



Shire of Lake Grace

22 November 2023

Ordinary Council Meeting

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Shire of Lake Grace

Ordinary Council Meeting

MINUTES

25 October 2023

Meeting Commencing at 3:30 pm

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Acknowledgement of Country

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

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 25 October 2023 commencing at 3:30pm.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Chief Executive Officer opened the meeting at 3.30pm and advised that today's Ordinary Council Meeting will consider the following matters first:

- Swearing-in of new Councillors
- Election of President
- Election of Deputy President
- Ballot for seating

2.0 CONSTITUTIONAL MATTERS

The Chief Executive Officer swore in the Councillors elect who were declared elected by the Returning Officer conducted as a postal vote on Saturday 21 October 2023.

In accordance with the Local Government Act 1995, [r13(1) (c)] a person elected as a Councillor has to make a declaration before acting in the office.

Regulation 13 of the Local Government (Constitution) Regulations 1998 prescribes that Form 7 is to be made available before a person is authorised to take statutory declarations under Oaths, Affidavits and Statutory Declarations Act 2005.

The declaration is as follows:

*I _____ of _____, having been elected to the office of **Councillor** of the Shire of Lake Grace declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the code of conduct adopted by the Shire of Lake Grace under section 5.104 of the Local Government Act 1995.*

In Schedule 2.3 of the *Local Government Act 1995* provides:

2. When Council Elects Mayor or President

- (1) *The office is to be filled as the first matter dealt with –*

-
- (a) *at the first meeting of the council after an inaugural election or a section 4.13 or 4.1.4 election or after an ordinary elections day; and*
 - (b) *at the first meeting of the council after and extraordinary vacancy occurs in the office.*
- (2) *If the first ordinary meeting of the Council is more than 3 weeks after an extraordinary vacancy occurs in the office, a special meeting of the council is to be held within that period for the purpose of filling the office.*

3. CEO to Preside

The CEO is to preside at the meeting until the office is filled.

4. How Mayor or President is Elected

- (1) *The Council is to elect a councillor to fill the office.*
- (2) *The election is to be conducted by the CEO in accordance with the procedure prescribed.*
- (3) *Nominations for the Office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.*
- (3a) *Nominations close at the meeting at a time announced by the CEO that nominations are about to close to allow for any nominations made to be dealt with.*
- (4) *If a Councillor is nominated by another Councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.*
- (5) *The Councillors are to vote on the matter by secret ballot as if they were electors voting at an election.*

2.1.1 ELECTION OF PRESIDENT

The Chief Executive Officer called for nominations for the office of Shire President.

The Shire President is to be elected by the Council from amongst the Councillors.

Nominations for the position of Shire President are to be made in writing before the meeting, or during the meeting prior to the close of nominations. If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, verbally or in writing, that he or she is willing to be nominated.

The Council members are to vote on the matter by secret ballot as if they were voting in an election.

The Chief Executive Officer is to declare the result and the elected Shire President is to make a declaration pursuant to Regulation 13(3) of the *Local Government (Constitution) Regulations 1998*:

13. Oaths, Affirmations and Declarations (s. 2.29, 2.42)

(3) A declaration required by section 2.29 to be made by a person elected as a Councillor, Deputy Mayor or Deputy President is to be made before an authorised person.

The Declaration of elected Shire President:

I _____ of _____, having been elected to the office of **President** of the Shire of Lake Grace declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the code of conduct adopted by the Shire of Lake Grace under section 5.104 of the Local Government Act 1995.

The Declaration will be witnessed by the Chief Executive Officer.

The Chief Executive Officer will then hand the meeting over to the newly elected Shire President.

The Chief Executive Officer called for nominations for the office of Shire President.

The Chief Executive Officer advised that at the close of nominations, one (1) nomination was received for the office of Shire President, for Cr Len Armstrong.

The Chief Executive Officer declared Cr Len Armstrong duly elected as Shire President,

Cr Len Armstrong made the declaration pursuant to Regulation 13(3) of the *Local Government (Constitution) Regulations 1998*.

The Chief Executive Officer then vacated the chair and handed the meeting over to Cr. Armstrong.

2.1.2 ELECTION OF DEPUTY SHIRE PRESIDENT

The Shire President called for nominations for the office of Deputy Shire President.

The Deputy Shire President is to be elected by the Council (including the Shire President) from amongst the Councillors.

Nominations for the position of Deputy Shire President are to be made in writing before the meeting, or during the meeting prior to the close of nominations. If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination unless the nominee has advised the person conducting the election, verbally or in writing, that he or she is willing to be nominated.

The Council members (including the Shire President) are to vote on the matter by secret ballot as if they were voting at an election. The Shire President is to declare the result and the elected Deputy Shire President is to make a declaration pursuant to Regulation 13(3) of the *Local Government (Constitution) Regulations 1998*:

13. Oaths, affirmations and declarations (s. 2.29, 2.42)

(3) A declaration required by section 2.29 to be made by a person elected as a Councillor, Deputy Mayor or Deputy President is to be made before an authorised person.

The Declaration of elected Deputy Shire President:

I _____ of _____, having been elected to the office of **Deputy President** of the Shire of Lake Grace declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the code of conduct adopted by the Shire of Lake Grace under section 5.104 of the Local Government Act 1995.

The Declaration will be witnessed by the Chief Executive Officer.

The Shire President advised that at the close of nominations, two (2) nominations were received for the office of Deputy Shire President – these being for Councillor Ross Chappell and Councillor Stephen Hunt.

Ballot papers were prepared and the candidates listed in the order determined by the drawing of lots as required under section 4.56(a) of the Local Government Act 1995.

All Council members voted by secret ballot; each vote was counted and the results were announced by the CEO as follows:

Councillor Hunt:	4 votes
Councillor Chappell:	3 votes

The Shire President declared Cr Stephen Hunt duly elected to the office of Deputy Shire President.

Cr Stephen Hunt made the declaration pursuant to Regulation 13(3) of the *Local Government (Constitution) Regulations 1998*.

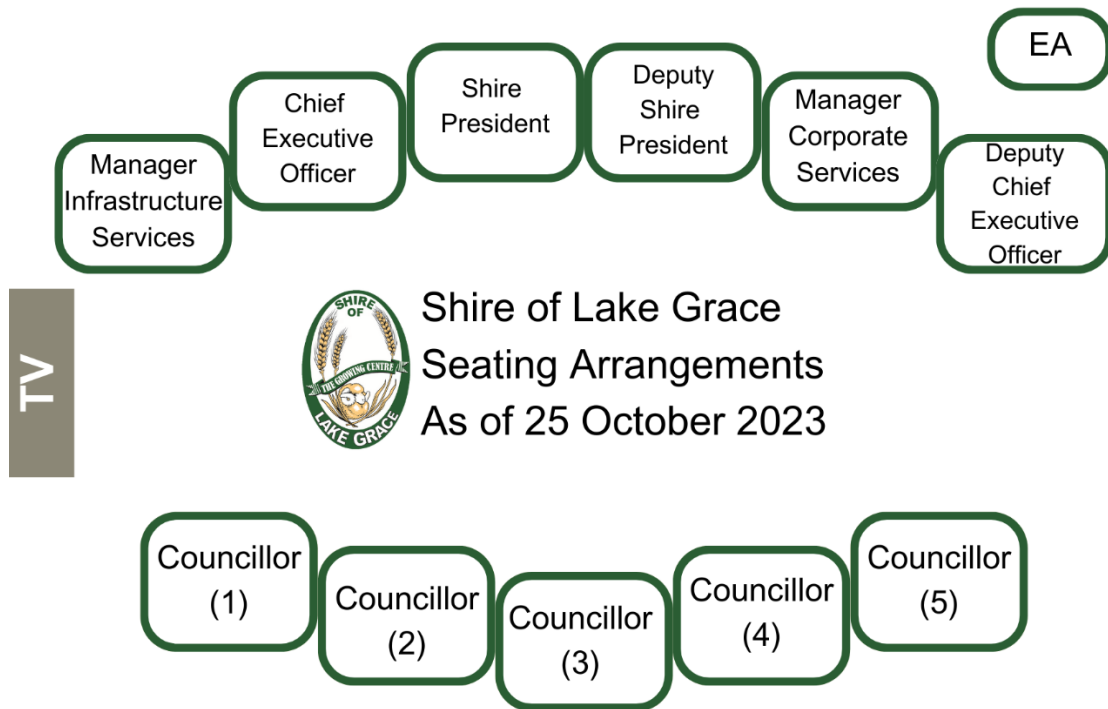
2.1.3 SEATING OF COUNCILLORS

A ballot was conducted by the Chief Executive Officer for seating of Councillors in the Chambers. As per the *Shire of Lake Grace Standing Orders Local Law 2015*.

8.2 Members to occupy own seats

(1) At the first meeting held after each election day, the CEO is to allot by random draw, a position at the Council table to each Member.

(2) Each member is to occupy his or her allotted position at each Council meeting.



Councillors seating number / arrangement

Seat No. 1	Cr Chappell
Seat No. 2	Cr Lloyd
Seat No. 3	Cr Hyde
Seat No. 4	Cr Kuchling
Seat No. 5	Cr Clarke

The Shire President invited Councillors to take their seats after the ballot.

2.1.4 DISCLAIMER READING AND ACKNOWLEDGEMENT OF COUNTRY

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council and Committee meetings or during formal and 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 and 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.

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Acknowledgement of Country to be read by the Shire President

I wish to acknowledge the traditional Custodians of the land on which we meet today, and pay my respects.

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 SG Hunt	Deputy Shire President
Cr R Chappell	
Cr RA Lloyd	
Cr BJ Hyde	
Cr AJ Kuchling	
Cr DS Clarke	

3.2 APOLOGIES

Nil

3.3 IN ATTENDANCE

Mr Alan George	Chief Executive Officer
Mr C Paget	Deputy Chief Executive Officer
Mr K Wilson	A/Manager Corporate Services
Mr C Elefsen	Manager Infrastructure Services
Mrs A Adams	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

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

Nil

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION / RESOLUTION

RESOLUTION 13749

Moved: Cr Lloyd
Seconded: Cr Hyde

That pursuant to s2.25 of the Local Government Act 1995 (as amended), leave of absence be granted to the following:

Cr Anton Kuchling
24 January 2024 – 26 February 2024

CARRIED 7/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke

Against: Nil

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The President announced that he received the following from Cr Chappell:

“I would like the Shire of Lake Grace to submit an agenda item to our next Central Country Zone meeting being held on 17 November 2023 in regards to having clarification on the role of a scrutineer at Local Government Elections now.

The reason why is that at our recent election there was a scrutineer present for one of our candidates but they were positioned well away from where the voted were being counted.

I am not saying that our Returning Officer did anything wrong as all the protocols were in place but my understanding of a scrutineer is they are there to oversee that things are being done correctly, but if you are on the other side of the room you cannot see anything.

It appears to have changed from past elections.”

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 27 SEPTEMBER 2023

RECOMMENDATION / RESOLUTION

RESOLUTION **13750**

Moved: **Cr Kuchling**

Seconded: **Cr Hyde**

That the Minutes of the Ordinary Council Meeting held on Wednesday 27 September 2023 be confirmed as a true and accurate record of the meeting.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

Against: **Nil**

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

Nil

13.0 REPORTS OF COMMITTEES

13.1.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE

RECOMMENDATION / RESOLUTION

RESOLUTION 13751

Moved: Cr Clarke
Seconded: Cr Kuchling

That the Minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee meeting held on 18 October 2023, be received by Council.

CARRIED 7/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke
Against: Nil

14.0 REPORTS OF OFFICERS

14.1 INFRASTRUCTURE SERVICES

14.1.1 TRANSFER OF FUNDS – NEWDEGATE ADULT GYM

Applicant	Internal report
File No.	0848
Attachments	Nil
Author	Freyja Melling - Infrastructure Administration Officer
Disclosure of Interest	Nil
Date of Report	23 October 2023
Senior Officer	Craig Elefsen - Manager of Infrastructure Services

Summary

For Council to authorise the transfer of funds of \$24,000.00 to “Newdegate Adult Gym Cap Exp” from “Winchcombe Road SLK 5.00 to 10.80”.

Background

Rubber soft fall has been installed around the immediate area of the exercise equipment, but there are still areas between the equipment that has remained as pea gravel, which requires treatment due to its hardness and unevenness.

This project was missed during initial budget planning stage and the Shire is now seeking funds to complete the project.

Comment

Funds will be sought from a road project, that savings are expected from. For the majority of our roadworks that are undertaken completely by contractors, purchase order values are accurate to final expenditure.

A quote was sought for the supply & installation of artificial lawn for the Newdegate Adult Gym. The quotes the Shire received were valued at \$25,715 (including GST). Under the previous explained methodology, we have identified Winchcombe Road to have savings.

Legal Implications

Local Government Act 1995

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

Policy Implications

Nil.

Consultation

Internal: Craig Elefsen

Financial Implications

The relevant job accounts will be impacted as follows:
All figures are presented without a GST component.

1210520: Winchcombe Rd SLK 5.0 to 10.80 current budget	\$340,808.00
Less money transferred out	\$24,000.00
Winchcombe Rd budget after transfer	\$316,808.00
Outstanding purchase orders for Winchcombe Rd	\$316,628.33
Left over budget of Winchcombe Rd after project completion	\$179.67

113051: Newdegate Adult Gym Cap Exp	\$0.00
More money transferred in	\$24,000.00
Newdegate adult gym budget after transfer	\$24,000.00
Expected expenditure	\$23,377.27
Left over budget of Newdegate adult gym after project completion	\$622.73

Strategic Implications

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

Economic Objective - A prosperous agricultural based economy supporting diversification of industry		
Outcome	1.3	An attractive destination for visitors
Strategies	1.3.2	Maintain and enhance local iconic attractions and infrastructure

Social Objective - A valued, healthy and inclusive community and life style		
Outcome	2.2	A healthy and safe community
Strategies	2.2.1	Maintain and enhance sport and recreation facilities
Environment Objective - Protect and enhance our natural and built environment		
Outcome	3.1	A well maintained attractive built environment servicing the needs of the community
Strategies	3.1.1	Maintain, rationalise, improve or renew buildings and community infrastructure

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13752**

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

That Council: Authorise the transfer of \$24,000.00 from the Winchcombe Rd project (1210520) to the Newdegate Adult Gym project (113051).

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against: **Nil**

14.2 PLANNING

14.2.1 DEVELOPMENT APPLICATION – PROPOSED NEW ADDITIONAL DWELLING (FARM WORKER ACCOMMODATION) ON LOT 2825 (NO.338) PURNTA ROAD, VARLEY

Applicant	Tristan & Richard Cornwall (Landowners)
File No.	0139
Attachments	1. Development Application Documentation and Plans
Author	Joe Douglas & Cherie Wallace – Town Planners
Disclosure of Interest	Nil
Date of Report	18 October 2023
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

This report recommends that a development application submitted by Tristan and Richard Cornwall (Landowners) to place a new pre-manufactured steel framed modular dwelling, including the construction of various associated improvements, on Lot 2825 (No.338) Purnta Road, Varley for farm workforce accommodation purposes be approved subject to conditions.

Background

The applicant is seeking Council's development approval to place a new pre-manufactured steel framed modular dwelling approximately 500 metres from an existing single house on Lot 2825 (No.338) Purnta Road, Varley.

The proposed new dwelling comprises a total floor area of approximately 440.30m², including alfresco area and verandah, and will be used to accommodate persons employed on the land to support its continued use for extensive agricultural purposes (i.e. cropping and grazing). The existing dwelling on the land will be retained and used as the primary place of residence. A new 150m² garage for vehicle parking and domestic storage purposes, a 150,000 litre rainwater tank for domestic consumption purposes, and a new on-site effluent disposal system comprising septic tanks and leach drains are also proposed to service the needs of the new dwelling's occupants.

A full copy of the development application received, including supporting documentation and plans, is provided in Attachment 1.

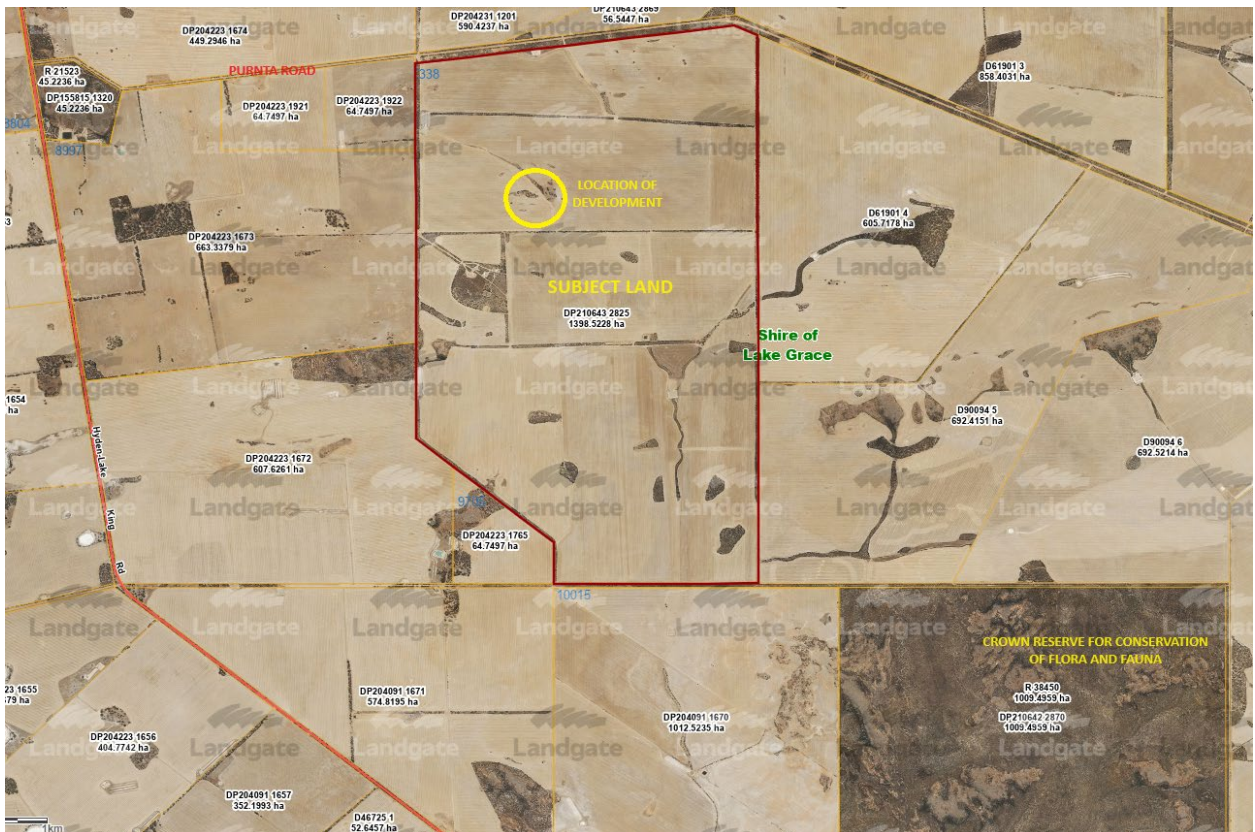
Lot 2825 is located approximately 10.5 kilometres south-east of the Varley townsite in the locality of Varley. The property comprises a total area of approximately 1398.52 hectares and has direct frontage and access to Purnta Road along its northern boundary which is an unsealed (i.e. gravel standard) local road under the care, control and management of the Shire.

The subject land is gently sloping throughout, predominantly cleared of all native vegetation with the exception of a few small stands in select locations for land management purposes, and has been extensively developed and used for extensive agricultural purposes (i.e. cropping and grazing) for many years.

In addition to the existing single house, the land also contains a number of physical improvements associated with its current rural use including various sheds, silos, dams and associated catchments, rainwater tanks, internal access roads / tracks, firebreaks and fencing.

Existing adjoining and other nearby land uses are predominantly rural in nature comprising broadacre agricultural activities on lots of various sizes. The main exception to this is Crown Reserve 38450 located to the south-east of the subject land which is managed and controlled by the Parks and Wildlife Service Division of the Department of Biodiversity, Conservation and Attractions for flora and fauna conservation related purposes.

That portion of the land where the development is proposed to be undertaken has been cleared of all native vegetation, does not contain any sites of cultural heritage significance, is not subject to inundation or flooding during extreme storm events, and has not been designated by the Fire and Emergency Services Commissioner as being bushfire prone.



Location & Lot Configuration Plan (Source: Landgate 2023)

Comment

Lot 2825 is classified 'General Agriculture' zone in the Shire of Lake Grace Local Planning Scheme No.4 (LPS4).

A key objective of the land's current 'General Agriculture' zoning classification is to ensure the continuation of broadacre farming as the principle land use within the district, protect the rural landscape/character, control the fragmentation of agricultural land through further subdivision and consider non-rural uses where they can be shown to be of a benefit to the district.

Clause 4.11.3 of LPS4 states Council will not generally support the erection of more than one (1) single house per lot on any land classified 'General Agriculture' zone and may only consider granting approval to additional dwelling(s) under the following circumstances:

- i) where the landowner demonstrates that the development is required for farm management or tourist development purposes;

- ii) the additional dwelling(s) will only accommodate a family member, workers employed for agricultural activities on that lot or tourists;
- iii) the additional dwelling(s) are clustered in one location so as to avoid future subdivision pressure and minimise constraints on adjoining uses; and
- iv) all essential services to the additional dwelling(s) from the lot boundary (including access roads) are to be shared with any existing dwelling(s) where practicable.

The application has been assessed with due regard for the relevant objectives, development standards and requirements prescribed in LPS4 and the various matters required to be considered as prescribed in clause 67 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

This assessment has confirmed the proposal is compliant or capable of compliance with the following requirements:

- Land capability and suitability;
- Location / siting including lot boundary setbacks;
- Purpose and use of the proposed new dwelling;
- Land use compatibility including buffer separation distance requirements;
- Preservation of productive agricultural land;
- Preservation of rural character and amenity and places of cultural heritage significance;
- Preservation of natural environmental features, drainage patterns and catchments;
- Building height;
- Vehicle access and parking;
- Key essential service infrastructure including potable water supply and on-site effluent disposal; and
- Bushfire, flood risk and stormwater drainage management.

In light of all the above it is concluded the proposal for Lot 2825 is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure the development proceeds in a proper and orderly manner. As such, it is recommended Council exercise discretion and grant conditional development approval.

Legal Implications

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Lake Grace Local Planning Scheme No.4

Policy Implications

- State Planning Policy 2.5 - *Rural Planning*

Consultation

Public advertising of the application and referral to State government agencies and key essential service providers was not required nor deemed necessary. The application was, however, the subject of discussion with the applicant following its preparation and submission to the Shire for review, consideration and final determination.

Financial Implications

There are no known financial implications in relation to this item aside from the administrative costs associated with processing the application which are provided for in Council’s annual budget and have been offset in part by the development application fee paid by the landowners. All costs associated with the proposed developments will be met by the landowners.

It is significant to note should the landowners be aggrieved by Council’s final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

Strategic Implications

- **Shire of Lake Grace Local Planning Strategy 2007** as it applies specifically to the following matters:
 - Economic Development Strategy (Agriculture): To achieve ecologically sustainable use of agricultural land in the Shire whilst providing diverse and compatible development opportunities in agricultural areas to promote the local economy; and
 - Settlement Strategy (Rural Living): To provide a variety and choice of high quality rural living opportunities in the Shire where it is economically, socially and environmentally viable.
- **Shire of Lake Grace Strategic Community Plan 2017-2027:**

Economic Objective - A prosperous agriculturally based economy, supporting diversification of industry		
Outcome	1.1	An innovative, productive agriculture industry
Strategies	1.1.3	Support and promote the agricultural productivity of the district
Outcome	1.2	A diverse and prosperous economy
Strategies	1.2.2	Support local business and promote further investment in the district
Environment Objective - Protect and enhance our natural and built environment		
Outcome	3.2	A natural environment for the benefit and enjoyment of current and future generations
Strategies	3.2.1	Manage and preserve the natural environment

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13753**

Moved: **Cr Hyde**
Seconded: **Cr Kuchling**

That Council **approve** the development application submitted by Tristan and Richard Cornwall (Landowners) to place a new pre-manufactured steel framed modular dwelling, including the construction of various associated improvements, on Lot 2825 (No.338) Purnta Road, Varley for farm workforce accommodation purposes subject to the following conditions and advice notes:

Conditions:

1. The proposed development shall be undertaken strictly in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be substantially commenced within a period of two (2) years from the date of this approval. If the development is not substantially commenced within this period the proposed development shall not be carried out without the further approval of the local government having first being sought and obtained.
4. The proposed dwelling shall only be used to accommodate family members and/or workers employed on the land (i.e. farm worker accommodation) unless otherwise approved by the local government.
5. An adequate on-site effluent disposal system, as determined by the local government's Environmental Health Officer or the Executive Director of Public Health, shall be installed with all such work to be undertaken to the specifications and satisfaction of the local government's Environmental Health Officer or the Executive Director of Public Health prior to occupation and use of the proposed dwelling.
6. The proposed dwelling shall be provided with a water supply tank with a minimum storage capacity of 135,000 litres for domestic consumption purposes prior to its occupation and use. All water stored in the tank shall be maintained at all times in accordance with the *Australian Drinking Water Guidelines 2011* (as amended) published by the National Health and Medical Research Council.
7. The proposed dwelling shall be provided with an electricity supply service to the specifications of the relevant service provider prior to its occupation and use.
8. All proposed new vehicle accessways and parking areas associated with the proposed development shall be constructed prior to occupation and use of the proposed dwelling to ensure two-wheel drive access is available in all weather conditions.
9. Prior to the commencement of development suitably scaled plans and specifications for the proposed new 150m² garage and 150,000 litre rainwater tank for domestic consumption purposes shall be submitted to the local government for consideration and approval.
10. All storm water shall be directed away from the new structures the subject of this approval and disposed on-site to ensure their structural integrity is not compromised.

11. All external surfaces of the structures the subject of this approval shall be clad with new materials only.

Advice Notes:

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the landowners and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of Lake Grace under its Local Planning Scheme No.4. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the landowners to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. An 'Application to Construct or Install an Apparatus for the Treatment of Sewage' prepared pursuant to the specific requirements of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* must be prepared and submitted to the local government or the Executive Director of Public Health for consideration and determination prior to preparation and lodgement of a building permit application.
4. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a building permit application must be submitted to and approved by the local government's Building Surveyor prior to the commencement of any earthworks or construction on the land.
5. The proposed development is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
6. The landowners are reminded of their obligation to ensure compliance with the requirements of the Shire of Lake Grace Annual Fire Management Notice as it applies specifically to all rural land in the Shire to help guard against any potential bushfire risk (<https://www.lakegrace.wa.gov.au/services/bushfire-emergency-management/fire-management-requirements.aspx>).
7. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Lake Grace Local Planning Scheme No.4 and may result in legal action being initiated by the local government.
8. If the landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted directly to the State Administrative Tribunal within 28 days of this determination.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

Against: **Nil**

14.2.2 PROPOSED AMENDMENT NO.6 TO SHIRE OF LAKE GRACE LOCAL PLANNING SCHEME NO.4

Applicant	Shire of Lake Grace (Landowner)
File No.	0525
Attachments	Nil
Author	Joe Douglas – Town Planner
Disclosure of Interest	Nil
Date of Report	19 October 2023
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

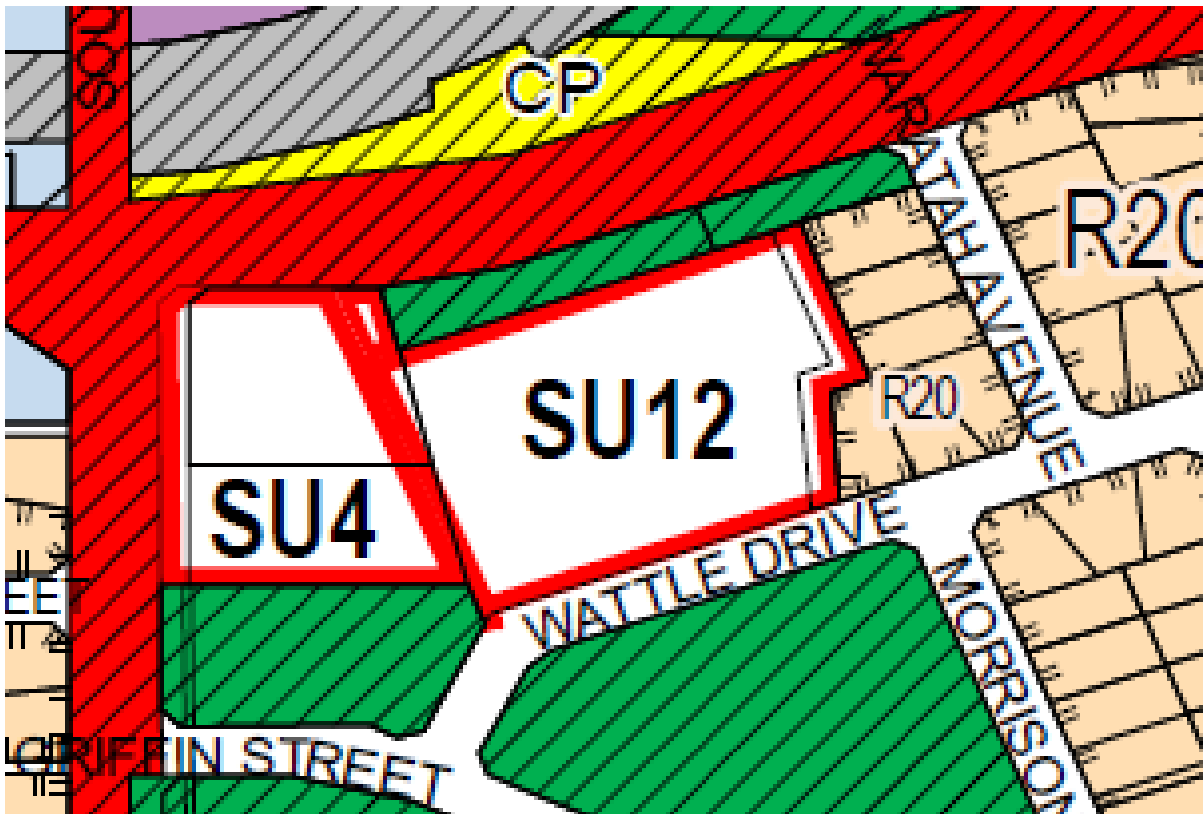
This report recommends that Council resolve to initiate proposed Amendment No.6 to the Shire of Lake Grace Local Planning Scheme No.4 to change the current zoning of Lot 500 on Deposited Plan 47225 Wattle Drive, Lake Grace from 'Special Use' to 'Residential' with a density coding of R20.

