



Shire of Lake Grace

23 July 2025

Ordinary Council Meeting

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PAXON

SHIRE OF LAKE GRACE

Regulation 17 & 5 Internal Audit Review

May 2025

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1. INTRODUCTION

1.1 Background & Objective

The objective of our Regulation 17 and 5 review was to provide a report, based on our understanding of the Shire of Lake Grace (Shire), to assist the CEO in reporting to the Audit and Risk Committee on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control, and legislative. In addition, the review focussed on the implementation of audit recommendations from the previous Regulation 5 review.

Regulation 17 of the Local Government (Audit) Regulations 1996 states:

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

1.2 Risks & Scope

The Regulation 17 and 5 review focussed on the risk that the Shire's systems and procedures relating to risk management, internal control and legislative compliance are not appropriate and effective. In addition, the review focussed on assessing whether the Shire appropriately implemented the audit recommendations proposed as part of the previous Regulation 5 Review, with the following specific areas reviewed:

Risk Management

- Design and operational effectiveness of the Town's risk management system
- Business Continuity
- Assessment of the management of risks as documented within risk registers in comparison to the risk appetite and tolerance statements
- Development of risk reports and reporting processes
- Insurance coverage
- Corporate and business unit risk registers
- Effectiveness of the Town's internal control system
- Assessment of controls that are in place for unusual transactions
- Assessment that the Town's fraud and misconduct risks have been identified and that an appropriate treatment plan has been developed

Internal Control

- Integrity and ethics
- Levels of responsibilities and delegated authority
- Information system access and security
- Policy and management practice
- Audit practices, including review of the audit log
- Management operating style

Legislative Compliance

- Assessment of the Town's legislative compliance framework or individual measures in place

- Complaints and PID processes
- Compliance Audit Return process
- Freedom of Information

Regulation 5 audit recommendations follow-up review

- Completion of Conflict-of-Interest Forms
- Approval of CEO Credit Card and Reporting to Council
- Documented Processes in Place

The fieldwork was performed in March 2025 and focussed on the processes and controls in place at that time, or their last point of operation.

2. EXECUTIVE SUMMARY

Paxon reviewed the appropriateness of design and operational effectiveness of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance.

Based upon the work performed as part of this review a number of improvements have been identified, many of which were raised within our previous Regulation 17 review.

The key findings relate to the following:

- The risk management framework requires review and update and risk management is not currently operating, increasing the Shire's exposure to risks and non-achievement of strategic objectives
- The need to review and update key documents on a timely basis and the coordination of what is a time-consuming activity for the Shire and some documents are not currently in place, such as for the management of fraud.
- Monitoring of the timely and appropriate implementation of audit findings

Paxon also reviewed the implementation of the proposed recommendations as part of the previous Regulation 5 Review and it was noted that two out of the three findings remain open, relating to conflicts of interest and the documentation of financial processes.

We would like to thank all officers that have facilitated the performance of this review.

All findings are summarised below and documented in detail within sections 5-8 of this report:

Risk Area	Finding	Paxon Risk Rating
Risk Management	5.1 Design & Operation of the Risk Management Framework	High
	5.2 Business Continuity Plan Testing Processes	Medium
	5.3 Implementation and Monitoring of Audit Recommendations	Medium
Internal Control	6.1 Fraud Management and Reporting	Medium
	6.2 Coordinated Update of Policy Manual and Key Documents	Medium
Legislative Compliance	7.1 Compliance Framework	Medium
	7.2 Clarity of Complaints Process	Medium
	7.3 Freedom of Information Register	Low
Review of Regulation 5 Recommendations	8.1 Conflicts of Interest and Procurement Oversight	Medium
	8.2 Documented Process	Low

3. METHODOLOGY

Our methodology for this review comprised of the following steps:

- Conducted an initial meeting with management to obtain an understanding of processes and potential issues;
- Developed overview documentation of the processes including key controls by discussion with staff and review of the processes;
- Evaluated the effectiveness of the design of controls to cover the identified risk and tested the operation of the key controls;
- Followed up and confirmed action taken on any previous business issues identified and recommendations made;
- Researched the issues, weaknesses and potential improvements noted from our discussions and review of the existing processes and identified key controls;
- Developed appropriate recommendations for improvement for discussion with management;
- Drafted a report of findings and recommendations and obtained formal responses from management; and
- Finalised the report and issued it to Management for distribution to the Audit and Risk Committee.

Each finding detailed in section 5-8 is rated based on the following scale:

Rating	Definition
High	Major contravention of policies, procedures or laws, unacceptable internal controls, high risk for fraud, waste or abuse, major opportunity to improve effectiveness and efficiency, major risk identified. Immediate corrective action is required. A short-term fix may be needed prior to it being resolved properly.
Medium	Moderate contravention of policies, procedures or laws, poor internal controls, significant opportunity to improve effectiveness and efficiency, significant risk identified. Corrective action is required. Need to be resolved as soon as resources can be made available, but within six months.
Low	Minor contravention of policies and procedures, weak internal controls, opportunity to improve effectiveness and efficiency, moderate risk identified. Corrective action is required. Need to be resolved within twelve months.

4. INHERENT LIMITATIONS

Due to the inherent limitations in any internal control structure, it is possible errors or irregularities may occur and not be detected. Further, the internal control structure, within which the control procedures that have been reviewed operate, has not been reviewed in its entirety and therefore no opinion is expressed as to the effectiveness of the greater internal control structure.

It should also be noted our review was not designed to detect all weaknesses in control procedures as it was not performed continuously throughout the period subject to review.

The review conclusion and any opinion expressed in this report have been formed on the above basis.

5. RISK MANAGEMENT

5.1 Audit Finding – Design & Operation of the Risk Management Framework

As part of the review Paxon reviewed the design and operation of the risk management framework. The following improvements related to the design of processes were noted:

- The Shire's Risk Management Framework document contains the Risk Management Policy, Procedures and supporting appendices. The document has not been updated since December 2016 and references AS/NZS ISO 31000:2009 instead of the current AS/NZS ISO 31000:2018 standard and a former CEO as the policy owner. Additionally, there is no proposed next review date documented. The Policy and Procedure state they should be reviewed and updated biennially.
- The Risk Register's Tolerance Level Ratings do not align with the Risk Assessment and Acceptance Criteria in the Risk Management Framework.
- There are also some inconsistencies noted with the Risk Register using 'Moderate' to define overall risk ratings, whereas the Risk Matrix in the Risk Management Framework refers to this level as 'Medium', creating inconsistency.
- Acceptance Criteria (Appendix A) and Risk Appetite do not explicitly define the degree of risk the Shire is willing to accept across its strategic, operational and project objectives, but more provides guidance as to how they can be set, and
- The 'Financial Impact' values in the Consequence Table within the Risk Register do not align with the values contained within Appendix A of the Risk Management Framework.

The following areas were noted as areas of risk that are not operationally effective:

- The Risk Register and risks contained within it have not been updated since December 2021.
- Three key risks (Environmental Management, External Theft and Fraud, and Project/Change within the Shire's Risk Register) lack assigned control adequacy ratings, with placeholder comments such as '0' or 'Not Rated' within the Shire's Risk Register.
- A review of meeting minutes from June 2021 to February 2025 found no evidence of or the mandated six-monthly Risk Summary Reporting from Risk Owners or the 6 monthly risk reporting by the CEO & Senior Management Team.
- The 'Current Issues/Actions/Treatments' section in the Risk Register includes various items with due dates and responsibilities but does not clearly differentiate between issues, actions, and treatments, reducing clarity in risk mitigation efforts.

Risk Rating

Paxon has determined this finding to be of **High Risk**.

Possible Implication

An outdated Risk Management Framework may result in misalignment with best practices, ineffective risk governance, and inadequate risk mitigation strategies resulting in the failure to meet strategic objectives. Failure to reference the current ISO standard may also lead to non-compliance with evolving risk management expectations.

Recommendation

- 5.1.1 Update the Risk Management Framework to align with AS/NZS ISO 31000:2018.
- 5.1.2 The Risk Management Framework should be implemented operationally and reported to senior management and the Audit Committee as required.

Management Comment: The Shire recognises the importance of an up-to-date and operational Risk Management Framework. A comprehensive review of the current Risk Management Framework is currently underway. Management is also exploring engagement with our insurance provider to assist in this review and to develop an updated framework aligned with AS/NZS ISO 31000:2018. This review will address inconsistencies in the Risk Register and reinforce reporting and operational integration.

Action Owner: Deputy CEO

Target Completion Date: 30 June 2026

5.2 Audit Finding – Business Continuity Plan Testing Processes

The Business Continuity Plan (BCP) does not include a procedure for testing its effectiveness, nor does it define testing frequencies or responsible personnel, reducing the Shire's ability to validate and improve business continuity readiness. It also references an IT Disaster Recovery Plan, but this was not provided to Paxon, so it is unclear if this is in place.

Paxon also noted the BCP is dated April 2024 and contains the requirements for an annual review, but the 'document details' section does not specify the next review date. Section 6.1 includes some former staff which should be updated within the next review.

The Shire's Local Recovery Management Plan (LRMP) was last reviewed in March. The LRMP does not clearly indicate the next review date and the frequency of reviews to be conducted.

The Adverse Events Plan remains in draft form and is missing key elements, including a cover page, date of adoption, document custodian, last approval and review date, frequency of reviews, and next review date. This issue was raised in prior Regulation 17 Review but has not been addressed.

Risk Rating

Paxon has determined this finding to be of **Medium Risk**.

Possible Implication

Without structured testing procedures, the Shire may be unable to assess the effectiveness of its business continuity strategies, leading to inadequate preparedness for disruptions.

Outdated or draft documents may result in plans not being fit for purpose.

Recommendation

5.2.1 Develop and implement a formal BCP testing procedure, specifying testing frequencies and responsible personnel.

5.2.2 Review and update other documents referenced above.

Management Comment: Management acknowledges the current gaps in the testing and review procedures of the Business Continuity Plan (BCP). A thorough review of the BCP is planned, including the integration of defined testing frequencies, responsibility assignments, and reference to the IT Disaster Recovery Plan. Updates will also be made to reflect current staff and correct documentation of associated plans such as the Local Recovery Management Plan and Adverse Events Plan.

Action Owner: Deputy CEO

Target Completion Date: 31 December 2025

5.3 Audit Finding – Implementation and Monitoring of Audit Recommendations

There is no process in place to record and monitor audit findings and recommendations and the remedial activity planned and performed by the Shire to address them.

Audit findings should be recorded and monitored to ensure that management are taking appropriate and timely action in order to address risks identified by assurance providers.

Risk Rating

Paxon has determined this finding to be of **Medium Risk**.

Possible Implication

Failure to implement and monitor audit recommendations appropriately or on a timely basis may result in unresolved control weaknesses, regulatory non-compliance, and operational inefficiencies.

Recommendation

- 5.3.1 Establish a formal audit log to systematically track audit findings, assigned responsibilities, and implementation progress.
- 5.3.2 Introduce regular reporting mechanisms on audit recommendations status to Audit Committee and Council.

Management Comment: Management is currently implementing a formal tracking process for audit recommendations. This will be integrated into quarterly Audit and Risk Committee meetings. The system will record recommendations, responsible officers, progress updates, and completion statuses to ensure accountability and timely resolution.

Action Owner: Deputy CEO

Target Completion Date: 30 September 2025

6. INTERNAL CONTROL

6.1 Audit Finding – Fraud Management and Reporting

The Shire does not have a Fraud Controls Plan in place, and the engagement team was unable to verify the implementation of Policy 1.23 - Fraud and Corruption Prevention as the referenced Fraud and Corruption Prevention Plan is not in place.

The PID/Whistleblower Lodgement Form on the Shire's website lists outdated PID officers, with the outgoing Deputy CEO, Chris Paget listed, instead of the current Deputy CEO, Aaron Wooldridge. The Public Sector Commission also lists Chris Paget as a PID officer.

Risk Rating

Paxon has determined this finding to be of **Medium Risk**.

Possible Implication

The absence of a Fraud Controls Plan increases the risk of fraud, financial loss, reputational damage, and non-compliance with anti-corruption regulations.

Recommendation

- 6.1.1 Develop and implement a Fraud and Corruption Prevention Plan as stated within Policy 1.23 – Fraud and Corruption Prevention.
- 6.1.2 Ensure ongoing monitoring and reporting of fraud risks, including training for staff on fraud prevention measures.
- 6.1.3 Update PID officer details to ensure consistency.

Management Comment: A review of the existing Fraud and Corruption Prevention Plan is underway. Updates to the associated policy (Policy 1.23) will ensure alignment with best practices and include clearly defined controls. Staff training sessions will be conducted to raise awareness and understanding of fraud prevention. Furthermore, PID officer details have already been updated, both internally and on public-facing platforms.

Action Owner: Deputy CEO

Target Completion Date: 31 December 2026

6.2 Audit Finding – Coordinated Update of Policy Manual and Key Documents

The Policy Manual (2024) contains all of the Shire's policies within one document, but it was noted there are no documented review dates or review frequency.

During the course of our work a number of outdated documents were noted, including policy, as documented within findings 5.1 and 5.2.

There does not appear to be a process in place to provide oversight to monitor the status of documents within the Shire and to coordinate their update.

Risk Rating

Paxon has determined this finding to be of **Medium Risk**.

Possible Implication

Outdated and inconsistent policies or documents may result in misalignment with regulatory requirements, operational inefficiencies, and reduced compliance with governance best practices.

Recommendation

Establish a means of oversight of formal review cycle for policies and other key documents, including clear version control and update schedules.

Management Comment: Management would like this finding to be removed due to the fact the Policy Manual itself is reviewed annually (November each year) that incorporates a review of all the policies within the manual. The process is captured within our Compliance Calendar under 'Actions to be Scheduled' tab line 27.

Action Owner: Deputy CEO

Target Completion Date: N/A

7. LEGISLATIVE COMPLIANCE

7.1 Audit Finding – Absence of Compliance Framework

The Shire of Lake Grace does not have a Compliance Framework to provide guidance as to the structure in place within the Shire.

The Shire has a Compliance Calendar, but this was last reviewed in November 2023, and it lacks clear version history and ownership and it did not appear that it had been documented for all areas within the period.

Risk Rating

Paxon has determined this finding to be of **Medium Risk**.

Possible Implication

The absence of a Compliance Framework may result in non-compliance with regulatory requirements, lack of structured oversight, and increased exposure to governance risks.

Recommendation

- 7.1.1 Develop and implement a Compliance Framework, outlining key compliance requirements, responsibilities, and reporting processes.
- 7.1.2 Establish ongoing compliance monitoring and reporting mechanisms to ensure adherence to relevant regulations.

Management Comment: A full review of the Shire's compliance practices is scheduled to commence shortly, aimed at developing a structured Compliance Framework. This framework will clearly outline responsibilities, monitoring processes, and reporting requirements to ensure robust legislative adherence and oversight.

Action Owner: Deputy CEO

Target Completion Date: 31 December 2025

7.2 Audit Finding – Clarity of Complaints Process

There is no page on the Shire's website dedicated to complaints, fraud and misconduct to provide guidance on how they should be reported and to whom.

Complaint processes are documented within Code of Conduct. The complaints process lacks clarity regarding who complaints should be submitted to and processes for assessing and investigating.

There are no specified timeframes for the investigation and resolution of complaints, potentially causing delays and lack of accountability in complaints handling.

Risk Rating

Paxon has determined this finding to be of **Medium Risk**.

Possible Implication

Unclear roles and responsibilities may lead to delayed complaint resolution, inefficiencies in handling grievances, and diminished public confidence in the complaints process.

Recommendation

- 7.2.1 Define clear roles and responsibilities for complaints management, including clearly outlining assessment and investigation procedures.
- 7.2.2 Ensure Shire staff are made aware of the complaints submission and handling process. Ensure this process is also published on the Shire's website to inform Community.

Management Comment: Management will conduct a comprehensive review of the complaints management process. This review will coincide with the update of the Customer Service Charter and will clarify the complaints lodgement, investigation, and resolution procedures. Training will be provided to staff to ensure consistent handling, and the revised process will be clearly published on the Shire's website.

Action Owner: Deputy CEO

Target Completion Date: 28 February 2026

7.3 Audit Finding – Missing Freedom of Information (FOI) Register

The Shire's website does not have a Freedom of Information (FOI) Register uploaded or maintained, limiting public access to FOI-related requests and disclosures.

Risk Rating

Paxon has determined this finding to be of **Low Risk**.

Possible Implication

The absence of an FOI Register may result in reduced transparency, non-compliance with FOI requirements, and hindered public access to information.

Recommendation

Ensure the FOI Register is maintained and uploaded to the Shire's website in a timely manner.

Management Comment: Management acknowledges this oversight and will ensure the Freedom of Information (FOI) Register is created, maintained, and accessible via the Shire's website, in accordance with the relevant legislation.

Action Owner: Deputy CEO

Target Completion Date: 31 August 2025

8. REGULATION 5 RECOMMENDATIONS

8.1 Audit Finding – Conflicts of Interest and Procurement Oversight

Conflict of interest forms are required for all requests for tender and request for quote contracts above \$100k; however, as no conflicts were recorded there was no documentation confirming the absence of conflicts.

It was also noted that there is no monitoring of procurement within the Shire to identify instances of non-compliance such as invoice received before purchase order raised or high levels of expenditure with no contract.

Risk Rating

Paxon has determined this finding to be of **Medium Risk**.

Possible Implication

A lack of procurement oversight may result in inconsistent procurement practices, compliance risks, and inefficient procurement operations.

Recommendation

- 8.1.1 Establish a designated procurement team or define clear procurement oversight responsibilities within the Shire.
- 8.1.2 Implement regular procurement monitoring and reporting, ensuring procurement activities are in adherence to WA Procurement Rules.

Management Comment: While the audit identified concerns, management notes that the Shire's procurement practices have recently been independently reviewed and approved by the external auditor, who concluded that procurement is well managed and documented. Nevertheless, the Shire will continue to improve oversight and documentation relating to conflicts of interest and monitor procurement activities to ensure full compliance.

Action Owner: MCCS

Target Completion Date: 30 June 2025

8.2 Audit Finding – Lack of Established Document Processes

During our review, we noted that a previous finding related to the lack of established documentation for key financial processes, including payroll reviews and the approval of the month-end process, has not been appropriately implemented. This issue was raised in the previous Regulation 5 review, yet no formalised procedures have been put in place to guide employees in these areas. Additionally, we note there is a lack of established documentation for the following divisions and processes to guide the Shire's employees:

- End-to-end purchasing to payment process
- Changes to supplier master-file
- Building Maintenance
- Engineering Division
- Library Services
- Ranger Services
- Waste and Fleet

Risk Rating

Paxon has determined this finding to be of **Low Risk**.

Possible Implication

The absence of documented processes increases the risk of inconsistencies, errors, and non-compliance with internal controls. Without clear guidance, employees may follow informal or inconsistent practices, potentially leading to financial inaccuracies, delays, or control weaknesses.

Recommendation

8.2.1 Develop and implement formal documented procedures for:

- Payroll review
- Month end processes
- End-to-end purchasing to payment process
- Changes to supplier master-file
- Building Maintenance
- Engineering Division
- Library Services
- Ranger Services
- Waste and Fleet

8.2.2 Ensure staff are appropriately made aware of the Shire's formal procedures in place.

8.2.3 Introduce a periodic review mechanism to assess adherence to documented procedures.

Management Comment:

The Shire acknowledges the finding and notes that recent changes in management have contributed to historical gaps. A process is now in place to ensure documentation of financial and operational procedures across all divisions. These processes will be formalised, reviewed regularly, and staff will be trained to ensure consistent application and adherence.

Action Owner: MCCS, MIS, Deputy CEO

Target Completion Date: 30 June 2027

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OCM 23 July 2025

Attachment to Item 14.4.2

Communications Agreements

Discussion Paper

June 2025

Local Government Submissions to WALGA are requested by **4pm, Monday 28 July 2025** to governance@walga.asn.au

For more information, please contact Tony Brown on 9213 2051 or Felicity Morris on 9213 2093.

Submission Format

This Discussion Paper has been designed to enable Local Governments to insert responses in the form field provided for each section of the Discussion Paper.

Local Governments can choose to respond to only some sections or questions, and are also welcome to provide a submission in an alternative format.

Please also provide your Local Government details below.

Local Government Name:	Shire of Lake Grace	
Submission was prepared and endorsed by:		
☒	Council Resolution / Meeting Date:	Click or tap here to enter text.
☐	Council Member Workshop / Forum (without Council resolution)	
Contact Name:	Mr Alan George	
Contact email address:	ceo@lakegrace.wa.gov.au	
Contact phone:	08 9890 2500	

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1. Background

Communications Agreements were outlined in the Minister for Local Government's [Reform Proposals](#) released in 2022.

Following sector consultation, WALGA adopted the following advocacy position in relation to Communication Agreements:

2.5.3 Council Communication Agreements

The Local Government sector supports the introduction of a consistent, regulated Communications Agreement between Councils and the CEO within Local Governments.

Amendments to achieve this reform were included in the [Local Government Amendment Act 2023](#) but are yet to take effect:

- Amendments to Section 5.92 of the *Local Government Act 1995* (the Act) to provide that the right of a Council Member or Committee Member to access information under that section must be exercised in accordance with the Local Government's communications agreement.
- New section 5.92A requiring every Local Government to have a communications agreement between the Council and the CEO regulating the matters specified in the Act and regulations.
- New section 5.92B requiring the Minister to make Ministerial Order setting out a default communications agreement which applies at any time a Local Government does not have its own communications agreement.
- New section 5.92C enabling Local Governments to adopt and amend its own communications agreement with the agreement of the CEO, which will expire at the end of every caretaker period, and upon the end of the CEO's employment with that Local Government.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) published the draft [Local Government Regulations Amendment Regulations 2025](#) (the Draft Regulations) and draft [Local Government \(Default Communications Agreement\) Order 2025](#) (the Draft Order). The Department has also published a [Communications Agreement Consultation Paper](#) (the DLGSC Consultation Paper) which explains the Draft Regulations and Draft Order.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council Members and Committee Members.

The Draft Order sets out what is proposed to be the default communications agreement in Schedule 1. As all Local Governments will be subject to this default agreement on a regular basis (at least every two years after each caretaker period and after a CEO's employment ends) as well as at any time an agreement cannot be reached between Council and the CEO, it is critical that the default agreement is fit for purpose.

2. Discussion paper

The following discussion paper provides preliminary WALGA comments and questions on the Draft Regulations and Draft Order for consideration by Local Governments.

Part 2.1 of this paper deals with the Draft Regulations. Where the corresponding content of the Draft Order is relevant to the discussion of the issue, it is included in this part.

Part 2.2 deals with matters that appear only in the Draft Order.

All clause references are to Schedule 1 of the Draft Order.

2.1. Draft Regulations

2.1.1. General drafting approach

WALGA Comment

The Draft Regulations and Draft Order are quite detailed and prescriptive. Some detail may be necessary to provide clarity and achieve an appropriate balance. It is essential that all parties understand their responsibilities, as breaches would constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct. However, the level of prescriptive detail in the Draft Regulations and Draft Order may be restrictive for Local Governments seeing to develop locally appropriate approaches.

Questions

1. Do the Draft Regulations and Draft Order have an appropriate level of detail, or could they be simplified?

Local Government Response:
The Draft Regulations and Draft Order are overly prescriptive in certain areas. While clarity is important, the level of prescription may restrict the ability of Local Governments to develop approaches that reflect their unique governance structures, operational contexts, and resource levels. A more flexible framework allowing Local Governments to tailor their communications agreements, within clearly articulated principles, would be preferable.

2.1.2. Commencement and implementation

The Draft Regulations state that they will commence on 19 October 2025, the day after the Ordinary Local Government Elections. This means that the default communications agreement set out in the finalised Ministerial Order would apply to all Local Governments from this date.

WALGA comment

The lead up to Local Government elections is a very busy time for Local Governments. Many Local Governments devote considerable resources to preparing induction materials for new Council Members. These materials and any induction programs will need to provide both commencing and

continuing Council Members with an understanding of the default communications agreement. In addition, Local Governments will need to establish the appropriate administrative processes to implement the default communications agreement. To complete these preparations, Local Governments will need to know the final content of the regulations and order.

Questions

2. What would be a reasonable period to allow Local Governments to prepare for implementation of the default communications agreement after publication of the final regulations and order?

