



# Shire of Lake Grace

24 May 2023

## Ordinary Council Meeting

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OCM 24 May 2023

Attachment to Item 10.1

Shire of Lake Grace

Ordinary Council Meeting

# MINUTES

26 April 2023

Meeting Commencing at 3:30 pm

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## Disclaimer

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## Acknowledgement of Country

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

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

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## **SHIRE OF LAKE GRACE**

Agenda for the Ordinary Council Meeting to be held at the Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 26 April 2023 commencing at 3:30pm.

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

### **2.0 ACKNOWLEDGEMENT OF COUNTRY**

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

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

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

#### **3.1 PRESENT**

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

#### **3.2 APOLOGIES**

Nil

#### **3.3 IN ATTENDANCE**

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

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

Nil

**3.5 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

Nil

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

Nil

**5.0 PUBLIC QUESTION TIME**

Nil

**6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

**7.0 NOTATIONS OF INTEREST**

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

Nil

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

Nil

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

Nil

**8.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

Nil

**10.0 CONFIRMATION OF MINUTES**

**10.1 ORDINARY COUNCIL MEETING – WEDNESDAY 22 MARCH 2023**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13568**

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

That the Minutes of the Ordinary Council Meeting held on Wednesday 22 March 2023 be confirmed as a true and accurate record of the meeting.

**CARRIED: 8/0**

**10.2 SPECIAL COUNCIL MEETING**

Nil

**10.3 ANNUAL MEETING OF ELECTORS**

Nil

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

Nil

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

Nil

**13.0 REPORTS OF COMMITTEES**

**13.1 TOURISM ADVISORY COUNCIL MEETING HELD 21 MARCH 2023**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13569**

**Moved: Cr Hunt**  
**Seconded: Cr Clarke**

That the Minutes of the Shire of Lake Grace Tourism Advisory Council meeting held on 21 March 2023 as attached be received.

**CARRIED: 8/0**

**13.2 BUSHFIRE ADVISORY COMMITTEE MEETING HELD 29 MARCH 2023**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13570**

**Moved:** Cr Chappell  
**Seconded:** Cr Kuchling

That the Minutes of the Bushfire Advisory Committee meeting held 29 March 2023 as attached be received.

**CARRIED:** 8/0

**14.0 REPORTS OF OFFICERS**

**14.1 INFRASTRUCTURE SERVICES**

Nil

**14.2 PLANNING**

Nil

**14.3 HEALTH AND BUILDING**

Nil

**14.4 ADMINISTRATION**

**14.4.1 Crisp Wireless – Access to Old Lake Grace TV/Radio Rebroadcasting Tower**

<b>Applicant</b>	<b>Leigh Ballard – Crisp Wireless</b>
<b>File No.</b>	<b>0197 / IE6773</b>
<b>Attachments</b>	<b>1.Product Information 2.Location 3.Coverage Map</b>
<b>Author</b>	<b>Mr Alan George – Chief Executive Officer</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Date of Report</b>	<b>5 April 2023</b>
<b>Senior Officer</b>	<b>Mr Alan George – Chief Executive Officer</b>

Summary

For Council to approve Crisp Wireless' request to locate two pieces of equipment on the Radio rebroadcasting tower in Dewar St Lake Grace to provide internet connectivity to the Lake Grace townsite.



Background

Crisp Wireless, based in Narrogin, is an Internet Service Provider that has been in operation since 2016. It provides an internet service throughout a large part of the Wheatbelt and Great Southern and has recently installed 4 towers between Lake Grace and East Newdegate. It received funding for the towers through the Regional Connectivity Program Round 1 funded by the Commonwealth government.

Comment

Crisp Wireless currently has its network live near to Lake Grace and is looking for somewhere in town to be able to offer the service to houses and businesses in town.

Crisp Wireless is seeking permission to access the old TV rebroadcasting tower in Dewar St on which to locate a dish for backhaul and one Omni access point. The tower is currently only used for the rebroadcasting of radio.

Granting permission to Crisp Wireless to install its equipment on the existing tower would provide an additional option for Lake Grace residents to access the internet.

The request from Crisp Wireless for permission to locate 2 items of equipment on the existing TV/Radio tower is recommended for approval by Council.

Legal Implications

A formal agreement for Crisp Wireless to access the existing tower will be prepared and executed.

Policy Implications

Nil

Consultation

Councillors Armstrong, Chappell and Hunt.

Financial Implications

Unknown at this time.

Strategic Implications

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

<b>Economic Objective - A prosperous agricultural based economy supporting diversification of industry</b>		
Outcome	1.2	A diverse and prosperous economy
Strategies	1.2.1	Advocate for improved communications and support infrastructure
	1.2.2	Support local business and promote further investment in the district
<b>Social Objective - A valued, healthy and inclusive community and life style</b>		
Outcome	2.1	An engaged, supportive and inclusive community
Strategies	2.1.1	Community services and infrastructure meeting the needs of the district

Voting Requirements

Simple majority

## RECOMMENDATION / RESOLUTION

### RESOLUTION 13571

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

That Council:

Approve the request from Crisp Wireless to install one dish and one Omni access point on the existing TV/Radio rebroadcasting tower located in Dewar St Lake Grace to provide an additional internet provider option to the town of Lake Grace.

**CARRIED:** 8/0

#### 14.4.2 Joint Venture Housing – 13 Arthur Street, Varley

<b>Applicant</b>	<b>Shire of Lake Grace</b>
<b>File No.</b>	<b>0100</b>
<b>Attachments</b>	<b>Nil</b>
<b>Author</b>	<b>Mr Alan George – Chief Executive Officer</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Date of Report</b>	<b>6 April 2023</b>
<b>Senior Officer</b>	<b>Mr Alan George – Chief Executive Officer</b>

#### Summary

For Council to give approval to the Department of Communities to commence the process for the sale of 13 Arthur Street, Varley to a local farming concern to provide long term housing for an employee.

#### Background

The Shire of Lake Grace entered into several joint venture housing projects with the Department of Communities (Homeswest) around the turn of the century with houses located in Lake Grace, Newdegate, Lake King and Varley. Tenancy was subject to Homeswest eligibility criteria and mainly for low income earners. The properties are under management of Advance Housing.

The success of these has been varying with some houses remaining vacant for quite some time due to the location or the potential tenant not meeting the Homeswest criteria.

The agreement for this property also included properties at 48 Tamar Terrace Varley

The Shire has a 14.36% equity in the project which at the time of the construction was \$64,871 however this is shared with 48 A & B Tamar Terrace. The agreement states the total project cost was \$451,950.

Comment

Shire administration recently received an enquiry from a Varley farmer asking if 13 Arthur St would be able to be purchased to provide long term housing for an employee, they were not interested in long term rental.

Advance Housing has provided the following rental history of the property;

3 August 2012 to February 2015	Rented to family of 5 (2 adults 3 children)
18 May 2015 to 11 June 2018	Rented to family of 4 (2 adults 2 children)
1 October 2022 to 31 December 2022	Short term lease to a transport company

The Department of Communities has been contacted and have advised that due to the property's location and the tenancy history that there is a good case for its sale however it is a fairly long process having to go through before it eventually gets the approval from the Minister for Housing.

This request is timely as the agreement is due for renewal or otherwise. Clause 7 of the Agreement states at the expiration of the term;

*7.1 At least six months before the expiration of the Term, but not earlier than 18 months before the expiration of the Term, the Parties shall agree to one of the following courses of action:*

- a) to enter into a new joint venture agreement between the Parties on new terms and conditions with a view to continuing the Project;*
- b) to extend the Term of the existing Agreement for a further period as agreed between the Parties;*
- c) to assign or transfer the Organisation's Interest in the Joint Venture Property to another organisation or party which agrees to be bound by all the terms and conditions of this agreement for a new term or is willing to negotiate a new Joint Venture agreement with Homeswest;*
- d) the Organisation to buy out Homeswest's equitable Interest in the Joint Venture at its Current Market Value;*
- e) Homeswest to purchase the Organisation's equitable Interests in the Joint Venture Property at its Current Market Value, and thereby transfer proprietorship of the Land to Homeswest ;*
- f) to sell the Joint Venture Property at its Current Market Value and divide the proceeds of the sale between the Parties based on each Party's percentage equitable Interest in the Joint Venture as identified in Item 3 of the Schedule.*

*7.2 In the event that the Parties agree to renew or extend the Agreement pursuant to clauses 7.1a) & 7.1b), or agree to transfer the Organisation's Interest pursuant to clause 7.1c), then the equitable Interests in the Joint Venture of each Party shall be*

*revalued at their Current Market Values in accordance with the formula stated in Annexure C of this Agreement. The revised project equities shall be entered into Item 5 of the Schedule.*

*7.3 In the event that the Parties agree to pursue the options identified in Clauses 7.1d), 7.1e) or 7.1f), then the percentage equitable Interests in the Joint Venture of each of the Parties shall be as stated in Item 3 of the Schedule.*

*7.4 The Current Market Value of the Land and the other Joint Venture Property shall be determined by a Valuer approved by Homeswest. In the event of a disagreement between the Parties about the valuation, the Current Market Value of the Land and the other Joint Venture Property shall be determined by taking the average of 2 valuations thereof by 2 Valuers, one nominated by Homeswest and the other nominated by the Organisation, and this determination shall be final and binding upon the Parties.*

The Arthur St property as evidenced by the tenancy history is not in a desirable, highly sought after location and does not provide any benefit to the Shire whereas 48 A & B Tamar have been tenanted since April 2014 and August 2014 respectively.

It is strongly recommended that Council gives approval to administration to advise the Department of Communities that clause 7.1 f) is the preferred course of action. Failing that clause 7.1 e) is the next preferred option.

#### Legal Implications

The Shire will be bound by the legal requirements of the agreement for the disposal of the property.

#### Policy Implications

Policy 7.11 Disposal of Shire of Lake Grace Property

This policy clarifies the circumstances and methods by which the Shire of Lake Grace property is to be disposed.

#### Disposal of Land

*The Shire of Lake Grace disposal of land includes the sale, lease or assignment of all or any part of the land. The Shire's owned land shall be disposed in accordance with the provisions of Section 3.58 of the Local Government Act 1995 either by:*

- Public auction*
- Public tender or*
- Local public notice of intention to dispose*

*Under Regulation 30 of the Local Government (Functions and General) Regulations,*

*exemptions apply where land is disposed:*

- *To an owner of adjoining land (subject to value less than \$5,000)*
- *To charitable or non-profit organisations*
- *To the Crown*
- *Leased to an employee of the local government for use as the employee's resident or*
- *A residential property leased in person*

*The provisions of the Act or the Regulation states that any disposal of the Shire of Lake Grace*

*land is to:*

- *Have regard to the commercial value of the land being disposed as determined by a qualified valuer and or the Valuer General's Office and*
- *Be brought to the Council for consideration*

At this stage it is not known if the requirements for the disposal of land is applicable for this type of dealing.

#### Consultation

Department of Communities

Cr Armstrong

Cr Chappell

Brendan Thomas – Housing Services Team Leader Advance Housing

#### Financial Implications

The Shire of Lake Grace does not receive any direct financial benefit from this sort of housing other than the payments received from Advance Housing which are the equivalent of the rates.

Rents received, if any, are retained by Advance Housing to cover insurance and maintenance costs. The Shire is liable for any major capital expenses to the buildings.

In this case there is little in the way that the Varley community benefits financially from this long term vacant property.

If the property is sold there will be long term occupancy which will benefit the general community through social involvement. The Shire will benefit in that it will no longer have the ongoing possible costs of major capital repairs. The Shire will also receive 14.36% of the sale price of the property that it can use for future housing projects.

Strategic Implications

**Shire of Lake Grace Strategic Community Plan 2017-2027**

<b>Economic Objective - A prosperous agricultural based economy supporting diversification of industry</b>		
Outcome	1.1	An innovative, productive agriculture industry
Strategies	1.1.3	Support and promote the agricultural productivity of the district
<b>Social Objective - A valued, healthy and inclusive community and life style</b>		
Outcome	2.1	An engaged, supportive and inclusive community
Strategies	2.1.1	Community services and infrastructure meeting the needs of the district
<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	4.1.1	Provide informed leadership on behalf of the community
	4.1.2	Promote and advocate for the community and district
	4.1.3	Provide strategic leadership and governance
Outcome	4.2	An efficient and effective organisation
Strategies	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13572**

**Moved: Cr Chappell**

**Seconded: Cr McKenzie**

That Council:

Gives approval for the Department of Communities to commence the process for the sale of 13 Arthur Street, Varley to a local farming concern to provide long term housing for an employee.

**CARRIED: 8/0**

**14.4.3 Dewar Street, Lake Grace – Proposed Light Industrial Subdivision – Stage 2**

<b>Applicant</b>	<b>Shire of Lake Grace</b>
<b>File No.</b>	<b>0369</b>
<b>Attachments</b>	<b>1. WA Planning Commission (Original) Approval 2. Approved Subdivision Plan 3. Revised Subdivision Plan</b>
<b>Author</b>	<b>Mr Alan George – Chief Executive Officer</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Date of Report</b>	<b>20 April 2023</b>
<b>Senior Officer</b>	<b>Mr Alan George – Chief Executive Officer</b>

Summary

For Council's approval for the Chief Executive Officer to submit an application under the Regional Development Assistance Program to complete the development by Development WA of the 4 remaining Lots of the Dewar St Light Industrial area.

Background

The story for this begins around 2005 when it first mooted by the Lake Grace Development Association that the town was running out of light industrial land. Fast forward to July 2008 and Council approved the engagement of a civil engineer to undertake an assessment of the costs and requirements for a subdivision of 9 lots along Dewar St. Council approved the project in February 2009 after receiving the necessary information.

In June 2009 the Shire received conditional approval from the WA Planning commission (WAPC) to subdivide the land in question to create 9 lots. A joint venture agreement was entered into with LandCorp (now Development WA) to undertake the subdivision works and subsequently 5 new lots were created.

This is where the rest becomes sketchy. It is apparent that due to some big changes in management and councillors any follow up of the development of the final 4 lots became overlooked.

Comment

During the last few weeks there has been interest shown by several parties with regard to light industrial land availability. We had no land available and after a lot of investigation and research a parcel of Crown land on the south side of Dewar St came up. The Shire Town Planner, Joe Douglas, was consulted and it was then uncovered that the Shire had received previous approval from the WAPC for a total of 9 lots in Dewar St, of which only 5 lots were developed. The approval was received in June 2009 and was valid for 4 years. It is not known why only 5 were developed and it is not known why the development of the balance of the lots was not followed through by members of the Council or Administration.

The author has made contact with Development WA with regards to the requirements to have them assist through RDAP with the development of the last 4 lots. I have been advised that new planning approval is required as the previous one expired 10 years ago. All the previous documents supplied for the original assistance remain relevant. In addition a BAL will be required.

I have been informed that if we can get the application completed along with a copy of the Council resolution seeking assistance from Development WA through RDAP it can be taken to the May board meeting for assessment.

It is recommended that Council gives approval to administration to seek Development WA and RDAP assistance to complete the Dewar St Light Industrial Subdivision consisting of 4 remaining lots. This project is well overdue for completion.

Legal Implications

Land Administration Act 1997  
 Planning and Development Act 2005

Policy Implications

Nil

Consultation

Kylie Coman – Senior Development Manager Development WA  
 Joe Douglas – Town Planner Exurban

Financial Implications.

The initial subdivision estimated cost to the Shire was in the order of \$20,000 to \$40,000 but the exact amount is hard to ascertain. The current cost is not known at this stage and will be addressed in due course.

Strategic Implications

**Shire of Lake Grace Strategic Community Plan 2017-2027**

<b>Economic Objective - A prosperous agricultural based economy supporting diversification of industry</b>		
Outcome	1.1	An innovative, productive agriculture industry
Strategies		
	1.2	A diverse and prosperous economy
	1.2.2	Support local business and promote further investment in the district
<b>Social Objective - A valued, healthy and inclusive community and life style</b>		
Outcome Strategies	2.1.1	Community services and infrastructure meeting the needs of the district
<b>Environment Objective - Protect and enhance our natural and built environment</b>		
Outcome Strategies	3.1	A well maintained attractive built environment servicing the needs of the community
<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategies	4.1.1	Provide informed leadership on behalf of the community
	4.1.2	Promote and advocate for the community and district
	4.1.3	Provide strategic leadership and governance
Outcome	4.2	An efficient and effective organisation
Strategies	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements
	4.2.3	Provide a positive and safe workplace

Voting Requirements

Simple Majority



## RECOMMENDATION / RESOLUTION

### RESOLUTION 13573

**Moved:** Cr Chappell  
**Seconded:** Cr McKenzie

That Council:

Authorises the Chief Executive Officer to submit an application under the Regional Development Assistance Program to complete the development by Development WA of the 4 remaining Lots in the Dewar St Light Industrial area.

**CARRIED:** 7/1

Cr Clarke requested it to be noted that she voted against the motion.

## 14.5 FINANCE

### 14.5.1 ACCOUNTS FOR PAYMENT – MARCH 2023

<b>Applicant</b>	<b>Internal Report</b>
<b>File No.</b>	<b>0277</b>
<b>Attachments</b>	<b>List of Accounts Payable</b>
<b>Author</b>	<b>Mr Kevin Wilson – Manager Corporate Services</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Date of Report</b>	<b>12 April 2023</b>
<b>Senior Officer</b>	<b>Mr Alan George - Chief Executive Officer</b>

#### Summary

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

#### Background

List of payments for the month of March 2023 through the Municipal and Trust accounts is attached.

#### Comment

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

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

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

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12  
 Local Government (Financial Management) Regulations 1996 – Reg 13

Policy Implications

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards  
 Policy 3.7 - Purchasing Policy

Consultation

Nil

Financial Implications

The list of creditors paid for the month of March 2023 from the Municipal Account  
 Total \$1,197,827.45

Strategic Implications

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

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

Voting Requirements

Simple majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13574**

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

That Council ratify the list of payments totalling \$1,197,827.45 as presented for the month of March 2023 incorporating:

<b>Payment Method</b>	<b>Cheque/EFT/DD Number</b>	<b>Amount</b>
Electronic Funds Transfers	EFT24737 – EFT24816	\$1,119,976.06
Municipal Account Cheques	37059 - 37061	\$251.73
Direct Debits	DD10382.1 – DD10448.1	\$77,599.66
	<b>TOTAL</b>	<b>\$1,197,827.45</b>

**CARRIED: 8/0**

# Shire of Lake Grace



## CERTIFICATE OF EXPENDITURE

March 2023

This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT24737 – EFT24816	\$1,119,976.06
Municipal Account Cheques	37059 - 37061	\$251.73
Direct Debits	DD10382.1 – DD10448.1	\$77,599.66
	<b>TOTAL</b>	<b>\$1,197,827.45</b>

to the Municipal Account, totalling \$1,197,827.45 which were submitted to each member of the Council on 26 April 2023, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

\_\_\_\_\_  
Alan George

**CHIEF EXECUTIVE OFFICER**

**14.5.2 FINANCIAL REPORTS – 31 MARCH 2023**

<b>Applicant</b>	<b>Internal Report</b>
<b>File No.</b>	<b>0275</b>
<b>Attachments</b>	<b>Monthly Financial Reports Bank Reconciliations – March 2023</b>
<b>Author</b>	<b>Mrs Victoria Fasano Finance Officer – Reporting and Investments</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Date of Report</b>	<b>31 March 2023</b>
<b>Senior Officer</b>	<b>Mr Alan George - Chief Executive Officer</b>

Summary

Consideration of the Monthly Financial Reports for the period ending 31 March 2023 and Bank Reconciliations for the month ending 31 March 2023.

Background

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

Comment

As at 31 March 2023, operating revenue is over the target by \$91,950 (1.26%). Profit on disposal of assets over the budget due to the sale of two Mack trucks and DCEO vehicles higher than expected.

Operating expenditure is under YTD budget by \$1,839,879 (20.00%) mainly due to Materials and contracts being down as a consequence of delay in operating jobs. Employee costs are slightly under budget due to vacancies in works and services. On the other hand, Loss on disposal of assets over the budget target due to sale of Bomag Roller below the expected price.

The capital program is below the target by \$720,349 (22.25%). The bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in the financial year. Payments for property, plant and equipment are below target as well due to the portion of Capital projects not being initiated as yet (52%) or in an early stage of completion. This leads to Capital grants income decrease being offset by the reduction in payments for property, plant and equipment.

Cash at bank is similar to the corresponding period last year, an investment agreement for 2 term deposits with Commonwealth Bank is in place for \$7,087,830, along with Overnight Cash Deposit with WA Treasury Corporation for \$4,497,088.

Outstanding rates are tracking well and have recovered 95.8% to date.

General debtor is \$124,932 with no major outstanding debts to follow up.

The monthly financial reports include the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which comprises the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 March 2023. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated regulations.

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

#### Legal Implications

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

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

#### Policy Implications

Nil

#### Consultation

Internal Mr Kevin Wilson – Manager Corporate Services

#### Financial Implications

Nil

#### Strategic Implications

### **Shire of Lake Grace Strategic Community Plan 2017 – 2027**

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

### **RECOMMENDATION / RESOLUTION**

#### **RESOLUTION 13575**

**Moved: Cr Kuchling**

**Seconded: Cr McKenzie**

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

Statements of Financial activity for the period ended 31 March 2023 and Municipal, Trust and Reserve Funds bank reconciliations for the period ended 31 March 2023.

**CARRIED: 8/0**

#### **14.6 COMMUNITY SERVICES**

Cr Lloyd declared an impartiality interest in the following item as she is a committee member of the Newdegate Machinery Field Days.

##### **14.6.1 NEWDEGATE MACHINERY FIELD DAYS 2023 SPONSORSHIP AGREEMENT**

<b>Applicant</b>	<b>Newdegate Machinery Field Days Inc.</b>
<b>File No.</b>	<b>0434</b>
<b>Attachments</b>	<b>Newdegate Machinery Field Days 2023 Sponsorship Agreement</b>
<b>Author</b>	<b>Mrs Alex Adams – Executive Assistant</b>
<b>Disclosure of Interest</b>	<b>Nil</b>
<b>Date of Report</b>	<b>17 April 2023</b>
<b>Senior Officer</b>	<b>Mr Alan George - Chief Executive Officer</b>

##### Summary

The purpose of this report is for Council to endorse the Newdegate Machinery Field Days Inc. 2023 Sponsorship Agreement.

##### Background

Previously, the Shire of Lake Grace has entered into a sponsorship agreement that provides Shire Works staff to assist with preparation of site and provide waste disposal service throughout the Newdegate Machinery Field Days Inc. annual event to the value of \$12,500, plus a cash component of \$2,500 – having a total sponsorship value of \$15,000.

##### Comment

Newdegate Machinery Field Days Inc. Committee request the Shire of Lake Grace to continue as a Major Sponsor of 2023 Newdegate Machinery Field Days Inc. event.