Background & Comment

Further to instructions received from the Shire's Chief Executive Officer, this report has been prepared to provide for the initiation of a standard amendment to the Shire of Lake Grace Local Planning Scheme No.4 to change the current zoning classification of Lot 500 on Deposited Plan 47225 Wattle Drive, Lake Grace from 'Special Use' to 'Residential' with a density coding of R20.



Location & Lot Configuration Plan (Source: Landgate 2023)



Current Zoning Map (Source: Shire of Lake Grace Local Planning Scheme No.4)

It is understood the Shire is looking to develop additional residential lots in the Lake Grace townsite to accommodate current and future anticipated demand. The Chief Executive Officer has advised all vacant residential lots previously developed by the Shire in the eastern part of the Lake Grace townsite have now been sold.

Lot 500 has been identified as the preferred location for the development of additional residential lots in the Lake Grace townsite however its current 'Special Use' zoning classification will not immediately allow for the land to be subdivided and developed for low density residential purposes.

Under the terms of the land's current 'Special Use' zoning classification it may only be subdivided and developed for the purposes of a roadhouse, motel and aged persons accommodation. Council does not have the legal authority to grant development approval to develop and use the land for any other purpose/s.

Council should note the roadhouse and motel use classes were included in the land's 'Special Use' zoning classification when Local Planning Scheme No.4 was originally prepared to allow for boundary encroachments arising from the historical development of the existing roadhouse and motel developments on Lots 90 and 91 located immediately west to be resolved. The use class 'aged persons accommodation' was also included due to significant interest shown in developing the land for this purpose by a private property developer at the time.

Given:

- a) the boundary encroachment issues associated with the existing roadhouse and motel developments on the adjoining lots immediately west have now been resolved;
- b) the developer interested in developing Lot 500 aged persons accommodation purposes

decided not to proceed;

- c) the Shire's preference for any new aged persons accommodation to be located more centrally in the Lake Grace townsite in closer proximity to various services and facilities, including the Lake Grace Hospital and Medical Centre; and
- d) the need to develop additional residential lots in the townsite to accommodate current and future anticipated demand for housing,

there is no longer a preference or need for Lot 500 to retain its current 'Special Use' zoning classification which is a significant impediment to the land's future development for low density residential purposes.

Council should note any potential issues associated with the rezoning proposal will be considered and assessed in detail through the scheme amendment process which, if initiated by Council as recommended, will involve the following key steps:

- i) referral to the Environmental Protection Authority for review and environmental clearance;
- ii) referral to the Department of Planning, Lands and Heritage for approval to commence public advertising (i.e. community consultation and referrals to all relevant government agencies and essential service providers);
- iii) community consultation for a period of 42 days including referral to all relevant government agencies and essential service providers inviting their feedback and comment;
- iv) review and assessment of all submissions received and a further report to Council regarding the outcomes from public advertising and agency referrals, any key issues of concern raised and a recommendation regarding final adoption of the scheme amendment proposal;
- v) referral to the Western Australian Planning Commission for review, assessment and determination with respect to a final recommendation to the Minister for Planning; and
- vi) final determination by the Hon. Minister for Planning.

As can be seen from the above the process is comprehensive and affords significant opportunity for input by the local community, State government agencies and essential service providers.

Council should note that under the land's proposed R20 density coding all new residential lots created must comprise an average area of 450m². Given the land is served by all key essential service infrastructure, there is case for increasing the proposed new density coding to R25 or R30 to increase the total potential lot and dwelling yields.

Under an R25 density coding all new residential lots created must comprise an average area of 350m². Under an R30 density coding the average lot size required is 300m².

The reporting officer has adopted a conservative approach to the density coding proposed to be assigned to the land by recommending an R20 density coding which is consistent with the density coding currently applicable to all existing 'Residential' zoned land in the Lake Grace townsite. If Council forms the view a higher density coding would be a better, more efficient option it may resolve to assign its preferred density coding by amending the recommendation provided below.

Legal Implications

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Lake Grace Local Planning Scheme No.4

Policy Implications

- State Planning Policy 3.7 – *Residential Design Codes (Volume 1)*

Consultation

To be undertaken in accordance with the procedural requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* as they apply specifically to standard amendments to local planning schemes.

Financial Implications

The total cost of progressing the proposed amendment to Local Planning Scheme No.4, which is expected to take approximately 12 months to finalise before a subdivision application can be prepared and submitted to the Western Australian Planning Commission to obtain approval to subdivide the land for residential purposes, is estimated to be in the order of \$8,000 to \$10,000 excluding GST. This estimate includes all reporting, referrals, public advertising and final gazettal if the amendment is ultimately approved by the Hon. Minister for Planning. It is understood sufficient allowance has been made in the Shire's budget for 2023/24 to cover the cost of the work required to progress the project during the current financial year.

Strategic Implications

- The proposed amendment to Local Planning Scheme No.4 is consistent with the following objectives and strategies of the *Shire of Lake Grace Local Planning Strategy 2007* as it applies specifically to housing:

Visions/Objectives:

- *To ensure a sufficient supply of suitably zoned and serviced residential land in each of the Shire's main settlements to accommodate future housing growth and to provide for housing choice and variety in neighbourhoods with a community identity and high levels of safety, accessibility and visual amenity*

Strategies:

- *Direct the majority of new housing development in the Shire to the Lake Grace, Newdegate, Lake King and Varley townsites;*
- *Ensure sufficient amounts of suitably zoned and serviced residential land in each of the Shire's main townsites which provide a wide choice of lot sizes and housing types to suit the needs of all sectors of the community including that required to accommodate the elderly in convenient and central locations; and*
- *Apply the provisions of the Residential Design Codes of Western Australia to future housing developments to create neighbourhoods with a community identity and high levels of safety, accessibility and amenity.*

• **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	1.2.1	Advocate for improved communications and support infrastructure
	1.2.2	Support local business and promote further investment in the district
Environment Objective - Protect and enhance our natural and built environment		
Outcome	3.2	A natural environment for the benefit and enjoyment of current and future generations
Strategies	3.2.1	Manage and preserve the natural environment
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

RECOMMENDATION / RESOLUTION

RESOLUTION 13754

Moved: Cr Lloyd
Seconded: Cr Hyde

That Council resolve as follows:

1. That the local government, pursuant to section 75 of the *Planning and Development Act 2005*, amend the Shire of Lake Grace Local Planning Scheme No.4 by:
 - i) Removing all reference to Special Use Zone No.SU12 in Schedule 4 of the Scheme Text as it applies specifically to the western most portion of Lot 1 Griffin Street, Lake Grace which is now legally described as Lot 500 on Deposited Plan 47225 Wattle Drive, Lake Grace; and
 - ii) Changing the zoning of Lot 500 on Deposited Plan 47225 Wattle Drive, Lake Grace from 'Special Use' to 'Residential' with a density coding of R20; and
 - iii) Amending the relevant Scheme map (i.e. Map 6) accordingly.
2. The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):
 - i) The amendment would have minimal impact on land in the Scheme area that is not the subject of the amendment; and
 - ii) The amendment would not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.
3. Authorise public advertising of the proposed amendment in accordance with the

procedural requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* as they apply specifically to standard amendments to local planning schemes following receipt of written notification of the Environmental Protection Authority's determination pursuant to section 48A of the *Environmental Protection Act 1986* confirming the proposal is environmentally acceptable and approval from the Western Australian Planning Commission thereafter to commence public advertising.

CARRIED **6/1**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling**

Against: **Cr Clarke**

OFFICER COMMENT

After discussion with the Joe Douglas – Town Planner it was proposed that Recommendation 1. ii) be amended to read;

“Changing the zoning of Lot 500 on Deposited Plan 47225 Wattle Drive, Lake Grace from ‘Special Use’ to ‘Residential’ with a density coding of R30”

Changing the density coding to R30 provides a wider range of housing options from single residential through to group type housing.

RECOMMENDATION / RESOLUTION

RESOLUTION **13755**

Moved: **Cr Lloyd**

Seconded: **Cr Hyde**

That paragraph 1. ii) in resolution 13754 be amended to read;

“Changing the zoning of Lot 500 on Deposited Plan 47225 Wattle Drive, Lake Grace from ‘Special Use’ to ‘Residential’ with a density coding of R30”

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13756**

Moved: **Cr Lloyd**

Seconded: **Cr Clarke**

That Council suspend Standing Orders at 4.08pm

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13757**

Moved: **Cr Lloyd**

Seconded: **Cr Hunt**

That Council resume Standing Orders at 4.29pm

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

Against: **Nil**

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION

14.4.1 SHIRE OF LAKE GRACE COMMITTEES OF COUNCIL – COUNCILLOR REPRESENTATIVES

Applicant	Internal Report
File No.	0035
Attachments	Council Committees and Advisory Groups Guide
Author	Alex Adams - Executive Assistant
Disclosure of Interest	Nil
Date of Report	13 October 2023
Senior Officer	Mr Chris Paget - Deputy Chief Executive Officer

Summary

The Shire of Lake Grace Council to appoint members to Council Committees and External Organisations.

Background

After each Council election, the Shire of Lake Grace Council allocates positions to the Committees of Council, working advisory groups and representatives to external organisations. An Elected Member may request to be appointed to any Committee, Advisory Group or to represent Council on external organisation.

Comment

A “Council Committees and Advisory Groups Guide” developed in 2021 was updated in April 2022 (Attachment). Please note that this attachment contains the names of the Councillors whose committee tenures expire on 21 October 2023.

This Guide provides information relating to committees and advisory groups within the Shire of Lake Grace as they are established. This document includes the objectives, membership, duties and responsibilities of the official committee or an advisory group. It is amended on as needed basis, naming those representatives appointed by Council and now, positions need to be allocated.

Legal Implications

Local Government Act 1995
Subdivision 2 – Committees and their meetings
5.8. Establishment of Committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

* Absolute majority required.

5.9. Committees, types of

- (1) In this section —
other person means a person who is not a council member or an employee.
- (2) A committee is to comprise —
 - (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons; or
 - (f) other persons only.

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Bush Fire Act 1954
Miscellaneous Part V

67. Advisory committees

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —
 - (a) make rules for the guidance of the committee; and
 - (b) accept the resignation in writing of, or remove, any member of the committee; and
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section —
 - (a) may from time to time meet and adjourn as the committee thinks fit;
 - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
 - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Emergency Management Act 2005

Local arrangements Part 3

Emergency management arrangements for local governments Division 2

38. Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

Policy Implications

Nil

Consultation

Internal Mr Alan George, Chief Executive Officer
Mr Chris Paget, Deputy Chief Executive Officer
Mr Matt Castaldini, Community Emergency Services Manager

Financial Implications

Elected Members attending other committee meetings may claim travel but no attendance fees are payable.

Non-Elected Member delegates representing the Shire are entitled to be reimbursed for travelling expenses incurred.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Social – A valued, healthy and inclusive community and life-style		
Outcome	2.1	An engaged, supportive and inclusive community
	2.1.3	Actively promote and support community events and activities within the district
Leadership – Strong governance and leadership, demonstrating fair and equitable community values		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
	4.1.1	Provide informed leadership on behalf of the community
	4.1.2	Promote and advocate for the community and district
	4.1.3	Provide strategic leadership and governance

Voting Requirements

Absolute Majority

RECOMMENDATION / RESOLUTION

RESOLUTION 13758

Moved: Cr Kuchling
Seconded: Cr Hunt

That Council:

Appoint the following Elected Members as nominated representatives on the following Committees of Council;

Name of Committee	Names of Councillors
AUDIT COMMITTEE (AUC) (4 Councillors)	Cr Armstrong Cr Hunt Cr Hyde Cr Lloyd

BUSH FIRE ADVISORY COMMITTEE (BFAC) (2 Councillors)	Cr Kuchling Cr Hyde
LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) (2 Councillors)	Cr Armstrong Cr Hunt
LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE (1 Councillor)	Cr Clarke
NEWDEGATE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE (1 Councillor)	Cr Lloyd
NEWDEGATE SWIMMING POOL MANAGEMENT COMMITTEE (2 Councillors)	Cr Lloyd Cr Armstrong
SHIRE OF LAKE GRACE TOURISM ADVISORY COMMITTEE (1 Councillor)	Cr Clarke
SHIRE OF LAKE GRACE INTEGRATED PLANNING AND ASSET MANAGEMENT GROUP (4 Councillors)	Cr Armstrong Cr Clarke Cr Hunt Cr Hyde

Appoint the following Elected Members as nominated representatives on the following external organisations;

Name of External Organisation	Delegate	Deputy
4WDL Regional Organisation of Councils	Cr Armstrong	Cr Hunt
WALGA – Central Country Zone	Cr Armstrong	Cr Hunt
Eastern Wheatbelt Biosecurity Group	Cr Hunt	Cr Armstrong
Lake Grace District High School Board	Cr Clarke	Cr Kuchling
Lake Grace Roadwise	Cr Clarke	Cr Armstrong

Name of External Organisation	Delegate	Deputy
Newdegate Recreation Council	Cr Lloyd	Cr Armstrong
Roe Tourism	Cr Armstrong	Cr Clarke
Roe Regional Organisation of Councils Roe Health	Cr Armstrong	Vacant
Rural Water Council	Cr Armstrong	Vacant
Wheatbelt South Regional Road Group – Lakes Sub Group	Cr Armstrong	Cr Hyde
Wheatbelt South Regional Road Group	Cr Armstrong	Cr Hyde
Wheatbelt Development Assessment Panel (4 elected members required to be appointed)	Cr Armstrong Cr Hunt	Cr Kuchling Cr Clarke
Wheatbelt Natural Resource Management	Cr Lloyd	Cr Clarke
Wheatbelt Railway Retention Alliance	Cr Armstrong	Cr Hunt

CARRIED: 7/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke

Against: Nil

14.4.2 SCHEDULE OF COUNCIL MEETINGS – FEBRUARY TO DECEMBER 2024

Applicant	Internal
File No.	0041
Attachments	Nil
Author	Alex Adams – Executive Assistant
Disclosure of Interest	Nil
Date of Report	18 October 2023
Senior Officer	Chris Paget – Deputy Chief Executive Officer

Summary

In order to provide the most accurate reporting, Administration is seeking Council endorsement on the schedule of Council Meetings from February to December 2024.

Background

In accordance with Policy 1.2 – Meeting Dates, Council is to meet on the fourth Wednesday of every month for the months of February to December.

It is proposed the Council meeting for the month of February 2024 be held one week earlier, due to the large gap between December 2023 and February 2024.

The December 2024 meeting will be held one week earlier, due to the Christmas/ New Year closure.

Comment

The proposed Council meeting dates for 2024 are as follows:

No Meeting in January
21 February
27 March
24 April
22 May
26 June
24 July
28 August
25 September
23 October
27 November
18 December

Legal Implications

**Local Government (Administration) Regulations 1996
Part 2
Regulation 12**

Publication of meeting details (Act s. 5.25(1)(g))

- (1) *In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.*
- (2) *The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*
 - (a) *ordinary council meetings;*
 - (b) *committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*
- (3) *Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government’s official website as soon as practicable after the change is made.*
- (4) *If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government’s official website as soon as practicable after the decision is made.*

Please note that dates for Committees of Council will be set by those Committees and advertised accordingly.

Policy Implications

**Policy 1.2
Meeting Dates**

Council is to meet on the fourth Wednesday of the months of February to December.

A meeting in the month of January will only be held when it is called under provisions of Section 5.4 of the Local Government Act 1995.

Consultation

Chris Paget – Deputy Chief Executive Officer

Financial Implications

Nil

Strategic Implications

This item aligns 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
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

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RECOMMENDATION **13759**

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

That Council endorse the following schedule of Council Meetings from February to December 2024:

- No Meeting in January
- 21 February
- 27 March
- 24 April
- 22 May
- 26 June
- 24 July
- 28 August
- 25 September
- 23 October
- 27 November
- 18 December

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against: **Nil**

**14.4.3 MCKENZIE CONCRETE CO. – CONSTRUCTION OF TEMPORARY DOME SHELTER
ON LOT 101 STUBBS ST, LAKE GRACE**

Applicant	McKenzie Concrete Co.
File No.	0139 / 0369
Attachments	Proposal Letter Site Plan
Author	Alan George CEO
Disclosure of Interest	Nil
Date of Report	18 October 2023
Senior Officer	Alan George CEO

Summary

McKenzie Concrete Co. are seeking approval from Council to waive the requirement for an immediate development approval to erect a dome shelter over sea containers for the purpose of light vehicle and machinery storage on a temporary basis on Lot 101 Stubbs St Lake Grace for a maximum term of 12 months.

Background

McKenzie Concrete Co. has recently been awarded a 5 year contract for the supply and manufacture of precast concrete products (concrete bunker walls). The current worksite in Mason St Lake Grace is very restricted for space due to the large amount of vehicles and equipment stored on site. Mr McKenzie has been seeking alternative sites to place a dome shelter however zoning restrictions have not allowed the use.

It was suggested to Mr McKenzie that he approach the lessees of Lot 101 Stubbs St Lake Grace as it was not currently being used. Lot 101 was leased to Tigerspark Electrical WA Pty Ltd and Marcus Hunt Trust under a Ground Lease with Option to Purchase in 2022. This land use zoning allows the storage of vehicles and machinery. They have come to an arrangement for the use of part of the land.

Comment

There is no vacant industrial land in Lake Grace. Development WA is currently undergoing an assessment on the development of 4 or 5 light industrial lots in Dewar St which previously had planning approval which expired 8 or so years ago.

McKenzie Concrete Co. needs the room at its Mason St site for the production of the concrete products. The placement of the dome shelter on Lot 101 is a temporary measure until other arrangements can be made.

This is a case of another business in Lake Grace expanding which is beneficial to the town's economy and workforce.

The location of the shelter is such that it will be set well back from Stubbs St and will pose no known problems. Firefighting equipment will be kept on site in case of need and the sea containers will be anchored to the ground with concrete footings. Stormwater drainage is not considered a

concern as all drainage on the lot is directed to either one of the two dams which adjoin the property.

Given the temporary nature of the request and the precedent set with the temporary approval of bulkheads by CBH in recent years this request is considered reasonable.

Legal Implications

The placement of the dome shelter conforms to the zoning of the land.

Policy Implications

Nil

Consultation

Joe Douglas – Town Planner – Exurban Rural & Regional Planning

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Economic Objective - A prosperous agricultural based economy supporting diversification of industry		
Outcome	1.2	A diverse and prosperous economy
Strategies	1.2.2	Support local business and promote further investment in the district
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

RECOMMENDATION / RESOLUTION

RESOLUTION **13760**

Moved: **Cr Clarke**

Seconded: **Cr Hyde**

That Council:

Support and approve McKenzie Concrete Co's request to waive the requirement for an immediate development approval for the temporary construction of a dome shelter for use of vehicle storage of light vehicles and machinery on a portion of Lot 101 on Deposited Plan 27172 Stubbs St, Lake Grace for a 12 month period from the date of Councils decision subject to the following conditions;

1. Written notification is to be provided to the Shire of Lake Grace at the commencement of the temporary works and use.

2. All infrastructure the subject of this temporary approval shall cease to be used at the end of the temporary approval term and shall be removed from the land in its entirety within 28 days of expiry of the approved term.

3. Should McKenzie Concrete Co. decide that they would like to retain the temporary infrastructure on a permanent basis, a development application shall be prepared and submitted to the Shire, requesting Council's formal development approval with the infrastructure unable to be used beyond the temporary approval term until and unless Council approves the development application.

CARRIED: **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

Against: **Nil**

14.4.4 EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2023-2025

Applicant	Shire of Lake Grace
File No.	0811
Attachments	Draft EEOMP 2023-2025
Author	Chris Paget – Deputy CEO
Disclosure of Interest	Nil
Date of Report	19th October 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to consider endorsing the reviewed Shire of Lake Grace Equal Employment Opportunity Management Plan for the period 2023-2025.

Background

The WA Government's Public Sector Commission has contacted the Chief Executive Officer advising that the Shire's existing Equal Employment Opportunity Management Plan (EEOMP) has expired. Council last adopted an EEOMP for the period 2017-2020 at the ordinary meeting held 17th July 2017. In accordance with Section 145(2) [a-h] of the Equal Opportunity Act 1984 there is a requirement for the Shire of Lake Grace to develop an updated EEOMP outlining goals and strategies in key areas to eliminate discrimination in the workplace.

EEO Management Plans are the principle accountability instrument for public authorities to ensure an absence of discrimination and positive employment outcomes for diversity groups. EEO is about ensuring all employees in public authorities have equal opportunity in their work place and are not subject to discrimination.

Section 145(1) of the Equal Opportunity Act 1984 (EO Act) requires public authorities to prepare and implement an EEOMP. Under the Government of Western Australia, Public Sector Commission, the EO Act is the main legislative instrument underpinning the principles of equal opportunity in Western Australia.

The EO Act was enacted by the Western Australian Parliament in 1984 and came into operation in July 1985. Its objectives are to:

- a) *to eliminate, in so far as is possible, discrimination against persons on the grounds of sex, marital status, pregnancy, family responsibility or family status, race, religious or political conviction, impairment, age or, in certain cases, gender history in the areas of work, accommodation, education, the provision of goods, facilities and services, and the activities of clubs; and*
- b) *to eliminate, so far as is possible, sexual harassment and racial harassment in the workplace, and in educational institutions and sexual harassment and racial harassment related to accommodation:*

and

- c) *to promote recognition and acceptance within the community of the equality of men and women; and*

- d) *to promote recognition and acceptance with the community of the equality of persons of all races, regardless of their religious or political convictions, their impairments or ages.*

Comment

To ensure that the Shire of Lake Grace remains compliant with Part IX of the Act, the EEO & Diversity Plan has been reviewed and updated, and a copy of this updated EEOMP is attached for Council's consideration.

The Shire is required to review its management and set EEO priorities for the term 2023-2025; we are also required to report annually to the Public Sector Commission on the progress and results of the Plan.

The Shire's EEOMP is the foundation for a working environment free from harassment and discrimination. Through the implementation of this Plan the Shire will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. All Shire staff are to be encouraged to embrace equity and diversity within the organisation

The Shire is to value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment, and that employment practices are not biased or discriminate unlawfully against employees or potential employees. The Shire's employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

Legal Implications / Statutory Environment

Equal Opportunity Act 1984

Division 3 — Equal employment opportunity management plans

145. *Preparation and implementation of management plans*

- (1) *Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.*
- (2) *The management plan of an authority shall include provisions relating to —*
 - (a) *the devising of policies and programmes by which the objects of this Part are to be achieved; and*
 - (b) *the communication of those policies and programmes to persons within the authority; and*
 - (c) *the collection and recording of appropriate information; and*
 - (d) *the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and*
 - (e) *the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and*
 - (f) *the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a); and*
 - (g) *the revision and amendment of the management plan; and*
 - (h) *the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).*

- (3) *The management plan of an authority may include provisions, other than those referred to in subsection (2), which are not inconsistent with the objects of this Part.*
- (4) *The preparation of a management plan shall take place and the implementation of the management plan shall commence without delay and —*
- (a) *in the case of an authority referred to in section 139(1)(a), (b), (c) or (d), other than an authority which is an institution of tertiary education, on or before such day as is specified in the regulations in respect of that authority and if no day is so specified in respect of an authority on or before the day that is 3 years after the day when this Part comes into operation; and*
- (b) *in the case of an institution of tertiary education or an authority the subject of regulations under section 139(1)(e), on or before such day as is specified in the regulations.*
- (5) *An authority may, from time to time, amend its management plan.*
- (6) *Each authority shall send a copy of its management plan, and any amendment of the plan, to the Director as soon as practicable after the management plan or the amendment, as the case may be, has been prepared.*

Policy Implications

Shire of Lake Grace Policy 4.6 – Equal Employment Opportunity

Consultation

Mr Alan George – Chief Executive Officer

WA Public Sector Commission

Financial Implications

Nil

Strategic Implications

This item aligns 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
	4.1.3	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

RECOMMENDATION / RESOLUTION

RESOLUTION **13761**

Moved: **Cr Hyde**

Seconded: **Cr Lloyd**

That Council:

- (1) Endorses the Shire of Lake Grace Equal Employment Opportunity Management Plan 2023-2025; and
- (2) Forwards a copy of this Plan to the Director of Equal Opportunity in Public Employment at the WA Public Sector Commission.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling,
Cr Clarke**

Against: **Nil**

**14.4.5 EXTENSION OF LEASE – TELSTRA MOBILE PHONE BASE STATION LOT 3171
KATHLEEN ROAD LAKE KING**

Applicant	Amplitel Pty Ltd (part of the Telstra Group)
File No.	0196 Document 300/19
Attachments	Draft Lease document – Amplitel Lake King WA
Author	Chris Paget – Deputy CEO
Disclosure of Interest	Nil
Date of Report	20th October 2023
Senior Officer	Alan George – Chief Executive Officer

Summary

For Council to authorise the extension of the Crown Land Lease held between the Shire of Lake Grace and Amplitel Pty Ltd / Telstra Group for a mobile telephone base station at Lot 3171 Kathleen Road Lake King and to authorise the use of the Common Seal on the extension of lease documents.

Background

The purpose of the Lease of Crown Land in 2004 was to extend mobile coverage within the region through the installation of a facility to hold a cellular mobile telecommunications base station comprising an equipment hut, antennae and tower.

The shire entered into the lease for an initial ten-year term *Item 5 (Clause 5.2)* with Telstra Corporation Limited commencing on the 1 September 2004 with the option of two further terms of five years which were exercised by both parties in 2019. The most recent of these deeds of extension of lease expires 31 August 2024.

Comment

Following discussions with representatives of Amplitel Pty Ltd (the tower infrastructure division of Telstra Group), the Shire received correspondence and draft documentation from Cornwalls Law in August and October 2023 in relation to renewing the lease for the Lake King mobile telecommunication facility for a further twenty-year term that will expire 31 August 2044. The rental payment arrangements are proposed to remain the same as the previous agreement.

As this particular lot comprises a Crown Reserve under management order to the Shire of Lake Grace, under Section 18 of the *Land Administration Act 1997* consent by the Minister for Planning Lands and Heritage may be required for the proposed twenty-year lease extension. It is noted that for the previous terms the Department of Planning Lands and Heritage (DPLH) advised Shire staff that the original lease consent provided approval for all conditions & further terms included into the lease, and subsequently there was no requirement for the Minister to consent to the further term of the Lease. The Deputy CEO is seeking clarification from the Department as to whether this still remains the case or Ministerial consent will now need to be given following Council's approval of the new lease.

Legal Implications

Land Administration Act 1997

Transfer of Land Act 1893

Telecommunications Act 1997 (Cth)

Policy Implications

Nil

Consultation

Internal: Alan George, Chief Executive Officer

External: Tommy Lam – Amplitel Pty Ltd / Telstra Group
Breannan Bowman - Cornwalls Law
Department of Planning Lands and Heritage

Financial Implications

Not applicable – peppercorn rent of \$1 (ex GST) per annum in advance; the lessee will contribute up to \$1500 for any reasonable legal costs, or applicable stamp duty/registration fees that may be required for the new lease.

Strategic Implications

This item 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	1.2.1	Advocate for improved communications and support infrastructure
	1.2.2	Support local business and promote further investment in the district
Outcome	1.3	An attractive destination for visitors
Strategies	1.3.3	Continue to provide and maintain visitor support services
Social Objective - A valued, healthy and inclusive community and life style		
Outcome	2.1	An engaged, supportive and inclusive community
Strategies	2.1.1	Community services and infrastructure meeting the needs of the district

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13762**

Moved: **Cr Hunt**

Seconded: **Cr Hyde**

That Council:

1. Authorises the extension of the Lease of Crown Land between the Shire of Lake Grace and Amplitel Pty Ltd (Telstra Group) at Lot 3171 Kathleen Road, Lake King for a mobile telephone base station;
2. Authorises the President and CEO to sign and affix the Common Seal to the Lease extension documents.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

Against: **Nil**

14.5 FINANCE

14.5.1 ACCOUNTS FOR PAYMENT – SEPTEMBER 2023

Applicant	Internal Report
File No	0277
Attachments	List of Accounts Payable
Author	Kevin Wilson – Acting Manager Corporate Services
Disclosure of Interest	Nil
Date of Report	17 October 2023
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of September 2023.