Local Government Response:

A minimum of 3 to 4 months from the publication of the final regulations and Ministerial Order would be necessary to update induction materials, inform Council Members and staff, and establish the required administrative systems. An implementation date of early 2026 may provide a more practical timeframe.

2.1.3. Providing correspondence sent by Mayor or President to all Council Members

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28C in the *Local Government (Administration) Regulations 1996* prescribing that communications agreements must regulate the circumstances in which correspondence sent by the Mayor President on behalf of the Local Government must be provided to all Council Members. This is an additional matter that was not specified in the Act amendments.

Draft Order

To meet this requirement, clause 5 of the Draft Order requires correspondence sent by the Mayor or President on behalf of the Local Government to be provided to all Council members, unless the Mayor or President is satisfied that particular circumstances mean it is appropriate not to provide the correspondence. The DLGSC Consultation Paper advises that this should only occur in “exceptional circumstances” and could otherwise constitute a breach of the communications agreement by the Mayor or President.

WALGA Comment

Depending on the Local Government, Mayors or Presidents may send a high volume of correspondence that could be understood as being on behalf of the Local Government. Providing copies of all this correspondence to all Council Members may be burdensome for the Administration, and for Council Members in receiving high volumes.

To avoid breaching the communications agreement, the Mayor or President would need to have a record of each decision and the circumstances that make it appropriate not to provide correspondence to all Council Members.

Questions

3. Is it necessary for all communications agreements to address the provision of Mayor / President correspondence to Council Members?
4. Is clause 5 of the Draft Order appropriate and workable for your Local Government? Are any changes required?
5. Would it be useful for the Draft Order to:
 - a. specify types of correspondence that must be provided to all Council members, unless decided by the Mayor or President? For example, correspondence that relates to advocacy, communications with government agencies or elected representatives, major stakeholders, or communicating Council decisions.
 - b. allow the Mayor or President to decide that certain categories of correspondence do not need to be provided? For example, letters of appreciation and congratulations.
 - c. allow for alternative methods of making the correspondence available to Council Members rather than providing a copy? For example, allow Local Governments to provide a list of correspondence that Council Members may access on request, or publish correspondence on an Elected Member portal.

Local Government Response:

It is agreed that correspondence from the Mayor or President on behalf of the Local Government should be transparent. However, clause 5 could be refined to:

- Specify categories of correspondence that must be provided (e.g. advocacy, communication with ministers).
- Allow exclusion for ceremonial correspondence (e.g. congratulatory letters).
- Permit use of a correspondence register or elected member portal instead of blanket distribution.

2.1.4. Requests for information – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request.

The definition of request for information in regulation 28D(1) is as follows:

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
- (b) other information.

This definition is also used in regulation 10(2) of the Draft Regulations for a consequential amendment to the *Local Government (Model Code of Conduct) Regulation 2021*.

As this definition is prescribed in the Draft Regulations, it will apply to all communications agreements, not just the default agreement.

Draft Order

Clause 3(1) provides that the default communications agreement applies to a person only when acting in their capacity as a Council Member, Committee Member or employee.

Clause 4 provides general principles, including that Council and Committee Members will ensure they only request information that is relevant to their functions under the Act or any other written law.

Division 3 sets out the requirements regarding requests for information. Clause 11 of the Draft Order repeats the prescribed definition when stating that a Council Member or Committee Member may make a request for information. Clause 14 specifies that nothing in the agreement requires certain information to be provided, including “information mentioned in section 5.92(4) of the Act”.

WALGA comment

Section 5.92(1) of the Act allows a Council Member or Committee Member to “have access to any information held by the local government that is relevant to the performance by the person of any of the person’s functions under this Act or under any other written law” (emphasis added). This is a broad right of access, requiring only relevance to the performance of a statutory function.

Section 5.92(4) clarifies that the section does not give a Council Member or Committee Member the right to access specified information, including certain employee information, any personal information about individuals that is not relevant to a Council or Committee decision, information the Local Government is prohibited or restricted from disclosing to the Council Member or Committee Member under a written law, and information that is not relevant to the functions of the Council Member or Committee Member under the Act or any written law.

The definition of **request for information** expands significantly beyond requests under section 5.92. It is unclear what is intended by “or otherwise” in part (a) of the definition. Further, the inclusion of “other information” in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless.

As the Draft Order only applies when a person is acting in their capacity as a Council Member or Committee Member, it is difficult to understand what “other information” could be required that is not relevant to a statutory function.

Council Members may interact with the Local Government in their personal capacity and request and gain access to information as customers of the Local Government. These ordinary citizen transactions would not be subject to the communications agreement. Similarly, all members of the public have a right to inspect and receive copies of Local Government information in accordance with s5.94, 5.95, 5.96 and 5.96A of the Act, and public information prescribed under other written laws. These public access rights would not be subject to the communications agreement.

The expansive definition appears to be inconsistent with other provisions of the Draft Order. Clause 4 uses the wording of section 5.92, stating that Council and Committee Members agree to only request information that is relevant to their functions under law. Clause 14(b) of the Draft Order confirms that a Council Member or Committee Member is not required to be provided with

information mentioned in section 5.92(4) of the Act. As noted above, section 5.92(4)(f) refers to information that is not relevant to the performance of a function under law.

The result may be that a Council Member or Committee Member may *request* information under clause 11 that they must agree not to request under clause 4(c)(iii), that they do not have a statutory right to access, and that clause 14 confirms that they are not required to be provided.

Questions

6. Should the words "or otherwise" and "other information" be deleted from the definition of ***request for information***?
7. Do Local Governments identify any risks arising from the definition of ***request for information*** in its current form?
8. Does the definition of ***request for information*** create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order?
9. Should the definition of ***request for information*** be revised to refer only to requests made under s.5.92?
10. Are there any other comments on the scope or definition of ***request for information***?

Local Government Response:

Yes, the words "or otherwise" and "other information" should be deleted. They broaden the definition excessively, potentially causing confusion and inconsistency with section 5.92 of the Act. Requests should be limited to information that supports the statutory functions of Council and Committee Members under the Act or another written law.

2.1.5. Administrative matters – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which provides definitions and prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request. The definition of administrative matter lists the scheduling of council or committee meetings, compliance obligations under the Act, IT support, training and conference arrangements, event invitations, entitlements and "any other matter of an administrative nature".

Regulation 10(2) of the Draft Regulations would insert the proposed definition of administrative matter into clause 20(1) of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*).

Draft Order

Clause 2 of the Draft Order repeats the definition of administrative matter and defines administrative request for information. Clause 25 defines administrative request as either or both of

an administrative request for information or a request for administrative assistance. Clause 26 defines a request for administrative assistance.

Division 5 of the Draft Order deals with administrative requests for information and requests for administrative assistance. Clause 26 provides that a Council Member or Committee Member may make a request for administrative assistance, while clause 27 provides the process for making an administrative request. Administrative requests may be made verbally or in writing

WALGA Comment

Local Government officers regularly provide routine information and support to Council Members and Committee Members. It seems reasonable to provide for a separate category of requests that may be dealt with in a simplified way, and with no requirement to provide responses to all Council or Committee Members.

The definition of administrative matter prescribed in the Draft Regulations may not be suitable for all Local Governments. WALGA suggests that an alternative definition could be as follows:

administrative matter in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member, and may include:

- (i) council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.
- (ii) attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements,
- (iii) entitlements to a fee, allowance, reimbursement or superannuation,
- (iv) personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping,
- (v) information and communication technology software or hardware provided by the local government,
- (vi) any other matters specified as administrative matters in a local government's communications agreement.

Alternatively, the Draft Regulations could state that administrative matters are to be defined in the local government's communications agreement. The above alternative definition could be modified for use in the Draft Order.

Consideration could also be given to simplifying the language used in the Draft Order regarding these requests. It seems unnecessarily complex to have four defined terms to deal with simple day to day enquiries.

Questions

11. Do Local Governments support a separate process for administrative matters?
12. Is the Draft Regulation definition of **administrative matter** suitable for your Local Government?
13. Do you support the alternative WALGA definition above and/or have any other suggestions for the definition?
14. Should the regulations avoid a prescribed definition and allow **administrative matter** to be defined entirely in the communications agreement?
15. Are there any other comments on administrative matters?

Local Government Response:

Yes, a separate process for administrative matters is supported. However, the Draft Regulation's definition could be improved by:

- Adopting WALGA's alternative definition for clarity and operational practicality.
- Alternatively, allowing Local Governments to define "administrative matters" within their own agreements provides necessary flexibility across varying scales of Local Government. Yes, the exclusions (deliberations at Council/Committee meetings and CEO recruitment) are appropriate and preserve core Council functions. This ensures that governance and employment responsibilities are not unintentionally constrained by the communications agreement.

2.1.6. Exclusions from application of communications agreement

Draft Regulations

The new Regulation 28D(3), to be inserted in the *Local Government (Administration) Regulations 1996* by Draft Regulation 7, provides that a communications agreement must specify it does not apply to anything a Council Member, Committee Member or Employee does as part of deliberations at a Council Meeting, or CEO employment processes.

Draft Order

Clause 3(2) of the Draft Order gives effect to these requirements.

WALGA Comment

These exclusions enable Council Members and Committee Members to communicate with employees under certain circumstances without being subject to the communications agreement. The respective codes of conduct would continue to apply to employees and Council or Committee Members.

Questions

16. Are these exclusions appropriate?

Local Government Response:

Yes, the exclusions (deliberations at Council/Committee meetings and CEO recruitment) are appropriate and preserve core Council functions. This ensures that governance and employment responsibilities are not unintentionally constrained by the communications agreement.

2.1.7. Commissioners

Draft Regulations

New Regulation 28D(5) will require all communications agreements to include content enabling commissioners to make requests to any employee, to determine the manner information is to be provided and to resolve disputes.

Draft Order

Clause 29 provides that the communications agreement applies to a commissioner as if they were the Mayor or President and the Council of the Local Government. Clause 30 then modifies the application of the communications agreement to allow a commissioner to make a request to the CEO or any employee, in the manner determined by the commissioner and to specify the manner in which a response is to be provided. It also provides for a commissioner to resolve disputes.

WALGA Comment

Section 2.38 of the Act provides that any reference to Council, Council Member, Mayor or President in the Act or other written law applies to a commissioner. A Local Government's communications agreement would apply to commissioners on that basis, and a commissioner could adopt a new agreement with the CEO. It does not seem appropriate for a commissioner to direct requests to any employee of the Local Government.

Questions

17. Should the rights and responsibilities of commissioners under a communications agreement be consistent with the rights and responsibilities of Council, Council Members, Mayors and Presidents?
18. Is it inappropriate for a commissioner to make requests to any employee of the Local Government?

Local Government Response:
Commissioners should be subject to the same responsibilities and constraints as Council Members. The ability to request information from any employee, rather than via the CEO or nominated officer, undermines principles of operational integrity and proper delegation. This clause should be amended for consistency.

2.1.8. Amendments to Model Code of Conduct

Draft Regulations

Regulation 10(4) of the Draft Regulations will amend clause 20 of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*). As a result, the prohibition on a Council Member directing or attempting to direct a local government employee will not apply to anything that a Council Member does as part of making a request in accordance with a communications agreement.

WALGA comment

Model Code of Conduct clause 20(2)(a) prohibits a Council Member from directing or attempting to direct a Local Government employee to do or not to do anything in their capacity as a Local Government employee.

This prohibition does not apply to anything done during deliberations at a Council or Committee meeting. The proposed amendment would expand the circumstances in which a Council Member may direct an employee.

The proposed amendment implies that a request for information or administrative request may be made in a manner that is an attempt to *direct* a local government employee and has the effect of allowing such direction without breaching Code of Conduct provisions.

Questions

19. Is it necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement?

Local Government Response:
No, it is not appropriate for Council Members to be seen as directing employees via requests. The proposed amendment could undermine the clear boundary between governance and operations. A better approach is to ensure that communication pathways are clearly defined without weakening the integrity of the Model Code.

2.3. Draft Order

2.3.1. Clause 4 General principles

Draft Order

Clause 4 of the Draft Order provides general principles for both the Council and the CEO, largely relating to acting and communicating in accordance with the agreement. This includes that the CEO will support Council Members and Committee Members in performing their functions under law, and that Council Members and Committee Members will only request information relevant to their functions under law.

Questions

20. Are there any additional principles that should be referenced in this clause?
21. Would it be beneficial to include a principle requiring that the communications agreement be applied in a manner that is consistent with the respective roles and responsibilities of Council and the CEO under the Act?

Local Government Response:

Yes, an additional principle should require alignment with the roles and responsibilities defined in the Act. This ensures clarity and reinforces appropriate conduct under the Act's governance and operational boundaries.

2.3.2. Clause 8 Nominated employees

Draft Order

Clause 8(1) enables the CEO to nominate employees for the purposes of the agreement.

Clause 8(2) requires the CEO to nominate minimum numbers of employees, depending on the Class of the Local Government.

Clause 8(3) allows employees to be nominated for all requests for information, or a type of request for information. Clause 8(4) allows employees to be nominated for media enquiries, requests for administrative assistance, or types of either of these.

Under clauses 16, 18, 20, 23 and 27 of the Draft Order, Council Members or Committee Members must make and discuss their various requests with an "appropriate nominated employee", defined in clause 2(1). In summary, an appropriate nominated employee is an employee who has been nominated for that type of request.

Clause 9 allows the CEO to direct which employee responds to a request.

WALGA Comment

The minimum numbers of nominated employees specified in clause 8 will only apply while the default communications agreement applies to a Local Government. However, these requirements

must still be fit for purpose when applying to all Local Governments at least every two years, or at any time an agreement has not been reached.

It is unlikely that all Local Governments of a particular class will have the same requirements or capacity.

CEOs are likely to be best placed to establish a sufficient number of nominated employees to service the level of requests in appropriate timeframes. This could include an administrative system of internal referrals, which could allow requests to be made to any nominated employee, rather than only an “appropriate nominated employee”.

The requirement to make the request to an appropriate nominated employee may be challenging if a request for information addresses multiple subjects. It may be more efficient for responses to be coordinated by a single nominated employee.

Similarly, it may be sufficient to state that a CEO can nominate an employee generally or for the purposes of specified types of requests and that Council and Committee Members are provided with an up-to-date list.

Questions

22. Should the default communications agreement allow the CEO to nominate employees generally or for the purposes of any specified requests?
23. Should the minimum number of nominated employees be deleted or are they suitable?
24. Is it necessary to specify that requests must be made to an appropriate nominated employee, or could a nominated employee who receives a request refer and coordinate internally, subject to direction from the CEO?

Local Government Response:

The CEO should be empowered to determine nominations based on the needs and capacity of the organisation. The prescriptive minimum numbers are not fit for all contexts and may burden small or resource-constrained Local Governments. An internal referral mechanism should be allowed.

2.3.3. Clause 12 Information that may be requested

Draft Order

Clause 12(1) lists matters that may be the subject of requests for information, clause 12(2) provides examples of information that may be requested by a Mayor or President, while clause 12(3) specifies that the clause does not limit what information may be requested.

WALGA Comment

It appears that this clause simply provides indicative examples of suitable subject matter for requests for information. As discussed above, the right of access to information under section 5.92 requires a link to a statutory function. It is possible that the examples provided in clause 12 could be the subject of a request for information that is relevant to a statutory function as well as a request that is not relevant or is excluded under s.5.92(4). Clause 12(3) confirms that the clause does not

limit requests for information. Presumably it also does not expand what may be subject to a request for information, so it is unclear whether it is useful.

Questions

25. Is it useful for the default communications agreement to list matters that may be the subject of requests for information? Do Local Governments have any suggestions for inclusion?
26. Do Local Governments have any comments on the matters listed in clause 12?
27. Do Local Governments have examples of how the matters listed in clause 12 are or are not relevant to Council Member and Committee Member functions under the Act or other written law?

Local Government Response:

A general list may be useful for clarity but should not be read as exhaustive or definitive. The examples should only refer to matters clearly relevant to statutory functions. Otherwise, there is a risk that requests may fall outside the scope of s.5.92 and lead to disputes.

2.3.4. Clause 13 Requirements applicable to requests for information

Draft Order

Clause 13 sets out the requirements applicable to a request for information, including relevance to a statutory function (as discussed above), limited in scope and accompanied by supporting information or correspondence.

WALGA Comment

In many circumstances, the nature of information requested by Council or Committee Members is self-evidently related to performance of a function under the Act or other written law, consistent with s.5.92(1). However, some requests for information are not self-evident as being consistent with s.5.92.

Questions

28. Do Local Governments have any comments on these requirements?
29. Should clause 13 include a requirement for a request for information to explain the relevance of the request to the performance of a function under the Act or any written law?

Local Government Response:

Yes, clause 13 should include a requirement that the requesting member explains how the information is relevant to their statutory function. This will support transparency and more efficient information handling by the administration.

2.3.5. Clause 14 Certain information not required to be provided

Draft Order

Clause 14 provides that information is not required to be provided in response to a request for information if:

- the request is not made in accordance with the agreement,
- the information is mentioned in section 5.92(4) of the Act,
- the information is not held by the Local Government, is held by another person or body and cannot be reasonably obtained by the Local Government,
- the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the Local Government’s resources.

WALGA Comment

The exclusion of information referred to in section 5.92(4) (see cl.14(b)) is discussed above.

Clause 14(c) appears somewhat convoluted. It is not clear if this is intended to require Local Governments to undertake research to identify and obtain information that they do not currently hold. Further, if the information is not held by the Local Government and cannot be reasonably obtained, it is not clear why it is relevant whether the information is held by another person or body.

Questions

30. Should clause 14(c) be simplified to state that information is not required to be provided if it is not held by the Local Government?

Local Government Response:
Yes, clause 14(c) should be simplified to: “Information is not required to be provided if it is not held by the Local Government.” The current phrasing introduces unnecessary ambiguity.

2.3.6. Clause 15 Disputes

Draft Order

Clause 15 sets out the process for dealing with disputes regarding a final response to a request for information that includes a refusal to provide some or all of the information requested. In the first instance the dispute must be discussed between the Mayor or President, the CEO and the requesting member. If this does not resolve the dispute, the requesting member may refer the dispute to Council for determination. Council’s determination is final, and may override a decision by the CEO that the request would divert unreasonable resources.

WALGA Comment

The Draft Order does not appear to contemplate disputes where the Mayor or President is the requesting member.

The Draft Order specifies that Council may override a decision of the CEO under clause 14(d) that a request would divert unreasonable resources. In considering such a dispute, Council should have the benefit of the CEO’s advice regarding the impact on the Local Government’s functions and budget.

As only clause 14(d) is referenced in this way, it may be that Council does not have the capacity to overturn a refusal on the grounds set out in clause 14(a) – (c).

Questions

31. Should the default communications agreement specify that if the Mayor or President is the requesting member, the deputy Mayor or President should attend the meeting with the CEO in the event of a dispute?
32. Would it be beneficial to have disputes determined by the Inspector rather than Council?
33. Is it appropriate that Council can overturn the CEO decision under clause 14(d)?
34. Are there any other comments on disputes?

Local Government Response:

Yes, if the Mayor or President is the requesting member, the Deputy should represent them in dispute resolution. Further, disputes would be more appropriately reviewed by the Inspector of Local Government or an external arbiter, particularly where a decision on use of resources is contested. Council's ability to override CEO decisions on operational capacity is not advisable and should be reconsidered.

2.3.7. Clause 16 Mayor/President discuss media enquiry

Draft Order

Clause 16 allows the Mayor or President to discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information.

WALGA Comment

In many cases, media enquiries are directed to the Administration, and the Administration then contacts the Mayor or President to coordinate a response. Media enquiries that are not provided to the Local Government could be directed to the Mayor or President, but could also be directed to individual Council Members. It is not clear that this clause is necessary to enable these enquiries to be discussed as needed.

Questions

35. Does this clause meet the needs of Local Governments in managing media enquiries?

Local Government Response:

This clause is arguably redundant. Informal discussions between the CEO and Mayor regarding media are already common practice. Its inclusion may unnecessarily complicate otherwise routine communication.

2.3.8. Division 4 Requests for information - processes

Draft Order

Division 4 of the Draft Order sets out the processes for making, acknowledging, discussing and responding to requests for information other than administrative requests.

Clause 18 requires that a request for information must be made to the CEO or an appropriate nominated employee in writing, by email or other electronic means approved by the CEO. Clause 19 requires the CEO to acknowledge the request within 2 working days after the day it is made.

Clause 20 allows the CEO or an appropriate nominated employee to discuss the request with the requesting member, who may request an amendment to the scope of the request in these discussions.

Clause 21 provides the requirements for responding to a request for information. As a starting point, the CEO must ensure the requesting member is given a final response as soon as practicable. Where a request relates to an agenda item, the CEO must use best endeavours to provide a final response before the meeting. In any case, the CEO must ensure that the requesting member is given a final response within 10 working days after the request is made, or notice that the final response cannot be given within that period and estimating when it will be provided. The final response must be in writing. The final response must include reasons for any refusal to provide any of the information requested.

Under clause 22(1), final responses will generally be provided to all Council Members and members of the relevant committee. Clause 22(2) provides exceptions, including where the request for information is one made by the Mayor or President in relation to representing the Local Government, correspondence or arranging a formal meeting or event. Clause 22(2) also allows the CEO and requesting member to agree that the final response is confidential or because of particular circumstances it is appropriate not to provide to all members.

Clause 23 allows the requesting member to discuss the final response with the CEO or an appropriate nominated employee, and may be provided with additional information in these discussions. Clause 24 allows the CEO to arrange a briefing, meeting or discussion with some or all Council or Committee Members in relation to a final response to a request for information.

WALGA Comment

The definition and scope of requests for information are discussed in part 2.1.4 of this discussion paper.

WALGA seeks sector feedback on whether the detailed processes and requirements in Division 4 are suitable for all Local Governments. It is not clear whether it is necessary for a communications agreement to specify that a Council or Committee Member may discuss a request or response with the CEO or appropriate nominated employee, or that the CEO may organise a briefing. In contrast, it may be helpful for a communications agreement to state what will occur if the CEO and requesting member do not agree on whether a response should be provided to all members.

Questions

36. Are there any comments on the processes and requirements in Division 4, including:
- (i) Is it suitable that all requests for information must be made in writing by email or other electronic means approved by the CEO?
 - (ii) Is 2 working days an appropriate period for acknowledgement of a request?
 - (iii) Does clause 20 provide an appropriate method for discussing and clarifying requests for information?

- (iv) Are the timeframes for response specified in clause 21 a reasonable baseline for all Local Governments?
- (v) Does clause 22(2) provide a suitable method for deciding when a response does not need to be provided to all Council or Committee Members?
- (vi) Should clause 22(2) state what would occur if the CEO and requesting member do not agree on whether a response is confidential or not to be provided to other members?
- (vii) Is clause 23 unnecessary or does it provide a useful approach to discussions of a response?
- (viii) Is clause 24 unnecessary or does it provide a useful approach to informing Council Members and Committee Members?

Local Government Response:

- Yes, written requests (email or approved electronic format) are suitable.
- Acknowledgement within 2 working days is appropriate.
- Clause 20 provides a sound basis for clarifying scope.
- Timeframes in clause 21 are generally reasonable; however, some flexibility should be allowed in small or regional Local Governments.
- Clause 22(2) should clarify the procedure where disagreement occurs over confidentiality.
- Clauses 23 and 24 are useful and reflect existing good practice in many Local Governments.

2.3.9. Division 5 Administrative requests - processes

Draft Order

Division 5 of the Draft Order sets out the requirements for making and responding to administrative requests.

WALGA Comment

The definition of “administrative matter” is discussed above.

WALGA seeks sector feedback on whether the processes and requirements are suitable for all Local Governments.

Questions

- 37. Is it suitable that administrative requests may be made verbally or in writing?
- 38. Does clause 28 provide reasonable requirements for a response?

Local Government Response:

Yes, allowing verbal or written requests for administrative matters is practical and reflects day-to-day operations. Clause 28 provides reasonable flexibility for responses, and further prescriptive detail should be avoided.

Shire of Lake Grace



ACTIVITIES ON THOROUGHFARES AND TRADING IN PUBLIC PLACES AMENDMENT LOCAL LAW 2025

LOCAL GOVERNMENT ACT 1995

SHIRE OF LAKE GRACE

ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES AND TRADING AMENDMENT LOCAL LAW 2025

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Lake Grace resolved on the XXXX to make the following amendments to the local law.

