important part as we seek to ensure the Shire has the right people, in the right place, at the right time, to meet the needs of our community.

The Shire faces a range of workforce challenges and opportunities with a diverse mix of demographics in the workplace. With 33% of our workforce under 45 years the Shire has a pool of young talent, yet at the same time places increased pressure on the organisation to develop this group.

We also have a significant number of mature employees (over 55 years) whose knowledge, experience and expertise is essential to our capacity to service the community. Overall, the Shire seeks to maximise employment opportunities for local residents whilst meeting the needs of employees at the various stages of their careers and working life.

The Shire continues on its journey to meet the changing service demands of its community. This requires a skilled, flexible and productive workforce across the organisation to deliver the Shire's Strategic Community Plan objectives. It also requires us to build a culture of innovation and continual improvement to make it happen.

Alan George  
Chief Executive Officer

## 2. Integrated Planning Framework

### 2.1 What is workforce planning?

Workforce planning is a process of analysis to ensure the Shire has the right people, in the right place, at the right time to achieve the objectives set out in the Shire's Strategic Community Plan.

Workforce planning assists management to anticipate change, identify the important issues driving workforce activity and implement the strategies to support positive workforce development and strategic outcomes.

### 2.2 Key principles of workforce planning

- Building workforce strategies aligned to and supporting the Shire's strategic direction and values;
- Ensuring the workforce planning process is joined to the Shire's Integrated Planning Process;
- Actively involve managers, employees and other stakeholders in developing, communicating and implementing the workforce strategies;
- Utilising a risk management approach to workforce planning and identifying 'Mission Critical' areas of operations;
- Establishing effective implementation processes to ensure the successful execution of core strategies; and
- Continually monitoring and evaluating the progress towards implementing the workforce strategies and measuring its contribution towards meeting the Shire's strategic goals.

### 2.3 Integration with the Integrated Planning and Reporting Framework

Workforce planning responds to the requirements under the State Integrated Planning and Reporting Framework which is a planning obligation on all local governments in Western Australia. The four elements of the framework are:

- Strategic Community Planning;
- Corporate Business Planning;
- Budgeting; and
- Reporting.

The Shire has developed a Strategic Community Plan and Corporate Business Plan with these plans informed and supported by a Strategic Resource Plan (incorporating long term financial and asset management planning) along with this Workforce Plan.

### 3. Shire of Lake Grace Analysis

#### 3.1 Demographics

Lake Grace is situated in the south-east of Western Australia and is one of the largest agricultural Shires in the State, incorporating the communities of Lake Grace, Newdegate, Lake King, Varley and part of Pingaring. The Shire administration centre is located in the town of Lake Grace, 340 km from Perth and 250 km from Albany.

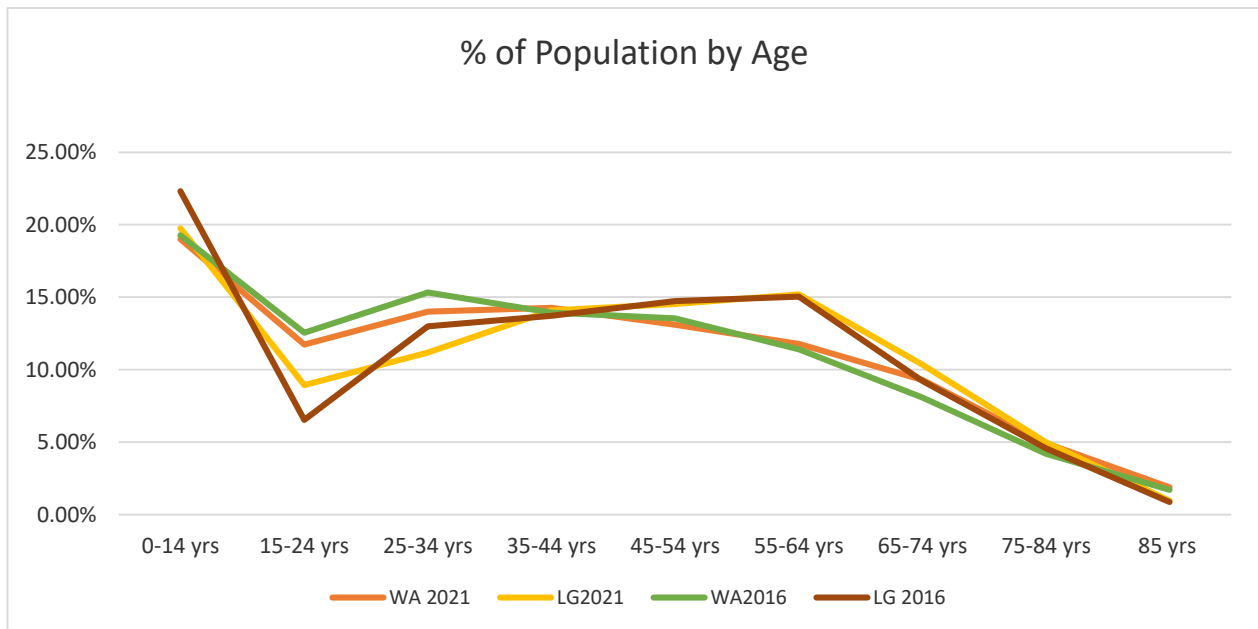
The Shire of Lake Grace has developed significant public infrastructure over the years in response to community needs. There are a number of museums showcasing the rich history of the district and one of two remaining Australian Inland Mission hospitals - and the only one in WA. Visitors experience this early twentieth century rural hospital that, in its time, serviced approximately 16,000 km<sup>2</sup>.

Today, there are two medical centres in the district, located in Lake Grace and Newdegate. High quality sport and recreation facilities are located throughout the district, servicing the sporting clubs and community groups. The transport network is extensive with 232 km of sealed roads and 2049 km unsealed roads through the Shire. This network is essential to the economic and social fabric of the district.

#### 3.2 Population distribution

On the Census night in 2021, the Shire of Lake Grace resident population was 1,342. The age distribution trends from 2016 to 2021 for both the Shire of Lake Grace and Western Australia show minor change, as indicated by the green (2016 demographic) and yellow (2021 demographic) lines in the chart below.

#### 3.3 % of Population by Age



When comparing the Shire’s demographic to Western Australia, (reflected by the yellow and brown lines in 2021) there is lower proportion of younger residents in the 15-24-year-old age, with many in this group leaving for schooling and early career opportunities. Making up approximately 22% of the resident population, children under 14 are the largest demographic, indicating a demand for relevant services. With the number of residents aged between 25 and 64 making up 55% of the resident population, there is large scope for the growth, development and leadership of this community.



## 4. Shire of Lake Grace Analysis

### 4.1 The External Environment

There are a range of external trends and challenges that influence and determine the key strategies developed in this Workforce Plan. These key trends include:

#### Socio Demographic Trends

- A multi-generational workforce, each with their own needs, aspirations and expectations;
- High percentage of 25-54-year old within the Shire; and
- Greater work/life balance expectations. Competition
- Projected talent and skill shortage; and
- Demand for mining workforce competing for talent.

#### Economic

- Cost of living and inflationary pressures within WA; and
- Global and national economic uncertainty resulting in a reducing availability of external grants and contributions.

#### Political

- The implementation of initiatives in relation to the Integrated and Reporting Framework may require additional local resources as well as new capabilities; and
- Increasing expectation in relation to corporate governance standards and transparency of decision making, bringing with it a range of workforce considerations.

#### Technology

- The pace of change and emerging technology trends present local governments with both challenges and opportunities in managing information, delivering services, improving processes and decision making;
- Technology provides a range of tools to assist workforce management including communicating with employees, e-learning, employee monitoring and connecting employees across locations; and
- Trends such as social media, cloud-based applications, robotic automation will be of particular importance and application in the future.

#### Industry

- There is an increasing lack of sustainability in financing renewal of assets, with ageing community infrastructure playing a major role. There is a heavy reliance on state or federal funding; and
- Significant cost shifting from other level of governments to the local level without the associated resources.

#### Customers

- Many customers are becoming better informed and assertive about their rights.

## 4.2 The External Labour Market

The external labour market demand indicates difficulties in attracting and retaining staff in key occupations due mainly to continuing labour demand in the Mining, Construction and Professional Services, Scientific and Technical Service, Public Service, Community and Health Sectors. This is based on the Occupations in High and Medium Demand research around industry critical occupations; areas of high growth forecasts in the WA State Priorities Occupation List 2021<sup>1</sup> produced by the Department of Training & Workforce Development.

Some of the specific positions that are regarded as being in high demand, which may impact the Shire in regards recruitment and retention include:

- Chief executive;
- Surveyor;
- Engineers; and
- Environmental health officer.

It is noted that the external market is somewhat volatile due to changing economic conditions in the mining, manufacturing and construction industries.

The Shire identified the following skills as challenging to source:

- Finance Officers
- Plant Operators;
- Grader Operators; and
- Community Development Officer.

## 4.3 Shire of Lake Grace Internal Operating Environment

### Service Delivery

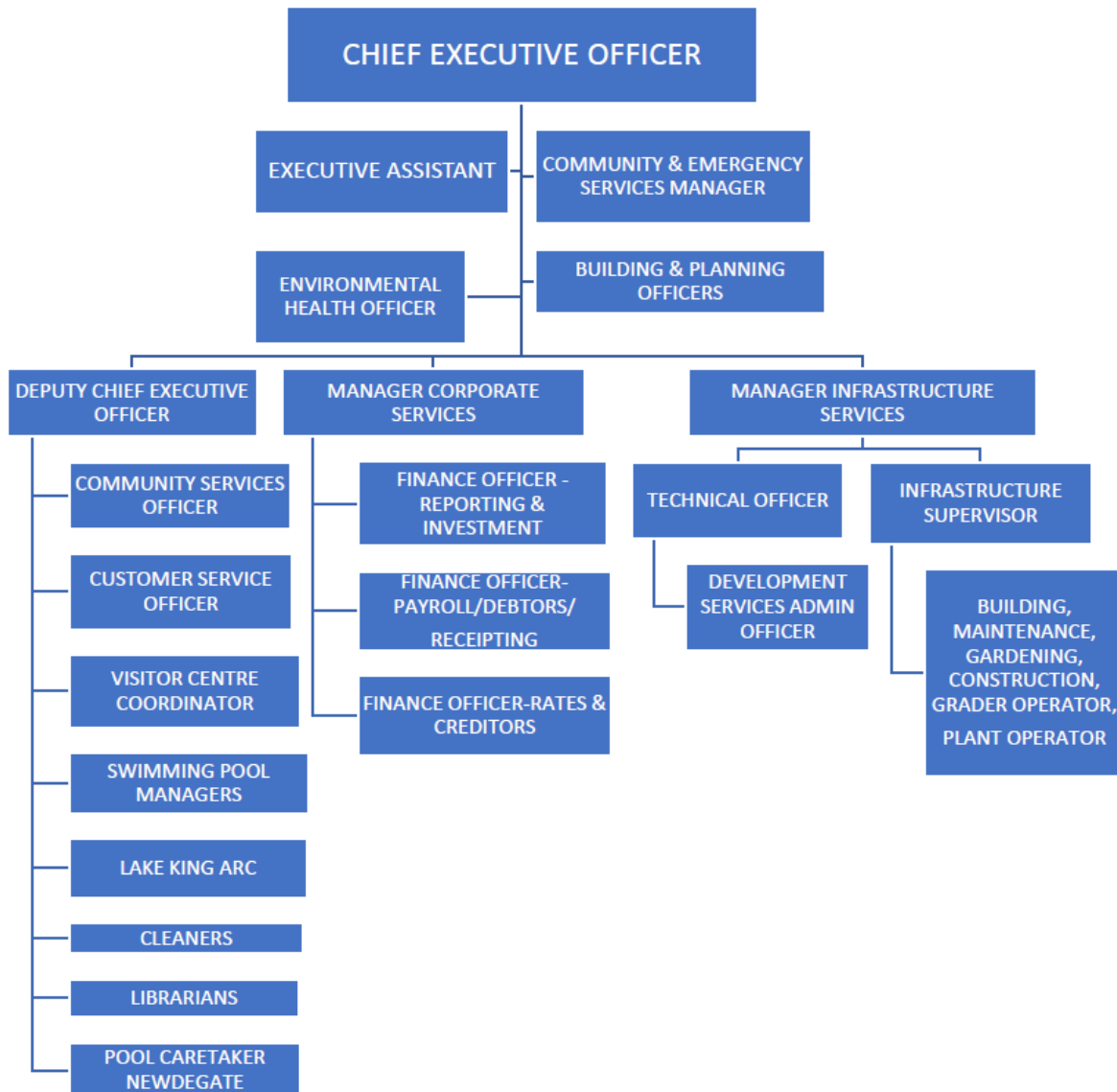
The Shire provides a number of services to the community as listed below:

- Co-ordination of Council activities and functions;
- Co-ordination of management functions;
- Liaison with Government and Ministerial offices;
- Corporate | strategic planning;
- Business | economic development;
- Statutory compliance;
- Executive support to Council;
- Special projects;
- Financial administration;
- Human resources | occupational health | safety;
- Information | communication;
- Community development;
- Library | information services;
- Procurement;
- Asset management;
- Sport | recreation;
- Support for volunteers;
- Information | tourism services; and
- Event support.
- Roads | streets;
- Shire buildings maintenance | heritage assets;
- Parks | gardens | reserves;
- Cleaning;
- Ranger services;
- Emergency services;
- Cemetery;
- Health administration | inspection services;
- Building | planning services; and
- Private works.

<sup>1</sup> Department of Training & Workforce Development: SPOL year: 2021 [www.dtwd.wa.gov.au/workforce-development#the-state-priority-occupation-list](http://www.dtwd.wa.gov.au/workforce-development#the-state-priority-occupation-list)

#### 4.4 Current Organisation Structure

The current organisational structure is reflected below. The current structure is not expected to change significantly during the term of this Plan.



## 4.5 Workforce profile

Information	Shire of Lake Grace - as at November 2022
Number of employees	41
Full time equivalent employees	31
Gender	61% female 39% male
Total annual wages	\$2.22m
Employment type	There is a range of full time, part time, fixed term contract and casual staff employed
Annual/LSL liability <sup>2</sup>	Current        \$390,075 Non-Current    \$51,043
Awards and Agreements	Local Government Officers (Western Australia) Interim Award 2011
Age profile	The average age of current employees is 43 years
Years of Service	The average length of service is 6 years

<sup>2</sup> *Shire of Lake Grace Annual Financial Statements 2017-18*

## 4.6 Workforce Demographics

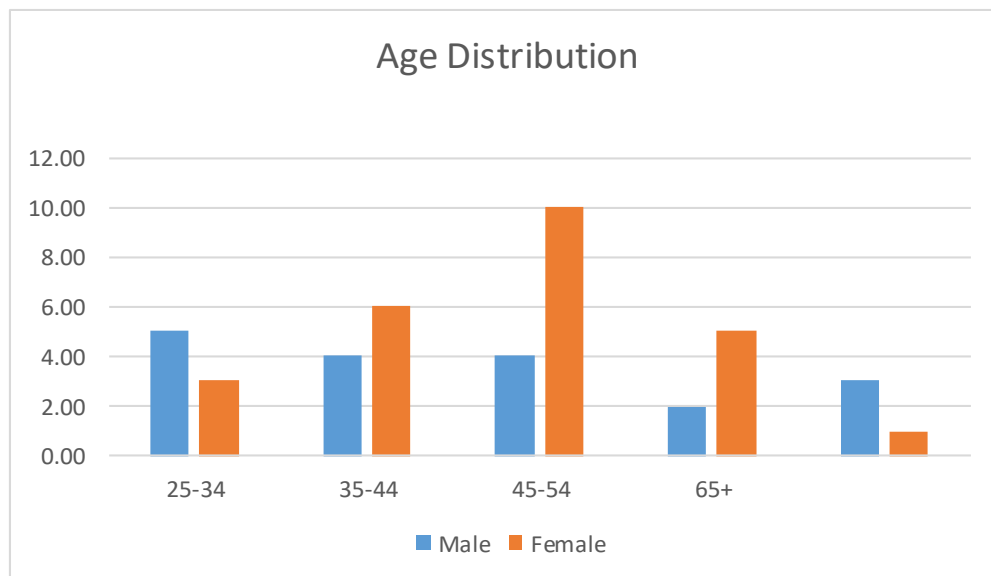
This section contains an analysis of some key workforce metrics such as age, gender and terminations. Included in this analysis are full time, part time and casual staff as well as those on leave, including long service and maternity leave, however contractors, agency staff and group apprentices are excluded.

The workforce gender composition at November 2022, was 61% female and 39% male. As indicated above, this composition includes full time, part time and casual staff.

### Age Distribution of Total Organisation

A considerable proportion (56%) of employees are over 45 years of age. Attracting and retaining younger employees is an important challenge as this cohort are often a source of innovation as well as representing the talent pool for the future.

With 23% of employees over 55, there is potential issues relating to knowledge retention and business continuity should these staff, often with years of experience, exit the organisation at short notice. Strategies to address this issue include identifying and training potential successors for business-critical jobs. There is also potential to develop a range of strategies to continue to retain mature workers within the Shire (e.g. flexible work arrangements, transition to retirement, etc.).



The Shire has maintained a fairly stable workforce over the past three years with five to six staff having left the Shire for varying reasons it has been very difficult to attract and recruit replacements across the board including finance, management and outside work crew. This is an ongoing issue for many local governments in regional and remote locations.

## 5. Strategic Community Plan Workforce Implications

### 5.1 Overview

This section addresses:

- The Strategic Community Plan and Corporate Business Plan;
- Key risk areas;
- Future workforce demand and requirements; and
- Workforce Supply Demand Analysis.

### 5.2 Strategic Community Plan and Corporate Business Plan

The Shire will be reviewing and updating its ten-year Strategic Community Plan early 2023. As an integral part of this review process, the community will be consulted and their feedback used to clarify community expectations and guide the strategies detailed in the updated Strategic Community Plan. A summary of priorities from the last Strategic Community Plan were incorporated into the Shire's Corporate Business Plan.

The Workforce Plan is part of a broader integrated planning framework aimed at achieving the Shire's Vision as identified in the Strategic Community Plan; 'One proud, inclusive sustainable community welcoming growth and opportunities.'

This Plan is being driven by four key objectives:

#### ECONOMIC

- A prosperous agricultural based economy, supporting diversification of industry

#### ENVIRONMENT

- Protect and enhance our natural and built environment

#### SOCIAL

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

#### LEADERSHIP

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

There are a range of challenges impacting on the Shire and potential strategic shifts in business operations that may occur that will directly impact the way services are delivered and resourced.

### 5.3 Redefining Core Business and Methods of Service Delivery

Over a period of years, the Shire has been subject to a considerable increase in the number of core and non-core services it is required to deliver. This increase has occurred through a variety of means including natural growth, higher ratepayer expectations and significant cost shifting to local government. Not only has this placed pressure on current resources to deliver existing services, it further limits the opportunity to focus resources on emerging areas of strategic importance such as community development, economic development and increasing its advocacy and strategic leadership and facilitation role.

As part of the overall planning process, elected members and the executive have redefined the range of core and non-core areas that form the basis of its delivery of its services to its community. They have also identified core and non-core services that potentially could be:

- 5.3.1 Outsourced to an external provider;
- 5.3.2 Insourced from other Shires; and
- 5.3.3 Open to collaborative opportunities with other Shires to provide services on one another's behalf.

The above strategic issues have significant implications for workforce planning including:

- Reallocation of resources as collaborative, insourcing and outsourcing arrangements are identified and acted upon;
- New or enhanced skill requirements to operate in a more collaborative manner, manage projects and contracts in future insourced or outsourced delivery models; and
- Management of staff during associated change processes.

### 5.4 Key Risk Areas

An analysis of the current workforce identified eight relevant risks areas. These risks have been assessed using the risk-based approach as set out in Appendix A. A scoring system was used to determine a risk category of extreme, high, moderate, low or very low.

The risk events are scored according to their likelihood, and consequence and risk mitigation strategic actions

have been developed.

The result of the assessment is presented in the table on the following page with the last column being cross referenced to the primary mitigation strategies set out in Section 5.9 of the Plan.

## 5.5 Workforce Risk Assessment

Risk Issues	Likelihood	Strategic Consequences	Operational Consequences	Combined Consequences	Risk Category <sup>3</sup>	Cross Ref: Section 7.9 Workforce Strategies and Objectives
Knowledge loss due to staff turnover	Likely	Minor	Major	Major	High	2.3.1   3.4.1   4.2.1
Physical and financial constraints limit staff numbers	Likely	Minor	Major	Major	High	1.1.1   1.2.1   4.2.1
Sudden unplanned loss of a high number of key staff	Possible	Major	Major	Major	Moderate	3.4.1   4.2.1
Organisational capacity insufficient to meet future needs	Possible	Major	Major	Major	Moderate	1.1.1   2.2.1   4.1.1   4.2.1
High staff turnover due to organisational cultural issues	Possible	Major	Major	Major	Moderate	2.1.1   2.2.1   2.3.1
Selection, recruitment and training costs increase	Possible	Insignificant	Minor	Minor	Moderate	1.2.1   1.4.1   1.5.1   3.2.1
Operational procedures not followed due to lack of staff training	Unlikely	Minor	Major	Major	Low	1.3.1   3.1.1   3.2.1
Long leave absences of key staff due to large accrued leave entitlement	Unlikely	Minor	Minor	Minor	Low	3.4.1   4.1.1   4.2.1

<sup>3</sup> Appendix A – Risk Assessment Methodology



## 6. Strategies to Meet Future Workforce Needs

### 6.1 Workforce Supply Demand Analysis

#### Corporate and Community Services

In meeting future challenges, the Shire continually reviews its core functions in terms of potential outsourcing, insourcing and collaborations.