Background

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

Comment

In accordance with the requirements of the Local Government Act 1996, a list of creditors and Credit cards and Fuel Cards transactions 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 and Reg 13A

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 September 2023 from the Municipal Account
Total \$1,008,670.24

Strategic Implications

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

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

RECOMMENDATION / RESOLUTION

RESOLUTION 13763

Moved: Cr Kuchling
Seconded: Cr Lloyd

That Council ratify the list of payments totalling \$1,008,670.24 as presented for the month of September 2023 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT25413 – EFT25576	\$925,439.97
Municipal Account Cheques	37090 - 37095	\$1,223.66
Direct Debits	DD10635.1 – DD10665.11	\$57,143.65
Credit Cards	DD10657.1	\$4,279.96
Fuel Cards	EFT25475 & EFT25517	\$20,583.00
	TOTAL	\$1,008,670.24

CARRIED 7/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke
Against: Nil

Shire of Lake Grace



CERTIFICATE OF EXPENDITURE September 2023

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT25413 – EFT25576	\$925,439.97
Municipal Account Cheques	37090 - 37095	\$1,223.66
Direct Debits	DD10635.1 – DD10665.11	\$57,143.65
Credit Cards	DD10657.1	\$4,279.96
Fuel Cards	EFT25475 & EFT25517	\$20,583.00
	TOTAL	\$1,008,670.24

to the Municipal Account, totalling \$1,008,670.24 which were submitted to each member of the Council on 25 October 2023, 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 – 30 SEPTEMBER 2023

Applicant	Internal Report
File No.	0275
Attachments	<ul style="list-style-type: none"> • Monthly Financial Reports • Bank Reconciliations – September 2023
Author	Mrs Victoria Fasano Senior Finance Officer - Investments & Reporting
Disclosure of Interest	Nil
Date of Report	30 September 2023
Senior Officer	Mr Alan George - Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 30 September 2023 and Bank Reconciliations for the month ending 30 September 2023.

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 30 September 2023, operating revenue is over the target by \$107,696 (1.77%), mainly due to unbudgeted Rates overpayment of over 100K and additional FAGS received, but not budgeted for. Interest revenue is lower than the budget. Reserve Term Deposit will mature in November 2023 and Interest will be received then. Fees and charges are below the budget due to early months in the financial year.

Operating expenditure is under YTD budget by \$1,433,020 (46.40%), mainly due to Materials and contracts being down because of delays in operating jobs. Employee costs are slightly under budget due to vacancies in works and services. Utility charges below the budget due to bills arriving later in the year. Depreciation is lower as well and will be posted to the accounts when the 22/23 Annual Financial Statement is completed. Other expenditure is over the target due to overpaid rates returned to the customer of around \$100K.

The capital program is below the target by \$1,046,773 (81.71%). 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 a large portion of Capital projects not being initiated as yet (75%) or in an 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 similar to the corresponding period last year, an investment agreement for 3 term deposits with Commonwealth Bank is in place (\$13,000,000), as well as Overnight Cash Deposit with WA Treasury Corporation for \$2,781,276.

Outstanding rates is at the level expected considering the rates notices are due on 04/09/2023. Collected to date 79.7%

General debtor is \$109,046 with no major outstanding debts to follow up.

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 30 September 2023. 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 Kevin Wilson – Manager Corporate Services

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

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

Voting Requirements

Simple Majority

RECOMMENDATION / RESOLUTION

RESOLUTION **13764**

Moved: **Cr Hunt**
Seconded: **Cr Hyde**

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

1. Statements of Financial activity for the period ended 30 September 2023 and
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 30 September 2023.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against: **Nil**

14.6 COMMUNITY SERVICES

14.6.1 SPONSORSHIP REQUEST – ISOLATED CHILDREN’S & PARENT’S ASSOCIATION (ICPA)

Applicant	Isolated Children’s and Parent’s Association (ICPA)
File No.	0043
Attachments	1. Letter from ICPA requesting sponsorship 2. Sponsorship levels information form
Author	Aimee Egan-Reid – Community Economic Development Officer
Disclosure of Interest	Nil
Date of Report	20 October 2023
Senior Officer	Mr Alan George – Chief Executive Officer

Summary

For Council to consider providing sponsorship of \$500 to the ICPA State Conference, 15 March 2024, which the ICPA Lakes District Branch is convening. The Lakes District covers an area from Albany to Newdegate.

Background

The ICPA is a Local, State and National not-for-profit, voluntary organisation. It is a parent body that advocates for all regional, rural and remote students, and supports families to access a suitable and equitable education, from early childhood through to post-compulsory education.

The annual ICPA State Conference brings together members, educators, politicians, the business community and interested community members to listen to and address concerns, share the successes and plan for the future of education for regional, rural & remote areas.

Comment

The ICPA have 5 levels of sponsorship ranging from \$500 to \$5000. Administration is seeking Council endorsement for the provision of \$500 sponsorship, which aligns with the level of – Valued Sponsor. This level of sponsorship will ensure:

- Shire of Lake Grace banner displayed at the conference
- Inclusion of Shire logo in power point and ICPA publications at the conference
- Shire nominated promotional material included in conference satchels, which are supplied to all attendees.

Legal Implications

Nil

Policy Implications

This request aligns with **SHIRE OF LAKE GRACE POLICY MANUAL – SEPTEMBER 2022; 2.9 Community Funding Request**, however the administration recommends that it is allocated to Donations and Ex-Gratia Payments account for the following reasons:

- the ICPA is a registered charity

- the recommended funding amount is only \$500
- the request falls well outside the Community Funding Request timeframe and cannot be considered a late application

Consultation

Alan George – Chief Executive Officer

Financial Implications

The 2023/2024 Budget includes an allocation of \$5000 for donations and ex-gratia payments. This account has no postings or transactions for the financial year to date.

Strategic Implications

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

Objective	Social Objective - A valued, healthy and inclusive community and life style
Outcome	2.1 An engaged, supportive and inclusive community
Strategies	2.1.2 Maintain and support the growth of education, childcare, youth and aged services
Objective	Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values
Outcome	4.1 A strategically focused, unified Council functioning efficiently
Strategies	4.1.2 Promote and advocate for the community and district

Voting Requirements

Simple majority

RECOMMENDATION / RESOLUTION

RECOMMENDATION 13765

Moved: Cr Clarke
Seconded: Cr Kuchling

That Council:
Approves sponsorship of \$500 to the ICPA State Conference, 15 March 2024, which the ICPA Lakes District Branch is convening.

CARRIED 7/0

For: Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke
Against: Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN – OCTOBER 2023

Applicant	Internal Report
File No	Nil
Attachments	Information Bulletin Cover Page Only
Author	Alex Adams Executive Assistant
Disclosure of Interest	Nil
Date of Report	20 October 2023
Senior Officer	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 October 2023 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report
 - Environmental Health Officer Quarterly Report
 - Newdegate Library Quarterly Report
 - Lake King Library Quarterly Report
 - Lake Grace Visitor Centre Quarterly Report
- Please note Lake Grace Library Report is Contained in the Minutes of the LGRCRC Management Committee – Attachment 13.1 to the Agenda*

External Organisations

- Varley Progress Association – Finance Meeting Minutes 12 October 2023

Circulars, Media Releases, Newsletters, Letters

- Community Newsletters circulated via email

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

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.

RECOMMENDATION / RESOLUTION

RESOLUTION **13766**

Moved: **Cr Hunt**

Seconded: **Cr Hyde**

That Council accepts the Information Bulletin Report for October 2023.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**

Against: **Nil**

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

RECOMMENDATION / RESOLUTION

RESOLUTION **13767**

Moved: **Cr Kuchling**
Seconded: **Cr Hunt**

That Council meet behind closed doors 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 – Sale of Land – Lot 214 (8) Quondong Court, Lake Grace.
Item 17.1.2 – Sale of Land – Lot 215 (10) Quondong Court, Lake Grace.
Item 17.1.3 – Awarding of the All Abilities Playground Project.

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

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13768**

Moved: **Cr Hyde**
Seconded: **Cr Lloyd**

That Council accepts the recommendation contained within Item 17.1.1 - Sale of Land – Lot 214 (8) Quondong Court, Lake Grace.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13769**

Moved: **Cr Hunt**
Seconded: **Cr Kuchling**

That Council accepts the recommendation contained within Item 17.1.2 -Sale of Land – Lot 215 (10) Quondong Court, Lake Grace.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13770**

Moved: **Cr Clarke**
Seconded: **Cr Kuchling**

That Council accepts the recommendation contained within Item 17.1.3 – Awarding of the All Abilities Playground Project.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against: **Nil**

RECOMMENDATION / RESOLUTION

RESOLUTION **13771**

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

That Council move from behind closed doors to proceed with the meeting.

CARRIED **7/0**

For: **Cr Armstrong, Cr Hunt, Cr Chappell, Cr Lloyd, Cr Hyde, Cr Kuchling, Cr Clarke**
Against: **Nil**

18.0 DATE OF NEXT MEETING – 22 NOVEMBER 2023

The next Ordinary Council Meeting is scheduled to take place on Wednesday 22 November 2023 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at 4.48 pm.

20.0 CERTIFICATION

I, Leonard William Armstrong, certify that the minutes of the Meeting held on Wednesday 25 October 2023 as shown were confirmed as a true record of the meeting.

Signature

Date

Shire of Lake Grace

TOURISM ADVISORY COUNCIL (SoLGTAC)

Minutes

Thursday 22nd June 2023

Meeting Commencing at 11:00 am

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 and Committee meetings or during formal and 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 and 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 to be read by the Chairperson

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 for the Lake Grace Visitors Centre Committee meeting to be held at the Lake Grace Visitors Centre on Stubbs Street, Grace on Thursday 22nd June 2023.

1.0 DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson opened the Meeting at 11.00 am.

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

2.1 PRESENT

Committee Members:

Ms Catherine Kelly	Chairperson – Newdegate
Ms Suzanne Reeves	Deputy Chairperson – Lake Grace
Cr Debrah Clarke	Shire of Lake Grace Councillor

Shire of Lake Grace

Mr Chris Paget	Deputy Chief Executive Officer
Ms Jo Morgan	Lake Grace Visitor Centre Coordinator
Ms Karen Humphrey	Lake Grace Visitor Centre Coordinator

2.2 APOLOGIES

Ms Carla Hyde	Community Representative - Varley
Ms Vicki O'Neill	Lake Grace Visitor Centre Coordinator
Ms Sheena Zurnamer	Community Representative – Lake King

4.0 CONFIRMATION OF PREVIOUS MEETINGS

RESOLUTION 02

Moved: Cr Debrah Clarke
Seconded: Ms Suzanne Reeves

That the Minutes of the Shire of Lake Grace Tourism Advisory Committee held on Tuesday 21st March 2023 be accepted as the true and accurate record of that meeting.

CARRIED: All

5.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

Nil

6.0 NOTICES OF URGENT BUSINESS

Nil

7.0 VISITOR CENTRE REPORT

VC Coordinator Report

- We continue to smash record number of visitors for March, April, May and June is following the trend as we speak. There seems to be a confident steady stream on tourists in our region regardless of the cold.
- The planned reprint of *Across the Lake* will happen after the EOFY. We were currently waiting for a soft cover quote for the book as the hard cover was WAY too expensive. Suzanne mentioned they are on the hunt for 30 photos. If no luck they will scan pictures from the original book. Once soft cover pricing comes in, Jo to get a quote for 400/800/1000 books.
- Jo attended the WA Tourism Conference in Kalgoorlie. Lots of invaluable networking with other Visitor Centres. Solid contacts and learnt so much.
- The Astrotourism event held on 31st March was originally scheduled for the Jam Patch. The weather was nonstop heavy rain and freezing temperatures so it was moved to the Lake Grace Sports Pavilion. We tried to cancel but we were unable. We had 27 people all up. Future events will try to have number cut off clause.
- Astro signs are to be ordered, however it may pay to hold off til next financial year to get a discount. Jo to check exactly how much is the discount, is it worth the wait?
- Shire has given the VC a 100 year celebration budget to celebrate the VC building turning 100 years in 2024.
- Jo to write to LG Development Association in regards to shared wall in grassed area. Mention 100 year celebration on lawn party, Jo will send draft email to committee members to see all are happy with letter, firm but gentle. Shire has offered to provide paint. Jo to talk to Craig, does this include labour to paint? Jo happy to join in!

AIM Hospital Report

- Fees will begin when budget is officially approved so not exactly on 1st July.
- Committee viewed pictures of original AIM fence. Although it was agreed we refer to past fence recommendations from past AIM advisory groups. Chris to look for past heritage plans in Shire records. Possibly written by Steph Clarke-Lloyd.
- Jo mentioned in Coolgardie, at a historic house they served Devonshire teas. Possible for tour groups? Bit tricky without own operating kitchen, time it would take, no nearby toilets etc etc.
- Not many locals have rushed to AIM for a tour before there is a fee. Perhaps we should have an open day free for all on weekend during Sep/Oct school holidays. We will advertise it well.
- Michelle Slarke has completed interpretation report.

Roe Tourism Association

- Last meeting in Bruce Rock - Monday 22nd May.
- New website in final stages.
- Photo choices all sent through. Will leave up to Steph Clarke-Lloyd to make final cut.

Australia's Golden Outback

- AGO CEO Marcus Falconer and new Esperance AGO rep Eugene called through. Jo to make contact with ready for warmer month rush.

Moved: Ms Suzanne Reeves

Seconded: Ms Karen Humphrey

10.0 MATTERS FOR CONSIDERATION

Nil

11.0 OTHER BUSINESS

- Congratulations to Jo Morgan for her recent promotion to Visitor Centre manager. Jo has recently clocked 7 years at the Visitor Centre and loving the role as much as ever.
- A note of appreciation to both the Shire CEO Alan George and DCEO Chris Paget for supporting tourism in our region. We as a committee feel very fortunate we have great support in current and future tourism plans and ideas.
- Local group *Lake Grace Reconnect* has formed with a willingness to create events to attract locals and tourists for a younger age bracket 18 – 35. Jo has offered support as a Shire contact. Ideas such as International Womens day – Long Lunch and Octoberfest are in the works.
- Many still enjoying our wave signs. Perhaps we renew them? Jo to look into sign costs.
- Thinking hats on for events to put our shire on the map. Irish weekend suggested by Deb.
- Newdegate Field Day is 6-7th September.
- Pingaring will be celebrating their 100 years 8th September. Georgia Gerrard is the contact.
- Further discussion on shared Art Space wall. Jo stopped in Wikepin to look at mural/photo display. Perhaps we could have poster size pics of our common wildflowers found in this area. Similar to Kerrie Argents wildflower display. To discuss further.

12.0 DATE OF THE NEXT MEETING

The next Lake Grace Visitors Centre Committee meeting is scheduled to take place on Tuesday 19th September 2023 commencing at 10:00am at the Newdegate CRC.

13.0 CLOSURE

There being no further business, the Chairperson closed the meeting at 12.28pm.

Shire of Lake Grace

Bush Fire Advisory Committee
(BFAC)

Minutes

17 October 2023

Meeting Commencing at 4.00pm

Disclaimer

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Minutes for the Bush Fire Advisory Committee Meeting held at the Newdegate Country Club, Newdegate-Pingrup Road, Newdegate, on 17 October 2023 at 4.00pm.

1 OPENING & ANNOUNCEMENT OF VISITORS

The Chairman, Cr Ross Chappell, declared the meeting opened at 4:05 pm.

2 ACKNOWLEDGEMENT OF COUNTRY

Presiding member to read:

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.

3 RECORD OF ATTENDANCE

Members	Delegate	Y/N	Deputy	Y/N
Councillor	Cr Ross Chappell	Y	Cr Anton Kuchling	N
CESM	Mr Matt Castaldini	Y	Nil	
CBFCO	Mr David Roberts	Y	Nil	
DCBFCO	Mr Brad Watson	N	Nil	
Senior FCO – West	Mr Kevin Naisbitt	Y	Nil	
Senior FCO – Central	Mr Peter Walker	Y	Nil	
Senior FCO – East	Mr Hugh Roberts	Y	Nil	
Lake Grace North BFB - FCO x1	Mr Evan Wyatt	N		
Lake Grace Town BFB – FCO x1	Mr Chad Stanton	N	Nil	
Lake Grace South BFB - FCO x1	Mr Kevin Naisbitt	Y	Mr Scott Strevett	
Newdegate North BFB - FCO x1	Mr Bill Lloyd	N	Mr Ian Lloyd	Y
Newdegate Town BFB	Mr Callun Tonkin	Y		
Newdegate South BFB - FCO x1	Mr Geoff Richardson	Y	Mr Wes Hall	Y
Lake King BFB - FCO x1	Mr Jason Sugg	N		
Varley BFB – FCO x1	Mr John Zurnamer	N	Mr Craig Newman	Y
Mt Madden / Dunn Rock BFB - FCO x1	Mr Anthony Teale	Y		

Other Attendees:

Alan George – Shire of Lake Grace CEO
 Amanda Giles – FCO
 Dean Rintoul – FCO
 Dwight Ness – FCO
 Craig Shalders - FCO
 Scott Ball - FCO

Apologies:

Lindsay Brownley - FCO

Brad Watson - DCBFCO

Rhys De Landgraft - FCO

Evan Wyatt - FCO

Scott Strevett - FCO

Jason Sugg - FCO

Mitchell Davies – DBCA Regional Operations Manager

Dan Sanderson – AVBFB Representative

George Young – DFES A/Area Officer Narrogin East

Craig Smith – DFES Superintendent Upper Great Southern

Craig Elefsen – Shire of Lake Grace MIS

4 MINUTES OF PREVIOUS MEETINGS

BFAC Resolution:

That the minutes of the Bush Fire Advisory Committee meeting held on 29 March 2023 be confirmed as a true and accurate record.

Moved: David Roberts

Seconded: Geoff Richardson

Voting Requirements

Simple majority required. **CARRIED**

4.1 BUSINESS ARISING FROM THE MINUTES

An update will be provided by the relevant responsible person for each item.

Meeting Date	Brigade / Report Title	Details of Required Action	Resp Officer	Current Status	Action Completed
17/10/2019	Service Medals	Medals ordered. Ceremony to be organised.	Doug Dunham, Brad Watson and Cr Chappell to coordinate the event with the CEO.	Medals at Lake Grace. CESM believes many medals should not be issued. Require FCO input on members who should be issued a medal. Have money for an event through council. CBFCO: Local Brigades To decide who should get it Fix Start dates with support. Re-forward email of medals to Brigade FCOs.	Ongoing
02/07/2020	Radio communication issues	Workshop in to be arranged with stakeholders to define the issues and the specific areas where problems are occurring and plan a way towards a joint solution	CESM DFES GS/ Operational Communications	With DFES Op. Comms & GS No Update.	Ongoing
29/03/2023	Change Prohibited Burning Time	BFAC endorsed extending the PBT from 31 Jan to 28 Feb.	CESM / DFES Legal	In Progress. BFAC Item Passed. Council Item Passed. Working to complete documentation for DFES & DFES Legal	Ongoing

2022	Shire BFB Life Membership	Proposal to establish a Shire BFB Life membership for recognition of outstanding service.	CBFCO/ CESM		
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5 REPORTS

If possible, please submit written reports prior to the meeting.

5.1 CHIEF BUSHFIRE CONTROL OFFICER

It is of the highest importance for our brigades to be better coordinated. The brigades need to have at least 2 meetings per year, pre-season and post-season. This allows for the community to get to know the FCOs and allows the FCOs to share preparedness information or response strategies with brigade members. Brigade Captains need to call a meeting with their community and go from there. Over the last few years, the Mt Madden/Dunn Rock brigade and Lake King brigade have set up and used a brigade WhatsApp group to help with the coordination of meetings, discussion around local fire matters and coordination of response at a local level which has been highly beneficial.

Anthony Teale: The WhatsApp group has also been very helpful to record attendance at fires which makes completing the fire reports so much easier.

Action: Set up Brigade WhatsApp groups.

5.2 DEPUTY CHIEF BUSHFIRE CONTROL OFFICER

(Submitted prior to the meeting from Brad Watson)

I would like the group to consider seasonally bringing the Prohibited burning period forward by 2 weeks as we are expecting people to start harvesting shortly and we don't want fires lit under permit while we are harvesting.

(Discussed in General Business)

5.3 BRIGADE CAPTAIN REPORTS

5.3.1 Lake Grace North BFB (Farm Response)

Nil

5.3.2 Lake Grace South BFB (Farm Response)

Nil

5.3.3 Lake Grace Town BFB

Nil

5.3.4 Newdegate North BFB (Farm Response)

Nil

5.3.5 Newdegate South BFB (Farm Response)

Wes Hall: We had a situation just recently with a person requesting a permit and was denied. We have discovered that the person has been lighting fires every few weeks without a permit. The reason for declining the permit was around land status and if permission had been sought to clear the land. This was escalated to the CBFCO who has assisted. The Shire has supported reporting the clearing activities to DWER for investigation.

CBFCO: If someone rejects a permit, you must put it on WhatsApp, as the process is that following a permit rejection, the person is to contact the CBFCO.

5.3.6 Newdegate Town BFB

Nil

5.3.7 Varley BFB

Nil

5.3.8 Lake King BFB

Hugh Roberts: Last week we had a brigade meeting with 25 people in attendance. We discussed fire preparedness, response strategies and went through the truck.

5.3.9 Mount Madden/ Dunn Rock BFB (Farm Response)

Anthony Teale: We had our first incident of the season last Sunday, with hot material from a previous burn being disturbed by a machine. We have our pre-season meeting this coming Thursday.

5.4 Shire of Lake Grace

We have contracted mitigation work through our Mitigation Activity Fund Grant Program submission at the Telstra Tower in Lake King and between the Lake King Primary School and the toilet block. These should have strategic benefit to the community in assisting to reduce fuel load around critical infrastructure.

We were able to secure a good price on our mitigation activities as we selected the contractor DFES had mobilised to our area for their works on unallocated crown land and unmanaged reserves around townsites. There is some work to be done around the northeastern edge of the Lake King townsite and through the reserve behind Lake King Agencies, as well as up behind the CBH emergency storage site at the north of the reserve.

DFES have also engaged the contractor to do some work in Newdegate to the northeast of the CBH site, creating a reduced fuel buffer and establishing a fire break along the back fence lines of the properties that front onto Newdegate North Road in town.

5.5 DEPARTMENT OF FIRE AND EMERGENCY SERVICES



Government of Western Australia
Department of Fire & Emergency Services



DFES Upper Great Southern Lake Grace BFAC Report 17 October 2023

Many thanks to all of your continued support in training and mitigation across the Winter/Spring period; I acknowledge this takes a lot of time away from loved ones and work commitments, and it is truly appreciated. Unseasonal hot weather is pushing us towards another long, hot summer, and as such, I'd like to emphasise that we continue to be available to support Local Governments, FCOs and brigades as required.

Key Messages

Harvest Water Bomber Support: Fixed-wing aircraft will again be forward staged in the Wheatbelt from 01 November (weather pending) until mid-December (harvest and risk dependant). To utilise these resources effectively, call for them early to minimise turnaround time and ensure a Ground Controller is allocated with Talk-Around selected on the radios to communicate with the aircraft.

High-Season Fleet: This year, during the 2023/24 high-threat period, the Upper Great Southern has a plan in place to support high-risk areas with additional appliances when they become available. These appliances are currently being utilised in the North of the state, which is continuing to see significant fire activity through much of the Kimberly and Pilbara regions, and as such, their return and availability for the South of the state will be determined by weather conditions and risk moving forward.

Reporting: With harvest fast approaching, we are encouraging FCOs and brigades to ensure that all fires are being reported to 000 (ComCen). This assists in collating information to better understand the incidents and fuel age throughout the region and ensures that the documentation supports landholders who lose property/machinery due to fire.

Lithium-ion batteries: Last year, firefighters responded to 64 structure fires caused by lithium-ion batteries, up from 34 in 2020. Firefighters have already been called to 32 of these incidents in 2023, with the State now in its busiest period of the year for residential fires. Information on lithium-ion battery fires and prevention tips can be found at <https://www.dfes.wa.gov.au/hazard-information/fire-in-the-home/lithium-ion-batteries>.

Smoke Alarms: An alarming 75 per cent of deaths caused by home fires last year occurred in properties that were not fitted with working smoke alarms. Change your smoke alarm battery

every year if it has a replaceable battery; test it every month by pressing the 'test' button and clean it twice a year with a vacuum cleaner to remove cobwebs and dust.

All smoke alarms, regardless of the type or model, need to be replaced every ten years. For more information on maintaining your smoke alarms, visit www.dfes.wa.gov.au/smokealarms

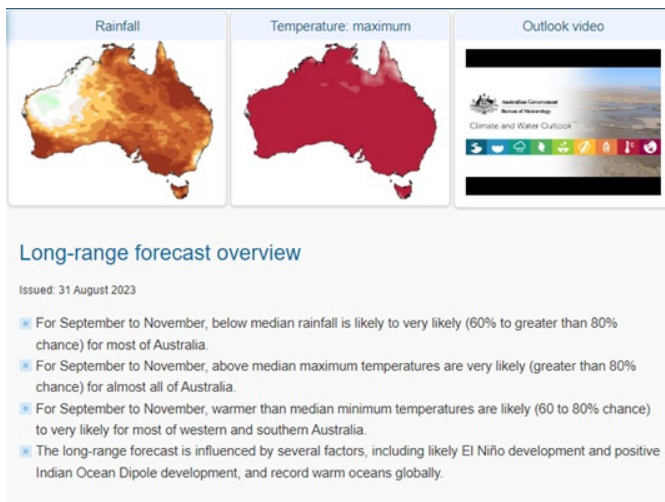
Recent Events

Canada Deployments: Over 50 Department of Fire and Emergency Services staff and DBCA personnel have lent their skills in complex incident management functions such as public information, sector command, fire behaviour analysis and heavy equipment coordination to international wildfire efforts.

Points of Interest

Preparing for the upcoming Bushfire Season:

The Seasonal outlook is still pending; however, we are conscious of the extreme season in the northern hemisphere and the climatic indicators observed this year. Training is happening at a consistent pace, and pre-season briefings are coming together. A summary of the seasonal outlooks released to date is below.



Seasonal Bushfire Outlook for Spring 2023 in Western Australia

Summary

- Winter rainfall has been below average for southern WA and above average for northern WA. This is reflected in the relative root zone soil moisture for these regions.
- An above average wet season in the Kimberley has delayed curing in the savanna grassland and subsequently the late dry season.

For southern WA in late spring, drier and warmer conditions may contribute to higher surface fuel availability and make bushfires more difficult to suppress.

For further information see: dfes.wa.gov.au

For DFES assistance, the Regional Duty Coordinator can be contacted on 1800 865 103 at any time.

Key Circulars

66/2023 – Updates to PPC and Uniform – New lightweight material is available for LG Bushfire Brigades to order.

64/2023 – All Hazards Deployment Register – Online Operational Interstate/International Deployment planning tool for all availability and interest from all volunteer fire services

170/2023 – Emergency Services Volunteer Fuel Card Scheme FY 2023-24 - Volunteers affiliated with the following emergency service BGUs are eligible for the Volunteer Fuel Card, which can be used to purchase fuel for their personal vehicles.

- Bush Fire Service
- Volunteer Fire and Rescue Service
- Volunteer Fire and Emergency Services

All circulars can be found by logging in to the Volunteer Portal

Staffing

District Officer Narrogin Simon Vogel will be transferring to a new position in Perth, effective 20 October 2023. District Officer Emergency Management Paul Blechynden has been appointed to District Officer Narrogin from the 20th of October 2023, leaving the District Officer Emergency Management position vacant.

Gavin Stevens is now on some leave (new baby) from mid-October to early December, for which I will be covering Gavin's Area Officer role and will continue to be accessible on the mobile and email below.

Adverse Fire Weather Event 3-6 February 2022 community report

Six key lessons across all fires/ events

DFES regards the AAR process as fundamental to developing an efficient and effective response to incidents alongside the State's overall preparedness. This report details the observations, insights, and lessons gained from this process. This provides an opportunity for DFES and its partner agencies to continue to learn from these events.

DFES Reviews are publicly available here: <https://publications.dfes.wa.gov.au/>

As an agency, we are about continual improvement; the lessons highlighted are explained in detail in the full report.

The six lessons are outlined below:

Lesson 1: Pre-emptive preparation	Preliminary preparations made by the SOC, MOC, and ROCs based on the predicted weather, relating to resource stand-by and deployment, were deemed successful and should be considered for future events.
---	--

Lesson 2: Early communications to pre-formed teams	Personnel involved in the pre-formed teams (PFT) were able to deploy with little notice, even those not on-call. While this was successful, there should be a more coordinated roll out of the information to ensure sufficient information is provided to those attending.
--	---

Lesson 3: Role clarity of communication lines	Improved communication is imperative during incidents, for not only battling bushfires but for planning and resource deployment.
---	--

Lesson 4: Contingency plans for identified locations	Facilities at or close to the fireground need to ensure they are in safe identified locations, with contingency plans in place.
--	---

Lesson 5: Planned and coordinated community communication	There is an opportunity for improvement when it comes to community messaging to ensure consistent, timely, coordinated, and current messaging is always used.
---	---

Lesson 6: Wider engagement at event locations	Learning opportunities are present during and after all incidents and should be actioned and embraced more widely.
---	--

I wish you all the best with harvest, and I look forward to continuing to support the Lake Grace team throughout my time in the Upper Great Southern Region.