1. Citation

This local law may be cited as the *Shire of Lake Grace Activities on Thoroughfares and Trading in Thoroughfares and Public Places Amendment Local Law 2025*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law

This local law amends the *Shire of Lake Grace Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law* as published in the *Government Gazette* on 27 March 2001.

4. Preliminary

The principal local law is amended as follows:

- (a) delete “protected flora” wherever it appears in the local law and insert:
“Specially protected flora”
- (b) delete “rare flora” wherever it appears in the local law and insert:
“Threatened flora”
- (c) delete “Wildlife Conservation Act 1950” wherever it appears in the local law and insert:
“Biodiversity Conservation Act 2016”
- (d) delete “Handbook of Environmental Practice for Road Construction and Road Maintenance Works (April 2005)” wherever it appears in the local law and insert:
“Handbook of Environmental Practice for Road Construction and Maintenance Works (2nd Edition May 2010)”

Dated 23rd July 2025

The Common Seal of the Shire of Lake Grace)
was hereunto affixed by authority of its Council)
in the presence of —)

Cr Len Armstrong
Shire President

Mr Alan George
Chief Executive Officer



OCM 23 July 2025

Attachment to Item 14.4.4

Co-operative Bulk Handling Ltd
ABN 29 256 604 947
Level 6, 240 St Georges Terrace
Perth WA 6000 Australia
GPO Box L886
Perth WA 6842 Australia
Telephone
+61 8 9237 9600
Grower Service Centre
1800 199 083
cbh.com.au

14 July 2025

Alan George, Chief Executive Officer
Shire of Lake Grace
Via email: ceo@lakegrace.wa.gov.au

Dear Alan,

PART LOT 1529 ON DEPOSITED PLAN 204221 - TEMPORARY GRAIN HANDLING & STORAGE FACILITY.

As you would be aware, CBH received back-to-back harvests in FY21/22 and FY22/23 and the network was not able to cope with the increased storage demand. To mitigate this storage shortfall CBH added ~2.3 million tonnes of storage to the network each harvest periods. Most of this temporary storage has now been converted to permanent through the development application process.

The recent FY24/25 harvest was the third largest on record with 20.3 million tonnes received and there was considerable feedback about the growing crop size taking into consideration the innovative practices of growers and accelerated conversion of hectares from sheep to cropping. Last harvest's total crop size was grossly underestimated, and thankfully the network was able to accommodate the increased crop through the retention of temporary storage to permanent following the back-to-back record harvests.

As such we are currently in the process of preparing for the event of a peak harvest in FY25/26 and preparing for larger crops sooner than originally contemplated. To address this increased demand, it is proposed to utilise open bulkhead storage that has a lower specification than permanent bulkhead storage such as a gravel or dirt basecourse serviced with Drive Over Grids (DOGs).

CBH Lake King has been identified as one site where there is a likelihood that emergency storage could be needed for the FY25/26 harvest. The proposed concept for the emergency storage is submitted as an attachment to this request for a temporary works exemption.

Schedule 2, Part 7, Clause 61 (1) (17) and (2) (f) of the *Planning and Development (Local Planning Schemes) Regulations 2015* allows a local government to consider any proposed works and use as temporary. Under the Regulations this clause can only be applied for a period not exceeding 12 months and is subject to endorsement from the local government.

This letter seeks approval from the Shire of Lake Grace that the proposed works and/or use are considered temporary and are exempt from the need to obtain development approval. Approval is sought for a 12-month period with the commencement date starting from commencement of completion of construction.

It is noted that this temporary infrastructure would only be executed should harvest forecasts signify the requirement for additional storage capacity. A temporary works exemption under this clause aligns with our intent that the infrastructure is only temporary and may not even be required hence avoiding an unnecessary and lengthy development application process. Further if it was executed and not utilised, it is likely that the infrastructure would be taken down on the completion of harvest and better utilised elsewhere within the network.

A local government can conditionally approve any temporary works exemption and CBH would be supportive of the following conditions being imposed on any approval consistent with previous temporary works exemptions issued:

- i) CBH is to provide written notification to the local government of the date of the commencement of the temporary works and use;
- ii) All stormwater drainage from the proposed new infrastructure must be contained and disposed of on-site;
- iii) All infrastructure the subject of this temporary approval shall cease to be used at the end of the temporary approval term, shall be removed from the land in its entirety within 28 days of expiry of the approval term;
- iv) The land must be reinstated to its pre-development condition in so far as practicable; and
- v) Should CBH 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.

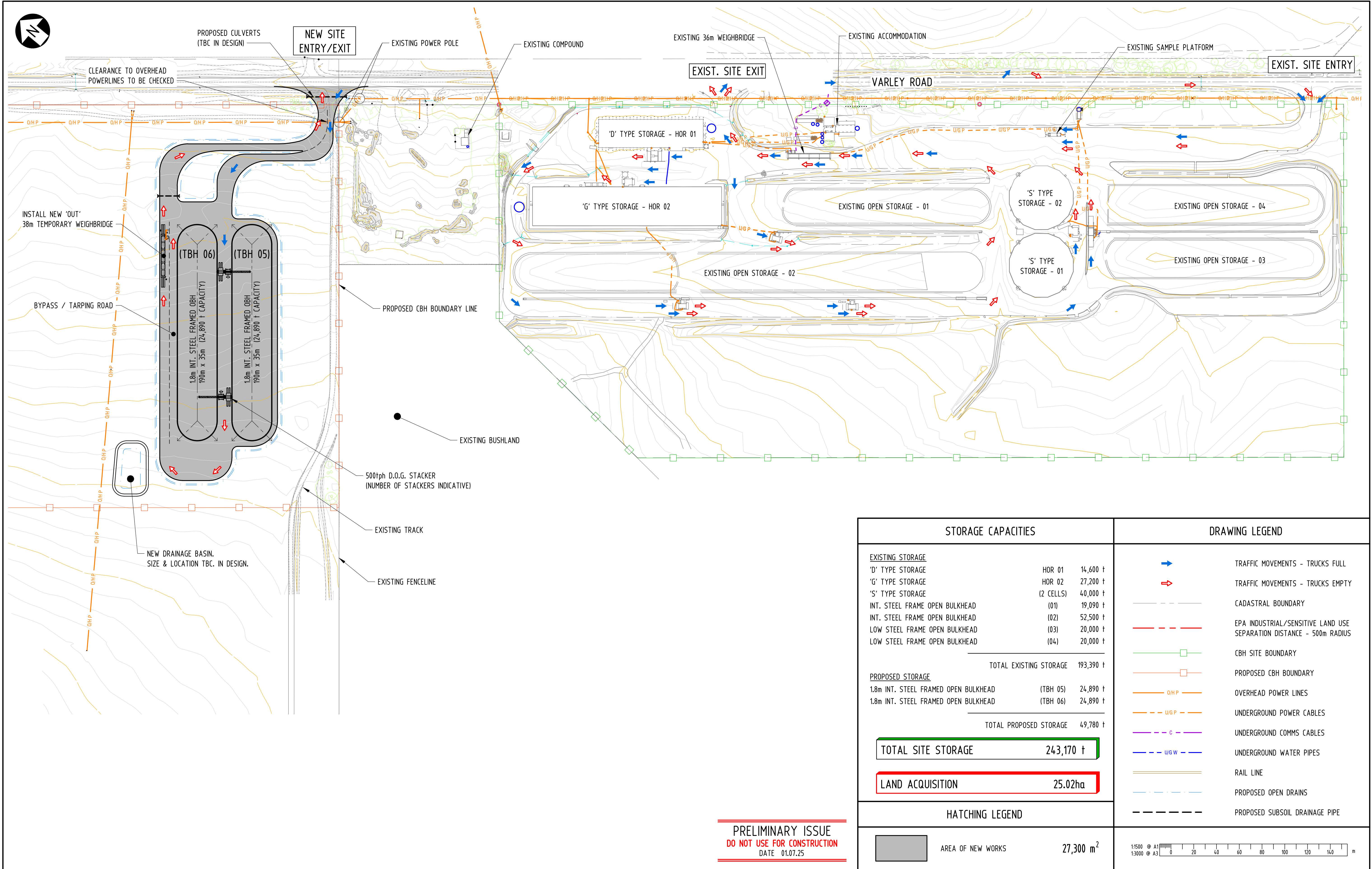
I look forward to hearing from you and if there is any further information that I can provide to assist with Council's consideration of my request, please do not hesitate to contact me on 08 9216 6061 or timothy.roberts@cbh.com.au

Yours Sincerely,



Timothy Roberts

Lead – Planning & Approvals



STORAGE CAPACITIES			DRAWING LEGEND	
<u>EXISTING STORAGE</u>				TRAFFIC MOVEMENTS - TRUCKS FULL
'D' TYPE STORAGE	HOR 01	14,600 t		TRAFFIC MOVEMENTS - TRUCKS EMPTY
'G' TYPE STORAGE	HOR 02	27,200 t		CADASTRAL BOUNDARY
'S' TYPE STORAGE	(2 CELLS)	40,000 t		EPA INDUSTRIAL/SENSITIVE LAND USE SEPARATION DISTANCE - 500m RADIUS
INT. STEEL FRAME OPEN BULKHEAD	(01)	19,090 t		CBH SITE BOUNDARY
INT. STEEL FRAME OPEN BULKHEAD	(02)	52,500 t		PROPOSED CBH BOUNDARY
LOW STEEL FRAME OPEN BULKHEAD	(03)	20,000 t		OVERHEAD POWER LINES
LOW STEEL FRAME OPEN BULKHEAD	(04)	20,000 t		UNDERGROUND POWER CABLES
TOTAL EXISTING STORAGE		193,390 t		UNDERGROUND COMMS CABLES
<u>PROPOSED STORAGE</u>				UNDERGROUND WATER PIPES
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(TBH 05)	24,890 t		RAIL LINE
1.8m INT. STEEL FRAMED OPEN BULKHEAD	(TBH 06)	24,890 t		PROPOSED OPEN DRAINS
TOTAL PROPOSED STORAGE		49,780 t		PROPOSED SUBSOIL DRAINAGE PIPE
TOTAL SITE STORAGE		243,170 t		
LAND ACQUISITION		25.02ha		
HATCHING LEGEND				
	AREA OF NEW WORKS	27,300 m ²		

PRELIMINARY ISSUE
DO NOT USE FOR CONSTRUCTION
DATE 01.07.25



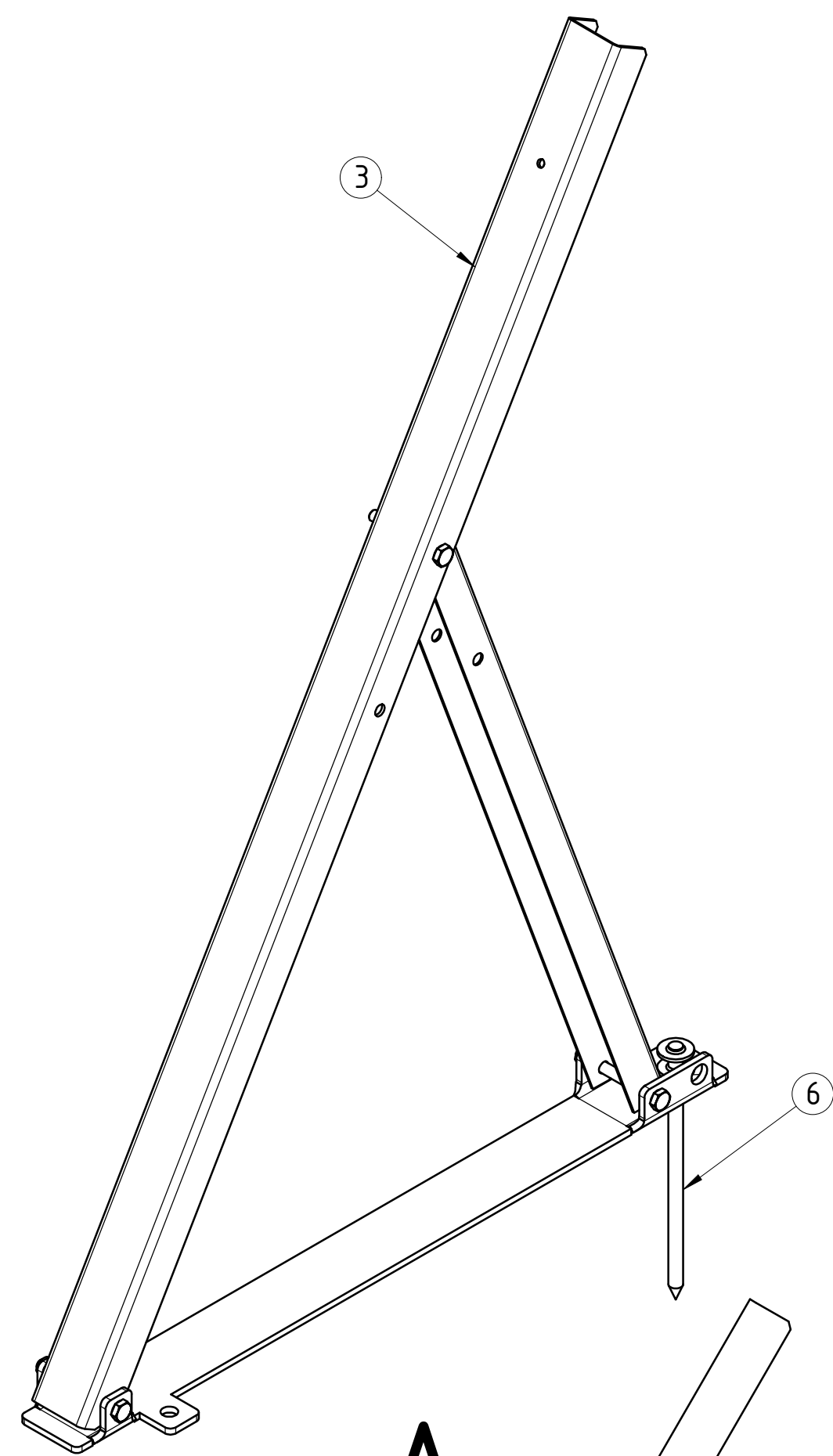
- | PARTS LIST (PER UNIT) | | | | | | | | | |
|-----------------------|--|-------|--------|------------|-------------------------|-------------|----------|---------|-----------|
| ITEM No | DESCRIPTION | WIDTH | LENGTH | QTY | CBH OR SUPPLIER PART No | PROCESS | SAP Code | MASS Kg | TO DETAIL |
| 1 | FRONT END LOADER ACCESS GATE | | | REFER NOTE | S119-ENG-ST-ASY-0034 | FIELD FIT | N/A | 184.4 | Yes |
| 2 | PERSONNEL ACCESS DOOR | | | REFER NOTE | S119-ENG-ST-ASY-0017 | FITTING | N/A | 17.1 | Yes |
| 3 | STRAIGHT PIN STRUT ASSEMBLY | | | REFER NOTE | S119-ENG-ST-ASY-0004 | FITTING | N/A | 36.4 | Yes |
| 4 | SPIRAL PIN STRUT ASSEMBLY | | | REFER NOTE | S119-ENG-ST-ASY-0005 | FITTING | N/A | 36.2 | Yes |
| 5 | CUSTOM ORB ZINC ALUME 0.42mm BMT 550 MPa MIN. (YIELD) | 762 | 3200 | REFER NOTE | S119-ENG-ST-PRT-0010 | FITTING | DREQ | 1.3 | No |
| 6 | DIA 20 STRAIGHT PIN ANCHOR | | 420 | REFER NOTE | S-014-A0000 | FIELD KIT | DREQ | 1.1 | Yes |
| 7 | SPIRAL PIN ANCHOR | | 300 | REFER NOTE | S119-ENG-ST-DER-0052 | FITTING | DREQ | 0.8 | Yes |
| 8 | Z CAPPING 1.6PL PGI | 300 | 3000 | REFER NOTE | S119-ENG-ST-PRT-0011 | FAB SHEET | 108015 | 11.4 | Yes |
| 9 | TIMBER SAWN KARRI STRUC3 75mmx50mmx3m | 75 | 3000 | REFER NOTE | S119-ENG-ST-PRT-0014 | FITTING | 108594 | 6.2 | No |
| 10 | TARP CLAMP 6PL | 130 | 257 | REFER NOTE | S119-ENG-ST-PRT-0012 | FAB PROFILE | 107901 | 1.6 | Yes |
| 11 | FUMIGATION TEE PIECE | | | REFER NOTE | S119-ENG-ME-DER-0001 | FITTING | N/A | | Yes |
| 12 | RUBBER STRIP 450mm WIDE, 8mm THICK | 450 | 2050 | REFER NOTE | S119-ENG-ST-PRT-0048 | FIELD KIT | DREQ | 6.9 | No |
| 13 | M10 x 120 GALV BOLT GR8.8 (50mm THREAD Min.) | | | REFER NOTE | | FIELD KIT | DREQ | 0.1 | No |
| 14 | M10 GALV. NUT | | | REFER NOTE | | FIELD KIT | DREQ | 0.0 | No |
| 15 | M10 GALV FW | | | REFER NOTE | | FIELD KIT | DREQ | 0.0 | No |
| 16 | METAL TEK SCREW, HEX HEAD, 14g-20x22mm, CLASS 4, WITH SEAL | | | REFER NOTE | | FIELD KIT | DREQ | 0.0 | No |
| 17 | METAL TEK SCREW, HEX HEAD, 14g-20x45mm, CLASS 4, WITH SEAL | | | REFER NOTE | | FIELD KIT | DREQ | | No |
| 18 | NOVALAST LTM 151 | | | REFER NOTE | | FIELD KIT | DREQ | | No |
| 19 | BOSTIK SEAL AND FLEX 1 | | | REFER NOTE | | FIELD KIT | DREQ | | No |

REFER PROJECT SPECIFIC SITE LAYOUT DRAWING FOR TOTAL OBH LENGTH, MEASURED FROM OUTER PIN TO OUTER PIN $\pm 50\text{mm}$



SITE VARIOUS		SIZE A1
PROJECT STANDARD		
DRAWING No S119-ENG-ST-DGA-0003	SHEET 1 OF 9	REV. 0

SITE VARIOUS		SIZE A1
PROJECT STANDARD		
DRAWING No S119-ENG-ST-DGA-0003	SHEET 2 OF 9	REV 0



ANCHORS,

4

7

B

A

ARRANGEMENT 'A'

- PURPOSE:** ARRANGEMENT FOR FRONT END LOADING (S119-ENG-ST-ASY) PIN ANCHOR IS TO BE RE-DOOR IS TO BE RE-DOOR
- STRUT TYPE:** STRUT
- PIN TYPE:** STRAIGHT
- PIN QUANTITY:** 1

B

ARRANGEMENT

- PURPOSE: ARRANGE EITHER SIDE OF THE GATES AND 3 STAINLESS STEEL ACCESS DOORS, AND REMOVED THE SURFACE HIGHER WIND LOADS.
- STRUT TYPE: SPIRAL
- PIN TYPE: SPIRAL
- PIN QUANTITY: 3

UTS
CESS
SONNEL
S ARE
RIENCE

ARRANGEMENT

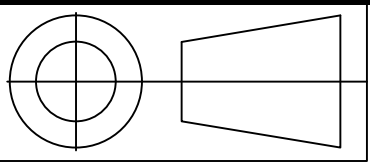
PURPOSE: ARRANGEMENT FOR TRENCH SHORING LOCATIONS, OTHER THAN 'A' AND 'B' ARE USED