The 2023 Sponsorship Agreement covers the provision of:

1. Continuation as a “Major Sponsor” of the 2023 Field Days to the amount of \$2,500 (plus GST). Of this cash component, \$1,500 is for the Shire of Lake Grace Acquisition Prize in the Art Exhibition and Competition.
2. Contracted rubbish removal at the Field Days site:
  - a. A Warren Blackwood Waste compactor rubbish truck shall be stationed at the Recreation Centre car park from Wednesday 6 September until Friday 8 September to receive rubbish.
  - b. The compactor rubbish truck shall empty all bins around the entire Field Days site on Wednesday at 7.00am and 5.00pm, on Thursday at 7.00am and 5.00pm, and on Friday at 1.00pm. If further rubbish collection is required on

- the Monday after Field Days, the Field Days committee will contact the Shire to arrange.
- c. The compactor rubbish truck is not permitted to drive through the Field Days grounds between 8am and 5pm on Wednesday and Thursday.
  - d. Shire staff will be responsible for collecting full rubbish bins and ferrying them in a suitable vehicle to the compactor rubbish truck at regular intervals throughout Wednesday and Thursday as required, with a focus on all kitchen areas by 2pm. As full bins are removed, an empty bin will be substituted to maintain a consistent waste management service.
  - e. Shire staff to insert bin liners in bins located at the main food areas, liners to be supplied by the Field Day Committee, to minimise contamination and odour.
  - f. Two x 3m<sup>3</sup> Warren Blackwood Waste recycling skip bins are supplied to the Field Days site from 8.00am on Monday 28 August until 3.00pm on Friday 2 September (5 days); one to be located behind the Family Interest Pavilion and the other next to the Cattle display on site 166.
  - g. The contents of the bins located in the “fireworks zone” are to be removed before 8.00am on Thursday 7 September.
3. Provide a water truck to damp down the laneways from Tuesday afternoon to Thursday afternoon (weather depending).
  4. Provide the necessary maintenance required for gardens, entry statements, the airstrip, the Field Days’ site and other town facilities in the lead up to the 2023 Field Days, to ensure they are in the best possible condition for the event.
  5. The Field Days Committee will utilise the Shire of Lake Grace’s SMS Messaging service to contact committee members advising them of monthly or special meetings.
  6. The Shire to have direct link to the Field Days’ website on the Shire of Lake Grace website.
  7. Sponsorship term will be from 1 July 2023 until 30 June 2024 inclusive.
  8. The Shire of Lake Grace has the opportunity to continue the sponsorship for future field days.
  9. A representative from the Shire to be invited to officiate at prize presentation functions or official opening, where applicable.
  10. The Shire of Lake Grace to arrange booking and payment for Billboard advertising with WA Billboards, on a single side of the Billboard located at the southern entrance to Newdegate, from the period of July – September 2023.
  11. The Shire of Lake Grace will receive Site 35 in the Family Interest Display Pavilion (8m x 3m) with a 20% discount of the advertised application fee.
  12. The Shire of Lake Grace logo is to appear on advertisements (press, radio and television) and any other promotional materials organised by the Field Days.
  13. The Shire of Lake Grace will receive logo acknowledgement on the website with a link back to the Shire of Lake Grace webpage.
  14. The Shire of Lake Grace will receive logo acknowledgement in the Newdegate Machinery Field Days Official Program.
  15. The Shire of Lake Grace has the opportunity to display promotional handouts, brochures and banners, where relevant, from their site in the Family Interest Display Pavilion.
  16. The Shire of Lake Grace is to receive free announcements over the *Adasound* PA and ‘*Agrowplow* 93.1FM’ Radio during the Field Days. The Shire of Lake Grace is to supply a 30 second script to the Sponsorship and Promotions Officer.
  17. The Shire of Lake Grace is welcome to discuss the possibility of media interviews and media releases to promote their support with the Sponsorship and Promotions Officer.

### Legal Implications

#### **Local Government Act 1995**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* *Absolute majority required.*

- (1a) In subsection (1) —

**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

### Policy Implications

Nil

### Consultation

Internal: Alan George, Chief Executive Officer  
Craig Elefsen, Manager Infrastructure Services  
Cheryl Chappell, Community Service Officer

External: Greta Wolzak, Sponsorship & Promotions Coordinator, Newdegate Machinery Field Day Inc.  
Matt Webb, Warren Blackwood Waste

### Financial Implications

Provision for the expenditure of the sponsorship agreement of \$15,000 to be included within the Shire of Lake Grace 2023 - 2024 budget.

The 2023 Sponsorship Agreement includes the waste management service provision, expected costs to be incorporated:

Warren Blackwood Waste – recycling skip hire 5 days, hire of truck and driver –

There is also the additional site fee, tickets and display costs in the community service budget NGTFLDD - \$3,500.



Strategic Implications

**Shire of Lake Grace Strategic Community Plan 2017 – 2027**

<b>Social Objective - A valued, healthy and inclusive community and life style</b>		
Outcome	2.1	An engaged, supportive and inclusive community
Strategies	2.1.3	Actively promote and support community events and activities within the district
<b>Leadership Objective - Strong governance and leadership, demonstrating fair and equitable community values</b>		
Outcome	4.2	An efficient and effective organisation
Strategies	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13576**

**Moved: Cr Clarke**  
**Seconded: Cr Hunt**

That Council authorise the Chief Executive Officer to sign the 2023 Sponsorship Agreement with the Newdegate Machinery Field Days Inc., endorsing the following conditions:

1. Major Sponsorship of \$2,500 (plus GST), which includes \$1,500 for the Art Acquisition Prize;
2. Works component sponsorship to the value of \$12,500 (plus GST);
3. Total Sponsorship value being \$15,000;
4. That a financial provision of \$15,000 be provided in the 2023-2024 Budget.

Voting Requirements  
 Absolute majority

**CARRIED: 8/0**

**15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**16.0 INFORMATION BULLETIN – APRIL 2023**

<b>Applicant</b>	Internal Report
<b>File No.</b>	Nil
<b>Attachments</b>	Information Bulletin Cover Page Only
<b>Author</b>	Mrs Alex Adams - Executive Assistant
<b>Disclosure of Interest</b>	Nil
<b>Date of Report</b>	21 April 2023
<b>Senior Officer</b>	Mr Chris Paget - Deputy Chief Executive Officer

Summary

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

Background / Comment

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

The April 2023 Information Bulletin attachments include:

Reports:

- Infrastructure Services Report – March 2023
- Environmental Health Services Report – January to March 2023
- Lake Grace Visitor Centre Report – January to March 2023
- Lake Grace Library Report and Statistics – March 2023
- Newdegate Library Report and Statistics – March 2023
- Lake King Library Report and Statistics – March 2023

External Organisations

- WALGA Central Country Zone Agenda and Attachments – 14 April 2023

Circulars, Media Releases, Newsletters, Letters

- Emails sent throughout the month

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

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

<b>Leadership Objective</b>		<b>Strong governance and leadership, demonstrating fair and equitable community values</b>
Outcome	4.1	A strategically focused, unified Council functioning efficiently
Strategy	4.1.1	Provide informed leadership on behalf of the community
	4.1.2	Promote and advocate for the community and district
	4.1.3	Provide strategic leadership and governance
Outcome	4.2	An efficient and effective organisation
Strategy	4.2.1	Maintain accountability and financial responsibility through effective planning
	4.2.2	Comply with statutory and legislative requirements

Voting Requirements

Simple majority

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13577**

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

That Council accepts the Information Bulletin Report for April 2023.

**CARRIED: 8/0**

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

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13578**

**Moved: Cr Chappell**  
**Seconded: Cr Clarke**

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

Item 17.1.1 Proposed Sale of Lot 12 Biddy-Camm Rd – Cooperative Bulk Handling

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

**CARRIED: 8/0**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13579**

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

That Council accept the recommendation contained in Item 17.1.1 - Proposed Sale of Lot 12 Biddy-Camm Rd – Cooperative Bulk Handling

**CARRIED: 8/0**

**RECOMMENDATION / RESOLUTION**

**RESOLUTION 13580**

**Moved: Cr Chappell**  
**Seconded: Cr Kuchling**

That Council move from behind closed doors at 4.06pm to proceed with the meeting.

**CARRIED: 8/0**

**18.0 DATE OF NEXT MEETING – 24 May 2023**

The next Ordinary Council Meeting is scheduled to take place on Wednesday 24 May 2023 commencing at 3:30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

**19.0 CLOSURE**

There being no further business, the Shire President closed the meeting at 4.07 pm.

**20.0 CERTIFICATION**

#

I, Leonard William Armstrong, certify that the Minutes of Meeting held on Wednesday 26 April 2023 as shown were confirmed as a true record of the meeting.

---

Signature

---

Date

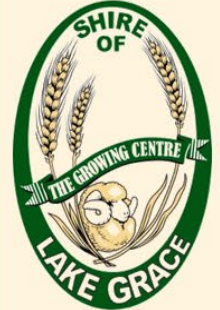
Shire of Lake Grace

Local Emergency Management  
Committee

# Minutes

11 May 2023

Meeting Commencing at 1:00 pm



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## Disclaimer

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

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

---

## Acknowledgement of Country

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

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

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## **SHIRE OF LAKE GRACE**

Agenda for the Local Emergency Management Committee (LEMC) meeting to be held at Council Chambers, 1 Bishop Street, Lake Grace on Thursday 11 May 2023.

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

The Shire President opened the meeting at 12:58pm.

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

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

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

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

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

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

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



### 3.0 RECORD OF ATTENDANCE

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

**Present:**

Cr Len Armstrong	President
Alan George	Chief Executive Officer
Chris Paget	Deputy Chief Executive Officer
Craig Elefsen	Manager of Infrastructure Services
Matt Castaldini	Community Emergency Services Manager
Brett Dew	Western Power
Gavin Stevens	Department of Fire & Emergency Services
Sgt Joshua Egan-Reid	WA Police
Barry Grady	St John Ambulance Community Paramedic
Rodney Thornton	WALGA Roadwise
Michele Duxbury	Department Of Communities
Mitchell Davies	Department Of Biodiversity Conservation & Attractions
Suzanne Reeves	Community Resource Centre
Alex Adams	Shire of Lake Grace
Jessica Chircop	Shire of Lake Grace

**Apologies:**

Lisa Pearce	WA Country Health Service
Ross Chappell	St John Ambulance Lake Grace
Kerriane Mills	Department of Education Lake Grace

**In Attendance / Observers / Visitors:**

Nil

### 4.0 CONFIRMATION OF MINUTES – 09 MARCH 2023

Voting Requirements

Absolute majority required.

**Recommendation / Resolution**

**Moved:** Joshua Egan-Reid

**Seconded:** Barry Grady

That the Minutes of the Local Emergency Management Committee (LEMC) meeting held on 09 March 2023 be confirmed as a true and accurate record.

**CARRIED:** 13/0

### 5.0 BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

### 6.0 STANDING ITEMS

Nil

## **7.0 POST INCIDENT REPORTS**

Nil

## **8.0 AGENCY REPORTS**

### **8.1 SHIRE OF LAKE GRACE**

Nil

### **8.2 WA POLICE**

Joshua and Scott are Land Search and Rescue qualified, with plans to get Wade trained as well. Drones are being rolled out for use in scene assessments, currently they are available in Albany and there are plans to get them into Narrogin and Katanning in the future.

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

Nil

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

Nil

### **8.5 ST JOHN AMBULANCE**

More volunteers are needed, drivers for transfers especially. Training is readily available. Community Paramedic will be on leave for four weeks, Sally Kettle will be covering the role. All current volunteer training is up to date.

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

As for many agencies it has been a high tempo operational period for DFES and there have been lots of changes to adapt to this season both with some unusual weather events across the country, AFDRS implementation as of 1 Sept 2022, WHS legislation, COVID continuation and a record harvest season.

#### **2022-23 Bushfire Season Synopsis**

- This year we have tackled complex blazes in the areas of Toodyay, Donnybrook-Balingup, Bridgetown-Greenbushes and Trayning and other bush and structural fires over the season.
- We were supported by the Grain Harvest strategy again seeing aerial appliances based in Narrogin and other regional centres to support on ground crews. (Graphic below)
- There was a well-publicised hazmat incident where we coordinated the search for the radioactive capsule in collaboration with a team of experts in emergency, nuclear and radiation management as well as the Department of Health and WA Police was an extraordinary outcome.

- We were one of many agencies following Ex TC Ellie in the Kimberly. We have relocated more than 250 people to safety, coordinated the delivery of over 1,300 tonnes of medical and food supplies and resettled numerous communities back on country with more on their way. We have also assessed more than 700 homes and buildings for safety and aided in the clean-up of 74 buildings with more to go. There were hundreds of staff and volunteers working on rotation in the Kimberley and we have our teams behind the scenes coordinating communications and logistics, working in the operations centres, providing corporate and business support, and delivering public information.
- Towards the end of the season, supporting DBCA at two fires in the Ravensthorpe area. During which one of our Large Air Tankers crashed while tackling a blaze in the Fitzgerald River National Park. Thankfully, the two pilots were able to walk away from the crash.

### **Recent & Upcoming Events;**

- TC Ilsa in the last fortnight saw staff deployed to the Pilbara and Kimberley and as an organisation we have a significant commitment to Exmouth for the Solar Eclipse next week.
- This time of year, begins our busy training schedules, season reviews, industrial site inspections, start of our Storm Safe program and a key time to for staff leave to be taken.
- The change of seasons also opens up our mitigation programs for UCL UMR in townsites with Mitigation Activity Funding for round 1 2023 having closed recently.
- The Australian Fire Danger Rating System (AFDRS) review will be undertaken nationally. However, feedback can be provided at anytime to [afdrs@dfes.wa.gov.au](mailto:afdrs@dfes.wa.gov.au) and this will be included in the review.
- We are awaiting the draft exposure bill for the Combined Emergency Services legislation to be released soon and will advise of the consultation process for those interested when it is out.

On a final note out Superintendent has changed with Sven Andersen going to Bushfire Risk Management in Belmont and we have been fortunate to have Mr Craig Smith previously Superintendent Midwest Gascoyne accept the role here in Narrogin.

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

Nil

## **8.8 EDUCATION DEPARTMENT**

- **Lake Grace District High School**

Nil

- **Newdegate Primary School**

Nil

- **Lake King Primary School**

Nil

## **8.9 DEPARTMENT OF COMMUNITIES**

Date: From – April 2023 to June 2023 inclusive

INCIDENTS:

Nil

EXERCISES AND TRAINING:

Please see notes below.

24 MAY	Evacuation Centre Training	Mt Barker Primary Evacuation Centre
11 JULY	Evacuation Centre Training	Dumbleyung Town Hall

Additional Comments/Suggestions:

- **TC Ilsa**

On 12 April 2023, Communities was activated as the support organisation providing emergency relief and support for Severe Tropical Cyclone Ilsa.

- Severe Tropical Cyclone Ilsa crossed the coast as a Category 5 system, around midnight on Thursday 13 April 2023, with an estimated intensity of 213 kmph.
- On Thursday 13 April, Communities opened four evacuation centres, which were closed on the 14 April 2023.
- In total, Communities accommodated 68 people in evacuation centres, and upported 10 people to return to country.
- Communities will continue to respond to requests for assistance as required. This will be managed through Communities staff on the ground and the Disaster Response Hotline.

- **Kimberley Floods**

The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley Floods from January 2023.

As of 26 April 2023:

- 17 people are in Communities' supported commercial accommodation in Broome and Derby.
- 88 people are in Phase 1 Temporary Accommodation utilising Humanihuts in Fitzroy Crossing and Bungardi community, and in the Derby Hostel.
- Since the Disaster Response Hotline (DRH) opened on the 11 January 2023 until COB 24 April 2023, Communities has responded to a total of 1,792 calls.
- Communities has assisted 171 residents to apply for the Premier's Grant via the DRH and hubs in Broome, Derby and Fitzroy Crossing.
- Review of the State Support Plan – Consultation feedback for the State Support Plan – Emergency Welfare has closed. Communities is currently reviewing feedback.
- Capability Audit – Communities has procured Nous Group to conduct an audit of Western Australia's emergency relief and support capability.
- Local Emergency Management Plans (LEMP's ) are always being reviewed, if you see any information that is not current, please advise [michele.duxbury@communities.wa.gov.au](mailto:michele.duxbury@communities.wa.gov.au)
- Training: Please advise if you would like training conducted for local government staff, this can be an introduction to opening an evacuation centre, to cover the first couple of hours as Communities staff are on route. Happy to work with Shires to ensure little impacts to normal operations. Please e-mail [michele.duxbury@communities.wa.gov.au](mailto:michele.duxbury@communities.wa.gov.au) to request training.

Happy to discuss at any time.

#### **8.10 WATER CORPORATION**

Nil

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

Nil

#### **8.12 WESTERN POWER**

There was a recent widespread outage in Lake Grace shire. There was a recent issue with burnt wire on a switch near Kondinin which took some time to rectify. Currently testing out different insulators and other strategies to reduce the incidents of pole top fires and following up discussions with Bushfire Volunteers about the conductivity of poles and the issues they cause.

Low staff numbers is an issue.

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

Nil

#### **8.14 DBCA - PARKS AND WILDLIFE SERVICE**

Mitigation programs are well under way, prescribed burning has been done in the Northern Wheatbelt and Hyden. Local burning will be done over the coming weeks, with Tarin Rock being looked at for tomorrow and Dragon Rocks soon after.

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

Nil

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

- **Community Resource Centre**

Link West are looking for community feedback on WACHS for health services in Lake Grace and Surrounds.

- **WALGA Roadwise**

So far this year there have been 50 state wide fatalities;  
26 were in regional WA  
9 in the Wheatbelt  
4 in Wheatbelt South.

There is only a population of 22,000 in Wheatbelt South, therefore the numbers reflect a very poor record. And it is local people who are dying on the roads in the wheatbelt.

## **9.0 GENERAL BUSINESS**

Nil

## **9.1 FUNDING NOMINATIONS AND APPLICATIONS**

We were successful in receiving an AWARE grant to make EM training available. WALGA have advised there are some updates being applied to the training and have delayed our access to the EM Fundamentals Course.

There is additional funding for Key staff/ interested councillors to undertake recovery centric training. The plan is to host either one or two courses in Lake Grace and invite other local governments to attend. We can cover the tuition fee for the course under our grant.

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

Nil.

## **10. DATE OF NEXT MEETING**

Please see the dates for upcoming meetings;

Thursday 10 August 2023  
Thursday 02 November 2023

## **11.0 CLOSURE**

There being no further business, the Shire President closed the meeting at 1:25pm.

**Craig Elefsen**

---

**From:** ghpmcarr@bigpond.com  
**Sent:** Thursday, 4 May 2023 5:10 AM  
**To:** Craig Elefsen  
**Subject:** Walker Road - closure request

Hi Craig

We are writing to request to have Walker Road, 5km north of Lake Grace, closed:

- this road is used by us to access our private property on the north side of the road
- there have been instances of people going down this road and getting bogged where the road is washed out
- no-one else should need to go down this road as it only ends up in the salt lake!

Please advise what the process is to facilitate the road closure.

In the meantime is it possible to have a "No Through Road" sign put up?

Kind regards

Greg and Paula Carruthers  
6697 Kulin-Lake Grace Road  
LAKE GRACE 6353



Kulin-Lake Grace Rd

Kulin-Lake Grace Rd

Kulin-Lake Grace Rd

Lake Grace

107

07

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07





OCM 24 May 2023

ITEM 14.4.1 - Crisp Wireless

# ePMP™ 3000 Sector Antenna



Cambium Networks has deployed more than five million radios around the world achieving unparalleled degrees of scalability. Continuing the tradition of designing and manufacturing industry leading antenna solutions, the ePMP 3000 4X4 sector antenna encompasses all the key differentiations of the Cambium Antenna line and adds 4X4 Multi User MIMO Capability. Designed to work in 5 GHz spectrum and 90 degree coverage, the antenna is an integral part of the ePMP 3000 Access Point and allows for Multi User MIMO Operation.

## KEY DEPLOYMENT ADVANTAGES

- **Frequency Re-use:** Designed for ABAB channel re-use (two channels covering four sectors), the sector antenna has a minimum 30 dB front to back ratio over a wide rear facing aperture.
- **Channel Flexibility:** Consistent gain from 4.9 to 6.0 GHz allows the operator to select a channel anywhere in the band and achieve the expected performance.
- **Consistent Coverage:** Excellent null fill capabilities of the antenna allow for broad geographical coverage within a sector even near the base of the tower and the edges of the sector.
- **Designed for the Installer:** Small, compact design, integrated ePMP radio mount and GPS antenna integration.
- **Predictable Performance:** The sector antenna is integrated into Cambium Networks LINKPlanner. The 3D model shows coverage at all elevations and across the azimuth.