Many thanks,

George Young

Acting Area Officer Narrogin East

0475 224 640

AOEastUpperGreatSouthern@dfes.wa.gov.au

5.6 DBCA PARKS & WILDLIFE SERVICE



Department of **Biodiversity,
Conservation and Attractions**



Notes for Lake Grace BFAC

Hopefully we can get some Autumn burning done in the Lake Grace Shire as we have burns starting to stack up. As discussed at the ROAC the funding and as a result our burn priorities are targeted at the Mitigation Action Fund in UCL so burns on Nature Reserve's are becoming a lower priority.

Next Autumn we will have the burns at Dragon Rocks, Silver Wattle and Lake King UCL.

Latest I have on Grain Harvest Water Bombers (attached) is that they will commence at Cunderdin on the 7th of November and then move to Narrogin about the 16th of November.

Reminder we have reloader bases in Hyden and Ravensthorpe with an operating range of 100km's, so the Lake Grace Shire can source bombers from both directions.

Report for Regional Operational Advisory Committee Upper Great Southern September 2023 Mitchell Davies Regional Operations Manager Wheatbelt Region

Bushfire Mitigation

Parks and Wildlife Service, Wheatbelt Region completed four of its planned burns and partially completed another 4. The majority of the burns completed were in the Northern Wheatbelt or the Southern Rangelands east of Hyden. We did commence a burn in Dryandra and North Tarin Rock.

We completed the mitigation works (Scrub Rolling) planned in Lake Magenta, Silver Wattle and the UCL south of the Newdegate – Ravensthorpe Road in the Shires of Kent and Lake Grace.

Reporting Fires to Parks and Wildlife Service

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

The Wheatbelt Region continues to provide bushfire resources that are available on a roster system throughout the bush fire season including weekends and public holidays.

5.7 REGIONAL OPERATIONS ADVISORY COMMITTEE

A number of topics were discussed including;

- AFDRS – Permits (No change to thresholds yet, change is difficult as it is set in legislation)
- AFDRS requirement for field observations – people to submit a photo or upload
- Reporting fires to 000 is important to get support (Aircraft/Machinery/DFES staff)
- Grain Harvest water bombers are expected in Narrogin this year again, if needed request early.
- CES Act is coming, expecting exposure draft bill in early 2024 for a 3 month review period. It is important to review and provide feedback.
- BoM Update – Higher Max & Min Temps, Heatwaves.
- Terms of Reference update requirement – to state model rules and reframe the purpose of the meeting. (A point of escalation for BFACs when they have unresolved issues.)
- WP: Helicopter washing and siliconing works should have started by now in the eastern part of the shire. Works to be completed by 2027 for the whole shire. WP noted that installing SPS systems will remove a lot of powerlines and poles in the area when completed.

5.8 COMMENTS ON REPORTS

6 GENERAL BUSINESS

6.1 AFDRS - HVMB

A discussion was held regarding Harvest and Vehicle Movement Bans, with a consensus that the threshold of FBI 40 was effective.

A comment was raised and shared that there is a fair amount of low barley crops which could lead to an increased chance of ignition through rock strikes. A sentiment echoed that some practice is also changing to cut lower regardless of crop height.

Discussion:

It has taken some time in the past to enact HVMBs and we need to make the call earlier. It was decided that if weather observations are requested and no response is received after 15 minutes, a ban will be applied.

Some farms in the Varley, Lake King, Mt Madden area have recently invested in weather stations from Origo.Ag. members in the group are able to see each others live weather data, assisting with weather readings for HVMBs. Noting any reputable weather stations are suitable to use, please submit your readings ASAP when requested.

It was queried if HVMBs can be applied pre-emptively for forecast bad conditions which is certainly an option. There is an AFDRS platform which can aid with that decision making accessible after some short online training.

CESM: It would be good to produce a map with the locations of weather stations with respect to the zones to aid decision making or seek readings/ observers in gaps.

6.2 CESM: Emergency Register & Resource List

The Emergency Register and Resource list for the Shire has been started but need info. *The document is a Shire document, only for distribution to FCO's for use at incidents.*

The intention of the document is to provide a list of all registered brigade members, by brigade, with contact details, local contractors and their machinery, any relevant shire contractors (traffic management, plumbers, electricians etc), privately owned fire response equipment in each brigade, fire water locations on a map, possibly the revisited homestead map.

This can be used by FCO's at escalating incidents to be able to have an idea of equipment within neighbouring areas when you are assisting each other. (You will have a good idea of what is in each of your own patches, not always what is in another area).

I need your help to provide the data to assemble this one.

Discussion:

Concerns were raised about sharing information about what equipment is available in the community FCOs can determine equipment locally, limited appetite for a combined FCO resource for all zones.

Concerns were raised about wear and tear on machinery used in firefighting. As per the insurance, this is not covered, only loss or damage. Expression that community will not support private machinery going into reserves due to wear and tear costs escalating.

CEO echoed reluctance to utilise Shire machinery in reserves for the same reason. Contract machinery will need to be engaged for support, preferably through DFES/DBCA.

Action: CESM to inform agencies of requirements to support with machinery.

6.3 Training

Thank you to the FCOs who attended the training session earlier in the year, we had some great results, which has opened opportunities for furthering our training journey next year.

6.4 Local Government Grant Scheme (LGGS) - Updates

We were unsuccessful in the application for a Lake Grace Bush Fire Truck, however, we may be in luck with some whispers that we might get a high-season vehicle for Lake Grace Town to help justify our case for a permanent appliance.

The 3x fast fill trailers are still ongoing, I am working with Earnshaw Ag to try to get these finalised as previously advised.

6.5 Sectorising & Incident Response

- Minimum Bush Fire Incident Response Protocol Document Reminder
- BEATs Implementation Update – November 2023 go live.
- Discussion about sectorising fires.

6.6 Prohibited Burning Period

From DCBFCO Brad Watson: Proposed a discussion regarding bringing forward the Prohibited burning period by 2 weeks.

CBFCO: Due to the short timeframe, we will just restrict Permits. CBFCO to send message on WhatsApp.

6.7 General Business from the Floor

Shire Life Membership/ Honorary life member
Create a Life Members Board – Located at the Shire Office
Magnet Name Badge or small trophy
Criteria: FCO/CBFCO/Captains, extended service etc, CESM to work with CBFCO/DCBFCO

A question was raised to clarify burning on High FDR in unrestricted burning period.
CESM: Will seek clarification and distribute.

Ross: Be Safe, thank you for your attendance

7 MEETING CLOSED

Presiding Member, Cr Ross Chappell, closed the meeting at 17:40 pm.

8 CERTIFICATION

I, _____ certify that the Minutes of the meeting held on 17 October 2023 as shown were confirmed as a true record.

Presiding Member

Date

Shire of Lake Grace

Local Emergency Management
Committee

Minutes

02 November 2023

Meeting Commencing at 1:00 pm



Disclaimer

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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

Minutes of the Local Emergency Management Committee (LEMC) meeting held at Council Chambers, 1 Bishop Street, Lake Grace on Thursday 2 November 2023.

Functions of local emergency management committees:

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.*
- (b) *to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

1.0 Opening and Welcome

The Shire President declared the meeting open at 1.03 pm.

"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."

2.0 Attendance and Apologies

Present:

Name	Role	Agency
Scott Oatridge		WA Police Force
Wade Humphrey		WA Police Force
Barry Grady	Community Paramedic	St John WA
Lisa Pearce	HSM	WACHS – Lake Grace
Kerrienne Mills	Principal	Lake Grace DHS
Aimee Egan-Reid	Community Economic Development	Shire of Lake Grace
Cr Len Armstrong	President	Shire of Lake Grace
Alan George	CEO	Shire of Lake Grace
Matt Castaldini	CESM	Shire of Lake Grace
Jo Spadacinni (via Teams)	DESO	Department of Communities
Fred Steer (from 1.09pm)		Main Roads WA
Chris Poot (from 1.11pm)		CBH
George Young (from 1.40pm)	Acting Area Officer	DFES

Apologies:

Name	Role	Agency
Cr Steve Hunt	Deputy President	Shire of Lake Grace
Chris Paget	DCEO / Local Recovery Coordinator	Shire of Lake Grace
Brett Dew		Western Power

Ross Chappell		SJA Lake Grace
Gary Guelfi		SJA Newdegate
Mitchell Davies		DBCA
Judy Garlick		Newdegate Primary School
Suzanne Reeves	Manager	Lake Grace Community Resource Centre
Charlotte Powis	DEMA	DFES
David Roberts	CBFCO	Shire of Lake Grace
Chad Stanton	Captain	Lake Grace VFRS

Minute Taker:

A Adams, Executive Assistant Shire of Lake Grace

3.0 Disclosure of Interests

Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the chairperson prior to the meeting to determine the appropriate way to manage the conflict.

Nil

4.0 Guest Presentations

4.1 CESM

Advised of the new agenda format to comply with State guidance.

5.0 Confirmation of Minutes

RECOMMENDATION / RESOLUTION

Moved: Alan George
Seconded: Scott Oatridge

That the Minutes of the Local Emergency Management Committee Meeting held on Thursday 10 August 2023 be confirmed as a true record of proceedings.

CARRIED

6.0 Review of Action List and Business Arising

Item	Owner	Status
None		

7.0 Correspondence

7.1 Correspondence In

Nil

7.2 Correspondence Out

CESM Lake Grace: Recovery Coordinators Course

7.3 Information tabled.

Nil

8.0 Review of LEMC Membership and Contact List Updates

Updates are invited from attendees and agencies.

Contact list available for people to update if needed. Updates collated after the meeting from circulated sheet.

9.0 Local Emergency Management (Standing Items)

9.1 Post Incident Reports

Discussion and note any outcomes to be actioned.

Bushfire – Nil

WA Police – attended Corrigin fire as traffic management. Nothing to report.

9.2 Post Exercise Reports

Discussion and note any outcomes to be actioned

Nil

9.3 Exercise

Discuss objectives (what needs to be achieved) and dates.

CESM outlined examples and purpose of exercises.

Ideas from agencies:

- bushfire incident
- chemical spill (e.g. from trucks travelling through town)

9.4 Review Local Emergency Management Arrangements

Updates as required

Will be worked through in sections at future meetings to ensure the arrangements are

accurate and effective.

9.5 Risk Management Update

Monitor and review, emerging risks, and mitigation.

- Social impacts on community eg collapse of sheep trade – emerging risk
- Increasing Covid cases in the community

9.6 Review LEMC business plan

Monitor progress – Discussed there should be a business plan we work towards, with guidance to follow in the new year.

10.0 Agenda Items

- 10.1 CESM Lake Grace: Discussion regarding the BOM Outlook for summer. Hot dry weather predicted, with increased chance of extended heatwaves – heat-related illness risk with large percentage of outside workers.
- 10.1 CESM Lake Grace: Adoption of LEMC Agendas for each quarter from the LEMC Handbook. Agreed.
- 10.1 CESM Lake Grace: WALGA CCZ MoU, propose an amendment to the Purpose and Partnering Objectives to include the full scope of Prevention, Preparedness, Response and Recover (PPRR) rather than only Response and Recovery. Eg formalise firebreak notices, bushfire mitigation, shared response resources. Previous MoU expire Dec 2022, new one still under draft.

11.0 Agency / Member Reports

Members to consider:

1. *What is your current capability for managing incidents/responses? (do you have enough trained and/or experienced people, resources)*
2. *What is your capacity (such as volunteer numbers) and resources looking like for the future? Do you have a volunteer recruitment strategy?*
3. *Are there any new or emerging risks which might impact on your organisation (changes to legislation, seasonal outlooks, new industrial developments)*
4. *Do you have any exercises planned? Can other agencies attend to participate or observe?*
5. *If you have had any incidents or exercises what were the lessons identified – are any these common to other organisations?*
6. *Thinking about your community/ies, how well prepared are they to respond to your hazard/emergency*
7. *What community engagement activities have you carried out / have planned*
8. *How resilient do you think your community is for your hazards and what could be done to improve community resilience?*

11.1 Department of Communities

Activated for Corrigin fire, which was short-term. Currently, the organisation is going through a restructure, Jo is still responsible for response in our area and is working on an audit of evacuation centres in our area. The State support plan has been accepted and approved and will be redistributed for local support plans to LEMCs.

11.2 CBH

There was a recent loader fire incident on site, which was potentially serious. Good Response through local team and VFRS. Investigation of the incident is ongoing and some key learning has come out of it.

Potential risks associated of the incident included:

- loss of life
- fire & explosion
- evacuation potential as the site was operational

11.3 Lake Grace DHS

The school is updating its bushfire plan and incident response plan and has identified a need to practice drills for fire/lockdown procedures. Debrief after the Kellerberrin shooting has highlighted the need for work to be done around lockdown potential. This includes investigating a PA system, blinds, shelter in place (classrooms) and parent response.

There is a new defibrillator at school and training to use it has been organised.

11.4 WA Police Force

Highlighted the need to be kept informed of incidents across agencies.

11.5 St John Ambulance

- **Community Paramedic**

Annual training completed for 2023. Lake Grace has 12 volunteers, 2 ambulances, 1 Paramedic and 4WD ready for response.

A new recruitment campaign by St John has started.

Mass casualty response – local response is equipped for up to 25 patients. More than that requires regional resources i.e. Narrogin. Other resources can be deployed quickly. Current Community Paramedic has reached end of tenure and leaves in January, a replacement will be coming in.

- **Lake Grace Subcentre**

Nil

- **Newdegate Subcentre**

Nil

- **Lake King Subcentre**

Nil

- **Varley Subcentre**

Nil

11.6 WACHS Lake Grace

Good staffing at the moment. There has been learning from the hospital evacuation at Corrigin from the 2022 fires, and we have now updated our procedures and are better prepared. Regular training is being conducted.

Now have 2 doctors in town who are able to attend the hospital and have established a good working relationship.

11.7. Main Roads

Updated incident management procedures – all agencies should have received a copy. Work is being done around road management during emergencies, in-house maintenance, new trucks and recruiting staff. Looking forward to positive change over the coming years.

The construction period is coming up; patching and resurfacing work is ongoing, lots identified currently between Lake Grace and Newdegate. Trying not to impact harvest period too much or at all (minimal delays).

11.8 Shire of Lake Grace

Recently completed two days of recovery coordinator training which has shown our Shire Recovery Plan is inadequate.

CESM:

Bushfire mitigation has been conducted at Lake King:

- School - parkland clearing of vegetation to minimize risk from the north of school. (removing vegetation under 150mm diameter)
- Telstra Tower site - Kathleen road was forestry mulched to reduce fuel load around the communication site.

FCO training and community: Truck received on loan for Lake Grace area during the high threat period. Hoping to use it as much as possible to justify getting a permanent one for the area.

11.9 DFES – Department of Fire and Emergency Services

See attachments

1. DFES Report
2. Change in Controlling Agency form

Key points:

State support fleet bushfire truck to support capability within Shire of Lake Grace has been delivered today.

Key data of incidents – report ALL incidents to Triple Zero. (This also helps with insurance claims!)

Collaborate – the best way to access multi agency resources is to ask early so they can deploy early.

Corrigin incident debrief – lessons learned without significant impact. Do revisit Local Emergency Management arrangements.

Questions:

Aimee to MRD: Do you provide a plan to Local Government so we know where you are working? Restrictions are being changed with Total Fire Ban and roadworks, what are the guidelines?

MRD are to have minimum response requirements.

Chris to CESM: What is the expectation during Harvest Ban for CBH on the leased farm site at Newdegate?

CESM: Advice from DFES legal is that if the site is clear of vegetation work can proceed.

12.0 General Business

Nil

13.0 Next Meeting

LEMC calendar

Proposed calendar dates for LEMC 2024

Date	Activity	Venue
14 March 2024	LEMC Meeting	Lake Grace
09 May 2024	LEMC Meeting	Lake Grace
08 August 2024	LEMC Meeting	Lake Grace
31 October 2024	LEMC Meeting	Lake Grace

14.0 Meeting close

The meeting was declared closed at 2.08 pm, with attendees to participate in a discussion exercise to follow.

15.0 Certification

I, _____, certify that the Minutes of LEMC Meeting held on 02 November 2023 as shown were confirmed as a true record of that meeting.

Signature

Date



DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

Many thanks to all of your continued efforts in preparedness and prevention across the Winter/Spring period; I acknowledge this takes a lot of time away from loved ones and work commitments and is genuinely appreciated. Unseasonal hot weather is pushing us towards another long, hot summer. As such, I'd like to emphasise that we continue to be available to support Local Governments, FCOs and brigades.

Key Messages

Harvest Water Bomber Support: These two teams of two water bombers and an Air Attack Supervisor are due to be available in Geraldton and Cunderdin next month. As with last year, they will follow the harvest from north to south, and while the program is very flexible, we may see them based in Narrogin later in November.

Key messages:

Ask for water bombers early. The criteria are:

- Public Safety at Risk
- Fire Crews in Imminent Danger
- Assets at Imminent Risk
- Known high fuel loads and the likelihood of excessive rates of spread

To utilise these resources effectively, call for them early to minimise turnaround time and ensure a Ground Controller is allocated with Talk-Around selected on the radios to communicate with the aircraft (Your local CESM/AO/DO can assist).

High-Season Fleet: This year, during the 2023/24 high-threat period, the Upper Great Southern has a plan to support high-risk areas with additional appliances when they become available. These appliances are currently being utilised in the North of the state, which continues to see significant fire activity through much of the Kimberly and Pilbara regions. As such, their return and availability for the state's South will be determined by weather conditions and risk moving forward.

Reporting: With harvest fast approaching, we are encouraging FCOs and brigades to ensure that all fires are being reported to 000 (ComCen). This assists in collating information to better understand the incidents and fuel age throughout the region and ensures that the documentation supports landholders who lose property/machinery due to fire.

Lithium-ion batteries: Last year, firefighters responded to 64 structure fires caused by lithium-ion batteries, up from 34 in 2020. Firefighters have already been called to 32 incidents in 2023, with the State now in its busiest year for residential fires. Information on lithium-ion battery fires and prevention tips can be found at <https://www.dfes.wa.gov.au/hazard-information/fire-in-the-home/lithium-ion-batteries>.



DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

Smoke Alarms: An alarming 75 per cent of deaths caused by home fires last year occurred in properties not fitted with working smoke alarms. Change your smoke alarm battery every year if it has a replaceable battery; test it every month by pressing the 'test' button and clean it twice a year with a vacuum cleaner to remove cobwebs and dust.

All smoke alarms, regardless of the type or model, must be replaced every ten years. For more information on maintaining your smoke alarms, visit www.dfes.wa.gov.au/smokealarms

Recent Events

Canada Deployments: Over 50 Department of Fire and Emergency Services staff and DBCA personnel have lent their skills in complex incident management functions such as public information, sector command, fire behaviour analysis and heavy equipment coordination to international wildfire efforts.

CEO Fire Weather Training: Thursday, the 14th of September, saw the Upper Great Southern region host Local Government CEOs from across the region to discuss all things fire leading up to the 20-23/24 bushfire season. Some of the critical discussions and opportunities involved:

- Bespoke Bushfire Weather information session (based on DFES 1052 Fire Weather 1) with specialist Bureau of Meteorology and Bushfire Centre of Excellence presenters.
- Facilitating networking opportunities between participating members, DFES staff and key stakeholders.
- Combined Fire Weather 1 and Fire Control Officer session focusing on Harvest Vehicle movement Bans, fire permits, training, and the opportunities to utilise weather prediction systems to support Local Government emergency management decision-making.
- Q&A panel with key regional staff in preparation for High Threat Period.



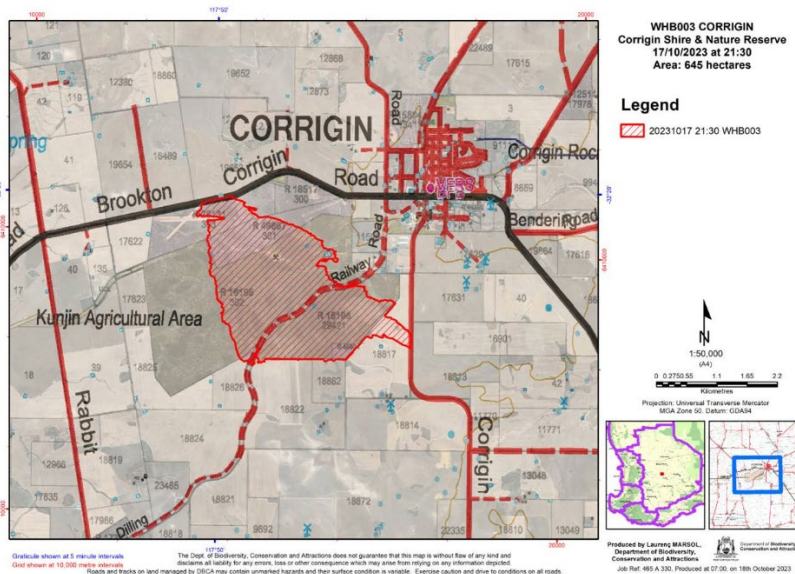
DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

Bushfire Season

For the Upper Great Southern Region, we have had our first level two incident with last week's Corrigin Fire.

This 645-ha fire resulted in an Emergency Warning for the surrounding area, including the Corrigin Townsite, with water bombers and crews coming from neighbouring shires and three Rural Interface Strike teams from Perth. Note: the water bombers were only available due to a DBCA short-term contract that concluded last night.

The Shire of Corrigin managed the fire with support from various agencies, including DFES, DBCA and WA Police. A 3 p.m. weather observation at the nearby weather station showed a max temp of 39, RH down to only 4.3% and winds up to 37km/hr.



This incident reinforced the importance of several actions, including:

- The Incident Controller stepping back from the firefighting work, setting up in the Shire Office to take a big picture view and getting priority actions underway (State Strategic Control Priorities)
- Closing roads
- Distributing and updating community warnings
- Providing a situation report early
- Asking for resources early (water bombers, machinery, DFES personnel and extra crews)
- Section 13 Process - LG to DFES (Annex A) - DFES WAFES Manual Part 5



DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

- **Regional Exercise**

As you may know, we conducted a very successful interagency pre-season regional exercise in Darkan two weeks ago involving:

- Shire of West Arthur personnel and BFB members
- Shire of Woodanilling BFB members
- Cindy Pearce - CESM Woodanilling, Katanning & Broomehill-Tambellup
- DFES
- Main Roads
- WA Police
- DPIRD

The exercise ran for about 5 hours as an Incident Management Team (IMT) needed to respond to a bushfire that started around Bokal and travelled towards Beaufort River, impacting the highway and a range of assets in the area.

It was intended to be the 'fire that you really don't want to have' as it was fast-moving and would have significantly impacted the local community.

Key Focus on State Strategic Control Priorities:

State Strategic Control Priorities

The State Strategic Control Priorities for all hazards are:

- PROTECTION AND PRESERVATION OF LIFE: This is the fundamental overarching priority for the State, and includes:
 - Safety of emergency service personnel
 - Safety of community members including at-risk community members located within the incident area
- Community warnings and information
- Protection of critical infrastructure and community assets
- Protection of residential property
- Protection of assets supporting individual livelihood and community financial sustainability
- Protection of environmental and heritage values.

The above priorities are not hierarchical; however, protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.



DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

Points of Interest

Preparing for the upcoming Bushfire Season:

The Summer 2023/24 Seasonal outlook is still pending; however, we are conscious of the extreme season in the northern hemisphere and the climatic indicators observed this year. Training is happening consistently, and pre-season briefings are in their final stages, with the Corrigin fire demonstrating that the bushfire season is now upon us. A summary of the seasonal outlooks released to date is below. We are already seeing significant bushfire behaviour across the state. As such, we encourage all brigades to finalise their preparations and reach out to the local DFES staff for any further assistance or queries.

Rainfall	Temperature: maximum	Outlook video

Long-range forecast overview

Issued: 31 August 2023

- For September to November, below median rainfall is likely to very likely (60% to greater than 80% chance) for most of Australia.
- For September to November, above median maximum temperatures are very likely (greater than 80% chance) for almost all of Australia.
- For September to November, warmer than median minimum temperatures are likely (60 to 80% chance) to very likely for most of western and southern Australia.
- The long-range forecast is influenced by several factors, including likely El Niño development and positive Indian Ocean Dipole development, and record warm oceans globally.

Seasonal Bushfire Outlook for Spring 2023 in Western Australia

Summary

- Winter rainfall has been below average for southern WA and above average for northern WA. This is reflected in the relative root zone soil moisture for these regions.
- An above average wet season in the Kimberley has delayed curing in the savanna grassland and subsequently the late dry season.

For southern WA in late spring, drier and warmer conditions may contribute to higher surface fuel availability and make bushfires more difficult to suppress.

For further information see: dfes.wa.gov.au

For DFES assistance, the Regional Duty Coordinator can be contacted on 1800 865 103 at any time.



DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

Key DFES Circulars

66/2023 – Updates to PPC and Uniform – New lightweight material is available for LG Bushfire Brigades to order.

64/2023 – All Hazards Deployment Register – Online Operational Interstate/International Deployment planning tool for all availability and interest from all volunteer fire services

170/2023 – Emergency Services Volunteer Fuel Card Scheme FY 2023-24 - Volunteers affiliated with the following emergency service BGUs are eligible for the Volunteer Fuel Card, which can be used to purchase fuel for their vehicles.

- Bush Fire Service
- Volunteer Fire and Rescue Service
- Volunteer Fire and Emergency Services

All circulars can be found by logging in to the DFES Volunteer Portal.

Staffing

District Officer Narrogin Simon Vogel has transferred to a new position in Perth with effect on 20 October 2023. District Officer Emergency Management Paul Blechynden has been appointed to District Officer Narrogin from the 20th of October, 2023, leaving the District Officer Emergency Management position vacant.

Gavin Stevens is now on some leave (new baby) from mid-October to early December. I will cover Gavin's Area Officer role and will continue to be accessible on the mobile and email below.

Adverse Fire Weather Event 3-6 February 2022 community report

Six key lessons across all fires/ events

DFES regards the AAR process as fundamental to developing an efficient and effective response to incidents alongside the State's overall preparedness. This report details the observations, insights, and lessons gained from this process. This provides an opportunity for DFES and its partner agencies to continue to learn from these events.

DFES Reviews are publicly available here: <https://publications.dfes.wa.gov.au/>



DFES Upper Great Southern Lake Grace LEMC Report 27th October 2023

As an agency, we are about continual improvement; the lessons highlighted are explained in detail in the full report.

The six lessons are outlined below:

Lesson 1:
Pre-emptive preparation

Preliminary preparations made by the SOC, MOC, and ROCs based on the predicted weather, relating to resource stand-by and deployment, were deemed successful and should be considered for future events.

Lesson 2:
Early communications to pre-formed teams

Personnel involved in the pre-formed teams (PFT) were able to deploy with little notice, even those not on-call. While this was successful, there should be a more coordinated roll out of the information to ensure sufficient information is provided to those attending.

Lesson 3:
Role clarity of communication lines

Improved communication is imperative during incidents, for not only battling bushfires but for planning and resource deployment.

Lesson 4:
Contingency plans for identified locations

Facilities at or close to the fireground need to ensure they are in safe identified locations, with contingency plans in place.

Lesson 5:
Planned and coordinated community communication

There is an opportunity for improvement when it comes to community messaging to ensure consistent, timely, coordinated, and current messaging is always used.

Lesson 6:
Wider engagement at event locations

Learning opportunities are present during and after all incidents and should be actioned and embraced more widely.

I wish you all the best with harvest, and I look forward to supporting the Lake Grace team throughout my time in the Upper Great Southern Region.

Many thanks,

George Young

Acting Area Officer Narrogin East

0475 224 640

AOEastUpperGreatSouthern@dfes.wa.gov.au

CHANGE IN CONTROLLING AGENCY

This form is used to document a change in Controlling Agency and identify what information was provided by the outgoing Controlling Agency to the incoming Controlling Agency.

For bushfires, circumstances that may trigger a change of Controlling Agency include :

- At the request of the Controlling Agency
- Beyond the capacity of the Controlling Agency
- Level 3 incident
- Complexity of the incident / multiple hazards
- Multiple local government areas
- DFES Officer authorised under section 13 of the *Bush Fires Act 1954*

This form can be used in combination with a section 13 authorisation *where applicable*.

It is important to document the change in Controlling Agency and communicate it to the appropriate parties. **If not already in place, a WebEOC incident is to be created and the completed 'Change in Controlling Agency' form uploaded to the Information Log.**

TRANSFERRING THE INCIDENT BACK TO A CONTROLLING AGENCY

This form should also be used at the point where the Controlling Agency considers it appropriate to transfer management of an incident back to the affected Local Government/s or another Controlling Agency. The Controlling Agency is to convene a meeting with the affected Local Government/s, or other Controlling Agency and other parties as required.

The State/Local Recovery Coordinator may also attend if the responsibility for management of the recovery and/or an Impact Statement is being transferred at the same time.