- **STRUT TYPE:** S
- **PIN TYPE:** STRUT
- **PIN QUANTITY:**

A

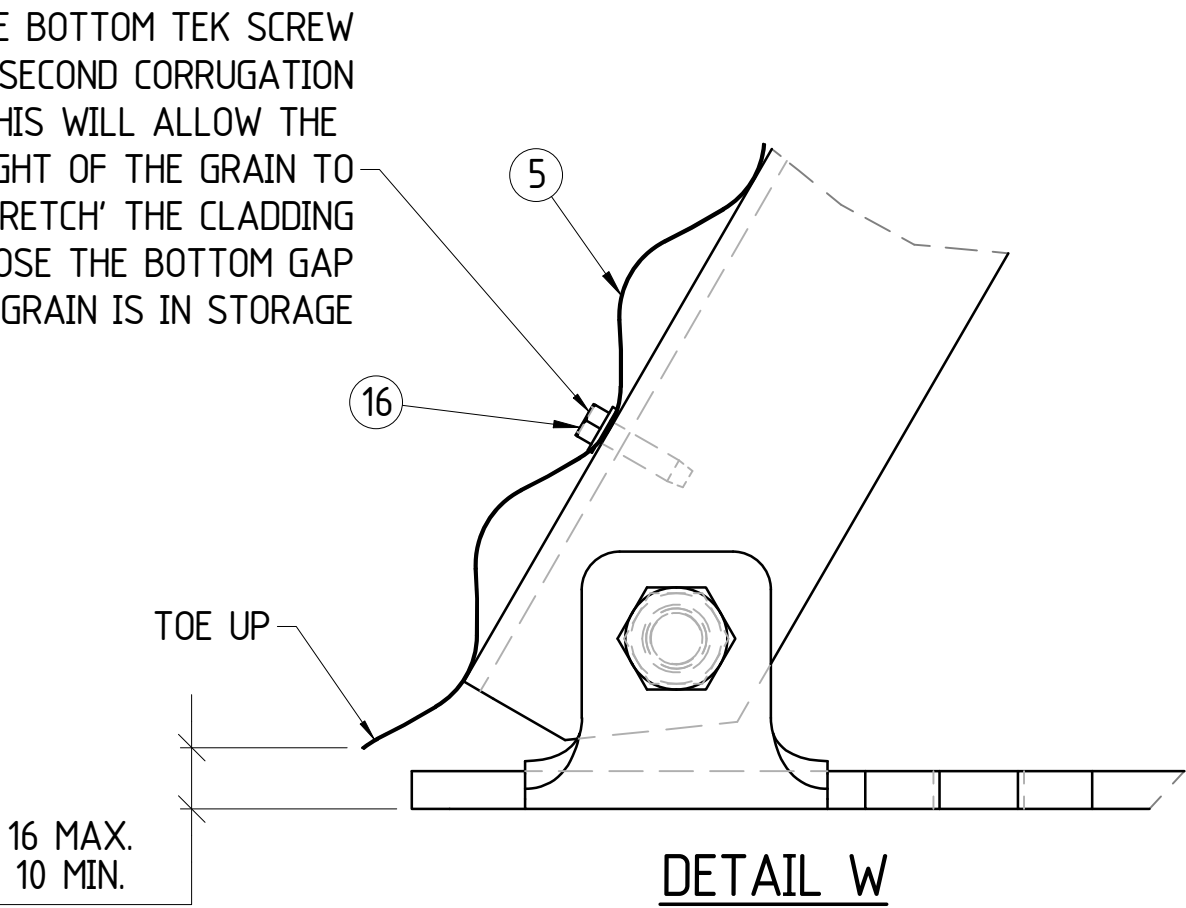
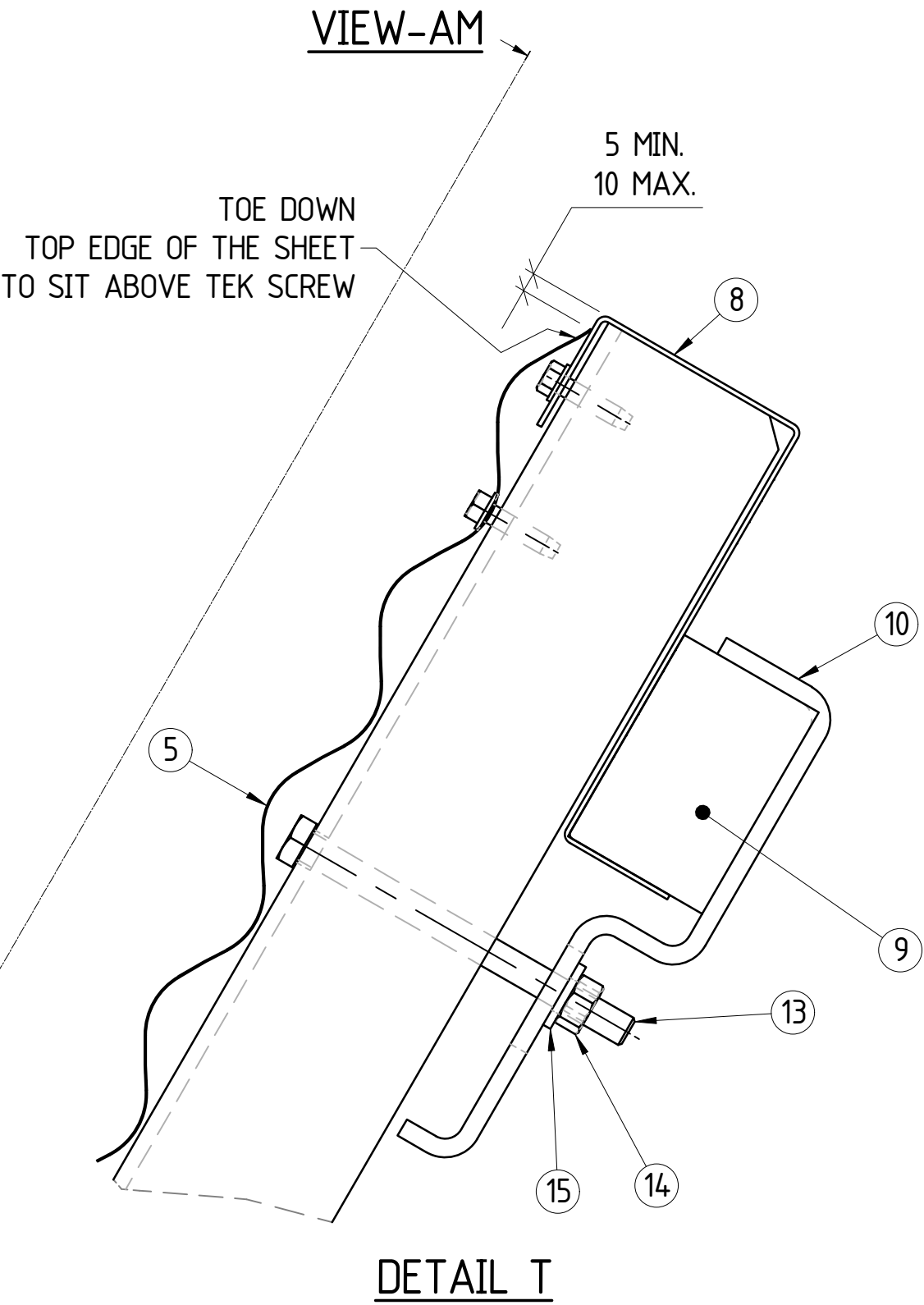
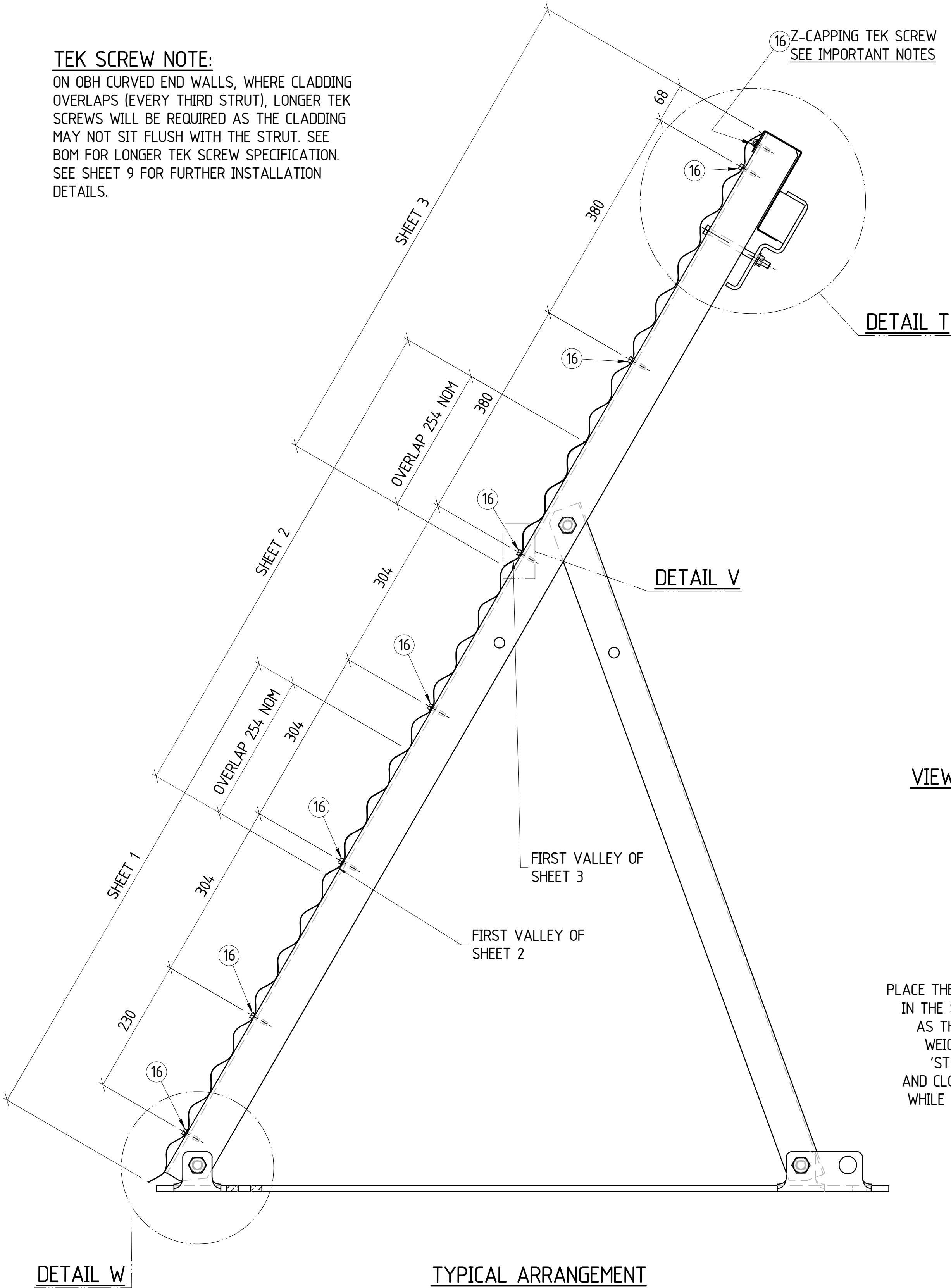
B

Q



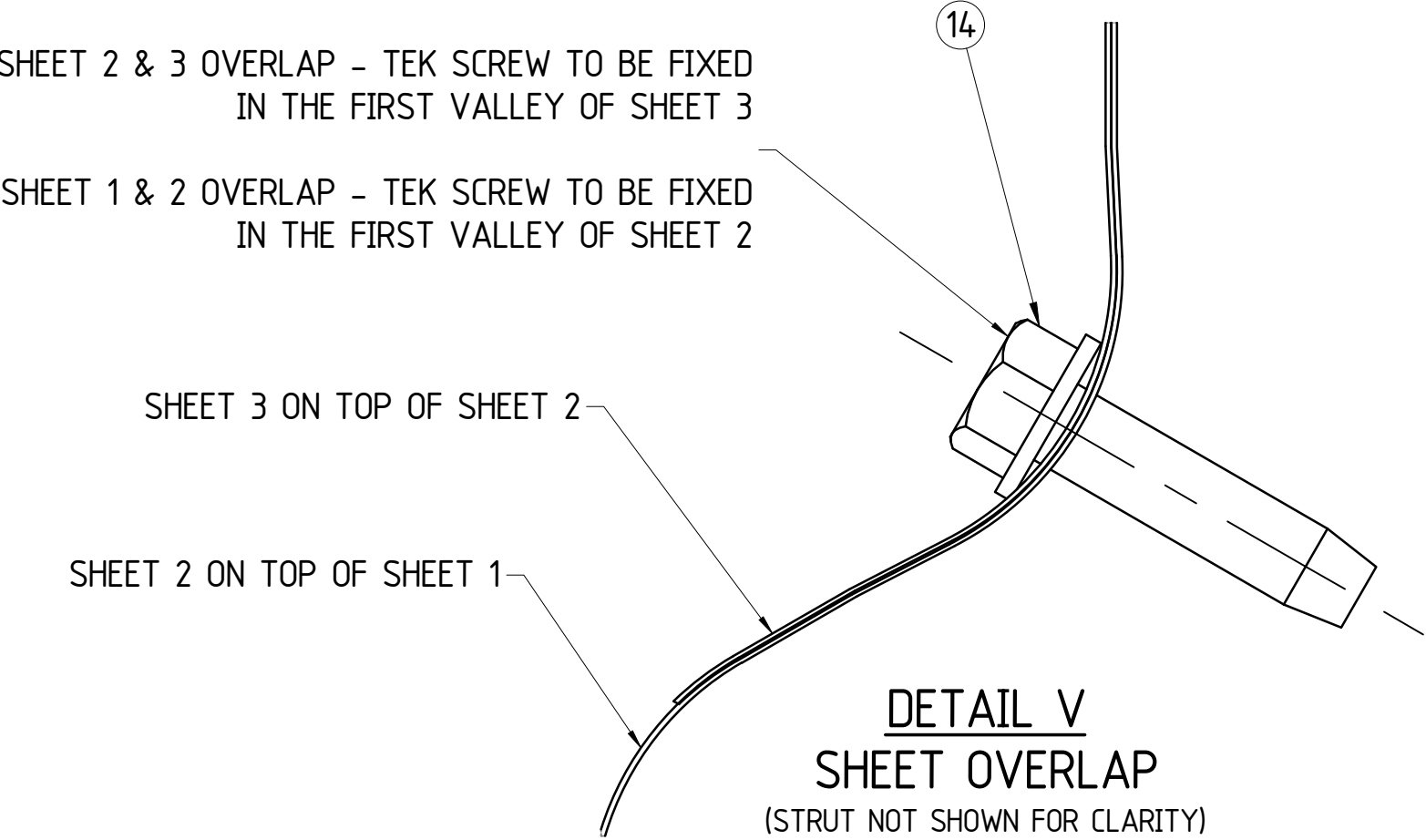
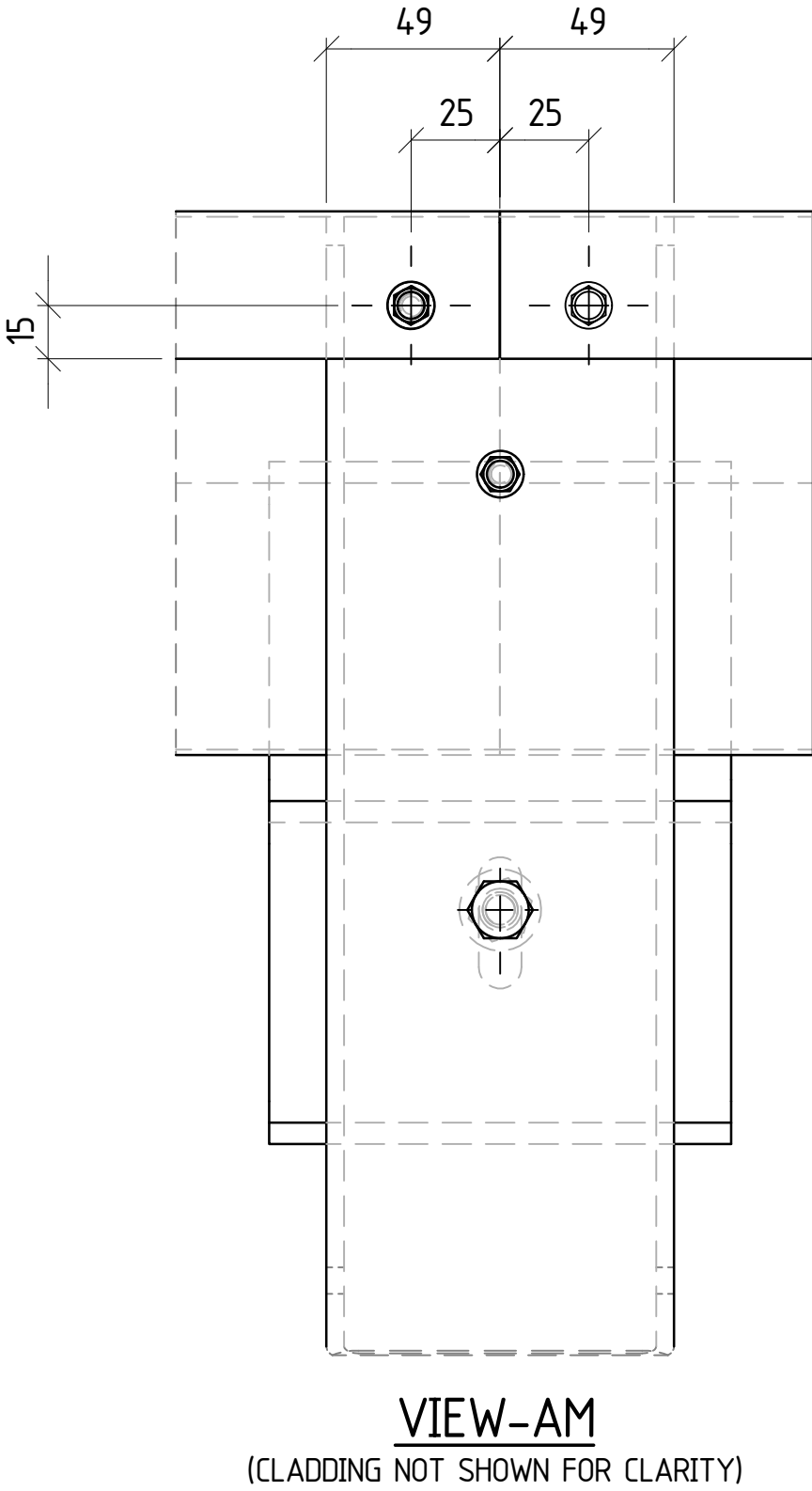
TEK SCREW NOTE:

ON OBH CURVED END WALLS, WHERE CLADDING OVERLAPS (EVERY THIRD STRUT), LONGER TEK SCREWS WILL BE REQUIRED AS THE CLADDING MAY NOT SIT FLUSH WITH THE STRUT. SEE BOM FOR LONGER TEK SCREW SPECIFICATION. SEE SHEET 9 FOR FURTHER INSTALLATION DETAILS.

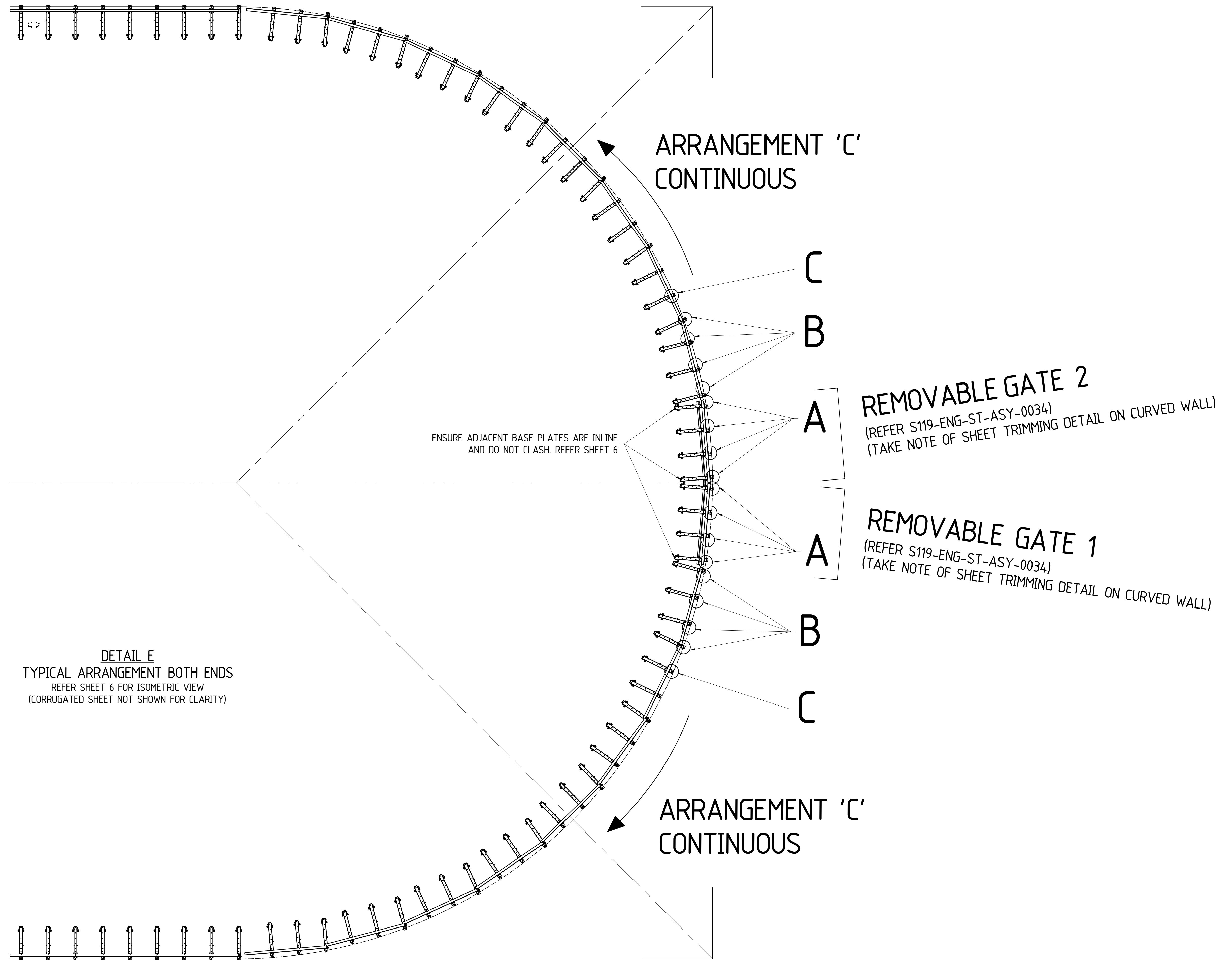


IMPORTANT NOTE:
TYPICAL ALL JOINTS, EXCEPT DOOR/GATE JOINS:

- 'Z' CAPPING SHALL BUTT JOIN TO THE CENTRE LINE OF THE STRUT.
- ALL Z CAPPING MUST BE ALIGNED AS ACCURATELY AS POSSIBLE. ANY MIS-ALIGNMENT IN THE 'Z' CAPPING WILL CREATE SHARP EDGES, WHICH MAY DAMAGE THE OBH TARP. MAXIMUM 'Z' CAPPING MISALIGNMENT TO BE 2mm IN ALL DIRECTIONS.
- WHERE 'Z' CAPPING BUTT JOINS OVER A STRUT, FIX 'Z' CAP WITH 2 x TEK SCREWS, ONE IN EACH 'Z' CAP (SHOWN BELOW)
- WHERE 'Z' CAPPING PASSES OVER A STRUT, FIX 'Z' CAP WITH 1 x TEK SCREW, INLINE WITH THE CENTRE OF THE STRUT.



COPYRIGHT: THIS DRAWING AND THE CONTENTS DEPICTED OR WRITTEN THEREON, WHETHER IN WHOLE OR IN PART, IS THE EXCLUSIVE INTELLECTUAL PROPERTY OF CBH GROUP AND SHOULD NOT BE USED FOR ANY PURPOSE WITHOUT THE EXPRESS WRITTEN APPROVAL OF CBH GROUP.		CBH GROUP HEAD OFFICE LEVEL 6, 240 ST GEORGES TERRACE, PERTH W.A 6000 PH (08) 9237 9600 FAX (08) 9322 3942																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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DO NOT SCALE FROM THIS DRAWING

									0	10/06/2020	COPIED FROM S-119, ISSUED FOR CONSTRUCTION	
REF DRG No.	REFERENCE DRAWING TITLE	REV	DATE	REVISIONS		BY	CHK	APP	REV	DATE	REVISIONS	

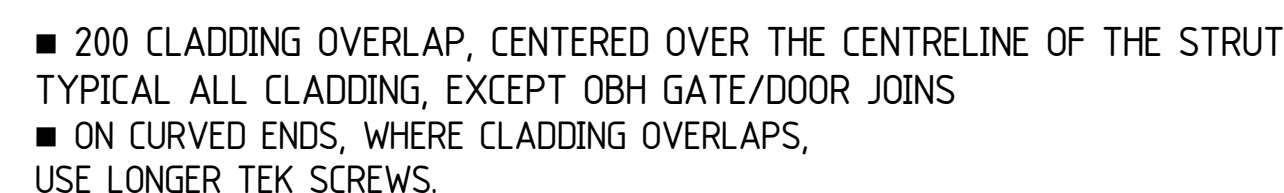
				DRAWN	SCR 10/06/2020
				CHECKED	LS 10/06/2020
				ENGINEER	BC 11/06/2020
SCR	LS	NH		APPROVED	NH 11/06/2020
BY	CHK	APP			

SITE	VARIOUS
PROJECT	STANDARD

DRAWING No
S119-ENG-ST-DGA-0003

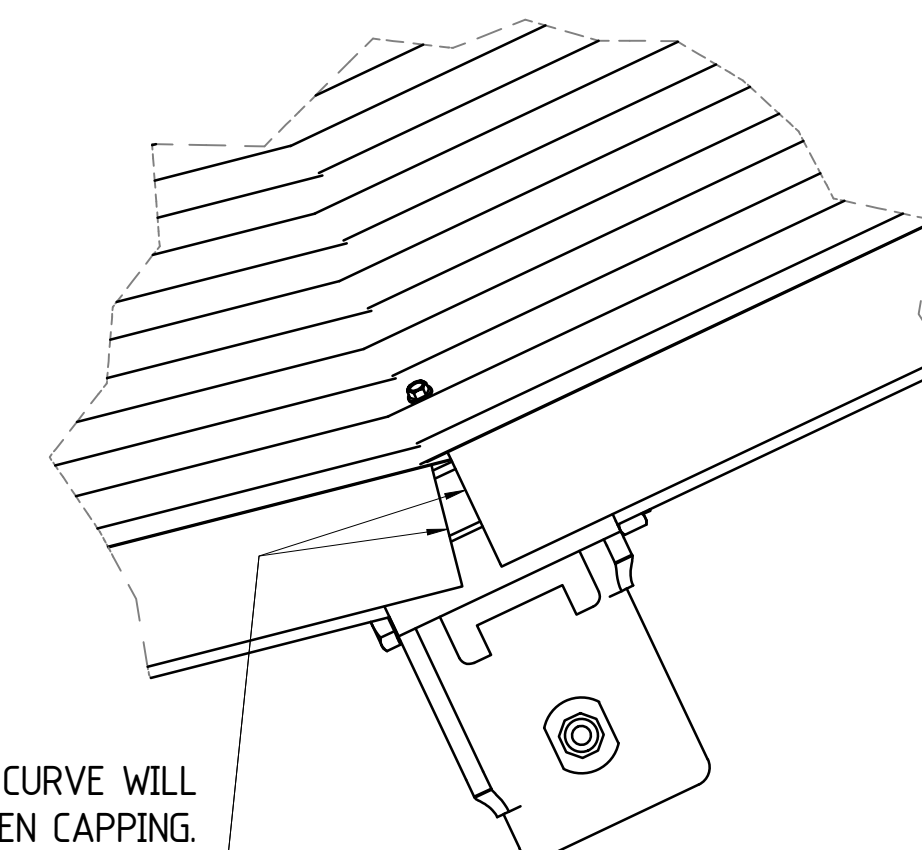
SHEET	REV.
5 OF 9	0

SIZE
A1



- ATTACH CONVEYOR BELT OVER JOINTS (SEE BOM FOR BELT DETAILS)
- FIX RUBBER USING 45MM LONG TEK SCREWS,
USING 7 TEK SCREWS PER RUBBER STRIP

- 200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT
- TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS
- ON CURVED ENDS, WHERE CLADDING OVERLAPS,
USE LONGER TEK SCREWS.