## KEY SPECIFICATIONS:

- 17 dBi gain
- 4.9 to 5.97 GHz spectrum
- 30 dBi front to back ratio
- IP 65 ruggedization

## SPECIFICATIONS

### ePMP 3000 SECTOR ANTENNA

Model Number	C050910D301A
Frequency Range	4.9 GHz to 5.97 GHz
Gain	17 dBi
3 dB Beamwidth - Azimuth	70 degrees
3 dB Beamwidth - Elevation	6 degrees
Electrical Downtilt	-2 degrees
Polarization	2X Horizontal, 2X Vertical

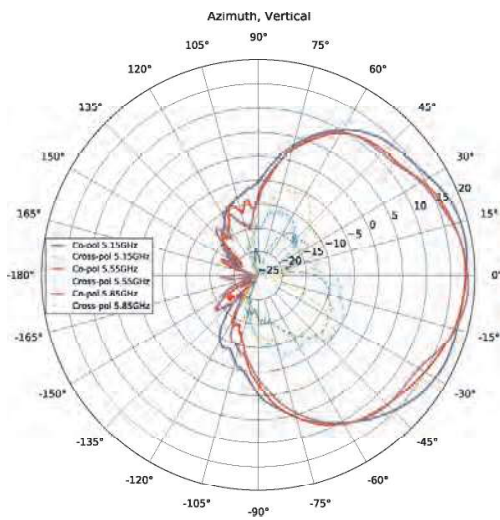
# SPECIFICATIONS

## ePMP 3000 SECTOR ANTENNA

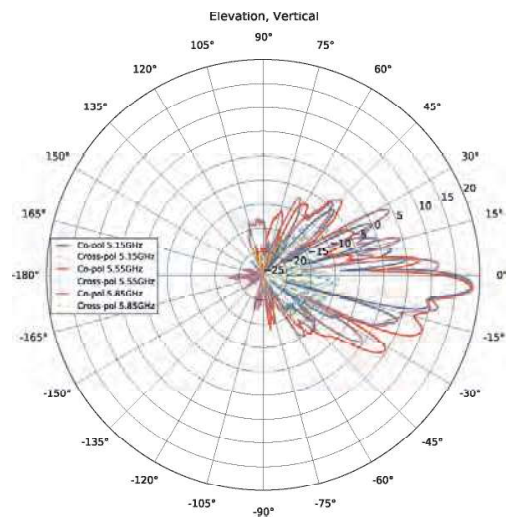
Model Number	C050910D301A
Port-to-Port Isolation	> 20 dB
Front-to-Back Ratio	30 dB
Maximum Input Power	5 W
Input Impedance	50 ohms
Mounting Connectors	4 x RP SMA
Mounting Hardware	Included for mounting to mast diameters 2" to 4" (5 cm to 10 cm) -10 to +5 degree tilt Hardware included to connect ePMP access point to back of antenna body
Physical Dimensions	Antenna Body: 23.4" (H) x 9.6" (W) x 3.25" (D) (594 mm x 157 mm x 110 mm)
Weight	Antenna Body: 8.0 lbs, 3.7 kg w/ ePMP 3000 Access Point and Mounting Brackets: 13.8 lbs, 6.3 kg
Environmental	IP65
Radome Material	UV Protected ABS
Operating Temp	-40°C to 60°C (-40°F to 140°F)

## ANTENNA PATTERNS

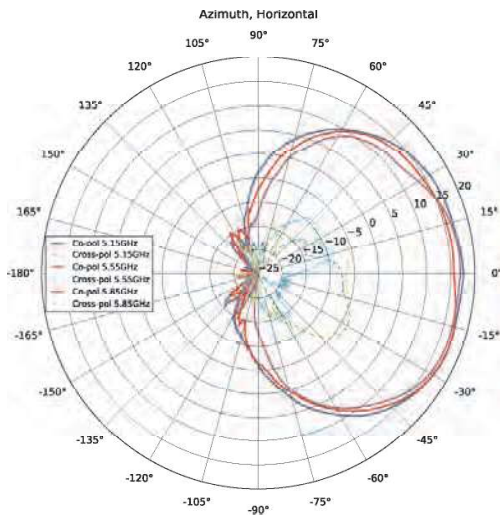
Channel 0 Vertical Polarization Azimuth



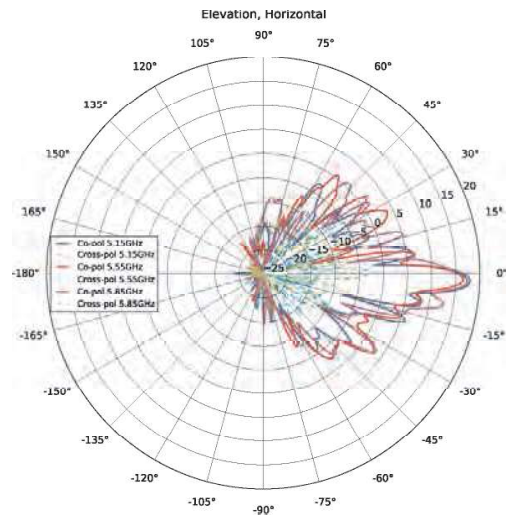
Channel 0 Vertical Polarization Elevation



Channel 1 Vertical Polarization Azimuth



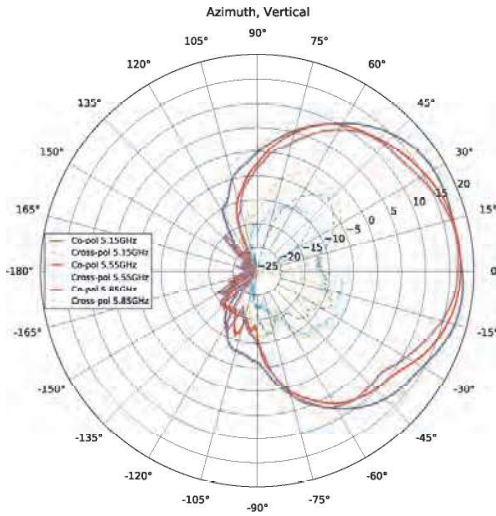
Channel 1 Vertical Polarization Elevation



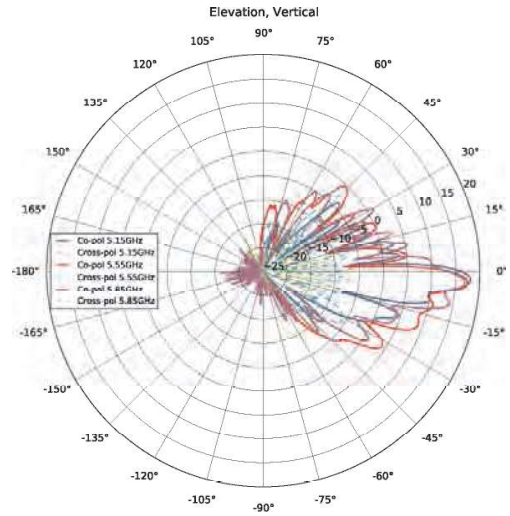


# ANTENNA PATTERNS

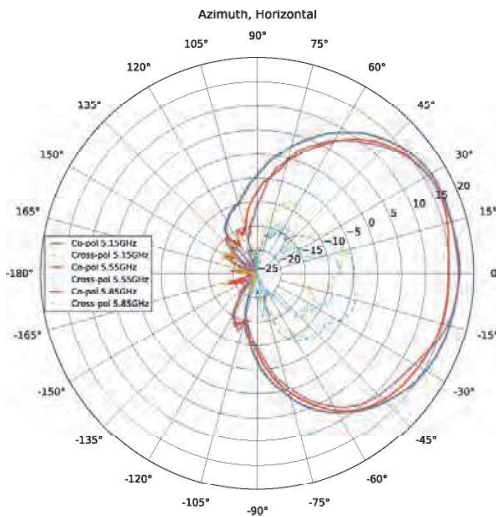
Channel 2 Vertical Polarization Azimuth



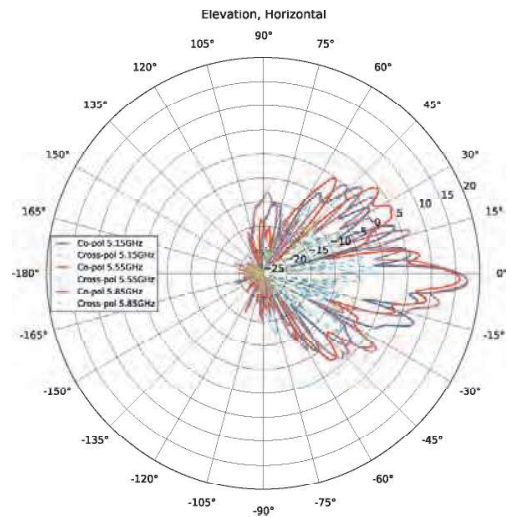
Channel 2 Vertical Polarization Elevation



Channel 3 Vertical Polarization Azimuth



Channel 3 Vertical Polarization Elevation





# 5.25 - 5.85 GHz High Performance Dual Pole Parabolic Reflector Antenna

High Performance Dual Pole Parabolic Reflector Antennas from Cambium Networks are well-suited for deployment with any of the sub-6 GHz PTP products. They are engineered to provide ETSI class 2/3 radiation pattern performance as well as excellent gain. Field-proven preassembled antennas and robust pole mounts ensure “set and forget” installation with minimal post installation maintenance. The included radome ensures robust and reliable performance under the most challenging conditions.

## FEATURES AND BENEFITS:

- High Performance ETSI Class 2/3\* Parabolic Antennas - Excellent performance for a wide range of applications
- Fully Preassembled at the Factory - Simplifies installation on site and guarantees “factory tested” quality
- Industry leading 7year warranty
- Suitable for deployment with PTP 650, PTP 670, PTP 700 and PTP 450i connectorized radios.
- Fully supported in LINKPlanner™ providing accurate predictions of PTP link performance and availability. LINKPlanner™ is available at no charge from the support website at [cambiumnetworks.com](http://cambiumnetworks.com).

\*ETSI Class depends on frequency band



## SPECIFICATIONS

### GENERAL

Antenna Type	High Performance Parabolic Reflector Antenna
Size, nominal	2 ft (0.6 m); 3 ft (0.9 m); 4 ft (1.2 m)
Polarization	Dual
Standard RF Connector Type	N-Female

## SPECIFICATIONS

<b>ELECTRICAL</b>	<b>2 FT (0.6 M)</b>	<b>3 FT (0.9 M)</b>	<b>4 FT (1.2 M)</b>
Model Number	RDH4508B	RDH4509B	RDH4510B
Description	5.25-5.85 GHZ, 2-FT (0.6M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 3-FT (0.9M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 4-FT (1.2M), HIGH PERFORMANCE DUAL-POL
Operating Frequency Band	5.25 - 5.85 GHz	5.25 - 5.85 GHz	5.25 - 5.85 GHz
Half Power Beamwidth, Horizontal	6.1 degrees	4.2 degrees	3 degrees
Half Power Beamwidth, Vertical	6.1 degrees	4.2 degrees	3 degrees
Cross-Polarization Discrimination	28 dB	30 dB	30 dB
Front to Back Ratio (F/B)	44 dB	46 dB	49 dB
Gain, Low Frequency	28.3 dB	31.8 dB	34.2 dBi
Gain, Mid Frequency	28.8 dB	32.3 dBi	34.7 dBi
Gain, High Frequency	29.3 dB	32.8 dBi	34.7 dBi
VSWR	1.5:1	1.5:1	1.5:1
Return Loss	-14 dB	-14 dB	-14 dB

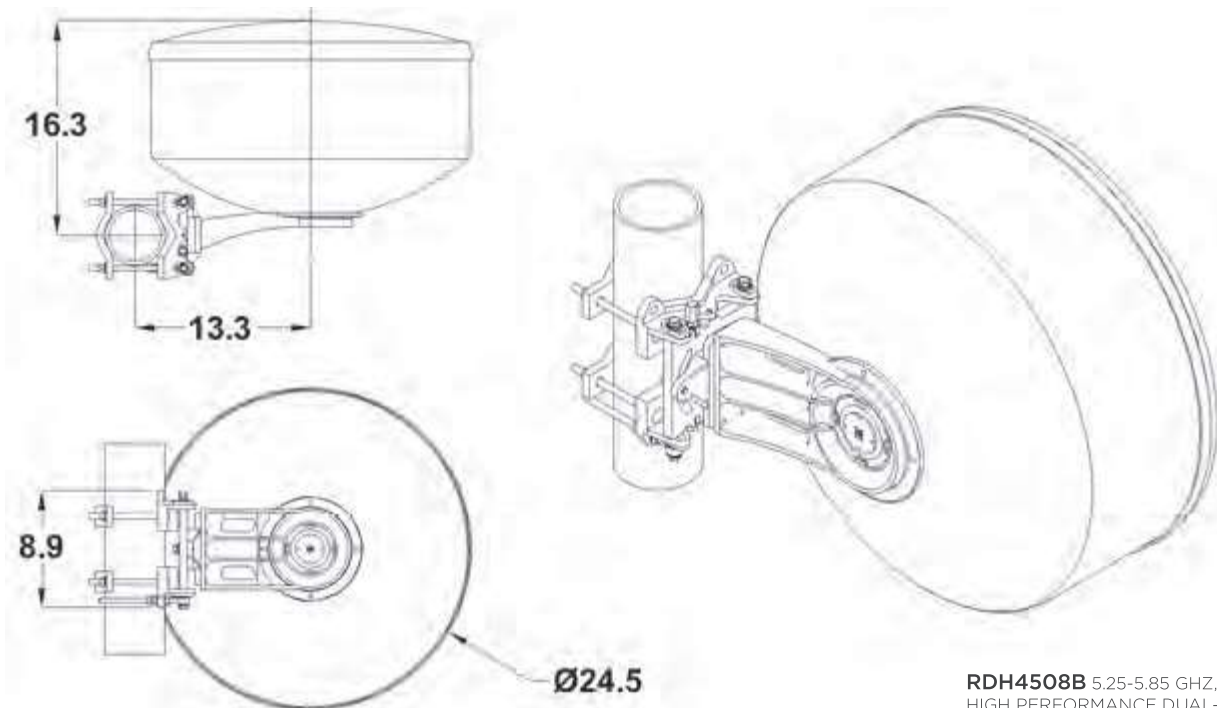
<b>MECHANICAL</b>	<b>2 FT (0.6 M)</b>	<b>3 FT (0.9 M)</b>	<b>4 FT (1.2 M)</b>
Model Number	RDH4508B	RDH4509B	RDH4510B
Description	5.25-5.85 GHZ, 2-FT (0.6M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 3-FT (0.9M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 4-FT (1.2M), HIGH PERFORMANCE DUAL-POL
Fine Azimuth Adjustment	+/- 10 degrees	+/- 10 degrees	+/- 10 degrees
Fine Elevation Adjustment	+/- 30 degrees	+/- 25 degrees	+/- 25 degrees
Mounting Pipe Diameter, Min	2 inch   5.08 cm	4.5 inch   11.4 cm	4.5 inch   11.4 cm
Mounting Pipe Diameter, Max	4.5 inch   11.4 cm	4.5 inch   11.4 cm	4.5 inch   11.4 cm
Net Weight	27 lbs   12.3 kg	50 lbs   12.3 kg	85 lbs   38.3 kg
Wind Velocity Operational	90 mph   145 km/h	90 mph   145 km/h	90 mph   145 km/h
Wind Velocity Survival Rating	125 mph   201 km/h	125 mph   201 km/h	125 mph   201 km/h
Axial Force (FA)	202 lbs   899 N	403 lbs   1972 N	737 lbs   3278 N
Side Force (FS)	100 lbs   445 N	200 lbs   890 N	365 lbs   1623 N
Twisting Moment (MT)	194 ft-lbs   263 Nm	344 ft-lbs   466 Nm	784 ft-lbs   1063 Nm
Operating Temperature Range	-40 to +60 C	-40 to +60 C	-40 to +60 C
Max Pressure, PSIG, (if waveguide interface)	5	5	5

## REGULATORY COMPLIANCE

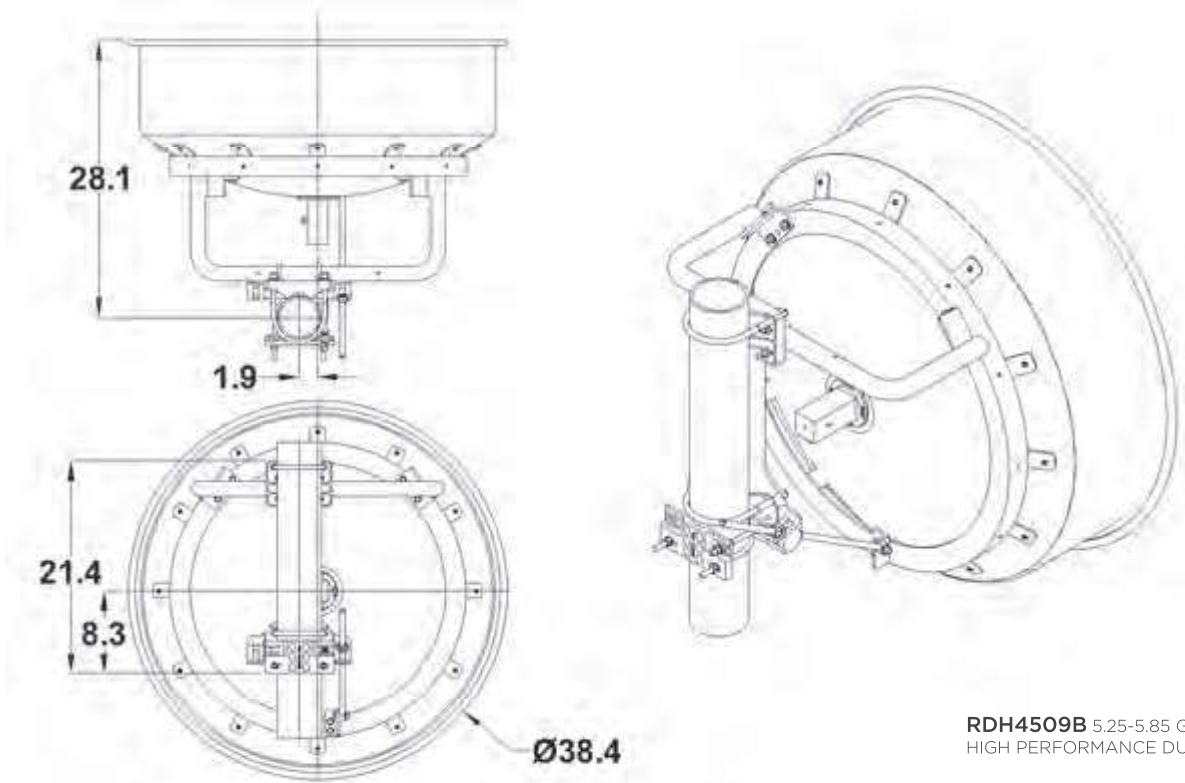
RoHS-compliant	Yes	Yes	Yes
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<b>SHIPPING INFORMATION</b>	<b>2 FT (0.6 M)</b>	<b>3 FT (0.9 M)</b>	<b>4 FT (1.2 M)</b>
Model Number	RDH4508B	RDH4509B	RDH4510B
Description	5.25-5.85 GHZ, 2-FT (0.6M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 3-FT (0.9M), HIGH PERFORMANCE DUAL-POL	5.25-5.85 GHZ, 4-FT (1.2M), HIGH PERFORMANCE DUAL-POL
Package Type	Cardboard	Wood Crate	Wood Crate
Gross Weight	48 lbs   28.7 kg	143 lbs   69.8 kg	196 lbs   88.9 kg
Dimensions, L x W x H	31 x 31 x 25in   79 x 79 x 64 cm	47 x 28 x 48in   119 x 71 x 122 cm	59 x 35 x 60in   180 x 89 x 152 cm
Shipping Volume	13.9 cu ft   0.39 cu m	36.56 cu ft   1.04 cu m	71.7 cu ft   2.03 cu m

# TECHNICAL DRAWINGS

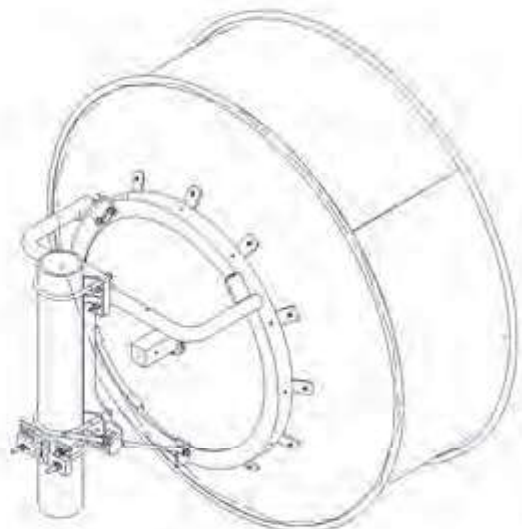
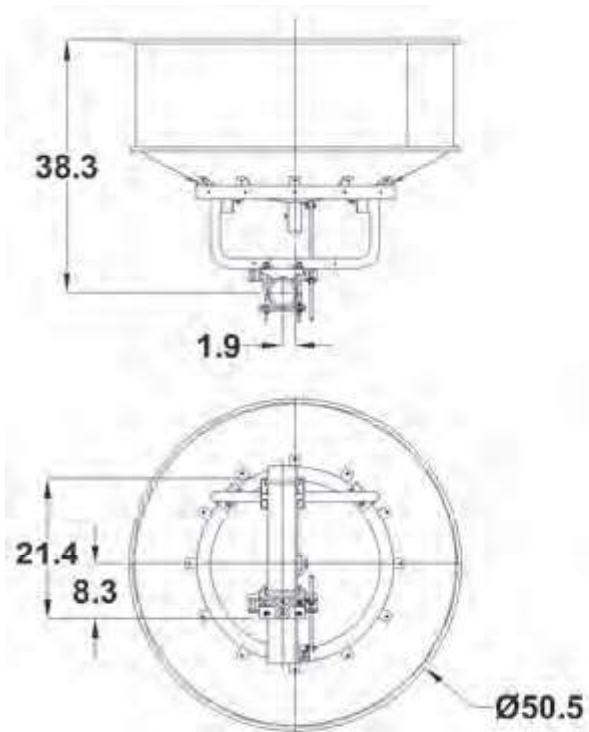


**RDH4508B** 5.25-5.85 GHZ, 2-FT (0.6M), HIGH PERFORMANCE DUAL-POL



**RDH4509B** 5.25-5.85 GHZ, 3-FT (0.9M), HIGH PERFORMANCE DUAL-POL

# TECHNICAL DRAWINGS



**RDH4510B** 5.25-5.85 GHZ, 4-FT (1.2M), HIGH PERFORMANCE DUAL-POL



## TECHNICAL SPECIFICATIONS

	PTP 820S	PTP 820C + PTP 820C HP	PTP 820G	PTP 820F	PTP 820E	PTP 850E
Supported Frequency	6-38 GHz	6-38 GHz	6-38 GHz	6-38, 79%, 84% GHz	79%, 84% GHz	79%, 84% GHz
Use in the Network	Compact all outdoor multi-core	Compact all outdoor multi-core	Self-mount or all outdoor, multi-carrier options	Self-mount or all outdoor, multi-carrier options	Midband with PTP 820C/S	Midband with PTP 820C/S
Transport Technology	All packet	All packet	Hybrid and/or all packet	Hybrid and/or all packet	All packet	All packet
IDM Interface	None	16 x E1/T1	16 x E1/T1	None	None	None
Modulation	QPSK to 2048 QAM w/ACM	QPSK to 2048 QAM w/ACM	QPSK to 4096 QAM w/ACM	QPSK to 4096 QAM w/ACM	BPSK to 1024 QAM w/ACM	BPSK to 512 QAM w/ACM
Channel Size	3.5 to 80 MHz	3.5 to 80 MHz	6.25 to 160 MHz	6.25 to 160 MHz	6.25 to 500 MHz	250 MHz to 2 GHz
Capacity (Layer 2)	679 Mbps	1.26 Gbps	542 Mbps, 108 Gbps	542 Mbps, 108 Gbps	24 Gbps	10 Gbps
Capacity with Multi-Layer Compression	833 Mbps	1.67 Gbps	833 Mbps (1+0) 1.67 Gbps (2+0)	1.69 Gbps (1+0) 3.2 Gbps (2+0)	24 Gbps (1+0) 48 Gbps (2+0)	10 Gbps (1+0) 20 Gbps (2+0)
Configuration	1+0, 1+1 HSB, 2+0	1+0, 1+1 HSB, 2+0 (E1/T1), 2+0 VPLC, 2+0 HCS, 2+0 SD	1+0, 1+1 HSB, 2+0 (E1/T1), 2+0 VPLC, 2+0 HCS, 2+0 SD	1+0, 1+1 HSB, 2+0 (E1/T1), 2+0 VPLC, 2+0 HCS, 2+0 SD	1+0, 2+0	1+0, 2+0 (VPLC)
LOS/HMO	No	Yes, 4x4 or 2x2	No	No	No	No
VPLC	No	Yes	Yes	Yes	No	Yes
Ethernet Interface	1 x 10/100/1000Base-T and 2 x 1000Base-X or 10/100/1000Base-T	1 x 10/100/1000Base-T and 2 x 1000Base-X	4 x 1 Gbe (RJ-45/SFP) 1x 2.5 Gbps SFP	4 x 1 Gbe (RJ-45/SFP) 1x 2.5 Gbps SFP	1 x 10/100/1000Base-T PoE 1 x 10 Gbps SFP cage Optional 1 x 10/100/100 Base-T for 10 Gbps SFP cage	1x 2.5 Gbps SFP 1x 10 Gbps SFP 10 GE (SFP+) Optional QSFP+/40/10 GE or 1x40 or SFP+ (1x10 GE)
Management Interface	1 x 10/100 Base-T	1 x 10/100 Base-T	1 x 10/100 Base-T	1 x 10/100 Base-T	1 x 10/100/100 Base-T for management	1 x 1 GE RJ-45 for management
External Alarm	None	1 x 089	1 x 089	None	None	None
Dimensions (HxWxD - mm)	250 x 235 x 98	PTP 820C: 250x233x98 PTP 820C HP: 315x284x107	IDU 44x48x185 RU-D: 200x233x98 RU-U-HP: 319x286x107 RU-S: 270x204x5 RU-E: 220x98x105	IDU 44x48x185 RU-D: 200x233x98 RU-U-HP: 319x286x107 RU-S: 270x204x5 RU-E: 220x98x105	270x98x105 43 dBm integrated antenna: 280x280x110	372x227x86 43 dBm integrated antenna: 341x270x103
Environmental	-35°C to +55°C (-40°C to +100°C extended)	-35°C to +55°C (-40°C to +100°C extended)	IDU: -5°C to +55°C (25°C to +65°C extended) RU-U: -35°C to +55°C (-45°C to +100°C extended) RU-U-HP: -55°C to +55°C (-65°C to +100°C extended) RU-S: -35°C to +55°C (-45°C to +100°C extended)	IDU: -5°C to +55°C (-40°C to +100°C extended) RU-U: -35°C to +55°C (-45°C to +100°C extended) RU-U-HP: -55°C to +55°C (-65°C to +100°C extended) RU-S: -35°C to +55°C (-45°C to +100°C extended)	-35°C to +55°C (-45°C to +100°C extended)	-35°C to +55°C (-45°C to +100°C extended)
Power Input	-48 VDC	-48 VDC	-48 VDC	-48 VDC	-48 VDC	-48 VDC
Power Injector Power Pool	-48 VDC or +24 VDC	PTP 820C ONLY: -48 VDC or +24 VDC	N/A	N/A	-48 VDC or +24 VDC	-48 VDC or +24 VDC
Maximum Power Consumption	6-11 GHz: 40W; 13-38 GHz: 35W	Multi-Core Operation: PTP 820C: 6 GHz: 65W; 7 GHz: 75W; 11 GHz: 65W; 15-38 GHz: 35W 6 GHz: 45W 13-38 GHz: 35W PTP 820C HP: 135W	IDU 48W maximum addition for second modem: 28W, additional for 16 E1/T1: • RU-U: 6-38 GHz: 40 22W; 11 39W; 28-38 GHz: 40 25W; 11 43W • RU-U-HP: 6-38 GHz: 45W / 60W Medium Level: 53W / 27W Low Level: 43W / 17W Multi: 24W / 24W • 11 HSD/SD BBS High Level: 10W / 14W Medium Level: 77W / 97W Low Level: 67W / 71W Multi: 48W / 48W	IDU 48W maximum addition for second modem: 28W, additional for 16 E1/T1: • RU-U-HP: 130W/80W RU-S: 45W RU-E: 45W	48W Active 35W Standby	58W Active 47W Standby