The Planning Officer for the incident may develop triggers for the transfer of control back to Local Government/s or another Controlling Agency. The Incident Controller (or delegate) will prepare the information noted in the list and tables below, which is reviewed, agreed and signed at the Transfer of Control meeting by the Incident Controller and Local Government CEO (or delegate i.e CBFCO/CESM) for each impacted Local Government and also by the Controlling Agency.

PREPARATION OF AN IMPACT STATEMENT FOR RECOVERY

Transfer of Control of an incident to a Local Government also requires the receiving Local Government to have a clear picture and understanding of all aspects of the incident and the immediate, short-term and medium-term actions it will be required to undertake to effectively manage the incident and associated Recovery. This is achieved through preparation of an Impact Statement (as per criteria in the IS Guidelines). This assists Local Governments to better understand impacts and inform their Recovery activities. It also assists the State Recovery Coordinator and Local Governments to identify gaps in capacity to manage and activate necessary State support.

An Impact Statement is to be prepared by the Controlling Agency for all Level 3 incidents and Level 2 incidents where there are impacts requiring significant Recovery activity. Where possible, the Impact Statement is to be prepared prior to the Transfer of Control for incident management and is to be provided to the responsible Local Government/s. Where there are no significant Recovery impacts identified through the initial Impact Assessment during a level 2 incident, the Incident Controller will consult with the State Recovery Coordinator and Local Government/s to determine if an Impact Statement is required or to be completed partially or in full. This decision should be documented.

Incident Details:			
Incident Name:			
Local Govt Area(s):			
Incident Number:		Incident Level:	
Incident Controller:		Incident Controller appointed under:	<input type="checkbox"/> Section 13
Effective from ¹ :			<input type="checkbox"/> Section 45A

Reason for transfer: <input type="checkbox"/> At the request of the Controlling Agency <input type="checkbox"/> Beyond the capacity of the Controlling Agency <input type="checkbox"/> Level 3 incident <input type="checkbox"/> Complexity of the incident / multiple hazards <input type="checkbox"/> Multiple local government areas <input type="checkbox"/> Back to an alternate Controlling Agency <input type="checkbox"/> Other (please specify in comments)	Comments (e.g. reason for transfer):
--	---

HANDOVER PACKAGE (to be provided to the incoming Controlling Agency where appropriate):

- SITREP
- Current Community Warnings
- Current IAP & Suggested IAP
 - Communications Plan
 - Incident Map
 - Weather Forecast
 - Other (refer to DFES Incident Handover Checklist in IMT Toolbox)
- Impact Statement

Prepared by:	
Name:	
Position:	
Agency:	
Time and Date:	

Outgoing Controlling Agency:	
Agency Name:	
Incident Controller:	
Time and Date:	
Signature:	

Incoming Controlling Agency:	
Agency Name:	
Incoming Incident Controller:	
Time and Date:	
Signature:	

¹ If the Incident Controller is authorised under section 13 of the *Bush Fires Act 1954*, the effective time is to align with authorisation period as specified in the Appointment. The ability for the Incident Controller to take control of all operations and to fulfil the functions and activities of an Incident Controller is to be considered when determining the effective time.



Community Emergency Services Manager Business Plan

Insert Shire / City logo

Introduction

The Community Emergency Services Manager (CESM) Business Plan is agreed annually with workload priorities reviewed quarterly. The process to develop the Business Plan requires discussion and agreement between the Local Government Representative and the DFES Regional Superintendent. The Business Plan is approved locally by the DFES Regional Superintendent and the Local Government CEO .

Important:

Please refer to CESM Reference Manual for instruction on Business Plan Development

Priorities

The Business Plan allows for the identified outcomes to be prioritised. There are three priorities which provide flexibility for parties to assist with the management of workloads over the period of the Business Plan.

Priority 1	High
Priority 2	Medium
Priority 3	Low

Shire/City Details

Local Government of **Bridgetown - Greenbushes** DFES Region of **Lower South West**

This Business Plan between the Local Government of Bridgetown - Greenbushes and the Department of Fire and Emergency Services outlines key outcomes and deliverables for the Community Emergency Services Manager (CESM) position. The Business Plan is to be reported on half yearly and reviewed annually.

Strategic Intention 1: PREVENTION

To provide a range of prevention services to increase community awareness of hazards and involvement in minimising their impact.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Please Select	Bushfire Risk Management Plan (BRMP) developed, endorsed and maintained for the Local Government as per State Hazard Plan - Fire	Develop / Maintain currency of BRMP - annual review by Local Government	LG, CESH and BRMO with input DFES	March Annually	Development then maintain the Bushfire Risk Management Plan for the LG
			BRPC during development	March Annually	BRMP endorsed by OBRM and approved by LG
			LG, CESH, BRMO & Regional Superintendent	March Annually	Bushfire Risk Management Plan for the LG is maintained
Please Select	Bushfire Risk Mitigation Planning	Bushfire management and mitigation programs developed for LG including Unallocated Crown Land (UCL) & Unmanaged Reserves (UMR) within town boundaries of LG	CESH to support BRMO with assistance from DFES	Ongoing	Bushfire Mitigating Plans and mitigation program in endorsed and in place.
		Engage & consult BFBs/DFES, DPaW & other stakeholders to assist with planning for mitigation activities (hazard reduction burns and other treatment options). Prioritise funding.	CESH to support BRMO with assistance from DO/AO	August	Ongoing development of UCL and UMR databases.
		Annual schedule of works developed based on risk and BRMP treatment schedule confirmed for budget estimates.	CESH with regional support	March Annually	Mitigation activities planned - annual treatment schedule developed. Annual reporting requirements met.
		Appropriate financial management processes used to engage required resources to undertake mitigation works in accordance with DFES and Local Government financial and contract management requirements.	CESH supported by region and LG	Ongoing	Annual budget identified and approved by LG
		Manage Mitigation Activity Fund (MAF) Submission on behalf of Local Government	CESH supported by region (and BRPC if available)	June	MAF submission approved and grant issued
Please Select	Mitigation Program Implementation	Implement Bushfire Risk Management Practices for lands managed by LG (& including UCL/UMR).	LG, CESH, BRMO, DFES DO	Ongoing	Bushfire Risk Mitigation Plan implemented within the LG
		Annual schedule of works reviewed and databases updated on treatments completed	CESH, BRMO, DFES DO.	June	BRMS data updated
		Complete Mitigation Activity Fund (MAF Aquittal process)	CESH, BRMO (BRPC if available)	June	MAF Aquittal completed within timelines

Strategic Intention 1: PREVENTION

To provide a range of prevention services to increase community awareness of hazards and involvement in minimising their impact.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Please Select	Administration of relevant Regulations, Local By Laws, Policies and Procedures	Ensure compliance with relevant Acts, Regulations, SEMC Policies, Local By Laws are relevant procedures is maintained. <ul style="list-style-type: none"> • Monitor and implement required seasonal variations to the restricted and prohibited burning times (RBT & PBT). • Monitor and implement Harvest and Vehicle Movement Bans (HVMB) in accordance with Bush Fires Act 1954. • Coordinate Local Emergency Management Committee (LEMC) meetings, annual reporting and exercises in accordance with SEMP policy. 	LG, CESM, BRMO, CBFCO & LEMC	Ongoing	Effective management of seasonal variations to the RBT & PBT that includes reporting. Effective implementation of HVMB process that includes annual reporting. Effective implementation and management of TFB applications process including annual reporting. LEMC quarterly meetings are scheduled and completed with relevant documentation. Completion of annual LEMS exercise(s). LEMC Annual Reporting completed.
		Complete annual review of Firebreak Notice and Bush Fire Information Booklet and other documentation that supports the administration of Regulations and local by laws.	LG, CESM, BRMO, CBFCO & LEMC President	May	Firebreak Notice and Bush Fire Information Booklet reviewed and updated as required.
Please Select	Support Community Engagement and awareness programs as identified in BRMP or as developed for the Local Government	Implement community engagement and awareness programs	CESM (in collaboration with LG and DFES)	Ongoing	Support the implementation DFES and Local Government Community Engagement/Education/ Awareness programs in place across LG
		Coordinate the provision of public information & develop media contacts.	CESM (in collaboration with LG and DFES)	October Annually	Community engagement programs and campaigns reported annually.
Please Select	Land Use Planning	Provide advice to support the development of Bushfire Management Plans (BMP) for the Local Government	CESM	Ongoing	Inform quarterly reporting tool of actions taken
		Provide feedback on BMP's to Local Government Planners, DFES Land Use Planning Officer and stakeholders as required.	CESM/DO	Ongoing	

Strategic Intention 1: PREVENTION

To provide a range of prevention services to increase community awareness of hazards and involvement in minimising their impact.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Please Select	Emergency Services Strategic Planning	Ensure effective strategic planning for Emergency Services for the Local Government.	CESM	Ongoing	Emergency Services management documents developed and reviewed.
		Support the maintenance and fault reporting processes of Fire Hydrants outside of Gazetted townsite areas	CESM, DFES, DO	Ongoing	Hydrant servicing log reviewed
		Prepare, review and update Local Government Bushfire Management Arrangements.	CESM BRMO DFES DO	October Annually	Review and update of LG Bushfire Management Arrangements completed and endorsed by LG
		Develop, review and update Brigade Response Plans.	CBFCO CAPTAINS FCOs CESM DFES DO	October Annually	Review and update of LG and Brigade response plans completed and distributed to Brigades.
		Provide input to annual review of Gazetted Fire Districts within the Local Government	Regional Superintendent and District Officer with input from CESM.	30 August Annually	Gazetted Fire District proposed changes reviewed and endorsed by Local Government.

Strategic Intention 2: PREPAREDNESS

To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. To support the community in its own preparations for emergencies.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Please Select	Volunteer Bush Fire Brigade Training Coordination	Training calendar established for Local Government to support the operational requirements of brigade members and LG	CESM & Regional TSO	Dec Annually	Implementation of a Local Government training calendar. Promotion of the training calendar.
		Training calendar reviewed to ensure that training delivered is aligned to requirements of the Brigades and the Local Government.	CESM & Regional TSO		Local Government Training Needs Analysis conducted and incorporated into local and regional training schedules.
		Develop and support network of local trainers and assessors	CESM		Network of local trainers and assessors developed and maintained to support Local Government training delivery requirements.
		Coordinate with the DFES Regional Training Support Officer to maintain training records in accordance with DFES standards and procedures including entry of training data.	CESM & Regional TSO		Training records for Local Government entered/maintained to required DFES standards.
		Promote all Local Government BFBs have the required level of training to be operationally effective.	CESM		Seek feedback annually from BFAC
Please Select	LGGS Operation and Capital Grants Management (BFS and SES where required)	Develop and submit annual LGGS Operations and Capital Grants on behalf of the Local Government	CESM & LG	March Annually	Operational and Capital grants submitted, administered and acquitted as per LGGS manual
		Administer annual ESL Operational and Capital Grants.			
Please Select	Administration of State Emergency Service (SES)	Provide effective liaison between Local Government, DFES DO and local SES Unit Leader to assist / provide operational & administrative support to unit.	CESM	Ongoing	Administrative support provided to SES units.
Please Select	Maintain Availability of Relocation Welfare Centres in the Local Government	Ensure that Relocation/Welfare Centres in the Local Government are maintained to a readiness standard.	CESM (with assistance Department of Communities and LG)	August Annually	Register of Relocation/Welfare Centres developed and maintained.
		Conduct an annual audit of current relocation/welfare centres as identified in Local Government LEMA's.		August Annually	Audit of Relocation/Welfare Centres conducted annually prior to commencement of Heightened Threat Period.
Please Select	Maintenance of Emergency Coordination Centres (ECC) and Incident Control Centres (ICC) within Local Government	Audit and ensure readiness of ECC's & ICC's within Local Government as per Standard Operating Procedures.	CESM (with assistance DFES DO/AO)	October Annually	Centres operable as per SOP's & Local Emergency Management Arrangements. Audit of Relocation/Welfare Centres conducted annually prior to commencement of Heightened Threat Period. •Provide status reports to DFES region and Local Government.

Strategic Intention 2: PREPAREDNESS

To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. To support the community in its own preparations for emergencies.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Please Select	Support Key Bushfire Meetings & Committees (BFAC, ROAC, DOAC) & Brigade meetings.	Provide CESM reports to meetings on business plan deliverables where applicable - e.g. bushfire mitigation, training, LGGs, fleet and community engagement activities.	CESM	Quarterly	BFAC meetings coordinated quarterly with reporting requirements to align to LG council meeting cycles.
		Attend individual brigade meetings where applicable.		Quarterly	CESM reports to BFAC provided on works programs, LGGs, mitigation programs, training, BFS Operational Fleet and other administrative matters.
		Provide advice and feedback to council on BFAC matters when required.			
		Raise any contentious issues from meetings to DO for oversight and management.			
Please Select	Local Emergency Management Committee	Attend LEMC meetings and provide advice as CESM.	CESM, supported by LG with assistance from DOEM / DEMA	Quarterly	Support Local Government compliance with SEMC Policy.
		Provides assistance and support to the LEMC as required. Involvement in reviews and updates of LEMA's as per SEMC policy requirements.		Annually	Calendar of LEMCs Scheduled
		Provide advice to Local Government for the development and / or updates to the Local Government LEMAs.		Annually	Develop and review annually Local Emergency Management Arrangements to meet SEMC policy requirements.
		Plan and establish exercise regime for LEMC		Annually	Calendar of Exercises for LEMC
		Provide advice and guidance to the Local Government on the establishment of Relocation Plans capable of relocating		Annually	LEMC annual business plan reviewed, updated and submitted.
Please Select	Local Government Incident Management Capacity/Capability	Identify and coordinate IMT qualification and training requirements commensurate with Local Government responsibility.	CESM (with assistance CBFCO, DO and TSO)	November Annually	Develop matrix identifying current IMT capabilities. Identify qualification and capability gaps and future LG IMT requirements for bushfire on rural lands. Training and development requirements incorporated into a training plan.
		Develop and enhance Local Government IMT capacity and capability.			

Strategic Intention 2: PREPAREDNESS

To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. To support the community in its own preparations for emergencies.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Please Select	Emergency Services Forums	Actively participate in local Emergency Services forums.	CESM	September/ May Annually	Local pre-season forums are conducted. Attend regional forums as required.
		Organise and facilitate pre/post season forums as required.			
		Participate in regional Emergency Services forums.			
		Attend other regional forums / meetings as required.			

Strategic Intention 3: RESPONSE

To ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of hazards and to perform rescues. To support the community in its own response to emergencies.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Please Select	Respond to Emergency Incidents.	Coordinate response to emergency incidents that impact on communities, infrastructure and assets within the Local Government jurisdiction.	CESM (in liaison with CBFCO and DFES)	Ongoing	Monitor mobilising within LG jurisdiction to ensure compliance with SOP's and local arrangements.
		Manage and monitor mobilising within the Local Government jurisdiction to ensure compliance with SOP and zone response arrangements where applicable.	CESM (in liaison with CBFCO and DFES)	Ongoing	Report on incidents attended, roles and hours as per LG Corporate Plan reporting requirements.
		Act as Local Govt representative on Incident Support Group, to ensure effective interface between IMT, ISG, LG and DFES ROC	CESM supported by DFES	Ongoing	Provide Support to and Involvement in IMT's and ISG's
Please Select	Respond to incidents in neighbouring Local Government when requested	Respond to incidents when requested	CESM	Ongoing	Effective involvement in adjoining LG incidents and support provided where necessary. Active involvement in IMT's for large incidents in adjoining LG jurisdictions. Active role on DFES Duty Rosters as on-call officer where applicable Support to RDC provided as required/requested.
		Provide IMT support as required at incidents.			
		Monitor incidents & support with resources as required.			
		Support DFES and other Local Governments as per Mutual Aid Agreement(s).			
Please Select	Management of Suspicious & Deliberately Fires	Encourage brigades to report suspicious & deliberately lit fires. Brigades to complete IRS.	CESM BFB's DFES WAPOL	Ongoing	Suspicious & deliberate fires are reported FIAU and WA Police Force. Suitable investigation undertaken
		DFES, DBCA & WAPOL reporting as required.	All		
Please Select	Incident Reporting	Work with Local Government Brigades and Units to ensure incident reporting is completed within required reporting timeframes.	CESM	Ongoing	IRS reports are complete by Brigades within DFES reporting KPI's.
		Provide support to LG Brigades and Units.			IRS reports are complete by Brigades within DFES reporting KPI's.

Strategic Intention 4: RECOVERY

To assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Management of Volunteer and Staff Health and Safety Including Mental Health	Appropriate support and counselling is provided to Local Government volunteers and staff as required following incidents.	CESM	Ongoing	Counselling and support services are made available to volunteers and staff post incidents. All safety incidents involving LG volunteers reported and investigated as per LG and DFES SOPs.
		Maintain familiarity and awareness with counselling and support services (local, DFES and state).			
		Identify support services that are available through Local Government.			
		Actively encourage, promote and facilitate BFB/SES volunteer and Local Government staff utilisation of support services.			
		All critical incidents involving volunteers, whereby there are serious injuries, trauma or fatalities to be reported to DFES (initially via DOSS).			
		Coordinate and facilitate timely incident investigation of safety incidents involving Local Government volunteers.			
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Provide support to the Local Government Recovery Coordinator or recovery team.	Provide advice on the activation and implementation of the Local Government Recovery Plan.	CESM	Ongoing	Recovery plan reviewed and endorsed in line with LEMA review and endorsement.
		Recovery arrangements exercised through establishment of recovery coordinator/team and facilitated discussion exercise.	CESM & LG	Annually	Recovery arrangements exercised
		Monitor & review Recovery Plan with LEMC and Local Government.	CESM & LG	Annually	Recovery Plan currency for LG

Strategic Intention 5: SPECIAL PROJECTS

To assist local government and DFES with special projects that may impact on the community.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Special Projects	As directed coordinate & manage special projects for 'DFES &/or the Local Government'	CESM, LG & DFES	Ongoing	Completion of special projects according to agreed timelines Completion of project reports including hours spent . Appropriate grant funding sourced
		Ensure effective coordination of allocated special projects.			
		Where available seek appropriate grant funding for special projects.			

6: ADMINISTRATION DUTIES

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Update DFES Emergency Service Directory & contacts lists.	Develop & maintain a directory for emergency service contacts in liaison with DFES Region.	CESM	September Annually	Annual directory updates completed by deadline allocated by the Region.
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Maintain BFB Membership lists and contact details.	Audit and update existing BFB memberships and advise Region of any changes.	CESM	July Annually	BFB membership list accurate and up to date.
	Manage registration of new members	Register new memberships. Ensure that contact details for RMS are correct and accurate		Ongoing	Report provided on number of volunteers as per LG Corporate Plan.
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Local Government Grant Scheme (LGGS) - administration of Capital and Operational grant processes as per LGGS manual.	Coordinate annual LGGS submission for BFB & SES on behalf of the Local Government	CESM & LG	March Annually	LGGS operational and capital budgets developed/submitted annually.
		Ensure BFB/SES comply with LGGS administration requirements for capital and operational grants. LGGS budget acquittal complete.		Jan / Feb Annually	LG - Capability to Resource reviewed annually to support LGGS application.
				30th August Annually	LGGS accounts are within budget allocations and they are compliant and acquitted correctly.
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Management of Bush Fire Brigade fleet maintenance program.	Liaise with Local Government and assist with the co-ordination of maintenance of vehicles & equipment including communication systems.	CESM & LG	October Annually	Vehicle servicing records maintained in conjunction with the LG Fleet Manager.
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Management of Personal Protective Equipment	Develop and implement a system to coordinate the maintenance for the Local Government BFBs to manage all PPE and equipment.	CESM	November Annually	PPE database established, implemented and maintained.
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Inform Local Government of bushfire management strategies and expenditure.	Implement a framework that enables reporting to Local Government on bushfire risk management strategies and expenditure.	CESM	March Annually	Reports provided to Local Government on request or as required.
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Assist DFES Region in the Provision and Delivery of training courses.	Provision of assistance to DFES Region in delivery of training courses in line with Local Government requirements and training resource kit allocation including Skills Maintenance.	CESM	March to November	Assistance provided to DFES Region in provision of Regional Training Courses.

6: ADMINISTRATION DUTIES

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Attend DFES Region Staff Meetings	Attend DFES Region staff meetings as required.	CESM	As required Quarterly	Provide LG representation at DFES Regional staff meetings.
		Provide CESM activity report.			Provide CESM activity report on behalf of LG.
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Attend DFES and other Emergency Management Forums as Part of Personal Development	Attendance at DFES and other emergency management forums for personal and Local Government development opportunities.	CESM	Annually	Report on attendance at DFES and other emergency management forums for personal and LG development opportunities.
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	CESM Business Plan Reporting	Complete quarterly report on CESM Business Plan Reporting Tool.	CESM	Quarterly	CESM business plan reporting tool completed and reviewed quarterly with DFES.

Strategic Intention 6: PERSONAL DEVELOPMENT

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Individual Training and Development Plan	Individual Training and Development Plan to be developed and approved by Local Government and DFES Region. Plan to detail Training and Development aligned to CESM pathway and include:	CESM, DFES, LG	Bi-Annually	<ul style="list-style-type: none"> • Individual Training and Development Plan developed, approved and implemented by LG and DFES Region. • Training and Development plan reviewed Bi-annually. Development opportunity provided up to 6 weeks per annum
		<ul style="list-style-type: none"> Administration Financial management and reporting Training delivery and coordination Identified AIMS positions Emergency management training Opportunities provided for CESM to act in AO Rural positions where appropriate 			
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Individual My Path review	CESM/DO/Local Government to complete review Bi-annually	CESM LG, DFES, DO	Bi-Annually	Review to be conducted Bi-annually LG & DFES.

Strategic Intention 7: SUCCESSION PLANNING

Develop future leaders for the Local Government/DFES to fulfil the role of CESM during leave periods, acting opportunities and vacancy periods.

Priority	Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Priority 1 - Essential outcomes or activities required to support outcomes identified in the MOU.	Succession Planning	Where possible, provide opportunities for development through acting opportunities in CESM role during periods of extended leave	CESM, LG & DFES	Ongoing	Opportunities provided for development opportunities acting into CESM position.



Business plan between DFES and the Local Government of Bridgetown - Greenbushes

Date of effect: _____ To _____

SUPERINTENDENT DFES Lower South West Region		
	<i>Signature</i>	<i>Date</i>

CHIEF EXECUTIVE OFFICER Local Government of Bridgetown - Greenbus		
	<i>Signature</i>	<i>Date</i>

ATTACHMENTS
1. INDICATIVE CESM COST SHARING BETWEEN DFES AND THE SHIRES. 60:40 sharing arrangement
DFES 60%, Shire of Lake Grace 16%, Shire of Kent 16%, Shire of Dumbleyung 8% as at 03/02/2023

ITEM	COSTS	DFES (60%)	SHIRES (40%)	RECOUP	FREQUENCY	COMMENTS
SALARY						
Salary as negotiated with LG based on the Shire of Lake Grace Enterprise Agreement	92,000	55,200	36,800	DFES to pay on invoice from Shire of Lake Grace	Quarterly	
On Costs (30%) Workers Compensation Superannuation Annual Leave/LSL	27,600	16,560	11,040	DFES to pay on invoice from Shire of Lake Grace	Quarterly	
Availability Allowance	11,589	11,589		DFES to pay on invoice from Shire of Lake Grace	Quarterly	Refer to Clause 6.6
Sanctioned Overtime	As authorised			DFES to pay on invoice for DFES authorised overtime	As required	Refer to Clause 6.5
Other (including employment termination payments).		0				
ICT COST						
Laptop Computer, accessories & datacard	3,000	3,000	0	DFES to provide		DFES to provide
Mobile phone & usage	1,800	1,080	720	DFES to pay on invoice from Shire of Lake Grace	Quarterly	Shire of Lake Grace to provide
VEHICLE COSTS						
Lease/fuel/servicing	20,000	12,000	8,000	DFES to pay on invoice from Shire of Lake Grace	Quarterly	Shire of Lake Grace to provide vehicle
OFFICE EQUIPMENT	0	0	0	N/A	N/A	Shire of Lake Grace to provide
UNIFORMS/PPE						
Purchase/Maintenance	800	800	0	DFES to provide – order through DFES Region	As required	As per DFES Directive 1.3
TRAINING						
Courses/Attendance	2,000	1,200	800	DFES (60%) & Shires (40%) DFES to pay on invoice from Shire of Lake Grace as required.	Quarterly	All parties to share costs
ADMINISTRATION						
All administration overheads, HR etc				Shire of Lake Grace and DFES to provide admin support in kind		Shire of Lake Grace to provide
Deployment Costs (% negotiated between DFES and City/Shire)	As agreed	100%		DFES to pay on invoice from Shire of Lake Grace for DFES incidents.	Quarterly	Shire of Lake Grace to provide purchasing card
Total	158,789	101,229	57,560			

OCM 22 November 2023
Attachment to Item 14.4.3



Shire of Lake Grace
File No: <u>0848</u>
13 NOV 2023
Xref: _____
Records #: <u>1413627</u>
Officer: <u>CEDO</u>

Lions Club of Lake Grace.

PO Box 27 Lake Grace 6353.

9-11-2023.

CEO Alan George

Shire of Lake Grace.

Dear Sir/Alan,

Further to our conversation recently (Tuesday 7th) re Community Grants.

Lions would like to increase the number of Containers for Change collection points around Lake Grace.

Whilst we have 4 active lime green and white bins stationed at strategic points at present we find there are still many eligible 10c containers going into general waste (landfill).

For this reason Lions request Community Grant funds, similarly to recent successful request by Newdegate Containers Exchange as reported in the Lakes Link News 12th October'23.

For the immediate needs, funding for the purchase of further suitable bins up to the value of \$1000.00 is Lions request of the Lake Grace Shire Council, to increase the number of capture points around Lake Grace town area.

Funds raised from the sale of 10c containers by Lions generally flows back to our community such as the school's Canberra Camp and annual student scholarship.

Trusting the Council views the above Lions Club request favorably.

Kind regards.

Arthur Clarke.

Member Lions Club Containers for Change collection team.(ph 0429 651 015).

OCM 22 November 2023

Attachment to Item 14.4.4

LAKE GRACE BOWLING CLUB

Lake Grace Bowling Club
Stubb st Lake Grace, WA 6353
9th October 2023

Dear Alan

On behalf of the Lake Grace Bowling club, we are seeking sponsorship for our Men's 2 Day classic bowls carnival. The classic will be held on the Tuesday and Wednesday 23rd and 24th January 2024.

We appreciate your sponsorship in previous years when the carnival was held and hope that you can support our event. We can't hold these days without the generosity of people like you.

We provide a complimentary tea for the bowlers and the platinum and gold sponsorship on the Tuesday evening commencing at 6.30pm. if you can make it, we look forward to you joining us. Thank you for taking the time to read this. We look forward to hearing back from you.