The initiatives identified below will have an impact upon the corporate and community services section, in terms of:

- Reviewing internal processes and procedures with the goal of gaining greater transactional efficiencies and strengthening governance practices; and
- Providing strong integrated planning and reporting outcomes and operational advice to the Elected Members and the executive.

Community services are predicted to see a continuation of high demand for services and consideration will need to be given to maintaining current resources in light of this demand.

The staffing resource for executive services remains relatively unchanged over the term of the Plan, with no forecast increases or decreases.

#### Technical Services

Infrastructure services are stable, although of note due to the remote location, attracting and retaining employees in this area is an ongoing challenge. Required resource capacity is forecast to be adequately maintained at current levels.

### 6.2 Workforce Profile

24% of the workforce are over 55 years of age. Whilst this figure is not as high as some local governments, it highlights a significant knowledge loss risk if mature workers exit or retire.

Relevant workforce strategies to consider include establishing systems to capture and retain corporate knowledge and the establishment of flexible work arrangements to retain older workers.

The small percentage of young employees (i.e. currently only one employee is under 24 years) may limit the Shire's future replacement workforce pool. A lack of young staff can also impact on innovation that comes along with a different perspectives and fresh ideas. Workforce strategies to consider include providing interesting and challenging work, mentoring and accelerated development.

The 25 to 54-year-old age groups represent 76% of the workforce which offers a good source of long-term talent. However, if there is a significant turnover of staff in this age group, retention issues associated with this group may need to be addressed. Workforces Strategies to be considered include more flexible work arrangements, mid-career development for employees who may have plateaued and the provision of interesting and challenging assignments.

### 6.3 Strategic Shifts

There has been a significant shift over the last few years in the delivery of core and non-core business of Local Government, due to federal and state government cost shifting and this is being evidenced within the Shire.

As part of the workforce planning process, the Shire has redefined its core and non-core services.

Whilst the core businesses of the Shire still take precedence as a fundamental service delivery priority, there has been growth in what has been considered non-core services such as community development, economic development and tourism.

These changes bring with them a significant shift in the role of the Shire - a more facilitative, advocacy, project manager role than a “doer” or direct deliverer of services.

This will have significant implications for the Shire in the mid-term. It may result in new or changing job roles, skills and additional allocation of resources to meet some of the changing requirements. Some of the emerging capability requirements will be in areas such as project management, economic development, community development, asset managers and specialized planning.

### 6.4 Service Delivery Models

Along with the business shifts and growth opportunities identified in the Strategic Community Plan, there is a significant need and opportunity for the Shire to analyse how it delivers services to add to efficiency and effectiveness. This may include the review and updating of processes for greater efficiency, automating, considering alternative delivery models and collaborative approaches. This will have significant implications for the corporate and community services area as they will be required to drive these processes. It will also impact on infrastructure services that have a significant number of projects to deliver.

Some of the strategies to be considered include systematically reviewing job roles and functions to gain greater efficiencies and effectiveness, realigning resources and redesigning jobs and delivery structures.

### 6.5 Succession Management

Currently, succession planning is managed by developing multi-skilled employees to ensure in the event of sudden loss of staff, key positions are covered to limit service delivery impact. Some succession gaps are evident and a formal succession management process is not currently active. Permanent on the job training and skills development of young staff is required to cover the succession of senior operational staff.

### 6.6 Service Delivery Models

The Shire has a history of sourcing local talent, representing not only a valuable workforce pool but it also contributing to the economic development of the district. Workforce strategies available to promote this aim include providing student work experience opportunities, offering apprenticeships and traineeships and providing scholarships or vacation employment to local students completing advanced study.

### 6.7 Housing and Other Incentives

The Shire currently offers accommodation for all employees.

## 6.8 Performance Outcomes and Measures

The following diagram identifies our strategic objectives and how the Shire intends to assess the effectiveness of the actions.

Diagram: Workforce Plan Performance Measurement



## 7. Workforce Strategies and Objectives

Four key strategic objectives have been identified to drive the core strategies of the Workforce Plan, these are in the tables following:

<b>Objective: 1. Attracting and selecting the right people</b>								
<b>Attracting and retaining people with the capability and commitment to contribute to the Shire of Lake Grace</b>								
<b>Strategic Outcomes</b>	<b>Strategic Actions</b>	<b>Action Outcomes</b>	<b>Projects</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026 →</b>
1.1 Customised recruitment strategies that meet the needs and expectations of the organisation	1.1.1 Continue with the current recruitment strategies and identify opportunities to make improvements	Documented review with identified improvements	1.1.1.1 Undertake a review of current recruitment Strategies and Policies to identify improvements		■		■	
1.2 Continue marketing the Shire as an attractive employer	1.2.1 Identify and market the benefits of working for the Shire of Lake Grace	Documented review with identified improvements	1.2.1.1 Identify the full list of financial and non-financial rewards and benefits offered to employees	■				
1.3 An appropriate induction and orientation process	1.3.1 Review the current induction and orientation process	Documented review with identified improvements	1.3.1.1 Implement improvements identified in the review process with strategic risk management matrix		■	■		
1.4 Continue to focus on local employment where opportunities exist	1.4.1 Promote the Shire as an employer to the local community and to educational institutions	Identify and source local talent to fill vacant positions where appropriate	1.4.1.1 Communication with education institutions to identify work experience and placement opportunities within the Shire and actively participate in school career planning days	■	■			
1.5 Improved selection outcomes	1.5.1 Review the selection process to ensure people with the right skills sets and most suitable candidate are selected for the future needs and growth of the Shire	Documented review with identified improvements	1.5.1.1 Identify areas for improvement and modify the selection process	■	■	■	■	→

**Objective: 2. Retaining and engaging our valued workforce**

**Building and retaining a highly engaged workforce, committed and connected to our Shire and community.**

Strategic Outcomes	Strategic Actions	Action Outcomes	Projects	2022-23	2023-24	2024-25	2025-26	2026 →
2.1 Improved skills in day to day leadership	2.1.1. Ensure our managers, supervisors and coordinators continuously provide our people with sufficient job role clarity, work direction, work load management, feedback on performance and support in doing their work	Opportunities for formal training in leadership and management	2.1.1.1 Identify relevant training events in accordance with a training needs analysis (cross reference 3.2)	■	■	■	■	→
2.2 Formal executive and supervisor meetings	2.2.1 Continue a range of regular meetings between executive and supervisors	Schedule of meetings	2.2.1.1 Develop schedule of meetings	■	■	■	■	→
2.3 Ongoing communication with the workforce	2.3.1 Foster a value of openness across and between all levels of the Shire	Identify and implement the key communication issues emerging from regular staff communications	2.3.1.1 Work within the executive to identify and implement a range of team building initiatives across the directorates of the Shire	■	■			

**Objective: 3. Building a flexible, innovative and capable workforce**  
**Building a flexible, innovative and skilled workforce, committed to continual improvement and able to respond to the evolving and changing needs and growth of our community**

Strategic Outcomes	Strategic Actions	Action Outcomes	Projects	2022-23	2023-24	2024-25	2025-26	2026 →
3.1 An educational and skills audit	3.1.1 Conduct a comprehensive educational and skills audit (including the recognition of higher learning) with all our staff	A review and assessment of key competencies needed now and in the future to meet the Shire’s objectives	3.1.1.1 Undertake an organisational competency analysis		■			
3.2 A training needs analysis	3.2.1 Undertake a training needs analysis and develop an affordable and collaborative training and development plan in conjunction with annual performance reviews	Documented training needs analysis and training plan on individual staff basis	3.2.1.1 Prepare a training needs assessment and schedule and seek proposals from external consultants		■	■	■	→
3.3 The offer of traineeships and workforce experience when opportunities arise	3.3.1 Offer work experience, vacation employment and traineeships when appropriate	Offer traineeships and work experience opportunities	No identifiable project	■				
3.4 Reviewed job descriptions	3.4.1 Conduct ongoing comprehensive reviews of all job descriptions to ensure they provide sufficient flexibility to work across areas and are aligned to emerging needs	Job descriptions reviewed on a regular basis	3.4.1.1 Job descriptions reviews conducted as part of the induction and performance review process	■	■	■	■	→

**Objective: 4. A strategic workforce**

**Ensuring the strategic capability and capacity to position the Shire to meet its strategic objectives through sound workforce analysis, planning and leadership.**

Strategic Outcomes	Strategic Actions	Action Outcomes	Projects	202-23	2023-24	2024-25	2025-26	2026 →
4.1 Effective organisational structure	4.1.1 Maintain human resources data	Ongoing maintenance of base human resources data	No identifiable project	■				
4.2 Recognised critical positions and critical position management	4.2.1 Establish a replacement program for positions nominated as critical	A risk management plan for critical positions	4.2.1.1 Establish a risk management/backup plan for critical positions: - Identify critical positions; - assess level of risk; - identify a pool of potential emergency internal/external replacements; - prepare individualised development plan		■	■		

## 7.1 Key performance indicators

Key performance indicators are listed below.

STRATEGIC WORKFORCE OBJECTIVE	WORKFORCE OUTCOMES	ASSESSMENT	RATIO OR MEASURE
Attracting and selecting the right people	Recruitment	Effectiveness of recruitment processes	Cost of recruitment divided by number of positions filled during the year
			Average time taken to fill a position across the organisation (days)
Retaining and engaging our valued workforce	Staff turnover	The percentage of employee initiated separation rate	Gross number of staff resignations divided by total staff
	Staff satisfaction	Qualitative survey	Employee survey results compared across periods
	Employee leave	Accrued leave liability	Number of employees with accrued annual leave exceeding 150 hours
			Value of accrued annual leave
Value of accrued long service leave			
Sick leave	The number of workplace absences due to health-related reasons	Number of sick day absences divided by number of available working days	
Building a flexible, innovative and capable workforce	Training and development	The average level of investment in training	Training expense divided by number of FTE employees
	Occupational Health and Safety	Frequency and cost of lost time injuries	Total hours lost due to injury divided by number of work hours available
A strategic workforce	Data collection	A measurement of the collection and maintenance of data and systems to support decision making	The number of relevant reports provided to the executive during the year



## 8. Monitoring and Evaluation of Outcomes

### 8.1 Evaluation

The ongoing evaluation of the Workforce Plan is required to address the following:

8.1.1 The progress towards meeting the performance indicator targets and

8.1.2 The progress towards meeting strategic actions of the Workforce Plan

### 8.2 Implementation

Implementation of the Workforce Plan may be impacted by competitive priorities and the need for the application of dedicated resources. For a return to be achieved on the current planning investment, these matters will need to continue to be a focus in the future.

### 8.3 Review

Regular review of the Workforce Plan, particularly the strategies and actions contained in the tables, is required to ensure they are being achieved. The preferred timing is a review at least annually. The Long-Term Financial Plan will need to be reviewed annually and its financial impact included in the Corporate Business Plan and Annual Budget.

## 9. Other Matters

### 9.1 References

Reference to the following documents or sources was made during the preparation of the Plan:

- Shire of Lake Grace Strategic Community Plan 2017-2027;
- Shire of Lake Grace Draft Corporate Business Plan 2022-2026;
- Shire website [www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au); and
- Shire of Lake Grace Human Resources data as at November 2022.

### 9.2 Document Management

Version: 2023-2027 | V1.1

Status: Draft

## 10. Appendix A Risk Assessment Methodology

### PROBABILITY OF OCCURRENCE OR LIKELIHOOD

LIKELIHOOD	DEFINITION	FREQUENCY OF NOTED OCCURRENCES	SCORE
Almost Certain	Expected to occur in most circumstances or occurs regularly. A clear opportunity already apparent, which can easily be achieved.	More than once per year.	5
Likely	Occurrence is noticeable or is likely to occur, an opportunity that has been explored and may be achievable.	At least once per year.	4
Possible	Occurs occasionally or may occur, possible opportunity identified.	At least once in 5 years.	3
Unlikely	Occurs infrequently or is not likely to occur, opportunity that is fairly unlikely to happen.	At least once in 10 years.	2
Rare	Only occurs in exceptional circumstances, opportunity that is very unlikely to happen.	Less than once in 20 years.	1

LIKELIHOOD		CONSEQUENCE				
	Score	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Moderate	High	High	Extreme/Exceptional	Extreme/Exceptional
Likely	4	Moderate	Moderate	High	High	Extreme/Exceptional
Possible	3	Low	Moderate	Moderate	High	High
Unlikely	2	Low	Low	Moderate	Moderate	High
Rare	1	Very Low	Low	Low	Moderate	Moderate

### ACTION REQUIRED

Extreme/Exceptional	Immediate corrective action required
High	Prioritised action required
Moderate	Planned action required
Low	Planned action required
Very Low	Manage by routine procedures

## 10 Appendix A Risk Assessment Methodology (continued)

Area Impacted	Impact	CONSEQUENCE				
		Catastrophic	Major	Moderate	Minor	Insignificant
<b>Service Delivery/ Business Disruption</b>	Loss of service.	Major including several important areas of service and/or a protracted period.	Complete loss of an important service area for a short period.	Major effect to an important service area for a short period, brief impact on multiple areas.	Brief disruption of important service area, Noticeable effect to non-crucial service area,	Negligible impact on the effectiveness of the organisation's processes.
	Improvement to service(s).	Exceptional.	Major.	Moderate.	Minor.	Negligible.
	Disruption in business processes.	Ongoing loss of business systems.	Major.	Moderate.	Minor.	Negligible.
<b>Financial</b>	Loss of assets.	>15% of asset value.	5%-15% of asset value.	2%-5% of asset value.	< 2 of asset value.	Insignificant.
	Impact on annual revenues or costs (Adverse or positive).	> 15% deviation from budget.	5%→15% deviation from budget.	2%→5% deviation from budget.	<2% deviation from budget.	Negligible income and/or savings.
	External Audit issues.	Audit unable to be completed.	Audit qualification on the report and accounts.	Management letter contains significant issues.	Management letter contains minor issues.	Matters discussed with management not reported.
<b>Physical</b>	Level of Incident.	Extreme affecting organisation's survival.	Significant affecting multiple locations.	Localised significant effect on operations.	Localised no effect on operations.	Not notifiable or reportable.
<b>Legislative/ Regulatory/ Policy/ OSH</b>	Regulatory non-compliance.	Criminal.	Major Revenue or cost implications. Individuals at risk of harm.	Minor Revenue or cost implications.		
	Code of Conduct.	Extreme.	Significant.	Breach.	Minor breach.	Little or no impact.
	Personal details compromised/ revealed.	All.	Many.	Some.	Isolated.	An individual's.
	Level of Injury.	Death.	Multiple serious injuries.	Serious injury and /or illness.	First aid or minor lost time injury.	Incident with or without minor injury.

## 10 Appendix A Risk Assessment Methodology (continued)

		CONSEQUENCE				
Area Impacted	Impact	Catastrophic	Major	Moderate	Minor	Insignificant
<b>Performance</b>	Ability to achieve key objectives.	Unable to achieve.	Major impact.	Moderate impact.	Minor impact.	Negligible impact.
	Improvement on the delivery of key strategic objectives.	Exceptional improvement.	Major improvement.	Moderate improvement.	Minor improvement.	Negligible improvement.
	Ability to be managed with the current resources.	External resources required.	Impact cannot be managed.	Significant adjustment to resource allocation.	Additional internal management efforts required.	Impact can be managed through routine activities.
	Loss of Infrastructure.	Ongoing loss of critical infrastructure.	Long-term loss of critical infrastructure.	Loss of support infrastructure.	Interruption to support infrastructure.	Negligible interruption to support infrastructure.
<b>Environmental</b>	Environmental harm	Catastrophic long-term environmental harm.	Significant long-term environmental harm.	Significant short-term environmental harm.	Minor transient environmental harm.	Negligible transient environmental harm
	Improvement to environment	Exceptional improvement and/or national environment.	Major improvement.	Moderate improvement.	Minor improvement.	Negligible improvement.

Shire of Lake Grace Ordinary Council Meeting 26 October 2022

### 14.1.1 POTENTIAL HOUSING OPTIONS – LAKE GRACE

<b>Applicant:</b>	WA Country Health Service
<b>File No.:</b>	0094
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. WACHS Country housing FAQs</li><li>2. WACHS Housing – How it Works</li><li>3. 4WDL Worker Housing Analysis- Stakeholder Engagement Communication Framework</li></ol>
<b>Author:</b>	Mr Alan George – Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	18 October 2022
<b>Senior Officer:</b>	Mr Alan George – Chief Executive Officer

#### Summary

For Council to consider the housing partnership opportunities being proposed by WA Country Health Service (WACHS) to provide suitable housing for both permanent and visiting staff and to consider other housing options.

#### Background

WACHS has more than 100 hospitals and health services and a 10,000-strong workforce of doctors, nurses, allied health, specialists, patient support, admin and more who work in 145 locations in regional and remote WA. They have a large permanent staff base who move frequently within the organisation, as well as a high number of people who choose to come and go for temporary assignments all of which sees accommodation in high demand.

Good quality housing is also needed for the large visiting specialist practitioner workforce and a student cohort who are keen to build a career in country WA, gain experience and experience the best of living in regional Western Australia.

WACHS currently leases and owns more than 1,500 staff accommodation properties. Many of these will need to be upgraded and replaced in coming years. In addition to their current stock they are looking to provide more than 300 additional dwellings in a range of regional locations.

Many of their staff bring their families with them, which affects their housing requirements.

WACHS is looking for investors be they private, developers or individuals and including local governments to consider opportunities to build new properties or lease existing properties for country health staff.

#### Comment

It is well known that in Lake Grace good quality rental accommodation is in extremely short supply.

The benefit of building and leasing to WACHS is that the income is guaranteed every month, the leases are long-term between 1 and 10 years. Rent is reviewed annually.

WACHS has a stringent list of requirements for housing some of which are detailed in the FAQs attached.

The proposal by WACHS could be a good opportunity to improve the level of housing and encourage more workforce to locate in Lake Grace. Before any proposals are put in place there must be initial discussions with WACHS regarding their requirements and if there was a

match with this area. There is actually a 4-step process that takes place which are detailed in the second attachment.

Notwithstanding the possible partnership with WACHS I believe that Council should consider the construction of housing in town along the lines of either:

1. The 3 units at 5 Bennett Street
2. The 3 units at 49 Bennett Street or
3. The 2 houses at 33 Absolon Street

All of these are located on a 1064m<sup>2</sup> block with 49 Bennett and 33 Absolon being corner blocks.

The shire owns the vacant land at 51 Bennett St which is earmarked for group housing.

I do not believe that these should be earmarked for Independent Living Units or Over 55's but should be available to all to rent, in the first instance though WACHS if required.

Grant funding would be sourced for the construction along with a contribution from the Housing Reserve account currently standing at \$590,522 or a WA Treasury loan whilst they are still relatively cheap.

The 4WDL shires have previously committed to a 4WDL Housing Study in collaboration with the Wheatbelt Development Commission and have commissioned two consultants to undertake the study with assistance from the shires, JE Planning and Econisis.

The first part of the study is now underway with a survey being sent out by the shires to all businesses and farmers to complete the survey via a SurveyMonkey link. The individual shires will be providing information as to some historic records of the cost and number of housing built within the shires over the past 10 years amongst other information.

State government agencies will also be surveyed regarding housing requirements including staff shortages, impediments or restraints in providing housing in the study area, future requirements

Once all the information is received a plan of attack will be formulated to address funding sources and requirements.

#### Legal Implications

Nil at present.

#### Policy Implications

None currently

#### Consultation

The Shires of Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace (4WDL)

The Elected Member representatives to 4WDL  
4WDL CEOs

#### Financial Implications

None at present.

Funding sources will be investigated in due course depending on the best option.

### Strategic Implications

This aligns with the Shire of Lake Grace Strategic Community Plan 2017-2027.

The provision of housing within the Shire of Lake Grace basically aligns with all facets of the Community Strategic Plan in that all the community would benefit from an increase in housing by attracting more workers with the flow on effects to other businesses, sporting groups, volunteer groups and so on.

### Voting Requirements

Simple majority

### **RESOLUTION 13650**

**Moved: Cr Clarke**  
**Seconded: Cr Hyde**

That Council:

Considers the various options available for potential housing within the Shire of Lake Grace.

**CARRIED: 8/0**

## FAQs

### What type of housing is WACHS looking for?

We are looking for:

- **Apartments/units** with minimum 1bedroom/1bathroom and min floor area 60m2
  - Carport or lock-up garage, reverse cycle air conditioning
  - Fully enclosed courtyard/yard with alfresco area, low maintenance gardens, fully reticulated
  - 4m2 storeroom, NBN ready, security features to be added
  
- **Town houses** with minimum 2 bedrooms/1 bathroom and floor area 93m2; 3 bed with minimum 135m2
  - Double lock-up garage, reverse cycle air conditioning
  - Fully enclosed courtyard/yard with alfresco area, low maintenance gardens, fully reticulated
  - 6m2 storeroom, NBN ready, security features to be added
  
- **Freestanding** with minimum 3 bedrooms/2 bathrooms, min area 150m2
  - Double lock-up garage, bath in main bathroom, ensuite, reverse-cycle air conditioning
  - Fully enclosed yard with alfresco area, low maintenance gardens, fully reticulated
  - 9m2 storeroom, NBN ready, security features to be added.