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# PTP 820/850

LICENSED ETHERNET MICROWAVE FOR MULTI-SERVICE NETWORKS

## Cambium PTP 820/850



PTP 820S



PTP 820C



PTP 820E



PTP 850E



PTP 820G  
Saddle-Mount / All-Indoor, Multi-Carrier



PTP 820F  
Saddle-Mount / All-Indoor, Multi-Carrier

### A single platform serving all radio transport requirements.

PTP 820/850 is a point-to-point licensed microwave backhaul platform that integrates leading networking functionality with the industry's most advanced microwave technologies, creating a superior microwave transport solution.

Supporting licensed frequency bands ranging from 6 to 86 GHz, the PTP 820/850 series delivers a wide range of configurations to offer a tailored solution for any deployment scenario.

Composed of high-density multi-technology nodes and integrated radio units, the PTP 820/850 series offers flexibility in choosing all-indoor, split-mount, and all-outdoor configuration options. Exploiting unique Line of Sight (LOS) Multiple Input Multiple Output (MIMO) technology, modulation up to 4096 QAM and wider channel bandwidths ensures industry-leading throughput and spectral efficiency.

The PTP 820E/850E operate in E-Band radio providing throughput up to 20Gbps, this eliminates the need for future forklift upgrades, or major system overhaul by the network operator to deliver multi-gigabit-plus capacity.

PTP 820/850 also offers both Synchronous Ethernet (SyncE) and IEEE1588 synchronization protocols required for large ISP and MPLS networks.

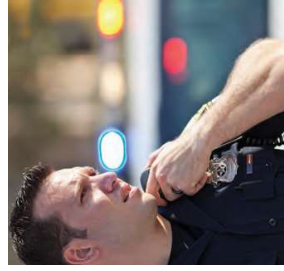
Operations, Administration and Maintenance (O&M) tools coupled with a full suite of network and element management systems (NMS and EMS) simplify network provisioning and monitoring, reducing operators' total cost of ownership and enabling them to meet the most stringent service level agreements.

Combining technologies, equipment and services, PTP 820/850 enables network operators to meet accelerating demand for capacity cost-effectively under rapidly evolving conditions.

### PTP 820/850 Product Series Highlights

- Licensed frequency bands 6-86 GHz
- Up to 4096 QAM, with 12-step hitless and errorless Adaptive Coding & Modulation (ACM) for high reliability
- Up to 20 Gbps bandwidth supported
- Multi-gigabit radio capacity with high spectral efficiency
- TDMA and/or packet supporting legacy services and evolution to all-packet
- Integrated Ethernet Switch, MEF Carrier Ethernet 2.0 compliant, MPLS-TP-ready
- Header de-duplication for additional capacity boost
- Intelligent service-centric management utilizing QoS and advanced O&M capabilities
- Carrier-grade service resiliency (G.8032, M5TP)
- ITU-T Y.1731 Performance Management – MEF 35
- Integrated synchronization solution: Native/SyncE/IEEE 1588v2
- Lowest power consumption with adaptive green mode
- Low latency with unique frame cut through for latency sensitive services
- Industry-leading system gain

NOTES: The highlight feature may not apply to all PTP 820/850 platform.



PUBLIC SAFETY



ENTERPRISE



WIRELESS CARRIER



WIRELESS INTERNET SERVICE PROVIDER

### LINKPlanner

LINKPlanner is a free, easy-to-use link design tool that allows network operators to easily and quickly design networks. Microsoft® Windows® and Intel®-based Mac® versions of LINKPlanner can be downloaded from Cambium Networks' support pages.

#### Key LINKPlanner features:

- Design a five-nines-reliable wireless link
- Plan and optimize a single link or multiple links simultaneously
- Perform calculations for both licensed and unlicensed products
- Automatically load path terrain profiles and environmental factors such as rain fade
- Display a comprehensive overview of your entire point-to-point wireless network via Google™ Earth
- Generate reports that validate projected performance and serve as time-saving deployment guidelines
- Create bills of material for point-to-multipoint and point-to-point networks including accessories

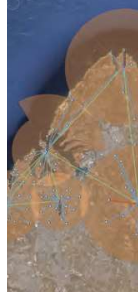
### About Cambium Networks

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PATH PROFILE WITH OBSTRUCTIONS



GOOGLE EARTH NETWORK VIEW



MAP OF THE SITES AND LINKS IN THE PROJECT





# Untitled Map

Write a description for your map.

## Legend



Untitled Path

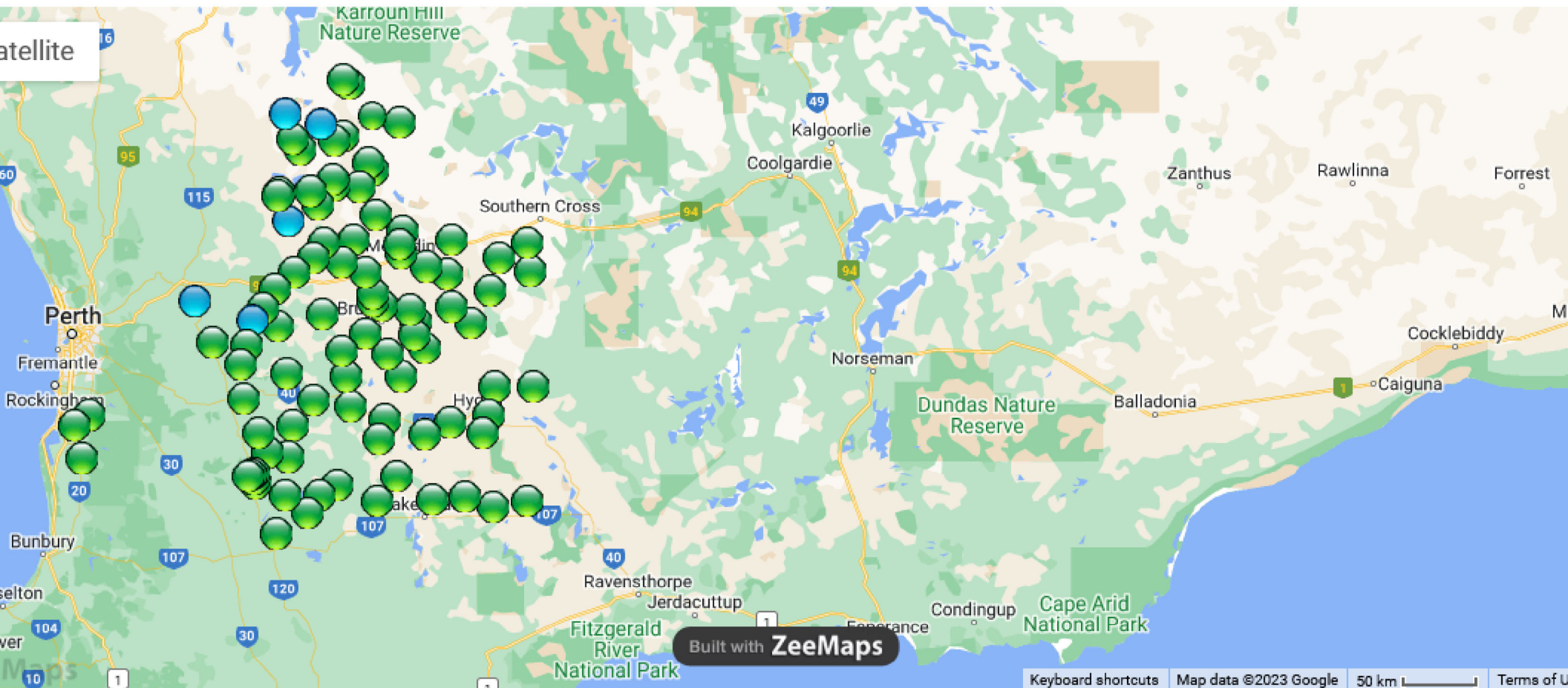


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60 m

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**Roe Regional Environmental Health Services Scheme – renewal of the MOU**

The Roe Regional Organisation of Councils (RoeROC) was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin and Narembeen.

Since its establishment RoeROC has worked to deliver a number of shared services to its member Councils. The Roe Regional Environmental Health Services Scheme (RREHSS) provides an environmental health service that also includes the Shire of Lake Grace. RREHSS operates under a Memorandum of Understanding (MOU) between the Councils commencing 1 July 2023 and expiring on the 30 June 2028. The MOU can be extended by the Member Councils in writing.

Member Councils are asked to consider the extension of the MOU.

DRAFT

# ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the First day of July 2023

### **BETWEEN:**

**the SHIRE OF CORRIGIN of 9 Lynch Street, CORRIGIN, WA;**

**the SHIRE OF KONDININ of 11 Gordon Street, KONDININ, WA;**

**the SHIRE OF KULIN of Johnston Street, KULIN, WA;**

**the SHIRE OF LAKE GRACE of 1 Bishop Street, LAKE GRACE, WA; and**

**the SHIRE OF NAREMBEEN of 1 Longhurst Street, NAREMBEEN, WA.**

collectively known as the **(Member Councils)**

### **BACKGROUND**

- A. Each of the Member Councils are local government authorities established under the *Local Government Act 1995*.
- B. Each of the Member Councils is required to provide Environmental Health Services within its council area in accordance with the *Health Act 1911*.
- C. The Member Councils currently have an arrangement with each other with respect to the employment of Environmental Health Officers and the provision of Environmental Health Services. (the Scheme).
- D. Each of the Member Councils agrees that the Scheme shall be collectively known as **Roe Regional Environmental Health Services Scheme (RREHSS)**. The Scheme will operate under the shortened title of **Roe Health**
- E. The Member Councils desire to formalise their agreement and understanding in relation to the Scheme and have agreed to enter into this MOU in this regard. However, the Member Councils agree that this Memorandum shall not create any legal obligations and whilst recognising that there are no enforceable obligations between them the Member Councils agree to perform their obligations pursuant to this Memorandum in good faith and to the best of their abilities.

## AND THE MEMBER COUNCILS AGREE:

### 1. DEFINITIONS AND INTERPRETATION

#### 1.1 Definitions

- 1.1.1 **Act** means the Local Government Act 1995;
- 1.1.2 **Scheme Costs** means all costs incurred by the Host Council including, but not limited to, the employment of the Environmental Health Officers (salary, training costs, sick leave, annual leave, long service leave and reimbursement of expenses), costs for time incurred by any other staff member or consultant, hardware, software licences, vehicle costs, communication costs, stationery, and any other resources associated with operating the Scheme;
- 1.1.3 **Billing Period** means the quarterly periods of each financial year when Tax invoices are issued by the Host Council;
- 1.1.4 **Costs Schedule** means Schedule 1 attached to this Memorandum;
- 1.1.5 **Host Council** means the **Shire of Corrigin**;
- 1.1.6 **Environmental Health Services** means the services outlined in Schedule 1 attached to this Memorandum;
- 1.1.7 **Committee** means the group of representatives appointed by each of the Member Councils in accordance with Clause 4.1 of this Memorandum;
- 1.1.8 **Scheme** means the Roe Regional Environmental Health Services Scheme;
- 1.1.9 **Memorandum** means this Memorandum of Understanding;
- 1.1.10 **Operating Guidelines** means the guidelines (as amended from time to time) referred to in Clause 6 and Schedule 1 of this Memorandum;
- 1.1.11 **Other Member Councils** means the Member Councils that are not the Host Council.

#### 1.2 Interpretation

Unless the contrary intention appears:

- 1.2.1 Words noting the singular shall include the plural and vice versa.
- 1.2.2 Reference to any gender shall include every other gender and words denoting individuals shall include corporations and vice versa.
- 1.2.3 Reference to any Act of Parliament, statute or regulation shall include any amendment currently enforce at the relevant time and any Act of



Parliament, statute or regulation enacted or passed in substitution therefore.

1.2.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Memorandum.

1.2.5 A requirement in this Memorandum for liaison and consultation is a requirement for full and frank discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material.

## 2. **TERM**

2.1 The term of this Memorandum shall be five (5) years commencing 1 July 2023 and expiring on the 30 June 2028, unless otherwise agreed or extended by the Member Councils in writing.

2.2 The term shall be reviewed by the Member Councils not more than twelve (12) months and not less than six (6) months prior to the expiration of the term subject to the term being reviewed prior to this period.

## 3. **NEGOTIATE IN GOOD FAITH**

The Member Councils agree that they will cooperate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding and carrying out all of the arrangements and agreements contemplated in this Memorandum.

## 4. **THE MEMBER COUNCILS OBLIGATIONS**

The Member Councils agree that each of them shall have the following obligations in respect of **Roe Regional Environmental Health Services Scheme**.

### 4.1 **Host Council**

On behalf of the Other Member Councils, the Host Council agrees **with the following arrangements:**



#### 4.1.1 **Administration**

- 4.1.1.1 to administer the Scheme in accordance with this Memorandum and the Operating Guidelines; and
- 4.1.1.2 to be accountable to the Other Member Councils in a manner determined for the administration of the Scheme and the facilitation of the Scheme.

#### 4.1.2 **Membership of the Committee**

- 4.1.2.1 to appoint the Chief Executive Officer or delegated officer to the Committee.
- 4.1.2.2 to appoint a proxy for each of the representatives in Clause 4.1.2.1.
- 4.1.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme.
- 4.1.2.4 to delegate such powers to the Chief Executive Officer of the Host Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

#### 4.1.3 **Finances**

- 4.1.3.1 to administer and account to the Other Member Councils in accordance with the method set out in the Cost Schedule for the Scheme Costs and the Administration Costs and to issue to the Other Member Councils on a quarterly basis a tax invoice specifying the amount of the Scheme Costs and Administration Costs that each of the Other Member Councils are responsible for during that Billing Period. An adjustment will be made in the following July invoice to reflect the actual expenditure for the previous year.
- 4.1.3.2 to prepare with the assistance from the Other Member Councils, in accordance with this Memorandum, the budgets for the Scheme; and
- 4.1.3.3 to meet all auditing requirements for all monies received and paid for in relation to the Network.

#### 4.1.4 **Environmental Health Officers**

- 4.1.4.1 to enter into, on behalf of the Other Member Councils, an enterprise agreement (EA) or other employment or contractual arrangements with the Environmental Health Officers on terms and conditions that the Host Council determines appropriate.

- 4.1.4.2 to instruct the Environmental Health Officers in accordance with directions given to it by the Committee (if any).
- 4.1.4.3 to provide the Environmental Health Officers with office facilities, office equipment and resources, (including but not limited to stationery, postage resources, and telephone facsimile and photocopying facilities) and any other administrative assistance or resources required to be provided to enable the Environmental Health Officers to effectively carry out their duties.
- 4.1.4.4 to nominate a representative (which at the commencement of the Memorandum shall be the Chief Executive Officer) to;
  - (a) liaise with the Environmental Health Officers in relation to the terms, conditions and operation of the Scheme; and
  - ~~(b)~~ supervise the conduct of and compliance of Environmental Health Officers. ~~Administrator with the EA;~~
- 4.1.4.5 not to terminate the Environmental Health Officers without the approval of the Other Member Councils. For the purposes of this clause, approval means the written approval of a majority of the Other Member Councils received after a request has been made by the Host Council to the Other Member Councils requesting their vote.

## 4.2 The Other Member Councils

The Other Member Councils agree;

### 4.2.1 Finance

to pay to the Host Council within fourteen (14) days of having received a tax invoice the amount specified in the tax invoice (GST inclusive) given during each Billing Period in accordance with Clause 4.1.3.1 for its share of the Scheme Costs and the Administration Costs.

### 4.2.2 Membership of the Committee

- 4.2.2.1 to appoint the Chief Executive Officer or delegated officer and to the Committee;
- 4.2.2.2 to appoint a proxy for each of the representatives in Clause 4.2.2.1;
- 4.2.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;

4.2.2.4 to delegate such powers to the Chief Executive Officer of the relevant Member Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

#### 4.3 All Member Councils

The Member Councils agree:

##### 4.3.1 Reporting

To consider reports and recommendations from its respective representatives on the Committee in relation to the administration of the Scheme.

### 5. SCHEME COMMITTEE

- 5.1 The Member Councils agree to establish a Committee for the purposes specified below.
  - 5.1.1 The Committee representatives shall meet at the times and places determined by the Committee (but in any case at least quarterly) for the purposes of;
    - 5.1.2 considering the strategic direction of the Scheme;
    - 5.1.3 considering any major policy issues in relation to the Scheme; and
    - 5.1.4 reviewing, discussing and preparing budgets for the Scheme.
- 5.2 Each Member Council representative on the Committee shall be responsible for exercising their delegated authority and for the reporting back to their respective Council upon the exercise of those powers.
- 5.3 In the event of a conflict arising between the representatives of the Committee or if the Committee is divided in its votes on a decision required to be made by it, then the Committee will be required to report to their respective Councils for their determination.
- 5.4 The Member Councils agree that their respective Chief Executive Officer shall have delegated to them the necessary powers to make such decisions on behalf of the respective Member Council with respect to the Scheme.
- 5.5 The Committee shall at its first meeting (and annually thereafter) appoint amongst the representatives a Chairperson who shall hold office for a term of one (1) year but is eligible for reappointment for a further term, unless he/she resigns in which case the Committee shall appoint a new Chairperson to chair the meetings.
- 5.6 In the event that the appointed Chairperson is absent from a Committee meeting the representatives present shall appoint an acting Chairperson, who shall preside over that meeting or until the Chairperson is present.

## 6. OPERATIONAL GUIDELINES

- 6.1 Upon execution of this Memorandum, the Chief Executive Officer or delegate of each of the Member Councils shall prepare and implement Operational Guidelines which the Chief Executive Officers or delegates shall be capable of amending from time to time as the Chief Executive Officers or delegates see fit.
- 6.2 Notwithstanding the provisions of this Memorandum, the Member Councils agree that the Operational Guidelines shall be the operative document that facilitates the operational management of the Scheme.
- 6.3 The Member Councils shall delegate to their respective Chief Executive Officers such powers as are required and necessary to prepare and amend the Operational Guidelines and to manage the network in accordance with the Operational Guidelines.
- 6.4 The Councils agree to negotiate and cooperate with each other at all times and to act in good faith in the operation of the Operational Guidelines and to comply with its terms.

## 7. VARIATION

The Member Councils agree that the terms and conditions of this Memorandum may be varied upon written agreement of the proposed variation by **all** the Member Councils.

## 8. WITHDRAWAL

- 8.1 If a Member Council of **Roe Regional Environmental Health Services Scheme** wishes to no longer participate, that Council may upon giving twelve (12) months written notice (the Notice Period) to the other Member Councils withdraw from this Memorandum and the Network in which event that Council, as at and from the expiration of the Notice Period, shall no longer be a part of this Memorandum or the Scheme.
- 8.2 Notwithstanding withdrawing from the Network that Council shall still be liable for its contribution to all costs as per the Cost Schedule for the duration of the Notice Period.

## 9. ADDITIONAL MEMBERS

- 9.1.1 If another council wish to join the Scheme, subject to the unanimous agreement of the Member Councils, that council may join in this Memorandum and the Scheme, provided that the council agrees;
- 9.1.2 to be bound by the terms and conditions of this Memorandum;
- 9.1.3 to contribute a share of the initial Scheme Costs and Administration Costs, with the contribution and use thereof to be determined by the Member Councils.

## 10. **NO PARTNERSHIP**

This Memorandum does not create or evidence a partnership between the Member Councils.

## 11. **ACKNOWLEDGEMENT**

The Member Councils acknowledge and agree that each of the Member Councils may in its own right engage the other Member Council staff for their services, however any agreed costs incurred by the Council in doing so shall be borne solely by the respective Council.

## 12. **WINDING UP**

12.1 Subject to the Member Councils extending or otherwise entering into a new agreement, at the expiration of this Memorandum, each of the participating Member Councils at that time shall be provided with the following:

12.1.1 a readable copy of all records (hard copy or otherwise), in an appropriate format, associated with the Scheme; and

12.1.2 a share of the proceeds in accordance with the percentages specified in the Cost Schedule upon the realisation of any of the assets forming part of the Scheme (as opposed to those owned by the individual Councils) after the payment of all liabilities (outstanding or contingent) if any.