Regards
John O'Neill
Fundraising Co Ordinator
Email john.oneill@gsfs.com.au
Phone 0487 651227

 LAKE GRACE BOWLING CLUB 

Lake Grace Classic

Presents Men's 4 s Competition

Tuesday and Wednesday 23rd and 24th January
9.00am for 9.30 start

\$300 per team

Includes morning tea, lunch, afternoon tea and tea

**3 games 14 ends
Both days**

**Rink wins
Daily winners
Overall winner**

**Pay your team fee to:
Lake Grace Sportsman's club
BSB 036 156
Account 128486
Skippers surname as reference**

Email your team and snap shot of payment to
Email address lyndaandwayne@bigpond.com
Contact Steve Hunt for more info 0427 651585

Entries close: DECEMBER 15th
Maximum 16 team



LAKE GRACE BOWLS CLASSIC



2024 sponsorship



PLATINUM SPONSORSHIP

\$1000

Name on sponsor board
Lunch for 2 Wednesday and Thursday
Dinner on Wednesday night
Present prize money to winners



GOLD SPONSORSHIP

\$500

Name on sponsor board
Lunch for 2 Wednesday or Thursday
Dinner on Wednesday night



SILVER SPONSORSHIP

\$300

Name on sponsor board
Lunch for 2 Wednesday or Thursday

BRONZE SPONSORSHIP

\$100

Name on sponsor board



MUNICIPAL FUND

Chq/EFT	Date	Description	Amount	Amount
EFT25577	06/10/2023	ABA Security and Electrical		-\$155.86
	03/10/2023	LG Medical Centre - Alarm Monitoring from October 2023 to December 2023	\$155.86	
EFT25578	06/10/2023	AFGR1 Equipment Australia		-\$46.81
	01/09/2023	Maintenance & Repair of Small Plant Parts: Choke Knob	\$46.81	
EFT25579	06/10/2023	Activ8me		-\$34.95
	01/10/2023	Newdegate Medical Centre - Satellite Internet September 2023	\$34.95	
EFT25580	06/10/2023	Australia Post		-\$243.92
	03/10/2023	Postage & Freight - September 2023	\$243.92	
EFT25581	06/10/2023	BGC Cement		-\$8,140.00
	27/09/2023	20 x Bags of Cement	\$8,140.00	
EFT25582	06/10/2023	BOC Gases Australia Limited		-\$13.39
	28/09/2023	Container Service: LG Pool - R400C Oxygen Medical C Size	\$13.39	
EFT25583	06/10/2023	Best Office Systems		-\$837.47
	27/09/2023	Photocopier Charges September 2023	\$837.47	
EFT25584	06/10/2023	CCL Hardware		-\$2,116.58
	29/09/2023	Hardware Supplies - September 2023	\$2,116.58	
EFT25585	06/10/2023	Cr Anton Joseph Kuchling		-\$1,362.12
	30/09/2023	Councillor's Meeting Fees, Travel, Reimbursement & IT Allowance	\$1,362.12	
EFT25586	06/10/2023	Cr Benjamin John Hyde		-\$655.59
	30/09/2023	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT25587	06/10/2023	Cr Debrah Susan Clarke		-\$655.59
	30/09/2023	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT25588	06/10/2023	Cr Jeffrey Vincent McKenzie		-\$655.59
	30/09/2023	Councillor's Meeting Fees & IT Allowance	\$655.59	
EFT25589	06/10/2023	Cr Leonard William Armstrong		-\$2,897.75
	30/09/2023	President's Meeting Fees, Reimbursement & IT Allowance	\$2,897.75	
EFT25590	06/10/2023	Cr Rosalind Alice Lloyd		-\$821.75
	30/09/2023	Councillor's Meeting Fees, Travel & IT Allowance	\$821.75	
EFT25591	06/10/2023	Cr Ross Chappell		-\$2,319.02
	30/09/2023	Deputy President's Meeting Fees, Travel, Reimbursement & IT Allowances	\$2,319.02	
EFT25592	06/10/2023	Cr Stephen Gordon Hunt		-\$1,632.36
	30/09/2023	Councillor's Meeting Fees, Travel, Reimbursement & IT Allowance	\$1,632.36	
EFT25593	06/10/2023	Enviro Pipes		-\$17,468.00
	27/09/2023	Pipes for Culvert Repairs	\$4,488.00	
	04/10/2023	Pipes for Culvert Repairs	\$12,980.00	
EFT25594	06/10/2023	Exurban Pty Ltd		-\$2,593.05
	01/10/2023	Town Planner Services for September 2023	\$2,593.05	
EFT25595	06/10/2023	Great Southern Fuel Supplies		-\$6,181.85
	30/09/2023	Fuel Card Purchase LG002	\$681.26	
		Fuel Card Purchase PSP01	\$524.35	
		Fuel Card Purchase LG001	\$777.91	
		Fuel Card Purchase LG139	\$728.34	
		Fuel Card Purchase CESH	\$1,551.73	
		Fuel Card Purchase LG004	\$665.43	
		Fuel Card Purchase LG1825	\$105.51	
		New Fuel Card LG1825	\$2.75	
		Fuel Card Purchases LG984	\$687.64	
		Fuel Card Purchases LG049	\$456.93	
EFT25596	06/10/2023	Hall Electrical & Data Services		-\$12,700.60
	15/09/2023	Service & Coil Clean of Air Conditioners Head Unit & Condenser - Lake Grace Buildings	\$8,727.40	
	15/09/2023	Service & Coil Clean of Air Conditioners Head Unit & Condenser - Newdegate Buildings	\$2,070.20	
	15/09/2023	Service & Coil Clean of Air Conditioners Head Unit & Condenser - Lake King Buildings	\$1,100.00	
	15/09/2023	Service & Coil Clean of Air Conditioners Head Unit & Condenser - Varley Buildings	\$803.00	
EFT25597	06/10/2023	ID Rent Pty Ltd		-\$6,270.00
	29/09/2023	20 Day Hire of Compaction Bomang - 01/09/2023 - 29/09/2023	\$6,270.00	
EFT25598	06/10/2023	Integrated ICT		-\$2,692.81

	29/09/2023	Exclaimer for Office 365 (up to 50 Licences) - September 2023	\$85.25	
	29/09/2023	Microsoft 365 Licences - September 2023	\$426.14	
	29/09/2023	IT Support September 2023	\$2,024.88	
	30/09/2023	Cloud Storage - Archive (Tier 4) & Veeam Cloud Connect - September 2023	\$156.54	
EFT25599	06/10/2023	Lake Grace Community Men's Shed		-\$4,000.00
	03/10/2023	Community Budget Request - LG Men's Shed Build	\$4,000.00	
EFT25600	06/10/2023	Lake Grace Community Resource Centre		-\$5,153.65
	31/08/2023	Roadwise Meeting - 24/08/2023	\$153.65	
	04/10/2023	Community Budget Request - Lake Grace Reconnect	\$5,000.00	
EFT25601	06/10/2023	Lake Grace Meat Supply		-\$175.46
	04/10/2023	Meat for Staff BBQ - 04/10/2023	\$175.46	
EFT25602	06/10/2023	Lake Grace Transport		-\$81.20
	05/10/2023	Freight - Cleaning Supplies	\$81.20	
EFT25603	06/10/2023	Landgate		-\$325.75
	27/09/2023	Valuations Chargeable - Schedule G2023/03	\$74.15	
	02/10/2023	Lake Grace Town Site Satellite Imagery	\$221.10	
	02/10/2023	Copy of Certificate of Title	\$30.50	
EFT25604	06/10/2023	Livingston Medical Pty Ltd		-\$22,916.66
	01/10/2023	Lake Grace Monthly Medical Centre Management Fee - October 2023	\$22,916.66	
EFT25605	06/10/2023	McLeods		-\$4,158.57
	29/09/2023	Settlement - Sale of Lot 213 Quondong Court, Lake Grace	\$1,636.93	
	29/09/2023	Advice Lot 101 on DP 27172 & Lot 12 on DP 57312	\$2,521.64	
EFT25606	06/10/2023	Newdegate Machinery Field Day Inc.		-\$4,230.00
	05/10/2023	Community Budget Request - Newdegate Container Exchange	\$4,230.00	
EFT25607	06/10/2023	Newdegate Stock & Trading		-\$6,864.00
	01/09/2023	4 x 1,000L Pods of AdBlue	\$6,864.00	
EFT25608	06/10/2023	Nutrien Ag Solutions Limited		-\$119.90
	20/09/2023	20L of Supa Soke - Newdegate Parks & Gardens	\$119.90	
EFT25609	06/10/2023	Officeworks		-\$335.19
	29/09/2023	Stationery items for Creative Kids Activities & Various Stationary Items for the Shire Office & Lake Grace Visitor Centre	\$335.19	
EFT25610	06/10/2023	Omnicom Media Group Australia Pty Limited		-\$858.00
	30/09/2023	Notice - Review of Local Laws. West Australian 23/09/2023	\$858.00	
EFT25611	06/10/2023	ProMinent Fluid Controls PL		-\$330.00
	25/09/2023	DULCOnneX Annual Subscription - Reuse Scheme Chlorinator Online Monitoring	\$330.00	
EFT25612	06/10/2023	RingCentral Australia		-\$620.40
	04/10/2023	Shire Admin - Cloud Telephony System September 2023	\$620.40	
EFT25613	06/10/2023	Skytrust Intelligence Systems		-\$493.90
	04/10/2023	Access to Skytrust - October 2023	\$493.90	
EFT25614	06/10/2023	Telstra Limited		-\$558.78
	04/10/2023	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	\$31.74	
		0475898471-Councillors WI-FI	\$14.98	
		0476806205-Councillors Air Card	\$14.98	
		Rounding	\$0.01	
		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 - Vrly 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	
		0417447647 - Fuel Tank	\$14.98	
		0456676658 - Sewerage Camera	\$14.98	
		0461294698 - Refuse Scheme Monitor	\$17.97	
		0461302385 - Newdegate Pavilion Solar	\$17.96	
EFT25615	06/10/2023	The Trustee for Coloured Creations Family Trust		-\$20,865.10
	29/09/2023	External Painting - Lake King Library	\$20,865.10	
EFT25616	06/10/2023	Urbaqua Ltd		-\$10,934.00
	29/09/2023	Phase 3 Padley Park	\$10,934.00	
EFT25617	06/10/2023	Walkers Hill Vineyard		-\$330.00
	29/09/2023	Catering OCM 27/09/2023	\$330.00	
EFT25618	06/10/2023	Wazzas Complete Sheep Management		-\$5,241.50
	29/09/2023	Contract - NGT Town Maintenance & Gardening - 18/09/2023 - 29/09/2023	\$4,455.00	
	29/09/2023	Use of Mower - 8 Hours & Fogging Town 2 x 2.5 Hours	\$786.50	
EFT25619	11/10/2023	Anna Scheepers		-\$200.00
	07/10/2023	Contract - Cleaning of Varley Hall 26/09, 29/09, 02/10 & 06/10/2023	\$200.00	
EFT25620	11/10/2023	Burgess Rawson Pty Ltd		-\$276.22
	06/10/2023	Reimbursement Of Water Rates & Usage - Ngt Public Toilets.	\$276.22	
EFT25621	11/10/2023	Christopher Paget (Staff Member)		-\$313.98
	10/10/2023	Payroll Reimbursement - Uniform	\$313.98	
EFT25622	11/10/2023	Great Southern Fuel Supplies		-\$471.23
	30/09/2023	Fuel Card Purchases - Lakes Local Action Group	\$471.23	
EFT25623	11/10/2023	Lake Grace Community Resource Centre		-\$260.00
	02/10/2023	Full Page Colour Advertisement in Lakes Link - AGM	\$200.00	
	02/10/2023	Advertising for Treasure Trail & Market Day	\$60.00	
EFT25624	11/10/2023	Lake Grace Plaza		-\$8.65
	02/10/2023	Food Items for Staff BBQ 04/10/2023	\$8.65	
EFT25625	11/10/2023	Lake Grace Rural Supplies		-\$13,827.00
	06/09/2023	Pulverise 1000Litre	\$13,827.00	
EFT25626	11/10/2023	Lillys Garden		-\$38.00
	30/09/2023	Consignments - August 2023	\$38.00	
EFT25627	11/10/2023	Local Government Professionals Australia WA Division		-\$1,685.00
	04/10/2023	Annual State Conference 08/11/2023 - SFO	\$1,685.00	
EFT25628	11/10/2023	Magadashly Pty Ltd		-\$330.00
	05/10/2023	Accommodation for SFO for Audit Visit 02/10 - 05/10/2023	\$330.00	
EFT25629	11/10/2023	McKenzie Concrete Co		-\$5,845.40
	05/10/2023	Supply Labour & Cement for Kerbing	\$5,845.40	
EFT25630	11/10/2023	Newdegate Community Resource Centre		-\$65.00
	04/10/2023	1 x Full Page Colour Advert in the Gate Post	\$65.00	
EFT25631	11/10/2023	Newdegate Stock & Trading		-\$177.10
	12/09/2023	Hardware Supplies - Newdegate Parks & Gardens	\$177.10	
EFT25632	11/10/2023	Pamela Jays Xpressions!		-\$114.40
	09/10/2023	Consignments - September 2023	\$114.40	
EFT25633	11/10/2023	Ricoh Australia Pty Ltd		-\$191.40
	02/06/2023	Toner for Licencing Printer	\$191.40	
EFT25634	11/10/2023	S & L Trevenen		-\$231,673.43
	04/10/2023	RFQ 2023 - 07 Fitzgerald Rd Gravel Sheeting of SLK 5.00 - 9.76.	\$231,673.43	
EFT25635	11/10/2023	Shire of Lake Grace		-\$6,000.00
	26/09/2023	2023/24 Admin Fee - Lakes Local Action Group	\$6,000.00	
EFT25636	11/10/2023	Team Global Express Pty Ltd		-\$61.83
	08/10/2023	Freight - Library Books	\$61.83	
EFT25637	11/10/2023	Victoria Fasano (Staff Member)		-\$34.00
	06/10/2023	Payroll Reimbursement - Meals during Audit Visit	\$34.00	
EFT25638	11/10/2023	Warren Blackwood Waste		-\$9,367.20
	05/10/2023	Recycling Pickups - September 2023	\$4,972.00	
	05/10/2023	Residential & Street Bins Pick Ups - September 2023	\$4,395.20	
EFT25639	11/10/2023	Wendy Binks		-\$513.70
	25/09/2023	Stock for Retail - Lake Grace Visitor Centre	\$513.70	
EFT25640	11/10/2023	SensOre Ltd		-\$51.00
	12/12/2022	Standpipe Bond Refund - Card #2924075	\$51.00	
EFT25641	20/10/2023	A.P and J.M Keeble		-\$34.00
	15/10/2023	Consignments - September 2023	\$34.00	
EFT25642	20/10/2023	Anna Scheepers		-\$585.00

	16/10/2023	Relief Cleaning for Lake King Public Toilets 25/09 - 29/09/23	\$585.00	
EFT25643	20/10/2023	Ascentive Pty Ltd		-\$3,624.50
	30/09/2023	Undertake Major Review of Shire of Lake Grace Strategic Community Plan - Progress Payment	\$3,624.50	
EFT25644	20/10/2023	Australian Communications and Media Authority (ACMA)		-\$264.00
	02/10/2023	Annual Renewal Of Broadcasting Radio Equipment Licence Under The Radio communications Act 1992 - 3 Bushfire Tower Sites Licence No 270850/1 - Land Mobile/ Land Mobile System -> 30Mhz - Tarco Rd Lake Grace	\$264.00	
EFT25645	20/10/2023	Best Office Systems		-\$12,210.00
	10/10/2023	Konica Minolta C650I Colour Multifunction Printer	\$12,210.00	
EFT25646	20/10/2023	Burgess Rawson Pty Ltd		-\$550.00
	06/09/2023	Lease Preparation Fee - L2699	\$550.00	
EFT25647	20/10/2023	CB Traffic Solutions Pty Ltd		-\$587.40
	08/10/2023	Traffic Management Plan - Harvest Festival	\$587.40	
EFT25648	20/10/2023	CEMETERIES & CREMATORIA ASSOCIATION OF WA		-\$130.00
	21/08/2023	Ordinary Membership 2023-24	\$130.00	
EFT25649	20/10/2023	Chargefox Pty Ltd		-\$858.00
	27/09/2023	Station Management Fee - 2 Ports at 29 Stubbs Street, Lake Grace - For Electric Vehicle Charge Station 4037. 01/10/2023 - 30/09/2024	\$858.00	
EFT25650	20/10/2023	Corsign WA		-\$193.60
	09/10/2023	8 x No Parking Road Signs	\$193.60	
EFT25651	20/10/2023	Department of Fire and Emergency Services		-\$7,457.10
	11/10/2023	In accordance with the Department of Fire & Emergency Services of WA Act 1998, Part 6A - Emergency Services Levy - Section 36L & 36M - ESL Income Local Government	\$7,457.10	
EFT25652	20/10/2023	Deputy Commissioner Of Taxation		-\$48,416.00
	30/09/2023	BAS - September 2023	\$48,416.00	
EFT25653	20/10/2023	Emu Essence Distributors Pty Ltd		-\$52.00
	03/10/2023	Consignments - September 2023	\$52.00	
EFT25654	20/10/2023	Fiona Palmer		-\$114.00
	09/10/2023	Books - Stock Purchases for Lake Grace Visitor Centre	\$114.00	
EFT25655	20/10/2023	Freyja Melling (Staff Member)		-\$107.81
	17/10/2023	Payroll Reimbursement - Meals at DOT Training 09/10 - 13/10/2023	\$107.81	
EFT25656	20/10/2023	Fyfe Transport		-\$212,929.75
	28/08/2023	Move Roller ex Shire to McIntosh in Redcliffe	\$2,255.00	
	30/09/2023	Supply & Delivery of Basalt - 2538.25 Tonnes	\$210,674.75	
EFT25657	20/10/2023	GS Mobile Mechanical Services		-\$5,709.00
	20/09/2023	Supply & Fit Tyre - 2015 Toro Reel Master 3100-3 Mower - Newdegate	\$396.00	
	20/09/2023	Supply & Fit Trailer Tyres x 14 - 1TYI379, LG252 & LG257	\$5,313.00	
EFT25658	20/10/2023	Hyden Karlgarin Spraying		-\$30,467.58
	07/10/2023	Skeleton Weed Winter Spray	\$24,439.58	
	07/10/2023	Steel Droppers	\$6,028.00	
EFT25659	20/10/2023	Industrial Automation		-\$1,650.00
	19/10/2023	Box of 100 standpipe swipecards	\$1,650.00	
EFT25660	20/10/2023	Jenakora		-\$24,750.00
	09/10/2023	Purchase of 15,000 Cubic metres of Gravel	\$24,750.00	
EFT25661	20/10/2023	Joanne Oatridge (Staff Member)		-\$223.96
	11/10/2023	Reimbursement - Items Purchased for 6 Blackbutt Way (Dr House)	\$223.96	
EFT25662	20/10/2023	Lake Grace Community Resource Centre		-\$35.00
	02/10/2023	1/2 Page Media Release in Lakes Link	\$35.00	
EFT25663	20/10/2023	Lake Grace District High School		-\$3,545.56
	12/10/2023	Utility Costs & Relief Library Co-ordinator Wages for Lake Grace Library	\$1,229.02	
	12/10/2023	25% Library Co-Ordinator Wage - Term 4	\$2,316.54	
EFT25664	20/10/2023	Lake Grace Leading Appliances		-\$1,533.00
	16/10/2023	Front Loader Washing Machine - 6 Blackbutt Way, Lake Grace (Dr's House)	\$1,264.00	
	16/10/2023	Replacement Phone - Lake Grace Visitor Centre	\$269.00	
EFT25665	20/10/2023	Lake Grace Plaza		-\$42.93
	27/09/2023	Council Cupboard Replenish	\$42.93	
EFT25666	20/10/2023	Lake Grace Transport		-\$299.66
	09/10/2023	Freight - Cleaning Supplies	\$299.66	
EFT25667	20/10/2023	Lake King Agencies		-\$100.28

	06/10/2023	Supply of Diesel for Lake King Tractor - 2009 CASE IH Tractor - LG3108	\$100.28	
EFT25668	20/10/2023	Lillys Garden		-\$139.00
	04/10/2023	Consignments - September 2023	\$139.00	
EFT25669	20/10/2023	Livingston Medical Pty Ltd		-\$198.00
	29/09/2023	Pre Employment Medical	\$198.00	
EFT25670	20/10/2023	M.E Pump Wizards		-\$6,402.00
	17/10/2023	Overhaul Sewerage Pump Removed from Lake Grace Caravan Park	\$6,402.00	
EFT25671	20/10/2023	MCG Fire Services		-\$6,383.33
	10/10/2023	Service of Fire Equipment	\$6,383.33	
EFT25672	20/10/2023	Magadashly Pty Ltd		-\$60.00
	10/10/2023	Meals for SFO - Audit Visit 02/10 - 05/10/2023	\$60.00	
EFT25673	20/10/2023	McPest Pest Control		-\$8,360.00
	13/10/2023	Spider Spraying - All Shire Properties	\$8,360.00	
EFT25674	20/10/2023	Nambec Nominees		-\$9,262.77
	12/07/2023	Supply 33 x Packs Classic Golden Sand Pavers	\$9,262.77	
EFT25675	20/10/2023	Narrogin Ford		-\$395.00
	18/10/2023	Repairs to LLAG Vehicle 1HPE847	\$395.00	
EFT25676	20/10/2023	Narrogin Glass		-\$540.01
	20/09/2023	Reglazing of Aluminium Commercial Door - Lake Grace Pavilion	\$540.01	
EFT25677	20/10/2023	Natural Wonders Australia Pty Ltd		-\$384.32
	17/10/2023	Stock Purchases - Lake Grace Visitor Centre	\$384.32	
EFT25678	20/10/2023	Nature's Botanical Pty Ltd		-\$208.34
	17/10/2023	Stock Purchases - Lake Grace Visitor Centre	\$208.34	
EFT25679	20/10/2023	Peter Hudson's Tyre & Mechanical Services Pty Ltd		-\$67.00
	18/10/2023	Puncture Repair - 2021 Ford Ranger dual cab CC XL LG049	\$67.00	
EFT25680	20/10/2023	Pool Robotics Perth		-\$2,913.50
	18/10/2023	Repairs to Lake Grace Pool Cleaner	\$2,913.50	
EFT25681	20/10/2023	Q1 Franchise Management		-\$342.00
	13/10/2023	Accommodation x 2 nights for CEDO (Report Writing Course)	\$342.00	
EFT25682	20/10/2023	Roamin Enterprises		-\$70,400.00
	28/09/2023	Extend Driveway Crossover for School Bus Turning	\$4,400.00	
	01/10/2023	Culvert Repairs - Biddy Camm Road SLK 60.05, 61.53 & 61.60	\$28,600.00	
	06/10/2023	Culvert Repairs - Biddy Camm Road SLK 58.47, 58.59 & 59.52	\$28,600.00	
	11/10/2023	Culvert Repairs - Biddy Camm Road SLK 61.85	\$8,800.00	
EFT25683	20/10/2023	Ross Ramm		-\$46.50
	04/09/2023	Consignments - September 2023	\$46.50	
EFT25684	20/10/2023	S & L Trevenen		-\$155,189.51
	30/09/2023	Contract Maintenance Grading Newdegate 01/09/2023 - 30/09/2023	\$29,658.80	
	01/10/2023	Contract Maintenance Grading Lake King - Varley 01/09/2023 - 30/09/2023	\$24,578.15	
	03/10/2023	Contract Maintenance Grading - Lake King & Varley 01/08/2023 - 31/08/2023	\$34,766.90	
	03/10/2023	Contract Maintenance Grading - Newdegate 01/08/2023 - 31/08/2023	\$66,185.66	
EFT25685	20/10/2023	Safe Roads WA		-\$20,620.88
	18/10/2023	Various Pothole Repairs	\$20,620.88	
EFT25686	20/10/2023	Solar Naturally		-\$3,965.50
	10/10/2023	Return to Site and Re-install x 4 Charged Batteries - Lake Grace Pavilion, Lake Grace Medical Centre & Newdegate Rec Centre	\$3,965.50	
EFT25687	20/10/2023	St John Ambulance Western Australia		-\$170.00
	09/10/2023	First Aid Course HLTAID011 - CESM	\$170.00	
EFT25688	20/10/2023	Synergy Electricity Generation and Retail Corp		-\$5,816.18
	12/10/2023	118869830 Park Lot 186U Pump Hetherington Way, LK	\$138.18	
		156576110 NGT Oval Lot 149 Waddell St NGT	\$1,276.42	
		129094750 Vrl Rec Grnd/Oval LOC 1166 UA Carstairs Rd	-\$30.25	
		455735630 LK Golf Pavilion Lot 161 Hyden-Lake King Rd	\$455.14	
		076250900 LK TV Transmitter Lot 158 Church Ave LK	\$96.88	
		867084910 LK Hall Loc 20321 Ravensthorpe Rd LK	\$894.11	
		624795400 Emergency Services Lot215 The Crossing LK	\$157.52	
		546144710 LK Recreation Grnd Loc 20321 U Pump Ravensthorpe Rd LK	\$301.75	
		901681390 Public Toilets Lot 59 Seward Ave Vrl	-\$150.70	

		968110430 Town Clock Stubbs St LG	\$135.72	
		893222990 LG Swimming Pool Lot 75 Stubbs St LG	\$587.32	
		463275870 LG Sports Pavilion Bishop St LG	\$1,028.56	
		510645320 Dunn Rock Community Dam 4383 Mallee Rd Magenta (Lot 3019 U A Koornong Rd Ravensthorpe)	\$184.07	
		163376940 Medical Centre UA Lot 33 Maley St NGT	\$83.68	
	16/10/2023	Electricity Charges - Newdegate Depot 01/11/2022 - 23/08/2023	\$657.78	
EFT25689	20/10/2023	T - QUIP		-\$46.55
	11/10/2023	Bearing Spacer x 3 - 2022 Kawasaki Mower 1HPD680	\$46.55	
EFT25690	20/10/2023	Team Global Express Pty Ltd		-\$181.63
	15/10/2023	Freight	\$181.63	
EFT25691	20/10/2023	Telstra Limited		-\$1,504.11
	27/09/2023	Bus Mobile Broadband - Lakes Local Action Group	\$96.20	
	10/10/2023	SMS Service - Emergency Services	\$269.89	
	12/10/2023	Landline Charges Depot - 9865 1067	\$34.95	
		Lake Grace Pool - 9865 1144	\$34.95	
		Lake Grace Library - 9865 1185	\$98.10	
		Lake Grace Medical Centre - 9865 1208	\$107.97	
		Lake Grace Medical Centre Fax - 9865 1362	\$42.43	
		Lake Grace Medical Centre - 9865 1388	\$43.84	
		Depot - 9865 1493	\$34.95	
		AIM - 9865 1646	\$35.40	
		Lake Grace Airstrip - 9865 1656	\$34.95	
		338 Memorial Drive - 9865 1978	\$55.00	
		Depot - 9865 1985	\$34.95	
		Depot - 9865 1986	\$34.95	
		Lake Grace Visitor Centre - 9865 2140	\$37.64	
		Lake Grace Visitor Centre Fax - 9865 2141	\$34.95	
		Licensing Office - 9865 2275	\$34.95	
		Newdegate Medical Centre - 9871 1105	\$36.75	
		Newdegate Medical Centre - 9871 1341	\$37.49	
		Newdegate Medical Centre - 9871 1528	\$64.07	
		Lake King Library - 9874 4147	\$35.40	
		Lake King Fire Station - 9874 4196	\$34.95	
		Lake King Fire Station Fax - 9874 4201	\$34.95	
		Lake King Library Internet - 9874 4234	\$34.95	
		Fire Ban Hotline - 9487 7191	\$6.00	
		Administration Office - 9880 2500	\$75.16	
		Lake Grace Medical Centre Internet - N9502816R	\$59.99	
		Newdegate Medical Centre Internet - N9502816R	\$50.00	
		Newdegate Fire Station - 9781 1228	\$34.95	
		Group Plan Discount	-\$66.57	
		Rounding	-\$0.05	
EFT25692	20/10/2023	Tilbrook & Teale		-\$33,000.00
	14/10/2023	Purchase 20,000 Cubic Metres of Gravel for Fitzgerald Road	\$33,000.00	
EFT25693	20/10/2023	Varley Ag Solutions		-\$5.28
	27/09/2023	Tap Washer Set - Varley Sports Building	\$5.28	
EFT25694	20/10/2023	WA Contract Ranger Services		-\$1,045.00
	18/10/2023	Contract Ranger Services 19/09/2023 & 12/10/2023	\$1,045.00	
EFT25695	20/10/2023	WALGA		-\$4,191.00
	11/10/2023	Pro-Rata eLearning Subscription May 2023 - 31 Oct 2023 Emergency Management Fundamentals for Lake Grace, Kent & Dumbleyung	\$4,158.00	
	17/10/2023	Online ticket for WALGA Workshop on Delivering Environmental Outcomes Through the Planning System - IAO	\$33.00	
EFT25696	20/10/2023	Wazzas Complete Sheep Management		-\$4,818.00
	15/10/2023	Contract - NGT Town Maintenance & Gardening 02/10 - 13/10/2023	\$4,455.00	
	15/10/2023	Kanga Hire & Fogging of Newdegate	\$363.00	
EFT25697	20/10/2023	Winc Australia		-\$567.22
	03/10/2023	Cleaning Supplies - Public Buildings	\$465.58	
	03/10/2023	Cleaning Supplies - Lake Grace Pavilion	\$101.64	
EFT25698	20/10/2023	Soil Mechanics		-\$51.00
	20/10/2023	STANDPIPE CARD BOND REFUND	\$51.00	
EFT25699	24/10/2023	Christina Cherie Fotheringham		-\$215.00
	06/10/2023	6 x Assorted Salads for Shire Staff Function	\$215.00	
EFT25700	24/10/2023	Hudson Sewage Services		-\$256.54