FITTING THE Z-CAPPING TO A CURVE WILL
CREATE A GAP BETWEEN CAPPING.
MINIMISE GAP AS MUCH AS POSSIBLE TO AVOID THE
SHARP EDGES RIPPING THE OBH TARP.
VERTICAL AND HORIZONTAL MISALIGNMENT
SHOULD BE A MAXIMUM OF 2MM

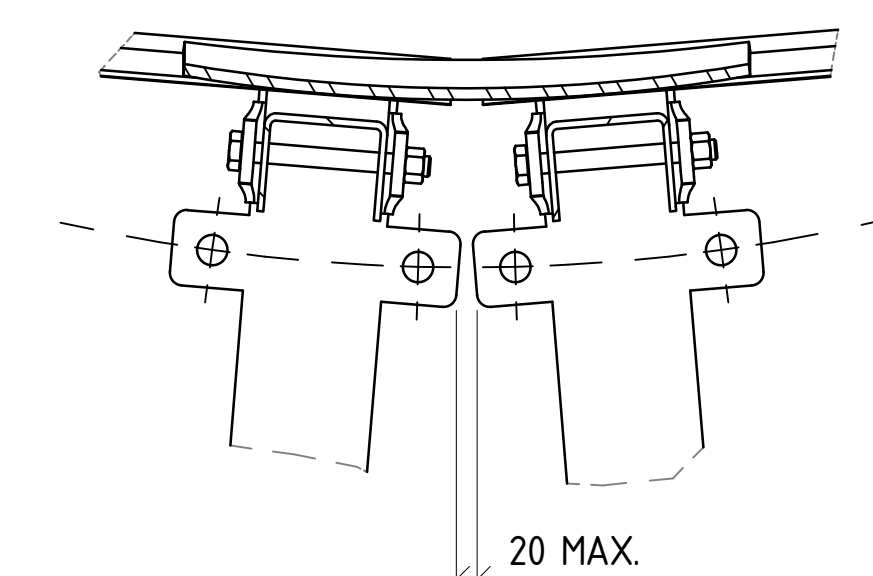
DETAIL AC

CLADDING, Z-CAPPING AND WOOD, ALL TRIMMED
TO SUIT ON BOTH SIDES TO CREATE A BUTT JOINT
BETWEEN THE FIXED WALL AND THE REMOVABLE GATE.
REFER S119-ENG-ST-ASY-0003 FOR CLADDING TRIMMING DETAIL.
MAX ALLOWABLE GAP BETWEEN BUTT
JOINTS IS 20mm - TYPICAL ALL GATES

DETAIL A
FRONT END LOADER ACCESS GATES IN CURVED WALL
TYPICAL BOTH ENDS

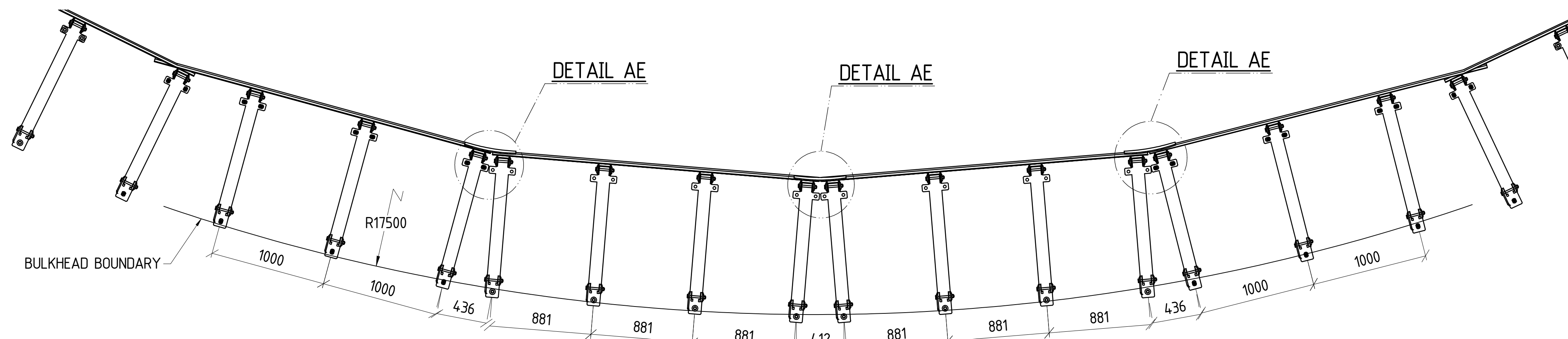
CLADDING, Z-CAPPING AND WOOD, ALL TRIMMED
TO SUIT ON BOTH SIDES TO CREATE A BUTT JOIN
BETWEEN THE FIXED WALL AND THE REMOVABLE GATE.
REFER S119-ENG-ST-ASY-0003 FOR CLADDING TRIMMING DETAIL.
MAX ALLOWABLE GAP BETWEEN BUTT
JOINTS IS 20mm - TYPICAL ALL GATES

20 MAX. GAP
TYPICAL ALL ACCESS WAYS



DETAIL AE
TYPICAL STRUT FOOT ALIGNMENT
AT GATE JOINS
(PINS NOT SHOWN FOR CLARITY)

ELEVATION



SECTION B
FRAMES FOOT PRINT



CBH GROUP HEAD OFFICE
LEVEL 6, 240 ST GEORGES TERRACE,
PERTH W.A 6000
PH (08) 9237 9600 FAX (08) 9322 3942

DO NOT SCALE FROM THIS DRAWING

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DRAWN	SCR 10/06/202
CHECKED	LS 10/06/202
ENGINEER	BC 11/06/202
APPROVED	NH 11/06/202

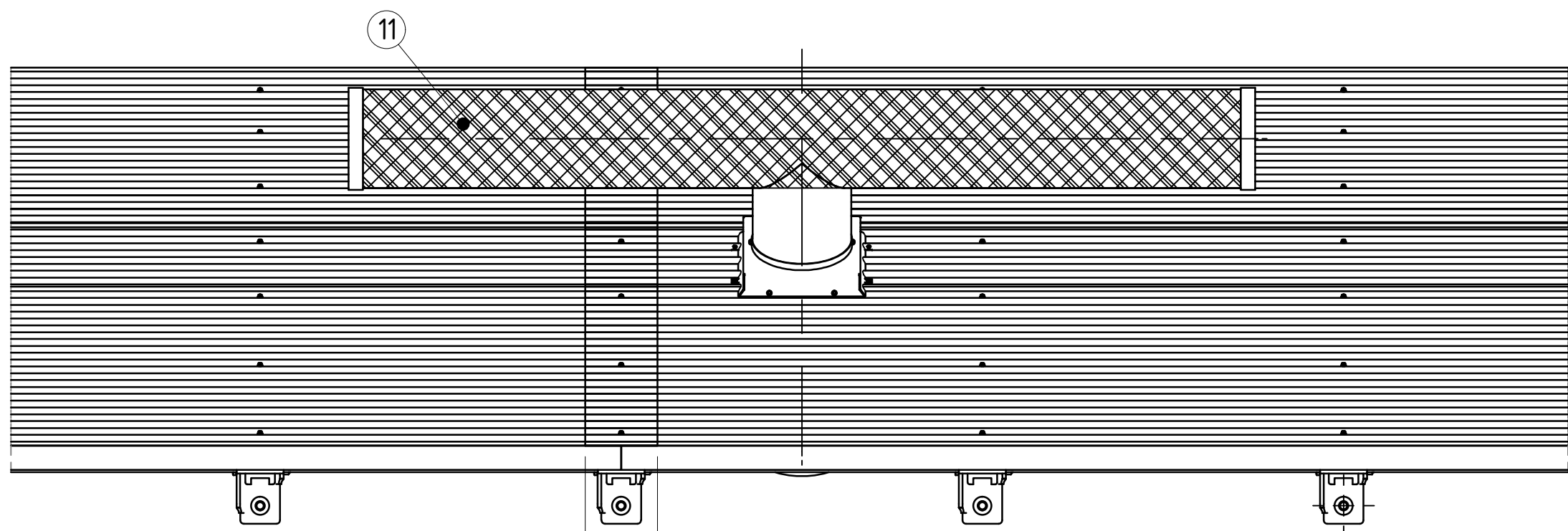
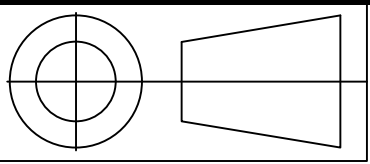
20	DRAWING TITLE
20	1.8m OPEN BULK HEAD
20	GENERAL ARRANGEMENT
0	CURVED OBH OPENING DETAIL

SITE
VARIOUS

PROJECT STANDARD

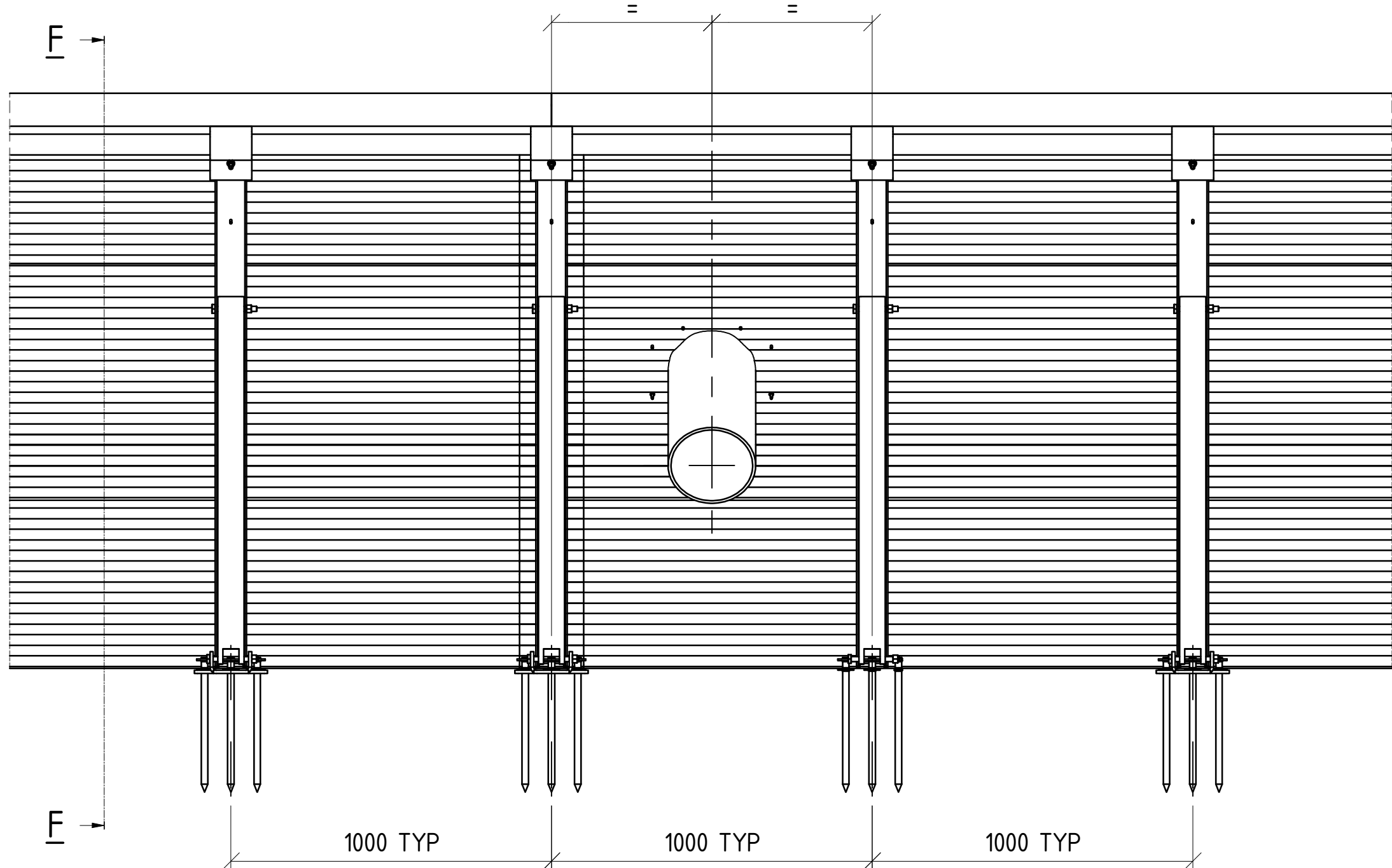
DRAWING No	SHEET	REV
S119-ENG-ST-DGA-0003	6 OF 9	0

SIZE	A
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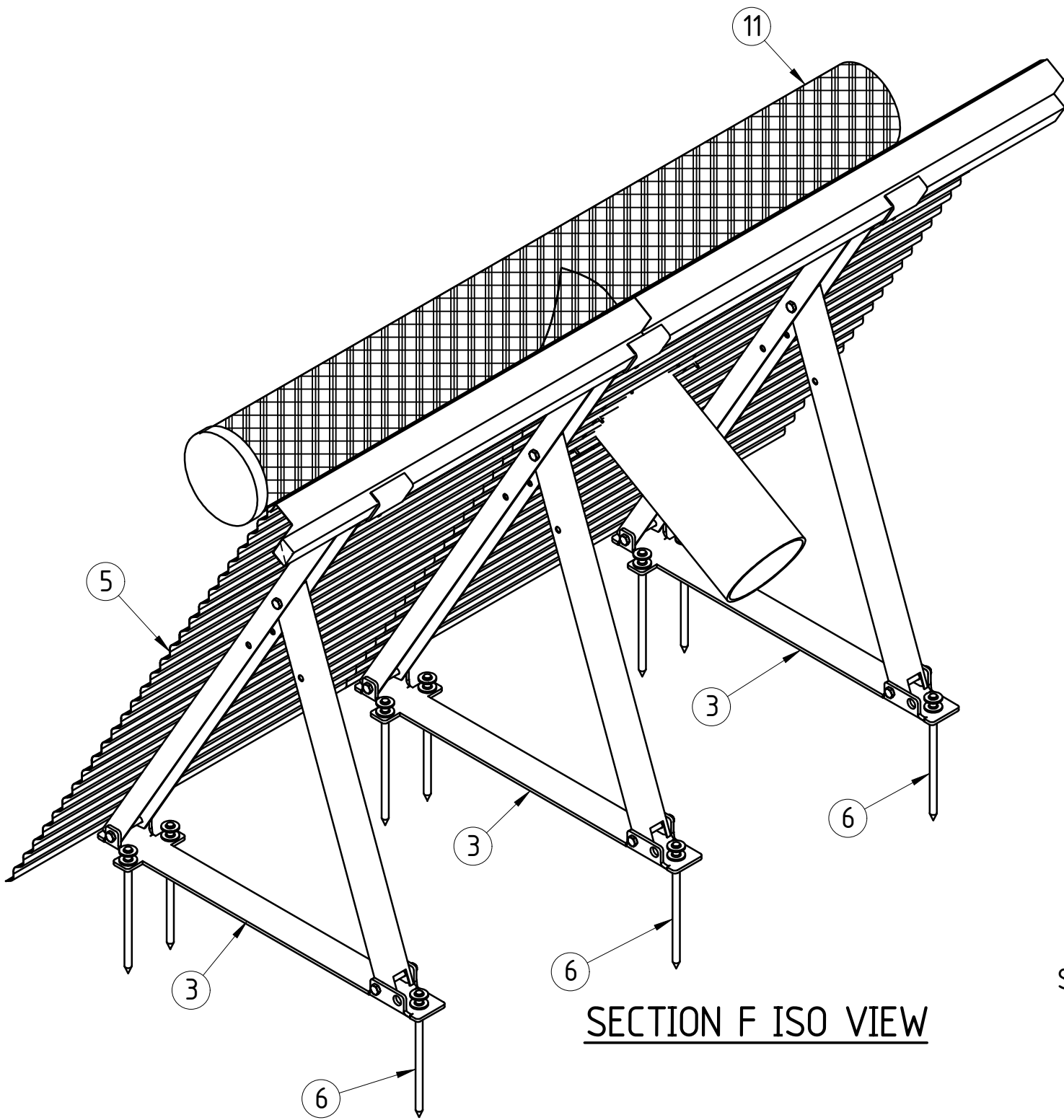


200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT
TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS

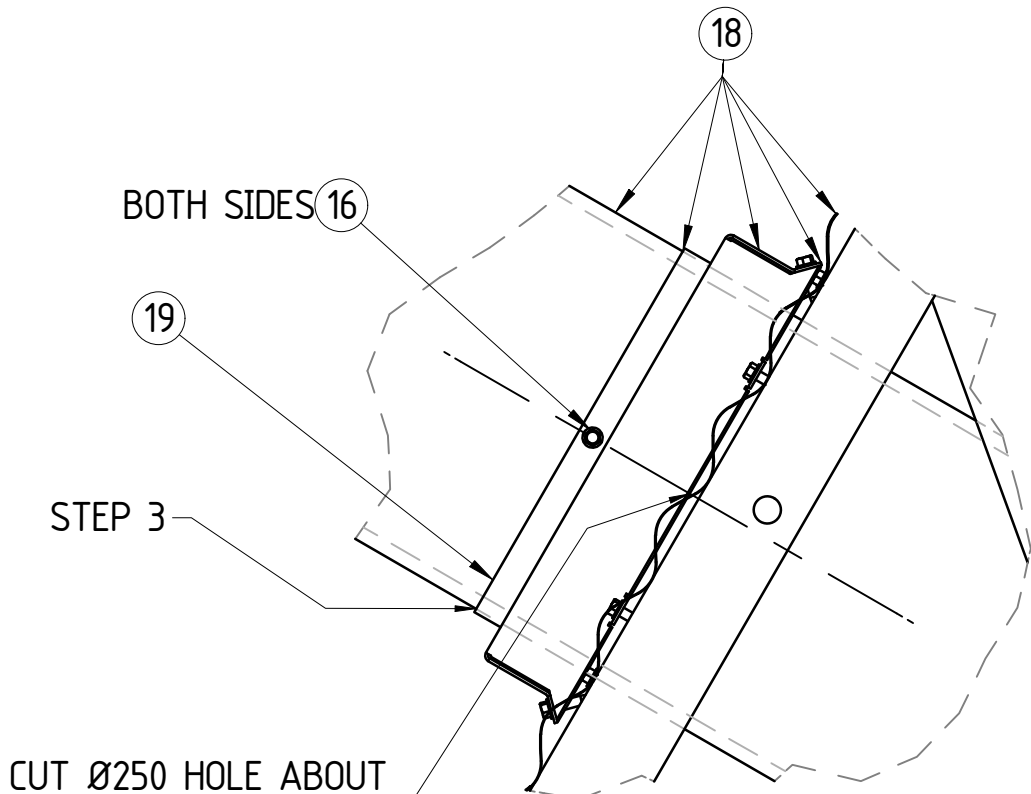
DETAIL B
'T' PIECE INSTALLATION DETAIL



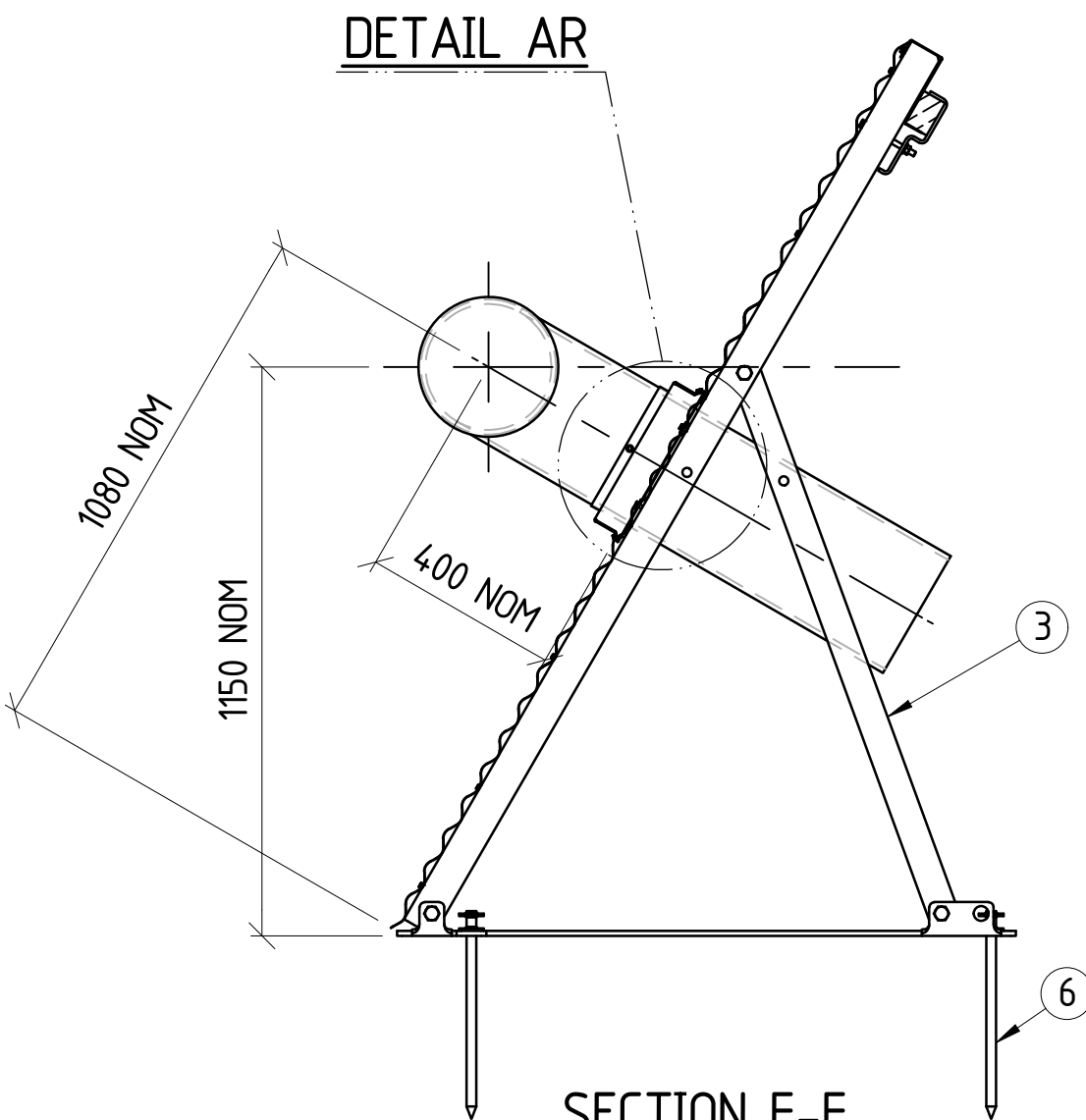
ELEVATION



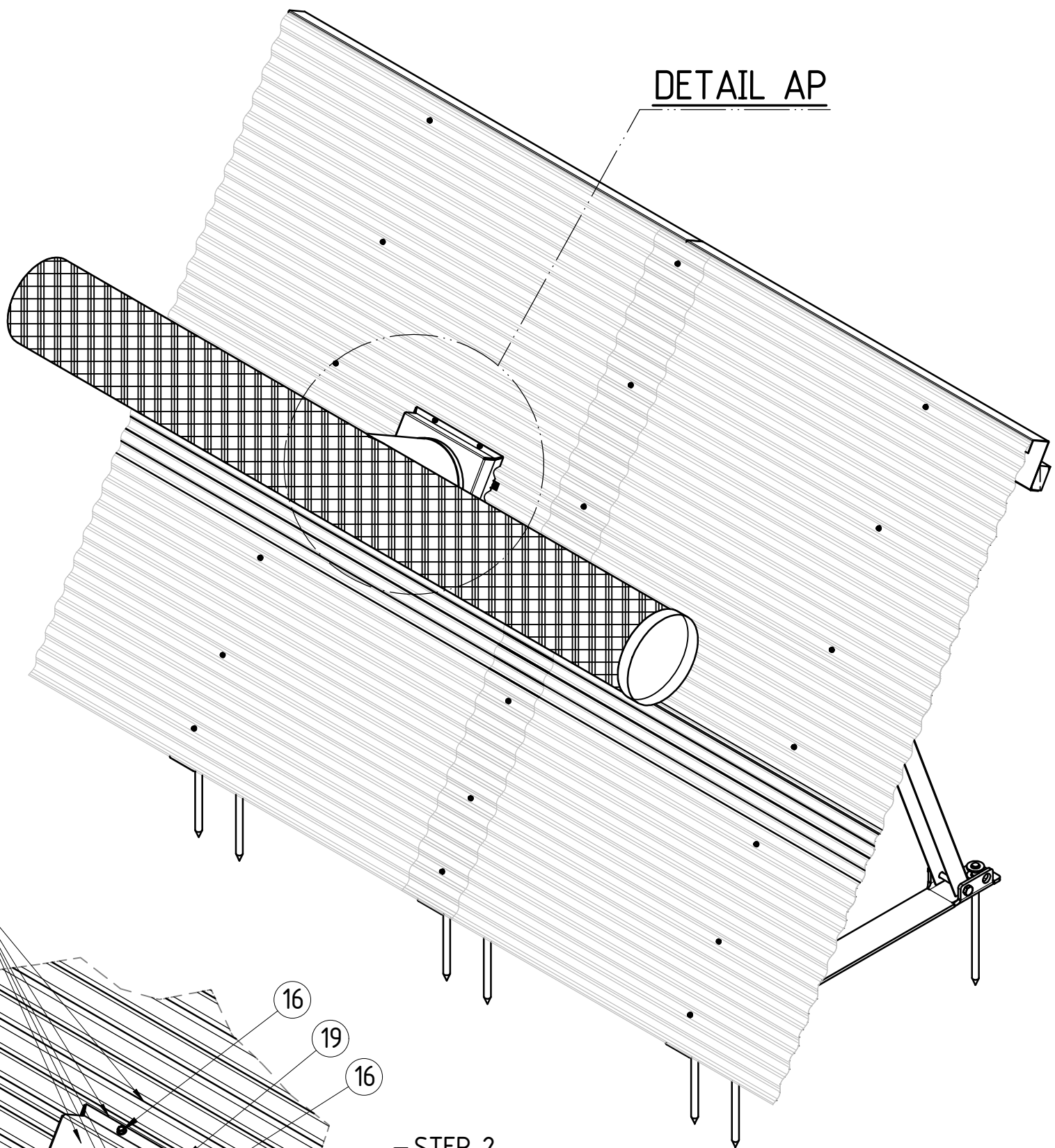
SECTION F ISO VIEW



DETAIL AR



SECTION F-F



DETAIL AP

BACKGROUND:

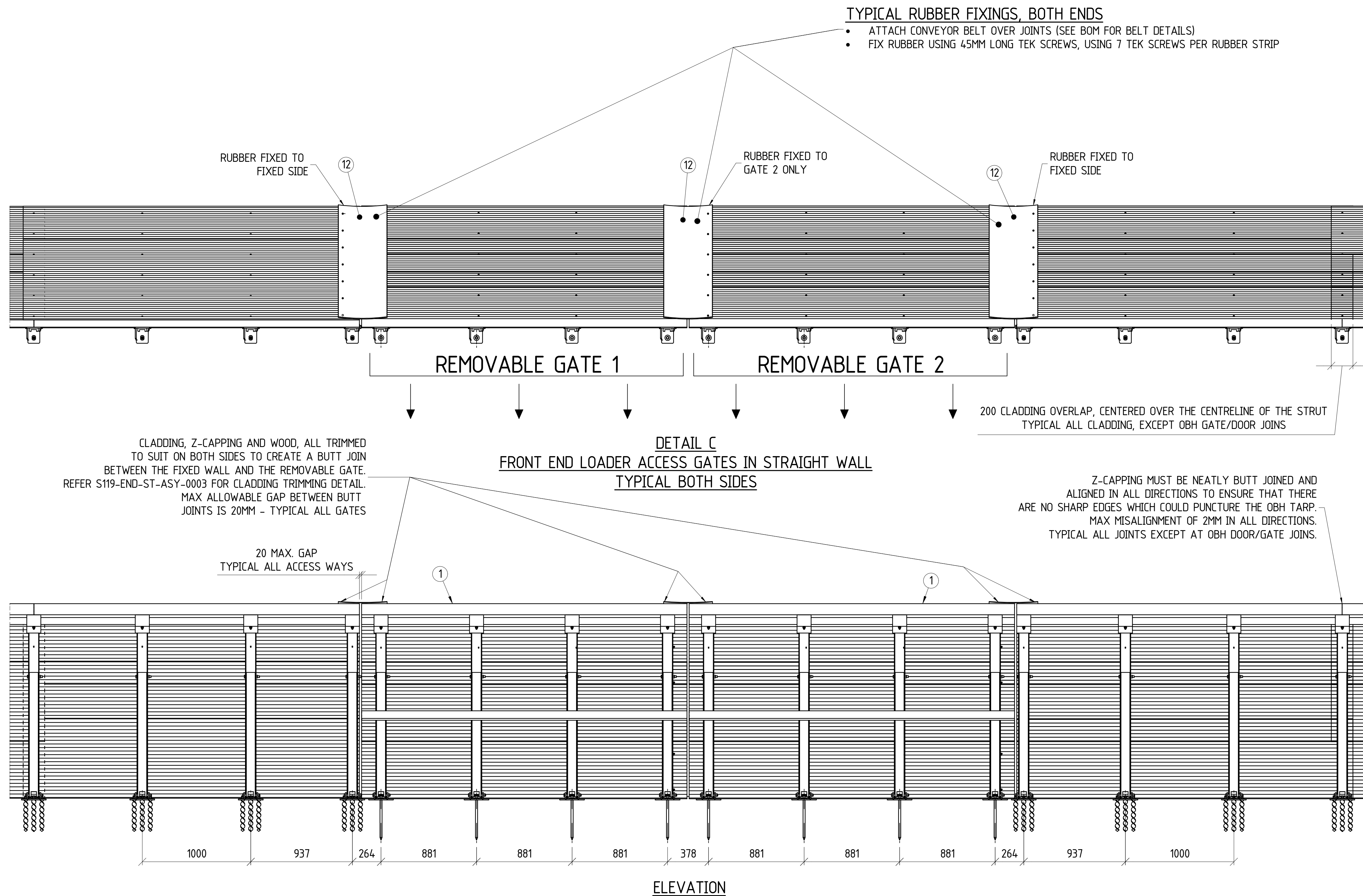
- THE 'T' PIECE IS USED TO PUMP HAZARDOUS FUMIGANT INTO THE STORAGE AFTER IT IS FULLY SEALED. CARE MUST BE TAKEN WHEN INSTALLING THE 'T' PIECE AND APPLYING THE SEALANTS TO ENSURE THE SEAL IS APPLIED TO A HIGH QUALITY.

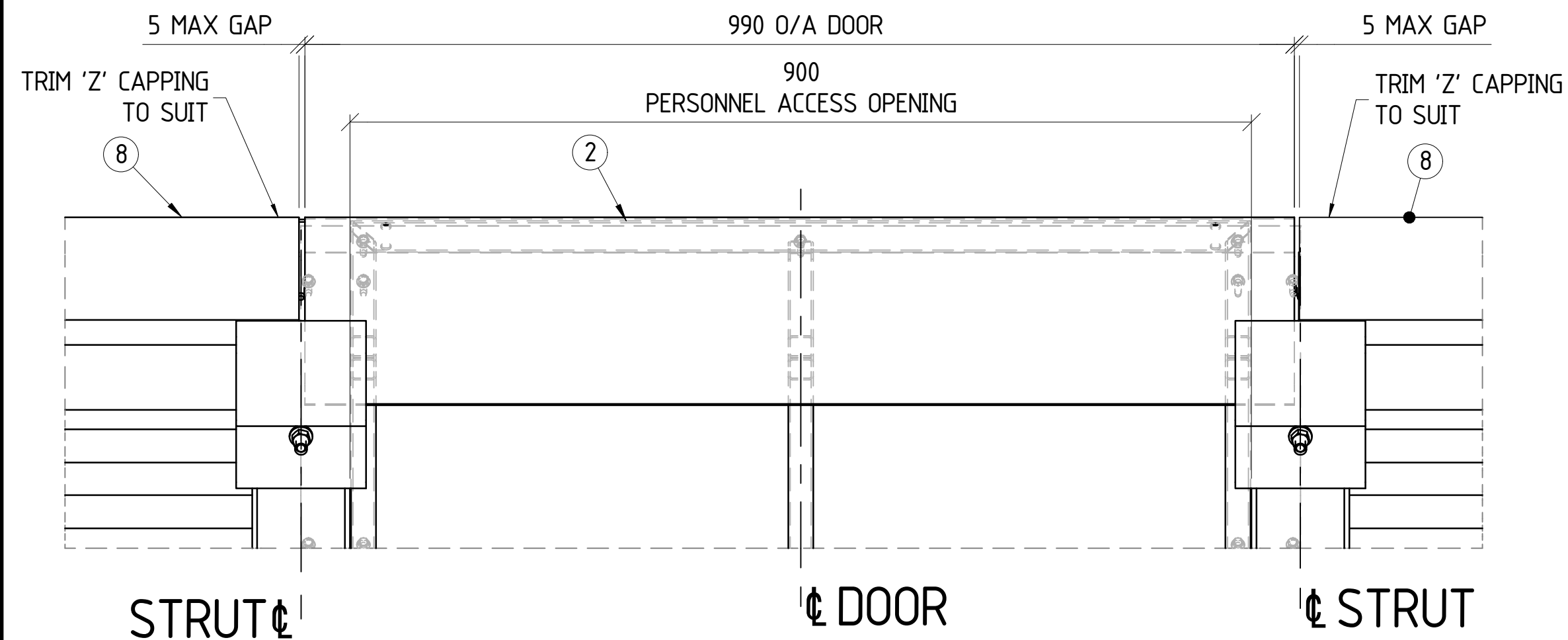
USE THE FOLLOWING QUANTITY'S PER 1 'T'PIECE

- 1 X 600ML SAUSAGE OF BOSTIK SEAL AND FLEX 1
- 1L OF NOVALAST LTM 151

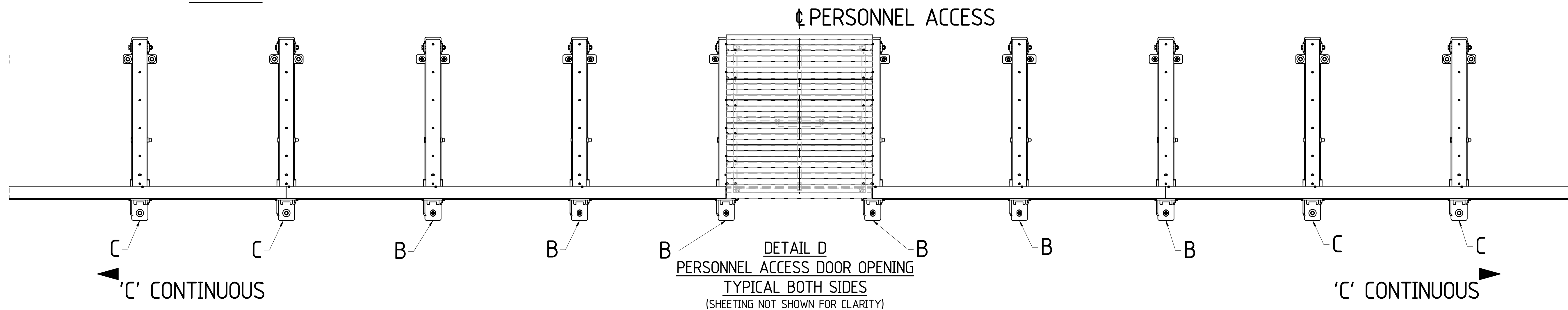
PROCEDURE:

- STEP 1: PREPARE AND CLEAN SURFACES WHERE SEALANTS ARE TO BE APPLIED AS PER MANUFACTURERS SPECIFICATIONS.
- STEP 2: INITIAL COLLAR INSTALL; APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' TO ALL EDGES OF THE T-PIECE MOUNTING COLLAR WHICH WILL CONTACT THE CORRUGATED CLADDING. TEK SCREW T-PIECE MOUNT (WITH BOSTIC SEALANT APPLIED) TO THE CLADDING USING 8 TEK SCREWS, EVENLY SPACED AROUND THE T-PIECE MOUNTING COLLAR.
- STEP 3: INSERT T-PIECE INTO THE T-PIECE MOUNTING COLLAR. SECURE THE T-PIECE AT THE LOCATION SHOWN, USING 2 X TEK SCREWS, THROUGH THE MOUNTING COLLAR RING. APPLY A THICK (5-10MM) BEAD OF 'BOSTIK SEAL N FLEX 1' AROUND THE JOIN AND AROUND ANY GAPS, INCLUDING AROUND THE TEK SCREWS. ALSO APPLY A THICK BEAD TO FILL THE GAP BETWEEN THE CLADDING AND THE T-PIECE, ON THE OUTSIDE OF THE BULKHEAD.
- STEP 4: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 5: APPLY A SECOND THICK (5-10MM) BEAD OF 'BOSTIC SEAL N FLEX 1' AROUND ALL JOINS BETWEEN THE T-PIECE MOUNTING COLLAR, THE T-PIECE AND THE CLADDING.
- STEP 6: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.
- STEP 7: PAINT THE ENTIRE T-PIECE MOUNTING COLLAR AND 150MM OF CLADDING AROUND THE COLLAR. ALSO PAINT 150MM OF THE T-PIECE, PAST THE COLLAR RING JOIN. PAINT WITH 'NOVALAST 151 LTM'
- STEP 8: LET SEALANT DRY AS PER MANUFACTURER'S DIRECTIONS.

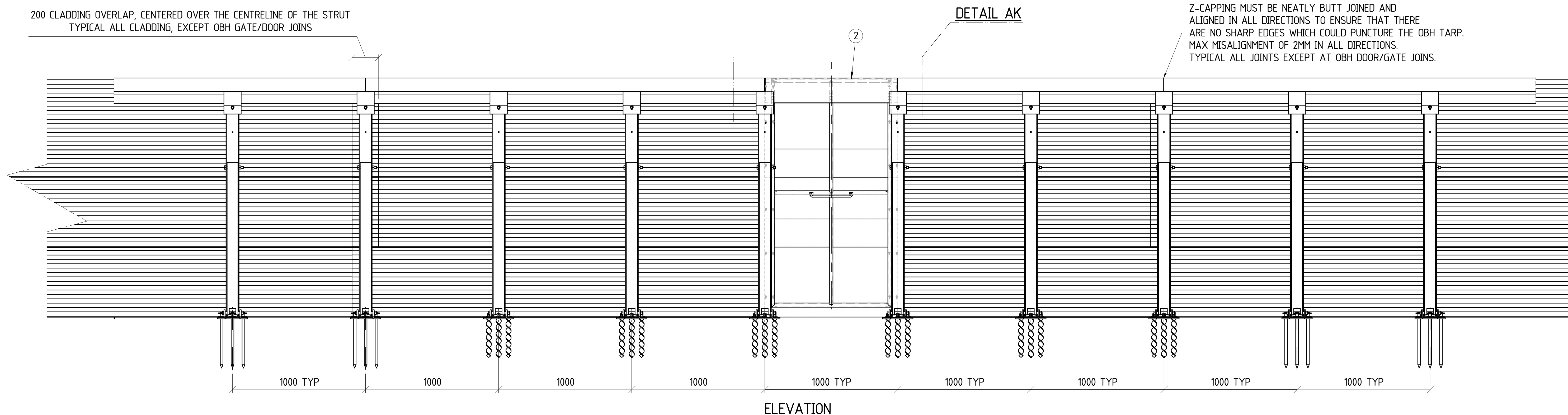
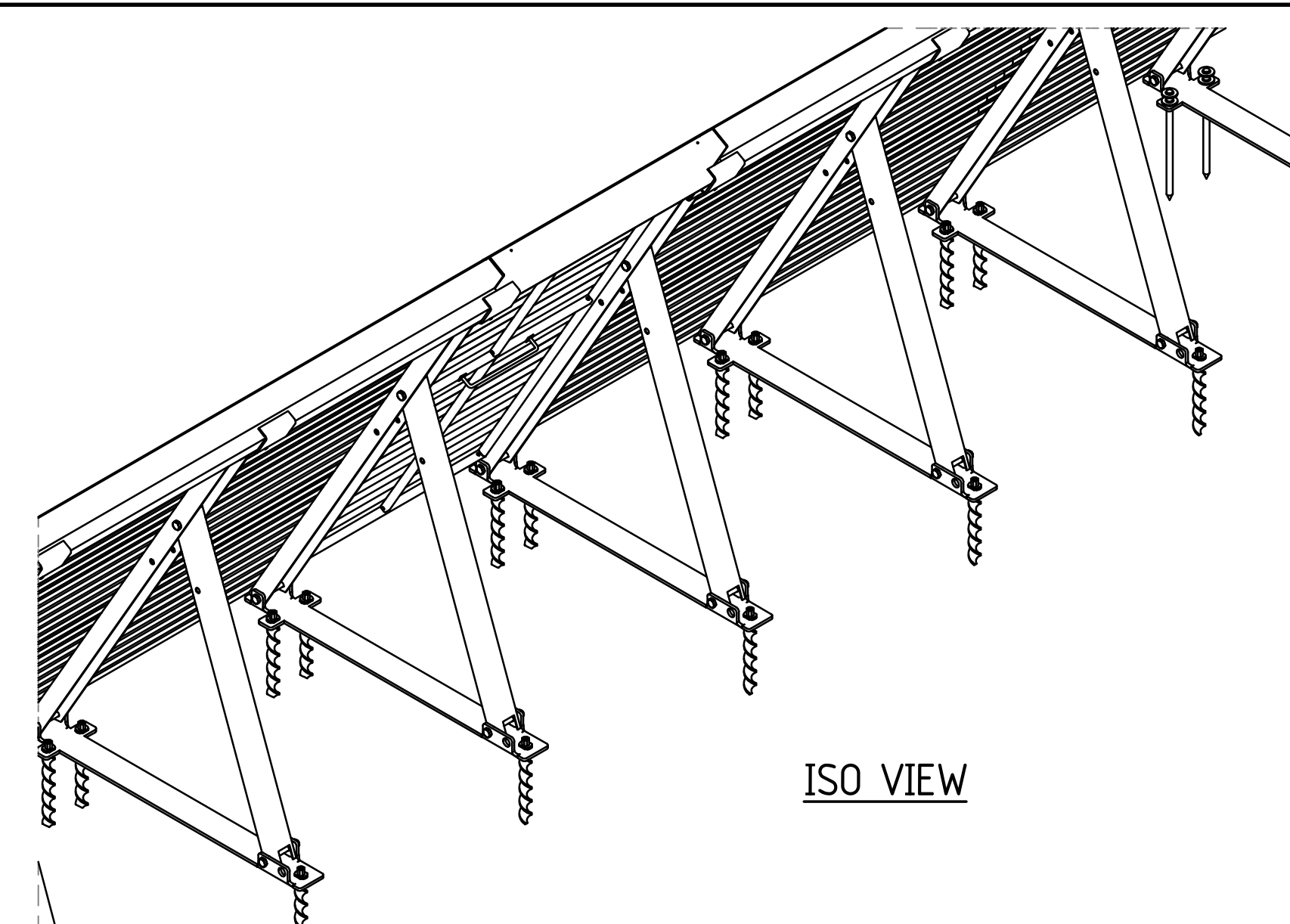




DETAIL AK

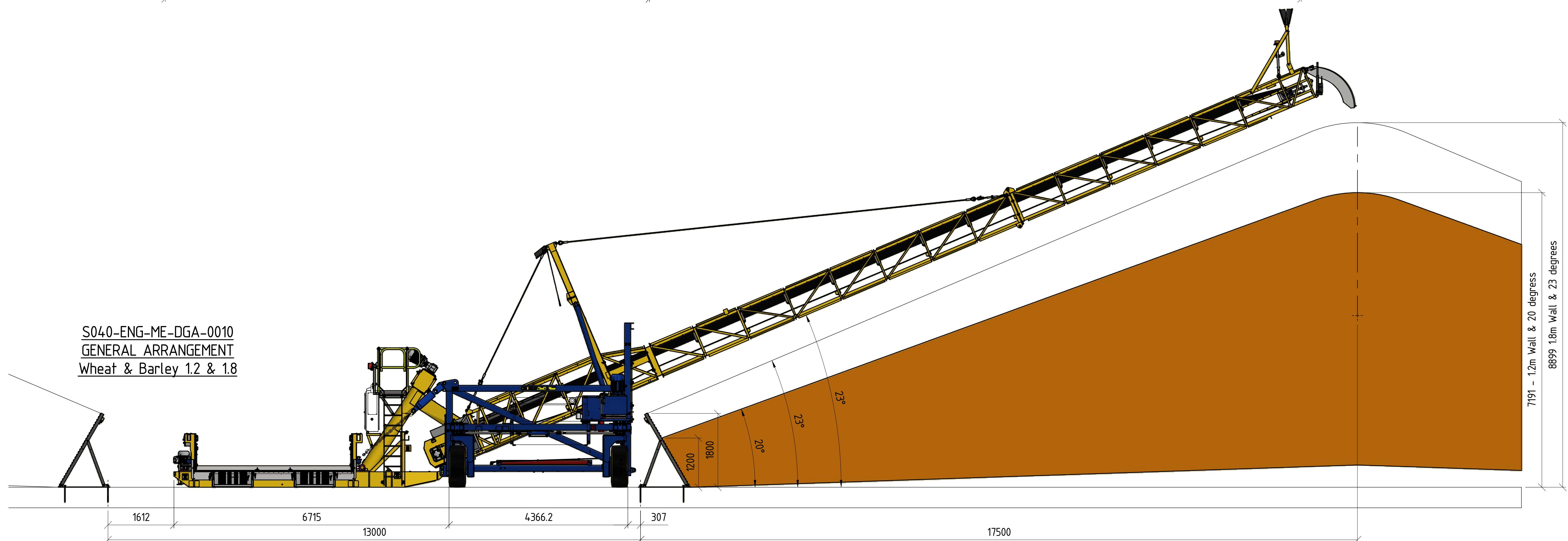
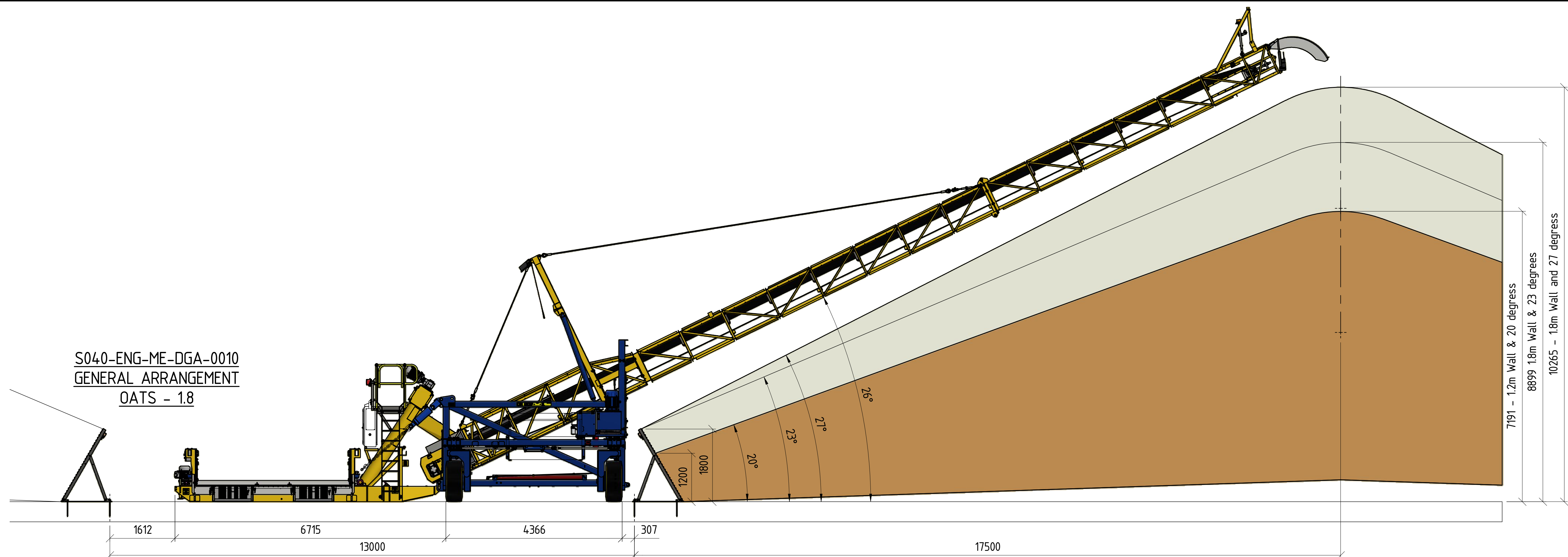


200 CLADDING OVERLAP, CENTERED OVER THE CENTRELINE OF THE STRUT
TYPICAL ALL CLADDING, EXCEPT OBH GATE/DOOR JOINS

ELEVATION

ISO VIEW

[illegible]