12.2 If upon winding up the liabilities (outstanding or contingent) exceed the assets forming part of the Scheme (as opposed to those owned by the individual Councils) each Member Council shall contribute a share towards the payment of the liabilities in accordance with the formula specified in the Cost Schedule.

## 13. **DISPUTES BETWEEN MEMBER COUNCILS**

13.1 The Member Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.

13.2 In the event of any dispute or difference ('dispute') arising between the Member Councils or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Council may give to the other Member Council/s (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

13.3 At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to

arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

- 13.4 The costs (if any) of arbitration shall be borne equally by the Member Councils involved in the arbitration.

**EXECUTED** as a Memorandum of Understanding

**THE COMMON SEAL** of SHIRE OF CORRIGIN )  
was hereunto affixed in the presence of: )

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF KONDININ )  
was hereunto affixed in the presence of: )

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF KULIN )  
was hereunto affixed in the presence of: )

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF LAKE GRACE    )  
was hereunto affixed in the presence of:        )

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF NAREMBEEN    )  
was hereunto affixed in the presence of:        )

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer



## SCHEDULE 1

### ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME (ROEHEALTH) OPERATIONAL GUIDELINES

These Operational Guidelines have been prepared in accordance with Clause 6 of the Roe Regional Environmental Health Services Scheme Memorandum of Understanding (MOU). The Scheme will operate under the shortened title of Roe Health.

#### **Role of the Scheme**

##### **Governance**

The members of the scheme agree to work together to ensure that the provision of environmental health services are provided in an effective and accountable manner under the statutory authority of each local government.

##### **Services Schedule**

The following Environmental Health Services will be provided by (but not limited to) the Scheme:

- General health application enquiries.
- Caravan Park and Camping Grounds Compliance and Licensing.
- Effluent disposal applications.
- Food premises inspections, enforcement and general enquiries.
- Hairdressing premises compliance.
- Liquor licencing compliance in relation to environmental health requirements.
- Investigation of notifiable diseases.
- Pest control licencing and enforcement.
- Public building inspections and enforcement.
- Tobacco products compliance.
- Unauthorised discharge issues.
- Waste management coordination.
- Wastewater reuse scheme compliance.
- Water sampling.
- Compliance and enforcement of *Health Act 1911* and subsidiary legislation.
- Training of administrative staff in Environmental Health administration; and
- Any other services broadly consistent with Environmental Health Services.

### **Visitation Schedule**

The following service schedule is agreed by the scheme members as a general principle but may be varied from time to time:

Local Government	Percentage of Scheme Time/Costs	Equivalent Days Per Fortnight
Shire of Corrigin	16.66%	2
Shire of Kulin	16.66%	2
Shire of Kondinin	25%	3
Shire of Lake Grace	25%	3
Shire of Narembeen	16.66%	2

Scheme members agree that in the interests of effectiveness, some services may be provided remotely or that the EHOs may provide services to other scheme members during the normal round of visits to local governments so long as generally each local government receives their equivalent share of services each year.

### **Scheme Equipment and Resources**

Scheme costs include the purchase and replacement of motor vehicles. In the event of winding up, the value of any motor vehicles will be distributed in accordance with the Clause 12 of the MOU.

### **Role of the EHO**

#### **Service Delivery**

The Scheme Environmental Health Officers will endeavour to provide environmental health services in a fair and equitable manner in accordance with the general principle of the Visitation Schedule.

#### **Record Keeping**

Environmental Health Officers will ensure that appropriate records are created and maintained and are made available to the relevant local government for retention in their records management system.

### **Role of Member Councils**

#### **Flexibility in visitation**

Member Councils agree to be flexible in their expectation of visitation and the method of service delivery so long as generally each local government receives their equivalent share of services each year.

#### **Office space**

Member Councils agree to provide an appropriate workstation and office space for Environmental Health Officers whilst visiting their local government.

#### **Access to Information Technology Networks**

Member Councils will provide reasonable access for Environmental Health Officers to Information technology networks and the internet.

**Record Keeping**

Member Councils will establish appropriate records management systems for environmental health related records.

**Administrative Support**

Member Councils agree to provide reasonable administrative support to Environmental Health Officers in the conduct of their normal duties.

**Nominated Liaison Person**

Each Member Council will nominate a Staff Member to be the contact person for their local government to liaise with Environmental Health Officers to ensure regular two way communication, continuity of service and expectations.

**Role of the Member Council CEO**

The CEO of each Member Council agrees to take an active interest in the Scheme and the services provided by the Environmental Health Officers to ensure that:

- a. The services provided are within the scope and expectation of each Council;
- b. The local government is represented at all Scheme Committee Meetings; and
- c. The role of the Environmental Health Officers is appropriately supported.

**Role of the Host Council****Financial records and reporting**

The Host Council will ensure that appropriate financial records are kept for all Scheme income and expenditure and financial reports are presented at the end of each quarter to Member Councils.

**Human Resource Management**

The Host Council will apply contemporary human resource management practices to the employment and management of employees providing services to the Scheme.

**Record Keeping**

The Host Council is responsible for creating and maintaining records in relation to the administration, financial management and human resources management of the Scheme.

OCM 24 May 2023

Attachment to Item 14.4.3



Image © 2023 CNES / Airbus

OCM 24 May 2023

Attachment to Item 14.4.5

**PAXON**

# **SHIRE OF LAKE GRACE**

Regulation 5 Internal Audit Review

Final : April 2023

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# 1. INTRODUCTION

## 1.1 Background & Objective

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 states:

*“The CEO is to –*

*undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”*

The objective of this review was to perform a review to meet the requirements of Regulation 5. This included review of processes and key controls within the following areas:

- *Proper collection of all money owing to the local government*
- *Safe custody and security of all money collected or held by the local government*
- *Maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process)*
- *Ensure proper accounting for all income, expenditure, assets, liabilities of the municipal or trust funds*
- *Ensure proper authorisation for the incurring of liabilities and the making of payments*
- *Maintenance of payroll, stock control and costing records*
- *Preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations*

## 1.2 Risks & Scope

The review focused on the risk that the Shire’s financial management systems and procedures are not appropriate and effective. The review was planned to cover the period from 1 February 2022 to 31 December 2022. Fieldwork was performed in February to March 2023.



## 2. EXECUTIVE SUMMARY

### 2.1 Audit Findings

Based upon the work performed during the review we have noted that in general processes and controls are in place appropriately designed and operationally effective.

Paxon noted three medium rated findings related to:

- testing of procurement processes noted that perceived and actual conflicts of interest declarations are only documented when identified. Hence for the processes tested where we understand there were no conflicts noted it is not possible to evidence that conflicts of interest were considered as part of the process, and
- the CEO's credit card expenditure is approved by another officer.

We also noted that there is limited or no process documentation in place within the Shire for areas such as payroll, payments to provide guidance to employees as to how processes should be performed to ensure consistency

Findings are summarised below and documented in detail within section 5 of this report.

We would like to thank all officers that assisted with the performance of this review.

Risk Area	Finding	Risk Rating
Procurement	5.2 Conflicts of Interest	Medium
Credit Cards	5.3 Credit Card Approval	Medium
Processes	5.4 Limited procedure documentation in place	Low

### 2.2 Good Practice

- Debt collection processes and the analysis of debt aging is reviewed and monitored.
- Reconciliations are generally performed and reviewed on a timely basis.
- Appropriate financial reporting is in place
- Investments are considered and entered into appropriately
- Financial delegations are clearly set out within Policy 3.7 Purchasing Policy
- Appropriately designed roles and segregation of duties was noted, and
- Appropriate controls are in place over credit card expenditure



### 3. METHODOLOGY

Our methodology for this review comprised of the following steps:

- Conduct an initial meeting with management to obtain an understanding of processes and potential issues
- Develop overview documentation of the processes including key controls by discussion with staff and review of the processes
- Evaluate the effectiveness of the design of controls to cover the identified risk and test the operation of the key controls
- Develop appropriate recommendations for improvement for discussion with management
- Draft a report of findings and recommendations and obtain formal responses from management
- Finalise the report and issue it to management for distribution to the Audit Committee and relevant management

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

Rating	Definition
<b>High</b>	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.
<b>Medium</b>	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.
<b>Low</b>	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. DETAILED AUDIT FINDINGS

### 5.1 Conflict of Interest

#### Audit Finding

Paxon performed testing for a sample of 10 transactions to assess if they underwent the appropriate tender or request or quote process.

It was noted that there were no documented conflict of interest forms provided as evidence of consideration of conflicts within the processes tested as they are only documented if identified.

Hence, there is no documented evidence to reflect if there was consideration of conflicts.

#### Risk Rating

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

#### Implication

Lack of evidence of the consideration of conflicts of interest within the procurement process.

#### Recommendation

Confirmation of the consideration of conflicts should be documented and recorded as evidence.

#### Management Comment

Recommendation is supported and all future tender evaluations will include signed copies of Conflict of Interest declarations, however this will not apply to purchases under the \$100,000 threshold in accordance with the Shire Purchasing manual.

#### Action Owner

Manager Infrastructure Services/ Deputy Chief Executive Officer.

#### Target Completion Date

30 June 2023

## 5.2 Credit Card Approval

The CEO's credit card expenditure is reviewed and approved by another officer.

Paxon could not identify that credit card expenditure was reported to Council.

### Risk Rating

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

### Implication

Credit card expenditure is not reviewed and approved by an independent person.

### Recommendation

Review and approval of the CEO's credit card expenditure should be performed by the Shire President.

### Management Comment

CEO credit card is reviewed and approved by Manager Corporate Services, this is deemed to be more practicable than having the Shire President to approve. The itemised credit card payments are included in the total monthly payments presented to Council for approval and adoption at each Ordinary Council meeting.

### Action Owner

CEO/Manager Corporate Services or Other Senior Manager when appropriate

### Target Completion Date

No Further Action

### 5.3 Documented Processes

#### Audit Finding

There is limited process documentation in place to guide officers as to how processes should be performed. This includes areas such as payment processes, payroll review and approval and month end processes.

#### Risk Rating

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

#### Implication

Consistent and appropriate processes may not be performed due to a lack of guidance or knowledge.

#### Recommendation

The Shire should consider implementing documented procedures for key areas noted above.

#### Management Comment

These processes are being implemented and are in progress.

#### Action Owner

Manager Corporate Services

#### Target Completion Date

31/12/2023

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**61 8 6314 3066**

**MUNICIPAL FUND**

<b>Chq/EFT</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Amount</b>
EFT24817	06/04/2023	ABA Security and Electrical		<b>-\$155.86</b>
	04/04/2023	LG Medical Centre - Alarm Monitoring from April 2023 to June 2023	\$155.86	
EFT24818	06/04/2023	Adam Davey Consulting		<b>-\$8,272.00</b>
	23/03/2023	Soil Test Fertiliser Blend - Shire Sporting Ovals	\$8,272.00	
EFT24819	06/04/2023	Anna Scheepers		<b>-\$200.00</b>
	27/03/2023	Contract - Cleaning of Varley Hall - 13/3,17/3,20/3 & 24/03/2023	\$200.00	
EFT24820	06/04/2023	Australia Post		<b>-\$115.15</b>
	03/04/2023	Postage & Freight - March 2023	\$115.15	
EFT24821	06/04/2023	BOC Gases Australia Limited		<b>-\$12.95</b>
	29/03/2023	Container Service: LG Pool - R400C oxygen medical C size	\$12.95	
EFT24822	06/04/2023	Best Office Systems		<b>-\$580.87</b>
	27/03/2023	Photocopier Charges Mar 22	\$580.87	
EFT24823	06/04/2023	Cheryl Chappell (Staff Member)		<b>-\$22.09</b>
	29/03/2023	Refund - Extendable Pole with a Hook for Movie Equipment	\$22.09	
EFT24824	06/04/2023	Cloud Collections Pty Ltd		<b>-\$919.75</b>
	31/03/2023	Debt Collection Services - March 2023	\$919.75	
EFT24825	06/04/2023	Cr Anton Joseph Kuchling		<b>-\$731.17</b>
	31/03/2023	Councillor's Meeting Fees, Travel & IT Allowance	\$731.17	
EFT24826	06/04/2023	Cr Benjamin John Hyde		<b>-\$633.34</b>
	31/03/2023	Councillor's Meeting Fees & IT Allowance	\$633.34	
EFT24827	06/04/2023	Cr Debrah Susan Clarke		<b>-\$633.34</b>
	31/03/2023	Councillor's Meeting Fees & IT Allowance	\$633.34	
EFT24828	06/04/2023	Cr Jeffrey Vincent McKenzie		<b>-\$633.34</b>
	31/03/2023	Councillor's Meeting Fees & IT Allowance	\$633.34	
EFT24829	06/04/2023	Cr Leonard William Armstrong		<b>-\$2,688.75</b>
	31/03/2023	President's Meeting Fees & IT Allowance	\$2,688.75	
EFT24830	06/04/2023	Cr Rosalind Alice Lloyd		<b>-\$716.41</b>
	31/03/2023	Councillor's Meeting Fees, Travel & IT Allowance	\$716.41	
EFT24831	06/04/2023	Cr Ross Chappell		<b>-\$1,051.33</b>
	31/03/2023	Deputy President's Meeting Fees & IT Allowances	\$1,051.33	
EFT24832	06/04/2023	Cr Stephen Gordon Hunt		<b>-\$633.34</b>
	31/03/2023	Councillor's Meeting Fees & IT Allowance	\$633.34	
EFT24833	06/04/2023	Cutting Edges Equipment Parts Pty Ltd		<b>-\$4,005.54</b>
	29/03/2023	Parts for 2015 John Deere 770G Grader - LG.041 & 2020 CATERPILLAR 140 Motor Grader - LG393	\$4,005.54	
EFT24834	06/04/2023	DVA Fabrications		<b>-\$634.70</b>
	05/04/2023	Face Out Browser Box - Lake King Library	\$634.70	
EFT24835	06/04/2023	Damien Ness		<b>-\$503.40</b>
	06/03/2023	Refund - Overcharged Standpipe Water November/December 2022	\$503.40	
EFT24836	06/04/2023	Daniela Varone		<b>-\$800.00</b>
	15/02/2023	Develop a Style for Shire of Lake Grace Street Banners	\$480.00	
	24/03/2023	Update on Caravanning Australia advertisement for Winter 2023 Edition.	\$320.00	
EFT24837	06/04/2023	Daves Tree Service		<b>-\$14,300.00</b>
	28/03/2023	Tree Works & Slashing - Pingaring Oval and School	\$14,300.00	
EFT24838	06/04/2023	Finishing WA		<b>-\$203.50</b>
	24/03/2023	Book Binding of Minutes of Meeting (2022 Council Meetings)	\$203.50	
EFT24839	06/04/2023	Fyfe Transport		<b>-\$188,555.77</b>
	27/03/2023	Supply & Deliver Basalt Aggregate	\$188,555.77	
EFT24840	06/04/2023	GS Hobbs Contracting Pty Ltd		<b>-\$149,531.25</b>
	03/04/2023	Gravel sheeting and gravel pushing for Fitzgerald Road SLK 0.00-5.00 - 75% Completion	\$149,531.25	
EFT24841	06/04/2023	Grants Empire		<b>-\$2,640.00</b>
	27/03/2023	Development of Infrastructure Development Fund Application & Mandatory Supporting Business Case - 50% Payment	\$2,640.00	
EFT24842	06/04/2023	Great Southern Fuel Supplies		<b>-\$387.09</b>

31/03/2023 Fuel Card Purchases - Lakes Local Action Group March 2023 \$387.09

EFT24843	06/04/2023	Integrated ICT		<b>-\$1,969.55</b>
	22/03/2023	IT Support March 2023	\$1,969.55	
EFT24844	06/04/2023	Ipec Pty Ltd (Do Not Use - See 575)		<b>-\$302.50</b>
	26/03/2023	Freight - Library Books	\$249.14	
	02/04/2023	Freight	\$53.36	
EFT24845	06/04/2023	Kleenheat Gas Pty Ltd		<b>-\$117.07</b>
	29/03/2023	Gas - Newdegate Pavilion	\$117.07	
EFT24846	06/04/2023	Lake Grace Community Men's Shed		<b>-\$5,000.00</b>
	27/03/2023	Community Budget Funding 2022/2023 - Shed Extension	\$5,000.00	
EFT24847	06/04/2023	Lake Grace Meat Supply		<b>-\$204.23</b>
	29/03/2023	40 x Rump Steaks for BFAC Meeting on 29/03/2023	\$204.23	
EFT24848	06/04/2023	Lake Grace Plaza		<b>-\$132.02</b>
	28/03/2023	Food Items - BFAC Meeting 28/03/2023	\$70.42	
	31/03/2023	Newspaper Subscription - March 2023	\$61.60	
EFT24849	06/04/2023	Lake Grace Transport		<b>-\$195.41</b>
	30/03/2023	Freight	\$195.41	
EFT24850	06/04/2023	Landgate		<b>-\$85.62</b>
	19/12/2022	Valuations Chargeable - R2022/06	\$43.47	
	30/03/2023	Valuations Chargeable - Mining Tenements M2023/03	\$42.15	
EFT24851	06/04/2023	Let's Talk Flowers		<b>-\$510.00</b>
	27/03/2023	Large ANZAC wreaths - Lake Grace Newdegate Varley and Lake King.	\$510.00	
EFT24852	06/04/2023	Marketforce Productions		<b>-\$1,120.02</b>
	27/03/2023	The West Australian Advert - Executive Assistant Position	\$1,120.02	
	11/03/2023			
EFT24853	06/04/2023	McKenzie Concrete Co		<b>-\$34,742.40</b>
	21/03/2023	Supply & Lay Footpaths for May Street, Newdegate	\$34,742.40	
EFT24854	06/04/2023	Michelle Slarke		<b>-\$4,290.00</b>
	22/03/2023	Format of Across The Lake Book for Reprint - Commencement of Project 60%	\$4,290.00	
EFT24855	06/04/2023	Mrs G's Catering		<b>-\$312.00</b>
	28/03/2023	Catering for OCM 22 March 2023	\$312.00	
EFT24856	06/04/2023	NewGround Water Services		<b>-\$40,238.00</b>
	31/03/2023	Supply & Install Grundfos Solar SQF Floating Pump & 4-panel Solar Array at Dempster Rock Dam	\$40,238.00	
EFT24857	06/04/2023	Newdegate Football Club		<b>-\$471.00</b>
	31/03/2023	Refreshments for BFAC Meeting 29/03/2023	\$471.00	
EFT24858	06/04/2023	Newdegate Gateway		<b>-\$1,500.00</b>
	23/01/2023	Reimbursement in lieu of rates Dunks Coffee Shop 2021/22 - as per Council resolution 12706 28 Feb 2018	\$500.00	
	23/01/2023	Reimbursement in lieu of rates Dunks Coffee Shop 2022/23 - as per Council resolution 12706 28 Feb 2018	\$500.00	
	13/03/2023	Shire contribution to Australia Day Breakfast Newdegate	\$500.00	
EFT24859	06/04/2023	Newdegate Grocer And Cafe		<b>-\$958.42</b>
	20/03/2023	Cleaning Supplies - Newdegate Public Buildings	\$658.57	
	20/03/2023	3 x Boxes of Toilet Roll - Newdegate Hall	\$299.85	
EFT24860	06/04/2023	Newdegate Primary School		<b>-\$121.85</b>
	23/03/2023	Reimbursement of Electricity Usage 50% for NGT Library/CRC	\$121.85	
EFT24861	06/04/2023	Nutrien Ag Solutions Limited		<b>-\$174.76</b>
	03/03/2023	Adjustment Note - Freight on Ad Blue	-\$55.00	
	07/03/2023	Cast AdBlue 20L & Freight	\$229.76	
EFT24862	06/04/2023	Officeworks		<b>-\$1,664.21</b>
	27/03/2023	Various stationary for Shire Office, Webcam for CESM & iPhone 12 Black 128GB for CEO	\$1,641.67	
	28/03/2023	Various stationary for Shire Office	\$22.54	
EFT24863	06/04/2023	Olowu and Omoniyi Pty Ltd		<b>-\$209.00</b>
	21/11/2022	Pre Employment Medical - Pool Manager	\$209.00	
EFT24864	06/04/2023	Pauley & Co		<b>-\$687.50</b>
	22/03/2023	Disconnect Pump at Lake King Football Dam	\$687.50	
EFT24865	06/04/2023	Peter Hudson's Tyre & Mechanical Services Pty Ltd		<b>-\$155.00</b>
	30/03/2023	Puncture Repair - 2015 John Deere 770G Grader - LG.041	\$155.00	
EFT24866	06/04/2023	Red Tractor Designs		<b>-\$671.19</b>
	17/03/2023	Stock purchases for Lake Grace Visitor Centre - March 2023	\$671.19	