### How can I find out where you're looking for new properties to be built?

Locations can change regularly. The best way is to contact the housing team by email [countryhealthhousing@health.wa.gov.au](mailto:countryhealthhousing@health.wa.gov.au) and discuss your ideas and requirements.

### I have an existing property and I'd like to lease it to WACHS. What is the process?

One of our leasing representatives will contact you by email or phone to find out more about your property and if it meets our required standards.

If we are interested, we will organise a property inspection and depending on the outcome, we may provide you with an Offer to Lease which will outline the lease terms, lease conditions and steps required to accept the offer.

Once the offer has been accepted, we will arrange for a handover of the property and the lease will commence.

### What if my existing property doesn't currently meet WACHS required standards?

Our housing needs change frequently across the state. Please contact us and we will work with you on some possible solutions.

### Will a cost rent or market rent apply?

A cost rent or market rent is paid, dependent upon the location, as set out in the [Government Regional Officer Housing \(GROH\) Client Agency Rent Policy](#).

### What are the fees and charges?

There are no fees and charges.

### What lease terms do you offer?

We have a range of options to suit your needs that include terms from one year to ten years.



**Who is responsible for maintenance and tenant liability?**

You are responsible for maintaining the property, its fixtures and rate charges. WACHS is responsible for any damage we cause to the property as well as tenant liability.

**Can I sell the property during the term of the lease?**

Yes. You'd be required to notify the purchaser of the lease which would carry over to the new owner.

**What happens at the end of the lease?**

At the end of the lease agreement, the lease is either renewed or the property returned to you. The property will be returned as per the original ingoing WACHS lease terms and the Residential Tenancy Act (excepting fair wear and tear).

**Who inspects the property?**

You are required to inspect the property biannually. WACHS will complete tenancy inspections.

**What are the building requirements?**

Our full suite of building documentation including functional briefs, specifications and all legal requirements can be found [here](#).

**What is the process of building a property to lease long-term to WACHS?**

The process is designed to be simple and fair to both parties. You can read it in full [here](#).

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# How it works

The following is an outline of the process we follow when working with investors.





## Step one

If a Shire or private investor indicates that they are interested in providing a dwelling for use by WACHS, our initial discussions will include:

- Minimum specifications for dwellings used in the WACHS program
- Leaseback model – Cost rent vs market rent locations
- Initial feedback on demand and associated special requirements
- Suitability of potential locations
- Timeframes for completion of dwellings.

### More information

- [Frequently asked questions](#)
- [Related documents](#)

**Contact us**   
[Register your](#) 

If the discussion results in an anticipated match, WACHS will ask the investor to provide the terms, conditions, timeframe and proposed address(es) of the dwelling(s).

interest

now.  
\*\*\*\*\*

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Upon receipt, WACHS will discuss internally, and then advise the investor of our in principle acceptance of the proposed build(s).

*NOTE: You may design and build the dwellings yourself provided you have the legal authority, or you can employ qualified professionals through your usual tendering/appointment processes.*

## Step two

Once accepted in principle by all parties, WACHS will invite the investor to provide a floor plan/layout of the proposed dwelling(s). The plan will be reviewed by WACHS to ensure that it meets all requirements and either:

- Feedback will be provided for further review and resubmission of the plans; or,
- Approval of the plans will be provided in writing.

Upon satisfactory review of the plan/layout, WACHS will send out a formal 'Offer to Lease' document to the investor so that an initial agreement to lease the proposed dwellings is established. The 'Offer to Lease' document will mention:

- The term and rent of the proposed lease, and any provision for variation
- Timeframe for signing and returning the 'Offer to Lease' document
- Timeframe for the completion of the proposed dwelling(s)
- Intention to sign a 'Formal Lease' once the dwellings have been built on WACHS specification, and been inspected satisfactorily by the WACHS team
- Special conditions of the lease

Once the 'Offer to Lease' document is signed and returned, a legally binding agreement is established between WACHS and the investor to sign a 'Formal Lease' after the satisfactory completion and inspection of the dwellings to WACHS specifications. The 'Formal Lease' is a WACHS standard



Residential Tenancy Agreement that has been drafted by WACHS to meet its operational needs. This is very similar to a private residential tenancy agreement, but with some differences to tailor it to WACHS requirements. A copy of the template 'Formal Lease' is attached [here](#).

## Step three

At this stage, the project will be handed over to a WACHS project manager, who will ensure that the completed dwelling(s) meet WACHS specifications.

The project manager will request a complete set of plans, layouts, specifications and drawings from the investor as and when these are available. Below is a list of the documents the project manager may ask for:

1. Finalised site plan for the selected lot
2. Finalised external elevation drawings showing all four sides of the house
3. Finalised internal elevations for the kitchen, bathroom, ensuite and laundry
4. Finalised floor plan
5. Finalised electrical plan
6. Finalised wardrobe, linen and broom cupboard details
7. Any agreed variations from the WACHS design brief / specification.

These documents will be reviewed by WACHS, and any further modification/review would be requested by the project manager before the construction begins. This is to ensure that there are no disputes after construction has commenced or completed, ensuring the completed dwelling will meet WACHS requirements.

## Step four

The project manager will liaise with the investor throughout the construction process and keep WACHS informed of the progress or any updates. Once the construction is completed, a joint inspection on the property will take place to verify that the completed dwelling(s) meets the specified WACHS requirements.



If any major defects are identified during this inspection, the investor will be required to repair this in consultation with the project manager prior to a further inspection. Please note that WACHS is unable to lease properties which do not meet the agreed specifications and accepted industry quality standard.

Upon satisfactory inspection, the dwelling(s) will be accepted and a 'Formal Lease' will be signed based on the conditions mentioned in the 'Offer to Lease' document. The lease will commence from the date the dwellings are ready to be occupied.

If you have any questions about the process, please [contact the team](#).

*Last Updated: 04/10/2022*



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# PROPOSAL

## DEVELOPMENT OF A CMCA LOW-COST RV PARK

CROWN RESERVE 19517

LOT 117 P155111

LAKE GRACE WA

Prepared by:  
Campervan & Motorhome Club of Australia Ltd  
December 2022

*freedom*  
of  
*choice*

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## 1. EXECUTIVE SUMMARY

This proposal identifies a possible site for a self-contained RV park in Lake Grace WA. The site is Crown Reserve 19517, currently under the management of the Shire of Lake Grace. Initial feedback from Exurban Rural and Regional Planning suggests that the site is appropriately zoned for this use.

CMCA has developed 13 similar RV parks across most states of Australia, operating under leases, licences, management agreements or full ownership. When dealing with Crown reserves, the process can be more complicated for a third-party developer because they often require the following:

- Ministerial consent for a lease to be granted by council;
- Development consent from council; and
- A license to operate under the Caravan Park and Camping Grounds Act 1997

An option worth exploring and one that is recommended through this proposal is for the Shire to develop the site for an RV Park (based on an agreed site plan) and offer the operation of the park under a management agreement to a third party such as CMCA.

The benefits of this approach are:

- Reduce the legislative and planning requirements to establish the park (and therefore the establishment time and cost)
- The assets remain with the Shire and the ratepayers
- Management of the RV park is at arms-length to the shire, limiting council staff time and cost involved in the operation and management of the park
- Regular reporting back to council from the park operators, including bookings, stay length, money spent in Lake Grace, rating of the camping ground and feedback for improvements
- Substantial ongoing income from the operation of the park without ongoing cost to council (other than capital improvements)
- Positive economic impact to the town and surrounding region with a formal RV park in the town, encouraging extended length of stay and therefore increased economic activity as a result

CMCA can assist with the preparation of regulatory documents such as Bush Fire Reports and Emergency Management Procedures to satisfy legislative requirements. CMCA has developed site specific Emergency Management Procedures for each of its operational RV parks.

CMCA offers its extensive experience in managing and operating this type of visitor accommodation, its national network of members, national promotion of the RV park and region through many different CMCA national marketing platforms and an understanding of the consumer market that would benefit from this project.



## 2. CONTEXT

Lake Grace is strategically located on the Dumbleyung-Lake Grace Road (Stubbs St) approximately 320km from Perth. Travellers utilise this route when travelling between Bunbury and Esperance. There is a significant number of potential guests using this highway, and presently there is limited accommodation within Lake Grace, and no low-cost RV accommodation for self-contained RVs. This park would support the CMCA Flax Mill Caravan Park at Boyup Brook which CMCA took over management of in August 2022, with both parks enhancing each other's potential bookings and patronage through cross promotion.

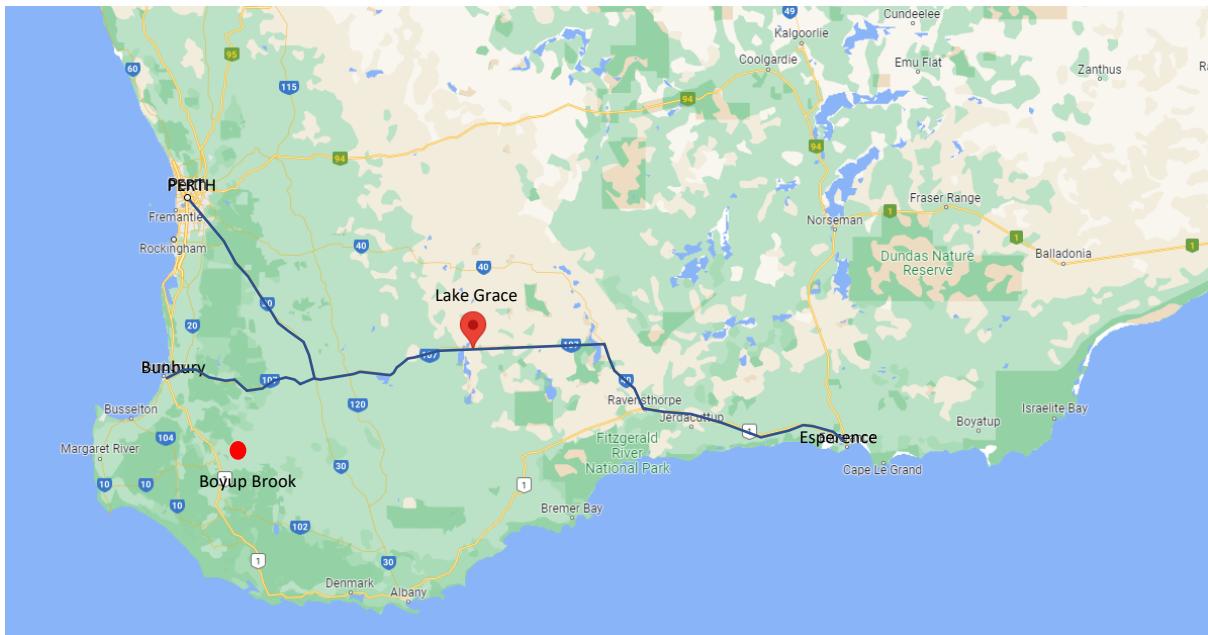


Figure 1: Location of Lake Grace

Shire of Lake Grace has identified a need for this style of accommodation within its Local Government Area and CMCA is experienced in the development and management of these parks.

Following an extensive site inspection by CMCA and council staff in June 2022, it was confirmed that there are limited sites that would suit the specific requirements of CMCA for the development of such an RV park. Council supports the development of the land situated on Slarke Street Lake Grace and CMCA considers the site appropriate for this use once developed.



Figure 2: Proposed lot on Slarke St Lake Grace

### 3. Site Characteristics

The proposed site, with an area of approximately 1.0 hectares, is a Crown reserve managed by Shire of Lake Grace. It is vacant and includes remnants of two large inground water tanks that have been filled.

The existing scattered trees could be retained as shade trees and further tree plantings would be considered to improve the site amenity for the proposed purpose. Some weeds and small shrubs would need to be removed, as would rubbish that has accumulated on site from other activities nearby.

The land to the south of the water tanks is sloping towards the lake and is considered too steep to facilitate the parking of RVs on this land. For this reason, camping sites are shown to the north of this area.

#### 3.1 Zoning

Crown Reserve 19517 has a suitable reserve classification in Local Planning Scheme No.4 to accommodate the proposed development (i.e. rezoning will not be required).

The land has been designated for use for 'recreation' purposes under the *Land Administration Act 1997* with a management order issued in favour of the Shire to develop and use it for this purpose.



Figure 3: Proposed site boundaries

The site would have boundary fencing to demarcate the RV park from other activities if required and to prevent unauthorised access to the RV park. This would be a rural style fence rather than a security fence. Existing boundary fencing will be utilised where available and suitable.

### 3.2 Park Development

An RV park catering to fully self-contained RVs would typically include the following:

- Informal sites for RVs to camp (no hard stand areas for camping, open natural areas with minimal or no site identification)
- Wastewater dump point connected to gravity sewer main
- Potable water points around park for filling of onboard tanks (not for permanent connections to RVs) with supply from the Lake Grace reticulated system
- Park Custodian site (concrete pad and hard stand area, water connection, 15Amp power outlets, sullage connection if possible)
- Barbecue shelter (partly open-sided car port on slab, Class 10a building)
- Storage garden shed
- Hard waste management – usually general waste and recycling using council bin collection service where available, otherwise contracted skip bin service where this is not available
- Park signage as required including directional signs, park name sign, rules sign

### 3.3 Service Connection

#### **Sewer**

The preference is to connect the sewer to the nearby reticulated gravity sewer system rather than install a septic system for the park dump point. A gravity sewer connection of approximately 50m would be required (Figure 4). The connection point will be determined by the depth of the sewer main and fall required.

#### **Water**

It is understood that a reticulated town water service is located adjacent to the site which could be accessed for use in the park. Water is provided to the Park Custodian site as a permanent connection to the custodian RV. Potable water points are provided around the RV park for park guest to refill their onboard fresh water tanks. Water would also be provided to the 'happy hour' shelter and irrigation would be required to establish trees and some grassed areas within the park.

The water service can be connected to a new water meter from the main, or an inline meter from an existing internal water supply point, if metering is required.

#### **Electricity**

Power connection could be gained from nearby supply lines and a separate meter and board could be installed if required to monitor the RV park usage. The connection is to supply the Park Custodian site and this does not use more than a single residential house. The electricity mains connection point is unknown at the time of writing this proposal.

#### **Note:**

If CMCA was the developer of the site, as a not-for-profit member club, we would seek some reduction in headworks and concessions with connection charges to make this project feasible.

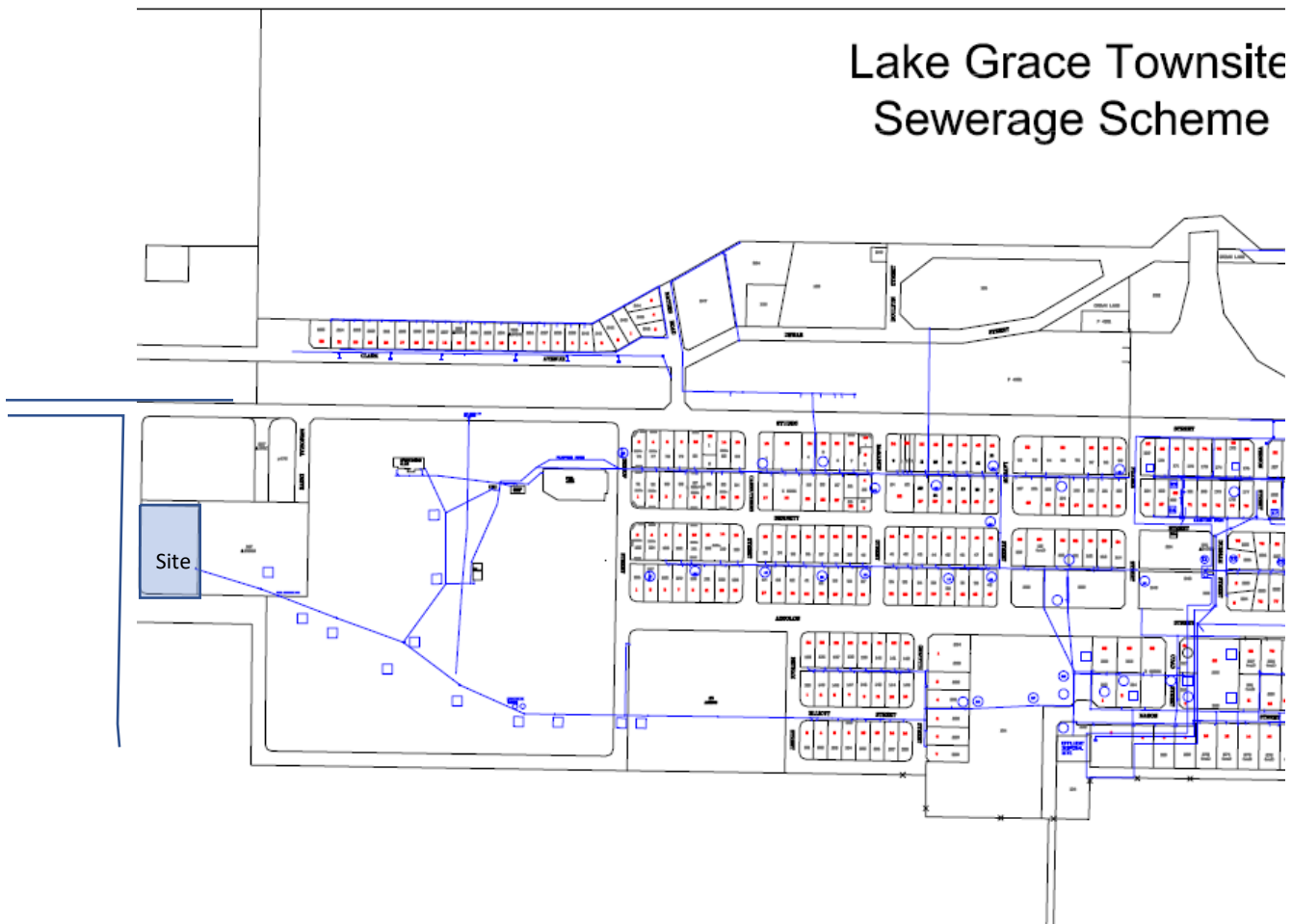


Figure 4: Proposed sewer connection

Vehicular access to the site is assumed from Slarke Street. This is a formed gravel road that connects to Stubb Street. The traffic volumes will not be significant for the intersection at Stubb Street as this site is already within the 80km/hr speed limit area and adjacent to the 60km/hr limit. Sight lines are sufficient at this intersection to allow traffic to enter and exit Slarke St safely.

### 3.3 Planning Regulation Issues

Information supplied by Exurban Rural and Regional Planning to Shire of Lake Grace:

“If the Shire were to undertake the development of the RV park/camping area on the property itself, it does not need approval to do so under the *Planning and Development Act 2005* as it is classified as a *public work*. Under section 6 of the Act public works by government authorities are exempt from the need for development approval.

When planning for and developing the land the Shire must however have due regard for the various development standards and requirements of Local Planning Scheme No.4. Given the land has been designated as being bushfire prone, a bushfire attack level (BAL) assessment, bushfire management plan and bushfire emergency evacuation plan may be required to be submitted.

If the Shire is not going to develop the land itself, then it will need to consider asking the Minister for Lands to grant powers to lease the land. Assuming the Minister agrees to that, the Shire could enter



into a formal lease agreement with a third party to afford them rights to develop and use the land for the intended purpose. All costs associated with preparing the lease and obtaining the Minister's approval to the lease, including registration with Landgate, will need to be met by the third party. The cost is likely to be in the order of approximately \$4,000 to 5,000 excluding GST.

Please note the lessee is still obliged to seek and obtain Council's development approval for the project under Local Planning Scheme No.4 as well as a license under the *Caravan Park and Camping Grounds Act 1997* and associated regulations (note the Shire is also exempt from these licensing requirements and would not need a license if it develops the land itself). Any development application submitted by the lessee would need to contain all the information normally required as per the Shire's development application checklist as well as a bushfire attack level (BAL) assessment, bushfire management plan and bushfire emergency evacuation plan."

It is important to understand that if council is not the developer of this RV park, the time and cost to a third party to achieve the same outcome will be considerably more.

## 4. Operational matters

CMCA RV parks provide a point of difference within the commercial travel accommodation market. The parks support those travelling in self-contained RVs. For this reason, there are no amenities or laundry facilities provided, all these must be provided by the guest within their own vehicles. If amenities were required to be installed within the park, the construction, maintenance and cleaning of such would be the responsibility of the Shire of Lake Grace.

CMCA provides a Park Custodian who lives on site within their own RV. The Park Custodians are trained CMCA volunteers responsible for the following:

- Checking in guests or taking bookings at the gate
- Ensuring compliance with the CMCA Self-Contained Vehicle Policy and assisting guests to meet these requirements to enable them to stay
- Siting RVs within the park
- Coordinating happy hour activities
- Enforcing the park rules
- Park maintenance and grounds management or overseeing contractors undertaking this work
- Emergency Management Procedure implementation
- Providing feedback to CMCA on issues or park improvement suggestions

CMCA only allows short term stays (up to 14 nights) at its parks and experience suggests that the average will be closer to 2-3 nights with few guests taking advantage of the full stay limits available.

## 5. Economic Benefit

There is significant economic benefit associated with the provision of low-cost camping facilities. CMCA has undertaken surveying of its RV Park guests for the past 5 years. From these surveys it is possible to gain some insight into the spending habits of those travellers seeking low-cost self-contained accommodation.