	26/09/2023	Lake King Roadhouse Toilets Biomax System: October 2023 - December 2023 Quarterly Service	\$256.54	
EFT25701	24/10/2023	Lake Grace Rural Supplies		-\$38.02
	18/10/2023	Small Powerjet Nozzle - Small Plant	\$38.02	
EFT25702	24/10/2023	Nature Playgrounds		-\$103,289.27
	24/10/2023	Install Lake Grace All abilities Playground - 20% Deposit	\$103,289.27	
EFT25703	24/10/2023	Newdegate Stock & Trading		-\$240.15
	17/03/2023	Diesel for 2021 Toyota Prado DSL STNSDN - LG002	\$240.15	
EFT25704	24/10/2023	RJD Contracting (WA) Pty Ltd		-\$22,000.00
	18/10/2023	Strip Topsoil & Push Up Gravel at Banger Hill	\$22,000.00	
EFT25705	27/10/2023	WESTRAC PTY LTD		-\$259,600.00
	12/05/2023	Supply & Delivery of Cat 444 Backhoe	\$259,600.00	
	26/06/2023	Supply CAT 236D Skid Steer	\$105,356.17	
	26/06/2023	Processed to Incorrect PO should be 42184	-\$105,356.17	
		TOTAL EFT		-\$1,509,974.40
37096	10/10/2023	Water Corporation		-\$11,745.63
	21/09/2023	Water Usage - 9007807318 Standpipe #7 Gimbel Rd	\$566.11	
	21/09/2023	Water Usage - 9015200049 Standpipe #10 Mordetta Rd Dicko's Corner	\$723.80	
	21/09/2023	Water Usage - Sports Ground at Pingaring-Varley Rd Kulin Lot 2059(24691)	\$11.47	
	22/09/2023	Water Usage - Standpipe at Lake Grace-Newdegate Road, Lake Grace (Lot 551 RES 20629)	\$27.52	
	03/10/2023	Water Usage - Standpipe #1 North Lake Grace	\$290.88	
	03/10/2023	Water Usage - Kulin-Lake Grace Rd Katanning - Sale Yard	\$172.91	
	03/10/2023	Water Usage - Standpipe #2 Mallee Hill Rd	\$58.65	
	03/10/2023	Water Usage - Standpipe #5 Newdegate North	\$184.80	
	03/10/2023	Water Usage - Standpipe #4 Bidy-Camm/Mission Rd	\$50.05	
	03/10/2023	Water Usage - Standpipe #8 Jarring South Rd	\$362.55	
	03/10/2023	Water Usage - Standpipe #11 Newman Rd	\$133.19	
	03/10/2023	Water Usage - Standpipe #6 Burngup Sth Rd	\$262.21	
	03/10/2023	Water Usage - Standpipe #9 Bidy/Rodger Rd	\$500.17	
	04/10/2023	Water Usage - Hall at 23 May St NGT Lot 195 Res 19136	\$371.48	
	04/10/2023	Water Usage - Standpipe at Maley St Newdegate Lot 198 Res 17616	\$1,047.77	
	04/10/2023	Water Usage - Maley St NGT - Newdegate Skate Park	\$252.30	
	04/10/2023	Water Usage - Lot 60 Collier St NGT - Hainsworth Building	\$72.68	
	04/10/2023	Water Usage - 54A Bennett St LG Lot 340-Staff Housing	\$54.91	
	04/10/2023	Water Usage - Dillon St Newdegate Lot 149 (29080) - Public Toilets	\$212.16	
	04/10/2023	Water Usage - Lot 196 Res 42416 - NGT Fire Station 28 May St	\$50.48	
	04/10/2023	Water Usage - Lot Res 20321 - Lake King Hall	\$258.03	
	04/10/2023	Water Usage - 158I Church Av Lake King Lot 158 RES 36037 - Lake King Public Toilets	\$22.94	
	04/10/2023	Water Usage - Lot 3120 Res 42011-Varley Cemetery	\$25.80	
	04/10/2023	Water Usage - Lot 1166 res 27683-Golf Course Varley	\$34.40	
	04/10/2023	Water Usage - Lot 7-8 - Varley Public Hall	\$11.47	
	04/10/2023	Water Usage - Lot 22 Seward Av Vrl (south)-Public Toilets	\$143.35	
	04/10/2023	Water Usage - 54B Bennett St LG Lot 340-Staff Housing	\$95.93	
	04/10/2023	Water Usage - 65B Bennett St LG Lot 184-Staff Housing	\$90.07	
	04/10/2023	Water Usage - 65A Bennett St LG Lot 184-Staff Housing	\$160.37	
	04/10/2023	Water Usage - Park at 15 Maley St NGT	\$235.09	
	05/10/2023	Water Usage - LG Railway Station 33 Stubbs St (Public Toilets)	\$237.96	
	05/10/2023	Water Usage - Stubbs St Lake Grace - Median Strip Garden	\$235.09	
	05/10/2023	Water Usage - Garden at Stubbs St Lake Grace Lot Median Strip	\$106.08	
	05/10/2023	Water Usage - Lot 361 Res 46768 (Station Master)-19 Stubbs St Visitor Centre Toilets	\$172.09	
	05/10/2023	Water Usage - Boulton St Lake Grace Lot 9000 - Standpipe - Truck Wash-down Bay	\$374.02	
	05/10/2023	Water Usage - Lot 124 Bennett St LG - Lakes Village Hall	\$5.67	
	05/10/2023	Water Usage - 36 Bennett St LG Lot 42-Staff Housing	\$51.01	
	05/10/2023	Water Usage - 8 Wattle Dr LG Lot 30 - Staff Housing	\$52.96	
	05/10/2023	Water Usage - 10A Gumtree Dr LG Lot 60 - Staff Housing	\$54.91	
	05/10/2023	Water Usage - 10B Gumtree Drive Lake Grace - Staff Housing	\$71.51	

	05/10/2023	Water Usage - Park at 75 Stubbs St LG Lot 75	\$5.73	
	05/10/2023	Water Usage - 23 Absolon St LG Lot 61-Staff Housing	\$78.35	
	05/10/2023	Water Usage - LG Lot 233-234 Res 27864 - Kindergarten 1 Griffiths St	\$100.35	
	05/10/2023	Water Usage - Admin Office at Stubbs St LG Lot 75	\$186.36	
	05/10/2023	Water Usage - Bishop St Lot 75 - LG Swimming Pool	\$2,459.89	
	05/10/2023	Water Usage - Bishop St LG Lot 75, Sporting Grounds	\$43.01	
	05/10/2023	Water Usage - 3 Clark Av LG Lot 241 - Staff Housing	\$66.63	
	05/10/2023	Water Usage - 6 Banksia Pl Lake Grace Lot 75 - Staff Housing	\$49.05	
	05/10/2023	Water Usage - 5 Banksia Pl LG Lot 80 - Staff Housing	\$154.52	
	05/10/2023	Water Usage -14 Blackbutt Dr LG-Shire Housing	\$47.10	
	05/10/2023	Water Usage - Lot 338 Res 45958 - LG Medical Centre 11 Memorial Drive	\$203.56	
	05/10/2023	Water Usage -Staff housing (CEO) 1 Quondong Ct LG Lot 219	\$131.08	
	05/10/2023	Water Usage - Lot 56 Vacant land (Res) at 33 Absolon St Lake Grace	\$68.58	
	05/10/2023	Water Usage - Staff Housing - 33B Absolon Street, Lake Grace	\$103.74	
	05/10/2023	Water Usage - LK Lot 214 Res 46461-Fire Station (4 the Crossing)	\$50.05	
	05/10/2023	Water Usage - 6 Blackbutt Dr LG Lot 201-Staff housing	\$105.69	
	06/10/2023	Water Usage - Unit 1-7/2 Bennett St LG Lot 500-Lakes Village Gardens	\$47.10	
37097	20/10/2023	Bond Administrator		-\$480.00
	20/10/2023	Housing Bond - Taylah Melling 33a Absolon Street, Lake Grace	\$480.00	
37098	20/10/2023	Pivotel Satellite Pty Limited		-\$93.00
	15/10/2023	Satellite Tracking & SOS Devices - 3 x Isolated Worker Safety Devices - October 2023	\$93.00	
37099	20/10/2023	Shire of Lake Grace (Petty Cash)		-\$159.80
	18/10/2023	Petty Cash Recoup - September 2023	\$159.80	
		TOTAL CHEQUES		-\$12,478.43
DD10688.1	12/10/2023	Australian Super Administration		-\$1,681.98
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$1,681.98	
DD10688.2	12/10/2023	REST Superannuation		-\$778.85
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$778.85	
DD10688.3	12/10/2023	The SD & LM Carruthers Superannuation Fund		-\$264.00
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$264.00	
DD10688.4	12/10/2023	Aware Super		-\$7,905.52
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$7,905.52	
DD10688.5	12/10/2023	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER		-\$635.80
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$635.80	
DD10688.6	12/10/2023	Hostplus		-\$309.99
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$309.99	
DD10688.7	12/10/2023	Mercer Super Trust		-\$306.83
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$306.83	
DD10688.8	12/10/2023	North Personal Superannuation		-\$157.29
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$157.29	
DD10688.9	12/10/2023	Panorama Super		-\$130.46
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$130.46	
DD10688.10	12/10/2023	Prime Super		-\$348.01
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$348.01	
DD10688.11	12/10/2023	Q Super		-\$260.91
	11/10/2023	Super Contributions for Pay Ending 11/10/2023	\$260.91	
DD10691.1	01/10/2023	Exetel Pty Ltd		-\$1,375.00
	01/10/2023	Corporate Internet - Monthly Charge On Plan TMLL100 R2 Unlimited	\$1,375.00	
DD10691.2	01/10/2023	Westnet Pty Ltd		-\$224.85
	01/10/2023	Internet Charges	\$224.85	
DD10695.1	17/10/2023	Resimac Asset Finance Pty Ltd		-\$993.22
	17/10/2023	Chattel mortgage repayment Oct'23 - Lake Local Action Group Vehicle	\$993.22	
DD10695.2	16/10/2023	WA Treasury Corporation		-\$32,434.88
	16/10/2023	Loan 203 Redemption - Purchase & Develop Industrial Land	\$32,434.88	
DD10711.1	26/10/2023	Australian Super Administration		-\$1,664.36

	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$1,664.36	
DD10711.2	26/10/2023	REST Superannuation		-\$657.64
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$657.64	
DD10711.3	26/10/2023	The SD & LM Carruthers Superannuation Fund		-\$264.00
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$264.00	
DD10711.4	26/10/2023	Aware Super		-\$7,509.42
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$7,509.42	
DD10711.5	26/10/2023	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER		-\$633.34
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$633.34	
DD10711.6	26/10/2023	Hostplus		-\$309.99
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$309.99	
DD10711.7	26/10/2023	Mercer Super Trust		-\$305.02
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$305.02	
DD10711.8	26/10/2023	North Personal Superannuation		-\$157.29
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$157.29	
DD10711.9	26/10/2023	Panorama Super		-\$123.59
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$123.59	
DD10711.10	26/10/2023	Prime Super		-\$394.89
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$394.89	
DD10711.11	26/10/2023	Q Super		-\$260.91
	25/10/2023	Super Contributions for Pay Ending 25/10/2023	\$260.91	
DD10713.1	23/10/2023	Shire of Lake Grace Credit Card		-\$5,141.65
	23/10/2023	19/09/23 Zoom Subscription from May Sep 19, 2023 - Oct 18, 2023 for Council Zoom Video ZOOM Receipt #INV219737287	\$24.63	
		17/09/23 Subscription - RV Starlink (Sep 10, 2023 - Oct 09, 2023) - CESM Starlink Internet Receipt #INV-AUS-1710599-38933-39	\$0.73	
		'Subscription - RV Starlink - CESM	\$174.00	
		18/09/23 Local Government Week - CEO taxi BWC 1000105 Receipt #034975	\$32.24	
		19/09/23 LG Convention meals: CEO, Councillors and partners Crown Market n Co Receipt #990300008	\$801.25	
		20/09/23 LG Convention meals: CEO, Councillors and partners Crown Market n Co Receipt #990429186	\$762.00	
		21/09/23 LG Convention: CEO parking at accommodation Crown Promenade Perth Receipt #1465338	\$196.66	
		21/09/23 CEO Phone cover TECH REVO GROUP PTY LT Receipt #53803	\$38.00	
		22/09/23 CEO Uniform Allowance LOWES BELMONT FORUM Receipt #20000825253764	\$80.95	
		06/09/23 Tv satellite receiver for 36 Bennett Street Lake Grace LAKE GRACE LEADING A Receipt #11010019563	\$360.00	
		14/09/23 Meals after Varley Progress Meeting: CEO, MIS, Cr Armstrong, Cr Chappell LAKE KING TAVERN/MOT Receipt #189947	\$120.00	
		15/09/23 Lake King Toilet: 2 x Dual Flush Plate & Buttons TRADELINK PTY LIMITED Receipt #53452	\$609.52	
		18/09/23 Visitor center website CRAZYDOMAINSHOSTING Receipt #54790523	\$104.45	
		18/09/23 Visitor center website foreign transaction fee Foreign transaction fee Receipt #N/A	\$3.08	
		19/09/23 Accommodation for MIS to attend the WALGA Proffered supplier 2023 showcase conference Crown Promenade Perth Receipt #1465260	\$492.15	
		20/09/23 Coffees for MIS, IAO, ISO at the WALGA Proffered supplier 2023 showcase conference 19/09/23 Crown Lobby Lounge Receipt #990425135	\$16.50	
		21/09/23 Breakfast for MIS, IAO, ISO at the WALGA Proffered supplier 2023 showcase conference 20/09/23 Crown Market n Co Receipt #990432682	\$81.70	
		21/09/23 Breakfast for MIS - WALGA Proffered supplier 2023 showcase conference 19/09/23 Crown Promenade Perth Receipt #1465260	\$27.23	
		22/09/23 Accommodation for Infrastructure Support Officer to attend the WALGA Preferred Supplier Showcase in Perth Country Comfort Interc Receipt #326675	\$540.35	

22/09/23 Accommodation for Infrastructure Administration Officer to attend the WALGA Preferred Supplier Showcase in Perth Country Comfort Interc Receipt #326676	\$586.31	
22/09/23 Fence spikes for the patio at 6 Blackbutt way BUNNINGS Receipt #16241092	\$89.90	
TOTAL DIRECT DEBITS		-\$65,229.69
TOTAL MUNICIPAL FUND		-\$1,587,682.52

SHIRE OF LAKE GRACE

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF LAKE GRACE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	4,909,768	4,909,768	4,911,899	2,131	0.04%	
Rates excluding general rates		231,414	231,414	232,581	1,167	0.50%	
Grants, subsidies and contributions	13	657,915	589,372	634,186	44,814	7.60%	▲
Fees and charges		390,615	227,669	207,931	(19,738)	(8.67%)	▼
Interest revenue		374,884	132,276	85,464	(46,812)	(35.39%)	▼
Other revenue		324,896	110,874	239,766	128,892	116.25%	▲
Profit on asset disposals	6	155,866	143,135	90,454	(52,681)	(36.81%)	▼
		7,045,358	6,344,508	6,402,281	57,773	0.91%	
Expenditure from operating activities							
Employee costs		(2,465,070)	(845,536)	(802,456)	43,080	5.09%	▲
Materials and contracts		(4,987,213)	(1,658,789)	(1,137,183)	521,606	31.44%	▲
Utility charges		(314,818)	(104,786)	(64,059)	40,727	38.87%	▲
Depreciation		(3,746,373)	(1,248,615)	(2,749,683)	(1,501,068)	(120.22%)	▼
Finance costs		(39,474)	(9,582)	(9,582)	0	0.00%	
Insurance		(286,174)	(286,137)	(276,988)	9,149	3.20%	▲
Other expenditure		(322,423)	(107,336)	(199,568)	(92,232)	(85.93%)	▼
Loss on asset disposals	6	(62,959)	(18,567)	(22,714)	(4,147)	(22.34%)	▼
		(12,224,504)	(4,279,348)	(5,262,233)	(982,885)	(22.97%)	
Non-cash amounts excluded from operating activities	Note 2(b)	3,653,466	1,124,047	2,818,773	1,694,726	150.77%	▲
Amount attributable to operating activities		(1,525,680)	3,189,207	3,958,821	769,614	24.13%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	4,315,687	1,252,968	310,603	(942,365)	(75.21%)	▼
Proceeds from disposal of assets	6	686,909	483,000	523,868	40,868	8.46%	▲
		5,002,596	1,735,968	834,471	(901,497)	(51.93%)	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,727,308)	(908,962)	(517,940)	391,022	43.02%	▲
Payments for construction of infrastructure	5	(6,491,104)	(2,163,307)	(1,103,550)	1,059,757	48.99%	▲
Amount attributable to investing activities		(4,215,816)	(1,336,301)	(787,019)	549,282	41.10%	
FINANCING ACTIVITIES							
Inflows from financing activities							
		0	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	11	(177,282)	(60,977)	(60,977)	0	0.00%	
Transfer to reserves	4	(1,321,718)	0	(4,023)	(4,023)	0.00%	
		(1,499,000)	(60,977)	(65,000)	(4,023)	(6.60%)	
Amount attributable to financing activities		(1,499,000)	(60,977)	(65,000)	(4,023)	(6.60%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		7,240,496	7,240,496	7,125,532	(114,964)	(1.59%)	▼
Amount attributable to operating activities		(1,525,680)	3,189,207	3,958,821	769,614	24.13%	▲
Amount attributable to investing activities		(4,215,816)	(1,336,301)	(787,019)	549,282	41.10%	▲
Amount attributable to financing activities		(1,499,000)	(60,977)	(65,000)	(4,023)	(6.60%)	
Surplus or deficit after imposition of general rates		0	9,032,425	10,232,334	1,199,909	13.28%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF LAKE GRACE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2023

	Supplementary Information	30 June 2022	31 October 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	12,699,875	15,521,960
Trade and other receivables		320,521	989,820
Inventories	8	6,545	35,807
TOTAL CURRENT ASSETS		13,026,941	16,547,587
NON-CURRENT ASSETS			
Trade and other receivables		3,030	3,030
Other financial assets		101,862	101,862
Property, plant and equipment		46,397,016	46,113,954
Infrastructure		252,284,169	250,982,910
TOTAL NON-CURRENT ASSETS		298,786,077	297,201,756
TOTAL ASSETS		311,813,018	313,749,343
CURRENT LIABILITIES			
Trade and other payables	9	323,876	592,949
Other liabilities	12	0	145,671
Borrowings	11	177,282	116,305
Employee related provisions	12	391,037	386,114
TOTAL CURRENT LIABILITIES		892,195	1,241,039
NON-CURRENT LIABILITIES			
Borrowings	11	1,036,462	1,036,462
Employee related provisions		61,988	61,988
TOTAL NON-CURRENT LIABILITIES		1,098,450	1,098,450
TOTAL LIABILITIES		1,990,645	2,339,489
NET ASSETS		309,822,373	311,409,854
EQUITY			
Retained surplus		161,045,480	162,628,941
Reserve accounts	4	5,272,093	5,276,116
Revaluation surplus		143,504,800	143,504,800
TOTAL EQUITY		309,822,373	311,409,857

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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 15 to these financial statements.

Judgements and 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 that are 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:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 16 November 2023

SHIRE OF LAKE GRACE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 October 2023
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	6,781,097	12,699,875	15,521,960
Trade and other receivables		320,521	320,521	989,820
Inventories	8	6,545	6,545	35,807
		<u>7,108,163</u>	<u>13,026,941</u>	<u>16,547,587</u>
Less: current liabilities				
Trade and other payables	9	(323,876)	(323,876)	(592,949)
Other liabilities	12		0	(145,671)
Borrowings	11		(177,282)	(116,305)
Employee related provisions	12	(377,944)	(391,037)	(386,114)
		<u>(701,820)</u>	<u>(892,195)</u>	<u>(1,241,039)</u>
Net current assets		6,406,343	12,134,746	15,306,548
Less: Total adjustments to net current assets	Note 2(c)	(6,406,343)	(5,009,214)	(5,074,214)
Closing funding surplus / (deficit)		0	7,125,532	10,232,334

(b) Non-cash amounts 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*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(155,866)	(143,135)
Less: Non-cash grants and contributions for assets			136,830
Add: Loss on asset disposals	6	62,959	18,567
Add: Depreciation		3,746,373	1,248,615
		<u>3,653,466</u>	<u>1,124,047</u>
Total non-cash amounts excluded from operating activities		3,653,466	2,818,773

(c) Current assets and liabilities excluded from budgeted deficiency

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.

Adjustments to net current assets	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 October 2023
	\$	\$	\$
Less: Reserve accounts	4	(6,593,811)	(5,272,093)
- Less: Municipal - restricted cash			(50,072)
- Less: Units in Local Government House Trust			(97,255)
- Movement in provisions		(194,229)	(112,752)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11		177,282
- Current portion of employee benefit provisions held in reserve	4	381,697	232,924
Total adjustments to net current assets	Note 2(a)	(6,406,343)	(5,009,214)

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.

SHIRE OF LAKE GRACE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

3 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 2023-24 year is \$5,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	44,814	7.60%	▲
Additional FAGS received, but not budgeted for \$42,065			
Fees and charges	(19,738)	(8.67%)	▼
Below the budget due to early months in current financial year			
Interest revenue	(46,812)	(35.39%)	▼
Interest on Reserve Term Deposit will be received in November 2023			
Other revenue	128,892	116.25%	▲
Unbudgeted Rates overpayment of over 100K , along with Emergency Services Officer Income is over the budget threshold			
Profit on asset disposals	(52,681)	(36.81%)	▼
Industrial land sale - profit lower than budgeted			
Expenditure from operating activities			
Employee costs	43,080	5.09%	▲
Salaries and wages slightly below the budget threshold			
Materials and contracts	521,606	31.44%	▲
Below budget due to delay in operating jobs			
Utility charges	40,727	38.87%	▲
Demand for Water and power is lower than expected			
Depreciation	(1,501,068)	(120.22%)	▼
Depreciation is over the budgeted threshold due to increase in Roads assets valuation			
Insurance	9,149	3.20%	▲
Plant - Insurances & Licenses slightly under budget			
Other expenditure	(92,232)	(85.93%)	▼
Overpaid rates returned to the customer			
Loss on asset disposals	(4,147)	(22.34%)	▼
Sale of additional residential land - not budgeted for			
Non-cash amounts excluded from operating activities	1,694,726	150.77%	▲
Depreciation is over the budgeted threshold due to increase in Roads assets valuation			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(942,365)	(75.21%)	▼
Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in FY			
Proceeds from disposal of assets	40,868	8.46%	▲
Sale of additional residential land - not budgeted for			
Outflows from investing activities			
Payments for property, plant and equipment	391,022	43.02%	▲
Bulk of Capital projects have not been initiated as yet (68%) or in early stage of completion			
Payments for construction of infrastructure	1,059,757	48.99%	▲
Bulk of Capital projects have not been initiated as yet (68%) or in early stage of completion			
Surplus or deficit at the start of the financial year	(114,964)	(1.59%)	▼
Surplus or deficit after imposition of general rates	1,199,909	13.28%	▲
Due to variances described above			

SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION

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SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$7.24 M	\$7.24 M	\$7.13 M	(\$0.11 M)
Closing	\$0.00 M	\$9.03 M	\$10.23 M	\$1.20 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$15.52 M	% of total
Unrestricted Cash	\$10.20 M	65.7%
Restricted Cash	\$5.33 M	34.3%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.59 M
Trade Payables	\$0.51 M
0 to 30 Days	52.7%
Over 30 Days	47.3%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$0.25 M	% Collected
Rates Receivable	\$0.74 M	85.9%
Trade Receivable	\$0.25 M	% Outstanding
Over 30 Days		26.6%
Over 90 Days		11.2%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.53 M)	\$3.19 M	\$3.96 M	\$0.77 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$4.91 M	% Variance
YTD Budget	\$4.91 M	0.0%

Refer to 10 - Rate Revenue

Grants and Contributions		
YTD Actual	\$0.63 M	% Variance
YTD Budget	\$0.59 M	7.6%

Refer to 13 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.21 M	% Variance
YTD Budget	\$0.23 M	(8.7%)

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)
(\$4.22 M)	(\$1.34 M)	(\$0.79 M)	\$0.55 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.52 M	%
Adopted Budget	\$0.69 M	(23.7%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.10 M	% Spent
Adopted Budget	\$6.49 M	(83.0%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.31 M	% Received
Adopted Budget	\$4.32 M	(92.8%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.50 M)	(\$0.06 M)	(\$0.07 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.06 M)
Interest expense	(\$0.01 M)
Principal due	\$1.15 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$5.28 M
Interest earned	\$0.00 M

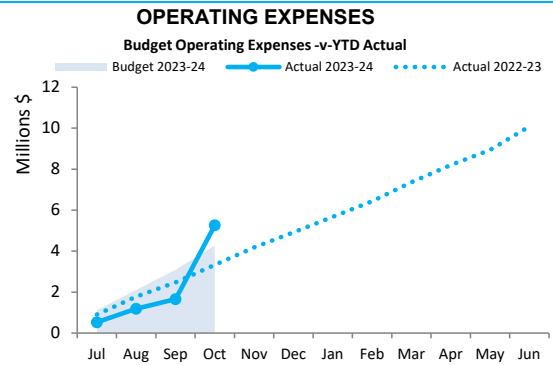
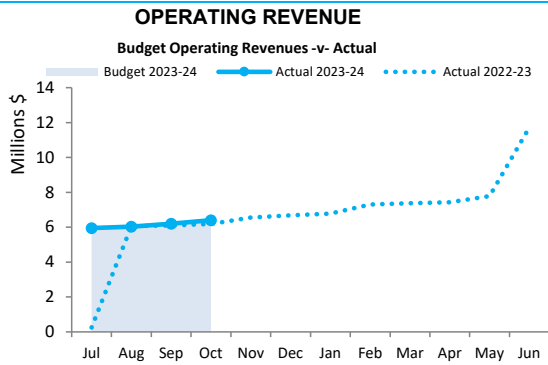
Refer to 4 - Cash Reserves

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

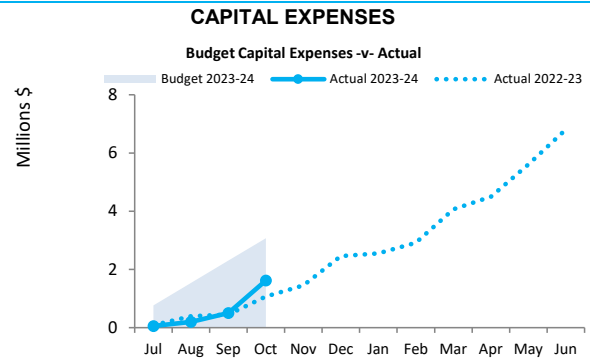
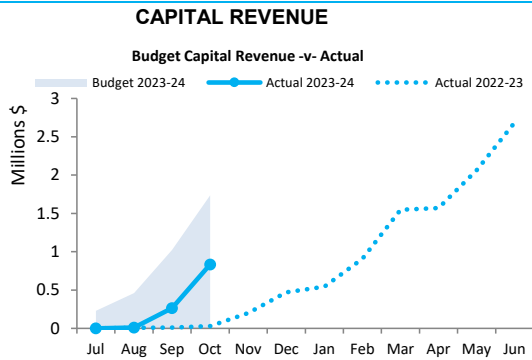
**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

2 KEY INFORMATION - GRAPHICAL

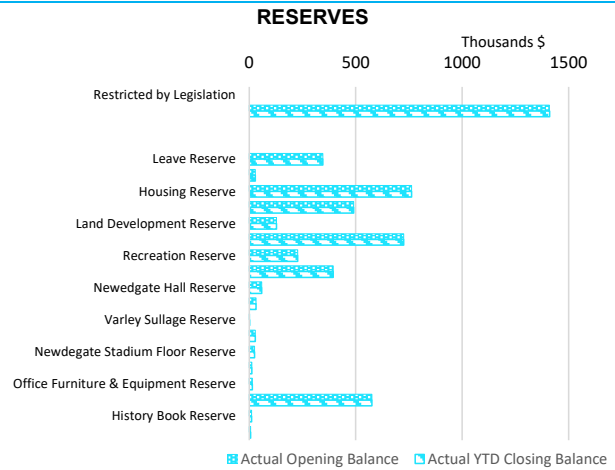
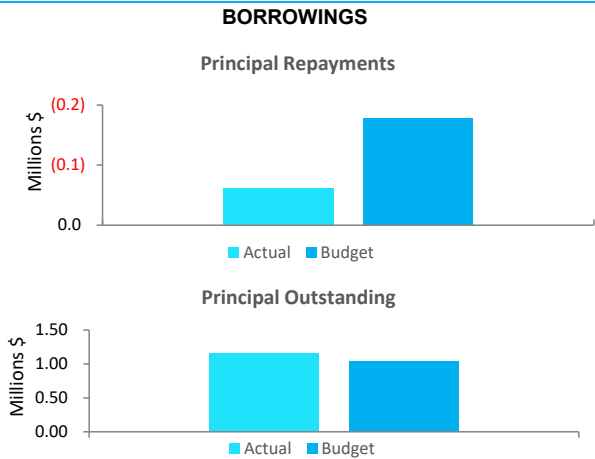
OPERATING ACTIVITIES



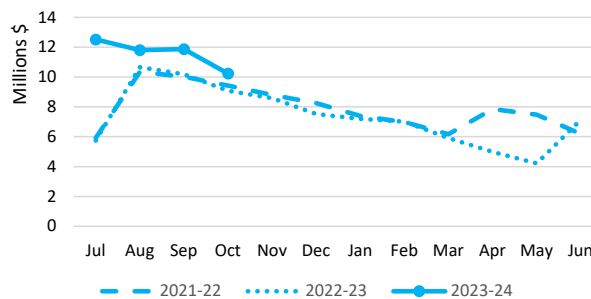
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

SHIRE OF LAKE GRACE
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 OCTOBER 2023

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Bank account	Cash and cash equivalents	344,063		344,063		Bankwest		N/A
Term deposit - Municipal Bank account	Cash and cash equivalents	5,500,000		5,500,000		Commonwealth	4.81%	12/2023
Term deposit - Municipal Bank account	Cash and cash equivalents	2,500,000		2,500,000		Commonwealth	5.13%	03/2024
WATC Overnight Deposit Municipal	Cash and cash equivalents	1,839,816		1,839,816		WATC	4.05%	N/A
Petty Cash and Floats	Cash and cash equivalents	500		500		Cash on Hand		N/A
Reserve Bank Account	Cash and cash equivalents	0	276,116	276,116		Bankwest		N/A
Term deposit - Reserve Bank Account	Cash and cash equivalents	0	5,000,000	5,000,000		Commonwealth	4.95%	11/2023
Restricted LOGCHOP Housing	Cash and cash equivalents	0	44,669	44,669		Bankwest		N/A
Rural Town Salinity Program	Cash and cash equivalents	0	5,403	5,403		Bankwest		N/A
Trust Fund Cash at Bank	Cash and cash equivalents	11,393	0	11,393	11,393	Bankwest		N/A
Total		10,195,772	5,326,188	15,521,960	11,393			
Comprising								
Cash and cash equivalents		10,195,772	5,326,188	15,521,960	11,393			
		10,195,772	5,326,188	15,521,960	11,393			

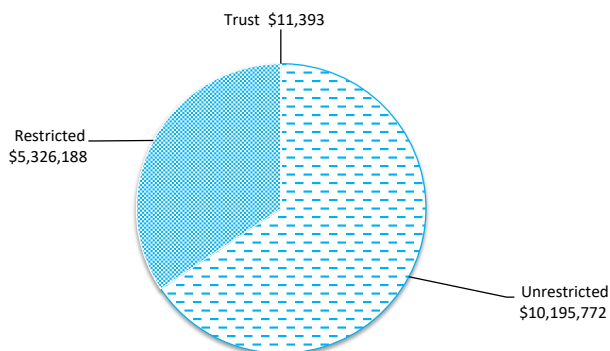
KEY INFORMATION

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.