EFT24867	06/04/2023	RingCentral Australia		<b>-\$620.40</b>
	04/04/2023	Monthly cost of Avaya Cloud Telephony service - March 2023	\$620.40	
EFT24868	06/04/2023	Roma & Kay Cafe		<b>-\$222.75</b>
	25/03/2023	Lunch Catering for LEMC Meeting	\$222.75	
EFT24869	06/04/2023	Skytrust Intelligence Systems		<b>-\$493.90</b>
	04/04/2023	Access To SKYTRUST - April 2023	\$493.90	
EFT24870	06/04/2023	Telstra Limited		<b>-\$565.39</b>
	27/03/2023	Bus Mobile Broadband - Lakes Local Action Group	\$73.20	
	04/04/2023	Mobile Phone Charges 0407034641-Sewerage-Fail Safe	\$14.98	
		0407148677 - DFES I-Pad	\$14.98	
		0407225086-Sewerage-Fail Safe	\$14.98	
		0407384735-Sewerage-Fail Safe	\$14.98	
		0408411920-Sewerage-Fail Safe	\$30.99	
		0417621708-CEO Mobile	\$30.99	
		0418326588-LG Pool Manager	\$15.10	
		0427651127 Supervisor Mobile	\$30.99	
		0428651109-Leading Hand Mobile	\$30.99	
		0428711190-Newdegate Fire Truck	\$30.99	
		0429571975-Sewerage	\$20.48	
		0429651112-Parks & Gardens Mobile	\$14.98	
		0436668242-CESM Mobile	\$30.99	
		0448089092-MIS Mobile	\$30.99	
		0475898471-Councillors WI-FI	\$14.98	
		0476806205-Councillors Air Card	\$14.98	
		0455915715-IPad for OSH	\$14.98	
		0457999713 - Trail Camera	\$14.98	
		0458004636 - Trail Camera	\$14.98	
		0487193712 - NGT Rec Centre Solar backup battery storage	\$14.98	
		0487223282 - LG Sports Pav Solar backup battery storage	\$14.98	
		0487225597 - Vrly Sports Pav Solar backup battery storage	\$14.98	
		0487234395 - LG Medical Centre Solar backup battery storage	\$14.98	
		0408320854 - MIS IPad	\$14.98	
		0457564350 - OSH IPad (ISO)	\$14.98	
EFT24871	06/04/2023	Trevenen Building & Glass Pty Ltd		<b>-\$76,493.29</b>
	01/04/2023	Remove Existing Roof and Install New Roof at Lake Grace Sportsman's Club - 50% Deposit	\$76,493.29	
EFT24872	06/04/2023	Victoria Fasano (Staff Member)		<b>-\$59.73</b>
	27/03/2023	Reimbursement - Printer Cartridge	\$59.73	
EFT24873	06/04/2023	WA Contract Ranger Services		<b>-\$836.00</b>
	26/03/2023	Contract Ranger Services - 07/03, 11/03 & 21/03/2023	\$836.00	
EFT24874	06/04/2023	WESTRAC PTY LTD		<b>-\$1,702.37</b>
	26/03/2023	1750hr Service - Parts, Travel & Labour for Cat Grader - LG393	\$1,702.37	
EFT24875	06/04/2023	Wazzas Complete Sheep Management		<b>-\$4,455.00</b>
	01/04/2023	Contract - NGT Town Maintenance And Gardening 17/03 - 28/03/2023	\$4,455.00	
EFT24876	06/04/2023	Winc Australia		<b>-\$1,277.94</b>
	28/03/2023	Handtowels & Toilet Rolls - Various Shire Buildings	\$1,277.94	
EFT24877	12/04/2023	4 Rivers Plumbing Gas & Civil Contracting		<b>-\$1,413.50</b>
	06/04/2023	Pump Out of Septic Waste from Lake King Tavern Toilet Block	\$1,413.50	
EFT24878	12/04/2023	Advance Housing		<b>-\$992.68</b>
	31/03/2023	Contractor Accommodation Cost - 41A Maley Street, Newdegate Synergy charges for period 14/08/2021 - 18/10/2022	\$992.68	
EFT24879	12/04/2023	Bitutek Pty Ltd		<b>-\$110,399.52</b>
	31/03/2023	Aylemore Road SLK 4.45 - 7.55, Two coat primer seal using 95/5 Cutback Bitumen + C170 Bitumen @ 2.4/Lm2 14mm	\$110,399.52	
EFT24880	12/04/2023	Building and Energy Division Department of Mines, Industry Regulation and Safety		<b>-\$113.30</b>
	24/03/2023	BSL LG-B2223-13 - Tai Bell 4 Waratah Avenue, Lake Grace	\$56.65	

	26/03/2023	BSL LG-B2223-12 - Peter Lay 63 Bennett Street, Lake Grace	\$56.65	
EFT24881	12/04/2023	CCL Hardware		<b>-\$5,232.01</b>
	28/03/2023	Fence - Visitor Centre Park	\$3,295.80	
	31/03/2023	Various Hardware Items - March 2023	\$1,250.21	
	31/03/2023	2 x Gas 45kg Cylinder Kleenheat - Lake Grace Sports Pavilion	\$380.00	
	31/03/2023	Various Hardware Items - March 2023	\$306.00	
EFT24882	12/04/2023	Digga - West		<b>-\$15.40</b>
	31/03/2023	Seal & O-Ring - PSP01 - Misc. Small Plant	\$15.40	
EFT24883	12/04/2023	Dumbleyung Community Resource Centre		<b>-\$22.00</b>
	29/03/2023	1 x Advert - Skeleton Weed in Newsletter Issue 273 - Local Lakes Action Group	\$22.00	
EFT24884	12/04/2023	FMC		<b>-\$100.00</b>
	16/03/2023	Bond Refund: Lake King Hall 16/03/2023	\$100.00	
EFT24885	12/04/2023	Great Southern Fuel Supplies		<b>-\$26,485.99</b>
	20/03/2023	Diesel for Depot Tank - 14000 Litres	\$26,485.99	
EFT24886	12/04/2023	Hudson Sewage Services		<b>-\$719.85</b>
	04/04/2023	Lake King Toilet Biomax Service January 2023 - March 2023	\$175.00	
	04/04/2023	Nitto Medo LA80B Blower, Chlorine Tablets & Core Plug and Tek Screw for Tank Lid - Lake King RV Dump	\$544.85	
EFT24887	12/04/2023	leQuip		<b>-\$4,702.50</b>
	31/03/2023	Hire - 16 Tonne Smooth Drum Roller	\$4,702.50	
EFT24888	12/04/2023	Integrated ICT		<b>-\$645.96</b>
	31/03/2023	Exclaimer for Office 365 (up to 50 Licences) - Mar 23	\$85.25	
	31/03/2023	Microsoft 365 Licences - Mar 23	\$423.17	
	31/03/2023	Monthly Cost - Cloud Storage - Archive (Tier 4) & Veeam Cloud Connection - March 2023	\$137.54	
EFT24889	12/04/2023	Kondinin Calendar		<b>-\$20.00</b>
	04/04/2023	Advert - 1/2 Page April Edition of Newsletter - Lakes Local Action Group	\$20.00	
EFT24890	12/04/2023	Lake Grace Community Resource Centre		<b>-\$127.50</b>
	31/03/2023	Advert - Summer Movie & Astrotourism Event	\$77.50	
	31/03/2023	Advert - Employment Opportunity Executive Assistant	\$50.00	
EFT24891	12/04/2023	Lake Grace Engineering		<b>-\$12,650.00</b>
	05/04/2023	Sandblast & Paint Sidetipper - 2015 Bruce Rock Engineering Semi Side-tipping Trailer - LG.10163	\$12,650.00	
EFT24892	12/04/2023	Lake Grace Meat Supply		<b>-\$119.34</b>
	30/03/2023	Hamburger Patties for Astrotourism night 31/03/2023	\$119.34	
EFT24893	12/04/2023	Lake Grace Rural Supplies		<b>-\$572.68</b>
	22/12/2022	Adjusta Stay Plastic Plate - Lake Grace Industrial Land	\$278.08	
	22/12/2022	Type F Camlock Adaptor Nyglass - 2022 Triaxle Semi Water Tanker AAA - 1TYI379	\$16.50	
	22/12/2022	Camlock Coupler, Adaptor & Suction Hose - 2022 Triaxle Semi Water Tanker AAA - 1TYI379	\$213.31	
	23/12/2022	Galstar Post Clips - Lake Grace Industrial Land	\$64.79	
EFT24894	12/04/2023	Lakeside Minerals		<b>-\$726.00</b>
	06/04/2023	Gypsum - Lake Grace Recreation Ground	\$726.00	
EFT24895	12/04/2023	Narrogin Glass		<b>-\$353.93</b>
	24/03/2023	Reglaze Council Chambers Window	\$353.93	
EFT24896	12/04/2023	Newdegate Community Resource Centre		<b>-\$20.00</b>
	29/03/2023	Advert - 1/2 Page Gate Post 28/03/2023 - Lakes Local Action Group	\$20.00	
EFT24897	12/04/2023	Nicola Louise Kuchling (Staff Member)		<b>-\$32.30</b>
	12/04/2023	Reimbursement - Lunch for ASO,ISO & FO P & C attending DOT training in Cuballing 05/04/2023	\$32.30	
EFT24898	12/04/2023	Nutrien Ag Solutions Limited		<b>-\$398.57</b>
	14/03/2023	Fusilade Forte 5L - Lake Grace Parks & Gardens	\$398.57	
EFT24899	12/04/2023	Outback TV		<b>-\$3,926.24</b>
	31/03/2023	Locate solenoids on Lake King Oval	\$618.20	
	31/03/2023	Locate Solenoids on Newdegate Oval	\$607.75	
	31/03/2023	Soft Starter for Lake King Dam Pump	\$2,199.79	
	31/03/2023	Fix door at Lake King Ambulance Shed	\$500.50	
EFT24900	12/04/2023	PH & AE Medlen		<b>-\$177.48</b>
	06/04/2023	Refund - Overcharged Standpipe Water from November & December 2022	\$177.48	

EFT24901	12/04/2023	Peter Hudson's Tyre & Mechanical Services Pty Ltd		<b>-\$148.00</b>
	05/04/2023	Repairs to Tri-Axle Side Tipper LG257	\$148.00	
EFT24902	12/04/2023	Sigma Chemicals		<b>-\$715.00</b>
	30/03/2023	Chemicals - Lake Grace Pool	\$715.00	
EFT24903	12/04/2023	Telstra Limited		<b>-\$1,179.74</b>
	10/04/2023	SMS Service - Emergency Services	\$1,179.74	
EFT24904	12/04/2023	The Trustee for Coloured Creations Family Trust		<b>-\$23,323.30</b>
	05/04/2023	Painting of Lake Grace Public Toilets	\$23,323.30	
EFT24905	12/04/2023	Varley Ag Solutions		<b>-\$146.67</b>
	23/03/2023	Various Hardware Items - Varley Parks & Gardens	\$146.67	
EFT24906	12/04/2023	Warren Blackwood Waste		<b>-\$8,853.20</b>
	06/04/2023	Residential & Street Bins Pick Up - March 2023	\$4,154.00	
	06/04/2023	Recycling Pickups - March 2023	\$4,699.20	
EFT24907	13/04/2023	S & L Trevenen		<b>-\$164,285.04</b>
	03/04/2023	Contract Maintenance Grading - Lake King & Varley 01/03/2023 - 31/03/2023	\$27,885.04	
	05/04/2023	Gravel Sheet & Bitumen Prep Aylmore Road Slk 4.55 - 7.55	\$136,400.00	
EFT24908	13/04/2023	Synergy Electricity Generation and Retail Corp		<b>-\$959.79</b>
	28/03/2023	Electricity at the Newdegate Country Club 15/12/2021 - 21/02/2023	\$959.79	
EFT24909	13/04/2023	Watershed News Incorporated		<b>-\$15.00</b>
	03/04/2023	Advert - 1/2 Page in Newsletter - Lakes Local Action Group	\$15.00	
<b>TOTAL EFT</b>				<b>-\$931,711.95</b>
37062	06/04/2023	Elders Insurance		<b>-\$924.50</b>
	23/03/2023	Motor Vehicle Insurance - New LLAG Vehicle	\$924.50	
37063	06/04/2023	Shire of Lake Grace (Petty Cash)		<b>-\$151.40</b>
	31/03/2023	Petty Cash Recoup - March 2023	\$151.40	
37064	06/04/2023	Water Corporation		<b>-\$2,533.64</b>
	23/01/2023	Overdue water charges January 2023 - 1/40 Maley St Newdegate	\$51.44	
	24/03/2023	Water Usage - Standpipe #7 Gimbel Rd	\$796.99	
	24/03/2023	Standpipe #10 Mordetta Rd Dicko's Corner	\$1,685.21	
<b>TOTAL CHEQUES</b>				<b>-\$3,609.54</b>
DD10460.1	13/04/2023	Australian Super Administration		<b>-\$1,583.20</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$1,583.20	
DD10460.2	13/04/2023	REST Superannuation		<b>-\$569.75</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$569.75	
DD10460.3	13/04/2023	The SD & LM Carruthers Superannuation Fund		<b>-\$252.00</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$252.00	
DD10460.4	13/04/2023	Aware Super		<b>-\$7,547.52</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$7,547.52	
DD10460.5	13/04/2023	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER		<b>-\$601.23</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$601.23	
DD10460.6	13/04/2023	Hostplus		<b>-\$23.06</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$23.06	
DD10460.7	13/04/2023	MyNorth Super		<b>-\$57.90</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$57.90	
DD10460.8	13/04/2023	North Personal Superannuation		<b>-\$93.11</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$93.11	
DD10460.9	13/04/2023	Panorama Super		<b>-\$76.76</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$76.76	
DD10460.10	13/04/2023	Prime Super		<b>-\$430.08</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$430.08	
DD10460.11	13/04/2023	Q Super		<b>-\$243.88</b>
	12/04/2023	Super Contributions for Pay Ending 12/04/2023	\$243.88	
DD10466.1	03/04/2023	Exetel Pty Ltd		<b>-\$1,375.00</b>
	01/04/2023	Corporate Internet - Monthly Charge On Plan TMLL100 R2 Unlimited	\$1,375.00	
DD10466.2	03/04/2023	Westnet Pty Ltd		<b>-\$343.85</b>
	03/04/2023	Internet Charges	\$343.85	
DD10468.1	27/04/2023	Australian Super Administration		<b>-\$1,572.90</b>

	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$1,572.90	
DD10468.2	27/04/2023	REST Superannuation		-\$489.46
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$489.46	
DD10468.3	27/04/2023	The SD & LM Carruthers Superannuation Fund		-\$252.00
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$252.00	
DD10468.4	27/04/2023	Aware Super		-\$8,115.24
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$8,115.24	
DD10468.5	27/04/2023	COLONIAL FIRST STATE FIRST CHOICE PERSONAL SUPER		-\$625.54
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$625.54	
DD10468.6	27/04/2023	Hostplus		-\$23.06
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$23.06	
DD10468.7	27/04/2023	MyNorth Super		-\$7.72
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$7.72	
DD10468.8	27/04/2023	North Personal Superannuation		-\$173.80
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$173.80	
DD10468.9	27/04/2023	Panorama Super		-\$97.15
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$97.15	
DD10468.10	27/04/2023	Prime Super		-\$448.13
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$448.13	
DD10468.11	27/04/2023	Q Super		-\$244.65
	26/04/2023	Super Contributions for Pay Ending 26/04/2023	\$244.65	
DD10470.1	17/04/2023	Resimac Asset Finance Pty Ltd		-\$993.22
	17/04/2023	Chattel mortgage repayment Apr'23 - Lake Local Action Group Vehicle	\$993.22	
DD10470.2	17/04/2023	WA Treasury Corporation		-\$32,434.88
	17/04/2023	Loan 203 Redemption - Purchase & Develop Industrial Land	\$32,434.88	
DD10470.3	24/04/2023	Shire of Lake Grace Credit Card		-\$1,609.77
	24/04/2023	19/03/23 Zoom Subscription from Mar 19, 2023-Apr 18, 2023 for Council Zoom Video ZOOM Receipt #INV193767045	\$24.63	
		19/03/23 Foreign transaction fee ZOOM Receipt #N/A	\$0.73	
		18/03/23 Subscription - RV Starlink (Mar 10, 2023 - Apr 09, 2023) - CESM Starlink Internet Receipt #INV-AUS-810967-82054-83	\$174.00	
		18/03/23 Foreign transaction fee Starlink Internet Receipt #N/A	\$5.13	
		28/03/23 Books for libraries Booktopia Pty Ltd Receipt #19254618 50%	\$471.70	
		28/03/23 Books for libraries Booktopia Pty Ltd Receipt #19254618 50%	\$471.69	
		07/03/23 Accommodation for MIS to attend the WALGA 2023 Road and Transport Forum Crown Perth Receipt #747043839	\$461.89	
<b>TOTAL DIRECT DEBITS</b>				<b>-\$60,284.86</b>
<b>TOTAL MUNICIPAL FUND</b>				<b>-\$995,606.35</b>

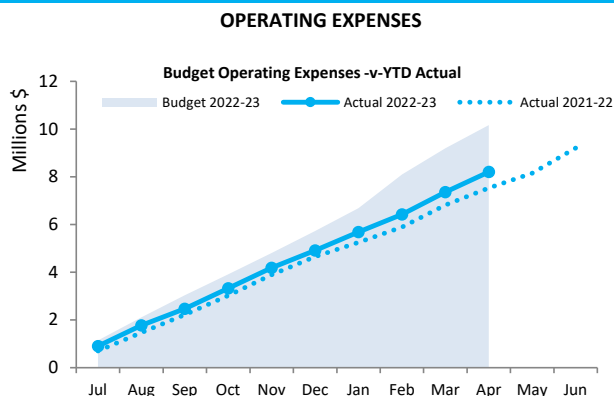
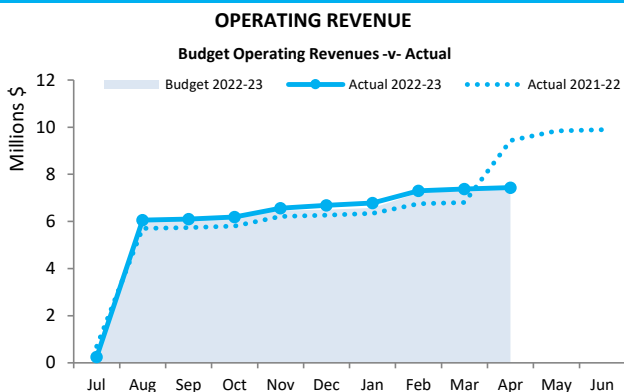
**SHIRE OF LAKE GRACE****MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
For the period ending 30 April 2023**

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

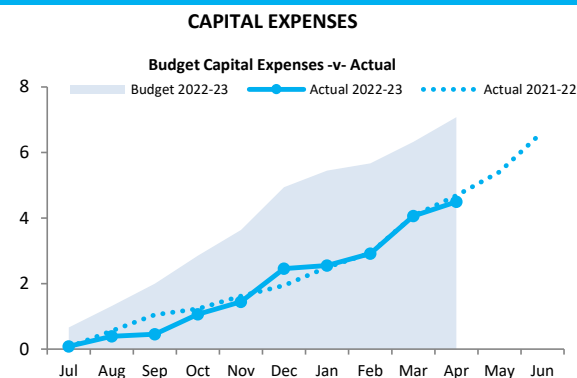
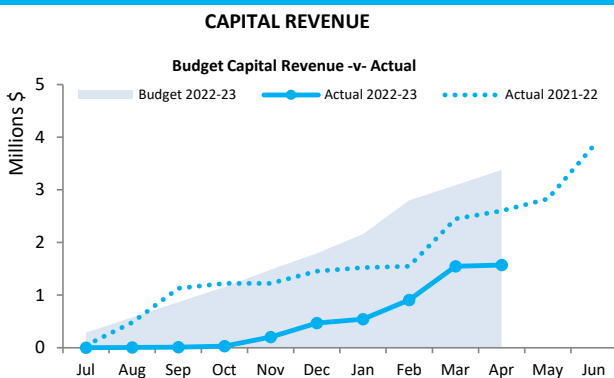
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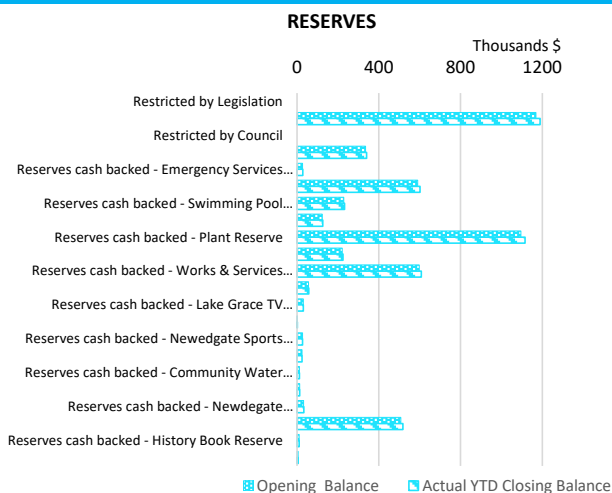
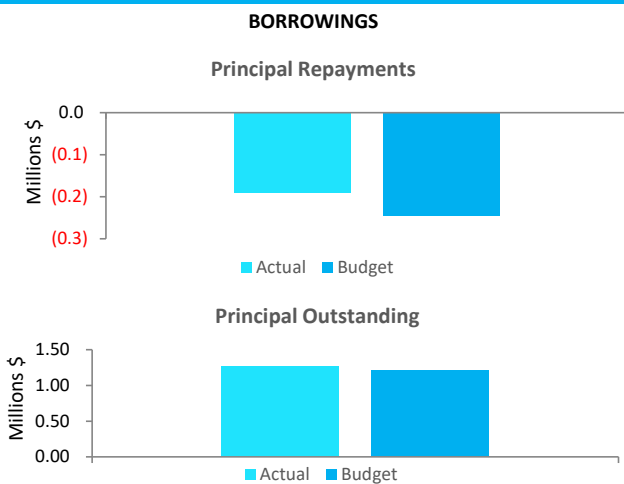
**OPERATING ACTIVITIES**



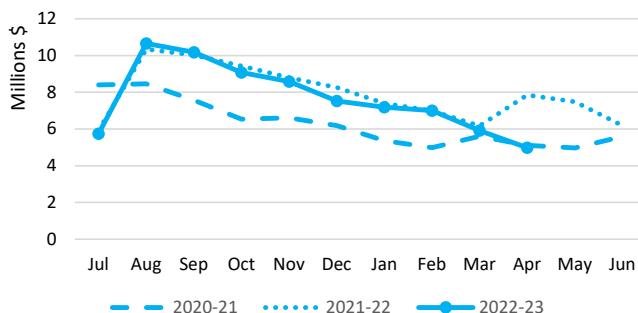
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



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



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$6.05 M	\$6.05 M	\$6.19 M	\$0.14 M
Closing	\$0.00 M	\$2.11 M	\$4.98 M	\$2.87 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$11.08 M	% of total
Unrestricted Cash	\$0.12 M	1.0%
Restricted Cash	\$10.97 M	99.0%

Refer to Note 2 - Cash and Financial Assets

Payables	
	\$0.82 M
Trade Payables	\$0.78 M
0 to 30 Days	77.9%
Over 30 Days	22.0%
Over 90 Days	5.5%

Refer to Note 5 - Payables

Receivables		
	\$0.20 M	% Collected
Rates Receivable	\$0.11 M	97.8%
Trade Receivable	\$0.20 M	% Outstanding
Over 30 Days		14.1%
Over 90 Days		0%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.75 M)	\$0.04 M	\$1.99 M	\$1.95 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$4.99 M	% Variance
YTD Budget	\$4.99 M	0.1%

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$1.35 M	% Variance
YTD Budget	\$1.38 M	(2.1%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.35 M	% Variance
YTD Budget	\$0.36 M	(3.0%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.96 M)	(\$3.70 M)	(\$2.92 M)	\$0.78 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.45 M	%
Adopted Budget	\$0.53 M	(13.8%)

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$4.49 M	% Spent
Adopted Budget	\$9.01 M	(50.1%)

Refer to Note 7 - Capital Acquisitions

Capital Grants		
YTD Actual	\$1.12 M	% Received
Adopted Budget	\$3.52 M	(68.3%)

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.34 M)	(\$0.28 M)	(\$0.28 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.19 M
Interest expense	\$0.04 M
Principal due	\$1.27 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$5.20 M
Interest earned	\$0.09 M

Refer to Note 9 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

**FEES AND CHARGES**

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

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

Excess of assets received over the net book value for assets on their disposal.