The amount of economic activity derived from park guests relies on several factors:

- The size of the host town and services available for the traveller
- The size of the RV Park (number of sites)
- Proximity of the park to the local retail centre (easy walking distance to shops encourages retail spend)
- Other tourist activities within or around the host town
- The facilities provided within the RV Park

Experience confirms the above factors have a significant impact on the economic activity of RV Park guests. Smaller towns (under 1,000 people) tend to have shorter stay length of guests and lower spend per night. It could be expected that the nightly spend per RV for an RV park located at Lake Grace would be around \$50.00-\$80.00 per night. The average stay length would also be below 2 nights per booking. If 1,000 nights are booked across the year, it could be expected that the economic impact would be approximately \$100,000 per year.

CMCA surveys suggest that those using these low-cost parks tend not to stay in commercial caravan parks or they plan to stay in low-cost parks elsewhere if something is not provided in a town. This is supported by the fact that only around 25% of all those park guests surveyed to date said that they would have stayed in a town if it did not have the low-cost park. This means about 75% of traffic is not stopping when this style of accommodation is not available.

Tourist activity from the RV Park would support local businesses across the year and follow travel patterns rather than school holidays or events calendars.

## 6. Site Layout

Figure 5 below shows an aerial shot of the site looking from the southern boundary. The two large inground water tanks are clearly visible with their concrete rings and ground cover. The scattered trees would be retained for shade and the existing access off Slarke Street would also be utilised. The ground slopes to the south from the tanks, so this area may not be accessible to most RVs.

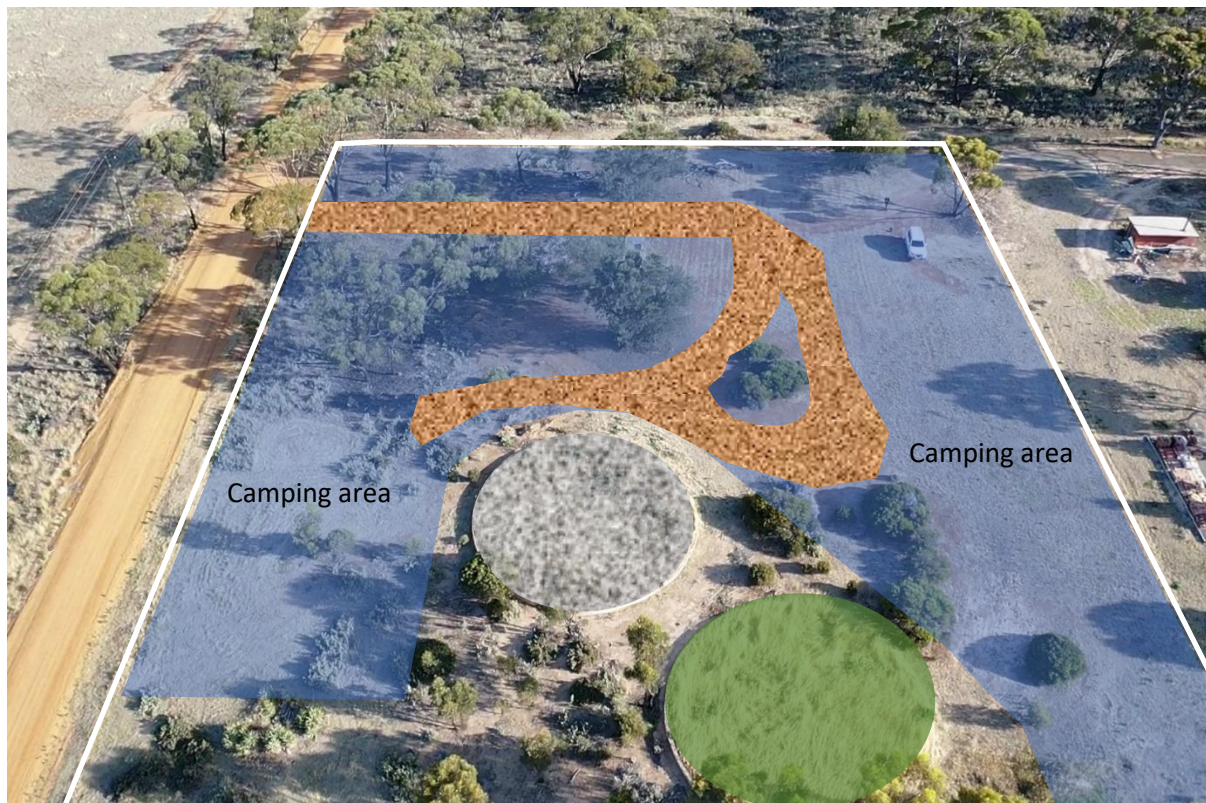


Figure 5: Possible site layout of RV Park

A more detailed site plan would need to be developed once the exact locations of all services are known, providing connection points and then preferred asset locations. The Park Custodian site is generally close to the entrance to facilitate and monitor access and egress from the park, check-in guests and manage the park gates.

The site layout shown in Figure 6 below reflects a typical RV Park setup based on assumptions relating to access, sewer connection, water connection and power connection points. If these differ from the assumed connection points, the site layout will change accordingly.

The dump point would be located as close as possible to the sewer main connection point whilst still providing ease of access for RVs and hopefully a gravity connection to the Park Custodian site. The Park Custodian site will have power supply, water connection and a sullage connection.

The water tanks could be used for features within the park, with the most northerly tank possibly incorporating the park “happy hour” shelter and campfire. The second tank could include a community garden style area for vegetables and flowers/natives.

Landscaping with trees would provide some shelter from neighbouring activities, provide some screening from Slarke Street, and provide shade from the afternoon sun.

The northerly water tank could house the happy hour shelter and communal fire pit. Gravel infill would reduce the need for grounds maintenance around this area and provide a safe environment for the camp fire pit.





Figure 6: Possible site plan

**MUNICIPAL FUND**

Chq/EFT	Date	Description	Amount	Amount
EFT24253	04/11/2022	4 Rivers Plumbing Gas & Civil Contracting		<b>-\$1,683.00</b>
	01/11/2022	Travel to Lake King to Pump Out RV Dump Point Holding Tank	\$1,683.00	
EFT24254	04/11/2022	APV VALUERS AND ASSET MANAGEMENT		<b>-\$1,980.00</b>
	21/10/2022	Market Valuation of Proposed Lot B on Lot 101 PO27172 Subdivision	\$1,980.00	
EFT24255	04/11/2022	Albany Wacky Golf		<b>-\$1,928.00</b>
	31/10/2022	Mini Golf, Giant Bubbles and Garden Games for the Lake Grace Visitor Centre Market Day 29/10/2022	\$1,928.00	
EFT24256	04/11/2022	Annabel Trends PTY LTD		<b>-\$657.95</b>
	24/10/2022	Stock Purchases - Lake Grace Visitor Centre	\$657.95	
EFT24257	04/11/2022	Australia Post		<b>-\$239.03</b>
	03/11/2022	Postage & Freight - October 2022	\$239.03	
EFT24258	04/11/2022	BOC Gases Australia Limited		<b>-\$12.95</b>
	29/10/2022	Container Service: LG Pool - R400C Oxygen Medical C Size	\$12.95	
EFT24259	04/11/2022	Best Office Systems		<b>-\$17,050.00</b>
	27/10/2022	Purchase of Ricoh IM 8000	\$17,050.00	
EFT24260	04/11/2022	Building and Energy Division Department of Mines, Industry Regulation and Safety		<b>-\$1,002.86</b>
	03/10/2022	BSL LG-B2223-05 - Auspan-Perth, Lot 908 Newdegate-Ravensthorpe Road	\$557.60	
	25/10/2022	BSL LG-B2223-06 - 3 Waratah Avenue, Lake Grace	\$56.65	
	25/10/2022	BSL LG-B2223-07 - 1505 Mallee Hill Road, Lake Grace	\$388.61	
EFT24261	04/11/2022	CCL Hardware		<b>-\$4,818.56</b>
	31/10/2022	Fencing for Sewerage Refuse Site	\$4,818.56	
EFT24262	04/11/2022	CHILD SUPPORT AGENCY		<b>-\$163.17</b>
	27/10/2022	Payroll Deductions/Contributions	\$163.17	
EFT24263	04/11/2022	CHIRCOP, ROSEMARY ALICE		<b>-\$250.00</b>
	31/10/2022	House Clean - 6 Banksia Place Lake Grace	\$250.00	
EFT24264	04/11/2022	Countrywide Carpet Clean		<b>-\$1,460.00</b>
	27/10/2022	Carpet Cleaning - Newdegate Recreation Centre	\$1,460.00	
EFT24265	04/11/2022	EASTERN WHEATBELT BIOSECURITY GROUP INC		<b>-\$110.00</b>
	28/10/2022	EWBG Annual Membership 2022/23	\$110.00	
EFT24266	04/11/2022	Exurban Pty Ltd		<b>-\$310.17</b>
	01/11/2022	Town Planner Services - October 2022	\$310.17	
EFT24267	04/11/2022	Farmyard Pantry		<b>-\$1,202.00</b>
	23/10/2022	Catering - DFES Fire Training 21/10/2022	\$1,092.00	
	01/11/2022	Morning Tea - Lake King Fire Truck Handover	\$110.00	
EFT24268	04/11/2022	Great Southern Fuel Supplies		<b>-\$5,372.06</b>
	31/10/2022	Fuel Card Purchases - October 2022	\$5,372.06	
EFT24269	04/11/2022	Hall Electrical & Data Services		<b>-\$841.70</b>
	03/11/2022	Finding Fault for Air Conditioner at the Newdegate Medical Centre	\$396.00	
	03/11/2022	Cool room Upgrades at the Newdegate Country Club	\$445.70	
EFT24270	04/11/2022	High Tees		<b>-\$617.85</b>
	27/10/2022	Stock Purchases for Lake Grace Visitor Centre	\$617.85	
EFT24271	04/11/2022	Holt Rock Tennis Club		<b>-\$1,757.00</b>
	20/10/2022	Shire Budget Request - Purchase of Aluminium Seating	\$1,757.00	
EFT24272	04/11/2022	House of Sharday		<b>-\$701.50</b>
	26/10/2022	Stock Purchases - Lake Grace Visitor Centre	\$416.90	
	31/10/2022	Pay out for remaining stock at Lake Grace Visitor Centre	\$284.60	
EFT24273	04/11/2022	IT Vision Pty Ltd		<b>-\$4,262.50</b>
	31/10/2022	BPMS Rates Services - October 2022	\$4,262.50	
EFT24274	04/11/2022	Integrated ICT		<b>-\$545.71</b>
	24/10/2022	Microsoft 365 Licences - Oct 22	\$363.46	
	31/10/2022	Veeam Cloud Connect Replication & Cloud Storage - Archive (Tier 4) - October 2022	\$182.25	
EFT24275	04/11/2022	Ipec Pty Ltd		<b>-\$216.43</b>
	30/10/2022	Freight	\$216.43	
EFT24276	04/11/2022	LAKE GRACE GOLF CLUB		<b>-\$4,000.00</b>

	24/10/2022	Community Budget Request - Annual Contribution	\$4,000.00	
EFT24277	04/11/2022	Lake Grace Amateur Swimming Club Inc.		<b>-\$72.00</b>
	02/11/2022	1 x 1Ltr Sensitive Sunscreen & 1 x 1Ltr Active Sunscreen for Lake Grace Swimming Pool	\$72.00	
EFT24278	04/11/2022	Lake Grace Community Resource Centre		<b>-\$177.50</b>
	31/10/2022	Full Page advert - Lakes Link News - Review of Wards	\$50.00	
	31/10/2022	Advertisements in Lake Link News	\$127.50	
EFT24279	04/11/2022	Lake Grace Plaza		<b>-\$59.50</b>
	31/10/2022	Newspaper Subscriptions - October 2022	\$59.50	
EFT24280	04/11/2022	Lake Grace Smash Repairs		<b>-\$1,825.90</b>
	25/10/2022	Replacement Windscreen for LG002 (MIS)	\$1,825.90	
EFT24281	04/11/2022	Lake Grace Transport		<b>-\$541.99</b>
	30/10/2022	Freight - Toilet Roll Holders x 6	\$135.71	
	30/10/2022	Freight - Newdegate Pool Chemicals	\$406.28	
EFT24282	04/11/2022	Landgate		<b>-\$113.95</b>
	24/10/2022	Valuations Chargeable - Schedule G2022/4	\$71.80	
	26/10/2022	Valuations Chargeable - Schedule M2022/9	\$42.15	
EFT24283	04/11/2022	M & L Australasia PTY LTD		<b>-\$16.50</b>
	13/10/2022	Name Badges - ISO & CSO plus Postage	\$16.50	
EFT24284	04/11/2022	Magadashly Pty Ltd		<b>-\$110.00</b>
	31/10/2022	Accommodation - 1 x Night - Lake Grace Market Day - Wacky Golf Entertainers	\$110.00	
EFT24285	04/11/2022	Maretha Swart		<b>-\$200.00</b>
	24/10/2022	Cleaning - Varley Hall 10/10, 14/10, 17/10 & 21/10/2022	\$200.00	
EFT24286	04/11/2022	Mark Digital Print Solutions		<b>-\$1,336.50</b>
	14/10/2022	Lake Grace Maps x 1500	\$1,336.50	
EFT24287	04/11/2022	McLeods		<b>-\$470.63</b>
	28/09/2022	Matter No. 49818 - Advice - Disposal/Lease of Lot 101 Bidy Camm Road	\$470.63	
EFT24288	04/11/2022	Mrs G's Catering		<b>-\$2,331.00</b>
	24/10/2022	Catering for St John Ambulance Training 19/10/2022	\$735.00	
	29/10/2022	Catering - DFES Training 27/10/2022	\$1,080.00	
	29/10/2022	Catering for the Ordinary Council Meeting of 26/10/2022	\$516.00	
EFT24289	04/11/2022	Newdegate Community Resource Centre		<b>-\$282.00</b>
	31/10/2022	Cancelled Event - Bond Refund: Newdegate Rec Centre Hire: 01/11/2022	\$282.00	
EFT24290	04/11/2022	Newdegate Primary School		<b>-\$208.80</b>
	18/10/2022	Sponsorship of the Year 6 Shire of Lake Grace Endeavour Award	\$60.00	
	26/10/2022	Reimbursement of Electricity Usage 50% for NGT Library/CRC	\$148.80	
EFT24291	04/11/2022	Newdegate Stock & Trading		<b>-\$4,323.00</b>
	28/10/2022	1 Tonne of Graze Burst Fertiliser	\$4,323.00	
EFT24292	04/11/2022	Rachael Elizabeth Winyard (Staff Member)		<b>-\$160.20</b>
	31/10/2022	Reimbursement - Lake King Library Harry Potter Week	\$160.20	
EFT24293	04/11/2022	Roamin Enterprises		<b>-\$57,090.00</b>
	11/10/2022	Kathleen Road SLK 3.31 - Culvert Replacements	\$5,940.00	
	14/10/2022	Kathleen Road SLK 0.01 - Culvert Replacements	\$6,600.00	
	20/10/2022	Pickernell Road SLK 26.39, 11.04 & 25.16 - Culvert Replacements	\$20,790.00	
	20/10/2022	Bidy Camm Road SLK 122.59, 122.91, 130.49 & 131.64 - Culvert Replacements	\$23,760.00	
EFT24294	04/11/2022	Royal Life Saving Society WA		<b>-\$278.00</b>
	28/10/2022	Pool Safety Signage	\$278.00	
EFT24295	04/11/2022	S & L Trevenen		<b>-\$11,000.00</b>
	18/10/2022	Maintenance Grading Lake King- Varley 01/10/2022 - 16/10/2022	\$11,000.00	
EFT24296	04/11/2022	Shire of Corrigin		<b>-\$13,105.40</b>
	02/11/2022	Roe Regional Environmental Health Services - July to September 2022	\$13,105.40	
EFT24297	04/11/2022	Shire of Narrogin		<b>-\$1,284.03</b>
	01/11/2022	Building Surveyor - October 2022 (7.33 Hours & 404km)	\$1,284.03	
EFT24298	04/11/2022	St John Ambulance Western Australia		<b>-\$2,301.00</b>
	19/10/2022	First Aid Training for 13 Shire of Lake Grace Staff - 19/10/2022	\$2,301.00	
EFT24299	04/11/2022	T - QUIP		<b>-\$1,279.20</b>
	26/10/2022	Blade - 2022 Kawasaki Mower 1HPD680	\$12.60	



	27/10/2022	Hammer-HD (Slotted Hole) Mower Blades	\$1,233.10	
	27/10/2022	Freight - Hammer-HD (Slotted Hole) Mower Blades	\$33.50	
EFT24300	04/11/2022	TelcoDataCloud Consulting		<b>-\$1,210.00</b>
	27/10/2022	Avaya Cloud Office Implementation & Training for New Phone System	\$1,210.00	
EFT24301	04/11/2022	Telstra Corporation Limited		<b>-\$278.88</b>
	20/10/2022	Satellite phones BFB	\$278.88	
EFT24302	04/11/2022	WALGA		<b>-\$2,054.00</b>
	05/10/2022	Heads of Agencies Breakfast on 03/10/2022 - Shire President & CEO	\$140.00	
	28/10/2022	Unspent Grant Funds - Animal Welfare in Emergencies Grant	\$1,914.00	
EFT24303	04/11/2022	Warren Blackwood Waste		<b>-\$8,853.20</b>
	02/11/2022	Residential & Street Bins Pick Ups - October 2022	\$4,154.00	
	02/11/2022	Recycling Pickups - October 2022	\$4,699.20	
EFT24304	04/11/2022	Wazzas Complete Sheep Management		<b>-\$4,455.00</b>
	28/10/2022	Contract - NGT Town Maintenance And Gardening 17/10/2022 - 28/10/2022	\$4,455.00	
EFT24305	04/11/2022	Winc Australia		<b>-\$742.63</b>
	13/10/2022	Supplies for Public Toilets	\$742.63	
EFT24306	07/11/2022	Department of Fire and Emergency Services		<b>-\$29,879.62</b>
	19/08/2022	In accordance with the Department of Fire & Emergency Services of WA Act 1998, Part 6A - Emergency Services Levy - Section 36ZJ & Option B Agreement Arrangements. 2022/23 ESL Qtr 1 Contribution.	\$29,879.62	
EFT24307	17/11/2022	AQUATIC SERVICES WA PTY LTD		<b>-\$4,651.90</b>
	04/11/2022	Annual Service to Pool Filtration System	\$4,651.90	
EFT24308	17/11/2022	Acres of Taste		<b>-\$128.00</b>
	22/10/2022	Skeleton Weed Meeting Kulin - Catering	\$128.00	
EFT24309	17/11/2022	Anna Scheepers		<b>-\$200.00</b>
	07/11/2022	Contract - Cleaning of Varley Hall 24/10,28/10,31/10 & 04/11/2022	\$200.00	
EFT24310	17/11/2022	Australia's Golden Outback		<b>-\$1,050.00</b>
	21/10/2022	Advertising Pack Social Media/Website	\$1,050.00	
EFT24311	17/11/2022	BGL Solutions		<b>-\$4,764.27</b>
	08/11/2022	Spraying of the Recreation Ovals in Lake King, Newdegate & Lake Grace	\$4,764.27	
EFT24312	17/11/2022	CCL Hardware		<b>-\$8,513.16</b>
	23/10/2022	Rechargeable Batteries and Charger	\$94.25	
	30/10/2022	Hardware Supplies - October 2022	\$8,418.91	
EFT24313	17/11/2022	COOLOOLIE PTY LTD T/A PAPERBARK MERCHANTS		<b>-\$600.00</b>
	28/10/2022	20 x Mamma Mia Tickets HERE WE GO AGAIN! - Albany Light Opera and Theatre Company	\$600.00	
EFT24314	17/11/2022	Cheryl Chappell (Staff Member)		<b>-\$305.00</b>
	08/11/2022	Reimbursement - Christmas Lights for Lake Grace & Newdegate	\$305.00	
EFT24315	17/11/2022	Cloud Collections Pty Ltd		<b>-\$198.00</b>
	01/11/2022	Debt Collection Services - October 2022	\$198.00	
EFT24316	17/11/2022	Cr Anton Joseph Kuchling		<b>-\$1,244.80</b>
	31/10/2022	Councillor's Meeting Fees, Travel & IT Allowance	\$1,244.80	
EFT24317	17/11/2022	Cr Benjamin John Hyde		<b>-\$633.34</b>
	31/10/2022	Councillor's Meeting Fees & IT Allowance	\$633.34	
EFT24318	17/11/2022	Cr Debrah Susan Clarke		<b>-\$633.34</b>
	31/10/2022	Councillor's Meeting Fees & IT Allowance	\$633.34	
EFT24319	17/11/2022	Cr Jeffrey Vincent McKenzie		<b>-\$633.34</b>
	31/10/2022	Councillor's Meeting Fees & IT Allowance	\$633.34	
EFT24320	17/11/2022	Cr Leonard William Armstrong		<b>-\$2,688.75</b>
	31/10/2022	President's Meeting Fees & IT Allowance	\$2,688.75	
EFT24321	17/11/2022	Cr Rosalind Alice Lloyd		<b>-\$716.41</b>
	31/10/2022	Councillor's Meeting Fees, Travel & IT Allowance	\$716.41	
EFT24322	17/11/2022	Cr Ross Chappell		<b>-\$1,701.00</b>
	31/10/2022	Deputy President's Meeting Fees, Travel & IT Allowances	\$1,701.00	
EFT24323	17/11/2022	Cr Stephen Gordon Hunt		<b>-\$2,218.67</b>
	31/10/2022	Councillor's Meeting Fees, Travel & IT Allowance	\$2,218.67	
EFT24324	17/11/2022	Daves Tree Service		<b>-\$8,607.50</b>