DO NOT SCALE FROM THIS DRAWING

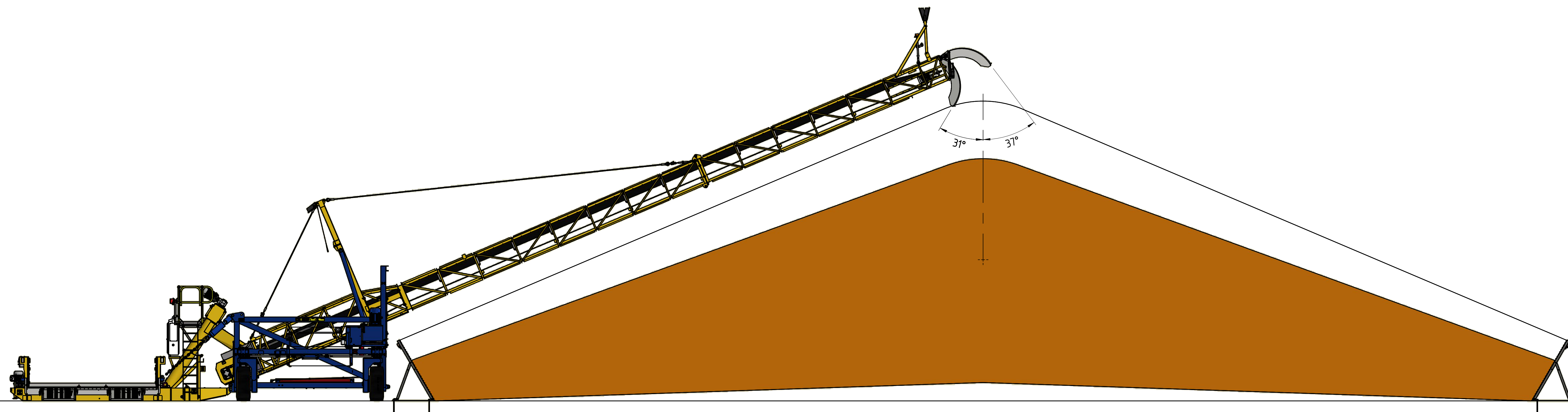
[illegible]

				DRAWN	DD 30/08/2018
				CHECKED	30/12/1899
				ENGINEER	30/12/1899
DD					
BY	CHK	APP		APPROVED	30/12/1899

3	DRAWING TITLE
	DOG STACKER BULKHEAD
	ARRANGEMENT
	GENERAL ARRANGEMENT

SITE VARIOUS		SIZE A1
PROJECT LAYOUT		
DRAWING No S040-ENG-ME-DGA-0010	SHEET 1 OF 2	REV. 0

SIZE
A1



S040-ENG-ME-DGA-0010
GENERAL ARRANGEMENT

MUNICIPAL FUND

Chq/EFT	Date	Description	Amount	Amount
5	11/06/2025	Shire of Lake Grace (Petty Cash)		-\$122.80
	11/06/2025	Petty Cash Recoup - May - June 2025	\$122.80	
		TOTAL CHEQUES		-\$122.80
EFT28164	04/06/2025	S & L Trevenen		-\$108,900.00
	28/05/2025	Gravel Sheeting Ladyman Rd SLK 0.00 - 4.00 - Remaining 50%	\$108,900.00	
EFT28165	13/06/2025	A1Locksmiths		-\$2,663.75
	05/06/2025	Replace All Door Locks in Allied Health Section Of Lake Grace Medical Centre & Duplicate Keys for Lake Grace Hall	\$2,663.75	
EFT28166	13/06/2025	AFGRI Equipment Australia		-\$239.61
	20/05/2025	Hydraulic Oil 20L - 2024 John Deere 7670G Grader - LG041	\$239.61	
EFT28167	13/06/2025	Alex Adams (Staff Member)		-\$200.00
	03/06/2025	Reimbursement - Uniform	\$200.00	
EFT28168	13/06/2025	Amber-Lee McPherson (Staff Member)		-\$68.00
	04/06/2025	Reimbursement - Uniform	\$68.00	
EFT28169	13/06/2025	Anna Scheepers		-\$200.00
	09/06/2025	Contract Cleaning of Varley Hall 26/05, 30/05, 03/06 & 06/06/2025	\$200.00	
EFT28170	13/06/2025	Australia Day Council Of West Australia		-\$800.00
	06/06/2025	Gold Membership Subscription 2025-26	\$800.00	
EFT28171	13/06/2025	Australia Post		-\$452.50
	03/06/2025	Postage & Freight - May 2025	\$452.50	
EFT28172	13/06/2025	BGL Solutions		-\$22,938.44
	21/05/2025	Mow Lake Grace Footy Oval to 22mm height on 21/05/2025	\$1,741.19	
	23/05/2025	Mow Lake Grace Hockey Oval at height of 15mm 23/05/2025	\$1,202.74	
	29/05/2025	Mow Lake Grace Footy Oval to 22mm height	\$1,741.19	
	30/05/2025	Oval Maintenance - May 2025	\$18,253.32	
EFT28173	13/06/2025	BOC Gases Australia Limited		-\$14.26
	29/05/2025	Container Service: LG Pool - R400C Oxygen Medical C Size	\$14.26	
EFT28174	13/06/2025	Brendon Gerrard (Staff Member)		-\$16.72
	11/06/2025	Reimbursement - EHO Breakfast 11/06/2025	\$16.72	
EFT28175	13/06/2025	Building and Energy Division Department of Mines, Industry Regulation and Safety		-\$803.30
	30/04/2025	BSL LG-B2425-22, Ellett Construction Services New Newdegate CBH Site, Newdegate-Ravensthorpe Road	\$803.30	
EFT28176	13/06/2025	Chargefox Pty Ltd		-\$72.29
	02/06/2025	29 Stubbs Street (Railway Station) - Management Fees for 2 EV Charging Points - May 2025	\$72.29	
EFT28177	13/06/2025	Cloud Collections Pty Ltd		-\$774.22
	02/06/2025	Court Filling & Bailiff Fees - A5001	\$774.22	
EFT28178	13/06/2025	Cr Anton Joseph Kuchling		-\$681.83
	31/05/2025	Councillor's Meeting Fees & IT Allowance	\$681.83	
EFT28179	13/06/2025	Cr Benjamin John Hyde		-\$891.06
	31/05/2025	Councillor's Meeting Fees, Travel & IT Allowance	\$891.06	
EFT28180	13/06/2025	Cr Debrah Susan Clarke		-\$681.83
	31/05/2025	Councillor's Meeting Fees & IT Allowance	\$681.83	
EFT28181	13/06/2025	Cr Leonard William Armstrong		-\$2,858.75
	31/05/2025	President's Meeting Fees & IT Allowance	\$2,858.75	
EFT28182	13/06/2025	Cr Rosalind Alice Lloyd		-\$764.91
	31/05/2025	Councillor's Meeting Fees & IT Allowance	\$764.91	
EFT28183	13/06/2025	Cr Ross Chappell		-\$681.83
	31/05/2025	Councillors's Meeting Fees & IT Allowances	\$681.83	
EFT28184	13/06/2025	Cr Stephen Gordon Hunt		-\$1,134.12
	31/05/2025	Deputy President's Meeting Fees & IT Allowance	\$1,134.12	
EFT28185	13/06/2025	David Wills & Associates		-\$23,289.75
	30/05/2025	Provision of Consulting Engineering Services 13/01/2025 - 30/05/2025 - Lot 1 Griffin Street - Subdivision	\$23,289.75	
EFT28186	13/06/2025	Edwards Isuzu Ute		-\$1,167.55
	21/05/2025	30,000km Service - 2023 Isuzu D-Max 4x4 Space (Extra) Cab - LG950	\$648.45	
	29/05/2025	15,000km Service - 2024 Isuzu MU-X 4x4 SUV LG004 (DCEO)	\$519.10	

EFT28187	13/06/2025	Exurban Pty Ltd		-\$3,123.25
	03/06/2025	Town Planner Fees - May 2025	\$3,123.25	
EFT28188	13/06/2025	GS Mobile Mechanical Services		-\$1,359.05
	29/05/2025	Replace Tyres - 2021 Ford Ranger dual cab CC XL LG049	\$1,017.50	
	06/06/2025	Hydraulic Hose Replacement x 4 - 2007 Earnshaw Dropdeck Float - LG2388	\$341.55	
EFT28189	13/06/2025	Great Southern Fuel Supplies		-\$3,435.16
	31/05/2025	Fuel Card Purchase LG002	\$382.73	
		Fuel Card Purchase PSP01	\$629.49	
		Fuel Card Purchase LG001	\$236.23	
		Fuel Card Purchase LG139	\$714.33	
		Fuel Card Purchase CESM	\$651.05	
		Fuel Card Purchase LG004	\$569.77	
		Fuel Card Purchase LG1825 - Doctor	\$179.89	
		Fuel Card Purchase - 2009 CASE IH Tactor - LG.3108 - Lake King Ovals	\$71.67	
EFT28190	13/06/2025	ID Rent Pty Ltd		-\$13,365.00
	30/05/2025	Hire of Water Cart 01/05/2025 - 31/05/2025	\$10,890.00	
	06/06/2025	Rehire Water Cart 01/06/2025 - 06/06/2025	\$2,475.00	
EFT28191	13/06/2025	Integrated ICT		-\$3,450.10
	31/05/2025	IT Support May 2025	\$2,343.55	
	31/05/2025	Exclaimer for Office 365 (up to 50 Licences) - May 2025	\$90.37	
	31/05/2025	Cloud Storage - Archive (Tier 4) & Veeam Cloud Connect - May 2025	\$119.79	
	31/05/2025	Microsoft 365 Business Premium Licenses x 18 - May 2025	\$651.42	
	31/05/2025	Microsoft 365 Licences - May 2025	\$244.97	
EFT28192	13/06/2025	Joanne Marie Morgan (Staff Member)		-\$1,342.42
	13/06/2025	Reimbursement - Accommodation, Meals & Parking - Tourism Conference	\$1,342.42	
EFT28193	13/06/2025	KULIN HARDWARE AND RURAL		-\$6,464.28
	06/06/2025	Fencing Supplies - Lake Grace Playgroup & Lake Grace Daycare Centre	\$5,924.28	
	11/06/2025	Concrete x 60 Bags	\$540.00	
EFT28194	13/06/2025	Kristie Jade Stanton		-\$690.65
	04/06/2025	Contract - Lake Grace Parks & Gardens 29/04/2025 - 04/06/2025	\$690.65	
EFT28195	13/06/2025	LAB3 Pty Ltd		-\$5,942.20
	28/05/2025	8 Week Near Miss Camera Recording of the Stubbs St/Gorge Rock Rd/South Rd Intersection - Planning & Design	\$5,942.20	
EFT28196	13/06/2025	Lake Grace CWA		-\$108.00
	23/05/2025	6 x CWA Cookbooks - Stock Purchases for Lake Grace Visitor Centre	\$108.00	
EFT28197	13/06/2025	Lake Grace Plaza		-\$113.50
	31/05/2025	Newspapers Subscriptions - May 2025	\$113.50	
EFT28198	13/06/2025	Lake Grace Saltbush Inn		-\$132.00
	09/06/2025	Accommodation for EHO 10/06/2025	\$132.00	
EFT28199	13/06/2025	Lake King Tavern/Motel		-\$565.50
	11/06/2025	Accommodation & Meals - 3 x Outside Workers 04/06/2025	\$565.50	
EFT28200	13/06/2025	Landgate		-\$239.03
	29/05/2025	Valuations Chargeable - Schedule G2025/03	\$50.31	
	09/06/2025	Valuations Chargeable - Schedule R2025/03	\$188.72	
EFT28201	13/06/2025	Livingston Medical Pty Ltd		-\$23,604.15
	01/06/2025	Medical Centre Support Payment - May 2025	\$23,604.15	
EFT28202	13/06/2025	M & L Australasia PTY LTD		-\$15.02
	28/05/2025	Staff Name Badge - CEC	\$15.02	
EFT28203	13/06/2025	McKenzie's Home Hardware		-\$664.95
	31/05/2025	Hardware Supplies - May 2025	\$664.95	
EFT28204	13/06/2025	McLeods Lawyers Pty Ltd		-\$1,038.83
	30/05/2025	Advice & Settlement - Purchase Commercial Property: Lot 352 Stubbs Street, Lake Grace	\$1,038.83	
EFT28205	13/06/2025	McPest Pest Control		-\$4,257.00
	10/06/2025	Annual Termite Inspections - All Shire Buildings	\$4,257.00	
EFT28206	13/06/2025	NG & JF Trevenen		-\$1,538.40
	03/06/2025	Colour Bond Sheeting x 68m & Color Bond Angle x 40.83m	\$1,538.40	

EFT28207	13/06/2025 Neu-Tech Auto Electrics		-\$541.39
	27/05/2025 Fuse Midi 60A - 2024 Isuzu D-MAX SX SPACE CAB 1JD984	\$21.07	
	28/05/2025 Replacement Batteries - 2021 Hino 3 Ton Tip Truck - LG029	\$443.32	
	28/05/2025 Repair Wiring Damage on Tailight & Secure Plug - 2021 Isuzu 8,7 ton Crew Cab - LG984	\$77.00	
EFT28208	13/06/2025 NewGround Water Services		-\$10,049.60
	30/05/2025 Install Replacement Pump at Lake King School Dam	\$10,049.60	
EFT28209	13/06/2025 Newdegate Stock & Trading		-\$1,043.04
	01/05/2025 Hardware Supplies - Newdegate Parks & Gardens	\$211.20	
	01/05/2025 Fuel - Various Shire Vehicles & Plant	\$831.84	
EFT28210	13/06/2025 Nicola Louise Kuchling (Staff Member)		-\$168.38
	03/06/2025 Reimbursement - Uniform	\$168.38	
EFT28211	13/06/2025 Officeworks		-\$1,256.00
	09/06/2025 Standing Desk	\$1,256.00	
EFT28212	13/06/2025 Omnicom Media Group Australia Pty Limited		-\$1,047.56
	31/05/2025 Advertising MIS Position West Australian 10/05/2025	\$1,047.56	
EFT28213	13/06/2025 Outback TV		-\$6,136.39
	09/06/2025 Replace Water Pump - Lake Grace Football Dam	\$1,602.77	
	09/06/2025 Replace Hotwater System - 23 Absolon Street, Lake Grace	\$339.58	
	09/06/2025 Install Generator Change Over Swith & Plug - Varley Fire Shed	\$2,565.92	
	09/06/2025 Replace Lights - Varley Public Toilets	\$1,628.12	
EFT28214	13/06/2025 Paxon Business & Financial Services		-\$2,970.00
	31/05/2025 Carry Out Shire Of Lake Grace Financial Management Reg 5 & Local Government (Audit) Reg 17 Combined Reviews	\$2,970.00	
EFT28215	13/06/2025 Peter Hudson's Tyre & Mechanical Services Pty Ltd		-\$680.75
	22/05/2025 15,000 km Service - 2024 Isuzu MU-X 4x4 3.0L - LG139	\$680.75	
EFT28216	13/06/2025 Phyllis Dunham		-\$22.00
	11/06/2025 Consignments - April & May 2025	\$22.00	
EFT28217	13/06/2025 RM Surveys Pty Ltd		-\$3,151.50
	11/06/2025 Drafting of Pre-Calc Plan for Wattle Drive Residential Subdivision Works	\$3,151.50	
EFT28218	13/06/2025 Redtail Express		-\$44.46
	23/01/2025 Freight - Australia Day Medals	\$44.46	
EFT28219	13/06/2025 RingCentral Australia		-\$740.29
	04/06/2025 Shire Office Cloud Telephony System - May 2025	\$740.29	
EFT28220	13/06/2025 Roamin Enterprises		-\$19,800.00
	18/05/2025 Culvert Repairs - Kent Road SLK 1.77 & 1.90	\$13,200.00	
	24/05/2025 Install Culvert - Jarring South Road SLK 7.02	\$6,600.00	
EFT28221	13/06/2025 Ross Ramm		-\$110.00
	10/06/2025 Consignments - May 2025	\$110.00	
EFT28222	13/06/2025 Rothwell Publishing		-\$225.50
	28/05/2025 Stock Purchases - Lake Grace Visitor Centre	\$225.50	
EFT28223	13/06/2025 Ryan Sutherland (Staff Member)		-\$1,243.24
	11/06/2025 Reimbursement - PPE	\$1,243.24	
EFT28224	13/06/2025 ST & KN Garard		-\$16,500.00
	09/06/2025 Purchase of Gravel from Private Land (m3)	\$16,500.00	
EFT28225	13/06/2025 Skytrust Intelligence Systems		-\$493.90
	04/06/2025 Access to Skytrust - June 2025	\$493.90	
EFT28226	13/06/2025 Supagas Pty Ltd		-\$99.00
	30/04/2025 45KG- Facility Fee / Cylinder Service Charge YR - 1 Quondong Court, Lake Grace	\$99.00	
EFT28227	13/06/2025 Synergy Electricity Generation and Retail Corp		-\$14,192.04
	12/06/2025 118869830 Park Lot 186U Pump Hetherington Way, LK	\$173.54	
	156576110 NGT Oval Lot 149 Waddell St NGT	\$1,984.17	
	455735630 LK Golf Pavilion Lot 161 Hyden-Lake King Rd	\$387.17	
	867084910 LK Hall Loc 20321 Ravensthorpe Rd LK	\$1,245.59	
	624795400 Emergency Services Lot215 The Crossing LK	\$236.13	
	546144710 LK Recreation Grnd Loc 20321 U Pump Ravensthorpe Rd LK	\$909.89	
	968110430 Town Clock Stubbs St LG	\$139.41	
	893222990 LG Swimming Pool Lot 75 Stubbs St LG	\$1,358.92	
	336652990 Street Lighting LG 67.2%	\$4,235.64	
	336652990 Street Lighting NGT 23.1%	\$1,456.00	
	336652990 Street Lighting LK 5.9%	\$371.88	
	336652990 Street Lighting Vrl 3.8%	\$239.52	
	463275870 LG Sports Pavilion Bishop St LG	\$1,141.93	
	510645320 Dunn Rock Community Dam 4383 Mallee Rd Magenta (Lot 3019 U A Koornong Rd Ravensthorpe)	\$312.25	

EFT28228	13/06/2025	Team Global Express Pty Ltd		-\$355.68
	01/06/2025	Freight	\$320.96	
	08/06/2025	Freight - Loader Parts	\$34.72	
EFT28229	13/06/2025	Telstra Limited		-\$594.14
	04/06/2025	Mobile Phone Charges 0407034641-Sewerage-Fail Safe	\$20.00	
		0407148677 - DFES I-Pad	\$20.00	
		0407225086-Sewerage-Fail Safe	\$20.00	
		0407384735-Sewerage-Fail Safe	\$20.00	
		0408320854 - MIS Ipad	\$20.00	
		0408411920-Sewerage-Fail Safe	\$19.00	
		0417447647 - Fuel Tank	\$20.00	
		0417621708-CEO Mobile	\$19.00	
		0427651127 Supervisor Mobile	\$19.00	
		0436386352 - Newdegate Digital Sign	\$20.00	
		0436668242-CESM Mobile	\$19.00	
		0448089092-MIS Mobile	\$19.00	
		0456676658 - Sewerage Camera	\$20.00	
		0457564350 - OSH Ipad (ISO)	\$20.00	
		0457999713 - Trail Camera	\$20.00	
		0458004636 - Trail Camera	\$20.00	
		0461294698 - Refuse Scheme Monitor	\$20.00	
		0461302385 - Newdegate Pavilion Solar	\$20.00	
		0487223282 - LG Sports Pav Solar backup battery storage	\$20.00	
		0487225597 - Vrlly Sports Pav Solar backup battery storage	\$20.00	
		0487234395 - LG Medical Centre Solar backup battery storage	\$20.00	
	10/06/2025	SMS Service - Emergency Services	\$179.14	
EFT28230	13/06/2025	West Coast Dental Depot		-\$168.50
	10/04/2025	Dental Chair Water Feed Line	\$168.50	
EFT28231	13/06/2025	Walkers Hill Vineyard		-\$723.00
	10/06/2025	Catering - LEMC Meeting 05/06/2025	\$360.00	
	10/06/2025	Catering - OCM 28/05/2025	\$363.00	
EFT28232	13/06/2025	Warren Blackwood Waste		-\$9,695.20
	06/06/2025	Recycling Pickups - May 2025	\$5,139.20	
	06/06/2025	Residential & Street Bins Pick Ups - May 2025	\$4,556.00	
EFT28233	13/06/2025	Water Corporation		-\$66.25
	30/05/2025	Water Usage - Standpipe at Lake Grace-Newdegate Road, Lake Grace (Lot 551 RES 20629)	\$66.25	
EFT28234	27/06/2025	A1Locksmiths		-\$77.50
	23/06/2025	3 x Keys Cut - Lake Grace Medical Centre, Allied Health Wing	\$77.50	
EFT28235	27/06/2025	AFGRI Equipment Australia		-\$5,824.65
	23/06/2025	First Service - 2024 John Deere 7670G Grader - LG041	\$5,824.65	
EFT28236	27/06/2025	Aaron Wooldridge (Staff Member)		-\$573.68
	23/06/2025	Reimbursement - Electricity Charges 54A Bennett Street, Lake Grace	\$573.68	
EFT28237	27/06/2025	Aimee Turnbull (Staff Member)		-\$487.11
	24/06/2025	Reimbursement - Uniform & Items for Community Garden & Youth Mentoring Program	\$487.11	
EFT28238	27/06/2025	Anna Scheepers		-\$200.00
	23/06/2025	Contract - Cleaning of Varley Hall 09/06, 13/06, 16/06 & 20/06/2025	\$200.00	
EFT28239	27/06/2025	Australian Communications and Media Authority (ACMA)		-\$47.00
	10/06/2025	Annual Renewal - Aeronautical/Aeronautical Assigned System - PAL Site Lake Grace Airport (Licence 11292236/1)	\$47.00	
EFT28240	27/06/2025	BGL Solutions		-\$11,958.16
	14/06/2025	Mowing of Ovals - Lake Grace Oval	\$1,741.19	
	19/06/2025	Mowing of Ovals - Lake Grace Oval	\$1,741.19	
	24/06/2025	Spreading of Granular Fertilizer On All Town Ovals	\$8,475.78	
EFT28241	27/06/2025	Best Office Systems		-\$1,400.86
	25/06/2025	Photocopier Charges - June 2025	\$1,400.86	
EFT28242	27/06/2025	Brendon Gerrard (Staff Member)		-\$31.82
	25/06/2025	Reimbursement - Breakfast 25/06/2025	\$31.82	
EFT28243	27/06/2025	Burgess Rawson Pty Ltd		-\$257.72
	19/06/2025	Reimbursement Of Water Usage & Water Rates - Newdegate Public Toilets	\$257.72	
EFT28244	27/06/2025	Cr Anton Joseph Kuchling		-\$681.87
	30/06/2025	Councillor's Meeting Fees & IT Allowance	\$681.87	
EFT28245	27/06/2025	Cr Benjamin John Hyde		-\$681.87
	30/06/2025	Councillor's Meeting Fees & IT Allowance	\$681.87	