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Shortfall between the value of assets received over the net book value for assets on their disposal.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets. Excluding Land.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Forecast 30 June 2023 Closing	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(a)-(b)+(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	6,049,390	6,049,390	6,190,254	6,190,254	140,864	2.33%	
<b>Revenue from operating activities</b>								
Rates		4,781,678	4,781,678	4,784,835	4,784,835	3,157	0.07%	
Rates (excluding general rate)		206,827	206,827	209,494	209,494	2,667	1.29%	
Operating grants, subsidies and contributions	11	1,625,676	1,383,060	1,354,045	1,596,661	(29,015)	(2.10%)	
Fees and charges		402,680	355,940	345,344	392,084	(10,596)	(2.98%)	
Interest earnings		313,570	261,286	265,156	317,440	3,870	1.48%	
Other revenue		389,879	306,923	306,477	389,433	(446)	(0.15%)	
Profit on disposal of assets	6	80,864	78,554	171,328	173,638	92,774	118.10%	▲
		<b>7,801,174</b>	<b>7,374,268</b>	<b>7,436,679</b>	<b>7,863,585</b>	62,411	0.85%	
<b>Expenditure from operating activities</b>								
Employee costs		(2,599,381)	(2,176,204)	(1,965,174)	(2,388,351)	211,030	9.70%	
Materials and contracts		(5,186,540)	(4,336,423)	(2,586,117)	(3,436,234)	1,750,306	40.36%	▲
Utility charges		(259,682)	(216,029)	(235,743)	(279,396)	(19,714)	(9.13%)	
Depreciation on non-current assets		(3,453,491)	(2,877,658)	(2,868,011)	(3,443,844)	9,647	0.34%	
Interest expenses		(51,478)	(37,276)	(36,037)	(50,239)	1,239	3.32%	
Insurance expenses		(281,256)	(277,896)	(255,441)	(258,801)	22,455	8.08%	
Other expenditure		(233,790)	(209,450)	(193,344)	(217,684)	16,106	7.69%	
Loss on disposal of assets	6	(49,856)	(35,535)	(63,198)	(77,519)	(27,663)	(77.85%)	▼
		<b>(12,115,474)</b>	<b>(10,166,471)</b>	<b>(8,203,065)</b>	<b>(10,152,068)</b>	1,963,406	(19.31%)	
Non-cash amounts excluded from operating activities	1(a)	3,563,347	2,834,639	2,759,830	3,488,589	(74,809)	(2.64%)	
<b>Amount attributable to operating activities</b>		<b>(750,953)</b>	<b>42,436</b>	<b>1,993,444</b>	<b>1,200,106</b>	1,951,008	4597.53%	
<b>Investing activities</b>								
Proceeds from non-operating grants, subsidies and contributions	12	3,521,901	2,921,817	1,117,243	1,717,327	(1,804,574)	(61.76%)	▼
Proceeds from disposal of assets	6	526,954	454,395	454,395	526,954	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(9,010,955)	(7,079,040)	(4,494,396)	(6,426,311)	2,584,644	36.51%	▲
<b>Amount attributable to investing activities</b>		<b>(4,962,100)</b>	<b>(3,702,828)</b>	<b>(2,922,758)</b>	<b>(4,182,030)</b>	780,070	(21.07%)	
<b>Financing Activities</b>								
Transfer from reserves	9	782,986	0	0	782,986	0	0.00%	
Repayment of debentures	8	(246,468)	(190,587)	(190,587)	(246,468)	0	0.00%	
Transfer to reserves	9	(871,955)	(91,864)	(91,864)	(871,955)	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(335,437)</b>	<b>(282,451)</b>	<b>(282,451)</b>	<b>(335,437)</b>	0	0.00%	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>900</b>	<b>2,106,547</b>	<b>4,978,489</b>	<b>2,872,893</b>	2,871,942	(136.33%)	▲

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

### **BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

### **SIGNIFICANT ACCOUNTING POLICES**

#### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

#### **GOODS AND SERVICES TAX**

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

#### **ROUNDING OFF FIGURES**

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

#### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 00 January 1900

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Forecast 30 June 2023 Closing
		\$	\$	\$	
<b>Non-cash items excluded from operating activities</b>					
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	6	(80,864)	(78,554)	(171,328)	(173,638)
Less: Movement in liabilities associated with restricted cash				(51)	0
Movement in inventory (non-current)				0	0
Add: Loss on asset disposals	6	49,856	35,535	63,198	77,519
Adjustment to year end surplus (after audit)		140,864			140,864
Add: Depreciation on assets		3,453,491	2,877,658	2,868,011	3,443,844
<b>Total non-cash items excluded from operating activities</b>		<b>3,563,347</b>	<b>2,834,639</b>	<b>2,759,830</b>	<b>3,488,589</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 April 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(4,617,690)	(5,108,720)	(5,200,584)
Less: Municipal restricted cash			(50,072)	(50,072)
Less: Movement in provisions		(90,634)	(90,638)	8,148
Less: Trust restricted cash			(10,475)	
Less: Other Provisions				(152,536)
Add: Borrowings	8	0	246,468	55,883
Add: Provisions employee related provisions	10	262,528	338,653	381,928
<b>Total adjustments to net current assets</b>		<b>(4,445,796)</b>	<b>(4,674,784)</b>	<b>(4,957,233)</b>

(c) Net current assets used in the Statement of Financial Activity

**Current assets**

Cash and cash equivalents	2	6,299,878	12,900,849	11,080,575.0
Rates receivables	3		42,951	108,740.0
Receivables	3	269,604	226,652	195,086.0
Other current assets	4	19,008	19,008	9,818.0
<b>Less: Current liabilities</b>				
Payables	5	(1,225,633)	(1,270,993)	(823,762.0)
Borrowings	8		(246,468)	(55,881.0)
Contract liabilities	10	(654,533)	(416,885)	(196,926.0)
Provisions	10	(262,528)	(390,076)	(381,928.0)
<b>Less: Total adjustments to net current assets</b>	1(b)		(4,674,784)	(4,957,233.0)
<b>Closing funding surplus / (deficit)</b>		<b>4,445,796</b>	<b>6,190,254</b>	<b>4,978,489.0</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal Bank account	Cash and cash equivalents	104,025		104,025		Bankwest		N/A
Term deposit - Municipal Bank account	Cash and cash equivalents	0	2,006,247	2,006,247		Commonwealth	3.77%	22/05/2023
WATC Overnight Deposit Municipal	Cash and cash equivalents	0	3,708,264	3,708,264		WATC	3.55%	N/A
Petty Cash and Floats	Cash and cash equivalents	500		500		Cash on Hand		N/A
Reserve Bank Account	Cash and cash equivalents	0	112,754	112,754		Bankwest		N/A
Term deposit - Reserve Bank Account	Cash and cash equivalents	0	5,087,830	5,087,830		Commonwealth	4.34%	21/06/2023
Restricted LOGCHOP Housing	Cash and cash equivalents	0	44,669	44,669		Bankwest		N/A
Rural Town Salinity Program	Cash and cash equivalents	0	5,403	5,403		Bankwest		N/A
Trust Fund Cash at Bank	Cash and cash equivalents	10,883		10,883	10,883	Bankwest		N/A
<b>Total</b>		<b>115,408</b>	<b>10,965,167</b>	<b>11,080,575</b>	<b>10,883</b>			
<b>Comprising</b>								
Cash and cash equivalents		115,408	10,965,167	11,080,575	10,883			
		<b>115,408</b>	<b>10,965,167</b>	<b>11,080,575</b>	<b>10,883</b>			

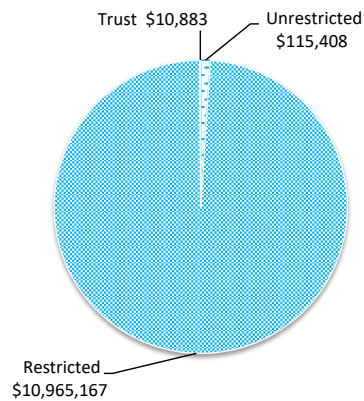
**KEY INFORMATION**

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

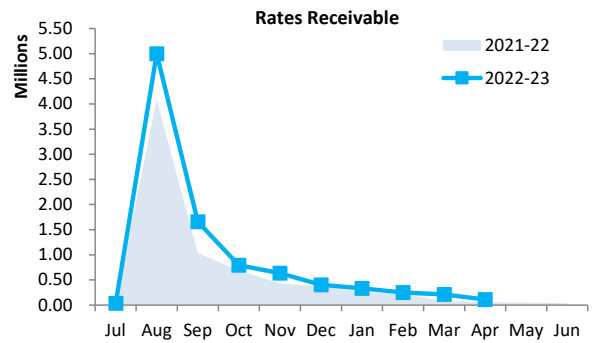
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 June 2022	30 Apr 2023
	\$	\$
Opening arrears previous years	42,951	42,951
Levied this year	4,557,800	4,994,329
Less - collections to date	(4,557,800)	(4,928,540)
<b>Gross rates collectable</b>	<b>42,951</b>	<b>108,740</b>
<b>Net rates collectable</b>	<b>42,951</b>	<b>108,740</b>
% Collected	99.1%	97.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(728)	166,074	5,208	21,986	(0)	192,540
Percentage	(0.4%)	86.3%	2.7%	11.4%	0%	
<b>Balance per trial balance</b>						
Sundry receivable	(728)	166,074	5,208	21,986	(0)	192,540
ESL Control		2,546				2,546
<b>Total receivables general outstanding</b>						<b>195,086</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

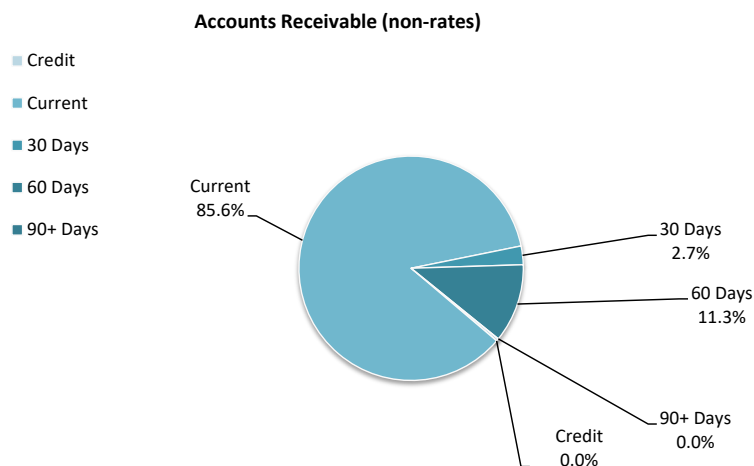
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

#### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 April 2023
Other current assets	\$	\$	\$	\$
<b>Inventory</b>				
Stock on Hand - Fuel	19,008		(9,190)	9,818
<b>Total other current assets</b>	<b>19,008</b>	<b>0</b>	<b>(9,190)</b>	<b>9,818</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

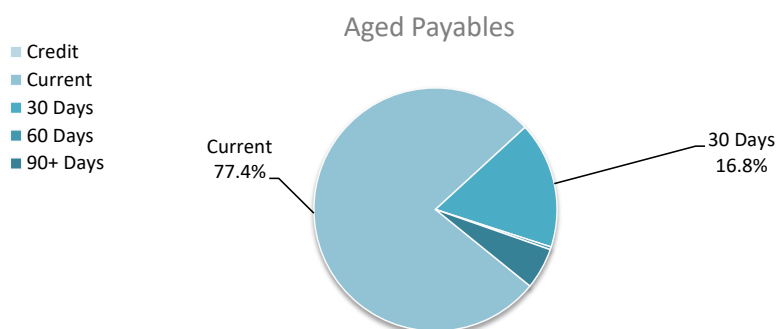
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	607,217	131,902	(2,958)	42,900	779,061
Percentage	0%	77.9%	16.9%	-0.4%	5.5%	
<b>Balance per trial balance</b>						
Sundry creditors	0	608,675	131,902	(2,958)	42,900	780,518
ESL Levied & Prepaid rates		24,552				24,552
Liabilities held for Others - Prepaid Rates		7,758				7,758
Trust Fund Liability		10,934				10,934
<b>Total payables general outstanding</b>						<b>823,762</b>

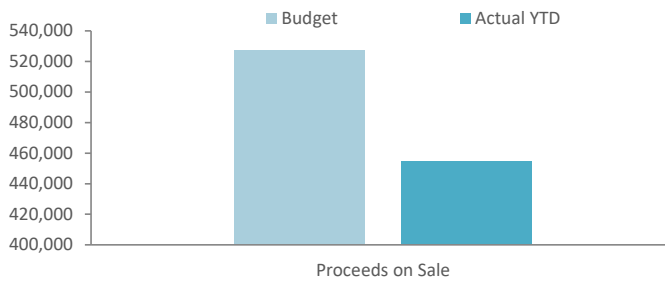
Amounts shown above include GST (where applicable)

#### KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual				
		Net Book		Proceeds	Profit	(Loss)	Net Book		Profit	(Loss)
		Value					Value			
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Plant and equipment</b>										
<b>Governance</b>										
166	CEO Toyota Landcruiser - PLVU50	83,927	90,909	6,982	0	0	0	0	0	0
182	MIS Toyota Prado - PLVU51	57,897	54,545	0	(3,352)	0	0	0	0	0
169	DCEO Ford Everest - PLVU47	46,976	47,000	24	0	47,185	40,909	0	(6,276)	
174	MCS Ford Everest Trend - PLVU49	47,563	47,000	0	(563)	47,587	42,727	0	(4,860)	
<b>Health</b>										
1449	Mitsubishi Pajero Sport Doctor - PLVU38	18,000	20,000	2,000	0	18,000	21,129	3,129	0	0
<b>Transport</b>										
1437	Road Mnt - Mack Truck - PTCK17	64,071	100,000	35,929	0	62,359	155,101	92,742	0	0
1438	Road Mnt - Mack Truck - PTCK18	64,071	100,000	35,929	0	62,359	132,614	70,255	0	0
1392	Construction - Bomag Road Roller - PROLC	82,923	50,000	0	(32,923)	82,995	30,933	0	(52,062)	
1408	LG Depot - Volvo Loader - PLOD06	26,757	15,000	0	(11,757)	0	0	0	0	0
1409	LG Depot - Coastmac Loader Trailer PTRAI	3,761	2,500	0	(1,261)	0	0	0	0	0
1444	Water Tanker - PTRAI25	0	0	0	0	25,780	30,983	5,202	0	0
		<b>495,946</b>	<b>526,954</b>	<b>80,864</b>	<b>(49,856)</b>	<b>346,266</b>	<b>454,395</b>	<b>171,328</b>	<b>(63,198)</b>	





Capital acquisitions	Adopted		YTD Actual	Forecast 30 June Closing	YTD Actual Variance
	Budget	YTD Budget			
	\$	\$	\$		\$
Land	192,554	160,457	42,021	74,118	(118,436)
Buildings - non-specialised	177,747	118,500	34,650	93,897	(83,850)
Buildings - specialised	1,017,397	754,193	405,239	668,443	(348,954)
Plant and equipment	1,489,681	1,066,500	1,029,174	1,452,355	(37,326)
Infrastructure - roads	3,981,073	3,274,260	2,152,641	2,859,454	(1,121,619)
Infrastructure - parks, gardens, recreation facilities	1,457,564	1,126,117	430,862	762,309	(695,255)
Infrastructure - sewerage	29,185	24,316	29,694	34,563	5,378
Infrastructure - urban infrastructure	665,754	554,697	370,115	481,172	(184,582)
<b>Payments for Capital Acquisitions</b>	<b>9,010,955</b>	<b>7,079,040</b>	<b>4,494,396</b>	<b>6,426,311</b>	<b>(2,584,644)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$		\$
Capital grants and contributions	3,521,901	2,921,817	1,117,243	1,717,327	(1,804,574)
Other (disposals & C/Fwd)	526,954	454,395	454,395	526,954	0
Cash backed reserves					
Reserves cash backed - Plant Reserve	(500,000)		0	(500,000)	0
Reserves cash backed - Works & Services Reserve	(250,000)		0	(250,000)	0
Reserves cash backed - Newdegate Centenary Reserve	(32,986)		0	(32,986)	0
Contribution - operations	5,745,086	3,702,828	2,922,758	4,965,016	(780,070)
<b>Capital funding total</b>	<b>9,010,955</b>	<b>7,079,040</b>	<b>4,494,396</b>	<b>6,426,311</b>	<b>(2,584,644)</b>

#### SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

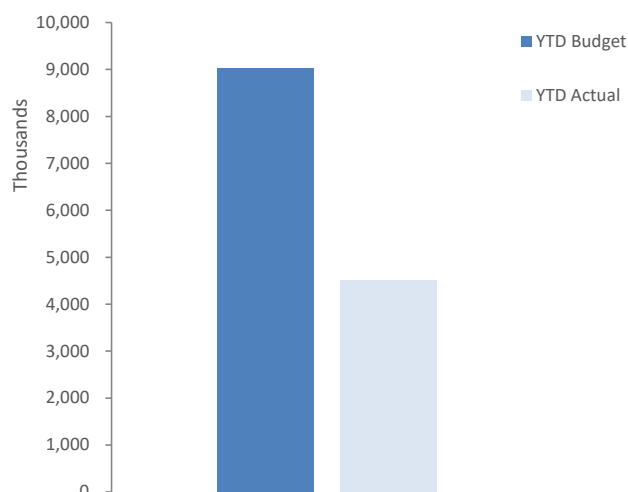
#### Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

#### Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

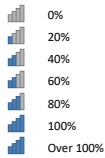
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators



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

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

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
<b>Land</b>					
E137350	Lake Grace Industrial Land	192,554	160,457	42,021	-118,436
<b>Buildings - Non Specialised</b>					
E091960 (7750034)	6 Blackbutt Way (Doctor) - Cap Exp	7,500	5,000	0	-5,000
E091960 (9196034)	5 Banksia Pl Capital	84,997	56,668	34,650	-22,018
E091960 (9196044)	6 Banksia Pl Capital	17,500	11,668	0	-11,668
E091960 (9196114)	3 Clark Ave Capital	18,750	12,500	0	-12,500
E091970 (9197094)	65A Bennett St Capital	15,000	10,000	0	-10,000
E091910	CEO House Patio Extensions	34,000	22,664	0	-22,664
<b>Buildings - Specialised</b>					
E042549 (4205024)	Admin Office Building - Cap Exp	50,000	33,332	0	-33,332
E083101 (8300101)	Lake Grace Daycare Centre Building Upgrade Cap Exp	10,200	8,493	4,076	-4,417
E107102 (1071024)	Varley Public Toilets - Cap Exp	66,982	44,652	0	-44,652
E107102 (1071034)	Lake Grace Public Toilets - Cap Exp	37,000	30,829	21,203	-9,626
E111007 (LGPHCAP)	Lake Grace Public Hall	38,379	31,956	0	-31,956
E111007 (LGVHCAP)	Lake Grace Lakes Village Hall	25,000	20,829	0	-20,829
E111007 (LKPHCAP)	Lake King Hall Capital	5,513	4,590	0	-4,590
E111007 (NGPHCAP)	Newdegate Public Hall	20,312	16,926	19,140	2,214
E111007 (VLPHCAP)	Varley Hall - Cap Exp	7,000	5,833	6,947	1,114
E113152 (1130007)	Varley Sports Pavilion Cap Exp	45,000	30,000	0	-30,000
E113152 (113014)	Lake King Sports Pavilion Cap Exp	57,323	38,212	0	-38,212
E113152 (113042)	Unisex Toilets At Sporting Precincts Cap Exp	7,979	6,643	0	-6,643
E113152 (CA06)	Newdegate Country Club	253,883	211,558	208,964	-25,942
E113154 (1131541)	Lg Sportsman Club Roof Replacement Cap Exp	126,677	84,452	69,539	-149,133
E113154 (1131542)	Newdegate Hockey Shed Replacement Cap Exp	20,000	13,332	0	-13,332
E115420 (LIBLKCA)	Lake King Library	25,000	16,668	0	-16,668
E116103 (LKT1)	Lake King Toilet	16,805	14,006	17,634	3,628
E117041 (1170014)	Aim Building Capital	60,507	40,336	51	-40,285
E117042 (1170084)	Rsl Hall Capex	80,000	53,332	24,000	-29,332
E121502 (121304)	Lake Grace Depot - Cap Exp	29,837	19,892	3,293	-16,599
E126206 (1260061)	Lake Grace Airstrip Building Upgrade Cap Exp	17,000	14,166	16,550	2,384
E132500 (1325014)	Visitor Centre Improvements Cap Exp	17,000	14,156	13,842	-314
<b>Furniture &amp; Equipment</b>					
N/A					
<b>Plant &amp; Equipment</b>					
E042550 (LG001CA)	Ceo Vehicle	114,545	0	0	0
E042550 (LG139CA)	Dceo Vehicle	57,000	57,000	51,252	-5,748
E042550 (LG74CAP)	Mcs Vehicle	57,000	57,000	51,252	-5,748
E042550 (LG75CAP)	Mis Vehicle	63,636	0	0	0
E123059 (PL24CAP)	Mack Primemover 1	317,100	317,100	317,100	0
E123059 (PL25CAP)	Mack Primemover 2	320,900	320,900	317,100	-3,800
E123059 (PL26CAP)	Multi Roller	172,000	172,000	171,351	-649
E123059 (PL27CAP)	Skid Steer	151,000	0	0	0
E123059 (PL28CAP)	Skid Steer Plant Trailer	60,000	0	0	0
E123059 (PL30CAP)	Spray Unit	12,000	0	0	0
E123059 (PL31CAP)	Mower For Ovals	20,000	20,000	21,670	1,670
E123059 (PL32CAP)	Water Tanker	100,000	100,000	99,450	-550
E123059 (PL33CAP)	Mobile Water Tank	22,000	0	0	0
E051174 (511733)	Fast Fill Trailers - Dfes Grant	22,500	22,500	0	-22,500
<b>Infrastructure - Roads</b>					
E121200	Roadworks Capital Renewal 21/22	3,981,077	3,274,260	2,152,641	-1,121,619
<b>Parks, Gardens, Recreation Facilities</b>					
E113175 (113036)	Lighting For Newdegate Hockey Field Cap Exp	22,491	18,736	17,509	-1,227
E113175 (113037)	Lake Grace Football Field Lighting Upgrade Cap Exp	96,544	80,450	48,342	-32,108
E113175 (113046)	Newdegate Jumping Pillow Cap Exp	19,050	15,866	0	-15,866
E113175 (113053)	Lake King Walk Trail Upgrade Cap Exp	6,734	5,613	0	-5,613
E113175 (113055)	Jam Patch New Bbq & Picnic Shelters Cap Exp	46,000	38,335	829	-37,506
E113175 (113063)	Lg Sports Pavilion Carpark Sealing Cap Exp	80,000	66,664	79,335	12,671
E113175 (113064)	Ngt Recreation Centre Carpark Sealing Cap Exp	95,000	79,167	78,587	-580
E113175 (113066)	Visitors Centre Park	101,817	84,813	71,722	-13,091
E113175 (113067)	Newdegate Street Bin Upgrade	30,000	24,999	0	-24,999
E113175 (113068)	Lake Grace Oval Reticulation Upgrade	46,461	38,688	31,360	-7,328
E113175 (113069)	Lg Rec Ground Path Shelter	7,500	6,243	0	-6,243
E113175 (113070)	Lighting Install Lg & Lk Pg	67,200	55,991	0	-55,991
E113175 (113071)	Padley Park Stormwater Capture (Cwsp)	112,950	94,116	98,763	4,647
E113175 (113072)	Lg Bowling Club Lights	45,000	37,495	0	-37,495
E113293 (113201)	Construction Lg Community All Abilities Playground Cap Exp	530,362	353,576	4,302	-349,274
E113293 (113202)	Lg All Ages Playground Fence Cap Exp	45,000	37,495	0	-37,495
E116114 (1161140)	Lake Grace Rv Park	100,000	83,330	0	-83,330
E132503 (DRU1)	Driver Reviver Upgrade	5,455	4,540	113	-4,427
<b>Sewerage</b>					
E103163 (1012011)	Sewerage Reuse Lake Grace	29,185	24,316	29,694	5,378
<b>Urban Infrastructure</b>					
E101043 (1010431)	Lake Grace & Newdegate Recycling Stations	10,000	8,306	1,058	-724
E104501 (1040501)	Urban Stormwater Drainage Renewal Cap Exp	40,000	33,332	0	-33,332
E104501 (1040502)	Drainage Upgrades Dykes Road	46,259	38,525	0	-38,525
E121312 (121303)	Newdegate Footpath Cap Exp	262,225	218,508	220,604	2,096
E121704 (1217041)	Lg Depot - New Fuel Storage	120,000	99,996	35,792	-64,204
E136501 (136007)	Buniche Dam Revitalisation (Cwsp)	91,234	76,010	21,696	-54,314
E136501 (136008)	Dempster Rock Dam Revitalisation (Cwsp)	96,036	80,020	90,965	10,945
		<b>9,010,955</b>	<b>7,079,040</b>	<b>4,494,397</b>	<b>(2,584,643)</b>