	14/11/2022	Trimming trees from power lines, removal of some dangerous limbs around Lake Grace town site & stump grinding	\$4,400.00	
	14/11/2022	Western Power tree trim & shape out of power lines	\$4,207.50	
EFT24325	17/11/2022	David Gray & Co Pty Ltd		<b>-\$5,819.00</b>
	07/11/2022	50 x Green & 50 x Yellow Wheelie Bins	\$5,819.00	
EFT24326	17/11/2022	Department of Primary Industries and Regional Development		<b>-\$194.40</b>
	14/11/2022	Recoups - NGT Research Facility - Water Account	\$194.40	
EFT24327	17/11/2022	Donna Virginia Scott		<b>-\$12.00</b>
	04/11/2022	Consignments - October 2022	\$12.00	
EFT24328	17/11/2022	Emu Essence Distributors Pty Ltd		<b>-\$44.20</b>
	01/11/2022	Consignments - October 2022	\$44.20	
EFT24329	17/11/2022	Farmyard Pantry		<b>-\$840.00</b>
	07/11/2022	Fire Safety Course 04/11/2022 - Morning Tea & Lunch	\$840.00	
EFT24330	17/11/2022	GS Mobile Mechanical Services		<b>-\$275.77</b>
	08/11/2022	Repair Tyre - 2021 Ford Ranger dual cab CC XL LG049	\$45.10	
	08/11/2022	Coolant for 2006 Volvo L60E Wheel Loader - LG.205	\$93.50	
	08/11/2022	Air Filter - 2021 Toyota Prado DSL STNSDN - LG002	\$60.17	
	08/11/2022	Supply Filters - 2010 Ford Ranger T-Top - LG.1767	\$77.00	
EFT24331	17/11/2022	Great Southern Fuel Supplies		<b>-\$635.27</b>
	31/10/2022	Fuel Card Purchases - Lakes Local Action Group	\$635.27	
EFT24332	17/11/2022	Industrial Automation		<b>-\$821.15</b>
	09/11/2022	Hardware for Shire Standpipes	\$821.15	
EFT24333	17/11/2022	Integrated ICT		<b>-\$2,031.48</b>
	31/10/2022	IT Support October 22: Connectwise Automate Client (Per Workstation/Server) x 21 Managed Service Agreement - per user per month x 19 Managed Antivirus (Advanced) x 28	\$1,953.05	
	31/10/2022	Exclaimer for Office 365 (up to 50 Licences) - October 22	\$78.43	
EFT24334	17/11/2022	Ipec Pty Ltd		<b>-\$24.06</b>
	13/11/2022	Freight	\$24.06	
EFT24335	17/11/2022	Lake Grace Community Resource Centre		<b>-\$100.00</b>
	31/10/2022	Advertising for Lake Grace Visitor Centre Market Day	\$100.00	
EFT24336	17/11/2022	Lake King Agencies		<b>-\$375.00</b>
	02/11/2022	Cleaning Supplies & Toilet Roll - Lake King Public Toilets	\$375.00	
EFT24337	17/11/2022	Lake King Primary School		<b>-\$50.00</b>
	09/11/2022	Donation of \$50 to Lake King Primary School Awards for 2022	\$50.00	
EFT24338	17/11/2022	Lillys Garden		<b>-\$285.00</b>
	01/11/2022	Consignments - October 2022	\$285.00	
EFT24339	17/11/2022	McLeods		<b>-\$2,165.25</b>
	31/10/2022	Matter No. 49818 - Disposal / Lease of Industrial Land with Option to Purchase (Part 2)	\$2,165.25	
EFT24340	17/11/2022	Newdegate Community Resource Centre		<b>-\$100.00</b>
	01/11/2022	Newdegate Centenary Book for the Newdegate Library	\$100.00	
EFT24341	17/11/2022	Newdegate Stock & Trading		<b>-\$1,000.93</b>
	29/09/2022	Hardware Supplies - Newdegate Parks & Gardens	\$33.77	
	04/10/2022	Unleaded & Diesel for the Fogger & Mower at Newdegate	\$362.12	
	04/10/2022	Hardware Supplies - Pioneer Park	\$42.63	
	19/10/2022	Diesel - 60.69Litres for Mower at Newdegate	\$145.65	
	20/10/2022	Hardware Supplies - Newdegate Skate Park	\$20.24	
	29/10/2022	5 kg Racimin Mouse Bait for Newdegate Hall and Pavilion	\$215.60	
	31/10/2022	Diesel - 77.25Litres Newdegate Fire Truck	\$180.92	
EFT24342	17/11/2022	Peter Hudson's Tyre & Mechanical Services Pty Ltd		<b>-\$337.30</b>
	13/10/2022	2 x Tyres on 2015 John Deere 770G Grader - LG.041	\$330.00	
	10/11/2022	Replace washer on 2014 Tri-axle Water Tanker - 1TPD.327	\$7.30	
EFT24343	17/11/2022	Premium Publishers		<b>-\$59.24</b>
	27/10/2022	Hollands Track Road Maps for Lake Grace Visitor Centre	\$59.24	
EFT24344	17/11/2022	Price's Fabrication and Steel		<b>-\$86,851.12</b>
	14/11/2022	Final Payment - Pioneer Comm GTi501 Zincalume Water Tank 500,659 Litres	\$51,053.24	
	14/11/2022	Final Payment - Pioneer Rural GT250 Zincalume Water Tank 247,874 Litres	\$11,932.62	

	14/11/2022	Final Payment - Pioneer Rural GT250 Zincalume Water Tank - 247,874 Litres	\$23,865.26	
EFT24345	17/11/2022	Prompt Safety Solutions		<b>-\$1,210.00</b>
	10/11/2022	Quarterly WHS Service - Onsite 07/11/2022	\$1,210.00	
EFT24346	17/11/2022	REST Superannuation		<b>-\$2,231.39</b>
	07/11/2022	Superannuation Payments from 01/06/2022 - 05/10/2022 for Vicki O'Neill-Gray - Member #113631243 (Incorrectly paid to Aware Super and has been refunded on receipt #68469)	\$2,231.39	
EFT24347	17/11/2022	Rentokil Initial Pty Ltd		<b>-\$116.37</b>
	11/11/2022	Instalment Fee & Annual Visits - Sanitary Disposal Service at Newdegate Country Club	\$116.37	
EFT24348	17/11/2022	RingCentral Australia		<b>-\$620.40</b>
	04/11/2022	November 2022 - Avaya Cloud Telephony Solution (inclusive of hardware rental & account subscriptions)	\$620.40	
EFT24349	17/11/2022	S & L Trevenen		<b>-\$26,917.00</b>
	04/11/2022	Maintenance Grading - Lake King & Varley 17/10/2022 - 28/10/2022	\$13,024.00	
	11/11/2022	Maintenance Grading - Newdegate 01/10/2022 - 31/10/2022	\$13,893.00	
EFT24350	17/11/2022	Shire of Pingelly		<b>-\$275.00</b>
	02/11/2022	Councillor Training - Meeting Procedures (Councillor Member Essential) for Cr Steve Hunt	\$275.00	
EFT24351	17/11/2022	Sigma Chemicals		<b>-\$1,897.50</b>
	26/10/2022	25 x 10kg Pails of Chlorine for the Lake Grace Swimming Pool	\$1,897.50	
EFT24352	17/11/2022	Skytrust Intelligence Systems		<b>-\$493.90</b>
	04/11/2022	November 2022 - Access to SKYTRUST	\$493.90	
EFT24353	17/11/2022	Synergy Electricity Generation and Retail Corp		<b>-\$19,079.49</b>
	11/11/2022	127078400 Medical Centre Lot 116 Memorial Dr LG	\$1,159.75	
		129110870 Kindergarten Lot 233 Absolon St LG	\$220.18	
		134311810 Railway Station Lot 362 Stubbs St LG	\$402.20	
		138007430 Day Care Centre 2 Griffiths St LG	\$162.80	
		387878630 Staff Housing 6 Banksia Pl, LG	\$70.85	
		355686650 Staff Housing 1 Quondong Cr LG	\$142.15	
		394416820 Staff Housing 3 Clarke Ave LG	\$129.04	
		156576110 NGT Oval Lot 149 Waddell St NGT	\$3,193.10	
		250352580 RSL Hall - 24 Stubbs St LG	\$119.28	
		697266750 Lakes Village Hall 2 Bennett St LG	\$228.56	
		732925950 NGT TV Transmitter Lot149 Waddell St NGT	\$245.45	
		995371470 Lake Grace Oval Lot 1 South Rd LG	\$117.36	
		935556670 Information Bay Stubbs St LG	\$121.21	
		129094750 Vrl Rec Grnd/Oval LOC 1166 UA Carstairs Rd	\$125.36	
		201879730 Public Toilets Lot 2699 Maley St NGT	\$236.48	
		912435390 Lake Grace Hall McMahon St LG	\$324.48	
		237378050 Hainsworth Building Lot 60 Collier St NGT	\$154.92	
		797296030 NGT Fire Station Lot 196 May St NGT	\$292.16	
		343939530 LG Oval retic Mason St LG	\$111.58	
		837171710 Ping Sports Pav-n Loc 2266 Pingaring-Vrl Rd	\$120.70	
		595320510 LG Pumping Station Lot 275 Mason St LG	\$448.98	
		450222670 Old Doctor's Surgery 31 Bennett St LG	\$194.08	
		327733870 LG Oval-Basketball Court Lot 75 Bishop St	\$202.90	
		632457350 LG TV Tower Lot 359 Dewar St LG	\$205.81	
		491541070 LG sewerage Stubbs St LG	\$290.25	
		901681390 Public Toilets Lot 59 Seward Ave Vrl	\$276.09	
		946946910 LG Airstrip LOC 19914 Dumbleyung-LG Rd	\$100.05	
		968110430 Town Clock Stubbs St LG	\$126.40	
		893222990 LG Swimming Pool Lot 75 Stubbs St LG	\$948.30	
		791802670 Vrlly Pavilion Loc 1166 Carstairs Rd Vrl	\$131.78	
		365354210 Staff Housing Lot 2016 Blackbutt Way LG	\$430.67	
		608222350 Station Masters House Visitor Cntr-Stubbs St	\$336.46	
		794657310 NGT Oval Lot 149P Waddell St NGT	\$156.84	
		693350310 Lakes Village Grnds Retic U2 Bennett St LG	\$199.82	
		511332320 Shire Office Lot 75 Stubbs St LG	\$783.86	
		336652990 Street Lighting LG 67.2%	\$2,917.45	
		336652990 Street Lighting NGT 23.1%	\$1,002.87	
		336652990 Street Lighting LK 5.9%	\$256.15	

		336652990 Street Lighting Vrl 3.8%	\$164.97	
		839490030 Shire Depot Lot 252 Absolon St LG	\$249.60	
		463275870 LG Sports Pavilion Bishop St LG	\$430.90	
		720436540 Park Lot 9 Maley St, NGT	\$134.98	
		587508750 LG Oval - Loc 12722 Elliott Rd, South LG	\$119.50	
		783748990 LG Oval Lot 75 Bishop St LG	\$645.70	
		163376940 Medical Centre UA Lot 33 Maley St NGT	\$227.79	
		253091930 NGT Public Hall Lot 33 Maley St NGT	\$211.63	
		264043790 Varley Hall Lot 8 Pitt St	\$110.53	
		383013620 Staff Housing 33A Absolon Street LG	\$97.52	
EFT24354	17/11/2022	Telford Industries		<b>-\$1,219.00</b>
	01/11/2022	Chemicals for Newdegate Pool	\$1,219.00	
EFT24355	17/11/2022	Telstra Corporation Limited		<b>-\$990.03</b>
	04/11/2022	Mobile Phone Charges 0407034641-Sewerage-Fail Safe	\$14.98	
		0407148677 - DFES I-Pad	\$14.98	
		0407225086-Sewerage-Fail Safe	\$14.98	
		0407384735-Sewerage-Fail Safe	\$14.98	
		0408411920-Sewerage-Fail Safe	\$30.99	
		0417621708-CEO Mobile	\$30.99	
		0418326588-LG Pool Manager	\$15.04	
		0427651127 Supervisor Mobile	\$30.99	
		0428651109-Leading Hand Mobile	\$30.99	
		0428711190-Newdegate Fire Truck	\$30.99	
		0429571975-Sewerage	\$20.48	
		0429651112-Parks & Gardens Mobile	\$14.98	
		0436668242-CESM Mobile	\$30.99	
		0448089092-MIS Mobile	\$30.99	
		0475898471-Councillors WI-FI	\$14.98	
		0476806205-Councillors Air Card	\$14.98	
		Rounding	\$0.00	
		0455915715-IPad for OSH	\$14.98	
		0457999713 - Trail Camera	\$14.98	
		0458004636 - Trail Camera	\$14.98	
		0487193712 - NGT Rec Centre Solar backup battery storage	\$14.98	
		0487223282 - LG Sports Pav Solar backup battery storage	\$14.98	
		0487225597 - Vrlly Sports Pav Solar backup battery storage	\$14.98	
		0487234395 - LG Medical Centre Solar backup battery storage	\$14.98	
		0408320854 - MIS Ipad	\$14.98	
		0457564350 - OSH Ipad (ISO)	\$14.98	
	10/11/2022	SMS Service	\$497.90	
EFT24356	17/11/2022	Trevenen Building & Glass Pty Ltd		<b>-\$16,464.80</b>
	19/10/2022	Newdegate Country Club Extras	\$16,464.80	
EFT24357	17/11/2022	Varley Ag Solutions		<b>-\$262.95</b>
	18/10/2022	Hardware Supplies - Varley Parks & Gardens plus Fuel for Mower and Fogger	\$155.15	
	31/10/2022	Cleaning Supplies - Lake King Public Toilets	\$107.80	
EFT24358	17/11/2022	Vicki Faye O'Neill-Gray (Staff Member)		<b>-\$523.91</b>
	08/11/2022	Reimbursement - Stock Purchases from Ladelle for the Lake Grace Visitor Centre	\$523.91	
EFT24359	17/11/2022	WA Contract Ranger Services		<b>-\$1,567.50</b>
	05/11/2022	Contract Ranger Services - 20/10, 01/11 & 04/11/2022	\$1,567.50	
EFT24360	17/11/2022	Wazzas Complete Sheep Management		<b>-\$5,049.00</b>
	11/11/2022	Contract - NGT Town Maintenance And Gardening 31/10/2022 - 11/11/2022	\$4,455.00	
	11/11/2022	Mowing of road verges - Fire Hazards & Cemetery Works - Filling Holes with Kanga	\$594.00	
EFT24361	17/11/2022	Wendy Binks		<b>-\$482.85</b>
	25/10/2022	Stock Purchases for Lake Grace Visitor Centre	\$482.85	
EFT24362	17/11/2022	William Andrew Trevenen		<b>-\$440.00</b>
	08/11/2022	Consignments - October 2022	\$440.00	
EFT24363	17/11/2022	HAMERSLEY REFRIGERATION		<b>-\$1,312.81</b>
	24/10/2022	Repairs to Cool room at Newdegate Country Club	\$1,312.81	
EFT24364	17/11/2022	Trevenen Building & Glass Pty Ltd		<b>-\$10,267.95</b>
	09/11/2022	Newdegate Country Club - Bar Supply & Installation	\$10,267.95	



EFT24365	29/11/2022	Albany Irrigation & Drilling		<b>-\$1,788.00</b>
	28/11/2022	12 x Hunter 140 Gear Drive SS Sprinklers	\$1,788.00	
EFT24366	29/11/2022	Anna Scheepers		<b>-\$200.00</b>
	19/11/2022	Contract - Cleaning of Varley Hall 07/11, 11/11, 14/11 & 18/11/2022	\$200.00	
EFT24367	29/11/2022	BGL Solutions		<b>-\$9,994.49</b>
	22/11/2022	Aeration - Newdegate Oval	\$3,728.34	
	22/11/2022	Aeration - Lake Grace Oval	\$2,575.10	
	23/11/2022	Aeration - Lake King Oval	\$3,691.05	
EFT24368	29/11/2022	Best Office Systems		<b>-\$1,894.23</b>
	21/11/2022	Print Cartridges - 4 x Colour, 4 x Black for Lakes Local Action Group	\$705.00	
	22/11/2022	Photocopier Charges Nov 22	\$1,189.23	
EFT24369	29/11/2022	CHILD SUPPORT AGENCY		<b>-\$326.34</b>
	10/11/2022	Payroll Deductions/Contributions	\$163.17	
	24/11/2022	Payroll Deductions/Contributions	\$163.17	
EFT24370	29/11/2022	Cheryl Chappell (Staff Member)		<b>-\$319.50</b>
	22/11/2022	Reimbursement - Purchase of Senior Meals from Hooked on Middleton Beach for Seniors Week 2022	\$319.50	
EFT24371	29/11/2022	Christopher Paget (Staff Member)		<b>-\$32.00</b>
	22/11/2022	Reimbursement - Purchase of AdBlue for 2020 Ford Everest SUV LG004	\$32.00	
EFT24372	29/11/2022	Classic Minerals Limited		<b>-\$1,354.81</b>
	17/11/2022	Rates refund for assessment A6825 M74/00249 MINING TENEMENT LAKE GRACE WA 6353	\$826.84	
	17/11/2022	Rates refund for assessment A6565 E74/00467 EXPLORATION LICENCE LAKE GRACE WA 6353	\$527.97	
EFT24373	29/11/2022	Daves Tree Service		<b>-\$26,180.00</b>
	19/11/2022	Roadside Clearing of Small Trees & Shrubs - Jarring South Road, Lake Grace	\$26,180.00	
EFT24374	29/11/2022	Department of Fire and Emergency Services		<b>-\$30,063.47</b>
	21/11/2022	In accordance with the Department of Fire & Emergency Services of WA Act 1998, Part 6A - Emergency Services Levy - Section 36ZJ & Option B Agreement Arrangements. ESL 2nd Qtr Contribution.	\$30,063.47	
EFT24375	29/11/2022	Frontline Fire & Rescue Equipment		<b>-\$3,440.49</b>
	16/11/2022	Varley Fire Truck Repairs	\$3,440.49	
EFT24376	29/11/2022	Fyfe Transport		<b>-\$61,237.44</b>
	31/10/2022	Supply and Deliver 770T of Basalt to Brookfield Road	\$61,237.44	
EFT24377	29/11/2022	GS Mobile Mechanical Services		<b>-\$2,948.00</b>
	13/11/2022	Supply & Fit 4 x Tyres 2020 Ford Ranger Single Cab - 1GYK363	\$1,474.00	
	13/11/2022	Supply and Fit 4 x Tyres 2020 Ford Ranger Single Cab - 1GYK362	\$1,474.00	
EFT24378	29/11/2022	Great Southern Fuel Supplies		<b>-\$1,741.25</b>
	17/11/2022	Premium Heavy Duty Oil & Hyspin	\$1,741.25	
EFT24379	29/11/2022	Hersey's Safety Pty Ltd		<b>-\$1,667.98</b>
	09/11/2022	Various Items for Depot	\$979.77	
	09/11/2022	Various Items for Depot	\$688.21	
EFT24380	29/11/2022	Hudson Sewage Services		<b>-\$668.50</b>
	22/11/2022	Lake King Toilet Biomax October 2022 - December 2022	\$175.00	
	23/11/2022	Additional work on Lake King Biomax System	\$493.50	
EFT24381	29/11/2022	Hyden Karlgarin Spraying		<b>-\$24,009.48</b>
	17/11/2022	2 x Steel Droppers 94cm & 24 x Steel Droppers 107cm for Lakes Local Action Group	\$4,857.60	
	17/11/2022	Skeleton Weed Winter Spray	\$19,151.88	
EFT24382	29/11/2022	IT Vision Pty Ltd		<b>-\$4,262.50</b>
	31/05/2022	BPMS Rates Services - May 2022	\$4,262.50	
EFT24383	29/11/2022	Joanne Marie Morgan (Staff Member)		<b>-\$279.65</b>
	16/11/2022	Reimbursement - Purchase of stock from Loose Lips	\$279.65	
EFT24384	29/11/2022	Lake Grace District High School		<b>-\$566.97</b>
	16/11/2022	2022 Awards Night Contribution	\$50.00	
	16/11/2022	33% Water and Electricity for Lake Grace Community Library/Resource Centre	\$516.97	
EFT24385	29/11/2022	Lake Grace Plaza		<b>-\$400.80</b>
	18/11/2022	Items for Outside Staff Breakfast	\$26.57	
	21/11/2022	Items for Outside Staff Breakfast	\$15.35	