EFT28246	27/06/2025	Cr Debrah Susan Clarke		-\$681.87
	30/06/2025	Councillor's Meeting Fees & IT Allowance	\$681.87	
EFT28247	27/06/2025	Cr Leonard William Armstrong		-\$4,281.12
	30/06/2025	President's Meeting Fees, Travel & IT Allowance	\$4,281.12	
EFT28248	27/06/2025	Cr Rosalind Alice Lloyd		-\$764.95
	30/06/2025	Councillor's Meeting Fees, Travel & IT Allowance	\$764.95	
EFT28249	27/06/2025	Cr Ross Chappell		-\$681.87
	30/06/2025	Councillors's Meeting Fees & IT Allowances	\$681.87	
EFT28250	27/06/2025	Cr Stephen Gordon Hunt		-\$1,134.18
	30/06/2025	Deputy President's Meeting Fees & IT Allowance	\$1,134.18	
EFT28251	27/06/2025	D & M Contracting		-\$2,310.00
	20/06/2025	Removal of Branches from Tree - 10B Gumtree Drive, Lake Grace	\$2,310.00	
EFT28252	27/06/2025	Dazzas Concrete		-\$26,229.61
	18/06/2025	Repair & Maintenance of Footpaths & Crossovers - Lake Grace	\$26,229.61	
EFT28253	27/06/2025	Department of Primary Industries and Regional Development		-\$1,525.47
	17/06/2025	Recoups - NGT Research Facility - Power 20/02/2025 - 23/04/2025	\$127.97	
	17/06/2025	Recoups - NGT Research Facility - Water 07/04/2025 - 11/06/2025	\$1,397.50	
EFT28254	27/06/2025	Eco Action Pty Ltd		-\$1,935.30
	04/08/2025	Workshops Eco Action Nature Life Incursion - Newdegate and Lake King Primary School	\$1,935.30	
EFT28255	27/06/2025	Emu Essence Distributors Pty Ltd		-\$52.65
	11/06/2025	Consignments - May 2025	\$52.65	
EFT28256	27/06/2025	Fyfe Transport		-\$16,038.00
	31/05/2025	Gravel Carting for Jarring South Road SLK 6.00-11.50	\$16,038.00	
EFT28257	27/06/2025	GS Mobile Mechanical Services		-\$2,522.96
	17/06/2025	New Tyres & Wheel Alignment - 2020 Ford Ranger Single Cab - LG035	\$1,589.50	
	17/06/2025	75,000km Service - 2020 Ford Ranger Single Cab - LG035	\$687.61	
	19/06/2025	Grader Tyre Repair - 2024 John Deere 7670G Grader - LG041	\$245.85	
EFT28258	27/06/2025	Gold Road Projects Pty Ltd		-\$266.92
	24/06/2025	Rates refund for assessment A67614 LOT E70/05101 EXPLORATION LICENCE LAKE GRACE WA 6353	\$266.92	
EFT28259	27/06/2025	Great Southern Fuel Supplies		-\$119.50
	31/05/2025	Fuel Card Purchases - Lakes Local Action Group - May 2025	\$119.50	
EFT28260	27/06/2025	Hall Electrical & Data Services		-\$20,705.17
	25/06/2025	Supply & Install Air Conditioning Unit - Newdegate Works Depot House	\$2,785.20	
	25/06/2025	Supply & Install 8 (4 Per House) 3. 5 Kw Mhi Reverse Cycle Air Conditioners - 84 Bennett Street WACHs Houses	\$17,919.97	
EFT28261	27/06/2025	Hudson Sewage Services		-\$216.96
	20/06/2025	Quarterly Maintenance of Lake King Public Toilets Biomax System April 2025 - June 2025	\$216.96	
EFT28262	27/06/2025	Invictus Equipment (WA) Pty Ltd		-\$60,995.00
	12/06/2025	Supply, Deliver & Installation of Foldable Double Room Modular - Lake Grace Toy Library	\$60,995.00	
EFT28263	27/06/2025	JLT Risk Solutions Pty Ltd		-\$5,446.10
	10/06/2025	Regional Risk Co-ordinator Fees - June 2025	\$5,446.10	
EFT28264	27/06/2025	James Lionel McGougan (Staff Member)		-\$65.00
	13/06/2025	Reimbursement - Monthly Mobile Plan LLAG Co-ordinator 12/06/2025 - 11/07/2025	\$65.00	
EFT28265	27/06/2025	Joanne Marie Morgan (Staff Member)		-\$200.00
	26/06/2025	Reimbursement - Uniform	\$200.00	
EFT28266	27/06/2025	KULIN HARDWARE AND RURAL		-\$1,730.00
	18/06/2025	Timber - Community Garden & Youth Mentoring Program	\$1,730.00	
EFT28267	27/06/2025	Kylie Armanasco (Staff Member)		-\$24.07
	23/06/2025	Reimbursement - Uniform	\$24.07	
EFT28268	27/06/2025	Lake Grace CWA		-\$123.44
	19/06/2025	Water Reimbursement - 2024/25	\$123.44	
EFT28269	27/06/2025	Lake Grace District High School		-\$500.00
	25/06/2025	Grant Co-contribution LGDHS Resilience Project School Wellbeing Program	\$500.00	
EFT28270	27/06/2025	Lake Grace Plaza		-\$46.98
	18/05/2025	Refreshments for Council Meetings	\$46.98	

EFT28271	27/06/2025	Lake Grace Rural Supplies		-\$1,736.90
	18/06/2025	Parts - 2010 Isuzu Fire Truck - FSS550 - 1DMV703 - Varley BFB	\$1,538.90	
	20/06/2025	Terrador Herbicide - Lake Grace Parks & Gardens	\$198.00	
EFT28272	27/06/2025	Lake Grace Saltbush Inn		-\$132.00
	20/06/2025	Accommodation - EHO 24/06/2025	\$132.00	
EFT28273	27/06/2025	Lake Grace Transport		-\$153.48
	16/06/2025	Freight - Cleaning Supplies	\$153.48	
EFT28274	27/06/2025	Lake Varley & Districts Progress Association		-\$709.76
	14/06/2025	1/3 Share of Electricity 13/03/2024, 15/05/2024, 15/07/2024 & 11/09/2024 & Elders Insurance	\$709.76	
EFT28275	27/06/2025	M J Murray & K M Quartermaine		-\$254.00
	12/06/2025	Consignments - May 2025	\$254.00	
EFT28276	27/06/2025	McKenzie Concrete Co		-\$5,102.46
	02/05/2025	Supply Concrete & Sand - Drainage Works at Lake Grace School & Jam Patch New Toilets	\$5,102.46	
EFT28277	27/06/2025	Melissa Ann Humphries		-\$363.00
	18/06/2025	Catering - OCM 18/06/2025	\$363.00	
EFT28278	27/06/2025	Mikaela Counsel (Staff Member)		-\$39.78
	24/06/2025	Reimbursement - YAC Meeting Refreshments 09/06 & 23/06/2025	\$39.78	
EFT28279	27/06/2025	Monarch Civil Ventures		-\$36,036.00
	23/06/2025	Footpath Removal & Earthworks For McMahon Street Footpath	\$36,036.00	
EFT28280	27/06/2025	NK Studio Design Pty Ltd		-\$247.50
	03/06/2025	Confirmation of the Estimates Validity	\$247.50	
EFT28281	27/06/2025	Natural Area Consulting Management Services		-\$5,357.00
	26/06/2025	Newdegate Tip Revegetation Works - Weed Control	\$5,357.00	
EFT28282	27/06/2025	Neu-Tech Auto Electrics		-\$336.22
	28/05/2025	Mount Aerials on Dash - 2024 Isuzu D-MAX SX SPACE CAB 11JD984	\$336.22	
EFT28283	27/06/2025	Newdegate Primary School		-\$824.37
	13/06/2025	Reimbursement of Electricity Usage 50% for NGT Library/CRC	\$150.19	
	19/06/2025	20% Contribution to New Blind - Front Door Newdegate Community Resource Centre	\$74.18	
	23/06/2025	Catering - Intergenerational Afternoon Tea Newdegate	\$600.00	
EFT28284	27/06/2025	Pingaring Progress Association		-\$6,000.00
	23/06/2025	Shire Contribution - Pingaring Centenary Wall Built by REJ Smeed Kondinin Building Service	\$6,000.00	
EFT28285	27/06/2025	Pitstop Mechanical & Tyre Services		-\$46.54
	24/06/2025	Hardware Supplies - Newdegate Parks & Gardens	\$46.54	
EFT28286	27/06/2025	Pivotel Satellite Pty Limited		-\$93.00
	15/06/2025	Monthly Satellite Tracking & SOS Devices for Isolated Workers Subscription - June 2025	\$93.00	
EFT28287	27/06/2025	Ryan Sutherland (Staff Member)		-\$440.00
	25/06/2025	Reimbursement - PPE	\$440.00	
EFT28288	27/06/2025	S & L Trevenen		-\$390,882.25
	04/06/2025	Contract Maintenance Grading - Newdegate 01/05/2025 - 30/05/2025	\$34,526.25	
	16/06/2025	Gravel Sheeting - Mt Vernon Road SLK 7.00 - 13.00	\$326,700.00	
	16/06/2025	Rehabilitation of Gravel Pit	\$7,381.00	
	16/06/2025	Gravedigging & Backfill - Lake Grace Cemetery for the Late Edward Thornton	\$4,950.00	
	16/06/2025	Construction - New Dam at Newdegate Airstrip	\$17,325.00	
EFT28289	27/06/2025	Safe4Kids (Aust) Pty Ltd		-\$1,225.00
	25/06/2025	Protective Behaviours Workshop for Parents 21/07/2025	\$1,225.00	
EFT28290	27/06/2025	Shire of Corrigin		-\$5,429.60
	19/06/2025	Environmental Health Officer - Regional Services Scheme - May 2025	\$5,429.60	
EFT28291	27/06/2025	Shire of Narrogin		-\$225.00
	09/04/2025	Building Surveyor Services - March 2025	\$225.00	
EFT28292	27/06/2025	TUDOR HOUSE (WA) PTY LTD		-\$561.00
	26/06/2025	Showcase in Pixels - Banner	\$561.00	
EFT28293	27/06/2025	Team Global Express Pty Ltd		-\$152.71
	15/06/2025	Freight - Loader Parts	\$57.81	
	25/06/2025	Freight - Library Books	\$94.90	

EFT28294	27/06/2025 Telstra Limited		-\$1,351.39
	27/05/2025 Bus Mobile Broadband - Lakes Local Action Group	\$60.50	
	12/06/2025 Landline Charges Depot - 9865 1067	\$34.95	
	Lake Grace Pool - 9865 1144	\$34.95	
	Lake Grace Library - 9865 1185	\$96.40	
	Depot - 9865 1493	\$34.95	
	AIM - 9865 1646	\$35.10	
	Lake Grace Airstrip - 9865 1656	\$34.95	
	338 Memorial Drive - 9865 1978	\$50.00	
	Depot - 9865 1985	\$34.95	
	Depot - 9865 1986	\$34.95	
	Lake Grace Visitor Centre Fax - 9865 2141	\$34.95	
	Licensing Office - 9865 2275	\$34.95	
	Newdegate Medical Centre - 9871 1105	\$38.55	
	Newdegate Medical Centre - 9871 1341	\$34.95	
	Newdegate Medical Centre - 9871 1528	\$67.81	
	Lake King Library - 9874 4147	\$34.95	
	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	\$36.62	
	Administration Office - 9880 2500	\$81.34	
	Lake Grace Medical Centre Internet - N9502816R	\$70.00	
	Newdegate Medical Centre Internet - N9502816R	\$58.33	
	Newdegate Fire Station - 9781 1228	\$34.95	
	Group Plan Discount	-\$52.46	
	Rounding	-\$0.10	
	20/06/2025 Satellite Phones BFB	\$320.00	
EFT28295	27/06/2025 Thoman Management Pty Ltd		-\$434.00
	27/06/2025 2 x Nights Accommodation 25/06/2025 & 26/06/2025 - CEDO	\$434.00	
EFT28296	27/06/2025 Tiger Spark Electrical		-\$528.00
	21/06/2025 Pool Pump Replacement & Inspection - Lake Grace Swimming Pool & Test & Disconnection of AIM Hospital	\$528.00	
EFT28297	27/06/2025 Trinex Minerals Limited		-\$323.48
	24/06/2025 Rates refund for assessment A6844 LOT E70/05954 EXPLORATION LICENCE LAKE GRACE WA 6353	\$323.48	
EFT28298	27/06/2025 Vicki Faye O'Neill-Gray (Staff Member)		-\$193.40
	17/06/2025 Reimbursement - Uniform	\$193.40	
EFT28299	27/06/2025 WA Contract Ranger Services		-\$1,155.00
	20/06/2025 Contract Ranger Services 03/06/2025 & 20/06/2025	\$1,155.00	
EFT28300	27/06/2025 Water Corporation		-\$34,989.96
	16/06/2025 Water Usage - Garden at Stubbs St LG - Median Strip Garden	\$261.57	
	16/06/2025 Water Usage - Garden at Stubbs St Lake Grace Lot Median Strip	\$17.63	
	16/06/2025 Water Usage - Garden at Stubbs St Lake Grace Lot Median Strip	\$264.51	
	16/06/2025 Water Usage - Lot 361 Res 46768 (Station Master)-19 Stabbs St Visitor Centre Toilets	\$740.51	
	16/06/2025 Water Usage - Boulton St Lake Grace Lot 9000 - Standpipe - Truck Wash-down Bay	\$380.61	
	16/06/2025 Water Usage - RSL Hall Stubbs St LG Lot 4 Res 17442	\$108.74	
	16/06/2025 Water Usage - LG Railway Station 33 Stubbs St (Public Toilets)	\$302.72	
	16/06/2025 Water Usage - Garden Lot 362 Res 46768, 29 Stubbs St LG	\$437.91	
	16/06/2025 Water Usage - Stubbs St Lake Grace - Median Strip Garden	\$114.62	
	16/06/2025 Water Usage - Bishop St LG Lot 75, Sporting Grounds	\$96.99	
	16/06/2025 Water Usage - 3 Clark Av LG Lot 241 - Staff Housing	\$83.08	
	16/06/2025 Water Usage - Griffin St Lake Grace Lot 331	\$26.45	
	16/06/2025 Water Usage - 6 Banksia PI Lake Grace Lot 75 - Staff Housing	\$160.42	
	16/06/2025 Water Usage - 5 Banksia PI LG Lot 80 - Staff Housing	\$240.63	
	16/06/2025 Water Usage - 8 Wattle Dr LG Lot 30 - Staff Housing	\$189.76	
	16/06/2025 Water Usage - Lot 23-24 Res 20856 - LG Hall 33 Bennett St	\$105.80	
	16/06/2025 Water Usage - 36 Bennett St LG Lot 42-Staff Housing	\$64.43	
	16/06/2025 Water Usage - Absolon St LG Lot 252 Res 28516 - Shire Depot	\$14.70	
	16/06/2025 Water Usage - 23 Absolon St LG Lot 61-Staff Housing	\$131.09	
	16/06/2025 Water Usage - LG Lot 233-234 Res 27864 - Kindergarten 1 Griffiths St	\$185.16	

16/06/2025	Water Usage - Admin Office at Stubbs St LG Lot 75	\$249.82
16/06/2025	Water Usage - Bishop St Lot 75 - LG Swimming Pool	\$5,792.77
16/06/2025	Water Usage - 10A Gumtree Dr LG Lot 60 - Staff Housing	\$52.41
16/06/2025	Water Usage - Lot 60 Collier St NGT - Hainsworth Building	\$74.70
16/06/2025	Water Usage - Dillon St Newdegate Lot 149 (29080) - Public Toilets	\$41.15
16/06/2025	Water Usage - 9007734569 Lot 145 Newdegate Rd North - Newdegate Depot	\$14.70
16/06/2025	Water Usage - Lot 196 Res 42416 - NGT Fire Station 28 May St	\$51.88
16/06/2025	Water Usage - Lot Res 20321 - Lake King Hall	\$514.33
16/06/2025	Water Usage - 1581 Church Av Lake King Lot 158 RES 36037 - Lake King Public Toilets	\$55.84
16/06/2025	Water Usage - 10B Gumtree Drive Lake Grace - Staff Housing	\$108.47
16/06/2025	Water Usage - Park at 75 Stubbs St LG Lot 75	\$8.82
16/06/2025	Water Usage - Stubbs St LG - Median Strip Garden	\$155.77
16/06/2025	Water Usage - Standpipe #13 at Boulton St Lake Grace	\$4,404.10
16/06/2025	Water Usage - Garden at Maley St NGT Lot Median Strip	\$29.39
16/06/2025	Water Usage - Hall at 23 May St NGT Lot 195 Res 19136	\$595.97
16/06/2025	Water Usage - Standpipe at Maley St Newdegate Lot 198 Res 17616	\$3,216.74
16/06/2025	Water Usage - Maley St NGT - Newdegate Skate Park	\$293.90
16/06/2025	Water Usage - Hetherington Wy Lot 186-Fountain LK	\$105.80
16/06/2025	Water Usage - LK Lot 214 Res 46461-Fire Station (4 the Crossing)	\$51.44
16/06/2025	Water Usage - Standpipe #4 Biddy-Camm/Mission Rd	\$127.85
16/06/2025	Water Usage - Standpipe #8 Jarring South Rd	\$4,013.21
16/06/2025	Water Usage - Standpipe #11 Newman Rd	\$51.44
16/06/2025	Water Usage - Standpipe #6 Burngup Sth Rd	\$718.59
16/06/2025	Water Usage - Standpipe #9 Biddy/Rodger Rd	\$1,667.89
16/06/2025	Water Usage - Lot 7-8 - Varley Public Hall	\$38.21
16/06/2025	Water Usage - Lot 22 Seward Av Vrl (south)-Public Toilets	\$44.09
16/06/2025	Water Usage - Standpipe #1 North Lake Grace	\$4,749.79
16/06/2025	Water Usage - Kulin-Lake Grace Rd Katanning - Sale Yard	\$254.87
16/06/2025	Water Usage - Standpipe #2 Mallee Hill Rd	\$683.33
16/06/2025	Water Usage - Unit 1-7/2 Bennett St LG Lot 500-Lakes Village Gardens	\$634.39
16/06/2025	Water Usage - 14 Blackbutt Dr LG-Shire Housing	\$48.41
16/06/2025	Water Usage - 54B Bennett St LG Lot 340-Staff Housing	\$245.89
16/06/2025	Water Usage - 6 Blackbutt Dr LG Lot 201-Staff housing	\$57.45
16/06/2025	Water Usage - Park at 15 Maley St NGT	\$499.63
16/06/2025	Water Usage - Standpipe #5 Newdegate North	\$163.12
16/06/2025	Water Usage - Lot 338 Res 45958 - LG Medical Centre 11 Memorial Drive	\$205.73
16/06/2025	Water Usage - 65B Bennett St LG Lot 184-Staff Housing	\$96.46
16/06/2025	Water Usage - 65A Bennett St LG Lot 184-Staff Housing	\$350.28
16/06/2025	Water Usage - Staff housing (CEO) 1 Quondong Ct LG Lot 219	\$325.12
16/06/2025	Water Usage - 33a Absolon St Lake Grace	\$92.45
16/06/2025	Water Usage - Staff Housing - 33B Absolon Street, Lake Grace	\$176.43

EFT28301	27/06/2025 Wazzas Complete Sheep Management		-\$440.00
	22/06/2025 Kanga Hire - Varley Public Hall	\$440.00	
EFT28302	27/06/2025 Western Discovery Pty Ltd		-\$339.21
	23/06/2025 Rates refund for assessment A6881 E70/06132 EXPLORATION LICENCE LAKE GRACE WA 6353	\$339.21	
EFT28303	27/06/2025 William Marwick (Staff Member)		-\$165.27
	26/06/2025 Reimbursement - Fuel for Hire Truck Water Cart	\$165.27	
TOTAL EFT			-\$1,000,947.66

DD11467.1	05/06/2025 Australian Super Administration		-\$2,485.83
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$2,485.83	
DD11467.2	05/06/2025 Q Super		-\$280.05
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$280.05	
DD11467.3	05/06/2025 REST Superannuation		-\$551.54
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$551.54	

DD11467.4	05/06/2025 Vanguard Super		-\$863.62
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$863.62	
DD11467.5	05/06/2025 Aware Super		-\$6,874.79
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$6,874.79	
DD11467.6	05/06/2025 The Trustee for Super Retirement Fund		-\$303.46
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$303.46	
DD11467.7	05/06/2025 HESTA		-\$508.65
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$508.65	
DD11467.8	05/06/2025 Hostplus		-\$1,792.60
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$1,792.60	
DD11467.9	05/06/2025 Mercer Super Trust		-\$289.67
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$289.67	
DD11467.10	05/06/2025 North Personal Superannuation		-\$165.89
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$165.89	
DD11467.11	05/06/2025 Panorama Super		-\$143.86
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$143.86	
DD11467.12	05/06/2025 Prime Super		-\$300.10
	04/06/2025 Super Contributions for Pay Ending 04/06/2025	\$300.10	
DD11478.1	01/06/2025 Superloop Limited		-\$1,225.00
	01/06/2025 Shire office wired (fibre optic) internet Corporate Internet - Monthly Charge Unlimited	\$1,225.00	
DD11482.1	13/06/2025 Sheriff's Office, Perth		-\$344.00
	12/06/2025 Lodgement Fee for Registering Unpaid Infringements - D9173	\$86.00	
	12/06/2025 Lodgement Fee for Registering Unpaid Infringements - D9174	\$86.00	
	12/06/2025 Lodgement Fee for Registering Unpaid Infringements - D9175	\$86.00	
	12/06/2025 Lodgement Fee for Registering Unpaid Infringements - D12051	\$86.00	
DD11485.1	19/06/2025 Australian Super Administration		-\$2,617.74
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$2,617.74	
DD11485.2	19/06/2025 Q Super		-\$285.13
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$285.13	
DD11485.3	19/06/2025 REST Superannuation		-\$383.84
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$383.84	
DD11485.4	19/06/2025 Vanguard Super		-\$863.62
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$863.62	
DD11485.5	19/06/2025 Aware Super		-\$6,856.78
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$6,856.78	
DD11485.6	19/06/2025 The Trustee for Super Retirement Fund		-\$299.52
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$299.52	
DD11485.7	19/06/2025 HESTA		-\$508.65
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$508.65	
DD11485.8	19/06/2025 Hostplus		-\$1,743.86
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$1,743.86	
DD11485.9	19/06/2025 Mercer Super Trust		-\$316.88
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$316.88	
DD11485.10	19/06/2025 North Personal Superannuation		-\$165.89
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$165.89	
DD11485.11	19/06/2025 Panorama Super		-\$140.49
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$140.49	
DD11485.12	19/06/2025 Prime Super		-\$287.75
	18/06/2025 Super Contributions for Pay Ending 18/06/2025	\$287.75	
DD11492.1	12/06/2025 Shire of Lake Grace Credit Card		-\$8,646.09
	12/06/2025 10/05/25 Satellite Internet Service for 3 Fire Stations: NGT, LK and Vrlly Starlink Australia Receipt #INV-AUS-6719164-73450-34	\$417.00	
	10/05/25 Monthly Satellite Internet Service - Shire office Starlink Australia Receipt #INV-AUS-6719164-73450-34	\$139.00	
	10/05/25 Monthly Satellite Internet Service - CESM vehicle Starlink Australia Receipt #INV-AUS-6719164-73450-34	\$195.00	
	10/05/25 Fleetware subscription for satellite tracking of vehicles Fleetware Receipt #INV-11235	\$363.00	
	02/05/25 Flights to the ALGA National Assembly of LG - CEO Shire of Lake Grace Qantas Airways Limited Receipt #081-2369841832	\$1,449.69	
	02/05/25 Flights to the ALGA National Assembly of LG - President Shire of Lake Grace Qantas Airways Limited Receipt #081-2369841833	\$1,449.69	

	02/05/25 Flights to the ALGA National Assembly of LG - CEO Shire of Gnowangerup Qantas Airways Limited Receipt #081-2369841831	\$1,449.69	
	02/05/25 Flights to the ALGA National Assembly of LG - Director 150 Square Qantas Airways Limited Receipt #081-2369842553	\$1,681.18	
	15/05/25 Staff Uniform CEO Lowes Belmont Receipt #20013	\$89.76	
	02/05/25 Copy of Registration papers for PTOR10 Shire of Lake Grace Receipt #155410224	\$6.90	
	09/05/25 Door Lock 65A Bennett Street, Bunnings Kalamunda Receipt #555005-082	\$100.00	
	09/05/25 Padlock for LG Tip Bunnings Kalamunda Receipt #555005-082	\$19.95	
	09/05/25 Padlock for NGT Tip Bunnings Kalamunda Receipt #555005-082	\$19.95	
	14/05/25 WALGA emergency management forum registration - CESM WALGA Events Receipt #EMF25-16	\$150.00	
	15/05/05 Mobile phone cradle and charger for the CESM vehicle Quad Lock Receipt #QL-AU-1196514	\$121.48	
	16/05/25 Firefighter Cotton Shirts Totally Workwear Receipt #TWW-SAU-73838	\$421.20	
	16/05/25 Firefighter PPE Kit Bags Paypal - Midland Dis Receipt #17949	\$572.60	
DD11492.2	17/06/2025 Resimac Asset Finance Pty Ltd		-\$993.22
	17/06/2025 Chattel mortgage repayment - Lake Local Action Group Vehicle	\$993.22	
DD11507.1	30/06/2025 WA Treasury Corporation		-\$8,594.73
	30/06/2025 Loan 189 - Lake Grace Residential Land	\$8,594.73	
	TOTAL DIRECT DEBITS		-\$48,833.25
	TOTAL MUNICIPAL FUND		-\$1,049,903.71