**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation										
Lake Grace Sewerage Reserve	1,409,139	56,366	100,000		1,565,505	1,409,139	1,075			1,410,214
Restricted by Council										
Leave Reserve	345,676	13,827			359,503	345,676	264			345,939
Emergency Services Reserve	28,254	1,130			29,384	28,254	22			28,276
Housing Reserve	761,842	30,474	400,000		1,192,316	761,842	581			762,423
Swimming Pool Reserve	489,692	19,588	175,834		685,114	489,692	374			490,066
Land Development Reserve	127,834	5,113	135,000		267,947	127,834	98			127,932
Plant Reserve	725,099	29,004	200,000		954,103	725,099	553			725,653
Recreation Reserve	227,708	9,108			236,816	227,708	174			227,882
Works & Services Reserve	393,868	15,755			409,623	393,868	301			394,168
Newedgate Hall Reserve	58,023	2,321			60,344	58,023	44			58,068
Lake Grace TV Reserve	31,338	1,253			32,591	31,338	24			31,361
Varley Sullage Reserve	1,734	69			1,803	1,734	1			1,735
Newedgate Sports Dam Reserve	27,841	1,114			28,955	27,841	21			27,863
Newedgate Stadium Floor Reserve	25,119	1,005	100,000		126,124	25,119	19			25,139
Community Water Supplies Reserve	12,467	499			12,966	12,467	9			12,477
Office Furniture & Equipment Reserve	13,851	554			14,405	13,851	11			13,861
Essential Medical Reserve	575,664	23,027			598,691	575,664	439			576,103
History Book Reserve	10,886	435			11,321	10,886	8			10,895
AIM Hospital Museum Reserve	6,057	242			6,299	6,057	5			6,062
	5,272,093	210,884	1,110,834	0	6,593,811	5,272,093	4,023	0	0	5,276,116

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	100,000	33,330	32,550	(780)
Buildings - non-specialised	85,250	28,402	18,809	(9,593)
Buildings - specialised	1,462,058	487,274	112,469	(374,805)
Furniture and equipment	40,000	13,332	0	(13,332)
Plant and equipment	1,040,000	346,624	354,112	7,488
Acquisition of property, plant and equipment	2,727,308	908,962	517,940	(391,022)
Infrastructure - roads	4,251,182	1,408,758	878,280	(530,478)
Infrastructure - parks, gardens, recreation facilities	1,611,851	545,221	149,174	(396,047)
Infrastructure - urban infrastructure	628,071	209,328	76,096	(133,232)
Acquisition of infrastructure	6,491,104	2,163,307	1,103,550	(1,841,801)
Total capital acquisitions	9,218,412	3,072,269	1,621,490	(2,232,823)
Capital Acquisitions Funded By:				
Capital grants and contributions	4,315,687	1,252,968	310,603	(942,365)
Other (disposals & C/Fwd)	686,909	483,000	523,868	40,868
Reserve accounts				
Lake Grace Sewerage Reserve	0	56,366	0	(56,366)
Leave Reserve	0	13,827	0	(13,827)
Emergency Services Reserve	0	1,130	0	(1,130)
Housing Reserve	0	30,474	0	(30,474)
Swimming Pool Reserve	0	19,588	0	(19,588)
Land Development Reserve	0	5,113	0	(5,113)
Plant Reserve	0	29,004	0	(29,004)
Recreation Reserve	0	9,108	0	(9,108)
Works & Services Reserve	0	15,755	0	(15,755)
Newedgate Hall Reserve	0	2,321	0	(2,321)
Lake Grace TV Reserve	0	1,253	0	(1,253)
Varley Sullage Reserve	0	69	0	(69)
Newedgate Sports Dam Reserve	0	1,114	0	(1,114)
Newedgate Stadium Floor Reserve	0	1,005	0	(1,005)
Community Water Supplies Reserve	0	499	0	(499)
Office Furniture & Equipment Reserve	0	554	0	(554)
Essential Medical Reserve	0	23,027	0	(23,027)
History Book Reserve	0	435	0	(435)
AIM Hospital Museum Reserve	0	242	0	(242)
Contribution - operations	4,215,816	1,125,417	787,019	(338,398)
Capital funding total	9,218,412	3,072,269	1,621,490	(1,450,779)

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.

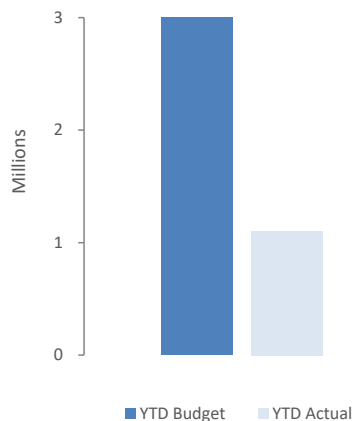
Initial recognition and measurement for assets held at cost

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 recognised 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.

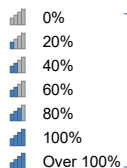
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



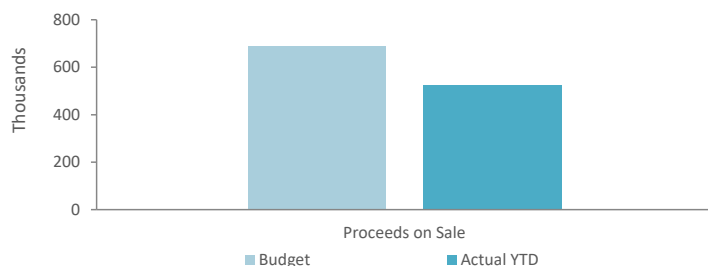
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

Account Description	Adopted		Variance	
	Budget	YTD Budget	YTD Actual	(Under)/Over
	\$	\$	\$	\$
Land				0
E137260 Lake Grace Residential Land	0	0	32,550	-32550
E137350 Lake Grace Industrial Land	100,000	33,330	0	33330
Buildings - Non Speialised				0
E091910 (9199101) Ceo Residence Cap Exp	34,000	11,328	0	11328
E091960 (9196044) 6 Banksia Pl Capital	17,500	5,830	18,809	-12978.6
E091960 (9196114) 3 Clark Ave Capital	18,750	6,246	0	6246
E091970 (9197094) 65A Bennett St Capital	15,000	4,998	0	4998
Buildings - Speialised				0
E042549 (4205024) Admin Office Building - Cap Exp	25,000	8,331	21,600	-13269
E077502 (893CAP) 8 Wattle Drive	30,000	9,999	9,293	706
E083101 (8300102) Relocate Toy Library To Daycare Centre	40,569	13,520	0	13520
E107102 (1071024) Varley Public Toilets - Cap Exp	66,982	22,316	17,319	4996.74
E111007 (LGPHCAP) Lake Grace Public Hall	300,000	99,990	0	99990
E111007 (LGVHCAP) Lake Grace Lakes Village Hall	25,000	8,331	0	8331
E113152 (113014) Lake King Sports Pavilion Cap Ex	410,000	136,653	0	136653
E113152 (113006) Lake Grace Sports Pavilion Capital Exp	25,000	8,331	0	8331
E113152 (113007) Varley Sports Pavilion Cap Ex	45,000	14,997	1,800	13197
E113154 (1131542) Newdegate Hockey Shed Replacement Cap Exp	69,000	22,995	40,738	-17742.54
E115420 (LIBLKCA) Lake King Library	25,000	8,331	21,718	-13387.27
E117041 (1170014) Aim Building Capital	60,507	20,158	0	20158
E117042 (1170084) Rsl Hall Capex	30,000	9,999	0	9999
E132500 (1325014) Visitor Centre Improvements Cap Exp	30,000	9,999	0	9999
E132502 (1322051) Lk Tractor Musuem Shed	120,000	39,996	0	39996
E132502 (1322052) Newdegate Musuem Shed	160,000	53,328	0	53328
Furniture & Equipment				0
E113178 (1131781) Lg Football Electronic Score Board	40,000	13,332	0	13332
Plant & Equipment				0
E042550 (LG75CAP) Mis Vehicle	65,000	21,663	65,467	-43804.49
E053550 (053551) Lg & Ngt Digital Speed Signs	32,000	10,663	0	10663
E053550 (53552) Lg & Ngt Town Cctv	100,000	33,330	0	33330
E051174 (511733) Fast Fill Trailers - Dfes Grant	22,500	7,498	0	7498
E112521 (1125211) Lake Grace Pool - Reinstall Diving Board & Net	50,000	16,665	0	16665
E112521 (1125212) Lake Grace Swimming Pool Blankets & Roller	50,500	16,829	0	16829
E123059 (PL28CAP) Skid Steer Plant Trailer	60,000	19,998	0	19998
E123059 (PL29CAP) Backhoe	210,000	69,993	236,000	-166007
E123059 (PL34CAP) Builders 4Wd Ute	60,000	19,998	52,645	-32646.54
E123059 (PL35CAP) Mobile Traffic Light Trailer	30,000	9,999	0	9999
E123059 (PL36CAP) Lg Community Bus	260,000	86,658	0	86658
E132504 (1325041) Lg & Ngt Digital Display Sign	100,000	33,330	0	33330
Infrastructure - Roads				0
E121200 Roadworks Capital Renewal 23/24	4,251,182	1,408,758	878,280	530478.07
Parks, Gardens, Recreation Facilities				0
E113175 (113036) Lighting For Newdegate Hockey Field Cap Exp	95,000	31,662	0	31662
E113175 (113037) Lake Grace Football Field Lighting Upgrade Cap Exp	51,000	16,997	0	16997
E113175 (113048) Lake Grace Sporting Complex Entry Cap Exp	150,000	49,995	0	49995
E113175 (113051) Newdegate Adult Gym Cap Exp	0	7,999	12,858	-4858.5
E113175 (113055) Jam Patch New Bbq & Picnic Shelters Cap Exp	200,000	66,660	4,656	62003.87
E113175 (113066) Visitors Centre Park	20,000	6,666	27,821	-21155.35
E113175 (113067) Newdegate Street Bin Upgrade	50,000	16,665	0	16665
E113175 (113069) Lg Rec Ground Path Shelter	15,000	4,998	0	4998
E113175 (113070) Lighting Install Lg & Lk Pg	40,000	13,332	0	13332
E113175 (113071) Padley Park Stormwater Capture (Cwsp)	40,000	13,332	9,940	3392
E113175 (113072) Lg Bowling Club Lights	90,000	29,997	0	29997
E113293 (113201) Construction Lg Community All Abilities Playground Cap Exp	530,851	176,929	93,899	83029.66
E113293 (113202) Lg All Ages Playground Fence Cap Exp	10,000	3,333	0	3333
E113293 (113203) Lake Grace Pump Track	120,000	39,996	0	39996
E116114 (1161140) Lake Grace Rv Park	100,000	33,330	0	33330
E132503 (1325031) Lg Lookout Upgrade	100,000	33,330	0	33330
Sewerage				0
Urban Infrastructure				0
E104501 (1040502) Drainage Upgrades Dykes Road	46,000	15,329	15,000	329
E107259 (113061) Lake King Cemetery New Fence	50,000	16,665	0	16665
E107260 Lake Grace Cemetery Roadway Reseal Bitumen	50,000	16,665	0	16665
E121312 (121302) Lake Grace Footpaths Cap Exp	25,000	8,331	0	8331
E121312 (121303) Newdegate Footpath Cap Exp	150,000	49,995	0	49995
E121704 (1217041) Lg Depot - New Fuel Storage	80,000	26,664	60,764	-34099.52
E136501 (136007) Buniche Dam Revitalisation (Cwsp)	75,000	24,996	333	24663.06
E136501 (136008) Dempster Rock Dam Revitalisation (Cwsp)	12,071	4,021	0	4021
E136501 (136009) Dam At Newdegate	140,000	46,662	0	46662
	9,218,412	3,072,269	1,621,489	1,450,780

6 DISPOSAL OF ASSETS

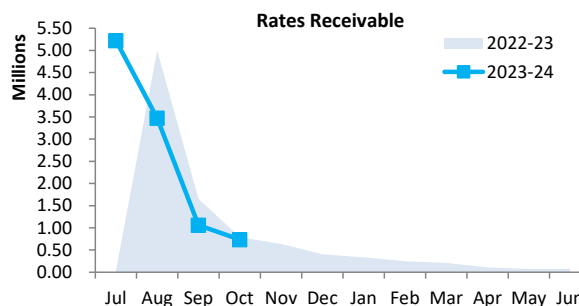
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
Land									
1574	Lot 12 on Deposited Plan 57312 Lake Grace	256,865	400,000	143,135	0	309,546	400,000	90,454	0
5011	7 Quondong Ct - VACANT LAND	45,000	35,000	0	(10,000)	45,000	34,868	0	(10,132)
5005	6 Quondong Ct - VACANT LAND	0	0	0	0	45,000	35,000	0	(10,000)
Plant and equipment									
166	CEO Toyota Landcruiser - PLVU50	82,406	90,909	8,503	0			0	0
182	MIS Toyota Prado - PLVU51	56,567	48,000	0	(8,567)	56,582	54,000	0	(2,582)
1121	John Deere Backhoe - PBAH03	18,665	20,000	1,335	0			0	0
1422	Isuzu Light Tradeback Truck - PTCK16	27,347	30,000	2,653	0			0	0
1284	Mitsubishi Rosa Delux Bus - PCB02	21,953	20,000	0	(1,953)			0	0
1408	LG Depot - Volvo Loader - PLOD06	22,210	15,000	0	(7,210)			0	0
1409	LG Depot - Coastmac Loader Trailer PTR24	2,760	3,000	240	0			0	0
1193	Volvo L60E Wheel Loader - PLOD05	48,134	20,000	0	(28,134)			0	0
1230	HINO Tip Truck P&G Maintenance - PTCK03	12,095	5,000	0	(7,095)			0	0
		594,002	686,909	155,866	(62,959)	456,128	523,868	90,454	(22,714)



7 RECEIVABLES

Rates receivable

	30 Jun 2023	31 Oct 2023
	\$	\$
Opening arrears previous years	75,681	75,681
Levied this year	4,993,932	5,144,480
Less - collections to date	(4,993,932)	(4,483,952)
Gross rates collectable	75,681	736,209
Net rates collectable	75,681	736,209
% Collected	98.5%	85.9%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(253)	186,289	39,120	79	28,376	253,611
Percentage	(0.1%)	73.5%	15.4%	0.0%	11.2%	
Balance per trial balance						
Trade receivables	(253)	186,289	39,120	79	28,376	253,611
Total receivables general outstanding						253,611

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 and services performed in the ordinary course of business.

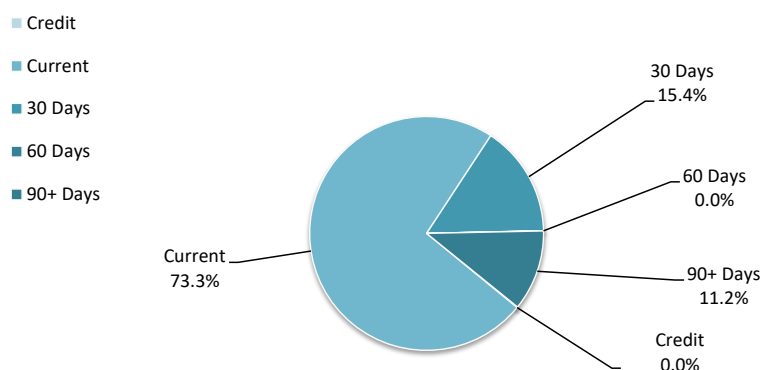
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

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)



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 October 2023
	\$	\$	\$	\$
Inventory				
Stock on Hand - Fuel	6,545	65,324	(36,062)	35,807
Total other current assets	6,545	65,324	(36,062)	35,807

Amounts shown above include GST (where applicable)

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.

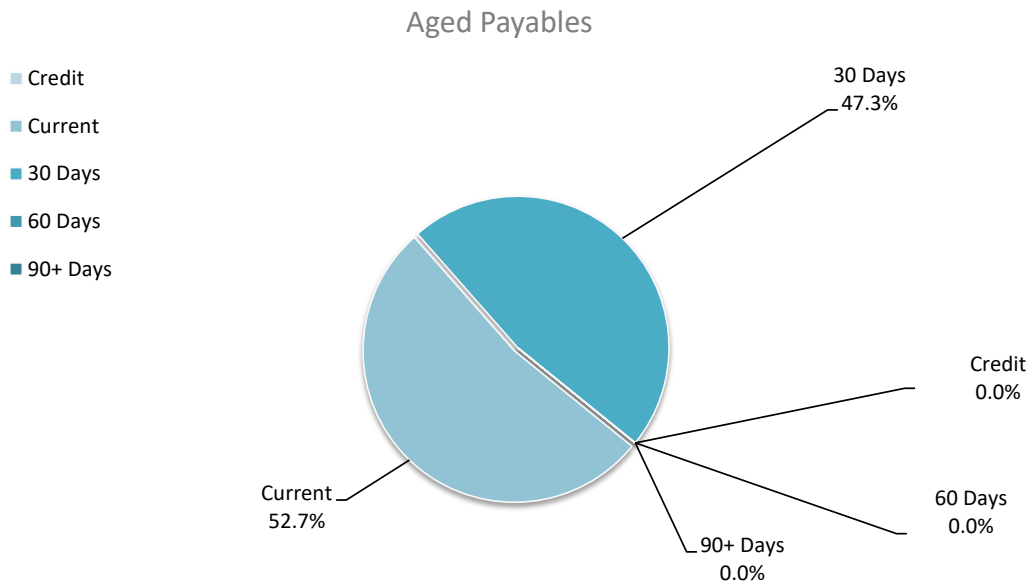
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(112)	265,355	238,473	0	0	503,715
Percentage	0.0%	52.7%	47.3%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	(112)	272,379	238,473	0	0	510,739
ESL Levied & Prepaid rates		63,623				63,623
Liabilities held for Others - Prepaid Rates		7,194				7,194
Trust Fund Liability		11,393				11,393
Total payables general outstanding						592,949

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.



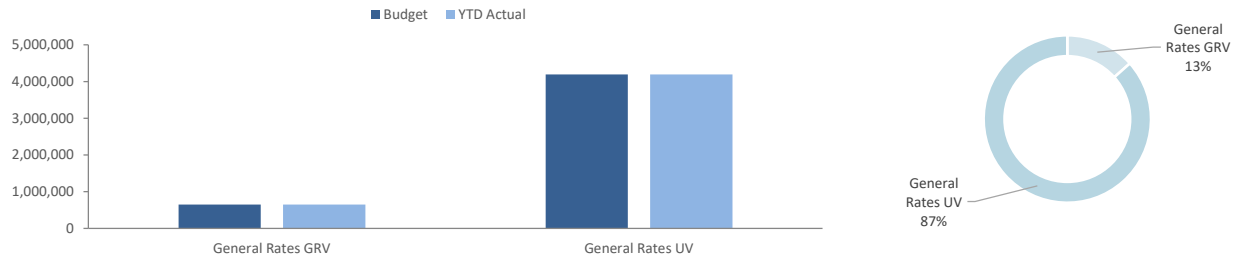
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Budget			YTD Actual		
	\$ (cents)			Properties	Value	Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
General Rates GRV	0.1447	388	4,468,791	646,840	1,000	647,840	646,840	3,929	650,769
Unimproved value									
General Rates UV	0.0086	567	487,526,507	4,192,728	1,000	4,193,728	4,192,062	1,948	4,194,010
Sub-Total		955	491,995,298	4,839,568	2,000	4,841,568	4,838,902	5,877	4,844,779
Minimum payment	Minimum Payment \$								
Gross rental value									
General Rates GRV	530	38	39,564	20,140		20,140	20,140		20,140
Unimproved value									
General Rates UV	540	89	1,367,316	48,060		48,060	46,980		46,980
Sub-total		127	1,406,880	68,200	0	68,200	67,120	0	67,120
Amount from general rates						4,909,768			4,911,899
Ex-gratia rates						89,755			89,755
Total general rates						4,999,523			5,001,654
Specified area rates	Rate in \$ (cents)								
Sewerage - GRV				141,659		141,659	142,826		142,826
Total specified area rates			0	141,659	0	141,659	142,826	0	142,826
Total						5,141,182			5,144,480

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2023 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



11 BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	
	Office Refurbishment	L181	197,657	0	0	(9,891)	(20,069)	187,766	177,588	(2,649)	(12,570)
	Loan 204 Staff Housing & CEO's R	L204	379,144	0	0	(12,234)	(49,101)	366,910	330,043	(1,646)	(5,857)
	Lake Grace Pool	L173	0	0	0	0	0	0	0	(12)	0
	LG Sports Pavillion	L182	86,394	0	0	(9,659)	(19,623)	76,735	66,771	(1,272)	(5,842)
	LG Precinct	L198	24,216	0	0	0	(24,216)	24,216	0	(62)	(1,097)
	Roadworks & Plant	L196	0	0	0	0	0	0	0	(166)	(166)
	LG Residential Land	L189	96,954	0	0	0	(5,667)	96,954	91,287	(348)	(3,645)
	Purchase & Develop Industrial Lan	L203	429,379	0	0	(29,193)	(58,606)	400,186	370,773	(3,427)	(9,297)
	Total		1,213,744	0	0	(60,977)	(177,282)	1,152,767	1,036,462	(9,582)	(38,474)
	Current borrowings		177,282					116,305			
	Non-current borrowings		1,036,462					1,036,462			
			1,213,744					1,152,767			

All debenture repayments were financed by general purpose revenue.

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.

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2023
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		0	0	456,274	(310,603)	145,671
Total other liabilities		0	0	456,274	(310,603)	145,671
Employee Related Provisions						
Provision for annual leave		214,445	0	0	(2,688)	211,757
Provision for long service leave		176,592	0	0	(2,235)	174,357
Total Provisions		391,037	0	0	(4,923)	386,114
Total other current liabilities		391,037	0	456,274	(315,526)	531,785
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

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.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2023			31 Oct 2023	31 Oct 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grant - DFES LGGGS Operating	0	0	0	0	0	86,795	43,398	43,398
Grants - Senior Activities	0	0	0	0	0	1,000	332	3,818
Grants - Youth Activities	0	0	0	0	0	1,000	332	0
Direct Grant - MRWA	0	0	0	0	0	394,420	394,420	394,420
Skeleton Weed Programm Grant	0	0	0	0	0	140,000	140,000	140,000
Grants Commission - General	0	0	0	0	0	0	0	23,594
Grants Commission - Roads	0	0	0	0	0	0	0	18,472
	0	0	0	0	0	623,215	578,482	623,701
Contributions								
ESL Administration Fee	0	0	0	0	0	4,000	4,000	4,000
Lake Grace Rec Council Affiliation Fees	0	0	0	0	0	13,000	4,330	0
Contributions - Other Culture	0	0	0	0	0	1,000	332	0
Lake King Pavilion / Oval - Hire Fees	0	0	0	0	0	500	164	0
Contributions - Street Lighting	0	0	0	0	0	10,000	0	0
AIM Contributions	0	0	0	0	0	200	64	485
Other Contributions	0	0	0	0	0	6,000	2,000	6,000
	0	0	0	0	0	34,700	10,890	10,485
TOTALS	0	0	0	0	0	657,915	589,372	634,186

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2023	Current Liability 31 Oct 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Grant - DFES Cap Exp	0	0	0	0	0	22,500	0	0
Local Roads & Community Program	0	0	0	0	0	40,569	13,520	0
Drought & Community	0	0	0	0	0	203,489	67,820	0
Local Roads & Community Program - Public Halls, Civic Ce	0	86,758	(86,758)	0	0	1,466,810	488,886	86,758
Local Roads & Community Program - Swimming Pools	0	0	0	0	0	50,000	16,665	0
Roads to Recovery	0	11,000	(11,000)	0	0	855,924	213,981	11,000
Regional Road Group	0	192,000	(46,329)	145,671	145,671	480,000	120,000	46,329
Local Roads & Community Program	0	166,516	(166,516)	0	0	496,395	165,446	166,516
Local Roads & Community Program	0	0	0	0	0	100,000	33,330	0
Drought & Community Program	0	0	0	0	0	400,000	133,320	0
	0	456,274	(310,603)	145,671	145,671	4,115,687	1,252,968	310,603
Capital contributions								
Newdegate Community Contribution	0	0	0	0	0	200,000	0	0
	0	0	0	0	0	200,000	0	0
TOTALS	0	456,274	(310,603)	145,671	145,671	4,315,687	1,252,968	310,603

**SHIRE OF LAKE GRACE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

15 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 2023	Amount Received	Amount Paid	Closing Balance 31 Oct 2023
	\$	\$	\$	\$
Standpipe bonds	11,138	306	(51)	11,393
	11,138	306	(51)	11,393

Municipal Bank Statement

Summary:

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

Statement No 59
Statement Date 31/10/2023

Opening Balance	11,358,162.68
Deposits	\$599,803.98
Payments	-1,587,580.52
Fees	-48,283.61
Adjustments	-138,223.32
Closing Balance	10,183,879.21

Opening Balance	11,356,759.03
<u>Reconciled Items</u>	
Deposits	599,376.88
Payments	-1,587,420.72
Fees	-48,283.61
Adjustments	-138,223.32
Closing Balance	10,182,608.26

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	1,756.75
Payments	-485.80
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	1,270.95
Total - To agree with GL	10,183,879.21

Municipal Account - Reconciliation to 31/10/2023

G/L Account (as at Month End):

Fees:

Dept of Transport	-\$55,866.09
Bank Fees	-\$1,896.96
LESS: Interest Received	\$9,479.44
	<u>-\$48,283.61</u>

Adjustments

Payroll	-\$137,823.32
Payroll Rent Deduction	-\$400.00
	<u>-\$138,223.32</u>

Unreconciled Items:

	<u>\$1,270.95</u>
--	--------------------------

Outstanding Deposits

Cash/Chq 30/10/23	\$1,664.80
Cash/Chq 31/10/23	\$91.95
	<u>\$1,756.75</u>

Outstanding Payments

CHQ 37077	-\$100.00
CHQ 37087	-\$126.00
CHQ 37090	-\$100.00
CHQ 37099	-\$159.80
	<u>-\$485.80</u>

ENTERED

By Victoria Fasano - SFO I&R at 10:49 am, Nov 06, 2023

APPROVED

By Kevin Wilson- MCS at 12:00 pm, Nov 06, 2023

Trust Bank Statement

Summary:

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

Statement No 59
 Statement Date 30/10/2023

Opening Balance	11,392.90
Deposits	\$51.00
Payments	-51.00
Fees	0.00
Adjustments	0.00
Closing Balance	11,392.90

Opening Balance	11,494.90
<u>Reconciled Items</u>	
Deposits	51.00
Payments	-153.00
Fees	0.00
Adjustments	0.00
Closing Balance	11,392.90

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	11,392.90

ENTERED

By Victoria Fasano - SFO I&R at 11:27 am, Nov 02, 2023

APPROVED

By Kevin Wilson- MCS at 12:10 pm, Nov 02, 2023

Shire of Lake Grace



Reserve Bank Statement

Reserve No	Reserve Account Name	Balance
11	Emergency Services Reserve Bank	\$ 28,275.65
12	Housing Reserve Bank	\$ 762,422.75
13	Swimming Pool (Lake Grace) Reserve Bank	\$ 490,066.47
14	Land Development Reserve Bank	\$ 127,931.88
15	Leave Reserve Bank	\$ 345,941.32
16	Plant Replacement Reserve Bank	\$ 725,652.35
17	Recreation Reserve Bank	\$ 227,881.39
18	Works & Services Reserve Bank	\$ 394,168.23
19	Newdegate Hall Reserve Bank	\$ 58,067.48
20	Lake Grace TV Reserve Bank	\$ 31,361.07
23	Varley Sullage Reserve Bank	\$ 1,734.66
31	Lake Grace Sewerage Scheme Reserve Bank	\$ 1,410,214.40
35	Newdegate Sports Dam Reserve Bank	\$ 27,862.34
36	Newdegate Stadium Floor Reserve Bank	\$ 25,138.99
37	Community Water Supply Reserve Bank	\$ 12,476.53
40	Office Furniture & Equipment Reserve Bank	\$ 13,861.41
42	History Book Reserve Bank	\$ 10,894.65
43	Essential Medical Services Reserve Bank	\$ 576,103.04
44	AIM Hospital Museum Reserve	\$ 6,061.52

\$ 5,276,116.13

Bank Balance

31/10/2023

Term Deposit CBA	\$5,000,000.00
Reserve Acc	\$276,116.13
	\$5,276,116.13

ENTERED

By Victoria Fasano - SFO I&R at 11:25 am, Nov 03, 2023

Variance \$0.00

APPROVED

By Kevin Wilson- MCS at 11:36 am, Nov 03, 2023

Reserves Fund Statement