	22/11/2022	Cleaning Supplies - Lake Grace Buildings	\$358.88	
EFT24386	29/11/2022	Lake King Progress Association		<b>-\$115.00</b>
	15/11/2022	Shire Contribution for Christmas Lights 2022	\$115.00	
EFT24387	29/11/2022	Lynette Michelle Carruthers (Staff Member)		<b>-\$220.00</b>
	21/11/2022	Reimbursement - Purchase SMS Broadcast credits for use with Skeleton Weed Program and notifying Landholders	\$220.00	
EFT24388	29/11/2022	Neu-Tech Auto Electrics		<b>-\$531.14</b>
	20/10/2022	2 x Bosch Battery - 2006 Volvo L60E Wheel Loader - LG.205	\$531.14	
EFT24389	29/11/2022	Newdegate Grocer And Cafe		<b>-\$749.14</b>
	26/10/2022	Toilet Tissue for Shire Public Toilets	\$353.34	
	02/11/2022	Handtowels for Newdegate Public Buildings	\$395.80	
EFT24390	29/11/2022	Newdegate Motel and Caravan Park		<b>-\$145.00</b>
	08/11/2022	Accommodation for EHO on 22/11/2022	\$145.00	
EFT24391	29/11/2022	Newdegate Primary School		<b>-\$106.28</b>
	23/11/2022	Reimbursement of Electricity Usage 50% for NGT Library/CRC	\$106.28	
EFT24392	29/11/2022	Officeworks		<b>-\$594.66</b>
	17/11/2022	Various Stationary Items for the Shire Office	\$594.66	
EFT24393	29/11/2022	Outback TV		<b>-\$687.01</b>
	15/11/2022	Check Fault in Oven - 5 Banksia Place, Lake Grace	\$342.65	
	15/11/2022	Install Stove - 14 Blackbutt Way, Lake Grace	\$344.36	
EFT24394	29/11/2022	Peter Hudson's Tyre & Mechanical Services Pty Ltd		<b>-\$451.00</b>
	21/11/2022	Replace Tyre - 2015 Bruce Rock Engineering Semi Side-tipping Trailer - LG.10163	\$451.00	
EFT24395	29/11/2022	Prompt Safety Solutions		<b>-\$2,200.00</b>
	22/09/2022	Annual Review of WHS Management System & Plan	\$2,200.00	
EFT24396	29/11/2022	S & L Trevenen		<b>-\$36,294.50</b>
	17/11/2022	Contract Maintenance Grading - Newdegate 01/11/2022 - 13/11/2022	\$20,102.50	
	17/11/2022	Contract Maintenance Grading - Lake King/Varley 01/11/2022 - 15/11/2022	\$16,192.00	
EFT24397	29/11/2022	Sand 'N' Salt		<b>-\$7,136.34</b>
	17/11/2022	Uniform for Outside Work Staff	\$7,136.34	
EFT24398	29/11/2022	Shire of Corrigin		<b>-\$2,319.90</b>
	24/11/2022	Roe Regional Environmental Health Services - October 2022	\$2,319.90	
EFT24399	29/11/2022	State Library Of Western Australia		<b>-\$347.07</b>
	23/11/2022	Freight Recoup July to December 2022	\$347.07	
EFT24400	29/11/2022	Telstra Corporation Limited		<b>-\$356.00</b>
	27/10/2022	Bus Mobile Broadband - Lakes Local Action Group	\$86.00	
	20/11/2022	Satellite phones BFB	\$270.00	
EFT24401	29/11/2022	The Trustee for King Edward Farms Trust		<b>-\$2,112.00</b>
	09/11/2022	Supply Sand for Padley Park Stormwater Capture	\$2,112.00	
EFT24402	29/11/2022	Trevenen Building & Glass Pty Ltd		<b>-\$65,775.36</b>
	16/11/2022	Release of retention amount for Newdegate Country Club project.	\$65,775.36	
EFT24403	29/11/2022	Waterpark Farm		<b>-\$219.56</b>
	11/11/2022	Stock Purchase - Lake Grace Visitor Centre	\$219.56	
EFT24404	29/11/2022	Wazzas Complete Sheep Management		<b>-\$4,858.83</b>
	25/11/2022	Contract - NGT Town Maintenance And Gardening 11/11/2022 - 18/11/2022	\$4,455.00	
	25/11/2022	Working at Newdegate Tip - 19/11/2022 & Removal of Fallen Tree	\$308.00	
	25/11/2022	Bottle of 250mL Eco Neem Oil	\$95.83	
EFT24405	29/11/2022	Westcare Industries		<b>-\$144.10</b>
	23/11/2022	Labels - Books Due for Return x 1000	\$144.10	
EFT24406	30/11/2022	Edwards Isuzu Ute		<b>-\$11,729.94</b>
	11/11/2022	Isuzu MU-X Moonstone Pearl White 3.0L Wagon	\$11,729.94	
EFT24407	30/11/2022	Lake Grace Cricket Club		<b>-\$5,100.00</b>
	18/11/2022	Number Plate Donation - 08LG	\$100.00	
	21/11/2022	Contribution - New Cricket Practice Nets	\$5,000.00	
EFT24408	30/11/2022	Western Truck Sales Pty Ltd		<b>-\$110,990.00</b>
	28/11/2022	Purchase of new 2022 Freight trans Tri-axle Semi Water Tanker	\$110,990.00	

<b>TOTAL EFT</b>			<b><u><u>-\$856,712.10</u></u></b>
37032	15/11/2022	Department of Transport	<b>-\$446.30</b>
	15/10/2022	12 Months Vehicle Licence and Motor Injury Insurance - 1GIZ610 (Ford Ranger - LLAG)	\$446.30
37033	15/11/2022	Fines Enforcement Agency	<b>-\$75,788.30</b>
	19/10/2022	Notice of Conviction - ID 9674282 \$75,788.20 (Department of Water and Environmental Regulation)	\$75,788.30
37034	15/11/2022	Lake Grace Catholic Church	<b>-\$100.00</b>
	08/11/2022	Number Plate Donation - 07LG	\$100.00
37035	15/11/2022	Shire of Lake Grace (Petty Cash)	<b>-\$169.80</b>
	07/11/2022	Petty Cash Recoup - October 2022	\$169.80
37036	15/11/2022	Water Corporation	<b>-\$48.96</b>
	14/11/2022	Water Usage - Standpipe #5 Newdegate North	\$48.96
37037	29/11/2022	Elders Insurance	<b>-\$982.64</b>
	27/11/2022	Vehicle insurance renewal for Lakes Local Action Group 27/11/2022 - 27/11/2023	\$982.64
37038	29/11/2022	Pivotel Satellite Pty Limited	<b>-\$93.00</b>
	15/11/2022	Satellite Tracking and SOS Devices - 3 x Isolated Worker Safety Solution - November 2022	\$93.00
37039	29/11/2022	Shire of Lake Grace (Petty Cash)	<b>-\$200.00</b>
	29/11/2022	Lake Grace Swimming Pool Float 2022/23	\$200.00
37040	29/11/2022	Water Corporation	<b>-\$1,545.97</b>
	18/11/2022	Standpipe #10 Mordetta Rd Dicko's Corner	\$325.86
	28/11/2022	Water Usage - 54A Bennett St LG Lot 340-Staff Housing	\$67.04
	28/11/2022	Water Usage - 54B Bennett St LG Lot 340-Staff Housing	\$122.28
	28/11/2022	Water Usage - 6 Blackbutt Dr LG Lot 201-Staff housing	\$112.76
	28/11/2022	Water Usage 65A Bennett St LG Lot 184-Staff Housing	\$148.95
	28/11/2022	Water Usage - Staff housing (CEO) 1 Quondong Ct LG Lot 219	\$80.37
	28/11/2022	Water Usage - 65B Bennett St LG Lot 184-Staff Housing	\$101.33
	28/11/2022	Water Usage - Lot 361 Res 46768 (Station Master)-19 Stubbs St Visitor Centre Toilets	\$51.80
	28/11/2022	Water Usage - 3 Clark Av LG Lot 241 - Staff Housing	\$80.37
	28/11/2022	Water Usage - 6 Banksia Pl Lake Grace Lot 75 - Staff Housing	\$55.61
	28/11/2022	Water Usage - 5 Banksia Pl LG Lot 80 - Staff Housing	\$129.90
	28/11/2022	Water Usage - 8 Wattle Dr LG Lot 30 - Staff Housing	\$67.04
	28/11/2022	Water Usage - 10A Gumtree Dr LG Lot 60 - Staff Housing	\$55.61
	28/11/2022	Water Usage - Unit 1-7/2 Bennett St LG Lot 500-Lakes Village Gardens	\$147.05
<b>TOTAL CHEQUES</b>			<b><u><u>-\$79,374.97</u></u></b>
DD10257.1	01/11/2022	Exetel Pty Ltd	<b>-\$1,375.00</b>
	01/11/2022	Corporate Internet - Monthly Charge On Plan TMLL100 R2 Unlimited 1375	\$1,375.00
DD10257.2	02/11/2022	WA Treasury Corporation	<b>-\$13,079.58</b>
	02/11/2022	Loan 204 - CEO Residence	\$13,079.58
DD10257.3	01/11/2022	Westnet Pty Ltd	<b>-\$224.85</b>
	01/11/2022	Internet Charges	\$224.85
DD10262.1	10/11/2022	Australian Super Administration	<b>-\$1,553.99</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$1,553.99
DD10262.2	10/11/2022	REST Superannuation	<b>-\$322.03</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$322.03
DD10262.3	10/11/2022	The SD & LM Carruthers Superannuation Fund	<b>-\$252.00</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$252.00
DD10262.4	10/11/2022	Aware Super	<b>-\$8,004.48</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$8,004.48
DD10262.5	10/11/2022	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER	<b>-\$605.01</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$605.01
DD10262.6	10/11/2022	Hostplus	<b>-\$239.12</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$239.12
DD10262.7	10/11/2022	Mercer Super Trust	<b>-\$23.42</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$23.42

DD10262.8	10/11/2022	North Personal Superannuation		<b>-\$148.96</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$148.96	
DD10262.9	10/11/2022	Panorama Super		<b>-\$127.17</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$127.17	
DD10277.1	21/11/2022	Shire of Lake Grace Credit Card		<b>-\$6,133.17</b>
	21/11/2022	19/10/22 Zoom Subscription from Oct 19, 2022-Nov 18, 2022 for Council Zoom Video ZOOM Receipt #INV171856890	\$23.09	
		19/10/22 Foreign transaction fee ZOOM Receipt #N/A	\$0.68	
		02/10/22 WALGA Convention - taxi GM CABS PTY LTD Receipt #3492	\$18.90	
		03/10/22 WALGA Convention - CEO, councillors and partners meals CROWN PERTH THE MERRYW Receipt #3218	\$313.00	
		04/10/22 WALGA Convention - taxi INGOGO LIMITED Receipt #1800157	\$23.90	
		04/10/22 WALGA Convention - taxi SWAN TAXIS PTY LTD Receipt #66045329	\$23.00	
		05/10/22 WALGA Convention - CEO, councillors and partners meals CROWN PERTH MARKET & C Receipt #815	\$640.40	
		05/10/22 'WALGA Convention - Cr Kuchling meals Crown Promenade Perth Receipt #1356257	\$74.63	
		05/10/22 'WALGA Convention - CEO parking Crown Promenade Perth Receipt #1356292	\$327.76	
		12/10/22 New fire truck transfer fees SHIRE OF LAKE GRACE Receipt #130756668	\$19.40	
		12/10/22 New fire truck plate change SHIRE OF LAKE GRACE Receipt #130756718	\$18.50	
		12/10/22 Lake king Progress Association - meals LAKE KING TAVERN/MOT Receipt #12102022	\$87.00	
		14/10/22 Cable for projector LAKE GRACE LEADING APP Receipt #11010018347	\$15.00	
		19/10/22 Meals Cr Armstrong - Albany DUE SOUTH PTY LTD Receipt #8001	\$57.00	
		19/10/22 Accommodation for CEO and Cr Armstrong - Albany EMU POINT MOTEL Receipt #24764557	\$189.00	
		01/11/22 Credit cared - FACILITY FEE FACILITY FEE Receipt #N/A	\$99.00	
		06/10/22 Pool Lifeguard Requalification RLSSWA Receipt #WEB-595235	\$477.00	
		17/10/22 Chlorine metre and accessories required by the health department for chlorine testing for the reuse system LAKE GRACE LEADING APP Receipt #INV0070120	\$1,592.58	
		20/10/22 Epoxy shelving for Newdegate Country Club BRAYCO COMMERCIAL Receipt #IN202157	\$758.00	
		20/10/22 Accommodation for MIS - travel to Perth to look at water tankers new trucks and meeting next day in Northam PAGODA RESORT SPA Receipt #221609623	\$212.84	
		21/10/22 Meals - travel to Perth to look at water tankers new trucks and meeting next day in Northam PAGODA RESORT SPA Receipt #221609623	\$74.49	
		25/10/22 Christmas Lights SP CHRISTMAS WORLD Receipt #34128	\$1,088.00	
DD10280.1	24/11/2022	Australian Super Administration		<b>-\$1,553.99</b>
	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$1,553.99	
DD10280.2	24/11/2022	Prime Super		<b>-\$238.67</b>
	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$238.67	
DD10280.3	24/11/2022	Aware Super		<b>-\$8,530.15</b>
	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$8,530.15	
DD10280.4	24/11/2022	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER		<b>-\$606.90</b>
	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$606.90	
DD10280.5	24/11/2022	Hostplus		<b>-\$160.10</b>

	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$160.10	
DD10280.6	24/11/2022	North Personal Superannuation		<b>-\$148.96</b>
	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$148.96	
DD10280.7	24/11/2022	Panorama Super		<b>-\$101.73</b>
	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$101.73	
DD10280.8	24/11/2022	Q Super		<b>-\$241.62</b>
	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$241.62	
DD10280.9	24/11/2022	REST Superannuation		<b>-\$557.86</b>
	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$557.86	
DD10293.1	30/11/2022	WA Treasury Corporation		<b>-\$39,482.34</b>
	30/11/2022	Loan 196 - Transport - Roads Plant	\$26,965.88	
	30/11/2022	Loan 198 - Lake Grace Sports Pavilion (SARS)	\$12,516.46	
DD10262.10	10/11/2022	Prime Super		<b>-\$280.67</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$280.67	
DD10262.11	10/11/2022	Q Super		<b>-\$241.62</b>
	09/11/2022	Super Contributions for Pay Ending 09/11/2022	\$241.62	
DD10280.10	24/11/2022	The SD & LM Carruthers Superannuation Fund		<b>-\$252.00</b>
	23/11/2022	Super Contributions for Pay Ending 23/11/2022	\$252.00	
		<b>TOTAL DIRECT DEBITS</b>		<b><u><u>-\$84,485.39</u></u></b>
		<b>TOTAL MUNICIPAL FUND</b>		<b><u><u>-\$1,020,572.46</u></u></b>

**SHIRE OF LAKE GRACE**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 November 2022**

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

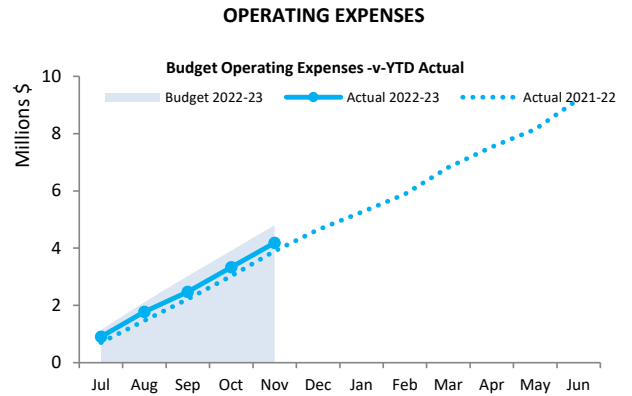
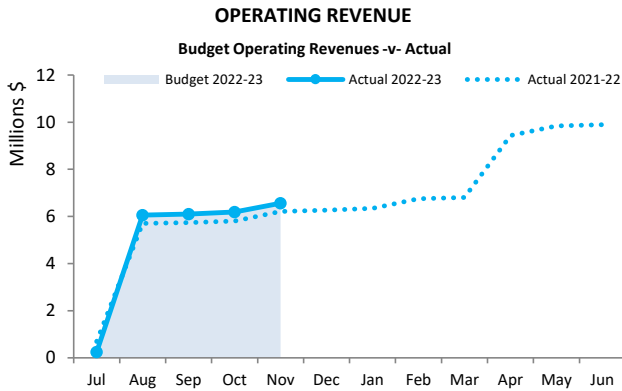
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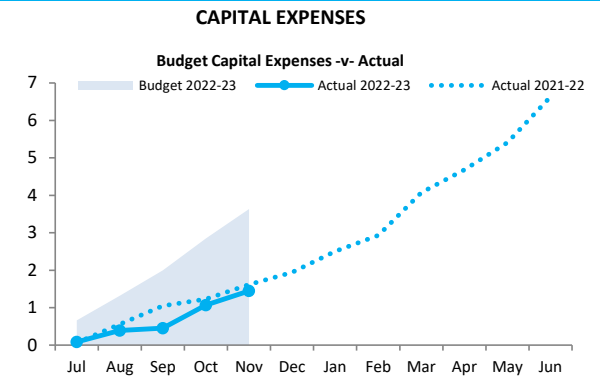
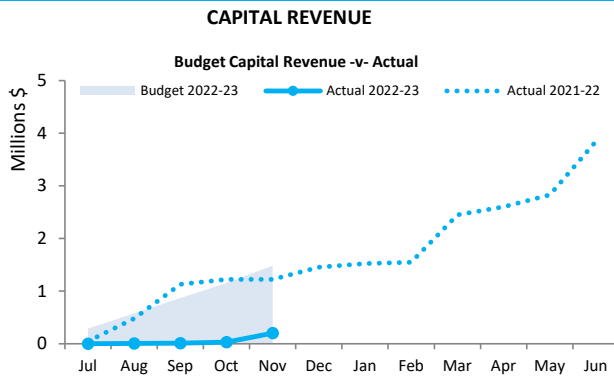
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**SUMMARY INFORMATION - GRAPHS**

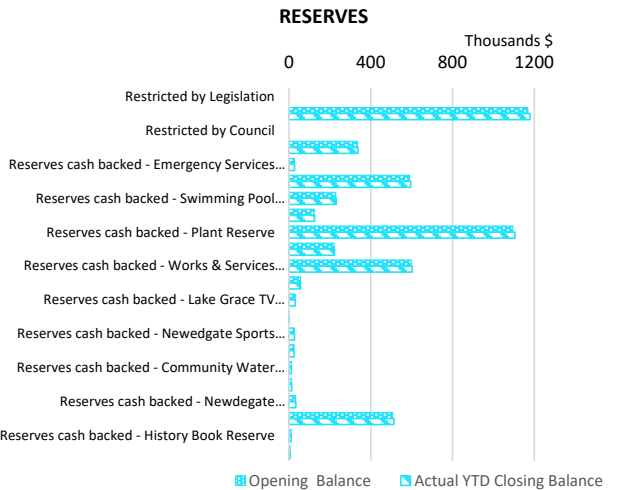
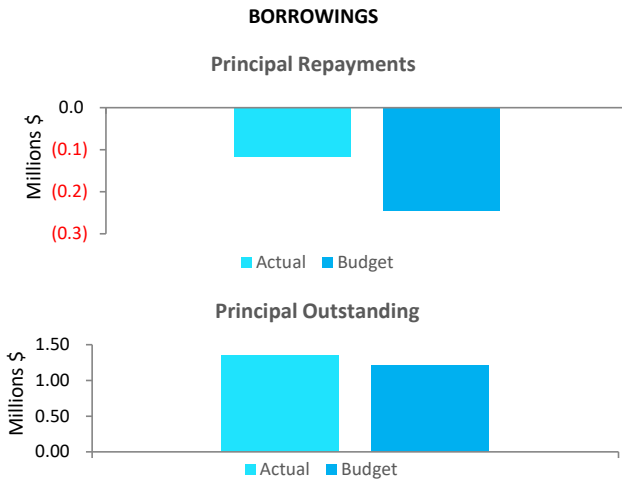
**OPERATING ACTIVITIES**



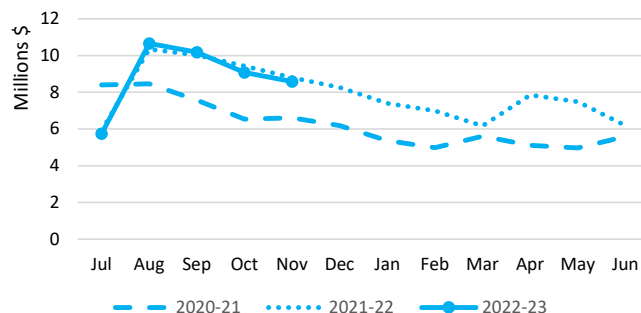
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**EXECUTIVE SUMMARY**

**Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$6.05 M	\$6.05 M	\$6.19 M	\$0.14 M
Closing	\$0.00 M	\$6.65 M	\$8.59 M	\$1.94 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$13.86 M	% of total
Unrestricted Cash	\$0.41 M	2.9%
Restricted Cash	\$13.45 M	97.1%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.14 M	% Outstanding
Trade Payables	\$0.09 M	
0 to 30 Days		99.9%
Over 30 Days		0.1%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.11 M	% Collected
Rates Receivable	\$0.64 M	87.3%
Trade Receivable	\$0.11 M	% Outstanding
Over 30 Days		31.8%
Over 90 Days		0.3%

Refer to Note 3 - Receivables

**Key Operating Activities**

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.02 M)	\$2.91 M	\$3.81 M	\$0.89 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$4.99 M	% Variance
YTD Budget	\$4.99 M	0.1%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$1.07 M	% Variance
YTD Budget	\$1.04 M	3.2%

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.25 M	% Variance
YTD Budget	\$0.23 M	11.0%

Refer to Statement of Financial Activity

**Key Investing Activities**

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.28 M)	(\$2.15 M)	(\$1.25 M)	\$0.90 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.04 M	%
Adopted Budget	\$0.53 M	(92.2%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.45 M	% Spent
Adopted Budget	\$9.27 M	(84.4%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.16 M	% Received
Adopted Budget	\$3.46 M	(95.4%)

Refer to Note 7 - Capital Acquisitions

**Key Financing Activities**

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.24 M	(\$0.16 M)	(\$0.16 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.12 M
Interest expense	\$0.01 M
Principal due	\$1.34 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$5.15 M
Interest earned	\$0.05 M

Refer to Note 9 - Cash Reserves

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



## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 30 NOVEMBER 2022

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers 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 identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### 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, and 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 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, reimbursements etc.