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>										
Office Refurbishment	L181	216,614			(18,957)	(18,957)	197,657	197,657	(9,645)	(13,796)
Loan 204 Staff Housing & CEO's Residence	L204	427,810			(36,459)	(48,666)	391,352	379,144	(5,139)	(6,634)
<b>Recreation and culture</b>										
Lake Grace Pool	L173	16,239			(16,241)	(16,241)	-2	-2	(529)	(798)
LG Sports Pavillion	L182	104,832			(18,438)	(18,438)	86,394	86,394	(4,939)	(7,139)
Newdegate Bowling Club	L193	0			0	0	0	0	(3)	(3)
LG Precinct	L198	47,384			(11,455)	(23,167)	35,929	24,217	(1,295)	(2,284)
LK Court Resurfacing	L202	0			0	0	0	0	(14)	(14)
<b>Transport</b>										
Roadworks & Plant	L196	52,429			(25,967)	(52,429)	26,462	0	(1,436)	(2,114)
<b>Economic services</b>										
LG Residential Land	L189	107,794			(5,339)	(10,840)	102,455	96,954	(4,019)	(7,131)
Purchase & Develop Industrial Land	L203	487,109			(57,732)	(57,732)	429,378	429,378	(9,018)	(10,565)
<b>Total</b>		<b>1,460,212</b>	<b>0</b>	<b>0</b>	<b>(190,587)</b>	<b>-246,468</b>	<b>1,269,625</b>	<b>1,213,744</b>	<b>(36,037)</b>	<b>(50,478)</b>
Current borrowings		246,468					55,881			
Non-current borrowings		<u>1,213,744</u>					<u>1,213,744</u>			
		1,460,212					1,269,625			

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

**KEY INFORMATION**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES  
NOTE 9  
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Legislation</b>									
Reserves cash backed - Lake Grace Sewerage Res	1,168,225	21,028	21,007	200,000				1,389,254	1,189,232
<b>Restricted by Council</b>									
Reserves cash backed - Leave Reserve	334,771	6,026	6,020					340,797	340,791
Reserves cash backed - Emergency Services Reser	27,363	493	492					27,856	27,855
Reserves cash backed - Housing Reserve	590,462	10,628	10,618	150,000				751,090	601,080
Reserves cash backed - Swimming Pool Reserve	228,666	4,116	4,112	250,000				482,782	232,778
Reserves cash backed - Land Development Reser	123,802	2,228	2,226					126,030	126,028
Reserves cash backed - Plant Reserve	1,095,153	19,713	19,693	100,000		(500,000)		714,866	1,114,846
Reserves cash backed - Recreation Reserve	220,525	3,969	3,965					224,494	224,490
Reserves cash backed - Works & Services Reserve	597,553	10,756	10,745	30,000		(250,000)		388,309	608,298
Reserves cash backed - Newedgate Hall Reserve	56,193	1,011	1,010					57,204	57,203
Reserves cash backed - Lake Grace TV Reserve	30,349	546	546					30,895	30,895
Reserves cash backed - Varley Sullage Reserve	1,679	30	30					1,709	1,709
Reserves cash backed - Newedgate Sports Dam R	26,963	485	485					27,448	27,448
Reserves cash backed - Newedgate Stadium Floo	24,327	438	437					24,765	24,764
Reserves cash backed - Community Water Suppli	12,074	217	217					12,291	12,291
Reserves cash backed - Office Furniture & Equipn	13,414	241	241					13,655	13,655
Reserves cash backed - Newedgate Centenary Re	32,403	583	583			(32,986)		0	32,986
Reserves cash backed - Essential Medical Reserve	508,389	9,151	9,142	50,000				567,540	517,531
Reserves cash backed - History Book Reserve	10,543	190	190					10,733	10,733
Reserves cash backed - AIM Hospital Museum Re	5,866	106	105					5,972	5,971
	<b>5,108,720</b>	<b>91,955</b>	<b>91,864</b>	<b>780,000</b>	<b>0</b>	<b>(782,986)</b>	<b>0</b>	<b>5,197,690</b>	<b>5,200,584</b>

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2023
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
- Contract liabilities		416,885	0	842,744	(1,062,703)	196,926
<b>Total other liabilities</b>		416,885	0	842,744	(1,062,703)	196,926
<b>Employee Related Provisions</b>						
Annual leave		219,293	0	0	(8,148)	211,145
Long service leave		170,783	0	0	0	170,783
<b>Total Employee Related Provisions</b>		390,076	0	0	(8,148)	381,928
<b>Total other current assets</b>		<b>806,961</b>	<b>0</b>	<b>842,744</b>	<b>(1,070,851)</b>	<b>578,854</b>
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11

#### KEY INFORMATION

##### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### Employee Related Provisions

###### Short-term employee benefits

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

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

###### Other long-term employee benefits

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

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

##### Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue			
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue	Forecast 30
	1 July 2022		(As revenue)	30 Apr 2023	30 Apr 2023	Revenue	Budget	Actual	June Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>									
<b>General purpose funding</b>									
Grants Commission - General				0	0	590,049	442,535	442,537	590,051
Grants Commission - Roads				0	0	326,319	244,739	244,739	326,320
<b>Law, order, public safety</b>									
Grant - DFES LGGS Operating				0	0	75,953	75,953	75,953	75,953
Grant - DFES Op Exp				0	0	31,220	23,720	23,720	31,220
<b>Education and welfare</b>									
Grants - Senior Activities				0	0	1,000	830	0	170
Grants - Youth Activities				0	0	1,000	830	0	170
<b>Transport</b>									
Direct Grant - MRWA				0	0	361,235	361,235	368,935	368,935
<b>Economic services</b>									
Skeleton Weed Programm Grant				0	0	205,000	205,000	185,000	185,000
	0	0	0	0	0	1,591,776	1,354,841	1,340,884	1,577,819
<b>Operating contributions</b>									
<b>General purpose funding</b>									
ESL Administration Fee				0	0	4,000	3,330	4,000	4,670
<b>Recreation and culture</b>									
Lake Grace Rec Council Affiliation Fees				0	0	13,000	10,826	8,220	10,394
Contributions - Other Culture				0	0	1,000	830	0	170
Lake King Pavilion / Oval - Hire Fees				0	0	500	410	0	90
<b>Transport</b>									
Contributions - Street Lighting				0	0	10,000	8,333	0	1,667
<b>Economic services</b>									
AIM Contributions				0	0	1,400	1,160	940	1,180
Other Contributions				0	0	4,000	3,330	0	670
	0	0	0	0	0	33,900	28,219	13,161	18,842
<b>TOTALS</b>	0	0	0	0	0	1,625,676	1,383,060	1,354,045	1,596,661

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue			
	Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	Forecast 30 June Closing
	1 July 2022			30 Apr 2023	30 Apr 2023				
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>									
<b>Law, order, public safety</b>									
Grant - DFES Cap Exp				0		22,500	0	0	22,500
<b>Community amenities</b>									
Drought & Community	7,268	0	(7,268)	0	0	8,185	6,813	7,268	8,640
<b>Recreation and culture</b>									
Drought & Community	0	0	0	0	0	116,050	96,696	0	19,354
Local Roads & Community Program	268,562	0	(268,562)	0	0	1,132,291	943,532	268,562	457,321
<b>Transport</b>									
Roads to Recovery	95,787	518,522	(609,072)	5,237	5,237	823,753	686,429	609,072	746,396
Regional Road Group	0	329,318	(137,629)	191,689	191,689	540,255	450,192	137,629	227,692
Local Roads & Community Program	40,059	0	(40,059)	0	0	612,529	510,413	40,059	142,175
<b>Economic services</b>									
Driver Reviver Upgrade Grant	5,209	(5,096)	(113)	(0)	(0)	5,455	4,540	113	1,028
Drought & Community Program	0	0	0	0	0	196,000	163,320	19,657	52,337
	<b>416,885</b>	<b>842,744</b>	<b>(1,062,703)</b>	<b>196,926</b>	<b>196,926</b>	<b>3,457,018</b>	<b>2,861,935</b>	<b>1,082,360</b>	<b>1,677,443</b>
<b>Non-operating contributions</b>									
<b>Recreation and culture</b>									
Newdegate Community Contribution	0	0		0	0	64,883	59,882	34,883	39,884
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64,883</b>	<b>59,882</b>	<b>34,883</b>	<b>39,884</b>
<b>TOTALS</b>	<b>416,885</b>	<b>842,744</b>	<b>(1,062,703)</b>	<b>196,926</b>	<b>196,926</b>	<b>3,521,901</b>	<b>2,921,817</b>	<b>1,117,243</b>	<b>1,717,327</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 13  
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 30 Apr 2023
	\$	\$	\$	\$
Standpipe bonds	10,475	459	(51)	<b>10,883</b>
	<b>10,475</b>	<b>459</b>	<b>(51)</b>	<b>10,883</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 14  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Increase in			Amended Budget Running Balance
				Non Cash Adjustment	Available Cash	Decrease in Available Cash	
				\$	\$	\$	\$
1210507	Holt Rock Rd Resheet SLK 25.37-29.46	Resolution 13630	Capital Expenses			(30,600)	(30,600)
1210501	Mallee Hill Rd Seal 0.00-4.66	Resolution 13630	Capital Expenses		30,600		0
1213155	Boulton Street	Resolution 13657	Capital Expenses		115,000		115,000
PL32CAP	Water Tanker	Resolution 13657	Capital Expenses			(115,000)	0
I030301	Increase in FAGS General Purpose Grant	Resolution 13548	Operating Revenue		140,942		140,942
I030302	Decrease in FAGs Local Roads Grant	Resolution 13548	Operating Revenue			(65,530)	75,412
I051440	DFES Capital Grant for Three Fast Fill Trailers	Resolution 13548	Capital Revenue		22,500		97,912
511733	Purchase of three fast fill trailers for fire prevention	Resolution 13548	Capital Expenses			(22,500)	75,412
I051450	DFES Grant for Emergency Management Training	Resolution 13548	Operating Revenue		16,220		91,632
512013	DFES Emergency Management Training	Resolution 13548	Operating Expenses			(16,220)	75,412
I111412	Insurance Recoup Damaged LG Sports Oval Water	Resolution 13548	Operating Revenue		21,541		96,953
113003	Replacement of Damaged Sports Oval Water Tank	Resolution 13548	Operating Revenue			(21,541)	75,412
I042371	Recoup for Photocopy Purchase for LG CRC	Resolution 13548	Operating Revenue		15,500		90,912
E042140	Purchase of Photocopy for LG CRC	Resolution 13548	Operating Expenses			(15,500)	75,412
I113183	Recoup for additional Work Newdegate Country Cl	Resolution 13548	Capital Revenue		34,883		110,295
CA06	Payment for Additional work at Newdegate Countr	Resolution 13548	Capital Expenses			(34,883)	75,412
I137909	Increase Revenue for Lease Lot 101 Stubbs Street U	Resolution 13548	Operating Revenue		35,000		110,412
E142050	Increase Hygiene costs due to increase cost pressu	Resolution 13548	Operating Expenses			(1,000)	109,412
E042029	Interpretation Plan for AIM Hospital Museum	Resolution 13548	Operating Expenses			(21,800)	87,612
I042371	Recoup from LGIS Insurance for Fines incurred from	Resolution 13548	Operating Revenue		75,788		163,400
E137350	Lake Grace Industrial Land - Decrease Expenditure	Resolution 13548	Capital Expenses		200,000		363,400
4205024	Purchase of Security CCTV & Council recording asse	Resolution 13548	Capital Expenses			(40,000)	323,400
8300101	Reduce Expenditure Program LG Daycare Building	Resolution 13548	Capital Expenses		6,000		329,400
NGPHCAP	Savings in works trsf to reserve Newdegate Public H	Resolution 13548	Capital Expenses		15,000		344,400
VLPHCAP	Savings in works Varley Hall	Resolution 13548	Capital Expenses		13,000		357,400
113014	Lake King Sports Pavillion - Consultancy Work Requ	Resolution 13548	Capital Expenses		50,000		407,400
E042029	Consultancy work for Lake King Sports Pavillion	Resolution 13548	Operating Expenses			(50,000)	357,400
LKT1	Additional works for Lake King Toilet	Resolution 13548	Capital Expenses			(11,000)	346,400
1260061	Additional works for Lake Grace Airstrip Building Up	Resolution 13548	Capital Expenses			(2,000)	344,400
PL26CAP	Multi Roller under Budget	Resolution 13548	Capital Expenses		26,000		370,400
PL27CAP	Skid Steer Price increase	Resolution 13548	Capital Expenses			(26,000)	344,400
PL32CAP	Water Tanker under Budget	Resolution 13548	Capital Expenses		15,000		359,400
1213155	Boulton Street Upgrade not proceeding	Resolution 13548	Capital Expenses		185,000		544,400
113037	Lake Grace Football Field Lighting Increase	Resolution 13548	Capital Expenses			(61,000)	483,400
113053	Lake King Walk Trail completed under budget	Resolution 13548	Capital Expenses		40,000		523,400
113055	Jam Patch upgrade works continuing	Resolution 13548	Capital Expenses			(46,000)	477,400
113063	LG Sports Pavillion Carpark Sealing under Budget	Resolution 13548	Capital Expenses		100,000		577,400
113064	Newdegate Recreation Carpark sealing under budg	Resolution 13548	Capital Expenses		135,000		712,400
113201	Increase budget for LG All abilities Palyground	Resolution 13548	Capital Expenses			(175,979)	536,421
1012011	Increase budget for Sewerage Reuse Lake Grace	Resolution 13548	Capital Expenses			(21,000)	515,421
1161140	Lake Grace RV Park	Resolution 13548	Capital Expenses			(100,000)	415,421
E113990	Depreciation Of Assets	Resolution 13548	Operating Expenses			(89,589)	325,832
E121990	Depreciation	Resolution 13548	Operating Expenses			(241,366)	84,467
E144990	Depreciation - Sundry Equip	Resolution 13548	Operating Expenses			(118,631)	(34,164)
I160210	Interest On Investment - General Fund	Resolution 13548	Operating Revenue		74,504		40,340
I160215	Interest On Investment - Reserve Funds	Resolution 13548	Operating Revenue		70,111		110,451
1113155	LG Sportsman Club - Air-Conditioners reimburseme	Resolution 13548	Operating Expenses			(13,944)	96,506
1131541	To reallocate reimbursement to Air-Conditioners	Resolution 13548	Capital Expenses		13,944		110,451
E143060	Workers Compensation Insurance	Resolution 13548	Operating Expenses			(20,000)	90,451
E042245	Insurances	Resolution 13548	Operating Expenses			(20,000)	70,451
122505	Increase expenditure on drainage program	Resolution 13548	Operating Expenses			(40,000)	30,451
113011	Newdegate Parks & Gardens increase expenditure	Resolution 13548	Operating Expenses			(20,000)	10,451
E042029	Increase Consultancy for Housing project	Resolution 13548	Operating Expenses			(20,000)	(9,549)
	Transfer to Housing Reserve	Resolution 13548				(100,000)	(109,549)
	Transfer to Swimming Pool Reserve Reserve	Resolution 13548				(200,000)	(309,549)
	Transfer to Plant Reserve	Resolution 13548				(100,000)	(409,549)
	Transfer to Sewerage Reserve	Resolution 13548				(100,000)	(509,549)
	Transfer to Works & Services Reserve	Resolution 13548				(30,000)	(539,549)
	Transfer to Essential Medical Reserve	Resolution 13548				(50,000)	(589,549)
PL24CAP	Mack Primemover 1	Resolution 13556	Capital Expenses		12,900		(576,649)
PL25CAP	Mack Primemover 2	Resolution 13556	Capital Expenses		9,100		(580,449)
PL33CAP	Mobile Water Tank	Resolution 13556	Capital Expenses			(22,000)	(598,649)
1210500	Taylor Rd Resheet SLK 5.50-9.74	Resolution 13555	Capital Expenses		257,532		(341,117)
1210512	Biddy Camm Road Re-Sheet Slk 122.19-127.19	Resolution 13555	Capital Expenses			(257,532)	(598,649)
113035	Lake Grace Oval Electricity	Resolution 13564	Operating Expenses		40,621		(558,028)
1131541	Lg Sportsman Club Roof Replacement Cap Exp	Resolution 13564	Capital Expenses			(40,621)	(598,649)
				<b>0</b>	<b>1,771,686</b>	<b>(2,361,236)</b>	<b>(589,549)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 15  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2022-23 year is \$5,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
Profit on disposal of assets	92,774	118.10%	▲	Profit on sale of PTCK17 and PTCK18 exceed budget		
<b>Expenditure from operating activities</b>						
Materials and contracts	1,750,306	40.36%	▲	Below budget due to delay in operating and capital jobs		
Loss on disposal of assets	(27,663)	(77.85%)	▼		Loss on trade-in of DCEO and MCS vehicle, and road roller	
<b>Investing activities</b>						
Proceeds from non-operating grants, subsidies and contributions	(1,804,574)	(61.76%)	▼		Bulk of "Local Roads & Community" and "Drought & Community" projects are not yet initiated/finalised, funds will be recognised later in financial year	
Payments for property, plant and equipment and infrastructure	2,584,644	36.51%	▲	Part of Capital projects have not been initiated as yet (48%) or in early stage of completion		
<b>Closing funding surplus / (deficit)</b>	<b>2,871,942</b>	<b>(136.33%)</b>	<b>▲</b>			

# Municipal Bank Statement

**Summary:**

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

Statement No 53  
 Statement Date 30/04/2023

Opening Balance	6,700,912.40
Deposits	\$271,123.10
Payments	-995,606.35
Fees	-25,959.73
Adjustments	-131,882.41
<b>Closing Balance</b>	<b>5,818,587.01</b>

Opening Balance	6,698,350.05
<u>Reconciled Items</u>	
Deposits	272,954.00
Payments	-995,732.35
Fees	-25,959.73
Adjustments	-131,882.41
Closing Balance	5,818,529.56

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	57.45
Payments	0.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	57.45
<b>Total - To agree with GL</b>	<b>5,818,587.01</b>

**Municipal Account - Reconciliation to 30/04/2023**

**G/L Account (as at Month End):**

**Fees:**

Dept of Transport	-\$43,239.05
Bank Fees	-\$376.82
LESS: Interest Received	\$17,656.14
	<u><b>-\$25,959.73</b></u>

**Adjustments**

Payroll	-\$131,082.41
Payroll Rent Deduction	-\$800.00
	<u><b>-\$131,882.41</b></u>

**Unreconciled Items:**

	<u><b>\$57.45</b></u>
--	-----------------------

**Outstanding Deposits**

Cash/Chq 27/04/23	\$57.45
	<u><b>\$57.45</b></u>

**Outstanding Payments**

	<u><b>\$0.00</b></u>
--	----------------------

*ENTERED*

*By Victoria Fasano - SFO I&R at 10:58 am, May 08, 2023*

*APPROVED*

*By Kevin Wilson - MCS at 11:35 am, May 08, 2023*

# Trust Bank Statement

**Summary:**

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

Statement No 53  
 Statement Date 30/04/2023

Opening Balance	10,882.90
Deposits	\$0.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	<b>10,882.90</b>

Opening Balance	10,933.90
<u>Reconciled Items</u>	
Deposits	0.00
Payments	0.00
Fees	0.00
Adjustments	0.00
Closing Balance	10,933.90

The Bank Statement balances to the General Ledger

<u>Unreconciled Items</u>	
Deposits	0.00
Payments	-51.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-51.00
Total - To agree with GL	<b>10,882.90</b>

Unreconciled Items:

Type	Date	Cheque number	Amount	Description
CSH	12/12/2022	1542	51.00	SensOre Ltd
		Total:	51.00	

*ENTERED*

*By Victoria Fasano - SFO I&R at 1:32 pm, May 01, 2023*

*APPROVED*

*By Kevin Wilson - MCS at 12:51 pm, May 03, 2023*

# Shire of Lake Grace



## Reserve Bank Statement

Reserve No	Reserve Account Name		Balance
11	Emergency Services Reserve Bank	\$	27,854.85
12	Housing Reserve Bank	\$	601,079.46
13	Swimming Pool (Lake Grace) Reserve Bank	\$	232,778.29
14	Land Development Reserve Bank	\$	126,028.02
15	Leave Reserve Bank	\$	340,793.09
16	Plant Replacement Reserve Bank	\$	1,114,845.48
17	Recreation Reserve Bank	\$	224,490.10
18	Works & Services Reserve Bank	\$	608,297.98
19	Newdegate Hall Reserve Bank	\$	57,203.33
20	Lake Grace TV Reserve Bank	\$	30,894.35
23	Varley Sullage Reserve Bank	\$	1,708.85
31	Lake Grace Sewerage Scheme Reserve Bank	\$	1,189,231.76
35	Newdegate Sports Dam Reserve Bank	\$	27,447.69
36	Newdegate Stadium Floor Reserve Bank	\$	24,764.87
37	Community Water Supply Reserve Bank	\$	12,290.85
40	Office Furniture & Equipment Reserve Bank	\$	13,655.13
41	Newdegate 100 Year Centenary Reserve Bank	\$	32,985.29
42	History Book Reserve Bank	\$	10,732.52
43	Essential Medical Services Reserve Bank	\$	517,530.55
44	AIM Hospital Museum Reserve	\$	5,971.27
			<b><u>\$ 5,200,583.73</u></b>

### Bank Balance

**ENTERED**

By Victoria Fasano - SFO I&R at 11:38 am, May 08, 2023

31/03/2023

Term Deposit CBA	\$5,087,830.41
Reserve Acc	\$112,753.32
	<b><u>\$5,200,583.73</u></b>

**APPROVED**

By Kevin Wilson - MCS at 11:36 am, May 08, 2023

Variance \$0.00

# Reserves Fund Statement