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

### EXPENSES

#### EMPLOYEE COSTS

All costs associated 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, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, 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)

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

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

#### 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, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**BY NATURE OR TYPE**

Ref	Adopted Budget	YTD Budget	YTD Actual	Forecast	Variance \$	Variance %	Var.
				30 June 2023 Closing			
Note	(a)	(b)	(c)	(a)-(b)+(c)	(c) - (b)	((c) - (b))/(b)	
	\$	\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	6,049,390	6,049,390	6,190,254	6,190,254	140,864	2.33%
<b>Revenue from operating activities</b>							
Rates		4,781,678	4,781,679	4,785,065	4,785,064	3,386	0.07%
Rates (excluding general rate)		206,827	206,827	209,494	209,494	2,667	1.29%
Operating grants, subsidies and contributions	11	1,519,044	1,035,401	1,068,730	1,552,373	33,329	3.22%
Fees and charges		367,680	225,022	249,828	392,486	24,806	11.02%
Interest earnings		168,955	70,378	97,384	195,961	27,006	38.37%
Other revenue		277,050	144,579	150,458	282,929	5,879	4.07%
Profit on disposal of assets	6	80,864	0	0	80,864	0	0.00%
		<b>7,402,098</b>	<b>6,463,886</b>	<b>6,560,959</b>	<b>7,499,171</b>	97,073	1.50%
<b>Expenditure from operating activities</b>							
Employee costs		(2,599,381)	(1,050,768)	(930,196)	(2,478,809)	120,572	11.47%
Materials and contracts		(4,951,535)	(2,097,421)	(1,368,671)	(4,222,785)	728,750	34.75%
Utility charges		(259,682)	(108,008)	(104,176)	(255,850)	3,832	3.55%
Depreciation on non-current assets		(3,003,905)	(1,251,347)	(1,424,355)	(3,176,913)	(173,008)	(13.83%)
Interest expenses		(51,478)	(14,334)	(13,990)	(51,134)	344	2.40%
Insurance expenses		(241,256)	(241,226)	(281,508)	(281,538)	(40,282)	(16.70%)
Other expenditure		(233,790)	(41,639)	(57,231)	(249,382)	(15,592)	(37.45%)
Loss on disposal of assets	6	(49,856)	0	(6,276)	(56,132)	(6,276)	0.00%
		<b>(11,390,883)</b>	<b>(4,804,743)</b>	<b>(4,186,403)</b>	<b>(10,772,543)</b>	618,340	(12.87%)
Non-cash amounts excluded from operating activities	1(a)	2,972,897	1,251,347	1,430,631	3,152,181	179,284	14.33%
<b>Amount attributable to operating activities</b>		<b>(1,015,888)</b>	<b>2,910,490</b>	<b>3,805,187</b>	<b>(121,191)</b>	894,697	30.74%
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	3,464,518	1,443,293	160,643	2,181,868	(1,282,650)	(88.87%)
Proceeds from disposal of assets	6	526,954	40,909	40,909	526,954	0	0.00%
Payments for property, plant and equipment and infrastructure	7	(9,269,537)	(3,633,832)	(1,446,703)	(7,082,408)	2,187,129	60.19%
<b>Amount attributable to investing activities</b>		<b>(5,278,065)</b>	<b>(2,149,630)</b>	<b>(1,245,151)</b>	<b>(4,373,586)</b>	904,479	(42.08%)
<b>Financing Activities</b>							
Transfer from reserves	9	782,986	0	0	782,986	0	0.00%
Repayment of debentures	8	(246,468)	(116,882)	(116,882)	(246,468)	0	0.00%
Transfer to reserves	9	(291,955)	(45,956)	(45,956)	(291,955)	0	0.00%
<b>Amount attributable to financing activities</b>		<b>244,563</b>	<b>(162,838)</b>	<b>(162,838)</b>	<b>244,563</b>	0	0.00%
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>6,647,412</b>	<b>8,587,452</b>	<b>1,940,040</b>	1,940,040	(29.18%)

**KEY INFORMATION**

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

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

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

**SIGNIFICANT ACCOUNTING POLICES**

**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 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 not readily apparent from other sources. Actual results may differ from these estimates.

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

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

**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.

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 00 January 1900

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Forecast 30 June 2023 Closing
		\$	\$	\$	
<b>Non-cash items excluded from operating activities</b>					
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	6	(80,864)	0	0	(80,864)
Movement in inventory (non-current)				0	0
Add: Loss on asset disposals	6	49,856	0	6,276	56,132
Add: Depreciation on assets		3,003,905	1,251,347	1,424,355	3,176,913
<b>Total non-cash items excluded from operating activities</b>		<b>2,972,897</b>	<b>1,251,347</b>	<b>1,430,631</b>	<b>3,152,181</b>

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

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 November 2022
<b>Adjustments to net current assets</b>			
Less: Reserves - restricted cash	9	(4,617,690)	(5,108,720)
Less: Municipal restricted cash			(50,072)
Less: Movement in provisions		(90,634)	(90,638)
Less: Trust restricted cash			(10,475)
Less: Other Provisions			(152,536)
Add: Borrowings	8	0	246,468
Add: Provisions employee related provisions	10	262,528	338,653
<b>Total adjustments to net current assets</b>		<b>(4,445,796)</b>	<b>(4,674,784)</b>

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

**Current assets**

Cash and cash equivalents	2	6,299,878	12,900,849	13,855,995
Rates receivables	3		42,951	637,817
Receivables	3	269,604	226,652	107,795
Other current assets	4	19,008	19,008	9,069
<b>Less: Current liabilities</b>				
Payables	5	(1,225,633)	(1,270,993)	(142,398)
Borrowings	8		(246,468)	(129,586)
Contract liabilities	10	(654,533)	(416,885)	(526,884)
Provisions	10	(262,528)	(390,076)	(386,732)
<b>Less: Total adjustments to net current assets</b>	1(b)		(4,674,784)	(4,837,624)
<b>Closing funding surplus / (deficit)</b>		<b>4,445,796</b>	<b>6,190,254</b>	<b>8,587,452</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal Bank account	Cash and cash equivalents	406,600		406,600		Bankwest	1.00%	N/A
Term deposit - Municipal Bank account	Cash and cash equivalents	0	3,011,984	3,011,984		Commonwealth	3.56%	18/01/2023
Term deposit - Municipal Bank account	Cash and cash equivalents	0	2,010,056	2,010,056		Commonwealth	3.30%	21/11/2022
WATC Overnight Deposit Municipal	Cash and cash equivalents	0	3,211,376	3,211,376		WATC	2.80%	N/A
Petty Cash and Floats	Cash and cash equivalents	500		500		Cash on Hand	Nil	N/A
Reserve Bank Account	Cash and cash equivalents	0	110,689	110,689		Bankwest	1.00%	N/A
Term deposit - Reserve Bank Account	Cash and cash equivalents	0	5,042,382	5,042,382		Commonwealth	3.60%	21/11/2022
WATC Overnight Deposit Reserve	Cash and cash equivalents	0	1,606	1,606		WATC	2.80%	N/A
Restricted LOGCHOP Housing	Cash and cash equivalents	0	44,669	44,669		Bankwest	1.00%	N/A
Rural Town Salinity Program	Cash and cash equivalents	0	5,403	5,403		Bankwest	1.00%	N/A
Trust Fund Cash at Bank	Cash and cash equivalents	255	10,475	10,730	10,730	Bankwest	N/A	N/A
<b>Total</b>		<b>407,355</b>	<b>13,448,640</b>	<b>13,855,995</b>	<b>10,730</b>			
<b>Comprising</b>								
Cash and cash equivalents		407,355	13,448,640	13,855,995	10,730			
		<b>407,355</b>	<b>13,448,640</b>	<b>13,855,995</b>	<b>10,730</b>			

**KEY INFORMATION**

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

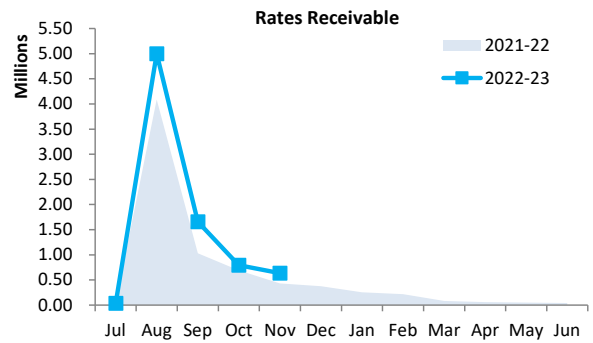
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 Jun 2022	30 Nov 2022
	\$	\$
Opening arrears previous years	42,951	42,951
Levied this year	4,557,800	4,994,559
Less - collections to date	(4,557,800)	(4,399,693)
<b>Gross rates collectable</b>	<b>42,951</b>	<b>637,817</b>
<b>Net rates collectable</b>	<b>42,951</b>	<b>637,817</b>
% Collected	99.1%	87.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(175)	64,315	29,569	108	288	94,105
Percentage	(0.2%)	68.3%	31.4%	0.1%	0.3%	
<b>Balance per trial balance</b>						
Sundry receivable	(175)	64,315	29,569	108	288	94,105
ESL Control		13,690				13,690
<b>Total receivables general outstanding</b>						<b>107,795</b>

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.

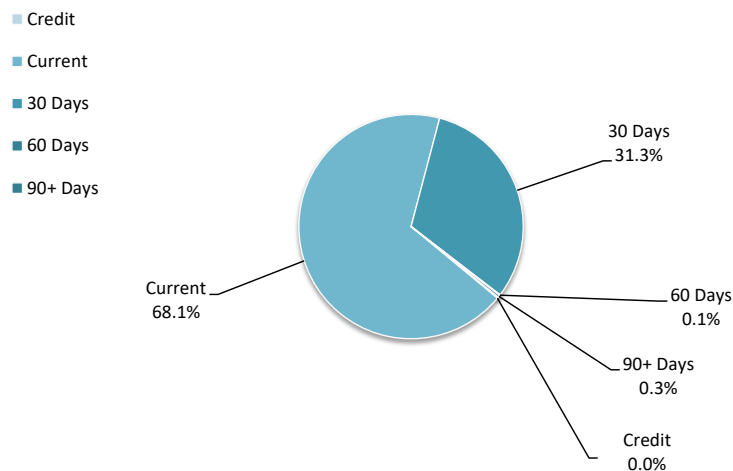
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

**Classification and subsequent measurement**

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

**Accounts Receivable (non-rates)**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 November 2022
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Inventory</b>				
Stock on Hand - Fuel	19,008		(9,939)	9,069
<b>Total other current assets</b>	<b>19,008</b>	<b>0</b>	<b>(9,939)</b>	<b>9,069</b>
<b>Amounts shown above include GST (where applicable)</b>				

**KEY INFORMATION**

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

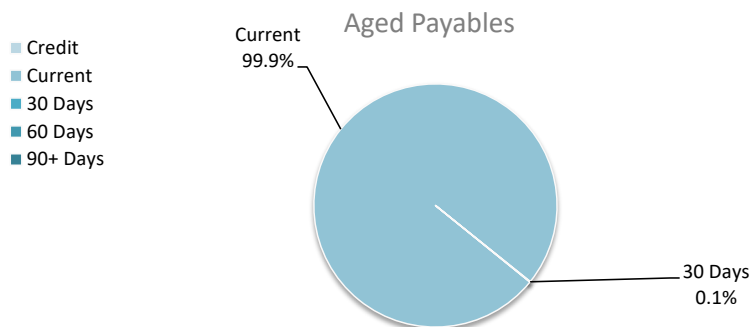
**OPERATING ACTIVITIES  
NOTE 5  
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	84,277	55	0	0	84,332
Percentage	0%	99.9%	0.1%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors	0	88,268	55	0	0	88,323
ESL Levied & Prepaid rates		35,859				35,859
Liabilities held for Others - Prepaid Rates		7,486				7,486
Trust Fund Liability		10,730				10,730
<b>Total payables general outstanding</b>						<b>142,398</b>

**Amounts shown above include GST (where applicable)**

**KEY INFORMATION**

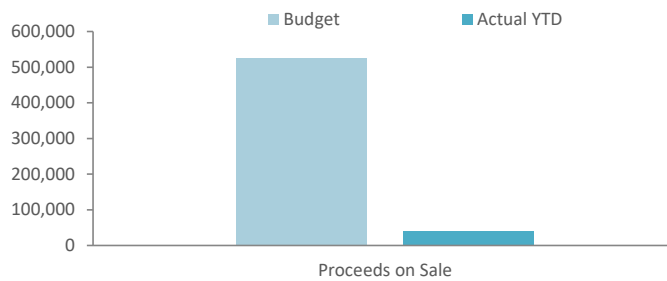
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual				
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)	
		Value	Proceeds			Value	Proceeds			
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Plant and equipment</b>										
<b>Governance</b>										
166	CEO Toyota Landcruiser - PLVU50	83,927	90,909	6,982.00	0	0	0	0	0	0
182	MIS Toyota Prado - PLVU51	57,897	54,545	0.00	(3,352)	0	0	0	0	0
169	DCEO Ford Everest - PLVU47	46,976	47,000	24.00	0	47,185	40,909	0	(6,276)	0
174	MCS Ford Everest Trend - PLVU49	47,563	47,000	0	(563)	0	0	0	0	0
<b>Health</b>										
1449	Mitsubishi Pajero Sport Doctor - PLVU38	18,000	20,000	2,000	0	0	0	0	0	0
<b>Transport</b>										
1437	Road Mnt - Mack Truck - PTCK17	64,071	100,000	35,929	0	0	0	0	0	0
1438	Road Mnt - Mack Truck - PTCK18	64,071	100,000	35,929	0	0	0	0	0	0
1392	Construction - Bomag Road Roller - PROLC	82,923	50,000	0	(32,923)	0	0	0	0	0
1408	LG Depot - Volvo Loader - PLOD06	26,757	15,000	0	(11,757)	0	0	0	0	0
1409	LG Depot - Coastmac Loader Trailer PTRAS	3,761	2,500	0	(1,261)	0	0	0	0	0
		<b>495,946</b>	<b>526,954</b>	<b>80,864</b>	<b>(49,856)</b>	<b>47,185</b>	<b>40,909</b>	<b>0</b>	<b>(6,276)</b>	<b>0</b>





**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	Forecast 30 June Closing	YTD Actual Variance
	Budget	YTD Budget			
	\$	\$	\$		\$
Land	392,554	163,535	8,078	237,097	(155,457)
Buildings - non-specialised	177,747	74,021	1,576	105,302	(72,445)
Buildings - specialised	986,837	411,023	271,393	847,207	(139,630)
Plant and equipment	1,482,181	390,000	343,723	1,435,904	(46,277)
Infrastructure - roads	4,166,073	1,735,440	616,811	3,047,444	(1,118,629)
Infrastructure - parks, gardens, recreation facilities	1,390,206	579,093	105,409	916,522	(473,684)
Infrastructure - sewerage	8,185	3,406	24,213	28,992	20,807
Infrastructure - urban infrastructure	665,754	277,314	75,500	463,940	(201,814)
<b>Payments for Capital Acquisitions</b>	<b>9,269,537</b>	<b>3,633,832</b>	<b>1,446,703</b>	<b>7,082,408</b>	<b>(2,187,129)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$		\$
Capital grants and contributions	3,464,518	1,443,293	160,643	2,181,868	(1,282,650)
Other (disposals & C/Fwd)	526,954	40,909	40,909	526,954	0
Cash backed reserves					
Reserves cash backed - Plant Reserve	(500,000)		0	(500,000)	0
Reserves cash backed - Works & Services Reserve	(250,000)		0	(250,000)	0
Reserves cash backed - Newdegate Centenary Reserve	(32,986)		0	(32,986)	0
Contribution - operations	6,061,051	2,149,630	1,245,151	5,156,572	(904,479)
<b>Capital funding total</b>	<b>9,269,537</b>	<b>3,633,832</b>	<b>1,446,703</b>	<b>7,082,408</b>	<b>(2,187,129)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

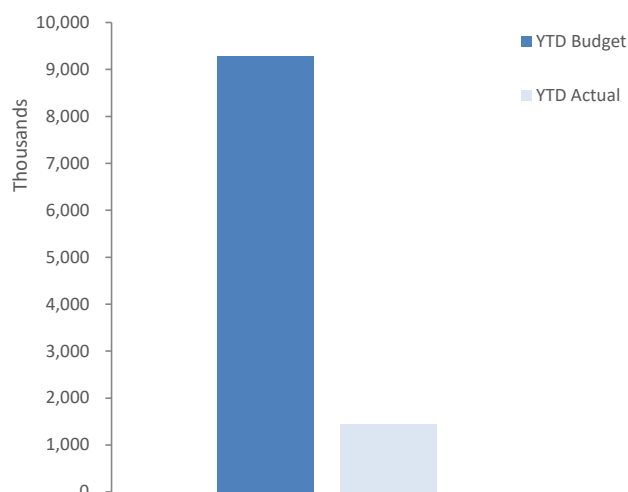
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions

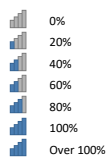


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
<b>Land</b>				
E137350 Lake Grace Industrial Land	392,554	163,535	8,078	-155456.89
<b>Buildings - Non Specialised</b>				
E091960 (7750034) 6 Blackbutt Way (Doctor) - Cap Exp	7,500	3,121	0	-3121
E091960 (9196034) 5 Banksia Pl Capital	84,997	35,400	0	-35400
E091960 (9196044) 6 Banksia Pl Capital	17,500	7,287	0	-7287
E091960 (9196114) 3 Clark Ave Capital	18,750	7,807	0	-7807
E091970 (9197094) 65A Bennett St Capital	15,000	6,247	0	-6247
E092006 (9200014) 14 Blackbutt Way Capital Exp	0	0	1,576	1576
E091910 CEO House Patio Extensions	34,000	14,159	0	-14159
<b>Buildings - Specialised</b>				
E042549 (4205024) Admin Office Building - Cap Exp	10,000	4,161	0	-4161
E083101 (8300101) Lake Grace Daycare Centre Building Upgrade Cap Exp	16,200	6,742	3,043	-3699.28
E107102 (1071024) Varley Public Toilets - Cap Exp	66,982	27,889	0	-27889
E107102 (1071034) Lake Grace Public Toilets - Cap Exp	37,000	15,413	0	-15413
E111007 (LGPHCAP) Lake Grace Public Hall	38,379	15,977	0	-15977
E111007 (LGVHCAP) Lake Grace Lakes Village Hall	25,000	10,413	0	-10413
E111007 (LKPHCAP) Lake King Hall Capital	5,513	2,295	0	-2295
E111007 (NGPHCAP) Newdegate Public Hall	35,312	14,709	19,140	4430.89
E111007 (VLPHCAP) Varley Hall - Cap Exp	20,000	8,332	0	-8332
E113152 (113007) Varley Sports Pavilion Cap Ex	45,000	18,745	0	-18745
E113152 (113014) Lake King Sports Pavilion Cap Ex	107,323	44,697	0	-44697
E113152 (113042) Unisex Toilets At Sporting Precincts Cap Exp	7,979	3,321	168	-3152.76
E113152 (CA06) Newdegate Country Club	219,000	91,232	206,825	115592.93
E113154 (1131541) Lg Sportsman Club Roof Replacement Cap Exp	100,000	41,660	13,944	-27715.57
E113154 (1131542) Newdegate Hockey Shed Replacement Cap Exp	20,000	8,332	0	-8332
E115420 (LIBLKCA) Lake King Library	25,000	10,413	0	-10413
E116103 (LKT1) Lake King Toilet	5,805	2,416	8,379	5963.03
E117041 (1170014) Aim Building Capital	60,507	25,201	51	-25150.04
E117042 (1170084) Rsl Hall Capex	80,000	33,328	0	-33328
E121502 (121304) Lake Grace Depot - Cap Exp	29,837	12,423	3,293	-9130.45
E126206 (1260061) Lake Grace Airstrip Building Upgrade Cap Exp	15,000	6,247	16,550	10303
E132500 (1325014) Visitor Centre Improvements Cap Exp	17,000	7,077	0	-7077
<b>Furniture &amp; Equipment</b>				
N/A				
<b>Plant &amp; Equipment</b>				
E042550 (LG001CA) Ceo Vehicle	114,545	0	0	0
E042550 (LG139CA) Dceo Vehicle	57,000	57,000	51,252	-5748.46
E042550 (LG74CAP) Mcs Vehicle	57,000	0	0	0
E042550 (LG75CAP) Mis Vehicle	63,636	0	0	0
E123059 (PL24CAP) Mack Primemover 1	330,000	0	0	0
E123059 (PL25CAP) Mack Primemover 2	330,000	0	0	0
E123059 (PL26CAP) Multi Roller	198,000	198,000	171,351	-26648.66
E123059 (PL27CAP) Skid Steer	125,000	0	0	0
E123059 (PL28CAP) Skid Steer Plant Trailer	60,000	0	0	0
E123059 (PL30CAP) Spray Unit	12,000	0	0	0
E123059 (PL31CAP) Mower For Ovalls	20,000	20,000	21,670	1670
E123059 (PL32CAP) Water Tanker	115,000	115,000	99,450	-15550
<b>Infrastructure - Roads</b>				
E121200 Roadworks Capital Renewal 21/22	3,981,077	1,658,367	616,811	-1041556.33
E121314 Town Street (Boulton St)	185,000	77,073	0	-77073
<b>Parks, Gardens, Recreation Facilities</b>				
E113175 (113035) Lighting For Lake Grace Hockey Field Cap Exp	40,621	16,919	0	-16919
E113175 (113036) Lighting For Newdegate Hockey Field Cap Exp	22,491	9,367	0	-9367
E113175 (113037) Lake Grace Football Field Lighting Upgrade Cap Exp	35,544	14,804	0	-14804
E113175 (113046) Newdegate Jumping Pillow Cap Exp	19,050	7,932	0	-7932
E113175 (113047) Community Walk Trails - Lake Grace Cap Exp	0	0	939	938.57
E113175 (113052) Newdegate Walk Trail Cap Exp	0	0	64	64.48
E113175 (113053) Lake King Walk Trail Upgrade Cap Exp	46,734	19,465	0	-19465
E113175 (113055) Jam Patch New Bbq & Picnic Shelters Cap Exp	0	0	702	702.49
E113175 (113063) Lg Sports Pavilion Carpark Sealing Cap Exp	180,000	74,988	0	-74988
E113175 (113064) Ngt Recreation Centre Carpark Sealing Cap Exp	230,000	95,818	0	-95818
E113175 (113066) Visitors Centre Park	101,817	42,401	4,828	-37572.82
E113175 (113067) Newdegate Street Bin Upgrade	30,000	12,498	0	-12498
E113175 (113068) Lake Grace Oval Reticulation Upgrade	46,461	19,341	0	-19341
E113175 (113069) Lg Rec Ground Path Shelter	7,500	3,121	0	-3121
E113175 (113070) Lighting Install Lg & Lk Pg	67,200	27,992	0	-27992
E113175 (113071) Padley Park Stormwater Capture (Cwsp)	112,950	47,052	98,763	51710.6
E113175 (113072) Lg Bowling Club Lights	45,000	18,745	0	-18745
E113293 (113201) Construction Lg Community All Abilities Playground Cap Exp	354,383	147,635	0	-147635
E113293 (113202) Lg All Ages Playground Fence Cap Exp	45,000	18,745	0	-18745
E132503 (DRU1) Driver Reviver Upgrade	5,455	2,270	113	-2157.16
<b>Sewerage</b>				
E103163 (1012011) Sewerage Reuse Lake Grace	8,185	3,406	24,213	20806.88
<b>Urban Infrastructure</b>				
E101043 (1010431) Lake Grace & Newdegate Recycling Stations	10,000	4,152	1,058	-3094
E104501 (1040501) Urban Stormwater Drainage Renewal Cap Exp	40,000	16,664	0	-16664
E104501 (1040502) Drainage Upgrades Dykes Road	46,259	19,260	0	-19260
E121312 (121303) Newdegate Footpath Cap Exp	262,225	109,241	174	-109066.91
E121704 (1217041) Lg Depot - New Fuel Storage	120,000	49,992	0	-49992
E136501 (136007) Buniche Dam Revitalisation (Cwsp)	91,234	38,000	21,696	-16304.33
E136501 (136008) Dempster Rock Dam Revitalisation (Cwsp)	96,036	40,005	52,573	12567.72
	<b>9,269,537</b>	<b>3,633,832</b>	<b>1,446,703</b>	<b>(2,187,129)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**FINANCING ACTIVITIES**

**NOTE 8**

**BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Governance</b>										
Office Refurbishment	L181	216,614			(9,344)	(18,957)	207,270	197,657	(2,890)	(13,796)
Loan 204 Staff Housing & CEO's Residence	L204	427,810			(24,279)	(48,666)	403,531	379,144	(2,779)	(6,634)
<b>Recreation and culture</b>										
Lake Grace Pool	L173	16,239			(8,005)	(16,241)	8,233	-2	(256)	(798)
LG Sports Pavillion	L182	104,832			(9,075)	(18,438)	95,757	86,394	(1,523)	(7,139)
Newdegate Bowling Club	L193	0			0	0	0	0	(3)	(3)
LG Precinct	L198	47,384			(11,455)	(23,167)	35,929	24,217	(1,101)	(2,284)
LK Court Resurfacing	L202	0			0	0	0	0	(14)	(14)
<b>Transport</b>										
Roadworks & Plant	L196	52,429			(25,967)	(52,429)	26,462	0	(1,166)	(2,114)
<b>Economic services</b>										
LG Residential Land	L189	107,794			0	(10,840)	107,794	96,954	(377)	(7,131)
Purchase & Develop Industrial Land	L203	487,109			(28,757)	(57,732)	458,352	429,378	(3,880)	(10,565)
<b>Total</b>		<b>1,460,212</b>	<b>0</b>	<b>0</b>	<b>-116,882</b>	<b>-246,468</b>	<b>1,343,330</b>	<b>1,213,744</b>	<b>(13,990)</b>	<b>(50,478)</b>
Current borrowings		246,468					129,586			
Non-current borrowings		<u>1,213,744</u>					<u>1,213,744</u>			
		1,460,212					1,343,330			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

**KEY INFORMATION**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES**

**NOTE 9**

**RESERVE ACCOUNTS**

**Reserve accounts**

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Legislation</b>									
Reserves cash backed - Lake Grace Sewerage Res	1,168,225	21,028	10,509	100,000				1,289,254	1,178,734
<b>Restricted by Council</b>									
Reserves cash backed - Leave Reserve	334,771	6,026	3,012					340,797	337,783
Reserves cash backed - Emergency Services Reser	27,363	493	246					27,856	27,609
Reserves cash backed - Housing Reserve	590,462	10,628	5,312	50,000				651,090	595,774
Reserves cash backed - Swimming Pool Reserve	228,666	4,116	2,057	50,000				282,782	230,723
Reserves cash backed - Land Development Reser	123,802	2,228	1,114					126,030	124,916
Reserves cash backed - Plant Reserve	1,095,153	19,713	9,852			(500,000)		614,866	1,105,005
Reserves cash backed - Recreation Reserve	220,525	3,969	1,984					224,494	222,509
Reserves cash backed - Works & Services Reserve	597,553	10,756	5,375			(250,000)		358,309	602,928
Reserves cash backed - Newdegate Hall Reserve	56,193	1,011	505					57,204	56,698
Reserves cash backed - Lake Grace TV Reserve	30,349	546	273					30,895	30,622
Reserves cash backed - Varley Sullage Reserve	1,679	30	15					1,709	1,694
Reserves cash backed - Newdegate Sports Dam R	26,963	485	243					27,448	27,206
Reserves cash backed - Newdegate Stadium Floo	24,327	438	219					24,765	24,546
Reserves cash backed - Community Water Suppli	12,074	217	109					12,291	12,183
Reserves cash backed - Office Furniture & Equipn	13,414	241	121					13,655	13,535
Reserves cash backed - Newdegate Centenary Re	32,403	583	292			(32,986)		0	32,695
Reserves cash backed - Essential Medical Reserve	508,389	9,151	4,573					517,540	512,962
Reserves cash backed - History Book Reserve	10,543	190	95					10,733	10,638
Reserves cash backed - AIM Hospital Museum Re	5,866	106	53					5,972	5,919
	<b>5,108,720</b>	<b>91,955</b>	<b>45,956</b>	<b>200,000</b>	<b>0</b>	<b>(782,986)</b>	<b>0</b>	<b>4,617,690</b>	<b>5,154,677</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**OPERATING ACTIVITIES  
NOTE 10  
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2022
		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		416,885	0	216,102	(106,103)	526,884
- Capital grant/contribution liabilities		0	0	216,102	(216,102)	0
<b>Total other liabilities</b>		416,885	0	432,204	(322,205)	526,884
<b>Employee Related Provisions</b>						
Annual leave		219,293	0	0	(3,344)	215,949
Long service leave		170,783	0	0	0	170,783
<b>Total Employee Related Provisions</b>		390,076	0	0	(3,344)	386,732
<b>Total other current assets</b>		<b>806,961</b>	<b>0</b>	<b>432,204</b>	<b>(325,549)</b>	<b>913,616</b>
<b>Amounts shown above include GST (where applicable)</b>						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

**KEY INFORMATION**

**Provisions**

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

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

**Employee Related Provisions**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

**Capital grant/contribution liabilities**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 11  
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue			
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD	Forecast 30
	1 July 2022		(As revenue)	30 Nov 2022	30 Nov 2022	Revenue	Budget	Revenue	June
	\$	\$	\$	\$	\$	\$	\$	\$	Closing
<b>Operating grants and subsidies</b>									
<b>General purpose funding</b>									
Grants Commission - General				0		449,107	224,552	295,025	519,580
Grants Commission - Roads				0		391,849	195,924	163,160	359,085
<b>Law, order, public safety</b>									
Grant - DFES LGGS Operating				0		75,953	33,752	33,546	75,747
Grant - DFES Op Exp				0		0	0	16,220	16,220
<b>Education and welfare</b>									
Grants - Senior Activities				0		1,000	415	0	585
Grants - Youth Activities				0		1,000	415	0	585
<b>Transport</b>									
Direct Grant - MRWA				0		361,235	361,235	368,935	368,935
<b>Economic services</b>									
Skeleton Weed Programm Grant				0		205,000	205,000	185,000	185,000
	0	0	0	0	0	1,485,144	1,021,293	1,061,885	1,525,736
<b>Operating contributions</b>									
<b>General purpose funding</b>									
ESL Administration Fee				0		4,000	1,665	4,000	6,335
<b>Recreation and culture</b>									
Lake Grace Rec Council Affiliation Fees				0		13,000	5,412	2,200	9,788
Contributions - Other Culture				0		1,000	415		585
Lake King Pavilion / Oval - Hire Fees				0		500	205		295
<b>Transport</b>									
Contributions - Street Lighting				0		10,000	4,166	0	5,834
<b>Economic services</b>									
AIM Contributions				0		1,400	580	645	1,465
Other Contributions				0		4,000	1,665	0	2,335
	0	0	0	0	0	33,900	14,108	6,845	26,637
<b>TOTALS</b>	0	0	0	0	0	1,519,044	1,035,401	1,068,730	1,552,373

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

NOTE 12  
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue			
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	Forecast 30 June Closing
	1 July 2022			30 Nov 2022	30 Nov 2022				
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>									
<b>Community amenities</b>									
Drought & Community	11,382	0	(7,268)	4,114	4,114	8,185	3,406	7,268	12,047
<b>Recreation and culture</b>									
Drought & Community	0	0	0	0	0	116,050	48,342	0	67,708
Local Roads & Community Program	88,703	0	(2,935)	85,768	85,768	1,132,291	471,709	2,935	663,517
<b>Transport</b>									
Roads to Recovery	95,787	0	(95,787)	0	0	823,753	343,173	95,787	576,367
Regional Road Group	0	216,102	0	216,102	216,102	540,255	225,069	0	315,186
Local Roads & Community Program	215,804	0	0	215,804	215,804	612,529	255,176	0	357,353
<b>Economic services</b>									
Driver Reviver Upgrade Grant	5,209	0	(113)	5,096	5,096	5,455	2,270	113	3,298
Drought & Community Program	0	0	0	0	0	196,000	81,650	19,657	134,007
	<b>416,885</b>	<b>216,102</b>	<b>(106,103)</b>	<b>526,884</b>	<b>526,884</b>	<b>3,434,518</b>	<b>1,430,795</b>	<b>125,760</b>	<b>2,129,483</b>
<b>Non-operating contributions</b>									
<b>Recreation and culture</b>									
Newdegate Community Contribution	0	0	0	0	0	30,000	12,498	34,883	52,385
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>12,498</b>	<b>34,883</b>	<b>52,385</b>
<b>TOTALS</b>	<b>416,885</b>	<b>216,102</b>	<b>(106,103)</b>	<b>526,884</b>	<b>526,884</b>	<b>3,464,518</b>	<b>1,443,293</b>	<b>160,643</b>	<b>2,181,868</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 13  
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 30 Nov 2022
	\$	\$	\$	\$
Standpipe bonds	10,475	255	0	10,730
	<b>10,475</b>	<b>255</b>	<b>0</b>	<b>10,730</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 14  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
1210507	Holt Rock Rd Resheet SLK 25.37-29.46	Resolution 13630	Capital Expenses			(30,600)	(30,600)
1210501	Mallee Hill Rd Seal 0.00-4.66	Resolution 13630	Capital Expenses		30,600		0
1213155	Boulton Street	Resolution 13657	Capital Expenses		115,000		115,000
PL32CAP	Water Tanker	Resolution 13657	Capital Expenses			(115,000)	0
				<b>0</b>	<b>145,600</b>	<b>(145,600)</b>	<b>0</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 15  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2022-23 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
Fees and charges	24,806	11.02%	▲			
Interest earnings	27,006	38.37%	▲			
<b>Expenditure from operating activities</b>						
Employee costs	120,572	11.47%	▲	Salaries & Wages below budget		
Materials and contracts	728,750	34.75%	▲	Below budget due to delay in operating and capital jobs		
Depreciation on non-current assets	(173,008)	(13.83%)	▼		Underbudgeted	
Insurance expenses	(40,282)	(16.70%)	▼		Workers Compensation Insurance over the budget	
Other expenditure	(15,592)	(37.45%)	▼		Conference Expenses and Bank Charges are over budget threshold	
Loss on disposal of assets	(6,276)	0.00%	▼	Loss on trade-in of DCEO vehicle		
Non-cash amounts excluded from operating activities	179,284	14.33%	▲	Depreciation on assets over budget		
<b>Investing activities</b>						
Proceeds from non-operating grants, subsidies and contributions	(1,282,650)	(88.87%)	▼		Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in financial year	
Payments for property, plant and equipment and infrastructure	2,187,129	60.19%	▲	Majority of Capital projects have not been initiated as yet (62%) or in early stage of completion		
<b>Closing funding surplus / (deficit)</b>	<b>1,940,040</b>	<b>(29.18%)</b>	<b>▲</b>			

**Summary:**

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

Statement No 48  
Statement Date 30/11/2022

Opening Balance	8,957,212.95
Deposits	\$894,509.77
Payments	-1,020,572.46
Fees	-64,346.37
Adjustments	-126,988.17
Closing Balance	<b>8,639,815.72</b>

Opening Balance	8,957,869.24
<u>Reconciled Items</u>	
Deposits	892,121.82
Payments	-1,019,914.32
Fees	-64,346.37
Adjustments	-126,988.17
Closing Balance	8,639,542.20

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	1,812.50
Payments	-1,538.98
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	273.52
Total - To agree with GL	<b>8,639,815.72</b>

**Municipal Account - Reconciliation to 30/11/2022**

**G/L Account (as at Month End):**

<u>Fees:</u>	
Dept of Transport	-\$85,095.80
Bank Fees	-\$1,309.93
LESS: Interest Received	\$22,059.36
	<u><b>-\$64,346.37</b></u>

<u>Adjustments</u>	
Payroll	-\$126,188.17
Payroll Rent Deduction	-\$800.00
	<u><b>-\$126,988.17</b></u>

<u>Unreconciled Items:</u>	<u><b>\$273.52</b></u>
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<u>Outstanding Deposits</u>	
Cash/Chq 29/11/22	\$1,812.50
	<u><b>\$1,812.50</b></u>

<u>Outstanding Payments</u>	
Chq 37009	-\$200.00
Chq 37018	-\$356.34
Chq 37037	-\$982.64
	<u><b>-\$1,538.98</b></u>

**ENTERED**

*By Victoria Fasano - FO at 1:35 pm, Dec 01, 2022*

**APPROVED**

*By Kevin Wilson - MCS at 9:01 am, Dec 05, 2022*

**Summary:**

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

Statement No 48  
Statement Date 30/11/2022

Opening Balance	10,576.90
Deposits	\$153.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	<b>10,729.90</b>

Opening Balance	10,576.90
<u>Reconciled Items</u>	
Deposits	153.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	10,729.90

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	0.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	0.00
Total - To agree with GL	<b>10,729.90</b>

**ENTERED**  
By Victoria Fasano - FO at 10:26 am, Dec 02, 2022

**APPROVED**  
By Kevin Wilson - MCS at 9:52 am, Dec 05, 2022

# Shire of Lake Grace



## Reserve Bank Statement

Reserve No	Reserve Account Name	Balance
11	Emergency Services Reserve Bank	\$ 27,608.98
12	Housing Reserve Bank	\$ 595,773.55
13	Swimming Pool (Lake Grace) Reserve Bank	\$ 230,723.48
14	Land Development Reserve Bank	\$ 124,915.54
15	Leave Reserve Bank	\$ 337,784.81
16	Plant Replacement Reserve Bank	\$ 1,105,004.38
17	Recreation Reserve Bank	\$ 222,508.46
18	Works & Services Reserve Bank	\$ 602,928.36
19	Newdegate Hall Reserve Bank	\$ 56,698.39
20	Lake Grace TV Reserve Bank	\$ 30,621.63
23	Varley Sullage Reserve Bank	\$ 1,693.77
31	Lake Grace Sewerage Scheme Reserve Bank	\$ 1,178,734.05
35	Newdegate Sports Dam Reserve Bank	\$ 27,205.39
36	Newdegate Stadium Floor Reserve Bank	\$ 24,546.26
37	Community Water Supply Reserve Bank	\$ 12,182.36
40	Office Furniture & Equipment Reserve Bank	\$ 13,534.59
41	Newdegate 100 Year Centenary Reserve Bank	\$ 32,694.12
42	History Book Reserve Bank	\$ 10,637.78
43	Essential Medical Services Reserve Bank	\$ 512,962.14
44	AIM Hospital Museum Reserve	\$ 5,918.56
		<b>\$ 5,154,676.60</b>

### Bank Balance

31/10/2022

Term Deposit CBA	\$5,042,382.47
WA Treasury Overnight Deposit	\$1,605.76
Reserve Acc	\$110,688.37
	<b>\$5,154,676.60</b>

**ENTERED**

By Victoria Fasano - FO at 2:49 pm, Dec 01, 2022

Variance \$0.00

**APPROVED**

By Kevin Wilson - MCS at 8:30 am, Dec 05, 2022

# Reserves Fund Statement



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**POLICY 4.8 OCCUPATIONAL HEALTH & SAFETY**

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**POLICY** Council is committed to improving the Shire's Occupational Health & Safety standards within its workforce in accordance with the following Statement of Intent.

Statement of Intent

The Shire of Lake Grace regards the promotion of sound and effective Occupational Safety and Health practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

The policy is designed to provide guidance and direction to Councillors, Staff, Contractors and Visitors in regards to OS&H matters and to ensure compliance with statutory requirements and the terms and conditions of the Shire's Insurance Policies.

The Shire of Lake Grace acknowledges a duty to achieve their objectives by:

- Providing and maintaining a safe working environment
- Providing adequate training and instruction to enable employees to perform their work safely and effectively
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk
- Comply with AS/NZS 4801 Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practice and Guidance Notes.

Employees have a duty of co-operation in the attainment of these objectives by:

- Working with care for their own safety and that of other employees, contractors and public who may be affected by their acts or omissions
- Reporting conditions which appear to be unsafe to their Supervisor
- Co-operating in the fulfillment of the obligations placed on their employer
- Assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.

**OBJECTIVE** To ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employee's health from foreseeable work hazards.

**GUIDELINES** Occupational Safety & Health Act 1984 & 2005 amendments Occupational Safety & Health Regulation 1996

**SHIRE OF LAKE GRACE  
POLICY MANUAL - JUNE 2021**



Occupational Safety & Health Australian Standards, Codes of Practice and Guidance Notes.

HISTORY	Review, 23 June 2021 – Resolution No. 13425 Adopted 24 June 2015 Motion 12059
REVIEW	Chief Executive Officer / Deputy Chief Executive Officer



## 1. SHIRE OF LAKE GRACE POLICY MANUAL - JUNE 2021

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### POLICY 4.8 WORK HEALTH & SAFETY

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**POLICY** Council is committed to improving the Shire's Work Health & Safety standards within its workforce in accordance with the following Statement of Intent.

#### Statement of Intent

The Shire of Lake Grace regards the promotion of sound and effective Work Health and Safety (WHS) practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

The policy is designed to provide guidance and direction to Councillors, Staff, Contractors and Visitors in regards to WHS matters and to ensure compliance with statutory requirements and the terms and conditions of the Shire's Insurance Policies.

The Shire of Lake Grace acknowledges a duty to achieve their objectives by:

- Providing and maintaining a safe working environment
- Providing adequate training and instruction to enable employees to perform their work safely and effectively
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk
- Comply with AS/NZS 4801:2001 Work Health and Safety (General) Regulations 2022 and Work Health and Safety Act 2020 and relevant WHS Australian Standards, Codes of Practice and Guidance Notes.

Employees have a duty of co-operation in the attainment of these objectives by:

- Working with care for their own safety and that of other employees, contractors and public who may be affected by their acts or omissions
- Reporting conditions which appear to be unsafe to their Supervisor
- Co-operating in the fulfillment of the obligations placed on their employer
- Assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.

**OBJECTIVE** To ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employee's health from foreseeable work hazards.

**GUIDELINES** Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022



**SHIRE OF LAKE GRACE  
POLICY MANUAL - JUNE 2021**



Occupational Safety & Health Australian Standards, Codes of Practice and Guidance Notes.

HISTORY            Review, 23 June 2021 – Resolution No. 13425  
                          Adopted 24 June 2015 Motion 12059

REVIEW            Chief Executive Officer / Deputy Chief Executive Officer